TRAVERSE
Tips and Tricks

GENERAL INFORMATION

Learning With Sample Data

Use the Sample Data Company as much as possible. This is a great tool for training new employees, testing new programs, or experimenting with procedures before using them in the live data. Select CPU Company from the Change Company option to go to the sample data area. The sample data can now be used without affecting the live data.

Using Live Data in Test Company

It is possible to copy your own company's data to the sample area for learning purposes. You can also create a new company and copy your own data to it. This is great for storing old history files before purging from the live company data, or as a backup before posting. See your VAR for assistance.

Changing Menu Styles

There are several TRAVERSE menu options:

1. TRAVERSE menu - standard menu that installs as the default menu.

2. **Explorer** menu - is easily switched from the TRAVERSE Standard Menu by clicking the Explorer Icon located on the ToolBar. To automatically use the Explorer-style menu all the time, go to System Manager-> Workstation Configuration-> Defaults and select the preferred menu style.

3. Favorites menu - lets you get right to the screen you want without having to go to several menus. This is a special menu of the things that are used most often. As an example if users are tired of selecting Accounts Payable->Daily Work-> Transactions, they may create a "Favorite" item that will take them directly to AP Transactions!

> a. In the TRAVERSE menu, select Accounts Payable->Daily Work-> and click on Transactions.
>
> b. Press Alt-A twice (for Favorites) or at the top of the TRAVERSE Toolbar, select Favorites, then A to Add to the Favorites Menu.
>
> c. To use the Favorites Menu, press Alt-A and Alt-O.
>
> d. To have only certain menu options to show on the screen, users can also set up the personal menu by going into the System Manager->Setup and Maintenance->Application Menus. Select the menu item that does not need to show and click on "Hide".

Spell-Checking

Access has an automatic Spell Check feature which can be customized from the TRAVERSE Toolbar - select Tools (Alt-T) and then AutoCorrect (Alt-A).

Note: When Spell Check is "on", the system will attempt to auto-correct words, which can be confusing if you are typing in a customer id or vendor id (for example, during transaction entry) and the system "changes" the id on you.

Comments

If you don't have a contact manager, you can avoid numerous paper notes by creating Comments within TRAVERSE for Employees, Customers, Vendors, Inventory Items and Jobs. Simply press Ctrl I and you're on your way. This is great to help minimize paper trails.

Comments don't have to be used ONLY for customers, vendors, etc. You can setup your own categories, such as birthdays, travel directions, etc. You can also print out these comments for one or all customers, vendors, etc. by certain dates, users and companies.

Reducing Mouse Clicks

- Instead of clicking the down arrow to display the contents of a combo box, user can hit the F4 key, or the Alt and Down Arrow keys.

- Instead of using the mouse to check/uncheck a checkbox field just tab to the checkbox and use the Spacebar to toggle it checked/unchecked.

- In any transaction entry (such as AR, AP, SO, or PO), use the Ctrl and A keys together to save the transaction and begin a new one.

- Press <Ctrl S> to save the transaction, but not move on to a new transaction.

- To copy an exact line, press the <Ctrl C> keys.

Right-click Mouse Menus

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

Moving Around in Data Entry Screens

When users come upon a checkbox field on a screen, they may use the SPACEBAR rather than the mouse to toggle between checked and unchecked.

Users can move from tab-to-tab in any TRAVERSE screen by selecting Alt + [the underlined letter of the tab they wish to move to].

If there are several fields within a screen that are not needed, a user may setup the Quick Entry screens to skip those unused fields. On the Header part of entry screen, click on the Options button and select the fields to skip.

Setting Tab Stops

Use the Options function in the AR, AP, SO, and PO Transactions functions to set up tab stops for the Header and Detail tabs. This allows the user to determine the fields to be stopped in during order entry.

Postnet Barcodes

Forms that are normally sent via the postal service can now include POSTNET barcodes. These barcodes are an extension of the 9-digit zip codes used by the United States Postal Service. In the Country Codes function, found on the Setup and Maintenance menu of System Manager, there is an option box for each country indicating whether to include the POSTNET barcode on documents addressed to that country. To select the option to use Post Net barcodes, go to System Manager, Setup and Maintenance, Country Codes.

