# Software That Fits

AccountMate is a real-time, customizable financial and business management software designed to address the needs of small to medium-sized businesses. It takes advantage of the speed of client/server technology and the latest productivity-enhancing tools in Microsoft's suite of products to help you better manage your business.

This leading-edge application combines the full functionality of our award-winning AccountMate system with the power of Microsoft's SQL Server. It offers AccountMate users enhanced investment protection for the long haul with superior scalability, up-time performance, stronger data security and easier integration with other software applications. A SQL database also optimizes the application's performance so users can experience uniform high-speed performance – no more system slowdown at the end of your reporting period.

# AccountMate 8 for SQL and Express Module Summary

**AccountMate for Express** is designed for small to mid-sized businesses that desire the stability and speed of SQL Server without incurring the expense of SQL Server licenses and will have up to five simultaneous users. **AccountMate for SQL** is designed to accommodate hundreds of concurrent users. There is no built-in limit to the size of your company databases; thereby eliminating the need to archive excessive records. **Both AccountMate products** offer an identical user-interface, the same ease of use, number of modules and are source code modifiable. This flexibility can allow AccountMate products to be customized to fit your business processes and adjust as your business grows.

A company can graduate from AccountMate for Express to AccountMate for SQL and still maintain their investment in staff training and software customization. Our seamless data migration makes this a quick and easy upgrade.

## Both AccountMate for SQL and AccountMate for Express include these features:

- Powerful desktop tools with user-definable shortcuts and instant access to your favorite Microsoft applications
- System-wide tracking of data changes that provides comprehensive audit trail and helps strengthen the company's internal controls
- User-definable complex password policy and fraud protection features recommended by banks and accountants for Sarbanes-Oxley compliance
- Drill-down analysis permits instantaneous viewing of account and transaction details
- Multi-segmented chart of accounts allow for complex cost center structure and flexible analysis of financial statements
- Up-to-the-minute bank balances and instant view of unreconciled transactions help manage your cash flow
- Ability to attach supporting documents to transaction and master records
- A suite of inventory features designed to meet your sophisticated inventory management needs
- Multiple warehouses with unlimited bin locations facilitate any complex warehouse setup
- Multi-currency features enable transactions in any currency
- Multi-lingual capabilities support global operations
- Over 20 modules to fulfill your accounting, payroll, inventory, manufacturing, RMA, CRM and other business requirements.

## Accounts Payable

With AccountMate's Accounts Payable module, you can avoid duplicate invoices and late payments, require that invoices entered into the system be supported by purchase orders, and automatically take advantage of early-payment discounts. AccountMate simplifies the payment process by supporting

credit card payments and check issuance directly after an AP invoice is recorded. It can manage payments to various types of 1099 vendors and prints the applicable 1099-MISC forms. When integrated with AccountMate's Purchase Order module, you have a complete vendor and purchasing system that will enhance your ability to manage your vendors and your cash flow.

## Accounts Receivable

With AccountMate's Accounts Receivable module, you have the power of a complete invoicing, receivable, customer and inventory management system so you can always provide customers with prompt service. The Sales Order, Return Merchandise Authorization, Pricing Control, Upsell Management, Customer Inventory Manager and Inventory Specification modules can be integrated with Accounts Receivable to create a complete order entry, customer returns, billing and receivables system, providing better customer and inventory management.

## Bank Reconciliation

Keeping an accurate tab on your cash flow is an important part of your business and AccountMate's Bank Reconciliation module makes it a breeze. With the Bank Reconciliation module you can record miscellaneous disbursements, receipts and bank transfers not recorded in other AccountMate modules, indicate which transactions have cleared your banks and then reconcile their book entries to the bank statements. You can also set up bank accounts and define the currency in which transactions will be shown for each one. You can view your current bank account balance, the last reconciled bank statement balance and the total amount of unreconciled bank transactions, keeping you informed of your company's real-time cash position.

