Updates – Year End
Applying Year End Updates in v11

Once you have received the TRAVERSE Compliance Release – Tax Update notification email, follow the steps below to apply the TRAVERSE v11 Year End update.

(Install this update before you begin processing Payroll for the New Year.)

v11 Build Updates consist of 3 steps. 1) Downloading updates in TRAVERSE Server Manager. 2) Applying build updates to Databases in TRAVERSE Server Manager. 3) Applying build updates to TRAVERSE Client.

Downloading updates in TRAVERSE Server Manager
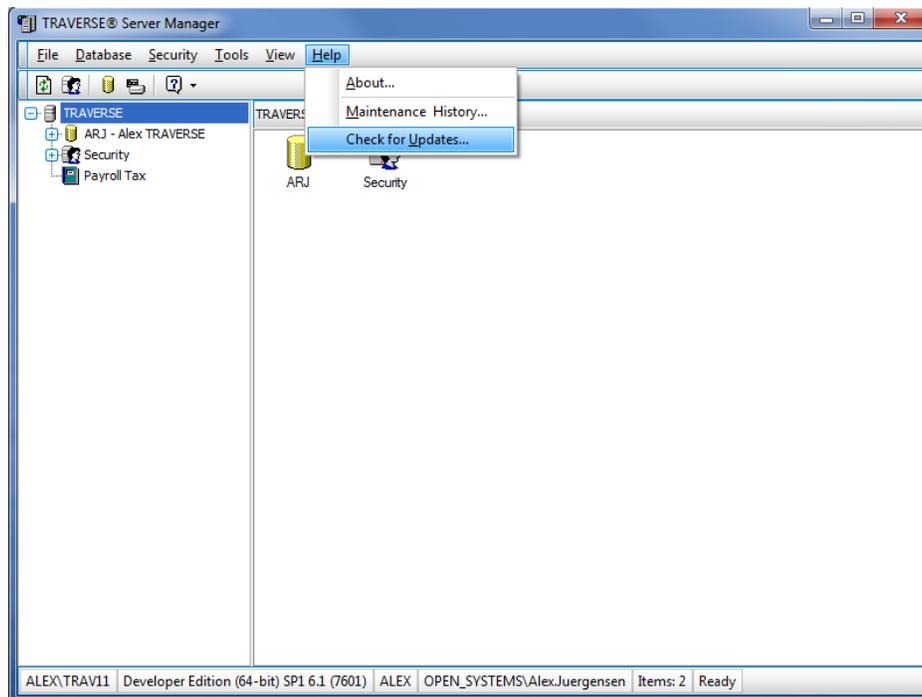
- In **TRAVERSE Server Manager (TSM)**, click **Help** and **Check for Updates**.

OSAS
Open Systems Adaptable Solutions
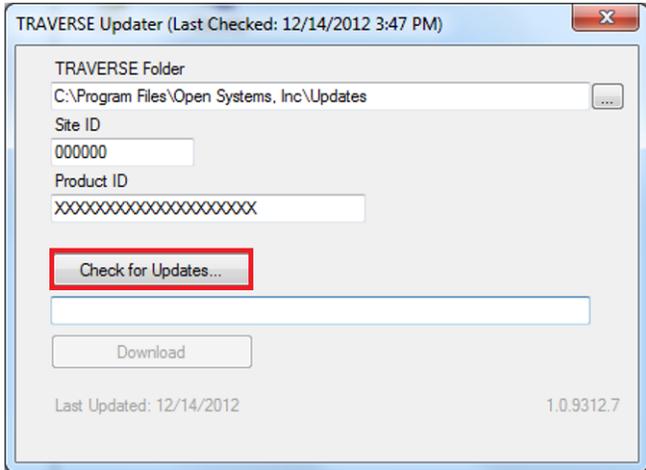
- The TRAVERSE Folder is the location on the Server that the Updates reside. This folder will need to have permissions set that All TRAVERSE users have access from their workstations.

- Site ID is the identifying number with Open Systems for your company.

- Product ID is the License number that Open Systems has distributed to you that controls how many users and what applications are available.

- Click **Check for Updates**.
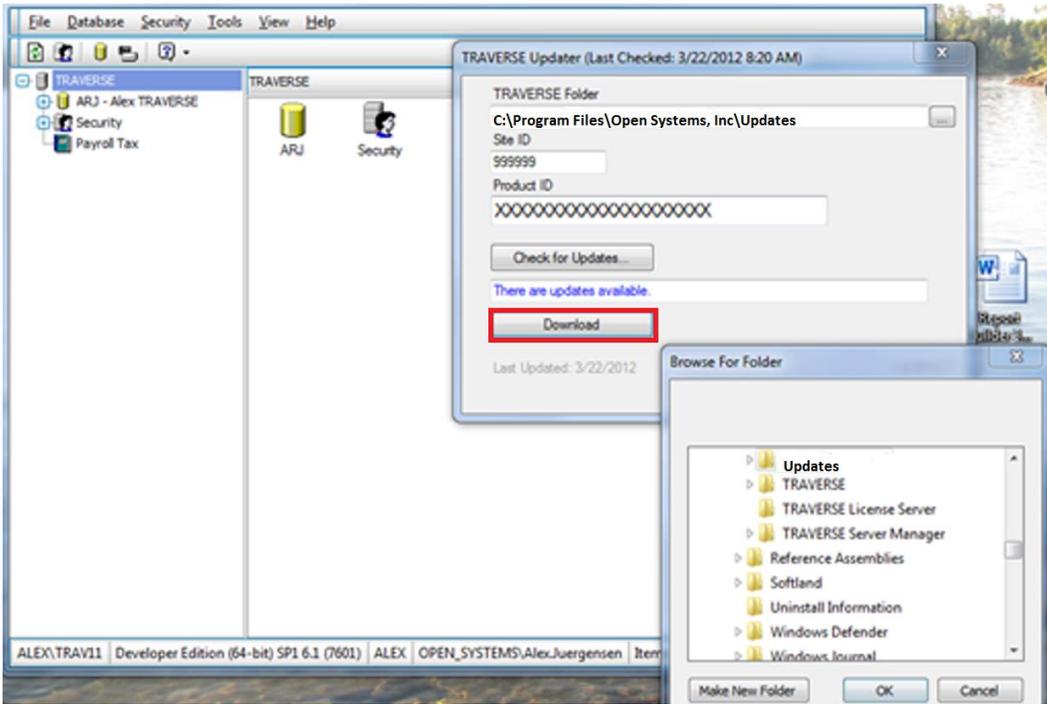
- If Updates are available, there will be a notification in the Status Field.
- Verify that the file path is correct and click **Download**.
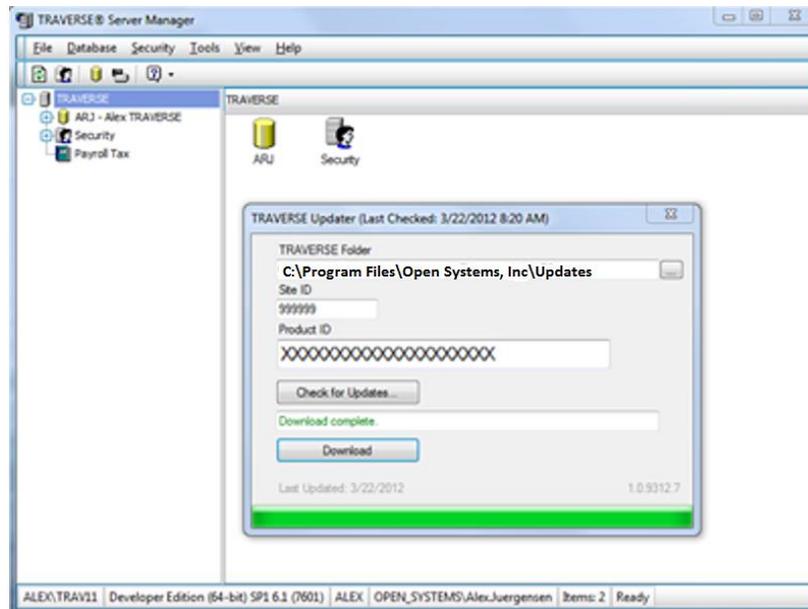
- When the download is complete, close the TRAVERSE Updater window.

