

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

**November 2003**



**(903) 636-5200**

**Fax (903) 636-4674**

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

## ***Advantage Software Release 0310***

A new release of the Advantage software has just been cut. There are many new features and updates. **Read the System Administration-> Preview new release notes before activating the release.** Below is a summary of the new features and enhancements. The release notes contain full details.

The How To Reference Files documents continue to be updated and additional documents have been added. Find all of the How to files on the Other Options-> How to reference files menu. This menu also includes system and hardware documents.

**There are several new features that need to be addressed before going live with the new release. Take time to review these items and your configurations so there are no surprises. This is a critical step that cannot be skipped.**

The way that the numbers on W-2's (paper and magnetic media) are calculated has been changed. In the past, those numbers have been calculated from values stored in the Payroll-> Maintenance menu-> Employee maintenance record. Now the W-2 figures are calculated directly from check history. While this simplifies some issues, it also requires greater diligence on the part of the user to ensure that the amounts for employees' checks are absolutely correct BEFORE the check run is performed.

The Sales Register report has been changed to report all sales with zero tax rates as nontaxable sales. In the past many users have manipulated the tax codes to generate specific reporting information they needed. Before going live with this update, check all of your tax code configurations and make any necessary changes. See the Accounts Receivable-> How to reference files-> Additional tax reporting categories document for methods to create the specific reporting information you need.

Nearly all EDI vendors supported by the Advantage system have gone through significant changes during the past year. The result has required many users to update, reconfigure and in some cases purchase new protocol licenses. If you are updating from anything older than the 0212.180 version of the software, be sure to test your EDI options immediately to avoid any possible delays in shipping or receiving your orders.

### **~New Release -**

*Software release  
0310 new features  
and enhancements*

### **~EOY procedures -**

*Basic steps for  
doing the year-end  
procedures*

### **~Year-End Physi- cal Inventory -**

*Preparation tips  
for taking a  
physical inventory*

## ***More Enhancements In The New Version 0310***

- EFT payments to A/P vendors using ACH
- The deposit credit reason codes can be increased from two to 50 in Check Reconciliation
- Bank transfers from one bank account to another can now be entered in Bank transfer Entry on the Check Reconciliation menu.
- In Accounts Receivable, two levels of credit limits with passwords can be configured so when new customer records are created the credit limit cannot be greater than the configured limit unless the password is entered.
- A/R Invoice posting now updates lien tracking records.
- A option to mirror the live data system to another machine has been added to the EOD procedure. This will keep a backup machine updated on a daily basis.
- A log has been created for EOD Cron to track when Cron is turned off and also when it is restarted.
- The End-of-month/year-> Administrative menu-> Archived history paths menu has two new backup options. One is a selective backup of history archive data which allows tagging of history files to be backed up. The other is a backup of the most recent history archive month data.
- An interface with IBOS (Internet Based Ordering System) has been added to the Advantage software.
- Imaging software has been added to the Advantage software. It has all of the normal menu structure, function keys and look to which users are accustomed.
- The Inventory over/under stock report has a new EOD auto run option for "every day". It no longer must be configured for each day of the week if the same report will be created.
- A new millwork application has been added to the Inventory menu. The millwork procedures is a simplified process that can be used to create custom built products, such as windows or doors.
- Support for the "Ingenico" signature capture device has been added to Point-Of-Sale and certain POS forms.
- POS now supports weekly installments on installment sales.
- POS now tests for duplicate credit card authorizations in one day.
- In POS the Southern DataComm interface now has the option to use a prior authorized transaction as payment on the current save.
- POS forms have been changed to print only the last 4 digits of credit card numbers on invoices.
- PostScript forms are now available for laser printers that support the PostScript language. They are extremely attractive and can include your logo and a watermark.
- The POS Delivery System module continues to be upgraded to make it more useful.
- The system login procedures have been enhanced to warn users when they are using an unconfigured workstation and then to automatically assign a workstation number of 5000 to 5999.
- Software updates can now be patched by users on an internet connection. It requires no special skills or system commands.
- There are two e-mail programs now available on the system. They can both be found under Other Options. One is Message manager and the other is Pine.
- Printers can be configured to e-mail reports and documents to customers, vendors and manually entered e-mail addresses.
- The Advantage software has been enhanced with AML 7100 RF scanning terminal capability. The AML has it's own menus and supports multiple functions.
- A new Warehouse Distribution module has been added to the system. All of the movement of merchandise, from the time it arrives at the loading dock to the time it is delivered to the store is tracked.

