

P O Box 421
515 Private Road 3001
Big Sandy, Texas 75755
Phone: (903) 636-5200
Support: (800) 452-2502
Fax: (903) 636-4605
newsletter@abcsinc.com

August 2007

ADVANTAGE

BUSINESS COMPUTER SYSTEMS INC

NEWSLETTER

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Building A Disaster Recovery Plan

Every year we are bombarded with news stories about areas of the country that are hit by natural disasters such as heavy rains, flooding, high winds, lighting strikes, power outages. Regardless of how careful and conscientious we are, man-made disasters such as fires, break-ins, vandalism, and accidents can be just as devastating. From all of this one thing is certainly clear - every business must be prepared for the unexpected. A disaster recovery plan is a necessity, and existing preparedness and contingency plans should be reviewed frequently. To develop a solid disaster recovery plan the following things should be considered.

DATA STORAGE

Data is the most precious resource when disaster strikes and the most important element of a comprehensive disaster recovery plan. Both the Advantage and Versyss systems have detailed documentation to guide you through the steps required to create accurate and usable data backups. These important guidelines should be followed and integrated into a disaster recovery plan.

*Advantage users:
End-of-Month/Year->
How To Reference Files->
Data Tape Archives*

HARDWARE DAMAGE

In most instances, if a disaster strikes and data is destroyed, the hardware the data was stored on is lost as well. A disaster recovery plan should provide a step-by-step

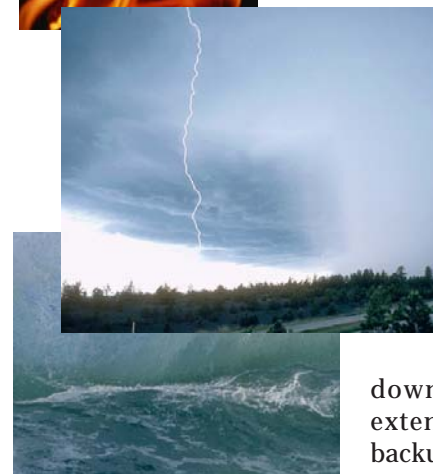
procedure to address hardware replacement. Here are some key issues to consider in regards to planning for replacement of destroyed hardware:

- Compile a detailed list of all hardware and software including serial numbers, make and model, vendor information, and replacement cost.
- Store any documentation needed to reinstall critical hardware at the off-site storage location.
- Make copies of all insurance policies pertaining to coverage of technology assets and store them at the off-site storage location. Review insurance coverage annually and incorporate not only the coverage for equipment replacement but implementation cost as well.

BATTERY BACKUPS

A properly-configured UPS (Uninterruptible Power Supply) can protect computer hardware from power outages, power spikes, lightning and will allow ample time for personnel to shut

down the system correctly in the event of an extended power outage. At minimum, battery backups or UPS's should be installed on all servers.





Avoiding New Non-Compliance Credit Card Fees

Major credit card companies are requiring immediate action to upgrade all non-compliant systems in order to meet the new Payment Card Industry – Data Security Standards. This announcement concerns all Advantage customers using **SDC (Southern DataComm)** credit card processing services. Customers using older versions of SDC software will be paying additional fees per transaction.

If your company uses Southern DataComm (SDC) credit card processing, please contact Advantage Support at 800-452-2502 to verify your SDC ProtoBase and PbAdmin software versions. *Companies with ProtoBase version 4.81.xx or higher, and/or PbAdmin 5.01-xxx or higher are compliant.*

The new fees were not initiated by Advantage and will not be collected by Advantage. Please direct all questions regarding non-compliance fees to SDC or use the SDC link below for more information.

- <http://www.protoBase.com/siteSearch.asp?searchArea=0&keywords=notice+of+action+required&Submit1=>
- Choose the second option on the list: [About EOL](#)
- On that page you will find links to the Am Ex and Visa/MC information.

Important Dates Regarding The Compliance Roll Out Effective August 31, 2007: Companies accepting AMERICAN EXPRESS that are *not on ProtoBase Version 4.81 or higher and PbAdmin 5.01 or higher* will be assessed a \$0.25 fee per transaction by American Express.

