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# ADVANTAGE

BUSINESS COMPUTER SYSTEMS INC

## NEWSLETTER

October 2007

### Inside News.....

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## Advantage Training Videos On The Web

Wouldn't training be more effective if you could do it at your convenience, in the comfort of your own home or office? Make it a reality by using Advantage Online Training Videos. These on-demand videos are available 24/7 and may be run from home or at work. You don't have to be logged into the Advantage system to play the videos.

As of October 1, 2007 the following training videos are available:

Subject	Approximate Run Time
• Document Imaging	45 minutes
• Manual History Backup	15 minutes
• Gift Card Setup And Procedures	30 minutes
• Inventory Count With Count Sheets	20 minutes
• Millwork Software Demo	47 minutes

The videos all have a table of contents listing the topics covered in the video. Clicking on a topic will take you directly to that portion of the video. The pause, fast forward and reverse features are great for skipping familiar material or replaying a section that you'd like to spend more time on. These videos are the perfect tool for updating your software notes or your company's procedures notebook. The narrator takes you step-by-step through the setup and use of each process. You can see the Advantage screens and what happens when the process runs.

The training video website is [www.abcsinc.com/videos](http://www.abcsinc.com/videos). You will need a user login and password which you can get by calling Software Support and providing your name and company name.

When the training videos page opens, click on the link below the picture to run the video you want to see. There may be a short delay while the video loads. CD or DVD player-type controls are at the bottom of the screen. Moving left to right, the controls are Play (arrow), Pause (two vertical lines), and Stop (square). The green slide bar may be moved right for fast forward or left to reverse for replay. The volume control is to the right of the slide bar next to the time box. You can easily adjust the volume to a comfortable level. In the example to the right, the time box



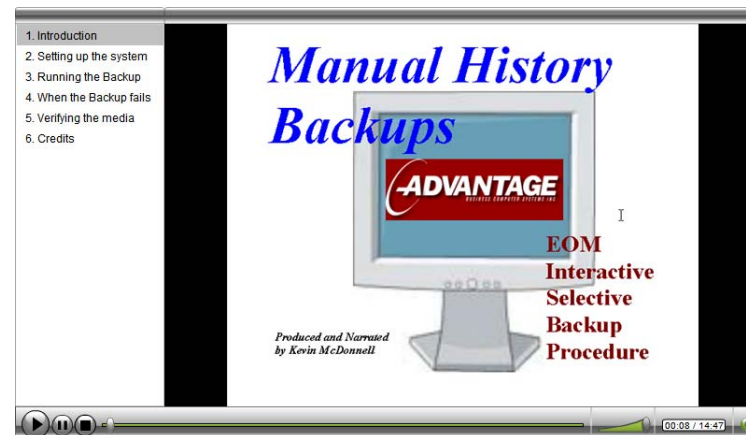
Continued on page 2

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shows the video has played for 8 seconds and has a total playing time of 14 minutes, 47 seconds. Exit a video by clicking the back button on your web browser.

Training videos are also a great way to learn about software modules that you may not be taking advantage of, like gift cards or document imaging. They can also serve as excellent refreshers when performing periodic procedures like inventory counts with count sheets. The videos illustrate the correct procedures for both new employees and employees who have been through the procedure before.

We hope you enjoy these videos and share them with your staff. More videos are in production and will soon be available. If you have a suggestion for a video you would like to see, please e-mail to [support@abcsinc.com](mailto:support@abcsinc.com).



## Verify General Ledger Close After EOM/EOY

After every end-of-month and end-of-year process, it is important to verify that the General Ledger period closed. This is true whether Auto-EOM is used or not. If the General Ledger is out of balance or has unposted batches, the current G/L period will not close.

If the G/L period doesn't close, all transactions for the new month continue to post into the previous month. This affects balances in not just one, but two periods. Accurate financial statements are unavailable until the entries are properly posted in both periods.

