Banking

When the Banking application is installed there is not a menu selection for the banking application, it adds features and menu selections to existing functions and applications.

This document will only cover those areas that have changed when the Banking application is installed. For more information on the setup and operations of the functions shown in this document, refer to the training manual for the application.

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

In **System Manager:**

Bank Accounts the account type has been added to allow you to set up general or credit card type banks.

When a bank is set up as a General type bank, you will have the ability to enter a routing code, use MICR printing on checks, enter the fraction printed on checks, select a positive pay setup for both AP and Payroll.

When a bank is set up as a Credit Card type bank you will have the ability to enter the credit card number used for this bank, the expiration date of the credit card and the vendor ID to use when paying open invoices using the credit card bank.

The ACH information has been moved from the Payroll, Payroll Information, Company Bank tab to the bank account ACH tab, to allow you to set up the information to put into the ACH file generated for Accounts Payable and Payroll checks.

A menu selection and functionality has been added to set up a **Positive Pay Export Definition**. This allow you to build a positive pay ASCII file that can be transmitted to your bank for check payment authorization.

In **Accounts Payable**:

The vendor setup has added functionality to allow you to select a default **Payment Bank ID**, so you can pay your vendors using a credit card.

The vendor setup has added functionality to allow you to select the **Check Delivery** method to print checks to paper or use an ACH file to pay the vendors electronically.

The **Hold**/**Release Invoices** function as added the ability to select the bank account ID for each open invoices to be used when preparing payments.

A menu selection has been added to **Create Positive Pay File** on the Pay Invoices menu to allow you to generate an ASCII file to transmit to your bank for check payment authorization.

A menu selection has been added to **Create ACH File** on the Pay Invoices menu, to allow you to generate an ACH file to pay your vendors electronically when you have the vendor check delivery method selected as electronic.

In **Accounts Receivable** and **Sales Order**:

A business rule has been added to require an authorization number to be entered for credit card payments when the cash receipt is over a specified amount.

Recurring Entries in both Accounts Receivable and Sales Order have had payment fields added to the billing tab to give the ability to set up the recurring entries to be paid using credit cards or direct debit type payment methods.

A field has been added to the Cash Receipts screen and the Payment tabs in both Accounts Receivable and Sales Order transactions to enter an **Authorization number** when entering receipts for credit card type payment methods.

Menu selections have been added on the Accounts Receivable, Transactions menu for a **Credit Card Authorization Report** and a **Credit Card Authorization** function to enter authorization numbers for those cash receipts that have not had authorization numbers entered.

In **Bank Reconciliation**:

A menu selection has been added to the Setup and Maintenance menu to set up **Positive Pay Export Definition**. This allow you to build a positive pay ASCII file that can be transmitted to your bank for check payment authorization.

A menu selection has been added to the Setup and Maintenance menu to set up **Reconciliation Import** file definitions, to allow you to import your reconciliation information from your bank directly into the reconciliation function and automatically clear transactions that have been written to your bank reconciliation journal.

An **Imported Data** tab has been added to the Reconciliation screen to allow you to view and automatically clear transactions that have been entered into your bank. This data comes from the file used when importing cleared transactions from the Reconciliation Import setup and import functions.

In **Payroll**:

The direct deposit information that was on the Company Bank, on the Payroll Information screen has been moved to the Bank Accounts setup in System Manager.

Options have been added to select a default bank account ID and an option to use only the default bank account ID to the business rules.

A bank account ID has been added to the calculate checks to calculate checks only for a specific bank.

A menu selection has been added to **Create Positive Pay File** on the Payday Work menu to allow you to generate an ASCII file to transmit to your bank for check payment authorization.

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.

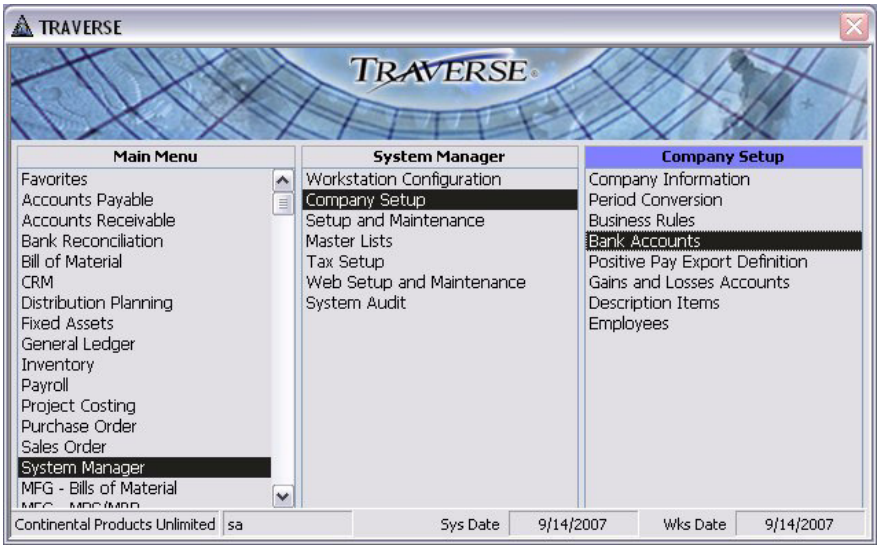
You can specify this information for each bank account:

- Account ID and name
- Bank name and address
- GL cash account
- Currency (if you use multicurrency)
- Account number the bank assigned to your company

To add a **bank accoun**t ID, follow these steps:

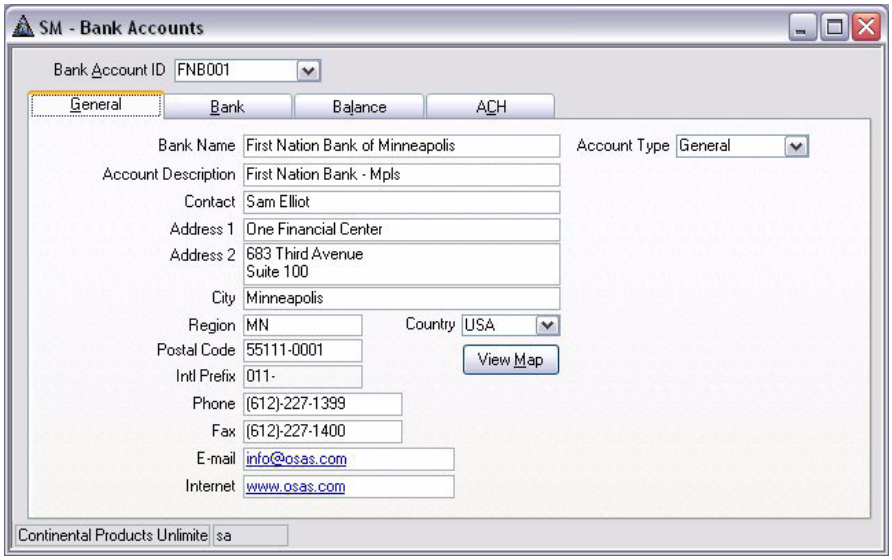
1. From the **Company Setup** menu select **Bank Accounts**.

Bank Accounts Menu



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

Bank Accounts Screen - General Tab



3. Select or enter the **Bank Account ID**.

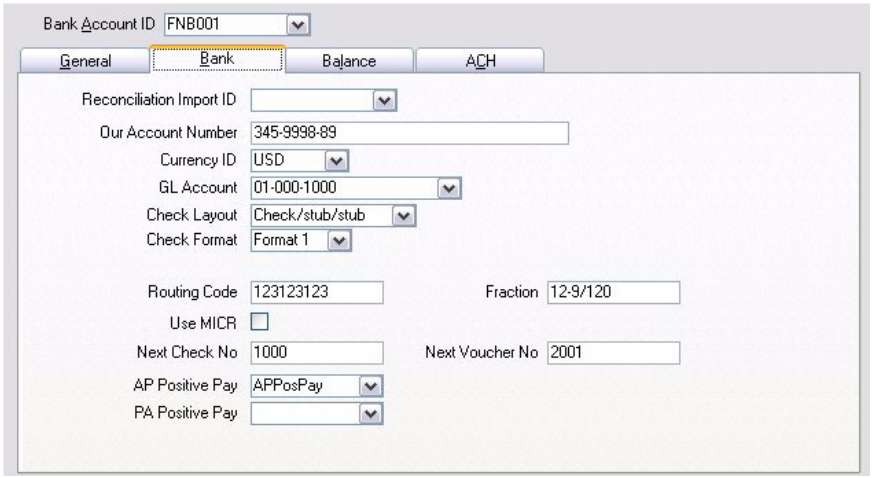
BA

4. Select the **Account Type**. The valid account types are **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.

Bank Accounts Screen - Bank Tab - General Type



BA

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

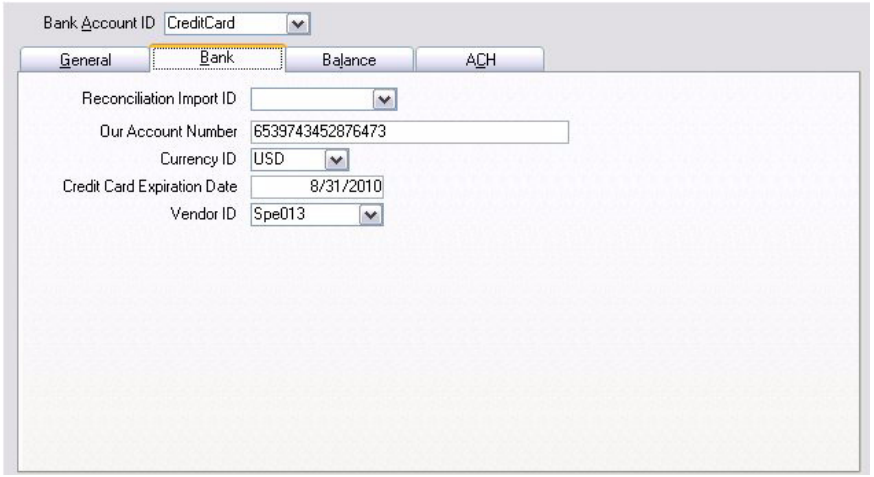
   This field will only be visible when the Business Rule to Allow Reconciliation Import is Yes.

2. Enter the 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.
3. 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.
4. Enter the **next** direct deposit **voucher number**. This number is updated when you print vouchers.

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

5. Select the **AP Positive Pay** setup you want to use for this bank. Use the Positive Pay Export Definition setup to define the positive pay file that will be output from the Accounts Payable positive pay function.
6. Select the **PA Positive Pay** setup you want to use for this bank. Use the Positive Pay Export Definition setup to define the positive pay file that will be output from the Payroll positive pay function.

Bank Accounts Screen - Bank Tab - Credit Card Type



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

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

2. Enter the credit card number for the credit card to be used with this bank in the **Our Account Number** field.
3. If you use multicurrency, 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 multicurrency, this field does not appear.

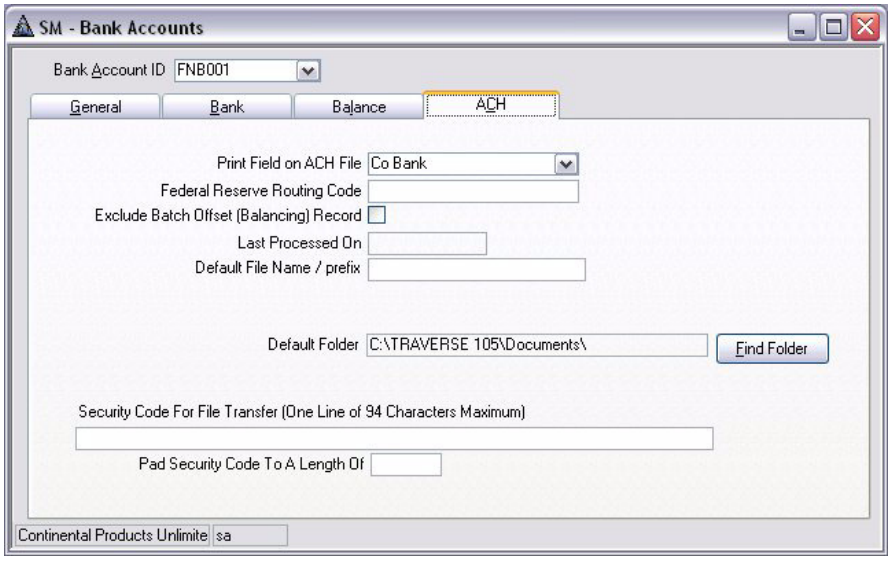
4. Enter the **Credit Card Expiration Date** for the credit card used with this bank account.
5. Select the **Vendor ID** for the vendor you want to use as your credit card vendor.

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

Note

No changes were made to the Balance tab. The functionality descriptions for this tab have been omitted from this document.

Bank Accounts - ACH Tab



BA This tab only appears 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 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** box:
   - 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 box.
3. The **Last Processed Date** appears. This date is updated when you post checks and vouchers.

4. Enter the **Default File Name** of the ACH file you want to create in the Default File Name box. TRAVERSE appends your company ID to the file name automatically.
5. Select the destination path for the file in the **Default Folder** box. Click the **Browse** button to build this path while you navigate to the desired folder. The path for the ACH file appears in the Default Folder box.
6. The default folder and file name are displayed in the **Sample File** field.
7. Enter the **security code** if your bank expects your ACH file to begin with one. If your bank does not require a security code, leave this box blank.
8. Enter the required length of the security code for your bank in the Pad Security Code To A Length Of box. 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.

Positive Pay Export Definition

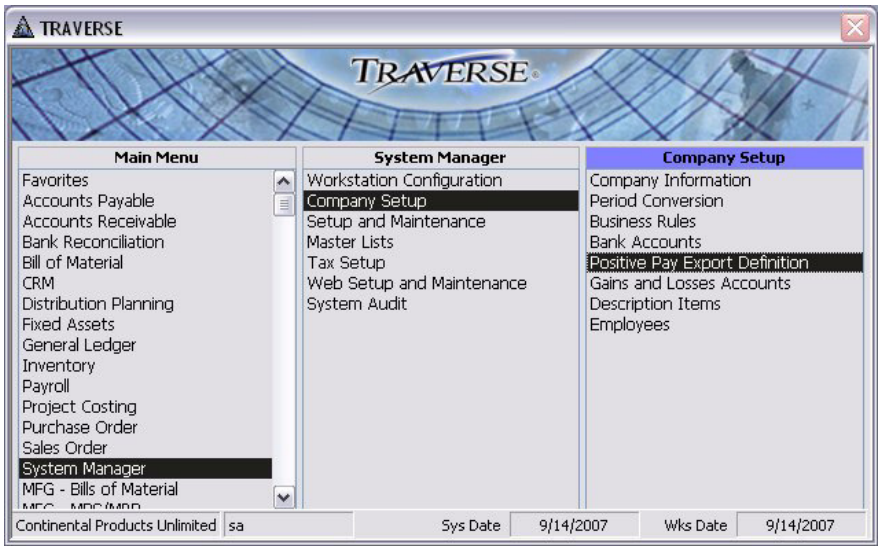
BA

A menu selection has been added to the Setup and Maintenance menu to set up **Positive Pay Export Definition**. This allow you to build a positive pay ASCII file that can be transmitted to your bank for check payment authorization.

To set up a **Positive Pay Export Definition**, follow these steps:

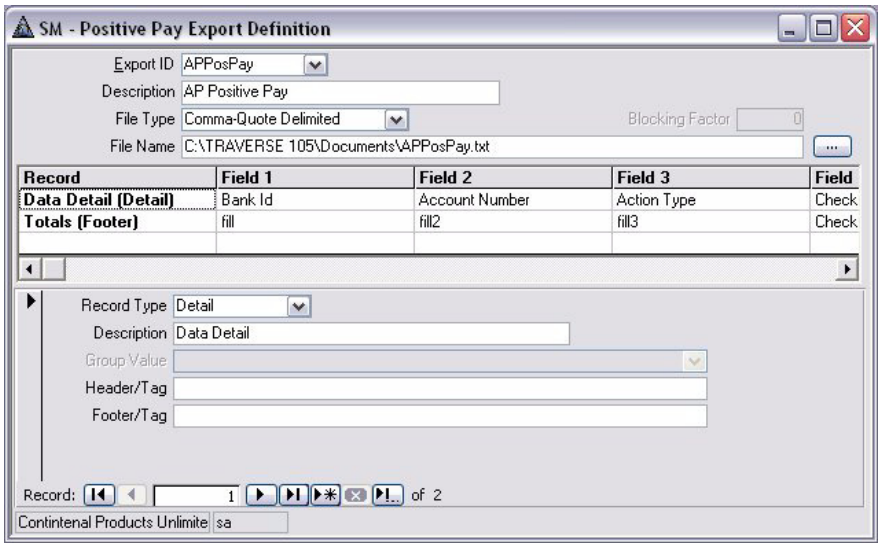
1. Select **Positive Pay Export Definition** from the **Company Setup** menu.

Positive Pay Export Definition Menu



2. The **Positive Pay Export Definition** screen appears.

Positive Pay Export Definition Screen



3. Select or enter the **Export ID** you want to use for this export definition file.
4. Select an export ID to **Copy From** is you have a positive pay export definition set up and you want to use a similar setup.
5. Enter or edit the **Description** for the export ID.
6. Select the File Type you want to export the file to.

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

- **Comma Delimited**: Use this format when you want the fields in the file you are exporting data to are separated by commas. This is the format used when saving the file to an Excel spreadsheet as a.csv format file.
- **Comma-Quote Delimited**: Use this format when you want the fields to be 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 you want records to be separated by a return character and the fields within the record are all the same width.
- **Fixed Length Record**: Use this format when you want all the 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.

- **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.

7. Enter the path and **File Name** you want to use when you export the positive pay file or use the browse button  . to browse to the path and enter the file name.
8. 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 less 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.
9. Select the Record Type you want to use for each field in the file to be output. The record types are:
   - **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.
10. 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.

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

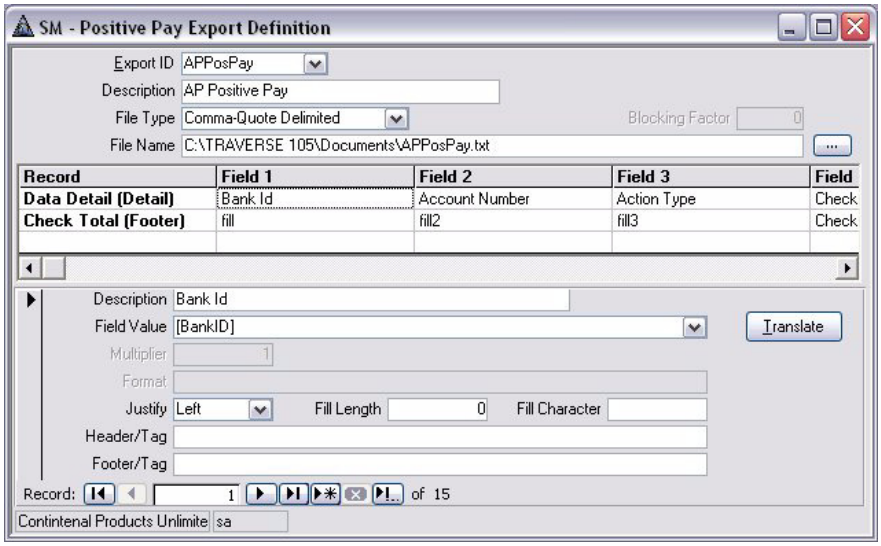
    The Group Value you select will be the field in the output file you want your records grouped by when it is output and you are going to be generating totals. A typical group value might be Bank ID, so you can get check totals and a check count by

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.

12. 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.
13. 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.

