

Avantage^{MD} SMB

NEW FEATURES OF NG8 VERSION



SIMPLIFY YOUR DAILY ROUTINE

Twice a year, we are proud to provide our customers with an update for their Avantage accounting management software featuring new features and valuable improvements.

Here is a glimpse of the improvement features in version NG8.

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This guide was developed with Avantage NG8 Suite>Enterprise. Our software programs are constantly being developed. Certain displays or functions may be different in the updates to the applications that were developed earlier than this document.

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ICONS USED IN THIS MANUAL



: Complementary explanation to better understand the functions.



: Trick on best practices



: Additional information and internal and external references.



: Parameter to configure, tool representing a procedure to execute.



: Pay special attention to an element.

RENEWED BANK RECONCILIATION INTERFACE;

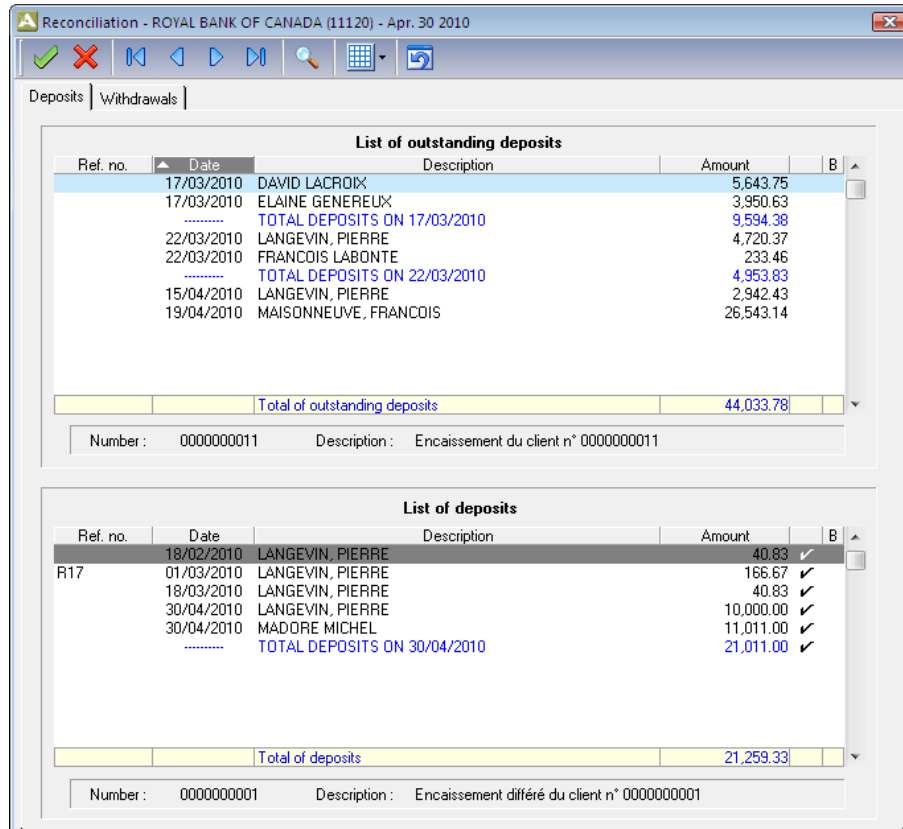
The bank reconciliation interface and procedures have been completely refreshed and reviewed. The reconciliation process is now more intuitive and is easier to operate, allowing you, through tabs, to switch between deposits and withdrawals.


You will now be able to view the reconciled transactions separately, on the same screen.

To access this function, select the **BANK** menu | **LIST OF BANKING TRANSACTIONS** | **BANK RECONCILIATION**.

RECONCILIATION WINDOW DESCRIPTION

The reconciliation checks and compares the deposit and withdrawal transactions registered with Avantage and compares the credit and debit transactions appearing on the bank statement.



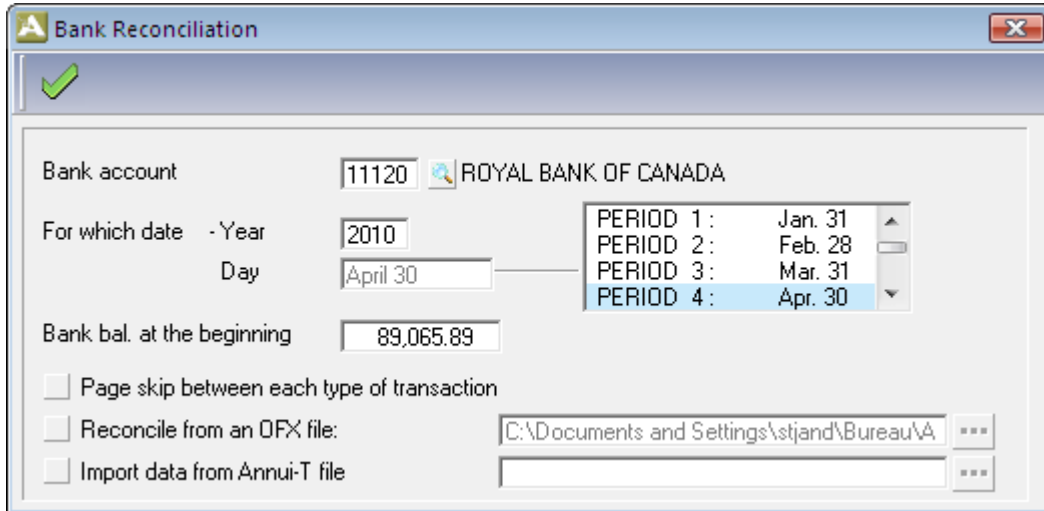
- **List of outstanding deposits:** Transactions entered in the ledger and that must be checked on the bank statement.
- **List of deposits:** Transactions entered in the ledger and that have been checked on the bank statement.
- **Ref No.:** Transaction number of either the CCA in the Deposit tab or of the internet payment in the Withdrawals tab.
- **Date:** Transaction date entered in the software.
- **Description:** transaction description entered in the software.
- **Amount:** Total amount of the transaction.
- **B (Bloc):** selection of a section in order to reconcile several adjacent transactions
- **Detail** : When an entry is checked, by clicking on the "DETAIL" icon the original transaction window is displayed.




