AccountMate®

AccountMate 10 for LAN
Module Summary

AccountMate 10 for LAN is the latest version release in the AccountMate for LAN product suite. It includes comprehensive data management and administrative features that make it easier to manage your accounting and operating processes. It offers such powerful features as the capability to implement the Affordable Care Act, time cards import, ability to designate different check number sequence for electronic payments in AP and PR, open credits write-off, to name a few. It is user-friendly with a short and easy learning curve especially suited to today's fast-paced environment. Best of all, it uses the same interface as AccountMate's SQL products so that if your company needs to upgrade to a larger solution in the future, your people can be up and running in no time.

AccountMate 10 for LAN is fully customizable and has 16 individual modules so your investment in AccountMate is secure since it can evolve as your business changes.

Managing inventory items at a glance

Accounts Payable

The Accounts Payable module automates a wide range of vendor-related tasks providing you with the ability to effectively manage your expenditures – saving valuable time and reducing costs. This module's key features include stringent controls that aid in saving your company money. They include features that aid in avoiding duplicate invoices, set up authorized GL Account IDs for use with a specific vendor's transactions, copy and paste an AP invoice's account distribution from an Excel file, require that invoices entered into AccountMate be supported by purchase orders, automatically take advantage of early-payment discounts, and minimize late payments and warn users if the void date differs from the original transaction date.

AccountMate simplifies the payment process by supporting ACH and credit card payments, and check issuance or posting of handwritten checks directly after AP invoice recording. You can even print checks or post a handwritten check and record an AP invoice in one sitting. 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 vendor accounts and valuable financial resources.

Accounts Receivable

The Accounts Receivable module provides effective automation and management of your receivables and collections. Its features include the ability to post customer beginning balances; set up and generate recurring invoices; record sales returns and finance charges; record and void payments, applied credits, refunds and adjustments; implement multi- level pricing based on customer classification or order quantity, and a lot more. Its rich multi-currency feature helps you adapt to changes in the global market as it allows you to maintain an unlimited number of currency records, leveraging the ability to update currency exchange rates at any time, and track gains and losses due to currency fluctuations. It restricts unauthorized users from viewing confidential information by encrypting credit card numbers in various AccountMate screens and reports.

When integrated with the Sales Order and Upsell Management modules, you have the power of a complete order entry, billing and receivables system giving you the tools you need to help improve your cash flow while providing customers with prompt service to achieving higher levels of customer satisfaction.

Bank Reconciliation

Keeping an accurate view of your cash flow is an important part of your business and AccountMate's Bank Reconciliation module makes it a breeze. With this module, you can record miscellaneous disbursements, receipts and bank transfers not recorded in other AccountMate modules. You can monitor which transactions have cleared your banks and reconcile your bank accounts with pinpoint accuracy. You can also set up and amend bank account records and specify the currency in which transactions will be recorded for each bank account. You can view your current bank account balance, the last reconciled bank statement balance and the total amount of un-reconciled bank transactions. This keeps you well informed of your company's real-time cash position.

Consolidated Ledger

AccountMate's Consolidated Ledger module provides the ability to quickly combine several companies' account balances and budgets into a single unified ledger to present consolidated financial statements and budget reports.

Creating a consolidated ledger is simple. Just specify which companies are the subsidiaries and designate a parent company that will generate consolidated reports. 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 to the parent company. This module's simplicity and flexibility makes it a valuable financial tool.

Contact Manager

AccountMate's Contact Manager module is a full-featured contact management program that helps you manage your business cycle more effectively and efficiently. It fully optimizes Microsoft Office to provide a complete and automated contact management system that offers an all-in-one solution for managing multiple contacts.

Contact Manager stores all vital business and financial data about contacts and customers including names, addresses, phone numbers, e-mail addresses and websites as well as notes and contact history. It allows you to sort and categorize contacts. It integrates with Microsoft Word; provides contact filters, mail merge, e-mail and reporting functions; and performs mass search and replacement of contact and customer data. This module is fully integrated with AccountMate's Sales Order and Accounts Receivable modules to avoid duplicate data entry and provide up-to-date customer information at the touch of a button.

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, creating journal entries and budgets or generating financial statements and reports, AccountMate General Ledger provides top-flight power and performance to help you stay in control of your financial data.

