

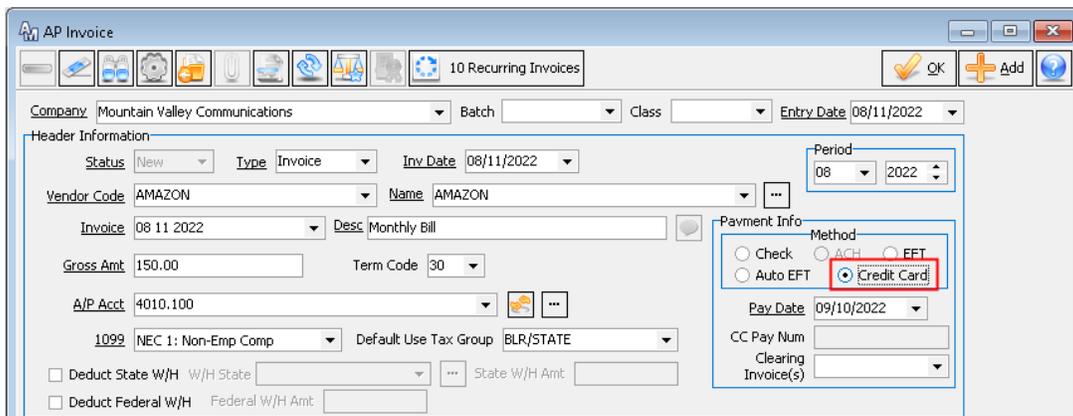


# Accounting Master 22.2 Update Letter

# Accounts Payable 22.2

## Credit Card Pay Flag

MACC has added a new pay method of Credit Card within the Accounts Payable module. The Accounts Payable Invoice screen Pay Method was updated to include the new option of Credit Card. This enhancement allows users to better track vendor payments made by credit card. The Credit Card pay method will be available to view through Accounts Payable Search, check processes, and reports.



The screenshot displays the 'AP Invoice' window for Mountain Valley Communications. The 'Payment Info' section is highlighted, showing the 'Method' dropdown menu with 'Credit Card' selected. Other visible fields include 'Status' (New), 'Type' (Invoice), 'Inv Date' (08/11/2022), 'Vendor Code' (AMAZON), 'Name' (AMAZON), 'Invoice' (08 11 2022), 'Desc' (Monthly Bill), 'Gross Amt' (150.00), 'Term Code' (30), 'A/P Acct' (4010.100), and 'Pay Date' (09/10/2022). The 'Credit Card' option is circled in red in the original image.

Field	Value
Company	Mountain Valley Communications
Batch	
Class	
Entry Date	08/11/2022
Status	New
Type	Invoice
Inv Date	08/11/2022
Vendor Code	AMAZON
Name	AMAZON
Invoice	08 11 2022
Desc	Monthly Bill
Gross Amt	150.00
Term Code	30
A/P Acct	4010.100
1099	NEC 1: Non-Emp Comp
Default Use Tax Group	BLR/STATE
Pay Date	09/10/2022
Method	Credit Card

