

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

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(903) 636-5200

Fax (903) 636-4674

Newsletter

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

Advantage Document Imaging

"It's the best thing that we ever did."

"I highly recommend this to anyone."

"Everybody deserves this."

These quotes are from Vickie Mullenix at Friday Lumber in Tuscaloosa, AL about their experience with Document Imaging.

Friday Lumber kindly agreed to be the first beta test site for the new Imaging product back in December, 2002. They knew it would mean some challenges, but they took on those challenges and haven't looked back.



Since then 37 other customers have implemented Imaging. They have all made similar comments.

- *"Being able to scan in checks in payment posting so that you can see a copy of the check if there is a dispute on the account is great."*
- *"Not having to get up every few minutes to hunt through files for documents saves a lot of time."*
- One customer saved \$9,000 a year on forms alone!
- Another customer commented, *"where has this been?"* They just can't believe that they lived without it for so long.

The imaging product has changed the way a lot of people manage their businesses today, and we are proud of the fact that we provide the most comprehensive and cost effective solution in the industry. Other providers still quote as much as \$80,000 for a package that we sell today for \$15,000! Apart from the day to day features and benefits of using the package, the savings derived are very easily quantifiable. As a result,

Imaging System Requirements:

Linux OS on server
Post Script laser printer
Latest version of Advantage Software
Scanner attached to PC with Linux OS or Windows 2000 or higher OS.

many of our new customers are opting for Imaging as they convert from their old systems.

Call the Sales Department at ext. 216 and 242 to find out about Imaging.

~Imaging -

An exciting product for your business.

~G/L Customizable Report Generator-

Create your own G/L reports. Learn how it's done.

CUSTOMIZABLE G/L REPORT GENERATOR

The General Ledger> Report menu> Customizable G/L report generator allows users total flexibility in designing their own financial reports. There is no predefined report when using this report generator. All aspects of the report must be completely configured:

Headings	Posting accounts	Subtotaling accounts
Lines	Comment lines	Totaling accounts
Page breaks	Indentation	Ratio columns

There is a General Ledger> How to reference files document entitled “G/L Custom Financial Reports” that explains the complete setup of a new report format. It also contains some sample report formats to use as examples when setting up new formats. The field help throughout the application is also quite detailed.

Steps for creating a custom G/L report.

1. Print a chart of accounts report for reference.

2. Create the report header.

There are multiple comparative formats from which to choose.

```
Report code.....: BALSHEET
Title.....: Shad Enterprises
                Commercial Division
[B]alance sheet or [P]rofit/loss statement?.....: B
[S]eparated [C]onsolidated by cost center?.....: S
Show the ratio column on the report (y/n)?.....: N
Source for comparative figures, or "N" for none....: N
```

3. Configure cost centers using [F8] on header screen.

4. Create report lines by pressing [F9] to edit report lines.

a. The “Command” defines how the line will be used.

- [A] Account line
- [C] Comment line
- [-] A line of dashes is printed (single underscore)
- [=] A line of equals is printed (double underscore)
- [P] Print a total accumulator
- [R] Reset a total accumulator
- [B] Page break
- [%] Set ratio

```
Command.....: A
Total level (1-9, or 0 for none): 9
Total sign (+ or -).....: +
Comment:
```

b. The “Total level” controls how the report is totaled and are the basis for ratio calculations. The diagram shows which accumulators will be updated for each total level. To print a total accumulator that includes all account lines, use total level 1. To print a subtotal accumulator that will include only a limited number of account lines, enter a total level higher than 1 on the account line configuration and print the total accumulator for the same level. Understanding the total levels is important to creating reports that work.

Account Line	Accumulators Populated								
	1	2	3	4	5	6	7	8	9
Total Level 1	✓								
Total Level 2	✓	✓							
Total Level 3	✓	✓	✓						
Total Level 4	✓	✓	✓	✓					
Total Level 5	✓	✓	✓	✓	✓				
Total Level 6	✓	✓	✓	✓	✓	✓			
Total Level 7	✓	✓	✓	✓	✓	✓	✓		
Total Level 8	✓	✓	✓	✓	✓	✓	✓	✓	
Total Level 9	✓	✓	✓	✓	✓	✓	✓	✓	✓

c. The “Total sign” controls whether the line will print with a minus sign or not.

d. The “Comment” field contains text that will print as a label on the line.

CUSTOMIZABLE G/L REPORT GENERATOR continued

5. Using the new report format, print the report from the customizable report generator application screen.
6. Print a similar standard report. Use it as a comparison to the totals on the G/L report generator report. For example, you have created a custom income statement. Print the standard Profit and loss statement report. Compare the net income figures on both reports to validate that the custom report includes all accounts and has the same net income figure.

Below are some basic problems and their resolutions:

1. Keep in mind that changes to the Chart of Accounts may create the need to change custom formats. When a report "used to work, but now it doesn't", it is a good indication that changes have been made to the Chart of Accounts.
2. Totals and subtotals aren't right. This problem is the result of incorrect total level usage. Each account line is assigned a total level, which may be zero for no total accumulation, or 1 through 9 to designate the level of total accumulation. A nonzero total level for an account line causes that total to accumulate into the specified total level (1-9), AND ALL LOWER TOTAL LEVELS. For example, an account line with a total level of 3 will accumulate into total accumulators 1, 2 and 3. Unless a total level has been zeroed using a [R]eset total level line, it will include all values from account accumulations of that total level and higher. Examine the total levels of [A]ccount lines and look for total level [R]esets to determine the values that will be included in the [P]rint total accumulator.
3. The ratios don't work. This is a more complex problem, but generally is also related to the total levels. First, determine what value will be the 100% amount. For instance, on a Profit and Loss Statement, gross sales are the 100% amount and all other amounts are a ratio of sales. That means that the 100% amount needs to be at the highest total level so it only includes the amounts that will make up the 100%. Use lower total levels for the other [A]ccount lines by [R]esetting the total level immediately before accumulating any [A]ccount lines on that level. For the grand total at the bottom of the report use the lowest level accumulator, one that has not been [R]eset.
IMPORTANT TO MAKE RATIOS WORK: Set the ratio basis from the specified total accumulator (1-9) with the [%] command. The value of the specified total accumulator becomes the basis for calculating the ratio percentage for all lines back to any previous [%] command or back to the beginning of the report, if this is the first [%] command. For example, on a Profit and Loss Statement, sales accounts are total level 9. The only ratio for the report is to compare all other amounts to sales. So at the very end of the report the [%] command will have a total level of 9.

If you have never tried the Customizable G/L report generator, give it a try. Use the How to reference files document "G/L custom Financial Reports" to get detailed instructions and see examples of how the G/L report generator works. Once you learn to use the application, you will be creating all kinds of custom G/L reports for your business. Open a new world of reporting.



THE NEW STANDARD IN SOFTWARE CHOICES

The demo CD is in production now and will be arriving soon. Watch for it because you've never seen anything like this before! With OmniPulse Suites you will have the control and choices when it comes to running your business.

Software developed using the Java language is the real time solution for any business application. Here are few reasons why Java is the leading technology in software development.

- Operating system independent (using JVM)
- Hardware independent
- Compatible with major market databases
- Highly scalable to multiple server clustering