### Verifying All Batches Are Posted

How can this be prevented? After the EOD processing is complete on *the day before* end-of-month processing begins, verify that all batches have posted in General Ledger-> Posting procedures-> Post, print and clear. The message should say, "***There are currently no batches to post, print or clear.***"

If the system displays a list of unposted batches, you have a problem. These batches should be investigated, corrected and posted before end-of-month activity begins. If this cannot be done *before EOM*, manually close the General Ledger period when EOM completes. Remember, amounts in unposted batches *do not appear* on the Profit and Loss Statement or Balance Sheet, and you will not be getting the entire financial picture.

### Verifying The G/L Period Closed

After each month-end, verify the G/L period is closed. A quick method is to check the current period in the General Ledger->

Reports-> Account detail listing. The system defaults to the open period. If the highlighted period is *last* month, G/L did not close!

Each month, check for unposted batches *before* month-end processing and verify that the G/L period *closed* after month-end processing to keep the General Ledger up-to-date and in balance.

### What To Do When These Procedures Don't Happen

If a G/L period does not close properly, and you do not discover the problem prior to starting business in the new fiscal month, here's what you need to do:

1. Correct, balance and post the unposted batches into the right G/L period.
2. At this point there are two options:
  - a. Close the G/L period at the next end-of-day.
  - b. Close the G/L period immediately in General Ledger-> Posting procedures-> Close current fiscal month or year.

Have everyone log off for five minutes. When there are unposted batches or the G/L is out of balance, warning messages appear. Follow the instructions carefully to correctly close the period. At this point, everyone can log back in. If it is not possible to take everyone off the system, correct the problem at EOD.

# Gift Cards

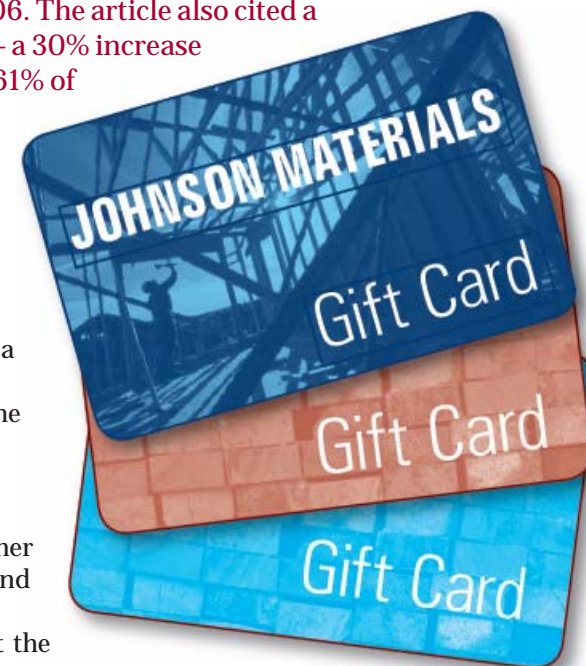
## Gift Cards - A World of Uses

According to a report by CBC News, gift cards sales in North America reached almost \$70 billion in 2006. The article also cited a prediction by the U.S. National Retail Federation that almost 80% of Americans would buy gift cards — a 30% increase over 2005. More importantly, recipients of electronic gift cards spend more than the value of the card 61% of the time, and, on occasions when there is money left, they return to your business to spend it.

### What's Your Advantage?

Advantage's Gift Card application enables you to develop your own in-house gift card program.

- Use gift cards in place of cash or merchandise credits for customer returns, insuring customers return to your store to shop.
- Offer gift cards as rewards to loyal customers — mail cards to customers whose purchases exceed a certain amount each month. Just include the cards with their monthly statements.
- Use gift cards for promotions — offer a gift card for all new charge accounts within a specified time period.



### Create Your Own Custom Gift Cards

Move quickly to have gift cards on hand for the holidays. The Advantage Forms Department is ready to design a look that is unique to your business.

Gift Cards can be ready within 10-15 business days.

The Advantage Forms Department will tell you how!

Call 800-452-2502, extension 246, to order Gift Cards today.

### Complete Gift Card Management

The Gift Card application is fully integrated with other Advantage applications for easy sales, redemption and management of cards.