**After the new version is loaded, but not yet activated on your system, take time to read the System Administration-> Preview new release notes for more information on these and other programming changes. Some changes require attention before you go live with the new version. Others are enhancements that you will probably find beneficial in your day to day business activities.**



## YEAR-END PROCEDURES

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

### What Is End-Of-Year (EOY)?

1. EOY is EOM on the last day of the calendar year and the last day of your fiscal year.
2. There are no extra procedures to run; simply change the kind of EOM you are running.
3. Fiscal EOY is run when the fiscal year-end is not on the calendar year-end. System name will be "eoyXXfis".
4. Calendar EOY is always run at the calendar year-end, if using A/P or Payroll. System name will be "eoyXXcal".
5. Normal EOM is run for non-fiscal year-end months. Run on December 31 only if not your fiscal year-end or if Payroll or A/P year-to-date accumulators do not need clearing.

### Before EOY Procedures

1. Confirm you have enough hard drive space to complete the procedures. See End-of-month/year-> How to reference files-> Hard drive space management document for details.
2. Confirm EOY closing configuration on End-of-month/year-> Administrative menu-> EOM header configuration-> last screen. See End-of-month/year-> How to reference files-> Database totals clearing configuration.
3. Confirm date that will be used to name the year-end area in General Ledger-> Administrative menu-> G/L header configuration-> Screen 2-> Current Fiscal year field.

### Run Which Closing Procedure, EOM Or EOY:

1. If you close A/R early in the month and Inventory at the end of the month in December:  
A/R= [N]ormal EOM                      Inventory=[C]alendar EOY
2. If you close A/R and Inventory at the month end in December:  
[C]alendar EOY
3. If you close A/R early in the month and Inventory at the end of the month for a fiscal year-end not in December:  
A/R= [N]ormal EOM                      Inventory=[F]iscal EOY
4. If you close A/R and Inventory at the end of the month for a fiscal year-end not in December:  
[F]iscal EOY

### After EOY Procedures

1. Setup access to any user needing to print statements or reports from the year-end area. See End-of-month/year-> How to reference files-> Year-end Procedures document, After automatic EOY procedure section.
2. Print statements from the year-end area. (See EOM closing below if you close A/R early)
3. Print W-2's, 1099's, etc. from the calendar (eoyXXcal) year-end area.
4. Post any year-end G/L adjusting journal entries to the fiscal (eoyXXcal) year-end area. See End-of-month/year-> How to reference files-> Year-end Procedures document, Using Year-End Datasets section.
5. Edit Accounts Payable-> Administrative menu-> A/P header configuration in the 'live' dataset. Change the "Calendar year for YTD vendor totals" field to the next calendar year. Setup the "Path to prior fiscal year end data" to use A/P bridge. See the Accounts Payable-> How to reference files document, "Year-end voucher entry."
6. If the A/P bridge to the prior year is setup, post A/P batches in the year-end dataset to the General Ledger as needed.



# YEAR-END PROCEDURES *continued*

## General Ledger Closing:

1. Always close the General Ledger after the EOY procedure, in the *live* area.
- OR**
2. G/L can be closed automatically by the EOM/EOY procedure. See the General Ledger-> How to reference files-> G/L closing warnings for the reasons why the G/L will not close automatically during the EOM/EOY procedure.
  3. Always confirm that all batches posted in all *live* datasets.
  4. Always confirm that the G/L did close in the *live* area(s), if running automatically.
  5. Never close the General Ledger in the *year-end* dataset.
  6. In the *live* area, update the General Ledger-> Administrative menu-> G/L header configuration month-end closing dates for the new year on screen 2.

## Accounts Receivable Closing:

1. Early closing: Run a [N]ormal EOM process.
2. Last day of year closing: Run a [C]alendar EOY process on 12/31.
3. Last day of a fiscal year, when not 12/31: Run a [F]iscal EOY process.
4. See End-of-month/year-> How to reference files-> Database totals clearing configuration.