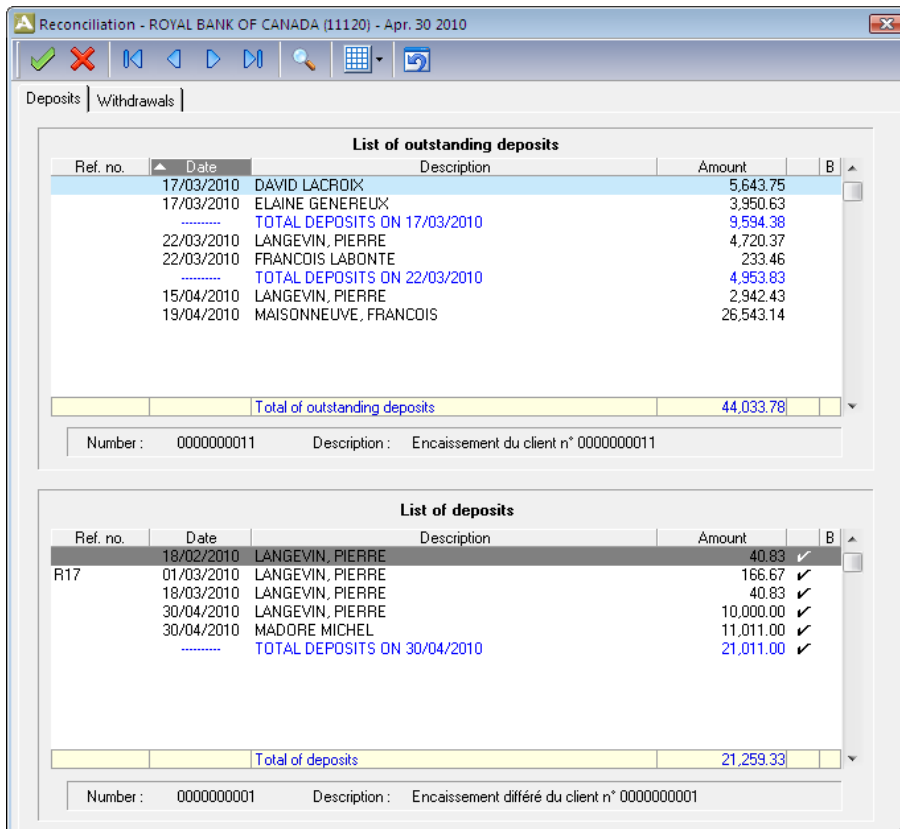
The bank reconciliation must be done in every bank account, once at a time.

PRODUCING THE BANK RECONCILIATION

1. Select **BANK** menu|**LIST OF BANKING TRANSACTIONS**|**BANK RECONCILIATION**. The **BANK RECONCILIATION** dialog box appears.



1. In the **BANK ACCOUNT** field, specify the bank account.
2. In the **FOR WHICH DATE YEAR/DAY** field, specify the date of the period to reconcile.
3. Verify the opening bank balance.
The value appearing in the **BANK BAL. AT THE BEGINNING** field is the result of the last reconciliation. The closing balance of the previous period must be equal to the opening balance of the current period. The information contained in the accounting system and in the bank statement provided by the bank must be identical.
 - To reconcile the bank from an electronic statement, select the **RECONCILE FROM AN OFX FILE** box.
4. Click on the **SAVE** button .
The **BANK RECONCILIATION - [SELECTED BANK ACCOUNT]** table appears displaying the deposits and withdrawals for each period.



The table's title identifies the type of transactions displayed. Here: *List of outstanding deposits* and *List of deposits*.

- By clicking on a transaction, the transaction's detail is displayed in the middle of the window.

