What’s New in AccountMate 10.1 for LAN?

The most significant, most requested changes and new features in the latest release of AccountMate 10.1 for LAN are listed below.

AccountMate Software evolves by adding features and functionality requested by our solution providers and users. These enhancements demonstrate AccountMate’s commitment to continue to deliver benefit to users remaining on a current Maintenance Plan. Users on older versions of AccountMate Software can work with their Authorized AccountMate Solution Providers to determine if an upgrade is appropriate.

New Feature	Feature Description	Benefit
Mass Cancellation of Open Sales Quotes	Many companies generate multiple sales quotes that are never approved. Sometimes, these sales quotes become too many to cancel in one session. Previous AccountMate versions allowed you to amend each individual sales quote and cancel it one at a time or to use the **Purge SQ With Dates Before** fields during **Period-End Closing** to cancel multiple open sales quotes. AccountMate 10 introduces the new **Cancel Open Sales Quote** function that provides the ability to easily cancel open quotes from a range of open sales quotes. This function allows you to set parameters for canceling open sales quotes. Select one or a range of customer numbers, salesperson numbers, sales order numbers, and/or quote dates. Each qualified open sales quote is displayed along with the line items and quantities that are not approved for conversion into orders. To cancel, just mark the checkbox for the sales quote. You may need to provide the reason for the cancellation so the cancelled line items will be saved to the Lost Sales Quote file.	This provides easier and faster “clean up” of old open sales quotes from a range of sales quotes rather than cancel one open sales quote at a time or wait until the accounting period is closed in the Sales Order module.
Separately Track Sales/Purchase Quote Approval Date and Quote/Order Dates	AccountMate now retains the quote approval dates, which are assigned to sales/purchase quotes that are approved and converted to sales/purchase orders. The approval date is stored separately from the quote date and the	This enhancement gives users a more complete history of the transaction’s progress from sales/purchase quote to approval and conversion to sales/purchase order.

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	order date, which is assigned during the approval process.	
Mass Cancellation of Open Purchase Quotes	Many companies generate multiple purchase quotes that are never approved. Sometimes, these purchase quotes become too many to cancel in one session. Previous AccountMate versions allowed you to amend each individual purchase quote and cancel it one at a time or to use the **Purge PQ With Dates Before** fields during **Period-End Closing** to cancel multiple open purchase quotes. AccountMate 10 introduces the new **Cancel Open Purchase Quote** function that provides the ability to easily cancel open quotes from a range of open purchase quotes. This function allows you to set parameters for canceling open purchase quotes. Select one or a range of vendor numbers, buyer, purchase order numbers, and/or quote dates. Each qualified open purchase quote is displayed along with the line items and quantities that are not approved for conversion into orders. To cancel, just mark the checkbox for the purchase quote.	This provides easier and faster “clean up” of old open purchase quotes from a range of purchase quotes rather than cancel one open purchase quote at a time or wait until the accounting period is closed in the Purchase Order module.
Supports Payroll Application and Printing of a Check for an Employee with Multiple State Transactions	It is possible for an employee to work for two or more states within a pay period. For example, a health care company may have employees who frequently travel to work in their facilities located in the states of California and Nevada within the same pay period. In this situation, the previous AccountMate versions require you to print multiple payroll checks (i.e., one check for each state) for that single pay period. AccountMate 10 for LAN is enhanced to support the payroll application and printing of a single check for an employee to which multiple tax states are assigned. To implement this enhancement, users can set up multiple tax states in the **Employee Maintenance > W-4 Info** tab and set up earning codes for each tax state in the **Earning Code** tab. Users can then	This enhancement makes it possible to apply payroll one time and to print a single check instead of multiple checks for an employee working in multiple states, thereby streamlining the payroll application and check printing processes. It results in reduced payroll processing time and check printing costs that may translate to improved productivity and increased net profit.

