



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. At the top, there's a toolbar with icons for various functions and a status bar indicating '10 Recurring Invoices'. The main form is divided into several sections. The 'Header Information' section includes fields for 'Company' (Mountain Valley Communications), 'Batch', 'Class', and 'Entry Date' (08/11/2022). Below this, the 'Invoice' section shows '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 '1099' (NEC 1: Non-Emp Comp). The 'Payment Info' section is highlighted with a red box and contains the 'Method' dropdown menu, which is set to 'Credit Card'. Other options in the 'Method' dropdown include 'Check', 'ACH', 'EFT', and 'Auto EFT'. The 'Pay Date' is set to 09/10/2022, and there are fields for 'CC Pay Num' and 'Clearing Invoice(s)'.

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 displays the 'Fixed Asset Management' window. At the top, the 'Company' dropdown is set to 'Mountain Valley Communications'. Below this, the 'Quick Search - Asset ID' dropdown is highlighted with a red rectangular box. To the right of this dropdown is a magnifying glass icon. Below the quick search field are input fields for 'Asset ID', 'Description', 'CPR Trans ID', 'Location', and 'Department'. The 'Asset Details' section is expanded, showing fields for 'Asset Type Code', 'Property Type', 'Basis Value', 'Depreciation Method', 'Salvage Value', '% Business Use' (set to 100.0), 'Asset Life' (set to Years), 'Purchase Date', 'In-Service Date', 'Start Calculations' (with Year 2022 and Period 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 Load Purge

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

Stub Date: 9/28/2022 Check Date: 9/28/2022 ☐ Print Contact Number on Check

Process:

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	SSN / EIN Number	Amount
Disbursement Type	1099 Type		
001	LUCAS & ALENA MARTINEZ	***-**-2480	
	UNLOCATED MEMBER (Unlocated)		(148.27)
	Year: 2022 Network Type: TEL		148.27
	LUCAS & ALENA MARTINEZ (CC# 001) Total:		\$0.00
002	JAMES & JENNIFER SMITH	***-**-3803	
	Year: 2022 Network Type: TEL		182.00
	JAMES & JENNIFER SMITH (CC# 002) Total:		\$182.00

UNLMA 500	UNLOCATED MEMBER AMOUNTS		
	TOTAL UNLOCATED MEMBER AMOUNTS (Unl)		148.27
	UNLOCATED MEMBER AMOUNTS (CC# UNLMA 500) Total:		\$148.27

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	Credit Detail Description
Seq#	Com	Sub	Div	Account / 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	
JE Totals:								\$148.27	\$148.27	
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	
JE Totals:								\$182.00	\$182.00	
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	
JE Totals:								\$148.27	\$148.27	
Report Totals:								\$478.54	\$478.54	

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.

The screenshot displays the 'Manual Transaction Entry' window with a 'Serial Number Import - 711GE ONT - Ver. 22.2.1' dialog box open. The dialog box contains the following fields and options:

- File Format:** ONT
- Vendor File:** M:\AMSupport\MTN VLLY\SN Import Files\711GEONT Import8-16-22.csv
- Status Date:** 9/21/2022
- Warranty Date:** (empty)
- Unit Price:** \$150.00
- Import File:** (button)

The background window shows a grid with the following data:

Item UPC	Item ID	Serial Number	Unit Price
711GE ONT	711GE ONT	ACTONTNB0043-9021A1	\$100.00
		ACTONTNB0043-9021A1	\$150.00
		ACTONTNB0043-9021A1	\$150.00
		ACTONTNB0043-9021A1	\$150.00
		ACTONTNB0043-9021A2	\$150.00

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.

The screenshot shows the 'Inventory Listing' window with the following settings:

- Company: Mountain Valley Communications
- Account: (empty)
- Prod Code: (empty)
- Location: (empty)
- Period: 08
- Year: 2022
- ☒ Select single period
- ☐ Print UPC Number
- ☐ Include Subtotals By Item ID
- ☒ Include Direct Expense Items
- ☐ Direct Expense Items Only
- ☒ Available Items Only (highlighted with a red box)
- ☐ Suppress Location Detail
- ☒ Suppress Items w/ Zero On Hand & Value
- ☐ Include Bundle Detail
- Calculate Location Value by:
 - ☒ GL Average Value
 - ☐ Location Actual Value

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.

02F001		Low Inventory Status Report										Page 1
09/02/2022 2:18:34 PM		Mountain Valley Communications										pshaw
Item ID	UOM	Factor	Vendor	Item Description								
Loc ID	Location Name			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: PT760GX												
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

Carryover

Type:
Plan Year:
Accrual Method:
Lump Per:

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 a software window titled "Benefit Close". It contains several input fields and a table. The fields include "Company" (Mountain Valley Communications), "Close Date" (12/31/2022), and "Sequence". Below these 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 buttons: "All with this Pay Type / Accrual Code" (selected) and "Select with this Pay Type / Accrual Code". The "Process" section contains a table with three steps.

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

☒ Enable CA Alternative Workweek Schedule

☐ 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

☐ Print Custom Text on Checks

☐ Print Custom Text on ACH

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:

Pay

Frequency: Bi Weekly Last Increase: 1/1/2024 EIC Type:
☒ Hours Required ☒ Pay by ACH ☐ Print ACH Account No. **Select AWS Days...**

Federal Taxes

W-4 Form: 2020 Forward ☐ W-4 - Only Two Jobs
 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
 Additional Deductions: \$0.00
☐ Statutory Employee
☐ Retirement Plan
☐ Do Not Print W-2
 Third Party Sick Pay:

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

OK

Upd

?

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
 Vendor Part No.:
 UPC:
 Work Order:
 Action: Reconcile
 Reconcile Cost: 75.00 Reconcile Date: 09/07/2022
 Reconcile Qty: 3 EA
 Account: 1220.000
☐ Taxable ☐ Use Tax at Detail Company Use Tax Group:
 + Upd

Confirm

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

Yes No

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

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.

STK300
10/12/2022 8:09:46 AM

SUMMARY STOCK LISTING
Mountain Valley Communications
As of 09/30/2022

Page 1
pshaw

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