



Advantage™

# NEWSLETTER

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September 2008

## POS Laser Forms Modifications

### Inside News.....

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With the latest release, you can have even more flexibility with your plain-paper PostScript forms. The most requested modifications to invoice formats are the number of copies that print, where they print from, and what they are called. We've listened to you and added the functionality for you to determine and set all of these options without custom programming.



#### Set Number Of Copies

You can now determine how many copies of Delivery, Invoices, Quotes, Estimates, Cash Slip, ROA Receipts, Picking Tickets (3), and Credit Card forms to print. Do you need an extra copy of special order invoices for purchasing or only one copy of customer quotes? The 0808 version allows you to determine the number of copies that is right for your business and work flow. With simple configurations in the forms and printer maintenance, you can customize your paper flow to maximize efficiency and minimize paperwork.

#### Determine The Copy Name

Another option in the 0808 version allows you to customize the name of each copy to better define your paper flow for your employees and customers. Define the name of each copy, such as Customer Copy, Office Copy, or even add your name for a more profession touch such as "Your Company Name copy".

#### Multiple Tray Selection

Perhaps the most exciting feature within this new addition is the ability to print differently colored copies using multiple printer drawers. Different colored paper gives clear visibility to the paper flow for employees. Give your customers their copy on white paper, and keep the yellow merchant copy at the sales desk. Lessen confusion by using a different color for picking tickets. That gives yard personnel a quick visible cue to those customers who are authorized for merchandise pick-up. This feature is possible with supported HP and Dell laser printers using additional printer trays which are sold separately. Please contact the Sales Department at 800-991-7283 for more information on how you can start utilizing this feature.

For more information on how to start customizing your invoices, please refer to the 0808 release notes found in Systems Administration-> Preview new release notes.



## Additional Release 0808 Enhancements

### Manufacturer Stock Number Storage

You can now store the manufacturer's stock number in addition to the vendor stock number, all within the same record. Quickly access the manufacturer's stock number for purchasing questions and information. Even if you don't know the number, let your Advantage system update it for you. For those customers using EDI, this field will automatically be populated by processing file maintenance.

The following vendors supply this information and will be updated:

- Ace
- True Value
- Do it Best
- Emery Waterhouse
- Handy
- ABS
- HDW

### Newly-Supported EDI Vendors

Release 0808 has added three new suppliers with which you can communicate electronically. Electronic data exchange (EDI) allows you to efficiently process purchase orders and receive the items without having to manually enter items and quantities, saving you time and money.

New vendors include:

- Southern Hardware – Download invoices only
- Wellborn Inc. – Upload of purchase orders only
- Sun International Produce – Download of invoices only



### Electronic Data Interchange:

*An intercompany, application-to-application communication of data in standard format for business transactions, Electronic Data Interchange (EDI) is a set of standards for structuring information that is to be electronically exchanged between and within businesses, organizations, government entities and other groups. The standards describe structures that emulate documents, for example purchase orders to automate*

*purchasing. The term EDI is also used to refer to the implementation and operation of systems and processes for creating, transmitting, and receiving EDI documents.*

## Integrated Credit Card Processing With NET1

We are pleased to announce a powerful new feature for Advantage customers...integrated credit card processing with **NET1 Payment Solutions** (NET1).

Now, with release 0808, your Advantage system offers direct integration with NET1. You can send transaction information to NET1 and receive electronic authorizations via the Internet without the need for third-party software or re-keying data.

This integration offers Advantage users more flexibility and lower costs for credit card transactions. NET1 is a leading credit card processor and ECi Approved Vendor with several years of experience in helping ECi customers reduce their processing fees.

NET1 guarantees you the lowest overall processing costs, prompt response from a highly-trained merchant consultant, accurate quotes with full disclosure of all potential fees or charges, and an honest review of any competitive quotes or offers. NET1 also supports Level III processing to reduce rates even further for companies making credit card transactions over \$5,000.

### Sign Up with NET1 Today

To sign up, or for more information on NET1's services for Advantage customers, contact Brian Morabito at NET1 Payment Solutions: [brian@net1creditcard.com](mailto:brian@net1creditcard.com) or 800-718-8005.

### Software Requirements

In order to use this important new feature, you must have Advantage software release 0808 loaded. For activation of this software, please contact the Sales Department at 800-991-7283 for additional requirements. Debit card processing is not available at this time.