- Sell, redeem, purchase, and maintain gift cards at the touch of a button.
- Gift cards are fully integrated with Advantage's POS, Inventory, and Purchasing applications.
- Real-time processing of gift card transactions — sell and redeem cards the same day.
- Check card balances by simply swiping the card.
- End-of-Day report provides accountability for gifts cards sold and redeemed.

### Getting Started With Gift Cards

Advantage offers a gift card stock service and can even help design a look for your cards that will be unique to your business. If you'd like to get the process started, please contact the Sales Department at 800-452-2502, extension 507. Customers that have already signed the quote and have received their gift card stock may contact Support at 800-452-2502, extension 502, to schedule activation and training.

# Manual History Backup For Auto End-Of-Month

This procedure backs up two or more months of history and may be performed while everyone is working on the system. The manual backup is especially important for Auto End-of-Month users because the history backup is no longer performed during Auto-EOM.

When you are ready to run the history backup, place the CD or tape in the drive. In the LIVE dataset, select End-of-month/year-> Administrative menu-> Archived history paths-> History archive backup most recent. At this point, the system will build a list of history files. When the build completes, a new screen displays. Press **[F3] Select by Range** to go to the next screen. The Select by Range option allows you to enter a historical date range. It's best to stick with a 2- or 3-month date range so that the data fits on one CD or tape.

```
[Esc]-Abort [F1]-Help [F10]-Proceed
(movement keys are active)
```

```
Beginning date.....: 08/01/2007
Ending date.....: 09/30/2007
Beginning database.....:
Ending database.....:
Beginning path:
Ending path...:
Clear existing selections first (y/n)?.....: Y
```

**Skip** the *beginning and ending database and path* entries. The date range includes all history from all paths in the system.

**Clear existing selections first (y/n)?** This option defaults to [Y]es when the date range is selected.

## TIP:

There's a new training video available for manual history backups. See the front page article for details.

Press **[F10]** to continue when the CD or tape is ready in the drive.

By backing up 2 or 3 months of history at a time, there is always more than one copy of the oldest historical month.

## Holiday Schedules

The Advantage office will be closed on these holidays:

**NOVEMBER 22 & 23**

Thanksgiving day  
and the next day

**DECEMBER 24 & 25**

Christmas Eve and Christmas Day

**JANUARY 1**

New Year's Day

November 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2007						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Welcome To  
Our New  
Customers

Coles Hardware, Inc.  
Eons Hardware  
Kennedy's Enterprises, LTD.  
Western Distributors of Atlanta

## Trade Show Schedule

Date	Show	Booth
Oct. 13-16	Do-it-Best October Market™ Indiana Convention Center Indianapolis, IN	LE008 - LE009

From The Forms Department

IRS authorized and approved.



# 2007 IRS Tax Forms

These forms are guaranteed 100% compatible with both the Advantage and Versyss software. Compatible envelopes are also available. *Order by November 1 to receive the lowest possible price. Orders placed after this date are subject to higher prices and minimum quantity orders.*

All tax forms will be shipped by the 1st week of December, 2007.

Please check your order upon receipt to ensure accurate processing of your order.

**Form Envelopes:**

You will be able to use W-2 and 1099 envelopes from the previous year. There are no form changes this year that affect envelopes.

**Forms Versus Pages:**

W-2 and 1099 forms are sold by the *form*, not by the *page*. A page 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 26 W-2 forms, you will receive 13 pages because there are two forms on a page.

**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, and if you want to switch from continuous forms to laser.

**Advantage Tax Forms (Available As Continuous Forms Or Laser Sheets)**

- 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

**We can supply other IRS tax forms in addition to those listed. Ask us.**

**Versyss Tax Forms**

- Form W-2 (1-Wide) No. 9811 - A "1-Up" form universally used in all states for Federal, State and local reporting.
- Form W-2 (Twin Sets) No. 7600 & 7640 - Matching "1-Up" forms, for use with "light strike" printers. *Print sets in two passes – the Employer Set on the first pass, the employee set on the second pass.*
- Form W-2 (2-Wide) No. 8888 - "2-Up" form for wide carriage printers. *Allows side by side printing of forms with Copy A on the right side. When printing W-2's in your Versyss system, you will indicate if you are using a "1-Up" or "2-Up" form, so that the program will print accordingly.*
- Form 1099-MISC No. 7154 - For reporting non-employee compensation, rents, etc.

