



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

February 2005

## Advantage Academy Classes

March 14 - 17, 2005

Classes will be held at the Ramada Ltd. Suites in Longview, Texas. Don't miss this opportunity to participate in the Advantage Academy Classes. The classes are free for all Advantage users. Learn new ways that you can more efficiently use the software. Tape recorders are welcome. See last month's newsletter for a detailed class schedule.

In addition to the normal schedule, Friday, March 18, will be reserved for one-on-one training. If you have specific issues that need this kind of help, let us know in advance so that we can schedule instructors and time on Friday. Prior to the classes, send us a data tape or data CD along with a document explaining in detail the kind of help you need. We will then load your data on the class machine, so that you can use your own data during the classes and during the individual training sessions. This can be a great way to fill in the training gaps at your business.

The best fringe benefit of attending Advantage Academy is the contact with other users. It's a chance to talk to others about how they use the system and how they have solved their issues. Sharing experiences with others gives all users new ideas and methods for handling issues in their place of business.

We need 35 pre-registrations by February 14 before we can confirm the class. Use the registration form at the end of the newsletter to sign up for the spring session of Advantage Academy.



### Class Schedule

(see January, 2005 Newsletter for complete schedule)

**REPORT GENERATOR CLASS-** Monday, March 14, 8 AM -12 Noon: Designed for System Administrators and knowledgeable computer staff

**SYSTEM ADMINISTRATION AND DATABASE MAINTENANCE-**Monday, March 14, 1PM-6PM: End-of-Month and End-of-Year procedures; History archiving; setting up terminals, printers, users and forms; reorganizing data; other routine maintenance procedures

**ACCOUNTING APPLICATIONS-**Tuesday, March 15, 8AM-6PM and Wednesday, March 16, 8AM-11AM: Implementing new system applications and improving the accuracy and efficiency of routinely-used applications

**INVENTORY, PURCHASING AND SALES-**Wednesday, March 16, 11AM-6PM and Thursday, March 17, 8AM-6PM: Utilizing these applications more effectively with accuracy, efficiency and effectiveness

# Newsletter

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

- **Advantage Academy:**  
*Spring session registering now*
- **AML7100:**  
*Wireless technology with hand-held terminal*
- **Update Beginning Balances:**  
*A timely reminder*
- **New Technology:**  
*Another option for better customer service*
- **Information Request:**  
*Update your company information form*
- **Registration Form:**  
*Advantage Academy*

# A M L M 7 1 0 0

**New Year's Resolution:** Add wireless technology to your business with the AML7100 hand-held terminal. What is wireless technology? Exactly that! With wireless terminals you can move through your store, yard, warehouse, up and down stairs, etc. without needing wires to connect to the CPU. Imagine the freedom that provides. With the radio frequency (RF) technology, you are able to view and update your inventory quantities, prices, bin tags, descriptions, and location codes from where you stand. You no longer need to run to a terminal to look up items. A wireless terminal can be right in your hand as you move freely throughout your business.



The M7100 is by far the best tool for inventory control that Advantage has ever offered. This hand-held wireless device is a must have for anyone who is serious about maximizing their return on inventory. Since inventory is probably your single biggest asset, investing in a tool to better manage that asset is worth every penny. The M7100 wireless terminal can be used for inventory maintenance, cycle or full physical inventory counts to get more reliable results, spot checks, creation and receiving of purchase orders, and even for Point-of-Sale pre-checkout to provide better customer service and faster checkouts.

**Here are just a few of the benefits of using the M7100.**

- 1 The easy to view, large-screen display provides easy viewing of detail.
- 2 Inventory cycle counts have never been easier, which means every item can be counted 3 to 4 times a year. For many this has meant eliminating the need for the big annual physical count. The RF technology allows your inventory to be updated the moment it is scanned.
- 3 Inventory accuracy reaps benefits on all phases of your business. RF technology makes keeping up with your inventory accuracy a realistic and practical goal.
  - Accurate bin tags means you are selling the correct item at the designated price.
  - Accurate quantities means you are not over-ordering or under-ordering stock.
  - Inventory variances found quickly means quicker correction of procedures that cause the errors.
  - Accurate counts mean your sales staff can accurately quote a customer on available stock.
- 4 M7100's can also be used for creating purchase orders and for scan-receiving them when they arrive.

Accessing a purchase order or scanning in a purchase order as it is coming off of the truck provides immediate access to the items and quantities ordered. Discrepancies can be found right then while notices can be made on the bills of

- lading. The sooner these mistakes are found, the more quickly disputes are settled resulting in an immeasurable amount of dollars saved in overbilling or incorrect billing procedures.
- 5 Scan-receiving allows bar code issues to be caught and corrected before the customer takes the item to the front counter. Using the M7100 for receiving ensures that you have bar codes on your items. The receiving clerk can review the items being received against their descriptions to ensure accuracy. If bar codes are missing, the M7100 also has a portable printer available that allows you to print missing bar codes right on the spot.
- 6 Bin label discrepancies can be found and corrected immediately. Saving labor is not the only savings here. Accurate bin labels eliminate pricing issues when the customer is checking out. The M7100 makes labeling your store with current prices easy when receiving or counting.
- 7 Point-of-Sale pre-checkout means better customer service. This is how it works. You can walk the store with your customer creating the order using the M7100. Then walk to the front counter and either print the invoice for an Accounts Receivable customer, or save the order and allow the cashier to finish the transaction. It's also great for sidewalk sales..

**For more information or a quote, call the Sales Department at 800-991-7283, extension 242 or 216**

## EXECUPRO™ CONVERSION

As a user of our current software who would like to convert to our new ExecuPro software when it is ready, you must be archiving your General Ledger posting batches if you are posting batches in summary. We will have data conversions available, but we must have the General Ledger batch detail to successfully complete the conversion.