Sorting and Filtering – *Looking at your data a different way*

Access has a built-in feature call "filter by form". On any inquiry form or datasheet, (such as AP, Inquiry, Detail History) you can **re-sort** specific fields of information (such as invoices) by the following:
1.   Right-click in a field
2.   Select "Find" or "Sort Ascending" or "Sort Descending"
This will find the values you specified, or re-sort the records ascending / descending.

When a screen has a "datasheet" view (such as the General Ledger Edit Transactions screen), right-click to show a list of options. These include sorting by any field or filtering, such as looking for all journal entries for one account.

Too Many Records for Excel

When sending TRAVERSE data to Excel, you find that Excel cannot handle the quantity of records, then use the Microsoft Query filters functions to select just the data you're looking for. The selected data will then be sent to Excel.

Adding Accounts on-the-fly

Press Shift-F9 to refresh the database after an item, vendor, etc has been added to the database on-the-fly. This solves the problem of pressing [F6) to add a vendor on-the-fly and it does not show up in the list after it has been added.

Choose Your Own Labels

You can change the layouts of labels to use a different size label. To do this, "Preview" the labels and then go to File->Page Setup. Change the labels format setting to match those provided by the label manufacturer. Unfortunately, these setting aren't saved, but you can do a "Print Screen" to save them for future.

Printing Your Screen

Did you know that you can create a print screen of any screen in Windows? To do this, press the "Print Screen" button on your keyboard. This will copy the screen into your clipboard. Then open up word and select Paste to paste in into the blank document. Great for documenting errors & emailing them to your support person.

Creating Your Own Help

Did you know you can access TRAVERS User Guides on your PC? TRAVERSE comes with help screens that are accessed when you press <F1>. You can then look up any information within the application that you are in.

You can also add your own help comments to TRAVERSE's Help screens. At the TRAVERSE screen you want to add comments to in the help section, press F1, select the section you wish, then select Edit, Annotate and type in your helpful comment. Next time you go to this screen, you will see a paper clip which signifies there are additional annotations. Click on the paperclip to view the notes.

Green Bar

The new Green Bar functions in TRAVERSE 10 makes your reports easier to read by printing alternating records with white and green (or gray on monochrome printers) coloration. This can make wide reports easier to read. An option on the Defaults form (found on the Workstation Configuration menu of the System Manger) can be set to determine your default preference: whether or not to use the green bar format.

Finding Error Messages

If you had an error message while processing in TRAVERSE and you called us for help, one of the first things we ask is: "What was the error message?" Well, if you didn't write it all down, not to worry - Your TRAVERSE will keep those error logs for you:

Go to System Manager->Company Setup->Company Information and select Options. Make sure the "Maintenance Error Log" is checked.   This will log all errors that occurred on your workstation, as well as those TRAVERSE errors that occurred on all the other workstations. Hey, you might even find out that you weren't the first one to run into the error! This is also helpful in troubleshooting your system. To print the error log, select System Manager-> Setup and Maintenance-> Error Log.

Previewing Reports

Sometimes TRAVERSE doesn't offer the "Preview" option before printing reports. Here are a couple of suggestions to allow you to view the report before printing it:

- ✓ At the printing stage, Instead of selecting Printer, select File for the report, select **Rich Text Format** give it a name or select the default one offered, then select Tools, and **Auto start** which will then display it in Word or Excel.
- ✓ You can also use the **Snapshot Viewer** to preview reports that normally don't have a preview option. At the printing stage, select File, select Snapshot, give it a name or select the default, then Tools, and **Auto start.**

Previewing Report Options

Once you've sent your report to the Preview screen, there are several viewing options available on your toolbar:

Use the **Zoom** icon (magnifying glass) to shrink and enlarge each report. Click on the Zoom, then take your (new) magnifying glass cursor to the portion of the report you want to see and mouse click. A great way to navigate and quickly view the report.

There are three other ways to see the reports – one page per screen, 2 pages per screen and multiple pages. When selecting the 2 and multiple pages, you can use the zoom picture to quickly move from one page to the next and enlarge the chosen sections.