## Holiday Greeting Cards

35% Off **Card** Orders Savings Extended To October 31  
Plus Free Shipping For The Month Of October On All Christmas Orders

Premium quality cards, calendars and gifts are great holiday greetings.

**SIMPLE PRICING** - With every card order you get:

- FREE standard personalization
- FREE matching imprinted envelopes (peel and seal envelopes are \$0.15 each)
- FREE logos
- FREE foil imprinting on select cards or your choice of five ink colors (red, green, blue, black, or burgundy)
- FREE proofs

Bring elegance and convenience to your holiday greetings for only a \$25.00 fee.



Thanksgiving, Christmas and calendar cards are now available.



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

The Advantage Forms Department is available to answer your questions and handle your orders. You can contact us by phone, fax or e-mail.

Phone: 800-452-2502, extension 246

Fax: 903-636-4605 or 903-636-5434

E-mail: [patricia@abcsinc.com](mailto:patricia@abcsinc.com)

# ADVANTAGE ACADEMY

Monday, October 22 to  
Friday, October 26, 2007

**Class Description**

**Daily Class Schedule 8:00-6:00**

**REPORT GENERATOR**

Learn how to design your own custom reports using Advantage's powerful Report Generator. *Report Generator is not recommended for new or inexperienced users.* This class is designed for System Administrators and other *knowledgeable* computer staff. You must have a good working knowledge of the COMPLETE Advantage System.

**MONDAY - OCT. 22**

8:00 AM Report Generator  
12:00 PM Lunch

**ACCOUNTING APPLICATIONS**

Designed for bookkeepers, owners and system administrators, these classes will provide additional insight into routine accounting procedures. Both new and existing users should attend these in-depth classes to gain an understanding of how the transaction data flows through the various system applications to the G/L. These classes will help you take advantage of additional features in the accounting module and improve the accuracy and efficiency of routine processes.

**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

**INVENTORY, PURCHASING AND SALES**

Purchasing agents, receiving clerks, inventory control managers, bookkeepers and store managers are all excellent candidates for these sessions. You may be using these applications now, but this class will help you utilize them more effectively.

**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

**SYSTEM ADMINISTRATION AND DATABASE MAINTENANCE**

Archiving history, 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.

**THURSDAY - OCT. 25**

2:30 PM System Administration  
4:00 PM EOD/EOM/EOY  
5:00 PM Open Discussion

**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.

**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

The next scheduled session of the Advantage Academy will be October 22 - 26 at our Advantage Training Center. We still have room in the classes, so get your reservation in as soon as possible. Use the registration form on the next page to enroll in the next session of Advantage Academy.

Currently it looks like this class session will be a little smaller than usual. That means more individual attention for each participant. Don't miss this opportunity to expand your user skills.

The Advantage Academy classes are designed to teach both new and seasoned users how to use the software more efficiently and effectively. During each class learn how to implement the features and functions of that application. Find out what you may be missing that would support your specific business needs.

As always, personalized training is available for class attendees. If you have specific issues that require extra attention, please contact the Sales Department in advance so that individual training can be scheduled. You will need to send us a data tape or CD along with a detailed document explaining your specific needs. This data needs to arrive prior to the start of classes, so that it can be loaded on a machine for your individual training.

The Advantage Academy training is \$50.00 per person plus a \$200.00 reservation deposit that will be credited to your Advantage account. The fee includes continental breakfasts, lunches, snacks and drinks.



# ADVANTAGE ACADEMY

*TRAINING CLASSES  
For All Advantage Users*

Monday, October 22 - Friday, October 26, 2007

Fax completed form to 903-636-4605

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**

When making reservations, a \$200.00 deposit is required, along with a \$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.

**Make checks payable to:**  
**Advantage Business  
Computer Systems, Inc.**

*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 507.**

To get a list of local motels and complete directions on how to get to the Advantage Offices, check our website for the [Advantage Academy Press Release](#).