Effective October 31, 2007: Companies accepting VISA and MASTER CARD and are *not on ProtoBase Version 4.81 or higher and PbAdmin 5.01 or higher* will be subject to downgraded transactions to the EIRF (Electronic Interchange Reimbursement Fee). See the SDC website listed above for more information.

Advantage stands ready to assist our customers in updating to the correct version. Updates will be scheduled by appointment on a first come, first served basis. Updates will be scheduled after your regular business hours. Everyone must be off the system, with no process running. Sorry, there can be no exceptions.

Please contact Advantage Support at 800-452-2502 to verify your Southern DataComm ProtoBase and PbAdmin software versions today.

June Session Of Advantage Academy

The June 2007 Advantage Academy was a great success. Those who attended had relevant questions and intelligent responses. At these classes everyone learns, not only from the instructors but also from each other. Users found that they shared many of the same business practices and issues, and they learned new ways to utilize the system to its full potential from each other. Everyone enjoyed the group interaction.

If you have never attended a session of Advantage Academy, or if it has been a long while since you were last here, make plans to attend the next session. It will give you a better understanding of the software and improve the skills you need to complete your daily tasks. See pages 6 and 7 for information and the registration form for the next session.



Thanks to all of those who attended the June session for making it a success.

Hardware Maintenance

“An ounce of prevention is worth a pound of cure” or so our parents always told us. Well, the same adage works for your computer system as well. Here are a few system maintenance musts that can help you avoid or prevent time-consuming and costly system issues.

Versyss Preventive Maintenance Musts

1. **Boot your server regularly.** Booting your server at least once a week will keep it running at top performance, as it clears out any stalled processes, temp files and locked memory that will drag down your overall performance. All Versyss systems, whether they are SCO or AIX, can be set to reboot automatically after hours if you choose. Contact Support to have this option activated on your server.
2. **Backup your system.** We hope you currently do daily backups of your system...but how old are your tapes? Do you check the backup log to make sure that it is actually completing a verified backup? It is recommended that you have a minimum of a 1-week rotation of backup tapes, as well as 2 month-end tapes to allow you to swap for an odd/even month-end tape rotation. This will give you a variety of restore points in the event of an issue requiring support to restore data from one of your tapes. Daily backup tapes should be replaced every six months to a year.
3. **Clean your tape drive.** Be sure you have a cleaning kit for your tape drive device and use it at least once a month. Contact support if you need a new media cleaning kit for your system.

These 3 simple, but powerful, processes are not time consuming and prevent stress, time and productivity losses, and expenditures down the road.

These are the basic hardware procedures that you need to perform regularly. There can be other things that you need to do in your particular system, so start with this list and add to it. Regular maintenance will keep your system in top shape and make your computer system the useful tool that it was intended to be.



Advantage Basic Maintenance List

1. Perform a weekly shutdown procedure on your system.
2. Clean your system at least once a month.
3. While your system is down for cleaning, don't forget to check the fans in the CPU. If all of the fans are not working properly, your system can overheat.
4. Test your battery backup at least once a month. The battery backup should be able to run the server for 5 to 10 minutes before shutting down.
5. Periodically test some of your daily data backup tapes, CD's or DVD's.
6. If you use a CD or DVD as a backup media, clean the CD/DVD drive weekly.
7. Create a company equipment list with all devices (i.e., workstations, printers, etc.). Indicate manufacturer, model and serial number for each item. Also indicate from whom you purchased each item. Make sure a copy of this list is available to all employees who are responsible for troubleshooting problems on your system.
8. If you have Ethernet devices, please DO NOT add devices unless you know precisely how to do it. You can literally shut down your whole system by entering the wrong information.
9. Create a hardware documentation folder. Print out all pertinent documents for your operation from the documents found in Other Options-> How to reference files-> Hardware. If your system is down, you will not have access to the documents you might need if you do not have a hard copy.

