

Boardroom Solutions Inc

June 20, 2016

Tools for Gold
Prospecting

Webinar:
AccountMate/LAN V9.1

Technical Tips

Subscription Information

Tools for Gold Prospecting

Dear AccountMate Clients,

There's gold in your system - no doubt about it...

Some of the gold is simple operational information, such as your gross margin or overhead/burden rate per dollar of sales, which is easily discerned from the built-in financial reports.

Other gold is buried a little deeper, such sales by salesperson/region or product line, some of which can be found with built-in reports while other has to be "mined" from the data.

Then there's gold in the deep data that are sometimes even surprising. A study of "related tool purchases" which showed a preference of Government customers for larger industrial tools and a preference of small business owners for smaller disposable tools. That valuable information is still being used by the respective brand names to great effect. It can point sales staff to concentrate on the sectors with the largest volume and the largest return on sales.

Mining this gold requires getting to the underlying information in a meaningful way - and being able to understand it - so what are the tools at your disposal? There are several:

AccountMate built-in reports: There are hundreds of built-in reports to your system, and when you consider the numerous ways to sort and filter them the number of ways to report on information explodes into uncountable options. There are example sample reports under each version of AccountMate organized by module - so you can quickly review the options.

1. **AccountMate built-in Custom Report Writer:** Available in your system under <Utilities><Custom Report><Custom Report Setup> this is a very user-friendly method of creating simple reports of a single table or very closely related tables (like invoice header and detail). The results aren't exportable to Excel, and it doesn't easily handle calculations, but it's built-in (translation: free!) so often a good place to start when the information you need isn't in a built-in report.
2. **Stonefield Query:** A classic report writer that has many of the AccountMate table relationships pre-programmed. Details are in the AccountMate Vertical Solutions Catalog under the Report Writer section and it's much more functional than the prior option. It helps to be a little bit geek to use this, but a 30-day fully functional demo is available for you to check it out.
3. **ClickBase Business Intelligence:** A true Business Intelligence (BI) tool for sophisticated end-users, ClickBase is also "AccountMate smart" - in that it has many of the table relationships pre-constructed so the end-user doesn't need to write complex "SQL queries" - and is AWESOMELY powerful, including the ability to interface to non-AccountMate data and create dynamic dashboards. Much more than a report writer, I call it a "data doodler" since it's such an interactive tool.

Check it out on the AccountMate website in the product information area under Module Summary / AccountMate Business Intelligence Module (BI).

4. **AccountMate Business Analysis Powered by F9:** All of the above options allow you to access information across a wide range of AccountMate modules - GL, AR, SO, AP, PO, IC, etc. - but if you only want to report on GL information, then the "F9" add-on, which lets you sit inside Excel and pull information from AccountMate GL in real-time, just *can't* be beat. More info, including a short demo video, are [here](#) - and a free fully-functional 30-day demo is also available.

The gold is right there under your feet (or, more accurately, inside your system) - and we have the tools for mining it - **time to start digging!**

Regards,

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Technical Tips

Versions: AM9 for SQL, Express, and LAN
AM8 for SQL, Express, and LAN
AM7 for LAN

Modules: AR, SO

Q: I want to disassemble a returned customized kit item and restock its component items to their original inventory bins. How should I do that?

A: To disassemble the returned customized kit items, perform the following steps:

1. Access the Disassemble Customized Kit Item function.
2. Enter the SO # that contains the customized kit items that you will disassemble. AccountMate will automatically display the Kit Items for Sales Order # [xxx] window.
3. In the Kit Items for Sales Order # [xxx] window select the customized kit item that you will disassemble.
4. Review the values displayed in the Default Restock Bin, Disassembly Date, Restock Qty, Special..., and Restock Bin fields and change as necessary.
5. Click Save.

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Versions: AM9 for SQL, Express, and LAN
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Module: AP

TIP: Marking the Hold Apply Payment checkbox in the Vendor Maintenance ► Settings tab configures AccountMate to disable the Apply Payment section of the AP Invoice Transactions, Prepayment Transactions or Deferred Expense Invoice function when posting a transaction for the vendor in these functions. You can, however, override this disabled setting by unmarking the Hold Payment checkbox in these Transaction functions. Note: The Deferred Expense Invoice function is available only in the AccountMate for SQL/Express version.