Positive Pay Export Definition - Field Detail



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 you want your output file to be set up in.

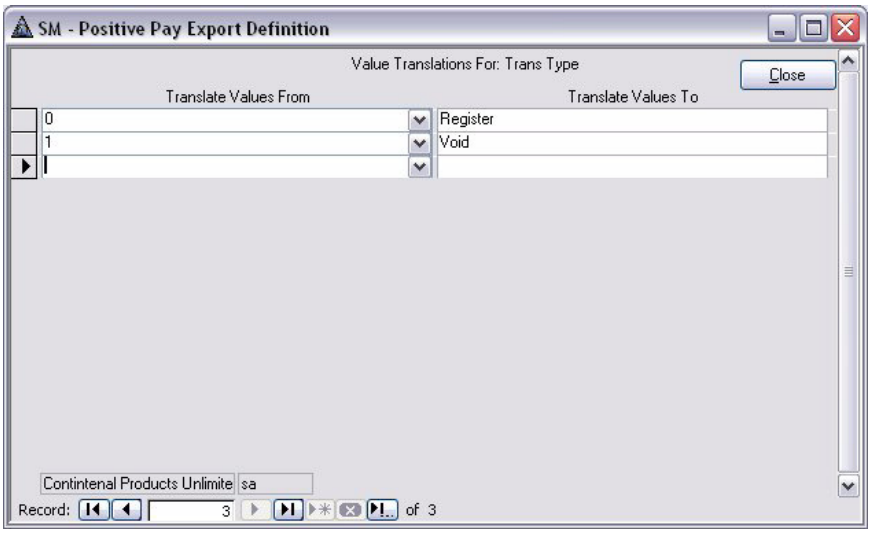
To enter the detail of each field, put your cursor into the record and field you want to add or edit and follow these steps:

1. Enter the **Description** of the field you currently have selected.
2. Select the Field Value you want put in to the field you have selected. The field value selections are:
   - **AccountNumber**: The Bank ID account number entered into the Our Account Number on the Bank tab of the Bank Accounts setup will be output to this field.
   - **ActionType**: The type of action being done with each record, an Add or a Delete.
   - **BankID**: The Bank ID the Positive Pay export ID was set up for will be output to this field. This comes from the System Manager Bank Accounts setup.
   - **CheckAmount**: The amount of each check will be output in this field.
   - **CheckDate**: The Date of the check will be output in this field.
   - **CheckNumber**: The number of the check printed will be output in this field.

- **PayeeAddress1**: The 1st address line from the Pay-To tab in the Vendor setup will be output to this field.
- **PayeeAddress2**: The 2nd address line from the Pay-To tab in the Vendor setup will be output to this field.
- **PayeeCity**: The city from the Pay-To tab in the Vendor setup will be output to this field.
- **PayeeName**: The name from the Pay-To tab in the Vendor setup will be output to this field.
- **PayeeRegion**: The region from the Pay-To tab in the Vendor setup will be output to this field.
- **PayeePostalCode**: The postal code from the Pay-To tab in the Vendor setup will be output to this field.
- **TransactionType**: The type of transaction being done for each record is output in this field, Register or Void.
- **WorkstationDate**: The workstation date of the workstation outputting the file is output to this field.
- **CheckCount**: The number of checks for each record that is being output to the file.

3. To translate data from the file into a value that your bank recognizes (for example, Trans Type), click the **Translate** button at the end of the field value record you want to enter a translation for.

Positive Pay Export Definition - Translate



When the Positive Pay Export Definition translation dialog box appears, enter the original TRAVERSE and the output value to which to translate the TRAVERSE value.

4. Enter the **Multiplier** value you want the check amount 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.
5. Enter the **Format** you want the field value to be displayed in. This field is only available for the following field values; CheckAmount, CheckDate, WorkstationDate and CheckCount.
6. Elect how you want to **Justify** the records in this field, Left or Right.

7. 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 fill in 94 into this field.
8. 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 9's. Also the Block record that will fill in the remaining blocking factor records will be records filled in with all 9's.
9. 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.
10. 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.

When the update is installed that contains the Banking features, most fields, on forms and reports, that have Check in the name have been renamed to Payment. Examples are, on the Pay Invoices menu Prepare Checks has been renamed to Prepare Payments. Check Register is not Payment Register and so forth.

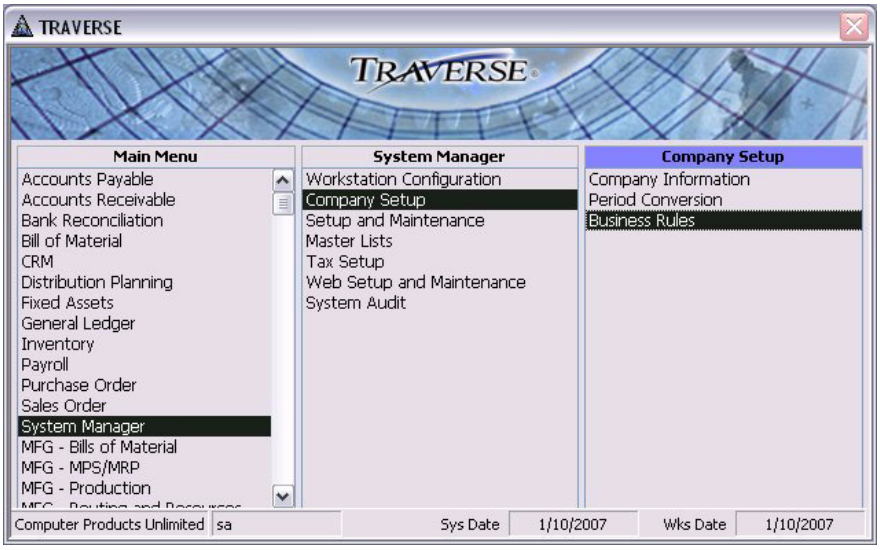
Business Rules

Use the Business Rules function to define application interfaces and general information about Accounts Payable functions. You can elect to keep payment and purchase history; and you can specify GL accounts for discounts, cash, and inventory.

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

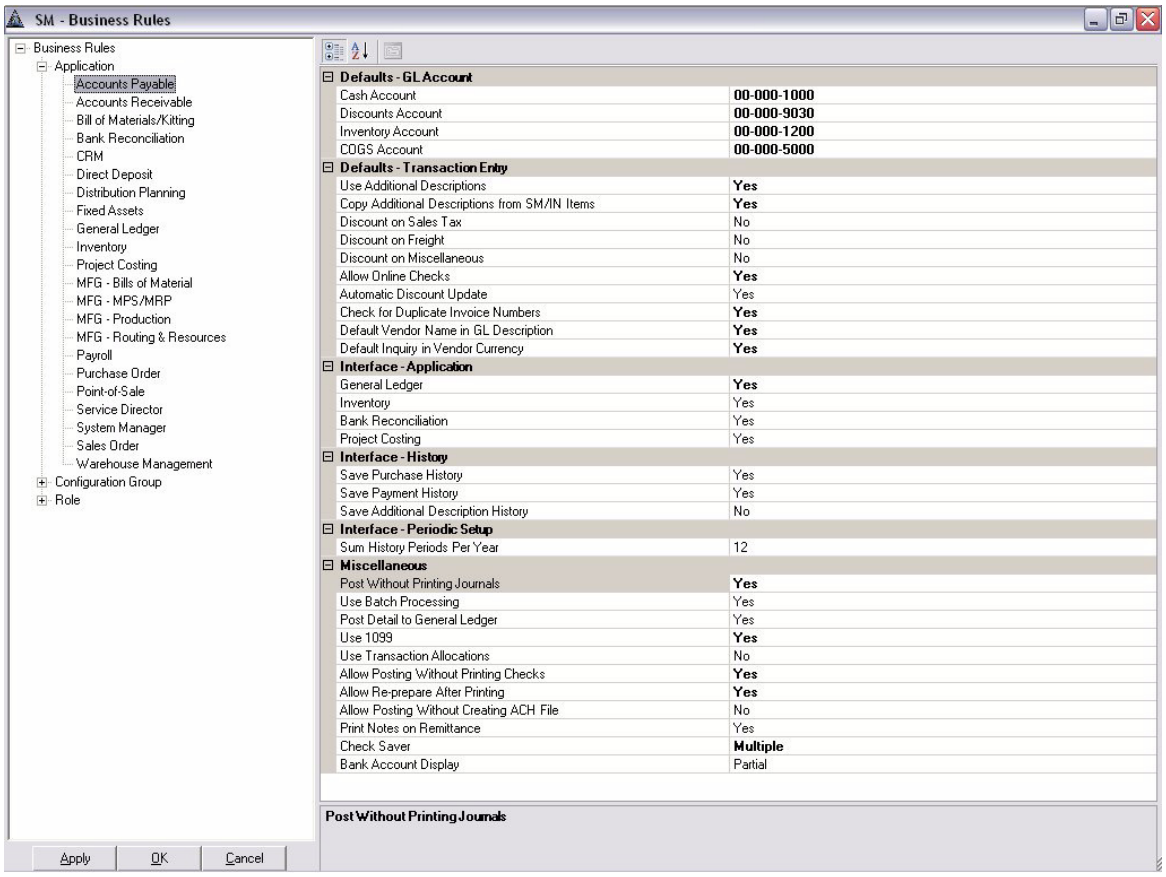
1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears. Expand the **Business Rules** selection and expand the **Applications** selection and select **Accounts Payable**.

Business Rules Screen



A new business rule was added for the Banking module.

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

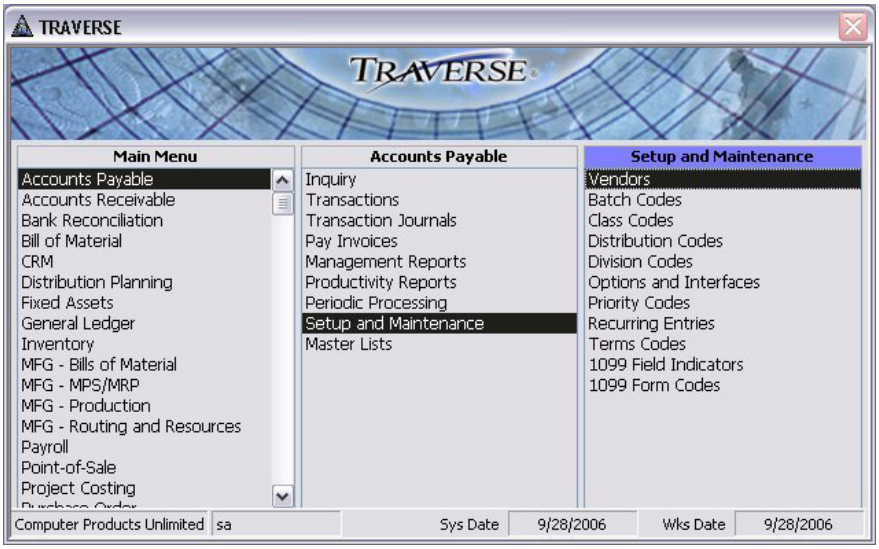
Vendors

Use the **Vendors** function to set up and maintain records for vendors with whom you do business. A record contains the vendor's name and address, the pay-to name and address, 1099 information, purchase and payment histories, and notes.

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

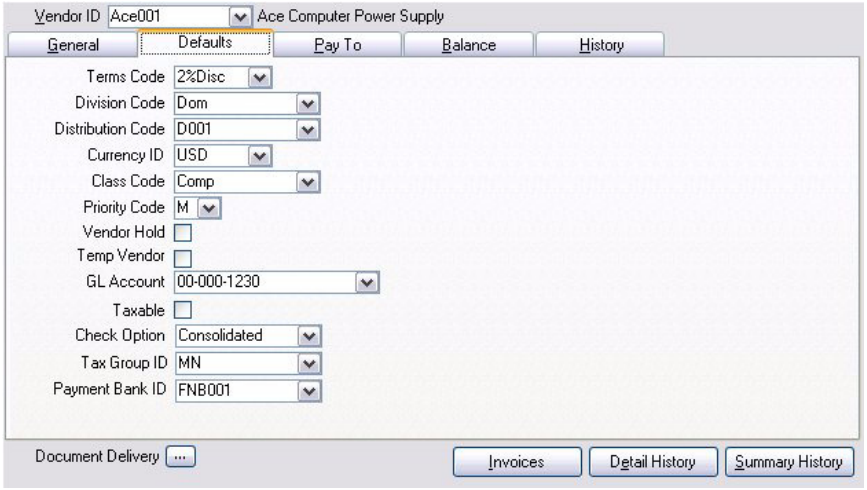
1. Select **Vendors** from the **Setup and Maintenance** menu.

Vendors Menu



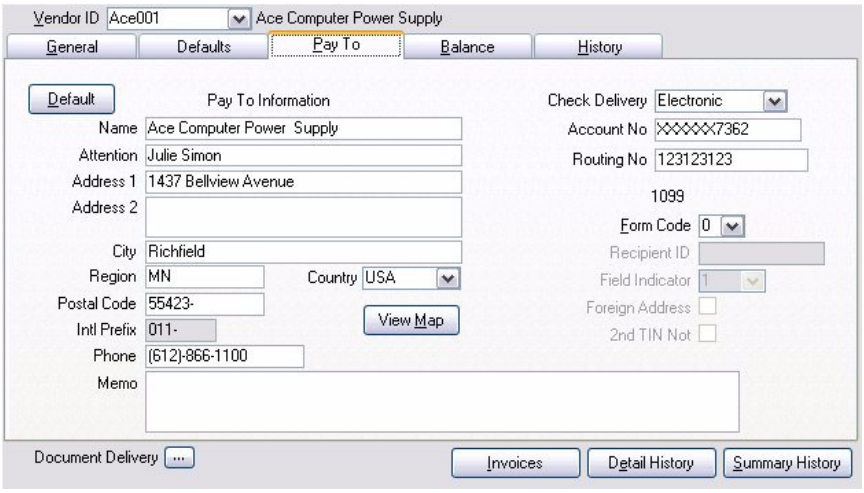
2. The **Vendors** screen appears with the **General** Tab displayed.

Vendors Screen-Defaults Tab



3. Select the **Payment Bank ID** you want to use a a default bank when you enter prepayments, or when you post invoices and prepare checks.

Pay To Tab



Use the **Pay To** tab to enter pay-to and 1099 information for the vendor. Enter information in the **Pay To** information fields only if the information is different than the information entered on the **General** tab. If the information is the same, click **Default** and edit the following fields as necessary.

BA

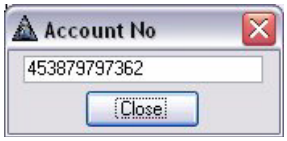
1. Select the **Check Delivery** method you want to pay your vendors. Your choices are Check and Electronic.

   Check will print a paper check to mail to your vendor.

   Electronic will output your payments to an ACH file using the Create ACH file function on the Pay Invoices menu.

BA

2. Enter the **Account No** of the bank you will be sending the ACH file to when you select Electronic for the check delivery method.
   - The **Account No** screen will appear when you tab into the Account No field.



   - Enter the account number into the box.

BA

3. Enter the 9 digit **Routing No** for the routing code for the Vendor's bank that will be receiving the ACH file for invoice payment.

Hold/Release Invoices

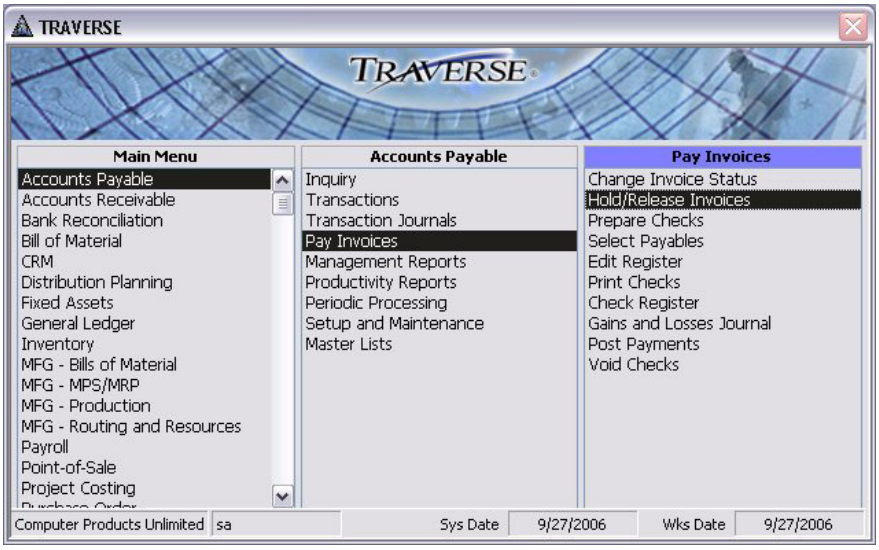
Use the **Hold/Release Invoices** function to change the status of a transaction. You can put a transaction on permanent or temporary hold so that it is not automatically paid when you prepare and print checks. (An invoice on temporary hold is automatically released when you post.) You can also release all transactions that are on permanent or temporary hold.

You can pay an invoice at once, change an invoice's due date and discount amount, and split the invoice amount into an unlimited number of payment installments.

To **Hold/Release Invoices**, follow these steps:

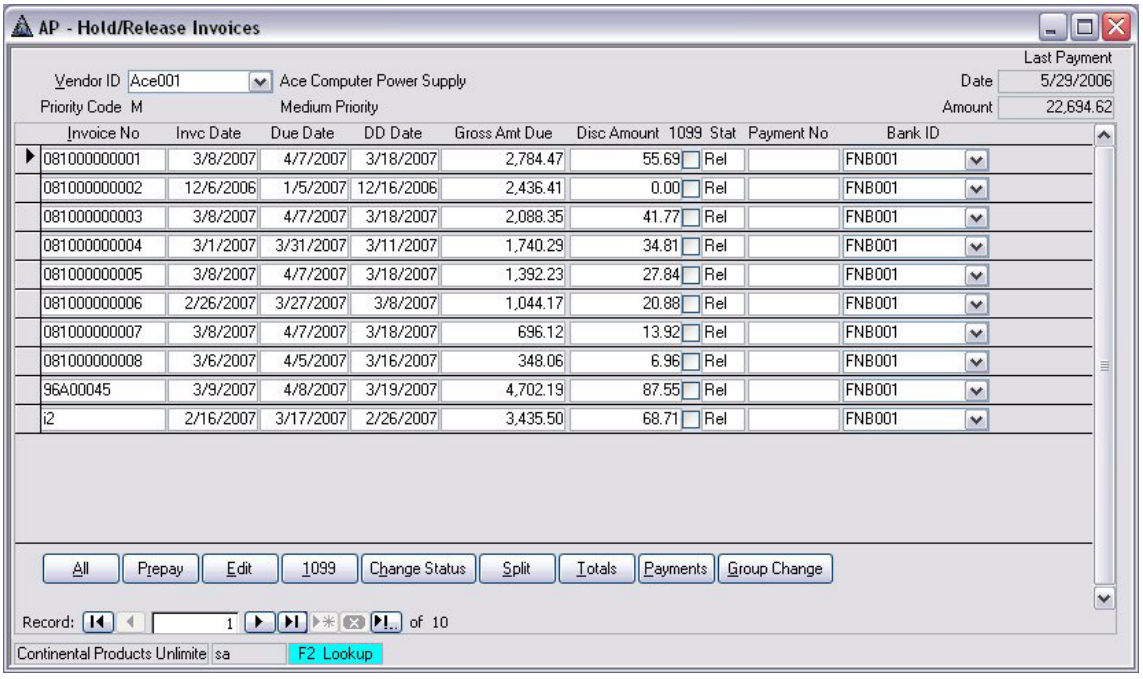
1. Select **Hold/Release Invoices** from the **Pay Invoices** menu.

