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Executing The Plan!

Dear AccountMate Clients,

It was great hearing from so many of you regarding last month's [NewsLine](#) about making priorities to improve your financial management systems. Issues I've discussed were definitely varied, and included: better tracking of Aged Receivables for improved cash flow; implementing finance charges; using the built-in Accrued Received Goods functionality for real-time inventory valuation; sending select customer invoices electronically via PDF; paying select vendors and employees via ACH; Radio Frequency warehouse management; implementing Stonefield Query (featured in the last [NewsLine](#)) - and those are just the ones I can think of at the moment.

If you haven't had a chance to consider what would be most beneficial for your organization, then there's still time to make your own list - or borrow some ideas from the list above!

Now comes the WORK part of implementing the changes necessary to realize the improvements... Nobody said this accounting business was easy, but fortunately now is the time of year when people are generally "full of energy" as Spring is coming on strong - even, finally, here in the cornfields.

And I'm happy to say that we have experience in all the areas above, which greatly reduces the complexity and client effort of "learning as you go". **Thus we've already polished off quite a few of these initiatives and clients are enjoying the benefits!**

*So, what areas would **you** like to improve accountability for in the coming year?*

Regards,

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Tech Notes:

Companies strive to come up with creative ways to motivate their sales force. One popular way to do this is by paying commission. To effectively evaluate each salesperson's performance and determine the commission amounts owed to each, management needs to know which sales are subject to commission. AccountMate tracks commissionable sales transactions in two ways: one is to track it for each item sold; another is to track per sales order or invoice. This week's Technical Note discusses how these two options affect the manner in which commissionable sales transactions are recorded in AccountMate and the report that can be used to monitor such transactions. Click the title of the article below to access the document. This TechNote contains a link to a downloadable PDF version of the article.

[Tracking Commissionable Sales in AccountMate](#)

AccountMate validates the state of your inventory data when you perform Physical

Inventory Count. If it detects problems with the data or if it finds conflicting information in the relevant tables, the system will display a message asking you to recalculate inventory data before freezing inventory. In most cases, the recalculation resolves the problem; however, there may be times when the issue is more complex than what the routine can handle. At such times, the system goes into a loop and will keep asking you to recalculate the data until the problem is fixed. This week, we reissue a technical note that discusses just such a scenario. The article will help you diagnose the nature of the data problem so that you can take the necessary actions to correctly resolve it and proceed with your physical count. 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 Reasons for the Repetitive Demand for Inventory Recalculation during Freeze Inventory](#)

If you've ever encountered the message "Transfer Date Not Defined" while running the Transfer Data to GL or Period-End Closing function in the AR module, then you'll be pleased to know that it is the focus of our TechNews this week. The article discusses the data conditions that give rise to the error. It also presents the possible factors that could cause your data to get into the said condition. Finally, it suggests different means to resolve the error. Click the title of the article below to access the document. This TechNote contains a link to a downloadable PDF version of the article.

[Explanation of the Error "Transfer Date Not Defined" when Performing Transfer Data to GL and/or Period-End Closing in Accounts Receivable](#)

Management tracks profitability not only for the entire company but also by individual profit centers. What those profit centers are will vary from one organization to the next, which means that your accounting package must give you the ability to define your own profit centers. AccountMate is designed with just this need in mind. This week's Technical Note discusses how you can effectively monitor your profit centers' performance in AccountMate. Click the title of the article below to access the document. This TechNote contains a link to a downloadable PDF version of the article.

[Profit Center Tracking in AccountMate](#)

Featured Vertical Solution: F9

F9 Financial Reporting and Analytical Tool

F9 is an internationally recognized Financial Reporting and Analytics tool that allows users to quickly and easily create custom, presentation-quality reports within Microsoft Excel while being dynamically linked to AccountMate General Ledger (GL) data, thus ensuring that all numbers are timely, consistent and complete.

By employing a combination of simple cell formulas in Excel, F9 allows any GL data to be formatted into any financial report in the flexible and powerful Excel environment. If you use Excel, then you already know how useful spreadsheets are for financial reporting. F9 provides a direct link from your GL to Excel and gives you the most current information with a push of a button with no exports or manual entries required.

F9 offers an unbeatable feature package including flexible cell based reporting, consolidations, drill down, budgeting, multiple date ranges, multi-currency, lists of account segments, and report analysis.

For more information go to our website, click on the link in the title to this article, or contact Al Wittmann (877-867-1118 or support@fourim.com).

Tech Tips

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

Module: SO, AR

Q: *How can I add a message to the bottom of my invoices?*

A: In the Create Invoice Information tab, you can either manually type in remarks in the Remarks notepad or specify a system remark in the Remark# field for the system to automatically display the predefined remark record in the notepad. System remarks are set up through the System Remarks Maintenance function.

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

Module: GL

Q: *Our company uses both the Direct and Indirect methods for cash flow statement. Can the cash flow method be changed before generating the Statement of Cash Flows?*

A: In the Statement of Cash Flow report interface, you can select the method for the report that you want the system to generate. This means that you can switch anytime from Direct Method to Indirect Method or vice versa.