Ref. no.	Date	Description	Amount	B
	17/03/2010	DAVID LACROIX	5,643.75	
	17/03/2010	ELAINE GENEVEUX	3,950.63	
		TOTAL DEPOSITS ON 17/03/2010	9,594.38	
	22/03/2010	LANGVIN, PIERRE	4,720.37	
	22/03/2010	FRANCOIS LABONTE	233.46	
		TOTAL DEPOSITS ON 22/03/2010	4,953.83	
	15/04/2010	LANGVIN, PIERRE	2,942.43	
	19/04/2010	MAISONNEUVE, FRANCOIS	26,543.14	
		Total of outstanding deposits	44,033.78	

Number : 0000000011 Description : Encaissement du client n° 0000000011

- By clicking on the total deposits of the day, all the deposits of that day are reconciled at once.




Ref. no.	Date	Description	Amount	B
	17/03/2010	Encaissement du client n° 0000000011	5,643.75	
	17/03/2010	Encaissement du client n° 0000000010	3,950.63	
		TOTAL DEPOSITS ON 17/03/2010	9,594.38	
	15/04/2010	Encaissement du client n° 0000000001	2,942.43	
	19/04/2010	Encaissement du client n° 0000000003	26,543.14	


- Sorting is possible on each of these columns: "REF. NO.", "DATE", "DESCRIPTION" and "AMOUNT".
- When sorting out by date is selected in deposits, a daily total is displayed.

Ref. no.	Date	Description	Amount	B
	17/03/2010	Encaissement du client n° 0000000011	5,643.75	
	17/03/2010	Encaissement du client n° 0000000010	3,950.63	

- Reconcile deposits and withdrawals: To reconcile a transaction, in "List of outstanding deposits/withdrawals" section double-click on the transaction line or press Enter. Once it is reconciled, the transaction appears below. in the section "List of deposits/withdrawals".
- Click on the **SAVE** button. The reconciliation report appears.

Reconciliation report	
BANK BALANCE AT THE BEGINNING	89,065.89
Deposits	+ 26,213.16
Withdrawals	- 7,554.94
BANK BALANCE AT THE END	107,724.11
Outstanding deposits	+ 39,079.95
Outstanding checks	- 1,771.04
LEDGER BALANCE AT THE END	145,033.02

- The **BACK** function  is used to go back to the deposits and withdrawals reconciliation window of deposits and withdrawals to make corrections.
- To accept the bank reconciliation, you can click on Accept  or on Print  to get the reconciliation report as well.

 To take back a reconciled transaction to the "outstanding" section, double-click on the transaction or press Enter.

MASS RECONCILIATION OR BLOCK RECONCILIATION

To accelerate your reconciliation process when there are several consecutive transactions to reconcile. The bloc process allows this to be done in 3 clicks

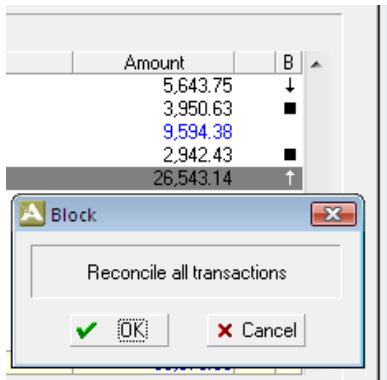
1. In the **TABLE** area of the **RECONCILIATION** dialog box, double-click on the **B** cell corresponding to the bloc's first banking transaction.

A double arrow  appears in the box.

2. Double-click on the **B** cell corresponding to the bloc's last banking transaction.

The transaction block is delimited by arrows and each transaction included in the block, by a black square.

The **BLOCK** dialog box appears.



Example of bloc reconciliation

2. To process the transaction, select the **RECONCILE ALL TRANSACTIONS** box and click on the **OK** button.
 - **OK:** Validates the reconciliation in block;
 - **CANCEL:** Cancel the reconciliation in block;



With the NG8 version, "Internet" and "Direct withdrawal" types of banking transactions can be unreconciled.

INTERNET POSTING OF CONTRACT PAYMENTS T5018



The declaration of contract payments report can electronically be produced in order to be sent to the government via internet.

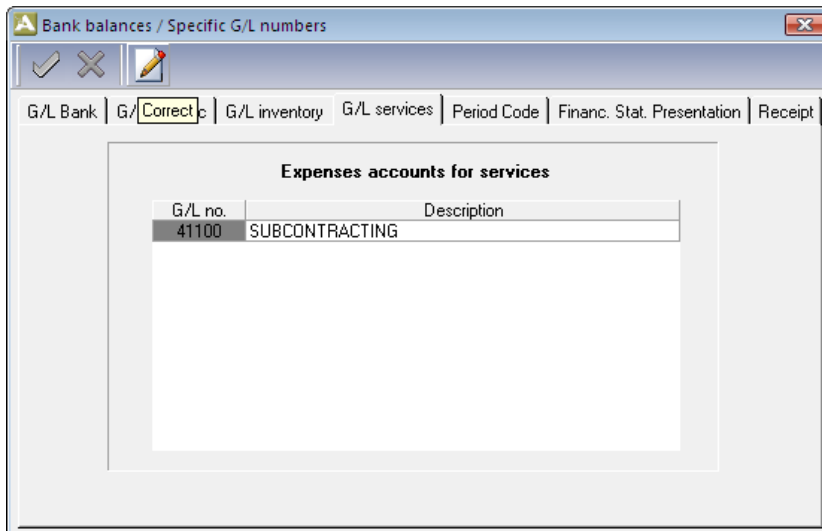
Starting January 1st, businesses producing more than 50 slips must send the file containing the information via internet instead of sending copies by mail.

