

AccountMate®

AccountMate 7.4 for LAN Release Notes

November 21, 2011

Installation File Contents

The AccountMate 7.4 for LAN CD contains the following components:

- AccountMate 7.4 for LAN Program Files
- Microsoft Visual FoxPro 9.0 (Service Pack 2) Runtime Files
- Seagate Crystal Reports XI (Service Pack 1) Runtime Files

Bug Fixes

Refer to the AccountMate 7.4 for LAN Maintenance Release Summary under the Maintenance and Technical Support section of the AccountMate Business Partner Home Page.

- [Sorted by Control Number](#)
- [Sorted by Module](#)

Important Changes

Ability to Restrict Users from seeing on a List the Companies to which they do not have Access Rights

A new checkbox that is captioned **Do not show companies on company selection list** has been added to the **System Setup** function in the **Administrator** program. When this feature is used, the company selection list will only display the companies to which a user has been granted access rights. This feature will help promote data security.

Double-click Applies Payment to Customer Invoice

We have added the double-click action to the list of hot keys supported in the AR **Apply Payment** function. Authorized users can double-click the **Apply Amount** field of an invoice # on the grid for the system to automatically apply payment equal to the outstanding balance of that invoice. This provides a convenient alternative to manually entering the payment amount, or copying and pasting the Balance field value to the Apply Amount field.

Ability to Adjust Finance Charges

Finance charges may have to be adjusted if the wrong amount is posted or if it is applied to the wrong invoice or customer account. To address this need, a new **Adjust Finance Charge** function has been added to the Accounts Receivable module. Using this function, authorized users can enter positive or negative finance charge adjustments that can be posted to any unrestricted fiscal period. Negative adjustments are limited to the finance charge balance (net of adjustments) or the invoice balance (net of payments, adjustments, write-offs, discounts claimed and finance charge adjustments), whichever is smaller.

A new report called **Finance Charge Exception Report** is also provided. This report identifies the invoices which balances are made up of finance charges. The **Finance Charge Report** has also

been enhanced to give users the option to view applied finance charges only, adjustments only or both.

Inventory Adjustments to Use Item's Master Bin by Default

In previous versions, AccountMate did not provide a default bin when users record inventory adjustments. Users had to manually input the bin code or select it from the Bin Search window. In AccountMate 7.4 for LAN, the system automatically populates the Bin field after the user has entered the item # and warehouse. The default bin is the one that is designated as the Seq # 1 bin in the **Inventory Maintenance** function's **Bin Setup for Item # [xxx] in Warehouse [yyy]** window. Authorized users can still override the default bin value and replace it with a different bin each time they record an inventory adjustment.

Option to View Customer#/Vendor# in select Details Analysis Windows

Authorized users will be able to see the **Customer #** in the **Booked Quantity Details Analysis** window and/or the **Vendor #** in the **On-order Quantity Details Analysis** window. By making this information available to authorized users, AccountMate makes it easier to identify which customers have open item orders and which items are backordered from specific vendors.

Various Report Enhancements

We have enhanced various functions to facilitate printing of certain reports:

Ability to Print Reports Immediately after Amending Certain Transactions

The following Transaction functions have been enhanced to allow authorized users to print reports right after amending existing transaction records:

- **AP Invoice Transactions** – users can print or preview either the **AP Invoice Summary Report** or the **AP Invoice Detail Report** from the **Save window** after recording or amending a vendor invoice record.
- **Create Invoice** – users can print or preview the **AR Invoice** from the **Save window** after creating or amending a customer invoice record.
- **Journal Entry Transactions** – users can print or preview the **Unposted Journal Entries Report** from the **Save window** after creating or amending an unposted journal entry batch.

Option to Print/Preview Report after Saving Handwritten Check

Users now have the option to preview or print a simulation of the check immediately after saving a **Post Handwritten Check** transaction. This provides users a convenient alternative to the Check Register Report that can be generated from the Reports menu.

Replace Invoice Type Option Group with Checkboxes in the AP Invoice Summary/Detail Reports

When printing the **AP Invoice Summary Report** or the **AP Invoice Detail Report** in earlier AccountMate versions, users could either choose to include all invoices or include only the regular invoices, only the debit invoices, or only the prepayment invoices. In version 7.4, these mutually exclusive option groups have been replaced by checkboxes. This gives users more flexibility to apply whichever filter(s) they require to get the information they need from these two reports. For example, by marking the Include Regular Invoices and the Include Debit Invoices checkboxes they can configure these reports to provide the information they need to validate the Accounts Payable GL Account ID balance.

Enhanced Projected Material Requirement Report

We have enhanced the **Projected Material Requirement Report** to facilitate work order scheduling and material requirements planning. The changes include:

Option to Display Purchase Order Backorder Quantities

We have added a checkbox called **Show PO Backorder Quantity** to the report interface. This feature is available when the report is sorted by Order Date or Request Date.

