Enhancements
Version 11

TRAVERSE®

TRAVERSE ®

Enhancements Guide

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This document has been prepared to conform to the current release version of TRAVERSE. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

Open Systems, Inc.
4301 Dean Lakes Boulevard
Shakopee, Minnesota 55379

General Telephone: (800) 328-2276 or (952) 403-5700

General Fax: (952) 496-2495

Support Telephone: (800) 328-3088

Support Fax: (952) 403-5870

Support Email: traverse_support@osas.com

Internet Address: www.osas.com

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TRAVERSE Version 11 Enhancements

TRAVERSE version 11 contains many new enhancements across the entire application suite. These enhancements are designed to make it easier to accomplish your accounting tasks, get management information, and maintain information within TRAVERSE.

This manual summarizes the functional enhancements added to TRAVERSE, describes the tasks these enhancements can help you complete, and provides brief descriptions of how to use the new functionality. You can find full function descriptions and detailed instructions in the TRAVERSE Online Help by pressing F1 in any TRAVERSE function.

User Interface

TRAVERSE provides you with the next generation of business management software. The user interface includes many new personalization options and a new set of navigation and sorting tools.

Personalizing Your TRAVERSE Interface

You can now personalize the way you view functions in TRAVERSE. Not only can you increase the font size within TRAVERSE, but you can resize both the TRAVERSE application itself and the function windows. In TRAVERSE you can also toggle between using functions as windows or in the new tabbed view.

Resizing Fonts

Resizing fonts allows you to use TRAVERSE more easily regardless of your monitor size or aspect ratio. Changing the font size increases or decreases the physical size of the TRAVERSE application as well as the size of the font. These changes are necessary to maintain the default aspect ratio of the buttons and functions. To illustrate the difference that changing the font size can make, here is an example of TRAVERSE using an 8-point font on top of TRAVERSE using a 10-point font.
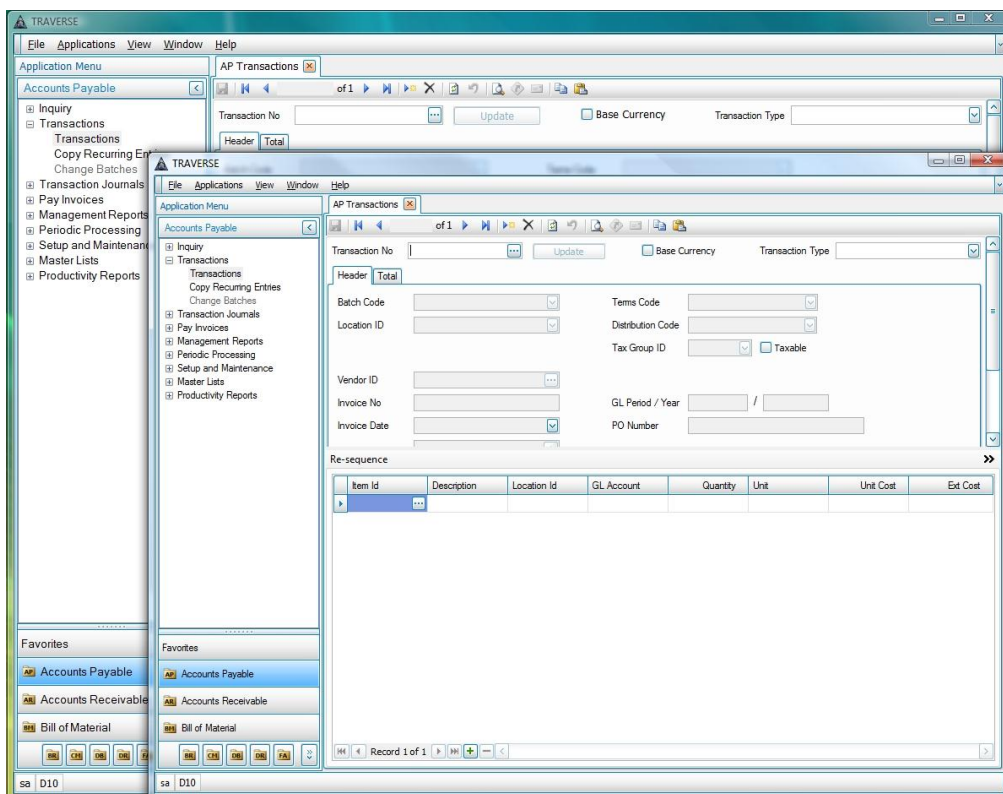
Resizing Windows

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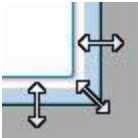
Then click and drag the window to the desired size. Resizing the application and function windows can allow you to view multiple functions within one screen.

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

Using the Tabbed View
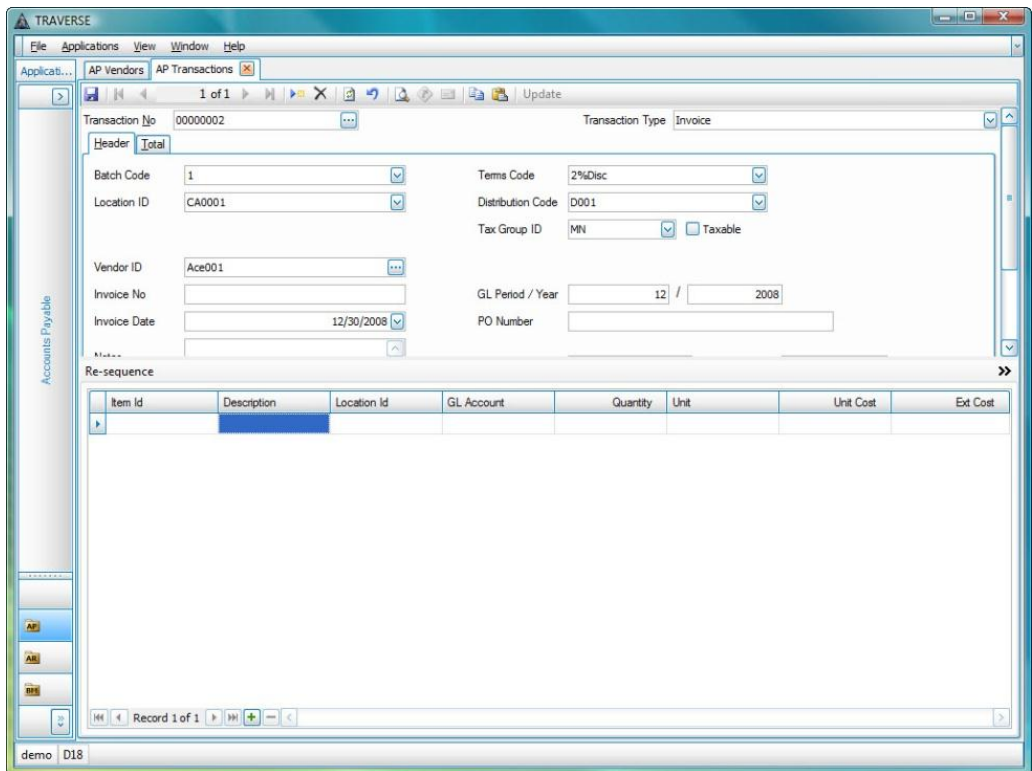
TRAVERSE allows you to use a tabbed view, in which each function you use appears in a full-screen mode. You can reorder the tabs by clicking on any tab and dragging it to a different position within the other opened functions to help streamline your tasks. The tabbed view makes it easy to switch between functions while maximizing the screen space for functions.

Collapsing the Application Menu

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

Using the TRAVERSE Interface

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

Toolbar Functions

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

Button	Name	Click To
	Save	Save a new or edited record.
	First	Navigate to the first record.
	Previous	Navigate to the previous record.
	Next	Navigate to the next record.
	Last	Navigate to the last record.
	New	Create a new record.
	Delete	Delete the selected record.
	Refresh	Refresh the screen.
	Undo	Undo recent changes to the record.
	Preview Report	View a preview of the selected record as a report.

	Map	View a map (using your default map viewing application) of the selected address.
	Send Mail	Send an email (using your default email client application) to the selected record's email address.
	Copy	Copy the selected information.
	Paste	Paste the information
	Document Delivery	Email or fax a document as an image or Adobe PDF document.
	Search Email	Search the folders set up in Message Tracking Setup for keywords. **Note:** This button appears only if an email address is tied to the record.
	Attachments	Attach documents, add notes, or select additional options for the record.

Note: Some of these functions may require additional setup or may only work on certain screens of TRAVERSE.

Navigating

Use the basic keyboard shortcuts below to navigate functions and select entries.

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

Arranging Columns

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

Sorting and Filtering

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

Button	Name	Select To
	Sort Ascending	Sort the selected column's data in ascending order.
		Note: You can also accomplish this task by clicking the column heading until ↑ appears.
	Sort Descending	Sort the selected column's data in descending order.
		Note: You can also accomplish this task by clicking the column heading until ↓ appears.
	Clear Sorting	Remove all sorting options and revert to the default view.
	Group By This Column	Group the identical entries from this column into a single group.
		Note: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose **Full Expand** to expand all of the grouped entries, **Full Collapse** to collapse all of the grouped entries, or **UnGroup** to undo the grouped entry.
	Column Chooser	Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen.

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

Best Fit — Adjust the selected column to resize the column for the best view of that column's data.

Clear Filter — Remove all filter options and revert to the default view.

Filter Editor — See "Filtering Across All Columns" for more information.

Best Fit (all columns) — Adjust all columns to resize for the best view all of the data at once.

Filtering by an Individual Column

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

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

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

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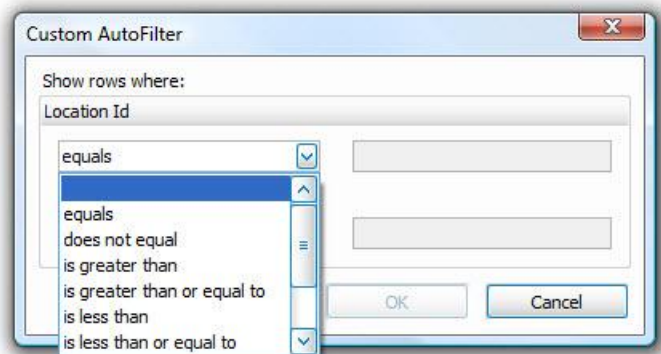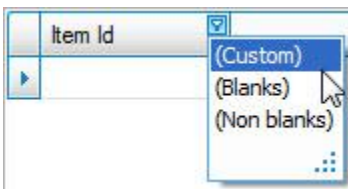
Filtering Across All Columns

To create a filter using the values from more than one column, use the Filter Editor function to create a filtering condition (see "Sorting and Filtering" for information about how to access the Filter Editor). A filter condition can consist of up to four options. Each option within the condition appears as a different color to help distinguish it from the other options, Red Text [Blue Text] Green Text <gray text>.

The instructions below illustrate how quickly and easily you can build a condition.

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

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

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

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

Button	Name	Button	Name
=	Equals	acb	Does not contain
≠	Does not equal	[a]b	Begins with
>	Is greater than	b[c]	Ends with
≥	Is greater than or equal to	a%c	Is like
<	Is less than	a%c	Is not like
≤	Is less than or equal to	O	Is blank
	Is between		Is not blank
	Is not between		Is any of
abc	Contains		Is none of

4. Enter, if applicable, a string of text or numbers to complete the condition by clicking the gray text component.

5. Click **Apply** and then **OK.**

Using Lookups

With version 11 lookups ([...]), you can move columns and sort and filter data using the methods discussed above. After you click [...] in a field with lookup, all entries for the selected field appear.

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

Reporting

Personalizing Reports

You can personalize the way you view reports in TRAVERSE. Depending on the report, you can elect to include a range of data and choose whether to display certain criteria within the report. Reports now include the criteria used to create the report and the username of the person who generated the report.

Filtering Report Pick Screens

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

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

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

2. Select a field to filter by clicking the blue text component.

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

Button	Name	Button	Name
=	Equals	acb	Does not contain
≠	Does not equal	[a]b	Begins with
>	Is greater than	b[c]	Ends with
≥	Is greater than or equal to	a%c	Is like
<	Is less than	a%c	Is not like
≤	Is less than or equal to	○	Is blank
▲	Is between	●	Is not blank
⋎	Is not between	⊙⊙⊙	Is any of
abc	Contains	⊙⊙⊙	Is none of

4. Enter, if applicable, a string of text or numbers to complete the condition by clicking the gray text component.

5. Click the ⊕ icon to add additional conditions if applicable.

6. Use the **Print**, **Preview**, or **Reset** buttons to generate the report or set all fields to their default values.

Using Reports

You can use reports in TRAVERSE in a more effective and efficient manner than ever before. Some reports feature sortable columns and the ability to *drill down* or expand sections to gain additional information. To sort a column, click the column heading to sort the data in ascending or descending order. To drill down on an item, click the '+' icon to expand the information.

Reporting Toolbar

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

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See Appendix B for additional information on Outputting Reports.

Button	**Select To**
Print	Print the report.
Preview	Preview the generated report.
	Note: See the Preview Toolbar section to view the available functions on the preview screen.
Reset	Set all fields to their default values.
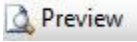
Preview Toolbar

When you preview a report, use the following buttons to perform the described functions.

