



March 3, 2008

How to be better prepared for the next Year-End Closing

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Dear AccountMate Clients;

We've added quite a few new clients to our NewsLine in the past few months and want to be sure everyone is aware that all previous NewsLines are available at <http://www.fourim.com/10.html>.

We strive to provide timely and relevant information to keeping your AccountMate financial management system pro-actively running as smoothly as possible, and to that end we provide writeups, white papers, and general Q&A style information that are beneficial.

One of the things we ran into quite a few times while assisting with year end closings was some clients aren't regularly closing their monthly fiscal periods, and aren't confirming their balance sheet accounts during the year.

Even though it's not required to close periods during the year, it helps your system run faster and simplifies looking for errant entries when they're being checked periodically throughout the year.

We have some great information located in the archives including month end closing procedures in a checklist format, which you can download for SQL/MSDE-based systems or for LAN-based system [<here>](#). While we usually provide documents in Adobe PDF format, these are Microsoft Word documents and we encourage you to customize the checklist to your specific installation.

Regards,

Al Wittmann
Fourim Consulting, LLC.
www.fourim.com



AccountMate in Accounting Today's Top 100!

Accounting Today recently selected AccountMate 7 for SQL as one of the Top 100 Products. The product appeared in the "High End Mid-Market Accounting" category and highlighted some of the most recent enhancements.

It's always great to know that independent industry experts regard the product your business depends on so highly!

Payroll MagMedia Update

The MagMedia utility to create payroll data for electronic submission to the IRS, required for companies filing W-2s for more than 250 employees, was released in February. The electronic submission is required to be filed by March 31, so rest assured the release will be done in plenty of time to meet that deadline.

Out of Office Notification

The annual AccountMate Business Partner Conference (Synergy2008) will be held March 15 – 19. I will be attending the conference and will continue to support you as I have in past years. During that time if there are any needs, please contact me via email at support@fourim.com. The only times that I will not be immediately available will be during flight times. Since I am flying out on Saturday, March 15th, that should not be an issue for most of you. The return flight will be on Wednesday, March 19th. My flight does not leave San Francisco until 3:30 PM. If something does occur during the flight time home, you can call the office and Tommie will be able to get you the assistance you require.

Technical Articles

[Utilizing the Mass Search and Replace function to Update Customer Records](#)

Customer records may be updated several times for as long you maintain a relationship with them. For the most part, the changes are of a nature that will affect one customer at a time. Occasionally, there may be changes in your company that will require a mass update of customer records. For example, one of your salespeople may leave the company and his or her accounts will have to be reassigned to someone else. You could update the Customer Maintenance one record at a time, but there is a more efficient way to do this using the Contact Manager (CM) module. This week's Technical Article explains how you can use the CM Mass Search and Replace function to perform the update. Click the title of the article above. This article contains a link to a downloadable PDF version.

[How to Record Remittances of Non-Tax Deductions from Employees' Payroll](#)

Non-tax employee deductions must be remitted to the appropriate party when they become due. Depending on the type of deduction, the recipient may be a financial institution that administers retirement funds, a labor union, an insurance company, and the like. In AccountMate, remittances to such third parties are normally handled outside of the Payroll module. This week we reissue an article that discusses how to process remittances of employee deductions to the appropriate parties. Click the title of the article above. This Technical Article contains a link to a downloadable PDF version.

[Understanding the Worker's Compensation Feature in AM7](#)

AccountMate 7 allows companies to track their obligations to fund worker's compensation when they process their employees' payroll. This article discusses how to set up worker's compensation codes and groups in your payroll system and how to use these records to calculate your company's worker's compensation liability when you process payroll. It also identifies the reports you can use to monitor this obligation. Click the title of the article above to access the document. This Technical Article contains a link to a downloadable PDF version.



