AccountMate Registered User Newsline | August 2020

In This Issue

The 'Obvious' is NOT Always Obvious

In writing this MESSAGE today, I was reminded that sometimes even the most obvious things can sometimes not become apparent when you are routinely doing your business. These may be features or benefits that add great value but are not in your usual review routine of daily activities and can sometimes be missed.

We all know that the AccountMate Software system in a very powerful accounting solution. It is feature-rich, makes the complex functionality seem not so difficult, provides the stable engine on which modifications can enhance its performance, and supports many strategic vertical add-on solutions.

Don’t overlook things that are routinely found in some of our product lines or recently introduced. These could actually enhance your internal activities and discussions – like the Spanish and French translations that are standard in our AccountMate SQL/Express product lines, the value that reviewing eLearning videos bring to your employees’ experience, etc.

Take a minute to focus on learning (or re-learning) some of these beneficial options. Try to remember to introduce them into your own discussions.

Your knowledgeable AccountMate Solution Provider is always a valuable resource on any AccountMate-related information.

Stay Safe!

Regards,

David Dierke
President & CEO

AccountMate Website Update

Like David Dierke’s MESSAGE reminds us, sometimes we get used to things that are 'status-quo' and work BUT that need an eye to possible updating. That is what AccountMate did with our website. It needed updating in ways that would make it easier for you to navigate and find relevant information.

We encourage to you view our **AccountMate Home page**. We have upgraded the website look, ease of navigation, and made it compatible with mobile devices (cell phones, tablets, etc.). We are always looking for ways that may matter to you when you are pressed for time or away from the office.

Spanish- or French-speaking AccountMate Users Truly Benefit!

Keeping up with the requirements of our customers and realizing that companies may have diverse workforces, AccountMate added both an AccountMate Spanish and an AccountMate French Language Pack FREE for registered clients on a current SQL or Express Maintenance Plan who want to read and transact in these languages. The specific language can be assigned by registered user.

This gives the flexibility of having an entire company running in French or Spanish (or both) or having it designated by specific user. These language packs are available for AccountMate 11 for SQL/Express, as well as backward compatible for AccountMate 9.x for SQL/Express and AccountMate 10.x for SQL/Express.

We also want to remind you that we have included Spanish and French as a DEMO option. If needed, you can request a demo of this from your AccountMate Solution Provider.

E-Learning is a Work-flow Designed Educational Tool

A very important employee resource found in our EDUCATION area is the AccountMate E-Learning resource. These **E-Learning** videos are an extremely powerful and yet flexible, educational enhancement.

The E-Learning hyperlink can be found within our Help menu window of our AccountMate products and in our EDUCATION area of our website. These allow registered users to have direct access to these educational materials that follow a curriculum focused on the core functional and features of each module. The Module-specific workflow representations are shown in an order that we recommend that they be viewed.

And within each video are links to more documents which are referred to as TechNotes. They provide a deeper-dive into the how-to and benefits of the workflow features and functions.

We encourage you to take time to review these videos yourself as well as to suggest to your employees using AccountMate that they do the same. It is definitely worth the time.

Keeping up with COVID-19 Payroll Requirements

The AccountMate Payroll module and our U.S. Payroll Tax Subscriptions continue to keep up with the changes as a result of COVID-19 payroll requirements.

The government continues to offer tax help for taxpayers, businesses, tax-exempt organizations, and others – including health plans – affected by coronavirus (COVID-19). So far, these include:

1. **The Families First Coronavirus Response Act (FFCRA) and the Coronavirus Aid, Relief and Economic Security (CARES) Act** provide a variety of tax credits and grants to employers in response to the COVID-19 pandemic.
2. **The most recent 2020 Payroll Tax Update** address significant changes to **Form 941** to allow for the reporting of new employment tax credit and other tax relief related to COVID-19. Please refer to the **Changes to 941 User Guide** that have been posted to our website or contact your AccountMate Solution Provider.

You can also view the complete list of updates by Federal and States on the **Summary of Payroll Tax Changes for Year 2020** page. Be sure to periodically check this page for future updates.

IMPORTANT! Consult your Tax Accountant on the applicability and implementation of the Coronavirus Tax Relief programs to your specific business.

Contact your AccountMate Solution Provider for more information.

SEPTEMBER Online Payroll Class: Signups Being Taken

It's only a month away! Plan now to get your employees trained on our AccountMate Payroll module. Your company may be thinking about bringing your payroll in-house or want an employee to become more familiar with the functionality.

This 5-day **online** product training course includes in-depth instruction and exercises expounding the features and functionalities of the AccountMate Payroll module. The training course is designed to help attendees learn how to efficiently use the AccountMate Payroll module to meet their Payroll requirements and maximize their productivity by getting the most out of the application. Hands-on exercises are provided to facilitate the learning process.

