October 1, 2007

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Getting Started Guide for AccountMate

Dear AccountMate Clients:

I'm always using this space to trumpet the latest features in the software, hoping to highlight something users of the latest version haven't discovered on their own yet or that users of prior versions will see as beneficial enough to them to justify upgrading.

This month I highlight nothing as big as a completely rewritten Payroll module or brand new Upsell Management module - but something that should apply to everyone and I'm sure is going to be expanded on in future versions.

Versions 7.X of AccountMate SQL and SQL/Express include a narrated set of videos called the "Getting Started Guide" which details how to setup the AccountMate shortcut pane, navigate the system in general, maintain master records and enter transactions.

The video guide is available from the AccountMate "Help Menu" and, while particularly helpful for new installations, it's also great for long-time installations who may have added new personnel to their staff to familiarize them with the system in a structured manner rather than *osmosis* from the person sitting near them. Along those lines, it might also be worthwhile to refresh current users.

The total runtime of the videos is a few tens of minutes, but a lot of information can be conveyed in a format such as this so we're looking forward to this area being expanded as new builds and versions are released.

Since I often mention my latest racing plans here, I regularly get queried when chatting with clients as to "how did you do?" and "what's next?" Had no major races in September as I've been training for my next race, which is a 100-miler through the mountains of Arkansas this coming weekend. Called "The Arkansas Traveler 100", it starts at 6am on Saturday October 6th and I expect to finish in a little less than 24 hours of continuous running. On the positive side compared to my last adventure, the temperature should be well under 120 degrees, but there's no "flat" stretches in this race. Continually running up and down mountains will be be tough for a flatlander like myself, but I'm confident I can make it.

Regards,

Al Wittmann

Tech Notes

AccountMate's Return Authorization Modules handle complex returns
AccountMate's Return Authorization modules handle complex customer and vendor return transactions that cannot be recorded through the Accounts Receivable and Payable modules. For each return transaction, there is a need to properly account for the cost of the items involved. As costs fluctuate, it is not uncommon for a gain or loss to result from the customer or vendor return. The below article discusses how the system determines what cost to assign to returned units. It also explains how the

system calculates the gain or loss for each return transaction. Click the title of the article below to access the document. This TechNote contains a link to a downloadable PDF version of the article.

Article 1235: Understanding How AccountMate Computes Return Cost in the Return Authorization Module

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Technical Tips

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

Module: PO

Q: *How do you create a purchase order from a sales order with items to be shipped from the vendor directly to the customer?*

A: You must create the purchase order using the Create PO by Vendor function. To do this, access the Create PO by Vendor from the Transactions menu. In the Information tab, enter in the SO # field the sales order number for which you are creating the purchase order; then, in the Order From/Ship To tab mark the Use SO Shipping Address checkbox.

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

Module: PR

Q: *I would like to set up an employee for Electronic Payment; however, I do not need to print a check for the employee. I just need to print the check pay stub. How do I set this up in AccountMate?*

A: When you set up an employee for electronic payment, specify a zero amount in the Net Check Amt field of the Electronic Payment Setup window. Be sure to specify a 9,999,999,999.99 amount In the Deposit Amt field. The check amount that will be printed will be zero, but the check pay stub will show the details of the payroll transaction for the employee.

Version: AM7 for SQL and Express
AM6.5 for LAN, Build LN603 Using Upgraded Payroll

Module: PR

Q: *I need to change an employee from full time, salaried to part time, hourly; and must configure AccountMate Payroll to no longer accrue vacation leave for this employee. How do I accomplish this?*

A: Use the following procedure to change the employee to hourly status with no vacation leave accrual:

1. Access Earning Code Maintenance and locate an existing hourly Earning Code that is not set to accrue vacation leave. If no such Earning Code exists, you must create one.
2. Once you have chosen or created a valid Earning Code, access Employee Maintenance and enter the appropriate employee number.
3. Click on the Earning Code tab; then click the Edit button. The Edit Earning Code Setup window will appear.
4. If the appropriate Earning Code is present in the left side of the Edit Earning Code

Setup window, you may highlight it then click the Add> button. (See Step 1) If the appropriate Earning Code is not present click the Department List Box and choose the appropriate department. If you are not sure which department is the correct one, choose All. You can then select the appropriate Earning Code from the list and click Add>.

5. Move the newly added Earning Code to the top of the list shown on the right side of the Edit Earning Code Setup window and click Close.
6. Verify or make the appropriate changes to the fields for the newly added Earning Code.

