The System Manager module is the control center for the entire AccountMate system and must be installed to run any of the AccountMate modules.

It controls the system environment and setup, desktop shortcuts to AccountMate functions and external applications, online help, multi-level password security, printer setup, module selection, company selection, system date, and all pop-up menus. It also initializes the system, provides easy access to Microsoft Office tools, and adds multi-lingual capability.

AccountMate System Manager delivers enhanced efficiency, productivity, and security to any business.

AccountMate 12 for LAN
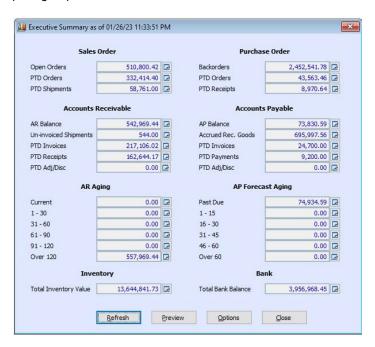# System Manager Module

Multiple Levels of Security

Security is vital to every company. This module delivers multiple levels of password-based security. Set user access by company, by module, by function, and down to key data fields. Additional security can be set to include global functions such as user setup, custom reports, and data export. To speed up the assignment of user access rights, AccountMate provides the ability to copy user and group rights settings. To facilitate the setup, users can view or print reports about functions and extended security settings by group, user, or function.

Secure Password Policies

AccountMate supports secure password policies that facilitate Sarbanes-Oxley compliance. Users can define parameters for password structure and expiration, set login by day and time, track the history of invalid logon attempts, and use any of these options:

• Disallow changing of certain user passwords
• Require password change during the next login
• Disallow re-use of old passwords
• Disallow multiple logins per user account

Executive Summary

Transaction Rollback Gives Additional Data Protection

This fundamental feature significantly improves data integrity by ensuring that – if a power failure occurs while a transaction is in process - the likelihood of having incomplete entries or corrupted files is kept to the absolute minimum. This crucial safety feature offers significant data integrity benefits.

Executive Summary

AccountMate comes with an Executive Summary that provides a snapshot of the company's current financial condition. This feature can be used to quickly identify potential areas of concern. The following information is available to view on-screen or to print:

- Open sales orders and period-to-date sales orders and shipments

- Backordered purchase orders and period-to-date purchase orders and receipts

- Receivable balance, un-invoiced shipments, and period-to-date customer invoices, receipts, and adjustments

- Payable balance, accrued receipts, and period-to-date vendor invoices, payments, and adjustments

- Receivable and payable aging

- Total inventory value

- Total bank balance

User-Defined Short Cut Panes

With the Shortcut Pane, users can add folders, AccountMate function shortcuts, and program shortcuts right on the AccountMate desktop. They can also view 'Recent Documents' and 'Internet Favorites'. AccountMate allows users to organize the shortcut pane in the manner desired, collapse and expand the tree as needed and save the last setting for future use. Best of all, these settings are associated with each user ensuring that the shortcuts are available regardless of which workstation the employee uses.

Integration with Microsoft Office

The AccountMate desktop includes buttons to access Microsoft Word, Excel, Outlook, Teams, and the Internet. These links to the most used Microsoft programs provide easy access to the applications saving time and increasing productivity. AccountMate also allows users to export any grid to Microsoft Excel.

Productivity Tools

AccountMate allows the attachment of files to each transaction or maintenance record to serve as supporting documents or references that can be retrieved and updated at any time. Attachments can easily be dragged and dropped from Windows Explorer to the Attach File window. AccountMate also allows you to customize the column order and width settings of any AccountMate grid to be defined and saved for each user. By doing a right-mouse click on any grid, users can access a pop-up menu where they can see options such as cut, copy, paste, and others. They can also use function keys and/or hotkeys to navigate the screen without a mouse to facilitate data entry.

Powerful Lookup Feature

The lookup feature provides a Search window where users can select the fields to be displayed, export the data from an AccountMate grid to Excel and save the Lookup settings. User-specific security settings are available to allow the export of data from the Search grid.

Access Multiple Functions without Closing the Current Function

Users can access several other functions without closing the current one, even if the functions come from different modules. For example: while recording a sale a user can drill down to a customer or inventory file to set up a new customer or inventory record, subject only to the limitations of the user's access rights. If several function screens are accessed but minimized, a task list of open windows is available and the user can select the function name from the task list to maximize the desired window. Users can also display the windows in tile order to view multiple windows at the same time.

Error Reporting

An Error Report window is provided, which displays pertinent information each time an application error occurs. This feature allows users to view a description of the issue and send a report containing the details of the error to the AccountMate Solution Provider, AccountMate Product Support, or any designated recipient who can help troubleshoot the problem. As the e-mail that will be sent is generated by AccountMate and the error message is captured verbatim, the likelihood that wrong information will be communicated to the parties concerned is considerably reduced.

Online Help is Always Available

At every level of operation, System Manager provides user-friendly Help screens that allow users to search for topics related to any AccountMate module, function, or feature regardless of the module currently being accessed.

Electronic Manual

The AccountMate User Manual is available in electronic form to all users at any time. An Electronic Manual menu option is accessible from the Program Group in the Microsoft Start menu and from the My AccountMate Help group in the Shortcut Pane.

Access to E-Learning Videos

If the Online Help and Electronic Manuals are not enough, users can access AccountMate's E-Learning videos from the AccountMate Help menu. E-Learning videos are training videos specially designed to guide users through the various AccountMate processes and functions. Each video focuses on a specific function that is discussed concerning how it is used and where it falls in the standard business workflow. It goes beyond simply discussing what each field or screen requires; it also provides sample scenarios or transactions and how these should be recorded in AccountMate using the appropriate functions and/or features.

Hassle-Free Module Activation

Activating the various modules is as easy as 1-2-3. Simply enter the product key provided, and AccountMate will automatically make all purchased modules available for activation.

Store Data Forever

Data can be maintained for an infinite number of years, limited only by the available disk space and memory. Users can quickly generate reports for any period of any year, instead of having to search through archived data. Users also have the option to purge historical data during period-end closing and fiscal year-end closing, as needed.

Current User Login List

AccountMate provides a list of users who are currently logged in to the software. When a function that requires exclusive access to AccountMate (such as period-end closing) needs to be performed, this screen displays which users need to exit AccountMate. You can view the Current Login User List from both the main AccountMate application and the Administrator program.

Table Browser and Exporter

AccountMate provides the ability to browse and export an entire data file. Password protection is available to prevent unauthorized users from viewing or exporting sensitive information.

Report Macros Set Report Criteria

With the System Manager's report macros, users can set their report criteria allowing them to generate reports without having to manually re-select the criteria each time.

Print Batches and Labels the Easy Way

A Print Batch feature allows users to set up batches of reports to be printed weekly, at period-end, at year-end, or at any other time. The Print-Label feature allows users to print labels for customers, vendors, inventory items (including bar codes), and other records.

Other Features

• User-defined menu display settings

• Support up to 999 companies, each with its chart of accounts

• Ability to install/reinstall sample company data to be used when training new users

• All product components (including source code, if applicable) are included in a single media

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