Article # 1293

Technical Note: New and Enhanced AccountMate 8 Reports

Difficulty Level: Beginner Level AccountMate User

Version(s) Affected: AM8 for SQL and Express

Module(s) Affected: GL, AR, SO, AP, PO, IC, MI, BR, PR, CM

Posting Date: 02/23/2011

DESCRIPTION

Reports are extremely important for reference and information analysis; therefore, reports must contain data that is relevant to the user. Flexible reporting is also necessary so users can generate information that is useful for decision making. AccountMate 8 sees the need for an enhanced reporting tool; thus, new reports are created and existing reports are improved.

This Technical Note provides a brief discussion about the new reports; as well as the changes to some existing reports. This document should be used together with AccountMate Help for further reference and details.

SOLUTION

Below are the new AccountMate reports that you may find useful in your daily operations:

Subsidiary Module Transfer Report
This report shows journal entries from the subsidiary modules that are permanently posted to General Ledger (GL) during period-end closing. You can still use the **GL Transfer Report** to show the journal entries that are temporarily posted during **Transfer Data to GL**; however, for convenience, you may use the **Subsidiary Module Transfer Report** to show both the temporarily and permanently posted journal entries.

You can set the report to show the journal entries in a specific module or modules. A filter is available to show only the records in a specific period range. Access this report from the **Reports** menu in the **General Ledger** module.

Credit Hold Sales Order Report
AccountMate 8 allows you to put on **Credit Hold** a sales order for a customer who exceeds the credit limit at the time the sales order is created. The **Credit Hold Sales Order Report** shows for reference purposes a list of sales orders that are put on Credit Hold.

You can sort this report by customer, order date, pay code, salesperson, or sales order. You can also filter it to show records of a specific customer, sales order, salesperson, pay code, and date range. You can access this report from the **Sales Order Reports** function.

AP Check Summary Report
In this report the user has the convenience to view basic check and non-check payment information. Payment information includes check #, check date, transaction type, check type, vendor #, payee, check amount, and void status. You must use the **Check Register Report** for other check details.

You can sort this report by bank # and check #, bank # and vendor #, vendor #, or payee. You can customize the information that shows on the report by including only the computer checks, handwritten checks, electronic payments, or non-check payments. You can also choose to exclude or include voided transactions on the report. You can access this report from the **Check Reports** function in **Accounts Payable**.

AP 1099 Report
This report shows the current and prior-to-date payments made to each vendor for each 1099 type. This report shows only a summary of the 1099 payments; thus, you must use the **1099 Payment Report** for details.

You can sort this report by company or vendor. You also have the option to show Current 1099 Year or Prior 1099 Year payments. You can access this report from the **1099 Reports** function in **Accounts Payable**.

In addition to new reports, most existing AccountMate reports are enhanced for effective reporting and efficient use. The enhancements and the affected reports are as follows:

Filter Report Data Using a List of Values
Most AccountMate 8 reports provide great flexibility in the type of data that they want to appear on the report. Users can now specify a non-consecutive list of values that will appear on the report by using the **List** criteria.

Set Report Macro to Use when Printing Reports from the Transaction or Maintenance functions
In versions prior to AccountMate 8, the report settings are pre-set by AccountMate when printing a report from the **Save** window in an applicable Transaction or from the drillable field in a Maintenance function. In those versions you must preview or print the report from the **Reports** function to select criteria, sorting, and other options. AccountMate 8 is enhanced to provide users the ability to set report macros that can be used when printing reports from the Transaction or Maintenance functions.