## Downloading The New Release

Advantage customers have the ability to download the new software release via the Internet. The system requirements are a working Internet connection and software version 0607.001 or higher, or 060701BETA or above. **If your version number is less than 0607.001, please stop and contact Software Support for assistance.**

**1. Download the software.** People may be on the system during this process. Perform all steps from the main console as the root user. Log in as root. Run the download at least four hours prior to activating the release to ensure ample time for the download to complete. From the Main Menu-> System Administration-> Operating system utilities choose ABCS software menu-> Patch software via Internet connection.

The first message to display will be:

```
Current version of software: 0706
Proceed (y/n) . . . . . : N
Patch software via internet connectivity?
Answer Y.
```

The screen may blink repeatedly or stay blue. Either way is normal. This application will run for several minutes to several hours depending on connection speed. When the software download is complete, the screen below will appear.

```
The new software is ready to be activated now.
Get everyone logged out of the system, then go
to the following menu option while logged in as
"root" to activate the new software...
```

```
System utilities->, ABCS Software Menu ->,
Activate update (Update must already be loaded)
```

**2. Print the release notes.** At this point, the new release notes are ready to be printed. Go to the System Administration menu and choose Preview New Release Notes. The document displays on screen with the option to print by pressing the [P] key. Press [Escape] and Verify [Escape] to close the display. The release notes detail each new option in the new release.

**3. Perform a backup.** Go to the Main Menu-> System Administration-> Operating System utilities-> Tape and CDROM options-> Data backup options tape and CDROM-> Perform daily data backup on CDROM. This will backup the daily data to CD. Companies using DVD's for daily backups will need to manually run **dvdbackd** from the command prompt.

**4. Check disk space.** Once the backup is complete, a space check should be performed. Go back to the System Administrative menu and choose Hard Drive space management menu -> Examine disk space. A screen will appear with disk space information similar to this:

Filesystem	Size	Used	Avail	Use%	Mounted on
/dev/sda2	7.9G	6.6G	955M	88%	/
/ded/sda1	84M	15M	65M	19%	/boot
none	503M	0	503M	0%	/dev/shm
/dev/sda14	44G	20G	21G	49%	/work
/dev/sda5	44G	29G	29G	70%	/work10
/dev/sda13	44G	28G	28G	59%	/work2

Press Enter to continue.

The column to be concerned about is the **Avail** column. To ensure that all update applications will complete properly, this column should have a minimum of 1G or 1 GIG (1 G = 100M) in each of the drives labeled as work (work2, work3, etc.). In this example, the **/dev/sda2** area is 955M which is less than 1G. If the report shows less than 1G, please contact support before proceeding.

**5. Activate the release.** Plan on 30-45 minutes for all steps. Once the disk space test is performed, the release is ready to be activated. Activation must occur prior to EOD. At this point, **EVERYONE IS OFF THE SYSTEM AND NO PROCESSES SHOULD BE RUNNING.** To activate, go to System Administration -> Operating System Utilities -> ABCS Software -> Activate Update (update must already be loaded). You will be required to enter your Advantage customer number, telephone number, and validate the machine you are updating, either primary or backup. This step will take 5 minutes at the most.

**6. Reorg the databases.** Once the update is activated, a reorg is required. Go to System Administration -> Operating System Utilities -> ABCS Software -> Reorganize datasets and history. Press [Enter]. A list of all datasets will display. To start the reorganization, press [F10]. The question **OK to reorganize?** appears. Answer [Y]es and press [Enter]. All company datasets live and history will reorganize. As processing begins, each dataset name appears in the top middle of the screen.

**7. TEST POS Transaction.** Once all "live" datasets have completed and "history" datasets reorganizing has started, Point-Of-Sale should be tested by running a mock cash ticket and printing. After successfully testing Point-Of-Sale, the End-of-Day can be executed as the history reorg completed. **Depending on the size of the data, the history reorganizing can take several hours to compete. However, it can run while users are logged in.**

# Advantage Support Team Profile

The Advantage Support Team works in Massachusetts, Virginia, Pennsylvania and Michigan, as well as Big Sandy, Texas. Each member brings a wide variety of experience to the table. We are pleased to introduce the members of this team to our customers through this column.

**Name:** Bryan Gauntt

**Office Location:** Topeka, Kansas

**Position:** Software support

**Job functions:** Customer Support

**Years of service in customer support:** I supported one great company that used Advantage for over 12 years, and now I start a new life supporting the rest.

