AccountMate 12 for SQL or Express
System Manager Module

The System Manager module is the control center for the entire AccountMate system. It controls the system environment and setup, desktop shortcuts to AccountMate functions and external applications, on-line help, multi-level password security, audit trail, report engine, printer and report setup, module and company selection, system date and all pop-up menus. It also initializes the system, provides easy access to Microsoft Office tools and comes with multi-lingual capability.

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

Multiple Levels of Security

Data security is vital to every company. The System Manager module delivers multiple levels of password-based security. You can set access rights by company, by module, by function and even down to some key data fields. To speed up the assignment of access rights, AccountMate gives you the ability to copy user and group rights settings. You can generate reports showing the security settings by group, user or function that you can use to review the access rights set up in the system and make sure that conflicting or incompatible rights are not granted to your users.

Executive Summary

Complete Audit Trail

AccountMate is capable of tracking data changes made using the software. This provides the necessary audit trail for a stronger and more secure information system. This feature is configurable which gives you the flexibility to select the critical data that must be monitored without compromising on software performance if the company's database servers have limited disk space. You can track data changes made in either the main AccountMate application or those made using the Administrator program.

The Audit Trail Transaction Log and the System Audit Log as well as the Audit Trail tab or Audit Trail window in applicable Transaction functions are available to help you identify the users who recorded new transactions or updated existing ones. These reports show the old and new field values as well as the date and time when the changes were made to give you a complete audit trail.

Password Policies

AccountMate allows you to set password policies that facilitate Sarbanes-Oxley compliance. You can define parameters for password structure and expiration, set login by day and time, track history of invalid logon attempts and use any of the following options:

• Disallow changing of certain user passwords

• Require password change during next login

• Disallow reuse of old passwords

• Disallow multiple logins per user account

Executive Summary

AccountMate comes with an Executive Summary which provides a snap shot of the company's current financial condition. This can be used to quickly identify potential areas of concern. You can configure the settings, view the graphical presentation, and analyze the details of each amount on the Executive Summary screen. You can drill down on the Graph window to generate a report that shows the detailed transactions that comprise the balance that you want to investigate. The following information is available to view on the screen or to print:

• Sales quotes, open sales orders, unreleased blanket sales orders, and month-to-date (MTD) sales orders and shipments

• Purchase quotes, backordered purchase orders, unreleased blanket purchase orders, and month-to-date purchase orders and receipts

• Receivable balance, un-invoiced shipments, and month-to-date customer invoices, receipts and adjustments/discounts

• Payable balance, unmatched accrued receipts, and month-to-date vendor invoices, payments, and adjustments/discounts

• Receivable and payable forecast aging

• Total inventory value

• Total bank balance

Support Global Operations

AccountMate comes with a multi-national sales taxation engine that supports US sales tax, Canadian HST/GST/PST, Australian GST and VAT. It also comes with multilingual capabilities and allows users of bilingual systems to maintain dual descriptions (e.g. General Ledger account description, inventory item description, unit-of-measurement short description, remarks) that can be printed onto reports generated for foreign users, customers and/or vendors.

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.

User-Defined Shortcut Pane

With the Shortcut Pane, users can add folders, AccountMate function shortcuts and program shortcuts right onto the

AccountMate desktop. They can also view 'Recent documents' and 'Internet Favorites'. Each user can organize the shortcut pane in the manner desired, collapse and expand the list as needed and save the most recent setting for future use. Best of all, the settings are associated with each user's profile ensuring that the same shortcuts are available to the user regardless of the workstation he or she is at.

Integration with Microsoft Office

The AccountMate desktop gives you quick access to Microsoft Word, Excel, Outlook, Teams, and the Internet. You can create new documents, spreadsheets or emails with options to use either Exchange (i.e., Outlook) or Office 365, and access your most recent files from within the AccountMate desktop. You can also export data from any AccountMate grid to Microsoft Excel. These links to the most commonly used Microsoft applications save time and help increase productivity.

