

# AccountMate 12.x for SQL/Express Conversion from AccountMate/LAN 6.5 or Visual AccountMate Version 3 or 5 CONVERSION INSTRUCTIONS

As of October 12, 2022

## IMPORTANT!! READ THIS DOCUMENT FIRST.

*Do not run the AccountMate 12.x for SQL/Express (AM 12.x) conversion until you read and thoroughly understand all pages of this document. If you have any questions about the conversion process after reading this material, please contact our Product Support team at (707) 774-7599 or via e-mail at [support@accountmate.com](mailto:support@accountmate.com) before you attempt the conversion.*

This document has been designed to address your conversion needs. This is made up of three parts:

- **What's New** – new information added in the conversion instruction
- **Checklist** – step-by-step list of the procedures to be performed
- **Installation & Conversion Details** – detailed discussion of the procedures specified in the checklist

## WHAT'S NEW

The latest conversion program now supports conversion through **AccountMate 12.3 for SQL/Express**.

Starting in **AM12.2 for SQL/Express**, you can assign a default export location of your AccountMate documents and select a particular outbound email in the Company Setup function. You can also assign a Standard Occupational Classification (SOC) code to employee records to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. See **Post Conversion Process ► Run Company Setup** and **Access Maintenance Records** section below for additional information.

Starting in **AM12.1 for SQL/Express SP1**, all bank account #s and routing #s in the database/s are encrypted; however, you need to run a utility to encrypt this confidential information after you upgrade. See **Post Conversion Process ► Run Data Encryption Utility** section for more details.

Starting in **AM12.1 for SQL/Express**, you can configure the signature settings in the **Bank Account Maintenance** function based on a range of check amounts. A list of International Organization for Standardization (ISO)-based states and countries to choose from is also provided in the maintenance and transaction records; however, the state list will only be available if the country selected is either United States (US) or Canada (CA). If the upgraded data has no assigned country, the system will get the value from the **Unassigned Country As** value in the **Setup ► Company Setup** function of the administrator program. You can find more

information in the **Post-Conversion Process ► Run Company Setup** and **Access Maintenance Records** section below.

Starting in **AM11.1 for SQL/Express**, the default Ship Via and F.O.B. when creating vendor related transactions will now come from the vendor record. After upgrade, the values assigned to PO Module Setup from the source build will be assigned to each vendor record. Refer to **Section D. Post-Upgrade Process ► Item # 10 (Access Maintenance Records)** for more details.

Starting in **AM10.4 for SQL/Express**, new positive pay formats (i.e., **Suntrust Bank, Umpqua Bank, Wells Fargo Bank**) are available for selection in **Bank Account Maintenance**.

Starting in **AM10.3 for SQL/Express**, the employee's salary history of all regular earning codes assigned to a particular state is now tracked. A **Delete** button is also made available so you can remove the unnecessary salary information. Pay attention to **Section D. Post-Conversion Process ► Item # 10 (Access Maintenance Records)** for additional information.

Starting in **AM10.2 for SQL/Express**, the reports **To** and **Cc** fields will be auto populated with the customers' e-mail addresses set in the **Customer Maintenance** and **Customer Address Maintenance** functions. Sending e-mails with e-mail addresses that are separated with commas is not allowed; thus, these commas are converted to semi-colons after upgrade. Those e-mail addresses that has comma (e.g. john,kevin.brown@gmail.com) will also be included in the conversion, so you need to verify and amend them after upgrade. See **Section D. Post-Conversion Process ► Item # 10 (Access Maintenance Records)**.

Starting in **AM10.1 for SQL/Express**, the **Multi-Level Pricing** options that is in the **SO/AR Module Setup ► General (2)** tab is no longer available; however, you can still set up multi-level pricing records in the **Inventory Multi-Level Price Maintenance** function either by Price Code or Order Quantity only. With this change, pay close attention to the instruction in **Section A. Pre-installation Steps ► Item # 11 (Verify Multi-Level Pricing Used)**.

The Payroll module also now supports application of payroll and printing of one payroll check for employees with payroll transactions for multiple states. If you have employees who have payroll transactions recorded for multiple states in AM9, read the instruction in **Section D. Post Upgrade Process ► Item # 9 (Recalculate Employee Data) and Item # 10 (Access Maintenance Records)**.

The **Bank Account Maintenance** function is also enhanced to provide users with the capability to print one or two signature lines on AP or PR checks. With this enhancement, the signature image height was increased from 1.010 to 1.250 inches. It is recommended that you verify the check signature alignment immediately after the upgrade before printing valid checks. See **Section D. Post-Upgrade Process ► Item # 12 (Verify AP and/or PR Check Alignment)** for more details.

## CHECKLIST

**Note:** Please refer to the *Installation & Conversion Details* section for a detailed discussion of the specific steps in the checklist below.

### A. Pre-installation Steps

- \_\_\_\_\_ 1. Correct Version
- \_\_\_\_\_ 2. Conversion Limitations
- \_\_\_\_\_ 3. Do Modifications Exists?
- \_\_\_\_\_ 4. Set SQL Server to Use Mixed Mode Authentication
- \_\_\_\_\_ 5. Set SQL Server's Full Text-Search Component
- \_\_\_\_\_ 6. Choose Computer
- \_\_\_\_\_ 7. Check Disk Space
- \_\_\_\_\_ 8. Select and Map a Common Files Directory
- \_\_\_\_\_ 9. Back Up
- \_\_\_\_\_ 10. Perform Data Validation Procedures
- \_\_\_\_\_ 11. Verify Multi-Level Pricing Used
- \_\_\_\_\_ 12. Payroll Module Preparations
- \_\_\_\_\_ 13. Cash Flow Category Assignment
- \_\_\_\_\_ 14. Close BR
- \_\_\_\_\_ 15. Close PO/AP
- \_\_\_\_\_ 16. Generate and Export Accrued Received Goods Report
- \_\_\_\_\_ 17. Consolidated Ledger Module Preparations
- \_\_\_\_\_ 18. Download Pre-Conversion Utility
- \_\_\_\_\_ 19. Run Pre-Conversion Utility
- \_\_\_\_\_ 20. Run the Inventory Adjustments Transfer to GL Update
- \_\_\_\_\_ 21. Run Reports

### B. AccountMate 12 for SQL/Express Installation

- \_\_\_\_\_ 1. Run Setup.exe as Administrator
- \_\_\_\_\_ 2. Select Destination Location
- \_\_\_\_\_ 3. Select the "Custom" Installation Option
- \_\_\_\_\_ 4. AccountMate Product Key
- \_\_\_\_\_ 5. Select Components to Install
- \_\_\_\_\_ 6. Launch the Administrator Program
- \_\_\_\_\_ 7. Back up AM 12 for SQL/Express

### C. Converting Data

- \_\_\_\_\_ 1. Verify Exclusive Access
- \_\_\_\_\_ 2. Download and Extract Latest Conversion Utility
- \_\_\_\_\_ 3. Verify Data Set Size
- \_\_\_\_\_ 4. Run Amconvert.exe
- \_\_\_\_\_ 5. Conversion Setup
- \_\_\_\_\_ 6. Validation/Conversion Setup
- \_\_\_\_\_ 7. Run the Conversion

### D. Post-Conversion Process

- \_\_\_\_\_ 1. Verify Converted Database Recovery Model Setting in SQL Server
- \_\_\_\_\_ 2. Activate Modules

- \_\_\_\_\_ 3. Install License File
- \_\_\_\_\_ 4. Input PR Tax Subscription Key
- \_\_\_\_\_ 5. Run Company Setup
- \_\_\_\_\_ 6. Assign Group and User Access Rights
- \_\_\_\_\_ 7. Run Data Encryption Utility
- \_\_\_\_\_ 8. Initialize Modules and Install Latest PR Tax Update
- \_\_\_\_\_ 9. Recalculate Employee Data
- \_\_\_\_\_ 10. Access Maintenance Records
- \_\_\_\_\_ 11. Update Transactions' Attachments
- \_\_\_\_\_ 12. Verify AP and/or PR Check Alignment
- \_\_\_\_\_ 13. Recalculate Inventory Data and Inventory Beginning Balances
- \_\_\_\_\_ 14. Transfer Data to GL
- \_\_\_\_\_ 15. Consolidate Account Balances and Budgets
- \_\_\_\_\_ 16. Compare GL Transfer Reports and Financial Statements
- \_\_\_\_\_ 17. Review Converted Data (by running reports)
- \_\_\_\_\_ 18. Perform "Typical" or "Compact" Installation on Workstations
- \_\_\_\_\_ 19. Recreate Report Macros and Custom Reports
- \_\_\_\_\_ 20. Post AP Invoices for PO Receipts
- \_\_\_\_\_ 21. Copy the Source Build's Tax Forms' files

## **E.Troubleshooting Errors and Messages**

- \_\_\_\_\_ 1. "Missing file/folder. Please verify that you have extracted the conversion files correctly."
- \_\_\_\_\_ 2. "Cannot detect the SQL Server instance. Be sure that the AccountMate application has already been run to create the amwsys and sample databases."
- \_\_\_\_\_ 3. "Server name should not contain [ln9/ln8/ln7/ln6]."
- \_\_\_\_\_ 4. "Database name should not start with a number."
- \_\_\_\_\_ 5. "Database name should not contain space(s)."
- \_\_\_\_\_ 6. Foreign Key Violation Error

--- Checklist Ends (Detailed Discussion Follows) ---

## **INSTALLATION & CONVERSION DETAILS**

### **A. Pre-installation Steps**

#### **1. Correct Version**

Use these instructions when converting:

- Databases on AccountMate/LAN Version 6.5 (LAN 6.5), Build **LN601** or higher or
- Databases on AccountMate/LAN Version 6.5 (LAN 6.5), Build **LN603 or higher with Upgraded PR** or
- Databases on VAM/LAN Version 5, Build **LN501** or higher or
- Databases on VAM/LAN Version 3, Build **LN315**

to either of the following:

- **AccountMate 12.1 for SQL** (or higher); or
- **AccountMate 12.1 for Express** (or higher)

Check the version number of your current installation by accessing the "About AccountMate" function under the Help menu. If your current installation is a version that is lower than those mentioned above, you must use a different set of instructions.

Verify that the version number on the new AccountMate installer is either AM 12.1 (or higher). Contact AccountMate Product Support at (707) 774-7599, [support@accountmate.com](mailto:support@accountmate.com) or call Customer Service at 1-800-877-8896 ext 520 if you want to convert to any other version.

## 2. Conversion Limitations

Please take note of these conversion limitations that affect the following modules and features:

- Various Modules:** The next computer and handwritten check #, transaction #, and deposit # fields in **Bank Account Maintenance** are configured differently in AccountMate 9 for LAN and AccountMate 12 for SQL/Express. These fields are assigned a numeric data type in AM/LAN while they are integers in AM 12. The SQL integer data type has a maximum value of **2147483647** while the LAN numeric data type has a higher maximum value. If the next check, transaction or deposit number for any of your bank accounts in LAN is greater than the maximum SQL integer value, the conversion will fail; so be sure to change the field value before running this conversion.
- GL Module:** Temporary postings of GL entries from subsidiary modules (i.e. GLTFER records) will be excluded from the conversion. After the conversion you must run the Transfer Data to GL function for all subsidiary modules to get up-to-date GL account balances.
- CL Module:**
  - **Consolidated Account Balances:** Current and prior year consolidation entries from subsidiary account balances are stored in the parent's GLTFER table. Since GLTFER records are excluded from the conversion, in essence the conversion un-consolidates current and prior year subsidiary account balances. After the conversion you must consolidate account balances for all subsidiary companies to get up-to-date consolidated account balances in the parent company.
  - **Consolidated Budgets** LAN 3 through LAN6.5 store consolidated budget data in the application directory. AM 12 stores this data in the database; consequently, the conversion will un-consolidate budget data. After the conversion you must consolidate budgets for each subsidiary company to get consolidated budgets in the parent company.
- BR Module:** There are data structure differences between AM 12 and the older AccountMate versions. Therefore, you must complete any bank reconciliation projects that are pending in your current AccountMate version and then close the period in the BR module before performing the conversion. Refer to step 14 of this section for more information
- IC Module:** Inventory images are not converted. You must add the images to the

Inventory Maintenance record after converting to AM 12.

- f. **PO Module:** Accrued received goods records are not converted. Refer to steps 15 through 16 of this section for more information.
- g. **PR and AP Module:** There are data structure differences between AM 12 and the older AccountMate versions that affect the PR and AP electronic payment feature. Because of these differences, any electronic payments voided in older AccountMate versions will be excluded from AM 12 reports.
- h. **SO Module: VAM/LAN 3** did not have SO shipment tables. In order to facilitate the conversion to AM 12, only the current SO shipment tables will be populated. There will be **no** historical shipment data (SOSHIPH, SOSPTRH, and SOSPSPH) for installations that come from **VAM/LAN 3** builds.
- i. **SM Module:**
  - **Company Logos:** Company logos are not converted. You must add the logos after converting to AM 12.
  - **Shortcut Pane Settings: LAN 6.5** shortcut pane settings are not converted. Your users must re-configure their shortcut pane settings after the conversion.
  - **Report Macros:** None of the user-defined report macros will be converted. Your users must recreate the report macros for all affected reports after converting to AM 12.
  - **Custom Reports:** None of the custom reports will be included in the conversion. You must recreate the custom reports after converting to AM 12.
  - **Group and User Access Rights:** Only the group and user records will be converted. Group and user access rights will not be converted. You must set up the group and user access rights after converting to AM 12.

### 3. Do Modifications Exist?

Your current AccountMate system and data structure must be **unmodified** for the generic conversion program to work. You must have a programmer apply your customizations into your new version if you still need them.