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	apply payroll for an employee for the multiple tax states.	
Option to Exempt Certain Employees from Additional State Taxes during Payroll Application	This version provides an option to apply additional state taxes to certain employees during payroll application. A new checkbox called **Apply Additional State Tax** has been added to the **Employee Maintenance** function for this purpose. Unmarking the **Apply Additional State Tax** checkbox means the employee is exempt from the additional state taxes. Marking this checkbox configures AccountMate to calculate both the employee and employer additional state taxes based on the **Additional Tax Code Setup** in the **PR Module Setup > State** tab.	This provides a convenient way to exclude certain employees from the application of additional state taxes during a payroll run. It helps achieve efficiency and accuracy in payroll tax processing.
New W-2 codes in Deduction Maintenance	The following W-2 codes are added in **Deduction Maintenance**: • **FF: Permitted benefits under a qualified small employer health reimbursement arrangement** • **GG: Income from qualified equity grants under section 83(i)** • **HH: Aggregate deferrals under section 83(i) elections as of the close of the calendar year** • **C: Group-term Life Insurance over $50,000** Assign one of these options to deductions that must be reported as Codes **FF, GG, HH**, or **C** in the **W-2 form > Box 12.**	This facilitates preparation and filing of W-2 Forms.
Automatically Populate Box 12 with Value of Qualified Small Employer Health Reimbursement Arrangement, Qualified Equity Grants, Aggregate Deferrals under Section 83(i), or Group-term Life Insurance over $50,000	AccountMate now automatically populates **Box 12** on the **W-2** form and on the **W-2 Information Update** function with the value of the qualified small employer health reimbursement arrangement, qualified equity grants, the aggregate income that employees elect to defer under section 83(i) of the Tax Cuts and Jobs Act, or group-term life insurance	This facilitates preparation and filing of W-2 Forms.

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	over $50,000. The value will come from the deduction records that are assigned the W-2 codes **FF, GG, HH,** or **C.**	
New W-2 category to Capture Paid Family Leave Deductions that must be reported in Box 14 of the W-2 Form	A new **Paid Family Leave** option has been added to the W-2 Category list. Use this option to track paid family leave deductions that must be reported in **Box 14** of the **Form W-2**. AccountMate is enhanced to automatically display paid family leave deduction amount in the **Box 14** section of the **W-2 Information Update** screen. It also automatically prints the paid family leave deduction in **Box 14** of the **W-2 Form.**	This facilitates preparation and filing of W-2 Forms.
Option to Hide Unapplied Earnings and Deductions Details in the Check Stubs	In previous versions, Payroll check stubs listed in detail the earning codes and deductions including those for which payroll/payment has yet to be applied. This resulted in a multi-page check stub that may provide more information than some users need. To simplify the check stubs, we have added in the **PR Module Setup > Printing** tab two checkboxes that allow users to hide the unapplied earning and/or deduction details if they do not want or need to see them: • **Print Earnings Not Applied for the Period** – Do not mark this checkbox if you want to suppress printing on the check stubs the earning codes for which no payroll/payment is applied in the current or specific pay period; rather, AccountMate will print on the check stubs a line labeled as "OTHER EARNINGS" that shows the total YTD amount for all earnings for which no payroll/payment is applied in the particular pay period. • **Print Deductions Not Applied for the Period** – Do not mark this checkbox if you want to suppress printing on the check stubs the deductions for which no payroll/payment is applied in the current or specific pay period; rather, AccountMate will print on the check stubs a line labeled as "Other	This helps avoid the printing of extra pages of check stubs containing earnings and deductions details that are of little use or no use at all. It simplifies the check stubs so users can focus on the information they need.

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	Deductions" that shows the total YTD amount for all deductions for which no payroll/payment is applied in the particular pay period.	
Option to Accumulate Paid Leave on Used Leaves and Holidays	Users can now set up leaves and holidays earning codes to accrue paid leave hours. This applies to paid leave codes assigned with the **Per Hour Work** accrual method.	This enhancement is implemented to accommodate the requirements of those companies who grant their hourly employees paid leave benefits for the leaves that they used and for the holidays.
Improved Tracking of Employee Salary History to Facilitate Salary Review	AccountMate now keeps a record each time the employee's salary rate and/or effective date is changed. The relevant earning code, state, create date, and the user who made the change are also assigned to each record added to the Salary History file. The salary history details available for authorized users to see by clicking on the **View Salary History** button either beside the **Next Salary Review** field in the **Employee Maintenance > Salary** tab or below the grid in the **Employee Maintenance > Earning Code** tab. Authorized users also have the option to include the salary history when printing the **Employee Salary Listing**.	This enhancement makes it possible to completely track all the changes to the employee's salary information; thus, it facilitates salary review.
Option to Suppress Salary History on the Salary and Performance Review Schedule	The **Suppress Other Regular Earning Codes** checkbox is added to the **Salary and Performance Review Schedule** report interface. Marking this checkbox configures AccountMate to exclude from the report the salary history pertaining to the employees' regular earning codes other than the first earning code in the employee record.	This provides users the flexibility to filter the salary history information to be displayed on the report so they can focus on the specific information they need.
New State and Local Tax Summary Report	The **State and Local Tax Summary Report** is added in this version to show summary information about the state and local withholding tax amounts of a particular tax state.	This report comes in handy when you process state and local tax deposits and when you generate the state tax forms.
Export or Email Reports immediately after Saving Transactions	Authorized users can now export or email the reports and documents from the Save window	This enhancement provides a convenient and easy way to export and email the reports and documents immediately after saving