Applying build updates to Databases in TRAVERSE Server Manager
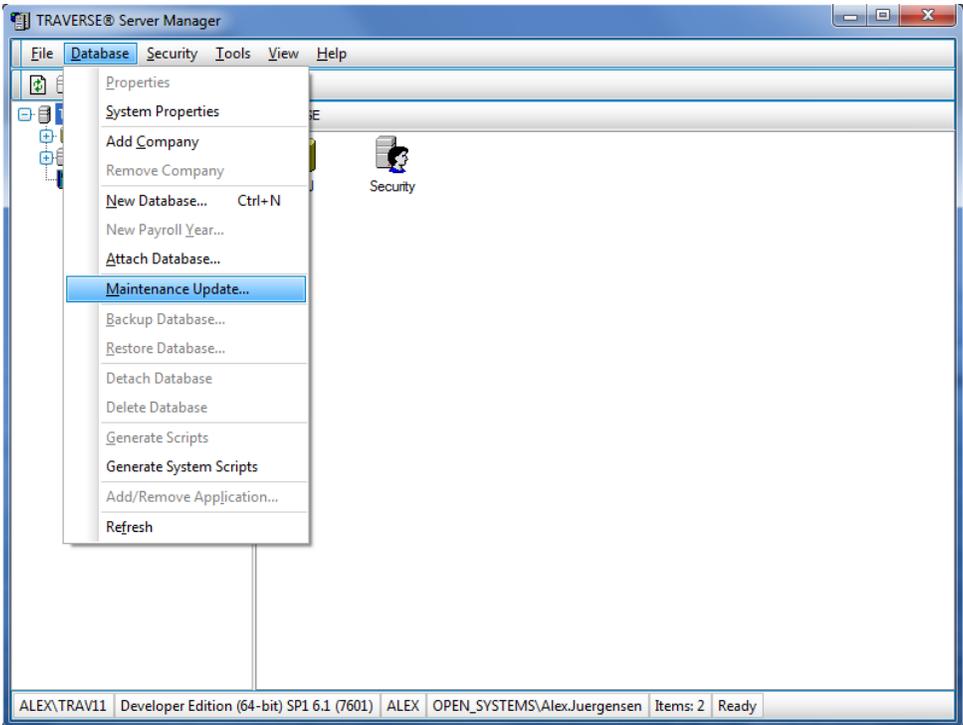
- Select **Database** from the Menu bar and select **Maintenance Update** from the selection.
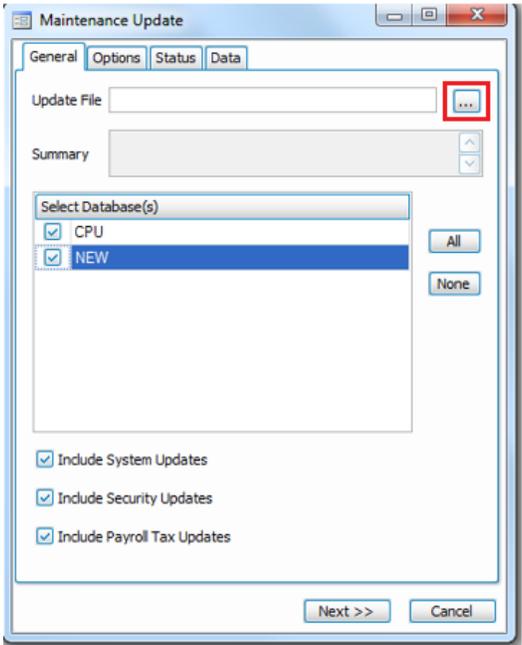
- On the Maintenance Update screen, click the **Browse** button outlined in red above.
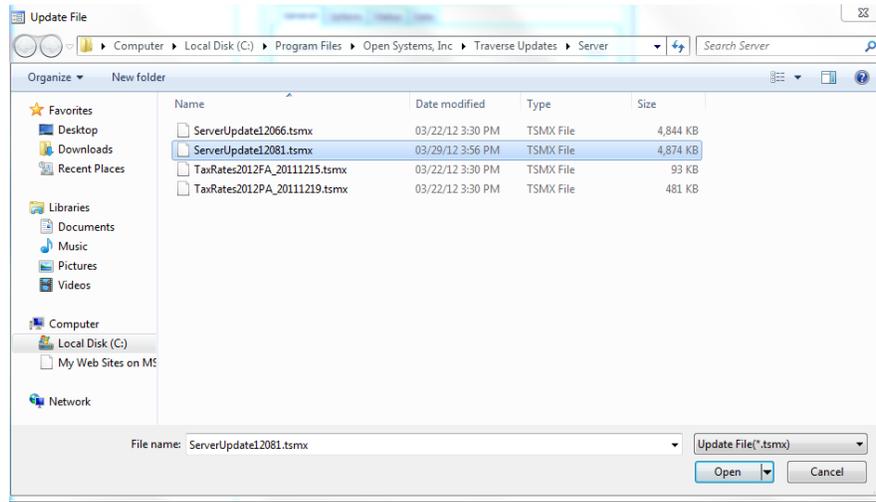
- Browse to the folder location where the Updates were downloaded. In the **Server** folder, choose the **ServerUpdateXXXXX.tsmx** file with the most recent date. The numbers in that file name represent the Year and day created. In the screen shot above, 12 is 2012 and 081 is the 81st day of the year.
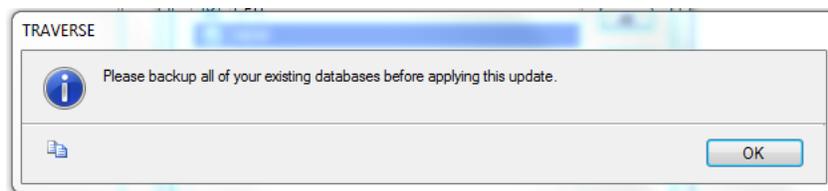
- After selecting the Update tsmx file, a prompt to back up all the databases will appear. Click **OK** and back up all the databases.