**Please do not proceed** if you **modified** the data structure or system. Instead, e-mail our Development Consulting Service, [devconsulting@accountmate.com](mailto:devconsulting@accountmate.com), to ask how you can modify the generic conversion program to work with your modified AccountMate data or system. Regular consulting charges will apply.

### 4. Set SQL Server with Mixed Mode Authentication

Verify that SQL Server or Express is properly installed and set up for use with AccountMate.

- a. Make sure that SQL Server/Express is installed under **Mixed Mode** to support both SQL and NT Authentication.
- b. Be sure to assign a non-blank password to the 'sa' SQL login ID. Take note of the

password as you will need it to configure the SQL server connection.

- c. Be sure not to use a SQL Server/Express Instance name that contains **In9, In8, In7** or **In6** as this will cause problems during the conversion.
- d. Take note of the **SQL Server/Express Instance name** as you will also need it to configure the SQL server connection and to create the AccountMate databases in the target database server.

**Note:** Be sure to install a SQL Server version that is supported by AccountMate 12.x for SQL/Express. Check our website for the most up to date [AM 12 System Requirements](#). Take note that AccountMate does not sell SQL Server. For assistance on installing your SQL Server or Express, refer to your IT Professional.

## 5. Set SQL Server's Full-Text Search Component

**Note:** Please skip this step if you are converting to AccountMate 12 for Express or if you will be running AccountMate 12 for SQL on SQL Server Express Edition. The Full-Text Search Component is not available in SQL Server Express Edition.

AM 12 has the ability to do a full text search (i.e. search all character fields included in a catalogue) to locate a specific record such as an inventory item. To activate this feature, be sure to install SQL Server's Full-Text Search component. For assistance on installing this component, refer to your IT Professional.

## 6. Choose Computer

We recommend that you run the conversion at the computer that holds the SQL Server/Express. The **SQL Client Tools** must be installed in the computer where the conversion is to be performed if, for any reason, you cannot perform the conversion at the server.

## 7. Check Disk Space

The physical hard drive that houses your SQL server and data should have free disk space of at least 5 times the size of your current AccountMate data.

## 8. Select and Map a Common Files Directory

AM 12 stores the database containers, System Tables, Patches, Modifications, SptgUpdate and Custom Report files along with all other common files it uses in a new directory that is referred to as the Common Files Folder (refer to Section B ► Item 6). To ensure that all AccountMate workstations can access these common files, be sure to map this directory in all workstations using the same drive letter (e.g., X) and grant read-write access to this folder to all users.

## 9. Backup

Back up all live company databases in preparation for performing Data Validation Procedures and Period-End Closing. In case of problems, you can restore the databases from your backup and try again. **DO NOT SKIP THIS STEP!**

## 10. Perform Data Validation Procedures

Run the **Validate Database** and **Rebuild Table Indexes** functions for each company to be converted. If you encounter any error, correct the problem; then, make another backup of the affected database before proceeding with the conversion.

## 11. Verify Multi-Level Pricing Used

**Note:** Please skip this if you do not have the **Sales Order** and **Accounts Receivable** modules.

Starting in **AM10.1 for SQL/Express**, the **Multi-Level Pricing** options that is in the **SO/AR Module Setup ► General (2)** tab is no longer available; however, you can still set up multi-level pricing records in the **Inventory Multi-Level Price Maintenance** function. If you are using the Price Control module, you can set up either of the following multi-level pricing options: (1) by Price Code, (2) by Order Quantity, and/or (3) by Price Code and Order Quantity. Users that do not use the Pricing Control module can set up either by Price Code or Order Quantity only.

In lower versions of AccountMate, though you can only use one multi-level pricing option at a time, you can set up record for both the by Price Code and by Quantity option in the **Inventory Multi-Level Price Maintenance** function. If this is your case, where you have the by Price Code and by Quantity multi-level pricing records, only one of this record will be carried over in AM12 after the upgrade. The record that will be carried over in AM12 is only the record for multi-level pricing option that is used before the upgrade.

Examples:

### Scenario 1

*Source Build (LAN65/lower):* Records exist in the **Inventory Multi-Level Price Maintenance** function; however, the option selected in the **SO/AR Module Setup ► General 2 > Multi-level Pricing** area is **Not Used**.

*Target Build (AM12):* The **Inventory Multi-Level Price Maintenance** function will be empty.

### Scenario 2

*Source Build (LAN65/lower):* Records exist in the **Inventory Multi-Level Price Maintenance** function for both **By Price Code** and **By Quantity** options; however, the option selected in the **SO/AR Module Setup > General 2 > Multi-level Pricing** area is **By Quantity**.

*Target Build (AM12):* The **Inventory Multi-Level Price Maintenance** function will only contain the **By Quantity** record.

With this, it is important that you determine the desired inventory multi-level pricing record that you want use after the upgrade and make the necessary changes in the option selected in the **SO/AR Module Setup > General 2 > Multi-level Pricing** area before upgrading the data.



## 12. Payroll Module Preparations

**Note:** Please skip this step if you do not have the **Payroll** module.

### **LAN 6.5 using Standard Payroll, LAN 5, or LAN 3**

- a. Please note that there are extensive data structure changes in version 12 Payroll. As such, we suggest that you generate these reports before the conversion so you can use them to validate your PR data after the conversion:
  - Payroll Entry Reports
  - PR Check Reports
  - Management Reports
  - Deduction Transactions Report
- b. You must perform **Period-End Closing** in your PR module. PR must be closed through the period that has transactions that have yet to be posted to GL. For example, if you have recorded PR transactions dated up to August 31, 2017 you must close PR through August 2016. Closing the period in PR is necessary to post accounting entries in GL for payroll transactions recorded prior to the conversion.
- c. You must print/record a check for all the applied payroll/payment transactions.

### **LAN 6.5 using Upgraded Payroll**

**Note:** Please skip this if you do not have the **Payroll** module.

**Perform Period-End Closing** through the period to which the following transactions are posted to avoid inaccurate account balances:

- a. Your pre-update data has check transactions which are yet to be permanently transferred to GL (e.g., applied payroll is dated January 31, 2018; check is dated February 1, 2018; and January 2018 is closed in PR). You must close the period through which the check was posted since you can no longer transfer its corresponding entries to GL after the conversion process.
- b. You must close the first period of the calendar year (e.g., January 2018) in the Payroll module to transfer to General Ledger the beginning of year paid leave accrual journal entries generated during W-2 Closing; otherwise, you can no longer transfer these entries to GL after the conversion process.

In the event that the beginning of year paid leave accrual journal entries are posted for new employee records created during the year, you must perform Period-End Closing through the period to which the paid leave accrual journal entries are posted.

**Print/record a check** for all the applied payroll/payment transactions. Starting with **AM9.2 for SQL/Express** there is a significant change with regards to the timing of posting the employee leave accruals. In **AM9.2 for SQL/Express** (or higher), the employee leave accruals are updated after applying payroll/payment. This is unlike the older AccountMate versions where you must print a check after applying payroll/payment before the employee leave accruals are updated. With this change, you must print/record a check for all the applied payroll/payment transactions before you perform conversion to avoid inaccurate employee leave balances.

Also note that starting with **AM8.2 for SQL/Express** there are significant changes to the journal entries created for applied payroll/payment transactions and their associated check transactions.

In **LAN65/lower**, the applied payroll transaction is posted directly to the individual liability GL Account IDs (e.g., Tax Withholdings Payable, Deductions Payable, Wages Payable, etc). In **AM8.2 for SQL/Express** (or higher) the applied payroll transaction is posted to the "catch all" accrued liability GL Account IDs (e.g., Accrued Payroll, Accrued Employer's Tax, Accrued Other Expenses) rather than the individual liability GL Account IDs. During check payment, the "catch all" accrued liability journal entries are reversed; the employee's tax withholdings and deductions, employer's taxes and other payroll liabilities are then posted to the individual liability GL Account IDs (e.g., Tax Withholdings Payable, Deductions Payable, etc.).

### **13. Cash Flow Category Assignment**

Review the cash flow category assigned to each GL Account ID. Each GL Account ID must be assigned only one cash flow category in the **Chart of Account Maintenance** function.

### **14. Close BR**

After completing all pending Reconcile Bank Account transaction records, you must close the period in the BR module. This is essential for the BR module's data to be properly converted.

The BR period you are closing does not have to match the bank statement period you have reconciled. For example, if the most recent bank reconciliation you have completed is for the July statement period but your current period in BR is August you can still proceed with the Period-End Closing. It is also not necessary for all bank account records to be reconciled for the same statement period. For example, if some but not all your bank accounts have been reconciled for the July statement period you can still proceed with the Period-End Closing. The system only requires that there are no pending bank reconciliation projects in the databases that are to be converted.

### **15. Close PO/AP**

You must perform Period-End Closing for your PO/AP modules. These modules must be closed through the period that has transactions that have yet to be posted to GL. For example, if you have recorded PO/AP transactions dated up to January 31, 2016 you must close PO/AP through January 2016. Closing the period in PO/AP is necessary to generate the correct information for the succeeding steps.

### **16. Generate and Export Accrued Received Goods Report**

Run the Accrued Received Goods Report sorted by **Vendor#**. This must be performed in your current AccountMate installation as you will no longer be able to generate this report in AM 12 for PO receipts recorded prior to the conversion.

Be sure to keep a copy of the said report. You will need it after the conversion to identify which PO receipts have accrued liabilities. When you post an AP invoice for your PO receipts in AM 12, you can check the receipts against this report and charge the AP invoice against the Accrued Received Goods Liability, if applicable.

**Note:** You must keep a copy of this report for as long as accrued receipts recorded in your previous AccountMate version are not reversed in your AP invoices. Do not dispose them after the conversion until all of the PO receipts in the report have been fully reversed in AP.

## 17. Consolidated Ledger Module Preparation

**Note:** Please skip this step if you do not have the **Consolidated Ledger** module or you have the module but your parent company and all its subsidiaries use the same home currency code.

In AM 12, subsidiary companies with the same home currency code are consolidated using only one exchange rate per fiscal period. Moreover, exchange rates used to consolidate GL account balances in the prior fiscal year cannot be changed. This control mechanism was not yet in place in LAN65/lower. To ensure that consolidated data is properly converted, you must do the following before performing the conversion:

- a. Access the parent company and print the **Consolidated Account Balance Analysis Report**. Set the report to sort by "Account ID" and mark the "Show Multi-Currencies" checkbox. Take note of the values under the Home Consolidated Amt column for the periods that belong to the prior fiscal year.
- b. Run the **Currency Code Maintenance** function in the parent company.
  - i. Select each currency code record that matches the subsidiaries' home currency codes.
  - ii. Enter the exchange rate that must be used to consolidate the prior fiscal year's account balances. Be careful when entering this value as the prior year's consolidation exchange rates cannot be changed after the conversion.
  - iii. Save the changes made.
- c. Run the **Consolidate Account Balances** function in each subsidiary company. The consolidation will use the exchange rates you entered in the parent company in *step b* above.
- d. Print the **Consolidated Account Balance Analysis Report** once again in the parent company. Set the report to sort by "Account ID" and mark the "Show Multi-Currencies" checkbox. Take note of the values under the Home Consolidated Amt column for the periods that belong to the prior fiscal year.
- e. If the exchange rate you entered in *step b* is different from the exchange rate that was used during previous consolidations, the values you see under the Home Consolidated Amt column when you run the report in *step d* will differ from the ones you saw in *step a*.

Run the **Journal Entry Transactions** function in the parent company to create a prior year-end adjustment that will adjust the prior fiscal year's GL account balances for the variance caused by the different exchange rates used in the previous and current consolidations. This is necessary to bring the prior fiscal year's consolidated home currency account balances back to what they were before consolidation using the exchange rate entered in *step b*. Since the prior year-end adjustment will hit period 13 of the prior fiscal year (if you are using a 12-period fiscal year), you need to create just one adjusting journal entry batch to adjust all the prior fiscal year consolidation variances. After reviewing the entries in the batch, run the **Post JE Batch to GL** function to post the adjustment.

## 18. Download Pre-Conversion Utility

You can obtain the Pre-Conversion Utility (**accrual\_In.zip**) from the [Conversion &](#)

[Upgrade Tools](#) section of the AccountMate website. If you are an AccountMate End User, you must ask your AccountMate Solution Provider to download this file for you. You will need this file if you have Accrued Received Goods transactions in your PO module.

## 19. Run Pre-Conversion Utility

The Accrued Received Goods Report does not show which accruals have been posted to GL, which is why you need to run the Pre-Conversion Utility as an additional step. Follow the steps defined below:

- a. Extract the content (**accrual\_In.exe**) of the Pre-Conversion Utility you downloaded in step 16 to the data directory of the AccountMate LAN company database you are converting.
- b. Run the file extracted against the database that you are converting. This will generate a special report showing the accruals made for PO receipts that have been transferred to GL but have not yet been reversed or invoiced in AP. When used with the Accrued Received Goods Report, the special report will provide you with the information you need to facilitate the posting of AP invoices in AM 12 for the accruals recorded in your previous AccountMate version.
- c. Click the close button (marked "X"). The system will automatically generate an excel file showing the same information as the utility you just ran. This excel file will be called **ACCRUAL.XLS** by default and will be stored in your company database directory. If you have previously run the utility and have kept the excel file under its default name, the system will prompt you to overwrite the existing file with the new output.

Save the results from running this file into a directory that can only be accessed by authorized personnel to minimize the risk of deletion. You can print the excel file for a hard copy that you can use when posting AP invoices for these accruals.

