



Go Live

Preparation and Implementation Guide
December 2012



Ascente & Traverse
Requirements for 'Going Live'

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Ascente & Traverse Requirements for 'Going Live'

Objective

This document is intended to outline the necessary steps to *Go-Live* in each of the modules in Ascente and Traverse. '*Going Live*' refers to being able to do all daily operations and accounting processing in the Ascente and Traverse and having all of the processing results flow from order entry through to the financials correctly. One primary requirement to *Go-Live* and the primary purpose of this document is loading all of the preexisting opening transactions and balances in each module up to the *go live date* from your previous system. In Traverse you can't apply a payment to a preexisting accounts receivable invoice that is not in the system just as you can't pay a preexisting accounts payable invoice that was never entered. Examples of opening transactions and balances are:

- Open Job Cost Jobs
 - Job Cost Report
 - Billings and Payment Report
- Open Service Jobs with existing costs
 - Service Order Report
 - Prebill - Exceptions
- Accounts Receivable
 - Open Invoices – Aged Trial Balance
- Accounts Payable
 - Open Payables – Aged Trial Balance
- General Ledger Account Balances
 - Financial Statements
 - Trial Balance Report

General Requirements

- Setup System Files
- Gather Required Information
- Loading Open Transactions
- Loading History Records (*optional and rarely done*)
- Balancing Open Transaction Sub Ledger to the previous systems totals
- Balancing Sub Ledger to Financials

Assumptions

- That all operators can login and run Ascente and/or Traverse.
- This document assumes the necessary setup of the system files for all of the modules that you will be using has been completed.
- It is assumed that your operators have been trained in the daily operations in Ascente and Traverse and are ready to use the Ascente and Traverse software for daily processing as of the *Go-Live* date.
- It is assumed that in your old system, you have balanced your sub ledger accounts to the general ledger totals and that these totals will be the totals used to balance to in Ascente and Traverse totals once all of the preexisting entries have been entered in each module.
- All processing will be done in Ascente and Traverse as of the *Go Live Date* and the financial statements will reflect that processing.

Ascente & Traverse Requirements for 'Going Live'

- These are general instructions that may be different for your specific company. Contact your Compusource representative to review this with you or if you have any questions.

Considerations

Go-Live Date

One of the first decisions that you must make is to pick your go live date. This will be the date that *all live processing in Ascente and Traverse will start*. Typically this is at the beginning of a month, quarter or year. We never recommend starting in the middle of a month.

Enter your dates here:

Go Live Date:	_____	Example: 01/01/2013
Go Live GL Period/Year:	_____	Example: 01/2013
Cutoff Date:	_____	Example: 12/31/2012
	<i>Your cutoff date would be the day before the go-live.</i>	
Cutoff GL Period/Year:	_____	Example: 12/2012

These dates will be referenced throughout this document.

Job Cost Integration

Because of how many of the accounting modules interface with the Ascente – Job Cost module, you will see references to the Job Cost module when entering your preexisting invoices for accounts payable (AP) and accounts receivable (AR). You can ignore those references if you are not using the Ascente – Job Cost module.

Level of Detail

Most companies will want their open invoices for accounts receivable and accounts payable entered in detail, by individual invoice. Some other companies are content with just loading summary balances so less input is required. Job Cost balance forward costs are usually loaded as a summary balance forward total. You will need to determine what is required for your company.

Historical Records

Every module has some type of transaction history and you need to determine by module how much of the transaction history are required. Some considerations are the time and cost required to enter or convert or manually these records if possible.

Preparing For Entering Opening Balances on Your Previous System

This will require some preparation, planning and time. You may need to plan on working some extra hours or getting some temporary help. You will also need to gather all of the information together that is required for each module. You may want to consider doing anything that you can in order to make this process easier. Examples of this would be:

- You should complete all daily and month end processing through the cutoff date and cutoff fiscal period.
- Completing as much billing as possible prior to the go-live date
- Writing off uncollectible accounts receivable transactions
- Determine the customers that do not need to be transferred to the new system

Ascente & Traverse Requirements for 'Going Live'

- Pay as many of the accounts payable invoices as you can so that the open invoices do not need to be entered in the new system.
- After all processing for the last month is completed:
- Print out all of the AR and AP Detail Ageing reports as of the cutoff date. You might want to summarize by invoice if you plan on just entering the remaining balance due as opposed to entering the original invoice and subsequent payments or adjustments.
 - Print out the GL trial balance and financial reports through the cutoff GL period.
 - Print out a list of all open service orders and work orders with the detail unbilled costs and sale amounts.
 - Print out all Job Cost reports for open jobs.
 - Print out a detailed Billing and Payments report for all open job cost jobs
 - Print out a bank reconciliation report on your old system to determine the opening bank balances and all unreconciled transactions.

Clearing Test and Training Transactions – Very Important!

Before entering your opening balances and transactions into Ascente and Traverse, it is very important that you have any existing transactions that were probably created during training or testing removed so that you start with a clean slate. You would not be very happy if you entered all of your open transactions and determined that there were preexisting transactions and you could not balance to your old systems totals. This is why we recommend printing reports prior to entering the open transactions in order to verify that there is no preexisting test or training transactions.

This will require the assistance of your project leader or Compusource representative and should be scheduled as far in advance as possible.

Final Data Conversion

When data conversion is being done, the final data conversion needs to be scheduled and completed prior to entering your opening balances and transactions. Any and all data conversion issues need to be addressed before the final data conversion is done. You should review this with your project leader and be sure to get the final data conversion scheduled. Please know that this requires advance notice and planning in order to get this done by the agreed upon date.

Use the Provided Checklists

You will find a checklist provided for each module discussed in this document. I recommend that you use these in order to assure that no steps are forgotten and that things are done in the correct order.

Ascente & Traverse
Requirements for 'Going Live'
Job Cost

Job Cost

Objective

This document will detail the steps required to enter the preexisting billings and preexisting costs to date as of your *Cutoff date* in Ascente. We will discuss various considerations that will determine how you enter your previous billings and costs to date for your open Job Cost jobs. After completing the following procedures, you should be able to print an Ascente Job Cost Report and balance the billings and costs to date to your old system as of your *cutoff date*.

Special Considerations

- What costing method are you using:
 - Direct Expense
 - No special processing is required.
- Do you have retention on your jobs?
 - Yes
 - Determine the total accrued retention for each job and invoice before proceeding to enter your preexisting invoices.
 - No
 - No special processing is required.

Gather Required Information

- You should print job cost reports from your other system or manually accumulate the necessary job-to-date totals for:
 - Billings-to-date by job with retention (if applicable).
 - Costs-to-date by job and cost code.

Loading Opening Transactions

Jobs

All open prior to the 'go live' date must be setup in the system with the following:

- Contract amounts and change orders
- Billing breakdown amounts
- Estimate amounts or at the very least enter the cost codes used for the job without amounts.
- These are entered using Ascente / Job Cost / Maintenance / Job

Preexisting Billings

- Prior to entering your billings, you should print the following reports to verify that no records exist before entering any of the preexisting job cost billings and payments:
 - [Traverse / AR / Open Invoices / Ageing Report](#)
 - [Ascente / Job Cost / Reports / Job Age Analysis – Billings & Payments Report](#)
- If there are any records on these reports, call your Compusource representative to determine if these need to be removed prior to loading the preexisting billing and payments.
- All preexisting billings and payments for the jobs prior to the cutoff date must be entered into the new system. The original invoice date should be used. That date and GL period must be prior to the go-live date.
- If retention is being held against your invoices, you need to be sure that the invoice and retention amount is correct for every preexisting billing processed.

Ascente & Traverse
Requirements for 'Going Live'
Job Cost

- Processing these preexisting billings that have not been paid yet will affect your opening balance entry process in the Traverse – Accounts Receivable module. Entering the preexisting job cost billings and payments should be done prior to entering your opening balances in the Traverse – Accounts Receivable module. You should work with the AR department to make sure that they will not be duplicating any of this processing.

Entering your Preexisting Job-To-Date Billings

- Detail or Summary?
 - You can and probably should process each individual preexisting invoice for each open job. This is required if each invoice is required or if some of the invoices have not been paid yet. This is the most common method used. This is a requirement for preexisting AIA jobs.
 - You can just do one job-to-date summary balance forward billing if each individual invoice is not required and they all have been paid in full.
- The billings will be entered using:
 - Ascente / Job Cost / Transactions / Job Contract Billing
- Special Considerations:
 - Invoice Date
 - All of these invoices must be dated on or before the cutoff date.
 - Invoice Number
 - The Contract Billing program will assign the invoice number from the Ascente / Job Cost / Maintenance / Job [Billing] tab, 'Next Invoice' field. In order to make the opening balance invoice number be the same as the invoice number from the old system, you will need to change the 'Next Invoice' to be the invoice number you want assigned.

If you are doing billings for preexisting invoices, you need to set this field to match the invoice number that was assigned in your previous system.

The screenshot shows the 'Job Maintenance' window with the 'Billing' tab selected. The 'Job' field is 'A2000' and the 'Name' is 'Jones Towers'. The 'Next Invoice' field is highlighted with a red box and a yellow callout bubble. The 'Billing Totals' section shows a subtotal of 1,931.61, retention of 214.62, sales tax of 115.89, and a total of 2,262.12.

Billing Totals	
Subtotal:	1,931.61
Retention:	214.62
Sales Tax:	115.89
Total:	2,262.12

Figure 1: Ascente / Job Cost / Maintenance / Job [Billing] tab

Ascente & Traverse Requirements for 'Going Live' Job Cost

- Retention %
 - The system will calculate retention based on the retention percentage as determined by the retention rate entered on the Ascente / Job Cost / Maintenance / Job [Contracts][Breakdown] tab. If retention should not be calculated on these previous billings, then set this rate to zero for these invoices.

The screenshot shows the 'Job Maintenance' window with the 'Contracts' tab selected. The 'Job' field is set to 'A2000' and the 'Name' field is 'Jones Towers'. Below the tabs, there is a table with columns: Date, Contract Type, Reference, Description, and Amount. The table contains two rows: one for '9/1/2005' with 'Contract' type and 'Original Contract' description for an amount of '10,000.00', and another for '10/17/2005' with 'Adjustment' type and an amount of '0.00'. Below this is the 'Billing Breakdown' section with columns: AIA Code, Description, Bill Distribution, Subtotal, Tax Class, Retention %, and Dollars. It lists four items: '01F Erosion Control' (6,000.00), '01G Storm Sewer' (1,000.00), '01L Parking Stripes' (2,000.00), and '02E Formwork' (1,000.00), all with a 'Retention %' of 10.00. At the bottom, it shows 'Total Dollars: 10,000.00' and a status bar with creation and change timestamps.