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

Module: PO

Q: *I'm creating a purchase order with two line items; one line item is a regular inventory item and the other is a non-stock item. I marked the Apply Tax checkbox and specified the Sales Tax code; however, the system computed tax only for the non-stock item. Why does the system behave this way?*

A: In order for the system to compute tax for all PO line items, the following conditions must be met:

1. The Apply Tax checkbox must be marked.
2. The Sales Tax code must be specified.
3. In the Create PO Line Item Detail window, the Taxable checkbox must be marked.

The Taxable checkbox in the Create PO Line Item Detail window is not marked by default. Items for which no Inventory Maintenance record exists in the system (non-stock items) will have the Taxable checkbox marked by default when they are added to a PO.

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

Module: AR, AP

Q: *How do I create an invoice that recurs at a certain number of frequencies or intervals?*

A: Set up a Recurring Invoice template through the Recurring Invoice Setup function. You may choose to generate invoices weekly, monthly, bimonthly, quarterly, semi-annually, or annually. Specify the number of cycles for which you want to generate the invoice(s); then generate the recurring invoice through the Generate Recurring Invoice function.

Version: AM7 for SQL and Express
AM6.5 for LAN, Build LN603 Using Upgraded Payroll

Module: PR

Q: *When I set up an employee record for Electronic Payment in the Salary tab of the Employee Maintenance function, I assigned a $1,000.00 value in the Net Check Amt field and a $9,999,999,999.99 value in the Deposit Amt field. I also verified in the Print Payroll Check function window that the check amount for this particular employee is $1,000.00; however, when I printed the check, the system printed a regular check and ignored the employee setup for direct deposit. Why did this happen?*

A: Verify in the second Print Payroll Check function window that you have not marked the checkbox in the Use Check column. If this is marked, the system ignores the employee's electronic payment setting and prints a regular payroll check instead.

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

Module: SM

Q: *I can e-mail any reports in AccountMate without problems; however, when I click the Outlook icon in the system tool bar it will not display a new mail message. What did I miss?*

A: In the Group/User Setup function of the AccountMate Administrator program, verify whether the Enable Office Applications in Toolbar checkbox is marked for your user account. Marking the checkbox will grant user access to the MS Office applications which can be accessed through the applicable icons in the system toolbar.

Note: *The Enable Office Applications in Toolbar user access right is only available in AM7.3. Earlier versions of AM7 do not have this feature.*

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

Module: AR, SO

Q: *I have a customer record which is set up to use customer item numbers. Is there a way to enter upsell items or substitute items when creating invoices or sales orders for this customer?*

A: Yes there is. In MS703, activating the Allow Inventory Item # feature in the Customer Maintenance Settings tab will enable the Upsell…and Subs… buttons in the applicable Accounts Receivable and Sales Order functions. Clicking these buttons will display the Upsell Items for Item # [xxx] and Substitute Item # Full Search windows where you can select upsell items and substitute items, respectively.

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

Module: PR

Q: *I would like to set up an employee for Electronic Payment; however, I do not need to print a check for the employee. I just need to print the check pay stub. How do I set this up in AccountMate?*

A: When you set up an employee for electronic payment, specify a zero amount in the Net Check Amt field of the Electronic Payment Setup window. Be sure to specify a 9,999,999,999.99 amount In the Deposit Amt field. The check amount that will be printed will be zero, but the check pay stub will show the details of the payroll transaction for the employee.

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

Module: PR

Q: *I want to be sure that leave accrual balances are printed on the payroll check stub. What check format should I use?*

A: Choosing the laser check with bottom stub format will cause AccountMate to print leave accrual YTD balances on the check stub. This check format is the first check layout option in the PR Module Setup> Printing tab.

OUT OF OFFICE NOTIFICATION

I will be out of the office October 11th, attending the AccountMate Business Partner Roundtable in Chicago. This is an opportunity to sit down with the principals of AccountMate and have a direct dialogue about the direction of the company, their software and what is in store for the future. If you have any issues you believe we should be talking to AccountMate about, please send me an email at support@fourim.com. I will also be leaving on vacation the next day and will be out of the office until October 22nd. I will be available throughout these times and will be able to provide support. The only time that it may be difficult will be on Friday, October 12th while I am traveling, but even then I will only need to find a spot to pull over and connect from the road, should that be necessary. I have also made arrangements with another Business Partner to provide emergency support, if that provides you with better service. The best way to reach me will be by email at support@fourim.com, since that email address gets delivered to my laptop and cell phone. You can also leave a voice mail at the office, as I will be checking messages. Thank you for your consideration.

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