Avantage now produces the electronic file using the same protocol as for the electronic T4.

In the construction industry, businesses must declare the contract payments for a same subcontractor that have an annual total equal to or above \$500 .the condition being that these payments are also applicable to invoices for construction services of \$500 or more before taxes.

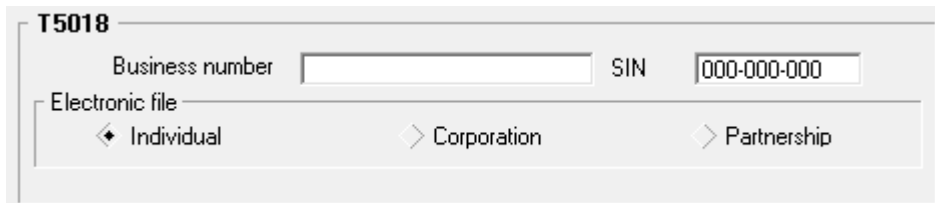
CONFIGURE THE CONTRACT PAYMENTS PARAMETERS

1. Select the menu **OPÉRATEUR|COMPANY PARAMETERS|BANK BALANCES/SPECIFIC G/L NUMBERS** and display the **G/L SERVICES** tab.



- Specify the ledger number for contract payment entries
- It is possible to define as many service items as necessary. As many service ledger numbers?

2. Select the **C/F** menu **SUPPLIER FILE|SUPPLIER MANAGEMENT** and click on the **Stat/EFT** tab.



- In the **Business number /SIN** field, enter the supplier's business number.
- Select the type of company sending the files via internet: Individual, Corporation or Partnership.

ELECTRONIC T5018 PARAMETER CONFIGURATION

This function define the T5018 statement parameters use to create the data file required by the governments. To activate this function, select the **OPERATOR** menu | **COMPANY PARAMETERS** | **T5018 ELECTRONIC FILE PARAMETERS**.

The Transmitter tab must be properly filled to identify the transmitting business and the file used to complete the transaction.

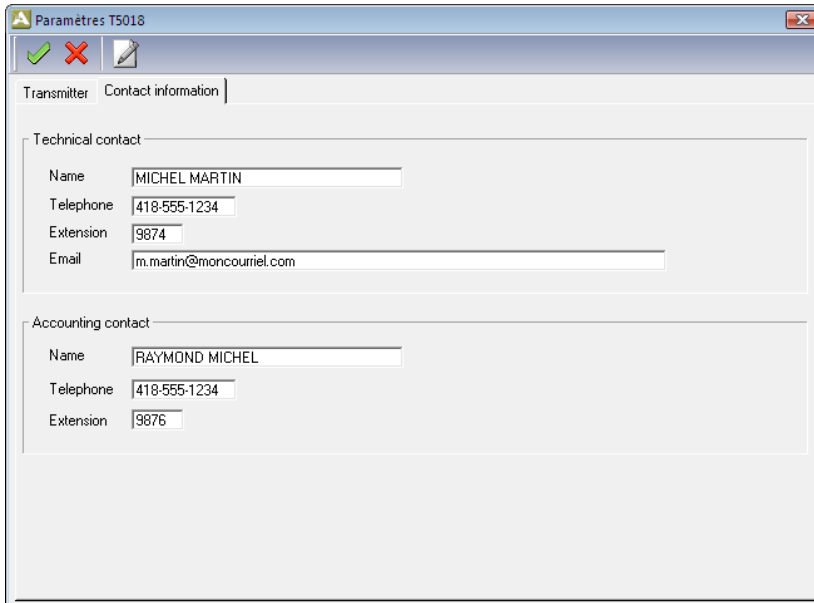
- **Number:** The number identifying the person who produced and sent the electronic file. This number is provided by the government and is the same one attributed for electronic T4.
- **Transmitter information:** Name and full address of the transmitter.
- In the **Preference language** zone, select the right communication language to insure the **INTEGRITY** of electronic communications.
- **Last file name:** Name of the last file produced by the software. This data is generated by the system.
- **File name:** File name to be produce given by the user.
The application will automatically number the files by respecting the order in which they are sent to differentiate them from one another. **FOR EXAMPLE:**

The name of the file sent to the government is *xxx002.xml* :

- *xxx*: is any character string, for example the name of the company;
- *002*: is a sequential number given by the application (001 = 1st sending; 002 = 2^e envoi; 003 = 3^e envoi; etc.) The numbering is done from 001 to 999;
- *.XML*: is the file extension given by the application. A file without this extension will be rejected.
- **Saving directory:** Drive and directory where the electronic file is saved

CONTACT FOR THE T5018

The **CONTACT INFORMATION** tab is used to identify the technical and accounting resources responsible for the transaction.



