AccountMate Registered User Newsline | December 2020

AccountMate

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Message from David Dierke

Already I am hearing from many business owners and their employees about how their work schedules are ramping up. December can be a time for joyous holiday events but also a time that requires a lot of business focus and long hours. I can appreciate that your own clients may be calling you for assistance on your core business offerings or even specific year-end deliverables. Then, too, you most likely also have to attend to your own strategizing and business planning. The best advice is to try to hit a balance on how you get those most important things done.

2020 has most likely been an usual (and possibly challenging) year both personally and financially for a lot of people. It makes this end-of-year timeframe a perfect time to set your clients' and your expectations and perspectives. Be sure to be creative with your planning and assist your clients to keep their options – and yours – open as we close 2020 and head into 2021!

Our best to all of you.

Regards,

David Dierke
President & CEO

On-Demand Webinars: Year-End-Closing Activities

Maybe an important refresher about some year-end closing procedures and 'tips' for you and your staff can be found in our on-demand webinars. It might be a good time to review this information in the next few weeks. This same information is available that spans our AccountMate Versions through AccountMate 11. See below for descriptions and links to specific recorded webinars on year-end topics:

AM Closing the Period in AccountMate (appropriate for AccountMate 8, 9, 10 & 11): Presents the recommended procedures for closing the period in subsidiary modules. It also identifies some common issues that may be encountered during closing and provided tips on how to resolve them. **Watch**

AM Closing the Tax Year in AccountMate (appropriate for AccountMate 8, 9, 10 & 11): Discusses the steps to close the Payroll tax year. It also identifies the reports affected by the tax year closing process. **Watch**

AM Year-End Closing in AccountMate (appropriate for AccountMate 8, 9, 10 & 11): Focuses on the requirements and procedures for closing the fiscal year in the General Ledger module. It also provided tips to help effectively perform year-end closing. **Watch**

From our website, you can also click on your desired topic(s) below to get a closer look at some specific **year-end closing procedures**.

AccountMate 12.1 for SQL/Express Upcoming Webinars

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

More information on the specifics of this version release will announced in the next UserLine. In the meantime, we are pleased to announce that we will be adding a TaxJar Sales Tax Integration module to our product lineup.

TaxJar’s message says it clearly: TaxJar collects the right rate at the right place. Sales tax is complex. Accuracy matters. With economic nexus determination and street-address accurate calculations, TaxJar ensures you collect the right rate on every product in over 14,000 taxing jurisdictions.

AccountMate has worked with the TaxJar technology experts to assure that our TaxJar Integration works seamlessly between our systems.

There will be more information provided but for the meantime, please sign up for the 1-1/2 hour upcoming webinar that presents 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

There is an additional webinar scheduled to 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. This hour-long webinar will be presented on Thursday, February 4th. 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!

Webinar: 1099-MISC & 1099 NEC (New)

On recent technical support calls, we have been asked for some initial information on the handling of 1099-MISC and 1099-NEC (new).

This topic is important enough that we are presenting a specific webinar. Be aware of the important changes to the AP Form 1099-MISC and be familiar with the new Form 1099-NEC. Learn how to generate, print, or e-file these reports in AccountMate. Sign up to join us for this upcoming Zoom webinar by clicking the link below:

Generating AP 1099-MISC and 1099-NEC in AccountMate

December 23, 2020 10:00 AM in Pacific Time (US and Canada)

2021 Payroll Tax Subscription Orders

Orders are still being taken for the 2021 Payroll Tax Subscription orders. These orders can be taken through your AccountMate Solution Provider.

REMINDER: The 2021 PR Tax Subscription support corresponds with the same timeframes for AccountMate products on current and extended Maintenance Plans.

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.

Aatrix Tax Partner Allows W-2 Import to Personal Tax

Returns

Each employer using **Aatrix e-filing** has the option to choose whether they want to participate to make the W-2s available for employees to import through the tax software. Aatrix currently supports **Intuit**, **H&R Block**, and **Tax Act**.

Example: When employees file their personal tax returns, they can import the W-2 from within Tax Act. Choose Aatrix as the financial institution, then the software will prompt for additional info (employer and employee info) to find a match.

This service is currently not available yet for 1099s.

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.

IRS Section 179 & Dimension Funding's 90-Day Deferred Payment Program

Dimension Funding is offering financing where you won't make any payments for 90 days. You might want to use this to your advantage especially if you are considering taking advantage of the IRS Section 179 deduction.

To learn more about Section 179 Depreciation and Dimension Funding, talk with you AccountMate Solution Provider or click **here**.

For more specific Internal Revenue information, go to **IRS Section 179 deduction**.

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**.

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**.