Figure 2: Ascente / Job Cost / Maintenance / Job [Contracts] tab

- You will need to complete the processing of these billings in Traverse by running:
 - Traverse / AR / Transaction Journals / Sales Journal
 - Traverse / AR / Transaction Journals / Misc Credits Journal
 - (Only if credit memos were processed)
 - Traverse / AR / Transaction Journals / Post Transactions
- Preexisting Payments Against These Invoices
 - You will need to do the following if any payments were applies in the old system against any of these invoices:
 - Traverse / AR / Transaction / Cash Receipts
 - Traverse / AR / Transaction Journals / Cash Receipts Journal
 - Traverse / AR / Transaction Journals / Post Transactions
- After all preexisting billings and payments have been processed; you should print the following report to verify your entries:
 - Ascente \ Job Cost \ Reports \ Job Age Analysis – Billings & Payments Report
 - Traverse / AR / Open Invoices / Aged Trial Balance Report
 - Your AR department needs to be aware of these billings and payments entries before they load their opening balance entries.

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Requirements for 'Going Live'
Job Cost

Preexisting Costs

You have the option of entering these summary costs by job and cost code by either:

- One summary job-to-date balance forward Ascente - GL Journal entry by job and cost code. This is most commonly used method used.
- A summary Ascente - GL Journal with job-to-date cost totals for each accounting period by job and cost code. This is more time consuming process and is less frequently used.
- Please note that the previous two methods will only provide a summary total for the balance forward entries. This will not provide the detail information for the costs entered.

Costs can be entered in detail as opposed to summary job-to-date totals. You will need to process every detail cost transaction through the standard transaction processing procedures using the Ascente processes. This is very detailed and can require a lot of data entry and attention to detail based on the number of transactions to enter.

- Timecard Entry
- Accounts Payable – Invoice Entry
- Inventory to Job Transfer
- G/L Journal

Most companies will load their job to date cost as a summary total entry as opposed to entering each detail cost.

Prior to entering the opening costs, you should print the [Ascente / Job Cost / Reports / Job Cost Report](#) for every job to verify that there are no preexisting WIP or actual cost totals for any of the jobs. If there is any preexisting cost amounts, contact your Compusource representative to determine if these need to be removed. These are commonly a result of previous system testing or training.

Ascente & Traverse Requirements for 'Going Live' Job Cost

Entry Process

Summary Year to Date or Period to Date Totals Method

- All costs by job and cost code as of the 'cutoff' date should be entered as a balance forward amount through the **Ascente / Transactions / Journal** program with a journal dated using the *cutoff date* for year-to-date totals or for each previous period-ending-date if you are entering totals by fiscal period as opposed to year-to-date totals.
 - Only if the costing method used is WIP, then the journal records will each need to be flagged as closed by checking the 'closed' box.

Transaction Date: This date must be on or before your *Cut Off Date*.

Closed: If you use the 'Work in Progress' costing method, check this box if the costs have been closed out to the COGS accounts.

Line	GL Account No	Description	Reference	Job	Phase	Cost Code	Debit	Credit	Clo
1	1200.00.00	J: A2000	BBE	A2000	LFG		2,000.00	0.00	
2	1200.00.00	J: A2000	BBE	A2000	MFG		4,000.00	0.00	
3	9999.00.00						0.00	6,000.00	

Figure 3: Ascente / Job Cost / Transactions / Journal

- Run the **Ascente / Job Cost / Journals – G/L Register** to verify and update your entries.
- Run the **Ascente / Job Cost / Reports / Job Cost Report** [Report Name: **Job Costs by Cost Code**] after the preexisting costs have been registered and updated to verify the costs by cost code for each job. Be sure to select all jobs and use the 'Posting Date' range with the 'Starting Date' being blank and the 'Ending Date' being your *cutoff date*. Any errors will be corrected by processing another correcting journal.
- The GL Postings are not important, because these will be cleared or reversed since they are all dated prior to the *Go-Live date*. A journal will be entered with the year-to-date totals that will balance to the WIP account if the WIP costing method is used.

Detail Cost Transaction Entry Method

All costs in detail will be entered using the **Ascente / Transaction** programs. These will all be entered in detail and dated passed on the actual fiscal cost date. This method can be used, but is not used because of the amount of data entry required.

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Requirements for 'Going Live'
Job Cost

Verification and Balancing to the Previous System

Run the **Ascente / Job Cost / Reports / Job Cost Report** [Report Name: Job Costs by Cost Code] after the preexisting costs have been registered and updated to verify the 'Work in Progress' and 'Actual' costs by cost code for each job balance to the old systems totals.

- Be sure to select all jobs and use the 'Posting Date' range with the 'Starting Date' being blank and the 'Ending Date' being your *cutoff date*.
- Be sure to select the 'Costs Based On' [Actual] option for the actual cost totals.
- Be sure to select the 'Costs Based On' [Work in Progress] option for the WIP totals, if you do WIP processing.

The screenshot shows the 'Job Cost Report' window. The 'Range Selection' section has a table with columns 'Sort by', 'Beginning', and 'Ending'. The 'Posting Date' row has 'Beginning' blank and 'Ending' set to '12/31/2012'. The 'Field Selections' section has 'Report Name' set to 'Job Costs by Cost Code' and 'Cost Based on' set to 'Work in Progress'. The 'Options' section has 'Include Retention' checked and 'Reduce Committed Cost by' checked.

	Sort by	Beginning	Ending
Posting Date	<input type="checkbox"/>	(Beginning)	12/31/2012
Transaction date	<input type="checkbox"/>	(Beginning)	(Ending)
Job	<input checked="" type="checkbox"/>	(Beginning)	(Ending)
Phase within Job	<input type="checkbox"/>	(Beginning)	(Ending)
Cost Group	<input type="checkbox"/>	(Beginning)	(Ending)
Cost Code	<input type="checkbox"/>	(Beginning)	(Ending)
Salesperson	<input type="checkbox"/>	(Beginning)	(Ending)
Lead Technician	<input type="checkbox"/>	(Beginning)	(Ending)
Supervisor	<input type="checkbox"/>	(Beginning)	(Ending)
Foreman	<input type="checkbox"/>	(Beginning)	(Ending)
Start Date	<input type="checkbox"/>	(Beginning)	(Ending)
Soft Close Date	<input type="checkbox"/>	(Beginning)	(Ending)
Close Date	<input type="checkbox"/>	(Beginning)	(Ending)

Posting Date: Leave the 'Beginning Date' blank and set the 'Ending Date' date to your *Cut Off Date*.

Cost Based On: 'Work in Progress' for WIP costs that have not been transferred to the COGS accounts. 'Actual' to see the total for all applied costs.

Figure 4: Ascente / Job Cost / Reports / Job Cost Report [Report Name: Bob Costs by Cost Code]

Ascente & Traverse
Requirements for 'Going Live'
Job Cost - Checklist

Job Cost - Go Live Checklist

1. What date has been scheduled with Compusource to clear all existing test and training transactions and totals?[/ /]
2. Has all of the testing and training data been removed?[]
3. Has any final data conversion, if any is to be done, been completed?[]
4. All invoices and payments for these previous job cost transactions will be dated on or before the cutoff date of:.....[/ /]
5. What costing method are you using?
 - Direct Expense[]
 - Work In Progress (WIP)[]
 - Are there any work in progress costs through the cutoff date that have not been moved to cost of goods sold?[]
 - Does the WIP total on the job cost reports balance to your WIP total in your financial statement?.....[]
 - What is your Work in Progress total through the cutoff date?\$_____
6. Do you have retention on your jobs?[]
 - Should retention be withheld on these opening invoices?[Y / N]
 - What is your total unbilled retention through the cutoff date?\$_____
7. Do You Have the Following Required Information?
 - Billings-to-date by job with retention (if applicable) through the cutoff date.[]
 - Costs-to-date by job and cost code through the cutoff date.[]
8. Are all of the Open Jobs Setup?[]
9. Are there preexisting billings against these jobs?[Y / N]
10. Are there any preexisting payments applied to those invoices?[Y / N]
11. Has the 'Next Invoice' number been set correctly for the jobs that have preexisting invoices so that the correct invoice # is used?[]
12. Has the 'Retention % number been set correctly for the jobs that have preexisting invoices?[]
13. Has the preexisting invoices been processed for the jobs that have preexisting invoices and balances against the old system?[]
14. Has the preexisting payments been processed for the jobs that have preexisting invoices and balances against the old system?[]
15. Has the Ascente \ Job Cost \ Reports \ Job Age Analysis – Billings & Payments Report been balanced against the old systems totals for billings, payments and retention?[]
16. Has the 'Next Invoice' number been set back correctly for the jobs that had preexisting invoices so that it is in the format of JOB-00# where # is the count of the previous invoices for this job plus one?[]

Ascente & Traverse
Requirements for 'Going Live'
Job Cost - Checklist

17. Has the 'Retention %' number been corrected, if it was changes for entering the preexisting invoices, for the jobs that had preexisting invoices so that is correct for future invoices?[]
18. Have the preexisting costs been entered and balanced to the old systems totals?[]
19. If Work in Progress (WIP) accounting is done
- Have all the WIP costs been flagged as 'Closed-Out' that have been moved to the cost of goods sold (COGS) accounts?[]
 - Does the WIP on the Job Cost Reports through the cutoff GL date balance to the old system?[]

Ascente & Traverse
Requirements for 'Going Live'
Service Dispatch

Service Dispatch

Objective

This document will detail the steps required to enter the preexisting invoiced service orders and work orders with preexisting costs to date as of your *cutoff date* in Ascente. After completing the following procedures, you should be able to print an Ascente Service Order Report and Prebill - Exceptions Report and verify that all preexisting service orders and work orders have been entered and that all uninvoiced service sales and costs from your old system have been entered into Ascente.

Gather Required Information

- You will need to have all service orders that are unbilled as of the 'go live' date.
- You will need to know the detail of the unbilled costs and sales for these service orders.