Printing to FAX

If using a fax modem with fax software, users can fax an invoice or a statement directly to their customer, straight from TRAVERSE. Since the customer will not have Invoice or Statement forms on their receiving end users will need to go to Sales Order, Options and Interfaces and change the option to "Print Plain Paper Invoices." Users also want to select "Print Company Information on Plain Forms."

Then, simply enter an invoice and print it to the fax "printer" that is set up in the Windows settings. Users will need to either change their Windows setup to make the fax/modem their default printer, or they can use the System Manager | Setup and Maintenance | Forms Printers option. When this is done, a cover sheet can be prepared and the fax number can be entered.

For statements, simply print one customer From and Thru and send it to the windows faxing software that is set up as a printer.

Adding Macros to a Toolbar

As an example the Comments ("Ctrl-I") function can be added to the tool bar:

1. Right click in the gray area at the top of the screen

2. Select Customize.

3. Select All Macros.

4. Drag the "+(F1)" to the Tool Bar positioning it between two existing command buttons.

Do You Have a Better Idea? Open Systems Wants to Know!

If you wondered why Open Systems never thought of the things you want, it may be because they don't know what you have in mind. They want to hear from you! To suggest the addition of a particular function to the software, use the Product Suggestion feature to put that suggestion in writing and then fax it to the listed fax number. On the TRAVERSE Toolbar, click on File (Alt-F), Suggestions (Alt-S). Enter the suggestion information in the form that appears on the screen. Select the Print button to print the suggestions for faxing, or e-mail the suggestions to the listed e-mail address. If faxing, send to your TRAVERSE support rep and they will forward the message to Open Systems, Inc.

Enhanced Inquiry

One of the requests often heard from clients is the ability to find records by some key other than the customer ID, vendor ID, or inventory item ID. TRAVERSE offers various search options that many users have never seen. The following is an explanation of how users may find their information by alternative keys.

When users are in a data entry screen that allows use of the drop down arrow or F2 Inquiry function, press F2 key to find more information about this search capability. The following is a list of the various search fields available for some of the common inquiries. Users can use this when entering sales orders and purchase orders or when inquiring about inventory or customers.

Customer Options	Vendor Options	Inventory Options
ID number	ID number	Item number
Vendor name	Customer name	Item description
Contact name	Contact name	Product line
Phone	Region	Item status
Postal code	Postal code	Alias
		Serial number
		Lot number

System Manager

Setting up Fiscal Periods

To set up past fiscal years in the period conversion table (System Manager->Company Setup->Period Conversion), type the year that needs to be created into the combo box. The interface misleads users into believing that they can only choose from values in the combo box, but they can type in any year and, if it does not exist, the system will set the year up for them.

Closing Periods

To prevent old invoices from posting into previous periods, the older periods should be closed manually. Use the following steps to accomplish this task. Go to System Manager->Company Setup->GL Periods and flag each period and application as they are closed. This will prevent accidental posting to older (and future) periods once processing is complete.

Non-Payroll Employees

So, you don't have payroll, but always wished you had a place to store employee information? A new function has been added to the Setup and Maintenance menu of System Manager. The Employees function provides a location to store the names, addresses and contact information for your employees. This employee information storage has been added specifically for those users who have elected not to implement the TRAVERSE Payroll application. Also, the Job Cost, Project Costing, Service Director and the Manufacturing suite of applications will reference this table for Employee ID lookups if the TRAVERSE Payroll application is not installed.

Foreign Currency Bank Accounts

Bank accounts with foreign currency are first setup in System Manager and then converted to the Bank Reconciliation (Bank Rec.) module. The Bank Rec. module will know it is a foreign currency account. However, users cannot set up a new bank account directly in the Bank Rec. module and tie it to a foreign currency—there is no currency ID field on the maintenance screen.

Finding Previous Error Messages

When you have an error while processing in TRAVERSE and you call us for help, one of the first things we ask is: "What was the error message?" Well, if you didn't write it all down, not to worry - Your TRAVERSE will keep those error logs for you, but you must first turn 'on' the option:

Go to System Manager->Company Setup->Company Information and select Options. Make sure the "Maintenance Error Log" is checked.   This will log all errors that occurred on your workstation, as well as those TRAVERSE errors that occurred on all the other workstations. Hey, you might even find out that you weren't the first one to run into the error! This is also helpful in troubleshooting your system. To print the error log, select System Manager-> Setup and Maintenance-> Error Log.