The screenshot shows a software window titled "Paramètres T5018" with two tabs: "Transmitter" and "Contact information". The "Contact information" tab is active. It contains two sections: "Technical contact" and "Accounting contact".

Technical contact:

- Name: MICHEL MARTIN
- Telephone: 418-555-1234
- Extension: 9874
- Email: m.martin@moncourriel.com

Accounting contact:

- Name: RAYMOND MICHEL
- Telephone: 418-555-1234
- Extension: 9876


▪ **Technical contact/ Accounting contact:** Name of the business technical and accounting resources. Enter the IT resource's email address.


PRODUCE THE T5018 FACSIMILE FORM

1. Select the **BANK|LIST OF BANK TRANSACTIONS|DECLARATION OF CONTRACT PAYMENTS** control. The **DECLARATION OF CONTRACT PAYMENTS** dialog box appears.

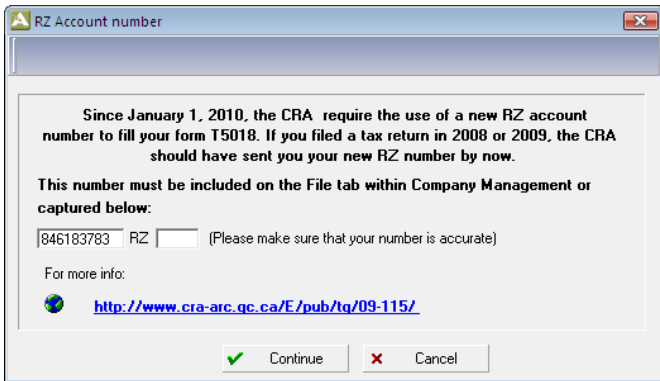
2. Specify the report limits criteria:
 - **Date:** Enter the date interval for form and report processing
 - **T5018 facsimile:** Option of printing the **COMPLETED FORMS**.

- Create an electronic transfer sending file: Create an electronic file containing all of the forms data and send it via internet afterwards.

 *The electronic file and the facsimile can be produced separately.*

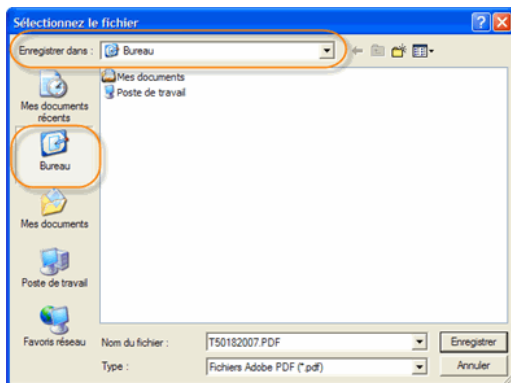
3. Select the print  menu and select **PDF File**;

- When first using the electronic T5018 or the facsimile, you must enter your RZ number to make sure it appears on the forms and in the file. If you haven't entered it yet in the company parameters, you can enter it when the RZ account number window is displayed.

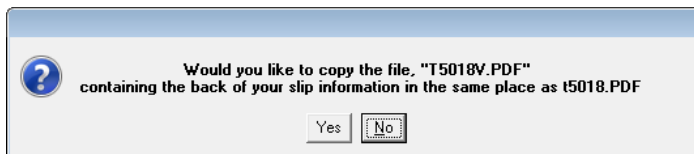


This window displays only once in order to enter your RZ number.

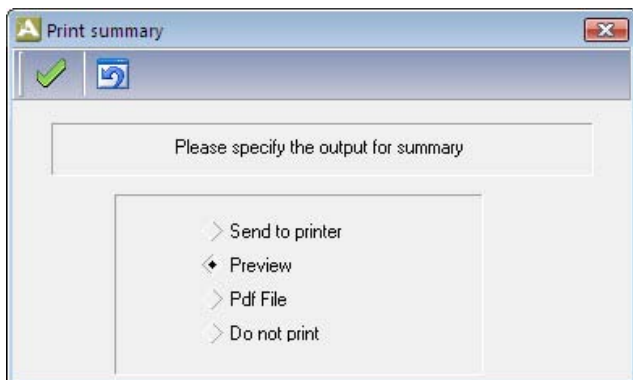
4. The window, where you can name the file and choose its inventory, appears. After saving the file, your statements are ready to print.




5. A dialog box, where you can choose to copy the back of the form in the same folder, **IS DISPLAYED**.



6. After saving the file, the summary can be printed through the open window.



7. To print the summary, double-click on the file previously saved  **yourfile.pdf** . Simply click on print to print the forms.
8. Flip the printed sheets over to print the reverse side (T5018V.pdf).



To use the facsimile, the [Acrobat Reader](#) software is required.

ADDITIONAL TAX LEVEL IN SUPPLIER MANAGEMENT

The provincial tax level used to manage the calculation for all provincial taxes in Canada has been added to in the supplier file.

To access this function, select the **A/P|SUPPLIER FILE|SUPPLIER MANAGEMENT** control.