Loading Opening Transactions

Service Orders

- [Ascente / Service Dispatch / Transactions / Call Taking](#)
- Are the promised dates correct?
- Service Orders

Work Orders – Costs and Sales

- [Ascente / Service Dispatch / Transactions / Work Order](#)
- Labor should not be entered using the timecard entry process and instead should be entered using an item just as material lines are.
- Be sure that the service order references the correct branch and department.
- Be sure that every work order line is assigned the correct *Bill Type* code.
- All costs and sales entered should balance to the old systems totals.

Verifying Beginning Balance Entries

- You can print the [Ascente / Service Dispatch / Reports / Service Order Report](#) to compare to the service orders from the old system to see that all of the open service orders have been entered into Ascente.
- You can print the [Ascente / Service Dispatch / Journals / Prebill Register \[Prebill – Exceptions\]](#) report to compare to the costs and sales from the unbilled service orders and work orders from the old system and also to see that all of the preexisting open service orders have been entered into Ascente.

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Requirements for 'Going Live'
Service Dispatch – Checklist

Service Dispatch - Go Live Checklist

1. What date has been scheduled with Compusource to clear all existing test and training transactions and totals?[/ /]
2. Has all of the testing and training data been removed?[]
3. Has any final data conversion, if any is to be done, been completed?[]
4. Have all open service orders been entered and verified?[]
5. Have all open work orders been entered and verified?[]
6. Have all open work order detail costs and sales been entered and verified?[]
7. Are maintenance contract being processing in Ascente?.....[Y / N]
 - Have all existing maintenance contracts been entered and verified that the 'Next Create Date' is correct through the *go live date*?.....[]
8. Have all operators doing timecard processing set their payroll year using the **Ascente / File / Set Payroll Year** function?.....[]
9. Have all operators using the 'Call Inquiry and Dispatch' program set and saved their settings on the options tab?[]
10. Has the beginning service order and maintenance service order numbers been set for each **Ascente / Service Dispatch / Maintenance / Branch** record?[]

Ascente & Traverse
Requirements for 'Going Live'
Accounts Receivable

Accounts Receivable

Objective

When you are done with this processing you should be able to balance your Traverse – AR Aged Trial Balance to your previous systems AR Aged Trial Balance report when run through the *Cutoff GL Period/Year*. Please note that we are referring to the sub ledger and not the general ledger balances through the *cutoff date*. The GL postings for these entries are usually removed or reversed and a GL journal is entered using the cutoff date to load the GL balance forwards and balance to the AR sub ledger report (AR Aged Trial Balance Report).

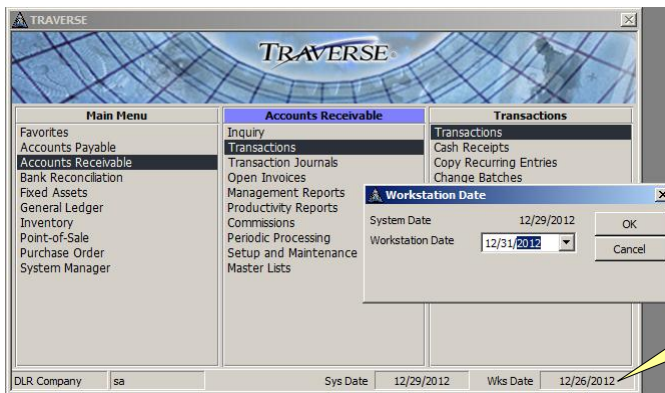
Assumptions

- Please note the difference between a jobsite and a customer. Only customers are created in Traverse. Customers are who you send a bill to. Jobsites are used in Ascente and reference where service is done. Jobsites can reference a customer. Customers are only billed typically if payment is not collected when the service is completed. A jobsite is never billed. All AR invoices reference a customer, not a jobsite.
- Other than for any beginning balance Job Cost invoices or payments, there should be no existing accounts receivable transactions or balances for any of the customers before you start entering your open invoices, credit memos and payments. You can print the AR Ageing Report to verify this. If there are any records, call your Compusource project leader or representative to clear
- When the balances are transferred, we do not want any postings to result to the general ledger system. All sales will be distributed to the accounts receivable account. This way the same accounts receivable account will be debited and credited. There will be no net result to the general ledger balances.
- Someone later will enter a manual journal in the general ledger system to load the accounts receivable balance and balance the accounts receivable to the general ledger system.
- All invoices entered will be for the total invoice amount including any sales tax. Typically the invoice is entered as one line total instead of breaking out the time and material in detail. You should not have the system calculate and add any sales tax to the invoices.

Recommendations

- You should change your workstation date in Traverse to be your *cutoff date* so that any transactions entered will default to the cutoff date and not the date the entries are being entered on.

Ascente & Traverse Requirements for 'Going Live' Accounts Receivable



Workstation Date: Double-click on this 'Wks Date' field to change it to your *Cut Off Date*.

- You need to pick a *cutoff* date for transferring the opening balances. This usually done at the end of a month. If for example a date of June 30th is selected, all billing, receipts and adjustments are stopped at the end of business on June 30th. All processing from this point forward will be done in Ascente and Traverse after the opening transactions are entered and balanced in the new system.
- Do any processing that you can to clean-up your accounts receivable, so that you do not have as many transactions to enter into the new system. This might include writing-off any receivables or finance charges that you do not expect to be paid.
- You should complete your normal month end processing in accounts receivable for the month. This should include balancing your accounts receivable ageing total to your general ledger – accounts receivable account.
- Many companies will just enter the remaining invoice balance due as opposed to entering the original invoice and any subsequent payments against that invoice. This is faster; you will just not have the available payment details.
- You should print a Accounts Receivable - Ageing Report by Customer summarized by invoice as of the *cutoff date* from your old system. This will be the input document you will use to enter your open AR transactions by invoice number. You may want to print another copy to be saved for your records.
- When entering your open transactions, it is always recommended to do this in small batches as opposed to one huge batch. I commonly will see the Aged Trial Balance Report that is used as the input document, split-up in to about 5 pages or so. The operators will enter and balance those five pages before starting another five pages. The reason for this is that it is easier to edit and balance smaller batches. If the grand total is incorrect by \$12.00. Would you rather have to look through 50 or 1,000 transactions to find the data entry error?

Special Considerations

If you use the Ascente – Job Cost module and have jobs that had preexisting billings and optionally payments against these job cost jobs, those AR billings and payments should have already been processed and entered. Refer to the Job Cost section earlier in this document for that specific processing. You do not want to double post those invoices and possible payments again. You should have been provided a listing of those invoices and payments that have been entered.

Gather Required Information

- Detail AR Ageing Report as of the *cutoff date*.
- Customer Listing

Ascente & Traverse Requirements for 'Going Live' Accounts Receivable

Processing Outline

- Required Setup
- Enter, Proof & Post AR Sub Ledger Opening Entries
- Compare AR Ageing Totals to Old System
- Load Opening General Ledger for the Accounts Receivable Account
- Balance Accounts Receivable Sub Ledger to the General Ledger

Required Setup

Create a Sales/COGS Account Code

- Traverse / Accounts Receivable / Setup & Maintenance / Sales/COGS Accounts
 - Add an account code as follows:
 - Acct Code: BB
 - Description: Beginning Balance Entry
 - GL Sales Account: Enter your accounts receivable account here. This can be determined in the Traverse / Accounts Receivable / Setup & maintenance / Distribution Code record.
 - GL COGS ACCOUNT: Enter any account here. This will not be used because you will not be entering any costs when entering your beginning balances, only sales.

The screenshot shows a software window titled "AR - Sales/COGS Accounts". It contains a table with four columns: "Acct Code", "Description", "GL Sales Account", and "GL COGS Account". The first row has the following values: "BB" in the Acct Code column, "Beginning Balance Entry" in the Description column, "1300000.00.00" in the GL Sales Account column, and "9999000.00.00" in the GL COGS Account column. Below the table, there are two yellow callout boxes. The first callout, labeled "Sales Account:", contains the text: "Assuming that you use just one Accounts Receivable Asset GL Account, enter that AR GL account number here." The second callout, labeled "COGS Account:", contains the text: "Enter your suspense GL account. This is typically 9999.0.00." At the bottom of the window, there is a text field containing "Jake Marshall Service" and a small dropdown menu showing "sa".

Acct Code	Description	GL Sales Account	GL COGS Account
BB	Beginning Balance Entry	1300000.00.00	9999000.00.00

Sales Account: Assuming that you use just one Accounts Receivable Asset GL Account, enter that AR GL account number here.

COGS Account: Enter your suspense GL account. This is typically 9999.0.00.

Figure 5: Sales/COGS Accounts Screen

Ascente & Traverse Requirements for 'Going Live' Accounts Receivable

Recommended Setup

AR Transactions Tab Stop Options

In order to make the process go faster, I recommend that you set your tab stops so that you are only prompted to enter information at the required fields. This will make data entry quicker assuming that you use the [Tab] key to move between fields. Please do the following:

- Click on the [Options] button at the bottom-right of the screen.
- [Main Form] Tab should look like this:

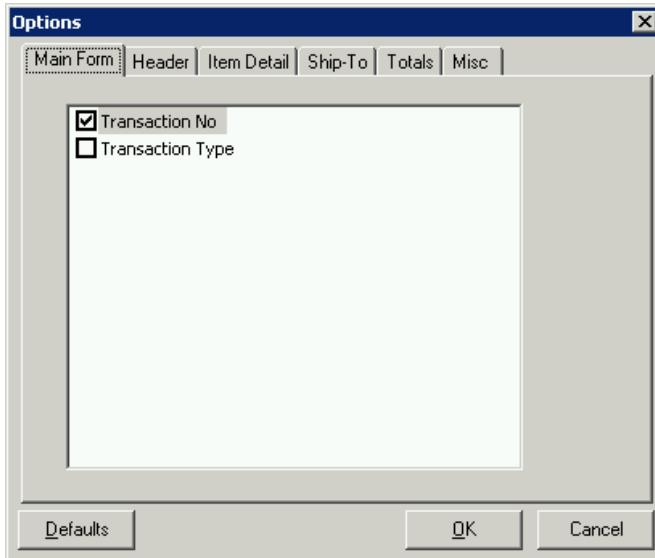


Figure 6: [Main Form] Tab

- [Header Form] Tab should look like this:

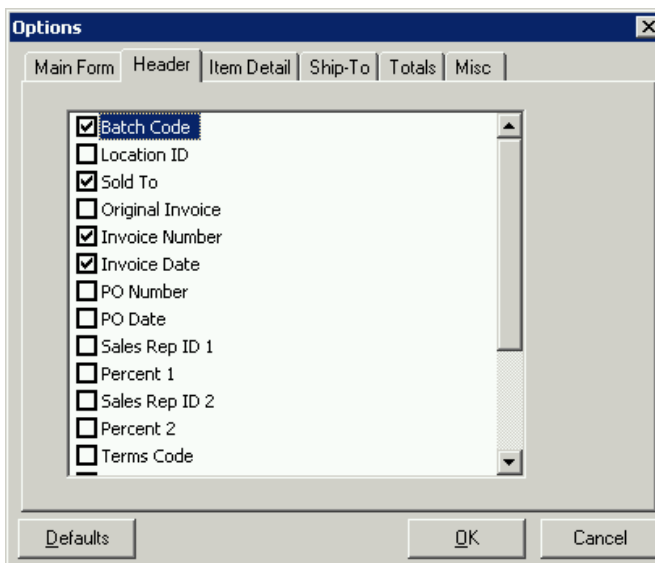
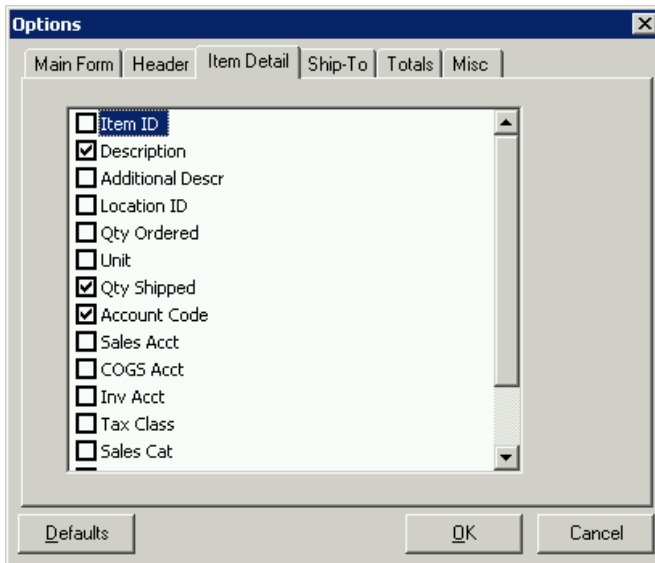


Figure 7: [Header] Tab

Ascente & Traverse
Requirements for 'Going Live'
Accounts Receivable

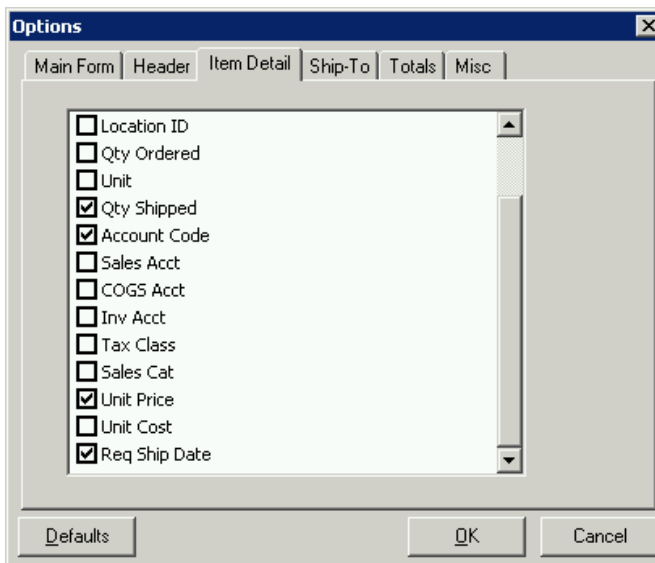
- [Item Detail] Tab *top of screen* should look like this:



The screenshot shows the 'Options' dialog box with the 'Item Detail' tab selected. The 'Item ID' checkbox is selected, and the 'Qty Shipped' checkbox is checked. Other checkboxes include Description, Additional Descr, Location ID, Qty Ordered, Unit, Account Code, Sales Acct, COGS Acct, Inv Acct, Tax Class, and Sales Cat. The 'Defaults' button is visible at the bottom left, and the 'OK' and 'Cancel' buttons are at the bottom right.

Figure 8: [Item Detail] Tab - Top of screen

- [Item Detail] Tab *bottom of screen* should look like this:



The screenshot shows the 'Options' dialog box with the 'Item Detail' tab selected. The 'Qty Shipped' checkbox is checked, and the 'Unit Price' checkbox is checked. Other checkboxes include Location ID, Qty Ordered, Unit, Account Code, Sales Acct, COGS Acct, Inv Acct, Tax Class, Sales Cat, Unit Cost, and Req Ship Date. The 'Defaults' button is visible at the bottom left, and the 'OK' and 'Cancel' buttons are at the bottom right.

Figure 9: [Item Detail] Tab - Bottom of screen

Please change any of the above as necessary.

Click on [Cancel] once you are done.

Ascente & Traverse
Requirements for 'Going Live'
Accounts Receivable

Enter Preexisting Accounts Receivable Sub Ledger Transactions

I am referring to entering all preexisting invoices, credit memos and payments from your old system into the new Ascente and Traverse system. These are only invoices that are not paid in full and do not reference an open Ascente – Job Cost job. All invoices that reference a current open Ascente – Job Cost job must be processed in Ascente.

Enter Open Invoices and Credit Memos

The preexisting invoices and credit memos that do not reference an open preexisting Ascente – Job Cost job will be entered using the [Traverse / Accounts Receivable / Transactions / Transactions](#) program. The input document should be your AR Aged Trial Balance Report from your old system. It is recommended that you enter these in small batches as opposed to one large batch. This will make it easier for you to proof the totals and locate errors and fix them before posting. This also makes it possible for you to delegate this process between multiple operators. You could give each input person a few pages of your Aged Trial Balance Report to enter. Be sure to note each invoice as it is entered.

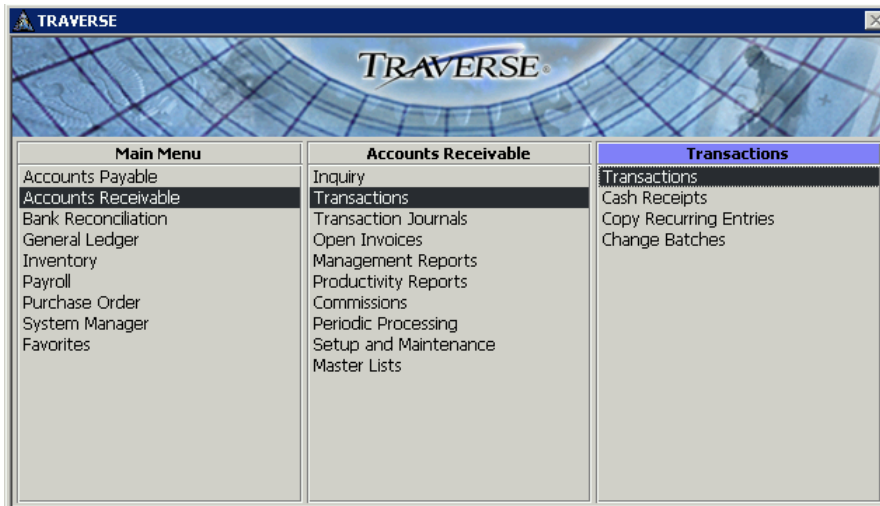


Figure 10: Traverse / Accounts Receivable / Transactions / Menu.

This is where preexisting open invoices and credit memos are entered that does not reference an Ascente – Job Cost job. Those are entered in Ascente.

Ascente & Traverse Requirements for 'Going Live' Accounts Receivable

Batch Code: Every operator should use their own unique batch code for all of their entries. You can double-click in the 'Batch Code' field to create a new batch code to use.

Figure 11: Traverse / Accounts Receivable / Transactions / Transactions.

Transaction Entry [Header] Tab

Invoice Date: Enter the invoice date for this invoice or credit memo. This date should be prior to the cutoff date

Sold To: Select the customer to be billed

Enter the invoice number

Transaction Type: Select weather this is an invoice or a credit memo.

Taxable: Make sure that this box is not checked

GL Pd/Year: This must be prior to the Go Live GL Period/Year

Figure 12: AR / Transactions / Transactions [Header] Screen

Required Fields:

- Terms
- Distribution Code
- Tax Group Id
- GL Period & Year

Click on the [Item Detail] Tab once this screen is completed.

Ascente & Traverse Requirements for 'Going Live' Accounts Receivable

Transaction Entry [Item Detail] Tab

Description: I recommend just entering 'BBE' as in 'Beginning Balance Entry'

Order Qty: This should default and be 1

Unit Cost: This should be set to zero

Acct Code: Enter 'BB'. This is done so that the sales account will default to the accounts receivable account. This account code 'BB' should have been setup earlier

Sales Account: This should be the accounts receivable GL account

Unit Price: This should be the total amount of the invoice

Transaction No: 00000873
 Item ID: [blank]
 Description: bbe
 Add Desc: [blank]
 Acct Code: bb
 Sales Acct: 1300000.00.00
 COGS Acct: 9999000.00.00
 Inv Acct: 1400000.00.00
 Tax Class: 0
 Unit Price: 250.00
 Unit Cost: .00
 Req Ship Date: 6/7/20
 Qty Ordered: 1.0000
 Qty Shipped: 1.0000
 Net Due: 0.00
 B W Contractors, Inc.
 Rem Credit Online Options Next Trans

Figure 13: AR / Transactions / Transactions [Item Detail] Screen

Required Fields:

- Location
- Tax Class

Click on the [Totals] Tab once this screen is completed and verify the totals:

Transaction Entry [Totals] Tab

Verify that the totals are correct. If there is a problem, correct it before proceeding.

Transaction No: 00000004
 Transaction Type: Invoice
 Header Item Detail Ship-To Payments Totals
 Taxable: 0.00
 Nontaxable: 250.00
 Freight: 0.00
 Misc: 0.00
 Sales Tax: 0.00
 Invoice Total: 250.00
 Total Payments: 0.00
 Net Due: 250.00
 Ames Property Management
 JDLR Company
 Rem Credit Online Preferences Next Trans

Nontaxable: Verify that this is the correct total invoice amount.

Sales Tax: This should be zero.

Invoice Total: Verify that this is the correct total invoice amount.

Figure 14: AR / Transactions / Transactions [Item Detail] Screen

Click on the [Next Trans] button to enter another invoice or credit memo transaction.