Version: AM7 for SQL and Express

Module: PR

Q: *The ACH file I generated does not have a value for the source or debiting bank in the balancing entry (i.e. the entry with code 27), how do I resolve this?*

A: Access the Bank Account Maintenance function and in the Discretionary Data field of the Electronic Payment Setup window, provide the source bank information.

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

Module: GL

Q: *How do I change a regular inventory item to be a kit item?*

A: It is not possible to change an inventory item to be a kit item once the item record has been saved. You can, however, use the Copy feature to copy the regular inventory item's information to a new item number and designate the new item to be a kit item.

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

Module: AR

TIP: If you need to increase your customer's balance for a miscellaneous charge, you can enter the value in the Adjustment field of the Create Invoice function in Accounts Receivable. The system adds the adjustment entry to the after tax total invoice amount. If you frequently need to issue debit memos for customers, you may set up an item record for miscellaneous charges. Be sure to un-mark the Update On-hand and Check On-hand checkboxes in the Inventory Maintenance Settings tab so that the system will not keep track of the inventory quantity and cost entries.

Version: AM7 for SQL and Express

Module: GL

Q: I encountered the system message "Batch # [xxx] is inactive (where xxx is a batch number) in the Create JE from Recurring JE Template function. How do I activate a recurring journal entry template?

A: Amend the JE batch in the Journal Entry Transactions function by changing its status to Active.

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

Module: IC, KT

Q: I want to increase a Require Pre-build Kit item's on-hand quantity using the Physical Count function; however, I encountered the message "Item # [xxx] is a kit item. Cannot count more than on-hand." What should I do?

A: To increase a kit item's on-hand quantity, you must build the kit item through the Build Kit Item function.

Version: AM7 for SQL and Express (Version 7.4)

Module: AP, PR

Q: After printing an AP or PR check, I noticed that the fractional routing number printed on the check is not the same as the one provided by our bank. Is there a way to amend the fractional routing number in AccountMate?

A: Yes, there is. Beginning with AM7.4 for SQL/Express, users are given the option to edit their fractional routing number for greater flexibility. If the fractional routing number populated by the system doesn't match the bank's requirement, input the correct information in Line 1 and Line 2 of the Fractional Routing Number field in the Custom Check Setup window of the Bank Account Maintenance function.

Version: AM7 for SQL and Express (AM7.3 and above)

Module: AP

Q: Is there a way to pay AP invoices by making a direct deposit to the vendor's bank?

A: Yes, there is. Starting in AM7.3 the Electronic Payment feature is available in the Accounts Payable module. To use the feature in AP, you must set up the vendor for electronic payment.

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

Module: AP

Q: What report provides information about direct deposits made to pay off AP invoices?

A: Use the Electronic Payment Report function to generate a report that provides information about direct deposits made in the system. Be sure to mark the Electronic Payment Checks Only checkbox for the report to display direct deposit transactions only.

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

Module: SO

Q: How do I amend the ship quantities of a fully shipped sales order?

A: To decrease the ship quantities, you must cancel the ship quantity using the Cancel Shipment function. Take note that you cannot cancel a shipment that is included in an AR invoice. To increase the ship quantities, you must first adjust the order quantity by amending the sales order; then, ship the open order quantities.

Version: AM7 for SQL and Express
AM6.5 for LAN (Using Upgraded Payroll)

Module: PR

Q: I just created a new earning code to use for an hourly employee; however, when I

attempt to add the earning code to the employee I cannot see it on the list. I've already set the system to display earning codes for all departments. What did I miss?

A: Earning codes that will be used for employees who are assigned an Hourly Pay Type must be set up with the rate designed as "x Hour". To verify the Rate selection for the new earning code, access Maintenance→Earning Code and be certain that the rate selection is "x Hour".

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

Module: AP

***Q:** I printed an AP check as payment to one of my vendors; however, the bank invalidated the check identifying the fractional routing number on the printed check as erroneous. How do I resolve this?*

A: Starting in AM 7.4, you can now define the fractional routing number assigned by your bank. To do this, perform the following steps:

1. Access the **Bank Account Maintenance** function and enter the **Bank #** for which you wish to make the changes; then, in the **Information** tab, click the **Custom Check** button.
2. In the **Custom Check Setup** window, enter in the **Line 1** and/or **Line 2** fields the first and second lines of the fractional routing number assigned by your bank; then, click Close.
3. Click the **Update** button in the **Bank Account Maintenance** screen to save your changes.

Note: This procedure is also applicable in all modules that have the Bank Account Maintenance function.

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

Module: AP

***Q:** I processed payment for some vendors that are set up for electronic payment and generated the ACH file. I sent the file to the bank for processing but the bank requested that I resend the file. Now, however, I cannot find the directory where the file was saved. Is there a way I can generate the ACH file again?*

A: In AccountMate 7 for SQL/Express, build MS704 you can regenerate an ACH file for the banks that you have set up for electronic payments. In the Reports Menu, select the **Regenerate ACH File** option. In the Regenerate ACH File window, enter the **Bank #** for which you wish to generate the ACH file. Enter the check number that you wish to include in the generated file or you may select a range of check numbers; then, click the **Generate** button.

Note: The Regenerate ACH File function is also available in the Payroll module.

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