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New Module in AM/SQL/Express V8.1: Custom Field Manager

Dear AccountMate Clients,

The **AccountMate** mid-tier financial management software **leads the industry in flexibility** due to its available source code - but it admittedly "takes a geek" to exercise much of that flexibility.

New to AccountMate V8.1 for SQL and Express is the **ability to add custom fields to master records and transactions**. Using the new optional **Custom Field Manager Module**, authorized users can now add their own fields to a new tab on an existing AccountMate function. These **custom fields** can be added to **maintenance records** (i.e. customer, vendor, inventory, employee, etc.) and to **selected transaction records** (i.e. AR invoice header file, purchase order header file, work order header file, time card header file, etc.). The custom fields can be character, date, integer, logical or numeric in nature, with or without a default value, and may have lookups defined. The result is it's **easier to customize the software** to capture additional information - and **without having to modify the source code**.

Regards,

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Tech Note: Understanding the Inventory Maintenance Cost Fields

Controlling costs is crucial to any business. The more competitive the marketplace, the more you need to ensure that your cost control strategies work in order to keep your business profitable. AccountMate gives you the ability to track certain cost information in the inventory record. This TechNote discusses what these costs are and how each one is used in AccountMate.

[Article 1232: Understanding the Inventory Maintenance Cost Fields in AccountMate](#)

Tech Note: How to Properly Use the Unit of Measurement Feature

The same inventory item may be purchased, stocked and sold using different units of measurement; thus, your accounting software must be flexible enough to support different units of measurement (U of M) for varied transactions. AccountMate provides the flexibility that is necessary to handle different Purchase U of M, Stock U of M, and Sales U of M to be assigned to the same inventory item. Provided that users correctly set up the various unit of measurement records, AccountMate will accurately calculate item prices and costs and update inventory quantities.

This week's TechNote discusses how to properly assign units of measurement to inventory item records and how to properly use them in various transactions.

[Article 1270: How to Properly Use the Unit of Measurement Feature when Processing Storage Sales and Purchase Transactions in AccountMate](#)

Technical Tips

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

Module: PR

Q: *How can I change the payee information for checks issued to the state as payments for state taxes withheld?*

A: You can change the payee information of checks issued to the state by performing the following steps:

1. Access the **Transactions ► Payroll Tax Deposit ► Payroll Tax Deposit - State** function.
2. Select the state for which you want to change the payee information in the **Tax State** field; then, click **Save**.
3. Enter the necessary information in the **Check Information** window; then, click the **Save** button.
4. Make the necessary changes in the **Print Computer Tax Deposit Check ► Payee Information** area. AccountMate will use the updated payee information the next time you issue checks.

Version: AM8 for SQL and Express

Module: PR

TIP: *Starting in AM 8.1 for SQL and Express, you can directly assign paid leave codes to an employee record. This feature simplifies the process of setting up employee paid leave codes. You can create new paid leave codes and assign them to employee records without accessing the **Earning Code Maintenance** function. To do this, perform the following:*

1. Access **Employee Maintenance**; then, enter the number of the employee whom you want to assign a paid leave code.
2. In the **Paid Leave** tab click the **Edit** button.
3. In the **Edit Paid Leave Code Setup** window (left area) select the paid leave code that you want to assign to the employee; then, click **Add >**. You may click **Add >>** to select all paid leave codes.
4. Click **Close**.

Note: *Ensure that the **Accr** checkbox is marked in the **Employee Maintenance ► Paid Leave** tab and the **Accrue Leaves** checkbox is marked in the 2nd **Apply Payroll/Payment** window if you want the newly added paid leave codes to accrue during the next payroll run.*

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

Modules: IC, PO

Q: *One of my inventory items has the following quantities:*

On-hand Qty => 93

On-order Qty => 10

Booked Qty => 3

*I entered the following values in **Inventory Maintenance** ► **Information** tab:*

Reorder Point => 100

Reorder Qty => 20

*Note that the on-hand quantity is below the reorder point; however, when I generated the **Inventory Reorder Report**, it showed a zero (0) suggested reorder quantity for the inventory item. Why?*

A: AccountMate uses the following calculation to determine whether an item is below the Reorder Point:

$$[(\text{On hand Qty} + \text{On-order Qty} + \text{In-transit Qty} + \text{In-process Qty}) - (\text{Booked Qty} + \text{Allocated Qty})]$$

Using the scenario you provided, the current stock level of the inventory item is 100 $[(93+10) - 3]$. The inventory item is not yet below the specified reorder point; thus, the suggested reorder quantity is zero.

Versions: AM7 for SQL, Express and LAN

AM6.5 for SQL, MSDE and LAN

Modules: SO, PC

Q: *I enabled the Multi-Level Pricing feature in **SO Module Setup** and selected the **Based on Order Quantity** option. How do I set up the price levels?*

A: To set up price codes based on order quantity, perform the following if you are using AM7 for SQL/Express or AM6.5 for SQL/MSDE:

1. Access the **Inventory Basic Price Maintenance** function.
2. In the **Inventory Basic Price Setup** window, enter the Item # for which you want to set up price codes based on order quantity.
3. Right-mouse click on the italicized **MLP** column header. AccountMate will display the **Inventory Multi-Level Price Maintenance** window.
4. In the **Multi-Level Price Maintenance** window, select **By Quantity** in the list box. Click the **Add** button to add a price entry in the grid for every price level that you want to create.

AM7 for LAN and AM6.5 for LAN require the following procedure:

1. Access **Inventory Maintenance**.
2. In the **Information** tab, click the **Multi-level Price** field label to display the **Inventory Multi-Level Price Maintenance** window.
3. In the **Multi-Level Price Maintenance** window, select **By Quantity** in the list box. Click the **Add** button to add a price entry in the grid for every price level that you want to create.

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