# Bank Reconciliation 22.2

## Reissue a reversed Payroll check

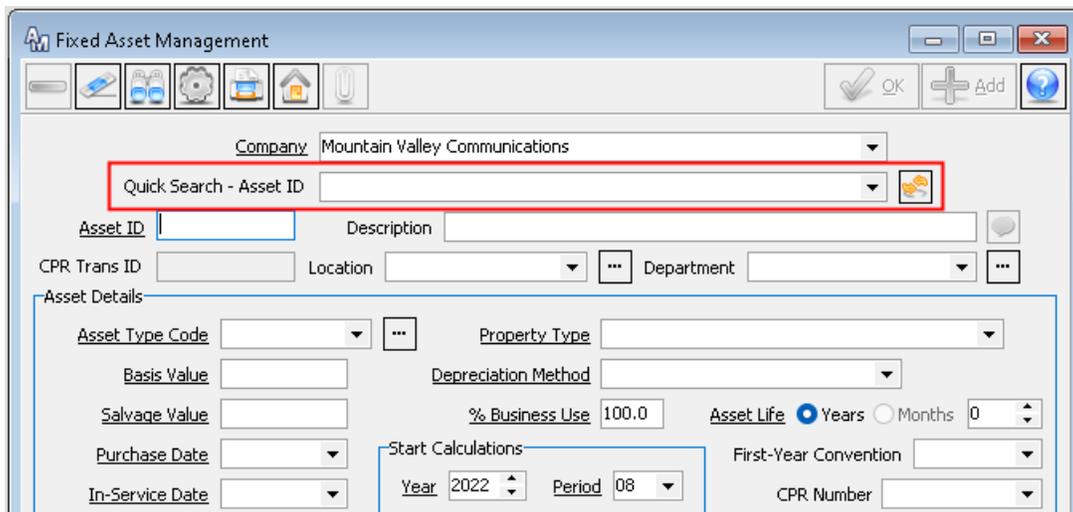
The Reissue Payments screen has been enhanced to include the option of re-issuing a reversed Payroll check. Previously, users could only re-issue Capital Credit, Refunds, and Stock checks. Payroll and W-2 history will not be affected when reversing and re-issuing the payroll checks.

Once the Reissue Payment process has been completed, the database will link the original payroll check to the reissued check from the Payment Viewer (through the pop-up menu), as well as the Payment Search screen. The new check will also replace the existing check information within the Employee | Wage Report screen.

# General Ledger 22.2

## Fixed Asset Management Quick Search

Enhancements were made to the Fixed Asset Management (FAM) screen, promoting efficiency with fewer clicks. A new quick search option was added to the Fixed Asset Management screen making it easier to search for a FAM record. The new quick search allows you to pull records based off Asset ID, Asset Desc, or CPR Transaction ID.



The screenshot shows the 'Fixed Asset Management' application window. At the top, the 'Company' is set to 'Mountain Valley Communications'. Below this, the 'Quick Search - Asset ID' dropdown menu is highlighted with a red rectangular box. The main search area includes fields for 'Asset ID', 'Description', 'CPR Trans ID', 'Location', and 'Department'. Below the search area is the 'Asset Details' section, which is highlighted with a blue rectangular box. This section contains various input fields and dropdown menus for 'Asset Type Code', 'Property Type', 'Basis Value', 'Depreciation Method', 'Salvage Value', '% Business Use' (set to 100.0), 'Asset Life' (set to Years with 0 months), 'Purchase Date', 'In-Service Date', 'Start Calculations' (with Year set to 2022 and Period set to 08), 'First-Year Convention', and 'CPR Number'.

The Fixed Asset Management Search screen has also been enhanced to include column totals for the Basis Value, Salvage Value, and Book Value to assist users by quickly totaling fixed asset totals.

Fixed Asset Management Search - Mountain Valley Communications

Print Comments

Asset Type Code

In Service Date  
Begin 8/11/2021 End 8/11/2022

Asset ID	Location ID	Location Name	Department ID	Department Name	Asset Type	Asset Type Description	Property Type	Basis Value	Salvage Value	Book Value	Fully
9121	SHOP	BLAIR SHOP	PLANT	PLANT	VEH	VEHICLES	Personal Property	76,567.45	0.00	69,389.23	

Rows: 1

76,567.45 0.00 69,389.23

## Import WO Details with JE Import

The Journal Entry Import process will allow a user to import work order close account information when a work order has been entered in the import file.

To accommodate this feature, the JE import file format will now contain two new columns for WO close account and WO close suffix. These columns will be located after the current WO Number column. The Edit Accounts step has also been enhanced to include new dropdown fields in the event an edit is needed to the WO Close Account.

Once the JE import process has been completed, the system will automatically populate the WO Close Detail screen located on the Journal Entry screen.

## Unlocated Members Capital Credits Checks

MACC continues to enhance the Capital Credit interface between Accounting Master and Customer Master. In 22.1, we have added the ability to exclude unlocated members from the Capital Credit check process.

During the processing of Capital Credit Checks from the CC Yearly Disbursement process, the user will be able to select a GL Account to use for the CC Unlocated Member amounts when included in the disbursement process.

