

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.





TRAVERSE Updater (Last Checked: 12/14/2012 3:47 PM)	×
TRAVERSE Folder	
C:\Program Files\Open Systems, Inc\Updates	
Site ID	
000000	
Product ID	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Check for Updates	
Download	
Last Updated: 12/14/2012	1.0.9312.7

- 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.

Eile Database Security Tools View Help		Rieka
C TRAVERSE	TRAVERSE Updater (Last Checked: 3/22/2012 8:20 AM)	
ARJ - Alex TRAVERSE Security Payrol Tax	TRAVERSE Folder C:\Program Files\Open Systems, Inc\Updates See ID S99999 Product ID X000000000000000000000000000000000000	Ressi pible 3.
ALEX\TRAV11 Developer Edition (64-bit) SP1 6.1 (7601) ALEX OPE	IN_SYSTEMSVAlexJuergensen Iter Windows Journal	*



- If Updates are available, there will be a notification in the Status Field.
- Verify that the file path is correct and click **Download**.

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	TRAVERSE Updater (Last Checked: 3/22/2012 8:20 AM)	8	
	TRAVERSE Folder		
	C:\Program Files\Open Systems, Inc\Updates		
	X0000000000000000000000000000000000000		
	Oheck for Updates		
	Download complete.		
	Download		
	Last Updated: 3/22/2012	1.0.9312.7	

- When the download is complete, close the TRAVERSE Updater window.

Applying build updates to Databases in TRAVERSE Server Manager



TRAVERS	E® Server Manager				- 0 ×
<u>File</u> Data	abase <u>S</u> ecurity <u>T</u> ools <u>V</u> iew	<u>H</u> elp			
🕑 E	<u>P</u> roperties				
	System Properties ;;	E			
<u>⊕</u>	Add <u>C</u> ompany				
	Remove Company	Security			
	New Database Ctrl+N	Jecunty			
	New Payroll Year				
	<u>A</u> ttach Database				
	<u>M</u> aintenance Update				
	<u>B</u> ackup Database				
	Restore Database				
	Detach Database				
	Delete Database				
	<u>G</u> enerate Scripts				
	Generate System Scripts				
	Add/Remove App <u>l</u> ication				
	Refresh				
ALEX\TRAV	1 Developer Edition (64-bit) SP1	6.1 (7601) ALEX	OPEN_SYSTEMS\Alex.Juergensen	Items: 2 Ready	

- Select **Database** from the Menu bar and select **Maintenance Update** from the selection.

🖂 Maintenance Update	
General Options Status Data	
Update File	
Summary	<u>^</u>
Select Database(s)	
CPU CPU	
NEW NEW	
	None
Include System Updates	
Include Security Updates	
✓ Include Payroll Tax Updates	
Next >	> Cancel



- On the Maintenance Update screen, click the **Browse** button outlined in red above.

🗐 Update File	[atten] 0	the late			23
Compute	r 🕨 Local Disk (C:) 🕨 Program Files 🕨 Ope	n Systems, Inc 🕨 Traverse	Updates 🕨 Server	✓ ✓ Search S	erver 🔎
Organize 🔻 New folde	r				iii 🕶 🔟 🔞
🚖 Favorites	Name	Date modified	Туре	Size	
🥅 Desktop	ServerUpdate12066.tsmx	03/22/12 3:30 PM	TSMX File	4,844 KB	
鷆 Downloads	ServerUpdate12081.tsmx	03/29/12 3:56 PM	TSMX File	4,874 KB	
🔢 Recent Places	TaxRates2012FA_20111215.tsmx	03/22/12 3:30 PM	TSMX File	93 KB	
	TaxRates2012PA_20111219.tsmx	03/22/12 3:30 PM	TSMX File	481 KB	
Computer Co					
File na	me: ServerUpdate12081.tsmx			✓ Update Fi Open	le(*.tsmx) Cancel

- Browse to the folder location where the Updates were downloaded. In the **Server** folder, choose the **ServerUpdateXXXX.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.



🗐 Maintena	nce Update			X
General Op	tions Status Data			
Update File	C:\Program Files\Open Systems,Inc\Upd	ates\	Ser	
Summary	11.0.10203.600 :: Build XXXXX			
Select Data	abase(s)			
🔽 CPU				All
NEW NEW				
			N	one
🗹 Include	System Updates			
Include	Security Updates			
	Pavroll Tax Updates			
L		_		
	Next >>		Ca	incel

- 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**.

