



May 1, 2008

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## Time for your Annual Review?

Dear AccountMate Clients,

January 1st is typically when people "take stock of where they're at" and then plan to improve for the upcoming year. But for those of us in the accounting world, that's exactly when we're swamped with getting a complete inventory count, printing W-2s and reconciling the entire years' payroll, scrubbing our aged receivables for what accounts to write-off, and all the other details of closing out the fiscal year, and then getting ready for tax season. In short, it's easy to stay focused on all the things that need doing and never stop to really take stock of what/where/how/why things need improving.

But by May! 1st, that's all behind us and we need to take this opportunity, especially while year-end is fresh in our minds, to make a short list of things that would improve the financial management of our companies.

For many, it's better inventory control; for others it's better customer contact and quote tracking; or it could be getting a measure of your "on time in full" order fulfillment. **What are the areas you would like to improve accountability for in the coming year?**

Jot down just one or two things to make a priority for improving this year and then give me a call and we'll discuss how we can leverage what you're doing now.

One thing's for sure, if you don't make it a priority then next year end closing will be just as hectic - so I look forward to your call!

Regards,

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## Report Writing for Non-Geeks: Stonefield Query

The thing that generates more work here at Fourim than anything else, after an initial system installation, is creating custom reports for clients. AccountMate has a simple custom report writer available under the

<Utilities> menu, but it's not nearly as flexible or powerful as working in Crystal Reports, where a talented programmer can literally pull anything together. Thus, clients often engage us to create reports that are based on more than one or two tables. There is another report writer available and I had the opportunity to review the latest offering from Stonefield Query at the AccountMate Synergy conference last month and I am still very impressed!

Stonefield Query for AccountMate!® is an end-user-friendly report writing, query, and data mining tool designed specifically for AccountMate. Stonefield Query supports all versions of AccountMate - LAN, SQL, SQL/Express, as well as prior SQL/MSDE versions - with all table and field names in user friendly title format and the table relationships pre-defined so you don't have to understand the complex underlying database structures.

Stonefield Query allows for the easy creation of four report types: Quick Reports (row and column layout), Charts/Graphs (pie, bar, etc.), Cross-Tabulation Reports (analysis reports, similar to pivot tables) and Labels (mailing, barcode, etc.) which can be exported to a variety of formats including comma-delimited (CSV), Microsoft Excel or Word, PDF, HTML, and more. Reports can also be scheduled to print or e-mailed automatically.

For a video overview of how Stonefield Query for Accountmate can get you closer to your data (without requiring a geek!) check out the following short video

<http://stonefieldquery.com/videos/accountmate/amquick.html>.

Also, a free 30-day trial is available so you can try it with your own data, click [here for AccountMate/SQL](#) or [here for AccountMate/LAN](#).

And, of course, we're also happy to provide an hour-long webinar/demo at your convenience.

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## **Tech Notes**

Companies differ in how they choose to handle unused leave time for employees who are leaving their organizations. Some companies may offer their employees the option to convert their unused leave time to cash. This may be a viable option for employees who are about to retire. For some companies, it may be a "use it or lose it" proposition. Even companies that offer leave time conversion to cash may not give this option to employees who are dismissed from their jobs for legitimate reasons.

These two options require different accounting treatment and are the subject of this week's TechNote. Click the title of the article below and enter your BP login information to access the document. This TechNote contains a link to a downloadable PDF version of the article.

[Difference between Converting Unused Paid Leave to Cash and Adjusting Unused Paid Leave Balance](#)

## Additional Tech Note

Back in the 16<sup>th</sup>/17<sup>th</sup> century, John Donne wrote these words in his meditation: *“No man is an island, entire of itself. Every man is a piece of the continent, a part of the main...”* He didn't know it then but these words will resound over the centuries and find their echo in our generation. In today's global economy, it is not hard to find a European manufacturer that gets its raw materials from a small town in China; or a US software company that outsources some of its development work to programmers based in India or the Philippines. These companies may have to pay their suppliers/subcontractors in the latter's home currency thereby giving rise to the need to properly track and account for multicurrency transactions.