**Caution:** *This must be performed on the correct database, for all databases that you need to convert. Moreover, you must not delete or dispose of these files/printouts for as long as the corresponding PO receipts are not yet invoiced / reversed in AM 12.*

## 20. Run the Inventory Adjustments Transfer to GL Update Utility

Run the **Inventory Adjustments Transfer to GL Update** pre-conversion utility if you want to mark the inventory adjustment records (e.g., CADJ, VKIT, etc.) from the **Sales Order** (SO) module as transferred to General Ledger (i.e., `iciadj.ctogl=x`). The utility will show all the SO inventory adjustment transactions grouped by transaction type, year and month. Once marked, the inventory adjustment entries will no longer be displayed in the GL Transfer Report and Transfer Data to GL will ignore these transactions.

You can find the utility (`amiadj.exe`) in the **utilities ► amiadj** folder of the conversion utility package with the instructions on how to use the program.

## 21. Run Reports

Run the GL Transfer Report from each of the non-GL modules that you use. Also generate the GL financial reports (e.g., Balance Sheet, Income Statement, GL Listing, etc.). If you encounter any error (e.g., Out of balance, Transfer date is not defined, etc.), resolve the

data problem before proceeding with the conversion.

## B. AccountMate 12 for SQL/Express Installation

### 1. Run Setup.exe as Administrator

Extract the AM 12 for SQL/Express installer files to your desired location then run Setup.exe as administrator. You will be shown the AccountMate 12.x for SQL or the AccountMate 12.x for Express Setup screen.

**Note:** *If you are an AccountMate End User, you must ask your AccountMate Solution Provider to download AccountMate 12.x for SQL/Express from the [Software Update Download](#) page of the AccountMate website.*

### 2. Select Destination Location

On the **Choose Destination Location** screen, accept the default Destination Folder by clicking the **Next>** button; or click the **Browse...** button to change to the desired path. This should be the folder in which you will find it most convenient to run AM 12.

- You must install AM 12 in a different folder than the one that holds your current AccountMate for LAN installation. In case the conversion fails and you decide to postpone it for another time, you will be able to easily go back to your LAN version.
- If the file server where you intend to install AM 12 is running on Windows Server 2008, Windows Server 2008 R2 or Windows Server 2012, we strongly recommend that you do NOT install the application in the C:\Program Files directory.

### 3. Select the "Custom" Installation Option

Click the **Next** button to proceed to the **Setup Type** screen. Since you are installing on the server where you will perform the conversion, make sure that you choose the **Custom** installation option.

### 4. AccountMate Product Key

In the **Product Key** window, enter the **25-character AccountMate Product Key** that was given to you for your new AM 12 for SQL/Express package. Should you encounter problems with your Product Key, contact AccountMate Customer Service at 1-800-877-8896 ext 520.

**Note:** *The Product Key is version specific, which means that the product key for version AM 12 for LAN will not work for AM 12 for SQL/Express.*

### 5. Select Components to Install

In the **Select Components** window, you will see three Components to install. These are:

- **Program Files** => these are the executable files, which will allow you to run the main AccountMate 12 for SQL/Express program and all its functions and reports.
- **Administrator Program** => installs the Administrator program, which will allow you to activate modules, install your license file, create companies, and manage group and user access rights among other functions.

- **Run-time Files** => will install the Crystal Reports and Visual FoxPro run-time libraries (DLL's) necessary for running various AccountMate 12 for SQL/Express functions and reports.

Be sure to select the **Program Files** and **Run-time Files** checkboxes in this window so that the executable program as well as the Crystal Reports and Visual FoxPro run-time libraries (DLL's) will be installed.

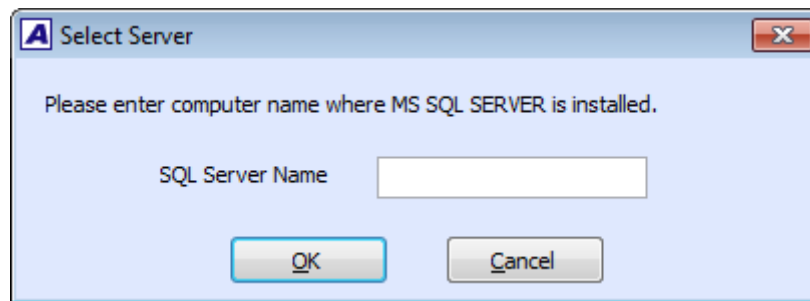
For the server, the computer where the conversion will be performed (if other than the server), and those workstations that need to run the Administrator program be sure to mark all three checkboxes, including the one for the **Administrator Program**. The Administrator program is required to complete the AccountMate 12 for SQL/Express installation.

Continue with the rest of the installation screens until you see the InstallShield Wizard Complete window.

## 6. Launch the Administrator Program

Run the AccountMate 12 Administrator program either from your desktop or the AccountMate 12 application folder.

- a. You should be prompted for the SQL Server or Express instance where your AccountMate 12 data will be stored (Figure 1). Enter in the **SQL Server Name** field the computer name and the SQL Server or Express instance name (e.g. COMP1\SQL1NSTC); then, press **OK**.



**Figure 1. Select Server Dialogue Box**

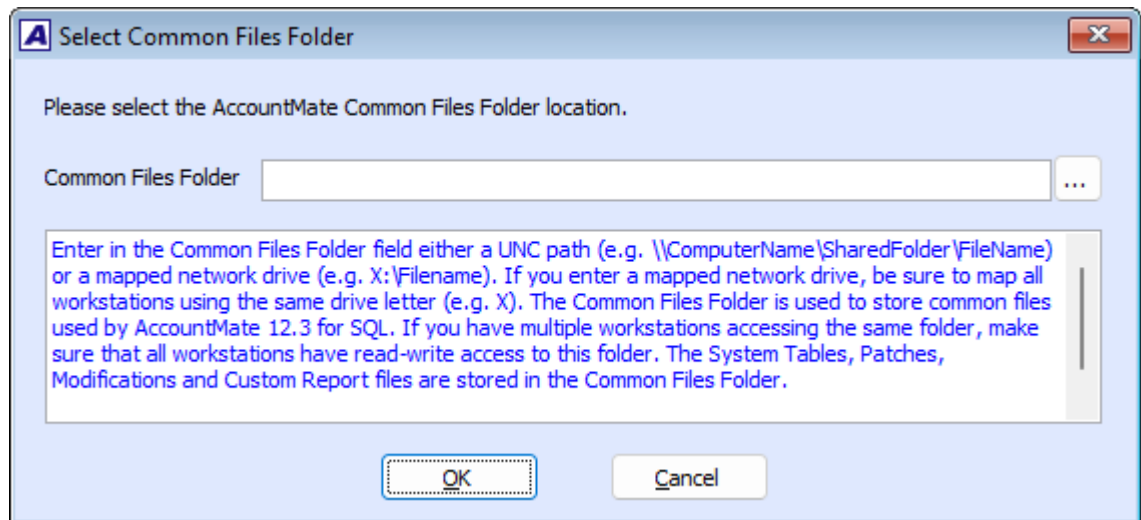
- b. Next, you should be asked for the location of your **Common Files Folder** (Figure 2). This folder will store the database containers, System Tables, Patches, Modifications, SptgUpdate and Custom Report files along with all other common files used by AM 12. You can enter either a UNC path (e.g., \\ComputerName\SharedFolder\FileName) or a mapped network drive (e.g., X:\Filename). If you enter a mapped network drive, be sure to map all workstations using the same drive letter (e.g., X). Since all AccountMate workstations will use the same common files folder, they must all have read-write access to the said folder (refer to Section A ► Item 8).

**NOTE:** If the folder you specify does not yet exist, you will be asked if you want the installer to create the folder. Click "Yes" to proceed.

- c. At this point, you will be asked for the **Default Password**; enter **go**.
- d. In the **Select Country Tax for Sample Company** window, select from the list box

the desired country tax for the sample company.

- e. Specify the SQL Server data directory where you want to store the AccountMate 12 databases. Accept the default or select a different **SQL Data Directory**.
- f. 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 database server where the AccountMate 12 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.



**Figure 2. Select Common Files Folder**

- g. Click the **Install** button; then, 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 database and sample company database for AccountMate 12.
- h. When shown a message stating that the installation of the system and sample company databases is complete, click **OK**.
- i. Click **Exit** to close the Administrator program.

## **7. Back up AM 12 for SQL/Express**

Back up the AM 12 AMWSYS and sample databases. In case of failure, you can restore the backup and resume the conversion without having to reinstall the system. **DO NOT SKIP THIS STEP!**

## **C. Converting Data**

### **1. Verify Exclusive Access**

Check that no one accesses the source AccountMate LAN company you are converting and the AM 12 system while you perform the conversion. You can verify this by selecting the **Current**

**Login User List** function; make sure you are the only user currently logged in. Close the AccountMate LAN and AM 12 programs; then, continue with the conversion.

## 2. Download and Extract Latest Conversion Utility

Make sure you have the latest conversion utility (i.e. **Conversion File for AM 12**). The latest version of this file is available for download from the [Conversion & Upgrade Tools](#) section of the AccountMate website. If you are an AccountMate End User, you must ask your AccountMate Solution Provider to download the file for you.

Extract the contents of the download file (AMCONVERT.zip) into a **Convert** folder that is accessible from the server where you will perform the conversion. Verify that the **"use folder names"** checkbox is marked when extracting the contents of the zip file. Make sure that the Convert folder is shared on your network.

## 3. Verify Data Set Size

By default, our conversion program is designed to handle AccountMate LAN Data sets with a maximum combined file size (i.e., combined size of the DBF + CDX + FPT) of 1.5 GB. If your AccountMate LAN Data folder contains files with a combined file size that exceeds 1.5 GB per data set, you must do the following:

- a. Access the **CVCNFG.DBF** file from the Convert folder where you extracted the conversion files you downloaded from the AccountMate website.
- b. Add a record containing the following values in these fields:
  - o **CCONFIGID** = enter the value **MAXDBFSIZE**
  - o **CVALUE** = enter any valid positive whole number with no commas, periods or any other separators. The value entered in this field is expressed in bytes and must be less than 1.5 GB.
  - o **CKEY1** = leave this field blank

The conversion utility will use the file size you defined in CVCNFG.DBF to split the AccountMate LAN Data files to be used in the data migration. Using the file CVCNFG.DBF allows the conversion program to convert data sets with up to 145 GB combined file size.

**Note:** A data set is a combination of the DBF, CDX and FPT files that store a particular type of data in AccountMate LAN. For example, APVEND.DBF, APVEND.CDX and APVEND.FPT all store AP Vendor File information and constitute one data set. It is the combined size of the three APVEND.\* files that is compared against the default 1.5 GB data set size limitation.

## 4. Run Amconvert.exe

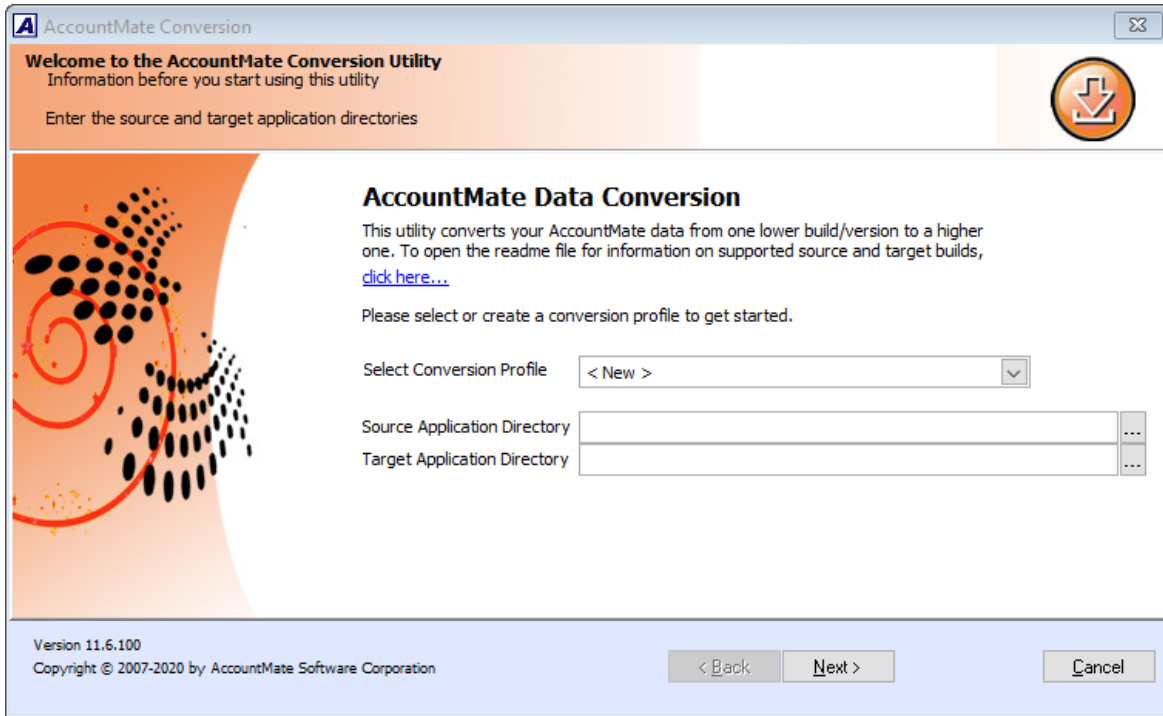
Run **Amconvert.exe** from the Convert folder where you extracted the conversion file you downloaded from the AccountMate website. You should see the screen shown in Figure 3:

- a. **Select Conversion Profile** => choose **<New>** to create a new profile; otherwise, click the **list box** to choose one of the profiles you previously set up.
- b. **Source Application Directory** => enter the path where your source AccountMate LAN application folder (i.e., previous version) is located. Alternatively, you can click the ellipsis button to browse for the correct location.