Trade Show Schedule

Date	Show	Booth	Location	City
Aug. 9-11	Handy Hardware	506	George R. Brown	Houston, TX
Aug. 16-18	Orgill Fall Dealer Market	5747	Las Vegas Convention Center	Las Vegas, NV
Aug. 18	Allied Building Stores Trade Show	905	Arlington Convention Center	Arlington, TX
Sep. 11-13	Purina Retail Solutions		San Antonio Convention Center	San Antonio, TX
Sep. 14-15	LMC		Pennsylvania Convention Center-Marriott Hotel	Philadelphia, PA
Sep. 21-22	Blish Mize	1324	Overland Park Convention Center	Overland Park, KS
Oct. 13-16	Do-It-Best		Indiana Convention Center	Indianapolis, IN

From The Forms Department

Holiday Greeting Cards

35% Off **Card** Orders Placed By September 29, 2007

The holidays present a once-a-year opportunity for businesses to extend seasonal wishes and to show appreciation to their customers for their business.

Premium quality cards, calendars and gifts are great holiday greetings for valued customers or employees. We have something to fit every taste and budget. All cards are printed on superior-quality card stock and many include foils, die cuts, embossing, and matching foil-lined envelopes.

Get free personalization and matching envelopes with every order (peel and seal envelopes are \$0.15 each). Add your company logo or motto and choose from different ink colors: red, green, blue, black, burgundy or foil. Enjoy exquisite gold and silver foil accents. Create a stunning display of your company name. Add signature imprinting to save time by eliminating individual handwriting. Bring elegance and convenience to your holiday greetings for only a \$25.00 fee. Save big by ordering before the deadline dates listed in the catalog. There are **no fees for proofs!**



Thanksgiving and Christmas cards are now available.

SIMPLE PRICING - With every card order you get:

- FREE standard personalization
- FREE matching imprinted envelopes
- FREE logos
- FREE foil imprinting on select cards or your choice of five ink colors

Beautiful, personalized calendar cards are also a convenient way to thank your customers. Your customers will remember you with pleasure throughout the New Year. The calendars have a unique Z-fold that is a perfect fit for the imprinted envelopes.

Don't miss out on this great opportunity. Call for your free Christmas catalog.

Deposit Bags



Protect deposits with economical, disposable, heavy-gauge polyethylene bags that meet or exceed Federal Reserve guidelines. All styles feature bar coding for easy scanning, highly tamper-evident tape closures, tear-off receipts and instructions for use. The tamper-evident seal has an indelible writing surface to eliminate erasures or alterations.

Security Deposit Bags	100	200	500	1000
Horizontal Twin Deposit Bags B#53859	35.85	69.20	170.45	287.90
Dual Pocket Bags M#53858	52.01	82.95	147.65	382.88
Security Deposit Coin Bags	50	250	500	1000
Large Coin Bags L#53860	35.48	136.15	241.23	496.23

Pre-Inked Stamps



No messy ink pad because the ink is embedded in the stamp and can easily be re-inked. Great for rapid volume use. Call for other pre-inked or self-inking stamps.

Pre-Inked Stamps (\$21.00) + Free Shipping

Reply Envelopes

Reply Envelopes #5077 (6 x 3 1/2)
White, Green or Blue Paper
Bar Code Artwork Optional



2007 Tax Forms

Taking Orders Now

Order before November to get the same discount pricing as last year.

Guaranteed 100% compatible with Advantage software.

IRS authorized and approved.



For questions, catalogs, price quotes, or placing orders, contact Patricia in the Forms Department.
Phone: 800-452-2502, extension 246
Fax: 903-636-4605 or 903-636-5434
E-mail: patricial@abcsinc.com