AccountMate's Accounts Payable (AP) module is designed to support multicurrency. This week's TechNote discusses how to configure the AP module to take advantage of its multicurrency capabilities. Click the title of the article below and enter your BP login information to access the document. This TechNote contains a link to a downloadable PDF version of the article.

### [Understanding the Multicurrency Feature in Accounts Payable](#)

The last article discussed how to configure the Accounts Payable module to handle multicurrency transactions. As a follow up to that article, this TechNote discusses how to set up the multicurrency feature in the Accounts Receivable module. Click the title of the article below and enter your BP login information to access the document. This TechNote contains a link to a downloadable PDF version of the article.

### [Understanding the Multicurrency Feature in Accounts Receivable](#)

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## Technical Tips

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

**Module:** SM

**Q:** *Is it possible for AccountMate users in the same company to use different language versions?*

**A:** Yes, it's possible if different language versions of AccountMate are installed. For example, one user can use the English language and another user can use the Spanish version. To change a user's language version, access the Group/User Setup function in the AccountMate Administrator program and click Edit; then, select the preferred version in the Language field of the Edit User window.

**Version:** AM7 for SQL and Express  
**Module:** BR

**Q:** *How do I generate a past bank reconciliation?*

**A:** You can use the Bank Statement Report under the Reconciliation Reports option in the Reports menu.

**Version:** AM7 for SQL and Express

AM6.5 for SQL and MSDE

AM6.5 for LAN

**Module:** PR

**Q:** *How do I set up a user's access rights if I want to grant him access to the employee record but not the employee's salary information?*

**A:** Create a Group and in the Add Group window, mark the Access checkbox for Employee Maintenance. Then, add a user in the group you created. In the Add User window, unmark the Access checkbox for the Edit Salary Information and Access Salary information features so that the user cannot view employees' salary information even if he has access to employee records.

**Version:** AM7 for SQL and Express

AM6.5 for SQL and MSDE

AM6.5 for LAN

**Module:** AP

**Q:** *When I post AP invoices for vendors set up with Pay Codes designated with the Terms type; I noticed that after I input the invoice number, AccountMate enters zero in the Terms field of the AP Invoice Transactions function. Why are the terms not loading? Is there something that I missed?*

**A:** The default value in the Terms field is from the pay code assigned to the vendor. If the values in Disc %, Disc Days, and Net Days fields in the Terms section of the Pay Code Maintenance function show zero or if the details for the particular Pay Code are not yet set up; then, AccountMate will populate zero value in the Terms field of the AP Invoice Transactions function.

**Version:** AM7 for SQL and Express

AM6.5 for SQL and MSDE

AM6.5 for LAN

**Module:** AR

**Q:** *If a sales return is created with reference to an invoice, is there a way to determine for which invoice the sales return will be credited by just looking at the Credit Invoice document?*

**A:** Yes, there is. In the Credit Invoice document, a Reference Invoice Number is printed under the Customer No. information. This is the invoice to which the sales return should be credited.

**Version:** AM7 for SQL and Express

AM6.5 for SQL and MSDE

AM6.5 for LAN

**Module:** GL

**Q:** *I created an import file from which to import journal entries into AccountMate. I verified that the total amount is in balance and that the import file parameters are correct; however, when I attempted to import*

*the file I encountered the error message, 'Journal ID [xx] is out of balance by [yyyy.yy]' (where yyyy.yy represents any amount). How do I resolve this?*

**A:** When you import journal entries in AccountMate, be sure that the amount fields in the import text file do not contain any commas; otherwise, the system will read the data in the file incorrectly. To resolve this, remove the comma that is used as the thousand separator in the amount field for each header and detail line in the file; then, save the changes.

**Version:** AM7 for SQL and Express

**Module:** SO, AR

**Q:** *How do I retrieve the file attached to a sales order or invoice if I can no longer amend these transactions?*

**A:** You will find the files attached to a sales order or invoice in the Attachments folder. The Attachments folder is under the AccountMate root directory. For sales order transactions, you will find a sub-folder by sales order number in the SOSORD folder. For AR invoice transactions, you will find a sub-folder by invoice number in the ARINVC folder.