Capital Credits Checks

Company: Mountain Valley Communications

Disbursement Process: 09/28/2022 03:42:50 PM CM Company: 500

Disbursement Amt: \$330.27 OCC Disbursement Amt: \$0.00 Disbursement Date: 09/28/2022 15:42:50

# of Checks: 2 Check Disbursement Amt: \$330.27

Cash Account: Number 1120.000 Check # 1116 Description CASH

Debit Account: Number 4500.000 Description RETAINED EARNINGS

CC Unlocated Member Account: Number 1120.100 Description CC UNLOCATED

General Ledger: Period 09 Year 2022

Check Sort:
 

- Capital Credit Number
- Name Line
- Last Name
- Zip Code

Print Capital Credit Number on Check:

Print Contact Number on Check:

Stub Date: 9/28/2022 Check Date: 9/28/2022

Step	Description	Run Date And Time	Run By	Options
Step 1	Preview Disbursement Amounts			Undo Step
Step 2	Preview Checks			
Step 3	Approve Checks			
Step 4	End Processing			

The "Capital Credit Disbursement Report - Check" report will now include a total of unlocated member amounts to assist users with quickly reconciling the dollar amount excluded from the check process.

CC1R001 Capital Credit Disbursement Report - Check Sorted by: Page 1  
 09/29/2022 9:37:15 AM Mountain Valley Communications Capital Credit # pshaw

Cap Cred No.	Name	Disbursement Type	1099 Type	SSN / EIN Number	Amount
001	LUCAS & ALENA MARTINEZ	UNLOCATED MEMBER (Unlocated)		***.-2480	(148.27)
		Year: 2022 Network Type: TEL			148.27
		<b>LUCAS &amp; ALENA MARTINEZ (CC# 001) Total:</b>			<b>\$0.00</b>
002	JAMES & JENNIFER SMITH			***.-3803	182.00
		Year: 2022 Network Type: TEL			182.00
		<b>JAMES &amp; JENNIFER SMITH (CC# 002) Total:</b>			<b>\$182.00</b>
UNLMA 500	UNLOCATED MEMBER AMOUNTS	TOTAL UNLOCATED MEMBER AMOUNTS (Un)			148.27
		<b>UNLOCATED MEMBER AMOUNTS (CC# UNLMA 500) Total:</b>			<b>\$148.27</b>

**Total Disbursement: \$330.27**

Cash Account: 1120.000  
 Debit Account: 4500.000  
 Unlocated Member Account: 1120.100  
 Starting Check Number: 1116  
 Period: 09  
 Year: 2022

Desc: CASH  
 Desc: RETAINED EARNINGS  
 Desc: CC UNLOCATED

Disbursement Date: 09/28/2022 03:42:50 PM  
 Check Date: 09/29/2022  
 Stub Date: 09/29/2022

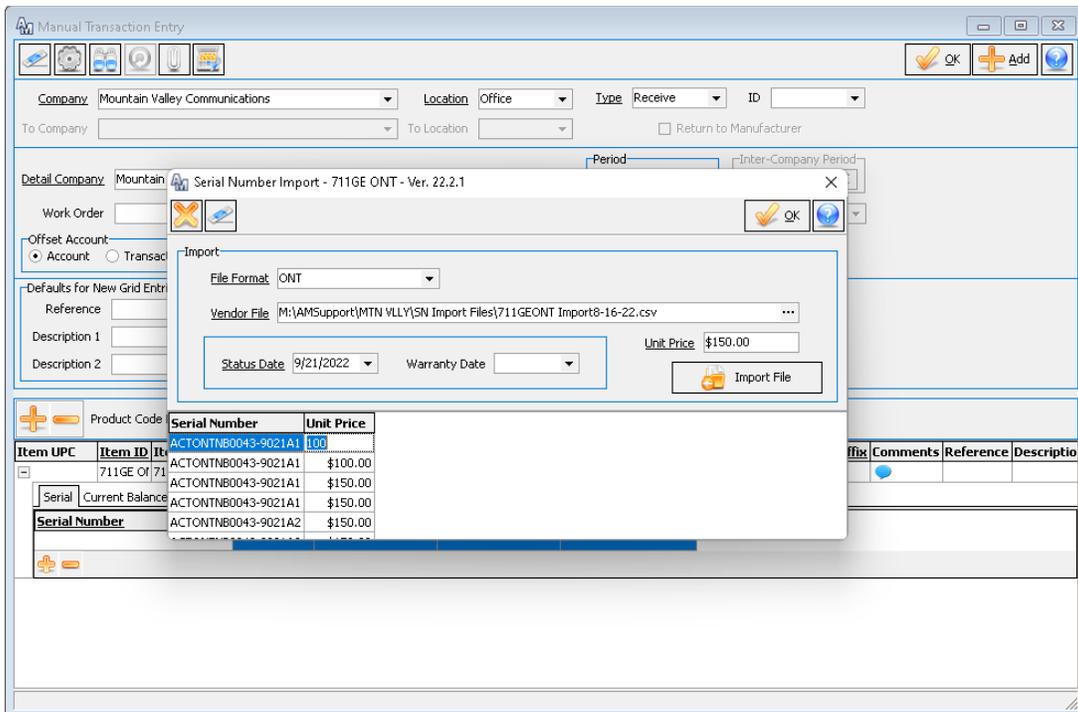
The CC Unlocated Member GL Account will be represented on journal entry reports when included in the check disbursement process.