The screenshot shows the 'Supplier File' dialog box for 'LES ENTREPRISES INC.'. The 'Tax level' field is highlighted with a red circle and contains the value '1'. Other fields include Supplier number (0000000001), Name (LES ENTREPRISES INC.), Provincial tax no. (57829065432), Federal tax no. (9943276542567), and Supplier customer no. (FGE49387493).

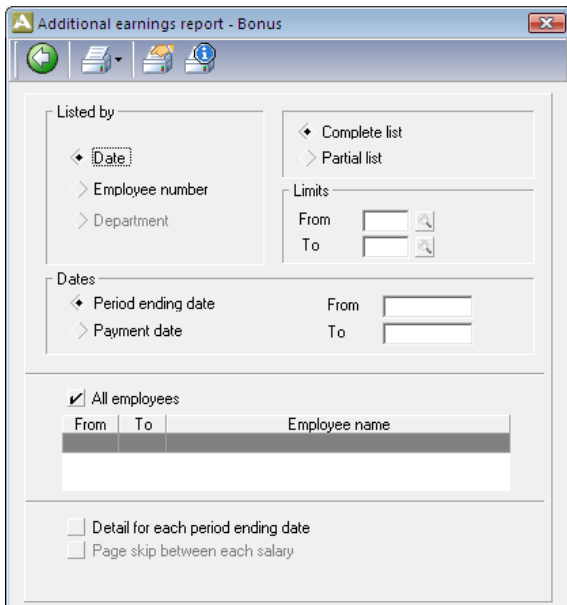
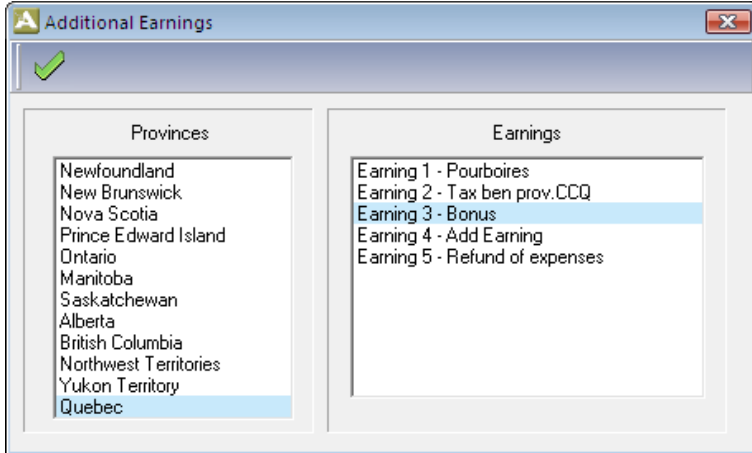
Field	Value	Field	Value
Supplier number	0000000001	Name	LES ENTREPRISES INC.
Foreign currency			
Provincial tax no.	57829065432	Type/Region	
Federal tax no.	9943276542567	Vol. disc.	0
Tax level	1	Advert. disc.	0
Supplier customer no.	FGE49387493		
Terms of payment	2.0000/ 10,n/ 60		
Transportation			
Accounts payable	21300	ACCOUNTS PAYABLE	
Holdbacks payable	21310	HOLDBACKS PAYABLE	
Default activity	01115	Renovation	
Default G/L expense account numbers	33510	PURCHASES 1	

- Tax level:** Tax level used to calculate the provincial taxes. To confirm the tax rates of each invoice issued, enter the number **21**.
 Tax levels are defined through the provincial sales tax options tab in the sales tax dialog box

ADDITIONAL EARNINGS REPORT

This report allows you to visualize calculated earnings on salaries and can be very useful to verify calculated amounts from a particular income. To Get the payroll reports.

To access this function, select the **SALARIES** menu| **SALARIES** | **PAYROLL REPORTS**.



Partial or complete report of the calculated earnings on salaries. This report can be very useful to verify the calculated amounts on a particular income.

PAYROLL REPORTS ACCORDING TO THE PAYMENT DATE

The **PAYROLL JOURNAL** and the **PAYROLL BOOK** can be produced by period ending date or by payment date. What is a book

To access this function, select the **SALARIES** menu | **SALARIES** | **PAYROLL REPORTS**.

Payroll Journal

Listed by

- > Date
- ◆ Employee number
- > Department

◆ Complete list

> Partial list

Limits

From [] []

To [] []

Dates

◆ Period ending date

> Payment date

From [01/01/2009]

To [31/12/2009]

All employees

From	To	Employee name


Detail for each employee

Page skip between each employee

Include employer's remittances

It will be easier to balance when we want to compare the calculated amounts of salaries with the ledger and with the deductions and employer contributions report.

REPORT OF HOUR RESERVES

The list of hour reserves CCQ can be printed from the time sheets in the menu **SALARIES|SALARIES|TIME SHEETS|TIME SHEETS MANAGEMENT** by clicking on the Report  icon or via the **SALARIES** menu|**EMPLOYEES|EMPLOYEES MANAGEMENT**.