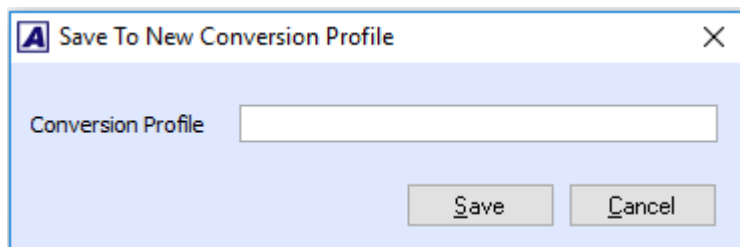
- c. **Target Application Directory** => enter the path where your target AccountMate 12 application folder (i.e., new version) is located. Alternatively, you can click the ellipsis button to browse for the correct location.

After filling in the required information, click the **Next** button.



**Figure 3. Conversion Profile and Application Directory Selection**

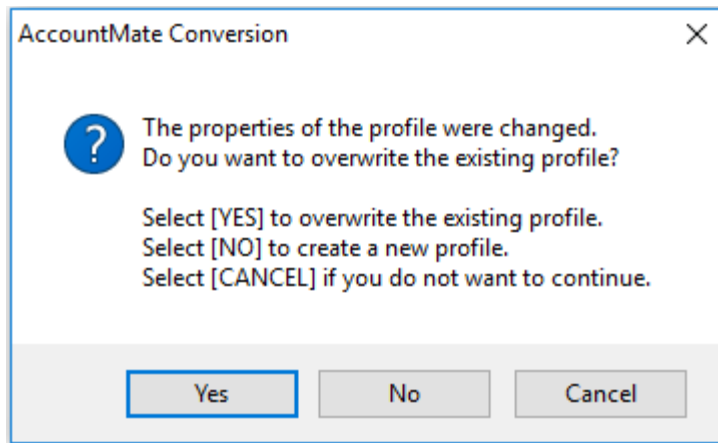
If you chose to create a new profile, you should see the following window:



**Figure 4a. Save New Conversion Profile**

Enter the name you want to assign to the new conversion profile; then, click the **Save** button.

If you selected an existing profile and made changes to the Source and/or Target Application Directory fields, you should see the following message:

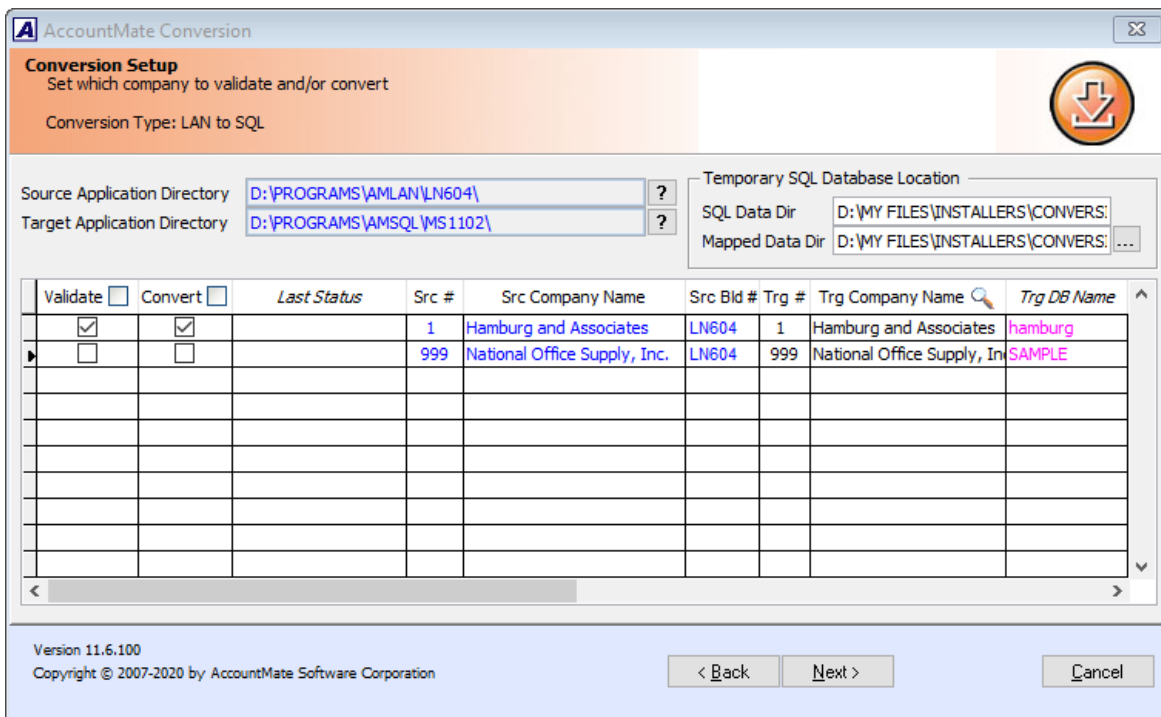


**Figure 4b. Update Existing Conversion Profile**

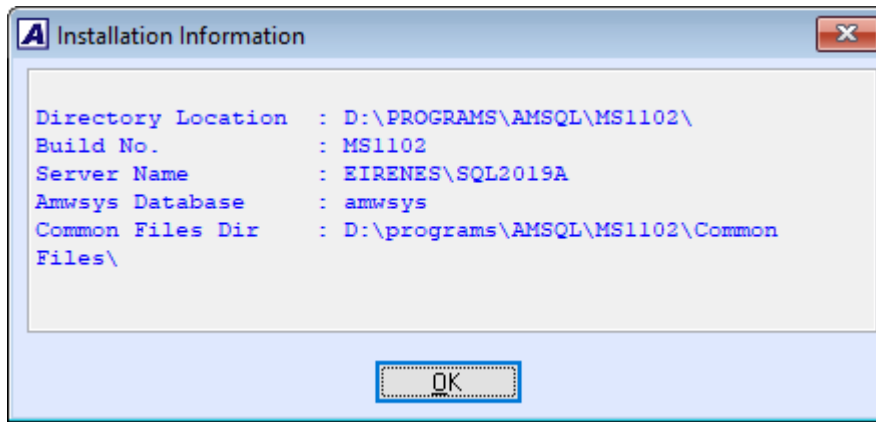
## 5. Conversion Setup

At this point the utility will display the **Conversion Setup** screen (Figure 5).

Above the grid, the utility displays the source and target application directories. Click the **Properties** button beside each field to display the **Installation Information** window (Figure 6) where you can verify that you selected the correct application.



**Figure 5. Conversion Setup**



**Figure 6. Source or Target Application Properties**

In the **Temporary SQL Database Location** section above the grid, enter the path where you want the utility to store the temporary SQL database that will be created during the conversion.

- a. **SQL Data Dir** => specify the folder on the server where Microsoft SQL Server is installed.
- b. **Mapped Data Dir** => specify the path that represents the mapping you made to the SQL Data Directory on the computer from where you are running the conversion utility.

The grid displays the companies that are in your Source Application Directory (i.e., previous version) including the sample company:

- c. **Validate** => mark this checkbox to validate the company data before performing the conversion. This checkbox is marked by default. This sets the utility to run various types of data validation; however, if any issues are found, no data fixing will be performed. You must fix the AccountMate LAN data using Visual FoxPro and then create another backup before proceeding with the conversion.
- d. **Convert** => mark this checkbox to convert the company data. This checkbox is marked by default.
- e. **Last Status** => this field displays the status from the last time you attempted to convert the company data. If this is the first time you convert the company, this field will be blank. For subsequent attempts to convert the company, you may find the following information:
  - o **Started** – validation or conversion has been started but was abnormally stopped by power outages or computer crashes thereby causing the conversion to improperly shut down.
  - o **Validation Completed** – the source company was selected for validation only and the validation completed without error.
  - o **Validation Failed** – errors were encountered during validation of the source company.
  - o **Conversion Completed** – the source company was selected for conversion which completed without error.
  - o **Conversion Failed** – errors were encountered during conversion of the source company.



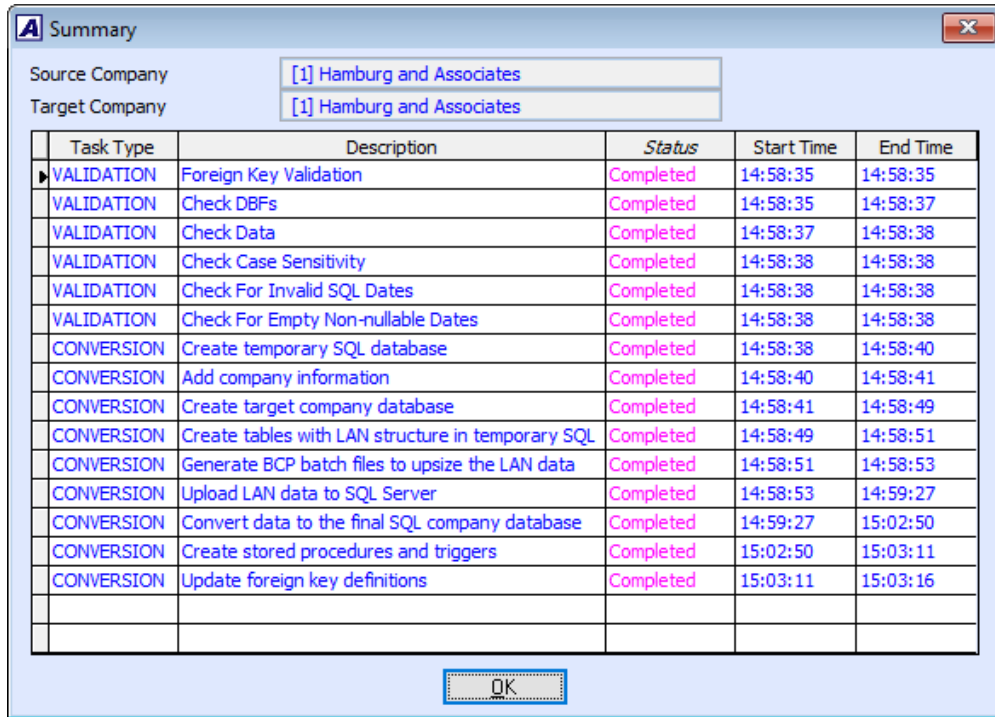


Figure 7a. Summary

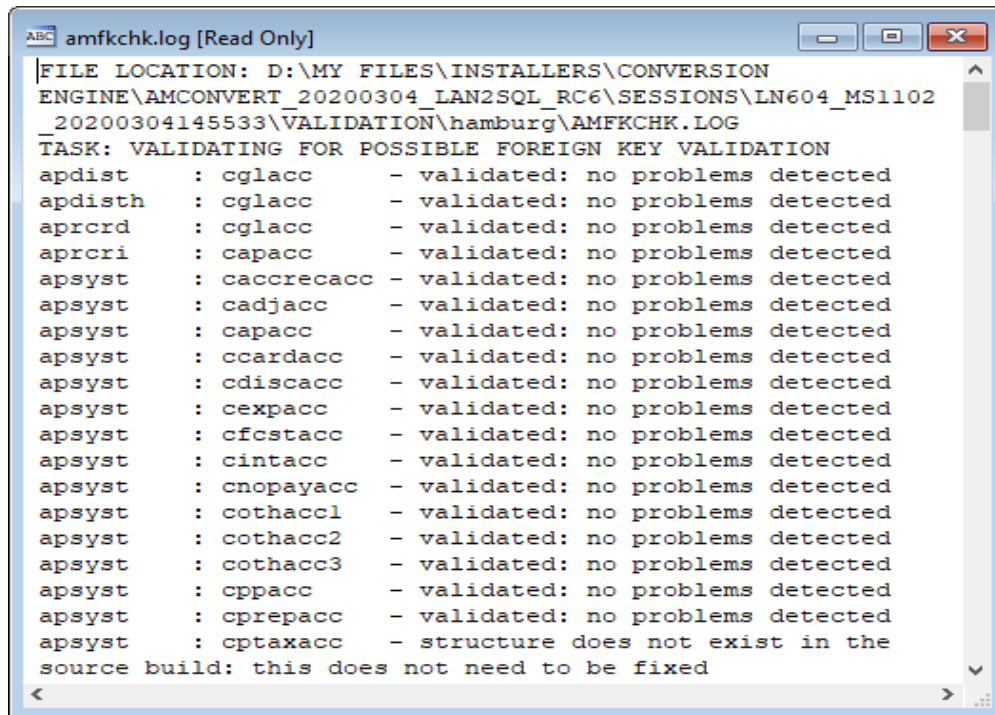


Figure 7c. Conversion Log

- d. **Src #, Src Company Name and Src Bld # =>** these fields are read-only. They display the company IDs, names and company database build # from the source

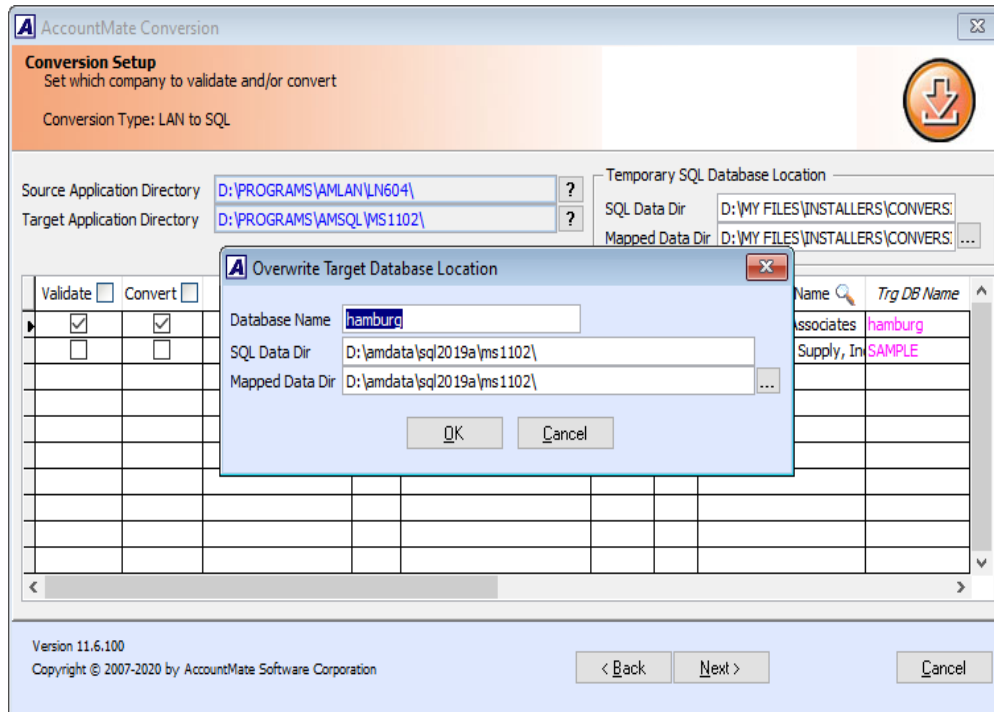
AccountMate LAN application (i.e., previous version).