Hold/Release Invoices Menu



2. The **Hold/Release Invoices** screen appears.

Hold\Release Invoice Screen



Lookup

3. Select the ID of the **vendor** whose invoices you want to hold or release. The vendor's payment priority code and the date and amount of the last payment appear.

4. The **Bank ID** assigned to the Vendor from the vendor setup is defaulted into the Bank ID field. Accept the default or select the bank account ID you want the invoice to be paid through. If a bank account was not assigned to a vendor the bank ID will be left blank and you may select the bank to pay the invoice through.

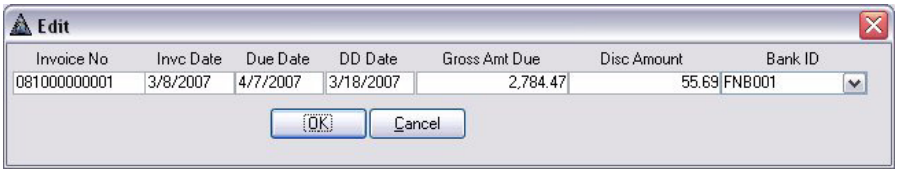
   The following information about each invoice appears: the invoice number and date, the due date, the discount due date, the gross amount due, the discount amount, whether a 1099 form is required, the status, and the check number.

5. If you want to change the status on all invoices, select **All**; otherwise, select an invoice and do one of the following options:
   - Select **Change Status** or double-click the Stat field to toggle the invoice status.
   - Select **Split/Reapply** to split an invoice or reapply a payment. The Split/Reapply Payment dialog box appears.
6. When you are finished, print the Open Invoice Report.

Command Buttons

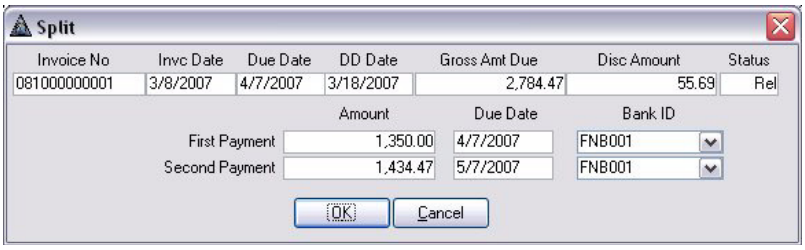
Name	Description
All	Display the Change All Status dialog box.
Prepay	Display the Prepay dialog box.
Edit	Display the Edit dialog box.
1099	Toggle to flag invoice as 1099 or not 1099.
Change Status	Change the status of an invoice.
Split	Display the Split dialog box.
Totals	Display the Vendor Invoice Totals dialog box.
Checks	Display the Check Totals dialog box.
Group Change	Display the Change Invoice Status dialog box.

Edit Dialog Box



The Edit dialog box appears when you select **Edit** on the Hold/Release Invoices screen**.** You can change the **due date** and the **discount amount** to edit the invoice. The **Bank ID** assigned to the Vendor from the vendor setup is defaulted into the Bank ID field. Accept the default or select the bank account ID you want the invoice to be paid through. If a bank account was not assigned to a vendor the bank ID will be left blank and you may select the bank to pay the invoice through.

Split Dialog Box



The Split dialog box appears when you select **Split** on the Hold/Release Invoices screen.

1. To split a payment or debit memo for an invoice, enter the payments and the due dates.
2. You can change the **first payment amount** and **due date** and the remaining amount will be put into the **second amount** field with the next **due date** from the terms code, and cannot be changed.

BA

3. The **Bank ID** assigned to the Vendor from the vendor setup is defaulted into the Bank ID field. Accept the default or select the bank account ID you want the invoice to be paid through. If a bank account was not assigned to a vendor the bank ID will be left blank and you may select the bank to pay the invoice through.
4. To continue splitting the invoice, always select the invoice made from the second payment and split that one.

Create Positive Pay File

BA

A menu selection has been added to **Create Positive Pay File** on the Pay Invoices menu to allow you to generate an ASCII file to transmit to your bank for check payment authorization.

Note

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

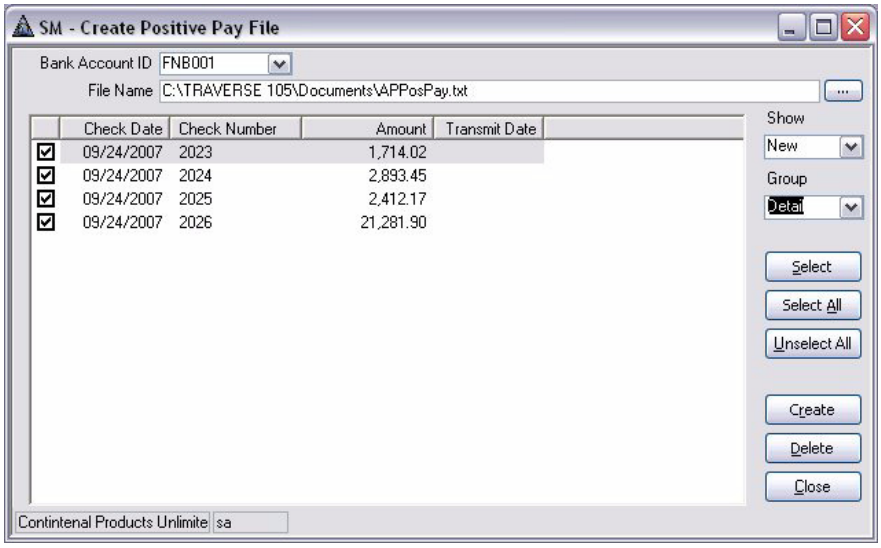
To use the **Create Positive Pay File** function, follow these steps:

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

Create Positive Pay File Menu

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

Create Positive Pay File Screen



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

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

4. The **File Name** of the file you set up in the Positive Pay Export Definition setup is displayed. Accept the default or change the path and file name if you want a new file name. If the file exists, you will be prompted to overwrite the existing file when you Create the file. Click the browse button  to browse to the path you want the file output to.

5. The Checks that have been printed for the bank selected will be displayed in the detail area. The default display is a summary display which has the Check Date, Check Count, Amount and Transmit Date columns. You may sort any of these columns by clicking on the column heading once to sort ascending and again to sort descending.
6. Select the type of checks you want to **Show** from the combo box selections of **New** and **Sent**.

   New will display any checks that have not had the positive pay file created for them when the Select box was checked and the file was created.

   Sent will display any checks that have had the positive pay file created for them when the Select box was checked and the file was created.

7. Select what type of **Group** you want to see from the combo box selections of **Summary** or **Detail**.

   Summary will show a summary record for each transmit date displaying the Check Date, Check Count, Amount and Transmit Date.

   Detail will show each of the checks printed displaying the Check Date, Check Number, Amount and Transmit Date.

8. The command buttons for the screen are:
   - **Select**: Will check the box next to the record selected in the check detail area of the screen.
   - **Select All**: Will check the box for all records in the check detail area of the screen.
   - **Unselect All**: Will uncheck all the boxes for the records displayed in the check detail area of the screen.
   - **Create**: Will output the file for the selected check records in the format defined in the positive pay definition assigned to the bank account Id selected for this file.
   - **Delete**: Will delete the selected checks from the list of checks in the check detail area.
   - **Close**: Will close the screen and return you back to the main menu.
9. When the Create button is clicked to output the file you will be prompted to overwrite the file if it exists. If you select No you will be returned to the screen to change the file name in the File Name field.

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

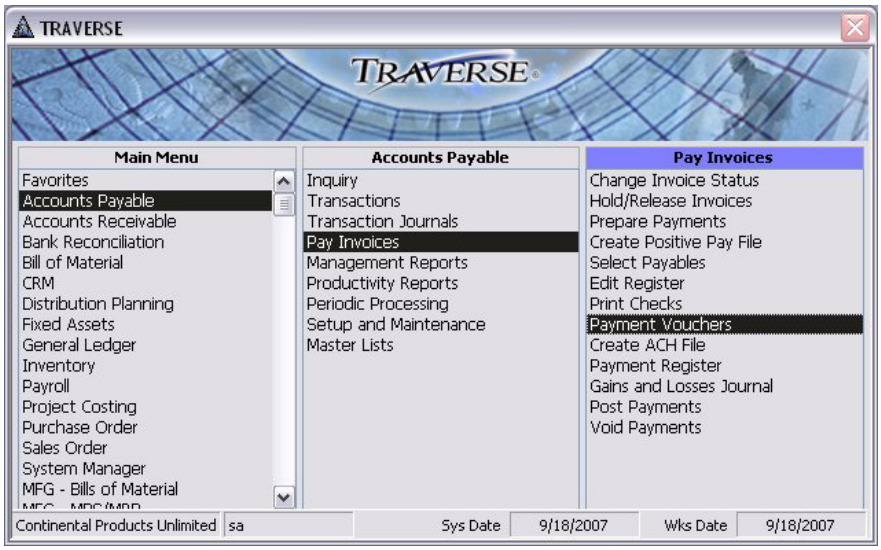
Payment Vouchers

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

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

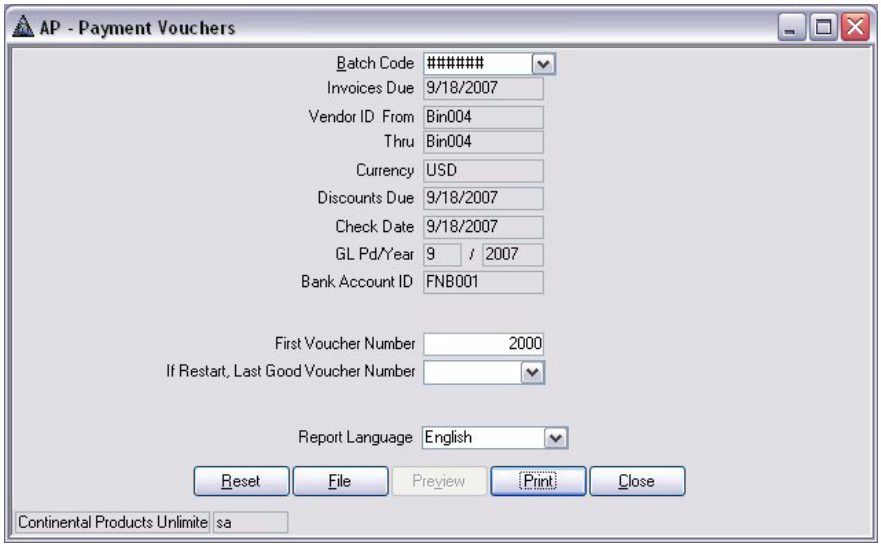
1. Select **Payment Vouchers** from the **Pay Invoices** menu.

Payment Vouchers Menu



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

Payment Vouchers Screen



3. Select the **Batch Code** you want to output the payment vouchers for.
4. The **invoice date**, **vendor ID from and thru**, **discount date, check date**, **GL period** and **year** and **bank account ID** you selected when you prepared payments is displayed.
5. Enter the **first voucher number** or accept the default voucher number. If it is necessary to enter a voucher number *smaller* than the number displayed, use the Bank Account ACH tab function in the system manager bank accounts.
6. If you are reprinting vouchers (for example, due to a printer error), enter the number of the **last good voucher** that printed correctly.
7. Select the **language** for the vouchers. This option is available only if you use the TRAVERSE multilingual feature.

8. Select **Reset**, **File**, **Print**, or **Close**.

Create ACH File

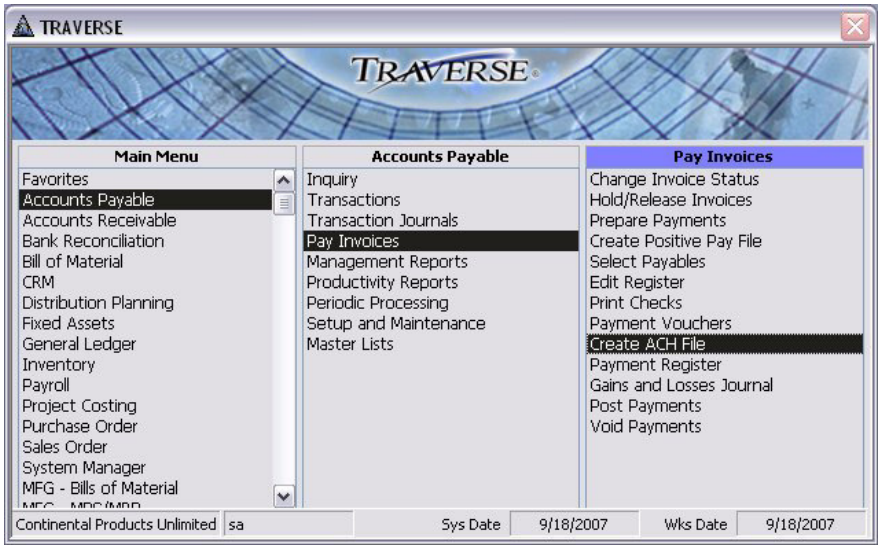
Use the **Create ACH File** function to create an ACH (Automated Clearing House) file. The ACH file contains all the payment transaction information for your vendors. After you create the ACH file, submit it to your company's bank.

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

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

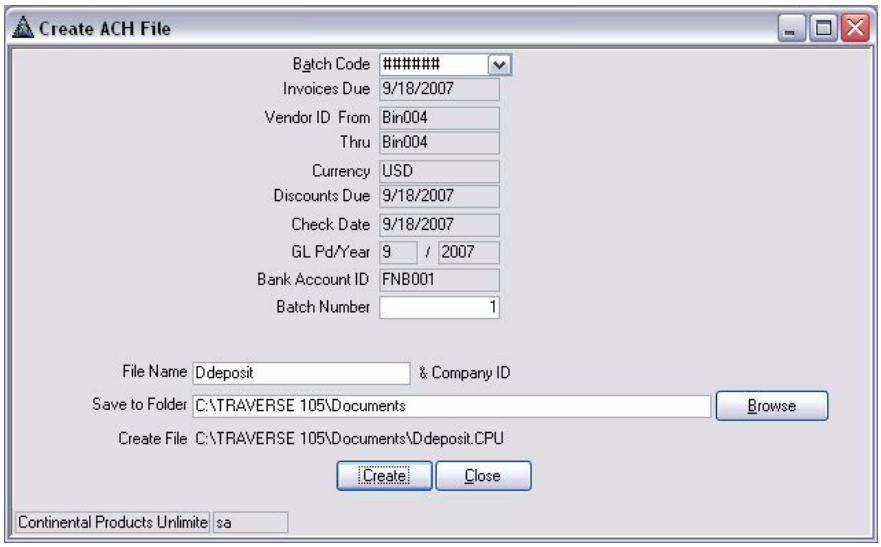
1. Select **Create ACH File** from the **Pay Invoices** menu.

Create ACH File Menu



2. The **Create ACHFile** screen appears.

Create ACH File Screen



3. Select the **Batch Code** you want to output the payment vouchers for.
4. The **invoice date**, **vendor ID from and thru**, **currency, discount date, check date**, **GL period** and **year** and **bank account ID** you selected when you prepared payments is displayed.
5. The **batch number** is displayed. This will be incremented if you output more than one ACH file in a day.
6. Enter or edit the **file name** of the ACH file you want to create in the File Name box. TRAVERSE appends your company ID to the file name automatically.
7. Select the destination path for the file in the **Save to Folder** box. Click the **Browse** button to build this path while you navigate to the desired folder. The path for the ACH file appears in the Create File box.
8. Click **Create** to begin processing. After the file is created, our cursor will return to a pointer.

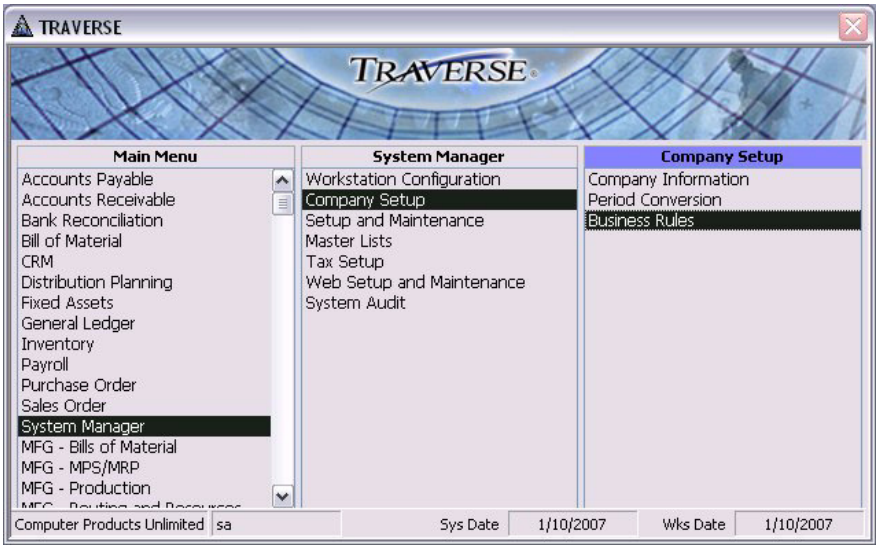
Accounts Receivable Business Rules

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

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

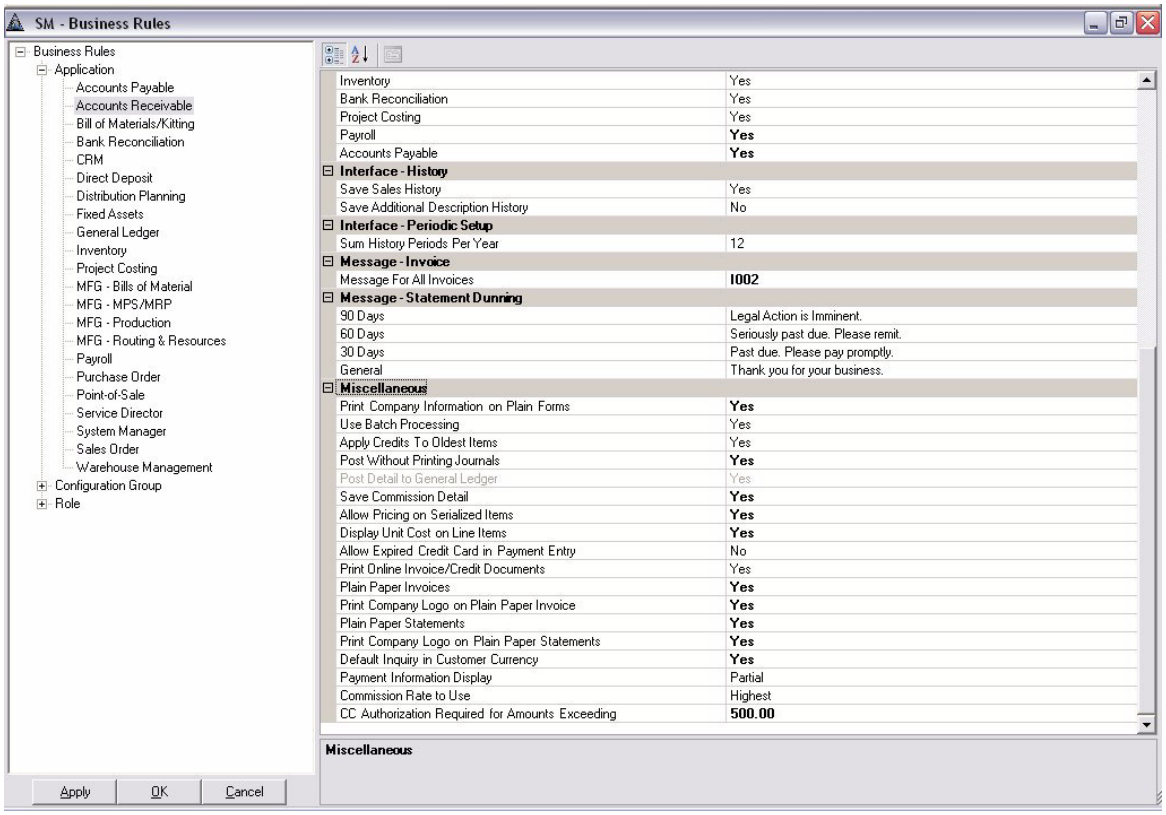
1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears with the **Interfaces** tab displayed.