Listed by

- Employee number
- Period ending date
- Project number
- Activity code

Number

From To

Dates

From To

All projects

From	To	Description

All employees

From	To	Employee name


Detailed report

Complete list

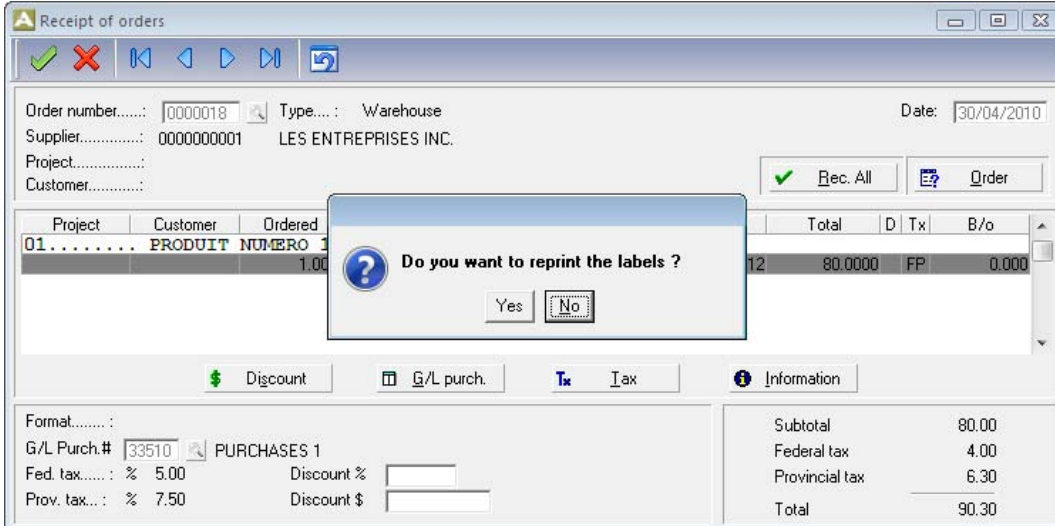
Partial list

Moreover, the hour reserves can be printed on the payment forms "**PAY CHECK**" and "**EMPLOYEE LABEL**".

REPRINT THE LABELS AFTER RECEIVING THE PRODUCTS; PRODUCT RECEPTION

 After receiving an order, it is possible to reprint the labels.

To access this function, select the **INVENTORY|ORDER MANAGEMENT** control.



The screenshot shows the 'Receipt of orders' window with a dialog box overlay. The dialog box contains a question mark icon and the text 'Do you want to reprint the labels?' with 'Yes' and 'No' buttons.

Order number: 0000018 Type: Warehouse Date: 30/04/2010
 Supplier: 000000001 LES ENTREPRISES INC.
 Project: Customer: Rec. All Order

Project	Customer	Ordered	Total	D	Tx	B/o
01	PRODUIT NUMERO	12	80.0000	FP	0.000

Format: G/L Purch.# 33510 PURCHASES 1
 Fed. tax: % 5.00 Discount %
 Prov. tax: % 7.50 Discount \$

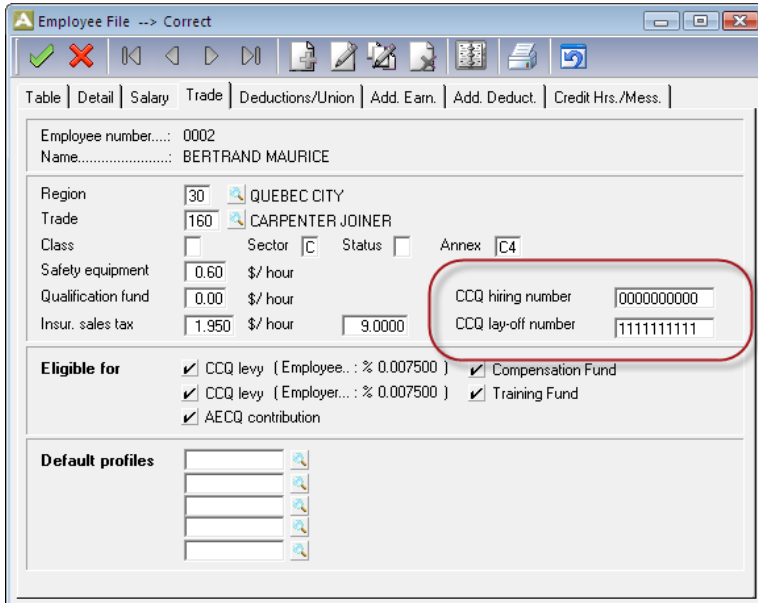
Subtotal	80.00
Federal tax	4.00
Provincial tax	6.30
Total	90.30

After printing the labels, a window displays inviting you to reprint the labels in case of printer failure.

CCQ HIRING AND LAY-OFF NUMBERS ADDED TO THE EMPLOYEE FILE;

The hiring and lay-off numbers (CCQ) can be entered in the Trade tab of the employees file.

To access this function, select the **SALARIES | EMPLOYEES FILE | EMPLOYEES MANAGEMENT** control.



- **Hiring number/Lay-off number CCQ:** Numbers attributed by the CCQ when employees are hired or laid-off.