**Version:** AM7 for SQL and Express

AM6.5 for SQL and MSDE

AM6.5 for LAN

**Module:** AP, PO

**Q:** *When I use the Post AP button in the Receive Goods function, the AP invoice amount is automatically populated and the accrued amount is also automatically reversed. On the other hand, if I access the AP Invoice Transactions function to post the invoice, entering the invoice # and amount related to the PO# receipt does not automatically reverse the corresponding accrued received goods. What did I miss? Is there another way to record the accrual in the AP module to ensure that the accrued received goods are reversed?*

**A:** To reverse PO receipt accrual in the AP Invoice Transactions function, click the Overwrite Reverse Accrued Amount button located next to the read only Rev Accr Amt field. Clicking this button will open the Reverse Accrued Purchase Orders window (Accrued Purchase Orders window in AM6.5 for LAN). Once you click OK to save your entries, the total reverse amount will be shown in the read only Rev Accr Amt field.

**Note:** The information that will be shown when you click the Overwrite Reverse Accrued Amount button depends on the AccountMate version you are using. If you are using AM7, the accrual method selected in the PO Module Setup General (2) tab affects what you will see in the Reverse Accrued Purchase Orders window.

**Version:** AM7 for SQL and Express

**Module:** SM

**Q:** *Is there a report that provides information about user and group access rights?*

**A:** Generate the Function Access Rights Listing and Extended Rights Listing. These reports provide information about function or extended

security access rights granted to groups or users. You can locate these reports under the Setup>Security menu options in the Administrator program.

**Note:** To quickly get this information, you can also use the View Function Access Rights and the View Extended Rights functions in the Administrator program.

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

**Module:** AR

**Q:** *I want to know to which invoice an open credit invoice is applied. I only know the open credit invoice number. What report should I generate to show this information?*

**A:** Access the Customer Transactions Listing. In the Report Preview toolbar, click on the Search Text button; then, enter the open credit invoice number to find the transaction to which it is applied. Once you find the open credit invoice number, the Description column will provide the invoice number to which the open credit is applied.

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

**Module:** GL

**Q:** *I created an annual financial budget with the updated amounts for the new fiscal year; however, I recently created new GL Account IDs that I want to include in the budget allocation. How do I update the same budget ID to include the new GL Accounts IDs?*

**A:** To update the same Budget ID to include the new GL Account IDs, perform the following:

1. In the Budget Maintenance screen, select the Budget ID that you have created for the new fiscal year.
2. Click the Export button in the Maintenance toolbar to export budget data to a supported file type (e.g. Excel).
3. Open the file with the exported data; then, insert the new GL Account IDs that you want to add to the budget with its corresponding account description and budget amount. Save the changes.
4. Import the budget data back to the system using the **Import** button in the Budget Maintenance toolbar; then, click the Save button.

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

**Module:** PR

**Q:** *Recently, one of my employees who normally receives all compensation in the form of electronic deposit, requested that he be able to receive \$200 of the compensation in a check. I was easily able to accommodate this request; however, when I went to reconcile my bank I noticed that there were two entries for the same check number; one for the electronically deposited amount and one for the actual*

*check. Why do I see two entries with the same check number?*

**A:** When the Payroll module creates a compensation transaction that includes both an electronic deposit and an actual check, it assigns a single identifying number to both amounts. These two entries are shown separately with a single transaction number so that you can more easily reconcile your bank account. Bank Reconciliation picks up both the actual check AND the electronic payment as separate transactions because the actual check may not be presented at the same time as the electronic transaction and would be cancelled as a separate item on a different date from the electronic transaction.

