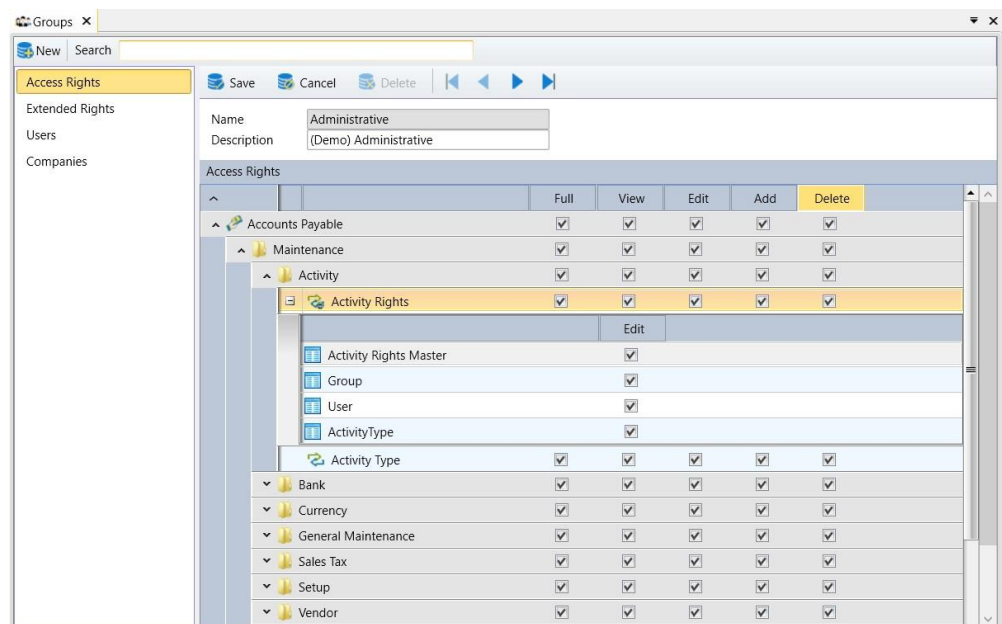**AccountMate®**

The System Manager module is the control center for the entire AccountMate system. It controls the system environment and setup, on-line help, multi-level password security, report engine, module and company selection, system date and all pop-up menus. AccountMate System Manager delivers the utmost efficiency, productivity and security to any business.

AccountMate Enterprise 2023
System Manager Module

Multiple Security Levels

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 or by function. For each function, you can specify what type of access rights the group has. You can set the users' access rights to either only view, only add, only edit, only delete, or full access.

Group Setup Maintenance

Assign User to Multiple Groups

A user can be assigned to more than one group. Each user receives all the access rights granted to each of the groups to which he or she is assigned to.

Password Policies

AccountMate allows you to set password policies that facilitate Sarbanes-Oxley compliance. You can define parameters for password structure and expiration, 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

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 Access Log

Functions that are accessed by each user are kept in a log file. The system tracks the date and time of each access, the company, and functions that a user accessed, as well as the actions or transactions the user made in the function(s) accessed.

AccountMate

Powerful Lookup Feature

When a Maintenance or Transaction function is accessed, AccountMate automatically shows the Lookup screen. This screen automatically filters existing records and display only those that matches the characters as you type them in the Lookup field. You can select the fields to show on the screen and further filter the search results by the data shown on a field. You can sort the records displayed in either ascending or descending order using any of the fields that are visible on the screen and allows you to browse the search results by page. You can also create your own search filter criteria and save it for future use. When you initiate a Lookup in certain fields, you can opt to use either a key search or a full-text search.

Export or Email Any Report

Users who are granted the appropriate access rights can export or email reports. You can set up the email subject line, export file name and the email addresses of the recipients for specific reports. The following export file formats are supported out of the box: PDF, Microsoft Excel, Microsoft Word, and raw data. Users can export reports to spreadsheets for analysis or email PDF files to the desired recipients. This is most useful if your organization wants to go "paperless".

Run Multiple Functions without Closing the Current Screen

You can have several screens running simultaneously even if the functions are from different modules. Each function that you access appears as a separate tab to make it easier for you to find the screens that you have open and switch from one screen to the other. You can also move the tabs to another section of the same screen or even move them to another screen if you are using multiple computer monitors. This is especially useful if you want to do a side-by-side comparison of data from multiple AccountMate screens or reports.

Supports Data Import

Data entry is speed up by the ability to import data into the AccountMate Enterprise system. It allows you to enter data such as values required to create master records, inventory on-hand quantities, account balances, among others. This feature allows you to import from an excel file and select the actual import fields.

Flexible Report Engine

AccountMate's reporting engine supports the selection of multiple sorting options for each 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. Various sorting options are available for each report.

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.

Easily Accessible Online 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. If you have internet connection in the workstation where you are running AccountMate, you can access the Help file that is maintained online. If you do not have internet connection, you can access the Help file that is installed with the software.

Maintain Unlimited Data History

Data can be maintained for an infinite number of years limited only by the database server's available disk space and memory. This gives you the ability to quickly generate reports for any period of any year.

Current User Login List

AccountMate Enterprise can provide a list of users who are currently logged in to the software regardless of which module or company they are currently in. When a function that requires exclusive access to the system (such as period-end closing) needs to be performed, this screen indicates which users must exit AccountMate.

Productivity Tools

Documents or files can be attached to each transaction or maintenance record to use a supporting documents or references. These attachments can be retrieved or updated at any time by users who are granted access rights to the source transactions or maintenance record. Function keys or hot keys are also available that users can use to navigate the screen without using a mouse to facilitate data entry.

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