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Traverse
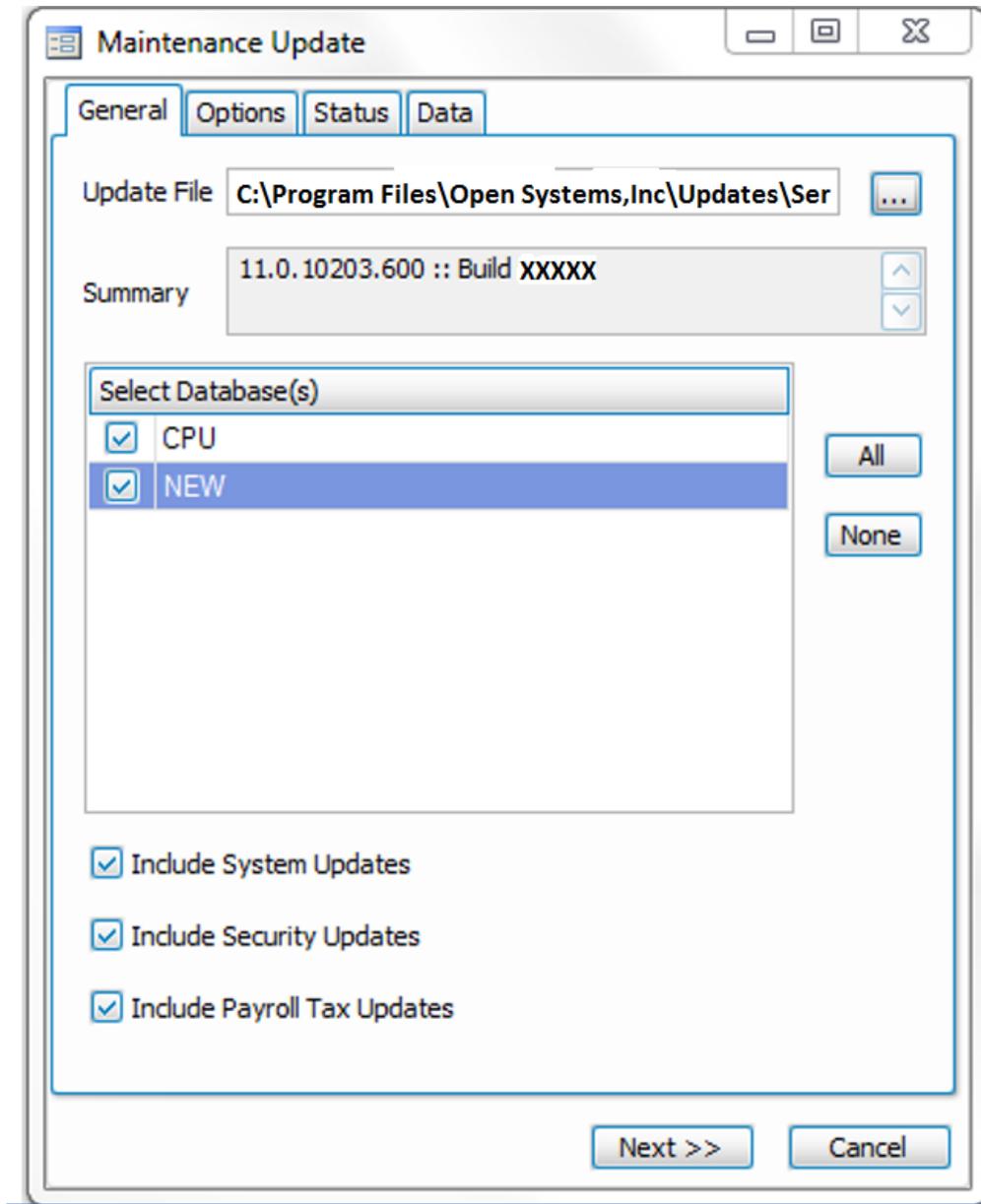
- Once that is selected, check the Databases that will be updated.

  ***Note: Always choose to Include System Update and Security Updates. Choose Payroll Tax Updates if using the Payroll Application.**

- After selecting the databases to update, click **Next**.
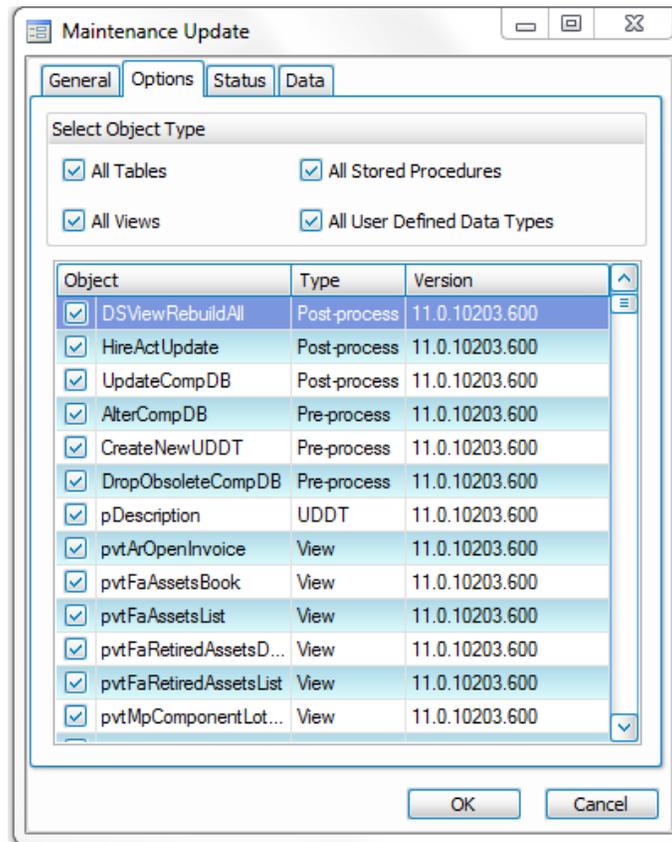
- On the **Options** tab, check the boxes for **All Tables**, **All Views**, **All Stored Procedures** and **All User Defined Data Types**.