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	immediately after recording the following transactions: • Journal Entry Batch (**Unposted Journal Entries Report)** • Void Posted Journal Entry Batch (**Voided Posted Journal Entries Report** and **Unposted Journal Entries Report,** if a new batch is created from the voided JE) • AR Invoice (**AR Invoice** document) • Sales Return (**Sales Return Invoice**) • Apply Payment (**Payment Receipt)** • Advanced Billing Payment (**Payment Receipt)** • Bank Deposit (**Bank Deposit Report)** • Sales Order (**Sales Order** or **Pick List**) • Sales Quote (**Sales Quote** document) • Sales Order Shipment (**Packing Slip** or **AR Invoice**) • Advanced Billing (**Proforma Invoice**) • Advanced Billing Approval (**SO Packing Slip, AR Packing Slip**, or **AR Invoice**) • Purchase Order (**Purchase Order** document) • Purchase Quote (**Purchase Quote** document) • Work Order (**Work Order** document) Any reports exported and emailed from the Transaction function will be flagged as printed in the same way that exporting and emailing from the Reports function does.	transactions from within the Transactions function without the hassle of separately accessing the Reports functions. This helps encourage companies to go "paperless."
Support Barcodes in Warehouse Inventory Transfer and Receive Warehouse Inventory Transfer	Inventory items transferred between warehouses and their receipt in the destination warehouse can be entered by simply scanning the product bar codes. Users can activate this feature by marking the **Use Barcode Scanner** checkbox in the **IC Module Setup > General (1)** tab.	This makes it possible for companies who print barcode labels to use these same labels to streamline inventory item transfers between warehouses and receiving transferred inventory items. Scanning barcode labels not only reduces the time it takes to process inventory transfers and receipts, it also helps prevent mistakes such as those committed when users enter the wrong item number.

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Allows Selection of Particular Warehouse Transfer Transaction to Record as Received	A **Transfer #** field is added in the **Receive Warehouse Transfer Inventory** function. Users can enter in this field the system-defined transfer number to quickly identify the in-transit inventory items to be recorded as received.	This enhancement helps reduce data entry mistakes and data entry time when recording warehouse transfer receipt transactions.
Ability to Automatically Fill in the Customer Address Record with E-mail Address from the Customer Record	This enhancement entails that the **Customer Address Maintenance** window **> E-mail To** field is automatically filled in with the main contact person's e-mail address from the customer record. When you click the **E-mail Setup** button beside the **E-mail To** and **E-mail Cc** fields, AccountMate displays the **Contact for Customer # [xxx]** window where you can choose which contact e-mail addresses from the customer record you want to automatically add into the **E-mail To** or **E-mail Cc** field.	Since e-mail is one of the most commonly used mode of communication with customers, this enhancement helps users save time in their day-to-day transactions. It also helps avoid data entry mistakes that may arise when manually entering the customer contact e-mail addresses.
Record Bank Deposits Immediately after Saving Invoice Payment Application	Authorized users can now immediately access the **Record Bank Deposit** function from the **Save Apply Payment** window.	This enhancement provides a convenient and easy way to record bank deposits immediately after saving the apply payment transactions without having the need to separately access the **Record Bank Deposit** function.
Ability to Cancel Backorder Quantities during Receipt of Goods	The **Receive Goods** function has an added option to cancel all the backorder quantities from the same purchase order being recorded as received. The user no longer needs to separately access the **Cancel PO Backorder** after saving the receipt of goods transaction to cancel the remaining backorder quantities from the same purchase order. To implement this feature, the **PO Module Setup** has added options to not cancel, always cancel, or prompt user to cancel all the remaining backorder quantities upon saving the receipt of goods transaction. If the **Prompt for Cancellation** option is chosen in **PO Module Setup,** you have an option to mark the **Cancel All B.O. Quantity** checkbox in the **Receive Goods > Line Items** tab to configure AccountMate to automatically cancel all the remaining backorder quantities upon saving the transaction.	This enhancement makes it possible to record the receipt of ordered items and cancel the backorder items at one time instead of separately recording these two transactions, thereby streamlining the goods receipt and backorder quantities cancellation processes. It results in reduced processing time that may translate to improved productivity and reduces the risk of forgetting to cancel the backorder items.

