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Our goal

At Purtill & Company, we believe our best client is a well-informed client, one who welcomes ideas and challenges us with ideas. Our strengths are in planning, strategies and actions where we can put our knowhow to work as opposed to the book-and-forms work favored by many accounting firms. This newsletter is part of that information effort, but it's not the only part. In addition to this, we want you to feel free to ask us anything. If it's a quick email, and doesn't require extensive research or effort on part, our policy is to absorb the cost internally. That will also let us identify bigger opportunities as they emerge.

Is your financial management software rusty?

I read an interesting article a couple weeks ago about software getting "rusty" - which cited numerous excellent points how, just like owning an old car, software takes regular maintenance (payroll updates and modifications to comply with changes in business rules) and older versions don't have the functionality of new models (did you know that the very last car to be have a factory-option cassette deck was the 2010 Lexus SC-430?).

Most importantly, though, it can often cost more to keep old software running than to replace it due to incompatibilities with newer server and desktop operating systems and MS-Office products. This then impacts your entire operation, as updates to other critical areas can be "held back" to maintain compatibility with the aging parts of your information infrastructure.

Thus, in our experience, updating financial management systems more than about four years old is almost always cost effective - even more often if you've had significant changes in your business model, such as expanding your customer base or product/service offerings.

And, once updated, AccountMate's Lifecycle Software Maintenance Agreement makes staying up to date compelling as the budgetable annual fee provides, among other things, all build and version updates. Since our services to install/update is a billable event, we typically recommend clients install "every other build" - but we can provide you a list of all the updates included in the latest release and help you make the decision if there's new "have to have" functionality just released.

Drill, baby drill!

Like all businesses, we regularly engage in "competitive analysis", to see what the competition has to offer. The AccountMate product compares VERY favorably in functionality with the other mid-tier alternatives, and we wanted to note an area where we think AccountMate is clearly ahead - its "drill-around" ability - so here's an overview to make sure you're getting the full benefit of it.

Some products will tout their "drill-down" ability, but AccountMate goes way beyond that by letting you drill up, down, and around transactions and to/from the General Ledger impact.

So where's this great functionality and how do I get at it?

In both the LAN and SQL product line, look for and click on:
- **Underlined labels on forms** - they drill down to the maintenance screens of the underlying data - usually validated fields.
- **Italicized column headings in grids** - they drill down to underlying reports (like in GL Chart of Accounts Maintenance on the "Period Analysis" tab), or to underlying screens (like in the AR Apply Payments screen on the "Adjustment" column).
- **Notepad buttons beside displayed quantity amounts** - they drill down to screens listing the detail which comprise the displayed quantities (like in Inventory Maintenance beside the "Booked Qty" amount) or grids where you can drill to reports (like in Create Sales Order on the "Line Items" tab).

Most powerfully of all, in the SQL product, look for and click on:

- **Colored (the default is blue) text in report previews** - they drill down to other reports of supporting information, where you can click on yet more colored text to drill up/down/sideways to even more reports. There's really no limit to how many reports you can drill through via this method, and I've often ended up wondering where I started once I got into looking at an issue!

These are powerful ways to immediately access information without having to navigate through other screens and reports - and leverage the built-in efficiency of your AccountMate system.

AccountMate's updated training options

Previously known as the "Cyberlearning videos", AccountMate's updated training videos are based on the features available in AccountMate V8 for SQL/Express and are available FREE to end-users with active AccountMate software maintenance plans. You can access them at http://www.accountmate.com/enduser/, logging in with your Support ID and selecting the E-Learning link or by clicking Help>>eLearning from the menu inside AccountMate V8 SQL/Express.

More than just a collection of videos, the E-Learning page links to module-specific work-flow presentations of the training videos in the order we recommend they be viewed. Each module's work flow page also contains links to the most recent Technical Notes published for the module.

Besides being a great tool for new employees, it's also extremely useful for current employees if you've implemented a new build or version since your initial training and would like to familiarize them with the enhanced functionality.

The modules currently available are: Accounts Payable, Accounts Receivable, Bank Reconciliation, Inventory Control, General Ledger, Purchase Order, Sales Order, Payroll, Manufacturing, Return Merchandise Authorization, Return to Vendor Authorization and System Manager.

After you've had a chance to review one or more of these videos, please give us your feedback as we'd like to know what you think to forward any suggestions for improvement!

AccountMate technical tips

Module: AP

Q: *I discovered that I mistakenly entered a wrong Bank # when I posted an Accounts Payable invoice. How can I correct it?*

A: Perform the following:
1. Access the AP Invoice Transactions>>Amend AP Invoice function.
2. Enter in the Vendor # field the vendor whose AP invoice you need to amend.
3. Enter in the AP Invoice # field the number of the AP invoice to which an erroneous bank number was assigned.
4. Amend the bank number in the Bank # field. You may click the Lookup button to display the Bank # Leading Search window where you can select the correct bank number; then, click OK to close window.
5. Click Save.

Module: AP

Q: I created an invoice and manually applied payment to it. When I tried to print the computer check, I encountered the message, "No records were found for these criteria." Why?

A: Verify the following:

- The bank # that is entered in the first Print Computer Check window is the bank # specified for the invoice in the AP Invoice Transactions>>Amend AP Invoice>>Information tab>>Bank # field.
- The maximum amount allowed for the computer check in the Bank Account Maintenance>>Information tab>>Maximum Amount Allowed area is equal to or greater than total applied payment for the invoice.
- The vendor is set to active in the Vendor Maintenance>>Settings tab>>Status field.
- The Vendor Maintenance>>Settings tab>>Hold Print Check checkbox is unmarked.
- The vendor currency code is the same as the bank currency code.

Module: AR

Q: How can I change the billing or shipping address shown in the AR invoice?

A: Perform either of the following:

- Access the Amend AR Invoice>>Payment/Bill To/Ship To tab>>Billing Address and Shipping Address areas, click the Lookup button to display the Address # Search window; then, choose the correct address number; or
- Access the Amend AR Invoice>>Payment/Bill To/Ship To tab>>Billing Address and Shipping Address areas, click the Overwrite Billing Address or Overwrite Shipping Address button beside the Address # field to enable the fields in the Billing Address or Shipping Address sections; then, enter the desired address and contact information.

Module: AR

Q: Why is the YTD Sales field disabled in the Customer Maintenance>>Information tab?

A: The YTD Sales field is disabled because this field is not available for user input; the value displayed in this field is system generated. To populate the YTD Sales amount for this field, perform the following:

     1. Enter the appropriate date in the Customer Maintenance>>Settings tab>>YTD Start Date field.
     2. Click "Yes" when prompted to recalculate the YTD sales amount.

Modules: IC, SO, AR

Q: I changed the quantity decimal place to 2 in both the SO and AR Module Setup functions; however, when I created a sales order the quantity was not set to 2 decimal places. Why?

A: Be sure to set the quantity's decimal place to 2 in the Inventory Maintenance function>>Settings tab>>Qty Decimals field; then, exit AccountMate.

Contact list

You can contact any Purtill & Company employee by using the employee's first name and our company email location. Or, just click the employee's name below. So, for John, the email address would be john@purtill.com.

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Ardiana Adili Financial and tax planning, financial statements, business planning, IRS problems, restaurants, client accounting, family businesses, QuickBooks issues.

Olga Bubnova, CPA Tax returns, financial statements, tax planning, QuickBooks issues.

Gretchen Fredericks Work flow management, firm administration, client accounts, collections, AccountMate issues. Gretchen is the person to see if you've got a hot deadline or want to know where something is.

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