- e. **Trg #, Trg Company Name and Trg DB Name** => these fields display what will be the company IDs, names, and database names in the target AccountMate 12 application (i.e., new version).

All three fields are available for user input. The **Trg #** and **Trg Company Name** fields take their default values from the Src # and Src Company Name fields. To overwrite the default target database name, double click the **Trg DB Name** field. The utility displays the **Overwrite Target Database Location** window (Figure 8) where you can enter the location where you want to store the company data that will be created by the conversion process.

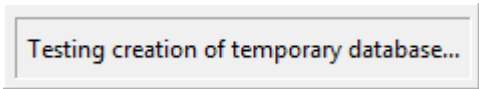
**Notes:**

- You can double-click the **Trg Company Name** column caption to view a list of companies already set up in the target AccountMate 11 application.
- The utility will not allow you to use a target company that already exists in the target AccountMate 12 application (i.e., new build). Instead, the utility will create the target company database for you during the conversion.
- The target database name must not contain **In6, In7, In8 or In9**. It must not start with a number (e.g., 1COMP) and it must not contain spaces (e.g., COMP X). Also, it must not contain the system generated LNTEMP database name (Intemp\_+database name of source database, e.g., Intemp\_sample).



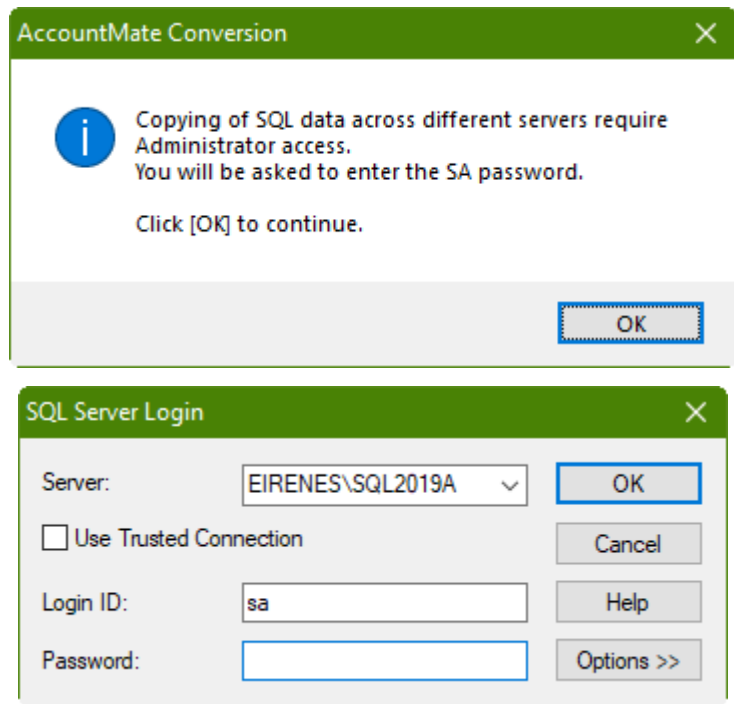
**Figure 8. Overwrite Target Database Location**

Click **Next** to proceed. At this point, the utility will validate the target company ID and database names to make sure that they do not have duplicates. When this is done, the utility will display the following message in the upper right-hand section of the screen:



**Figure 9a. Message**

If you are converting from **LN603/604 with Upgraded PR**, the utility will display the following screens:



**Figure 9b. SQL Server Login**

Enter the 'sa' password and click **OK** to continue.

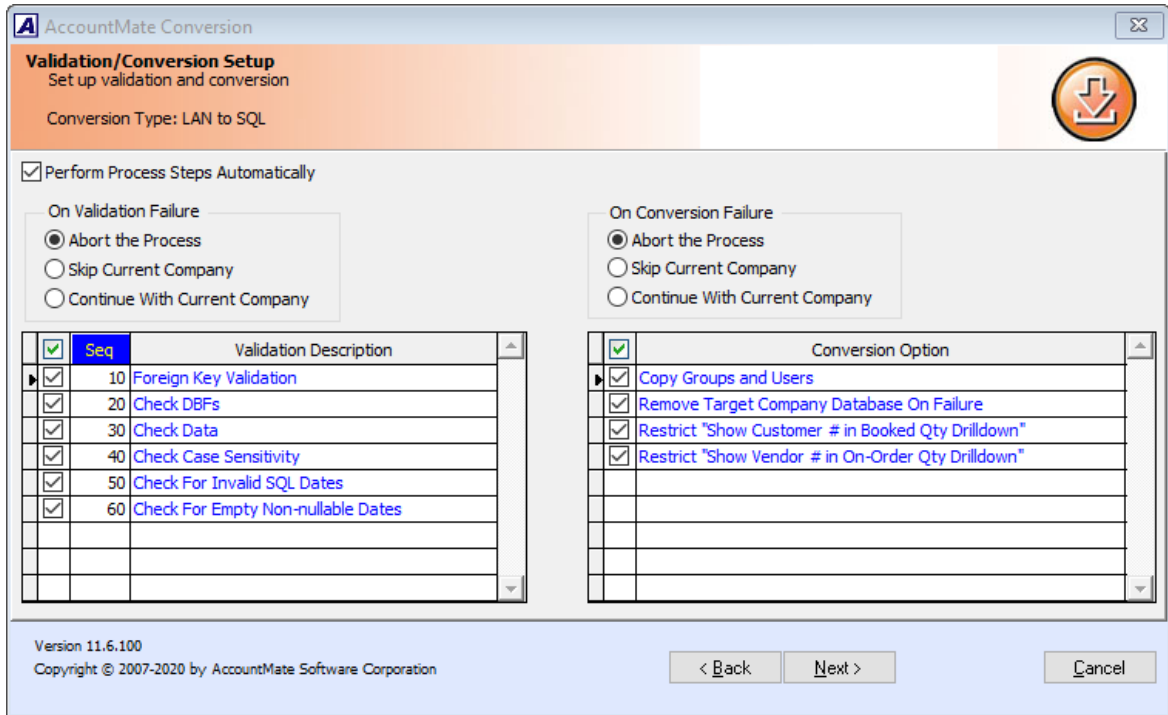
During this time, the utility will create a dummy database in the temporary SQL database location you specified. If this is successful, the **Validation/Conversion Setup** screen will be displayed.

## 6. Validation/Conversion Setup

This is where you configure the settings that will determine what actions the utility will take during the data validation and/or conversion process:

- a. **Perform Process Steps Automatically** => mark this checkbox to execute the validation and/or conversion processes automatically. This checkbox is marked by default.
- b. **On Validation Failure** => this section defines the action that will be taken if errors are encountered during validation of the selected company data. The options are:
  - **Abort the Process** – choose this option if you want the validation to stop completely the moment errors are encountered. The remaining steps will not be performed for the company that fails the validation nor will they be performed for any of the other selected companies.
  - **Skip Current Company** – choose this option if you want the process to stop just for the company that encounters the validation errors. The utility will stop validating a company's data the moment the first error occurs but will proceed to validate the other selected companies.
  - **Continue With Current Company** – choose this option if you want the utility to continue validating a company even if errors occur. This sets the utility to run through the entire validation process for each selected company and capture more than just the first error.
- c. **On Conversion Failure** => this section defines the action that will be taken if errors are encountered during conversion of the selected company data. The options are:
  - **Abort the Process** – choose this option if you want the conversion to stop completely the moment errors are encountered. The remaining steps will not be performed for the company that fails during conversion nor will they be performed for any of the other selected companies.
  - **Skip Current Company** – choose this option if you want the process to stop just for the company that encounters the conversion errors. The utility will stop converting a company's data the moment the first error occurs but will proceed to convert the other selected companies.
  - **Continue With Current Company** – choose this option if you want the utility to continue converting a company even if errors occur. This sets the utility to run through the entire conversion process for each selected company and capture more than just the first error.





**Figure 10. Validation/Conversion Setup**

- d. **Validation options** => this section (Figure 10) lists the available validation steps you can choose to perform for the selected companies. Take note that the options are assigned **Seq** numbers. This means that you can also choose the order in which the validation steps are performed. The options are:
- **Foreign Key Validation** – select this option to check the GL Account ID fields for possible foreign key violation errors. This validation must be performed for all AccountMate LAN company databases, including the sample company. If any issues are found, the conversion program will **NOT** fix your data. If any issues are found during this step of the conversion process, use the **Foreign Key Checker** utility (**AMFKCHKL.EXE**) to fix the data. You will find this file in the **Utilities\AMFKCHK\_LAN** subfolder in the Convert folder where you extracted the conversion files you downloaded from the website. The utility comes with a **User Guide**; be sure to read it thoroughly before using the utility to fix the data.
  - **Check DBFs** – select this option to validate the structural integrity of the AccountMate LAN tables. The utility will access each table and verify whether its records can be read. This validation must be performed for all AccountMate LAN company databases, including the sample company.
  - **Check Data** – select this option to check for possible primary key violations in the source AccountMate LAN data. This validation must be performed for all AccountMate LAN company databases, including the sample company.

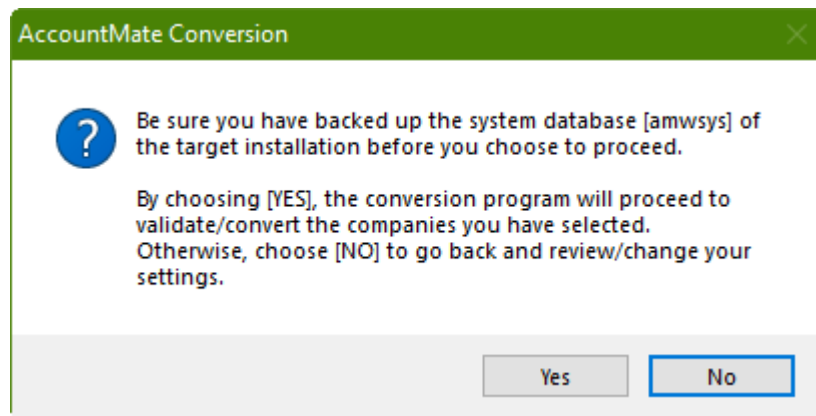
- **Check Case Sensitivity** – select this option to check for duplicate primary key values in select tables (e.g. APCHCK). This step is especially important when the target SQL server is set to case-insensitive. This validation must be performed for all AccountMate LAN company databases, including the sample company.
  - **Check For Invalid SQL Dates** – select this option to check for date values that are less than 01/01/1753. Such dates will result in an “invalid date format” error when the utility uploads the LAN data to the company databases, including the sample company.
  - **Check For Empty Non-nullable Dates** – select this option to check for empty dates in the source AccountMate LAN data that are non-nullable in AccountMate 12 for SQL/Express. Such dates will become 01/01/1900 when the data is converted to AM 12. This validation must be performed for all AccountMate LAN company databases, including the sample company.
- e. Conversion options** => this section (Figure 10) lists the additional steps that you can choose to perform along with the main data conversion:
- **Copy Groups and Users** – when this checkbox is marked, the utility will copy group and/or user records from the source AccountMate LAN company that do not exist in the target AccountMate 12 company.
- Notes:** *The utility will observe the following behavior if the **Copy Groups and Users** checkbox is marked:*
- If a group already exists in both the source and target companies but one of its users does not exist in the target company, the utility will copy the user into the same group in the target company.
  - If a user already exists in both the source and target companies but its group in the source company does not exist in the target company, the utility will copy the group. However, the utility will not reassign the existing user into the newly copied group.
  - The utility does not copy access rights to functions and features.
- **Convert History Shipments** – this option only appears if you are converting from **LN315**. When this checkbox is marked, the utility will convert historical SO shipment records. Take note that if you choose to run this option, the conversion may take considerably longer and may be more resource-intensive.
  - **Remove Target Company Database On Failure** – when this checkbox is marked:
    - The utility will delete the target AccountMate 12 company database that was used in the failed conversion. Conversion logs will not be deleted until you perform the cleanup process.