Automatic Printer Selection

To use the same printer for certain forms use the Forms printer control to assign a printer to a specific form.

Printing Duplicates

Save time and money using TRAVERSE's Form Printers. For example, you can setup an invoice to automatically print two copies to the same printers but different trays. You can also set it to print some copies to one printer and then subsequent copies to other printers automatically.

In Form Printers select the form on the left side and the printer on the right.

When in Edit Printers, you can add text to print on the copy of the invoice (such as "File Copy", etc), select the printer for each copy and designate the order you want the copies printed in.

General Ledger

Activity Report

Include accounts with zero balances when printing the activity report so that accounts that have activity for the month but have a balance of zero will be included.

Budgets

The Copy Account Balances function can be used to copy actual period account information from the current year to budget figures for next year. The 'actual' amounts can also be increased by a user-defined percentage.

Drill-down

Use the Drill-Down feature in GL to gain quick access to detailed information such as general ledger account balance information, transaction information, and application information. From GL, it is possible to drill down all the way back to AP and AR history, view the actual header, view each transaction within the invoice, and view the totals.

Financial Statement Setup Alterations

When setting up Statement Contents, the line numbers start out sequenced as multiples of 10 (i.e. line numbers 10, 20, 30, 40, etc.). When you insert a new line, it will insert a line number with a number one less than an existing line number, i.e. line 39. However, if you try to insert a line between 39 and 40, you will get an error. Click on the re-sequence button (thus re-sequencing the line numbers back into multiples of 10) before attempting to insert a line between two lines that are only 1 apart.

Accounts Payable

Temporary Vendors

Starting temporary vendors with a Z (assuming an alphanumeric format is being used) will group all the temporary vendors together at the end of the vendor list, which will simplify vendor lookup and allow exclusion of the temporary vendors from a printed vendor list.

Description Items

Users can set Description Items with GL accounts in System for non-inventory types of expenses, such as rent, electricity, etc. When typing in the item in AP, the system will automatically enter the GL accounts, thus making invoice entry faster (with less chance for errors).

An added bonus, it will be easier to do detailed analysis because all of the inquiries and histories allow lookup / pick by item ID.

A/P Discounts

While entering Daily Transactions, each invoice is assigned a TERMS code. This code determines not only when the invoice is due but if and when a discount may be taken. When Prepare Checks is run, the system asks for a Discount Date. The date entered is critical as to whether the system calculates a discount at payment time or not. For example, assume there are two invoices for the same vendor with terms of 2% 10/net 30 (from invoice date) and one invoice is dated 10/01 and the other 10/05. If payment is being made on 10/13, the system will assume only the invoice that was dated 10/5 is eligible for the discount. It will not calculate a discount for the invoice that is over its 10-day terms.

Should users want to take the discount even if it is over the allotted 10 days they can go into Hold and Release Invoices and change the due date of their invoice or enter the amount of discount that they want to take. As long as the dates used to prepare the checks are before the due date and if there is a discount amount appearing (either calculated or manually entered), the system will allow users to take the discount when they prepare their checks.

Handling 1099's for Companies Using a Fiscal Year

This applies to the posting of payments of 1099 invoices for companies that are on a fiscal rather than a calendar year. Assume that the fiscal year begins 7/1/1999 and ends 6/30/2000. If a user post the payment of a 1099 invoice, the payment will be recorded in period 12 of the fiscal year which is defined on the post payments screen. This year could be year 1999 or 2000 depending on how the Period Conversion table in System Manager is set up. When users print 1099's, they specify the year for which they would like to print 1099's. The year which is being referred to is the calendar year and the system determines the payments to be included in the 1099 by mapping the dates in the period conversion table to the periods in the summary history table. Therefore, in our example it knows to add up the 1099 payments from January through June in one year and July through December in another year.

