

November, 1999

# ADVANTAGE

BUSINESS COMPUTER SYSTEMS

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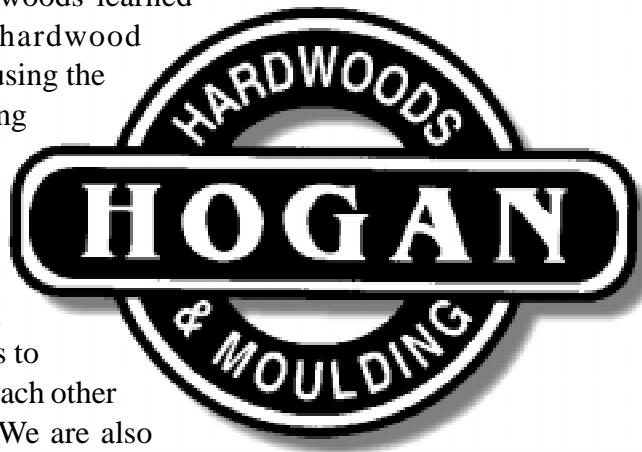
featuring: *Hogan Hardwoods*

In the early 1990's while David Hogan worked for a northern Louisiana laminate manufacturer, he saw the need for a wholesale distributor of hardwoods and architectural building products. Hogan Hardwoods came into being in June of 1993 to supply primarily cabinet shops, furniture makers, and millwork shops. The company began in Ruston, Louisiana with eight employees. Five of those original eight can still be found working along side the other 105 people currently employed by Hogan Hardwoods.

The company began expanding in 1996 by opening a yard in Lafayette, Louisiana and another in Little Rock, Arkansas. In August of 1998, they opened their fourth yard in Baton Rouge, Louisiana. Their next expansion will be in Dallas, Texas with yard number five. They also have a Hardwood Concentration Yard in Simsboro, Louisiana and a Hardwood Moulding Mill in Ruston, Louisiana. With customers located in Louisiana, Texas, Arkansas, Mississippi, Oklahoma, Missouri, Tennessee, and Alabama, Hogan Hardwoods maintains a fleet of curtain-walled trucks to deliver their products.

Today the company is much larger and stronger thanks in part to Advantage Business Computer Systems. Hogan Hardwoods learned about Advantage from other hardwood distributors who were successfully using the Advantage System. They began using the Advantage System in July of 1996. Heather Conly, Marketing Director, says, "Advantage is great for multi-location operations because we all connected. E-mail through Message Manager allows us to be in constant communication with each other without tying up the phone lines. We are also able to transfer inventory from one location to another very easily and efficiently."

"Thinking back, when we added the Advantage System, it allowed us to manage and control our company so much better that it instantly helped us grow and prosper," comments owner, David Hogan.



# Newsletter

P O Box 421  
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# YEAR-END PROCEDURES

For a successful year-end, preparation is the key. See last month's Newsletter or the End-of-month/year> How to reference files> Pre End-of-year procedures document for more information. *Anytime you are running an automatic End-of-Month/Year procedure for the end of your company's fiscal year, you must NOT close the General Ledger before running End-of-Year.*

## **END-OF-YEAR AUTOMATIC PROCEDURE:**

The first question on the automatic End-of-month/year procedure asks what kind of a procedure are you running. It is important that you answer this question correctly, because it determines which databases are cleared based on your setup in the End-of-month header configuration. See the article on the next page regarding these configurations.

- ◆ [N]ormal - this is the regular month-end procedure,
- ◆ [C]alendar - this procedure is always run at the end of December. It will create a data area named "eoy99cal" that you will use to print A/R statements for December and payroll compliance reports for 1999. If December is also the end of your corporate fiscal year, you will choose this option and use this data area to make year-end adjustments to your General Ledger.
- ◆ [F]iscal - this procedure is run for the final month of your fiscal year *only* if it is a month other than December. It will create a data area named "eoy99fis" that you will use to print your A/R statements for that month and to make year-end adjustments to your General Ledger.

If your fiscal year ends in a month other than December, you will have an "eoy99cal" dataset created at the end of December and an "eoy99fis" dataset created at your fiscal year-end. If your company fiscal year ends on December 31, you will only have the "eoy99cal" dataset.

If you have configured your inventory to use LIFO, you will also want to answer [Y]es to the "Update inventory LIFO" question on the EOM/EOY procedure screen.

**SPECIAL NOTE for those who close their A/R separately from their Inventory:** When you close your Accounts Receivable, you will select [N]ormal for the closing procedure. When you close your inventory at the end of the year, you will select either [C]alendar or [F]iscal. This will create a year-end data area as described above and clear the databases as you have configured.

## **AFTER THE AUTOMATIC END-OF-YEAR PROCEDURE:**

After the automatic EOY procedure is complete for the end of your company fiscal year, you still need to close your General Ledger in your **LIVE** area before beginning business for the new year. (When running a [N]ormal EOM procedure, you may close the General Ledger before or after running End-of-Month. It is only at the end of your company fiscal year that you cannot.) To close the General Ledger go to General Ledger> Posting Procedures> Close current fiscal month or year. This procedure will automatically close your last accounting period of the year as well as the year.

Also, the system administrator will need to give access to the year-end dataset that was created to users who need it. Do this on the User Administration> Maintenance menu> User access to datasets.