General Ledger also comes standard with fund accounting capabilities for non-profit organizations. Activating General Ledger's fund accounting features addresses not only the specific reporting needs of the not-for-profit company, it also supplies the necessary tools to provide a detailed accounting of funds for sources that require special handling of the funds that they contribute.

Inventory Control

AccountMate's Inventory Control module gives you the power of a complete inventory management system. It supports a variety of generally accepted cost methods. It allows users to set up their own units-of-measurement, maintain multiple warehouse and bin locations and set the item's reorder point and quantity for each warehouse. Physical inventory counts can be performed at any time and as often as needed without halting operations.

Users can assign serial numbers to inventory items, define multiple substitutes for an item and record transfer of units from one warehouse to another. They can maintain a list of vendors that supply a specific item or a list of 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. It also integrates with the Upsell Management, Kitting and Lot Control modules, thereby adding power and flexibility to your inventory accounting system.

Kitting

With AccountMate's Kitting module, you can add the power of kitting to your Inventory Control module. Create and manage inventory items packaged with minimum assembly and sold together as a single unit. This module is designed for use by manufacturers and distributors whose goods are often resold in bundled packages with 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 pre-defined formula or they may be customized per order. This module allows 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 seamlessly integrates with AccountMate's Inventory Control, Accounts Receivable, and Sales Order modules.

Lot Control

With AccountMate's Lot Control module, you add the power of a complete lot or batch control system to your Inventory Control. It gives you the ability to track units of lot controlled items from purchase or production through inventory stock and sale. With the expiration date monitored for each lot controlled item, you can run inventory reports to identify which items to pull out of stock as their expiration dates near. When a recall is required, you can generate reports to locate the items remaining in stock and determine which customers purchased the items so that they can be notified about the item recall.

The Lot Control module seamlessly integrates with AccountMate's Inventory Control, Accounts Receivable, Sales Order, and Purchase Order modules.

Manufacturing

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

Payroll

It is vital for a company to have full control over its payroll system to ensure that it processes employee compensation accurately and quickly. With AccountMate's Payroll module, you can set up records for salaried, hourly, time card, or piece work employees and independent contractors. You can pay them over a variety of pay periods that suit your company policy and each employee's pay and employment status. Within this flexible system, deductions can be withheld from the employee's payroll and matched by employers. Additional payments, including bonuses and fringe benefits, can be recorded for any employee. AccountMate can be configured to accrue paid leave hours, to calculate worker's compensation liability, to print on blank or preprinted check stock, and to assign multiple states and local tax codes to each employee. With an annual tax subscription, you can download the latest payroll tax updates that will be used to calculate payroll taxes and print payroll tax returns, W-2 forms, and 1099 forms. Using the Payroll module, employee and federal tax deposit payments can be made electronically.

Purchase Order

With AccountMate's Purchase Order module, you have better control over a full range of purchasing activities. You can record vendor pricing and plan purchases based on reorder point and reorder quantity information. You have the option to accrue liability for purchases at the time goods are received and reverse the accrual when you record the vendor's invoice in the Accounts Payable module. For each purchasing decision, you have an abundance of information about each inventory item at your fingertips thereby enabling you to select the right item every time. This module also allows you to define which items are for resale and which items (such as office supplies) are solely for in- house use.

When Purchase Order is integrated with AccountMate's Accounts Payable module, you can require that accounts payable invoices be supported by purchase orders before they can be saved.

Sales Order

In an increasingly competitive market, 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 the power of a complete order entry, customer and inventory management system so that you can provide your customers with prompt service upon demand. When integrated with AccountMate's Accounts Receivable module, you get a complete billing and receivables system that will further enhance your ability to manage your inventory and customer relationships.

System Manager

The System Manager module is the control center for the entire AccountMate system and must be installed in order to run any of the AccountMate modules. It controls the system environment and setup,
desktop shortcuts to AccountMate functions and external applications, on- line help, multi-level password security, printer and report setup, module and company selection, system date and all popup menus. It also initializes the system, provides easy access to Microsoft Office tools and adds multilingual capability.

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

Upsell Management

AccountMate's Upsell Management module can be a powerful tool to help cultivate more sales opportunities for your business. It allows you to maintain a list of accessory or upsell items that are available for sale with other inventory items, to view and select these upsell items when processing customer orders, and to 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, and Inventory Control modules to enhance your sales process.

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