AccountMate

FOURIM CONSULTING, LLC

November 1, 2007

- **AccountMate ships LAN604**
- **Technical Article**
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LAN 604 Shipping!

Dear AccountMate Clients:

For those of you who are on AccountMate/LAN and have an active software maintenance plan, LAN 604 shipped out this week! Once you receive your CD please give us a call so we can coordinate installation.

If you are an SQL user you have probably already received by mail, direct from AccountMate, information regarding "What's New in AccountMate 7.3 for SQL and Express."

As a reminder, don't forget about your Payroll Tax Subscriptions. Some of you have already renewed but there are several of you we haven't heard from yet. If you renew before November 16 you receive a 10% discount (excludes Mag Media). If you have any questions or would like to renew, please contact us.

Regards,

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Subscription Information

If there is someone else in your office who would like to receive this NewsLine, please email support@fourim.com.

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Technical Articles

Some of the major enhancements introduced in AccountMate 7 affect the Bank Reconciliation module. These enhancements were geared to help simplify the bank reconciliation process. This article puts the spotlight on one of these changes. In particular, it discusses the differences between the AM 6.5 and AM 7 Bank Reconciliation Report. Click the title of the article below to download a PDF version of the article.

Bank Reconciliation Report Differences between AM6.5a and AM7

Customers may return purchased items which were paid by credit card. Depending on the company's return policies as well as each customer's preference, the credit card payment may be refunded by check or the charge may be reversed. This week's article discusses how each refund option will be processed in AccountMate. It also explains how each type of refund affects the bank reconciliation process. 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.

How to Handle Refunds for Credit Card Payments

Tips and Tricks (or Treat)

Version: AM7 for SQL and Express (AM7.3 only)
AM6.5 for LAN (LN604 Upgraded Payroll only)
Module: SM

TIP: AM7.3 and LN604 Upgraded Payroll is using a DSN-less connection to the SQL Server. Users are no longer required to set up an ODBC System Data Source to connect AccountMate and file servers to the SQL Server.

Version: AM7 for SQL and Express
AM6.5 for SQL and MSDE
AM6.5 for LAN
Module: AR, SO
Q: *When selling a non-stock inventory item we concluded that by default it was being assigned a revenue code. I have been unable to identify in setup where this assignment is made. Please help me locate this information.*
A: The default revenue code for non-stock inventory items can be assigned in either the AR or SO module. Access the General (2) tab of the AR or SO Module Setup. In the Non-Stock Inventory area, enter the revenue code that you wish to assign to non-stock inventory items.

Version: AM7 for SQL and Express
AM6.5 for SQL and MSDE
AM6.5 for LAN
Module: AR
Q: *We are an academic institution. We need to issue receipts for students; but we do not want to maintain customer records for each student. How should we handle this in AccountMate?*
A: To accommodate this need AccountMate provides the Non-Customer Payment feature in the Accounts Receivable module. To post non-customer payments, perform the following procedure:

1. Access the Apply Payment function.
2. When the Apply Payment window is displayed, press the Enter key. This will prompt the system to display a message asking if you want to post a non-customer payment transaction.
3. Click Yes to proceed.
4. Enter the necessary information in the available fields. You can make use of the Reference field to enter the transaction description or any

other information you deem fit to appear on the receipt.

5. Click the Save button; AccountMate will then display the GL Account ID for Non-customer Payment window.
6. Enter in the provided field the GL Account ID that AccountMate will use as the credit entry for the transaction.
7. Click the Save Payment button to post the transaction.

Version: AM7 for SQL and Express
AM6.5 for SQL and MSDE
AM6.5 for LAN
Module: PR
Q: *I encountered a message: "Cannot proceed. PR Tax Subscription Year does not match the tax table current tax year." I have installed the PR Tax Subscription key; however, this does not resolve the error. What should I do?*
A: Be sure to install the latest PR Tax Update. You can download the latest PR Tax Update from the 2007 Payroll Subscription Program Download.