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Option to Automatically Post an AP Invoice when Posting a Handwritten Check	This new version provides authorized users the option to automatically post the AP Invoice when the handwritten check is posted. To implement this feature a **Post AP Invoice** checkbox, **Invoice #**, and **1099 Type** fields are added in the **Post Handwritten Check** function. Marking the **Post AP Invoice** checkbox configures AccountMate to automatically post the AP invoice based on the data entered in the **Post Handwritten Check** screen.	This enhancement provides a time-saving, convenient, and easy way to post an AP invoice from within the **Post Handwritten Check** function without the hassle of separately accessing the **AP Invoice Transactions** function.
Option to Post a Handwritten Check immediately after Posting an AP Invoice	Instead of having to separately access the **Post Handwritten Check** function to record a handwritten check for the newly recorded AP invoice, this new version provides authorized users the option to automatically access the **Post Handwritten Check** function immediately after the AP invoice is recorded. AccountMate automatically displays on the **Post Handwritten Check** screen some pieces of information from the AP invoice record though users can still edit them.	This enhancement saves users a few keystrokes, minimizes data entry mistakes, and reduces the risk that users may forget to post a handwritten check for the newly posted AP invoice.
Ability to Post Handwritten Check for One-Time Vendors	Maintaining vendor records in AccountMate for one-time vendors or vendors whom you occasionally transact business with is unnecessary and time-consuming; thus, we enter the one-time vendor's details only at the time of recording the transaction. This new version comes with an enhanced **Post Handwritten Check** function that allows users to simultaneously post a check and an AP invoice for a one-time vendor. Clicking the **One-Time Vendor** icon beside the **Vendor # Lookup** button configures AccountMate to enable only the fields needed to enter the information necessary to simultaneously post a handwritten check and AP invoice for a one-time vendor.	This enhancement helps improve the efficiency in recording both handwritten checks and AP invoice for one-time vendors.

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Option to Print Company Name and Address on the PR/AP Checks and PR Check Stubs	The **Bank Account Maintenance** function has the following additional options for configuring AccountMate to print the company name and address on the Payroll and Accounts Payable checks and/or Payroll check stubs: • **Print Company Name and Address on Check** • **Print Company Name and Address on Stub** When creating new bank account records, the default settings for both checkboxes come from the **PR Module Setup** and **AP Module Setup** functions.	This helps meet the needs of companies that are required by law to print the company's name and address on the check stubs.
Option to print signature lines on the Payroll and Accounts Payable checks	The following functions are enhanced to allow users to print signature lines on the check without the need to set up a digital file with signature line in the **Bank Account Maintenance > Custom Check** tab **> Signature** field: • **Print Computer Check** (AP) • **Re-print Computer Check** (AP) • **Print Payroll Check** (PR) • **Re-print Payroll Check** (PR) • **Federal 941 Tax Deposit** (PR) • **Federal 943 Tax Deposit** (PR) • **Federal 940 Tax Deposit** (PR) • **State Tax Deposit** (PR) • **Local Tax Deposit** (PR) AccountMate 10 makes it possible for authorized users to specify one (1) or two (2) lines in the **Signature Line** field in the **Bank Account Maintenance > Custom Check** tab so signature lines will be printed on the checks.	Users now have the flexibility to order checks with or without the signature lines pre-printed on them. This feature facilitates check printing.
New Non-Customer Receipt Report Tracks Payments Received from Non-Customers	A new report is added to the Accounts Receivable module. The **Non-Customer Receipt Report** provides information about the receipts from clients that are not set up as customers in AccountMate.	This report makes it possible for users to easily and quickly obtain the same information without the need to generate several reports (e.g., Cash Receipts Report, etc.) and to look for records with blank customer number, which represents non-customer receipts.