See Appendix B for additional information on Outputting Reports.

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

Processing Toolbar

The **OK**, **Activity**, and **Reset** buttons appear on the top toolbar during batch processes, posts, and other functions.

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

Interactive Views

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

Right-click on the pivot table gray area or a field button, to use the following functions:

Select	**To**
Refresh Data	Refresh the data in the tables.
Hide	Remove the selected criterion from the table.
Order	Move the selected criterion to the beginning, left, right, or end of the list of criteria.
Show Field List	Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.
Hide Field List	Close the PivotGrid Field List.
Show Prefilter	Open the PivotGrid Prefilter function and apply filtering criteria.
	Note: See instructions in the "Filtering Across All Columns" section for more information on filtering.

See Appendix A for additional information on Using Filters on an Interactive View.

Universal Changes

The following changes are implemented throughout the TRAVERSE applications.

Active Users

You can view a list of users logged into the TRAVERSE system by clicking **Active Users** in the **File** menu.

Transactions

A transaction is not saved until you click the **Save** button or advance to a new transaction.

Batch Processing

You can no longer place batches on hold.

Reporting

Report pick screens include many additional pick screen fields and additional criteria in the data filter.

Posting

All post logs are stored in an Adobe® PDF format and can be reprinted with the **Activity** button.

Command Buttons

Command buttons are now on the top of forms rather than the bottom.

The **Print Log** and **Reprint Log** command buttons have been removed from all process-based functions instead, this functionality is incorporated into the **Activity** command button. Posts now produce a single log instead of multiple logs. The log automatically launches in preview mode so that you can either export it to a file or print a hard copy.

Document Delivery

You can set up a document type multiple times for the same customer or vendor.

If you select **Email** as the **Delivery Method**, you can attach the document types as **PDF** or **Image** (*.tiff) files. **Snapshot** and **RTF** files are no longer supported as attachment formats.

Interactive Views

Inquiries are now referred to as *Interactive Views* or *Views*.

Fiscal Years and Periods

GL Years and Periods are now referred to as "Fiscal Years and Periods." Also, the GL Period and Year tables used in earlier versions are no longer used in version 11. The years and periods entered in the System Manager Period Conversion function are used instead.

Payment Methods

Methods of Payment are now referred to as "Payment Methods" in reports, lists, journals, and also in other areas.

Summary History Periods

The phrase "Summary History Periods" is no longer used.

Print All In Base

Print All In Base Currency has been replaced with "Print All In Base" in all pick screens with the applicable check box.

Banded Rows

The phrase *green bar* is replaced with *banded rows*. This applies to all pick screens with the applicable check box. A **Print Preferences** section is added to the System Manager

Business Rules. Use this section to select defaults for **Band Color 1**, **Band Color 2**, **Banded Rows**, and **Print Report Criteria**.

New Functions in Accounts Payable

Payment Batch Codes

Use the Payment Batch Codes function to create batch codes to use when you prepare invoices for payment using the Prepare Payments function. You can assign payments to a batch code, and then post them by batch. Payment Batch Codes are most useful in multiuser environments, where many users must enter and post transactions without interfering with each other.
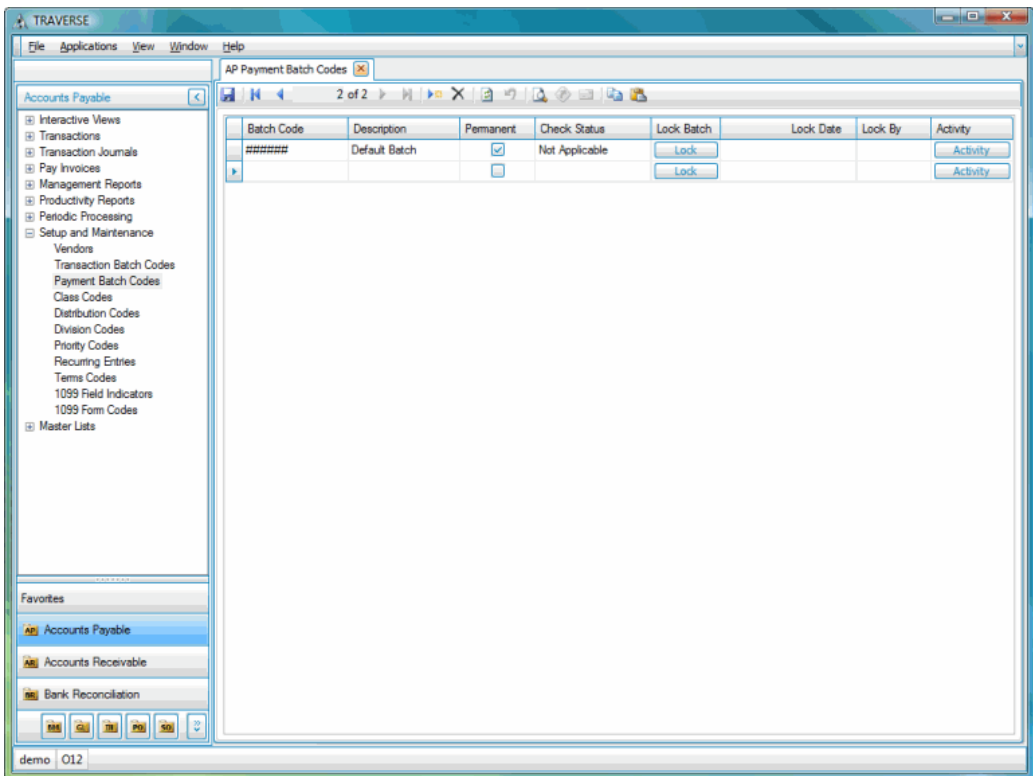
Changes in Accounts Payable from Previous Versions of TRAVERSE

Interactive Views

The Invoice Inquiry function is renamed. It now appears on the Interactive Views menu as "Open Invoice View."

Master Lists

Accounts Payable no longer provides these Master Lists as menu selections:

- Batch Codes List
- Distribution Codes List
- Priority Codes List
- 1099 Field Indicators List
- Class Codes List
- Division Codes List
- Terms Codes List
- 1099 Form Codes List

You can obtain the same information previously available in these lists by selecting **Preview Report** from the equivalent Setup and Maintenance function and then selecting **Print**.

Pay Invoices

The information previously presented in the Gains and Losses Journal is now included in the Payment Register.

Setup and Maintenance

You cannot change the currency for a vendor once you have created it in Vendor Setup and Maintenance. To change the currency after creating a vendor, you must create a new vendor.

Transaction Journals

There is no longer a Gains and Losses Journal in Accounts Payable. Instead, gains and losses information has been added to the Payment Register and Edit Register functions.

New Functions in Accounts Receivable

Post Cash Receipts

Use the Post Cash Receipts function to post cash receipt transactions independently from sales transactions. Before you post cash receipts for the day, print the Cash Receipts Journal to check for errors and omissions. If you find errors or omissions in the Cash Receipts Journal, use the Cash Receipts function to correct them before you post.

In previous version of TRAVERSE, this functionality was part of the AR Transaction Post Transactions function.
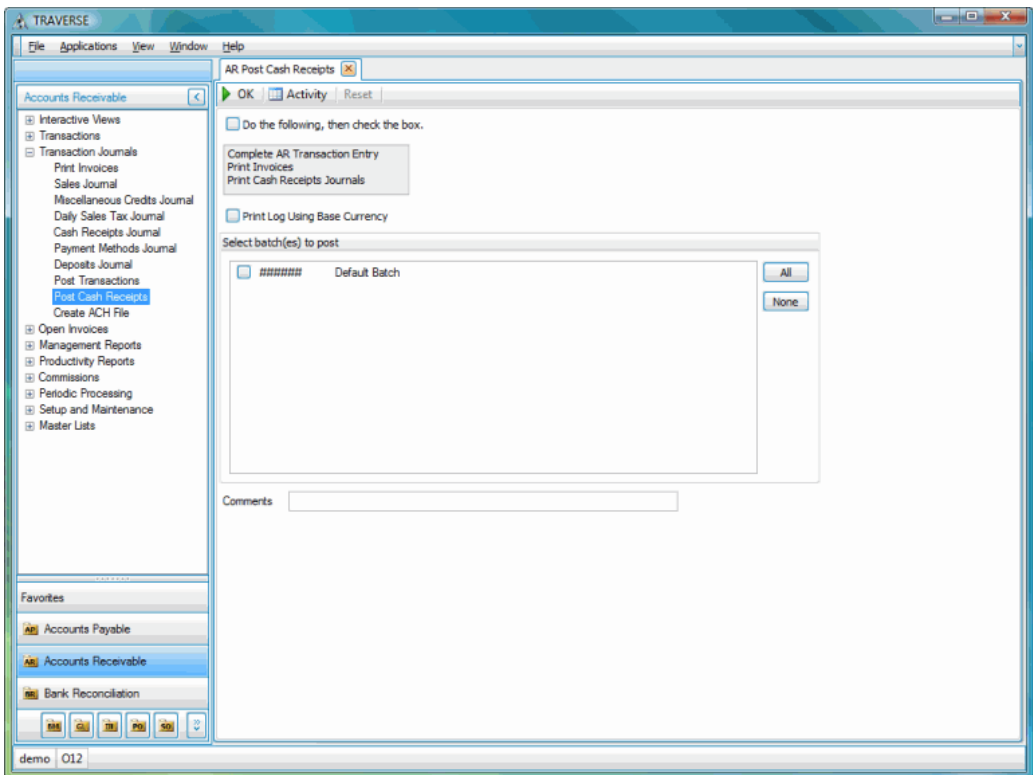
Receipts Batch Codes

You can use the Receipts Batch Codes function to define batch codes for use when you enter payments from customers, record unapplied cash receipts from a source other than a customer, or enter deposit information in the Cash Receipts function. Assign a batch code to each payment, and then post your payments by batch code. Receipts Batch Codes are most useful in multiuser environments, where many users must enter and post transactions without interfering with each other.
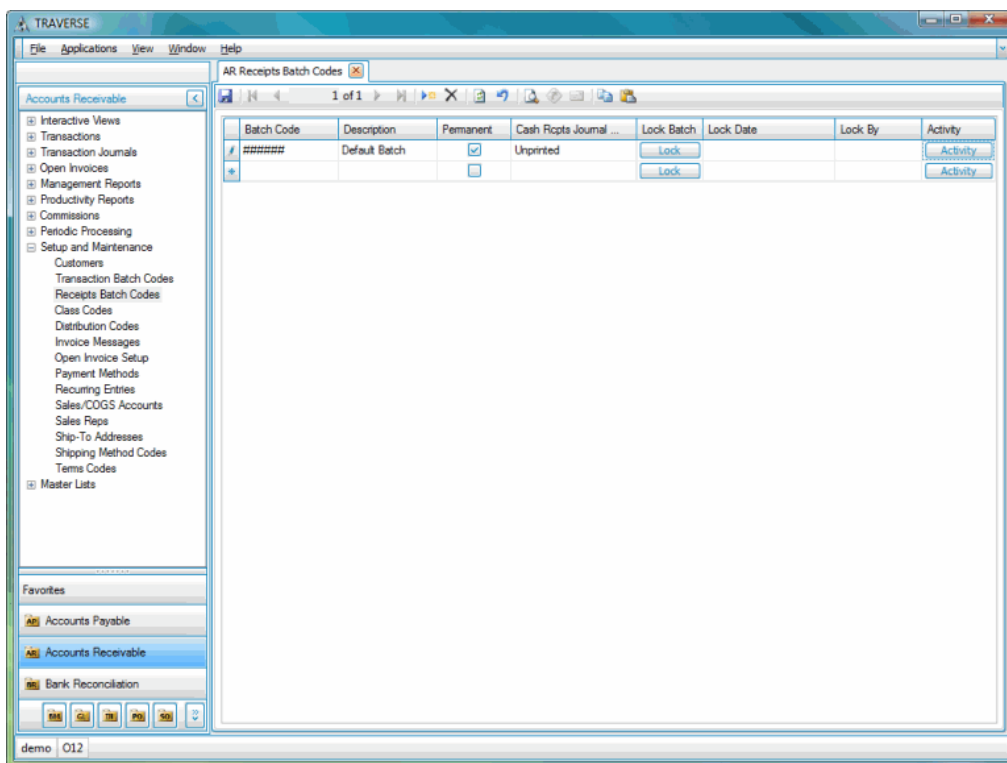
Changes in Accounts Receivable from Previous Versions of TRAVERSE

Interactive Views

The Invoice Inquiry function is renamed. It appears on the Interactive Views menu as "Open Invoice View."

Management Reports

The Print Invoice from History function no longer exists; however, you can reprint an invoice by selecting **Preview Report** from the following Interactive Views and then selecting **Print**.

- Open Invoice View
- Aged Trial Balance View
- Detail History View
- History View

Master Lists

Accounts Receivable no longer provides these Master Lists as menu selections:

- Batch Codes List
- Distribution Codes List
- Sales/COGS Accounts List
- Terms Codes List
- Class Codes List
- Invoice Messages List
- Shipping Method Codes List

You can now obtain the same information previously available in these lists by selecting **Preview Report** from the equivalent Setup and Maintenance function and then selecting **Print**.