Sales Journal & Miscellaneous Credits Journal – Review Transactions

Sales Journal

The [Traverse / Accounts Receivable / Transaction Journals / Sales Journal](#) will need to be printed to verify that the invoices were entered correctly and that the totals are correct before posting these entries. Credit memos will not print on this report.

Ascente & Traverse Requirements for 'Going Live' Accounts Receivable

Sort By: Select 'Customer ID'

Selected Batches: Only select the batch you entered.

Print: Select 'Full Detail'

Click on the [Print] button to print the AR Sales Journal

Buttons: Reset, File, Preview, Print, Close

Fields: Customer ID, From, Thru, Available Batches, Selected Batches, Sort By (Batch/Transaction, Customer ID, Invoice Number, Fiscal Year/GL Pd/Sales Account, Item ID), Print (Full Detail, Summary), Print Additional Description, DLR Company, sa

Figure 15: Sales Journal Form

Review the Sales Journal Report for Errors

12/27/2012 8:59 PM Page 1 / 1

Customer: Is this the correct customer?

Invoice Date: Should be less than the *Go Live Date*

Unit Cost: Should be zero

Sales Acct: Is should be the AR account.

Invoice Total: Is this the correct total?

Customer Total: Is this the correct total for the customer?

Trans No Batch Code	Customer ID Name	Ship To ID	Rep 1 Rep 2	Terms Tax Grp	GL Pd Fiscal Year	Invoice No PO No	Inv Date Ord Date	Ship Date
00000004 Mark	AmesProp Ames Property Management			Net30 GA	12 2012	12345	12/26/2012 12/26/2012	12/26/2012
Item ID Description	Loc ID	Sales Acct COGS Acct Inv Acct	Unit Tax Class	Qty Ordered Qty Shipped	Unit Cost Ext Cost	Unit Price Ext Price		
bbe	GA	1100.00.00 9999.00.00 1300.00.00		1.0000 1.0000	.0000 0.00	250.0000 250.00		
Trans No 00000004 Total			Taxable 0.00 Nontaxable 250.00	Freight 0.00	Misc 0.00 Sales Tax 0.00	Pmt Amt 0.00	Inv Total 250.00	Ext Price 250.00
Customer ID AmesProp Total			Taxable 0.00 Nontaxable 250.00	Freight 0.00	Misc 0.00 Sales Tax 0.00	Pmt Amt 0.00	Inv Total 250.00	Ext Price 250.00
Grand Total			Taxable 0.00 Nontaxable 250.00	Freight 0.00	Misc 0.00 Sales Tax 0.00	Pmt Amt 0.00	Inv Total 250.00	Ext Price 250.00

Figure 16: Sales Journal by Customer. Used to verify entries before posting them.

Miscellaneous Credits Journal

If credit memos were entered, the [Traverse / Accounts Receivable / Transaction Journals / Miscellaneous Credits Journal](#) will need to be printed to verify that the credit memos were entered correctly and that the totals are correct. Invoices will not print on this report.

The runtime options and report are the same as the above mentioned Sales Journal. The same runtime options should be used along with the same things to check on the Miscellaneous Credits Report.

Any errors need to be corrected before posting these invoices or credit memos.

Cash Receipts

This is necessary to enter any preexisting payments to any of the invoices that were previously entered. If the original invoice was entered for an amount less any payments, then this step is not necessary for those specific invoices. This is typically required for job cost invoices that were entered using the [Ascente / Job Cost / Transactions / Contract Billing](#) program.

Ascente & Traverse
Requirements for 'Going Live'
Accounts Receivable

Enter Cash Receipts

Enter your beginning balance entry payments using the [Traverse / Accounts Receivable / Transactions / Cash Receipts](#) program. Use your unique batch code.

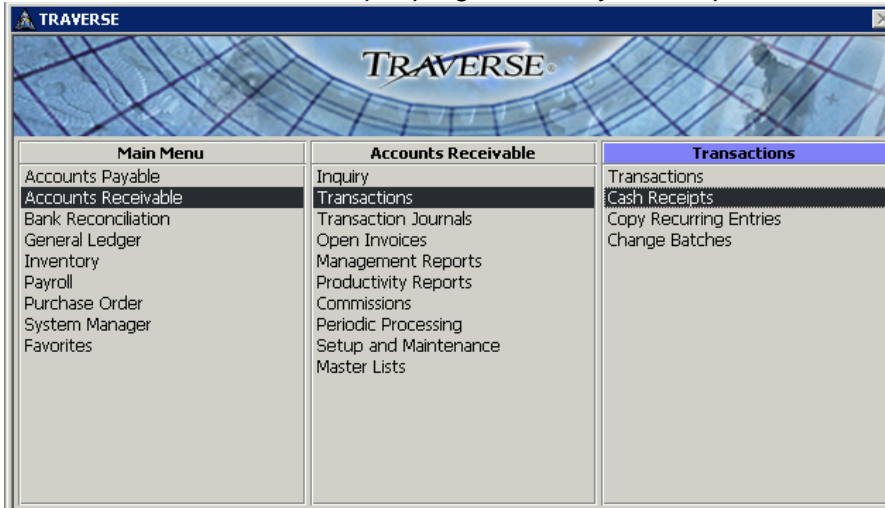


Figure 17: Traverse - Cash Receipts

Cash Receipts Journal – Review Entries

Print the Cash Receipts Journal to check your entries using the [Traverse / Accounts Receivable / Transactions Journals / Cash Receipts Journal](#) program. Select your batch code you used.



Figure 18: Cash Receipts Journal

Ascente & Traverse
Requirements for 'Going Live'
Accounts Receivable

Post Invoices, Credit Memos and Cash Receipt Transactions

Run the [Traverse / Accounts Receivable / Transactions Journals / Post Transactions](#) to post the AR batches of either invoices, credit memos or cash receipts to accounts receivable. This is only done if there are no errors. Only post the batch you entered.

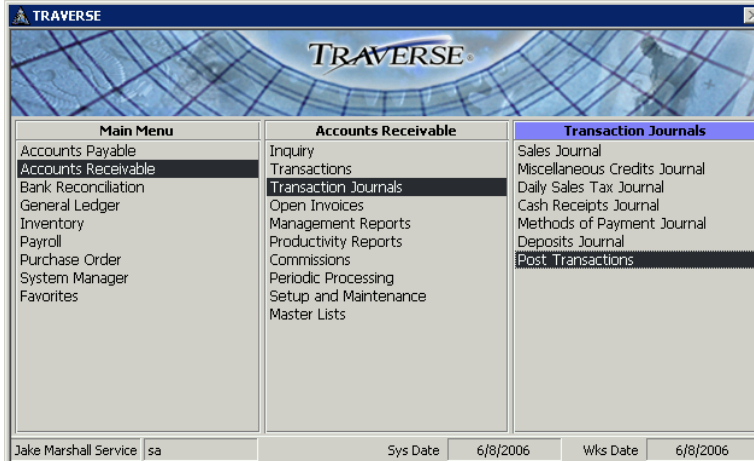


Figure 19: Accounts Receivable – Post Transactions

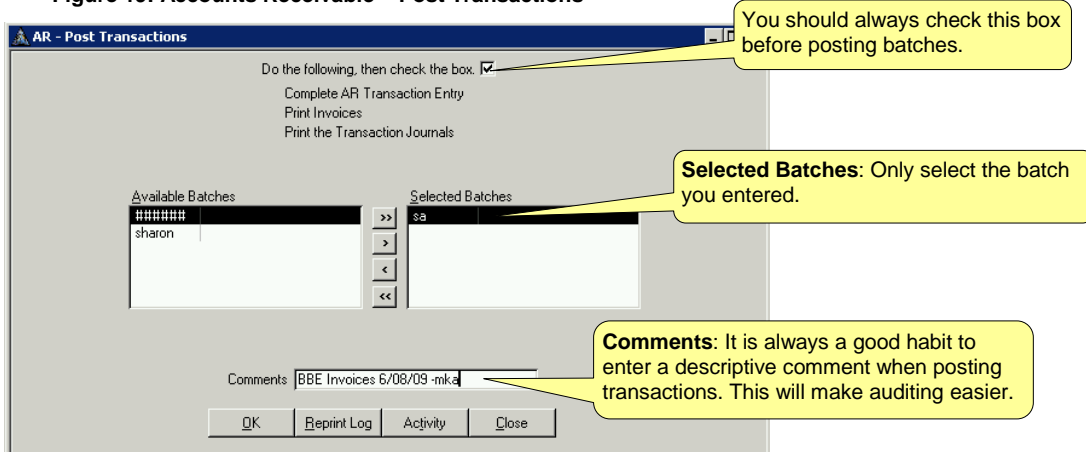


Figure 20: AR - Post Transactions Screen

Important Things to Do

Check the 'Do the following then check the box' box at the top of the form. Do not be concerned about printing invoices.

Select the batch you are working with.

Always enter a comment in the comments-box at the bottom of the form. Do not leave the field blank.

Sub Ledger Verification and Balancing to the Previous System

You should be able to balance [Traverse / Accounts Receivable / Open Invoices / Aged Trial Balance Report](#) to determine you're the total accounts receivable balance in Traverse to your previous systems AR Aged Trial Balance report. Both of these reports should be run through the *Cutoff GL Period/Year*. These should balance to the penny.

Ascente & Traverse
Requirements for 'Going Live'
Accounts Receivable

Sub Ledger Balancing to the General Ledger

When your balance forward general ledger balances are entered as of your *Cutoff GL Period/Year*, your sub ledger (AR Aged Trial Balance) should balance to your general ledger balance for your accounts receivable GL account(s). Once the AR sub ledger balances to the general ledger AR account(s) you have completed this process of entering your preexisting AR transactions.

You can print the [Traverse / General Ledger / Management Reports / Subsidiary Ledger Audit Report](#) through the *Cutoff GL Period/Year* to verify that the AR is in balance.