Traverse

Maintenance Update					23
General Options Status	Data				
Select Object Type					
🖂 All Tables	🖂 All Stored	Procedures	1		
All Views	🗹 All User D	efined Data	Types		
Object	Туре	Version			^
DSViewRebuildAll	Post-process	11.0.10203	.600		
HireActUpdate	Post-process	11.0.10203	.600		
UpdateCompDB	Post-process	11.0.10203	.600		
AlterCompDB	Pre-process	11.0.10203	.600		
CreateNewUDDT	Pre-process	11.0.10203	.600		
DropObsoleteCompDB	Pre-process	11.0.10203	.600		
pDescription	UDDT	11.0.10203	.600		
vtArOpenInvoice	View	11.0.10203	.600		
pvtFaAssetsBook	View	11.0.10203	.600		
pvtFaAssetsList	View	11.0.10203	.600		
☑ pvtFaRetiredAssetsD	View	11.0.10203	.600		
✓ pvtFaRetiredAssetsList	View	11.0.10203	.600		
vtMpComponentLot	View	11.0.10203	.600		~
		ОК		Car	ncel

- On the **Options** tab, check the boxes for **All Tables**, **All Views**, **All Stored Procedures** and **All User Defined Data Types**.
- Click OK.

Traverse

🔲 Maintenance Update		23
General Options Status Data		
Completed.		
Updating database - TSM Updating database - SYS Updating database - ST Updating database - CPU Updating database - NEW		
ОК	C	ose

- On the **Status** tab, the update process will begin updating all of the databases you have selected.

TRAVERSE	
Maintenance Update completed.	
e a	ОК

- 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_20XXXXX.tsmx and TaxRates20XXPA_20XXXXX.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**.

🛕 TRA	VERSE					
Eile	Applications	⊻iew	Window	Help		
					<u>C</u> ontents	
Favor	ites		<		Check for Updates	
					About	
					Program Info	
Favori	es					
AP A	ccounts Payabl	le				
AR A	ccounts Receiv	/able				
BR B	ank Reconcilia	tion				
вы В	ill of Material					
	R FA GL		18 💝			
trav11	CPU Fiscal	Year: 20	12			



- Select **Help** from the Menu bar.
- Choose Check for Updates from the list.

TRAVERSE Client Updater	×
Updated Server Folder	
C:\Program Files\Open Systems, Inc\v11 Updates	
Check for Updates	
Apply Updates	
Last Updated:	1.0.9312.7

- 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.

TRAVERSE Client Updater	×
Updated Server Folder	
C:\Program Files\Open Systems, Inc\v11 Updates	
Check for Updates	
Updates available. Please exit TRAVERSE and press Apply Updates.	-
Apply Updates	
Last Updated: 1.0).9312.7

- 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**.



TRAVERSE	×
Please close TRAVERSE.	
OK	

- If you receive the **Please close TRAVERSE** message and you have already closed TRAVERSE, click **OK** and click **Apply Updates** again.

TRAVERSE Client Updater	×
Updated Server Folder	
C:\Program Files\Open Systems, Inc\v11 Updates	
Check for Updates	
Update complete.	
Apply Updates	
Last Updated: 12/28/2011	1.0.9312.7

- 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**.

Ele Applications Yew Window Help Contents Favorites Check for Updates
Favorites Check for Updates
Favorites C Check for Updates
Apout
Program Info



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"

Elle Applications view window	He	IP																				
	Di	ashboard S	M Period Conver	rsion 🔛																		
System Manager <		1	of 12 🕨 🔰	🕨 🗙 🖪	9	💁 🍕			造 Au	to Fill												
🖃 Company Setup	C		CDU					_	I V					20		Deserve	D V-	40				
Company Information	Co	npany iD	CPU						riscal te	ear				20	4 🔛	renous	rerie	ar 12				
Period Conversion	l r	Desired	Denie D	East Date	0	40	40	181						F A			MD	MD		00	Net	10
Business Rules		Penod	Begin D	End Date	GL	AP	AR	IIN	50	PO	BR	DIM	PA	FA	PC	MR	MP	MD	MF	50	NOL	JC
Bank Accounts	>	1	1/1/2013	1/31/2013																		
Gains and Losses Accounts		2	2/1/2013	2/28/2013																		
Employees		3	3/1/2013	3/31/2013																		
Employees Form Numbers		4	4/1/2013	4/30/2013																		
Transaction Numbers			5/4/0040	5/04/0040																		
Data Protection		5	5/1/2013	5/31/2013																		
Form Printers		6	6/1/2013	6/30/2013																		
Manage Attachments		7	7/1/2013	7/31/2013						-												
Manage Document Delivery		8	8/1/2013	8/31/2013																		
Import Mapped Data		9	9/1/2013	9/30/2013																		
Import Map Definition		10	40/4/2012	10/24/2012																		
Import Layout Definition		10	10/1/2013	10/31/2013																		
Export Layout Derinition		11	11/1/2013	11/30/2013																		
Master Lists		12	12/1/2013	12/30/2013																		
Tax Setup																						
System Audit																						
Administration																						

Click on "Enter", Message will display "Do you want to setup periods for: Company:XXX, Year:20XX"

