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.

System Manager

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 account** 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

Bank <u>A</u> ccount ID	FNB001	~						
<u>G</u> eneral	<u>B</u> ank	Bajance	e (A <u>C</u> H				
Ba	ank Name First N	Nation Bank of N	dinneapolis		A	count Type	General	~
Account D	escription First N	Nation Bank - M	pls					
	Contact Sam I	Elliot						
	Address 1 One F	inancial Center						
Address 2 683 Third Avenue Suite 100								
	City Minne	Minneapolis						
	Region MN		Country	USA	*			
Po	ostal Code 5511	1-0001		View M	ap			
	Intl Prefix 011-				<u></u>			
	Phone (612)	227-1399						
	Fax (612)	227-1400						
	E-mail info@	osas.com						
	Internet www.	osas.com						

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

<u>G</u> eneral	<u>B</u> ank	Balance	ACH		
Reconcilia	ation Import ID	V			
Our Ac	count Number 34	5-9998-89			
	Currency ID US	SD 💌			
	GL Account 01	-000-1000	~		
	Check Layout Ch	eck/stub/stub	×		
	Check Format Fo	rmat 1 💌			
	Routing Code 12	3123123	Fraction	12-9/120	
	Use MICR 📃				
N	ext Check No 10	00	Next Voucher No	2001	
A	P Positive Pay AF	PosPay 🔽			
Pr	A Positive Pau	~			



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.

- BA
- 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

<u>G</u> eneral	<u>B</u> ank	Balance	A <u>C</u> H	
Reconcili	ation Import ID	~		
Our Ac	count Number 653	9743452876473		
	Currency ID US	D 💌		
Credit Card B	xpiration Date	8/31/2010		
	Vendor ID Spe	:013 💌		



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

Dank Account D	110001				
<u>G</u> eneral	<u>B</u> ank	Balance	ACH		
	Print Field o	on ACH File Co Bank	<	~	
Fe	deral Reserve Ro	outing Code			
Exclude Bat	ch Offset (Balanci	ng) Record 📃			
	Last Pro	ocessed On			
	Default File Na	ame / prefix			
	Del	fault Folder C:\TRA\	VERSE 105\Doc	uments\	Eind Folder
Security Code	For File Transfer ((Dne Line of 94 Chara	icters Maximum)		
Pad 9	ecurity Code To /	A Length Of			



This tab only appears if you have the Banking application installed. The information on this tab has **BA** 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



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

<u>E</u> xport ID A Description A File Turne D	PPosPay Positive Pay Commo Quete Delimited		Placking Easter	0
File Name 0	:\TRAVERSE 105\Docu	uments\APPosPay.txt		
ecord	Field 1	Field 2	Field 3	Field
ata Detail (Detail)	Bank Id	Account Number	Action Type	Chec
otals (Footer)	fill	fill2	fill3	Chec
Description D	ata Detail			
Group Value			×	
Header/Tag				

- 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

<u>E</u> xport ID	APPosPay 🔽	•		
Description	AP Positive Pay			
File Type	Comma-Quote Delimi	ited 💌	Blocking Factor	
File Name	C:\TRAVERSE 105\	Documents\APPosPay.txt		
Record	Field 1	Field 2	Field 3	Field
Data Detail (Detail)	Bank Id	Account Number	Action Type	Chec
Check Total (Footer	j fill	fill2	fill3	Check
Description F	ank Id			<u>)</u>
Description E Field Value [iank Id 3ankID]			
Description E Field Value [Multiplier	ank Id 3ankID]			
Description Field Value Multiplier Format	ank Id 3ankID]		× (ranslate
Description Field Value Multiplier Format Justify	lank Id 3ankID]	-ill Length 0 Fill Cha	aracter	
Description Field Value Multiplier Format Justify Header/T ag	tank Id 3ankID] eft v F	-ill Length 0 Fill Cha	aracter	
Description 8 Field Value [Multiplier Format Justify Header/T ag Footer/T ag	Hank Id BankID) I eft v F	Fill Length 0 Fill Cha		

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

🛕 SM - Positive Pay Export Definition		<
Value Tran	slations For: Trans Type	~
Translate Values From	Translate Values To	
0	Register	
1	Void	
		101
Contintenal Products Unlimite sa	L.	-
Record: 14 4 3 > > > > > > > > > > > > > > > > >	3	-

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.

Accounts Payable

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

SM - Dusiness Rules			
Business Rules			
- Application	E Defaults-GL Account		
Accounts Payable	Cash Account	00-000-1000	
- Accounts Receivable	Discounts Account	00.000.9030	
 Bill of Materials/Kitting 	Inventory Account	00-000-3030	
 Bank Reconciliation 	COCC Assessment	00.000 5000	
- CRM	Defaulte Transaction Fater	00-000-3000	
- Direct Deposit	Detaults - Hansaction Entry	V	
 Distribution Planning 	Crew Additional Descriptions	Tes	
 Fixed Assets 	Copy Additional Descriptions from SM/IN Items	Tes	
— General Ledger	Discount on Sales Lax	NO	
- Inventory	Discount on Freight	NO	
 Project Costing 	Discount on Miscellaneous	No	
- MFG - Bills of Material	Allow Online Checks	Yes	
- MFG - MPS/MRP	Automatic Discount Update	Yes	
- MFG - Production	Check for Duplicate Invoice Numbers	Yes	
MFG - Bouting & Besources	Default Vendor Name in GL Description	Yes	
Payroll	Default Inquiry in Vendor Currency	Yes	
Purchase Order	Interface - Application		
Point of Sale	General Ledger	Yes	
Service Director	Inventory	Yes	
Sustem Manager	Bank Reconciliation	Yes	
System Manager Sales Order	Project Costing	Yes	
) (seekeyee Management	Interface - History		
Cariferentian Care	Save Purchase History	Yes	
- Configuration Group	Save Payment History	Yes	
- Hole	Save Additional Description History	No	
	Interface - Periodic Setup		
	Sum History Periods Per Year	12	
	Post Without Printing Journals	Yes	
	Use Batch Processing	Yes	
	Post Datail to General Ledger	Yes	
	Liss 1000	Vas	
	Use Topparties Allegations	les	
	Ose mansaction Allocations	NU V	
	Allow Posting Without Printing Checks	Tes	
	Allow Re-prepare Arter Printing	tes	
	Allow Posting Without Creating ALH File	NO	
	Print Notes on Remittance	Yes	
	Check Saver	Multiple	
	Bank Account Display	Partial	
	Post Without Printing Journals		