Setup and Maintenance

Previously, Accounts Receivable and Sales Order each had their own Recurring Entries function. In version 11, they share one function. Select **Invoice** for AR entries or **Open Order** for SO entries in the **Type** field.

The Recurring Entries function now allows regular, non-lotted, and non-serialized inventory items.

You cannot change the currency for a customer once you create it in Customer Setup and Maintenance. To change the currency after you create a customer, you must create a new customer.

Transaction Journals

The information previously provided by Gains and Losses Journal is now included in the Sales Journal, Miscellaneous Credits Journal, and Cash Receipts Journal.

Transactions

When you delete transactions in Accounts Receivable, the transactions are no longer removed from the table immediately. The system now marks the transactions as Voided and the post process removes the transactions from the table.

Cash Receipts

You can now use the Customer ID lookup field in the Cash Receipts function to search not just for a customer ID or name, but also for an invoice number, customer's purchase order number, or invoice amount. This makes it much easier to match a payment with an invoice when you do not know the customer ID. Also, you now post cash receipts separately from Transactions.

Changes in Bills of Material/Kitting from Previous Versions of TRAVERSE

Master Lists

Bills of Material/Kitting no longer provides the User-Defined Fields List as a menu selection. You can now obtain the same information previously available in the User-Defined Fields List by using the Custom Fields function in the TRAVERSE Design Studio.

Setup and Maintenance

Bills of Material/Kitting no longer provides these Setup and Maintenance functions:

- User-Defined Fields
- User-Defined Text Fields
- User-Defined Numeric Fields

Instead, you can set up user-defined fields using the Custom Fields function in TRAVERSE Design Studio.

The Reset Work Order Number function is moved to the System Manager's Company Setup Transaction Number function. Use this function to define the next system generated order number for the various functions in TRAVERSE that assign them.

Changes in Bank Reconciliation from Previous Versions of TRAVERSE

Setup and Maintenance

The Transaction Activity function is now named "Bank Activity."

The Positive Pay Export Definition function no longer exists; however, you can migrate any existing user definitions from previous versions of TRAVERSE.

Transaction

The Bank Reconciliation Journal is renamed "Transaction Journal." Also, the Data Filter and View no longer exist. You can select banks in the same way that you do in the Post Transactions function.

The **Update** button has been removed from the Transactions function and the current bank is no longer locked during transaction entry. You can use the **Save** command only if the current bank account is unlocked.

Changes in Fixed Assets from Previous Versions of TRAVERSE

Forecasting

The redesigned Lease vs. Buy Analysis function now gives you more power to analyze your asset acquisition options by changing from a static analysis to an interactive analysis.

Changes in General Ledger from Previous Versions of TRAVERSE

Management Reports

You can now obtain the information previously available in the Subsidiary Ledger Audit Report by selecting **Preview Report** from the Subsidiary Ledger Audit View function and then selecting **Print**.

The Build Statements function is now known as "Statements."

Master Lists

General Ledger no longer provides these Master Lists as menu selections:

- Account Classes List
- Account Types List
- Intercompany Accounts List

You can now obtain the information previously available in these lists by selecting **Preview Report** from the equivalent Setup and Maintenance function and then selecting **Print**.

Setup and Maintenance

The Transaction Import function no longer exists. Instead, use the **Import** button on the Transactions function.

When you create a new company and set up the Account Mask, you can choose to have more than 7 segments. The number you choose here will be reflected in the Account Segments function.

The Account Budgets and Forecast function does not automatically display a list of companies when you create a new budget or forecast. You must manually add the companies required for each budget or forecast.

New Functions in Inventory

Serial History View

Use the Serial History View to examine current or historical transaction information for serialized items.

Item Availability View

Use the Item Availability View to observe the quantities on hand, committed, available, and on order for the selected item by location.

Transfers Batch Codes

Use the Transfers Batch Codes function to create batch codes to use with the Locations Transfers function when you move items from one location to another or edit transfers. Assign a batch code to each transfer so that transfers can be posted by batch. Transfers Batch Codes are most useful in multiuser environments where many users must enter and post transactions without interfering with each other.
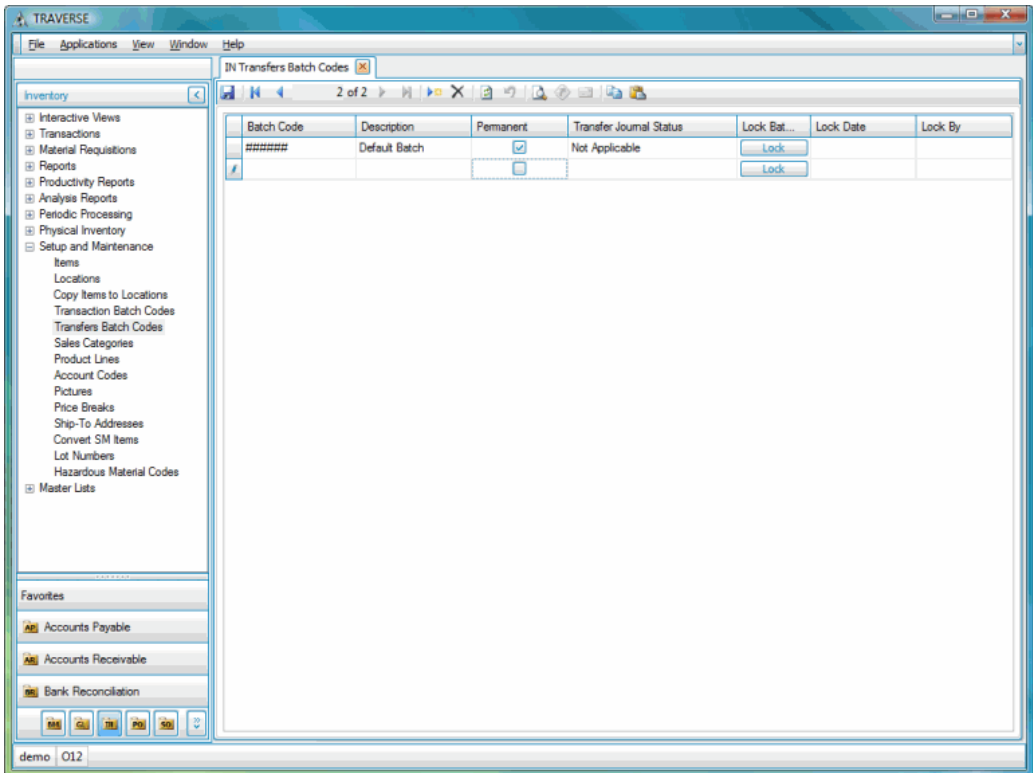
Changes in Inventory from Previous Versions of TRAVERSE

Interactive Views

Inventory no longer includes the following Inquiry functions (which are now referred to as Interactive Views):

Former Inquiry Function	New Functionality
Price and Availability Inquiry	Appears as a Task Pane
Item Locations Inquiry	Included in the Items View
Costs and Vendors Inquiry	Appears as a Task Pane

Master Lists

Inventory no longer provides these Master Lists as menu selections:

- Sales Categories List
- Account Codes List
- Hazardous Material Codes List

- Product Lines List
- Batch Codes List

You can now obtain the information previously available in these lists by selecting **Preview Report** from the equivalent Setup and Maintenance function and then selecting **Print**.

Inventory no longer includes the User-Defined Fields List. You can now obtain the same information previously available in the User-Defined Fields Master List by using the Custom Fields function in the TRAVERSE Design Studio.

Also, the Location Detail List is now called "Location List." It includes the same information as in previous versions.

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Physical Inventory

You can now obtain the information previously available in the Batch Codes List by selecting **Preview Report** from the Batch Codes Setup and Maintenance function and then selecting **Print**.

The Import Physical Counts function now appears as a toolbar function in the Physical Counts Entry function.

You can now obtain the information previously available in the Physical Counts List by selecting **Preview Report** from the Physical Counts Entry function and then selecting **Print**.

Productivity Reports

The information previously obtained in Lot History is now included in the Detail History function.

The Cost of Goods Adjustments function no longer exists.

Reports

The information previously found in the Lot History Report is now included in the Transaction History Report.

Setup and Maintenance

Inventory no longer includes the User-Defined Fields and User-Defined Field Values setup and maintenance functions. Instead, you can set up user-defined fields using the Custom Fields function in TRAVERSE Design Studio. Also, the Item Label Definitions function is now part of the Label Definitions function of the TRAVERSE Design Studio.

The Item Locations function is moved to the Location tab of the Items function.

The **In Use** quantity field no longer exists. Instead, the **Base Qty On Hand** quantities are updated immediately for transactions. When you delete a transaction that affects the

Base Qty On Hand, the inventory on hand and history records are not removed, but rather, the quantity and cost fields in these records are set to **0.00**.

The Physical Count Import Definition function no longer exists. In its place, use the **Import** button on the Physical Counts Entry function to import counts.

The COGS adjustment table no longer exists. When a function needs to create adjusting entries, the posting process will include those entries in the post log.

Transactions

The information previously available in the GL Adjustments Journal is now available in the Transaction Journal.

The Post GL Adjustments function no longer exists. Instead, use the Post Transactions function for posting all Inventory transaction types.

Changes in Manufacturing – Bills of Material from Previous Versions of TRAVERSE

Setup and Maintenance

The Bills of Material maintenance screen now uses a new explorer style. This allows you to view the entire Bill of Material from top to bottom and easily navigate through the bill.

The left side of the Bills of Material screen allows you to drill into the Bill of Material and its Routings. You can select a Routing and see the details of the Routing along with the Components for just that Routing on the bottom section of the screen. You can also drag and drop routings and components to re-sequence the ordering.
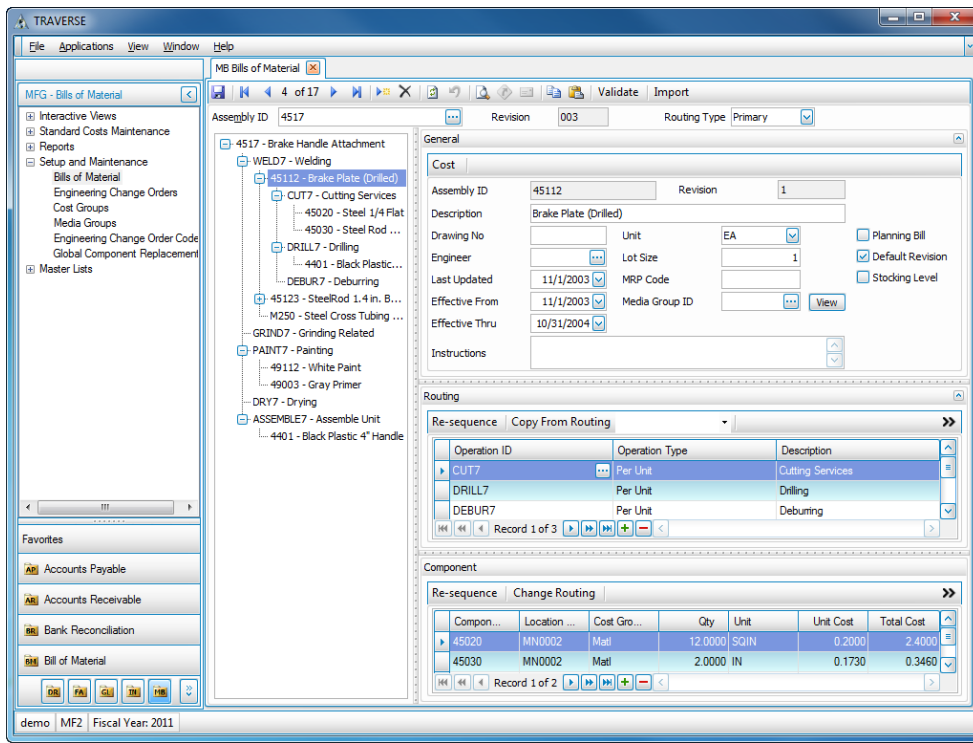
The Bills of Material function also utilizes the new **Operation Type**, **Subassembly Revision Number**, and **Components** fields to further define your bills of material.

Reports

The Costed Bill of Materials report layout allows you to more easily read and view the incorporated new operation types.

The Available Components report now includes non-inventory and service item components.

The Bill of Material Changes report now allows you to print multiple Bill of Material revisions on the same report.

Interactive Views

The Bill of Material Changes View allows you to leave the **Revision** field blank so you can view all changes for a Bill of Material regardless of the revision number.

The Component Availability View now allows you to display non-inventory and service items along with the quantity needed for the Bill of Material.

Changes in Manufacturing - Production from Previous Versions of TRAVERSE

Production Orders

The Generate Orders from Sales function now includes the ability to generate production orders for sales orders with a status of New, Picked, or Backordered.

The Prioritize Order Releases function allows you to sequence orders and their order releases. This function enables you to put high priority on some orders and lower priority on others.

The Record Production Activity has been redesigned to allow for a more natural user-interface and to streamline the data entry process.

The new Production Activity Journal allows you to view unposted manufacturing production activity. You can print this report prior to running the Post Production Activity function to validate the activity that is to be posted.

