

December 2007

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## Entering the End of the Year Season!

Dear AccountMate Clients:

When we present AccountMate to a prospect, the major differentiator we always stress is its *flexibility* as a result of open data and available source code. This flexibility has been a powerful catalyst for the development of hundreds of add-ons and utilities to extend the functionality of the system; which is then, in turn, fertile ground for AccountMate determining what enhancements to include in new versions and builds of the product.

So, if you're running the latest versions of AccountMate LAN or SQL, then you're enjoying the benefits of integrated ACH electronic payments for both Payables and Payroll, and the ability to print check MICR as part of your ongoing LifeCycle Maintenance agreement.

Also, with the year coming to a close, many of you will be performing your Year End Closing. You may be pleased to know that we have posted AccountMate's Technical Articles for Year End Closing Procedures on our web site.

Regards,

Al Wittmann

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## Tech Notes

From time to time we hear that performance isn't what people think it should be. There are a few things that can be "tweaked" to optimize performance. The following article discusses what those are.

[Tips for Optimizing AccountMate Performance](#)

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## Tips & Tricks

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

**Q:** *When I was creating a PO, I noticed that when I pressed F3 to display the calendar and then double-clicked the date desired, it did not populate the value in the date field. More so, I had to go back and input the date manually since the F3 simply brought up the calendar. Is there a way in AccountMate to speed up the process?*

**A:** Yes there is! You can also display the calendar when you double-click the date field. Doing so will enable you to choose the date in the calendar which will then be

saved in the date field in the applicable function window.

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

**Q:** *I posted a prepayment invoice for \$300 and issued a check for the same amount. When I generate the AP Prepayment Invoice Report, the Invoice Balance shows \$0.00. I have not applied the prepaid amount to an AP invoice; why is it that the balance is \$0.00?*

**A:** The Invoice Balance displayed in the AP Prepayment Invoice Report is the “unpaid amount” and not the “applied amount” of the prepayment invoice. In your case, you posted a prepayment invoice for \$300 and issued a check for the same amount. The AP Prepayment Invoice Report shows an Invoice Balance of \$0.00 because you paid the total amount of the prepayment invoice. If you want to view the “applied amount” and the remaining “unapplied amount” of the prepayment invoice, generate the AP Invoice Detail Report.

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

**Q:** *How do I set up a deduction that is calculated as a percentage of net pay?*

**A:** To set up a deduction that is calculated as a percentage of net pay, follow these steps:

1. Create a deduction code in Deduction Maintenance in the Payroll module.
2. Choose the Percentage deduction type and enter the percentage rate.
3. Choose the “Based on Net Pay” option.
4. Enter the GL Account ID you set up for this deduction code in the Deduction Payable Account field.
5. Click Update to save.

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

**Q:** *I want to process payroll for an employee with additional compensation calculated as an other taxable amount; however, when I apply payroll a deduction is not computed for the other taxable amount. Why is this so?*

**A:** Be sure that you mark the Include Other Taxable Amounts in the Deduction Calculations checkbox on the General (2) tab of the PR Module Setup function.

**Version:** AM7 for SQL and Express, build AM7.3  
**Module:** AR

**Q:** *I use the Customer Transactions Detail Listing to review customer transactions; however, I don't need the detail of each invoice. Is there a report that summarizes the information in the Customer Transactions Detail Listing?*

**A:** Yes, there is. The Customer Transactions Summary Listing provides a summary of customer transactions; specifically, the report does not list the line item details for each invoice.

**Version:** AM7 for SQL and Express, build AM7.3  
**Module:** SM

**Q:** *How can I change the background color for invoices, sales orders, purchase orders and other special report forms to a lighter color to save on printer ink and toner?*

**A:** AccountMate allows you to customize the background color for special report forms. Perform the following procedures to change the report background color:

1. In the System Bar, click the drop-down button next to the Printer icon and select the Report Setup function.
2. In the Report Setup window, click the Color tab.
3. In the Form Label Background Color field, click the Ellipsis button to display the Color window.
4. Select the color of your choice and click OK to go back to the Report Setup window.
5. Click OK to save your settings.

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

**Module:** AR, SO

**Q:** *I created and shipped a sales order; then I generated an invoice for a newly created customer record; however, when I verify the Year-to-Date sales balance of the customer, it still has a zero balance. Why?*

**A:** When the new customer record was created, it was assigned a default YTD Start Date which may be prior to or later than the year in which the transaction date falls. The default YTD is taken from the YTD setup in the SO Module setup. To update this, change the YTD Start Date in the Settings tab of the Customer maintenance record and then click "Yes" when asked to "Recalculate YTD sales amount?"