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

A TRAVERSE		$\overline{\mathbf{X}}$
	TRAVERSE	XXX
Main Menu	Accounts Payable	Setup and Maintenance
Accounts Payable Accounts Receivable Bank Reconciliation Bill of Material CRM Distribution Planning Fixed Assets General Ledger Inventory MFG - Bills of Material MFG - MPS/MRP MFG - Production MFG - Routing and Resources Payroll Point-of-Sale Project Costing Purshave Order	Inquiry Transactions Transaction Journals Pay Invoices Management Reports Productivity Reports Periodic Processing Setup and Maintenance Master Lists	Vendors Batch Codes Class Codes Distribution Codes Options and Interfaces Priority Codes Recurring Entries Terms Codes 1099 Field Indicators 1099 Form Codes
Computer Products Unlimited sa	Sys Date 9/28/2	2006 Wks Date 9/28/2006

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

Vendors Screen-Defaults Tab

Terms Code	2%Disc 🗸			
Division Code	Dom	~		
Distribution Code	D001	~		
Currency ID	USD 🔽			
Class Code	Comp	~		
Priority Code	M 💌			
Vendor Hold				
Temp Vendor				
GL Account	00-000-1230	~		
Taxable				
Check Option	Consolidated	~		
Tax Group ID	MN	~		
Payment Bank ID	FNB001	~		



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

ieneral	Defaults	Pay To	<u>B</u> alance	<u>H</u> istory	
efault	Pay To	Information		Check Delivery	Electronic 💽
Name	Ace Computer P	ower Supply		Account No	>>>>>>
Attention	Julie Simon			Routing No	123123123
Address 1	1437 Bellview Avenue			1000	
Address 2				Form	
City	Richfield			Recipi	ient ID
Region	MN	Country USA	~	Field Ind	dicator 1 💉
Postal Code	55423-			Foreign A	ddress
Intl Prefix	011-	View	Map	2nd TI	IN Not
Phone	(612)-866-1100				
Memo					

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.



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.



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.

A Acco	ount No	
453879	797362	
	Close	

• Enter the account number into the box.



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

A TRAVERSE	🛕 TRAVERSE 🛛 🔀				
TRAVERSE					
Main Menu	Accounts Payable	Pay Invoices			
Accounts Payable Accounts Receivable Bank Reconciliation Bill of Material CRM Distribution Planning Fixed Assets General Ledger Inventory MFG - Bills of Material MFG - MPS/MRP MFG - Production MFG - Routing and Resources Payroll Point-of-Sale Project Costing	Inquiry Transactions Transaction Journals Pay Invoices Management Reports Productivity Reports Periodic Processing Setup and Maintenance Master Lists	Change Invoice Status Hold/Release Invoices Prepare Checks Select Payables Edit Register Print Checks Check Register Gains and Losses Journal Post Payments Void Checks			
Computer Products Unlimited sa	Sys Date 9/3	27/2006 Wks Date 9/27/2006			

2. The Hold/Release Invoices screen appears.

Hold\Release Invoice Screen

AP - Hold/Rele	AP - Hold/Release Invoices								
Vander ID Aaal	001	Ace Comp	ter Denner Cur					Data	Last Payment
Venuorito Acer	001	Madium Dri	aleiroweisup avitu	, Aidi				Amount	372372006
Priority Lode M	June Data	Medium Pri	only DD D-t-	Correct Arest Doors	Dire America 1000 Chek	Deveranthia	David		22,634.62
	Invc Date	Due Date	2/10/2007	Gross Amt Due		Fayment No	ENDO01		^
► 08100000001	37872007	4/7/2007	3/18/2007	2,784.47	00.69 Rel		FINBOUT	<u> </u>	
08100000002	12/6/2006	1/5/200/	12/16/2006	2,436.41	U.UU Hel		FNB001	~	
08100000003	3/8/2007	4/7/2007	3/18/2007	2,088.35	41.77 Rel		FNB001	~	
08100000004	3/1/2007	3/31/2007	3/11/2007	1,740.29	34.81 🗖 Rel		FNB001	~	
08100000005	3/8/2007	4/7/2007	3/18/2007	1,392.23	27.84 🗌 Rel		FNB001	~	
08100000006	2/26/2007	3/27/2007	3/8/2007	1,044.17	20.88 Rel		FNB001	~	
08100000007	3/8/2007	4/7/2007	3/18/2007	696.12	13.92 Rel		FNB001	~	
08100000008	3/6/2007	4/5/2007	3/16/2007	348.06	6.96 Rel		FNB001	~	=
96A00045	3/9/2007	4/8/2007	3/19/2007	4,702.19	87.55 Rel		FNB001	~	
i2	2/16/2007	3/17/2007	2/26/2007	3,435.50	68.71 📃 Rel		FNB001	~	
All Pre Record: I I I	Jundous 3/32001 4/32007 3/13/2007 1/15/2007 1/15/2007 i2 2/16/2007 3/17/2007 2/26/2007 3,435.50 68.71 Rel FNB001 All Prepay Edit 1099 Change Status Split Iotals Payments Group Change Record: Image: Status Split Iotals Payments Group Change								

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 <u>All</u>; 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 <u>Split/Reapply</u> 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
<u>A</u> II	Display the Change All Status dialog box.
P <u>r</u> epay	Display the Prepay dialog box.
<u>E</u> dit	Display the Edit dialog box.
<u>1</u> 099	Toggle to flag invoice as 1099 or not 1099.
C <u>h</u> ange Status	Change the status of an invoice.
<u>S</u> plit	Display the Split dialog box.
<u>T</u> otals	Display the Vendor Invoice Totals dialog box.
Chec <u>k</u> s	Display the Check Totals dialog box.
<u>G</u> roup Change	Display the Change Invoice Status dialog box.

