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## Message from David Dierke

Most of us have heard the sentiment that there is hope that 2021 year has less unexpected hardships on American businesses. Companies have been resilient to this point in meeting the demands placed on them by situations including the COVID virus. Our hope here at AccountMate is that our technology has in some way created some stability and an assurance that your accounting and financial statements fairly represent your outcomes. Our sincere hope that this will help in some way to meet challenges that may arise in 2021.

January is a time for planning and the start to implementing the best course of action for your company in 2021 based on what information is available to all of us. One thing that I hope you are already aware of is the **January 31st 2021 deadline for 1099-NEC filing**. As most of you are running our Accounts Payable module, this important compliance issue most likely affects you and your company. See below for more information on this subject.

We are preparing to release our latest software version, **AccountMate 12.1 for SQL and Express**. It represents our latest enhancements including an integration with the excellent TaxJar sales tax functionality. We look forward to rolling it out in the next few weeks.

As always, AccountMate Software Corporation and your AccountMate Solution Providers remain ready and able to assist you as you work within our accounting software system.

Our best to all of you in 2021.

Until next time... thank you for your continued support.

Regards,

David Dierke  
President & CEO

## AccountMate 12.1 for SQL/Express Upcoming Release

In later January 2021 we plan to release our upcoming AccountMate SQL and Express version: AccountMate 12.1 for SQL and Express.

Some of the higher visibility enhancements are:

**New TaxJar Integration Module** - The new **TaxJar Integration** module provides sales

tax automation where correct tax rates are determined based on your Nexus state and each state's Economic Nexus Laws, your customer's tax exemption type, their shipping address, and the type of products included in an order. Some products could be either exempted from sales tax or taxed at a reduced rate in different tax jurisdictions. With this module, AccountMate provides complete flexibility in allowing users to decide whether they want to take the responsibility of maintaining the tax rates and choosing the sales tax code for each transaction or to allow TaxJar to determine the correct tax rate.

### **Payroll Enhancements**

- Ability to Email Direct Deposit Pay Stubs to Individual Employees
- Option to Calculate the Deduction Amount based on Employee's Gross Wages after Taxes
- Provide a Separate Allowances field for Local Withholding Taxes
- Payroll Check Stub Shows Paid Leave Details
- New Federal Tax Credits Claim Function Allows Recording of Employer Tax Credits
- More Powerful Payroll Tax Reports

### **Option for Automatic Address Validation**

### **Capability to Select rather than Type Country and State Information**

### **Ability to Configure Signature Settings based on Check Amounts**

### **Redesigned 2020 Form 1099-MISC and New Form 1099-NEC in Accounts Payable**

### **Enhanced 1099 Information Update Function**

### **Bill of Materials Version Control Feature Enhancements**

- Flexibility to Amend the Bill of Materials Version that is used in Work Orders
- Ability to Assign a Status to the Bill of Materials Version
- Ability to Choose an Active Bill of Materials Version to be Assigned to Work Orders
- Replace BOM Component Allows Users to Choose which BOM Version to Update

### **Email Purchase Order/Quote and Sales Order/Quote/Packing Slip feature allows File Attachments to the Email**

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## **Two Webinars: Feature & Benefits for AccountMate 12.1 for SQL/Express and TaxJar Sales Tax Integration**

### **First Webinar: AccountMate 12.1 for SLQ/Express:**

We encourage you to sign up for the 1-1/2 hour upcoming webinar that walks you through the major new features and changes introduced in AccountMate 12.1 for SQL/Express:

#### **[AM12.1 SQL/Express New Features \(Users\)](#)**

February 1, 2021 (Monday) 10am – 11:30am PST

### **Second Webinar: TaxJar Integration Module**

AccountMate has worked with the TaxJar technology experts to assure that our TaxJar Integration works seamlessly between our systems. This additional webinar will show the benefits of the TaxJar sales tax functionality as well as ease of the AccountMate/TaxJar Integration available in AccountMate 12.1 for SQL/Express. Sign up below:

#### **[TaxJar Features & Benefits with AccountMate Integration in AM 12.1](#)**

February 4, 2021 (Thursday) 10am – 11am PST

Best idea, sign up for both webinars!

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## **Enhancement Information & Recorded Webinar: New IRS 1099 Reporting and an AccountMate Reporting Enhancement**

A challenge has come up for updating systems to address the **new IRS 1099 reporting requirements** that split non-employee compensations out of the 1099-MISC to a new 1099-NEC form. AccountMate is providing **an AP 1099 Reporting Enhancement** at no charge to our Registered Users on Lifecycle or Standard Maintenance. This enhancement can be installed by your AccountMate Solution Provider and is available for the AccountMate Accounts Payable (AP) module.