Reports and Worksheets

You can now select whether to print the Work Center Load Profile Report in a detailed or summary version. The detail format includes a second transaction line showing the remaining **Machine Setup**, **Labor Setup**, **Machine Run**, and **Labor Times**.

The Resource Availability Report now allows you to generate it either using the soonest date available for a resource or pegged to the requirement scheduled date.

The Subcontracted Status Report now includes subcontracted requirement information at any of the three statuses: **Not Started**, **In Process**, or **Completed**.

Interactive Views

The following are new interactive views that have been added to the Production function:

- Order Activity View
- GL WIP Transactions View
- Lot Numbers Where Used View
- Serial Numbers Where Used View
- Finished Goods Lot Number View
- Finished Goods Serial Number View
- Sales Order Analysis View

Changes in Manufacturing – Routing and Resources from Previous Versions of TRAVERSE

Interactive Views

The Schedules View now includes two new views. The first is called the Schedule Detail View and shows the schedules in a manner similar to the way one would see them in a maintenance function. The second is called the Daily Availability View, which expands the concept and shows the day-by-day picture of availability of each schedule.

Setup and Maintenance

The Operations function now includes a new Operation Type field where you can select **Per Unit**, **Subcontract**, **Batch**, or **Run Rate**.

The Shop Calendars function is renamed. It appears on the Setup and Maintenance menu as "Schedules." Schedules can be used with Machine Groups, Labor, or Work Centers.

Changes in Payroll from Previous Versions of TRAVERSE

Interactive Views

The Employee History Inquiry has been split into two Interactive Views: the Employee History View and the Employee History Withholding View.

The Employer History Inquiry is renamed. It appears on the Interactive Views menu as "Employer History Withholding View."

Daily Work

The Import Transaction function no longer exists. Instead, use the **Import** button on the Payroll Transactions function to import transactions.

Payday Work

The Sick and Vacation Report is now called the "Leave Report." As in previous versions, it is still used to verify the accrued leave amounts that will post to each employee in a pay period.

Quarter/Year-End Reports

The Sick and Vacation Report is now called the "Leave Report." As in previous versions, it is still used to show the amount of leave time used and the pay received during the month or quarter specified.

Periodic Processing

The History Adjustments function incorporates the Employee History and Employer History Setup and Maintenance functions. You can use the History Adjustments function to adjust, if necessary, values posted to history for employees, in case something was set up incorrectly for an employee and checks were posted before the problem was noticed.

The ability to delete check history, transaction history, and department history information from the Payroll system no longer exists by way of the Purge History function; however, a purge function will eventually be available via the update system.

Codes Maintenance

Payroll no longer uses the **Sick** or **Vacation** Earning Types. Instead, the new **Leave** Earning Type incorporates the **Sick** and **Vacation** types, as well as any other type of exclusions from work.

The Local Tax Setup, State Tax Setup, and Federal Tax Setup functions have merged into one function named Tax Authorities.

Setup and Maintenance

The Employee History and Employer History functions have been combined into one function, located in the Periodic Processing section, called History Adjustments. You can use the History Adjustments function to adjust, if necessary, values posted to history for employees, in case something was set up incorrectly for an employee and checks were posted before the problem was noticed.

Payroll no longer provides the User-Defined Fields Setup and Maintenance function. Instead, you can set up user-defined fields using the Custom Fields function in TRAVERSE Design Studio. You can create an unlimited number of custom fields using the Design Studio.

Master Lists

Payroll no longer provides these Master Lists as menu selections:

- Labor Class List
- Deductions/Employer Cost List
- Payroll Information List
- Recurring Employer Costs List
- Tax Factor Prompts List
- Withholdings List

- Earning Codes List
- Formulas List
- Recurring Deductions List
- Formula Tables List
- Department Allocations List

You can now obtain the information previously available in these lists by selecting **Preview Report** from the equivalent Code Maintenance, Setup and Maintenance, or Interactive View function and then selecting **Print**.

The Employee History List and Employer History List functions no longer exist. You can access the same information, previously available in these lists, by using the Employee History View, Employee History Withholding View, and Employer History Withholding View functions.

Payroll no longer includes the User-Defined Fields List. You can now obtain the same information previously available in the User-Defined Fields Master List by using the Custom Fields function in the TRAVERSE Design Studio.

New Functions in Project Costing

Activity View

Use the Activities View to show transaction activity, including time tickets, adjustments, and other transactions you enter for the project, and other status information.
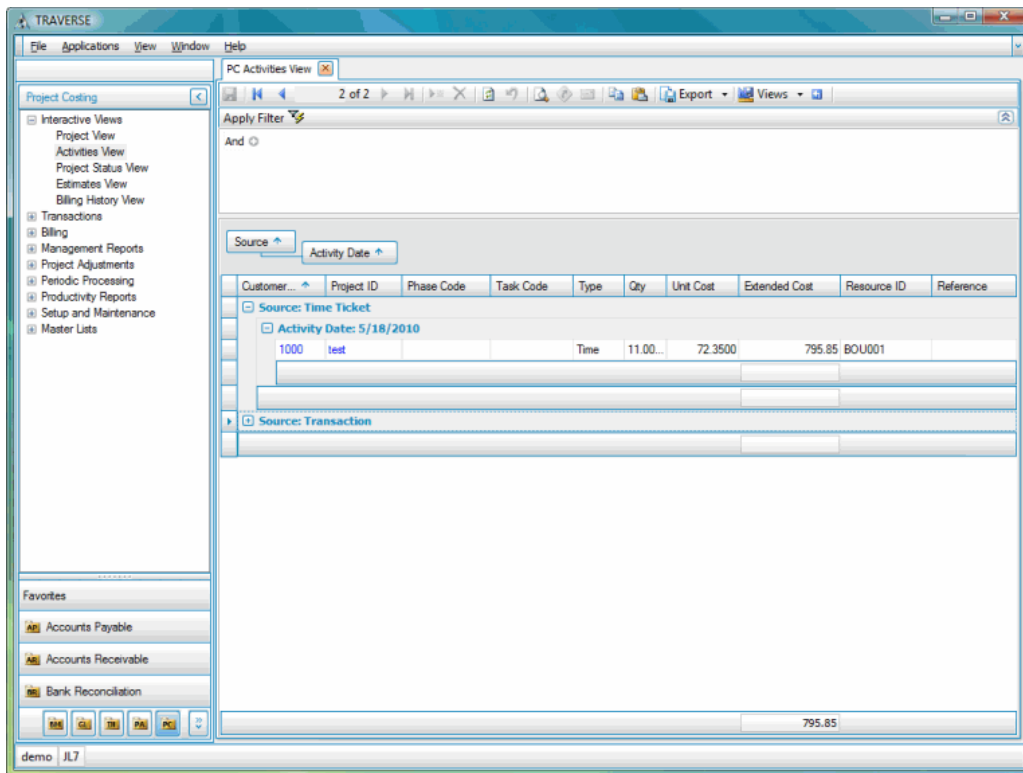
Estimates View

Use the Estimates View to print project estimate information. This view replaces the Project Estimates report in previous versions of TRAVERSE.
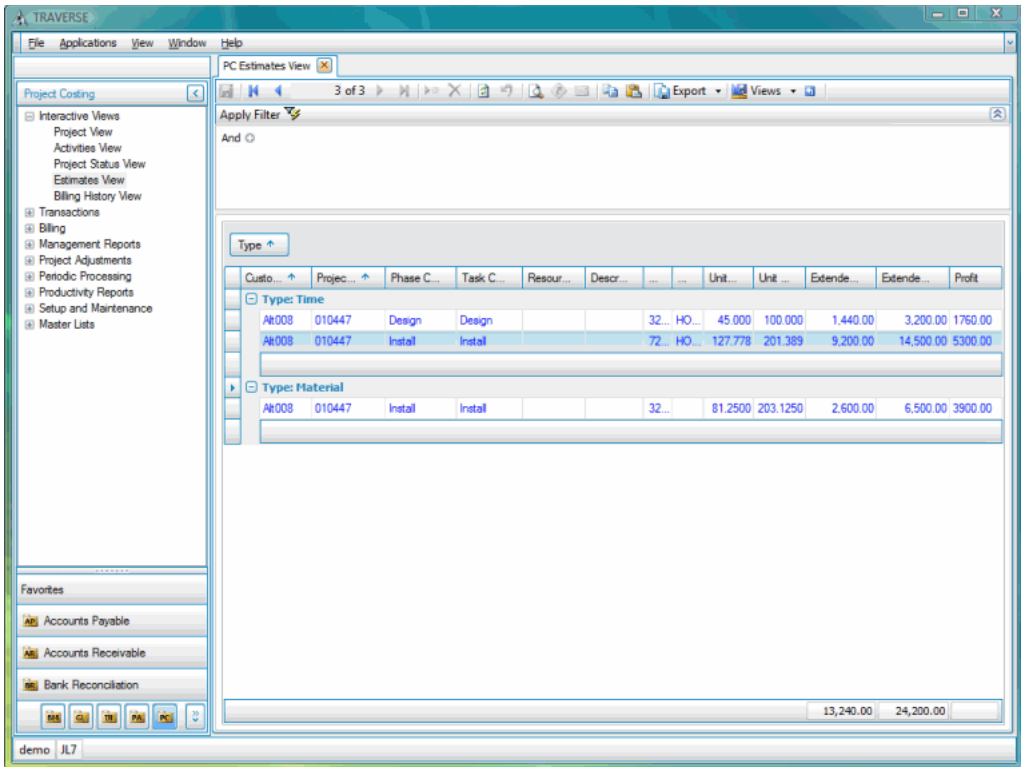
Billing History View

Use the Billing History View to print details of all project-related invoices posted.
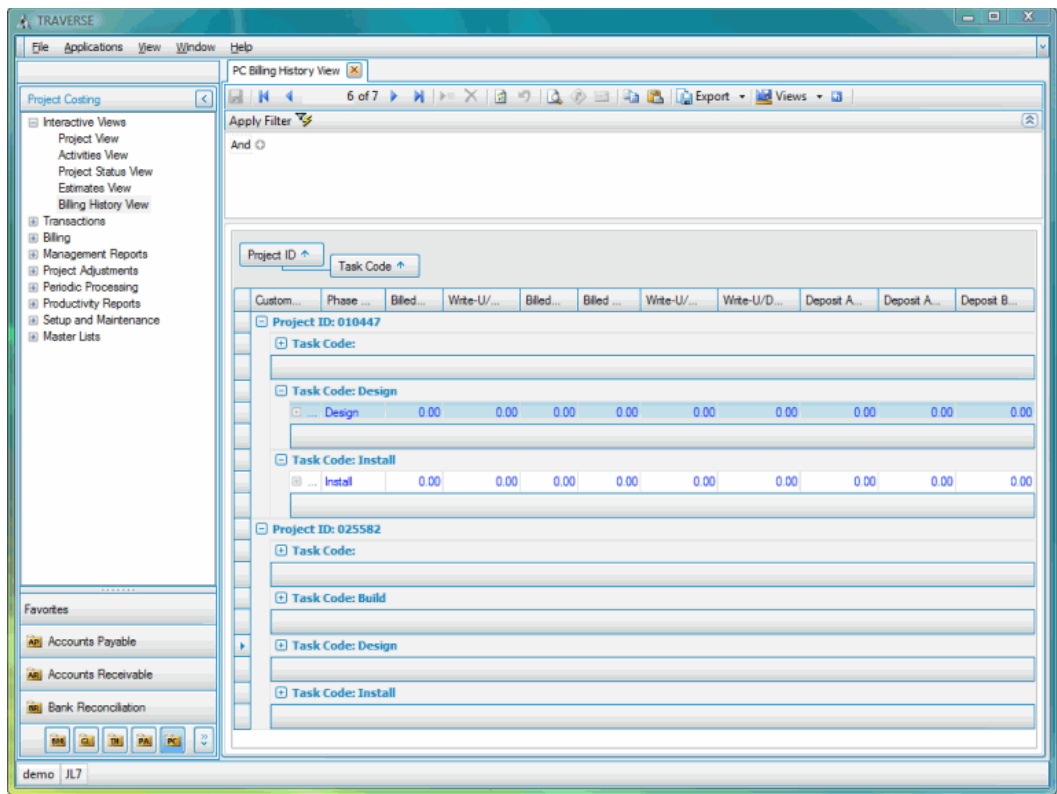
Transaction

Use the Transactions function to record project activity. You can enter four types of transactions: Material Requisition, Material Return, Expense, or Other. You can also use this function to generate PO transactions or requisitions, including transaction links. When you enter a valid Inventory item in a Material Requisition or Material Return, the Inventory quantity is updated unless you link it to a PO drop-ship transaction.

Transfer Billings

Use the Transfer Billings function to prepare billing transactions for billable and fixed fee transactions. If you place a project or phase on hold, its transactions are not included in processing; likewise, if you place a billing hold on transactions, they are not included in processing.

