

Questions

1. How do I add a vendor?
2. How can I determine what I owe a vendor?
3. How can I determine when we last paid a vendor?
4. How can I determine if an invoice has been paid?
5. On some of the Interactive Views, the invoice numbers are blue, what does that indicate?
6. Ascente has an A/P Invoice program and so does Traverse, which one should I use?
7. What does the A/P Register program do?
8. In Ascente, is it possible to only register and update my transactions and not anyone else's?
9. How do I enter an AP invoice for costs that apply to an Ascente – Job Cost job?
10. How do I add a credit memo?
11. How do I indicate on an invoice, that it was paid with a hand written check?
12. In Ascente, after registering and updating an invoice or debit memo, is there any other processing required in Traverse?
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18. My prepayment/manual AP check is missing from the bank reconciliation module, why?
19. I have printed the AP checks, but the system still indicates that the invoice is unpaid, why?
20. Sometimes when I run the Traverse / AP / Pay Invoices / Prepare Checks program, I get this message; "Checks are already on file. Do you want to start over?"
21. How can I determine if the AP subsidiary ledger is balancing to the GL?
22. Is there a way to change the status of many invoices from released to hold only for one check writing cycle and then have the status change back to released after the check writing cycle is completed?
23. Can new batch codes be created?
24. My batch codes are deleted when I post an invoice batch in Traverse. Can I make it so that these are not deleted when the batch is posted?
25. How can I print an AP – Aged Trial Balance Inquiry?
26. After an invoice has been entered and posted, how can I pay it with a hand written check?
27. In the vendor screen, there is a 'Payment Bank ID' on the [Defaults] tab. What is that for?

Answers

1. *How do I add a vendor?*
This is done in Traverse
[Traverse / AP / Setup and Maintenance / Vendors](#)
2. *How can I determine what I owe a vendor?*
This is done in Traverse
[Traverse / AP / Interactive Views / Open Invoice View](#)
[Traverse / AP / Interactive Views / Aged Trial Balance View](#)
[Traverse / AP / Management Reports / Aged Trial Balance](#)
3. *How can I determine when we last paid a vendor?*
This is done in Traverse
[Traverse / AP / Setup and Maintenance / Vendors \[Balance\] tab](#)
[Traverse / AP / Interactive Views / Payment History View](#)
4. *How can I determine is an invoice has been paid?*
[Traverse / AP / Interactive Views / Open Invoice View](#)
[Traverse / AP / Management Reports / Aged Trial Balance](#)
[Traverse / AP / Management Reports / Open Invoice Report](#)
[Traverse / AP / Management Reports / Payment History Report](#)
5. *On some of the Interactive Views, the invoice numbers are blue, what does that indicate?*
The fields displayed in blue, indicate that you can click on this field to drill-down to get more information about the transaction. This is used throughout Traverse and is very useful.
6. *Ascente has an A/P Invoice program and so does Traverse, which one should I use?*
Both of these can be used to enter AP invoices and debit memos. When these Ascente modules are used, the AP invoice must be entered using the Ascente – AP Invoice program to enter the AP invoices:
 - Job Cost Module and you need the costs from the AP invoice to show on the Job Cost Reports, Inquiries and Traverse – Interactive Views.
 - Purchasing Module and you need to know by line what lines have been invoiced.
 - Inventory Module and you are counting quantities.
7. *What does the A/P Register program do?*
This program prints an edit list intended for to review your invoices and debit memos. If there are no errors, you can update these by clicking on the [UPDATE] button.
[Ascente / Service or Job Cost / Journals / AP Register](#)
8. *Is it possible to only register and update my transactions and not anyone else's?*
In Ascente this can be done by the 'Only Include Transactions for XXXX' box on the AP Register form.
[Ascente / Service or Job Cost / Journals / AP Register](#)
In Traverse that is accomplished by using batch codes.
[Traverse / AP / Transaction Journals /](#)

9. *How do I enter an AP invoice for costs that apply to an Ascente – Job Cost job?*
You must use the Ascente AP Invoice program to enter AP Invoices
[Ascente / Service or Job Cost / Transactions / AP Invoice](#)
10. *How do I add a credit memo?*
Credit memos in Traverse and Ascente, are referred to as demit memos. In the Ascente and Traverse AP invoice entry screens, there is a 'transaction type' field that defaults to invoice, but can be changed to debit memo. Note that negative values are not required for debit memos.
[Ascente / Service or Job Cost / Transactions / AP Invoice](#)
[Traverse / AP / Transactions / Transactions](#)
11. *How to I indicate on an invoice, that it was paid with a hand written check?*
In Ascente and Traverse, on the [Totals] tab, there are fields to enter a check number and check amount. These are referred to as *prepaid* transactions.
12. *In Ascente, after registering and updating an invoice or debit memo, is there any other processing required in Traverse to post the invoice or debit memo?*
No.
13. *Where and how do I print a Accounts Payable checks?*
After the accounts payable invoice has been entered and updated to Traverse, all further processing of the payables invoice is done in Traverse. The basic processing cycle to print a check to pay an AP Invoice is:
[Traverse / Accounts Payable / Pay Invoices / Prepare Payments](#)
Select payables to pay
[Traverse / Accounts Payable / Pay Invoices / Edit Register](#)
 - Verify that only the vendor invoices are selected that you want to pay
[Traverse / Accounts Payable / Pay Invoices / Select Payables](#)
 - Use this to drop/unselect invoices that were on the edit list and then reprint the Edit Register to verify that only the invoices you want to pay are selected.
[Traverse / Accounts Payable / Pay Invoices / Print Checks](#)
 - This is where AP Checks get printed. Only do this once the Edit Register is correct.
 - The printer to be used is determined by the [Traverse / System Manager / Company Setup / Form Printer](#)[Traverse / Accounts Payable / Pay Invoices / Payment Register](#)
 - This will list the vendor invoices paid and have the check number used. This should be saved.
[Traverse / Accounts Payable / Pay Invoices / Post Payments](#)
 - This completed the AP Check Writing process and will update:
 - AP system so that the invoices show that they are paid.
 - The General Ledger module with the postings to credit cash and debit the accounts payable accounts
 - Update the Bank Rec module to indicate the disbursements made.
14. *In Traverse, why are the debit memos are missing from the Purchase Journal?*
Debit memos are printed on the Miscellaneous Debits Journal. Only invoices print on the Purchase Journal.
[Traverse / AP / Transaction Journals / Miscellaneous Debits Journal](#)

