



Article # 1218

Technical Note: AccountMate's Bilingual Functionality

Difficulty Level: Beginner Level AccountMate User

Version(s) Affected: AccountMate 8 for SQL and Express
AccountMate 7 for SQL and Express

Module(s) Affected: AR, SO, PO, AP, RA, IC, SP, GL, SM

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DESCRIPTION

AccountMate's bi-lingual feature allows you to set up foreign descriptions and remarks for certain Maintenance records that you regularly use to create invoices, sales orders, and purchase orders among others. The bi-lingual records are accessible and easy to maintain. Documents including invoices, sales orders, and purchase orders that you send to foreign customers and vendors can now contain information in a language more relevant to them.

This Technical Note discusses the procedures for activating and setting up the bi-lingual feature. It also enumerates the reports and functions that are enhanced in order to properly implement this feature.

SOLUTION

The following sections discuss the procedures necessary to activate the bi-lingual feature and to set up the bi-lingual records; and provide information about the affected reports.

A. Activate Bi-lingual Feature

Activating the bi-lingual feature enables you to set up one foreign description or remark for certain fields in applicable functions. Perform the following steps to properly set up the bi-lingual feature:

1. Launch the AccountMate Administrator program.
2. Access the **Company Setup** function from the **Setup** menu.
3. Add a new company by clicking the **Add** button, or select an existing company by highlighting the Company ID and clicking the **Edit** button; this will display the **Add/Edit Company** window.

4. In the first **Add /Edit Company** window, enter or amend, as necessary, the fields and parameters; then click the **Next** button.
5. Mark the **Access Bilingual Fields** checkbox in the second **Add /Edit Company** window. Click the **Next** button and enter the required values or parameters in the windows that follow.
6. Click the **Save** button to create the new company or to save the changes made for the existing company.
7. Click **Close** to exit the **Add /Edit Company** window.

Activating this feature enables you to assign in the AccountMate Administrator program -> **Setup** menu -> **System Setup** -> **Miscellaneous** tab the default language that will be shown in the customer and vendor records. It also allows you to access the **Bilingual Setup** window in various maintenance records and to configure AccountMate to display grid columns for foreign descriptions in the applicable functions.

B. Set Up Bilingual Records

Once the bilingual feature is activated you can start assigning the default language for customers and vendors and defining the foreign descriptions and remarks in the following records:

- **AccountMate Administrator -> Company Setup -> Miscellaneous Tab**
Specify in the Language field the desired default language for customers and vendors. You can change the default language in the individual customer or vendor record.
- **Module Setup**
In the **GL Module Setup** function there is a **Foreign Category Name** column in which you can specify one foreign category name for each account category.
- **Customer and Vendor Records -> Settings Tab**
You may accept or amend in the **Language** field the default language for the customer or vendor record.
- **Other Maintenance Records**
The table named **Functions with Bi-lingual Setup** (Table 2 shown below) lists the functions where you can set up and maintain the foreign description and remark. Most of these functions have the **Bilingual Setup** window where you can enter and amend foreign descriptions or remarks. To display this window right-click either the applicable **Description** field or **Remark** field; then, select the **Bilingual Setup** option.

Some Maintenance functions including the **Inventory Specification** and **Miscellaneous Code** functions have an additional column in the grid for users to enter the foreign description.

C. Reports

In the discussion below the relevant reports are grouped according to their behavior pertinent to the language setting.

- **GL Reports**

If the user's language does not match the default language setup in the **System Setup** function and the foreign GL Account description is provided, AccountMate will show in the following reports the foreign description assigned to the GL Account ID:

- a. **Balance Sheet**
- b. **Income Statement**
- c. **Budget Statement**
- d. **Yearly Budget Total**

- **Special Reports**

These AccountMate reports have special forms because they meet certain requirements in business transactions. Examples of these reports are invoices, sales orders, purchase orders and other documents that you issue to customers or vendors. The language that AccountMate will use to show the information in these reports will depend upon the source of the information.

The report interface has a **Use Customer/Vendor Language** checkbox that you can mark. When the checkbox is marked, beside it you can click a list box button and select a language from the list. AccountMate will generate reports only for those customers or vendors using the chosen language.