12/29/2012 5:42 PM		DLR Company Subsidiary Ledger Audit Report Ending Period 12/2012	
Accounts Payable		Accounts Receivable	
Subsidiary Balance	14,124.00	Subsidiary Balance	22,358.25
GL Balance	14,124.00	GL Balance	22,358.25
Variance	0.00	Variance	0.00
Inventory		<div>You want the variance to be zero. That indicates that your AP Aged Trial Balance balances to your AP GL account.</div>	
Subsidiary Balance	0.00		
GL Balance	0.00		
Variance	0.00		

Ascente & Traverse
Requirements for 'Going Live'
Accounts Receivable

Accounts Receivable - Go Live Checklist

1. What date has been scheduled with Compusource to clear all existing test and training transactions and totals?[/ /]
2. Has all of the testing and training data been removed?[]
3. Has any final data conversion, if any is to be done, been completed?[]
4. Have you completed all AR processing on your old system as of the *Cutoff date*?[]
5. Have you printed an Aged Trial Balance Report sorted by Invoice for as of your *Cutoff date* on your old system?[]
6. What is the total AR Balance from the AR Aged Trial Balance Report as of the *Cutoff GL Period/Year* on your old system\$_____
7. What is the total GL Balance as of the *Cutoff GL Period/Year* on your old system\$_____
8. Will you be using the Ascente – Job Cost module?[Y / N]
If not, proceed to step 14
9. Can you print a Job Cost – Billings and Payments Report sorted by Customer and on your old system?[]
10. Have you determined which AR invoices, credit memos and payments on the old systems AR Aged Trial Balance Report reference an open Job Cost – job that will be carried over to Ascente?.....[]
11. Have you processed all Job Cost invoices, credit memos and payments that reference open Job Cost jobs using the **Ascente / Job Cost / Transactions / Contract Billing** program?[]
12. Have you printed the **Ascente / Job Cost / Reports / Job Age Analysis [Report Name: Billings and Payments Report]** through you Cutoff date and balanced it to the sale report on your old system?[]
13. Have you processed all payments toward invoices that reference open Job Cost jobs using the **Traverse / Accounts Receivable / Transactions / Cash Receipts** program?..[]
14. Have you processed all other open invoices and possibly payments?[]
15. Have you balanced the AR Aged Trial Balance Report totals between Traverse and your old system?[]
16. Have you entered your general ledger balance forward totals in Traverse as of the *Cutoff GL Period/Year* and balanced it to your Traverse – AR Aged Trial Balance Report?[]

Ascente & Traverse
Requirements for 'Going Live'
Accounts Payable

Accounts Payable

Objective

This document will detail the steps required to enter the unpaid preexisting payable transactions from your old system as of your *Cutoff date* using Ascente. These can be entered in Traverse – Accounts Payable module if you prefer, but this document will reference the Ascente – Accounts Payables method. After completing the following procedures, you should be able to print a Traverse / Accounts Payable / Managements Reports / Aged Trial Balance Report and balance it to your old system as of your *Cutoff date*.

Recommendations

- Process and pay as many of your open payables as you can in the old system so that they do not have to be entered in the new system. Some companies will pay them in the old system and just not mail the check until a later date.
- Have you ordered and received your Traverse AP checks? Do not just assume that your AP checks from your old system will work with the new system.

Special Considerations

- Accounts payable invoices that are entered using this process, will not reference detail purchase order lines. This is because they will not be there unless you manually enter and receive the PO's relating to the preexisting payables. This is typically not an issue and I have never had anyone enter and process the existing purchase orders in Traverse only for the purpose of entering the preexisting payables.
- I typically recommend that the open payables entries use the accounts payable GL account as the distribution GL account. This is so that there are no GL implications because that account will be both debited and credited for the same amount.
- There will be no sales tax, freight charges or miscellaneous charges applied to the preexisting invoices that are entered.

Gather Required Information

You should print a Detail Accounts Payable – Aged Trial Balance Report from your old system after all processing prior to the *cutoff date* has been completed. This will be the input document used to enter the open payables into the new system.

Processing Outline

The invoices and debit memos will be entered and updated Ascente by using the following programs:

- [Ascente / Service or Job Cost / Transactions / A/P Invoice](#)
- [Ascente / Service or Job Cost / Journals / A/P Register](#)

When these steps are done the accounts payable sub ledger (invoices and debit memos) records will have been updated into the Traverse database and no other processing is required to load your opening balance transactions.

Ascente & Traverse Requirements for 'Going Live' Accounts Payable

Enter Preexisting Accounts Payable Invoices and Debit Memos

The recommendations below are only for loading the preexisting invoices and debit memos.

A/P Invoice

Vendor: Select the vendor code here. Type the first few digits and then hit [F2]. If it is not on the list, add it in Traverse.

Trans Type: Invoice or Debit Memo

Invoice Number: Enter the invoice # from the vendor invoice.

Invoice/GL Date: These dates must be prior to the *cut off date* or Temp Hold

Terms Code: This determined the discount amount and date.

Taxable: Leave this field blank because sales tax should not be added to this invoice.

Invoice Status: Either Released for Payment, On Hold

PO #: You can enter a PO # here, but it will only be a reference, since the PO does not exist in Traverse.

[#] Click on this button to add a new invoice or debit memo.

You can optionally enter notes here.

Changed: sa 12/28/2007 9:56 AM

Figure 21: [Header] tab of the A/P Invoice Entry Screen.

Ext Cost: Enter the total invoice amount here.

Job: Leave this field blank.

Desc: I recommend you enter BBE here.

GL Account: Enter your AP GL account here

Click [OK] when done.

Line	G/L Account	Extended Cost	Description	Job	Phase	Cost Code
1	20000000	100.00	BBE			

F6 Maint 12/28/2007 9:57 AM

Figure 22: [Detail] tab of the A/P Invoice Entry Screen

Ascente & Traverse Requirements for 'Going Live' Accounts Payable

Transaction No 00000005 **Net Due** 100.00

Header **Detail** **Totals**

Invoice Information

Taxable 0.00
Non-Taxable 100.00
Freight 0.00
Misc 0.00
Sales Tax 0.00
Invoice Total 100.00

Payment Information

Pre-Payment 0.00
Discount 0.00
Net Due 100.00
Payment Dates 1/27/2008
Payment Amounts 100.00 0.00 0.00

Check Number
Check Date
Disc Date 12/28/2007
Bank Acct Checking Ch

Due Date: Correct this if it is wrong.

Net Due: Verify this is correct.

Invoice Total: Verify this is correct.

Freight / Misc / Sales Tax: These should all be zero.

Disc Date: Correct this if it is wrong.

[#]: Click here to add another transaction.

Net Due: Verify this is the total invoice amount.

12/28/2007 10:14 AM

Figure 23: [Totals] tab of the A/P Invoice Entry Screen

A/P Register

The A/R Register is used to review your preexisting invoices and debit memos and verify that they are entered correctly. If any errors are found, end out of this program and run the A/P Invoice program to correct the problem and then rerun the A/P Register again. If there are no problems on the A/P Register, click on the [Update] button to finalize these transactions and post them to the Traverse Accounts Payable module.

A/P Register

Select Report Values

Range Selection

Transaction No (Beginning) (Ending)
Vendor (Beginning) (Ending)

Report Options

☒ Only Include Transactions for sa

Register
Update

12/28/2007 10:22 AM

Click on the [Register] button to print or preview the A/P Register Report.

The [Update] button is only active after the A/P Register is printed. Click this button if there are no corrections necessary and you want to post these transactions.

Check this box if multiple operators are entering A/P Invoice records.

Figure 24: A/P Register is used to print a report to verify that the entries are correct and to update the transactions to the Traverse – A/P module.

11:34 am

A/P Register

Transaction Id: 00000005
Vendor Id: AmEx
Invoice Number: 21311AM
Transaction Type: Invoice

Invoice Date: 12/28/2007
G/L Date: 12/28/2007
Invoice Status: Released for Payment

P.O Number:
Terms: 30D ays
Distribution: Std
Tax Group: Nass au

Taxable: No
1099 Invoice: No

All fields outlined in red need to be verified before updating these transactions.

These dates should all be prior to the Go Live Date.

GL Acct #	Job	Phase	Cost Code	Item	Description	Loc ID	Unit	Qty	Unit Cost	Ext Cost
20000.00					B/E		Each	1.00	100.00	100.00
Invoice Totals	Ext Cost: 100.00	Sales Tax: 0.00	Amt 1: 100.00	Date 1: 01/27/2008	Prepaid: 0.00	Discount: 0.00				
Invoice Total:	100.00	Freight: 0.00	Amt 2: 0.00	Date 2:	Check No:	Disc Date: 12/28/2007				
		Misc: 0.00	Amt 3: 0.00	Date 3:	Check Date:					
Grand Totals	Ext Cost: 100.00	Sales Tax: 0.00	Prepaid: 0.00	Discount: 0.00						
	Invoice Total: 100.00	Freight: 0.00								
		Misc: 0.00								

These should all be zero.

Ascente & Traverse Requirements for 'Going Live' Accounts Payable

Sub Ledger Verification and Balancing Process

You should be able to balance [Traverse / Accounts Payable / Management Reports / Aged Trial Balance Report](#) to determine you're the total accounts payable balance in Traverse to your previous systems AP Aged Trial Balance report. Both of these reports should be run through the *Cutoff GL Period/Year*. These should balance to the penny.

Figure 25: Traverse / Accounts Payable / Management Reports / Aged Trial Balance Report

Sub Ledger Balancing to the General Ledger

When your balance forward general ledger balances are entered and posted as of your *Cutoff GL Period/Year*, your sub ledger (AP Aged Trial Balance) should balance to your general ledger balance for your accounts payable GL account(s). Once the AP sub ledger balances to the general ledger AP account(s) you have completed this process of entering your preexisting AP transactions.

You can print the Traverse / General Ledger / Management Reports / Subsidiary Ledger Audit Report through the Cutoff GL Period/Year to verify that the AR is in balance.

