



Advantage™

NEWSLETTER

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December 2008

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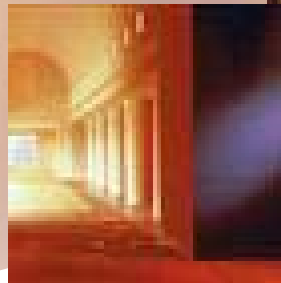


A New Tradition Begins

ECi Advantage is proud to announce our first ever User Conference to be held at the Marriott Solana in Dallas/Ft. Worth, April 14-15, 2009.

There will be two days of multiple training and demonstration sessions, covering topics such as improving inventory control, running a smooth EOM/EOY, and more.

Please watch for more correspondence regarding session topic details and registration information in the coming months.



November EOM On Sunday

In November, if your store is closed on Sunday, remember to reset the Auto-EOM date accordingly. Remember, auto EOM starts immediately after End-of-Day. This year, November 30, 2008 falls on Sunday. Software Version 0706.038 and higher gives you the ability to set the EOM dates for the entire year! Please refer to the September newsletter for information on downloading and activating the current software release.

Reset Cron For End-Of-Year



The CRON utility allows the user to run End-Of-Day overnight at a scheduled time. Companies running auto End-Of-Day and/or auto End-Of-Month must turn off the EOD cron for 12/31/2008.

Run EOD manually and make sure that the End-Of-Year completes. As long as CRON is turned off BEFORE End-of-Day, it will automatically reset for the next day.

Support Tips: Start Year-End Cleanup Now

Accounts Receivable

- Complete bad debt write-off's before the end of the year.
- A good report to aid in account cleanup is the Aged Trial Balance Report, from the Accounts Receivable report menu. Run for all customers, and use the Detail report format to show all outstanding invoices, credits and current payments. For a list of unpaid invoices only, use the sort option called **PRINT WHICH ACCOUNT** and select **[U] Unpaid Only**.
- Review outstanding deposits not applied to any orders. From Point-of-Sale-> Reports menu, select Outstanding Deposits report.
- Apply unapplied credits or issue refund.
- Apply unapplied payments or issue refund.

Point of Sale

- Review open orders, quotes, and estimates and cancel obsolete transactions.
- To obtain a list of open orders go to Point-of-Sale-> Reports menu -> Open Order Reports-> Sales Order Status report. Run for Open Orders Only. The report may be sorted by sales rep, so each person may review their own orders, if you answer [Y]es to new page per sales rep. Enter an appropriate date range. If your company does not review open orders on a regular basis, use an older starting date.
- When cancelling an order with a deposit to be refunded, DO NOT enter a payment tendered amount unless the entire refund is coming out of the cash drawer and handed to the customer. The POS header may be set to auto-create an Accounts Payable voucher for refund.

Accounts Payable

- The A/P Aging Report may be used to verify the balance due per vendor.
- Edit the dates on unapplied credits to make sure the credits are applied during the next payment due.
- Use Washout Offsetting Open Vouchers to clear vouchers and credits that net to zero. This cleans up the vendor detail and makes no change to the vendor balance due.
- Prepare to archive A/P check reconciliation files, if this has not yet been done.

Purchasing

- Update and correct costs on open Purchase Orders.
- Run the Open Purchase Order Report and review open orders. Cancel obsolete orders and back orders.
- Complete the receiving process through the last day of the year.

With the exception of writing off bad debts, these steps can be incorporated into the regular end-of-month routine to lessen the clean up at year-end.

Versyss General Ledger Year-End

If the G/L year end was a disaster last year, these tips ensure the process is accurate and quick. With the right preparation, actual G/L year end processing takes 15-20 minutes.

