



September 1, 2008

Surviving Tough Economic Times

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Dear AccountMate Clients,

Many companies don't recognize the advantages of having excellent systems and procedures in place when times are good and they are making money, but when times are tough and every penny counts – investing in solutions that increase profitability is essential. We believe that when the economy is struggling, it is the companies that invest in their technology that will find themselves in a position to not only survive but flourish.

While it may appear to be difficult to spend money on new solutions when you are trying to just survive the tough economic times, it may be in your best interest to spend a relatively small initial investment to have long-term benefits and profitability.

ACCU-DART is one of those solutions that can help your organization in many different ways:

Save Manpower – implementing ACCU-DART can have substantial impact on reducing clerical effort and thereby freeing up staff to do other important jobs around the organization. For example: receiving purchase orders with ACCU-DART will eliminate the need to have somebody collect all the paperwork, go to the receiving screen in the accounting system and manually input what has been received. When using ACCU-DART, the information is updated in real-time in the accounting system, saving the client hours of manpower.

Save Shipping Errors – Shipping the wrong goods to a customer can have a major impact on your clients' bottom line. Not only will the customer be dissatisfied, but the company will have to waste money dealing with irate customer phone calls, shipping and handling the return and re-shipment of the correct order, and the company may miss future sales opportunities by having inaccurate inventory values. By shipping the right goods the first time with ACCU-DART, your client may save these unnecessary costs.

Improved Inventory Accuracy – ACCU-DART can help improve inventory accuracy which will then allow the client to make better informed decisions on issues like: satisfying order requests, planning purchases, and possibly reducing inventory levels. Accurate inventory is the key to maximizing their inventory dollars.

When economic times are tough many companies are struggling to stay afloat. Investing in solutions that improve your overall operations can help you to not only survive but to become more profitable in the long-run. For more information on ACCU-DART, visit our web site or give me a call to set up a demonstration.

Regards,

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Tech Notes:

Budgets are very useful tools for running your business. They help you plan your operations and monitor your performance against your plans. When used correctly, they can also help you detect inefficiencies in your operations so you can resolve them before they become detrimental to your organization. AccountMate provides you the means to maintain budgets and monitor your performance against them. This week's TechNote discusses the key components of our budget feature and explains how to use these components to help meet your goals. Click the title of the article below and to access the document. This TechNote contains a link to a downloadable PDF version of the article.

[Article 1096: How to Make the Most Out of AccountMate's Budget Feature](#)

Some of your end users may utilize a different application to create customer invoices yet still want to use our Accounts Receivable module to monitor and record collection of their receivables. To such users we recommend the Import Invoice function to import customer invoice data from a text file into the AR module. This function gives users a great deal of flexibility in selecting the data fields that will be used in the import. For the data import to be successful the text file must meet certain minimum requirements and the Import Invoice function must be configured to match the import text file. This week we reissue a TechNote that discusses in depth the Import Invoice function. 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.

[Article 1107: Understanding the Accounts Receivable Import Invoice Function](#)

There are two AccountMate reports that you will find very useful in monitoring customer payments. They are the **Cash Receipts Report** and the **Payment Distribution Report**. While these reports complement each other, each one is distinct. This week's TechNote discusses how these reports differ and explains the circumstances in which each report will be most helpful. 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.

[Article 1090: Understanding the Differences between the Cash Receipts and Payment Distribution Reports](#)

AccountMate 7 for LAN Webinars

AccountMate is currently gearing up for the release of our latest product – AccountMate 7.1 for LAN. To help you prepare for this new version, we are offering the following product and technical webinars in the coming months:

- **AccountMate 7 for LAN New Features (for End Users)** – this session is offered to AccountMate end users and is scheduled for one day only. Click on the link below to register:
 - [Oct 7 \(Tue\) – 10-11 AM PDT](#)

Tech Tips

Version: AM7 for SQL and Express (AM 7.4 only)

Modules: AP, PR

Q: I noticed that the fractional routing # populated by AccountMate does not match the one used by the bank. How do I correct this?

A: Access the Custom Check Setup window in the Bank Account Maintenance Function. Enter the correct information in Lines 1 and 2 of the Fractional Routing Number section.

Version: AM7 for SQL and Express (AM 7.4 only)

Module: PR

Q: How can I configure pretax deductions separately for each local tax code?