Business Rules Screen



Miscellaneous

BA

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

Accounts Receivable Recurring Entries

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

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

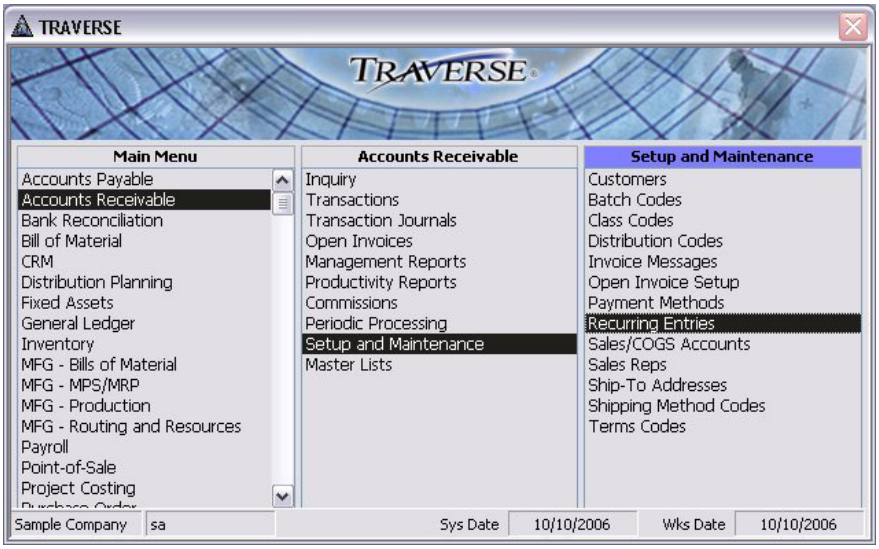
Note

You cannot set up recurring entries for inventory items.

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

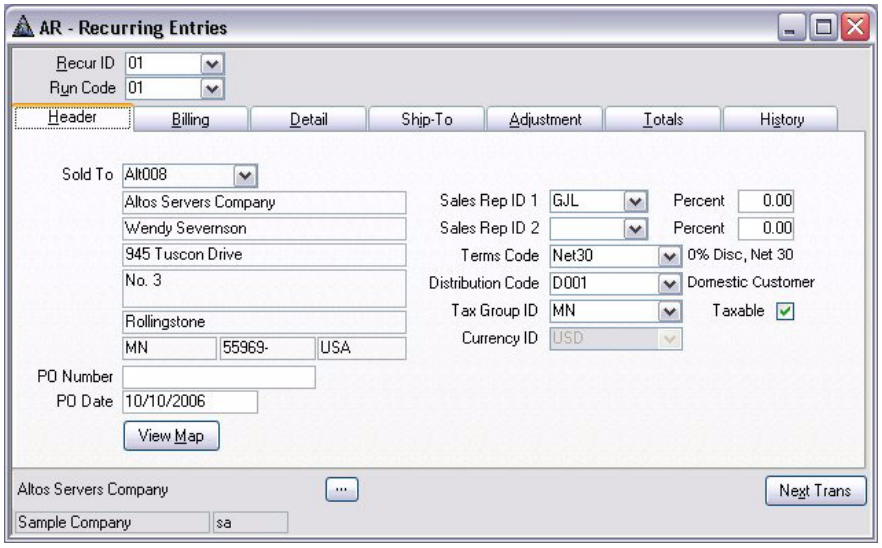
1. Select **Recurring Entries** from the **Setup and Maintenance** menu.

Recurring Entries Menu

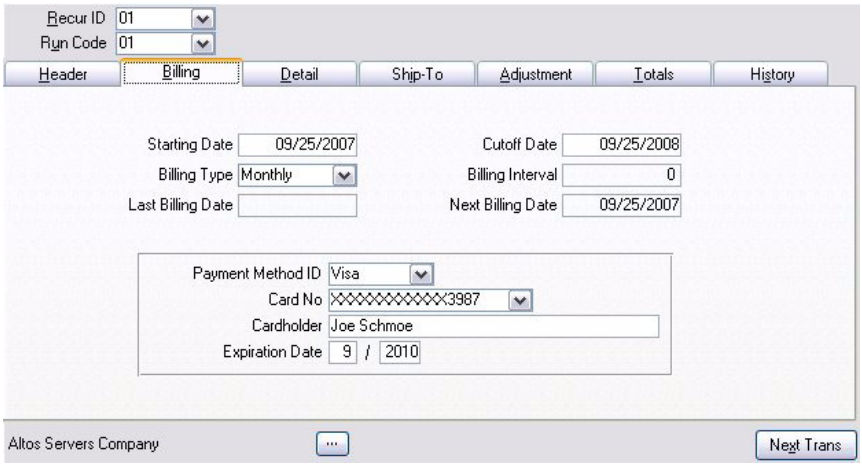


2. The **Recurring Entries** screen appears with the **Header** tab displayed.

Recurring Entries Screen-Header Tab



Billing Tab



Use the billing tab to set starting dates and cutoff dates. You also set the billing intervals to determine how often you want the recurring entry to be copied into the transactions function.

1. Enter the date of the first invoice for the entry in the **Starting Date** text box.
2. Enter the date after which you no longer want to create invoices for the recurring entry in the **Cutoff Date** text box. This date is used when you copy and delete recurring entries. If you are creating an open-ended recurring entry, you can leave this field blank.
3. Select the **Billing Type** for this recurring entry. Below are the valid billing types and how they work:
   - **As Needed** will allow you to copy the recurring as often as you need to. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** fields are left blank.
   - **Days** will allow you to copy the recurring entry at intervals of a specific number of days. The **Billing Interval** field becomes activated and you will need to enter the number of days you want between billing cycles. The **Last Billing Date** is refreshed when you copy this recurring entry to the transactions function. The **Next Billing Date** is calculated each time the copy recurring entries function is run for this recurring entry and is displayed.
   - **Monthly** will allow you to copy the recurring entry once per month. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates when the copy recurring entries function is run and this recurring entry is included.
   - **Quarterly** will allow you to copy the recurring entry once per quarter. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates when the copy recurring entries function is run and this recurring entry is included.
   - **Yearly** will allow you to copy the recurring entry once per year. The Billing Interval field is disabled and the Last Billing Date and Next Billing Date are updated with the corresponding dates when the copy recurring entries function is run and this recurring entry is included.
4. In the payment section of the billing tab select and enter the following information:
   - **Payment Method ID**: Select the payment method this customer will be paying for this recurring entry. The only payment method ID's displayed will be those that have payment types of Direct Debit and Credit Card.

- **Card No./Account No.**: If you have the payment method selected set up on the Payments tab of the customer setup, the credit card or account number will be displayed. If multiple credit cards or direct debit accounts are set up, you can select from the combo box list of the cards or accounts. If no credit cards or direct debit accounts are set up for the customer on the payments tab, enter the credit card or account number.
- **Card Holder/Bank Name**: If you have the payment method selected set up on the Payments tab of the customer setup, the card holder or bank name will be displayed. If no credit cards or direct debit accounts are set up for the customer on the payments tab, enter the card holder name or bank name.
- **Expiration Date/Routing Code**: If you have the payment method selected set up on the Payments tab of the customer setup, the expiration date or routing code will be displayed. If no credit cards or direct debit accounts are set up for the customer on the payments tab, enter the expiration date or routing code.

Sales Order Recurring Entries

Use the **Recurring Entries** function to set up orders that you send to customers regularly. After you set up the recurring entries, use the **Copy Recurring Entries** function to create new orders.

You can copy a group of recurring entries instead of entering each transaction each time you send the order. By assigning each entry a run code, you can process these groups of entries on different schedules—monthly, bimonthly, or according to your company's needs.

Sales Order Recurring Entries interface to Inventory so you will be able to set up recurring orders for inventory items that you sell to your customers on a regular basis.

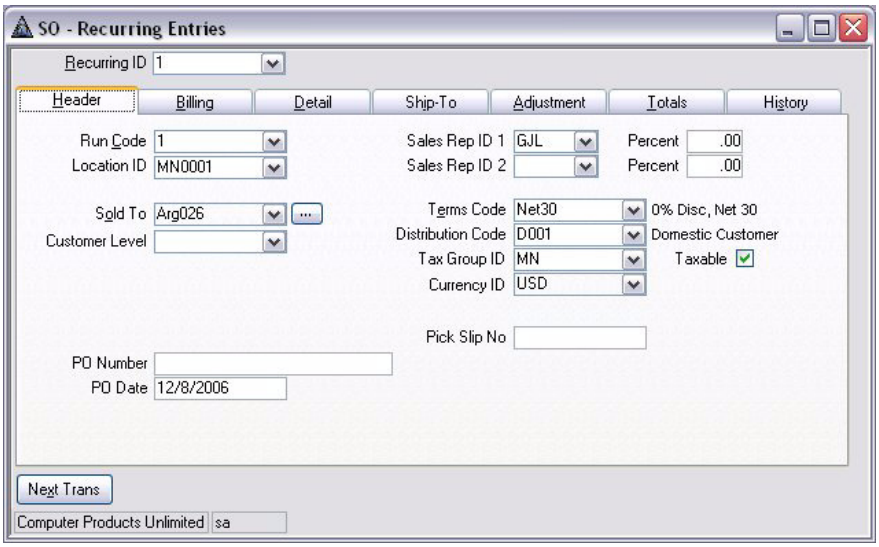
To set up **Recurring Entries**, follow these steps:

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

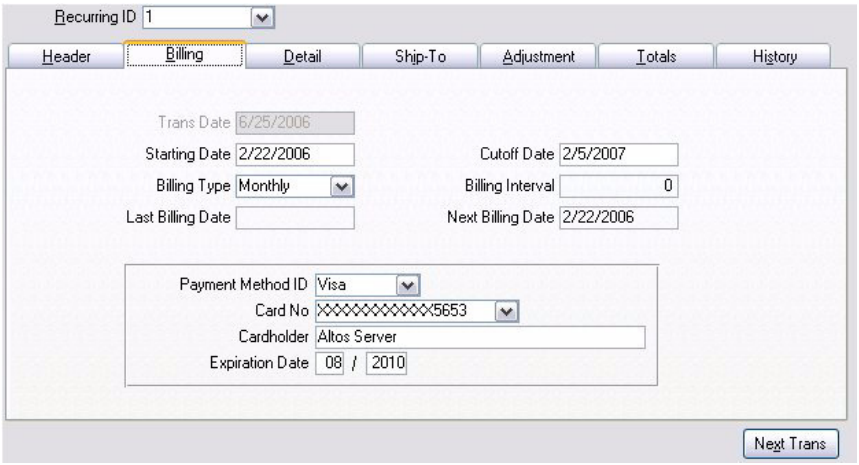
Recurring Entries Menu

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

Recurring Entries Screen-Header Tab



Billing Tab



Use the billing tab to set starting dates and cutoff dates. You also set the billing intervals to determine how often you want the recurring entry to be copied into the transactions function.

1. The **Trans Date** will default to your current workstation date and can not be changed.
2. Enter the date of the first invoice for the entry in the **Starting Date** text box.
3. Enter the date after which you no longer want to create invoices for the recurring entry in the **Cutoff Date** text box. This date is used when you copy and delete recurring entries. If you are creating an open-ended recurring entry, you can leave this field blank.
4. Select the **Billing Type** for this recurring entry. Below are the valid billing types and how they work:
   - **As Needed** will allow you to copy the recurring as often as you need to. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** fields are left blank and disabled.

- **Days** will allow you to copy the recurring entry at intervals of a specific number of days. The **Billing Interval** field becomes activated and you will need to enter the number of days you want between billing cycles. The **Last Billing Date** is refreshed when you copy this recurring entry to the transactions function. The **Next Billing Date** is calculated each time the copy recurring entries function is run for this recurring entry and is displayed.
- **Monthly** will allow you to copy the recurring entry once per month. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates when the copy recurring entries function is run and this recurring entry is included.
- **Quarterly** will allow you to copy the recurring entry once per quarter. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates when the copy recurring entries function is run and this recurring entry is included.
- **Yearly** will allow you to copy the recurring entry once per year. The Billing Interval field is disabled and the Last Billing Date and Next Billing Date are updated with the corresponding dates when the copy recurring entries function is run and this recurring entry is included.

5. In the payment section of the billing tab select and enter the following information:
   - **Payment Method ID**: Select the payment method this customer will be paying for this recurring entry. The only payment method ID's displayed will be those that have payment types of Direct Debit and Credit Card.
   - **Card No./Account No.**: If you have the payment method selected set up on the Payments tab of the customer setup, the credit card or account number will be displayed. If multiple credit cards or direct debit accounts are set up, you can select from the combo box list of the cards or accounts. If no credit cards or direct debit accounts are set up for the customer on the payments tab, enter the credit card or account number.
   - **Card Holder/Bank Name**: If you have the payment method selected set up on the Payments tab of the customer setup, the card holder or bank name will be displayed. If no credit cards or direct debit accounts are set up for the customer on the payments tab, enter the card holder name or bank name.
   - **Expiration Date/Routing Code**: If you have the payment method selected set up on the Payments tab of the customer setup, the expiration date or routing code will be displayed. If no credit cards or direct debit accounts are set up for the customer on the payments tab, enter the expiration date or routing code.

Cash Receipts

Use the **Cash Receipts** function for the following tasks:

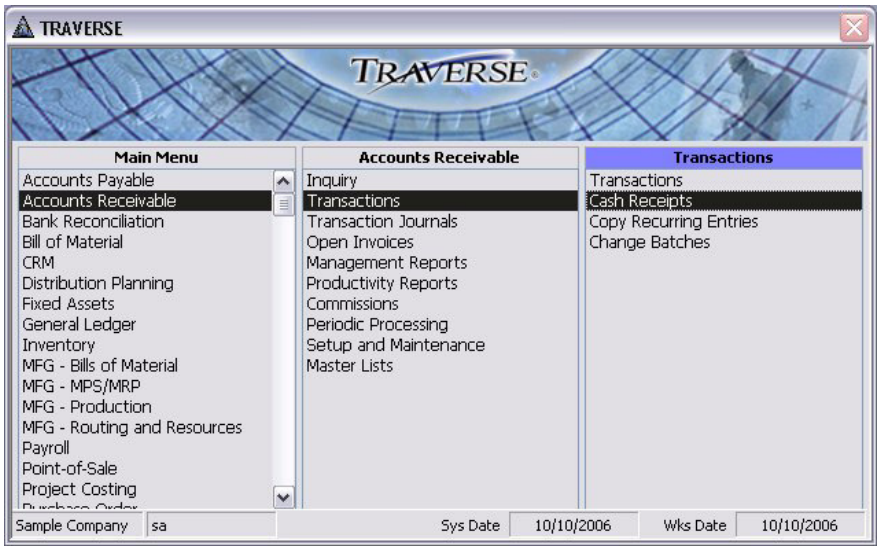
- Record payments from customers.
- Record unapplied cash receipts from a source other than a customer.
- Enter deposit information (such as the bank account ID or a batch/deposit number).
- View transaction prepayments.

This function is similar to the **Transactions** function because you can use it to record payment amounts. However, if you often receive partial payment for goods shipped, you can use the **Transactions** function to record the transaction initially, then use the **Cash Receipts** function to record payments as they come in.

To work with **Cash Receipts**, follow these steps:

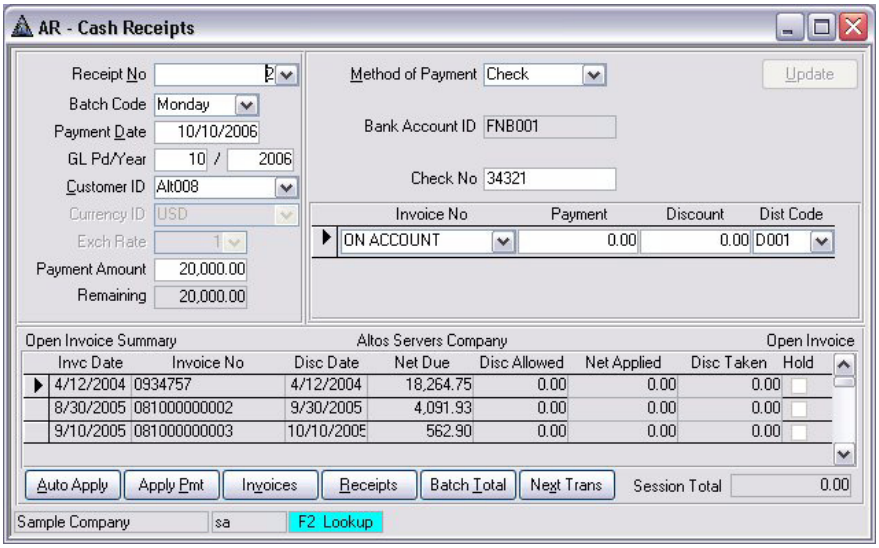
1. Select **Cash Receipts** from the **Transactions** menu.

Cash Receipts Menu



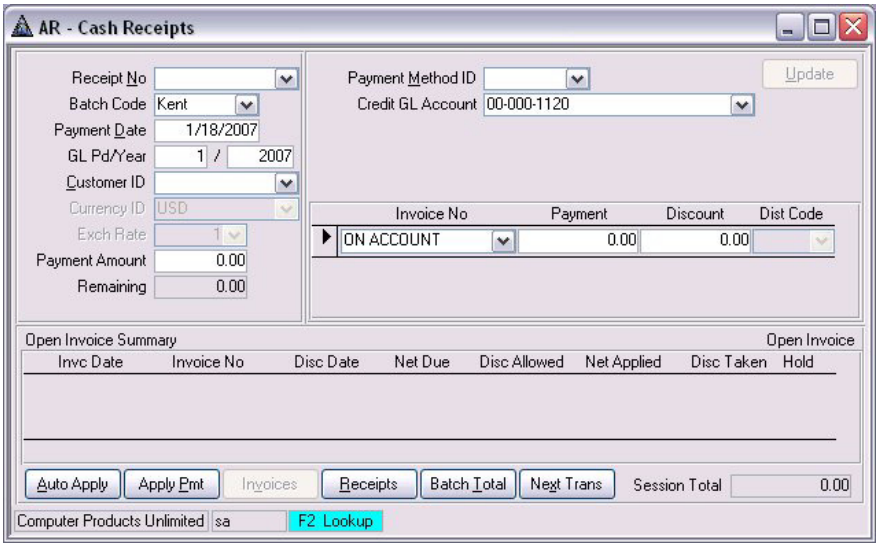
2. If you have existing cash receipts, select a **Receipt No** and then click **Update** to verify the cash receipt can be edited and to unlock the fields for editing. If you do not have existing cash receipts, this screen opens up in append mode.