- If you cancel the process in the middle of the conversion, the utility will also delete the target AccountMate 12 company database used in the interrupted conversion.
- **Restrict “Show Customer # in Booked Qty Drilldown”** – when this checkbox is marked, all users will be restricted from viewing the Customer # in the Booked Qty Detail Analysis window. This is just a default setting that you can change when you configure user access rights after the data conversion.
- **Restrict “Show Vendor # in On-Order Qty Drilldown”** – when this checkbox is marked, all users will be restricted from viewing the Vendor # in the On-Order Qty Detail Analysis window. This is just a default setting that you can change when you configure user access rights after the data conversion.

## 7. Run the Conversion

When you have made your selections, click the **Next** button.

The following message will be displayed reminding you to back up the AMWSYS database of the target AccountMate 12 application folder before proceeding with the conversion:

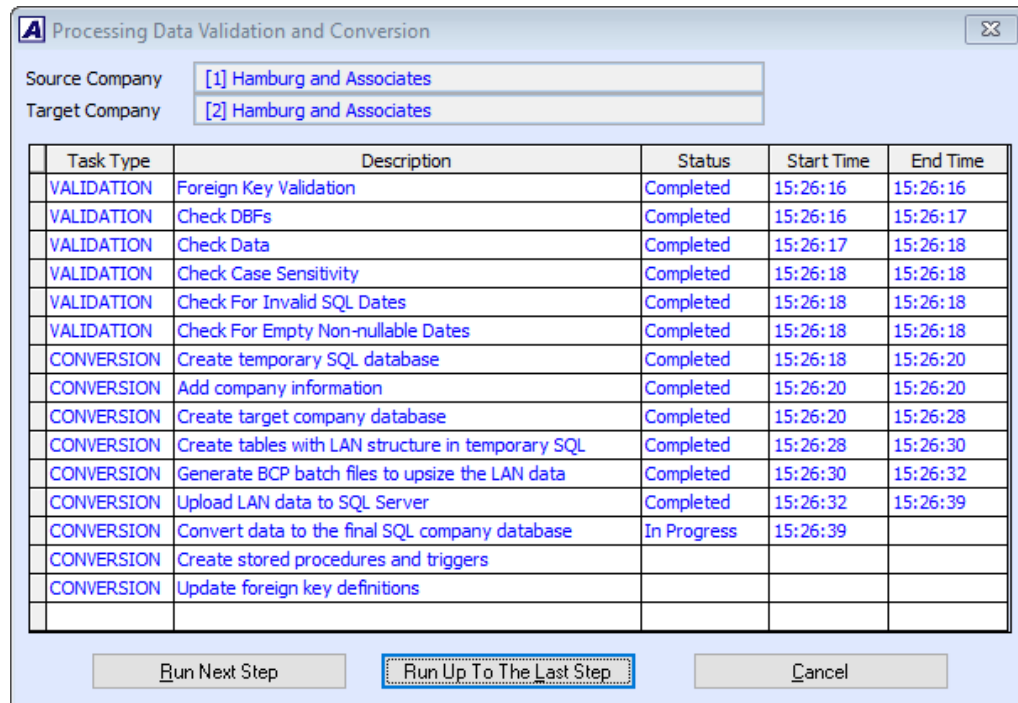


**Figure 11. Backup Reminder**

Click **Yes** to proceed. At this point the system will display the **Processing Data Validation and Conversion** window (Figure 12a). This lists the steps that will be performed based on the selections you made in the Validation/Conversion Setup screen (Figure 10).

Click the **Run Next Step** button to run the process one step at a time. If you want to run the steps one after the other, click the **Run Up To The Last Step** button. Click **Cancel** to terminate the process.

**Note:** The **Run Next Step**, **Run Up To The Last Step** and **Cancel** buttons are disabled in the **Process Data Validation and Conversion** window (**Figure 12**) if you mark the **Perform Process Steps Automatically** checkbox in the **Validation/Conversion Setup** window (**Figure 10**).

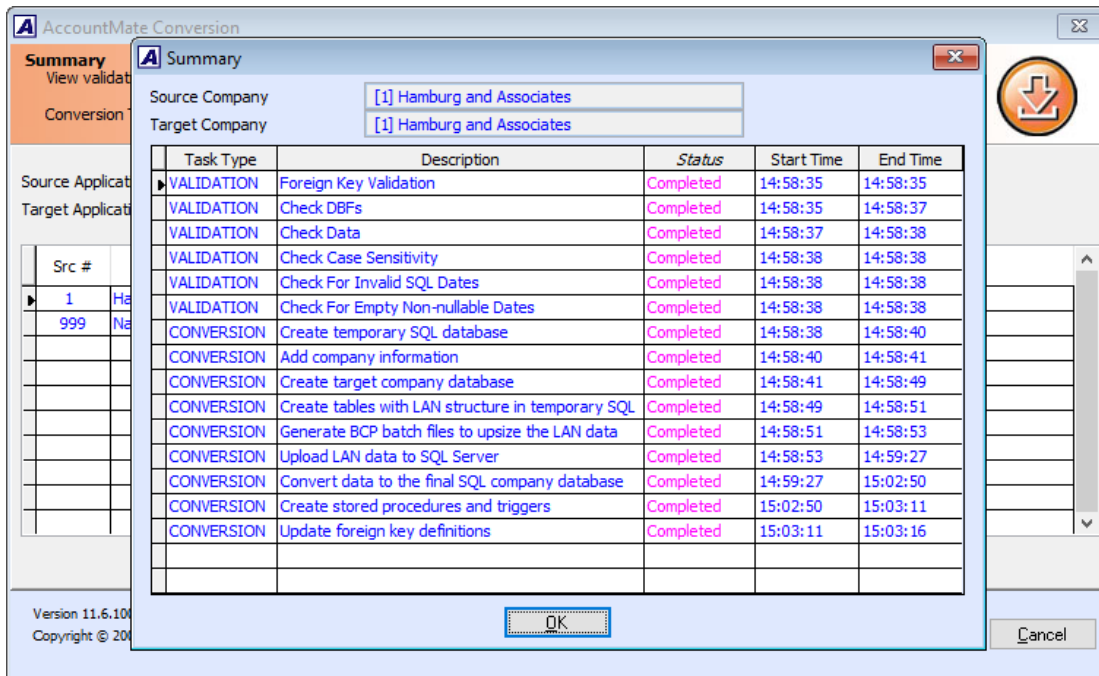
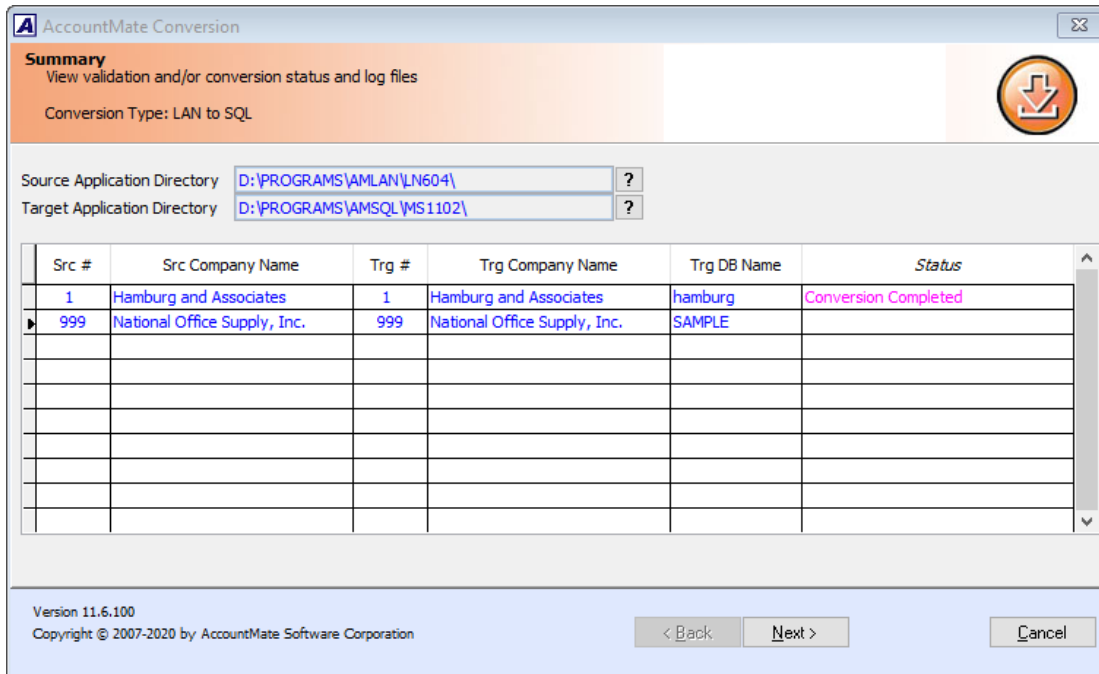


**Figure 12. Process Data Validation and Conversion Window - Manual Conversion Process**

At this stage, you will note that the selected companies are being converted one database at a time. This can be a prolonged process depending on the number of companies to be converted and the size of each company's data. **Please be patient!**

When all the selected databases have been converted, the utility will display the **Summary** screen (**Figure 13**). You can double-click the **Status** field to display the **Summary window** where you can view the status of each step in the conversion process and drill down to the **conversion logs**.

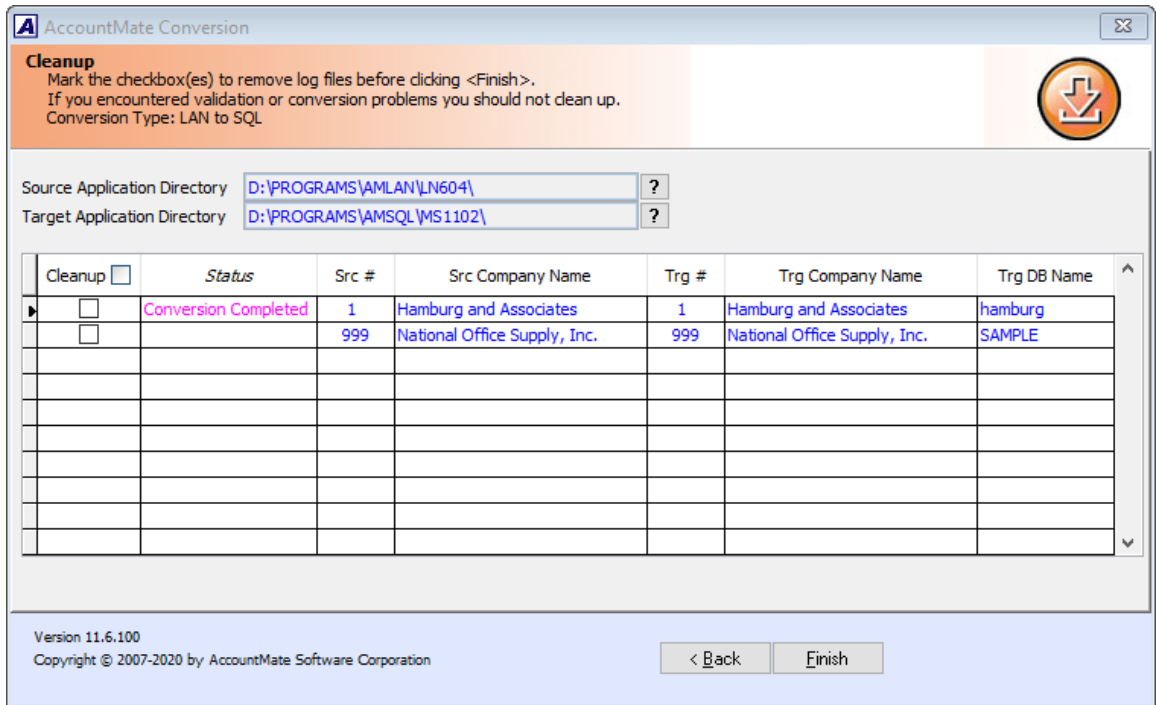
Click **Next** to proceed.



**Figure 13. Summary Screen and Summary Window**

In the **Cleanup** screen (Figure 14), mark the checkbox of the company which conversion logs you want to delete. Take note that there is no way to retrieve the conversion logs once they are deleted. It is advisable to keep the logs until you've verified the converted data.

Click **Finish** to exit the conversion utility.



**Figure 14. Cleanup Screen**

## D. Post-Conversion Process

### 1. Verify Converted Database Recovery Model Setting in SQL Server

During conversion the database recovery model is automatically set to **BULK-LOGGED** to optimize performance; however, after conversion the database recovery model is automatically reset to **FULL** recovery. If you want to use the **SIMPLE** recovery model, you will need to change this setting using the SQL Server Management Studio. If you are not sure how to do this, please consult your SQL Server administrator or whoever takes charge of the AccountMate installation's SQL Server backup/recovery strategy.

### 2. Activate Modules

Activate **all** your modules.

- a. In the Administrator program, select Setup > Licensing > **Activate Module**. The system will display the Important Notice window that contains the AccountMate License and Copyright Notice. Click on "I Agree" to proceed.
- b. Verify the value entered in the space provided for the **AccountMate Product Key**. If the Product Key supplied is valid, the system will list all the modules that you acquired with a check mark on the **Purchase** column.
- c. To activate a module, click the box in the **Activate** column beside the module you want to be able to use.

**Note:** If you entered the AccountMate Product Key upon installation, you will see the same information upon accessing the Activate Module function window. If you purchased any new modules since the new version was installed, you will be issued another Product Key. You must enter the new Product Key in the space provided in the Activate Module window to activate the new modules purchased.

### 3. Install License File

The AccountMate 12 license is available for download from the [Software Update Download](#) page of the AccountMate website. If you are an AccountMate End User, you must ask your AccountMate Solution Provider to download it for you.