If you are not currently archiving the unposted batches, switch the option on now. Go to General Ledger-> Administrative menu-> G/L header configuration-> Screen 1. Set the flag to archive posted and cleared batches as shown. Leave this option turned on and do not purge the General Ledger archives.

**Archive posted/cleared batches (y/n)?...: Y**

# UPDATING BEGINNING BALANCES

Closing the General Ledger at the end of your fiscal year automatically generates the new year beginning balances for accounts in the "live" dataset. These are the account's ending balances for the prior year at that time. However, it is a normal part of accounting that year-end adjustments need to be made. When you have finished posting those adjustments in your year-end dataset, the data in your "live" area no longer reflects the adjusted ending balances. The beginning balances in the "live" area need to be updated.

To update the current dataset's beginning balances with the ending balances from the EOY dataset, use the **General Ledger-> Administrative menu-> Update G/L beginning balances from alt area** application. This can be done after completing all of the General Ledger adjustments in the EOY area, or as often as you want while making these EOY adjustments. For complete instructions on how to update beginning balances, refer to **General Ledger-> How to reference files-> Update G/L beginning balances** document.



```

Update G/L beginning balances from alt area
Do you wish to report only (no changes made) (y/n)?.....: Y
Do you wish to [P]rint or [D]isplay the report.....: P
Enter the path to the prior G/L accounts:
Do you wish to update the prior years' MTD activity as well (y/n)? N
    
```



## TIP:

Since the path to the prior G/L accounts must be exact, remember to use the [F7] key to open the query and import the path to the EOY dataset.

## New Technology For Better Customer Service

The building materials industry continues to reach new heights in electronic technology. More and more of your customers are using the Internet, e-mail, and e-commerce to conduct business, get the best pricing, and run their contracting jobs with ease. Advantage continues to keep pace by giving you more tools to meet the evolving needs of your customers. Recently, we have teamed up with a fast rising company, BlueTarp™, that offers a dedicated credit card program for the building material industry.



This new third-party interface not only offers your customers a great resource but also offers you a wide variety of features. While the BlueTarp™ purchase card gives your customers the convenience of instant credit and Internet accessible reports, you reduce your credit risk with payment guaranty, reduce the back-office paperwork associated with keeping invoices per job, printing and mailing statements, and collections. The interface between BlueTarp™ and Advantage lets you streamline your business. This third-party integration is now available for use in your Advantage software.

This is just another way Advantage is looking out for you. We continue to enhance the Advantage package with features, add-on modules, and third-party interfaces to keep your business up with the latest technology and services. We want you to be able to better serve your customers. Your success is our success.

For more information on the interface between Advantage and BlueTarp™, please contact the Sales Department at extension 206.

BlueTarp™ is not affiliated with Advantage and must be purchased in addition to the Advantage interface. For more information on BlueTarp™, visit <https://secure.bluetarp.com>



# Information Request

At Advantage, we are constantly keeping up with the new technology in hardware and software to offer you the most efficient tools available to run your business. Now it's our turn to request information from you to keep our records updated for better customer service. Please fill out the following form with any new information you may have. This form is also available on our website at [www.abcsinc.com](http://www.abcsinc.com) as well, so as your company grows and changes, you can keep us informed. Thank you in advance, and as always, we look forward to hearing from you.

Contact Information	
Company Name	
Owner	
Primary Contact Person	
Phone Number	
Fax Number	
E-mail Address	
After Hours Contact Person	
Phone Number	
Emergency Contact Person	
Home Phone Number	
Cell Phone Number	
Direct Line Number	
Security Contact Person	
(Those who can clarify sensitive system information such as passwords and menu access)	
Home Phone Number	
Cell Phone Number	
Direct Line Number	

Access Information
List those who should have root access:
List those who have access to set up users and menu authorizations:

General Information	
Primary type of business	
Primary hard good vendor	
If you would like to have more than one person at your company receive our monthly newsletter, please use the following space to enter their e-mail addresses.	

\_\_\_\_\_

Authorized Signature
Date

Please sign and fax it to (903) 636-5434, or email it to [tina@abcsinc.com](mailto:tina@abcsinc.com)

# ADVANTAGE ACADEMY REGISTRATION FORM

## March 14 - 17, 2005

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

*While the seating capacity of the class is limited, we must have at least 35 reservations to schedule a class. If we do not receive enough reservations, the class will not be held. You will be notified in advance if the class is scheduled or cancelled. Please do not make travel or hotel arrangements or send your deposit until the class is confirmed.*

**Fax completed form to 903-636-4605 as soon as possible.**

**For questions about registration, call 903-636-5200, extension 216 or 242.**

**Company Name:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

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

Number of people attending each day: **March 14**  **March 15**  **March 16**  **March 17**

Extra one-on-one training: **March 18**

**Those desiring one-on-one training must send us a data CD or tape along with a detailed explanation of issues for which they need help prior to the beginning of classes.**

**\$250 (PER PERSON) DEPOSIT REQUIRED**  
**after class is confirmed.**  
**Make checks payable to**  
**Advantage Business Computer Systems, Ltd.**

*When class is confirmed, mail deposits to:*  
**Advantage Business Computers Systems, Ltd.**  
**Attn: J. Matatall**  
**PO Box 421**  
**Big Sandy, TX 75755-0421**

Persons attending Advantage Academy classes are responsible for their own room reservations and expenses. Be sure to mention that you are with the Advantage group to receive a room discount. There are airports in Longview and Tyler for those who will be making flight arrangements. Shuttle service is available from the Longview airport to the Ramada Inn.

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. Please submit five (5) areas you would like to see discussed. If you would like to schedule more specific help, see "One-On-One Training Sessions" on the previous page for more information about one-on-one help.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_