Restarting a Check Run

Assume that a user needs to print a batch of checks, starting with number 1017, and the printer jams after number 1075, wasting check numbers 1076, 1077, and 1078. To continue the batch where it left off, go back into the "Print Checks" function. Enter the next check number to print, #1079, into the "First Check Number" field. Then enter the #1075 in the "If Restart, Last Good Check Number" field.

Posting Prepaid Checks

An easy way to post payments for only prepaid checks (for example, to update the cash balance at month end) is to change all the other open invoices to status "held" from status "released." (This can easily be done for all vendors using the change status screen.) Then run the "prepare checks" function, print the check register, and post payments. Note that checks are only "prepared" for open invoices of status "released" or "prepaid," not "held." Once payments have been posted, use the "Change Status" menu pick to change all the "held" invoices back to "released."

AP Posting Tips

In AP transaction entry, when posting the detail to the GL, the following rules apply:

- If there is an item description, the description is posted to the GL Journal.

- If there is not an item description, the system will, by default, print the invoice number and transaction ID to the GL Journal.

- If the "GL Description" field is filled in (available in the expanded view of the line item entry tab), then it overrides the input from the steps above.

Voiding AP Checks w/o Re-establishing the Invoice

To void both the check and invoice at the same time:

a. Go to Accounts Payable->Transactions->Transactions and enter the transaction(s) exactly as originally entered but as a Debit Memo. (Since the transaction type is a Debit Memo, when this is posted it will create a reversing expense and check entry in both history and in the GL).

b. Use the Header Tab to determine the GL period which the transaction should post (original or current).

c. On the Totals screen, enter the amount of the check that is being voided into the Prepayment field. Then enter the check number and check date.

d. Post transactions. The posting of transactions will create the debit to the AP account and the credit to the expense accounts in the GL and create the reversing history record in AP.

e. Prepare checks, run the check register and post payments so the debit back to the Cash account, the reversing credit to AP in the GL, and the reversing payment in the AP history can be posted.

This works best if there is a low volume of invoices being paid by a check.

The alternative is to void the check through the Void Check function and then enter debit memos for each of the invoices that are reinstated. Again, the debit memos will need to be entered to the same expense accounts in order for the original expense to be reversed. The Prepare Checks function will not need to be performed because the Void Checks function created the reversing Check entry in AP history and in the GL.

Accounts Receivable

Customer ID's

Customer ID's should be the same length to insure proper sorting. It is also recommended that the ID's be alphanumeric.

Applying Prepayments

Sometimes users receive a deposit from a customer that they put "on account" until the customer is invoiced. At the time of the deposit it is not known what the invoice number will be. When the invoice is billed, the unapplied deposit must then be applied to the proper invoice.

To do that, go to Open Invoices-> Hold/Release Invoices. Enter the Customer ID to bring up all activity in the Open Invoice file for that customer. Arrow down to the payment or credit memo to be applied and select the Split/Reapply button. When the black box appears, enter the amount to reapply and the invoice number to reapply it to. The credit will be merged with the invoice and, if the balance is zero, purge them upon selecting Delete Paid Invoices during Periodic Processing. Otherwise, even though the balance may be zero, the system views the invoice and payment as two separate nonzero transactions.

Writing off Bad Debts

The payment method of 'write-off' may be used to write off a bad receivable if sales tax was not charged. However, if sales tax was charged, it is better to enter a credit memo so that sales tax is not paid on revenues that were not collected.

In AR, the "Other" payment method does not post to the Bank Rec. module.

"Other" Payment Method

In AR, the "Other" payment method does not post to the Bank Reconciliation module.

A/R Summary History

If users need a quick way to look up what a particular customer has purchased from them during a previous month, or so far this month, just go to Information Inquiry, Summary History and enter the Customer ID and year. Sales per period will appear along with COGS, Discount Amount, and Average Invoice Sales Amount for that period.

Need a quick list of Sales amounts by customer for the month? Under History Reports run the Customer Sales Report for a quick list of the Sales Volume for each customer in a particular month.

To obtain summary customer information and print quick one-line per customer with names and addresses from the Customer Detail List, select the "summary" option.