Technical Tips

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

Module: AP

Q: *I need to void a paid invoice which check had never been cashed; however, the vendor record was already archived after performing period-end closing, as it was a temporary vendor. How can I resolve this?*

A: To void an invoice for an archived temporary vendor, simply follow these steps:

1. Un-archive the vendor record. Access the Vendor Maintenance function, click the Archived Vendors Lookup button beside the Vendor # field and select the vendor record that you wish to un-archive.

2. Once the vendor record has been un-archived, void the check payment using the Void Check function in the Maintenance menu.

3. Lastly, void the invoice with the Amend AP Invoice option in the AP Invoice Transactions function.

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

Module: GL

Q: *What is the best way to set up the GL Account beginning balances?*

A: To set up GL Account beginning balances, you can either create a journal entry batch using the Journal Entry Transactions function or import a journal entry batch using the Import Journal Entry function; then, post the journal entry batch. We recommend that you use the last day of the immediately preceding fiscal period for the journal entry transaction date.

For example, if you want to set up GL Account beginning balances for the current fiscal year that spans from January 1, 2008 to December 31, 2008, use the transaction date of December 31, 2007. Use the description "Beginning Balances" for this journal entry batch to distinguish this transaction from the regular journal entries. When you subsequently generate the General Ledger Listing for the period that includes the first day of the current fiscal year, the report will show the GL Account beginning balances as "B/Fwd for 2008" with the description "Adjusted Begin. Balance for 2008."

Version: AM7 for SQL and Express

Module: AR

Q: *How do I reactivate an AR recurring invoice that has been completed?*

A: To reactivate a recurring invoice, you must amend the recurring invoice and reset the Number of Cycles field. The Next Recur. Date and End Recur. Date fields are only enabled if the value of the Number of Cycles field is not zero.

Note: *The above tip also applies to other Recurring Setup functions in SO, AP and BR Modules.*

Version: AM7 for SQL and Express

Module: SM

TIP: *The company logo must have the following attributes in order to be properly*



displayed on special forms (e.g. invoices, sales orders, etc.):

* Bitmap (.bmp) file format

* Width of 3.5 inches and height of 0.6 inches

* Set the default image viewer for the bitmap (.bmp) file to MS Paint. To perform this operation, follow these steps:

- 1) Right click on the image file, and select Properties.
- 2) In the General tab click the Change... button to display the Open With window.
- 3) Select Paint, and click OK to return to the Properties window.
- 4) Click Apply and then click OK to save your changes.

Note: If you display the company logo on your desktop and you do not want it to overlap with the AccountMate logo, set the logo image resolution to 300 x 225 pixels using an image editor.

Version: AM7 for SQL and Express

AM6.5 for SQL and MSDE

AM6.5 for LAN

Module: PR, BR, AP

Q: I have the Accounts Payable and Bank Reconciliation modules. In which module should I record remittances of non-tax deductions from employees' payroll?

A: Both the Accounts Payable and Bank Reconciliation module provides ways in which to record non-tax deductions remittances. Having said that, we recommend that you record remittances in the Accounts Payable module because it provides a better audit trail and allows you to generate the actual checks to be paid to the agencies to which you will remit those deductions.

Version: AM7 for SQL and Express

Module: AR

Q: I noticed that some of the receipt/refund entries in the grid of the Record Bank Deposit function were automatically marked after I selected a bank number and clicked the OK button in the Select Receipts/Refunds window. Why did this happen?

A: If the Automate Record Deposit by Pay Code checkbox in the General (2) Tab of the AR Module Setup function is marked, AccountMate will get the earliest Transaction Date of all the entries in the grid and automatically mark all entries having this Transaction Date. If there are multiple entries with the same Transaction Date having different Pay Codes, the system will only mark those entries that have the same Pay Code as the first entry that bears the same Transaction Date.

Version: AM7 for SQL and Express

AM6.5 for SQL and MSDE

AM6.5 for LAN

Module: AP

Q: How do I record credit card vendor payments made using my bank's online payment system?

