

User-Defined Shortcut Pane

With the Shortcut Pane, users can add folders, AccountMate function shortcuts and program shortcuts right onto the AccountMate desktop. They can also view 'Recent documents' and 'Favorites'. AccountMate allows users to organize the shortcut pane in the manner desired, collapse and expand the tree as needed and save the last setting for future use. Best of all, these settings are associated with each user ensuring that the shortcuts are available regardless of which workstation the employee uses.

Integration with Microsoft Office

The AccountMate desktop includes buttons to access Microsoft Word, Excel, Outlook and the Internet. These links to the most commonly used Microsoft programs provide easy access to the applications, saving time and increasing productivity. Plus, AccountMate allows for exporting to Microsoft Excel from any grid.

Productivity Tools

AccountMate allows the attachment of files to each transaction or maintenance record to serve as supporting documents or references that can be retrieved and updated at any time. It also allows for the column order and width settings to be defined and saved for each user. You have access to a pop-up menu to see options such as cut, copy, paste, lookup, e-mail and phone. Use function keys and/or hot keys to navigate the screen without a mouse to facilitate data entry.

Powerful Lookup Feature

The lookup feature provides a Search window where fields can be selected for display, export the data to Excel, sort particular fields in either ascending or descending order and save the Lookup settings. User-specific extended security settings are available to allow the export of data from the Search grid.

Perform Multiple Functions without Closing the Current Function

Access several other functions without closing the current function, even if the functions come from different modules. To speed up data entry while entering a sale, you are able to drill down to a customer or inventory file to set up a new customer or inventory record, subject only to the limitations of the user's access rights.

On-line Help Screens Always Available

At every level of operation, System Manager provides user-friendly Help screens that allow the search for topics related to any AccountMate module, function or feature, regardless of the module currently being accessed.

Electronic Manual

The AccountMate User Manual in electronic form is available whenever it is needed. An Electronic Manual menu option is accessible from the Program Group in the Start menu and from the My AccountMate Help group in the Shortcut Pane.

Store Data Forever

In AccountMate 7 for SQL data can be maintained for an infinite number of years, limited only by the available disk space and memory. You can quickly generate reports for any period of any year instead of having to search through archived data.

Current User Login List

AccountMate can provide a list of all users who are currently logged in to AccountMate. When a function needs to be performed requiring exclusive access to the system (such as back up of data), this information indicates which users need to exit AccountMate.

Table Browser and Exporter

AccountMate provides the ability to browse and export an entire data file. Password protection is available to prevent unauthorized users from viewing or exporting sensitive information.

Export or E-mail any Report

Users who are granted the appropriate security can export or e-mail any report. They have the flexibility to choose the desired output file format from a selection that includes HTML, Adobe Acrobat, Microsoft Excel, Microsoft Word and others. There is the flexibility to export reports to spreadsheets for analysis or e-mail PDF files to customers or vendors.

Report Macros Set Report Criteria

With the System Manager's report macros, users can define their own report criteria allowing them to generate reports without having to manually reselect the criteria each time.

Print Batches and Labels Conveniently

A Print-Batch feature enables users to set up batches of reports to be printed weekly, at period-end or at year-end. Labels can be printed for customers, vendors, inventory items and other records.

Other Features

- User-defined menu settings
- Ability to define thousand separator and decimal symbol for each company
- Support up to four (4) decimal places for all amount fields

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Software That Fits