A: To do this, perform the following:

1. Access the State Taxes Reduction tab in the Deduction Maintenance function.
2. Select the applicable State Code.
3. Mark the checkbox of each local tax code for which the taxable gross amount is reduced by the deduction.

Versions: AM7 for SQL and Express

AM6.5 for SQL and MSDE

AM6.5 for LAN

Module: IC

Q: I need to know the total value of the variances that resulted from our most current physical inventory count; where can I find this information?

A: You may access the Inventory Transaction Log report. The count variances and their respective costs are reflected in this report and can be easily identified as they always bear the transaction type code "PCNT".

Version: AM7 for SQL and Express

AM6.5 for SQL and MSDE

AM6.5 for LAN

Module: IC, SO, AR

Q: I created a serialized item with a Cost Method of Average with S/N; however, I noticed that I cannot assign serial numbers to these items using the Assign Serial Number function in the IC Module. How can I assign serial numbers to these items?

A: You can use the Assign Serial Number function in IC Module only when the serialized item's cost method is Specific ID. If it is assigned the Average S/N cost method, use the Select Qty for Item # [XXX] window in the Ship Sales Order function in SO or the Create Invoice function in AR to assign serial numbers to these items.

Version: AM7 for SQL and Express (AM 7.4 only)

Module: AP

Q: Is there a report which details all electronic payments to vendors?

A: Yes, there is. Starting in AccountMate 7.4 for SQL and Express, a report for all AP electronic payments can be generated. You can access the Electronic Payment Report from the Reports menu in the AP module.

Versions: AM7 for SQL and Express

AM6.5 for SQL and MSDE

AM6.5 for LAN

Module: IC, KT

Q: I would like to use the Input Physical Count feature to remove a kit inventory item that was not counted during the physical count process; however, the Delete button is disabled. Why?

A: The Delete button is disabled in the Input Physical Count for [xxx] window because AccountMate will not allow you to delete kit items; however, you may disassemble a standard or customized kit item in the system. To do this, you need to use the Disassemble Kit Item or Disassemble Customized Kit Item function.

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

Module: PR

Q: *What report provides information about the pretax deduction setting of each local tax code?*

A: This information is provided in the Deduction File: State Taxability Report. Access the report from the Deduction Reports option on the Reports menu.

Version: AM7 for SQL and Express

Modules: SO, AR, PO, AP

Q: *I noticed that the sales tax amount in a sales order is understated. All the line items and the freight are taxable. What could be wrong?*

A: It could be that a minimum taxable amount is set to be excluded in the sales tax computation. Access the Sales Tax Code Maintenance function. Click on each of the Tax Entity Code assigned to the Sales Tax Code; then, verify whether there is a Minimum Taxable Amount and whether the Exclude in Computation checkbox is marked.

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

Modules: AR, SO

Q: *How can I configure AccountMate so that customer records will not be updated with credit card information that is used in transactions?*

A: You may choose either of the following:

1. If you do not want to save credit card information for all customers, unmark the **Save Credit Card Information** checkbox in the **General (2)** tab of the AR/SO Module Setup function.
2. If you need the discretion to save credit card information for a particular customer, mark the **Save Credit Card Information** checkbox in the **General (2)** tab of the AR/SO Module Setup function; then, mark or unmark the **Save Credit Card Information** checkbox in the **Settings** tab of the Customer Maintenance function.

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

Modules: AP, BR

Q: *I have activated a vendor record for electronic payment in AccountMate. When I post an invoice and cut a check for this vendor, I noticed that the Positive Pay Report generated in the BR Module does not include the said check number. Why is this so?*

A: Because the vendor record is activated for electronic payment, the system will generate a zero-dollar check with "Non-negotiable" printed on the signature line when the check is printed for this vendor. As this check is considered "void" in the system, this will not be included in the positive pay file generated for the bank account.

Versions: AM7 for SQL and Express

AM6.5 for SQL and MSDE

AM6.5 for LAN

Module: AR

Q: *I used the Customer Transactions Listing report to view the finance charges applied to customers. Why are there finance charges that have corresponding invoice numbers in the Invoice # column while there are some that have "FCHG" as the invoice number?*

A: The report will show the finance charges with invoice numbers if you apply finance charges based on Past Due Invoice Balance. The applied finance charge amount is added to the corresponding invoice balance; thus, finance charges are presented on the report with their corresponding invoice numbers. On the other hand, if you choose to apply finance charges based on Past Due Statement Balance, there will be a new invoice created to show that finance charges have been applied. This finance charge invoice is shown with a description "FCHG" on the report. You can set up how to apply finance charges in the Finance Charge tab of the AR Module Setup function.