Register Now For The Next Advantage Academy



Monday, October 22 to
Friday, October 26, 2007

Class Description	Daily Class Schedule 8:00-6:00	
<p>REPORT GENERATOR <i>Report Generator is not recommended for new or inexperienced users.</i> This class is designed for System Administrators and other <i>knowledgeable</i> computer staff. It is truly for the experienced user. You <i>must</i> have a good working knowledge of the <i>COMPLETE</i> Advantage System.</p>	<p>MONDAY - OCT. 22 8:00 AM Report Generator 12:00 PM Lunch</p>	<p>The next scheduled session of the Advantage Academy will be October 22 through October 26 at our Advantage Training Center. Before the training sessions can be confirmed, we must receive at least 35 preregistrations. If we do not receive enough reservations, classes will not be held. You will be notified in advance regarding the status of the classes. Use the registration form on the next page to enroll in the next session of Advantage Academy.</p>
<p>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 uses of the system and improving the accuracy and efficiency of routinely-used applications.</p>	<p>MONDAY - OCT. 22 12:30 PM General Ledger TUESDAY - OCT. 23 8:00 AM Accounts Payable 12:00 PM Lunch 12:30 PM Account Receivable 4:15 PM Payroll</p>	
<p>INVENTORY, PURCHASING AND SALES Purchasing agents, receiving clerks, inventory control managers, bookkeepers and store managers are all excellent candidates for these sessions. You're using these applications now, but learn how you can utilize them more effectively. Accuracy, efficiency and effectiveness are the reasons most companies computerize. Learn about tools that will allow you to utilize your Advantage System to the maximum.</p>	<p>WEDNESDAY - OCT. 24 8:00 AM Inventory Counts 10:00 AM Inventory 12:30 PM Lunch 1:00 PM Inventory 2:30 PM Purchasing THURSDAY - OCT. 25 8:00 AM Electronic Purchasing 9:45 AM Point-Of-Sale, Quotes & Estimates 12:00 PM Lunch 12:30 PM Point-Of-Sale, Quotes & Estimates</p>	<p>The Advantage Academy classes are designed to teach all users, both new and seasoned, how to use the software more efficiently and effectively. During each class learn how to implement features and functions of that application. Find out what you may be missing that would support your specific business needs.</p>
<p>SYSTEM ADMINISTRATION AND DATABASE MAINTENANCE History archiving, setting up terminals, printers, users, forms, reorganizing data and other routine maintenance procedures will be discussed. These sessions are a must for all new users. End-of-Month and End-of-Year procedures will also be fully covered.</p>	<p>THURSDAY - OCT. 25 2:30 PM System Administration 4:00 PM EOD/EOM/EOY 5:00 PM Open Discussion</p>	
<p>RENTALS, DELIVERY TRACKING AND WAREHOUSE MANAGEMENT These additional applications are available to Advantage users. If you have a need for any of these modules, be sure to attend the sessions that cover their use. Find out how you can employ this additional functionality in your business.</p>	<p>FRIDAY - OCT. 26 (8:00 - 1:00) 8:00 AM Rentals 9:30 AM Delivery Tracking 11:00 AM Warehouse Management 12:30 PM Open Discussion</p>	<p>As always, one-on-one training is available. If you desire this kind of training or have specific issues that require extra attention, please contact the sales department in advance, so that individual training can be scheduled. Once the one-on-one training has been arranged, you will need to send us a data tape or CD along with a document explaining in detail the kind of help needed. This data needs to arrive prior to the start of classes, so that it can be loaded on a machine that will be used for your individual training.</p>

ADVANTAGE ACADEMY

*TRAINING CLASSES
For All Advantage Users*

Monday, October 22 - Friday, October 26, 2007

Company Name: _____

City: _____

Contact: _____

Telephone: _____

Fax: _____

Names of individuals attending: _____

Number of people attending each day:

October 22 October 23 October 24 October 25 October 26

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.

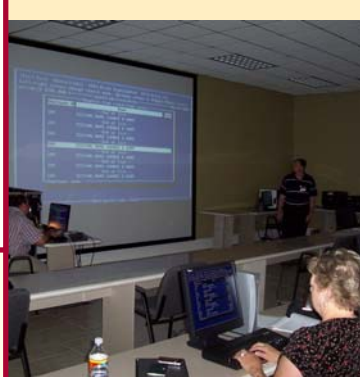
1. _____

2. _____

3. _____

4. _____

5. _____



Classes will be held at:
Advantage Corporate Office
515 Private Road 3001
Big Sandy, TX 75755

\$250 (PER PERSON) REQUIRED FOR RESERVATIONS after class is confirmed.

When making reservations, a \$200.00 deposit is required, along with \$50.00 charge for each person in attendance. The \$200.00 deposits will be credited to your company account. Cancellations and no-shows will forfeit their deposits.

Deposit checks should be payable to: Advantage Business Computer Systems, Inc.

When class is confirmed, mail deposits to:
**Advantage Business Computer Systems, Inc.
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.

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

Fax completed form to 903-636-4605