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## Billing Info

February's transmit day for the first of the month billing is January 22nd.

## MACC Events

### Midwest Road Show

Hays, KS - March 22  
Topeka, KS - March 23

Cedar Rapids, IA - March 29  
Des Moines, IA - March 30

### MACC Users Group

April 18-21  
Seattle, Washington

## Trivia Winner

Congratulations to Clarence Telephone Company's Dawn Frey who won this month's Trivia Challenge Contest.

Look for MACC Updates for more chances to win.

# Get a great start to 2016!

by Julie Riecken, Training Support Manager and Cindy Webster, Software Support Manager

**Happy New Year! Whether you use Customer Master, Accounting Master, or both, we compiled a great set of information to help you start 2016 off on the right foot.**

### Customer Master training and support notes

If you currently use Customer Master's Commissions module, or are considering implementing this feature, we have good news for you. The What's New in Customer Master 15.2 – Commissions module web training course is now available. Visit our website to sign up.

There is something to keep in mind if you are using Commissions. Please update your Bundle set up if you want your USP elements inside of a bundle to be eligible for commissions. On the Bundle Selection screen in the wizard, a "Commissionable" column allows you to select which bundle elements are "commissionable." Previously, no set up was needed on the bundle. When you are upgraded to Customer Master 15.2, be sure to mark if you want your bundle elements to calculate commissions.

The Reports Auto Generation tool was updated to make it easier to schedule when reports are created – even if you are not sitting at your desk to generate the report. For example, maybe you need a report run on the first of the month, but the first lands on a Saturday. Instead of making a point to come in the office, schedule the report to be generated while you're absent, and it will be there for you to review when you return. Your Software Support Representative will need to install an executable on your server for this timed service to run. Once this step is complete, you will be able to schedule some of your favorite reports to auto-generate.

If you have questions on any of these Customer Master issues, please be sure to contact your Software Support Representative, or take the What's New in Customer Master 15.2 web training to learn about all the exciting new features.

### Accounting Master training and support notes

As tax season continues and year-end tasks are underway, here are some reminders relating to Accounting Master:

#### Accounting Master Year-End

We have created documentation to help walk you through the year-end processes. This documentation will assist with Creating the New Fiscal Year, Benefit Reset, Employee Deduction Rate Changes, Year -End Close, etc. To download a copy of the

## Featured MACC employee for January



January's featured employee is Tim Carlson. Many of you have probably worked with Tim when he was a member of the Software Support team as he provided support for both Customer Master and eMACC products. Recently Tim accepted a position as the newest member of the Training Support team, and will now be a Training/Conversion Analyst for MACC's Accounting Master product. Pretty soon, he'll be leading classes and presenting at MACC events!

### **Q. When did you start at MACC?**

A. September of 2013

### **Q. What is your favorite part of your job?**

A. I really enjoy working with people, whether internally here at MACC or working with employees for the companies to which we provide service. Meeting new people, learning from them, and helping them find solutions to their daily challenges makes my job feel worthwhile.

### **Q. Can you please tell us about your family?**

A. In September, I got married to my wife who somehow managed to put up with me for just over 8 years. We have three dogs and two cats. She would probably have more animals if I allowed it.

### **Q. What do you do for fun in your free time?**

A. I like to play cards, board games, video games, watch sports, have the occasional glass of beer, wine, or whiskey (for medicinal purposes of course), or just hold the couch in my living room down.

### **Q. If you could travel anywhere to spend a week on vacation, where would it be?**

A. Oktoberfest in Munich, Germany

### **Q. What's the best career advice you've ever received?**

A. Treat others the way that you want to be treated.

### **Q. What's your favorite quote?**

A. "Harmony with land is like harmony with a friend; you cannot cherish his right hand and chop off his left." – Aldo Leopold

### **Q. If you could add any food to the MACC vending machines, what would it be?**

A. Whoopie Pies

# Software Update

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## 2016 Tax Tables

New Tax Tables were released for California, Kentucky, Maine, New Mexico, New York, Oklahoma and the federal government. These tables are available on MACC's Client Pages by following this link.