- 1. Follow all the steps** on the G/L Year End Check list. Do not skip steps. Contact Support at 800-452-2502 if you do not have a copy of the check list from last year.
- 2. Initialize the Journal Files for periods 1-3** a few weeks before the first day of the New Year. When done correctly, G/L history will be intact, and entries for period 1 of the New Year won't be posted into period 1 from *last year*. If you've experienced problems with data from period 1 this year combined with period 1 from last year, this is why. Either the journals were not initialized correctly in preparation for the new year, OR the General Journal Update with new year's data was done before the year-end was complete.
- 3. Do not initialize the journals twice.** You run the risk of deleting historical journal activity if the process is done incorrectly. If journal history was lost last year, this is the reason.
- 4. Do not run the General Journal Update** for any period in the New Year until after the G/L year-end is complete. This is the cause of problems you've experienced with data from period 1 this year combined with period 1 from last year.
- 5. Create a daily backup.** Do not begin work in the *G/L Year End menu* without running a daily backup. Label this tape G/L YEAR END and set it aside. Do not use this tape again until next year.
- 6. During the actual year-end process, start the journal initialization process with the correct G/L period.** Remember, periods 1-3 were already initialized. What is the current period *today*? If it's period 1, 2 or 3, begin the initialization process with period 4. If the current period is 4, initialize periods 5 and higher. Do not guess. Contact support if there is any



Advantage End-Of-Year Steps

Many customers have requested an End-of-Year check list to guide them through this process. So now that you have completed your year-end prep work, you're in position to complete a smooth year-end. Here's how to make it happen.

1. **Make sure there are no unposted batches in General Ledger BEFORE the last day end for the month/year. This is especially helpful for those running auto-EOM/EOY, as this will ensure the General Ledger closes properly and your calendar EOY area is created as expected.**
2. **Run End-Of-Day** as usual. Make sure to get the EOD backup.
Warning: **DO NOT RUN BOTH END OF MONTH AND END OF YEAR.**
3. **Run End-Of-YEAR ONLY.** Answer questions regarding service charges and data archival as would be done at any month end.
4. **Running EOY depends on your configuration.**
AUTO END OF MONTH USERS: Based on the dates in the EOM HEADER record, Auto EOY runs automatically.
MANUAL END OF MONTH USERS: When running manual EOM/EOY, change this prompt:
 - Run which EOM/EOY procedure [N, C, or F].....: C
 - If there are multiple locations with a common General Ledger, close G/L in the LAST location.
 - The End-Of-Year (EOY) process automatically purges history based on the History Archival screen in the EOM header record.
 - Remember, EOY does NOT create a new EOM dataset for December.
 - New EOY dataset is created using the year configured Current fiscal year field in G/L header configuration, screen 2.
 - Run your regular history backup as usual.
5. **Verify that General Ledger has closed.**
6. **Enter G/L closing dates** for the new year. In G/L-> Administrative menu-> G/L Header configuration-> page 2 enter the closing dates for all months. Use the last date of the month. If closing General Ledger manually, see step 12.
7. **Create user access to EOY dataset.** The W2's, Accounts Receivable statements, 1099's, and the accountant adjustments are entered, and year end financial statements printed from the EOY dataset. If this is the FIRST end of year on Advantage, users need permission to access the dataset. From the User Administration menu, select Maintenance and User access to datasets. Highlight the user and hit [F7] to choose the appropriate dataset.
DECEMBER STATEMENTS WILL NOT RUN UNTIL THE FOLLOWING STEPS ARE COMPLETED IN THE NEW EOY DATASET
8. **Turn off the EOM Flags.** In the new EOY dataset, select End of Month/Year. Select the Administrative menu, EOM header configuration. **Screen 1:** If the first two questions are set to YES, change both answers to NO. [Insert] to save changes. If the first two questions on screen 1 are set to no, *write down the error* and contact support for assistance. Do not continue.
9. **Add POS and Purchasing Locations in all EOY datasets.** Statements, consolidated invoices and other reports won't print without correctly building both

the POS and Purchasing locations. This information is not brought forward by the year-end process and **must be added into each end of year dataset.**

