

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

September 2004



(903) 636-5200

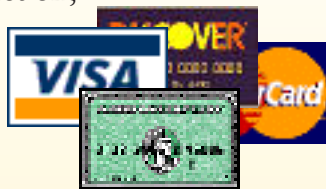
Fax (903) 636-4674

e^N-Touch 1000 Signature Pad

You can now capture your customer's signature at Point-of-Sale using the Ingenico e^N-Touch 1000 Signature Pad. It is the most rugged, versatile, simple-to-use terminal on the market. High-resolution graphics and generous signature area enhance the e^N-Touch 1000's ease of use. This pad has proven to be one of the most durable pads available and includes a mag-stripe reader as well. The customer simply signs the pad at the end of the transaction, and the signature prints on the invoice and is stored in the Advantage system. Advantage's document imaging software gives you the ability to produce signed invoice copies automatically with statements at end of month. That means no more daily scanning of invoices into the system.



This device is also used in conjunction with the Southern DataCom credit card processing software. It serves as both a mag-stripe reader as well as a signature capture device. At the end of a credit card transaction, the pad displays messages prompting customers to swipe their card and sign the pad. The captured signature is printed on the credit card receipt when using an appropriate printer.



The e^N-Touch 1000 can also act as an "advertising billboard" for your sales counter. While sitting idle at POS, the pad scrolls through a series of five screens that can contain advertising messages or logos. To make use of this function, Advantage has developed an application to inject ads into the pad. This software is available for purchase, or Advantage can do the work for you. A number of our customers, who have the e^N-Touch 1000 pad, report that they have received inquiries from both vendors and their customers about buying advertising space on the pads. You may be able to turn this tool into a profit center of its own.

Contact the Advantage sales department at extensions 216 or 242 to get all of the facts about the Ingenico e^N-Touch 1000 Signature Pad and the software to make it an "advertising billboard".

Newsletter

P. O. Box 421
Big Sandy, TX 75755-0421

•e^N-Touch 1000:

The latest in signature pads can increase productivity and sales.

•Advantage Academy:

Fall Session still has a few places available.

•Order IRS Forms:

It's time to order W-2 and 1099 forms. Order early for the best price.

•Preparing For Year-end:

Start getting ready for year-end by cleaning up your data.

•E-mail Newsletters:

Send us your current e-mail address to receive the Newsletter in your "in-box".

ADVANTAGE ACADEMY

Monday, Sept. 13 Through Thursday, Sept. 16, 2004

There are still a few places available in this session of Advantage Academy. If you would still like to attend, call extension 216 or 242 immediately to make arrangements. We always enjoy seeing all of you who attend. For those of you who will miss this session, watch for the next one. Every session has something to offer to all users. While the classes try to cover topics of interest to users attending, new features in the software, and general user issues, there is also the exchange between users that can't be duplicated anywhere else. The conversations that you have with others attending can give you valuable insight into the way others have handled issues similar to the ones you deal with every day in your business. There are always experienced users who can share invaluable tips. If you have never been to the Advantage Academy classes or haven't attended in a long time and can't squeeze it in this time, register early for the next session. It's a learning experience.

Class Synopsis

SYSTEM ADMINISTRATION & 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 would like to 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 about the applications, 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.

SESSION SCHEDULE

MONDAY – September 13

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

TUESDAY – September 14

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 – September 15

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 – September 16

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

Classes will be held at:

Ramada Ltd. Suites

419 N. Spur 63,

Longview, TX

(903)757-0500

2004 IRS TAX FORMS

ABCS Compatible CONTINUOUS OR LASER SHEETS

Beginning September 1, 2004, we are taking orders for the 2004 tax forms. Order by November 19 and receive the lowest possible price. Any orders taken after that are subject to higher prices and minimum quantity orders.

The layouts for the 2004 tax forms have changed. If your system has not been updated to the latest patch release, you will need to get it before printing tax forms. You may download it anytime. Or call software support to learn how to download it.

Form Envelopes: In the past we have been able to use envelopes from the previous year. You will not be able to do that this year because the forms are wider.

FORMS vs. SHEETS:

W-2 and 1099 forms are sold by the *form*, not by the *sheet*. A sheet contains more than one W-2 or 1099 form. Be sure you order enough forms to fulfill your reporting requirements. For example: If you order 25 W-2 Copy A forms, you will receive 13 sheets because there are two forms on a sheet.

W-2/1099 SETS:

You will also need to order the correct number of parts for each form. W-2's are available as 4-part, 6-part and 8-part forms. 1099 MISC forms come in 3-part and 4-part forms. Be sure to let us know how many parts you need when you order forms.

**IRS authorized
and approved!**



**GUARANTEED 100% compatible with
Advantage software.**

**Save time with compatible
envelopes.**

Place your order before November 19 & save!

Available Forms:

W-2 - 4, 6 & 8 part
W-2 Envelopes
W-3 Transmittal form
1099 Miscellaneous - 3 & 4 part
1099 Interest
1099 Dividend
1099 Envelopes
1096 Transmittal form
**AND ANY OTHER IRS TAX FORMS
YOU MAY NEED!**

ALL TAX FORMS WILL BE SHIPPED by the 1st Week of December, 2004.

To order or for questions call the Forms Department

at 1-800-452-2502 ext. 246.

Best Price Order Deadline: November 19

YEAR-END PREPARATIONS

It's not too early to remind you that the end of the calendar year is approaching and, for many of you, the calendar year-end also means the end of your fiscal year. Yes, we know it is *only September*, but, if you have been letting things slide so far through the year, **NOW IS THE TIME TO GET CAUGHT UP.** A sure way to reduce stress at year-end is to have all of your data cleaned up and ready before the year-end arrives.



What should you be doing?

- ✓ General Ledger users: Begin balancing each G/L account to its subledger. See the General Ledger->How to reference files-> Balance to G/L section for documents on balancing.
 - * Balance inventory value to inventory G/L account.
 - * Balance A/R Aging to Accounts Receivable G/L account.
 - * Balance A/P Aging to Accounts Payable G/L account.
- ✓ Reconcile your bank statements to G/L.
- ✓ Clean up customer accounts of unapplied payments and open credits.
- ✓ Clean up vendor accounts of credits and improper distribution of expenses.
- ✓ Clean up open Point-Of-Sale orders that will not be invoiced.
- ✓ Clean up open Purchase Orders that will never be received.
- ✓ Clean up inventory transfers that are not completed.
- ✓ Confirm payroll tax liabilities and YTD information.

The documents listed below can be found in End-of-Month/Year-> How to reference files. They can help you get prepared for the year-end.

- Pre-end of year procedures
- Year-end procedures
- Year-end reminders



E-mail Newsletters

Are you getting a copy of the Newsletter in your in-box? Receiving the Newsletter by e-mail is great. It comes in colors. The text is never hard to read. It arrives directly at your desk, via your computer which means no lost faxes or misdirected copies.

If you would like to have the Newsletter e-mailed to you or have changed your e-mail address, please let us know. Just e-mail us at newsletter@abcsinc.com. We will add you to the mailing list.

It is important to us that we keep all of our customers informed. You are important to us. We appreciate your cooperation in keeping our e-mail addresses current.