Cash Receipts Screen



3. The **Cash Receipts** screen appears with all fields blank.

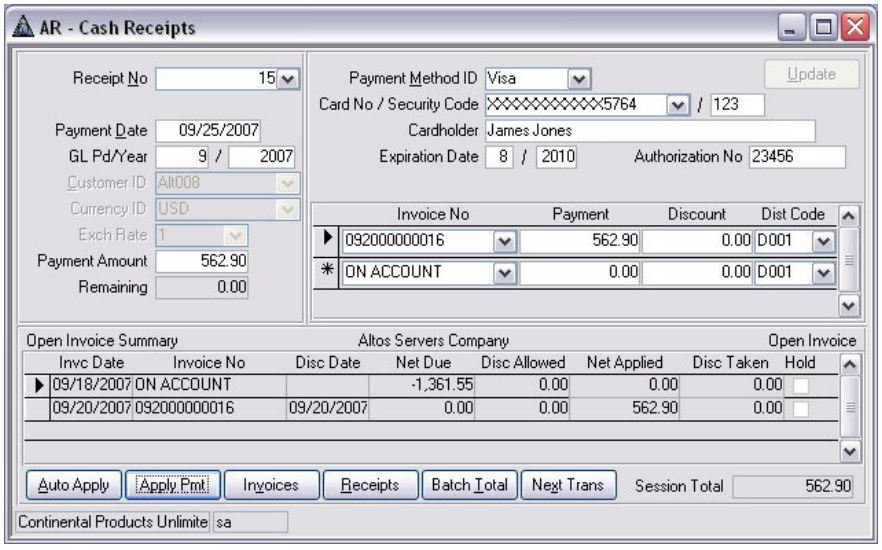
Cash Receipts Screen (New Transaction)



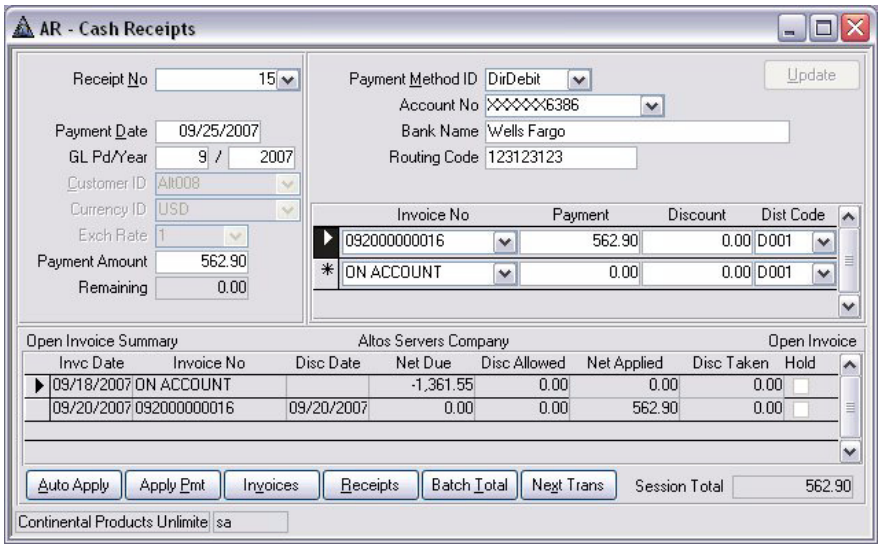
Note

Use the Open Invoice Report to view posted invoice payments.

Cash Receipts Screen (Filled) - Credit Card



Cash Receipts Screen (Filled) - Direct Debit



4. If Accounts Receivable interfaces with General Ledger and no customer is selected, select the **general ledger account to credit** for the cash receipt. If Accounts Receivable does not interface with General Ledger and no customer is selected, enter the general ledger account to credit for the cash receipt.

Maint

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

¥$£€

6. If you use multicurrency, the currency for the bank account or GL account associated with the payment method appears and cannot be changed. If this currency is not the same as the customer's currency or the base currency, a warning message appears. You cannot enter payments in a currency other than the customer's currency or the base currency.
7. If the method of payment is **cash** or **check**, the bank ID appears.
8. If the method of payment is **check**, enter the check number.
9. If the method of payment is **credit card**, the first credit **card number** set up on the payments tab in the customer setup defaults. Accept the default or select another credit card set up. The credit card number will be masked at the level selected in the business rules once selected. If credit cards are set up on the payments tab of the customer setup you can select from the combo box list.

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

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

   Enter the **expiration date** of the credit card. A warning appears if the card is expired.

   Enter the **authorization number** for the credit card payment.

10. If the payment method is a **direct debit**, the first direct debit account set up on the payments tab in the customer setup defaults. Accept the default or select another direct debit account set up. The **account number** will be masked at the level selected in the business rules once selected. If direct debit accounts are set up on the payments tab of the customer setup you can select from the combo box list.

The **bank name** appears from the customer payment record. Accept the default or change it.

The **routing code** appears from the customer payment record. Accept the default or change it.

11. If the method of payment is **Write-off** or **Other**, enter an explanation.
12. If you are entering a partial payment, select the invoice number to apply the payment to. If the payment is not applied to a specific invoice, select **ON ACCOUNT**. You can apply the payment to an invoice later using the **Hold/Release Invoices** function.
13. If you are entering a partial payment, enter the **payment amount** and the discount amount.
14. Select the customer's **distribution code**.
15. The **Hold** check box is selected if the invoice was placed on hold on the Hold/Release Invoices screen.
16. The **Fgn** check box is selected if the invoice is for a foreign customer.
17. The total of all payments entered for the current session appears in the **Session Total** field.

Accounts Receivable Transactions

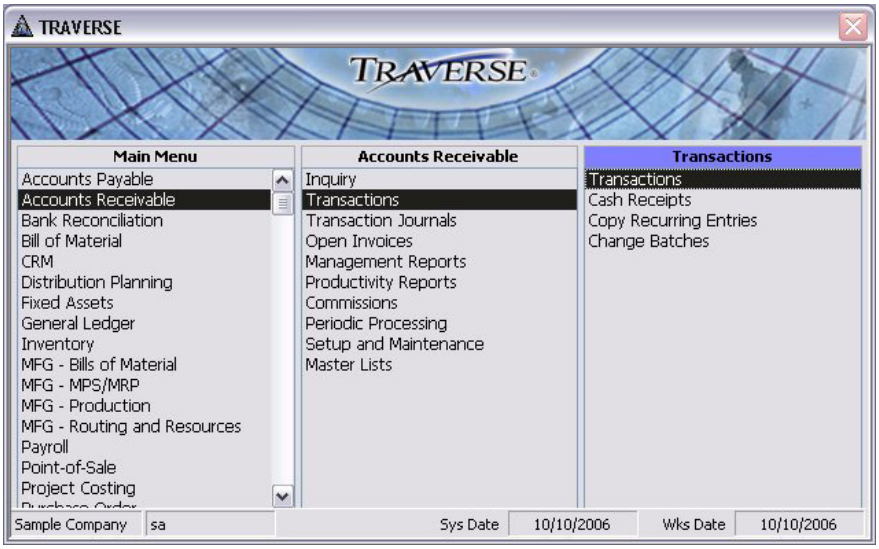
Use the **Transactions** function to enter and edit invoices, cash invoices, and miscellaneous credits for customers that are not associated with recurring entries.

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

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

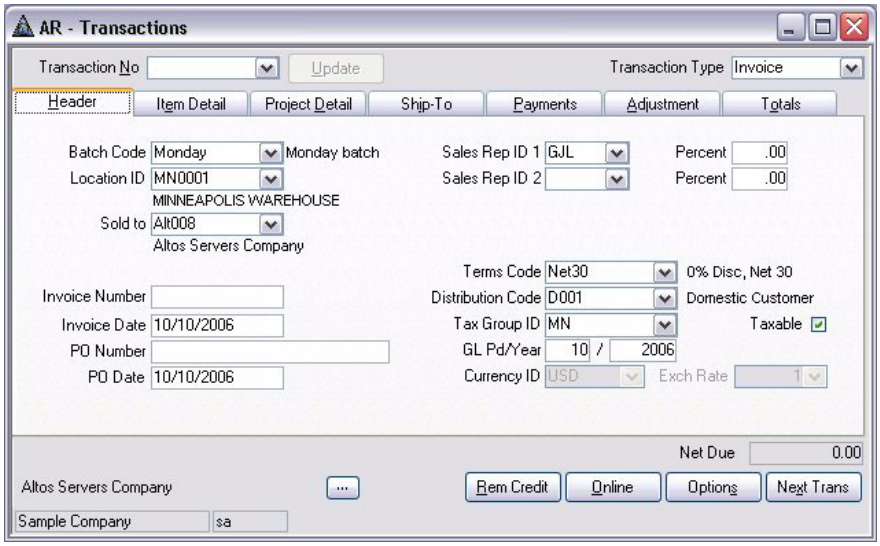
1. Select **Transactions** from the **Transactions** menu.

Transactions Menu

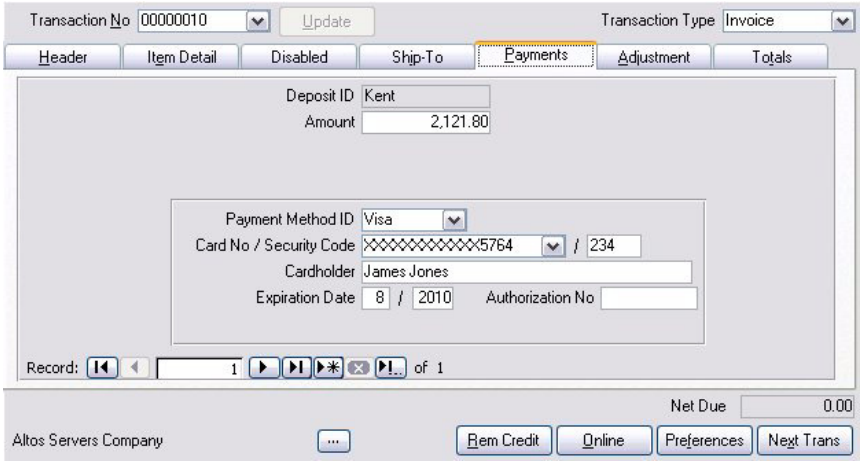


2. The **Transactions** screen appears with the **Header** tab displayed.

Header Tab (Invoice)



Payments Tab



1. If you use batch processing, the batch code you entered on the **Header** tab appears as the payment's **Deposit ID**. If you do not use batch processing, this box does not appear.
2. Enter the prepaid **amount**.
3. If you use multicurrency, the customer's **Currency ID** appears and cannot be changed.

   ¥$£€

   If the customer currency is the same as the company base currency or if you do not use multicurrency, this field does not appear.

Maint

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

   ¥$£€

   If you do not use multicurrency, this field does not appear.

Maint

¥$£€

5. The payment method defaults from the Customer record in the **Method of Payment** box. Accept the default or change the payment method.
6. If you use multicurrency, the currency for the bank account or GL account associated with the payment method appears and cannot be changed. If this currency is not the same as the customer's currency or the base currency, a warning message appears. You cannot enter payments in a currency other than the customer's currency or the base currency.
7. If the method of payment is **cash** or **check**, the bank ID appears.
8. If the method of payment is **check**, enter the check number.
9. If the method of payment is **credit card**, the first credit **card number** set up on the payments tab in the customer setup defaults. Accept the default or select another credit card set up. The credit card number will be masked at the level selected in the business rules once selected. If credit cards are set up on the payments tab of the customer setup you can select from the combo box list.

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

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

   Enter the **expiration date** of the credit card. A warning appears if the card is expired.

   Enter the **authorization number** for the credit card payment.

10. If the payment method is a **direct debit**, the first direct debit account set up on the payments tab in the customer setup defaults. Accept the default or select another direct debit account set up. The **account number** will be masked at the level selected in the business rules once selected. If direct debit accounts are set up on the payments tab of the customer setup you can select from the combo box list.

    The **bank name** appears from the customer payment record. Accept the default or change it.

    The **routing code** appears from the customer payment record. Accept the default or change it.

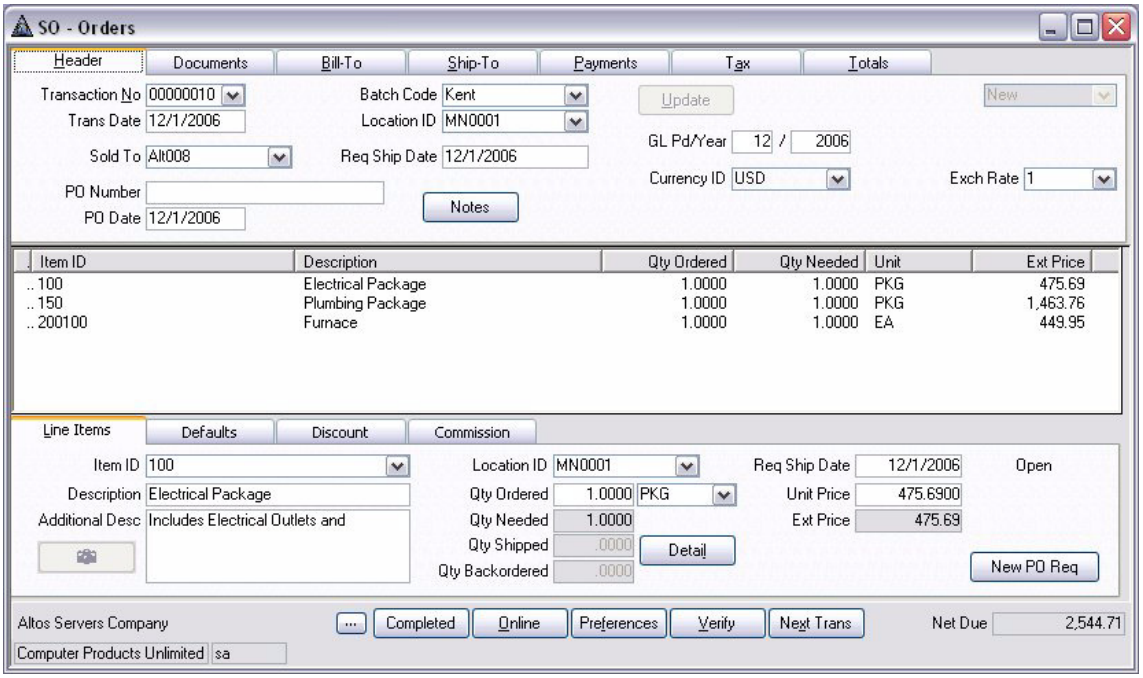
11. If the method of payment is **Write-off** or **Other**, enter an explanation.

Sales Order Transactions

Use the **Transactions** function to enter customer invoices, orders, price quotes, RMAs, credit memos, and cash invoices. You can also use this function to edit, verify, or backorder transactions. You can enter transactions before, as, or after you receive a full or partial payment.

The Sales Order Transactions screen is divided into three sections:

Orders Screen



- The top section contains a set of tabs that relate to information about the order as a whole, including general information, shipping and billing information, order totals and so on.
- The middle section of the screen contains a list of the order's line items. You can use the arrow, page up, and page down keys to move the highlight to any line item with which you want to work.
- The bottom section of the screen contains several tabs that relate to information associated with the line item currently highlighted in the center section, such as item information, pricing, discounts, and so on.

Note

If you interface Sales Order with Inventory, Sales Order transactions update the Inventory in-use and committed quantities online. When you post Sales Order transactions, the system updates the available quantities, dates, detail history, and lot and serial history if the Inventory options are set to retain this information.

Before you enter transactions, select **Preferences** on the Transactions screen to open the Transactions Preferences dialog box, where you can set tab stops to speed up transaction entry.

After you enter an invoice or order, you can print online invoices, picking slips, and quotes if you have elected the options using the **Business Rules** function. You can print online invoices for any customer, even if the customer's record does not specify that the customer receives invoices.

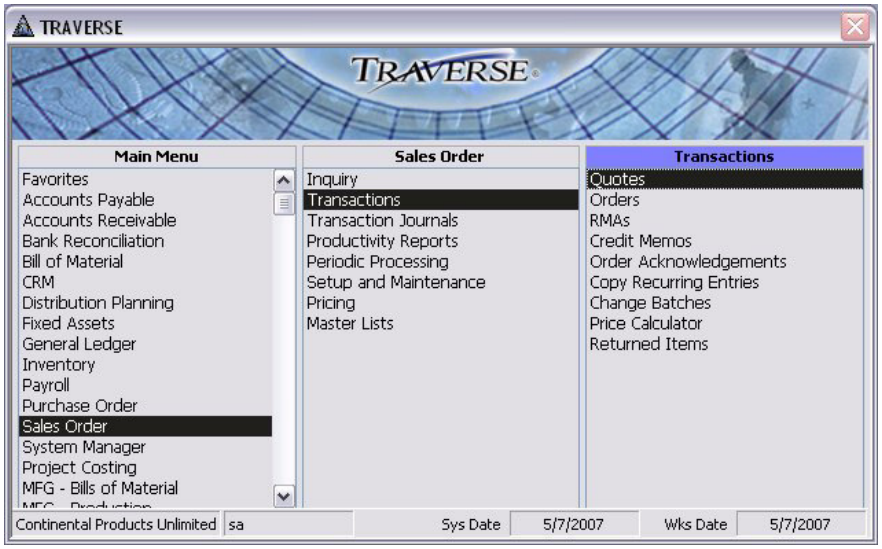
The ability to enter Return of Merchandise Authorizations (RMA) gives you the ability to accept and credit returned merchandise. An RMA precedes a Credit Memo like a Quote precedes a transaction. An RMA number will be issued, and the transaction will be held until product is received against the RMA.

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

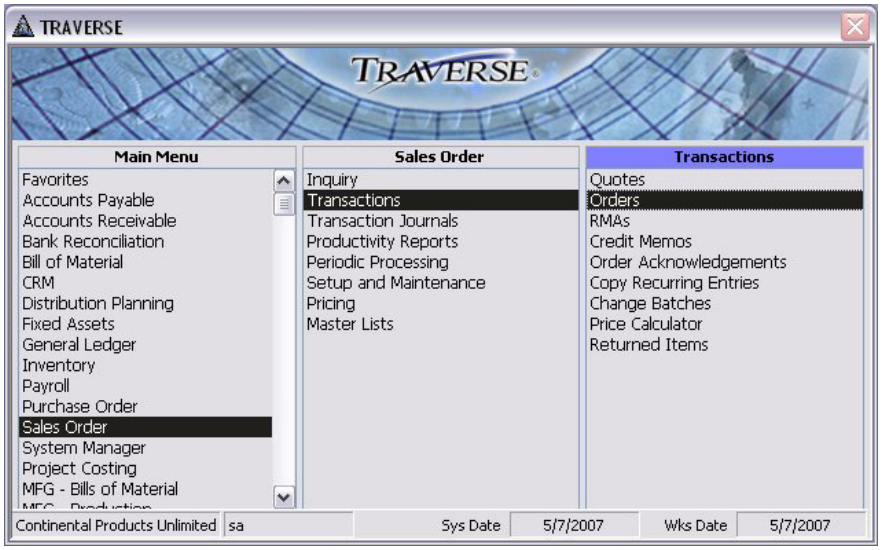
To work with the **Transactions** functions, follow these steps:

1. Select **Quotes, Orders, RMAs, or Credit Memos** from the **Transactions** menu.

Quotes Menu



Orders Menu



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

Orders Screen - Header Tab

Transactions Screen - Payments Tab (All Types)

Use this tab to enter prepayments. You can make multiple prepayments for a transaction.

1. If you use batch processing, the batch code you selected on the **Header** tab appears in the view-only **Deposit/Batch Code** box.
2. The current workstation date appears in the **Payment Date** box. Change it if necessary.
3. Enter the payment **Amount**.
4. If you use multicurrency, the customer's currency appears in the **Currency ID** box for your reference and cannot be changed.

   If you do not use multicurrency, this box does not appear.