Productivity Tools

AccountMate lets you attach files to each transaction or maintenance record to use as supporting documents or references. Attachments can be retrieved and updated at any time by users who are granted access rights to the source transactions. 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. These settings can be saved for each user. You can access a pop-up menu to see such options as cut, copy, paste, lookup, email and phone. You can also use function keys and/or hot keys to navigate the screen without a mouse to facilitate data entry.

Powerful Lookup Feature

When you initiate a lookup, AccountMate displays a Search window which lists the records that match the search value you entered. You can select the fields that will be displayed in each Search window and save the settings for future use. You can sort the records displayed in either ascending or descending order using any of the fields that are visible on the screen. If you have the necessary access rights, you can export data from the AccountMate search grid to Excel or drill down on a field to the corresponding AccountMate report.

Flexible Report Engine

AccountMate's reporting engine supports the selection of up to two sorting options for each canned report that comes with the software. This gives you the flexibility to sort the data in a way that will best meet your reporting needs and facilitate analysis. There are a variety of primary and secondary sorting options available in each report. In most cases, the report will show a subtotal for both the primary and secondary sorting options.

There are also a wide variety of criteria options that you can use to filter the data that will appear in each report. This helps you narrow down the report output to the relevant information that you need to effectively run your business.

Export or Email Any Report

Users who are granted the appropriate access rights can export or email reports. The following export file formats are supported out of the box: HTML, Excel, PDF, Rich Text, Text, Word, Crystal Report, or data-only Excel CSV. Users can export reports to spreadsheets for analysis or email PDF files to customers, vendors, or employees. For certain special reports users can set up the default customer and vendor email addresses to whom the individual report or batch of reports will be emailed. This is most useful if your organization wants to go "paperless".

Report Macros Set Report Criteria

With the System Manager's report macros, you can preconfigure the report criteria that you want to use and save the settings. This lets you generate reports without having to manually reselect the criteria each time.

Conveniently Print Batches and Labels

A Print-Batch feature allows you to set up report batches to be printed weekly, at period-end, at year-end or at any other time. Labels can be printed for customers, vendors, inventory items and other records. You can also email the report batches and export them to PDF file format.

Run Multiple Functions without Closing the Current Screen

You can have several function screens running simultaneously even if the functions are from different modules. For example: to speed up data entry while entering a sale, you can drill down to a customer or inventory file to set up a new customer or inventory record provided that you have the necessary access rights.

Easily Accessible On-line Help

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

Electronic Manual

The AccountMate User Manual comes in electronic form with the software. An Electronic Manual menu option is accessible from the Program Group in the Windows Start menu and from the AccountMate Help menu.

Store Data Forever

Data can be maintained for an infinite number of years limited only by the database server's available disk space and memory. As long as data isn't purged, you can quickly generate reports for any period of any year.

Current Login User List

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

Company Access Lock

You can lock a company to prevent others from accessing it or logging into it. Once locked, only the authorized users can lift it. Any users who were in the company at the time it was locked will have limited access so that they can continue to run just the functions that they have open. This allows them to complete whatever processes they have started while preventing them from initiating new ones. This feature can be used to facilitate period-end closing, data transfer to GL, year-end closing, installation of product updates or any other processes that require exclusive access to the company database.

Ability to Disconnect Users

A Disconnect User function can be used to close the AccountMate application and log out users either immediately or at a designated time. This function is available in the main AccountMate application and requires user access rights. This also comes with an option to activate the company access lock to ensure that no new users log into AccountMate or the selected company at the time the disconnection is performed. This is very useful in logging out users while preparing to run AccountMate functions that require exclusive access. It can also be used to release the license seat held by a user who has gone home for the day without logging out thereby freeing it up to be utilized by others.

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.

Other Features

• User-defined menu settings.

• Ability to define thousand separator and decimal symbol for each company.

• Support up to four (4) decimal places for all amount fields.

• Create your own reports using the Custom Report wizard.

• Availability of Spanish and French languages.

• Flexibility in granting the "Supervisor" access rights to multiple users.