## Business Alerts

Licensed Users can use the many predefined alerts to send emails to specific individuals or groups that need to be aware of a situation that has just occurred or a reminder to take some action. These email alerts can be administered to send an alert to one specific person or to a specified group of people. No longer do people have to read reports and manually send off an email. Proper alerts can be scheduled by an Administrator who names the appropriate addressee and then when a condition is met, emails are sent automatically.

There are currently 32 predefined alerts that come standard in the Alert Manager for the AccountMate Module.

## Business Analysis

Gain real-time insight and discover trends into your business performance by using AccountMate Business Analysis. Anyone who uses spreadsheets has simple, yet powerful capabilities to gather and analyze business information. You can easily build or create custom reports, which allow you to accelerate decision-making with in-depth financial reporting. AccountMate Business Analysis also gives you the ability to create a single Microsoft Excel template for multiple report generations. Pre-built drag and drop Excel functions, reports and business intelligence provide commonly-accessed configurations to help you save time, money and start delivering results immediately.

## Business Intelligence

AccountMate's Business Intelligence module is a powerful query, analysis and reporting tool that enables you to analyze ALL your business data from any angle you wish, including non-AccountMate application data. Benefits include faster reporting cycles, higher quality information, sophisticated data analysis capabilities, information on customer buying or paying behavior and improved executive productivity.

Data can be presented through reports, charts, graphs and dashboards.

## Consolidated Ledger

AccountMate's Consolidated Ledger module provides the ability to quickly combine several companies' account balances and budget information into a single unified ledger to present consolidated financial statements and other reports. It also supports consolidation for companies with different reporting currencies, making it ideal for multi-national organizations with foreign operations. Creating a consolidated ledger is done easily by merely indicating which company is the parent will generate consolidated reports and which companies are the subsidiaries. Each subsidiary company's General Ledger accounts and fiscal periods are mapped to those of its parent so that financial data can be seamlessly transferred.

## Contact Manager

AccountMate's Contact Manager module helps users to manage the total business cycle more effectively and efficiently. The Contact Manager module fully optimizes Microsoft Office to provide an automated contact management system that offers an all-in-one solution for managing all types of contacts with your customers.

## Custom Field Manager

AccountMate's Custom Field Manager module is an engine that allows the addition of any number of data fields according to your company's specific requirements. These custom fields can be character, date, integer, logical or numeric in nature. Character type custom fields can be assigned a default value and have a lookup that can be used to facilitate data searches.

The ability to add custom fields to both standard AccountMate records and non-AccountMate tables makes it possible to add new fields your company needs without purchasing a source code license.

## Customer Inventory Manager

With AccountMate's Customer Inventory Manager module you can integrate your business more closely with your customer's business, resulting in higher levels of customer satisfaction. Many customers will only use their own inventory part numbers, descriptions and units-of-measurement when placing orders and when receiving and being billed for products and services. With AccountMate's Customer Inventory Manager module, you can easily cross-reference item numbers, descriptions and units-of-measurement with those of your customers. It also allows you to set customer contract prices. This module integrates seamlessly with AccountMate's Accounts Receivable, Sales Order and Inventory Control Modules.

## Customer Relationship Manager

AccountMate's Customer Relationship Manager (CRM) module manages and reports on every recorded interaction with a prospect, client, supplier, contact or branch office. It can schedule the next appropriate interaction, enabling exceptional account management and customer service. At a glance, you can view all past interactions with each contact providing the ability to track activities, issues and interactions with all your clients. It can even manage your meetings, phone calls and emails. Contact information is easily searchable and manageable so you can access required records quickly in order to generate reports and perform mail merges. It works with programs like Microsoft Office so data can be merged and utilized in other programs to create custom mailings, mass e-mails, reports and other business documents. It can also be used for sales force and business process automation.

## General Ledger

AccountMate's General Ledger module gives you maximum control over the management of all your accounting transactions. Whether setting up and maintaining a chart of accounts, generating financial statements and reports, or creating journal entries and budgets, AccountMate General Ledger keeps you in control of your financial data.