CC1F301		CAP CRED JOURNAL ENTRY POSTING REPORT							Page 1 of 1	
09/29/2022 9:37:45 AM		Mountain Valley Communications							pshaw	
JE Number	Year	Period	Source	Reference	Suffix	Work Order	Date	Debit	Short Desc	
Seq#	Com	Sub	Div	Account / Description					Credit Detail Description	
2075		2022	09	CC	2022-09-28 15:42:50.000		09/29/2022 9:37:45 AM		Capital Credits Disb - CC#001	
1				1120.100 CC UNLOCATED	00				148.27 UNLOCATED MEMBER	
2				4500.000 RETAINED EARNINGS	00			148.27	Year: 2022 Network Type: TEL	
<b>JE Totals:</b>								<b>\$148.27</b>	<b>\$148.27</b>	
2076		2022	09	CC	2022-09-28 15:42:50.000		09/29/2022 9:37:45 AM		Capital Credits Disb - CC#002	
1				4500.000 RETAINED EARNINGS	00			182.00	Year: 2022 Network Type: TEL	
2				1120.000 CASH	00			182.00	Capital Credits Disb - Credit Entry (P	
<b>JE Totals:</b>								<b>\$182.00</b>	<b>\$182.00</b>	
2077		2022	09	CC	2022-09-28 15:42:50.000		09/29/2022 9:37:45 AM		Capital Credits Disb - CC# UNLMA 500	
1				1120.100 CC UNLOCATED	00			148.27	TOTAL UNLOCATED MEMBER AM	
2				1120.000 CASH	00			148.27	Capital Credits Disb - Credit Entry (P	
<b>JE Totals:</b>								<b>\$148.27</b>	<b>\$148.27</b>	
<b>Report Totals:</b>								<b>\$478.54</b>	<b>\$478.54</b>	

# Inventory 22.2

## Individual Serial Number Values to Serial Number Import

The serial number import tool allows users to import serial numbers into the Inventory module. MACC has changed this tool to a grid format allowing users to add individual serial number values during the import process. Once the serial numbers have been imported, the new grid will show each serial number with a new unit price column where the individual serial number price can be changed.



## Inventory Listing Report: Available Items Only

MACC has added the option to print available only items on the Inventory Listing Report located under Inventory Reports. When selected, the report will only print items with a quantity on hand.

## Low Inventory Status Report: Include Vendor Part Number

A new report option was added to the Low Inventory Status report located under Inventory Reports. The Include Vendor Part Number checkbox can be selected to display Product ID or Manufacturer's Number. The Product ID and Manufacturer's Number information will pull the information from the Inventory Item | Item Quote screen.