Edit Dialog Box

Invoice No	Invc Date	Due Date	DD Date	Gross Amt Due	Disc Amount	Bank ID	
081000000001	3/8/2007	4/7/2007	3/18/2007	2,784.47	55.69	FNB001	V



BA The Edit dialog box appears when you select <u>Edit</u> 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

Invoice No	Invc Date	Due Date	DD Date	Gross Amt Due	Disc Amount		Status
081000000001	3/8/2007	4/7/2007	3/18/2007	2,784.47	55.	69	Rel
			Amount	Due Date	Bank ID		
	First P	ayment	1,350.00	4/7/2007	FNB001	~	
	Second P	ayment	1,434.47	5/7/2007	FNB001	V	

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.



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

	🛦 TRAVERSE 🛛 🛛 🔀					
	TRAVERSE					
Main Menu	Accounts Payable	Pay Invoices				
Favorites Accounts Payable Accounts Receivable Bank Reconciliation Bill of Material CRM Distribution Planning Fixed Assets General Ledger Inventory Payroll Project Costing Purchase Order Sayster Manager MFG - Bills of Material	Inquiry Transaction Journals Pay Invoices Management Reports Productivity Reports Periodic Processing Setup and Maintenance Master Lists	Change Invoice Status Hold/Release Invoices Prepare Payments Create Positive Pay File Select Payables Edit Register Print Checks Payment Register Gains and Losses Journal Post Payments Void Payments				
Continental Products Unlimited sa	Sys Date 09/2	24/2007 Wks Date 09/24/2007				

2. The Create Positive Pay File screen appears.

Create Positive Pay File Screen

A	SM -	Create Pos	itive Pay File			_ 🗆 🔀
Γ	Bank	Account ID	NB001 💌			
		File Name C	:\TRAVERSE 105	Documents\APPosPa	ay, txt	
		Check Date	Check Number	Amount	Transmit Date	Show
		09/24/2007	2023	1,714.02		New 💌
		09/24/2007	2024	2,893.45		Group
		09/24/2007	2025	2,412.17		Detai 🔽
		09/24/2007	2026	21,281.90		
						Select Select All
						Create Delete Close
C	ontinte	nal Products U	nlimite sa			

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.
- 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

BA 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

A TRAVERSE		
	TRAVERSE	
Main Menu	Accounts Payable	Pay Invoices
Favorites Accounts Payable Accounts Payable Bank Receivable Bank Reconciliation Bill of Material CRM Distribution Planning Fixed Assets General Ledger Inventory Payroll Project Costing Purchase Order Sales Order System Manager MFG - Bills of Material MFG - Bills of Material	Inquiry Transactions Transaction Journals Pay Invoices Management Reports Productivity Reports Periodic Processing Setup and Maintenance Master Lists	Change Invoice Status Hold/Release Invoices Prepare Payments Create Positive Pay File Select Payables Edit Register Print Checks Payment Vouchers Create ACH File Payment Register Gains and Losses Journal Post Payments Void Payments
Continental Products Unlimited sa	Sys Date 9/1	8/2007 Wks Date 9/18/2007

2. The Payment Vouchers screen appears.

Payment Vouchers Screen

🛕 AP - Payment Vouchers		
Batch Code	######	✓
Invoices Due	9/18/2007	
Vendor ID From	Bin004	
Thru	Bin004	
Currency	USD	
Discounts Due	9/18/2007	
Check Date	9/18/2007	
GL Pd/Year	9 / 2007	
Bank Account ID	FNB001	
First Voucher Number	200	0
If Restart, Last Good Voucher Number		
	1	-
Report Language	English	
<u>R</u> eset <u>F</u> ile F	Pre <u>v</u> iew	rint) <u>C</u> lose
Continental Products Unlimite sa		

- 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**, **<u>File</u>**, **<u>Print</u>**, or <u>**Close**</u>.

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

A TRAVERSE			X
T		TRAVERSE	
Main Menu		Accounts Payable	Pay Invoices
Favorites Accounts Payable Accounts Receivable Bank Reconciliation Bill of Material CRM Distribution Planning Fixed Assets General Ledger Inventory Payroll Project Costing Purchase Order Sales Order System Manager MEG - Bills of Material		Inquiry Transactions Transaction Journals Pay Invoices Management Reports Productivity Reports Periodic Processing Setup and Maintenance Master Lists	Change Invoice Status Hold/Release Invoices Prepare Payments Create Positive Pay File Select Payables Edit Register Print Checks Payment Vouchers Create ACH File Payment Register Gains and Losses Journal Post Payments Void Payments
Continental Products Unlimited	sa	Sys Date	9/18/2007 Wks Date 9/18/2007

2. The Create ACHFile screen appears.

Create ACH File Screen

🛕 Create ACH File	
B <u>a</u> tch Code	######
Invoices Due	9/18/2007
Vendor ID From	Bin004
Thru	Bin004
Currency	USD
Discounts Due	9/18/2007
Check Date	9/18/2007
GL Pd/Year	9 / 2007
Bank Account ID	FNB001
Batch Number	1
File Name Ddeposit	& Company ID
Save to Folder C:\TRAVERSE 105\Docum	nents Browse
Create File C:\TRAVERSE 105\Docum	nents\Ddeposit.CPU
Continental Products Unlimite sa	

- 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/Sales Order

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

			X
	111	TRAVERSE	
Main Menu		System Manager	Company Setup
Accounts Payable Accounts Receivable Bank Reconciliation Bill of Material CRM Distribution Planning Fixed Assets General Ledger Inventory Payroll Purchase Order Sales Order Sales Order System Manager MFG - Bills of Material MFG - Production		Workstation Configuration Company Setup Setup and Maintenance Master Lists Tax Setup Web Setup and Maintenance System Audit	Company Information Period Conversion Business Rules
Computer Products Unlimited sa		Sys Date 1/10/	2007 Wks Date 1/10/2007