Data from Maintenance

If the information comes from the master records, AccountMate will verify whether the **Use Customer Language** or **Use Vendor Language** checkbox is marked; then, it will verify whether the customer/vendor language is the same as the default language specified in the **System Setup** function. These settings determine whether the reports will show the regular description/remark or the foreign description/remark.

The following matrix shows the effects these settings have on the pieces of information shown in the special reports. The first column shows the **Use Customer/Vendor Language** checkbox setting in the report interface. If the **Use Customer/Vendor Language** checkbox is marked, AccountMate will compare the customer or vendor language against the system language and the second column shows these relationships. If the **Use Customer/Vendor Language** checkbox is unmarked, AccountMate will compare the user language against the system language and the third column shows these relationships. The last column shows which description or remark will be used in the report. The phrase "Description or Remark field values" refers to the description and remark that you entered in the respective **Description** field and **Remark** notepad, and the phrase "Foreign Description or Remark field values" refer to your entries in the **Bilingual Setup** window.

Table 1: Special Reports Matrix

Use Customer/Vendor Language Checkbox	Customer/Vendor Language vs. System Language*	User Language vs. System Language*	Values Used in the Report
Marked	Same		Description or Remark field values
	Not the same		Foreign Description or Remark field values if these are provided; otherwise, Description or Remark field values
Unmarked		Same	Description or Remark field values
		Not the same	Foreign Description or Remark field values if these are provided; otherwise, Description or Remark field values

* System language refers to the default language set up in the **System Setup** function.

Data from Transactions

Description or remark values from the transaction record will be shown as they were saved in the transaction instead of the master record.

If the **Use Customer/Vendor Language** checkbox is marked, AccountMate will display the report captions and program field labels using the customer's or vendor's language; otherwise, AccountMate will display them using the user's language.

The bilingual feature affects the following special reports:

- a. Print Sales Order/Quote
- b. Print SO Packing Slip
- c. Print Advanced Billing
- d. Print Blanket SO
- e. Print Invoice
- f. Print AR Packing Slip
- g. Print Purchase Order/Quote
- h. Print Cancelled Received Goods
- i. Print Blanket PO
- j. Print RMA
- k. Print RTV
- Maintenance Listing
The reports that list the records from Maintenance functions will always display both the descriptions/remarks and the foreign descriptions/remarks. Refer to Table 2 (Functions with Bilingual Setup) for the list of these reports.

D. Table summary

The following table enumerates the Maintenance functions and reports to which the bi-

lingual feature is implemented; however, it excludes those functions and reports already discussed in the above sections.

Table 2: Functions with Bi-lingual Setup

Module	Maintenance Functions/Fields	Reports
GL	Chart of Accounts -> Description field	Account Listing, Budget Listing
GL	Account Segment -> Description field	Account Segment Values Listing
GL	GL Module Setup -> Account Category tab -> Foreign Category Name column	Account Categories Listing
AR,SO,PO,RA,RV	Freight Code -> Description	Freight Code Listing
AR,SO,PO,AP,RA,RV	Pay Code -> Description	Pay Code Listing
AR,SO,PO,AP,MI,RA,RV	System Remark -> Remark field -> Foreign Remark	System Remark Listing
AR,SO,PO,MI,IC,RA,RV	Inventory -> Description and Remark/Image tab -> Remark	Inventory Item Listing
AR,SO,PO,MI,IC,RA,RV	Inventory Type -> Information tab -> Default Item Desc and Remark tab -> Remark	Inventory Type Listing
IC,SP	Specification -> Foreign Description column	Specification Type and Code Listing
IC,SP	Inventory Specification -> Foreign Specification Description column	
IC	Unit-of-Measurement -> Short Description	Unit-of-Measurement Listing
RA,RV	Return Code -> Description	Return Code Listing
All	Miscellaneous -> Foreign Description column	Miscellaneous Code Listing

AccountMate's bi-lingual feature provides the flexibility to support global operations by allowing you to set up and maintain dual descriptions and remarks for bilingual systems that can be printed onto reports generated for foreign users, customers and/or vendors.

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