**Low Inventory Status**

Company: Mountain Valley Communications

Location ID:

Name:

Item Flags:

All       Regulated       Serial

Exempt       Cable       Taxable

Item ID:

Description:

Product Code:

Include Direct Expense Items       Direct Expense Items Only

Include Vendor Part Number

Product ID

Manufacturer's Number

PO2F001  
08/02/2022 2:18:34 PM

**Low Inventory Status Report**  
Mountain Valley Communications

Page 1  
pshaw

Item ID	UOM	Factor	Vendor	Item Description	Reorder Pt	Reorder Qty	On Hand	Committed	Back Order	On Order	Reserved	Pending	Available
711GE ONT	EA	1	CALIX	711GE ONT (2 POTS, 2GE)									
Vendor Product ID:													
Truck1	Tech Truck 1				5.000	5.000	3.000	0.000	0.000	0.000	0.000	0.000	3.000
760GX ONT	EA	1	POWER&TEL	760GX ONT (8 POTS,4 GE,4 SFU RF,1 MDU)									
Vendor Product ID: PT780GX													
Truck2	Tech Truck 2				5.000	10.000	4.000	0.000	0.000	0.000	0.000	0.000	4.000

**Search Criteria:**

Item ID: All      Location: All      Include Direct Expense Items: No

Item Type: All      Product Code: All      Direct Expense Items Only: No

Include Vendor Part Number: Yes

# Payroll 22.2

## Updated Benefit Accrual Calculation

MACC has updated the benefit accrual process to assist with making year-end a smoother process. The Benefit Accrual Plan setup has been enhanced to include a carryover expiration month and day option. The carryover expiration date will allow users to select a specific calendar date where any remaining carryover hours will automatically expire from the employees benefit maintenance screen. The carryover expiration date can be adjusted under the Payroll Company | Benefit Accrual Plan screen.

**Benefit Accrual Plan**

**Mountain Valley Communications**

Code:  Desc:

Inactive  
 Prorated  
 Post during PR Process

Type:   
Plan Year:   
Accrual Method:   
Lump Per:

**Carryover**

Maximum Yearly:  Hours  
Maximum Total:  Hours  
 Carryover Valid  Months  
Expiration Mo/Day:

**Benefit Level Information**

Start After:  Months  
Hours Earned per Period:   
Accrual Mo/Day:

**Accrual Limitations**

Max Hours Earned Per Pay Period:   
 Available Hours (carryover + earned - used) Limit:   
(Accrual will continue when Available Hours < Available Hours Limit)

The Benefit Close process was also updated to a three-step closing process. These new closing steps allow users to begin the benefit accrual close process without having to close the current benefit year until the last payroll of the year has been ran. The Close Accrual Year Edit Report step will show the current benefit year plans along with the new plan, and if carryover hours are allowed, the system will print these under the carryover hour column. Moving onto the Load Benefit Hours step, this step will load the new carryover hours into each employees' benefit maintenance screen, which allows the employee to start requesting time in the future. The last step will close the current year benefit accrual and make any benefit adjustments that may have been taken between the Load Benefit Hours and Close Process steps being ran.

A sequence ID has been added to the Benefit Close screen. This enhancement allows a user to have multiple benefit close processes open at once. The ID will be assigned once the Load Benefit Hours step has been ran.

The screenshot shows the 'Benefit Close' application window. At the top, there are fields for 'Company' (Mountain Valley Communications), 'Close Date' (12/31/2022), and 'Sequence'. Below this are sections for 'Benefit Pay Type' (Code: VA, Description: VACATION) and 'Benefit Accrual Plan Code' (Code: VAH, Description: VACATION - HOURLY). The 'Employees' section has two radio button options: 'All with this Pay Type / Accrual Code' (selected) and 'Select with this Pay Type / Accrual Code'. At the bottom is a 'Process' table with three rows.

Step	Description	Run Date And Time	Run By
Step 1	Close Accrual Year Edit Report		
Step 2	Load Benefit Hours		
Step 3	Close Process		

## **Addition of Weekly Double Time to Auto Calculation of Overtime (CA Rules)**

A new option has been added to the Payroll module to accommodate the state of California's alternative workweek schedule overtime requirements. To enable this new function, from the Payroll Company table, check Enable CA Alternative Workweek Schedule.

