



December 3, 2010

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## Year End News

Dear AccountMate Clients,

We're winding down calendar year 2010, which is also the end of the fiscal year for many companies - and the year end for payroll even if your fiscal year doesn't end December 31<sup>st</sup>. To make this as smooth as possible, **AccountMate is offering three FREE webinars** regarding recommended procedures for **closing the month/period, the fiscal year, and the payroll year**. Please see below for details and how to sign up.

Also coming up soon is a free webinar on **BizNet's real-time analytics** platform that **integrates your AccountMate data directly into Excel**. Yes, you read that right, no more exporting, massaging, analyzing of data - only to then have to go through the whole process again as your export is "dated information". BizNet's Excel Business Suite lets you **build your analysis "inside" Excel** and then, with the touch of a button, pull **real-time data from AccountMate** and **seamlessly populate your spreadsheet** with all the formatting and other calculations retained. It even **supports "drill down"** from inside the spreadsheet to **the underlying data**, showing the underlying detail in automatically created pivot tables. Please see details below and contact us to sign up for a look at this revolutionary tool.

During November, **AccountMate released LAN Version 7.3** of the product and held a well-attended webinar. Clients with an active software maintenance plan should have already received the new version from us - please contact us to coordinate installation at your convenience. If you're running an older version of AccountMate/LAN and are interested in learning about all the new functionality then please don't hesitate to contact us to discuss details:

Regards,

Al Wittmann  
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<http://www.fourim.com>

## Free Period/Year/Payroll Closing Webinars

AccountMate is hosting **FREE** webinars in December on procedures for closing of fiscal periods, fiscal years, and payroll years. ***We expect these to fill up quickly, so please respond promptly with your preferred dates/times if you're interested.***

**Period-End Closing in AM8** will be held on December 14 from 1 - 2 EST, covering the recommended procedures to close the period in the subsidiary modules. It will also identify some common issues which may arise during the closing process and how to resolve them.

**Closing the Payroll Tax Year in AM 8** will be held on December 15 from 1 - 2 EST

and is specifically for closing the payroll tax year whether your fiscal year ends on December 31st or not. Also discussed are the reports affected by the tax year closing process.

**Fiscal Year-End Closing in AM8** will be held on December 16 from 1 - 2 EST to discuss the requirements and procedures for closing the fiscal year. Some tips to help effectively perform year end closing will also be discussed.

If you are interested in attending the seminar please hit <reply> to this e-mail or send directly to [support@fourim.com](mailto:support@fourim.com) with the date and webinar you would like to attend and we will be glad to get you registered. Seating is limited so please register early if you are interested.

### **Free Webinar: BizInsight Excel Business Information Suite**

BizInsight - Excel® Business Information Suite is BizNet's business reporting and analytics platform that provides pre-built best practice reporting and analysis with out-of-the-box database connectivity for real time access to business data from Microsoft® Office Excel®. It delivers simple, yet powerful capabilities to anyone who uses spreadsheets to gather and analyze business information. It also gives you the ability to create a single Excel® template for multiple report generation.

AccountMate is hosting a free webinar on BizInsight on Tuesday, December 7, 2010 from 1 - 2 EST. If you are interested in attending the webinar please hit <reply> to this e-mail, or send directly [support@fourim.com](mailto:support@fourim.com) and we will be glad to get you registered. Seating is limited so please register early if you are interested.

### **Tech Note: Understanding the GL Transfer Report**

Prior to performing Transfer Data to GL and Period-End Closing in any AccountMate module, we highly recommend users to print and review the Transfer to GL Report. This powerful report can help you understand how performing these functions will affect the General Ledger.

This Technical Note discusses the criteria and options available in the GL Transfer Report interface and the basic information displayed on the report. Click the title of the article below to access the document.

[Article 1161: Understanding the GL Transfer Report](#)

### **Tech Note: Reconciling Bank Accounts in AccountMate**

Sound internal control requires that your company perform regular bank reconciliations to help identify theft and uncover fraud. It also helps you to efficiently manage bank account balances to determine how much cash is available for your working capital requirements. Verification of the current bank balance, outstanding checks, deposits in transit, and other transactions that affect the bank balance can be very tedious and time-consuming. AccountMate is enhanced to make bank reconciliation easier and faster for you.

This Technical Note discusses the bank reconciliation feature. Click the title of the article below to access the document.

[Article 1212: Reconciling Bank Accounts in AccountMate](#)

### **Holiday Closings**

Fourim will be closed on Friday, December 24, and Friday, December 31, 2010.

## Technical Tips

**Version:** AM8 for SQL and Express

**Modules:** SO, AR, RA, CM

**TIP:** The **Customer Activity** tab feature is further enhanced in AccountMate 8 for SQL and Express. You can now associate each customer activity type with a particular transaction by simply specifying whether an activity type is to be linked to invoices, sales orders/quotes, RMA orders or not to be linked to any type of transaction at all. To take advantage of this enhancement use **Activity Type Maintenance** to assign a transaction type to each activity. The transaction type assignment is a one-time setup. Be sure that you assign the appropriate transaction type for each activity type record you create. The following choices are listed in the Transaction Type list box:

- a. None
- b. Sales Order/Quote
- c. AR Invoice
- d. RMA

Activity types that are associated with a specified transaction type should be assigned a transaction number. For example, after you enter an activity type in the **Customer Maintenance ► Activity tab ► Activity Detail** window, you need to click the **Transaction # Lookup** button to open a Search window from which you can select a transaction number. If the activity type is assigned with the **AR Invoice** transaction type, AccountMate will display the **Invoice # Search** window. Select from the list an invoice number, which will be the activity type's transaction number.

**Versions:** AM8 for SQL and Express

AM7 for SQL, Express and LAN

AM6.5 for SQL, MSDE and LAN

**Module:** GL

**Q:** Our auditors need a report that shows all the journal entries posted from the GL (General Ledger) module; however, when I attempted to generate the **Posted Journal Entries** report, I am lost as to how I should define the criteria to come up with the report as the auditors want it. The report always shows all entries, including those from different modules. How can I set up the **Posted Journal Entries** report to show only those entries created in the GL module?

**A:** AccountMate is designed to automatically post transactions recorded from the different modules (e.g., AR AP, PR, etc) in the General Ledger during period-end closing; thus, when you generate the **Posted Journal Entries** report, it always shows all closed transactions coming from these other modules. To view transactions posted from the General Ledger module only; you may use the **Transaction Search** report. Perform the following when generating the report:

1. Access General Ledger ► Reports ► **Transaction Search** report.
2. Specify transaction date in the **Transaction Date** fields, if applicable.
3. Mark only the **General Ledger** checkbox; then, click **Print** or **Preview**.

**AccountMate**

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