12/29/2012 5:42 PM		DLR Company Subsidiary Ledger Audit Report Ending Period 12/2012	
Accounts Payable		Accounts Receivable	
Subsidiary Balance	14,124.00	Subsidiary Balance	22,358.25
GL Balance	14,124.00	GL Balance	22,358.25
Variance	0.00	Variance	0.00
Inventory		<div> <p>You want the variance to be zero. That indicates that your AP Aged Trial Balance balances to your AP GL account.</p> </div>	
Subsidiary Balance	0.00		
GL Balance	0.00		
Variance	0.00		

Ascente & Traverse
Requirements for 'Going Live'
Accounts Payable – Checklist

Accounts Payable - Go Live Checklist

1. What date has been scheduled with Compusource to clear all existing test and training transactions and totals?[/ /]
2. Has all of the testing and training data been removed?[]
3. Has any final data conversion, if any is to be done, been completed?[]
4. Have you completed all AP processing on your old system as of the *Cutoff date*?[]
5. Have you printed an Aged Trial Balance Report for as of your *Cutoff date* on your old system?[]
6. What is the total AP Balance from the AP Aged Trial Balance Report as of the *Cutoff GL Period/Year* on your old system\$ _____
7. What is the total GL Balance for your Accounts Payable GL account as of the *Cutoff GL Period/Year* on your old system\$ _____
8. Have you entered and updated all preexisting open AP invoices and debit memos? ...[]
9. Have you balanced the AP Aged Trial Balance Report totals between Traverse and your old system?[]
10. Have you entered your general ledger balance forward totals in Traverse as of the *Cutoff GL Period/Year* and balanced it to your Traverse – AP Aged Trial Balance Report?[]

Ascente & Traverse
Requirements for 'Going Live'
General Ledger

General Ledger

Objective

When you are done with this processing you should be able to enter your balances from all of your general ledger accounts from your old system into the Traverse – General Ledger module. You should be able to balance your Traverse – General Ledger - Trial Balance and financial statements to your previous systems GL Trial Balance report and financials when run through the *Cutoff GL Period/Year*.

Assumptions

- You can print a summary trial balance report from your previous system that will list the balances for each of your GL accounts as of the *Cutoff GL Period/Year*.
- You can print a final balance statement and income statement from your previous system that will list the balances for each of your GL accounts as of the *Cutoff GL Period/Year*.
- The balance forwards can be entered either as:
 - One balance forward year-to-date journal or as a separate journal for each previous fiscal period. Most companies just do one year-to-date entry.
 - Occasionally we will see a company enter the balance forwards for each fiscal period and even for a previous year. This is a requirement if you need the ability to print financial statements with previous period or year comparisons. This requires more time for the entry to be done.
- It is not unusual for the chart of accounts to be different in Traverse than it was in the previous system. This is because Ascente often allows more detail and departmentalization than the previous system. What this means is that when transferring the balances from the old system to the new system, you may need to be sure to map how the old chart of account lines up with the new chart of accounts. I recommend using a spreadsheet for planning this.

Table 1: Example of a General Ledger Chart of Accounts from your Previous System and compared to the new Traverse chart of accounts that now departmentalizes the sales and costs of goods sold.

Previous System			Traverse	
GL Acct #	Description		GL Acct #	Description
1000	Cash		1000.0.00	Cash
1200	Inventory		1200.0.00	Inventory
1300	Accounts Receivable		1300.0.00	Accounts Receivable
2000	Accounts Payable		2000.0.00	Accounts Payable
2100	Loans Payable		2100.0.00	Loans Payable
3000	Owner's Equity		3000.0.00	Owner's Equity
3900	Retained Earnings		3900.0.00	Retained Earnings
4000	Sales		4000.0.01	Sales - Svc
			4000.0.02	Sales - Const
5100	Labor Cost		5100.0.01	Labor Cost - Svc
			5100.0.02	Labor Cost - Const
5200	Material Cost		5200.0.01	Material Cost - Svc
			5200.0.02	Material Cost - Const
6000	Rent		6000.0.00	Rent
6100	Phones		6100.0.00	Phones
6200	Payroll Taxes		6200.0.00	Payroll Taxes

Ascente & Traverse Requirements for 'Going Live' General Ledger

- A basic understanding of generally accepted accounting principles and the difference between debits and credits is assumed; otherwise you may need to have your accountant involved.
- Financial Statements
 - Basic financial statements in the form of a balance statement and an income statement will be setup for you. These will list every GL account and will do no summarization or sorting other than by account number. If you have specific financial statement requirements, be sure to schedule time with your Compusource project leader to train you or assist you with these.
 - We also provide templates that can be used for very detailed financials. These will not work for you until they are tweaked for your company based on many factors. You will need to work with your Compusource project manager to assist you with these.

Recommendations

- You will need to complete your general ledger processing through the *Cutoff GL Period/Year* before you transfer the GL balances from your old system to Traverse.
- Do any processing that you can to clean-up your chart of accounts of accounts that are no longer needed. Do you have GL accounts for bank accounts or loans that are no longer needed?
- You should change your workstation date in Traverse to be your *cutoff date* so that any transactions entered, does not default to a date other than the *cutoff date*.

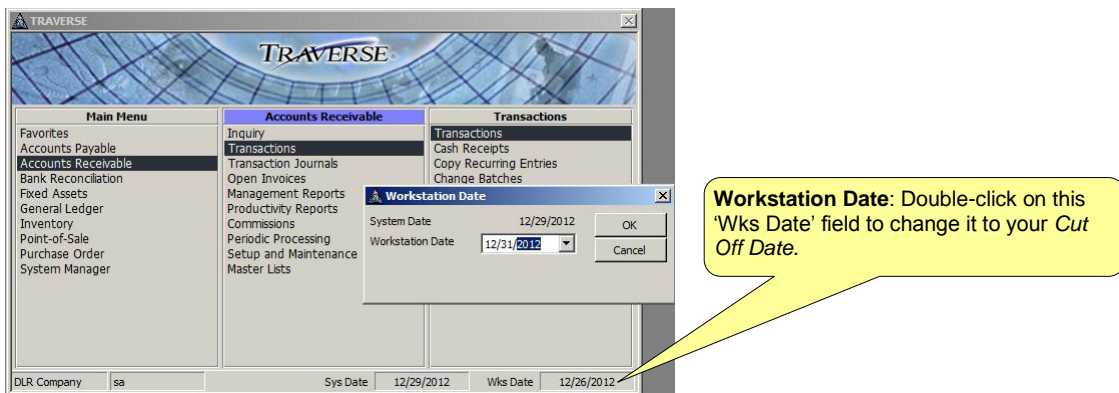


Figure 26: Change Workstation Date Function

Gather Required Information

You will need the following from your previous system as of the *Cutoff GL Period/Year*:

- General Ledger – Trial Balance Report
- Balance Statement
- Income Statement

Ascente & Traverse Requirements for 'Going Live' General Ledger

Table 2: Example of a Trial Balance Report from Your Previous System

GL Acct #	Assets	Debit	Credit
1000	Cash	22,000.00	
1200	Inventory	8,000.00	
1300	Accounts Receivable	4,000.00	
	Liabilities		
2000	Accounts Payable		6,000.00
2100	Loans Payable		5,000.00
	Equity		
3000	Owner's Equity		8,000.00
3900	Retained Earnings		9,000.00
	Revenue		
4000	Sales		30,000.00
	Cost of Goods Sold		
5100	Labor Cost	10,000.00	
5200	Material Cost	3,000.00	
	Expenses		
6000	Rent	6,000.00	
6100	Phones	1,000.00	
6200	Payroll Taxes	4,000.00	
	Totals	58,000.00	58,000.00

Table 3: Example of a Balance Statement from Your Previous System

GL Acct #	Assets		
1000	Cash	22,000.00	
1200	Inventory	8,000.00	
1300	Accounts Receivable	4,000.00	
	Total Assets		34,000.00
	Liabilities		
2000	Accounts Payable	6,000.00	
2100	Loans Payable	5,000.00	
	Total Liabilities		11,000.00
	Equity		
3000	Owner's Equity	8,000.00	
3900	Retained Earnings	15,000.00	
	Total Equity		23,000.00
	Total Liabilities and Equity		34,000.00

Table 4: Example of an Income Statement from Your Previous System

GL Acct #	Assets		
	Revenue		
4000	Sales	30,000.00	
	Total Sales		30,000.00
	Cost of Goods Sold		
5100	Labor Cost	10,000.00	
5200	Material Cost	3,000.00	
	Total Costs of Goods Sold		13,000.00
	Expenses		
6000	Rent	6,000.00	
6100	Phones	1,000.00	
6200	Payroll Taxes	4,000.00	
	Total Expenses		11,000.00
	Net Profit / <Loss>		6,000.00

Ascente & Traverse Requirements for 'Going Live' General Ledger

Processing Outline

- Required Setup
- Clear or Reverse Balances from Training and Testing
- Load Opening General Ledger Balances
- Post to Master
- Balance Traverse Balances to the Previous System

Required Setup

It is assumed that your chart of accounts has been created, reviewed and approved by you, your project leader and possibly even your accountant.

Clear or Reverse Balances from Training and Testing – Very Important!

It is very important that any preexisting GL balances be removed or reversed before entering your opening general ledger balances. This way you will only see the balances you expect after you transfer your GL balances from your previous system.

There are two ways that this can be done:

- You can schedule a time for Compusource to do this for you. This is what is most commonly done.
- You can post all of your unposted journals and then print a Traverse / General Ledger / Management Reports / Trial Balance Report for each period that there are postings for and then enter and post a reversing journal for each fiscal period that there are postings for. This should back out all totals for every account and period. This can take some time. Call your Compusource project leader and schedule a time for him to do this for you.

Tips and Common Mistakes

- If your fiscal year starts in January of 2013, your beginning balance entries should be entered in fiscal year 2012 in period 13. If you starting in period 7 of fiscal year 2013, your beginning balance entries should be dated in period 6 of fiscal year 2013.
- I recommend that you use the [Tab] key when entering in the journal transactions.
- Remember to tab all of the way through the header fields so that the detail record is written into the grid down below.
- Remember to use the [Report] button to review your entries before using the [Write] button to update them to the journal table.
- You can edit the unposted journal records that were created when the [Write] button is clicked. This is done using the [Traverse / General Ledger / Transactions / Edit Transactions](#) program.

Ascente & Traverse Requirements for 'Going Live' General Ledger

Load Opening General Ledger Balances

After you have completed all processing in your previous system through the *cutoff date*, determined your final balances to be transferred to Traverse, mapped what GL account from the previous system goes to which new Traverse GL chart of account record, you are ready to do the entry into Traverse.

Change Your Workstation Date

You should change your workstation date in Traverse to be your cutoff date so that any transactions entered, does not default to a date other than the cutoff date.