To install the **License File**:

- a. Verify that the license file is in a location that can be accessed by the AM 12 Administrator program.
- b. Run the AM 12 **Administrator** program (click on Amsqladm.exe in the AccountMate root directory).
- c. Select the **Install License File** option under the **Licensing** function on the **Setup** menu. This will display the Important Notice window. Click "I Agree" to be shown the Install License File dialogue box.
- d. Click the ellipsis button beside the **License File** field and select the path that points to the location of the license file.
- e. Click the **Install** button on the dialogue box to initiate installation of the license.

#### **Notes:**

- *You have 90 days from the installation of your new AM 12 version to install the license file. After 90 days, the unregistered copy will expire and you will be locked out of the main AccountMate program until the license is installed.*
- *You will also be limited to a database size of approximately 0.25 gigabytes. If your converted data has a size that is greater than 0.25 gigabytes, you will be locked out of the main AccountMate program even if you have not exceeded the 90-day grace period; you will only be able to use the program once you have installed your license file.*
- *If you are having problems with your license file, please contact Customer Service at 1-800-877-8896 ext. 520.*

#### 4. Input PR Tax Subscription Key

**Note:** If you do not have the **Payroll** module, please skip this step.

If you have the Payroll module and an active Payroll Tax Subscription, you will be issued a PR Tax Subscription Key. This key controls the states that you will be able to activate in the Payroll module. It also includes information about the tax year covered by your subscription, which in turn determines your ability to manually update the federal and state tax tables for the current tax year.

To input the **PR Tax Subscription Key**:

- a. In the AM 12 Administrator program, select Setup > Licensing > **Input PR Tax Subscription Key**.
- b. In the space provided, enter the **20-character PR Tax Subscription Key**. If the Subscription Key supplied is valid, the system will display the tax year and tax states covered by your subscription.

If you notice any discrepancy with the subscribed tax year or states or if you receive an error message when you enter the Subscription Key, please contact Customer Service at 1-800-877-8896 ext. 520.

#### 5. Run Company Setup

For each company that was converted, you must run **Company Setup** to configure these settings:

- a. If you used a company **logo** in your previous version, add the image again.
- b. Set the Status to **Active**.
- c. Select the **Error Log Folder** and **Attachment Folder**. Verify that the path you specify is properly shared and accessible from all AccountMate workstations.

**Note:** The conversion process does not copy the attachments from the source company to the target company. After conversion, either you attach the files to each appropriate transaction or maintenance record in the target company or perform the following steps:

- 1) Note the target company's **Attachment Folder** physical location. For example, Z:\MS1203\CommonFiles\Attachments\6 where "6" is the target company ID.
- 2) Copy the entire folder (e.g., ARICUST, ARINVC, etc.) containing the attachment files from the source company's **Attachment Dir** physical location (e.g., Y:\LN604\Attachments\2 where "2" is the source company ID) to the target company's **Attachment Folder** physical location (e.g., Z:\MS1203\CommonFiles\Attachments\6).



- d. Assign a default location to your exported AccountMate documents by entering a path or selecting a directory in the **Export Folder** field.
- e. Select **Exchange**, if you want to use Outlook, or **Office 365** when you send outbound emails. If Office 365, set up your credentials in the **Utilities ► Workstation Setup ► Mail Credentials** tab.
- f. Mark the **Enable Full-Text Indexing** checkbox to activate the full-text search feature in Inventory Maintenance lookup.

**Note:** This checkbox is *not* accessible if you are using AccountMate 12 for Express or if you are running AccountMate 12 for SQL on SQL Server Express Edition. The Full-Text Search Component is required to activate the full-text search feature but it is not available in the SQL Server Express Edition.

- g. Assign a country in the **Unassigned Country As** field. The system will use this value for all maintenance and transaction records with no assigned country. This is for address validation, state validation, or TaxJar sales tax integration purpose.
- h. Subsidiary companies are set to "No Consolidation" during conversion. Be sure to change their **Consolidation** setting back to Subsidiary Company and assign a parent company after the parent and subsidiary companies are converted.

## 6. Assign Group and User Access Rights

Access the **Group/User Setup** function. For each company that was converted, you must assign access rights to each qualified group and user.

## 7. Run Data Encryption Utility

*Note: Perform this step if you have the **Accounts Receivable, Accounts Payable, Bank Reconciliation, Payroll, or Purchase Order** module.*

To encrypt all the bank account #s and routing #s, vendors' social security numbers, and customers' credit card numbers in your databases, run the **Data Encryption Utility** that comes with the conversion utility package. You can find the utility (**amencrypt.exe**) in the **Utilities\Amencrypt** folder where you extracted the conversion files. Refer to the **amencrypt\_readme.txt** file on how to use the utility.

## 8. Initialize Modules and Install Latest PR Tax Update

For each activated module that you use, you must access the Housekeeping menu and **perform Module Setup**. Verify that all required fields are set up or assigned the desired values (e.g., Current 1099 Year in AP Module Setup\1099 Info tab, Open Credit Write-off in AR Module Setup\GL Accounts (2) tab). This is especially necessary to activate the new features introduced in AccountMate 12 for SQL/Express.

If you are using the Payroll module and have a PR Tax Subscription for the current tax year, perform one of the following whichever is convenient:

- a) Run the **Check for Payroll Subscription Updates** from the **Utilities** menu in the AccountMate main program. This will automatically download and install the latest payroll tax update/s.
- b) Manually download the latest PR Tax Subscription program from the [AccountMate Payroll Subscription](#) page and install it in your updated system. Do this if there are payroll tax updates issued since the release of the new AccountMate version. If you are an AccountMate End User, you must ask your AccountMate Solution Provider to download the program for you.

## 9. Recalculate Employee Data

*Note: **Skip this step** if you do not have the **Payroll** module or if you do have **Payroll** module but do not have employees with payroll transactions recorded for multiple states.*

The Payroll module is now equipped to handle application of payroll and printing of one payroll check for employees with payroll transactions for multiple states. With this enhancement, the earnings displayed in the **Employee Maintenance** function may vastly vary from LAN65/lower particularly for employees with payroll transactions recorded for multiple states. With this, to ensure that data is correctly updated per applicable state, recalculate the employee data through the **Data Manager** function.

Example:

Employee EBB1 has a year-to-date earnings of 56,000.00 for the SALARY earning code. 20,000.00 is earned in state NV (Nevada) while the rest is earned in state CA (California). The tax state assigned for the employee in the employee record right before the upgrade is CA. The year-to-date earnings that is displayed in the **Employee Maintenance ► Earning Code** tab are as follows:

*LAN65/lower (source build):* The year-to-date earnings for the SALARY earning code that is displayed in the **Employee Maintenance ► Earning Code tab** is 56,000.00.

*AM12 (target build):* You will now see a **Tax State** selection list grid that lists all the states for which the employee has a recorded payroll transaction. The default tax state is the employee's assigned tax state before the upgrade.

*Before recalculating employee data*

The year-to-date earnings for the SALARY earning code that is displayed in the **Employee Maintenance ► Earning Code tab** is 56,000.00 for the state CA. If you will select the state NV, the year-to-date earnings for the SALARY earning code is 0.00.

*After recalculating employee data*

The year-to-date earnings for the SALARY earning code that is displayed in the **Employee Maintenance ► Earning Code tab** is 36,000.00 for the state CA (California) and 20,000.00 for the state NV (Nevada).

## 10. Access Maintenance Records

Go through the different Maintenance functions and verify that all required fields are set up or assigned the desired values. This must be performed for each module you have activated and initialized. Pay particular attention to the following Maintenance records:

- **Inventory Maintenance** => verify that a Unit-of-Measurement is assigned to each inventory item record. You must also verify that an inventory item marked for Use in Work Order is not set up to Use Specification, and vice versa. If both checkboxes are marked, you must verify which one you want to apply to the inventory record and unmark the feature that does not apply to the item. Also, you must be sure to assign the correct GL Account ID to the In-transit Inventory field in the GL Accounts tab for each inventory item record. Finally, if you used inventory images in your previous AccountMate version you must re-attach those images to the Inventory Maintenance records.

*Note: If you are converting from **VAM/LAN 3**, install the patch for [Control # 10016716](#) (Navigating inventory record displays "VFP 1581: Field CINTRACC does not accept null values.") before you access the **Inventory Maintenance** function.*

- **Chart of Accounts Maintenance** => Review the cash flow account category assigned to each GL Account ID record. All GL Account ID records must be assigned a cash flow category.

*Note: Starting with **AM8.3 for SQL/Express** there are changes to the cash flow captions. New captions are also added.*

- **Bank Account Maintenance** => if your company is assigned the Canadian Country Tax setting, you must set the **Check Format** to **Canadian** for each applicable bank account.

=> You must also assign an E-payment check # in the **Next E-Payment Check #** field for all bank account records that are used to process electronic payments in AP and PR. The value in this field will be used as default check # when printing AP/PR e-payment checks.

=> Review the assigned signature images and signature lines in the Signature tab for the indicated check amount the signatures will apply. You may check the signature preview if the signature/s looks good and amend as necessary.

- **Inventory Type Maintenance** => verify that a Unit-of-Measurement is assigned to each inventory type record. You must also be sure to assign the correct GL Account ID to the In-transit Inventory field in the Settings tab for each inventory type record.
- **Sales Tax Entity Maintenance** => verify that GL Account IDs are

assigned to the Sales Taxes Payable and Sales Tax Costs fields of each tax entity record.

- **Employee Maintenance** => verify the accumulated earnings, paid leave, deductions, and taxes of each employee. You must also verify that the correct Earning Codes, Paid Leave Codes, and Deductions have been assigned to each employee record. Finally, verify the Expense GL Account IDs assigned in the Earning Code tab for each employee record.

If you have employees with payroll transactions recorded for multiple states in LN65/lower, verify and amend as necessary the employee information set up in the **Employee Maintenance** function, particularly the information in the **W-4 Info** and **Earning Code** tabs.

=> Review all the employees' salary history in the **Earning Code** tab and amend as necessary. Pay particular attention to the earning codes assigned for each state, its corresponding default **Pay Amount** and **Effective Date**.

=> Create a list of Standard Occupational Classification (SOC) codes in **Miscellaneous Maintenance** and assign a code to each employee record in the Info tab. The value in the **SOC Code** field will be automatically populated in the SOC Code field of the **LA eFile LDOL ES 61 Report**.

- **Earning Code Maintenance** => verify the assigned Expense GL Account IDs and the Accumulate Paid Leave settings defined for each earning code record.
- **Paid Leave Code Maintenance** => verify the assigned Accrual Method, Tier settings, and the assigned Liability and Expense accounts.

**Notes:**

- *Each paid leave code created by the conversion process will have **one tier only**. Only the **Salaried Base and Carry leave settings** will be converted.*
- *Prior to version 7, the Payroll module did not accrue liability for employee leave benefits. If you want to fully employ the Paid Leave feature in AM 12 you must **post an adjusting journal entry** in the General Ledger module **to record the employee leave balance** as of the time you started using AM 12 Payroll.*
- **Deduction Maintenance** => verify the settings of the Subject Wages checkboxes in the State Taxes Reduction tab. Mark the checkbox if taxable income will be reduced by the deduction amount for the purpose of calculating the employees' payroll taxes. This setting must be reviewed for every state that you have activated. This is especially true of states that do not have all the pre-tax deductions that the federal government allows. For example, CA does not treat employer contributions to Health Savings Accounts as a pre-tax deduction; thus, the Subject Wages

checkbox for the State Code [CA] must be unmarked for the said deduction record. If you are uncertain about how your state treats certain payroll deductions, please consult your tax accountant.

- **Warehouse Maintenance** = > Review the Inventory and Inventory Adjustments GL accounts assigned to existing warehouse records. These values come from the corresponding fields in IC Module Setup, only if the IC module is set up. The Inventory and Inventory Adjustments GL accounts used during creation of inventory records and posting of inventory adjustments will come from your warehouse records.
- **Revenue Code Maintenance** = > Review the Cost Variances GL account assigned to each revenue code record. You can either assign an asset or income statement account depending on how you treat the inventory cost variance. See On-Line Help for more details.
- **Customer Maintenance** => Commas in e-mail addresses or in between e-mail addresses will be converted to semi-colons after upgrade. Verify and amend those e-mail addresses that are supposed to have commas (e.g. john,kevin.brown@gmail.com) in the Customer Maintenance ► Information ► E-mail field.
- **Vendor Maintenance** => Review the **Ship Via** and **F.O.B.** values assigned to each vendor record and amend as necessary. These values will become the default when creating vendor related transactions.
- **All maintenance records that have State and Country fields** => Review the assigned value in the State field if the assigned country is either US (United States) or CA (Canada), and amend, as necessary. A list of states to choose from is provided if the country is either of the two.

## 11. Update Transactions' Attachments

The folder naming convention for vendor/customer related transaction attachments has been changed from **Transaction #** only to **Vendor #/Customer # + Transaction #**. With this change, the transactions attachment(s) should either be reattached to the transaction record or copy the subfolder(s) in the source build's Attachments folder to the MS903 Attachments folder; then, rename the attachment's folder name to conform to the new attachment's folder naming convention.

## 12. Verify AP and/or PR Check Alignment

*Note: **Skip this step** if you do not have the **Accounts Payable and Payroll** module.*

The **Bank Account Maintenance** function is enhanced to provide users with the capability to print one or two signature lines on AP or PR checks. With this enhancement, the signature image height was increased from 1.010 to 1.250 inches. Logically and theoretically, this change should not have any effect in the check signature alignment; however, it is recommended that you verify the check

signature alignment immediately after the upgrade to ensure that there is no misalignment prior to printing of valid checks.

In case of misalignment, you must update the signature image set up in AccountMate. Refer to [Article # 1295 \(How to Set Up and Use a Signature Image in AccountMate\)](#) for guidance.