This enhancement is applicable to the following reports:

1. Print AR Invoice
2. Print Packing Slip
3. Print Payment Receipt
4. Print Warehouse Inventory Transfer Slip
5. Print Stock Issuance Slip
6. Print Work Order
7. Print Routing Slip
8. Print Product Slip

9. Print Purchase Order/Purchase Quote/Blanket Purchase Order
10. Print Cancelled Received Goods
11. Print RMA/RTV
12. Print Sales Order/Sales Quote/Blanket Sales Order
13. Print Pick List
14. Print Packing Slip
15. Print Advanced Billing
16. Journal Entry Reports
    a. Un-posted/Posted Journal Entries
    b. Voided Posted Journal Entries
    c. Recurring JE Template

Perform the procedures below to configure report macro settings:

1. Click the **List box** button beside the **Printer** button in the Power toolbar
2. Click the **Report Macro** tab in **Report Setup**
3. Select option to **Create New Macro As**
    a. Shared by all companies
        - Select this option if you want the report macro settings to be applicable to all companies created in AccountMate.
    b. Private to company
        - Select this option if you want the report macro settings to be applicable only to the company currently accessed.
4. Select in the **Review Macro for Transactions List box** a report that you want to create macro settings
5. Click the **Review Macro Settings** button
5. Select sorting option and criteria for the report
6. Click the **Save** button adjacent to **Macro List box**; then, click **Yes** when prompted to overwrite macro
7. Click **Close**; then, click **OK** in **Report Setup** to save the settings.

Customer Statement Enhancements

The report is enhanced with additional options and features as follows:

1. Ability to print Customer Statements for accounts over a specific age. This enhancement enables users to mass print Customer Statements for accounts that are past due.
2. Available basic AccountMate report options in the report interface. The basic AccountMate report options include report Type, Sort By, Report Header, and Criteria sections.
3. Ability to set up report macro, export, e-mail, or add the report for batch printing.
4. Ability to print Customer Statement for zero balance customers.

Ability to Consolidate Reports for National Account Customers

The National Account Management feature allows setting up a customer to be a parent or subsidiary account. A parent account can process payments for the subsidiary account; thus, a parent account must know the sum of the parent and subsidiary accounts' outstanding invoices. Prior to AccountMate 8, the **Aging Report** and **AR Status Report** must be generated for both the parent and subsidiary accounts to determine the sum of the outstanding invoices. Generating separate or multiple reports is cumbersome; thus, to expedite payment the **AR Aging** and **AR Status** reports are enhanced to enable consolidation of the parent and subsidiary accounts' **Aging Report** or **AR Status Report**.

Option to Show Paid Leave Transaction Cost

The **Paid Leave Transaction** report is enhanced to show the cost corresponding to the paid leave hours. This enhancement is intended to minimize errors that may arise from manually calculating paid leave cost. Furthermore, the enhanced report can be used to determine accrued paid leave based on transaction cost; then, match it with the GL Account balance so adjustments can be posted, if necessary.

Show Accrual Balance at Employee's Current Pay Rate in Employee Paid Leave Listing.

The **Employee Paid Leave Listing** report shows the paid leave balance in hours; however, it does not show the associated cost. The report is enhanced to provide users the option to show the paid leave cost based on the employee's most recent regular pay rate. The enhanced report can be used to determine the Paid Leave Liability amount.

Exclude On-Hold Orders in Open Sales Order Report

The **Open Sales Order Report** shows sales orders that are not shipped yet; this includes sales orders that are put on hold. The report can be misleading especially if there is a significant number of on hold sales orders; thus, to facilitate information analysis, the report is enhanced to provide an option to exclude on hold sales orders.

Sort and Filter Purchase Order (PO) Reports by Buyer

Some PO Reports are enhanced to show the buyer assigned to a PO transaction. You can also sort and filter the reports by buyer. This enhancement is applicable to the following reports:

1. Purchase Order Summary Report
2. Purchase Order Line Item Report
3. Purchase Order Backorder Report
4. Received Goods Report
5. Cancelled Received Goods Report
6. Blanket Purchase Order Summary Report
7. Blanket Purchase Order Line Item Report

Knowing the new and enhanced reports helps you to generate the appropriate reports for a specific purpose. Understanding the features in the new reports and the changes in the existing ones help you to efficiently use the reports to its full potential and facilitate transaction analysis for timely and smart decisions.
