

Questions

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### Answers

1. How can I determine the balance in a GL account?  
[Traverse / GL / Management Reports / Trial Balance Report](#)  
[Traverse / GL / Management Reports / Financial Statements](#)  
[Traverse / GL / Interactive Views / Account Balance View](#)
2. When I look at the account balances, they do not look correct, why?
  - Have you posted your unposted journals for the fiscal year / period?  
[Traverse / GL / Transaction Journals / Post to Master](#)
  - Are the period totals correct, but the year to date is incorrect?  
[You need to audit your previous period totals.](#)
  - Are your period zero, balance forward totals correct?
    - If so, then it is one of the subsequent periods that are incorrect.
    - If the balance forward totals are not correct, you should run the [Traverse / GL / Periodic Processing / Update Current Year](#) program for the year that the current fiscal year.
3. When I run the GL Interactive Views, some of the fields are blue. Why?  
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.
4. What is the purpose of the account mask?  
The GL account mask makes it possible to have a structured chart of accounts and the reporting and financial statements can be filtered, grouped and subtotals by each of the GL mask segments. This can't be changed once the segments and chart of accounts records have been created. *This should be carefully considered at the time of initial setup.*
5. Can the account mask be changed?  
This can't be changed once postings have been made.
6. What are segments?  
Segments are the component parts of the GL Account Mask. They are typically setup as MMMM.BB.DD where M=Main, B = Branch and D=Department.
7. Do I have to create a GL segment before I create a GL account?  
I always recommend creating the GL Segments before creating the chart of account records, but this is not a requirement of Traverse.
8. How do I add a new GL account?  
[Traverse / GL / Setup and Maintenance / Chart of Accounts](#)
  - This assumes that the GL Mask and GL Segments have been created.
  - Always verify that new chart of account records are included on your financial statements.

9. When adding a new GL account, what is the purpose of the Account Type code?

Use account types to group accounts together for financial reports. Each account type has an account class and balance type associated with it. The class is the general category such as long-term asset, current asset, and cash. The balance type specifies whether the account is a debit, credit, or memo account.

Several account types have a description of Other. To accommodate special needs, these account types can be included when you set up the Cash Flow Statement. You cannot add a new account type, but you can change an account type description.

10. When adding a new GL account, what is the purpose of the Clear to Account?

This is set to your Retained Earnings GL Account # for all of your Profit & Loss GL accounts, Sales, costs, expenses and other income. This can be used when you run the GL – Update Current Year process.

11. When adding a new GL account, what is the purpose of the 'Consol To Account'?

We do not recommend entering anything in this field. See the Traverse [F1] Help for more details.

12. How do I print a GL Trial Balance Report?

[Traverse / GL / Management Reports / Trial Balance Report](#)

13. What is the difference between the Activity Report and the Trial Balance Report?

The GL Trial Balance Report is a summary financial report and the GL Activity Report is a detail financial report to audit the summary totals on the Trial Balance or Financial Statements Reports.

14. How can I print a financial statement?

[Traverse / GL / Management Reports / Financial Statements](#)

15. When I print financial statements, why are there so many statements listed?

Those are the financial statements that have been created or installed for you. If you want any of them removed, that can easily be deleted using this program:

[Traverse / GL / Management Reports Setup / Statements](#)

16. Why when I print my financial statements, are some the new GL accounts I have added are missing?

The Statement Contents record used for the statement most likely was not defined to use the new chart of accounts record. This assumes that a filter was not used to exclude the GL account in question.

17. What does the [Active] button do when printing a financial statement?

This is a very slick way to preview a financial statement to the screen and then based on how the content record was defined; you can drill down to the detail postings on the [blue](#) total fields. This is the equivalent of running the [GL – Activity Report](#) to audit the totals. I recommend everyone tries the [Active] option.

18. Does Traverse require any month-end processing be done before processing a new month?

No, you can post to any financial period that has not been closed using the [Traverse / System Manager / Company Setup / Period Conversion](#) program.

19. What year end processing is required?

Traverse does not *require* any processing be done at year end other than running the [Traverse / System Manager / Company Setup / Period Conversion](#) program to create the next fiscal year.

You can access more detailed instructions from our website using these links:

[Year End Processing Procedures](#)

[Traverse 11 Year End Processing Video](#)

20. What is the purpose of fiscal periods 0 and 13?

Period zero is the balance forward totals created from the previous fiscal year when the [Traverse / GL / Periodic Processing / Update Current Year](#) program was run.

Period thirteen is typically used for the manual year-end adjustments that are entered. This way the period twelve totals will not be skewed by the year-end adjustments. Remember to print your year-end financials for period thirteen to include the year-end adjustments.

21. Can the [GL - Update Current Year](#) be run more than once?

Yes, for the current fiscal year.

22. Can financials be printed for prior years?

Absolutely

23. Can financials be created that compare prior periods or years?

Yes they can, you may need to have a Statement Layout record created to do that if one does not already exist.

24. How can I prevent posting to the wrong fiscal years or periods?

This is a common problem that you can easily control by using the [System Manager / Company Setup / Period Conversion](#) program to close all fiscal periods for all modules that you do not want your operators to post in. You just need to remember to adjust this every month. One a period/module has been closed; it can always be opened again.

It is much easier to just do this monthly than to have to audit and then do adjusting journal entries to correct the postings done to the wrong period. When starting a new fiscal year 2017, you should at a minimum close period 12 of fiscal 2017 so operators don't do accidentally do 12/2016 in 12/2017.

## Ascente & Traverse

### General Ledger – Frequently Asked Questions

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#### 25. Can I change the GL – Account Type code for an existing chart of account record?

If postings have already been made to the chart of account record you want to change the GL – Account Type for, this can be a problem if you are changing an asset, liability, equity, revenue or expense type to a type not in the same type category. For example: Changing between other asset types such as from 5 (asset) to 10 (asset) is no big deal, but changing from 5 (asset) to 500 (sales) would cause a problem because it is being changed from a debit balance account type to a credit balance account type. Call Compusource support if you need assistance with this.