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

Module: PR

TIP: *Starting in AM7.4 SQL and Express, you can now generate the EEO-4 Employment Data Report. This will help meet your requirements with the US Equal Opportunity Employment Commissions in less time. To activate this feature, access the General (2) tab of the PR Module Setup function. Mark the State/Local Government checkbox in the*

EEO Reporting section.

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

Module: PR

Q: *How do I assign different Withholding Tax Liability GL Accounts to each Local Tax Code?*

A: To perform the operation, follow these steps:

1. Access the Local Tax Code Maintenance function from the Tax Tables function.
2. Select the Local Code to which you want to assign a Withholding Tax Liability GL Account.
3. Mark the Overwrite Default checkbox.
4. Enter in the Withholding Liability field the GL Account ID that should be used for the selected local tax code.

Version: AM7 for SQL and Express (7.4 only)

Module: AP, PR

Q: *How will I set up a bank account to include the debit entry record or blocking factor record in its ACH files?*

A: To set up a bank account to include the debit entry and blocking factor in its ACH files, access the Bank Account Maintenance function. In the Bank Account Maintenance window, click the Electronic Payment button. Access the Optional Fields tab; then, mark the Include Debit Entry Record (Record27) checkbox and/or the Include Blocking Factor Record checkbox.

Version: AM7 for SQL and Express

Module: AP

Q: *I have verified that the amount of the check does not exceed the allowable maximum amount set for computer checks in the Bank Account Maintenance function. Why is the checkbox in the 2nd screen of AP Print Computer Check function not showing up on the grid?*

A: Verify that the Apply Payment amount of the selected invoice in the 2nd Print Computer Check window does not exceed the maximum check amount set in both the vendor record and the maximum computer check amount in the bank record.

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

Module: PR

Q: *I was setting up a Deduction record and noticed that there is a Link to AP checkbox and an AP Setup button right beside it in the Information tab. What are these for?*

A: The Link to AP checkbox, when marked, allows you to assign a vendor to the Deduction record. Marking this checkbox activates the AP Setup button. Clicking the AP Setup button will display the A/P Deduction Setup window where you can set up the AP vendor to whom the deductions will be remitted and the bank account to which the deduction remittance will be deposited. The information entered in this window becomes the default when this deduction code is assigned to an employee record.

Versions: AM7 for SQL and Express

AM6.5 for LAN

AM6.5 for SQL and MSDE

Module: PR

Q: *I run a project-based company and tracking the number of hours worked by my employees is really important. Is there a report that shows such detail?*

A: Yes, there is. You can access information about each employee's time whenever you need it. In the Reports menu, access the Management Reports; then, choose the Work Hours Analysis report. In this report, you can view the number of regular, overtime, paid leave and paid holiday hours per employee.

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

Module: AP, BR

Q: *I would like to specify different reference information for each GL Account ID used in the AP invoices and BR transactions. What shall I do?*

A: Starting in AccountMate 7.4, you may enter transaction reference information for each GL Account ID used in the AP invoice distribution and BR transaction distribution. You

can use the Line Item Description field in the GL Distribution tab of the AP Invoice Transactions, Record Deposits/Other Receipts, and Record Checks/Other Disbursements functions to enter the necessary information.

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

Module: PR

Q: *I need to verify that the employees' local withholding tax amounts are correctly calculated for each local tax code before the payroll checks get printed. Is there a report in AccountMate which provides this information?*

A: Yes, there is. You should run the Applied Payroll/ Payment Report on the Reports menu before you print the checks; then validate that the calculation is correct. If it is not, make the necessary changes; then, either void the applied payment for those transactions that are incorrect or use the Amend Applied Payroll function to make the changes.

Version: AM7 for SQL and Express

AM6.5 for LAN

AM6.5 for SQL and MSDE

Module: AP

Q: *How can I include memo information when I print AP computer checks?*

A: You can enter information in the Check Memo field of the Vendor Maintenance function Settings tab. This information will be included when you print AP computer checks.

Labor Day

Both AccountMate and Fourim Consulting will be closed on Labor Day, Monday, September 1st. Please accept our wishes for an enjoyable holiday weekend for you and your families.

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