**Past work experience:** 28 years in the building material industry.

**Family Background:** I am married to a terrific lady named Jan. We have 3 awesome kids: David, Lyndsey, and Derek.

**Personal Background:** I enjoy spending as much time as I can with my family. My oldest son is very active in sports, so I've seen more than my share of baseball, football, and basketball games. I also enjoy playing the guitar, making people laugh, and having cookouts.



**Name:** Bruce Bisonette

**Office Location:** Big Sandy, TX

**Position:** Software Support

**Job functions:** Bruce handles software support for both Advantage and Versyss products in addition to working on remote installations, and provides both on-site and remote training. Bruce is often on deck as a Webinar and ABCS Academy instructor. He is a Versyss to Advantage conversion specialist.

**Years of service in customer support:** 2 years at ABCS in support.

**Past work experience:** 6 years as ABCS customer, 12 years as Versyss customer for 16 years as CIO/CFO end user of the software at a 4 location LBM/Hardware dealer.

**Family Background:** Wife, Penny of 22 years, Son Justin (20) sophomore in college and Son Jared (15) 10th grader in high school.

**Personal Background:** Bruce says, "I'm boring as watching paint dry. I don't do anything but work".



# Using The A/R Totals Report

How can you know at a glance, whether or not the Accounts Receivable and General Ledger systems are in balance? The answer will be clear in seconds by checking the A/R Totals report from End-Of-Day. Look for the GRAND TOTAL heading on the left side of the report. The section to check looks like:

```

GRAND TOTAL: . . . . .          999,999.99
(Today's activity + previous balance)
A/R DETAIL TOTAL: . . .          999,999.99
G/L A/R Account Balance: . . .  999,999.99
1 Difference: Grand total to A/R Detail      0.00
2 Difference: A/R detail to G/L Balance      0.00
    
```

**1. The difference between the Grand Total and A/R Detail total should be zero.** In the event of a hardware failure or power outage, the totals may differ. If this happens, the difference will also appear at the bottom right side of the report, under the DATA INTEGRITY BALANCING OF CUSTOMER BALANCE TO DETAIL HEADING. If the Master and Detail totals are not the same, run the Aged Trial Balance report and look for any CUSTOMER OUT OF BALANCE error messages. If not corrected, statements for these customers will show an error message. The invoice and payment detail may not add up to the correct balance due. Contact support for assistance.

**2. The right side indicates whether or not the A/R and G/L systems are in balance.** When the difference is not zero, check the General Ledger Posting Procedure menu, Post Print or Clear for unposted A/R or POS batches. Remember, dollars in unposted batches are never included in General Ledger balances on any report or inquiry. Your financial statements may be out of balance, or worse, in balance and *wrong*. Also, unposted batches prevent the current G/L period from closing at the end of the month. When this happens, the G/L totals for two months are destroyed and will require time and effort to correct. Don't waste valuable time by falling into this trap.

The A/R Totals report has several sections. The **A/R Detail Reconciliation and G/L Reconciliation** section is at the top of the report. The left side performs the A/R balance calculation. Using the prior day's A/R balance, the day's charge sales are totaled.

