August 1, 2008

Getting Educated!

Dear AccountMate Clients,

I'm sure those of you that have children see that they are already dreading going back to school in a few weeks. They like school, but they've really enjoyed lounging through the summer. At least they're old enough to understand that someday - someday soon! - they won't have three months of vacation off every summer, so they appreciate it now.

Even though us grown-ups don't get the summers off, we still have to keep up on education and learning new things. Fortunately, there's plenty of opportunities for that in the AccountMate world.

Below are listed four upcoming FREE webinars in August on some of the less common modules of AccountMate. These topics were selected because many companies could benefit from these modules, but don't have a good understanding of their functionality and what benefits they offer. Also, at the end of the presentations, the floor is open for questions and comments from the audience - so you're sure to have your questions addressed.

Please contact us, such as by replying to this e-mail, to sign up for the webinars.

Additionally, Fourim Consulting offers training services on your premises and AccountMate offers classes at their Petaluma, California headquarters just north of San Francisco. While neither are free, both are good options, depending on your needs.

Fourim Consulting's onsite training is an excellent choice for getting your entire staff trained, is customized to exactly your needs and is done in an exact copy of your system - so the trainees are seeing your customers, items, and vendors and any modifications that have been done to your system. And at the end we can leave the "training company" in place for follow-on training at your staff's convenience.

Training at AccountMate works best for a smaller number of trainees and it gives an "immersion" experience. Being removed from the office, and its constant interruptions, can be a very good thing - especially for your more senior management - and includes lunch with the senior executives of AccountMate so they can get direct feedback from end-users.

Like any tool, AccountMate is only as valuable as how you make use of it. And, as in the rest of life, training is a constant need to make the best use possible - either for new hires in your organization or for your experienced staff in functionality added in new versions and builds.

Regards,

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AccountMate August Webinars

August 12 (Tue) Noon-1 PM CDT *- Understanding the AccountMate 7 Kitting Module* - Differentiates pre-build from on-the-fly kit items and discusses the setup process for each type. Also explored is the effects kit transactions have on inventory quantities.

August 15 (Fri) Noon-1 PM CDT - *Exploring the AccountMate 7 Lot Control Process* - Discussed is the setup and use of lot-controlled items and identification of the reports you use to track units at different phases during the life of an item.

Aug 19 (Tue) Noon-1 PM CDT - *Understanding the AccountMate 7 Manufacturing Process* - The setup of component and bill of material records as well as the steps to record each phase of the production cycle in AccountMate 7.

Aug 21 (Thu) Noon-1 PM CDT - ***Exploring the AccountMate 7 Consolidation Process*** - This session discusses how to set up companies for consolidation and explains how AccountMate 7 updates General Ledger data during this process.

Tech Note: Common Errors Encountered During Journal Entry into AccountMate

AccountMate provides the means by which users can import journal entry batches into GL. This process takes data from a text file which must meet specific requirements. Occasionally, the import fails due to problems with the import text lines. This week's TechNote discusses some of the most common errors that may be encountered during journal entry import and provides suggestions on how to resolve them. This TechNote contains a link to a downloadable PDF version of the article.

Common Errors Encountered during Journal Entry Import into AccountMate

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Tech Note: Understanding the Customer Statement

The **Customer Statement** report is one of the most useful reports in the Accounts Receivable module. Not only is it used to encourage prompt payment, it is also used to help monitor the accuracy of recorded transactions. To generate an accurate Customer Statement, your AccountMate system must be properly configured. This week we revisit a TechNote that explains how certain fields and settings in the **Customer Maintenance** and **Print Customer Statement** functions affect the information that will be shown in the report. It also discusses the different Customer Statement report sections and the source tables from which the data are taken. Click the title of the article below to access the document. This TechNote contains a link to a downloadable PDF version of the article.

Understanding the Customer Statement

Technical Tips

Versions: AM7 for SQL and Express
AM6.5 for SQL and MSDE
AM6.5 for LAN

Module: IC

Q: *I partially received an inventory transfer from Warehouse A to Warehouse B; however, when I attempted to receive the remaining items, I encountered the message "No items are transferred to Warehouse B." What went wrong? How do I correct the inventory record to account for the lost quantities?*

A: You may have marked the **Closed** checkbox when you partially received the inventory transfer. To correct the inventory record of the lost quantities, you have to record an adjustment using the Inventory Adjustment function. You may accept or amend the default GL Account ID shown in the Adjustment field, depending on the GL Account ID that needs correction.

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Version: AM7 for SQL and Express (AM 7.4 only)

Module: AP

Q: *Is it possible to preview or print an* ***AP Invoice Summary Report*** *or an* ***AP Invoice Detail Report*** *when creating or amending an AP invoice without accessing the reports from the Reports menu?*

A: Yes, it is possible. Upon saving the AP invoice, select in the **Post AP Invoice** or **Amend AP Invoice** window either the Inv Summary or Inv Detail options. Click on either the Preview or Print button to generate the report.

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Versions: AM7 for SQL and Express
AM6.5 for SQL and MSDE
AM6.5 for LAN

Modules: IC, SO, AR, PO, MI and RA

Q: *Where do I find the transaction details of an inventory item's quantity without accessing the Reports?*

A: In the Inventory Maintenance function, you will find the in-transit, on-order, booked, in-process, or allocated quantity of an inventory item. To view the transactions that affect the inventory item quantities, click on the Details Analysis button adjacent to each quantity field.

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Version: AM7 for SQL and Express (AM7.4 only)

Module: AP

TIP: *Starting with AM7.4 for SQL/Express, you can preview or print a simulation of the check immediately after recording a handwritten check by clicking the Preview or Print button in the Post Handwritten Check dialog box. This non-negotiable check voucher provides you a convenient alternative to the Check Register Report that you can generate from the Reports menu. If you want to reprint the check voucher or you failed to print it the first time, perform these steps:*

1. Using the Void Check function void the previously recorded handwritten check.
2. If you need to use the same check number access AP Module Setup and in the Printing tab mark the Allow Re-use Voided Handwritten Checks checkbox.
3. Access the Post Handwritten Check function; record the check details, and click Save.
4. In the Post Handwritten Check dialog box enter the number of the check voided in step 1, enter the reference number, and click Save Check; then, click the Print button.

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