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

Business Rules Screen

Lusiness Dules				
- Application				
Accounts Pauable	Inventory	Yes		
Accounts Beceivable	Bank Reconciliation	Yes		
Bill of Materials /Kitting	Project Costing	Yes		
Bank Beconciliation	Payroll	Yes		
CBM	Accounts Payable	Yes		
Direct Deposit	Interface - History			
- Distribution Planning	Save Sales History	Yes		
- Fived Assets	Save Additional Description History	No		
- General Ledger	Interface - Periodic Setup			
- Inventoru	Sum History Periods Per Year	12		
- Project Costing	Message - Invoice			
MEG - Bills of Material	Message For All Invoices	1002		
MEG - MPS/MBP	Message - Statement Dunning			
MEG - Broduction	90 Days	Legal Action is Imminent.		
MEG - Bouting & Besources	60 Days	Seriously past due. Please remit.		
- Paurol	30 Days	Past due. Please pay promptly.		
- Purchase Order	General	Thank you for your business.		
- Point-of-Sale	Miscellaneous			
- Service Director	Print Company Information on Plain Forms	Yes		
Sustem Manager	Use Batch Processing	Yes		
- Sales Order	Apply Credits To Oldest Items	Yes		
	Post Without Printing Journals	Yes		
Configuration Group	Post Detail to General Ledger	Yes		
E Bole	Save Commission Detail	Yes		
	Allow Pricing on Serialized Items	Yes		
	Display Unit Cost on Line Items	Yes		
	Allow Expired Credit Card in Payment Entry	No		
	Print Online Invoice/Credit Documents	Yes		
	Plain Paper Invoices	Yes		
	Print Company Logo on Plain Paper Invoice	Yes		
	Plain Paper Statements	Yes		
	Print Company Logo on Plain Paper Statements	Yes		
	Default Inquiry in Customer Currency	Yes		
	Payment Information Display	Partial		
	Commission Rate to Use	Highest		
	CC Authorization Required for Amounts Exceeding	500.00		
	Miscellaneous			

Miscellaneous



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

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

A TRAVERSE		
	TRAVERSE	XXX
Main Menu	Accounts Receivable	Setup and Maintenance
Accounts Payable Accounts Receivable Bank Reconciliation Bill of Material CRM Distribution Planning Fixed Assets General Ledger Inventory MFG - Bills of Material MFG - MPS/MRP MFG - Production MFG - Routing and Resources Payroll Point-of-Sale Project Costing Purpleve Outco	Inquiry Transactions Transaction Journals Open Invoices Management Reports Productivity Reports Commissions Periodic Processing Setup and Maintenance Master Lists	Customers Batch Codes Class Codes Distribution Codes Invoice Messages Open Invoice Setup Payment Methods Recurring Entries Sales/COGS Accounts Sales Reps Ship-To Addresses Shipping Method Codes Terms Codes
Sample Company sa	Sys Date 10/10/	2006 Wks Date 10/10/2006

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

Recurring Entries Screen-Header Tab

<u>R</u> ecur ID R <u>u</u> n Code	01 01	× ×						
<u>H</u> eader	Billi	ng	<u>D</u> etail	Ship-To	Adjustment	Total	s Hi <u>s</u> tory	
Sold To	Alt008	~						
	Altos Serv	ers Company		Sales F	iep ID 1 GJL		Percent 0.00	
	Wendy Se	vernson Drive		5ales F			Percent 0.00	
	945 Tuscon Drive			l err	ns Lode INeta		0% Disc, Net 30	
	INO. 3			Distributio	on Code DUU	×	Domestic Custom	er
	Rollingstor	ne		Tax G	iroup ID MN	~	Taxable 🔽	
	MN	55969-	USA	Curr	ency ID USD	~		
PO Number								
P0 Date	10/10/200)6						
	View <u>M</u> a	ab						
tos Servers C	ompany						Nex	t Trar

Billing Tab

<u>H</u> eader	Billing	<u>D</u> etail	Ship-To	Adjustment	<u>T</u> otals	History
	Starting Date	09/25/2007		Cutoff Date	09/25/2008	
	Billing Type M	onthly 🔽	E	Billing Interval	0	
	Last Billing Date		Ne:	kt Billing Date	09/25/2007	
	Payment Expir	Method ID Visa Card No XXXX Cardholder Joe S ation Date 9 /	2010	7 💌		
	1					

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

A TRAVERSE						×
	XXX	TRAVERSE	E.	X	$\not>$	X-
Main Menu		Sales Order		5	etup and Maii	ntenance
CRM Distribution Planning Fixed Assets General Ledger Inventory MFG - Bills of Material MFG - MPS/MRP MFG - Production MFG - Routing and Resources Payroll Point-of-Sale Project Costing Purchase Order Sales Order Service Director		Inquiry Transactions Transaction Journals Productivity Reports Periodic Processing Setup and Maintenance Pricing Master Lists		Batch (Recuri Edit Sa	Codes ng Entries les Order Num	ıber
Computer Products Unlimited sa		Sys Date	12/8/2	:006	Wks Date	12/8/2006

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

Recurring Entries Screen-Header Tab

🛕 SO - Recurrin	g Entries					_ 🗆 🔀
<u>R</u> ecurring ID	1	~				
<u>H</u> eader	Billing	<u>D</u> etail	Ship-To	Adjustment	<u>T</u> otals	History
Run <u>C</u> ode Location ID	1 MN0001	v	Sales Rep ID 1 Sales Rep ID 2	GJL 💌	Percent .00 Percent .00	
S <u>o</u> ld To Customer Level	Arg026	v v	T <u>e</u> rms Code Distribution Code Tax Group ID Currency ID	Net30 D001 MN USD	0% Disc, Net Omestic Cu: Taxable	30 stomer
PO Number PO Date	12/8/2006		Pick Slip No			
Ne <u>x</u> t Trans Computer Products L	Jnlimited sa					

Billing Tab

<u>H</u> eader	Billing	<u>D</u> etail	Ship-To	Adjustment	<u>I</u> otals	History
	Trans Date 6	/25/2006				
	Starting Date 2.	/22/2006		Cutoff Date 2/5/2	007	
	Billing Type M	onthly 🔽	В	illing Interval	0	
	Last Billing Date		Nex	Billing Date 2/22/	2006	
	Payment M C Expira	lethod ID Visa Card No XXXX ardholder Altos S tion Date 08 /		v		
	1					