Version: AM7 for SQL and Express
AM6.5 for SQL and MSDE
AM6.5 for LAN
Module: SM
Q: *How can I remove from AccountMate those users who are no longer employed by my company and employees who no longer need access to AccountMate?*
A: Launch the AccountMate Administrator program and access the Group/User Setup function. Select the Group to which the user belongs and click the plus sign at the left of the group name. This will list the users that belong to the Group. Highlight the particular user name you want to remove, click the Delete button and click yes to confirm deletion.

Version: AM7 for SQL and Express (Data Wizard)
Module: GL, AR, SO, AP, PO, IC, MI, PR
Q: *I am attempting to import vendor records using the Data Wizard; however, I cannot see the Accounts Payable tables in the Destination Table list in the Import Wizard screen. How can I resolve this?*
A: Verify in the AccountMate Administrator program that either the Accounts Payable or the Purchase Order Module is activated and make sure that you've performed Module Setup. If a particular module is not activated and set up, the tables for that module will not appear in the Destination Table section of the Import Wizard screen.

Version: AM7 for SQL and Express
Module: SM
Q: *How do I assign a different language to each user?*
A: Access the Group/User Setup function in the AccountMate Administrator program. In the Group/User Setup window, click the plus sign; then, select the user to whom you want to assign a language. Click the Edit User button to display the Edit User window. In the Edit User window, select the language that you want to assign to the user.

Version: AM7 for SQL and Express
Module: SM
Q: *I would like to upgrade my workstations to the Windows VISTA operating system. Can I do so without causing problems with my AccountMate program?*
A: Starting with AM7.3, AccountMate supports workstations that run on a Windows VISTA operating system. You should be aware that you must set your Vista computers to use the "Windows Standard" theme.

Version: AM7 for SQL and Express
Module: PR
Q: *When we calculate payroll for certain employees who are eligible for overtime, the overtime pay must be excluded from the 401K calculation. How do I accomplish this?*
A: Use the following procedure to properly calculate PR to exclude 401K from the calculation:

1. Access the Apply Payroll/Payment function and check the Input Overtime checkbox on the Apply Payment Options tab.
2. While you are accessing the Apply Payment Options tab uncheck the Apply check boxes next to the appropriate deduction codes; in this case, you would choose the deduction code that corresponds to the 401K deduction.
3. Continue to apply payroll for the overtime pay.

Version: AM7 for SQL and Express
AM6.5 for SQL and MSDE
AM6.5 for LAN
Module: SM
Q: *When looking up an item in the Create Sales Order function, you have the option to choose from previously saved criteria. I set up a criterion for the item lookup; however, I cannot seem to see how to set it up so it defaults to that criterion. Is there a way to set as default a specific criterion?*
A: To set a default Search Criteria, perform the following:

1. Create and Save Criteria.
2. In the Search window, click the Drop Down button in the Criteria field.
3. Select the Criteria that you want to set as default.
4. In the Criteria field, right-click the mouse.
5. Select Set As Default.

Version: AM7 for SQL and Express
Module: BR
Q: *We erroneously recorded an "Other Disbursement" transaction dated October 1, 2007 in our Bank Reconciliation module. Later, we voided this transaction and re-entered the exact same transaction with a September 2007 transaction date. We reconciled the bank account for September and finalized it. We are now reviewing our October financial statements and the voided October transaction is still showing up. Upon further review, BOTH the September and October transactions are recorded in the General Ledger. When I try to again void the October transaction in the Bank Reconciliation module, I get an error message saying the transaction has been cancelled and editing is not allowed. As a result, the bank account balance shown in the General Ledger does not match the Bank Reconciliation Report. What happened and how do I correct the problem?*
A: Apparently, when you reconciled the September bank statement you marked the October transaction as reconciled instead of the September transaction. To correct this situation, create an "Other Receipt" transaction dated in October 2007 to offset the duplicate October "Other Disbursement" transaction; then in the Bank Reconciliation process for October, you must mark the un-reconciled September "Other Disbursement" and the off-setting October "Other Receipt" as reconciled. The balance in the bank's GL Account ID and the Bank Reconciliation Report should now match.