- Click **OK**.
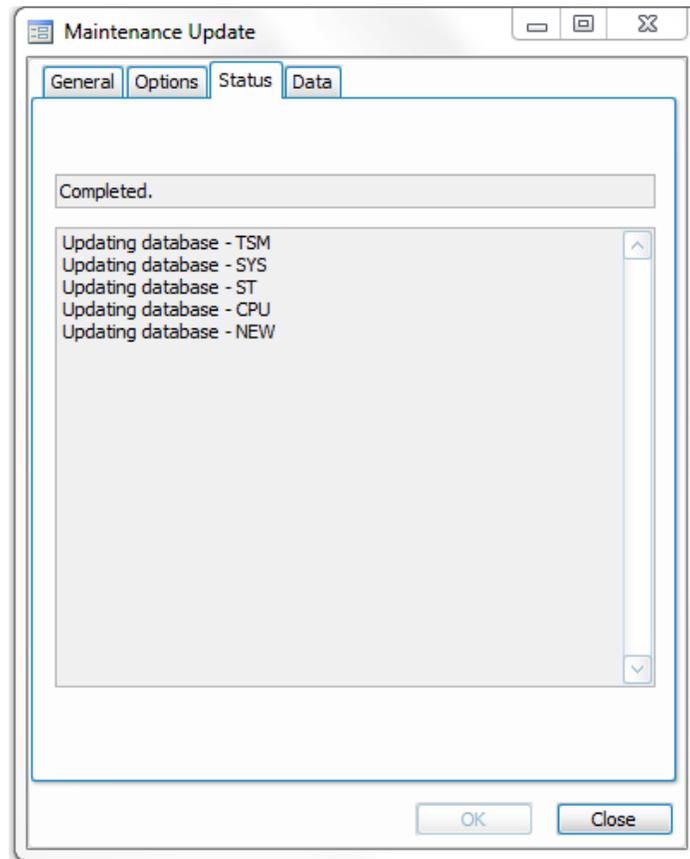
- On the **Status** tab, the update process will begin updating all of the databases you have selected.
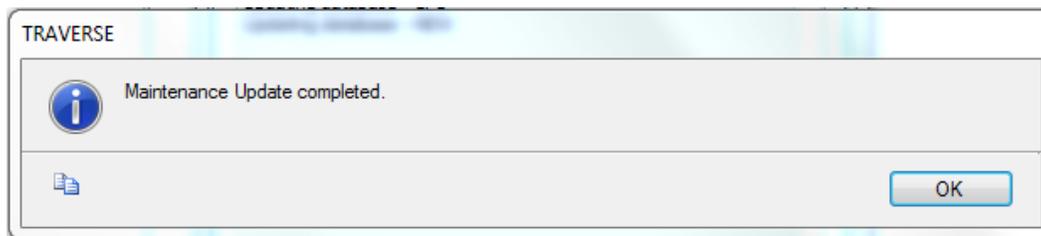
- When the update has complete, it will notify you with a new window, click **OK**.

***Being that this is a YEAR End update the Maintenance update process needs to be repeated if you have Fixed Assets and Payroll. The only difference is instead of selecting the ServerUpdateXXXXX.tsmx file,**

TaxRates20XXFA_20XXXXXX.tsmx and TaxRates20XXPA_20XXXXXX.tsmx files need to be applied.

***Note: If you have more than one Instance in SQL, you will have to close out of TSM and log back in under your other instances and repeat the Maintenance Update steps for those databases.**

Applying build updates to TRAVERSE Client
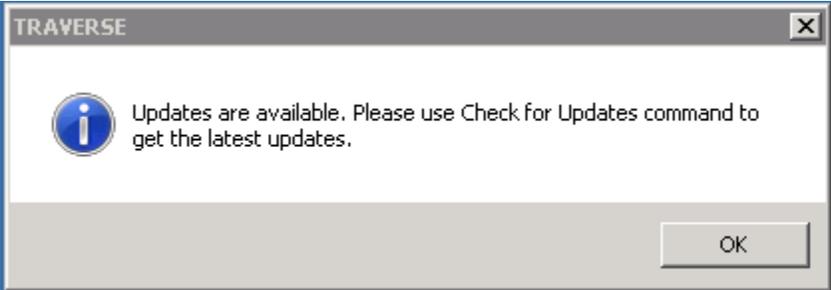
- Open the TRAVERSE Client. On open, there will be a prompt that Updates are Available. Click **OK**.
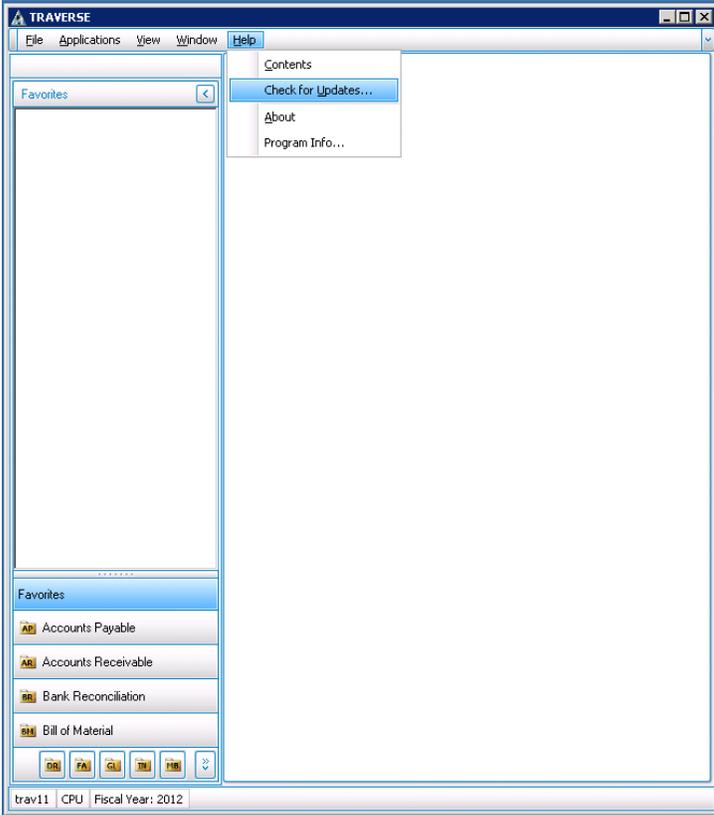
- Select **Help** from the Menu bar.
- Choose **Check for Updates** from the list.
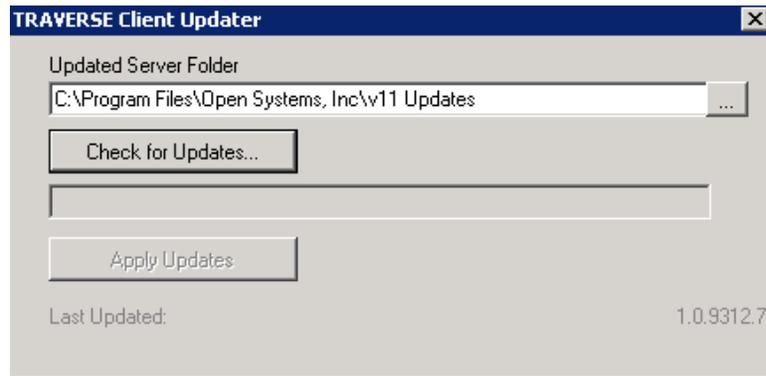
- The TRAVERSE Client updater will pop-up. Verify that the **Updated Server Folder** is the folder that the Updates were downloaded into.