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

Receipt No	[2~	Me	hod of Payment	Check	~		Upd	ate
Batch Code	Monday 🔽		_						
Payment <u>D</u> ate	10/10/2006		В	ank Account ID	FNB001				
GL Pd/Year	10 /	2006							
<u>C</u> ustomer ID	Alt008	~		Check No	34321				
Currency ID	USD	Y		Invoice No	Pay	ment D	iscount	Dist Cod	le
Exch Rate	1 🗸		ON /	ACCOUNT	~	0.00	0.0	0 D001	¥
Payment Amount	20,000.00								10
Payment Amount Remaining	20,000.00 20,000.00								
Payment Amount Remaining Open Invoice Summ	20,000.00 20,000.00		Alt	os Servers Com	pany			Open li	nvoi
Payment Amount Remaining Open Invoice Summ Invc Date	20,000.00 20,000.00 nary Invoice No	Di	Alt sc Date	os Servers Com Net Due	oany Disc Allowed	Net Applied	Disc Ta	Open lı ıken Hold	nvoi
Payment Amount Remaining Dpen Invoice Summ Invo Date 4/12/2004 [09:	20,000.00 20,000.00 nary Invoice No 34757	Di 4/*	Alt isc Date 12/2004	os Servers Comj Net Due 18,264.75	pany Disc Allowed 0.00	Net Applied 0.00	Disc Ta	Open lı aken Hold 0.00	nvoi
Payment Amount Remaining Dpen Invoice Summ Invc Date ▶ 4/12/2004 09: 8/30/2005 08	20,000.00 20,000.00 nary Invoice No 34757 1000000002	Di 4/* 9/:	Alt isc Date 12/2004 30/2005	os Servers Com Net Due 18,264.75 4,091.93	oany Disc Allowed 0.00 0.00	Net Applied 0.00 0.00	Disc Ta	Open lı aken Hold 0.00 0.00	nvoi
Payment Amount Remaining Dpen Invoice Summ Invc Date ▶ 4/12/2004 09 8/30/2005 08 9/10/2005 08	20,000.00 20,000.00 Invoice No 34757 1000000002 100000003	Di 4/' 9/3 10/	Alt isc Date 12/2004 30/2005 /10/2005	os Servers Com Net Due 18,264.75 4,091.93 562.90	Dany Disc Allowed 0.00 0.00 0.00	Net Applied 0.00 0.00 0.00	Disc Ta	Open li iken Hold 0.00 0.00	nvoi

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

Cash Receipts Screen (New Transaction)

🛕 AR - Cash Rec	eipts							
Receipt <u>N</u> o Batch Code Payment <u>D</u> ate GL Pd/Year <u>C</u> ustomer ID	Kent	2007	Payment <u>M</u> ethod ID Credit GL Account 00-	000-1120		Update		
Currency ID Exch Rate Payment Amount Remaining	USD 1 • 0.00 0.00	~	Invoice No ON ACCOUNT	Payment	Discount 0.00	Dist Code		
Open Invoice Summary Open Invoice Invc Date Invoice No Disc Date Net Due Disc Allowed Net Applied Disc Taken Hold								
Apply Apply Pmt Invoices Beceipts Batch Iotal Next Trans Session Total 0.00 Computer Products Unlimited Isa F2 Lookup								

Note

Use the Open Invoice Report to view posted invoice payments.

Cash Receipts Screen (Filled) - Credit Card

Receipt <u>N</u> o		15 🗸	Paj	ment <u>M</u> ethod ID	Visa	~		Upda	ate
			Card No	/ Security Code	*******	∞∞5764	✓ / 123		
Payment <u>D</u> ate	09/25/200	7		Cardholder	James Jones	3		_	
GL Pd/Year	97	2007		Expiration Date	8 / 2010	D Auth	orization No	23456	_
<u>C</u> ustomer ID	Alt008	×							
Currency ID		×		Invoice No	Pa	ivment	Discount	Dist Code	e
Exch Rate	1 🗸		▶ 092	000000016	v	562.90	0.0	D001	-
Payment Amount	562.90		* ON	ACCOUNT		0.00	0.0	0.001	
Remaining	0.00					0.00	0.0		
pen Invoice Summ	iary		A	ltos Servers Com	pany			Open In	ivoi
Invo Date	Invoice No	D	isc Date	Net Due	Disc Allowed	Net Applied	Disc Ta	ken Hold	
09/18/2007 ON	ACCOUNT			-1,361.55	0.00	0.0	0	0.00	
09/20/2007 092	2000000016	09	1/20/2007	0.00	0.00	562.9	0	0.00	
			~						

Cash Receipts Screen (Filled) - Direct Debit

Receipt <u>N</u> o		15 🗸	Pay	ment <u>M</u> ethod ID	DirDebit			<u>U</u> po	late
Paument Date	09/25/2003			Account No Bank Name	Wells Farac	86 💌			
GL Pd/Year	9 /	2007		Routing Code	123123123				
<u>C</u> ustomer ID	Altoo8	~		-	· L				
Currency ID		Y		Invoice No	P	ayment	Discount	Dist Cod	le
Exch Rate	1 🗸		0920	00000016	~	562.90	0.0	0 D001	~
Payment Amount	562.90		* ON/	ACCOUNT	~	0.00	0.0	0 D001	~
Remaining	0.00								0
Ipen Invoice Summ	ary		Al	tos Servers Com	pany			Open I	nvoi
Invo Date	Invoice No	Dia	sc Date	Net Due	Disc Allowed	Net Applied	Disc Ta	ken Holo	1
09/18/2007 ON	ACCOUNT			-1,361.55	0.00	0.1	00	0.00	
09/20/2007 092	000000016	09/	20/2007	0.00	0.00) 562.3	90	0.00	

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

A TRAVERSE		
	TRAVERSE	XXX
Main Menu	Accounts Receivable	Transactions
Accounts Payable Accounts Receivable Bank Reconciliation Bill of Material CRM Distribution Planning Fixed Assets General Ledger Inventory MFG - Bills of Material MFG - MPS/MRP MFG - Production MFG - Routing and Resources Payroll Point-of-Sale Project Costing Durchere Coder	Inquiry Transactions Transaction Journals Open Invoices Management Reports Productivity Reports Commissions Periodic Processing Setup and Maintenance Master Lists	Transactions Cash Receipts Copy Recurring Entries Change Batches
Sample Company sa	Sys Date 10/10	/2006 Wks Date 10/10/2006

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

Header Tab (Invoice)

