

**\*\*Forward to your Advantage System Administrator\*\***

**December 2003**



**(903) 636-5200 Fax (903) 636-4674**

**Newsletter**  
P O Box 421  
Big Sandy, Tx 75755-0421

## End-Of-Year Balancing Report

The End-Of-Period Balancing Report generated by the End-of-month/year procedure serves a twofold purpose:

1. YTD balances in an easy to read one page report
2. Verification that all databases have been cleared

The first copy of the report is calculated before the EOM procedure begins closing or clearing any databases. The second copy of the report is calculated after the EOM procedure is complete. Comparing the two reports will confirm that the configured databases were closed during the End-Of-Year closing.

In addition to the "Year-To-Date Totals" there are also "Master Totals" for Accounts Payable, Accounts Receivable and Inventory. These are the balances of the sub-ledgers and can be used to balance to the General Ledger.

This report is automatically configured to print with the EOM/EOY procedures. You do not have to configure the EOM header get the report. If you want to print this report at another time, you will find the "End-of-year balance report" on the End-of-month/year-> End-of-year procedures menu.

```
eoy_kiss.rpt
12/31/2003 17:27:09 End-of-period balance report - After EOM run! Page 1
Sample Company

YEAR-TO-DATE TOTALS
G/L profit and loss balance:      42833.04
Payroll expenditure (YTD)...:      0.00
A/P YTD purchases.....:          0.00
  payments.....:                  0.00
  discounts offered.:              0.00
  discounts taken...:              0.00

A/R customer YTD sales:           0.00 cost:          0.00 margin:  0.000
Inventory YTD sales...:           0.00 cost:          0.00 margin:  0.000
Sales reps YTD sales..:           0.00 cost:          0.00 margin:  0.000

MASTER TOTALS
A/R total balance:                119780.83
A/P total balance:                 63284.15
Inventory value...:                531512.35
```

### ~EOY Balancing Report -

*Use this report to verify clearing and to balance sub-ledgers to G/L.*

### ~Advantage

#### Academy -

*March 8-11, 2004  
Check the schedule.  
Get all the details.*

### ~State Payroll Tax Changes -

*Are there going to be rate changes in your state payroll taxes? We need to know about it.*

### ~Order Envelopes Now -

*Order Statement/  
Invoice envelopes  
and IRS forms.*

# ADVANTAGE ACADEMY

Monday, March 8 Through Thursday, March 11, 2004

FREE CLASSES for all Advantage Users

TAPE RECORDERS ARE WELCOME

Classes will be held at:  
Ramada Ltd. Suites - (903)757-0500  
416 N. Spur 63, Longview, TX

## REPORT GENERATOR CLASS

### REPORT GENERATOR SCHEDULE:

*This class is designed for System Administrators and other knowledgeable computer staff. Report Generator is not recommended for new or inexperienced users. This class is truly for the experienced user. You must have a good working knowledge of the **COMPLETE** Advantage System.*

MONDAY - March 8, 2004  
8:00 - 10:00 AM - BEGINNING LEVEL  
10:15 - 12:00 AM - CONTINUATION

### SYSTEM ADMINISTRATION AND DATABASE MAINTENANCE:

History archiving, setting up terminals, printers, users, forms, reorganizing data and other routine maintenance procedures will be discussed. A must for all new users. End-of-Month and End-of-Year procedures will also be fully covered.

### ACCOUNTING APPLICATIONS:

Designed for bookkeepers, owners and system administrators, these accounting classes will provide additional insight into routine procedures. New users and existing users should plan on attending these in-depth classes to gain a well-rounded understanding of the system as a whole. These classes will assist in implementing new applications of the system and to improve the accuracy and efficiency of routinely used applications.

### INVENTORY, PURCHASING AND SALES:

Purchasing agents, receiving clerks, inventory control managers, bookkeepers and store managers are all excellent candidates for this session. You're using these applications now, but learn how you can utilize these applications more effectively. Accuracy, efficiency and effectiveness are the reasons most companies computerize. Learn about tools that will allow you to get the most usage of the Advantage System.