## Accounts Payable Closing:

1. Closes only if Calendar or Fiscal year-end is run.
2. Must only close in one dataset if 'common' A/P is configured.
3. See End-of-month/year-> How to reference files-> Database totals clearing configuration.

## Payroll Closing:

1. Closes only if Calendar or Fiscal year-end is run.
2. Must only close in one dataset if "common" Payroll is configured.
3. Run all payrolls for the year prior to EOY.
4. Never run next years payroll prior to EOY.
5. See End-of-month/year-> How to reference files-> Database totals clearing configuration.

## Inventory Closing:

1. LIFO: If using the LIFO tracking, answer [Y]es to the "Update inventory LIFO" question on EOM/EOY parameter screen.
2. Close in all datasets every month.
3. See End-of-month/year-> How to reference files-> Database totals clearing configuration.

## Sales Rep Closing:

1. Run only in the last dataset if "common" sales reps are configured.
2. May be cleared calendar or fiscal, based on how YTD figures are tracked..
3. See End-of-month/year-> How to reference files-> Database totals clearing configuration.

## Daily Store Totals:

1. Must be run in every dataset.
2. May be cleared calendar or fiscal, based on how YTD figures are tracked..
3. See End-of-month/year-> How to reference files-> Database totals clearing configuration.

## Backup Data:

1. Keep the end-of-day backup tape or CD on the last day of the month/year as a permanent record of the year's activity.
2. If A/R closed prior to the last day of the month, keep the EOD backup for that date also.
3. Backup EOY area until all final adjustments have been made. Keep the backup made after adjustments are complete also as part of permanent archive. Read "Year-end procedures" for details.
4. Label all backup archives clearly and keep in a cool, safe place off site.



# Year-End Physical Inventory

Physical counts are a necessary part of conducting business. They can be performed at any time of the year, but typically are done once a year at the fiscal year-end. Read all of the Inventory count documents in Inventory Control-> How to reference files. Be familiar with the procedure you are going to use before you take the count. Try the count procedure in your PLAY area before hand. The DAY of inventory is not the time to learn. Be PREPARED before inventory day! Practice, practice, practice!

How To Reference Files-> Inventory Count Procedures  
Automatic cycle count batch creation  
Differences between cycle and physical counts  
Inventory count procedures  
Inventory count with count sheets  
Inventory count with data collector  
Inventory location codes  
Inventory physical count manual batch entry  
Inventory count with RGIS import files  
Inventory count with scanner  
RGIS file layouts  
Tips for inventory counting

*Spend some time preparing your business for a physical inventory count. Having everything organized will reduce the time it takes to conduct the count.*

## PREPARATION:

- Sell cull lumber, odds and ends, and old merchandise when possible.
- Clean up the facility. Make sure that lay-down bins are flat stacked.
- All merchandise received from vendors should be put away.
- Try to get all customers to pick up their special orders.
- Stock the shelves with items from the stock room to make it easier to count.
- If possible, move like items to the same location to make counting easier.
- Plan your ordering to receive as little as possible the week before you count.
- Inform your customers and suppliers of your inventory date.

## BOOKKEEPING:

- Void all Accounts Payable vouchers that are not valid. Void them in the current period.
- Make sure that all open PO's for which the merchandise has been received are received in the system.
- Cancel all old purchase orders that are not valid.
- Receive all transfers and cancel any non-valid transfers.
- Complete all damaged or defective merchandise processing.
- Balance the Accounts Payable Aged Trial Balance to the General Ledger Accounts Payable account.

- Invoice all open tickets that have shipped items on them. Don't forget to include orders on the trucks and direct ships.
- Run the "Valuation and Gross Margin Report," using the low and high margin ranges to show you items with excessively high or low margins.

## COUNTING:

- In most cases, counting teams should consist of 2 people. One counts and the other enters the data.
- Set up a system so that the counting team progresses in a logical order, such as left to right, top to bottom.
- Have the teams complete their assigned areas in small sections.
- Have someone audit the count. Spot check to make sure everything has been counted accurately. The auditor should spend more time on high dollar items, such as power tools.
- If discrepancies or problems are found, fix them immediately.
- The counting teams should notify the auditor of peculiar situations, such as damaged items or mis-priced merchandise.