Transaction <u>N</u> o		Update			Transaction	Type Invoice	_
<u>H</u> eader	lt <u>e</u> m Detail	Project Detail	Ship-To	Payments	Adjustmer	nt T <u>o</u> tal:	s
Batch Code	Monday	Monday batch	Sales I	Rep ID 1 GJL	Pe	ercent .00	
Location ID	MN0001	~	Sales I	Rep ID 2	Pe	ercent .00	
	MINNEAPOLIS	WAREHOUSE					
Sold to	Alt008	~					
	Altos Servers	Company					
			Ter	ms Code Net30	v (0% Disc, Net 30	
Invoice Number			Distributi	ion Code D001	V [Domestic Custon	ner
Invoice Date	10/10/2006		Tax	Group ID MN	~	Taxabl	e 🗾
PO Number			GL	Pd/Year 10	/ 2006		
P0 Date	10/10/2006		Cur	rency ID USD	Exch	Rate	1 🗸
					N	et Due	
Itos Servers Comp	anu		E		Inline (wt Tra

Payments Tab

Transaction <u>N</u> o	00000010	Update			Transaction Type	Invoice	~
Header	It <u>e</u> m Detail	Disabled	Ship-To	<u>P</u> ayments	Adjustment	To <u>t</u> als	
		Deposit ID Amount	Kent 2,121	.80			
	Pa Card N	ayment Method ID o / Security Code Cardholder Expiration Date	Visa Visa XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	×5764 💽 / Authorization N	234		
Record: 🚺 🖣			3 PL. of 1		Net Du	e	0.00
Altos Servers Compa	any			<u>R</u> em Credit	<u>Online</u> Pre <u>f</u> erer	ices Ne <u>x</u> t T	rans

- 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.

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

payments in a currency other than the customer's currency or the base currency.

¥\$£€

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

- 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

<u>H</u> eader	Documents	<u>B</u> ill-To	<u>S</u> hip-To	<u>P</u> ayments	T <u>a</u>	x <u>I</u> o	otals	
Transaction <u>N</u> o	00000010	Batch Code	Kent	V	Update			New
Sold To	Alt008	Reg Ship Date	12/1/2006		GL Pd/Year	12 / 2006		
PO Number PO Date	12/1/2006		Notes		Currency ID	ISD 💌	Excł	n Rate 1
Item ID		Description			Qty Ordered	Qty Needed	Unit	Ext Price
100		Electrical Package			1.0000	1.0000	PKG	475.69
150		Plumbing Package			1.0000	1.0000	PKG	1,463.76
	· · · · · ·	Discust	Commission					
Line Items	Defaults	Discount	COMINISSION					
Line Items Item ID	Defaults		Location ID	MN0001	~	Reg Ship Date	12/1/2006	Open
Line Items Item ID Description	Defaults 100 Electrical Package		Location ID Qty Ordered	MN0001	PKG 🔽	Req Ship Date Unit Price	12/1/2006	Open
Line Items Item ID Description Additional Desc	Defaults 100 Electrical Package Includes Electrical Ou	itlets and	Location ID Qty Ordered Qty Needed Oty Shipped	MN0001 1.0000 1.0000	PKG 💌	Req Ship Date Unit Price Ext Price	12/1/2006 475.6900 475.69	Open
Line Items Item ID Description Additional Desc	Defaults 100 Electrical Package Includes Electrical Ou	Uscount	Location ID Qty Ordered Qty Needed Qty Shipped Qty Backordered	MN0001 1.0000 1.0000 .0000	PKG 💌	Req Ship Date Unit Price Ext Price	12/1/2006 475.6900 475.69	Open New PO Req

- 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.

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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

<u>H</u> eader	Documents	<u>B</u> ill-To	<u>S</u> hip-To	Payments	T <u>a</u> x	Totals		
Transaction <u>N</u> o	00000010	Batch Code	Kent MN0001		<u>U</u> pdate		New	*
Sold To	Alt008	Req Ship Date	12/1/2006		GL Pd/Year 12 /	2006		
PO Number PO Date	12/1/2006		Notes		Currency ID USD	~	Exch Rate 1	~

Transactions Screen - Payments Tab (All Types)

Deposit/Ba	atch Code	Kent	Payment Method ID	Visa 💌		
Payr	ment Date	9/18/2007	Card No / Security Code	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	✓ / 684	
	Amount	798.65	Cardholder	James Jones		
			Expiration Date	8 / 2010 Autho	rization No	

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 viewonly **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).
- 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



BA 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

🛕 AR - Credit Card Authorization Report	_ 🗆 🛛
Method of Payment From Thru	
Available Batches	
Print Authorization Needed Authorized All	
Report Language English	
Continental Products Unlimite sa	

- 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.
- 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 <u>Reset</u>, <u>File</u>, <u>Print</u>, or <u>Close</u>.

Credit Card Authorization



A 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.

A TRAVERSE TRAVERSE Main Menu Accounts Receivable Transactions Favorites Inquiry Transactions ~ Accounts Payable Transactions Cash Receipts Accounts Receivable Transaction Journals Credit Card Authorization Report Bank Reconciliation Open Invoices Credit Card Authorization Bill of Material Management Reports Copy Recurring Entries CRM Productivity Reports Change Batches Distribution Planning Commissions **Fixed Assets** Periodic Processing Setup and Maintenance General Ledger Master Lists Inventory Payroll Project Costing Purchase Order Sales Order System Manager MFG - Bills of Material Continental Products Unlimited sa Sys Date 9/18/2007 Wks Date 9/18/2007

Credit Card Authorization Menu

2. The Credit Card Authorization screen appears.

Credit Card Authorization Screen

Cardholder Pay Method Card Number Expiration Amount Authorization Altos Server Visa 6534597865976 8/31/2010 18,264.75 3 James Jones Visa 87565365085764 8/31/2010 4,091.93 3 Joe Schmoe Visa 8756549864 10/31/2009 565.54 3		Show All		Selected Batches Kent Kent		<u>A</u> vailable Batches
Altos Server Visa 6534597865976 8/31/2010 18,264.75 James Jones Visa 87565365085764 8/31/2010 4,091.93 Joe Schmoe Visa 8756549864 10/31/2009 565.54	1 🖡	Amount Authorization	Expiration	Card Number	Pay Method	Cardholder
James Jones Visa 87565365085764 8/31/2010 4,091.93 Joe Schmoe Visa 8756549864 10/31/2009 565.54		18,264.75	8/31/2010	6534597865976	Visa	Altos Server
Joe Schmoe Visa 8756549864 10/31/2009 565.54		4,091.93	8/31/2010	87565365085764	Visa	James Jones
		565.54	10/31/2009	8756549864	Visa	Joe Schmoe

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.