Payments and discounts are subtracted. Other activity is factored in to reach the current Accounts Receivable total. On the left side is the General Ledger breakdown for this activity. Both sides should equal. For assistance in balancing this section, go to General Ledger, How To, and review **Balancing A/R to the G/L**.

```

A/R totals report
EOD /work/companyname/userdata/
=====
A/R DETAIL RECONCILIATION | G/L RECONCILIATION | DIFF.
=====
Previous A/R Dtl Tot..... 94708.63|
|
TODAY'S POSTING ACTIVITY | 1000-1100-0000|1000-2110-0000 |
Total charge sales..... 2485.31 -(POS : 460.37 + 1669.45 )= 0.00
Charge sales paying cash. 40.28
++POS payments+disc applied -545.77
++POS dep taken-not applied 150.00
Manual Invoices..... 0.00 -(ARIP: 0.00 + 0.00 )= 0.00
Service Charges..... 923.62 -(ARSC: 923.62 + 0.00 )= 0.00
-(ARII: 0.00 + 0.00 )= 0.00
++A/R Paymt Post Entries...-1247.59 -(ARPP: -1247.59 + 0.00 )= 0.00
-----
Today's posting
Activity total..... 1805.85 -( 136.40 + 1669.45 )= 0.00
=====
GRAND TOTAL..... 96514.48
(Today's activity + Previous Balance)
A/R Detail total..... 96514.48 G/L A/R accounts balance... 96514.48
Difference: Grand Difference: Grand
Total to A/R Detail.. 0.00 total to G/L Balance.... 0.00
=====
DETAIL OF PAYMENT POSTING ENTRIES: | TEST FOR A DIFFERENCE IN
Cash..... -250.00 DEBIT/CREDIT/DISCOUNT DTL| G/L BALANCES:
Check..... -912.41 Debits/credits...: -1.38| YTD G/L Balance... 96514.48
Card..... -382.60 ROA discounts...: -6.69| Fiscal G/L Balance 96514.48
Coupon.... 0.00 Srvc chg credit...: -50.00| -----
Food stamps 0.00 | 0.00
Gift Cert.. -40.28 |
POS cash |
sales..... 0.00 |
-----
-1585.29 ===== -58.07|
++Detail Total: -1643.36 |
=====
DATA INTEGRITY BALANCING OF CUSTOMER |CHARGE OFF ACTIVITY BALANCING:
BALANCE TO CUSTOMER DETAIL: | Totals Counts
Master total..... $96514.48|Prior Days Charge-offs.. 0.00 0
Detail total..... $96514.48|Today's Charge-offs.... 0.00 0
-----|-----
Difference $ 0.00|Diff in charge-offs 0.00 0
Number of A/R accounts: 30| ***Denotes out-of-balance issues
=====
    
```

The second section on the left is called **Detail of Payment Posting Entries**. This appears only when the option: DO YOU WISH TO PRINT TOTALS ON THIS REPORT? is set to YES on the A/R Totals report option (Screen 2) in the EOD header. The section on the left shows all cash, check, credit card, and other subtotals. Discounts from JEC/JED, ROA, and service charge credits are included. Double check the G/L accounts used. Often the wrong G/L accounts are selected, which creates problems. The numbers in this section are found on the Post Accounts Receivable Register from EOD.

**TEST FOR DIFFERENCES IN G/L BALANCES**  
 This section appears on the right, across from the Detail of Payment Posting Entries. Here, the G/L Year to Date A/R balance is checked through the end of the year. If the dollars are not equal, it is because entries are posted into future G/L periods either via manual entry or by editing the period on an unposted G/L batch.



## Support Tips: Correcting Misapplied A/R Payments

Sometimes a payment is misapplied in Accounts Receivable. Payment may be posted to the wrong account or perhaps the decimal is dropped, posting the wrong amount to the customer account which creates an overpayment situation. This can be corrected several ways. As a bonus, one procedure may also be used to deal with a bad check and reenter the debit to the customers account.

### Choosing the right procedure

The most important question is: Did the misapplied payment generate an *unapplied payment*? If yes, use a JED (journal entry debit) transaction to remove the unwanted payment and debit the customer's account to raise the balance due. Method 1 explains this process.

The second question: *Was the error caught the same day it was made?* Method 2 may work best if the payment was not applied to a large number of invoices. If the problem is found after EOD or EOM, Method 3 will work best.

### Method 1 – With Unapplied Payment

- Go into A/R Payment Posting screen.
- Amount received is zero.
- Payment option is 6 for JED for Journal Entry Debit.
- Select invoices that were paid in error. Enter a JED for the amount of the payment per invoice. The dollar amount is positive.
- Also select the unapplied payment transaction and enter a JED, using a positive dollar amount to reverse it.
- Press F10 to post. The customer A/R balance should be back to the previous balance.

Complete the correction by applying the payment to the correct customer. The amount received is zero. Use option 7 JEC (Journal Entry Credit) and enter the correct payment amount. Enter a positive dollar amount.

Do not use cash or check payment action because the cash drawer already has "received" the payment. Entering another cash or check payment doubles the payment in the drawer and doubles the payment in the General Ledger cash account.

### Method 2 – With NO Unapplied Payment

When the misapplied payment *does not create an unapplied payment* and the mistake is caught *before* End-Of-Day, use the following procedure:

- Go into A/R Payment Posting screen.
- Select the customer account and enter the misapplied amount in a negative value.

- Match the payment action with the original cash, check, or credit card option.
- Once you are in the account, select the invoice and post a negative payment amount equal to the amount to be reversed until all unwanted payments are reversed.
- Press F10 to post.