## Aatrix tax processing support

The 2015 Tax Forms became available in Aatrix on December 18th. In addition to MACC's Accounting Master Software Support Representatives, Aatrix representatives will also be available to answer your Aatrix Wizard questions. They can be contacted by phone at 701-746-6017 or by e-mail at [support@aatrix.com](mailto:support@aatrix.com).

## Accounting Master Questions? We're here to help

The Accounting Master Software Support Team is available Monday through Thursday from 7:30 a.m. to 6:00 p.m. and Friday 7:30 a.m. to 5:00 p.m. Central Time. We can be reached at 402-533-5335 or [MACCaccountingreps@macnet.com](mailto:MACCaccountingreps@macnet.com).

Please keep in mind we expect our call and e-mail volume to pick up throughout the month of January. While we try our very best to answer phone calls and e-mails immediately, there may be times you need to leave us a message. By providing as much information as possible in either a voice mail or an e-mail, you will help us better prepare to give you an accurate and thorough answer. We appreciate your business and your patience during this busy season.

## RECIPE OF THE MONTH

### White Cheese Dip

- 1-1/4 lb. block of White American Cheese (Land O' Lakes preferred brand), cut into 1-inch cubes.
- 1/4 cup diced green chiles
- 2 pickled jalapenos, chopped
- 1 ounce pickled jalapeno juice
- 2/3 cup whole milk
- 1/2 cup cold water
- Pinch of cumin (optional)

Toss all ingredients into a large microwave-safe bowl. Microwave on high for 5 minutes, stopping to stir after every minute. The mixture might seem watery during the first few stirs, but should come together as a nice runny dip after all the cheese is melted.

Serve immediately as a dip with tortilla chips or as a sauce over your favorite Mexican dish.

**Note:** White American cheese is found at most deli counters in your local grocery stores.

**Reheat Instructions:** Store any leftover cheese dip in the fridge. Reheat in the microwave, stirring every 30 seconds until creamy and hot.

# A new MACC website for a new year

by Ryan Thompson, Creative Services Manager

We decided the start of a new year is a perfect time to launch an updated version of MACC's website: [www.maccnet.com](http://www.maccnet.com). All the content you have come to rely on, including product documentation and forms, is still available. It's simply packaged in a new, modern format.

The site features a very mobile friendly format. If you need to look something up on the go, the entire website and all its content will look good on almost any device. It also has built-in search functionality. While we've tried to make the site as easy as possible to navigate, you can now enter terms into a search field found on every page to help find the content you need.

To make the transition to the new site as easy as possible, we've created instructions for accessing the new Client Pages and conducting common billing related tasks. If you have any questions regarding the new MACC website and its usage, please send them to [webmaster@maccnet.com](mailto:webmaster@maccnet.com) and we'll be happy to help.

Type this link into your browser to view website instructions:

<http://www.maccmessage.com/wp-content/uploads/2015/12/2016-website-instructions-v3.pdf>



Questions about the Midwest Roadshows? Contact Kristi Rounds at [KRounds@maccnet.com](mailto:KRounds@maccnet.com) or 402-533-5184.

# More highlights from Accounting Master 15.2

by Mary White, Accounting Master Product Owner

As you begin the New Year, hit the ground running in 2016 by staying up-to-date and efficient in your office practices. By now most of you have been upgraded to the fall release of Accounting Master 15.2, so let's revisit some of the new and exciting features that 15.2 has to offer.

## Accounts Receivable Electronic Invoicing

Paperless notification of invoices has become a popular choice over the last several years. Because of MACC's continued dedication to process efficiencies, electronic invoicing and statements are available from the Accounts Receivable module. Whether from the AR Invoice screen or the batch posting process, customers flagged to receive email notification will automatically be sent a pre-formatted email with an attachment of their invoice. This action saves you both time and money in your invoicing process.