When the checkbox is marked, the report will:

- List all the purchase orders that have open orders for the component items that will be used in various work orders.
- Show in the **On-order Qty** field the number of PO backordered units for each component item included in the report.
- Show in the **Net Qty** field the quantity that is left on a given day after deducting each work order's required quantity from the available and on-order quantities.

This feature gives users the ability to more effectively forecast the number of units available for them to sell or use after deducting the quantities that will be required to process existing work orders.

Option to List Components with Insufficient Quantities Only

A checkbox called **Exclude Components not in Shortage** has been added to the report interface. This feature allows users to generate this report specifically for items that do not have sufficient quantities to meet the demand during a specific period. Armed with this information, users can initiate the necessary processes to replenish their supply of raw materials.

Option to Show Cost in Paid Leave Transaction Report

Authorized users can set the **Paid Leave Transaction Report** to show the corresponding transaction cost. This cost is determined based on the employee's pay rate at the time the transaction was recorded. Use this feature to verify the amounts assigned to the accounting entries that will be posted to GL for paid leave transactions.

Hardware/Software Requirements

Before installing a demo or live copy of AccountMate 7 for LAN, verify that the file server and workstations meet the hardware and software requirements for installing and running AccountMate.

Note: Actual requirements may vary based on the operating system and database used in each installation. Provisions must also be made for any additional applications and files installed with AccountMate.

Recommended Hardware Configurations

	File Server	Workstation
Processor	Pentium 4	Pentium 4
Memory	1 GB	512 MB
Hard Drive	20 GB Free Space	2 GB Free Space

File Server Requirements:

The file server should meet the following minimum requirements:

CPU: Pentium III

Memory: 512 MB

Hard Drive:	5.0 GB Free Space
Operating System:	Windows Server 2008 R2 Standard Edition (SP1) or Windows Server 2008 R2 Enterprise Edition (SP1) or Windows Server 2008 Standard Edition (SP2) or Windows Server 2008 Enterprise Edition (SP2) or Windows Server 2003 Standard Edition (SP2) or Windows Server 2003 Enterprise Edition (SP2) or Windows 2000 Server (SP4) or Windows 2000 Advanced Server (SP4) or Windows Small Business Server 2003 (SP1)
Database*:	Microsoft SQL Server 2008 R2 Standard Edition (SP1) or Microsoft SQL Server 2008 R2 Enterprise Edition (SP1) or Microsoft SQL Server 2008 R2 Express Edition (SP1)** or Microsoft SQL Server 2008 Standard Edition (SP2) or Microsoft SQL Server 2008 Enterprise Edition (SP2) or Microsoft SQL Server 2008 Express Edition (SP2)** or Microsoft SQL Server 2005 Standard Edition (SP4) or Microsoft SQL Server 2005 Enterprise Edition (SP4) or Microsoft SQL Server 2005 Express Edition (SP4)*** or Microsoft SQL Server 2000 Standard Edition (SP4) or Microsoft SQL Server 2000 Enterprise Edition (SP4)

* SQL Server holds Payroll data only and is required only when you install the Payroll module.

** For Microsoft SQL Server 2008 R2 Express Edition (SP1) and Microsoft SQL Server 2008 Express Edition (SP2) users only: Before you install SQL Server 2008 Express Edition, you must install the .NET Framework 3.5 (SP1). For more information about the system requirements for SQL Server 2008 Express Edition, visit <http://www.microsoft.com/express/sql/register/>.

***For Microsoft SQL Server 2005 Express Edition (SP4) users only: Before you install SQL Server 2005 Express Edition, you must install the .NET Framework 2.0. For more information about the system requirements for SQL Server 2005 Express Edition, visit <http://www.microsoft.com/express/sql/previous/register.aspx>.

Workstation Requirements:

Each workstation that will be connected to the file server must meet the following minimum requirements:

CPU:	Pentium III
Memory:	256 MB
Hard Drive:	1.0 GB Free Space
Operating System:	Windows 7 (SP1) or Windows Vista (SP2) or

Windows XP Professional (SP3)**** or

Windows 2000 Professional (SP4)

****For Windows XP Professional (SP3) users only: If you have enabled Windows Firewall, contact your IT administrator for the proper configuration to enable incoming network connections.

Note: Please consult your AccountMate Solution Provider or System Administrator to confirm the optimal configuration to suit your specific needs.

Additional Software Requirements for Modification (Optional)

- Visual FoxPro 9.0 (SP2)
- Crystal Reports XI (SP1)
- Microsoft SQL Server 2008 R2, 2008, 2005 or 2000 Utilities

Installation Guide

Pre-installation Checklist

Use the following checklist as a guide when installing a live copy of AccountMate 7 for LAN:

1. Verify compliance with the System Requirements.
2. **Skip this step if you have not purchased the Payroll module.** Install Microsoft SQL Server if you have not previously done so. Be sure to select the **Mixed Mode** setting in order to support both SQL and NT Authentication; then, follow Microsoft's guidelines to complete the installation. After installing Microsoft SQL Server, be sure to reboot the file server to start the SQL Server Service.
3. Verify that you have administrative rights to the computer where you are installing a live copy of AccountMate 7 for LAN; otherwise, the Microsoft run-time libraries and Crystal Report drivers will not be properly registered.
4. Exit all Windows programs before starting the installation.