  ***Note: It is important that the local Client location has full access to Updates Destination.**

- Click **Check for Updates**.
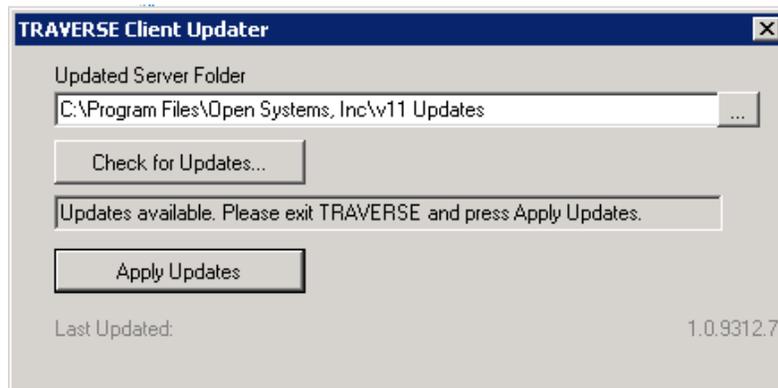
- The status field will notify you if there are Updates available or if this client is currently up-to-date. If there are Updates available, **Close TRAVERSE** and click **Apply Updates**.

- If you receive the **Please close TRAVERSE** message and you have already closed TRAVERSE, click **OK** and click **Apply Updates** again.
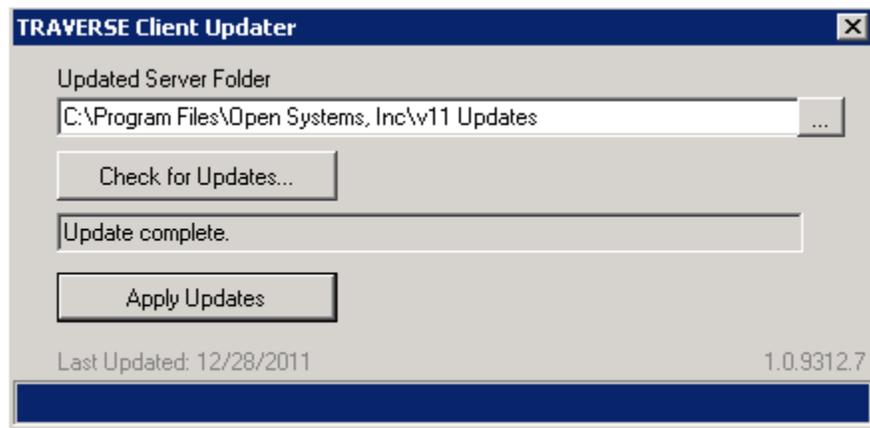
- Once the Updates have completed, the Status field will notify you of that. Then **Close** Updater window.

- Open TRAVERSE and on the splash screen, the current build will be displayed and should match the TSMX file that you selected to update with.

- This splash screen and Build information can also be found when in TRAVERSE by going back to the Help menu and choosing **Check for Updates**.
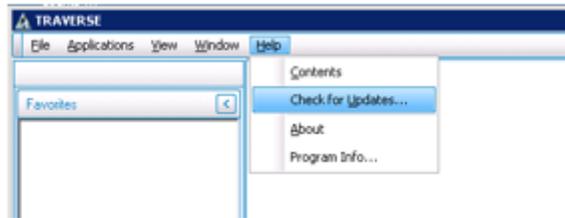
Creating new General Ledger Years

Use System Manager – Company Setup - Period Conversion to create and configure the New Year.

System Manager > Company Setup> Period Conversion.