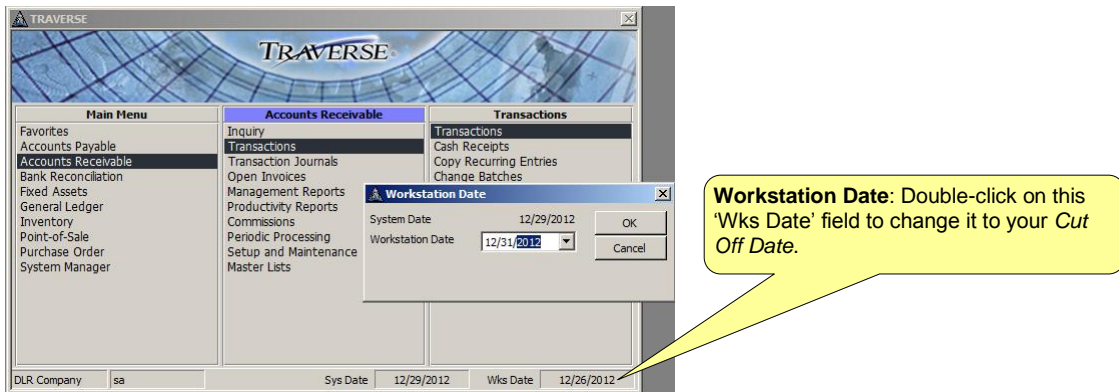


Figure 27: Change Workstation Date Function

Change Your Fiscal Year

You need to be sure that you have selected the fiscal year that you are entering the transferred balances for. If you are not sure, contact your Compusource project manager.

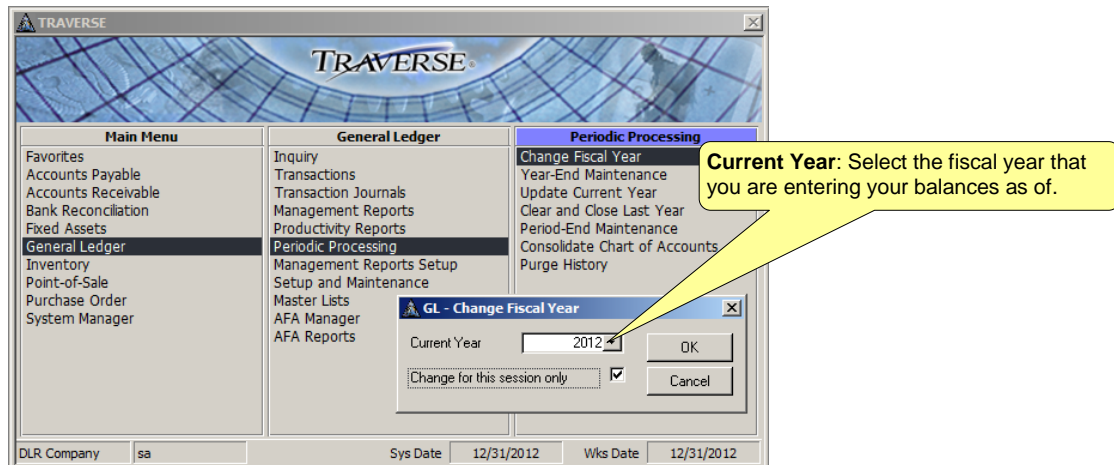


Figure 28: Change Workstation Date Function

Ascente & Traverse
Requirements for 'Going Live'
General Ledger

Verify That the Testing And Training Transactions Are Deleted Or Reversed

You can run the [Traverse / General Ledger / Transaction Journals / Post to Master](#) program to see if there are any unposted journals. If there are, do not proceed until these are deleted or reversed. Call your Compusource project leader for assistance with this.

You can run the [Traverse / General Ledger / Management Reports / Trial Balance Report](#) to see if there are any balances in any of your GL accounts. If there are, do not proceed to enter your all your account balances. Call your Compusource project leader for assistance with this.

Ascente & Traverse Requirements for 'Going Live' General Ledger

Transaction Entry

The opening balances can be entered through a general ledger journal entry using Traverse or Ascente. I am going to recommend using the Traverse method. These are done using the [Traverse / General Ledger / Transactions / Transactions](#) program.

- These are done using the [Traverse / General Ledger / Transactions / Transactions](#) program.

The screenshot shows the 'Transactions' window in the Traverse software. It includes fields for Account ID (10010.0.00), Debit Amt (22,000.00), Credit Amt (0.00), Description (Balance Transfer to Traverse), Reference (BBE), Date (12/31/2012), Period (13), and Year (2012). A table below shows the transaction details. At the bottom, there are buttons for Preferences, Write, Report, and Activity, along with summary fields for Total Debits, Total Credits, and Balances.

Callouts in the image:

- Chart of account # goes here for this entry. (points to Account ID field)
- Use the [Tab] key to move to the next field from all fields. (points to the top right of the form)
- Enter the cutoff date here. (points to the Date field)
- Every entry for each GL account will add another record to the grid here. (points to the transaction table)
- Use this button when you are done and the journal is in balance. (points to the 'Write' button)
- Use this to print a report you can review. (points to the 'Report' button)

Figure 29: General Ledger - Transactions program is used to enter your beginning GL balances

- **Account ID**
Select the account ID to which the transaction applies.
- **Debit**
Enter the debit amount for the debit transaction in the Debit Amt box. For credit transactions, skip this field.
- **Credit**
Enter the credit amount for the credit transaction in the Credit Amt box.
- **Description**
Enter a Description of the transaction—for example, *Opening Balance Transfer*.
- **Reference**
Enter 'BBE' to indicate a beginning balance entry.
- **Date**
This date should be the *cutoff date*.
- **Fiscal Period**
This should be the *Cutoff GL Period/Year* and should default based on the *cutoff date* that the entered.
- **Year**
This will default to the year based on the *cutoff date* that was entered. You can't change this.
- **Source Code**
Enter 'M1'.
- Select the A box to allocate the transaction according to the account allocation record set up for the account when it is posted; otherwise, clear the box. If you select the box and there is no allocation for the account, a warning message appears.

Ascente & Traverse
Requirements for 'Going Live'
General Ledger

- Select the C box to include the transaction in the Cash Flow Statement. Clear the box to exclude the transaction from the Cash Flow Statement (for example, in the case of a correcting entry).
- **'A' Box**
Leave this box blank.
- **'C' Box**
Just accept the default value.

Continue entering transactions until the balance at the bottom of the screen is zero. To split the offsetting amount between two or more accounts, enter the necessary additional transactions to bring the balance to zero.

Click [Report] to print the Unwritten Transactions Report. This report shows transactions not yet written to the GL Journal.

Click the [Write] button to write the transactions to the GL Journal.

Transactions are not immediately written to the GL Journal. Instead, they are held in a transaction work file that is associated with the workstation where the transactions were entered. After you click the Write button, the transactions are written to the GL Journal and the current Transaction form is cleared. Use the [Traverse / General Ledger / Transactions / Transactions](#) function to edit transactions that you have written to the GL Journal.

Close the screen to save your changes and return to the main menu.

Post to Master

When you have completed the entry of your beginning balances using the [Traverse / General Ledger / Transactions / Transactions](#) program and have verified that the totals and dates are correct and that they balance to the trial balance from your previous system, you are ready to post these transactions so that they will show on the Traverse trial balance report and financial statements. You can print another report of the unposted journals by running the [Traverse / General Ledger / Transaction Journals / GL Journal](#) program. The Post to Master is the final step in transferring the balances from your previous system to Traverse.

The posting of the opening GL balances is done using the [Traverse / General Ledger / Transaction Journals / Post to Master](#) program.

You just select your unposted journals by year and period and click on the [OK] button to post the records.

Balance Traverse Balances to the Previous System

You should now run the following reports to do a final verification that the totals in Traverse balance to the totals in your previous system when run through the *cutoff date*:

- [Traverse / General Ledger / Management Reports / Trial Balance](#)
- [Traverse / General Ledger / Management Reports / Financial Statements](#)

Ascente & Traverse
Requirements for 'Going Live'
General Ledger

Close Previous Fiscal Periods

It is always a good idea to prevent postings from being done in periods that you consider closed and finalized. You would not want a posting done to a previous fiscal period as a result of someone incorrectly entering a transaction date. This can be done using the Traverse / System Manager / Company Setup / Period Conversion program.

System Manager – Period Conversion

- Select the Company
- Select the fiscal year
- Check the boxed for each fiscal period and module that is closed.

SM - Period Conversion

Company ID: Fiscal Year: Periods Per Year:

Period	Begin Date	End Date	GL	AP	AR	IN	PO	BR	PA	FA	Notes
1	1/1/2012	1/31/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	2/1/2012	2/29/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	3/1/2012	3/31/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	4/1/2012	4/30/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	5/1/2012	5/31/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	6/1/2012	6/30/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	7/1/2012	7/31/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	8/1/2012	8/31/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	9/1/2012	9/30/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10	10/1/2012	10/31/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11	11/1/2012	11/30/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12	12/1/2012	12/31/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
▶ 13			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Record: of 13

DLR Company

Auto Fill...
Clear

Figure 30: Close the periods in order to prevent postings in those fiscal periods.

You can always open any of these periods again at any time in the future if any adjustments or corrections are required. Do remember to close them once you are done.

Ascente & Traverse
Requirements for 'Going Live'
General Ledger - Checklist

General Ledger - Go Live Checklist

1. What date has been scheduled with Compusource to clear all existing test and training transactions and totals?[/ /]
2. Has all of the testing and training data been removed?[]
3. Has any final data conversion, if any is to be done, been completed?[]
4. Have you set your workstation date to the cutoff date?.....[]
5. Have you selected the fiscal year that you will be entering your preexisting balances in?[]
6. Have you entered all General Ledger transactions on your old system as of the *Cutoff date*?[]
7. Have you printed the transaction report and verified all General Ledger transactions and made any necessary transactions?.....[]
8. Have you Post to Master program and posted all of your transactions?.....[]
9. Have you printed a General Ledger – Trial Balance Report for as of your *Cutoff date* on your old system?[]
10. Have you printed the final financial statements on your old system as of the *Cutoff GL Period/Year*?[]
11. Have you entered and posted to master all GL balance transfers as of the *Cutoff GL Period/Year*[]
12. Have you printed the Traverse General Ledger – Trial Balance Report to verify that the Traverse system balances to the penny to your previous systems trial balance report?[]
13. Have you printed the Traverse – income and balance sheet financial statements and balanced them to your previous systems financial statements?.....[]
14. Have verified that the Traverse subsidiary ledgers (AP & AR Trial Balance Reports) balance to the corresponding AR and AP GL accounts in Traverse?.....[]
15. Have you closed the previous fiscal periods so that no accidental or otherwise postings can be made to the previous fiscal periods?.....[]

Congratulations! You have completed loading your general ledger balance forward totals.