*Learn what these applications are about, how they are used, and what you can hope to gain from them. These issues will all be addressed throughout the classes. The more you use the Advantage System the more benefit you will receive from your investment.*

**FOR MORE INFORMATION  
CALL EXTENSION 216 or 242.**

### SESSION SCHEDULE

#### MONDAY - March 8

8:00- 12:00 PM Report Generator  
1:00- 1:30 PM Database Maintenance  
1:30- 3:00 PM End-of-Day/Mo/Yr  
3:15- 5:00 PM System Maintenance  
5:15- 6:00 PM Users/Printers/Terminals

#### TUESDAY - March 9

8:00- 10:00 AM General Ledger  
10:15- 12:00 PM General Ledger  
1:00- 3:00 PM Accounts Receivable  
3:15- 4:00 PM Accounts Receivable  
4:15- 6:00 PM Payroll

#### WEDNESDAY - March 10

8:00- 9:45 AM Accounts Payable  
10:00- 11:00 AM Accounts Payable  
11:00- 12:00 PM Inventory Counts  
1:00- 1:30 PM Inventory Counts  
1:30- 2:30 PM Inventory  
2:45- 4:45 PM Inventory  
5:00- 6:00 PM Purchasing

#### THURSDAY - March 11

8:00- 10:00 AM Purchasing  
10:15- 12:00 PM Electronic Purchasing  
1:00- 2:15 PM Electronic Purchasing  
2:30- 3:30 PM Point of Sale Q & E  
3:45- Point of Sale

## HANDS ON HELP - Do You Have Specific Issues That Need One-On-One Help?

Let us know in advance that you need additional assistance and what the issues are and we will have support reps available at the end of the day to help you. If you plan to take advantage of the one-on-one assistance, please bring a data tape or data CD and the issue specifics.

# ADVANTAGE ACADEMY REGISTRATION FORM

*Class will be held at:  
Ramada Limited Suites  
419 N. Spur 63  
Longview, TX  
(903)757-0500*

***To secure your reservation, please complete this form and fax it to 903-636-4605 at your earliest convenience.***

**Seating is limited.** However we must have at least 35 reservations to make a class. If we do not receive that many reservations, the class will not be held. **You will be notified near the end of January if the class is scheduled or cancelled.** Please do not make travel or hotel arrangements or send your deposit until the class is confirmed.

**COMPANY NAME:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**Names of individuals attending:** \_\_\_\_\_

**DAYS ATTENDING:**

**MAR 8**  **Mar 9**

**MAR 10**  **Mar 11**

*(please indicate number of people attending each day)*

***\$250 (PER PERSON) DEPOSIT REQUIRED  
BY FEB. 27, 2004, if class is confirmed.  
Make checks payable to  
Advantage Business Computer Systems, Inc.***

*Deposits will be returned the first day of class.  
Cancellations are nonrefundable.*

**Mail Deposits To:  
Advantage Business Computers Systems, Inc.  
Attn: J. Matatall  
PO Box 421  
Big Sandy, TX 75755**

***If you have questions, call  
903-636-5200 Ext. 216 or 242.***

During the Advantage Academy class sessions we would like to address the issues/questions that are of the most concern to you and your company. Therefore, with your registration please submit five (5) areas you would like to see discussed. Also if you think you will need more specific help with any of these items, please check the box. See "Hands On Help" on the previous page for more information about one-on-one help.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Those who attend Advantage Academy classes are responsible for making their own room reservations. Be sure to mention that you are with the Advantage group to receive a room discount. Travel and meals are also the responsibility of the attendees. There are airports in Longview and Tyler for those who will be making flight arrangements.

## STATE PAYROLL TAX CHANGES

If your state payroll taxes are changing as of the January 1, 2004, send us a copy of the new annualized tax rates so that we can update the system to accommodate the changes. Whenever you receive an update from your state, check the tax tables for changes. If you are in doubt about whether there are changes, contact your CPA or your state payroll tax department.

We are depending on you to fax us the state documentation for any changes in payroll taxes. Tax tables or taxing formulas can not be changed without the official documentation from the state. Send only the annualized percentage tables, not the detailed tax tables.

Fax them to Advantage to the attention of Payroll Programming. We have a turn around time of 48 hours during the business week (Monday through Friday). But please don't wait until the last minute. Find out if there are any changes and notify us as soon as possible.

## REMINDER FROM THE FORMS DEPARTMENT

Once again it's time to order envelopes for statements and invoices. If you are using STATEMENT FORMAT #6 or any of our standard SHORT FORM INVOICES, we have a custom, single-window envelope that fits these forms.

Company Name	
Address	
City, State, Postal Code	
<input type="text"/>	9 $\frac{1}{4}$ x 4 $\frac{1}{2}$

With these envelopes the statements and invoices only need to be folded once instead of twice.

### IRS TAX FORMS:

Also if you still need IRS tax forms, we can still get them for you. These forms are IRS authorized and approved, and guaranteed to be 100% compatible with current releases of Advantage database software.

To get answers to your questions, or to place an order, contact the Forms Department 1-800-452-2502, ext. 246

## Holiday Schedule

Advantage will be closed on Thursday, December 25 and Thursday, January 1 for the holidays. Emergency support will be available beyond these hours for systems that are no longer operable.

Wednesday, December 24	closing at 6:00 PM
Thursday, December 25	closed
Wednesday, December 31	closing at 10:00 PM
Thursday, January 1	closed