The special **5-day online payroll-only class** is scheduled for **September 14-18, 2020 (Monday through Friday)** and tuition *for each attendee is* **$1,500 for all Sessions** or **$400/per session.** Please contact your AccountMate Solution Provider to **register** or visit our **Education page**.

OCTOBER Online AccountMate SQL/Express Core Product Class

This online product training course covers the major features and functionalities in each of the core modules that make up AccountMate for SQL and Express. The core modules include System Manager, General Ledger, Inventory Control, Purchase Order, Accounts Payable, Sales Order, Accounts Receivable, and Bank Reconciliation. Hands-on exercises are provided to facilitate the learning process and give the attendees a chance to have one-on-one interaction with the instructor.

The session is:

- **Online Core Product Training Class for AccountMate for SQL and Express** Monday through Friday, **October 12-26, 2020 (10 sessions)**

There is a fee for the training which is $300 per session or $2,500 for all sessions. **Exception**: Current **Registered Users whose company is on a Current Lifecycle Maintenance Plan** can annually send one trainee **FREE** to the online Core Product Training for AccountMate SQL and Express at no-charge.

Register for the upcoming **online Core Product Training Class for AccountMate for SQL and Express** on our **website** or with your AccountMate Solution Provider**.** This **new Registration page** has been created so you can start the registration process online. Once the online form is submitted, your AccountMate Solution Provider will be your contact and be the one to discuss billing with you.

We look forward to your participation in this online training opportunity.

AvidXchange: Webinar on Cost Savings with Payment Automation & iPad Drawing

AccountMate has joined up with our vertical solution partner, AvidXchange, to provide a webinar for you to learn about the **"Surefire Way to Increase Efficiency and Cost Savings with Payment Automation"**. It will be presented on **Wednesday, August 26th at 10am PT/1pm ET.**

In today's current environment, the ability to make payments anywhere, at any time has become mission critical. For those companies operating with mostly manual, paper-based processes, that can be a challenge.

In recent surveys of US companies, it was found that over 40% expected at least some of their payments are late due to finance teams working from home, with 12% saying all payments would be late. Now, months into the navigating these challenges, 84% of companies believe emerging technologies, like payment automation would help them work more efficiently both during and post-pandemic.

Find out why more companies like yours are prioritizing payment automation and are trading in paper, stamps, and hours for a few simple clicks to pay all of their vendors without worries. Solutions like AvidPay are helping businesses eliminate risk-prone, inefficient payment processes and more easily pay their bills.

Join AccountMate and AvidXchange to learn more about:

- The benefits of prioritizing payment automation as a strategic move
- Why your relationship with suppliers matters – the hidden value that fuels monetization of your backoffice
- Creating a predictable & Risk-proof ROI for your business

Register and attend for a chance to ***Win an iPad***!

Technical Note: Understanding the Differences Between the Cash Receipts and Payment Distribution Reports

The **Payment Reports** option under the Accounts Receivable Reports menu provides selections for **Cash Receipts Report** and **Payment Distribution Report**. Customer payments are shown on the Cash Receipts **Report**. The **Payment Distribution Report** shows information about which invoices are paid with a particular receipt. This week, we publish **Article # 1090: Understanding the Differences between the Cash Receipts and Payment Distribution Reports**. This Technical Note discusses in detail the differences between the two reports.

Feature Focus Tips (Finance Charge)

Version: AM11 for SQL and Express
AM10 for SQL, Express and LAN
AM9 for SQL, Express and LAN
AM8 for LAN

Modules: AR

***Q**: What are the conditions that must be met for finance charges to be applied to a past due invoice?*

A: The **Apply Finance Charge** function applies finance charges only when ALL of the following conditions are met:

- The customer record is set up to apply finance charges.
- The outstanding invoice has an assigned a Pay Code that is eligible for finance charges.
- The date the finance charge will be applied is later than the invoice due date.

The invoice balance or statement balance is equal to or greater than the minimum balance set up in the **AR Module Setup ► Finance Charge ► Min Invoice Balance** field.

Version: AM11 for SQL and Express
AM10 for SQL, Express and LAN
AM9 for SQL, Express and LAN
AM8 for LAN

Modules: AR

***Q**: I attempted to apply finance charge to a customer using the **Apply Finance Charge** function; however, I received the message, "No invoice in the selected criteria is eligible for finance charge." I verified that the **Finance Charge** setting in **AR Module Setup** is correct and the invoice Pay Code is marked as eligible for finance charges. What did I miss?*

A: In addition to the **Finance Charge** setting in **AR Module Setup** and the invoice Pay Code setup, be sure that the customer record is set to apply finance charge. Verify that the **Apply Finance Charge** checkbox in the **Customer Maintenance ► Settings** tab is marked.