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

   Maint

6. If you do not use multicurrency, this box does not appear.
7. The payment method set up in the customer record in Accounts Receivable appears in the **Method of Payment** box. Change this payment method if necessary.

   If you use multicurrency, the currency for the bank account or GL account associated with the payment method appears in the **Currency ID** box and cannot be changed. If this currency is not the same as the customer's currency or the base currency, a warning message appears. You cannot enter payments in a currency other than the customer's currency or the base currency.

   - If the payment method is **Cash**, the customer's bank account number appears in the **Bank Account ID** box.
   - If the payment method is **Check**, the **Bank Account ID** and **Check No** boxes appear. Enter the number of the check used for prepayment.
   - If the payment method is **Coupon**, enter a description in the **Note** box that appears.

- If the method of payment is **credit card**, the first credit **card number** set up on the payments tab in the customer setup defaults. Accept the default or select another credit card set up. The credit card number will be masked at the level selected in the business rules once selected. If credit cards are set up on the payments tab of the customer setup you can select from the combo box list.

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

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

  Enter the **expiration date** of the credit card. A warning appears if the card is expired.

  Enter the **authorization number** for the credit card payment.

- If the payment method is a **direct debit**, the first direct debit account set up on the payments tab in the customer setup defaults. Accept the default or select another direct debit account set up. The **account number** will be masked at the level selected in the business rules once selected. If direct debit accounts are set up on the payments tab of the customer setup you can select from the combo box list.

  The **bank name** appears from the customer payment record. Accept the default or change it.

  The **routing code** appears from the customer payment record. Accept the default or change it.

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

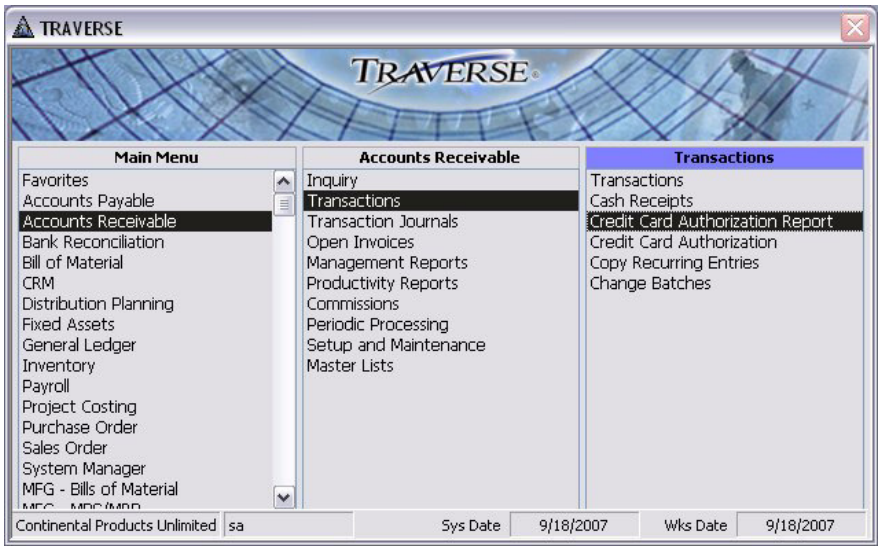
Credit Card Authorization Report

Print the **Credit Card Authorization Report** to get a list of cash receipts entered into Accounts Receivable and Sales Order transactions and cash receipts with payment methods of credit cards. This report will list all the credit card cash receipts to see which cash receipts require an authorization number entered.

To print the **Credit Card Authorization Report**, follow these steps:

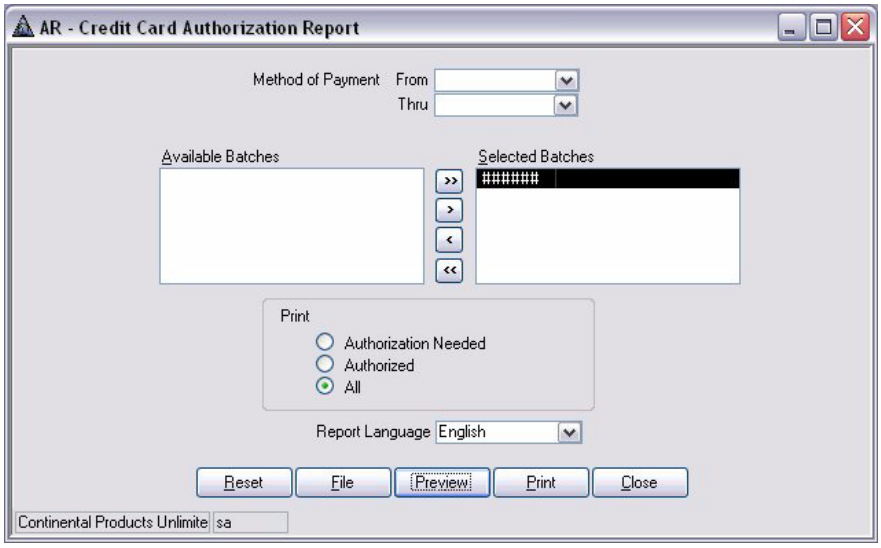
1. Select **Credit Card Authorization Report** from the **Transactions** menu.

Credit Card Authorization Report Menu



2. The **Credit Card Authorization Report** selection screen appears.

Credit Card Authorization Report Screen



3. Select the **Method of Payment from** and **thru** you want to include in the report. Leave these fields blank to include all payment methods in the report.
4. Select the **batches** for which you want to print the report for. This option is available only if you elected to use batch processing in the **Business Rules** function on the **System Manager, Company Setup** menu.

   Click on the >> button to select all batches. Highlight a batch in the Available Batches and click on the > button to select single batches.

   Click on the << button to unselect all batches. Highlight a batch in the Selected Batches and click on the < button to unselect single batches.

5. Select the information you want to **Print** on the report:
   - **Authorization Needed**: Print only the cash receipt transactions that are above the amount entered into the CC authorization required for amounts exceeding, business rule and have not had an authorization numbered entered into the cash receipt transaction.
   - **Authorized**: Print only the cash receipt transactions that are below the amount entered into the CC authorization required for amounts exceeding, business rule and have had an authorization numbered entered into the cash receipt transaction.
   - **All**: Print all cash receipt transactions regardless of whether they have an authorization number entered or not.
6. Select the **language** for the report. This option is available only if you use the TRAVERSE multilingual feature.
7. Select **Reset**, **File**, **Print**, or **Close**.

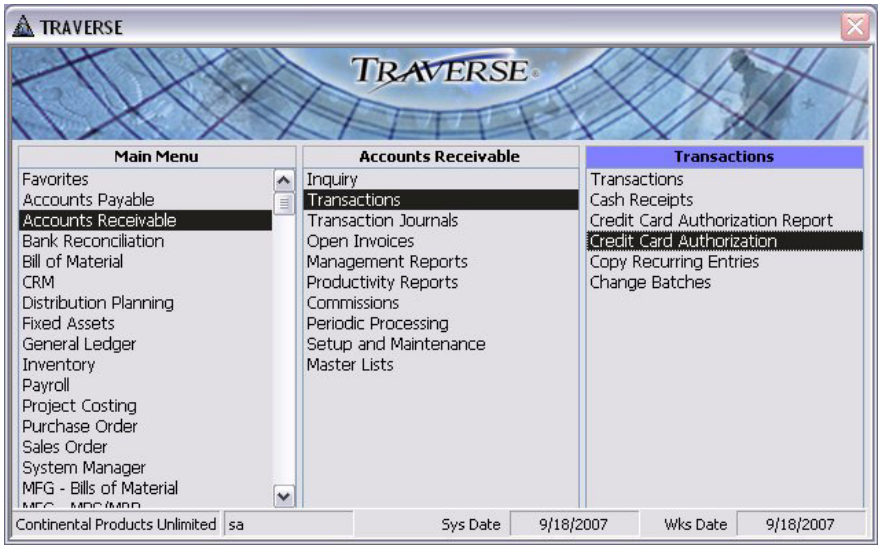
Credit Card Authorization

BA Use the **Credit Card Authorization** function to enter authorization numbers for those cash receipt transactions entered, for credit card payment methods, using the cash receipt function or into Accounts Receivable and Sales Order transactions, that have not had a required authorization number entered.

To enter **Credit Card Authorization** numbers, follow these steps:

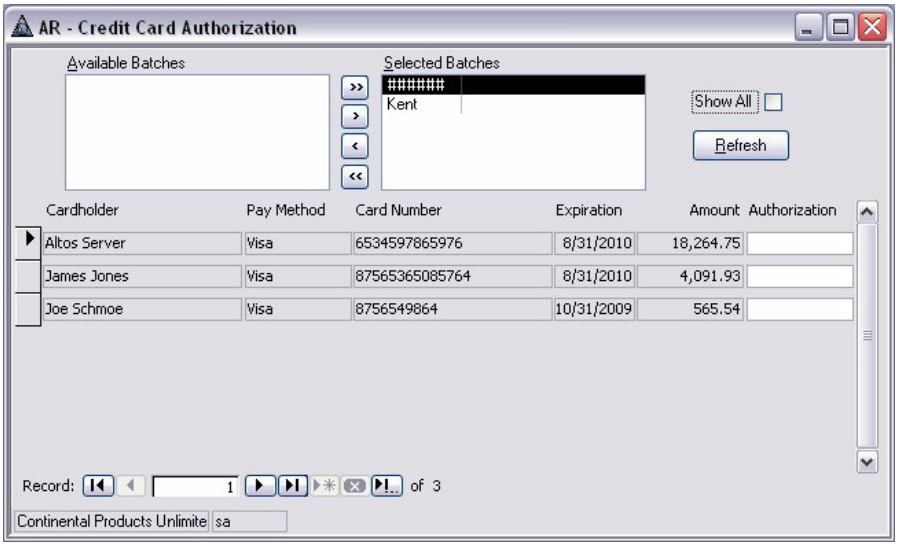
1. Select **Credit Card Authorization** from the **Transactions** menu.

Credit Card Authorization Menu



2. The **Credit Card Authorization** screen appears.

Credit Card Authorization Screen



3. Select the **batches** for which you want to enter credit card authorization numbers for. This option is available only if you elected to use batch processing in the **Business Rules** function on the **System Manager, Company Setup** menu.

   Click on the >> button to select all batches. Highlight a batch in the Available Batches and click on the > button to select single batches.

   Click on the << button to unselect all batches. Highlight a batch in the Selected Batches and click on the < button to unselect single batches.

4. Check the **Show All** box if you want to see all cash receipt transactions regardless of whether they require and authorization number or have an authorization number entered.
5. Click the **Refresh** button to refresh your screen if you make any changes to your batch selections or check or uncheck the show all check box.
6. The **Card Holder**, **Pay Method**, **Card Number**, **Expiration** Date and **Amount** are displayed and can not be changed.
7. Enter or edit the **Authorization** number for those transactions requiring an authorization number.

Note

Credit card payments that are over the CC Authorization Required for Amounts Exceeding amount entered into the business rules, MUST have an authorization number entered or they will not post when you post transactions.

The Bank Account setup selection in the Setup and Maintenance menu opens the System Manager, Company Setup, Bank Accounts setup with the added features in the Banking application.

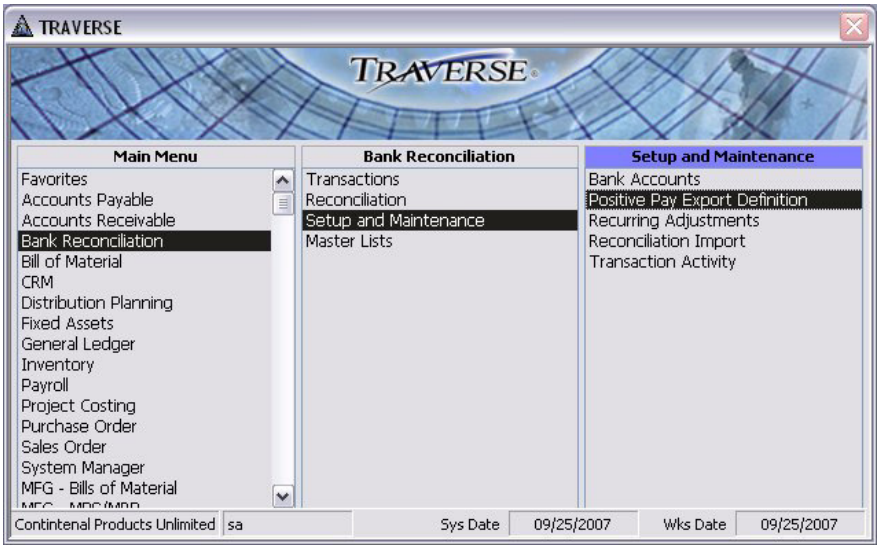
Positive Pay Export Definition

A menu selection has been added to the Setup and Maintenance menu to set up **Positive Pay Export Definition**. This allows you to build a positive pay ASCII file that can be transmitted to your bank for check payment authorization.

To set up a **Positive Pay Export Definition**, follow these steps:

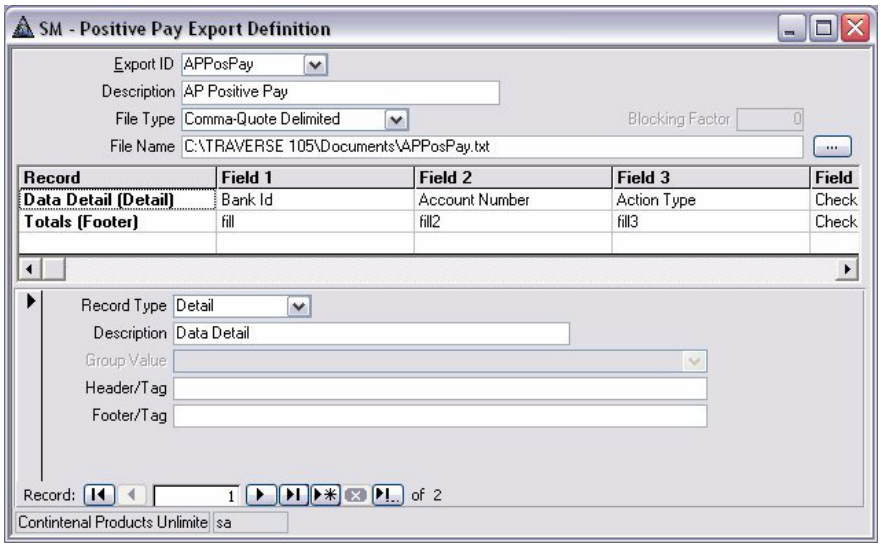
1. Select **Positive Pay Export Definition** from the **Setup and Maintenance** menu.

Positive Pay Export Definition Menu



2. The **Positive Pay Export Definition** screen appears.

Positive Pay Export Definition Screen



3. Select or enter the **Export ID** you want to use for this export definition file.
4. Select an export ID to **Copy From** is you have a positive pay export definition set up and you want to use a similar setup.
5. Enter or edit the **Description** for the export ID.
6. Select the File Type you want to export the file to.

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

- **Comma Delimited**: Use this format when you want the fields in the file you are exporting data to are separated by commas. This is the format used when saving the file to an Excel spreadsheet as a.csv format file.
- **Comma-Quote Delimited**: Use this format when you want the fields to be 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 you want records to be separated by a return character and the fields within the record are all the same width.
- **Fixed Length Record**: Use this format when you want all the 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.

- **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.

7. Enter the path and **File Name** you want to use when you export the positive pay file or use the browse button  . to browse to the path and enter the file name.
8. 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 less 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.
9. Select the Record Type you want to use for each field in the file to be output. The record types are:
   - **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.
10. 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.

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

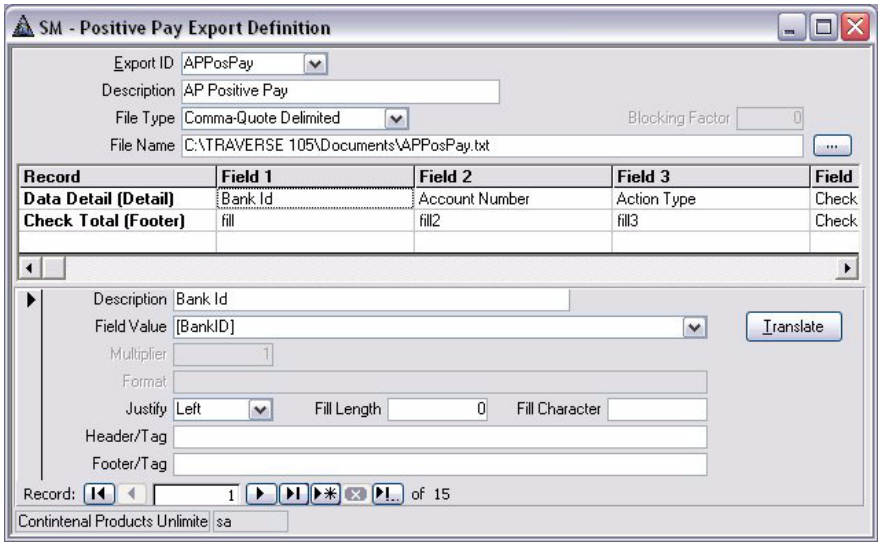
    The Group Value you select will be the field in the output file you want your records grouped by when it is output and you are going to be generating totals. A typical group value might be Bank ID, so you can get check totals and a check count by

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.

12. 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.
13. 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.

Positive Pay Export Definition - Field Detail



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 you want your output file to be set up in.

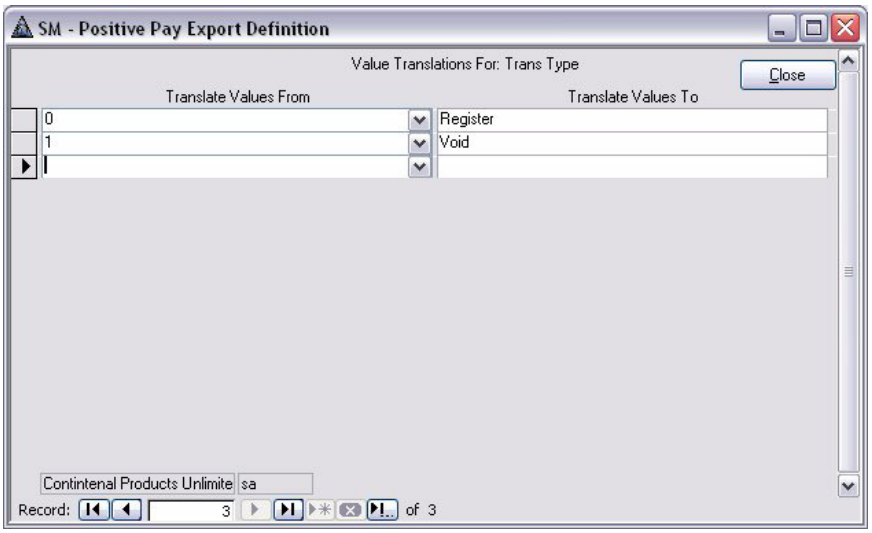
To enter the detail of each field, put your cursor into the record and field you want to add or edit and follow these steps:

1. Enter the **Description** of the field you currently have selected.
2. Select the Field Value you want put in to the field you have selected. The field value selections are:
   - **AccountNumber**: The Bank ID account number entered into the Our Account Number on the Bank tab of the Bank Accounts setup will be output to this field.
   - **ActionType**: The type of action being done with each record, an Add or a Delete.
   - **BankID**: The Bank ID the Positive Pay export ID was set up for will be output to this field. This comes from the System Manager Bank Accounts setup.
   - **CheckAmount**: The amount of each check will be output in this field.
   - **CheckDate**: The Date of the check will be output in this field.
   - **CheckNumber**: The number of the check printed will be output in this field.