After you prepare billings, you can specify deposit amounts to apply or fixed fee amounts to bill. You can then select billing activities to transfer to billing transactions.
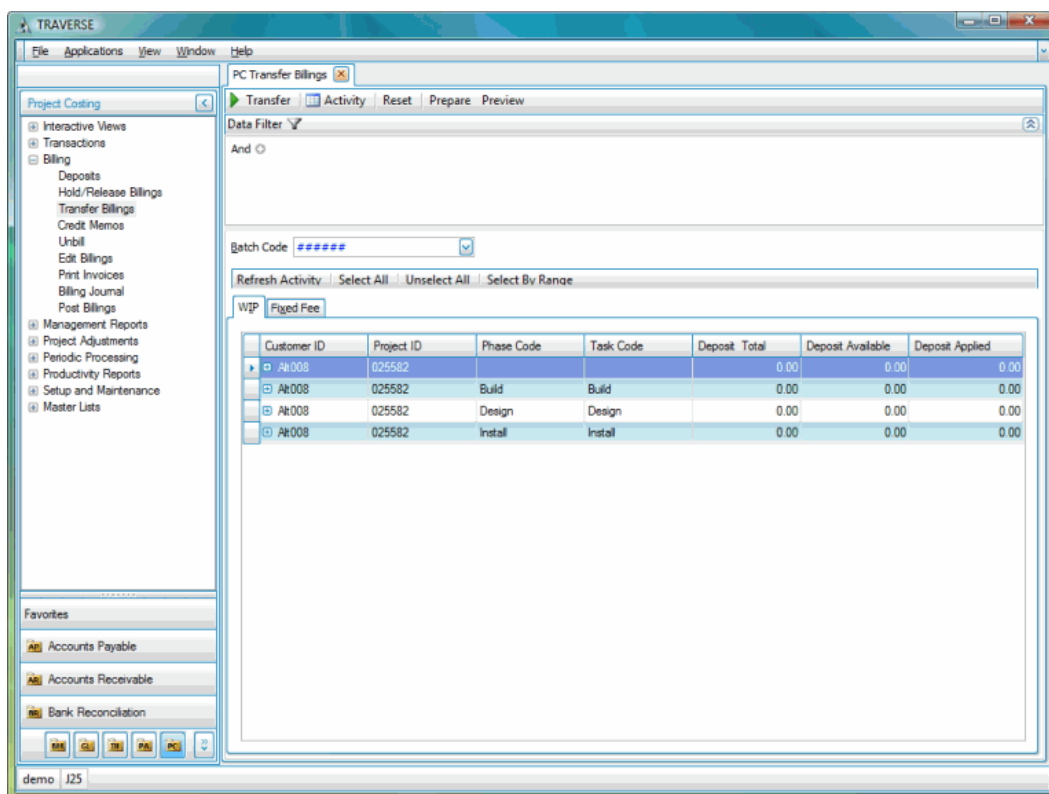
Edit Billings

Use the Edit Billings function to change billing transactions and print online invoices.

Billing Journal

Use the Billing Journal as an audit trail of the Billing transactions in Project Costing. Only unposted billings appear in the journal.
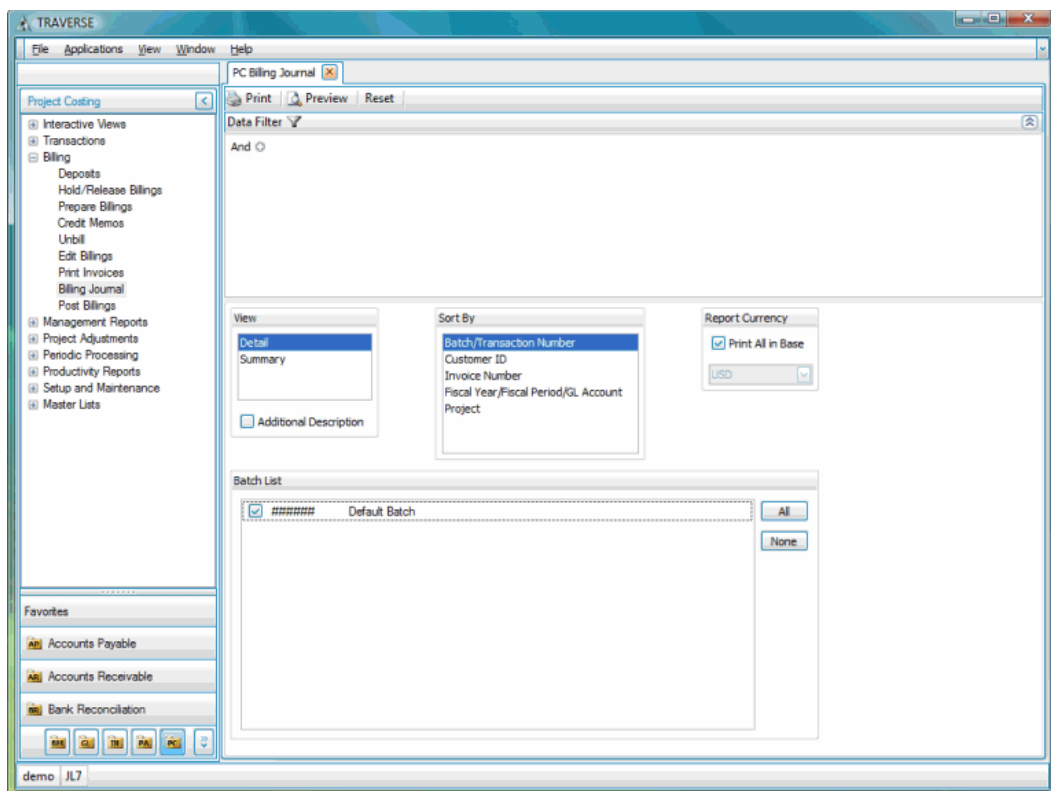
Post Billings

Use the Post Billings function to post billings to General Ledger and Accounts Receivable History.
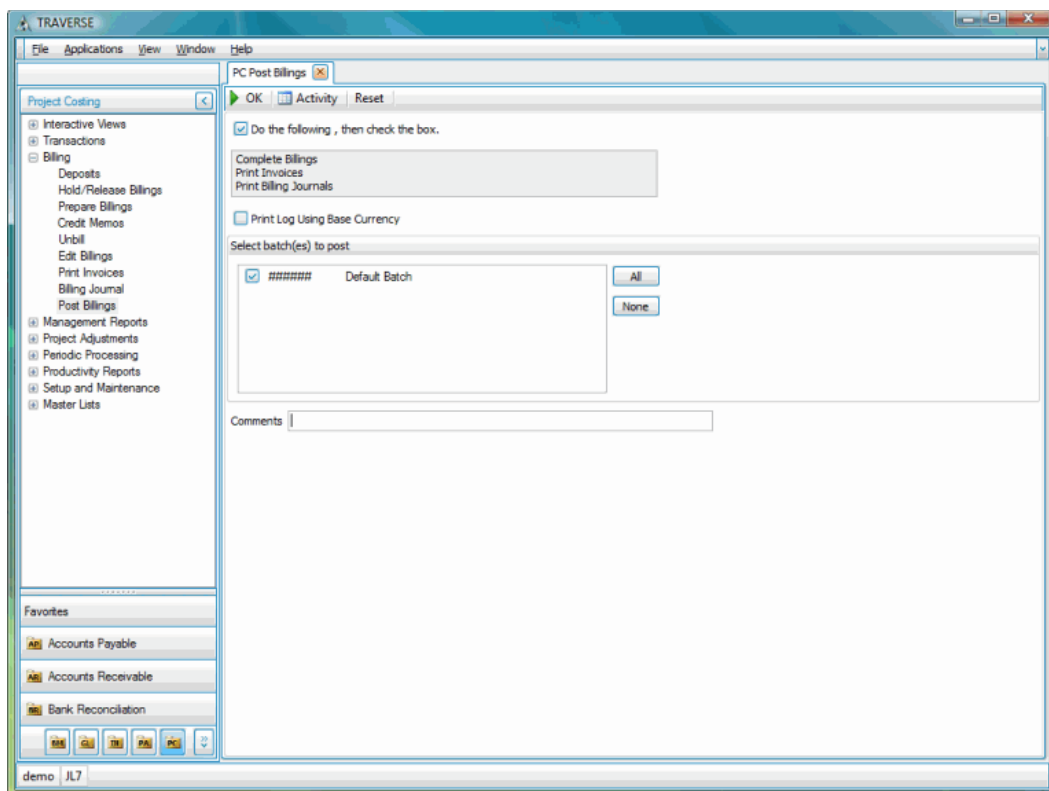
Billing Batch Codes

Use the Billing Batch Codes function to define codes for processing multiple transactions simultaneously. Billing Batch Codes are most useful in multiuser environments, where many users must enter and post transactions without interfering with each other.

You may not delete a batch if it is used in Transfer Billings or Edit Billings.
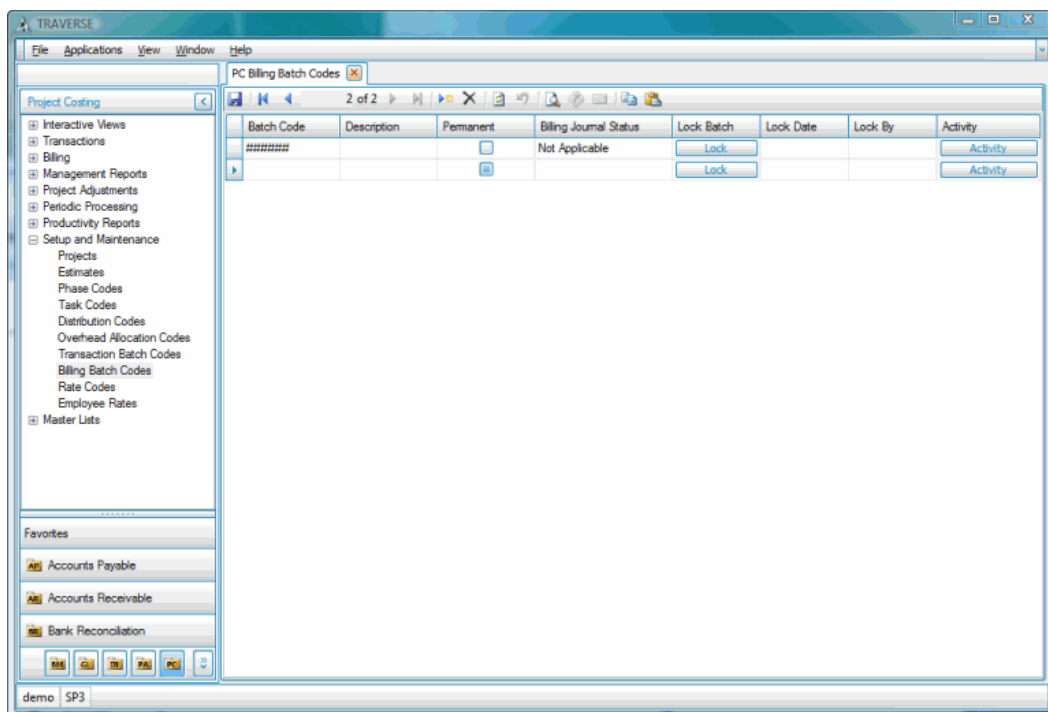
Changes in Project Costing from Previous Versions of TRAVERSE

Project Costing incorporates a newly designed framework and a more efficient way of working with projects to help streamline your processes. The section below outlines specific changes to Project Costing functions. See Appendix C for a more comprehensive explanation of the enhanced organization and workflow Project Costing has to offer.

General Changes

The term 'activity' is used to describe the type of transactions applied to a project, whether entered directly through the Project Costing Transactions function or posted from any other TRAVERSE applications.

The term 'archived project' is no longer used in TRAVERSE. Previously archived projects now re-integrate into the project tables when you update to this version of TRAVERSE, but with a status of **Completed**. Reports or Inquiries specific to archived projects in earlier versions of TRAVERSE can be replicated using the same function for active projects, by filtering by "completed" projects.

Setup and Maintenance

Project Costing no longer provides these Setup and Maintenance functions:

- User-Defined Fields
- User-Defined Field Values

Instead, you can set up user-defined fields using the Custom Fields function in TRAVERSE Design Studio. From the Design Studio, you can create an unlimited number of custom fields, as well as an unlimited number of user-defined invoice formats. If you created User-Defined fields in earlier versions of Project Costing, they will automatically convert to Customer Fields when you upgrade to version 11.

The Time Ticket Batch Codes function is renamed to Transaction Batch Codes since it is also used in the Transaction function.

Use the Estimates function to enter estimates for Time, Material, Expense, and Other costs.

The Projects function allows for commission processing based on the Sales Reps information for both projects and tasks.

Master Lists

Project Costing no longer provides these Master Lists as menu selections:

- Batch Codes List
- Overhead Allocation Codes List
- Task Codes List

- Distribution Codes List
- Phase Codes List

- User-Defined Fields List

You can obtain the same information previously available in these lists by selecting **Preview Report** from the equivalent Setup and Maintenance function and then selecting **Print**.

Interactive Views

The Interactive Views section no longer includes the Archived Project Setup, Archived Project Detail, or Archived Project Status functions, because Project Costing no longer archives projects; instead, it keeps them on file as **Completed**.

Archived Project Reports

The Archived Project Reports section no longer exists, because Project Costing no longer archives projects, instead it keeps them on file as **Completed**.

Periodic Processing

The Periodic Processing section no longer includes the Archive Projects and Purge Archived Projects functions, because Project Costing no longer archives projects.