Please also consult with your tax accountant and refer to the [IRS website](#) for legal details. The overview is that the **1099-MISC form has been reformatted** and retains reporting

for rents (box 1), royalties (box 2), prizes and other income payments (box 3), fishing boat proceeds (box 5), medical and health care payments (box 6), crop insurance proceeds (box 9), payments to an attorney (box 10), section 409A deferrals (box 12) and nonqualified deferred compensation (box 14); while the **brand new 1099-NEC form must be used for "Non-Employee Compensation,"** (previously reported on the 1099-MISC form box 7). Importantly, IRS regulations specify the **forms must be provided to the recipients by January 31, 2021** and [penalties are steep!](#)

If any of you have missed the information that was presented earlier this month, be sure to watch the on-demand recorded [Generating AP 1099-MISC and 1099-NEC in AccountMate webinar](#). Review this at your convenience but **DEFINITELY now before the January 31st deadline**. The content of the webinar makes the listener aware of the important changes to the AP Form 1099-MISC and be familiar with the new Form 1099-NEC. By watching this webinar, you will learn how to generate, print, or e-file these reports in AccountMate.

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## Beginning of Year Activities

We would recommend you consider a few practical "beginning of the year" activities:

- **Lock your January 2020 fiscal period:** Whether you have closed the fiscal year or not, now is the time check that you don't make a typo mistake for the year in a transaction and accidentally post it 12 months in history!
- **Make a backup of your live company:** You will want detailed listings to validate your General Ledger -- whether that's an AR or AP Aging report or a Warehouse Quantity Listing. And while AccountMate provides "as of" reports for validating many of the Balance Sheet accounts, it could happen that someone back dates a transaction which you really didn't want backdated. If that happens, it's nearly impossible to create the validating report
- **Set your Accounts Payable 1099 Year:** When you access the reports in the Accounts Payable (AP) module for print 1099 reports and forms, they will reference "Current 1099 Year" and "Prior 1099 Year. These don't specifically say what year. To set that, hit <Housekeeping><AP Module Setup> and then access the "1099 Setup" tab to set the Current Year in the combo-box at the top. The combo-box only shows three years at a time, so if you are more than a year back, then you'll need to set it to the latest year you can, hit <OK> at the bottom and then go back in again to advance it another year.

Hopefully, these 'helpful hints' might save you some time and aggravation.

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## A Favorite "Hint": Photocopy Your Wallet Content

What?! Photocopy your wallet contents may sound too trite – but if you've ever been caught in a situation where your wallet is lost or misplaced, this might actually be a helpful precaution. Take five minutes to photocopy the contents of all of the cards in your wallet (personal and business). Line them face down on the copier (first on the front side; then on the back side) and hit the copy button.

This quick project could save you both time and anguish if your wallet is lost or stolen – or even a chance to review what you are carrying around and what cards might be expired.

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## Reminder: AccountMateforms.com

AccountMate Forms is a real 'win' for you that might need paper tax or payroll forms. An order for [AccountMateForms](#) will assure compliance with our AccountMate System. Check out their website to place an order.

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## Q1 & Q2 2021 AccountMate Core Product Training

This AccountMate **Q1 2021 Core Product Training** class is scheduled and is open for registration. It is set for **February 8-22, 2021**.

The entire on-line training course runs over 10 days (each day for 5 hours). Participants can sign up for particular sessions or for the entire 10 day course.

Click here for [Course Overview](#), [Course Schedule](#), and [Course Outline](#).

You've also asked that we post two Training schedules, so the Q2 2021 Core Product Training will be held **June 7-21, 2021** (registration opens in February).

There is a fee for the training which is \$300 per session or \$2,500 for all sessions. **Exception:** Current **Registered Users whose company is on a Current Lifecycle Maintenance Plan** can send one or more trainees annually to the online Core Product Training for AccountMate SQL and Express at no-charge. Number of FREE trainees depends on the tiered training specifics listed in the Course Overview.

Contact your AccountMate Solutions Provider to sign up or [register here](#).

