



## September 2011 Newsletter

### Things I LIKE about TRAVERSE 11

A few months ago the new features of TRAVERSE 11 were the main article of this newsletter. The many new features were listed for this new version. Now I would like to list those features (be they large or small) that we like most about TRAVERSE 11 as we use it ourselves:

- ◆ Whenever you print you have the choice of printers and not just the defaulted printer. Font sizes can be changed as well as screen sizes. (You don't have to go to Print Preview first)
- ◆ Any Prepare Payments or Calculating of Checks appears as a print preview first before it prints, so if the numbers are not correct you don't have to waste paper before you correct and re-prepare and re-calculate.
- ◆ Each post prints first as a print preview so you can immediately see the post. You can then print a hard copy but you don't have to because each post can be called back up in the Activity log.
- ◆ Changing companies is now very quick! No more waiting for change companies to complete.
- ◆ Updates and new features can be downloaded as soon as they come out. The update procedure is very simple and each workstation gets a message that there is an update that needs to be applied.
- ◆ You no longer need to skip certain Microsoft updates that caused problems in Traverse v10!
- ◆ THE INTERACTIVE VIEWS!!! Not only can you decide exactly what fields you want to see based upon the fields in the COLUMN CHOOSER you can then SAVE these views and call them up each time. You can also make these views public or private.
- ◆ Once a report is previewed you can use the FIND function to search the report and find each instance of what you were searching for.
- ◆ Personalization: Font size, screen size, window layout, and color schemes all can be set to each user's preference. Columns can be resized, hidden, or moved. Sorting and filtering on screens are easily controlled.
- ◆ In-Use for an inventory item no longer exists. When the Item is invoiced or verified it is immediately removed from Inventory valuation and quantity on-hand.
- ◆ Transactions in any application are not automatically 'saved' until you hit SAVE or NEW RECORD.
- ◆ Once you hit apply on an interactive view screen you can then go to field columns and further filter or change the sort, or you can call up the Filter Editor and further filter with advanced options.
- ◆ Project Cost time entry is streamlined, fast and easy to review and edit.
- ◆ Recurring entries now allow inventory items to be used. And Sales Order and Accounts Receivable share the same recurring entries. These used to be separate.

### Setting up Terms Codes

Terms Codes in both Accounts Payable/Purchase Order and Accounts Receivable/Sales Order come in two types.

The first type of terms codes allows you to enter a discount percent and the number of days the discount can be taken, and the number of days 'from the invoice date' that the invoice is actually due if not paid by the discount date.

The second type occurs when you check the Day of Month box. This opens up the Minimum Days Box. Enter the minimum number of days and the Discount percent and date as well as the Due Date.

## 2011 Budgets

Now is the time when companies begin to set their budgets for the new year.

Once the new year is set up in System Manger (and in GL for version 10.5) you can go to Setup and Maintenance, Account Budgets and Forecasts and select the company. Enter the periods and years (and account numbers that you want) and you are ready to enter your budgets using Account Budgets.

Once in Account Budgets enter the account number you want to apply a budget figure for and when you click on Period 1 of the Budget you have the choice to:

- ◆ **DUPLICATE** which will duplicate the number in all periods that you enter
- ◆ **LAST YEAR %** will either increase or decrease by percentage the amount you enter compared to the last year's actual amounts
- ◆ **CHANGE %** will take the number you have entered in the first period and increase or decrease each period by that percentage.
- ◆ **ALLOCATE** will take the number you entered and divide it by all the periods to arrive at the total for the year.
- ◆ **LAST YEAR \$** will either increase or decrease by the dollar amount you entered compared to the last year's actual amounts.
- ◆ **CHANGE \$** will take the number you have entered in the first period and increase or decrease each period by that dollar amount.
- ◆ **MANUALLY ENTER** each period if you prefer to set each individual month yourself.

Remember you can also use the import feature to import your budgets into TRAVERSE.

Once budgets are set up use the LAYOUTS for Budget Financial Reporting.