A: Record the online payment transaction as a non-check transaction. To do this, perform the following steps:

1. Access the Post Handwritten Check function.
2. Enter the credit card vendor number for which you made the online payment.
3. Amend or accept the default bank number in the Bank # field.
4. Enter the date when the online payment was made.
5. Enter in the Apply Amt column the amount paid for the corresponding invoice.
6. Click the **Save** button. In the Post Handwritten Check window that pops up, select the **Non-Check Transaction** option. Enter the reference information

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for the transaction in the Reference # field. If there is none, enter information that will facilitate identification of the online payment transaction.
7. Click the **Save Check** button.

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

Module: PR

Q: *The Submitter's Information tab on the Input Submitter Information screen of the Payroll W-2 Electronic Filing for Year 2007 Program has fields for the PIN # and the Software Vendor ID. What are these fields for and how do I obtain the required information?*

A: The PIN # is an eight-character code assigned to the employee who attests to the accuracy of the W-2 information being filed. This information will be used as an electronic signature when filing the Federal W-2. To obtain a PIN #, visit <http://www.socialsecurity.gov/employer> and click the **Register** button.

The Software Vendor ID is a four-digit numeric code assigned by the National Association of Computerized Tax Processors (NACTP). This is an optional field; for the purpose of electronically filing the 2007 Federal W-2, you can leave this field blank.

Version: AM7 for SQL and Express

Module: SM

Q: *I entered 30 days in the Password Expiration (Days) field of the Password Policy function, but the users' passwords did not expire after 30 days. What went wrong?*

A: Be sure to unmark the "Password Never Expires" checkbox in the Edit User window. This checkbox overrides the password expiration setting in the Password Policy function. To display the Edit User window access the Group/User Setup function, highlight the user, and click the Edit button.

Version: AM7 for SQL and Express

Module: PO

Q: *How do I convert a non-stock item to a regular item during Approve Purchase Quote?*

A: Simply perform the following steps:

1. In the Approve Purchase Quote window, enter or select the purchase quote number.
2. Select the non-stock item that you want to convert to a regular item; then, click the Item # drill down field. The Inventory Maintenance->Item # Leading Search window should be displayed.
3. In the Item # Leading Search window, click the Add button and proceed to enter the settings for this inventory item; then, click Save.
4. Perform steps 2 and 3 for all non-stock items on the purchase quote that you want to convert to a regular item.
5. Once done, click the Approve button to initiate purchase quote approval.

Note: *As an alternative, you can amend the Purchase Quote and convert the non-stock items to regular items before approving the quote. Simply go to the Create Purchase Quote->Line Items tab and perform steps 2 and 3 above.*



Version: AM7 for SQL and Express (build MS/MD703 only)

Module: PR

Q: *We need to remit a specific deduction to the same third party regardless of which employees' payroll the amounts were deducted. Is there a way in AccountMate to associate an AP vendor to a specific Deduction Code so we can generate a report that tells us how much we need to remit to that vendor?*

A: Yes, there is. Starting in MS703/MD703, you can assign the vendor to whom the deduction amounts are to be remitted in the Information tab of the Deduction Maintenance function. Mark the **Link to AP** checkbox to display the AP Deduction Setup window. Be sure to enter the necessary details before saving the record.

Version: AM7 for SQL and Express

Module: PR

Q: *I attempted to generate a Deductions Liability Report; however, I encountered a message stating that no records were found that met the criteria. I have verified that there are deduction transactions for the employees. How do I resolve this?*

A: The Deductions Liability Report is available only if you have assigned a vendor to the employee's deduction. In the Deductions tab of the Employee Maintenance function, verify in AP Setup that there is a Vendor # associated with the Deduction Code that is assigned to the employee.

Version: AM7 for SQL and Express (build MS/MD702 and higher)

Module: SO

TIP: *You can use the Shipment On-Time Analysis Report to determine which sales orders were shipped on time or late. If the shipment was late, the report will show how many days lapsed from the order's request date until the shipment date.*

Subscription Information

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FOURIM
CONSULTING, LLC

www.fourim.com · support@fourim.com

440-428-7707 · toll free 877-867-1118 · fax 440-428-8525