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## 2021 Supported Tax Forms

### Payroll Tax Forms

The **2021 Payroll Tax Subscription program** supports the printing of the following tax forms, which is the same as previous years except for the addition of Form 1099-NEC:

- **W-2**
  - 2 up on plain paper only for federal filing - Items # 5207, 5222
  - 4 up perforated blank paper for the Employer, Employee, and State copies - Items # 5209, 5221 (Note: The Employee copy can have the instructions printed at the back, but it is not required.)
- **W-3** (on plain paper only) for federal filing
- **1099-MISC**
  - 2 up on RED pre-printed form for federal filing - Item # 5110
  - 4 up perforated blank paper for the Payer, Recipient, and State copies - Item # 5221 (Note: The Recipient copy can have the instructions printed at the back, but it is not required.)
  - 1096 (on RED pre-printed form) for federal filing - Item # 5100
- **1099-NEC (new)**
  - 2 up on RED pre-printed form for federal filing - Item # NEC511
  - 4 up perforated blank paper for the Payer, Recipient, and State copies - Item # NEC610 (Note: The Recipient copy can have the instructions printed at the back, but it is not required.)
  - 1096 (on RED pre-printed form) for federal filing - Item # 5100

### ACA Forms

- **Federal 1095 and 1094**
  - Plain paper for federal filing
  - Portrait paper for the Employee copy (Note: For the Employee copy, you can either buy a perforated paper with pre-printed instructions at the back or use a plain paper and print the instructions on another sheet of paper)
  - Plain paper for the Employer copy

### Accounts Payable Tax Forms

- **1099-MISC**
  - 2 up on RED pre-printed form for federal filing - Item # 5110
  - 2 up on BLACK pre-printed form for Recipient, Payer, State, or Copy 2 - Items # 5111, 5112
  - 1096 (on RED pre-printed form) for federal filing - Item # 5100
- **1099-NEC (new)**
  - 2 up on RED pre-printed form for federal filing - Item # NEC511
  - 4 up perforated blank paper for the Payer, Recipient, and State copies - Item # NEC610 (Note: The Recipient copy can have the instructions printed at the back, but it is not required.)
  - 1096 (on RED pre-printed form) for federal filing - Item # 5100

**Note:** AP forms must be printed from Aatrix.

Visit [AccountMate Forms](#) to order the above forms.

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## Technical Note: Performing Period-End Closing in a Stand-Alone Sales Order and Purchase Order Module

Period-End Closing plays an important role in AccountMate. It is through this function that data is permanently transferred from the subsidiary modules to General Ledger. This week, we publish [Article #1132: Performing Period-End Closing in a Stand-Alone Sales Order and Purchase Order Module](#). This Technical Note discusses the effects that Period-End Closing in a stand-alone Sales Order and/or Purchase Order module has on transaction records, General Ledger entries, and relevant SO and PO tables.

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### Feature Focus Tips (1099)

**Versions:** AM11 for SQL and Express  
AM10 for SQL, Express, and LAN  
AM9 for SQL, Express, and LAN  
AM8 for LAN

**Module:** AP

**Q:** I encountered the error, "Error opening Company.asd", after hitting the Preview button in the **Print/E-File 1099** function. How do I resolve this?

**A:** This error occurs if you have changed the company Federal ID after you have generated 1099 reports using a different Federal ID. To resolve this issue, perform the following:

1. Using Windows Explorer, go to the AccountMate CommonFiles directory if you are using AccountMate for SQL and Express. If you are using AccountMate for LAN, then go to the AccountMate program files directory.
2. Then, go to the **Data\AP** subfolder.
3. Find the Company ID of the company where you encountered the error.
4. Rename or create a backup of the Company ID folder.
5. Delete the folder.
6. Launch AccountMate to re-create the files with the updated information.

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**Versions:** AM11 for SQL and Express  
AM10 for SQL, Express, and LAN  
AM9 for SQL, Express, and LAN  
AM8 for LAN

**Modules:** AP, PR

**TIPS:** Printing and E-Filing the following 1099 forms are supported in the following modules:

#### **Accounts Payable**

- Form 1099-MISC
- Form 1099-NEC

You can print and E-File the forms using the **Print/E-File 1099** function.

#### **Payroll**

- Form 1099-NEC

You can print and E-File the form using the **Tax Forms** function.