Project Adjustments

The Fixed Fee Adjustment functions (Fixed Fee Adjustments, Fixed Fee Adjustments Journal, and Post Fixed Fee Adjustments) are obsolete. Now, when you close a billable and fixed fee project, a warning appears if the billed amount does not equal the fixed fee amount specified in the project.

The Actual Start Date from project/task is updated during Post Adjustments.

Management Reports

The way in which you access some of the Management Report functions has changed.

Report	Change
Project Detail	Use the Interactive View's Activities View function.
Project Estimates	Use the Interactive View's Estimates View function.
Project Status	Use the Interactive View's Project Status View function.
Project WIP	Use the **Preview** button in the Transfer Billings function.
Employee Detail History	Use the Interactive View's Activities View function.
Billing History	Use the Interactive View's Billing History View function
Deferred Billing Report	No longer exists.

You can access the Income Analysis, Billing Analysis, Profit Analysis, and Cost Variance Analysis in the same way as in previous versions.

A new Work In Process report acts as an audit for the amount in the work-in-process GL accounts.

Billing

Project Costing no longer includes the following Billing functions:

- Restore Deleted Transactions
- Write Offs
- WIP Billing Worksheets
- Fixed Fee Billing Worksheets
- Hold/Release Transactions
- Prepare Work in Process
- Transfer Work in Process
- Held Projects and Phases

Transactions

You can enter transactions at either the project level or the task level. Previously, you could enter transactions only at the lowest level.

The in-house Vendor ID is obsolete. You now can use the Transaction function to enter costs that are not paid to a vendor.

The Actual Start Date from project/task is updated during Post Transactions.

The Transactions function now has a dedicated Project Manager field, unlike the user-defined Project Manager field in previous versions.

Two new activity types are now available: Expense and Other.

Business Rules

Project Costing no longer uses the following Business Rules:

- Use Job Cost Interface
- AP Interface to Project Costing
- In-house Vendor ID
- AR Interface to Project Costing
- IN Interface to Project Costing

Instead, the Accounts Payable and Inventory interface options appear under the Project Costing business rules.

Other Applications

Project Costing no longer uses the Inventory Material Requisitions function to record material activity for projects. Instead, you can add Material Requisitions using the Transactions function.

Changes in Purchase Order from Previous Versions of TRAVERSE

Master Lists

The Batch Codes List no longer exists. You can now obtain the information previously available in the Batch Codes List by selecting **Preview Report** from the Batch Codes Setup and Maintenance function and then selecting **Print**.

Reorder Processing

The Reorder Processing functions (Calculate Reorders, Reorder Report, and Generate Purchase Requisitions) are consolidated into the Reorder Processing function on the Transactions menu.

Setup and Maintenance

The Edit PO Number function is moved to the Transaction Number function on the System Manager Company Setup menu. This function allows you to define the next system-generated order number for the various functions in TRAVERSE.

Transactions

The Transaction function now includes an **Item History** button to view the quantities, cost, and other purchase information for the selected item and location.

New Functions in System Manager

Form Number

Use the Form Number function to edit numbers such as the next AR Invoice number, the next AP check number, and so on. You can still change these numbers on the forms where you print those reports (AR Print Invoices, AP Print Checks, and so on). This function simply consolidates all of the form numbers so that you can edit them together in one function.
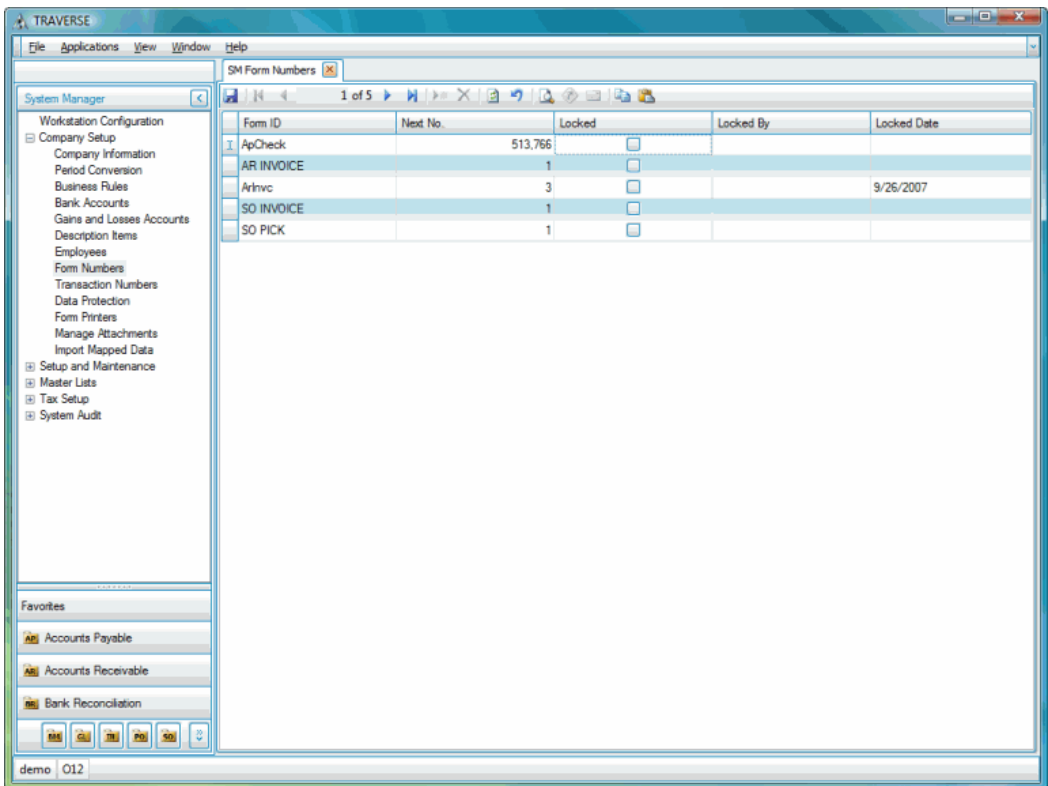
Transaction Number

Use the Transaction Number function to edit the next system-generated number for various transaction functions. It replaces the Edit Purchase Order Number and Edit Sales Order Number functions. This function consolidates all of the transaction numbers you can edit into one function.
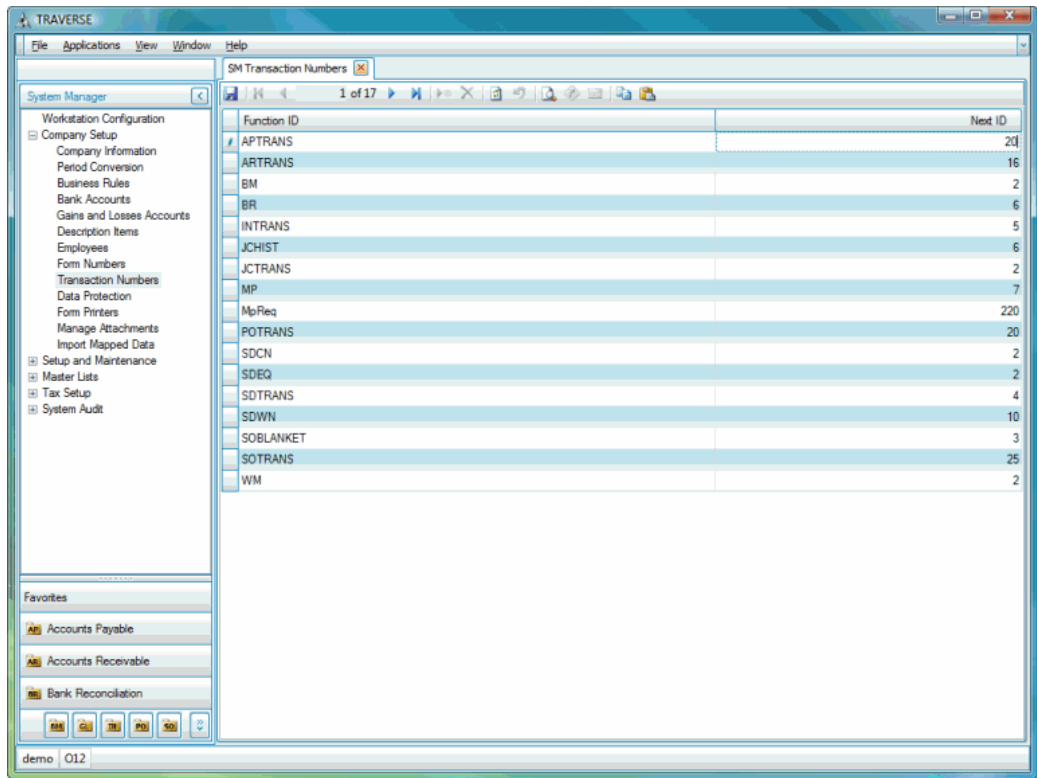
Data Protection

You can use the Data Protection function to toggle data encryption for a company. Enabling data protection will encrypt sensitive data and make it unreadable by any application outside of TRAVERSE.
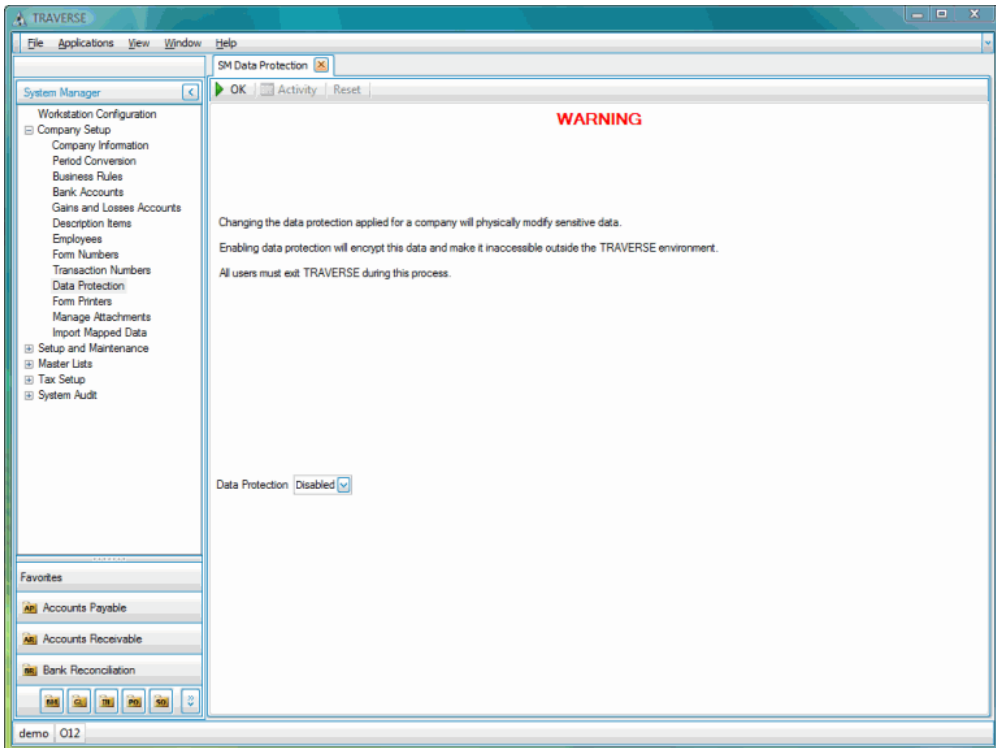
This function was part of the Server Manager in TRAVERSE version 10.5.

Import Mapped Data

You can use the Import Mapped Data utility to verify ASCII files before you import them into GL Transactions, BR Cleared Transactions, IN Physical Counts Entry, and Payroll Transactions using the **Import** button.
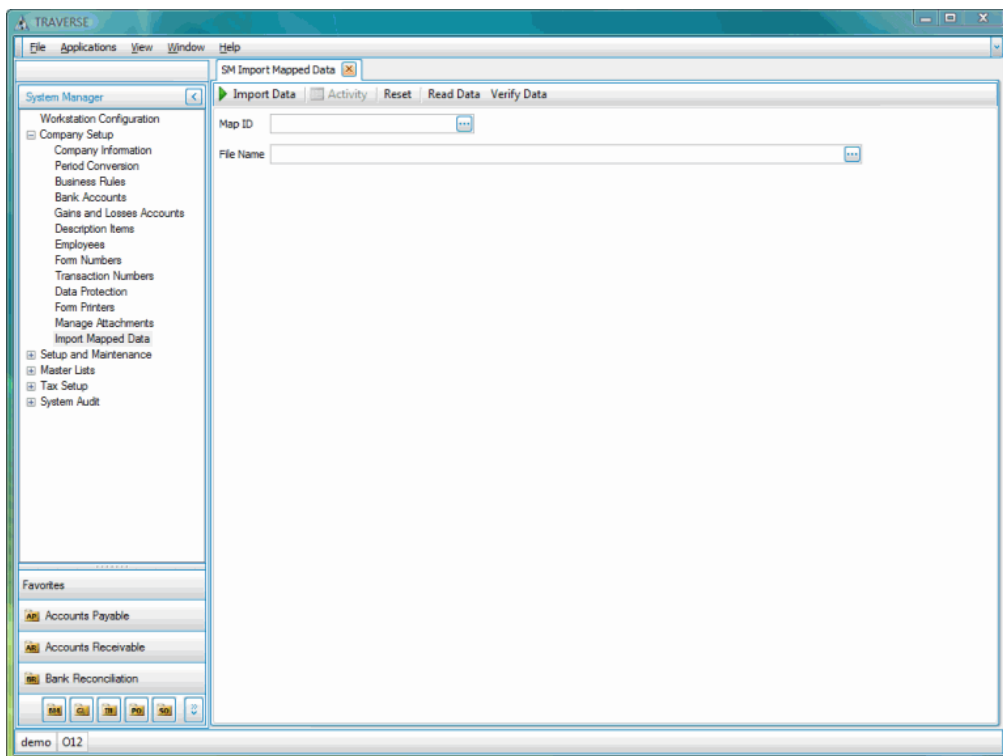
Import Layout Definition

You can use the Import Layout Definition function to define the layout of the input source file in detail.