Quick Install Guide

1. Insert the AccountMate CD into your CD-ROM drive to automatically start the installation. If the installer program does not start automatically, double-click Setup.exe in the AccountMate CD to display the AccountMate Setup window.
2. Click Next to display the License Agreement window. Read and accept the License Agreement; then, click Next to proceed.
3. View the AccountMate 7 for LAN ReadMe in the Information window; then, click Next to proceed.
4. In the Choose Destination Location window, perform either one of these steps:
 - 4.1. Accept the default destination folder; or
 - 4.2. Select a different destination folder by clicking the Browse button to open a Choose Folder window; then, select the folder where you want to install the AccountMate program.
5. Click Next to proceed to the Setup Type window. Choose from the following installation types:
 - 5.1. Workstation - installs run-time files in your local workstation. This type is required

for workstation installations to run AccountMate 7 for LAN from a mapped folder to the file server.

- 5.2. Server - installs the AccountMate application and Administrator program files, the run-time (system) files, your product key (leave blank for Demo copy) and other available application components. This type is required for file server installations.
6. If you chose the Server Setup, the installer will display the Product Key window; otherwise, proceed to step 10.
7. In the Product Key window, enter the 25-character AccountMate Product Key that was supplied to you upon purchase of the software. If the product key you enter is invalid, the software will not be installed. If you have problems with your Product Key, contact your AccountMate Solution Provider or AccountMate Customer Service.
8. Click Next to proceed to the Select Components window.
9. In the Select Components window, choose from among the following components to install:
 - 9.1. Program Files - includes all AccountMate executable files and the AccountMate Administrator program. The AccountMate executable files allow you to run the main AccountMate program and all its functions and reports while the Administrator Program is needed to activate the AccountMate modules, install license file, create companies in AccountMate, and manage group and user access rights among other functions.
 - 9.2. Run-time Files - installs the run-time libraries necessary to run AccountMate functions and reports.
 - 9.3. Source Code - includes all source code modules purchased. The installer will list the modules for which you purchased source code; mark the checkbox beside each module listed to install the source code files into the specified destination folder. Access to this option and the selection of modules shown will depend on the AccountMate Product Key you entered.

NOTE: The Source Code option will be unavailable if you did not enter a valid Product Key or if the Product Key you entered excluded source code.

10. Click Next to proceed to the Select Program Folder window. Accept the default or enter your own program folder name.
11. Click Next to start the installation. When the installation is complete, click Finish to exit the AccountMate Setup.
12. To create the system and sample company databases, you must first launch the AccountMate Administrator program either from your desktop or from the AccountMate program folder.
13. AccountMate will display a message asking if you want to install the Payroll module. Click Yes to install Payroll; otherwise, click No.

CAUTION: Once the Payroll module is successfully installed, you can no longer reverse the process. If you chose not to install the Payroll module the first time you ran the AccountMate Administrator program, you can still install the Payroll module later.

- If you chose not to install the Payroll module at this time:
 - a. You will see a message informing you that you can install the Payroll module at a later time by running the Administrator program and selecting the Setup menu's Install Payroll Module option. Click OK to close the message; AccountMate will then proceed to install the sample company database.
 - b. When prompted for the supervisor password, enter the default password "go".
- If you chose to install the Payroll module, perform these steps:
 - a. When prompted for the supervisor password, enter the default password "go".
 - b. Specify the name of the SQL server instance to which AccountMate will connect.
 - c. Specify the SQL Server data directory where you want to store the

AccountMate payroll databases. Accept the default or select a different SQL Data Directory.

- d. If the SQL server is installed in another computer, specify in the Mapped as Directory field the drive letter and the shared network folder to which you mapped the physical location on the computer where the AccountMate payroll databases will be stored. If you are physically running AccountMate at the same computer where the SQL server data directory is located, the Mapped as Directory should be the same as the SQL Data Directory.
- e. Click the Install button; when you see a message asking you to confirm whether you are ready to proceed with the installation, click Yes to start the creation of the system and sample company databases.
- f. When shown a message stating that the installation of the system and sample company databases is complete, click OK.

NOTE: If you chose to install the Payroll module, the installer will create the AccountMate payroll databases in the computer that holds the SQL server. The AccountMate application folder as well as the system, sample and company databases will reside in your file server.

14. In the AccountMate Administrator program, perform the following:

- 14.1. Verify or enter the AccountMate Product Key and activate the modules you want to use.
 - 14.2. Install the License File, input the Maintenance Key and, if applicable, the PR Tax Subscription Key.
 - 14.3. Create the live company database(s).
 - 14.4. Set the password policy.
 - 14.5. Set up groups and users, and assign access rights.
15. Launch the AccountMate application and log in with the user name and password that you set up using the AccountMate Administrator program.