General Ledger also comes standard with fund accounting capabilities. Enabling General Ledger's fund accounting features addresses not only the specific reporting needs of the not-for-profit organization, but also provides the tools necessary to provide a detailed accounting of funds.

## Inventory Control

With AccountMate's Inventory Control module you have the power of a complete inventory management system.

This module provides the ability to define each inventory item's cost method, units-of-measure, warehouse and bin locations. You can enter safety stock, lead time, reorder level and reorder quantity information. Inventory counts can be performed at any time and as often as needed without interrupting shipping and receiving processes.

You can assign serial numbers to each unit of an inventory item. You can define multiple substitutes for an item and record transfers of units from one warehouse to another. Stock items can be issued specifically for internal use. You can also view a list of vendors that supply a particular item or a list of all items sourced from a particular vendor.

Inventory Control integrates with and enhances the functionalities of the Accounts Receivable, Sales Order, Purchase Order and Manufacturing modules. Inventory Control can also integrate with the Pricing Control, Upsell Management, Inventory Specification, Kitting, Lot Control and Customer Inventory Manager modules.

## Inventory Specification

If you need easy, quick and accurate management of complex inventory that requires tracking of attributes, AccountMate's Inventory Specification module is an excellent solution. This module allows you to create categories for inventory items, such as size, color, weight and texture. You can then track the items' quantities, costs and prices by the assigned categories. This provides you with the ability to quickly suggest a similar item when the desired specification is not available, thereby keeping sales strong. The Inventory Specification module integrates with the Inventory Control, Sales Order, Accounts Receivable, Purchase Order and Upsell Management modules.

## Kitting

With AccountMate's Kitting module, you can add kitting capability to your Inventory Control module. It allows for creating and managing inventory items packaged and sold together as a single unit.

The Kitting module is designed for use by manufacturers and distributors whose goods are often resold in many different configurations. Users can define whether assembled units of a kit item must be kept in stock or whether they can be packaged on the fly as orders are received. Kit items may be sold using a predefined formula or they may be customized per order. This module enables you to track items as they are sold either

individually or as components of a kit, allowing you to make sound and up-to the minute inventory management decisions. The Kitting module integrates with AccountMate's Accounts Receivable, Sales Order and Inventory Control Modules.

## Lot Control

With AccountMate's Lot Control module you can add the power of a complete lot control system to your Inventory Control. You have the ability to track units of lot-controlled items from purchase or production through inventory and sale, as well as record each lot-controlled unit's expiration date. The Lot Control module integrates with AccountMate's Accounts Receivable, Sales Order, Purchase Order and Inventory Control Modules.

## Manufacturing

With AccountMate's Manufacturing module, you can easily and efficiently create work orders and explode jobs into virtually unlimited levels of raw material, labor, machine and subassembly components. With the Manufacturing module, you can record production lead time and monitor the inventory levels of the goods that you manufacture, break down large jobs into multiple starting dates and steps, post work-in-process automatically or manually, as well as print work orders, routing slips, production slips and a wide variety of reports. You can track jobs, resource usage and backorders from work order creation through the posting of finished jobs and the cancellation of any unused allocated resources.

## Payroll

With AccountMate's Payroll module, you can set up records for salaried, hourly and time card/piece work employees, as well as for independent contractors. Pay them over a variety of pay periods according to their pay or employment status. Within this flexible system, deductions can be withheld and/or matched by employers. Additional payments, such as bonuses and fringe benefits, can be recorded for any employee. The system accrues paid leave hours, calculates worker's compensation liability, allows users to print on blank check stock and supports the assignment of multiple state and local tax codes to each employee. It also automatically calculates payroll taxes and prints payroll tax returns, W-2 and 1099 forms. Using the Payroll module, employee and federal tax deposit payments can be made electronically.

## Pricing Control

If you need the ability to set up a complex pricing structure easily and quickly, AccountMate's Pricing Control module provides this capability. This module's features include price maintenance, unlimited simultaneous pricing defined by order quantity and price code for each item specification and unit-of-measurement, the ability to set up minimum prices, multi-currency pricing, and pricing based on the last sales order or invoice price for a defined period. This module is also ideal for making quick and easy changes to inventory prices minimizing time spent on data entry. The Pricing Control module integrates with AccountMate's Sales Order, Accounts Receivable and Inventory Control modules.

