



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

October 2008

Auto EOM Closing Dates

Inside News.....

- Auto EOM Closing Dates
- Check Auto EOM Date
- Advantage Off-site Data Backup
- October Trade Show Schedule
- Using The A/P Totals Report
- October 2008 Webinar Schedule
- Start Year-End Cleanup Now
- Welcome To Our New Customers
- From The Forms Department

Auto End-of-Month runs immediately after End-of-Day completes. So if there is no End-of-Day, there is no auto End-of-Month. Several times a year, the end of month falls on a day when the store is closed. Unless someone remembers to change the dates in the End-of-Month header, you're in for trouble.

With no End-of-Month, sales and costs figures for two months are combined. When the End-of-Month does not run, this impacts Accounts Receivable aging, service charge calculation, and customer statements. Not one, but two General Ledger periods are damaged. Without good backups, you'll be rebuilding all data for all dates lost.

Here's how to solve this oversight once and for all. Version 0706.038 and higher has a calendar screen that lets you establish the period-end dates for the entire year. Set it once, and forget it until the first of the next year. As always, the dates may be changed as needed. The illustration below is an *example*. The actual EOM and EOY dates for your company may be different.

EOM closing dates — Screen 2 of 7

Accounts receivable	Inventory
Period 1 : 01/31/2008	Period 1 : 01/31/2008
Period 2 : 02/29/2008	Period 2 : 02/29/2008
Period 3 : 03/31/2008	Period 3 : 03/31/2008
Period 4 : 04/30/2008	Period 4 : 04/30/2008
Period 5 : 05/31/2008	Period 5 : 05/31/2008
Period 6 : 06/30/2008	Period 6 : 06/30/2008
Period 7 : 07/31/2008	Period 7 : 07/31/2008
Period 8 : 08/30/2008	Period 8 : 08/30/2008
Period 9 : 09/30/2008	Period 9 : 09/30/2008
Period 10 : 10/31/2008	Period 10 : 10/31/2008
Period 11 : 11/29/2008	Period 11 : 11/29/2008
Period 12 : 12/31/2008	Period 12 : 12/31/2008

Please refer to the September, 2008 Newsletter for instructions on downloading and activating the most current release, or contact ECi Advantage Software Support for assistance.

Customers already using auto EOM may begin using this calendar by taking the following steps:

- Go to End of Month/Year-> Administration
- Select EOM Header Configuration
- On screen 1, change BOTH Day of the Month questions at the bottom of the screen to zero
- [PageDown] to screen 2 and build the dates for A/R and Inventory period end.
- [Insert] to save the changes.

Customers not using auto EOM should be on at least version 0706.038 and contact support for assistance in first-time setup. Plan to complete the configuration no later than one week from the first period-end. The person responsible for the End-of-Month process should expect to be on-site the *first time* the auto End-of-Month is run. After a successful auto EOM, no one should have to stay late to monitor the process.

Verification that the General Ledger period closed correctly is the user's responsibility. Auto EOM may be configured to *attempt* to close G/L and will complete, even if the General Ledger does not close. Unposted G/L batches and out-of-balance conditions will prevent G/L from closing.

Check Auto EOM Date

Closed on Sundays? Don't let the End-Of-Month run early or a day late! Companies that are not open for business on Saturday or Sunday need to check the date options for the auto End-of-month feature. If you forgot to change the dates, month-end didn't run for August, because there was no End-of-Day performed on Sunday, August 31.

To verify the EOM dates are correct, go to End-of-Month/Year-> Administrative menu-> EOM header configuration. If the option "Do you wish to automate the end-of-month processing" flag is set to [Y]es, set the correct day of the month to process A/R and Inventory End-of-Month. If the software version is 0706.038 or higher, see the new Screen 2 options that allow the End-of-Month dates to be set for the entire year. See the details for this new option in the page 1 article.

November ends on Sunday this year. Make sure the people responsible for EOM know how to correctly check and change the dates!

EOM Header Configuration – Screen 1

```

      End-of-month configuration      Screen 1 of 7
Is end-of-month executing?.....: N
Has end-of-month failed?.....: N
Password to reset a failed end-of-month.....: RESET
Printer for EOM reports.....: PCPrinter

      Automatic Processing
Do you wish to automate the End-of-Month processing.....: Y
Day of the month to process accounts receivable.....: 25
Day of the month to process inventory.....: 31
    
```

Advantage Off-site Data Backup

Backup data is a key element in a disaster recovery plan. Many companies arrange to store the daily backup away from the business. Some owners store the backups at home, at the bank, or some other secure location. In the event of building loss or severe damage, a new processor can be brought in. Using the backups, the valuable business records are restored and the data recreated. What if your company does not store the backups off-site?