- a. In the Live system, go to POS, Maintenance Menu, and select **Shipping Location Codes**. Hold the *shift* key and hit [F1] to print the screen. Do this for all locations. If the shipping and purchasing locations are in common, do this once.
 - b. In the Live system, go to Purchasing, Maintenance Menu, and select **Purchasing Location Codes**. Hold the *shift* key and hit [F1] to print the screen. Do this for all locations.
 - c. In the calendar year-end dataset, go to POS-> Maintenance menu-> Shipping location codes. The location list is empty. [Insert] to add a new location. Use the information printed in step 9(a). At the data directory path, use [F7] to select the calendar year-end dataset. Build all POS shipping locations.
 - d. In the calendar year-end data set, go to Purchasing-> Maintenance menu-> Purchasing Location Codes. The location list is empty. [Insert] to add a new location. Use the information printed in step 9(b). At the data directory path, use [F7] to select the calendar year-end dataset. Build all PUR shipping locations.
10. **Accounts Payable** - After EOY completes, go to the A/P header configuration screen 2. At the option **path to prior fiscal year end data**, hit [F7] to select and assign the correct dataset. Select the new EOY dataset.
 11. **Payroll** - Please review the Circular E document to obtain the current dependent allowance, FICA and Medicare limits, and other information. Use the Federal Circular E annual table to update the tax table changes in the Payroll Header Configuration. Contact the accountant or other tax professional to learn what will change for 2009. Print the 2008 W2's from the EOY dataset.
 12. **Manual G/L Close** - If General Ledger does not close G/L during the EOY process, do it manually. From General Ledger-> Posting menu, select Close current fiscal month or year. The system will prompt to close December, then prompt to close for the year. Don't forget to enter the new year's closing dates!
 13. **From the LIVE dataset, update Beginning Balances** to bring the accountant's adjustments entered into the EOY dataset forward into the current year. This may be done as often as desired. In the live area, go to General Ledger-> Administrative menu and select Update G/L beginning balances from alt area. Press [F7] to choose the END OF YEAR dataset. BE SURE to run the report FIRST. Check the last page of the report to find G/L accounts that are in one dataset and not the other. Add the new accounts and reprint the report. Update ONLY after reviewing the report.



December 2008 Webinar Schedule

Webinars are conducted via conference call and an online meeting. They enable you and your staff to learn something new or take a refresher course, without leaving the comfort of the office. Sessions run from 1-2 hours, depending on the topic.

The conference call opens 15 minutes before the meeting start time. The instructor is available to assist people in accessing the website. This helps each training session begin on time. Feel free to ask questions at any time during the presentation.

Contact the support operator on the Support line at 800-452-2502 to register for the next available class. Or e-mail to: swoperator@abcsinc.com.

December 2008 Webinar Schedule

Class	Instructor	Date	Time
AML Procedures	Al	Thur. 12/11/08	10 am—12 pm
		Wed. 12/17/08	10 am—12 pm
EOM/EOY Procedures	Wade E.	Tues. 12/09/08	10 am—12 pm
		Thur. 12/11/08	2 pm— 4 pm
		Tues. 12/16/08	10 am—12 pm
Inventory Count Procedures	Larence	Thur. 12/18/08	2 pm— 4 pm
		Tues. 12/09/08	2 pm— 4 pm
		Tues. 12/16/08	2 pm— 4 pm
		Thur. 12/18/08	10 am—12 pm

Physical Inventory Count Tips

Whether the count will be done with paper and pencil, or especially the AML M7100 handheld units, a little preparation goes a long, long way.

- In the Play area, take a practice count and run the entire process.
- When using the AML M7100, the batch must be created first, counted, and updated before the next batch is counted.
- View the Physical Inventory Count training video, which runs about twenty minutes. Contact Support at 800 452-2502 to obtain the website address, login and password.



Welcome to these new Advantage users.

New Customer Welcome

- Broadway Lumber Company, Inc.
- Clarke Industrial Supply, Inc.
- Covington Lumber Company
- Heavener Supply Co.
- Miller Building Supply

Holiday Schedule



The Advantage office will be closed for these holidays:

- Thanksgiving** Thursday, November 27 and Friday, November 28
- Christmas** Thursday, December 25 and Friday, December 26
- New Year's Day** Thursday, January 1, 2009