### 13. Recalculate Inventory Data and Inventory Beginning Balance

You must recalculate the inventory data and the inventory beginning balances to update the upgraded inventory records. You can recalculate the data through the **Data Manager** utility. Cost and quantity adjustments may be created after the recalculation.

Generate the **Inventory As-of Report** and the **Inventory Transaction Log** reports to verify the accuracy of the cost and quantity adjustments. To identify the adjustments, look for RCAL transaction types that are generated on the date (Entry Date) you recalculated the data. Inventory beginning balance adjustments are also assigned a Trs Date that is a day or two earlier than the earliest transaction date (e.g., Earliest Trs Date = 01/01/16, RCAL Trs Date (for quantity adjustment) = 12/31/15, RCAL Trs Date (for cost adjustment) = 12/30/15).

### 14. Transfer Data to GL

The conversion excludes temporary postings of GL entries from subsidiary modules (refer to Section A ► Item 2.b). After conversion, you must run the **Transfer Data to GL** function for all non-GL modules. This is to help ensure that your GL account balances will be identical before and after conversion.

### 15. Consolidate Account Balances and Budgets

**Note:** *If you do not have the **Consolidated Ledger** module, please skip this step.*

You must run the **Consolidate Account Balances** function in each subsidiary company that has been converted. This is to ensure that the parent company's consolidated account balances are up-to-date before you resume entering transactions in AM 12 (refer to Section A ► Item 2.c).

If you maintain budgets in AccountMate, you must run the **Consolidate Budget** function in each subsidiary company that has been converted. This is to ensure that the consolidated budget records in the parent company include budget information from all subsidiaries (refer to Section A ► Item 2.c).

### 16. Compare GL Transfer Reports and Financial Statements

The conversion excludes temporary postings of GL entries from subsidiary modules (refer to step 2.b of Part A). After the conversion, you must run the **Transfer Data to GL** function for all non-GL modules to ensure that General Ledger information is updated; then, generate the **GL Transfer**

**Report** and the **GL financial statements** (i.e., Balance Sheet, Income Statement, and GL Listing). Compare the information generated in these reports against the same reports from your previous AccountMate version. This will help identify any issues that may have resulted from the conversion and will make it possible for you to correct these problems before data processing is resumed in the new version.

**Note:** *If you are upgrading from LAN 6.5 using Upgraded Payroll to AM9.1 for SQL/Express or higher and the pre-update Payroll data includes applied payroll/check transactions that are yet to be permanently transferred to GL, the **GL Transfer Report** from LAN 6.5 using Upgraded Payroll and AM9.1 for SQL/Express or higher will show different journal entries. This is expected due to the significant change in the journal entries for applied payroll and check transactions starting in AM8.2 for SQL/Express.*

## **17. Review Converted Data (by running reports)**

You should run the newly converted company in AM 12 and review the data to ensure everything has been converted successfully. Here is a partial list of reports you can run to help verify the conversion:

- GL: Trial Balance, Income Statement, Balance Sheet
- AR: AR Aging, Payment Distribution Report
- AP\*: AP Aging, AP Check Register
- SO: Open Order Report, SO Shipment
- PO: Backorder Report, PO Received Goods Report
- IC: Inventory Transfer In-Transit Report
- MI: Back Order Report
- BR: Bank Reconciliation Report
- PR\*: PR Check Register Report, Earning Code Transaction Report, Paid Leave Transaction Report, Deduction Transactions Report, QTD or YTD Tax Withholdings Report
- CL: Consolidated Account Balance Report, Consolidated Account Balance Analysis, Consolidated Account Budget Report

**\*Note:** *AP and PR electronic payments that were voided in an earlier version will not appear in any AM 12 reports.*

## **18. Perform "Typical" or "Compact" Installation on Workstations**

**Caution:** *You need not run the workstation installation on the computer where you performed the server installation. If you previously performed the server conversion through one of your workstations, running the installer on that same workstation will display the Uninstall AccountMate window.*

- a. Access each workstation where you plan to run the new AccountMate version and run Setup.exe. You will be shown the AccountMate 12.x for SQL or AccountMate 12.x for Express Setup screen.
- b. On the **Choose Destination Location** screen, accept the default Destination Folder by clicking the **Next>** button; or click the **Browse...** button to change to the desired path.

- **For workstations with separate client installations:** if installing in a workstation that is running on Windows 7, Windows 8 or Windows 8.1, we strongly recommend that you do NOT install the application in the C:\Program Files directory.
  - **For mapped workstation installations:** since you are installing into a machine other than the file server where your AccountMate program is physically located, select the network path where the AccountMate folder has been mapped (e.g. F:\AMSQL).
- c. Click the **Next** button to proceed to the **Setup Type** screen. Since you are installing on a workstation, make sure that you choose either the **Typical** or **Compact** installation option.
- Choose the **Typical** option if you want to run a separate client installation from each workstation. This option installs the AccountMate 12 for SQL/Express program and run-time files on the workstation. Do NOT use this option if installing in a workstation that runs AccountMate on a mapped installation.
  - Choose the **Compact** option if you want to run the AccountMate 12 for SQL/Express program through a mapping from a file server. This option installs just the run-time files on the workstation.
- d. Next, the wizard will take you through the selection of a **Program Folder**, after which the files for the new version will be installed. Click **Finish** to complete the workstation installation.

## 19. Recreate Report Macros and Custom Reports

None of the user-defined report macros and custom reports set up in your previous version will be converted to AM 12 (refer to Section A ► Item 2). As such, you must recreate these report macros and custom reports after the conversion if they are still needed.

## 20. Post AP Invoices for PO Receipts

When posting an AP invoice in AM 12 for PO receipts that had been accrued in previous AccountMate versions, you must do the following:

- a. Retrieve your Accrued Received Goods report and the report generated from running the accrual\_In.exe file against the corresponding AccountMate LAN company database.
- b. Check whether the AP invoice you are posting pertains to a PO receipt that appears in the report generated from the accrual\_In.exe file. If it does, the said PO receipt has an outstanding accrued obligation in GL.
- c. When posting an AP invoice for the said receipt, change the reference account defaulted in your AP Invoice Transactions\GL Distribution tab to the GL Account ID used for your accrued liability for PO receipts. The default reference account will come from the Vendor record. The accrued



obligation would have been posted to the GL Account ID defined in the Accrued Received Goods field of the GL Distribution tab in PO Module Setup, unless the value in this field has been changed.

- d. Do not post any value in the Reverse Accrued Amount field of the Information Tab in the AP Invoice Transaction screen. The conversion does not bring over records of PO accrued receipts from your previous AccountMate version.
- e. All other AP invoices involving PO receipts that are not in the report generated from the accrual\_In.exe file but which appear as outstanding accruals in the Accrued Received Goods report were never posted to GL. As such, no outstanding obligations have been created for them in GL. For these invoices, you can just post them like you would a regular AP invoice for an obligation that was never processed through PO. This means that you must post it against the corresponding expense or asset GL Account ID. You will not be able to post a reverse accrued amount for it, as there is no record of the accrual in AM 12.
- f. For all other AP invoices, post them as you would normally do. This applies to all invoices pertaining to either non-PO transactions or to PO accrued receipts that are posted subsequent to the conversion to AM 12.

## 21. Copy the Source Build's Tax Forms' Files

After the upgrade, you can no longer amend or reprint the tax form that's completed or printed from the source build. If you want to amend or reprint the completed/printed tax form in the target build, copy the source build's D:\AMLAN\Common Files\Data\PRTAX\Company ID\Histories\ folder to the target build's D:\AMSQL\Common Files\Data\PRTAX\Company ID\ folder.

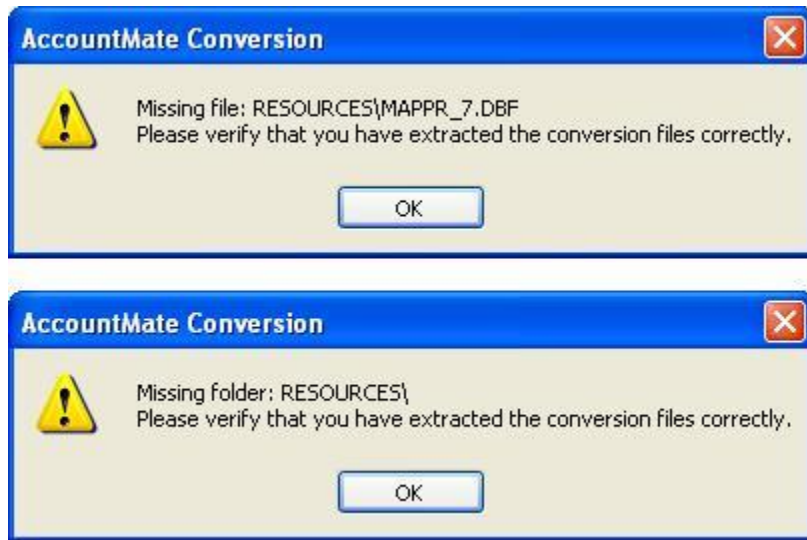
## E. Troubleshooting Errors and Messages

The succeeding sections will provide tips for troubleshooting some of the more commonly encountered conversion error messages.

### 1. "Missing file/folder: xxx

**Please verify that you have extracted the conversion files correctly."**

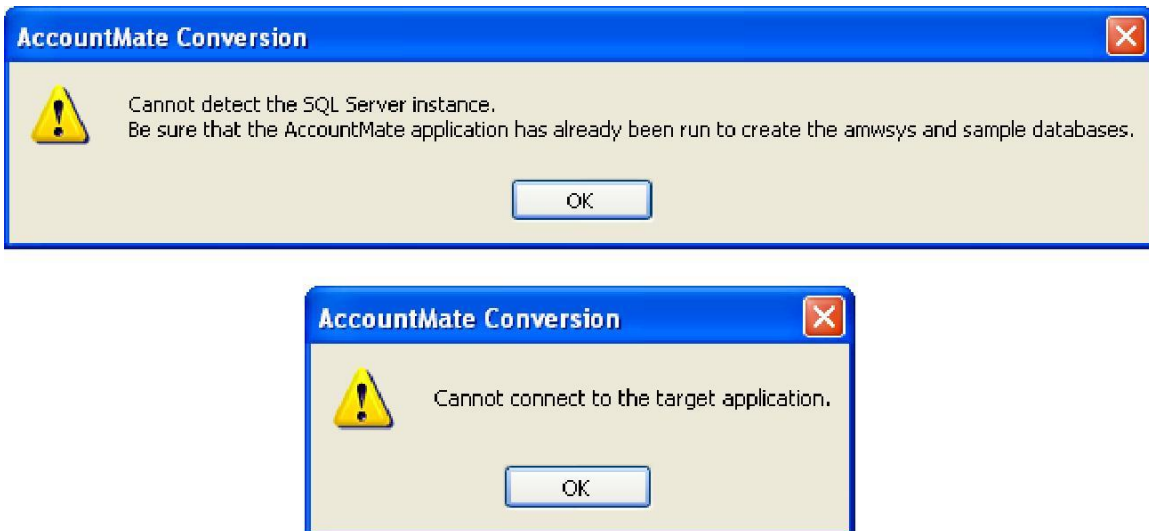
These errors (Figure 15) may occur when you run the conversion program Amconvert.exe. This happens only if there are files or folders that the conversion program needs which are not installed. You may have missing files or folders if you do not mark the "**use folder names**" checkbox when extracting the contents of the download file AMCONVERT.zip. To resolve this issue, perform steps in Section C ► Item 2.



**Figure 15. Missing File or Folder Error**

**2. "Cannot detect the SQL Server instance. Be sure that the AccountMate application has already been run to create the amwsys and sample databases."**

These errors (Figure 16) may occur when you click the Next button in the very first conversion screen. This happens only if the AM 12 AMWSYS and Sample databases are not yet created in the SQL server. To resolve these errors, launch the AccountMate 12 Administrator program. Refer to Section B ► Item 6 in Part B.



**Figure 16. Cannot Detect SQL Server Instance Error**

### 3. "Server name should not contain [ln9/ln8/ln7/ln6]."

You will get this error if the source or target SQL Server/Express instance name contains **ln9**, **ln8**, **ln7** or **ln6**. You will not be able to proceed with the conversion until you use a different server that satisfies this requirement.

### 4. "Database name should not start with a number."

You will get this error if the target database name begins with a number (e.g., 1COMP). To resolve this, double click the **Trg DB Name** field. In the **Overwrite Target Database Location** window, replace the default Database Name with one that does not begin with a number. For more information about how to select a proper target database name, refer to Section C ► Item 5.

### 5. "Database name should not contain space(s)."

You will get this error if the target database name has a space in it (e.g., COMP X). To resolve this, double click the **Trg DB Name** field. In the **Overwrite Target Database Location** window, replace the default Database Name with one that does not include spaces. For more information about how to select a proper target database name, refer to step 5 in Part C.

## 6. Foreign Key Violation Error

One of the possible issues that could cause the conversion to fail is a foreign key violation. You may find an error entry similar to the following in the log file:

***The UPDATE statement conflicted with the FOREIGN KEY constraint "FK\_..." The conflict occurred in database "database name", table "dbo.tablename", column 'cacctid'.***

This problem occurs if you did not choose to validate the data in Section C ► Items 5 and 6 before performing the conversion. To resolve this problem, you must:

- a. Delete the AM 12 company database used in the failed conversion.
- b. Restore the database backup made prior to conversion (step 7 of Part B).
- c. Perform Section C ► Items steps 4 through 7, making sure to mark the Validate and Foreign Key Validation checkboxes for each company you want to convert.