Bank Reconciliation

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



BA 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

<u>E</u> xport ID Description	APPosPay 💌 AP Positive Pay			
File Type	Comma-Quote Delimited		Blocking Factor	
File Name	L:VIRAVERSE 105\Doc	uments VAPPosPay.txt		
Record	Field 1	Field 2	Field 3	Field
Vata Vetail (Detail)	Bank Id	Account Number	Action Type	Chec
Record Type Description	Detail 🔽 Data Detail]	
Header/Tag			~	
Footer/Tag				

- 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

<u>E</u> xport ID	APPosPay 🔽	•		
Description	AP Positive Pay			
File Type	Comma-Quote Delimi	ited 💌	Blocking Factor	
File Name	C:\TRAVERSE 105\	Documents\APPosPay.txt		
Record	Field 1	Field 2	Field 3	Field
Data Detail (Detail)	Bank Id	Account Number	Action Type	Chec
Check Total (Footer	j fill	fill2	fill3	Check
Description F	ank Id			<u>)</u>
Description E Field Value [iank Id 3ankID]			
Description E Field Value [Multiplier	ank Id 3ankID]			
Description Field Value Multiplier Format	ank Id 3ankID]		× (ranslate
Description Field Value Multiplier Format Justify	lank Id 3ankID]	-ill Length 0 Fill Cha	aracter	
Description Field Value Multiplier Format Justify Header/T ag	tank Id 3ankID] eft v F	-ill Length 0 Fill Cha	aracter	
Description 8 Field Value [Multiplier Format Justify Header/T ag Footer/T ag	Hank Id BankID) I eft v F	Fill Length 0 Fill Cha		

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

🛕 SM - Positive Pay Export Definition		<
Value Tran	slations For: Trans Type	~
Translate Values From	Translate Values To	
0	Register	
1	Void	
		101
Contintenal Products Unlimite sa	L.	-
Record: 14 4 3 > > > > > > > > > > > > > > > > >	3	-

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.
- 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



BA 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 commadelimited 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

A TRAVERSE		
	TRAVERSE	
Main Menu	Bank Reconciliation	Setup and Maintenance
Favorites Accounts Payable Accounts Receivable Bank Reconciliation Bill of Material CRM Distribution Planning Fixed Assets General Ledger Inventory Payroll Project Costing Purchase Order Sales Order System Manager MEG - Bils of Material	Transactions Reconciliation Setup and Maintenance Master Lists	Bank Accounts Positive Pay Export Definition Recurring Adjustments Reconditation Import Transaction Activity
Contintenal Products Unlimited sa	Sys Date 09	9/25/2007 Wks Date 09/25/2007

2. The Reconciliation Import screen appears.

Reconciliation Import Screen

Layout ID FNBRecon	V Descriptio	n FNB001 R	econciliatior	1	-			
File Type Comma Delimited	v		Record L	ength	0		(),	nport)
File <u>N</u> ame C:\Documents an	d Settings\kenthe	e\My Docume	ents\BRRec	lmp.txt				((((()))
Field Name	Туре	Field	Start	Length	Default		Force	^
AmountMultiplier	Number	0	1	0	1	~		[···]
BankId*	Text	0	1	0	FNB001	~		
Descr	Text	5	1	24		~		
Reference*	Text	1	1	24		~		
SourceID*	Text	3	1	2		~		
TransDate	Date	2	1	10		~		
TransDay	Number	2	1	2		~		
TransMonth	Number	2	4	2		~		
TransType	Number	0	1	0		~		
TransYear	Number	2	7	4		~		
VoidStopYn	Boolean	0	1	0	0	~		
								_
								~

- 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

▲ Import Transactions		_ 🗆 🛛
	Value Translations For: TransType	Close
Translate Values From	Translate Values	To
Disbursement	• -1	
Deposit	≥ 2	
		1
		3
Continental Products Unlimite sa		~
Record: 14 4 3 > > >	* ⊠ ÞI of 3	

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

BR - Imp	ort Transactions			
Layout ID	test	~	Description test	
File Type	Comma Delimited			
File <u>N</u> ame	C:\Documents and Setti	ngs\kenthe\My Docum	ents\BRRecImp.txt	··· (23)
		Read	⊻erify <u>W</u> rite	

- 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 is to locate the file. Click the View File button is 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

	3R - Edit/Verify	Imported Tra	ansactions						_ 🗆 🛛
	Counter	User ID	Workstation ID	Status	Transaction Date	Bank ID	Source ID	Description	Reference
	23	sa	KENTTHINKPAI	OK	4/16/2007	FNB001	PA		
	24	sa	KENTTHINKPAI	OK	4/20/2007	FNB001	AP		
	25	sa	KENTTHINKPAI	OK	4/20/2007	FNB001	AP		
	26	sa	KENTTHINKPAI	OK	4/20/2007	FNB001	AP		
	27	sa	KENTTHINKPAI	OK	10/24/2006	FNB001	BR		
•	(AutoNumber)								
Rec	ord: 🚺 🖣 🦷	6	▶ ▶ * ⊠ ▶ ! of 6	5	<				>

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

	s Djsburseme	ents Adju	<u>is</u> tments	<u>T</u> ransfers	Imported Data
Bank Account ID	FNB001	First Nation B	Bank - Mpls		
Bank Acct Balance	6,529.4	3			
Statement Balance	0.0	ן			
Statement Date					
Include Unposted GL	Journal Entries in Bal	ance 🔽			
Currency ID	USD				
<u></u>					

Imported Data Tab

<u>B</u> ank	Deposits	Disbursements	Adjustments	<u>T</u> ransfers	Imported Data		
Do	cument	Source Document	Descripti	on	Reference	Amount	Date
10		PA				2,893.69	4/16/2007
11111		AP				43,113.73	4/20/2007
▶ 513767		AP				14,766.00	4/20/2007
Record: 📢	3	• • • • • • • • • • • • • • • • • • •	of 3				
Crit <u>e</u> ria	Balan <u>c</u> es	Auto Bank Acco mport -14,970	Undo Delete unt Outstanding .52 -1,263,476.84	Adjuste 1,248,506.3	ed St	atement 0.00	



The Imported Data tab is only available if you have the Banking application installed and said Yes to BA 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

Look <u>B</u> y	Criteria	Search Value		
	v	¥	v	
	~	 Image: A start of the start of	~	
	~	v	~	