Import Map Definition

Use the Import Map Definition function to assign fields defined in the Import Layout Definition function to a field in the TRAVERSE destination table(s). The assemblies currently offered in this version of TRAVERSE allow you to import into the following functions: BR Cleared Transactions, GL Transactions, IN Physical Counts Entry, and Payroll Transactions.
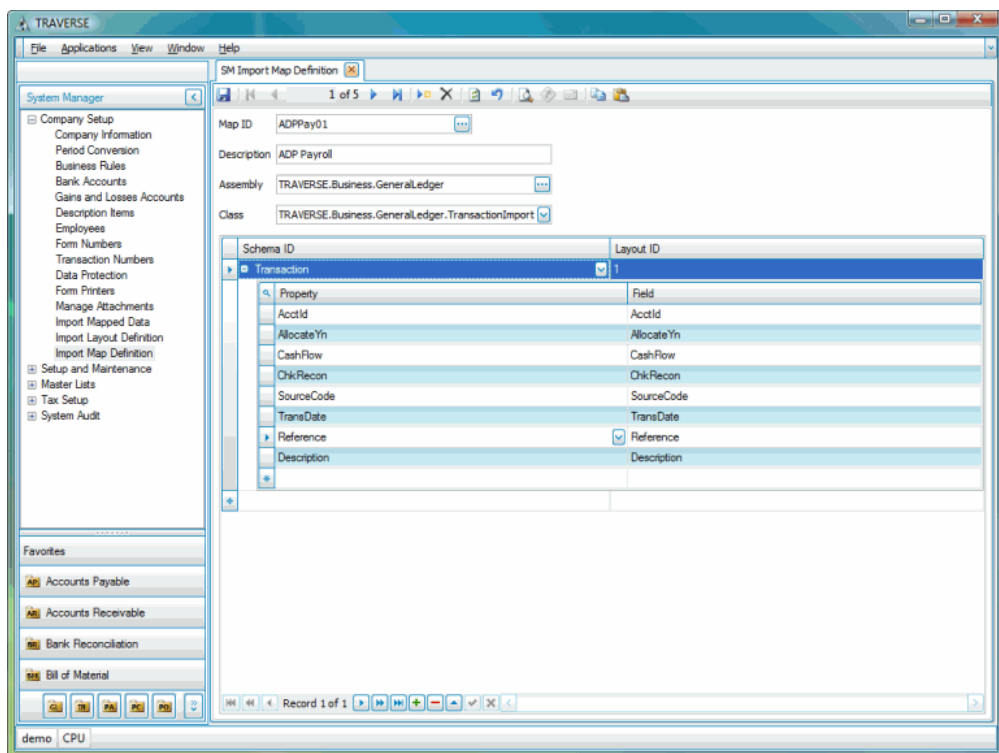
Activity

You can use the Activity function to view (in an Adobe® PDF format) the log file for any function that has generated a log file.
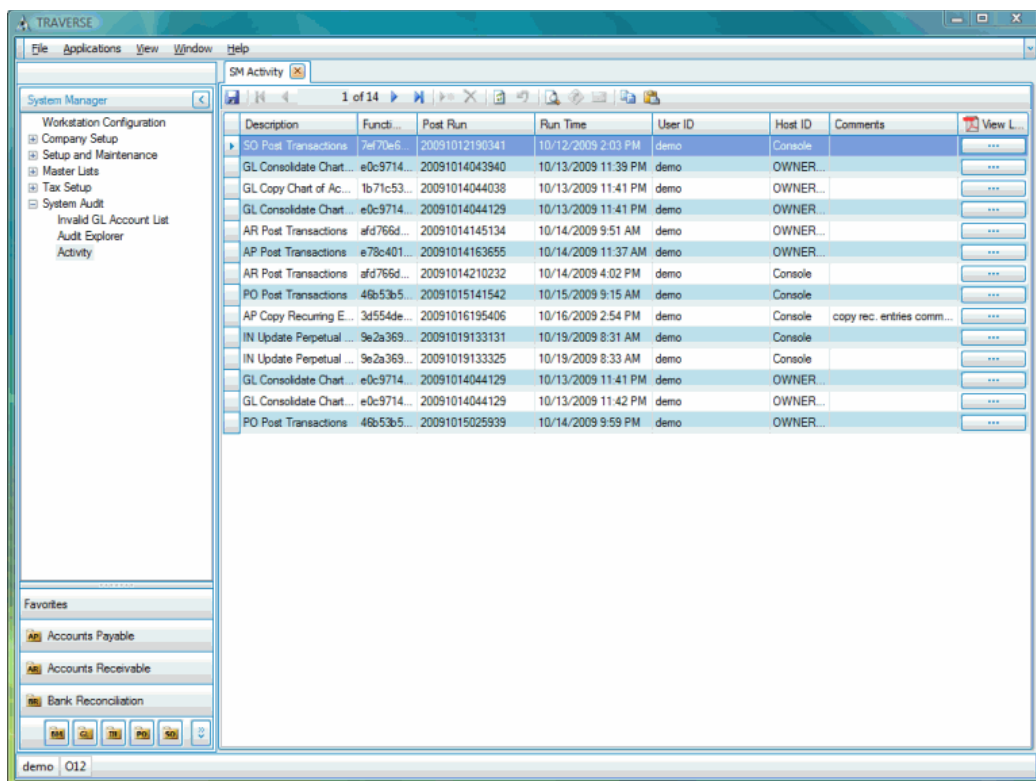
Changes in System Manager from Previous Versions of TRAVERSE

Company Setup

The Form Printers function is now included on the Company Setup menu. It previously appeared on the Setup and Maintenance menu.

In the System Manager Business Rules function, use the Print Report Criteria option to select whether you want to print the filter criteria and other options used to generate the report, journal, or list on the heading of the report.

Master Lists

System Manager no longer provides these Master Lists as menu selections:

- Country Codes List
- Currency List
- Gains and Losses Accounts List

You can now obtain the information previously available in these lists by selecting **Preview Report** from the equivalent Setup and Maintenance function and then selecting **Print**.

The following Master Lists no longer exist in TRAVERSE:

- Application Information List
- Error Log
- User Log
- Comment List
- User List

Setup and Maintenance

The following System Manager functions now have new locations:

Function	New Location
Comments	Appear as an Attachments button in the toolbar
Purge Comments	Manage Attachments function on the Company Setup menu
Lookups	Can be changed in TRAVERSE Design Studio

The Comment Topics function no longer exists because all entities now support comments.

System Audit

The Error Log and User Log are now included in the Audit Explorer.

Tax Setup

You can now obtain the same information previously available in the Tax Classes List by selecting **Preview Report** from the Tax Classes Tax Setup function and then selecting **Print**.

The Tax Rate Update function no longer has the AR Recurring Entries and SO Recurring Entries check boxes. There are no longer Recurring Entries in Sales Order because Accounts Receivable and Sales Order use the same Recurring Entries function. Also, any recurring entries made in Accounts Receivable will have tax calculated when the recurring entry is copied to a transaction in which the created transaction generates the correct tax amount.

Workstation Configuration

The International function no longer exists. TRAVERSE now uses the settings entered into the Microsoft®Windows® Region and Language options.

The Defaults and Keyboard functions no longer exist.

Changes in Sales Order from Previous Versions of TRAVERSE

Interactive Views

The Order Tracking function no longer exists. You can now track order status using the Open Order View.

Management Reports

The Management Reports menu contains the Open Order Report, Backorder Allocation Report, and Returned Items Report previously available on the Transaction Journals menu. The Management Reports menu also contains two reports previously available only as SQL Server Reporting Services reports.

Master Lists

You can now obtain the same information previously available in the Batch Codes List and Reason Codes List by selecting **Preview Report** from the equivalent Setup and Maintenance function and then selecting **Print**. Likewise, you can obtain the information previously available in the Customer Levels List by selecting **Preview Report** from the Customer Levels function and then selecting **Print**.

The Recurring Entries List now appears only in the Accounts Receivable application. The Recurring Entries List in Accounts Receivable lists recurring entries from the Recurring Entries functions in both Sales Order and Accounts Receivable because they share the same function.

Setup and Maintenance

Previously, Sales Order and Accounts Receivable each had their own Recurring Entries function. Now, they share the same function. You can select **Open Order** for SO entries or **Invoice** for AR entries in the **Type** field.

The Edit Sales Order Number function has now been moved to the Transaction Number function on the System Manager Company Setup menu. This function allows you to

define the next system-generated order number for the various functions in TRAVERSE that assign them.

Transaction Journals

The information previously obtained in the Gains and Losses Journal is now included in the Sales Journal and Miscellaneous Credits Journal.

Transactions

When you delete transactions in Sales Order, the transactions are no longer removed from the table immediately. The system instead marks the transactions as **Voided**, and the post process removes the transactions from the table.

The system leaves the **Sales Rep ID** and **Rate** fields blank unless you select values for these fields on the Commission tab using the Detail view. If you choose not to enter a value in these fields, the system uses the values entered on the Defaults tab of the AR Customer Setup and Maintenance function. Likewise, the **Commission Basis** field is left blank unless you enter a value on the Commission tab of the Detail view on a transaction. If you choose not to enter a value in this field, the system uses the value entered in the **Unit Cost** field on the Cost Detail tab of the IN Items Setup and Maintenance function on the Location tab.

 Cash Receipts are now posted separately from Transactions.

Appendix A

Using Filters

You can use the filtering functions in TRAVERSE reports and interactive views in a variety of ways to generate reports and views with the precise information you need.

You can learn how to make the most of these capabilities using these examples which filter data to display quantities and total cost of items purchased in Accounts Payable or Purchase Order.

Apply Filter Method

The Apply Filter area of view and report screens allows you to restrict the data pulled from the server to fill the view or report. In Interactive Views, you can further filter the data within the grid if necessary to produce the appropriate result. The Apply Filter area is most useful in network environments because it reduces he burden on the network and on the workstation be limiting the volume of data transmitted from the server and the amount of information that the workstation must process to display the result.

Here is an example of how to use the Apply Filter area:

In the AP Detail History View, use an "And" operator and add the following filters:

- [Invoice Date] Is greater than or equal to <1/1/2007>
- [Invoice Date] Is less than or equal to <12/31/2007>
- [Item ID] Equals <100>

The information retrieved from the database is limited to the data that fits the criteria you specified. Only items with the Item ID "100" and sold between January 1, 2007 and December 31, 2007 will be transmitted from the server to your workstation.

Note: Because you used an "And" operator, a record must meet all of your requirements in order to appear in the view. To restrict the data to any record that meets any of the criteria, though not necessarily all of them, use an "Or" operator.

After you apply the filter, use the Column Chooser to remove the **Transaction Type** field and then add the **Unit Cost** field. Here is a view of the result using TRAVERSE sample data:

Funnel Filter Method

The Funnel Filters on the column headers in an interactive view allow you to further filter the data displayed in the view from the data transmitted to the workstation via the Apply Filter method.

Here is an example of using the Funnel Filter method in a view:

In the AP Detail History View, click the **Apply Filter** button without entering any filter criteria. All of the Detail History data on file in AP is transmitted from the server to our workstation.

From the Column Chooser, remove the **Transaction Type** field and add the **Unit Cost** fields.

Use the funnel filter by clicking on the funnel icons on the top of the following columns and supplying the associated criteria, as follows:

- select **Line Item** from the **Type** column to only show line items.

- select **100** from the **Item ID** column to only show item 100.

- select **Custom** from the **Invoice Date** column and enter a date range of **1/1/2007** to **12/31/2007**.

Combination of Filters Method

For best results, combine the filter methods. Use the Apply Filter method to limit the data transmitted to the workstation and then use the Funnel Filter method to gain different views of the transmitted data. For example:

In the AP Detail History View, use an "And" operator and then add these filters:

- [Invoice Date] Is greater than or equal to <1/1/2007>
- [Invoice Date] Is less than or equal to <12/31/2007>

After you apply the filter, use the Column Chooser to remove the **Transaction Type** field and add the **Unit Cost** field. Then, use the funnel icons on the column headings to further limit the data, as follows:

- select **Line Item** from the **Type** column to only show line items.
- select **100** from the **Item ID** column to only show item 100.

Filtering and Grouping Method

Use grouping to combine records with similar data, summarizing their data on the view grid.