Version: AM11 for SQL and Express
AM10 for SQL, Express and LAN
AM9 for SQL, Express and LAN
AM8 for LAN

Modules: AR

***Q**: I need to recalculate finance charges for a customer's invoices. I have verified that the finance charge settings in **AR Module Setup** are correct, the **Apply Finance Charge** checkbox is marked in the customer record and finally, I marked the **Eligible for Finance Charges** checkbox in the pay code assigned to the invoice. When I attempted to apply finance charges, I encountered the message, "No invoice in the selected criteria is eligible for finance charge." What did I miss?*

A: This happens when the customer's AR invoices to which you want to apply finance charges were created before the assigned pay code was set for finance charge eligibility. Since you have just marked the **Eligible for Finance Charges** checkbox in the assigned pay code, this new setting will apply only to invoices created after the setting was changed. You must void and then recreate the invoices created before the pay code was set for finance charge eligibility if you want to calculate finance charges for these invoices.

Version: AM11 for SQL and Express
AM10 for SQL, Express and LAN
AM9 for SQL, Express and LAN
AM8 for LAN

Modules: AR

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

A: The report will show 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 invoice balance; thus, finance charges are presented on the report with the invoice number. On the other hand, if you choose to apply finance charges based on **Past Due Statement Balance**, then a new invoice is created to show that finance charges have been applied. This finance charge invoice is assigned an "FCHG" invoice number. You can set up how to apply finance charges in the **Finance Charge** tab of the **AR Module Setup** function.

Tech Support Tips

Versions: AM11 for SQL and Express
AM10 for SQL, Express, and LAN
AM9 for SQL, Express, and LAN
AM8 for LAN

Modules: PR

***TIP**: To display values in the **MA PFML** and **WA PFML** forms in **Tax Forms**, the tax code for the family and medical leave additional tax in **PR Module Setup ► State ► Additional Tax Code Setup ► Tax Code** field must be as follows:*

- *MAPFML for the family and medical leave in MA (Massachusetts)*
- *WAPFL for the family leave in WA (Washington)*

Versions: AM11 for SQL and Express
AM10 for SQL, Express, and LAN
AM9 for SQL, Express, and LAN
AM8 for LAN

Modules: AR

***TIP**: You can sort the AR **Aging Report** by **Pay Code**. The pay code is entered in **Create Invoice ► Payment/Bill To/Ship To ► Pay Code** field. If the invoice should be assigned a* *different pay code, then you must amend the invoice and update the pay code. Note that you can no longer amend an invoice that belongs to a closed fiscal period.*

Featured VSPs

AccountMate Forms is a fast and easy way to order your checks, forms, tax forms, envelopes, and more online. Black or colored logos can be added and all checks have a security screen with microprint on back. MICR numbering is guaranteed to work trouble-free. Government approved tax forms are available and are 100% complaint with IRS and SSA requirements. Free test samples are available upon request.
Learn More

Acme Point of Sale is fast, feature rich and user friendly. Acme is designed from the ground up as true point of sale that interfaces to a multitude of POS hardware for a complete solution. Our credo "Keep the Lanes Moving" addresses the main needs of retailers and resellers to be fast, flexible, fault tolerant and fool proof. Acme includes a traditional user interface and awesome "gotta see it" touch screen. It seamlessly integrates with AccountMate, eliminating the need for double entry.
LearnMore

ALERE Manufacturing is designed specifically for order driven and make-to-stock manufacturers. It has a broad range and depth of features that make it extremely appealing to a wide variety of businesses, and includes all the day-to-day functionality of a sophisticated manufacturing package. Designed for small to midsize companies, ALERE Manufacturing integrates smoothly with AccountMate financials offering a powerful and advanced ERP discrete manufacturing solution.
Learn More

Freight+ is a multi-carrier, multi-user shipping manifest system that runs inside the AccountMate accounting system. Eliminate shipping errors with seamless integration. With Freight+ a company can ship, quote, rate-shop, and create all carrier domestic and international shipping documents for ALL carriers using the sales order data. Freight+ is customizable for your specific shipping needs.
Learn More

INFOtrac Customer Relationship Management (CRM) manages and reports on every interaction entered for a prospect, client, supplier, contact, or branch office. It will even schedule the next appropriate interaction–enabling exceptional account management and customer service. With just a glance, you can view all the past interactions with each contact providing the ability to track activity, issues and interactions with all your clients. It will even manage your meetings, phone calls, e-mail and daily tasks.
Learn More

zeckoShop is a powerful, feature-rich, all-in-one website and ecommerce platform that seamlessly integrates with AccountMate. zeckoShop provides all the tools needed to create a dynamic and flexible web-based extension to a company's business operations. zeckoShop website acts as a self-serve portal, giving customers, sales reps and other users easy access product and account information. It has fully customizable websites, scalable to support the needs of all businesses, no matter of size or complexity.
Learn More

Quick Links

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- Classroom Training
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