Advantage currently provides many of its Advantage software customers with off-site data backup services. The off-site backup service not only provides the benefit of data preservation but also protects valuable data against local unforeseen disasters like flood and fire.

How does off-site data storage work? Using a high-speed Internet connection with a static IP address, Advantage users can have their data automatically transferred nightly to a storage server housed at the Advantage corporate office in Texas. This data may be loaded onto a replacement server if needed or sent back to you using the media of your choice. These files are stored on a secure server to which no one other than select Advantage employees has access. This ensures the security and integrity of your data. This service does not eliminate your daily backup routine or the off-site storage of your backup media. It adds an additional layer of security to present procedures.

Pricing for this service is based on the amount of data being stored. The live data, history, and year-end data on the Advantage server may all be included in this service. The fee is invoiced monthly with no annual contract required. There is an initial setup fee for configuration. For questions concerning this service, please call the ECi Advantage Sales Department at extension 216 or 242.

October Trade Show Schedule

Show	Date	Location	Booth
ProDealer Industry Summit	October 1 – 3	Westfield Marriot Resort, Chantilly, VA	11
Do-It-Best Fall Market	October 11 – 14	Indianapolis, IN	LE 014-015-016

Using The A/P Totals Report

Verifying that Accounts Payable and General Ledger are in balance is accomplished in less than one minute with the A/P Totals report. This article explains how the report is used and the steps required to add it to the End-of-Day reports. In the example to the right the 2100 account is A/P; the 2101 account is A/P in Transit.

A/P Reconciliation

The A/P Reconciliation is on the left side. The previous day's A/P total is shown. New vouchers entered manually or auto-vouchers created through purchase order receipts are added. Existing vouchers that are changed and purchase orders that are re-received with auto-voucher will either add or subtract into the previous total. Check runs, including single or manual check runs, subtract from the A/P total. Checks that are voided, with the vouchers reopened, add to the total. Checks voided with the vouchers voided as well, have a zero effect. Total activity for the day is shown, along with the new A/P balance (Grand Total). The A/P Detail Total is the A/P balance and will equal the A/P Aging Report by Fiscal Period if both reports are run at the same point in time.

The Difference is the Grand Total minus the A/P Detail Total. It should be zero.

A/P Detail Data

This section appears on the right side of the report and clearly summarizes the daily activity. The detail is separated into rows for vouchers in-transit, where material is received but not invoiced and vouchers that are invoiced and no longer in-transit. The columns show new, edited, paid and voided vouchers. The Total line shows the new A/P balance on the right. This should agree with the A/P Detail Total in the A/P Reconciliation Section.

Available Discounts and Deductions Taken are also shown in the A/P Detail Data section.

A/P RECONCILIATION		A / P D E T A I L D A T A				
Previous	[+]	[+]	[-]	[-]	[=]	
A/P detail total	Previous	New/Edit	Paid	Void	New	
	A/P detail	Vouchers	Vouchers	Vchr	Balance	
426410.18						
TODAY'S POSTING ACTIVITY						
New vouchers..... 15469.40	Vouchers in-transit:					
Vouchers paid..... 6626.15	117669.69	9194.40	[N/A]	0.00	126864.09	
Vouchers voided... 0.00	Vouchers not in-transit:					
Today's posting activity total: 8843.25	308740.49	6275.00	6626.15	0.00	308389.34	
	TOTAL:					
	426410.18	15469.40	6626.15	0.00	435253.43	
GRAND TOTAL 435253.43	Available discounts:					
(Today's activity + Previous Balance)	N/A	0.00	0.00	0.00	359.25	
A/P detail total 435253.43	Deductions taken:					
Diff: 0.00	N/A	N/A	N/A	0.00	N/A	
G / L R E C O N C I L I A T I O N						
GENERAL LEDGER		ACCOUNT BALANCES		SOURCE CODES		TOTAL
A/P ACCOUNTS :	YTD BAL	FULL YR BAL	APVC	ACPY	RECV	POSTINGS
1000-2100-0000 :	200827.91	200827.91	6275.00	-6695.00	0.00	-420.00
1000-2101-0000 :	104982.10	104982.10	0.00	0.00	9194.40	9194.40
2000-2100-0000 :	107191.43	107191.43	0.00	68.85	0.00	68.85
2000-2101-0000 :	21881.99	21881.99	0.00	0.00	0.00	0.00
3000-2100-0000 :	370.00	370.00	0.00	0.00	0.00	0.00
Current period:	=====	=====	=====	=====	=====	=====
OCT '00	435253.43	435253.43	6275.00	-6626.15	9194.40	8843.25
Difference to A/P detail total	0.00	0.00	Difference to TODAY'S ACTIVITY TOTAL..			0.00