	Dashboard	SM Period Conv	ersion 🔞 🚽																	
System Manager		l of 12 🕨 🕅	Þ= 🗙 🛛	9 19	<u></u>) ei		📇 Aut	to Fill											
Company Setup Company Information	Company ID	CPU						Fiscal Ye	ear					~	Period	s Per Y	ear 12			
Company profimation Period Conversion Business Rules Bark Accounts Description terms Employees Form Numbers Transaction Numbers Data Protection Form Printers Manage Attachments Manage Attachments Manage Attachments Import Mapped Data Import Mapped Data Import Layout Definition Export Layout Definition	Period	Begin D	End Date	GL	AP	AR	IN	SO	PO	BR	BM	PA	FA	PC	MR	MP	MB	MF	SD	Not.
Export Layout Definition (Steup and Maintenance () Master Lists () Tax Setup () System Audt () Administration			2	Do yo	u wan	t to setu	ıp peri	ods for: (Compan	TRAV	'ERSE Year:20)14			Yes		No			



Click on "Yes"

Dashb	oard	SM Period Conve	rsion 🔯																		
	1	of 12 🕨 🕅	$ \models X $	19	0	i) 🖃	Ð	🖺 Au	uto Fill												
Compar	ny ID	CPU						Fiscal Y	'ear					•	Periods	s Per Yea	r 12				
	Period	Begin D	End Date	GL	AP	AR	IN	SO	PO	BR	BM	PA	FA	PC	MR	MP	MB	MF	SD	Not	JC
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									Copy Pre	vious Y	ear valu	ies									
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								Stari	ting Date			1/1	/2014								
											OK		Cancel								

Select whether to "Copy Previous Year values"

Click "OK"

Your new year will be created.

mp	any ID (CPU					F	Fiscal Ye	ear				201	4 💌	Periods	Per Yea	ir 12				
	Period	Begin D	End Date	GL	AP	AR	IN	SO	PO	BR	BM	PA	FA	PC	MR	MP	MB	MF	SD	Not	JC
•	1	1/1/2014	1/31/2014																		
	2	2/1/2014	2/28/2014																		E
	3	3/1/2014	3/31/2014																		
	4	4/1/2014	4/30/2014																		6
	5	5/1/2014	5/31/2014																		6
	6	6/1/2014	6/30/2014																		E
	7	7/1/2014	7/31/2014																		6
	8	8/1/2014	8/31/2014																		E
	9	9/1/2014	9/30/2014																		
	10	10/1/2014	10/31/2014																		E
	11	11/1/2014	11/30/2014																		
	12	12/1/2014	12/30/2014																		



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"**

	Dashboard GL Change Fiscal Year 🔞
General Ledger <	OK Activity Reset
Interactive Views	Current Year 2013
Transactions	
Transaction Journals	Change for this session only
Management Reports	
Productivity Reports	
Periodic Processing	
Change Fiscal Year	
Year-End Maintenance	
Update Current Year	
Clear and Close Last Year	
Period-End Maintenance	
Consolidate Chart of Accounts	
Dormant Account Report	
Purge History	
Unrealized Gains and Losses Re	
Post Unrealized Gains and Losse	
Management Reports Setup	
Setup and Maintenance	
⊞ Master Lists	



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".

Eile Applications View Window	Help
	Dashboard GL Update Current Year 🔯
General Ledger	OK Activity Reset
 Interactive Views Transactions 	Do the following, then check the box.
 	Backup all data
 	Unclosed Income (Loss) Accounts Balance [20XX]
Change Fiscal Year Year-End Maintenance	0.00 Amount of Income or Loss for the year
Update Current Year Clear and Close Last Year	Consolidate unclosed income (loss) accounts to retained earnings
Period-End Maintenance Consolidate Chart of Accounts	Retained Earnings Account
Dormant Account Report Purge History	from above to "Consolidate unclosed income:
Unrealized Gains and Losses Re Post Unrealized Gains and Losse	Comments
Management Reports Setup Setup and Maintenance	



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

TRAVERSE® Server Manager		- 0 X
<u>F</u> ile <u>D</u> atabase <u>S</u> ecurity <u>T</u> o	ools <u>V</u> iew <u>H</u> elp	
🕼 🛐 🔋 🖳 -		
	CPU - Sample Data	
CPU - Sample Data Applications 	E CPO - Sampe Data	
MC MP MR MR Add/Rem Add Year	move Application	
Refresh		
TINA\TRAV11 Express Edition wit	with Advanced Services (64-bit) RTM 6.1 (7601) TINA OPEN_SYSTEMS\Tina.Hjelm Items: 4 Rea	ady

- 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)



📧 Add Pa	yroll Year		×
Payroll			
Company	CPU		
Year	2014		New Year
Copy Data			
From Year	2013		Previous Year
		ОК	Cancel

- 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

	Dashboard PA Change Payroll Year 🔞
Payroll	OK Activity Reset
 Interactive Views Daily Work Payday Work History Reports Personnel Reports Quarter/Year-End Reports Productivity Reports Productivity Reports Periodic Processing Create Prenotification File Leave Adjustments History Adjustments Change Payroll Year Roll Up Leave Balance Clear Leave Hours Purge Recurning Entries Codes Maintenance Setup and Maintenance Master Lists 	Change Year 2013