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

tt		TRAVERS	SE •	X	H	X
Main Menu		System Manager	r		Company	Setup
Favorites Accounts Payable Accounts Receivable Bank Reconciliation Bill of Material CRM Distribution Planning Fixed Assets General Ledger Inventory Payroll Project Costing Purchase Order Sales Order System Manager MFG - Bills of Material	• ""	Workstation Configuration Company Setup Setup and Maintenance Master Lists Tax Setup Web Setup and Maintenan System Audit	ce	Compa Period Busines Bank A Gains a Descrip Employ	ny Informatio Conversion ss Rules .ccounts and Losses Ac tion Items rees	counts
Continental Products Unlimited	sa	Sys Date	e 8/22/2	2007	Wks Date	8/22/2007

2. The Business Rules screen appears.

Business Rules Screen

SM - Business Rules			
Business Rules			
Application	Defaults-GLåccount		
- Accounts Payable	Famings	00-000-6110	
- Accounts Receivable	Employer Costs	00-000-0110	
 Bill of Materials/Kitting 	Employer Costs	00-000-6210	
 Bank Reconciliation 	Cash	00.000.1000	
- CRM	Advance FIC Deverante	01 000 0200	
 Direct Deposit 	Advance Elo Payments	01-000-6200	
 Distribution Planning 	Civia Cada 0	40.000	
- Fixed Assets		40.000	
- General Ledger		40.000	
- Inventory	Group Lode 2	86.667	
 Project Costing 	Group Lode 3	173.333	
MFG - Bills of Material	Group Code 4	0.000	
- MFG - MPS/MRP	Group Code 5	0.000	
- MFG - Production	Group Code 6	0.000	
MFG - Routing & Resources	Group Code 7	0.000	
- Pavroll	Group Code 8	0.000	
Purchase Order	Group Code 9	0.000	
Point-of-Sale	Defaults - Miscellaneous		
Service Director	Minimum Wage Code	REG	
Sustem Manager	Default Bank ID	FNB001	
Sales Order	Minimum Wage	6.15	
Warehouse Management	Maximum Sick Hours	40.000	
Configuration Group	Maximum Vacation Hours	0.000	
Bala	DCB Limit	0.00	
T. Hole	Interface - Application		
	General Ledger	Yes	
	Bank Reconciliation	Yes	
	Interface - History		
	Save Payroll Transaction History	Yes	
	Save Check History	Yes	
	Miscellaneous		
	Automatic Accrual of Vacation/Sick Time	Yes	
	Include Vacation/Sick Hours for Accrual Calculation	No	
	Use First or Last Name First on Checks	First	
	Print Company Name on Checks	No	
	Lise Only the Default Bank ID	No	
	Employer Taxes/Costs to Home or Worked Department	Home	
	Allow Posting without Printing Checks	Yes	
	Allow Editing after Printing	Yee	
	Lise Department Allocations	No	
	Use Department Allocations	NO	
	Default Bank ID		
Andu OK Count	1		

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

A TRAVERSE		
	TRAVERSE	
Main Menu	Payroll	Payday Work
Favorites Accounts Payable Accounts Receivable Bank Reconciliation Bill of Material CRM Distribution Planning Fixed Assets General Ledger Inventory Payroll Purchase Order Sales Order Sales Order System Manager Project Costing MFG - Bills of Material MFG - Deduction	Inquiry Daily Work Payday Work History Reports Personnel Reports Quarter/Year-End Reports Productivity Reports Periodic Processing Codes Maintenance Setup and Maintenance Master Lists	Celculate Checks Manual Checks Edit Register Accrual Adjustments Sick and Vacation Report Print Checks Create Direct Deposit File Print Vouchers Check Register Paycheck Received Report Withholding Report Employer Tax Report Pay Period Deduction Report Department Expense Report Post Checks Void Checks
Continental Products Unlimited sa	Sys Date 8/22	/2007 Wks Date 8/22/2007

2. The Calculate Checks screen appears.

Calculate Checks Screen

🛕 PA - Calculate Checks	
Payroll Number 000001 Quarter 3 Period End 09/28/2007 Date On Checks 09/28/2007 GL Period/Year 9 / 2007	
Group Period Beg Pay Code Group Period Beg Pay Code 0 5 5 1 1 09/15/2007 1 6 1	
Contintenal Products Unlimite sa	2007

- 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



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 Payday Work menu.

Create Positive Pay File Menu

			X
	TRAVERS	E	XXX
Main Menu	Payroll		Payday Work
Favorites Accounts Payable Accounts Payable Bank Reconciliation Bill of Material CRM Distribution Planning Fixed Assets General Ledger Inventory Payroll Project Costing Purchase Order Sales Order System Manager MFG - Bills of Material MFG - Mino (Mana Distribution Plance Mana Distribution Plance Manager MFG - Bills of Material MFG - Bills o	Inquiry Daily Work Payday Work History Reports Personnel Reports Quarter/Year-End Reports Productivity Reports Periodic Processing Codes Maintenance Setup and Maintenance Master Lists		Calculate Checks Manual Checks Edit Register Accrual Adjustments Sick and Vacation Report Print Checks Create Direct Deposit File Print Vouchers Check Register Paycheck Received Report Withholding Report Employer Tax Report Pay Period Deduction Report Department Expense Report Post Checks Vidi Checks Vidi Checks
Contintenal Products Unlimited sa	Sys Date	09/27/2	007 Wks Date 09/27/2007

2. The Create Positive Pay File screen appears.

Create Positive Pay File Screen

🛕 SM - Create Positive Pay File 📃 🔲 🔀				
Bank Account ID FNB001 💽				
	File Name C:\TRAVERSE 105\Documents\PAPosPay.csv			
		Check Date Check Number	Amount Transmit Date	Show
		09/27/2007 1000	5,149.13	New 💌
		09/27/2007 1001	2,893.69	Group
		09/27/2007 1002	4,215.10	Detail 🗸
		09/27/2007 1003	4,875.77	L
		09/27/2007 1004	1,237.59	
		09/27/2007 1005	1,896.17	Select
		09/27/2007 1006	2,289.67	Select All
		09/27/2007 1007	3,020.94	
				<u>U</u> nselect All
				Create
				Cleare
				Delete
				Class
	I			
Contintenal Products Unlimite sa				

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.

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- 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.
- 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.