**Mountain Valley Communications**

PR Information

Payroll Account: 8200.000 | PAYROLL CLEARING

Post Checks:  Summary |  Detail

Payroll:  Summary |  Detail

Benefit Accrual:  Summary |  Detail

Save Payroll Cycle Reports:  Documents Database |  External Directory

Check Format: PR

Labor Distribution Only  
 Automated Clearing House  
 Auto Accrue Benefit Hours  
 Use Employee GL Acct Associations  
 Use Employee WO Associations  
 Use WO Default GL Account  
 Delay Notification Emails until the TMS Wage Report Posting Date at: 08:00 AM

Use Pay Frequency Hours  
 Auto-Calculate Overtime Hours  
 Encrypt SSN  
 Password Protect Payment Stub PDFs  
 Labor Entry Verification  
 Number of Required Approvals: 1  
 Exclude Unapproved Labor

Enable CA Alternative Workweek Schedule

Employer Portion

Soc Sec Tax Accrual	4010.230	ACCTS PAYABLE - FICA WITHHELD
Expense	8201.100	BENEFITS/TAXES - FICA
Medicare Tax Accrual	4010.230	ACCTS PAYABLE - FICA WITHHELD
Expense	8201.100	BENEFITS/TAXES - FICA
Unemployment Accrual	9999.000	BANK ERROR ACCOUNT
Expense	8201.200	BENEFITS/TAXES - FED UNEMPLOY

Employee Portion

Federal Tax	4010.240	ACCOUNTS PAYABLE - STATE WITHHELD
Social Security	4010.230	ACCTS PAYABLE - FICA WITHHELD
Medicare Tax	4010.230	ACCTS PAYABLE - FICA WITHHELD

The Employment Types screen located under the Human Resources Suite has been updated to include a new CA Alternative Workweek Schedule checkbox. When checked, it will indicate the employment type is part of the alternative workweek schedule function when assigned within the Overtime Parameters screen and selected Employees.

Employment Types

Company: Mountain Valley Communications

ID: AW  Inactive

Description: Alternative Workweek Schedule

CA Alternative Workweek Schedule

The alternative workweek schedule can be set up under the Employee Compensation screen. A new screen has been created with associated checkboxes to select which days are part of the employee's alternative workweek schedule. The new Select Alternative Workweek Schedule icon will only be enabled when an employment type is selected as an alternative workweek has been selected.

Payroll - Employee - Compensation

**Mountain Valley Communications**  
**Penny Nelson**

**Personal Information**

Address: 785 N 8th Street  
 City: Arlington  
 State: NE  
 Zip: 68002  
 SSN: .....  
 Home Phone: ( ) - -  
 Cell Phone: ( ) - -  
 Employment Type: Alternative Workweek Sch

**Employment Dates**

Last Hire Date: 8/25/2015  
 Seniority Date: 8/25/2015  
 Separation Code:   
 Separation Date:   
 Select AWS Days...

**Pay**

Frequency: Bi Weekly  
 Last Increase: 1/1/2024  
 EIC Type:   
 Hours Required  
 Pay by ACH  
 Print ACH Account No.

**Federal Taxes**

W-4 Form: 2020 Forward  
 Add'l Each Pay Period: \$0.00  
 Flat Amount: \$0.00  
 Employment Category: Regular(941)  
 Marital Status: Married Filing Jointly  
 Exemptions: 0  
 Dependents Credit: \$2,000.00  
 Other Income: \$0.00  
 W-4 - Only Two Jobs  
 Statutory Employee  
 Retirement Plan  
 Do Not Print W-2  
 Third Party Sick Pay  
 Attach W-4 Form

Alternative Workweek Schedule

Select Employee's Regular Work Days

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

New options were created within the Payroll Company Overtime Parameters screen to assist with the California overtime requirements. These new options include Weekly Double Time, Non-Regular Day Overtime, and Non-Regular Day Double Time. The Non-Regular Day Overtime and Non-Regular Day Double Time will only be enabled when

the employment type is an Alternate Workweek schedule and Daily Overtime has been selected.