The A/P "YTD balance" is calculated through the current accounting period.
 The A/P "Full year balance" is calculated through the end of the fiscal year.
 Differences indicate there are future period postings.

G/L Reconciliation

The bottom half of the A/P Totals report lists the G/L account breakdown on the left. The only accounts on this list should be A/P Trade or A/P In-Transit which are liability accounts. Any other accounts do not belong here and will create problems balancing Accounts Payable and other parts of the system. Typical data entry errors often result in Inventory or Cost of Goods Sold accounts showing up here. Neither of which is a liability. When a wrong account appears here, it was used instead of the A/P account in the A/P account field found on screen one of Voucher Entry. Accounts Payable will not balance with General Ledger as long as incorrect accounts appear on this list.

Finding Bad A/P Accounts

- Check the A/P account assigned to each vendor by running the vendor G/L Number report from the Accounts Payable report menu. Accept the defaults and hit [F10]. Check the column titled A/P G/L# and correct any

- vendors that do not have the Accounts Payable account listed.
- Correct all open vouchers for vendors with incorrect A/P accounts, including in-transit vouchers.
- If the A/P account may be changed during voucher entry, run the Accounts Payable Balancing Report, from the A/P reports menu. For posting dates, use the first day of the fiscal year, and the current date as the ending date. Enter posting months 1-12 and hit [F10]. When the screen changes and requests the number of historical months, enter



Continued From Page 3

ZERO and hit [F10]. The report will list the open vouchers. Verify the correct A/P account is listed in the column titled A/P G/L number. Correct any vouchers listed.

- Turn off the option to edit the A/P and discount General Ledger accounts in the A/P Header, screen 2. "Allow Changes to A/P & discount G/L accounts?" should be set to [N]o.
- For more information on correction procedures, Please refer to the A/P Totals Report, and the A/P Totals Balancing documents on the Accounts Payable How to reference files menu.

The right side of the G/L Reconciliation section shows the Source Codes detail breakdown, if the report options are set to include the G/L Source Summary (EOD Header, page 14, or [F8] search for "A/P Totals"). The column headings are explained as follows: APVC = total vouchers added or changed, ACPY = total checks paid, RECV = received and re-received purchase orders with auto-voucher. The Total Posting column takes the voucher added, subtracts the vouchers paid, and adds the auto-created vouchers from purchase order.

Difference To A/P Detail Total Difference To Today's Activity Total

In a balanced system, with all General Ledger batches posted, these differences are always zero. When dollars appear in this section, first check General Ledger and verify that there are no unposted batches. Remember, any unposted batch represents dollars not updated into General Ledger. These dollars will not appear on any financial statement. A failed End-of-Day means batches may not be fully posted. Check the Accounts Payable-> How to reference file named "A/P Totals Report Balancing" for step-by-step instructions on finding errors. Most important is to make the manual entry in the General Ledger that resolves the difference so that G/L and A/P agree.

Activating The A/P Totals Report

There are two steps to adding this report to the End-of-Day reports. First, recalculate the A/P totals as described on page 1 of the "A/P Totals Report" document on the A/P-> How to reference file menu. The recalculation is required only when the A/P Totals report is not included on the End-of-Day report list. The second step is to add the A/P Totals report in End-of-Day-> Administrative menu-> EOD header configuration. Use [F8] to do a keyword search for "A/P Totals". Edit the existing options and [Insert] to save.