## **OTHER DATABASES TO CLEAR MANUALLY AT CALENDAR OR FISCAL YEAR-END:**

The decision of when to clear these is between you and your CPA, but should be consistent from year to year.

- ◆ Daily Store Totals and Notes: End-of-Month/Year> End-of-year procedures menu.
- ◆ Purge customer sales history, inventory purchase history, and inventory sales history: End-of-Month/Year> End-of-year procedures menu.
- ◆ Remove EOD log files: End-of-day> Administrative menu> Remove EOD log files.

## **BACKUP TAPES:**

Keep the end-of-day tape on the last day of the month/year as a permanent record of the year's activity. If you close A/R prior to the last day of the month, keep the EOD tape for that date also. Backup your EOY area until all final adjustments have been made. Keep the tape made after adjustments are complete also as part of your permanent record.

# CONFIGURE YOUR END-OF-YEAR CLEARING OPTIONS

Beginning on the 9904 version of the database software, you need to configure how you want to clear your year-to-date accumulators on Screen 5 of the End-of-month/year> Administrative menu> EOM header configuration. You have the choice of clearing each database at the end of your calendar year, your fiscal year, or not at all. If December is your fiscal year-end, you will want to set all of the options to [C]alendar. When you run your month-end in December, select [C]alendar as the type of year-end closing you will be doing. If your fiscal year ends in a month other than December, you will need to set some to [C]alendar and some to [F]iscal. If you have multiple company areas and any of the databases are shared, configure the shared databases to clear only in the main company dataset. In the other datasets, configure the shared databases as [E]xclude.

```
End-of-year clearing—Screen 5 of 5
Select from [F]iscal, [C]alendar
or [E]xclude year end clearing.

Accounts payable vendor YTD totals.....: C
Accounts receivable customer YTD totals.....: F
Inventory item YTD totals.....: F
Inventory daily databases.....: F
Payroll.....: C
Sales reps YTD totals.....: C
```

## ***Databases that must be cleared on [C]alendar year-end.***

- Payroll

***Databases that may be cleared either on [C]alendar or [F]iscal year-end.*** The decision of when to clear these databases is between you and your CPA. Whatever you decide, do it consistently each year.

- Accounts payable vendor YTD totals
- Accounts receivable customer YTD totals
- Inventory item YTD totals
- Inventory daily databases
- Sales reps YTD totals

When running a [C]alendar or [F]iscal month-end procedure, the system will tell you which databases will be cleared depending on how you have set up the configurations on this screen. Be sure to review your setup before running a [C]alendar or [F]iscal year-end.

## TIMELY CONNECTIONS *from Herb Matatall*

The fall semester of Advantage Academy is over and we were glad to see so many of our customers here. We discussed many things and covered many hardware issues. However, to those of you who are planning to implement some of these things, we want to remind you to do so carefully. Do not try to test UPS battery backups, tape drives, or any of the other items we discussed if you are not totally certain of the procedure. I do not want to see anyone down due to misunderstandings. If you have questions, call in first and get the procedure down correctly before trying it out. We are here to help you not only fix problems after they occur, but also to help you with the information needed to prevent problems before they happen.

I know I have mentioned it before, but have you thought about a computer upgrade? If you want to speed up your production levels, make your customers happier, and spend less time at work, then you want to seriously consider the new technology in the computer industry. The price of hardware is down, and if you are in the midst of switching to database, what better time to improve your hardware. Contact me for information on hardware issues. Things are heating up and I need to hear from you soon to get you on my schedule before the new year.

### **CHRISTMAS PRESENTS:**

It's early, but I have the perfect stocking stuffer. Controlling your inventory will increase profits and reduce shrinkage. Don't you agree? If so, think seriously about this little device. This is the Symbol Radio Frequency Unit, PDT 6840 Portable Data Terminal. This is one of those gadgets that is really nice to have. Give me a call and I'll be glad to give you the details. What a nice Christmas present this would be.



# ATTENTION ICVERIFY USERS

You must get the new Version 7 of ICVerify to have Y2K compliance. Contact ICVerify to obtain the new software. You will have to recreate the merchant file setup in the new software for each merchant number you have.

## **SOFTWARE SUPPORT ALERT**

In an effort to upgrade the quality of support we can provide to our customers, we are instituting a new policy. Because "phone tag" is not productive for any of us, we will try two times to reach you when returning support calls. If we do not make contact with you, we will leave a message that we have returned your call. After the second time of unsuccessfully trying to make contact, we will send you a fax giving you the case number and telling you that we are closing the case. If you still have a problem, you need to call in again and have the case reopened.

You can help by telling the operator you will be going to lunch or leaving early and suggesting a time for our technician to call you back. If you give us a time to call back, please make every effort to be available at that time.



# 1999 IRS TAX FORMS

## ABCS Compatible CONTINUOUS OR LASER SHEETS

### E-Mail:

blanca@abcsinc.com

**FAX:** (903) 636-4605 / 4674

### OR MAIL TO:

Advantage Business  
Computer Systems  
ATTN: Forms Department  
P.O. BOX 421  
Big Sandy, TX 75755

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*Prices will be available after  
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W-2 Envelopes

1099 Miscellaneous

1099 Interest

1099 Dividend

1099 Envelopes

W-3

1096

Other

From Company \_\_\_\_\_

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*For questions call 1-800-991-7283 at EXT. 246 or 204. \*Deadline to Order: November 10th*