Summary History is a separate option from Detail History in Resource Manager's Options and Interfaces. Other reports that use Summary History are A/R Analysis, Sales Analysis, Customer Activity (a quick way to get the monthly Top Ten Customers), and Summary Invoice History.

Inventory

Using Different Units or Measure

You can use several different units of measure for the same item. For example, you can purchase items through Accounts Payable or Purchase Order in Pallets containing a 'gross' and sell the itemsgh Accounts Receivable or Sales Order as individual units such as "Each. The system will know that a gross is 144 individual units.

Differing Valuations

You can value inventory at LIFO, FIFO, or Average or Standard Costs. Valuations can be selected at print time.

Custom Reporting

Assign four User-Defined fields for your own reporting use. Two of the fields can be designated sort fields allowing more user-defined reports.

Alternate Items

Identify items by their assigned ID, Customer's Part Number, Vendor's part number, UPC Codes or Aliases. This allows them to key in the Item ID by the various names that it is denoted by.

Reorder Processing

Reorder Processing can assist in analyzing inventory and determining amounts to be reordered based upon three different calculations—Min/Max, EOQ, and Forecast (based on trends entered in Setup and Maintenance). With the Reorder Function and the Purchase Order Module, they can generate a purchase requisition, which is then printed and sent to the vendor for fulfillment.

Sales Order

Quick Tips

Do customers refer to their orders by their PO number? In Options and Interfaces set the option to assign a Sales Order number and use the Customer's Purchase Order Number as the Sales Order Number.

You can general and fax quotes directly to a client without leaving your desk. Users can even use their Windows faxing capabilities to fax the quote directly to the customer as they are talking to him/her. When the quote becomes an order, simply press a key and the quote becomes an order with the status of NEW.

A picking slip can be generated with the product to pull from the warehouse, or the orders for the service department, or whatever entries are have placed on this order.

Shipping Labels can be printed for the order, and Packing Slips can be printed and placed in the product prior to shipping.

Reports can be run at anytime to check for unfulfilled orders.

Adding the Sales Order module to the current Accounts Receivable module is a snap. All customer and other maintenance files set up through A/R are used by the Sales Order module. Simply put, the Sales Order system will keep on file ALL SALES that have not yet been shipped or filled.

Use the Recurring Orders for customers' repetitive orders.

An Open Order Report can be run at anytime. Users can print by specific status: new, picked, verified, credited, backordered, quoted, or all.

Creating Purchase Orders from Sales Order

A button labeled NEW PO REQ exists on each line item in Sales Order that allows you to transfer the item to a Purchase Requisition. After the item is transferred to the Purchase Requisition, go to Purchase Order and click on the Generate Transactions button to create the Purchase Order.

Purchase Order

Quick Tips

As goods are received, lines on the Purchase Order are updated with the quantities received. If the Accrual option is turned on, received good items are immediately accrued to the General Ledger Accrued Inventory and Expense Accounts until the Invoice is finally received. Upon processing the invoice, the accrual entries that were made when the goods were received are reversed and the General Ledger entries are made according to the pricing on the Invoice.

Accruing the Inventory and Expenses immediately upon receipt will solve the period-end problem of accounting for goods received but not yet invoiced.

Did the cost change since the goods were ordered? Users can change the cost of the item at the time of invoicing. History and General Ledger will be updated with the new cost.

Only want to track certain Purchases and use Accounts Payable for the rest of the entries? Users can do that too, by having both Purchase Order and Accounts Payable appear on their main menu. Once either module has been posted after the Purchase Journal, they blend together into the same Open Invoice File. If the invoices are entered from the same vendor through AP and PO, users can pay both of the invoices together on the same check.

Cleaning Up Open/Unwanted Purchase Orders

"I changed the quantity on my purchase order from 100 ordered to 50 ordered because the vendor cannot fulfill the rest of the order. Now my quantity ordered, received and invoiced all matches. How do I get the order to go away?"

Change the status on the line items to "completed" and post the order. The order will go away.

Job Costing

The Job Cost module can be used for keeping up and costing a lot more than just construction jobs! Following are a few examples:

1. Set up a "Job ID" for each company vehicle and accumulate all the expenses. Set up "Phases" for each type of expense: Depreciation, Gas/Oil, Repairs, Tune-ups, Highway Use Tax, etc. Now each time a cost report is run, it is easy to see exactly how much each vehicle is costing. Using the units field users can even keep up with mileage.