- **PayeeAddress1**: The 1st address line from the Pay-To tab in the Vendor setup will be output to this field.
- **PayeeAddress2**: The 2nd address line from the Pay-To tab in the Vendor setup will be output to this field.
- **PayeeCity**: The city from the Pay-To tab in the Vendor setup will be output to this field.
- **PayeeName**: The name from the Pay-To tab in the Vendor setup will be output to this field.
- **PayeeRegion**: The region from the Pay-To tab in the Vendor setup will be output to this field.
- **PayeePostalCode**: The postal code from the Pay-To tab in the Vendor setup will be output to this field.
- **TransactionType**: The type of transaction being done for each record is output in this field, Register or Void.
- **WorkstationDate**: The workstation date of the workstation outputting the file is output to this field.
- **CheckCount**: The number of checks for each record that is being output to the file.

3. To translate data from the file into a value that your bank recognizes (for example, Trans Type), click the **Translate** button at the end of the field value record you want to enter a translation for.

Positive Pay Export Definition - Translate



When the Positive Pay Export Definition translation dialog box appears, enter the original TRAVERSE and the output value to which to translate the TRAVERSE value.

4. Enter the **Multiplier** value you want the check amount 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.
5. Enter the **Format** you want the field value to be displayed in. This field is only available for the following field values; CheckAmount, CheckDate, WorkstationDate and CheckCount.
6. Elect how you want to **Justify** the records in this field, Left or Right.

7. 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 fill in 94 into this field.
8. 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 9's. Also the Block record that will fill in the remaining blocking factor records will be records filled in with all 9's.
9. 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.
10. 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.

Reconciliation Import

Use the **Reconciliation Import** function to create an import layout format for importing reconciliation data from a file created by another system into Bank Reconciliation. 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, and how to place the imported data into Bank Reconciliation tables. The data you import must be from an ASCII file in comma delimited, comma-quote delimited, fixed length field, or fixed length record formats.

This function is only available if you have the Banking application installed and you said Yes to the option to Allow Reconciliation Imports in the Business Rules function.

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.

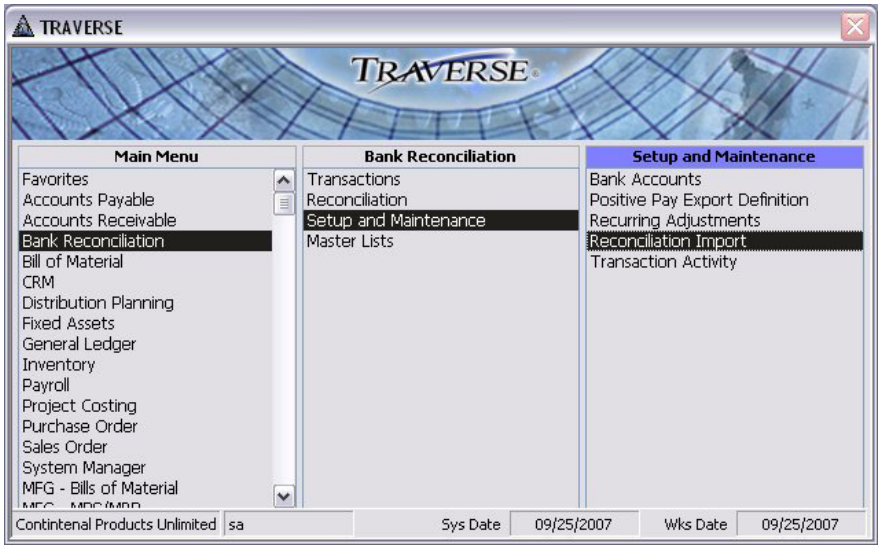
  An example of such a field would be a single field for city and state within an address, such as "Minneapolis, MN." Importing this data using only the comma-delimited format may result in the data being read as two fields (due to the comma in the field's contents), instead of one, resulting in field 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.

To set up **Reconciliation Import** files, follow these steps:

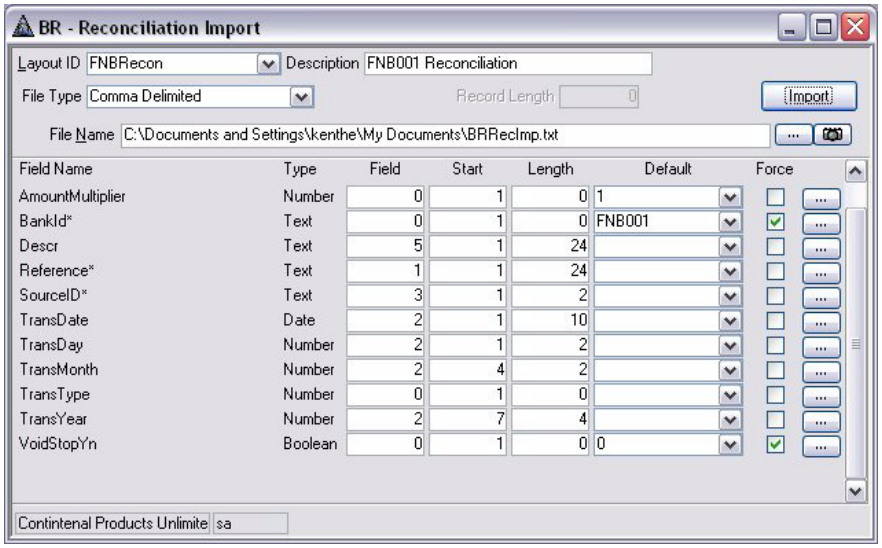
1. Select **Reconciliation Import** from the **Setup and Maintenance** menu.

Reconciliation Import Menu



2. The **Reconciliation Import** screen appears.

Reconciliation Import Screen

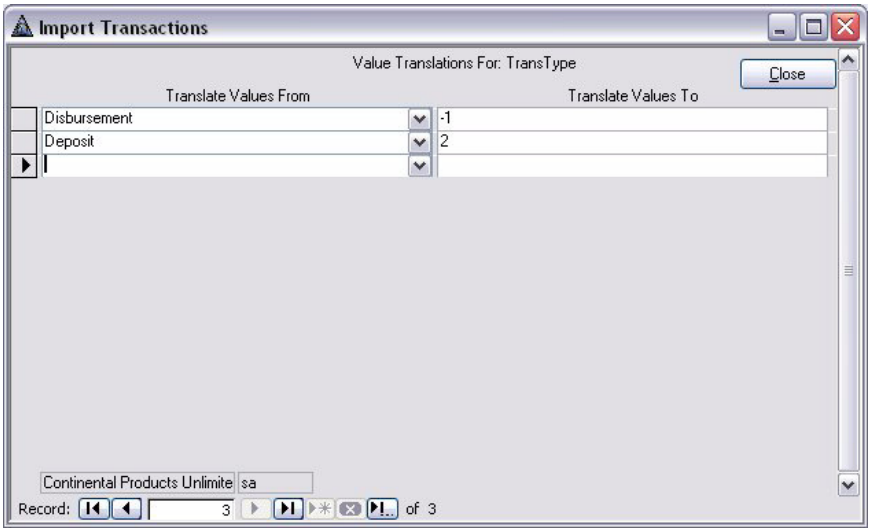


3. To create a new layout, click the **New Record** button on the toolbar. A blank Reconciliation Import screen appears.
4. Enter a unique ID in the **Layout ID** box.
5. Select a layout ID in the **Copy From** box to copy information from an existing layout. This box appears only for new layouts
6. To edit an existing layout, select the **Layout ID** you want to edit.
7. Enter a description for the layout you are creating or edit the existing one, if necessary.
8. In the **File Type** box, select the record format of the ASCII file from which you are importing information: **Comma Delimited, Comma-Quote Delimited, Fixed Width Field,** or **Fixed Width Record.**

9. If you selected **Fixed Length Record,** the **Record Length** box is available. Enter the record length.
10. In the **File Name** box, enter the location and name of the file you want to import, or click the browse button to locate the file.
    - To view the file, click the camera button to launch the application in which the file was created, such as Microsoft Word.
11. The field names that appear in the lower half of the screen are pulled from the TRAVERSE tables into which the data you import is placed. Your import file may not use the same field names or these fields may not exist at all in the ASCII file. Go through the field names and set up your import parameters.
    - If you select **Comma Delimited** or **Comma-Quote Delimited** as the file type, enter the field number in the **Field** box. The system takes data from the field you specify here and places it in the specified field in the TRAVERSE tables.
    - If you select **Fixed Length Field** or **Fixed Length Record** as the file type, enter the starting position in the **Start** box and the length of the respective field in the **Length** box. The system scans the file, takes data from the file based on the information you specify here, and places it in the specified field in the TRAVERSE tables.
    - To place a certain value into a field that exists in the ASCII file but may be null or blank in some of the records, enter that value into the **Default** box.
    - To assign the value **<null>** or **<blank>** to a field, select it from the **Default** box, otherwise enter the appropriate value.
    - To force a certain value into a field that exists within TRAVERSE when the ASCII file does not contain that field, enter that value into the Default box and select the **Force** check box.
    - To translate data contained in fields in the import file into values recognized by TRAVERSE (for example, to map account numbers contained in the import file field to TRAVERSE Bank Ids or to translate codes), click the browse button for the field.
    - When the **Import Transactions translation dialog box** appears, enter the values the field in the import file contains in the boxes on the left and the TRAVERSE values to which to translate these values in the boxes on the right.
12. To open the **Import Transactions** function to import data from the ASCII file now, click **Import**.
13. Close the screen to save your changes and return to the main menu.

To translate data from the file into a value that TRAVERSE recognizes (for example, account numbers), click the **Translate** button at the end of the record you want to enter a translation for.

Import Transactions - Translate



When the Import Transactions translation dialog box appears, enter the original value and the TRAVERSE value to which to translate the original value.

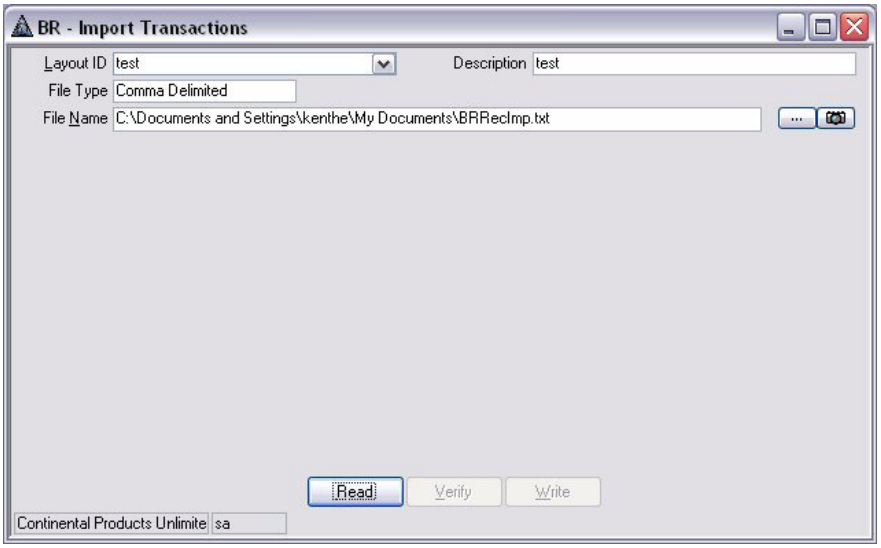
To open the **Import Transactions** function to import data from the ASCII file now, click **Import**.

Use the **Reconciliation Import** function to import data from ASCII flat files into TRAVERSE based on the reconciliation import layout you set up in the **Reconciliation Import** function.

To Import Transactions, follow these steps:

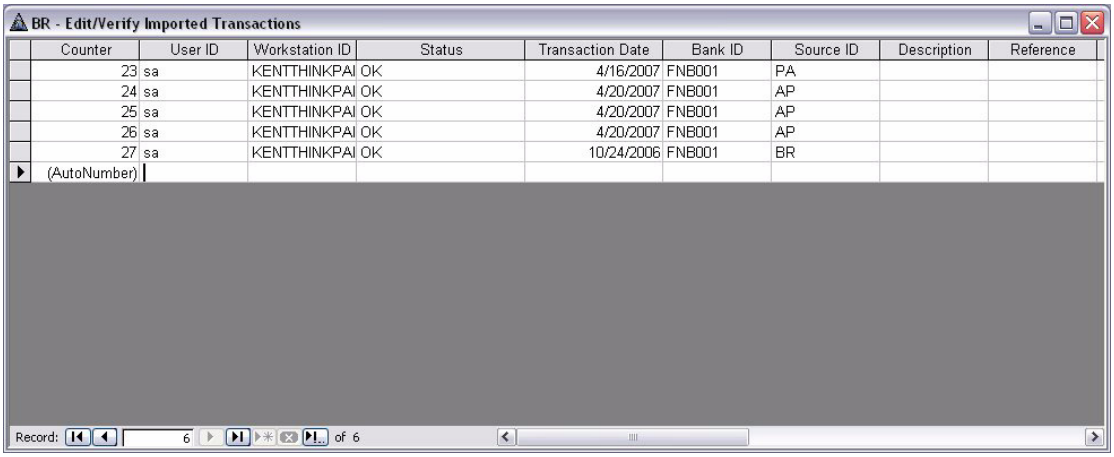
1. Click the Import button on the **Reconciliation Import** screen.
2. The **Import Transactions** screen appears.

Import Transactions Screen



3. Before you can import transaction information, you must use the **Reconciliation Import** function to set up import layouts that tell TRAVERSE where information is located in the import file so that the system can import and place the data into BR reconciliation tables properly.
4. Select the **Layout ID** to use to import data. The **Description, File Type**, and **File Name** associated with that layout appear.
5. To import data from a different file, enter the full file path and name in the **File Name** box, or click the browse button ... to locate the file. Click the View File button to view the file in a text editor.
6. Click **Read** to read the data in the file and place it in a temporary table for validation.
7. When the confirmation message appears, click **OK**. The **Verify** and **Write** buttons are now available.
8. Click **Verify** to validate the parameters you defined in the layout ID, such as comparing field, start, and length entries as well as checking for values in forced fields.
9. If errors are detected, a message appears asking if you want to review the data. Click **Yes** to review the log information on the Edit/Verify Imported Transactions dialog box; otherwise, click **No** to return to the Import Transactions screen.

Edit/Verify Imported Transactions Dialog Box



It there are errors listed in the **Status** field, you can edit those transactions that have errors, to correct the errors, and when you write the transactions they will be written to the journal corrected.

10. Once you have successfully verified the import parameters, click **Write** to save the data in the ASCII file to the GL transaction tables.
11. A confirmation message appears when the import completes successfully.
12. To view the resulting transactions after the import completes, use the **Transactions** function or print the **GL Journal**.

Cleared Transactions

When you receive a bank statement for one of your bank accounts, use the **Cleared Transactions** function to indicate which transactions have cleared the bank. Cleared transactions update bank account records, are included in the Reconciliation Report, and are purged when you run the Purge Cleared Transactions function.

If Bank Reconciliation interfaces with General Ledger, you may want to post the GL journal to the GL master before clearing transactions so that the general ledger account assigned to each bank account record reflects the most recent balance, or check the box to include unposted GL journal entries in the bank account balances.

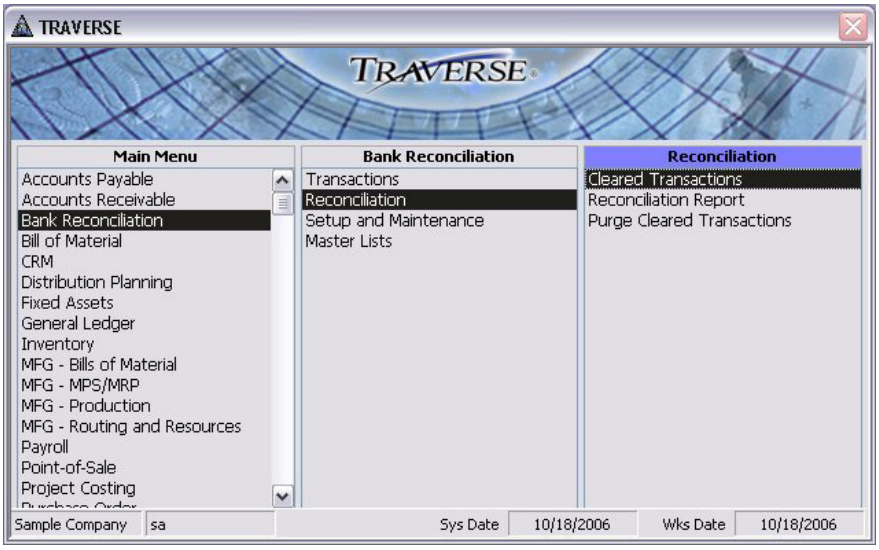
Clear Specific Transactions

If Bank Reconciliation interfaces with General Ledger, select the check box to include unposted GL journal entries in the bank account balance. Clear the box to include only entries posted to the GL journal in the account balance.

To clear a specific transaction, follow these steps:

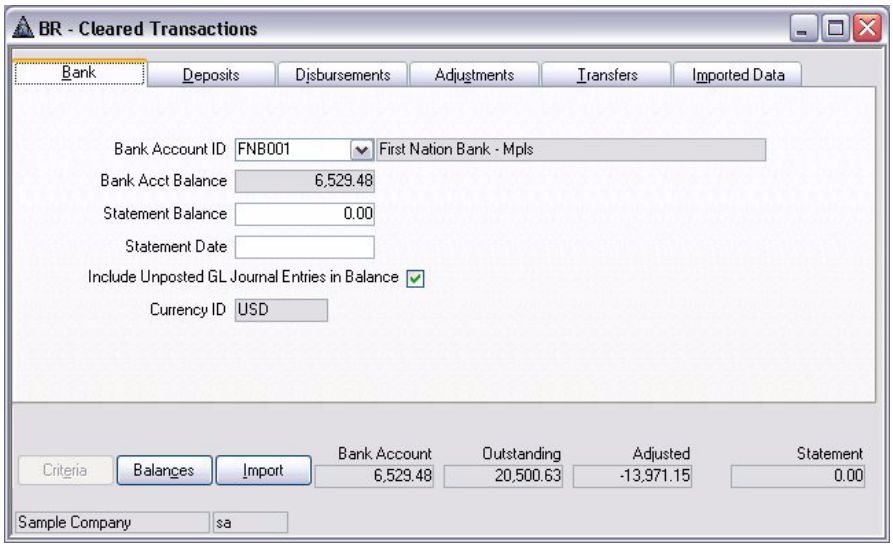
1. Select **Cleared Transactions** from the **Reconciliation** menu.

Cleared Transactions Menu

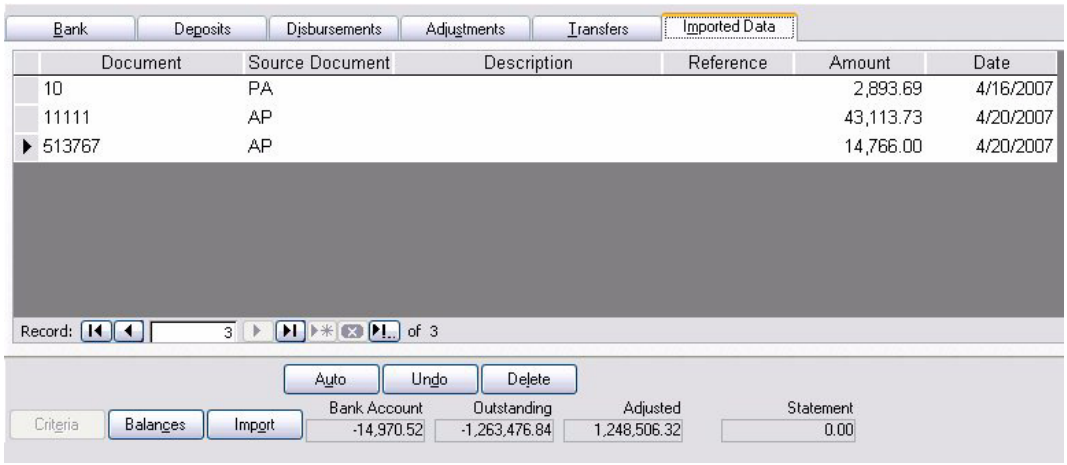


2. The **Cleared Transactions** screen appears.

Cleared Transactions Screen



Imported Data Tab



The Imported Data tab is only available if you have the Banking application installed and said Yes to the option to Allow Reconciliation Imports in the Business Rules function.