In the AP Detail History View Apply Filter area, use an "And" operator and enter these criteria:

- [Invoice Date] Is greater than or equal to <1/1/2007>
- [Invoice Date] Is less than or equal to <12/31/2007>

After you apply the filter, use the Column Chooser to remove the **Transaction Type** field and add the **Unit Cost** field. Then use the funnel filter in the **Type** column to select **Line Item**.

Next, move the **Item ID** column to the **Drag a column header here to group by that column** section to group the invoices by **Item ID**. The result is that all line items that include the same item IDs are summarized. You can then use the **+** and **−** icons next to each item ID to expand and collapse the detail for that item.
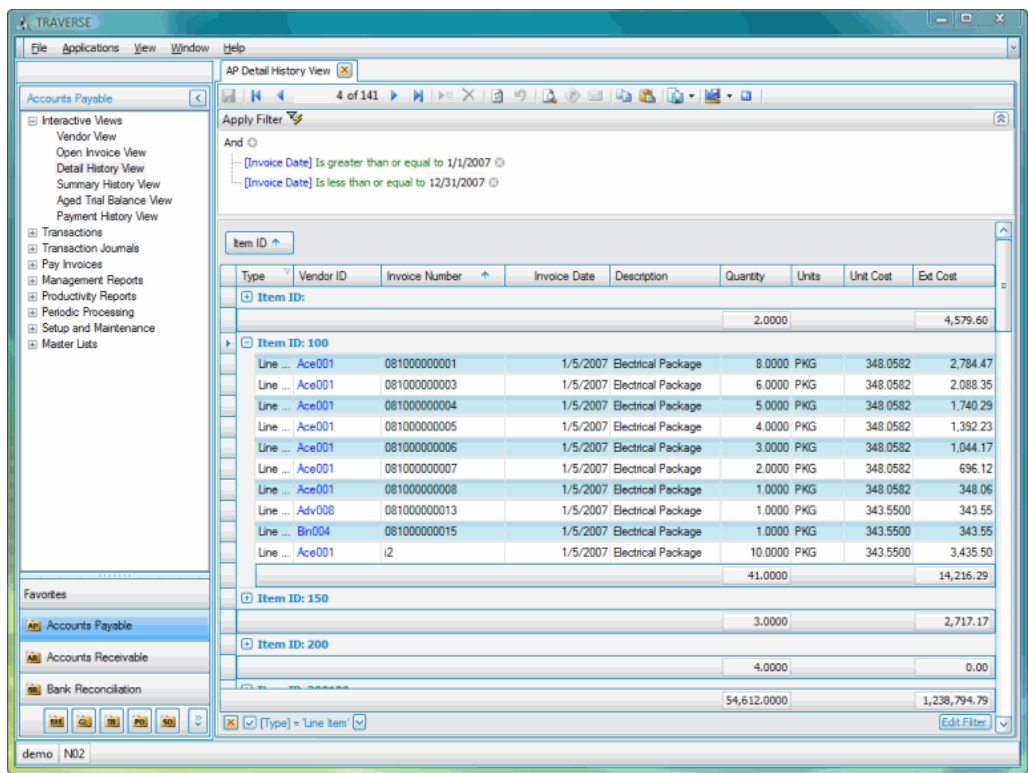
Appendix B

Outputting Reports

The tables below outline options for previewing, outputting, printing, and exporting information for the different report types.

	PREVIEW/OUTPUT							
	PDF	Excel	HTML	MHT	RTF	CSV	Text	Image*
SQL Reporting Services	X	X						
Interactive Views	X	X	X	X	X	X	X	X
Grid Views	X	X	X	X	X	X	X	X
Forms (Invoices, POs, etc.)	X		X	X	X			X**
*Includes the following image files: BMP, EMF, WMF, GIF, JPG, PNG, and TIFF.								
**PNG file type only.								

	PRINT
	XPS
SQL Reporting Services	X
Interactive Views	X
Grid Views	X
Forms (Invoices, POs, etc.)	X

	EXPORT DATA			
	Excel	HTML	Text	XML
SQL Reporting Services				
Interactive Views	X	X	X	X
Grid Views				
Forms (Invoices, POs, etc.)				

Appendix C

Project Costing

With the enhanced functionality and streamlined processing in Project Costing, you can now manage your projects in TRAVERSE with greater ease than ever before.

Organization and Concepts

In previous versions of TRAVERSE Project Costing, each project included customer, project, phase, and task information. The essential components of a project now include only the project itself and tasks; however, customers and phases still play roles in the project. You need not enter customer information when you set up a project, but you must enter it before you can bill for the project. You can also opt to use phases to group tasks within a project.

The number of project types has decreased. You can assign each project a type of General, Job Costing, or Administrative, and you can still assign a status of Billable or Speculative to a project by selecting the appropriate check box when you create the project. The table below illustrates the differences between various project types in previous versions of TRAVERSE as compared to version 11.

Previous versions of TRAVERSE	TRAVERSE version 11
Administrative	Administrative*
Billable	General, with the Billable check box selected
Non-Billable	General, with the Billable check box unchecked
Job Costing	Job Costing
Speculative	General, with the Speculative check box selected

*Administrative projects can now have tasks associated with them.

You can now associate Expense and Other activity types with projects, and you can view detailed estimates for all activity types.

Workflow

The new streamlined processing in Project Costing allows for a simpler and more efficient workflow.

Deposits

Making deposits on a project has never been easier. In previous versions of TRAVERSE, you needed to create a deposit transaction in Project Costing and then use the Accounts Receivable Transactions, Post Transactions, and Cash Receipts functions to record, edit, or delete deposit payment information. When you enter a deposit in the redesigned Deposits function in Project Costing, TRAVERSE automatically creates an AR Cash Receipt and sends the deposit information to all applicable areas of the system.

The Deposits screen looks similar to previous versions of TRAVERSE. The most noticeable change to the screen is the addition of the Payments section, which includes many of the same fields as in other versions, but now also includes fields you can use to select and enter payment methods.

Billing

The workflow for preparing projects with a status of Work in Process has changed significantly. The Transfer Billings function provides a more comprehensive and interactive approach to billing for work in process as well as fixed-fee billing. To bill in previous versions, you would follow these steps: Prepare Work in Process, WIP Billing Worksheets, and Transfer Work in Process. Now, instead of using multiple functions, you can simply use the Transfer Billings function. With this single function, you can filter billing data; select a billing batch code; enter the deposit amount to apply; select the fixed fee amount to be billed; view, edit, and select activities to bill for; and Transfer billing activity to the billing transaction.
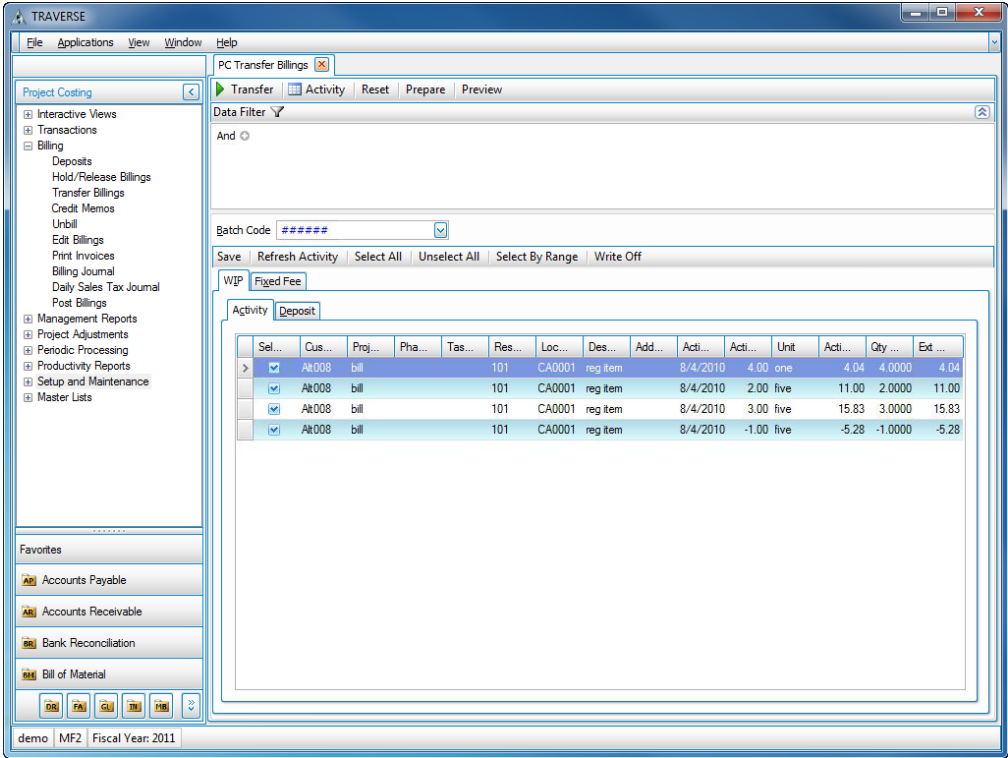
With version 11 of TRAVERSE Project Costing, you can process multiple batches simultaneously, instead of individually as in previous versions. You can simultaneously process multiple batches when you use the Print Invoices, Billing Journal, and Post Billings functions.

Use the new Transactions function to record project activity. You can enter four types of transactions: Material Requisitions, Material Returns, Expenses, or Other. In addition, you can use this function to generate PO transactions or requisitions, including transaction links. When you enter a valid Inventory item in a Material Requisition or Material Return, the Inventory quantity is updated unless you link it to a PO drop-ship transaction.
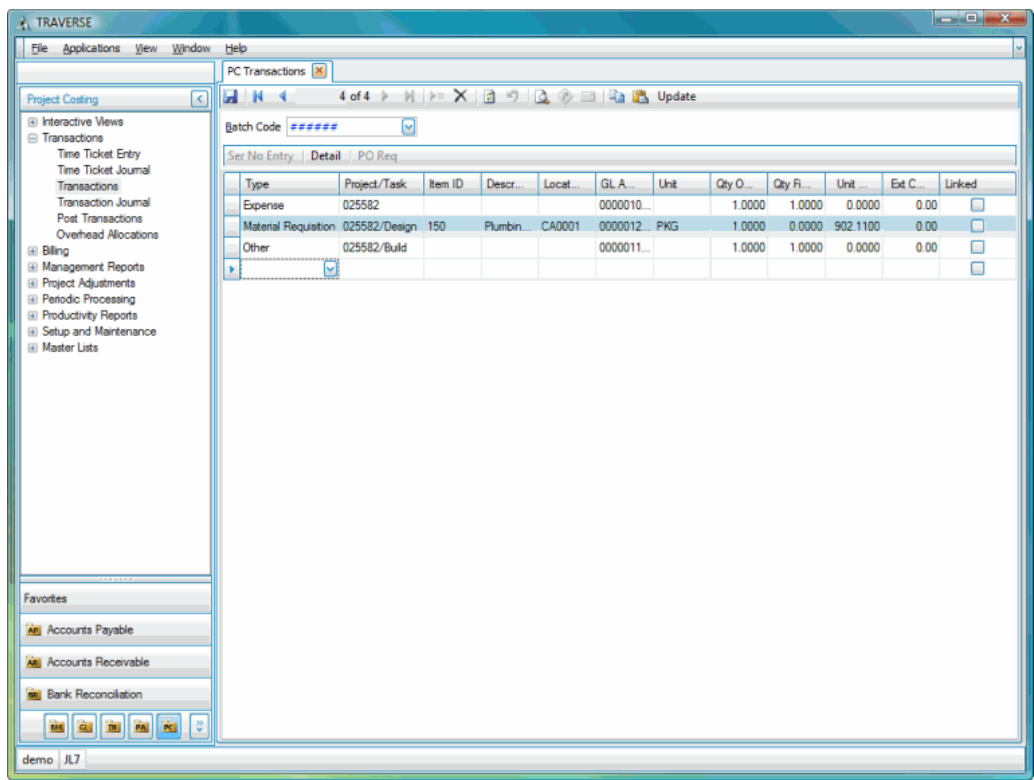
Version 11 of Project Costing no longer requires you to manually enter billing transactions into Accounts Receivable for Fixed-Fee and Job Costing projects. The billing information for Fixed-Fee and Job Costing projects is automatically sent to Accounts Receivable.

Income and WIP GL entries are no longer created for a billable, fixed-fee General project.

Billings are no longer transferred to Accounts Receivable transactions. Instead, you'll use a new Project Costing function Edit Billings to edit billing transactions and to print online invoices. Then you'll use the new Post Billings function to post billings to General Ledger and Accounts Receivable history and open invoices. For fixed-fee and job cost billing, the cost is transferred to Accounts Receivable history when you post billings.

Credits and Adjustments

Previous versions of TRAVERSE used Fixed-Fee Adjustments and History Adjustments to adjust billable fixed-fee projects and to establish history for projects already in process when you set up the Project Costing system. In version 11, you'll use the Adjustments function to adjust expenses, other costs, deposits, applied deposits, and fixed-fee billings.

The Fixed-Fee Adjustment function no longer exists. When you close billable and fixed-fee projects, a warning appears if the billed amount is not equal to the fixed-fee amount. In this case, you can choose to correct the billing or to close the project anyway.

Use the Credit Memos function to issue a credit for an entire invoice.

Project Costing no longer archives projects. Completed projects now remain on file with a status of Completed.