## 8 Steps to Reduce Fraud Risk

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1. Segregate duties of check preparation, check signing, and bank reconciliation to different individuals.
2. Have the employee who opens the mail place the "For Deposit Only" Endorsement on the back of each check received.
3. Implement and enforce a company credit card usage policy. This should include who can use the cards and for what purposes and require original receipts.
4. Implement and enforce a detailed expense reimbursement policy. Require original receipts, as well as date, location, purpose and amount.
5. Create a budget and compare the actual results against it quarterly.
6. Purchase adequate fidelity bond coverage on all employees who handle cash.
7. Actively participate in the approval, review, and oversight functions of your company.
8. Be mindful of certain "red flag" behavior in employees, such as them living beyond their means, experiencing financial difficulties, or unwilling to share duties or refusing to take a vacation.

## Productivity Reports

Each application has a menu selection of Productivity Reports. These are pre-written Excel Pivot Table Reports. Once the ODBC connection is set up in OSAS or TRAVERSE as File DSN's and this is pointed to the data base you want to view, you can click on these reports and bring them into Excel on your workstation.

Once generated these reports can be refreshed whenever you want to look at new data and they can be adjusted to suit your individual need. If you just SAVE they will save back to the Documents Folder on the server where everyone has access to the newly saved reports, or you can save it to your workstation and have your own individual (customized) report.

Using Excel directly to get to your data in either OSAS or TRAVERSE you can create your own reports and save them to your workstation. If it is a report you would like other employees to use you can add it to the menu under Productivity Reports either through System or Resource Manager.

Having the custom tailored reports that all your employees can access right within the software and right on the menu is very convenient. Need help setting this up? Just let us know and we can assist.



## Printer Jam!

This is usually more relevant with a dot matrix printer but it does happen from time to time on a laser, where half the checks or invoices you were printing printed just fine and then one or more jammed destroying one or more checks.

You can restart the entire invoice or check printing over again and just put the first set that printed in a voids check folder OR you can use the "Last Good Check/Invoice/PO" feature.

If checks 2020-2025 printed just fine and checks 2026-2028 are destroyed you would enter the next check number as 2029 because that is your next good check and enter check number 2025 as the "Last Good Check Number" and printing will resume correctly on the remaining checks you need to print.

## 2011 Customer Excellence Conference September 14-15.

This year's conference is almost here. There are still spaces available if you are still thinking about attending. Call and we can get you registered right away.

These two days are packed with break out sessions for both TRAVERSE and OSAS, access to the Learning Lab and the Vendor Booths that will show you various software and programs that can enhance your current suite of applications. Also get a view of the latest releases of software that will shortly be coming your way.

Go to [www.osas.com](http://www.osas.com) and look up the offering for this conference.



## Online Backup Made Simple - MozyPro for TRAVERSE/OSAS sites

New affordable, easy-to-use *Online Backup* solution for multi-user and server environments available from BusinessWare Consulting: **MozyPro Online Backup for Business.**

As a business professional, you know the importance of keeping your company data, financial records, and administrative materials safe. You don't have time for backup solutions that take months to set up, require thousands of dollars in hardware costs, and force you to hire someone to oversee it all. Mozy, the trusted leader in online backup, saves you time and money with simple, secure, and affordable backup solutions for computers and servers. You can be up and running in no time, as Mozy gives you the flexibility to deploy and manage multi-user environments from the convenience of a single administrative console.

### The MozyPro advantage

**Simple** - Manage multi-user and server environments from the convenience of a web-based administrative console. Mozy even backs up SQL databases, including TRAVERSE data.

**Secure** - Mozy employs the highest security and encryption standards and stores your data in world-class data centers.

**Affordable** - Secure backup solutions start at less than \$10 per month, with no hardware to purchase, and little management required.

**Automatic or scheduled backups:** Tell MozyPro when to perform your backups. Scheduled backups can be performed daily or weekly at a specified time of day.

**Multiple restore options:** Users and administrators can restore data via the Mozy software client, through the web, or by ordering a DVD restore. Windows users can also restore data via right-click or through the Mozy Virtual Drive.

**Local backup option with Mozy 2xProtect™:** Windows users can now back up locally to an external device as well as online to Mozy data centers for double protection.

Contact us for more info!