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**Versions:** AM11 for SQL and Express  
AM10 for SQL, Express, and LAN  
AM9 for SQL, Express, and LAN  
AM8 for LAN

**Modules:** AP

**Q:** The **Print 1099 Form** function is not updated to reflect the changes in the 2020 Form 1099-MISC? Why?

**A:** The **Print 1099 Form** function has an outdated form. Do not use this function to print

2020 Form 1099-MISC. You must use the **Print/E-File 1099** function to print and E-File Form 1099-MISC. This function is available when the [AP 1099 Reporting Program Enhancement](#) is installed. This function replaces the **Print 1099 Form** and the **1099 Electronic Filing** functions. Printing and E-Filing Form 1099-NEC is also available in this new function.

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**Versions:** AM11 for SQL and Express  
AM10 for SQL, Express, and LAN  
AM9 for SQL, Express, and LAN  
AM8 for LAN

**Modules:** PR

**Q:** *I noticed that Form 1099-MISC is no longer available in the **Tax Forms** function. Why?*

**A:** The **Payroll** module only supports the **nonemployee compensation (NEC)** 1099 type. Starting Tax Year 2020, nonemployee compensation must be reported using Form 1099-NEC, which is available in **Tax Forms**.

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## Tech Support Tips (Common Errors During Period-End Closing)

**Versions:** AM11 for SQL and Express  
AM10 for SQL, Express, and LAN  
AM9 for SQL, Express, and LAN  
AM8 for LAN

**Module:** All Modules

**Error:** Scheduled period end-closing is in progress. Do you want to continue accessing the company?

**Cause:** Either period-end/fiscal year-end closing is still in progress or it failed due to errors causing AccountMate to lock the functions.

**Solution:** Starting in AccountMate 10.2 for SQL/Express, you can either:

- Click **Yes**; then, access the **Data Manager** function in the **Utilities** menu and choose the **Release Year/Period-End Closing or Transfer Lock** option.
- Click **No**; then, access from the **Select Company** window another company that is not locked.

For versions lower than AccountMate 10.2 for SQL/Express, there is a variation in the message and the following are the available options:

- Click **OK**; then, access from the **Select Company** window another company that is not locked.
- Set **GLBSYS.lactive** to zero to access the company; then, access the **Data Manager** function in the **Utilities** menu and release the **Period-End Closing Lock** for the company that has been locked.

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**Versions:** AM11 for SQL and Express  
AM10 for SQL, Express, and LAN  
AM9 for SQL, Express, and LAN  
AM8 for LAN

**Module:** All Modules

**Error:** Account ID does not exist/Invalid Account ID.

**Cause:** The **Account Balances (GLABAL)** table contains a **GL Account ID (cAcctID)** that does not exist in the **Chart of Accounts Maintenance** table (**GLACCT**).

**Solution:** Verify that the **GLABAL ► cAcctID** field is not empty and that all the GL Account IDs assigned to the records in **GLABAL** exist in **GLACCT**. If these GL Account IDs do not exist in **GLACCT** yet valid, add them back using the **Chart of Accounts Maintenance** function.

## Featured VSPs



APS Payments offers flexible and integrated payment solutions for every business. APS Payments is a gateway and processor that is trusted by thousands of merchants daily to process payments and works diligently to get you the lowest credit card processing rates, reduce your risk, and provide the best solutions for your business.

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Cloud EDI for AccountMate integrates with the industry's largest network of retailers, manufacturers, distributors, third party warehouses and more. This subscription-based service keeps costs low while avoiding the complexity of doing EDI in-house. Integrate your highest volume customers with AccountMate and manage lower volume customers on our web based solution.

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Manufacturing Conductor manages shop floor and optimizes operations by providing real-time shop floor management data for optimum scheduling and shop management, it tracks location, usage and maintenance of tooling including expendables and provides data for Theory of Constraints optimization with WIP reports to help identify the constraints for scheduling.

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RDI-Link provides linkage between AccountMate and most eCommerce websites including: Magento, Amazon, AmeriCommerce, ZenCart, and more. Linkage is bi-directional, detailed, and real-time. There is extensive provision for custom-mapping, custom workflow, and custom business logic. Tight integration allows a company to leverage the power of eCommerce and AccountMate.

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ServQuest is a comprehensive Route Accounting Software designed to support sales, delivery and service operations. Visual Dispatch is a graphic planning and accountability tool designed for dispatchers and route managers. MiniMate is an Android software solution for pre-order delivery, route sales and equipment service.

[Learn More](#)



Stonefield Query provides a step-by-step method to create professional business reports from information stored in AccountMate. Anyone can create detailed reports, high level overview, drill-down, charts/graphs, pivot tables, and more. Stonefield Query has been customized specifically for AccountMate so you can start creating reports now.

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