Additional Resources

Accounts Payable-> How to reference files-> A/P Totals Report and A/P Totals Report Balancing

General Ledger-> How to reference files-> Balancing Accounts Payable to the G/L

October 2008 Webinar Schedule

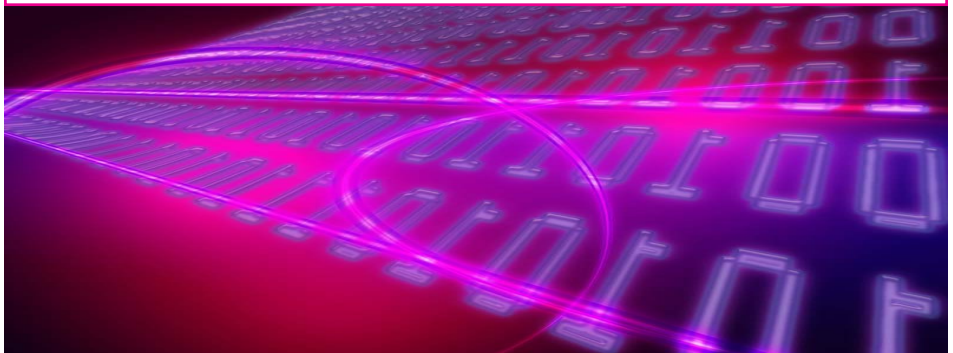
Webinars are conducted via conference call and an online meeting. They enable you and your staff to learn something new or take a refresher course, without leaving the comfort of the office. Sessions run from 1-2 hours, depending on the topic.

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.

October 2008 Webinar Schedule

Class	Date	Time	Instructor
AML Usage	Tuesday 10/07/2008	10 am—12 pm	Al
	Tuesday 10/21/2008	10 am—12 pm	Al
Inv Count Procedures	Wednesday 10/08/2008	10 am—12 pm	Larence
	Tuesday 10/14/2008	10 am—12 pm	Larence
Document Imaging	Wednesday 10/22/2008	10 am—12 pm	Jill



Start Year-End Cleanup Now



After the first of the year, many customers call for assistance in moving bad debt accounts out of the current Accounts Receivable into the Charge-Off database. Accounts designated as charge-off are pulled out of the customer list in Point-of-Sale and moved to a separate database for reporting. The problem is, if not handled before the fiscal or calendar year-end, you'll be doing double work.

Waiting until 2009 to correct Accounts Receivable means you'll spend twice the time. First, the live dataset must be corrected. In order to produce a clean Accounts Receivable Aged Trial Balance and General Ledger financial statements as of 12/31/2008, all the work must be repeated in the EOY dataset. Now come the manual entries to the *live* General Ledger. All the data entry in EOY changes the General Ledger ending balances. When brought forward into the new year, the correct A/R ending balance is provided, which is now double-dipped in the live area. This is why Advantage suggests completing bad debt write-offs before the end of the year.

Use the following procedures to clean up your books and be ready for year-end. It will save time in the long run and give you better control of your finances. With the exception of the bad debt activity, many companies incorporate this review into the End-of-Month routine.

Accounts Receivable

- 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: From the Point-of-Sale menu, select Reports, 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.
- Catch up on receiving, so only open Purchase Orders and valid backorders remain.

Welcome To
Our New
Customers

All-American Do-It Center
Concrete Block Insulating Systems
Delwood Supply Co.
Grand Bahama Millwork & Building Supply
Lone Star Lumber & Hardware, LLC
The Home Store Limited

Holiday Greeting Cards



Christmas is just around the corner. Enhance your business relations with vibrant, quality greeting cards. Add signature imprinting, use your own verses, and simplify mailing with peel and seal envelopes.

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

Take advantage of these inviting expressions of appreciation to build relationships this season. **Get your free copy of the catalog collection of cards, calendars and gift ideas by calling the Forms Department.**



October Discount

Get a 15% additional discount on Christmas and Calendar Cards in the catalog and an additional 10% off other items. Just call in your order using the discount code: HOLIDAY.

Personalized Calendars

The perfect promotion to thank your customers and ensure that customers will remember you with pleasure throughout the



New Year. The unique Z-FOLD fits perfectly inside the matching foil-lined envelopes. See the selection of calendar magnets, cards, and more in our holiday catalog.

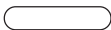


Gift Candy

See the enticing selection of gourmet truffles, chocolate covered almonds, lightly-salted cashews, and solid chocolate confections.



Company Name
Address



October Special On Custom Statement Envelopes

Save 15% on custom 8¾ x 11½ statement envelopes. Call in your order during October to get the discount.

Preprinted Envelopes are available in self-seal or regular gum flap.

2008 Tax Forms

Taking Orders Now

Order before November to get discount pricing on your tax forms.

Guaranteed 100% compatible with Advantage software.

IRS authorized and approved.