The customer's account will be back to the original balance. All this activity will be reflected on the account and when the invoices are paid off, the EOM process will archive it to history. **Note: Cash will be out of balance if a negative payment entry is made after the fact. This procedure is used for *same day correction only*.**

### Method 3 – After EOD and EOM

Now, what if the misapplied payments were not detected until after EOM and the invoices were archived to history? OR, the invoices were paid in full, and the problem found after EOD? OR, what if the misapplied payment paid off a large number of invoices and you prefer not to reverse individually?

A JED (Journal Entry Debit) transaction cannot be entered if the invoice is paid in full, because the invoice is not available for selection. OR, for high volume customers, may have so much detail only unpaid invoices display. Either way, the invoice(s) in question can't be accessed because they are paid in full.

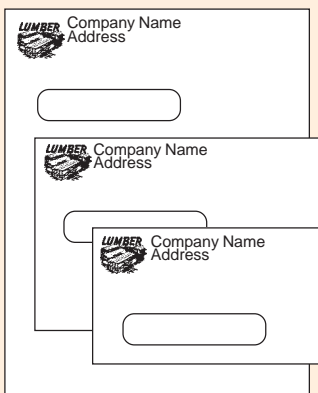
The best procedure is to go to Accounts Receivable-> Posting procedures-> Invoice posting. Enter an invoice equal to the misapplied payment amount. Be careful not to duplicate an invoice amount and be sure to enter a reference explaining the correction. When the entry is completed, [Insert] to post. The customer balance should now be correct.

### Bad Checks

The Method 3 procedure can also be used for dealing with a bad check. Use the A/R Invoice Posting transaction to reenter the debit to the customers account with a single invoice entry. Do not use the original invoice number. Place the original in the REFERENCE field, along with the bad check number. Invoices may be reentered separately, if desired.

These procedures apply to correcting payments applied to the wrong job as well as incorrect customer accounts.

### Statement And Invoice Envelopes



We have statement and invoice envelopes in different sizes. There are even full size envelopes available to eliminate folding when sending statements. Advantage and Versyss customers, please call for prices.

Preprinted Envelopes #10, 6x9, 8¾ x 11½, and 9x12 are available in self-seal or regular gum flap.

## 2008 Tax Forms

### Taking Orders Now

*IRS authorized and approved.*



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

Guaranteed 100% compatible with Advantage software.

### Free UPS Ground Shipping

Valid on new standard orders for checks only through 9/30/08.

OFFER NOT VALID FOR PROMOTIONAL, SEASONAL, OR CUSTOM PRODUCTS, OR WITH ANY OTHER OFFERS OR DISCOUNTS.

## 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.

### 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.

- 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.**

### September Only 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**

The ECi 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: [patricial@abcsinc.com](mailto:patricial@abcsinc.com)

# ADVANTAGE ACADEMY

Monday, September 15 to  
Friday, September 19, 2008

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

## Class Description

### MONDAY - SEP. 15

8:00 AM Report Generator  
12:00 PM Lunch  
12:30 PM General Ledger

### TUESDAY - SEP. 16

8:00 AM Accounts Payable  
12:00 PM Lunch  
12:30 PM Account Receivable  
4:15 PM Payroll

### WEDNESDAY - SEP. 17

8:00 AM Inventory Counts  
10:00 AM Inventory  
12:30 PM Lunch  
1:00 PM Inventory  
2:30 PM Purchasing

### THURSDAY - SEP. 18

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

### FRIDAY - SEP. 19 (8:00 - 1:00)

8:00 AM Rentals  
9:30 AM Delivery Tracking  
11:00 AM Warehouse Management  
12:30 PM Open Discussion

### 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.

### 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.

### 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.

### 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.

### 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.

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.

Information about classes can also be found on our web site at [www.abcsinc.com](http://www.abcsinc.com).



# ADVANTAGE ACADEMY

Monday, September 15–Friday, September 19, 2008

## TRAINING CLASSES For All Advantage Users

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

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

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

Number of people attending each day:

Sep. 15	Sep. 16	Sep. 17	Sep. 18	Sep. 19

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. \_\_\_\_\_

Fax completed form to 903-636-4605.

**\$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: Accounting  
PO Box 421**

**Big Sandy, TX 75755-0421**

Persons attending Advantage Academy classes are responsible for their own room reservations and expenses.

**Classes will be held at:**

**Advantage Training Center  
515 Private Road 3001  
Big Sandy, TX 75755**

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