**Version:** AM7 for SQL and Express, AM6.5 for LAN, build LN604 Upgraded Payroll

**Module:** PR

**Q:** *I set up my employees' pay to be deposited directly to their respective bank accounts. How can I display the direct deposit information on the payroll check stub?*

**A:** In AccountMate 7, the bank name assigned to the direct deposit account set up for each employee is automatically printed in the payroll check stub when you print the check; this includes the payment advice document printed for those employees who have chosen to receive electronic payment. Be sure you select check layout option 1 in the Printing tab of the PR Module Setup. The other check layout options do not print this information.

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

**Module:** IC

**Q:** *How do I record an inventory quantity adjustment to only one inventory item's lot number?*

**A:** Record the quantity adjustment to a particular lot number through the Physical Inventory Count function by performing the following steps:

1. Access the Physical Inventory Count function.
2. In the Freeze Inventory function, select the lot item for which you want to record a quantity adjustment.
3. In the Input Physical Count function, click on the LOT field.
4. In the Input Physical Count for [xxx], select the lot number; then, enter in the Counted Quantity field the new quantity.
5. Proceed to update the inventory count.

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

**Module:** AP

**Q:** *How do I set up a vendor for electronic payment?*

**A:** To set up a vendor for electronic payment, perform the following:

1. In AP Module Setup, verify that the Electronic Payment checkbox in the General 2 tab is marked.
2. Access the Vendor Maintenance function and mark the Electronic Payment checkbox in the Settings tab of the vendor record.
3. Be sure to select "Require Prenotification" in the Prenote Status field and leave the Last Prenote Date field blank.
4. Fill-out the necessary information in the Electronic Payment Setup window.
5. Once done, save the changes by clicking the Update button.
6. Access the Generate Prenotes option from the Process Electronic Payment function in the Transactions menu.
7. Enter the Bank # for which you want to generate prenotes.
8. Select the vendor that you have set up for electronic payment; then, click the Generate button.
9. Once you've received confirmation from your bank that the prenote meets their requirements, run the Activate Vendors for Electronic Payment function.
10. Enter the date when you generated the prenote for the vendor that you had set up for electronic payment and then click the Activate button.

**Version:** AM7 for SQL and Express, AM6.5 for SQL and MSDE, AM6.5 for LAN  
**Module:** IC, AR, SO, PO, MI and RA

**Q:** *How do I un-archive an archived inventory item?*

**A:** Access Inventory maintenance. Click the Archived Inventories Lookup beside the Item# Lookup button. In the Archived Item# Search window, select the particular inventory you want to un-archive and then click the OK button.

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

**Q:** *I created and applied payment to an AP invoice. The invoice amount is within the maximum check amount set up for this vendor; however, I cannot print the computer check when I run the Print Computer Check function. What did I miss?*

**A:** Access the Bank Account Maintenance function and choose the bank assigned to the vendor for whom you are trying to print a check. Verify that the maximum amount allowed for computer checks is greater than or equal to the amount of the check you wish to print for this vendor. You must increase the maximum amount allowed before you can print the check.

**Version:** AM7 for SQL and Express, AM6.5 for LAN, Builds LN603 and LN604  
 Using Upgraded Payroll

**Module:** PR

**Q:** *When I clicked OK in PR Module Setup, I received the message, "Tax Year is different from the Current Period's year. Do you want to continue?" What does this message mean?*

**A:** The message alerts you that the current tax year and the current fiscal year for the Payroll module do not match. The current tax year is incremented when you perform W-2/1099 Year-End Closing. The current fiscal year for the Payroll module is moved to the next when you close the last period of the fiscal year.

**Version:** AccountMate 7 for SQL and Express, AccountMate 6.5 for SQL and MSDE, AccountMate 6.5 for LAN

**Module:** AP

**Q:** *I would like to post or print a check without recording an invoice first. Is this possible in AccountMate?*

**A:** To post or print a check, there must be an AP invoice to correspond to the check transaction. If you need to cut a check for a vendor for whom no invoice has been provided yet, you may want to post a prepayment transaction through the AP Prepayment Transactions function.

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### **Holiday Schedule**

Our offices will be closed for the holidays on December 24<sup>th</sup> & 25<sup>th</sup>, and January 1<sup>st</sup>. We will be open Dec. 31<sup>st</sup> for anyone requiring assistance with Year End Closing.

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