Type in the **New Year** you are creating in "**Fiscal Year**"
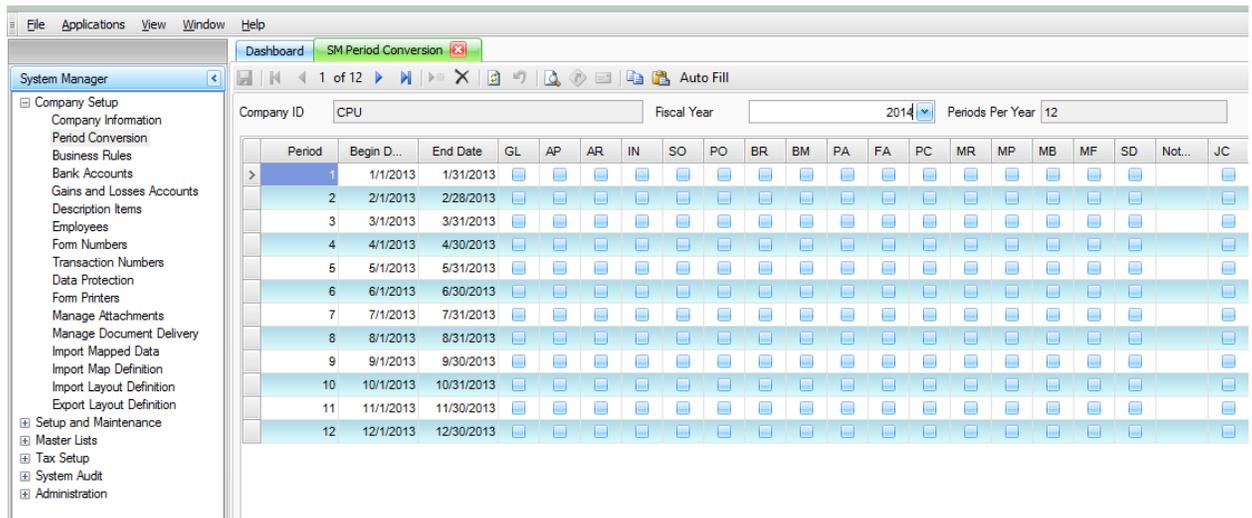
Click on "**Enter**", Message will display "Do you want to setup periods for: Company:XXX, Year:20XX"
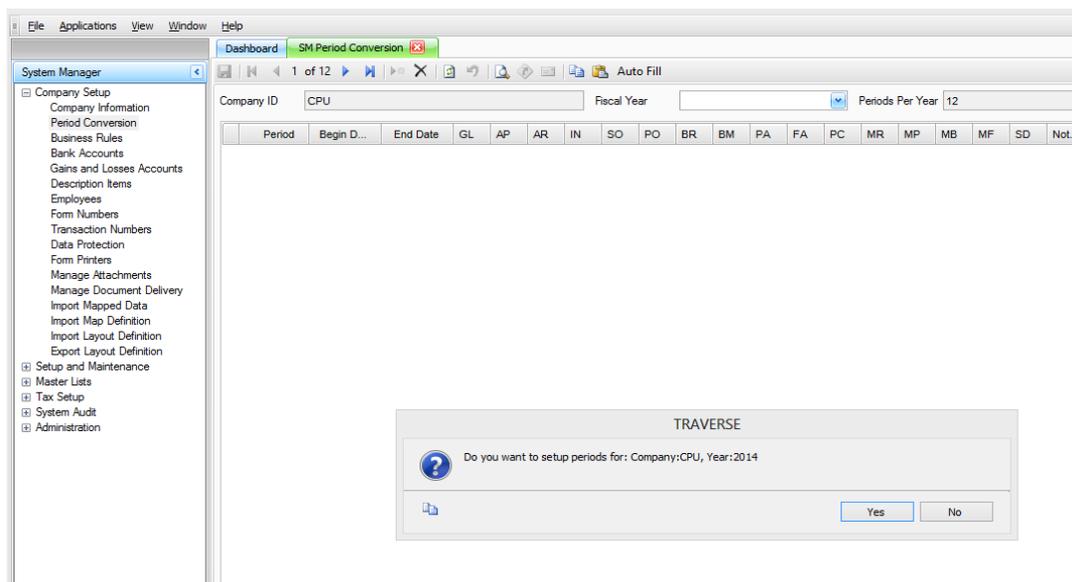
Click on "**Yes**"
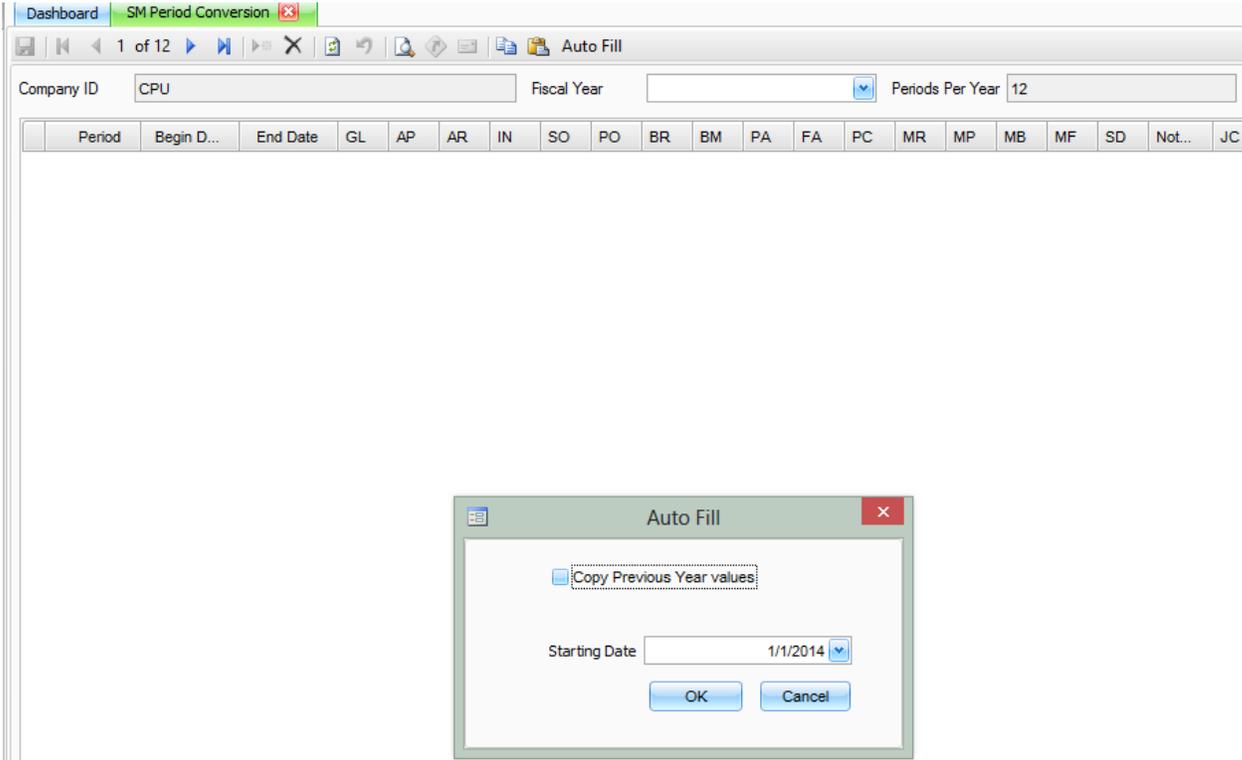
Select whether to "Copy Previous Year values"