## Purchase Order

With AccountMate's Purchase Order module, you have better control over a full range of purchasing activities. You can record vendor lead times and plan purchases based on lead time, safety stock, reorder point and reorder quantity information. Select the option to automatically accrue liability on purchases at the time goods are received and reverse the accrual when you post the liability in the Accounts Payable module. You can accrue liability for received goods either by the item's received quantity or by each PO's received amount. You can also accrue and allocate landed cost for purchased items. For each purchasing decision, you have an abundance of information about each inventory item at your fingertips, enabling you to select the right item, every time.

You get to define which items are for resale and which items are solely for in-house use. And when your Purchase Order system is integrated with AccountMate's Accounts Payable module, you can require that accounts payable invoices be supported by purchase orders before they can be recorded in the system.

## Return Merchandise Authorization

AccountMate's Return Merchandise Authorization (RMA) module tracks the transactions related to the processing of customer returns. With the RMA module, you can create RMA Orders, as well as record important transactions such as receiving the returned items and shipping the repaired, replacement or substitute items. Depending on the nature of the transaction, AccountMate automatically updates the inventory on-hand, booked or defective quantity, and customer balances. Likewise, it automatically calculates the resulting gain or loss from inventory replacements or substitution. It can also generate Sales Return Invoices. With unlimited Return Codes, you have the flexibility to define all the return processes your organization allows.

The RMA module also enhances your ability to maintain a comprehensive list of customer and inventory records that is shared by AccountMate's Sales Order, Accounts Receivable and Inventory Control modules. In addition, AccountMate provides other specific functions such as Inventory Warranty and Defective Inventory Adjustment Maintenance, making it easy for you to thoroughly and accurately manage returned orders.

## Return To Vendor Authorization

AccountMate's Return To Vendor Authorization (RTV) module offers you a comprehensive system with which to manage vendor returns. With this system, you can create RTV Orders, as well as record important tasks such as return shipments of purchased items and the receipt of substitute or replacement items. While performing these functions, the accrued liability for received goods is updated; the on-hand inventory quantity is automatically updated and a Serial number or Lot number may be assigned to the items received as substitute or replacement items. AccountMate also computes the gain or loss resulting from replacements or substitute items. And you are provided with multiple Return Actions from which you can create unlimited Return Codes to cover all possible vendor return scenarios.

## Sales Order

In an increasingly competitive marketplace, customers demand rapid response when placing orders. Your ability to process these requests in a timely and effective manner is essential to earning and keeping your customers' business. With AccountMate's Sales Order module, you have access to a complete order entry, customer and inventory management system so that you can always provide your customers with prompt service. And when integrated with AccountMate's Accounts Receivable module, you receive a complete billing-and-receivable system that will further enhance your ability to manage your inventory and your collections.

## System Manager

AccountMate's 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, printer and report setup, module and company selection and system date. It also initializes the system, provides easy access to Microsoft Office tools and has multi-lingual capability.

## Upsell Management

AccountMate's Upsell Management module brings greater flexibility to customer order processing. You can maintain a list of accessory or upsell items that are available for sale with other inventory items, view and select these upsell items when processing customer orders and separately track upsell item sales for commission purposes. You can even create a script or provide special instructions that your sales team can use as a guide when selling the upsell items. The Upsell Management module integrates with AccountMate's Sales Order, Accounts Receivable, Inventory Control and Inventory Specification modules.

## About AccountMate

Since 1984, AccountMate Software Corporation has provided customers with powerful and flexible accounting and business management software. AccountMate provides the most stable and technologically innovative modifiable accounting solutions for growing companies. The accounting systems are sold by the module which enables customers to acquire the software they initially need and add modules as their business needs evolve. The availability of source code makes this software highly modifiable so that it can be adapted to any changing business environment.

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