15. *How can I print an AP – Aged Trial Balance Report?*
[Traverse / AP / Management Reports / Aged Trial Balance Report](#)
16. *How can I print a payment history report?*
[Traverse / AP / Management Reports / Payment History Report](#)
17. *Is there anything that Traverse requires that I do at the end of each month for AP?*
No.
18. *My prepayment/manual AP check is missing from the bank reconciliation module, why?*
This is most likely because the prepaid checks were not processed through the [Traverse / AP / Pay Invoices](#) cycle. The Traverse Bank Reconciliation and General Ledger modules will be updated after the 'Post Payments' program is run.
19. *I have printed the AP checks, but the system still indicates that the invoice is unpaid, why?*
This is most likely because the AP checks were written, but the [Traverse / AP / Pay Invoices](#) cycle was not completed. The Pay Invoices cycle is not complete until the [Traverse / AP / Pay Invoices / Post Payments](#) program is run. It is very important that you always complete the Pay Invoices cycle by running the Post Payments program.
20. *Sometimes when I run the [Traverse / AP / Pay Invoices / Prepare Checks](#) program, I get this message; "Checks are already on file. Do you want to start over?"*
This is an indication that the [Traverse / AP / Pay Invoices / Prepare Checks](#) program has been run and some invoices have been selected for payment and checks could have even been printed. The Post Payments program was never run to complete the Pay Invoices cycle. If you get this message, you need to determine if some AP checks were printed and mailed, but not updated. If you answer 'Yes' to the "Checks are already on file. Do you want to start over?" prompt, the check writing batch will be cleared and none of the invoices will be considered paid. Can you see how this would be a problem if the checks were printed and mailed?
21. *How can I determine if the AP subsidiary ledger is balancing to the GL?*
There are a few ways to do this in Traverse
[Traverse / GL / Interactive Views / Subsidiary Ledger Audit View](#)
Remember to click on the  Refresh button after selecting the period.
22. *Can new batch codes be created?*
This can be done in Traverse by either:
- Double-clicking in the 'Batch Code' field
 - [Traverse / Accounts Payable / Setup and Maintenance / Payment Batch Codes](#)
 - [Traverse / Accounts Payable / Setup and Maintenance / Transaction Batch Codes](#)
23. *My batch codes are deleted when I post an invoice batch in Traverse. Can I make it so that these are not deleted when the batch is posted?*
The batch codes can be flagged as 'Permanent'.
- [Traverse / Accounts Payable / Setup and Maintenance / Payment Batch Codes](#)
 - [Traverse / Accounts Payable / Setup and Maintenance / Transaction Batch Codes](#)

24. *Is there a way to change the status of many invoices from released to hold only for one check writing cycle and then have the status change back to released after the check writing cycle is completed?*

Yes, the status of an invoice can be changed from released (REL) to temporary-hold (TEMP) by using either these programs:

[Traverse / Accounts Payable / Pay Invoices / Change Invoice Status](#)

[Traverse / Accounts Payable / Pay Invoices / Hold/Release Invoices](#)

This will result in the invoices being skipped from the check writing cycle and then having the status automatically changed back to released (REL) after the Post Payments program has been run.

25. *How can I print an AP – Aged Trial Balance Interactive View?*

[Traverse / Accounts Payable / Interactive Views / Aged Trial Balance Inquiry](#)

This is the equivalent of printing an AP – Aged Trial Balance Report. Remember to click on the  button. You can then preview the report to the screen and then print the report from the preview screen.

26. *After an invoice has been entered and posted, how can I pay it with a hand written check?*

[Traverse / Accounts Payable / Pay Invoices / Hold / Release Invoices](#)

Select the vendor and invoice and click on the [Prepay] button and enter the payment information. This invoice will be now considered *prepaid* in Traverse.

27. *In the vendor screen, there is a 'Payment Bank ID' on the [Defaults] tab. What is that for?*

The 'Payment Bank ID' field determines the bank account used to pay this vendor. This field can be blank, and for most accounts is blank. If a bank code is entered, the vendor can only be paid from this bank account. This can be an issue when running the *Prepare Payments* program to select vendors and invoices to pay. If the 'Payment Bank ID' on the vendor screen is not blank and is not the same bank entered on the *Prepare Payments* screen, the vendor will not be selected for payment.