**Overtime Parameters**

**Mountain Valley Communications**

Employment Type: Alternative Workweek Schedule

Effective Date: 1/1/2022

	Applicable	Hours >
Daily Overtime	<input checked="" type="checkbox"/>	10
Daily Double Time	<input checked="" type="checkbox"/>	12
Non-Regular Day Overtime	<input checked="" type="checkbox"/>	0
Non-Regular Day Double Time	<input checked="" type="checkbox"/>	8
7th Consecutive Day Overtime	<input type="checkbox"/>	
7th Consecutive Day Double Time	<input type="checkbox"/>	
Weekly Overtime	<input type="checkbox"/>	
Weekly Double Time	<input type="checkbox"/>	

Employment Type	Effective Date	Daily OT	Hrs >	Daily DT	Hrs >	Non-Reg OT	Hrs >
Alternative Workweek Schedule	1/1/2022	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	12	<input checked="" type="checkbox"/>	
Full Time	1/1/2020	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Rows: 2

The adjusted overtime calculations will occur during the Labor Entry Verification and Payroll Cycle Processing steps.

# Reports 22.2

## Auto Report Generation

MACC continues to add new reports to the Auto Report Generation tool. The Outstanding PO report is the newest report to be added to the report generation.

## Financial Report Viewer: Confidential Disclaimer

The Financial Report Viewer continues to be a dynamic reporting tool for customers. In 22.1, the Financial Report Viewer been enhanced to include a confidential disclaimer option when printing a financial report.

A new icon has been added to the Financial Report Viewer Print Display tab where the user can select the print the confidential disclaimer as well as change the disclaimer wording when needed. When the Print Confidential Disclaimer option is checked, the entered verbiage will print across the bottom of all the report pages.

The confidential disclaimer option has also been added within the Financial Report Wizard tool.

Purchase Order Reconcile ensures the received inventory has been physically verified, stored at the proper location, and reconciled with the system inventory. The Reconcile PO function also allows users to adjust certain charges before closing the purchase order and to add other information from the vendor's invoice. MACC has improved the Reconcile Purchase Order function by allowing users to edit the inventory item values and the item quantity.

When an item's reconciled quantity is greater than the original received quantity, a new confirmation message will be shown. If yes is selected, the system will automatically create adjusting inventory transactions for the difference entered.

PO Reconcile [ PO - 113 ]

Material Company: Mountain Valley Communications | PO Number: PO 113  
 Default Use Tax Group: BLR/STATE | Requisition Number: | PO Req Creator: |

**Header Information**

Status: Pending | Date Ordered: 9/2/2022  
 Receiving Company: Mountain Valley Communications | Vendor Invoice: |  
 Location ID: WH | Invoice Freight: 0.00  
 Vendor ID: AMAZON | Invoice Taxes: 0.00  
 CC Vendor ID: |

**Detail Information**

Item ID: Basic Item | Received: 9/2/2022  
 Vendor Part No.: | Reconcile Cost: 75.00 | Reconcile Date: 09/07/2022  
 UPC: | Reconcile Qty: 3 EA  
 Work Order: | Account: 1220.000  
 Action: Reconcile |  Taxable |  Use Tax at Detail Company | Use Tax Group: |

Reconcile Selected

	State	Action	Seq	Loc Company	Location	Item ID	Entry Descriptio	Reconciled	Quantity	of	Cost	Invoice
<input type="checkbox"/>	Processed	Reconciled	1	MVC	WH	Basic Item	Basic Item	09/02/2022	5	EA	125.00	PO113
<input checked="" type="checkbox"/>	New		1	MVC	WH	Basic Item	Basic Item		2	EA	50.00	
											\$175.00	

Rows: 2

**Confirm**

You have entered a reconciled quantity greater than the received quantity. Do you want to continue?

# Stock 22.2

## Add Total Stockholders to Stock File Listing

As we continue to make valuable data more accessible, we look to our customers to tell us what is important. As a result, the Stockholder Listing report will now include the total number of shareholders being printed.

Owner	Class	Shares	Partials
ALEX JACKSON	COMMON	5	
MARK JACKSON	COMMON	5	
LUCAS MARTINEZ	COMMON	5	
JAMES SMITH	COMMON	20	
STEVEN THOMAS	COMMON	15	

**Total No. of Current Shares: 50.000**  
**Total No. of Stockholders: 5**