Click "**OK**"

Your new year will be created.
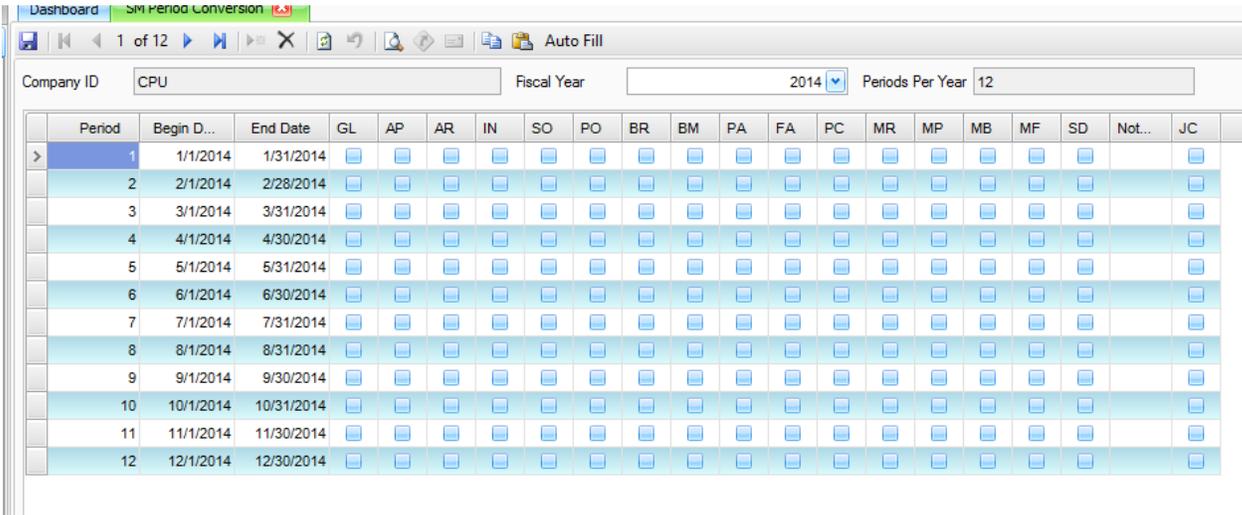
Changing GL Fiscal Year

GL>Periodic Processing>Change Fiscal Year

Use the Change Fiscal Year function to change the current fiscal year to any existing fiscal year for viewing and printing statements, journals, and reports.

Un-Check the box for "**Change for this session only**" – This will change the Default GL Year.
Click **"OK"**
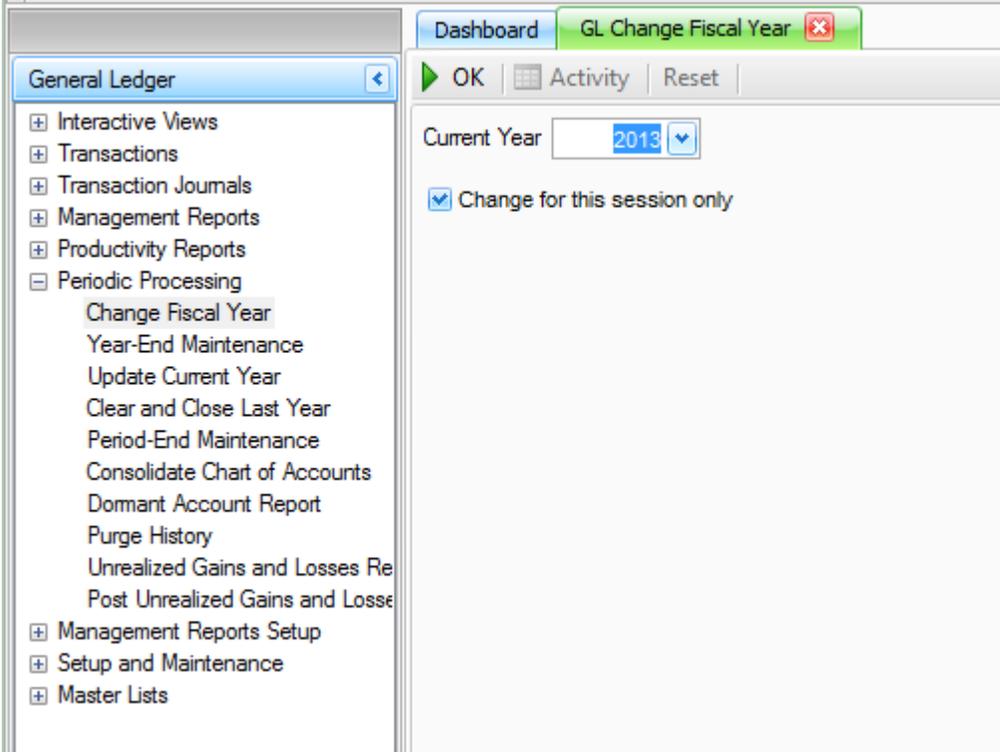
GL Update Current Year

GL>Periodic Processing>Update Current Year

This function updates only the beginning balances of the accounts in the **current-year** without requiring you to clear and close, you can easily bring forward initial balances at the start of a new year without closing last year's accounts. (This step can be done multiple times. If the Update Current Year is done and then additional transactions are added to the Previous Year, the Update Current Year function needs to be run again.)

It performs the following functions:
- Copies the ending balances from the "Old Year" to the "New Year" for GL accounts with types from 005 - 465. (Balance Sheet Accounts)
    - Consolidate the net income (or net loss) amount from the balances of all the GL Accounts with account types from 500 - 890. (Income Statement Accounts)

- Updates the balance for the retained earnings account with the net income or net loss if selected. Check the box to consolidate unclosed income (loss) to retained earnings, and select your retained earnings account.