## Budget Suite

Budgeting is a fundamental tool in managing the financial resources of a company. Budgeting allows users to set targets, strategize and allocate the proper funds, communicate priorities, and control spending. To align with the needs and goals of our clients, MACC added tools to the budget section of Accounting Master to provide additional flexibility, efficiency, forecasting, and reporting.

The Budget screen was updated and is now more efficiently designed so that budget amounts can be entered directly into the worktable grid. In the grid, users may perform several tasks such as applying pattern codes, updating calculated budget amounts, copying budget values from one account to another, adding or deleting accounts from the budget, and exporting the budget to a CSV file for external use. Within the grid users can choose to view prior year actuals, last year's budget, a variance percent between this year's budget and the prior year's actual amount, or individual budget comments. Additionally, features have been improved regarding the import of a budget from an external file and the copying of a budget from one year to the next.

Along with the updates mentioned above, several changes were made to the current budget reports and new reports were added for budget forecasting and annual reporting. The Financial Report Viewer now has the ability to run multiple budgets in a single year as well as an option to display the current year annual budget and prior year annual budget values. The Budget vs Actual Variance Report is now built dynamically, allowing users to select a range of periods on which to report. Additionally this report now includes drill-down abilities. The Annual Actual/Budget Report was created to generate an annual look at actual amounts on closed periods and budget amounts on open periods.

Finally, the Budget Forecast was added as both a tool and a reporting feature, allowing users to create estimates for the future of their business. The forecast will be developed based on the average activity for a selected range of prior years or periods. This average activity, in addition to variable percent and additional dollars, will be used to predict future activity for a given period of time.

## Customize Purchase Order and Receiving Ticket Reports

The Purchase Order and Receiving Ticket Reports can be used in various ways. Some companies use them for internal tracking while others send these reports to vendors for an official documentation of purchase. As a result, each company has slightly different needs for what it desires to be printed on these reports. To accommodate all clients, a new Custom Report Designer tool was added to the Purchasing module. Add, remove, or update fields on the Purchase Order Report and/or Receiving Ticket Report using the Designer. For information on how to update a format using the Report Designer, reference the Accounting Master help menu or contact your Accounting Master Software Support Representative.

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## Accounting Master Enhancements

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### Auto Report Generation

The Reports Auto Generation tool provides the ability to auto generate select standard reports according to a user-defined timeframe and report criteria. Reports can be emailed to select individuals and/or saved for viewing in the database at a later date.

Reports available for auto generation include: AP Aging, AR Aging, Cash Balances, Inventory Count Sheet, Inventory Listing, Low Inventory Status, and the Payment Register Report. MACC will continue to add additional reports to the auto generation tool in future releases of Accounting Master.

### Need help using these new features? We're here to help

If you need assistance using any of these new features, don't hesitate to contact MACC's Accounting Master Software Support Team. You can also take the What's New in Accounting Master 15.2 web class from MACC's Training Team. It's the best way to ensure you're getting the most out of these exciting new enhancements.

## Get a free month of WOW Training

**Here is a New Year's resolution that is easy to keep: learn new skills in MACC's products.** We make keeping this resolution easy with WOW (Wide Open Web) Training. For just \$99 per month, you and your staff can take an almost unlimited number of web courses, all taught by MACC's expert Training Team. If you sign up for one of our WOW Training plans, your company can enjoy a free month of the service!

From basic concepts to advanced practices, almost every aspect of Customer Master and Accounting Master is covered. More than 80 courses are available and six have been added in just the last few months with the roll out of version 15.2 of our products

Here are a few course examples and the new skills you will learn:

- Customer Master notifications – See how to automate customer communications using new e-mail functionality available in CM 15.2.
- Paperless service orders – Learn how to streamline your office processes to increase efficiency and reduce work effort. A must-see course for any company looking to become more efficient in the New Year.
- Managing plant in fiber – Are you busy with fiber build outs this year? If so, this course provides ideas for effectively structuring and managing fiber-based records and premise equipment.

### **Put the power of WOW Training to work for your office today**

To subscribe to WOW Training, and enjoy a free month of service,\* contact your MACC Client Relations Manager or Account Manager.