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

**Module:** AP

**Q:** *I attempted to post an AP invoice and reverse the accrued received goods; however, when I entered the PO# I received the message "PO# xxx is invalid". This PO was cancelled but I have not forced the system to require a PO number for AP invoices. Why do I get this message?*

**A:** AccountMate will display the message "PO# xx is invalid" because, although the purchase order number exists, it is marked cancelled in the system. If you want the system to allow all purchase order numbers, including those that are cancelled, in the AP Invoice Transactions function you must un-mark the Verify PO # checkbox in the Vendor Maintenance Settings tab. When posting AP invoices, the presence of a check mark in this checkbox directs the system to check for valid purchase order numbers entered in the PO# field.

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

**Module:** RA, IC

**TIP:** *In the RMA Transaction function if you enter a serialized line item in the Line Items tab, you must first provide an invoice number in the Invoice # field of the Line Item Detail window before you specify an RMA quantity and select a serial number; otherwise, the system will display a warning message.*

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

**Module:** PR

**Q:** *I want to post an employee beginning balance using the **Post Employee Beginning Balance** function in the Payroll module; however, when I access the Deductions tab, there are no deduction codes listed in the grid. Why is this so and how do I resolve this?*

**A:** The employee for whom you want to post beginning balances must have assigned deduction codes in the employee's record. In the Deductions tab of the Employee Maintenance screen, assign the deduction codes and verify that the corresponding checkboxes under the Apply column are marked.

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

AM6.5 for LAN

**Module:** GL

**Q:** *I would like to create GL Account IDs for a new segment that would have the same Account #s as the existing segment. What is the best way to create these GL Account IDs with minimal data entry?*

**A:** To create GL Account IDs for the new segment, perform the following:

1. Access the Copy Chart of Accounts Maintenance function from the Maintenance menu.
2. Specify in the Source Company field the company from which you want to copy the GL Account IDs.
3. Select in the Copy Segment field the Segment ID to which you want to copy the GL Account IDs.
4. Select in the Source field the Segment Value from which you want to copy the GL Account IDs.
5. Select in the Target field the Segment Value to which you are creating the GL Account IDs.
6. Click the Generate button; then, proceed to Copy the GL Account IDs.

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

**Module:** AR, SO, RA, CM

**Q:** *Some of my customers' YTD Sales amounts are wrong. How can I recalculate the year-to-date sales amount for all or a range of customer records?*

**A:** First, set the YTD Start Date in the Settings tab in the customers' records; then use the Update Customer YTD Sales Amount in Data Manager. This function allows you to specify the range of customer records that you wish to be included in the update.

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

**Module:** IC

**Q:** *I know that the default Inventory GL Account ID and In-transit GL Account ID in Mass Copy Inventory come from the source item's inventory record. Since the Inventory Maintenance function allows the assignment of Inventory GL Account ID and In-transit GL Account ID for each warehouse set up for the item, what will the system use as default GL Account IDs in Mass Copy Inventory if there is more than one warehouse assigned to the item?*

**A:** If the source item has more than one assigned warehouse, the system will use the GL Account IDs for the last item warehouse record (sorted alphabetically). For example, if the source item is assigned with warehouse C, BB, A, and BA, the system will use the Inventory GL Account ID and In-transit GL Account ID set up for warehouse C as default in the Mass Copy Inventory function.

**Version:** AM7 for SQL and Express  
AM6.5 for LAN with Upgraded SQL PR

**Module:** PR

**Q:** *Why can I not enter any hours for a Leave Earning Code when applying payroll/payment?*

**A:** Be sure that you allow input of leave time during payroll/payment application. In the Apply Payroll/Payment function, access the Apply Payment Options tab; then, mark the Input Leave Time checkbox.

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

**Module:** SM

**Q:** *I marked the **Track User Access** checkbox for each user I created in AccountMate; now, how do I clean up the user access logs?*

**A:** To clean up the user access logs, run the Administrator program; then, access the **Group/User Setup** function. In the **Group/User Setup** window, select the username for which you want to clean up the user access logs; then, click the **Edit** button. In the **Edit User** window, click the **View** button; then, click the **Clear** button in the **User Access Log** window that appears.

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**AccountMate**

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