Technical Note: Tips for Purging Transactions

Daily transactions recorded in AccountMate accumulate and increase database sizes. When the number of records increases to a point where system resources cannot efficiently manage them, the entire AccountMate application may become slow and data may become corrupt. Purging unneeded historical transactions is beneficial for efficient use of resources and can prevent data corruption. In AccountMate, the purging process involves permanent, irreversible deletion of history records. **Article # 1163: Tips for Purging Transactions** provides tips on what to do to ensure an effective data purging process.

Feature Focus Tips (Work Order Transactions)

Versions: AM11 for SQL and Express
AM10 for SQL, Express, and LAN

AM9 for SQL, Express, and LAN
AM8 for LAN

Module: MI

***Q**: At which stage of the work order process does AccountMate deduct the units used in production from the components On-hand quantities?*

A: It is during **Post Work-In-Process** that AccountMate deducts the units used in production from the components On-hand quantities. Inventory Allocated quantities are increased at the time work orders are exploded and decreased when Work-In-Process is posted.

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

Modules: MI

***Q**: When I attempted to post a work order to Finished Job, I cannot find the bin where I want the manufactured item to be stored. I tried to search the bin using Bin Lookup; however, it is not included in the list. What did I miss?*

A: To make the bin available for selection, verify the following settings:

- In Warehouse Maintenance, verify that the bin is Active and set up as a Receiving bin.
- In Inventory Maintenance Item Warehouse Setup, verify that the bin is set up for the warehouse.

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

Modules: MI

***Q**: Why do I receive a message saying, "Work Order # [xxx] has no transactions" when I attempted to post a work order to Work-In-Process?*

A: The system displays the message when you attempt to post an unexploded work order to Work-In-Process. You must first explode the work order using the **Explode Work Order** function before you can post the work order to Work-In-Process.

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

Modules: MI

***Q**: I need to amend the component items of the Bill of Materials in a work order; however, the **Add** and **Delete** buttons in the **Component Line Items** tab of Amend Work Order are disabled. What did I miss?*

A: Verify that the work order is not posted to Work-In-Process. You can only edit the component line items in Amend Work Order if the work order is exploded and not posted to Work-In-Process.

Tech Support Tips

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

Module: PR

***Q**: How do I stop withholding Federal tax for some employees?*

A: Performing any of the following will not withhold Federal tax when you process payroll. Please choose the option that fits your purpose.

- Unmark the **Apply Federal Tax** checkbox in **Employee Maintenance ► W-4 Info ► Federal** area - When you unmark the **Apply Federal Tax** checkbox, AccountMate will display a warning message informing you that the system will neither calculate Federal withholding tax nor update the Federal Gross amount.

- Mark the **Override Withholding** checkbox in **Employee Maintenance ► W-4 Info ► Federal** area - If you want to update the Federal Gross amount but not withhold Federal tax, then mark the **Apply Federal Tax** checkbox. Mark the **Override Withholding** checkbox and select the **Amount** option in the Override by area. Enter 0.00 in the **Amount** field. Using this option, the Federal Gross amount will be updated even if no taxes are withheld for these wages.

- Enter 99 in the **Allowances** field in **Employee Maintenance ► W-4 Info ► Federal** area - This option will update the Federal Gross amount but not withhold Federal tax. To do this, mark the **Apply Federal Tax** checkbox; then, enter 99 in the **Allowances** field. The Federal Gross amount will be updated even if no taxes are withheld for these wages.

IMPORTAN T: Consult your Tax Accountant before you stop withholding Federal Tax for employees.

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

Module: SM

***Q**: What report should I generate to see the inventory item Barcode IDs?*

A: Use the **Print Label** function to print barcode IDs. To access this function and print barcode IDs, perform the following:

1. Access the **Utilities** menu.
2. Select the **Print Label** function.
3. Select **Inventory File** in the **Source** field.
4. Select **Barcode** for **Label Type**.
5. Review all other options and criteria.
6. Click Preview or Print.

Featured VSPs

Learn More

DocuFire

DocuFire Document Delivery Express fully automates conversion from paper and postage to electronic communications. Clients can email and fax right from their AccountMate system. After a simple centralized setup, DocuFire is fully integrated with the AccountMate system and the Microsoft Windows Active Directory network.
Learn More

aka computer consulting

ShipIt is a fully integrated shipping solution that allows a company to process shipments from within the Ship Sales Order, Create Invoice and Create RMA Screens. It allows them to create multiple packages/boxes and automatically calculate the weight of them by using the weight field from the AccountMate inventory. It also automatically and accurately calculates the insurance value for each package, and allows them to assign 3rd party billing from account number stored in the AccountMate customer record.
Learn More

TrueCommerce

EDI integration with your AccountMate business management solution provides the ability to seamlessly format your EDI Transactions to comply with your trading partners' requirements. This embedded integration is quick to implement and seamlessly supports a wide range of EDI documents. Delivered as a complete, managed services solution, TrueCommerce EDI for AccountMate offers robust functionality and unparalleled scalability.
Learn More

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