Note: When you run the "Update Current Year" make sure you are in your NEW YEAR. You can run "Update Current Year" multiple times as long as you don't run "Clear & Close Last Year".
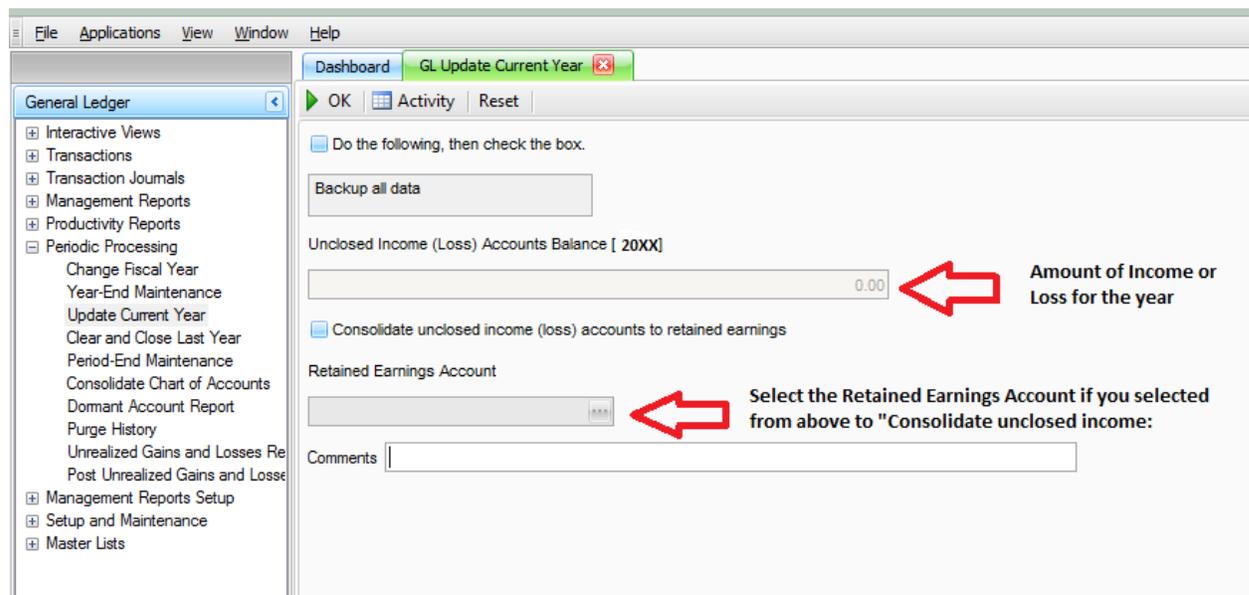
Creating new Payroll Years

Use the TRAVERSE Server Manager to create new Payroll Years.

- Click on the plus sign next to TRAVERSE to expand the company databases.

- Click on the plus sign next to the company database you are creating the new payroll year for.

- Click the plus sign next to Applications

- Right click the TRAVERSE Application PA and select Add Year
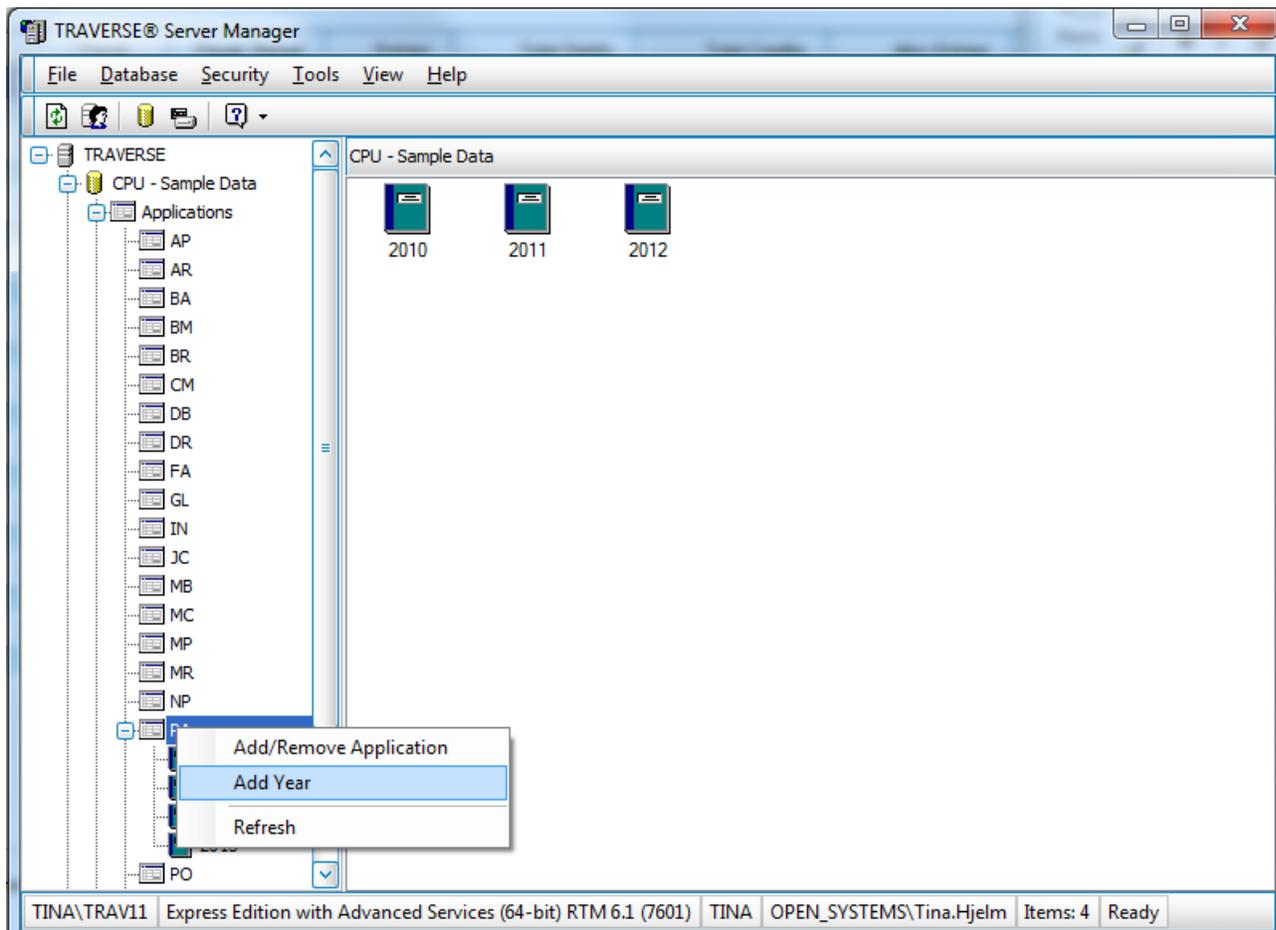
- The next TRAVERSE Payroll Year 20XX will automatically populate

- Copy Data From the Previous Payroll Year 20XX (Tip: make sure to add/change any employee information prior to creating the new payroll year, so those changes are automatically populated when the new Payroll is created)

- Once the payroll is created in the TRAVERSE Server Manager it can now be used in the TRAVERSE Client

Change Payroll Year

Payroll>Periodic Processing>Change Payroll Year