Versions: AM9 for SQL and Express
AM8 for SQL, Express, and LAN
AM7 for LAN

Modules: AR and BR

Q: *I just started using the Bank Reconciliation module. When I attempt to reconcile my bank account I don't see any deposits to reconcile. What did I miss?*

A: *In order to see deposits in the Bank Reconciliation Module you must create deposit records for your cash receipts in the Account Receivable Module.*

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Global Orthopedic Supplier Achieves Double Sales and Maximizes Trade Show and Online Efficiencies

AccountMate logic for automatically generated web and tradeshow orders relieved 100% employee manual entry

Petaluma, CA ([PRWEB](#)) August 21, 2015 -- Using industry-specific program solutions for sales functions and AccountMate financial software as its business backbone, OPTP (Orthopedic Physical Therapy Products) has a comprehensive front-to-back office solution. "AccountMate and AMmobile helped us solve many of our sales and logistics issues. Due to the efficiency and effectiveness of the system, we have doubled sales in the past 20 years while maintaining the same number of accounting and customer service employees," said Richard Carlson, OPTP Accounting/IT Manager. For over 35 years, as the demand for orthopedic, physical therapy, rehabilitation and fitness solutions increased, OPTP experienced consistent growth, distributing their products directly to customers, distributors and wholesalers globally. Keeping pace with growing sales became increasingly challenging, specifically with processing online web and off-site customer orders. As a result, OPTP found the need to address several

business challenges that significantly impacted their internal operations.

The first step in OTP's technological advancement involved enhancing web orders. Keeping pace with higher volume sales and logistics became increasingly challenging with orders obtained from the company website (www.optp.com), which comprise 25% - 30% of the corporate revenues. Previously, orders submitted online were received in the sales department via e-mail notification. All of the pertinent data needed to be re-keyed and entered into AccountMate by sales support personnel. While this internal step was seamless to customers, the process was inefficient, time consuming and prone to errors. OTP required an overhaul of the placement, tracking and management of web orders. By customizing their AccountMate system, OTP could leverage their original investment with a modifiable solution that provided superior scalability for their growing business. To handle these transactions, their AccountMate Solution Provider, iSOFT, built a highly customized system within AccountMate logic to ensure that orders were submitted directly into AccountMate, bypassing the customer service department 100%. As a result, the necessary internal processing required to place, track and follow-up on web orders was automatically generated. Customer service representatives (CSR's) were no longer required to re-enter web orders. This change has enabled OTP to effectively manage web orders with minimum effort and dramatically increase efficiency.

"This system enhancement eliminated the need to manually enter 25% -30% of company orders," said Carlson.

"The website interacts with AccountMate almost like a CSR, entering the information directly into the Sales Order system."

The next step in their technology update involved increasing efficiency with off-site orders. OTP attends approximately 24 trade shows per year that last anywhere from two-to-four days in duration. OTP required real-time information, automation and logistics at trade shows. Without up-to-the-minute data, the outside sales team was hampered by a manual order processing system that required orders to be re-entered and payments processed "back at the office" when the trade show concluded.

This process was time consuming and frequently prone to errors and payment delays when numbers or letters were transposed. OTP leveraged AccountMate's program design to add on industry-specific solutions to solve their sales support and distribution challenges seamlessly. AMmobile is a mobile solution for AccountMate that allows clients to take their AccountMate system on the road via iPad. With

AMmobile, OTP authorized personnel can upload an attendee list prior to the event so contact information is already available in the system. With this mobile solution, the sales team can submit, ship and sync orders directly into AccountMate instantaneously. This automated process allows orders to be purchased and paid for via credit card swipe in just a few seconds directly at the trade show and without having to re-key orders, enabling faster order taking and improving customer satisfaction.

“Before we used AMmobile, about 15-20 people may be lined up to purchase products at some trade shows,” states Carlson. “If the lines are too long, people may not have time to wait, and they’d leave our booth, which resulted in lost sales. The faster we can process orders, the more people we can sell to.”

In addition, OTP and iSOFT developed a modification which allows the shipment information to be automatically sent to both the UPS and FedEx systems and then back to AccountMate. The shipping department simply scans a barcode on the invoice and all of the shipping details populate into the appropriate fields, allowing for an extremely efficient shipping process. Another technological update involved creating custom reports to monitor company data. One such report was a customized invoice summary report by customer class which allows OTP personnel to view sales details by customer type, such as medical doctor or physical therapist and gain valuable sales information on who is buying their products. The customized web report provides key sales data that allows OTP personnel to “monitor web sales with a push of a button,” according to Carlson. Equipped with AccountMate and third party systems, OTP personnel now has invaluable business tools to help ensure the continuum between planning, sales and distribution for years to come.

About AccountMate

Founded in 1984, AccountMate develops and markets fully modifiable business accounting software. Systems range from single user versions to those that support over hundreds of users simultaneously. [AccountMate software](#) is available for local or cloud installation. It is distributed exclusively through a worldwide channel of authorized solution providers. AccountMate Resellers can be reached at (403) 225-2474 or at AM@boardroomsolutionsinc.com