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Options to print Shipment Report for Cancelled Shipments	Starting in version 10.1 for LAN, the **Shipment Report** has additional options to generate the report for all shipments including cancelled ones or specifically for cancelled shipments. **A Cancel Date** sorting option is also added to easily find cancelled shipments by dates.	This enhancement gives users more flexibility to filter the information they need to validate and investigate the cancelled shipments.
Data Filter Options Added to the Commissionable Sales Report	We have added some more data filter options to the **Commissionable Sales Report**: *If **Commission based on Inventory** is set in **AR Module Setup:*** • **Commission Based on Net Ext Price** – use this option to show in the report the commissionable sales on the invoice line items' net extended prices. • **Commission Based on Profit Margin** – use this option to show in the report the commissionable sales on the invoice line item's gross profit. *If **Commission based on SO/Invoice** is set in **AR Module Setup:*** • **Commission Based on Invoice Subtotal**– use this option to show in the report the commissionable sales on the invoice subtotal amount. • **Commission Based on Gross Profit** – use this option to show in the report the commissionable sales on the gross profit per invoice. We have also replaced the Freight option group with checkboxes. In earlier AccountMate versions users could choose to exclude freight, include freight in invoice total, or include freight in the invoice total and commission. Starting in version 10.1 for LAN, these mutually exclusive option groups have been replaced by checkboxes—Include Freight in Commission, Include Adjustment in Commission, Include Freight in Invoice Total, Include Sales Tax in	This enhancement facilitates tracking of commissionable sales and provides more flexibility to apply whichever filter(s) users require to obtain needed information from the report.

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	Invoice Total, Include Adjustment in Invoice Total, and Show Extended Cost.	
Option to Filter Vendor Ledger Report by Invoice #	We have added the option to filter by **Invoice #** the transactions that will be included in the **Vendor Ledger Report**. To use this filter option, unmark the **Invoice # All** checkbox and enter the range of invoice numbers that you want to see in the report.	This enhancement gives users the ability to focus the review of vendor transactions that are related only to certain AP invoices.
Show Entry Date or Post Date in the Past-Due Aging Report	The **Past-Due Aging Report** is enhanced to show the AP invoice entry dates or post dates depending on which option in the report interface is chosen—either **Report Date based on Entry Date** or **Report Date based on Post Date**.	This enhancement helps users easily trace when each past-due invoice was entered or posted in AccountMate. This helps the company's collection efforts by narrowing down the focus on the AP invoices that were long overdue based on their entry or post dates.
Enhanced Bill of Materials Report	New options are added on the **Bill of Materials Report** interface: • **Standard and Average Costs** – Choosing this option configures AccountMate to display in the report the inventory components' standard costs, if these are non-zero; otherwise, the current average cost will be used. • **Standard Cost** – Choosing this option configures AccountMate to display in the report the inventory components' standard costs. • **Average Cost** – Choosing this option configures AccountMate to display in the report the inventory components' current average costs. If the report is sorted by **Parent Item #**, an individual Parent Item # is provided, and the **Explode Bill of Materials** option is chosen; all costs from subassemblies are rolled up into their parent item.	This enhancement facilitates tracking of bill of materials costs and provides flexibility for users to focus their analysis on the inventory components that use the standard cost, average cost or a combination of both.

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"Amount" filter criterion is added in the GL Transfer Reports	Each **GL Transfer Report** in the applicable modules is enhanced to include the **Amount** filter criterion. If you enter a non-zero amount to filter the information, the report will show the GL Account ID details regardless of whether the **Ignore Summary Settings** is unmarked.	This enhancement facilitates the search and narrows down the results to transactions with a certain amount.
Option to Sort and Filter Transaction Log Report by Transaction Type	Users can now sort the **Transaction Log Report** by **Transaction Type**. This enhancement also provides users the ability to filter the report for a range of transaction types.	This enhancement makes it easier for users to group and analyze the inventory movements including receipt, shipment, adjustments, warehouse transfer, manufacturing, etc.
Supports the Latest Microsoft Technologies and Crystal Report	AccountMate 10.1 for LAN supports Windows Server 2019 Standard edition and Crystal Reports 2013 (Service Pack 18).	This makes it easier for companies who plan to simultaneously upgrade their hardware and AccountMate installation since the latest servers and desktop PCs generally support the latest operating systems and Crystal Report versions.

Contact your local AccountMate Solution Provider for additional information or a demonstration of the software.
If you need assistance in identifying your local solution provider, you can call AccountMate Customer Service at 800-877-8896 x 520.

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