Transactions selected on this tab will be marked as cleared when they are selected.

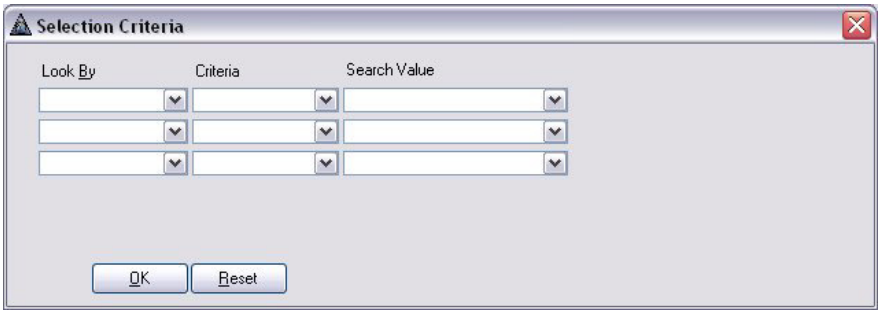
Deposits, Disbursements, Adjustments and Transfers will be available for selection once you have run the Reconciliation Import function and clicked the Import button and imported transactions into the cleared transactions.

1. Select the **Document** you want to clear from the Document combo box. You can only select deposits, disbursements, adjustments or transfers that were imported from your bank file.
2. The **Source Document**, **Description**, **Reference**, **Amount** and **Date** are displayed and can not be edited.
3. Select one of the buttons at the bottom of the tab.

Command Buttons

Name	Description
Auto	Will fill in all the records that match current transactions on the cleared transactions tabs, from the reconciliation import file that was read, verified and written.
Undo	Will undo the auto fill if you have selected the Auto button.
Delete	Will delete the selected transaction on the tab.

Selection Criteria Dialog Box



Select **Criteria** on the bottom left corner of the screen when you are on the **Deposits**, **Disbursements**, **Adjustments**, or **Transfers** tab to view the Selection Criteria dialog box. Criteria you select applies only to the active **Cleared Transactions** tab.

4. Select the item to filter by in the **Look By** box, select the search **Criteria**, then enter the term to search for in the **Search Value** box.
   - You can enter up to three sets of search criteria, and you can use the% character to search for two (or more) terms separated by other characters. Refer to the **Lookup** command for more information on searching.
5. Click **OK** to apply the filtering criteria to the active **Cleared Transactions** tab and return to the Cleared Transactions screen or click **Close** to return to the Cleared Transactions screen.

The direct deposit information that was on the Company Bank tab of the Payroll Information screen has been moved to the Bank Accounts setup in System Manager.

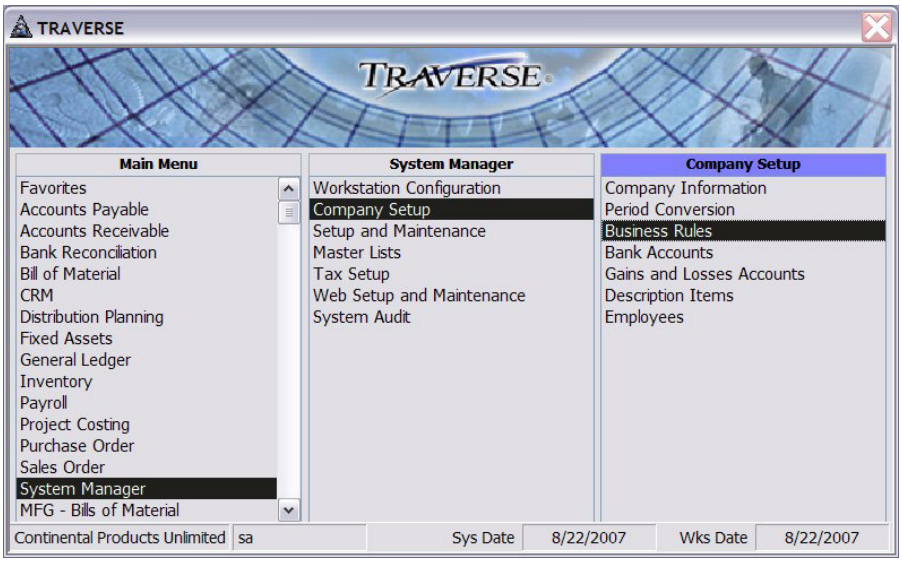
Business Rules

Use the **Business Rules** function to define application interfaces and general information about Payroll functions. You can elect to save history, enter default hours and user-defined fields.

To set up the **Business Rules**, follow these steps.

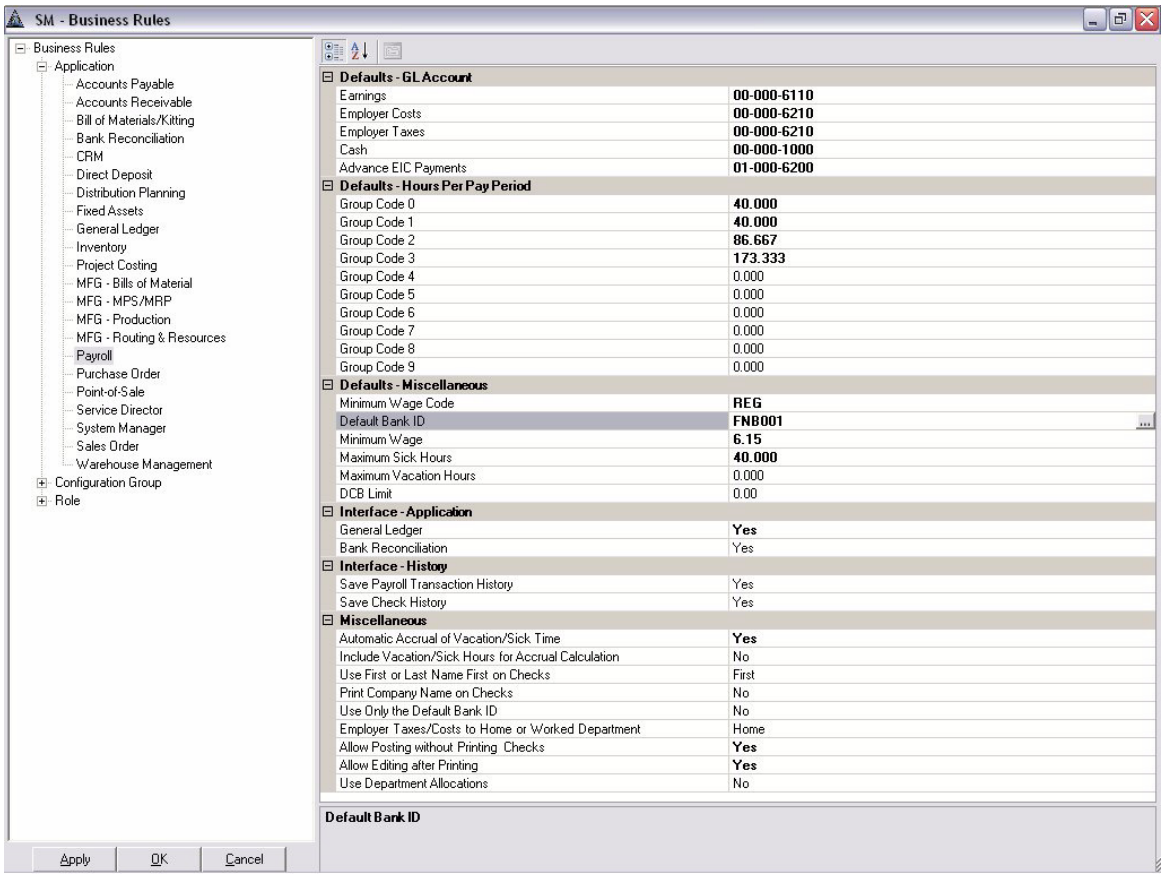
1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



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

Business Rules Screen



Defaults - Miscellaneous

3. Select the **Default Bank ID** you want to use when Calculating checks. This bank account will default into the Bank Account ID field on the calculate checks screen and can be changed if you select No for the Use Only the Default Bank ID option in the Miscellaneous section of the business rules.

   You will only see the General account type banks listed when you click on the browse button.

Miscellaneous

4. Select **Yes** to **Use Only the Default Bank ID** you selected for the default bank ID in the defaults - miscellaneous section of the business rules. Select **No** to be able to select a different when calculating checks.

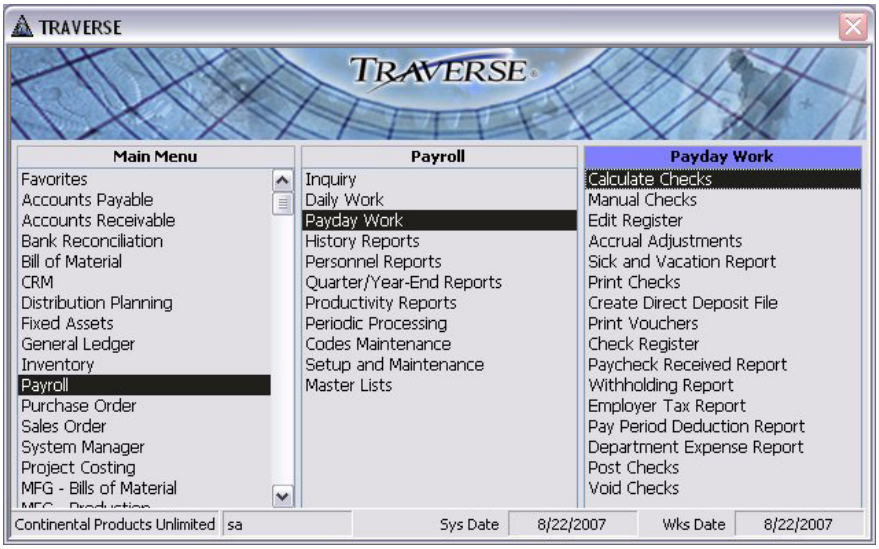
Calculate Checks

Use the **Calculate Checks** function to calculate checks from time ticket transactions entered and posted on the Daily Work menu and to calculate checks for salaried employees. The Calculate Checks function calculates sick and vacation accruals and updates the Current Pay Period Accrual fields in the Accrual Adjustments function.

To **Calculate Checks**, follow these steps:

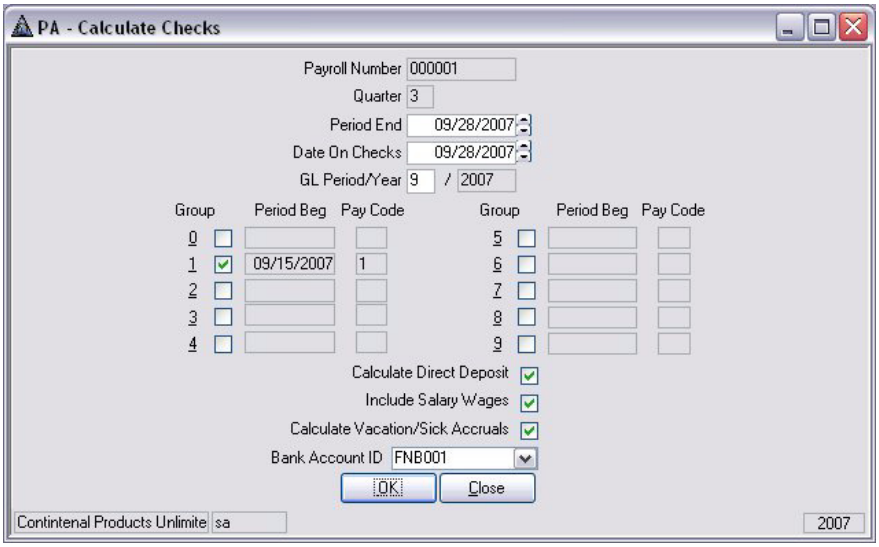
1. Select **Calculate Checks** from the **Payday Work** menu.

Calculate Checks Menu



2. The **Calculate Checks** screen appears.

Calculate Checks Screen



3. The current **payroll number** and **quarter** are displayed.
4. Select the **period end date** for the calculation checks.
5. Select the **date** to print **on** the payroll **checks**.
6. Select the **GL period** and the **year** is displayed for the checks.

7. Select the **group code**(s) to calculate checks for. The Period Beg and Pay Code fields are enabled.
8. Enter the date on which the **pay period begins** for the group code. The date entered must be prior to the Period End date selected above.
9. Enter the **pay code** that indicates which scheduled deductions should be taken for the checks in the group in which pay period within a month. The pay code represents the 1 through 5 method of deduction fields on the deductions and employer costs tab in the employee information function. Enter 6 if you do not want deductions to be taken for *any of* the group's checks. If you do not want deductions taken for a *few* particular checks in the group, you can zero out the deduction amounts using the manual checks function.

   The pay code number entered will vary depending on how often employees are paid within a month. If employees are paid weekly you could have up to 5 pay periods per month. If employees are paid every other week you could have up to 3 pay periods per month. If employees are paid twice a month you will only use 2 pay periods per month.

10. Check the box to **calculate direct deposit** for those employees that have a direct deposit set up; otherwise clear the box. This box will only appear if you have direct deposit installed.
11. Check the box to **calculate checks for salaried** employees; otherwise, clear the box.
12. Check the box to **calculate sick and vacation accruals**; otherwise, clear the box. This box will only appear if you have the option to automatically calculate sick and vacation selected.
13. Select the **Bank Account ID** you want to use for this group of payroll checks. The bank account ID selected in the business rules Default Bank ID option will be displayed. You may change the bank ID if you said No to the Use Only the Default Bank ID option. If you selected Yes to this option you will not be allowed to change the bank account ID.
14. Select **OK** to begin processing.

Create Positive Pay File

A menu selection has been added to **Create Positive Pay File** on the Pay Invoices menu to allow you to generate an ASCII file to transmit to your bank for check payment authorization.

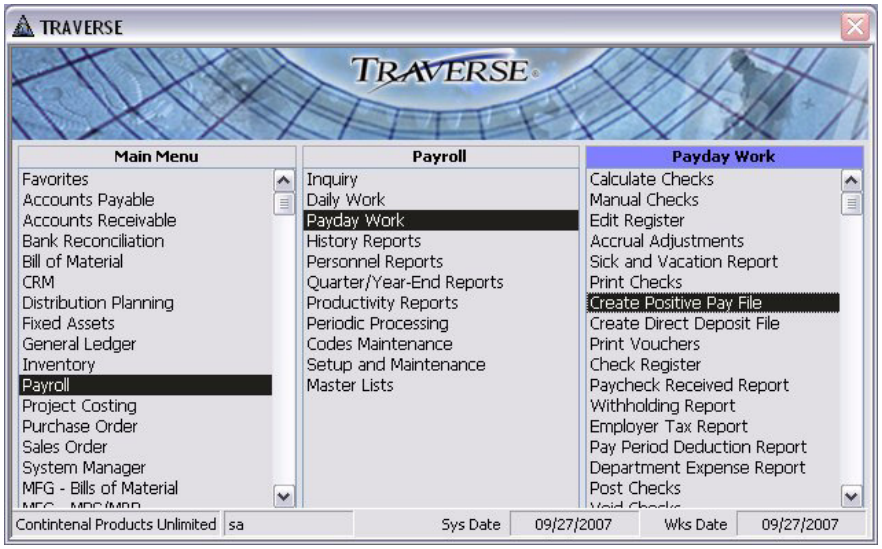
Note

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

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

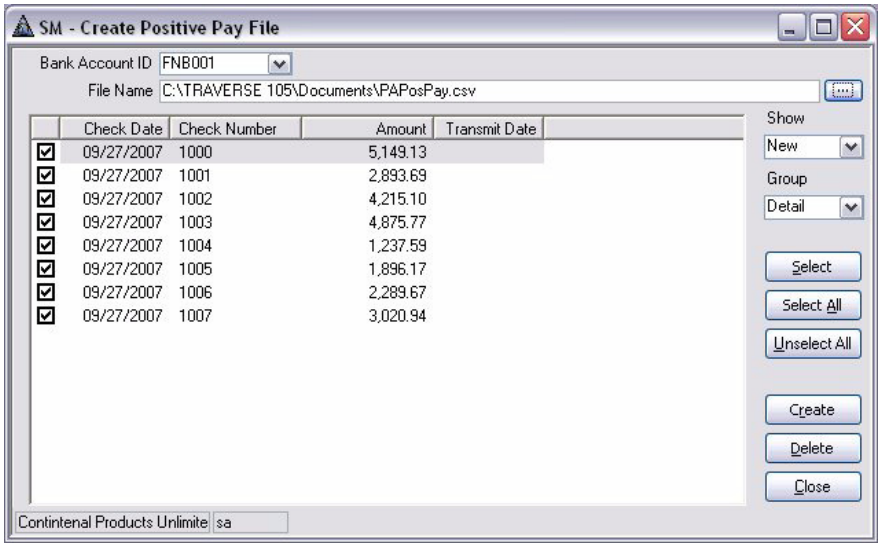
1. Select **Create Positive Pay File** from the **Payday Work** menu.

Create Positive Pay File Menu



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

Create Positive Pay File Screen



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

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

4. The **File Name** of the file you set up in the Positive Pay Export Definition setup is displayed. Accept the default or change the path and file name if you want a new file name. If the file exists, you will be prompted to overwrite the existing file when you Create the file. Click the browse button  to browse to the path you want the file output to.

5. The Checks that have been printed for the bank selected will be displayed in the detail area. The default display is a summary display which has the Check Date, Check Count, Amount and Transmit Date columns. You may sort any of these columns by clicking on the column heading once to sort ascending and again to sort descending.
6. Select the type of checks you want to **Show** from the combo box selections of **New** and **Sent**.

   New will display any checks that have not had the positive pay file created for them when the Select box was checked and the file was created.

   Sent will display any checks that have had the positive pay file created for them when the Select box was checked and the file was created.

7. Select what type of **Group** you want to see from the combo box selections of **Summary** or **Detail**.

   Summary will show a summary record for each transmit date displaying the Check Date, Check Count, Amount and Transmit Date.

   Detail will show each of the checks printed displaying the Check Date, Check Number, Amount and Transmit Date.

8. The command buttons for the screen are:
   - **Select**: Will check the box next to the record selected in the check detail area of the screen.
   - **Select All**: Will check the box for all records in the check detail area of the screen.
   - **Unselect All**: Will uncheck all the boxes for the records displayed in the check detail area of the screen.
   - **Create**: Will output the file for the selected check records in the format defined in the positive pay definition assigned to the bank account Id selected for this file.
   - **Delete**: Will delete the selected checks from the list of checks in the check detail area.
   - **Close**: Will close the screen and return you back to the main menu.
9. When the Create button is clicked to output the file you will be prompted to overwrite the file if it exists. If you select No you will be returned to the screen to change the file name in the File Name field.
10. If you have already output any of the checks selected you will get a message stating that some of the checks have already been output, do you want to continue and output them again.