Version: AM7 for SQL and Express
AM6.5 for SQL and MSDE
Module: ALL
Q: *I need a report that will display only certain vendor information; e.g. Vendor # and the vendor's company name.*

A: Although a report with this exact information is not available; using AccountMate's powerful Custom Report feature you can create a report that will provide the desired information. Using the information in the example above, perform the following:

1. Access the Custom Report Setup function from the Utilities menu.
2. In the Custom Report Setup window, click the New button to display the Custom Report window.
3. Select the Account Payable in the Modules grid; then, highlight the AP Vendor File in the Tables grid. In the Fields grid, highlight each field that you want to be included in the custom report e.g. Vendor# and Company; then click the > button.
4. Click the Next>> button to display the Sort/Criteria tab. In this tab, set up the sorting options and criteria that will appear in the custom report interface.
5. Click the Next>> button twice to display the Report tab where you can enter a title for this report; then click the Finish button.
6. Remember to access the newly created custom report from the Custom Report option in the Utilities menu and not through the Reports menu.

Version: AM7 for SQL and Express (AM7.3 Only)
Module: IC, SP
Q: *I activated the Inventory Specification module and marked the Enable Item Specification checkbox in the IC Module Setup; however, when I attempt to create an inventory item with specification, the Use Specification checkbox in the Settings Tab of the Inventory Maintenance window is disabled. How do I resolve this?*
A: In the Information tab of the Inventory Maintenance window, verify that the Work Order checkbox in the Used In area is unmarked. It is by design that an inventory item with specification can not be used for manufacturing; thus, AccountMate 7.3 ensures that only one of these settings is assigned to an inventory item.

Version: AM7 for SQL and Express
AM6.5 for SQL and MSDE
AM6.5 for LAN
Module: GL
Q: *How do I get a blank budget template with all zeros so that when I import my budget, there will not be any existing values that corrupt my budget?*
A: Use the following procedure:

1. Create a budget in AccountMate that includes all GL account numbers.
   a. In the "Multiple Account Update" tab, select "Actual Balances" from the Update Source.
   b. Check the "Include Zero Balance Accounts" so that you get all of the accounts. As an option, you can click on the "Use Filters" if you only want the income statement accounts and not the balance sheet accounts in your budget.
   c. Click on "Start update" to populate the budget with values.
2. Export the budget to Excel.
3. Open the exported file in Excel and populate the values with zero.
4. Close the file and then import the file back into AccountMate
5. Save the budget

Version: AM7 for SQL and Express
AM6.5 for SQL and MSDE
AM6.5 for LAN
Module: SO
Q: *When processing a sales order for a customer, AccountMate produces a*

message stating that the customer has exceeded their maximum credit limit but still allows the user to complete the sales order. Is there a way to prevent shipment on this sales order?
A: To prevent shipment of a sales order for a customer who has exceeded their credit limit, be sure the Allow to Exceed Credit Limit checkbox is not marked. The checkbox is located in the Shipping Sales Order section in the General (1) tab of the SO Module Setup function.

Version: AM7 for SQL and Express
AM6.5 for SQL and MSDE
AM6.5 for LAN
Module: AP
Q: *I applied payments to several invoices for one of my vendors. I noticed that AccountMate printed one check for all the invoices. If I access AP Module setup then mark the Print One Check per Invoice option AccountMate still prints one check for all the invoices. How do I resolve this?*
A: The vendor record for which you are printing the check is not set to Print One Check per Invoice. Verify in the Settings tab of the Vendor Maintenance that you have marked the Print One Check per Invoice checkbox. Marking this option in AP Module Setup only sets AccountMate to make this option a default when creating new vendor record(s).
Note: This option applies to computer checks only and not to handwritten checks.

Version: AM7 for SQL and Express
AM6.5 for SQL and MSDE
AM6.5 for LAN, Build LN603 and higher
Module: PR
Q: *How can I obtain the proper Payroll Tax Subscription Program for LAN603 with SQL Payroll?*
A: The PR Tax Subscription Program for LAN603 provides the programs for both LAN603 with standard PR **AND** LAN603 with SQL Payroll.

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