2. Manufacturers often set up jobs to track the labor of nonstandard products as they are built. Material expenses also can be sent to the special jobs from the AP or PO system, but usually the labor is the unknown factor.

3. Set up each trade show as a job and enter all the expenses: brochures, table covers, entrance fees, promotional products, etc.

The uses of Job Cost are really endless. It allows you to track costs without cluttering the General Ledger.

Payroll

Quickly Calculate Federal Payroll Tax Liability Without a Calculator!

Check your deposit amount each Pay Period by running the 941 Quarterly Report for the quarter you are currently in. This will list the tax liability (FWH, EME, MED, EOA, OAS) summed together to give you the total to call in. This way you can know the amount you are depositing each period is the correct amount and matches your payroll history.

Taxes on Payroll Bonuses

To keep taxes from getting overstated when a bonus is being added to a paycheck:

    a. When setting up the Earning Code for the Bonus, check the Fixed Withholding check box.

    b. In Bonus Earning Code select Earning Type "Add" rather than the "Replace" parameter.

    c. Under the Federal and State Tax Setup, enter the percent that should be deducted from the Bonus for taxes into the Fixed Percent field on the withholding tax.

    d. Enter the Bonus through the Daily Work, Payroll Transactions menu option, run the Time Ticket Journal and Post Transaction.

When calculating checks, the amount of tax calculated will equal the normal amount of tax for the person's regular earnings plus (the Bonus times the fixed percent).

Vacation for Salaried Employees

This tip illustrates how to track vacation pay vs. normal pay for a salaried person:

    a. Set up an Earning Code for Vacation that uses Earning Type "V."

    b. Make sure the Earning Type has been set up to "Replace" earnings.

    c. Enter a time ticket for the salaried person using the Earning Code for Vacation.

When calculating checks check the box to include salaries. When the check is calculated, the salary amount will be reduced by the amount for the vacation earnings. The check will show the earning amount for vacation time and the difference between the salary and vacation for salary earnings.

Paying Employee Garnishments in Payroll

To automatically generate employees garnishment checks and other deductions (401K contributions, Child Support, etc.) when running payroll, do the following:

    a. Set up all garnishments as separate employees with a salary of $.01.

    b. Put the file number, referencing the agency where the check is remitted in the Address field.

    c. On the taxes tab, set up as Exempt.

    d. To ease quarterly state reporting, put the separate employees in a state not being used.

Quick Stuff

Quick Save/Exit - Use the F7 function key to SAVE and EXIT any screen.

Quick Save/No Exit - In any transaction entry function (AP, AR, SO,PO), after completing data entry on one transaction:
- Press <CTRL A> to save the transaction and begin a new one.   This prevents the user from having to grab the mouse during heavy data entry.
- Press <Ctrl S> to save the transaction but not move on to a new transaction

Quick Entry - If there are several fields within a screen that you don't use, setup the Quick Entry screens to skip those unused fields. On the Header part of entry screen, click on the Options button and select those fields you want to skip.

Quick Date – To enter today's date in a date field, press the <Ctrl :> keys (only the keys within the <>)

Quick Copy – To copy an exact line, press the <Ctrl C> keys. Use the right-click and Paste to input to another field.

Quick Print – To print the screen, press <Ctrl P> keys

Comments – <Ctrl I> takes you to the Comments screen. Notes placed here can be shared (available to any TRAVERSE user or just yourself)

Calculator – F10

For a list of the **keyboard quick entry keys**, go to System Manager, Workstation Configuration, Keyboard. Print this screen <Ctrl P> and give to your new staff to help them get acclimated to TRAVERSE. Note: Although these keys can be customized we recommend that they not be changed.

Navigation Keys

Go to Main Menu	<Ctrl M>
Change Date	<Ctrl W>
Move to Totals screen	<Ctrl T>
Refresh screen after using F6	<Shift F9>

Combo Boxes

To display the contents of a combo box (must be in the field)
    F4 - OR - Alt + Down Arrow