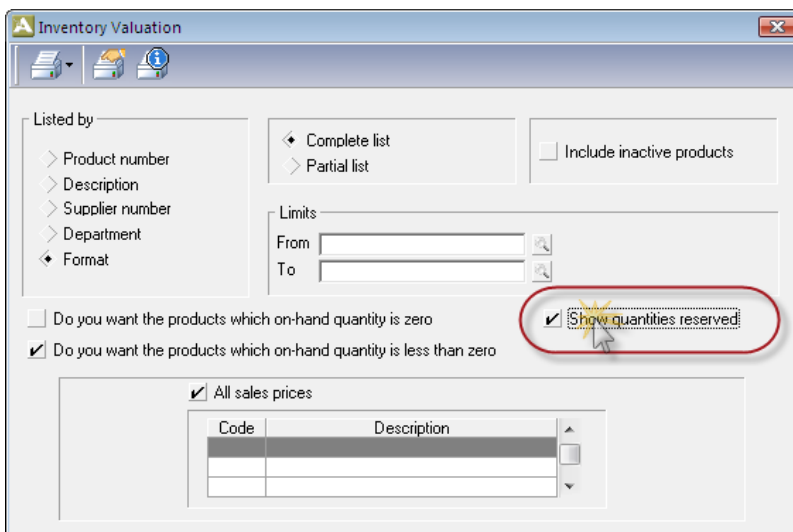
You can learn more about this function on the CCQ website: www.ccq.org

THE INVENTORY VALUATION FLUCTUATION CAN SHOW QUANTITIES RESERVED



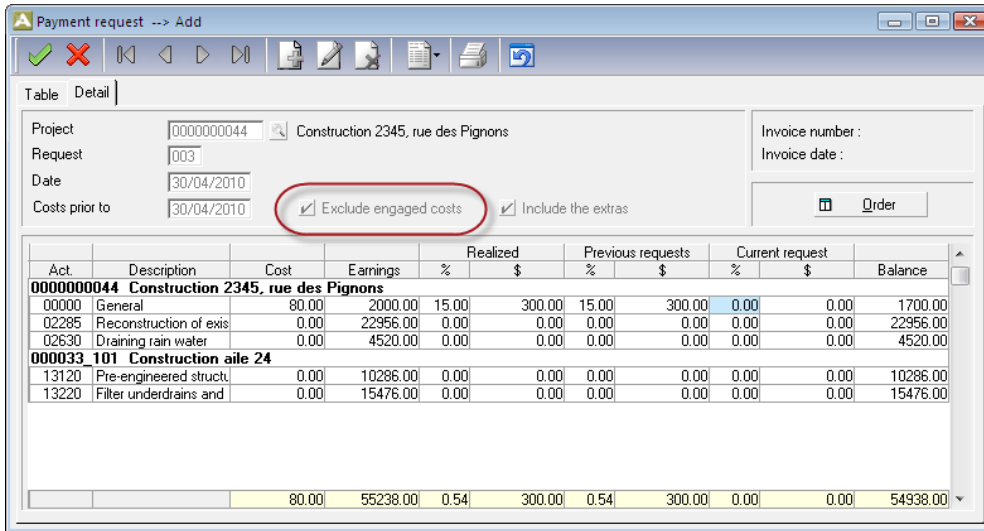
When checking the selection criteria Show quantities reserved, the software displays on the Inventory valuation report the quantities reserved on the layaway invoices.

To access this function, select the **INVENTORY | PRODUCT LISTING | INVENTORY VALUATION** control.



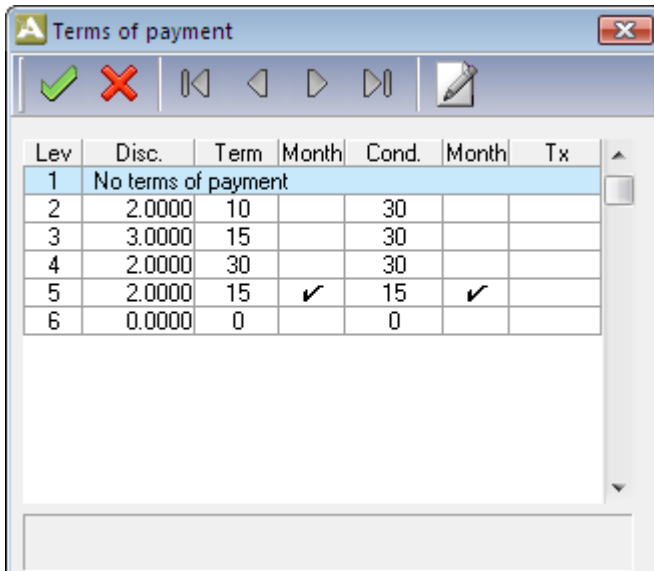
EXCLUDE ENGAGED COSTS FROM THE PAYMENT REQUEST;

int It is possible to exclude the Engaged costs from the Payment request.
 To access this function, select the **PROJECT|PAYMENT REQUEST** control.




THE TERMS OF PAYMENT CONFIGURATION CAN BE DONE IN THE COMPANY PARAMETERS;

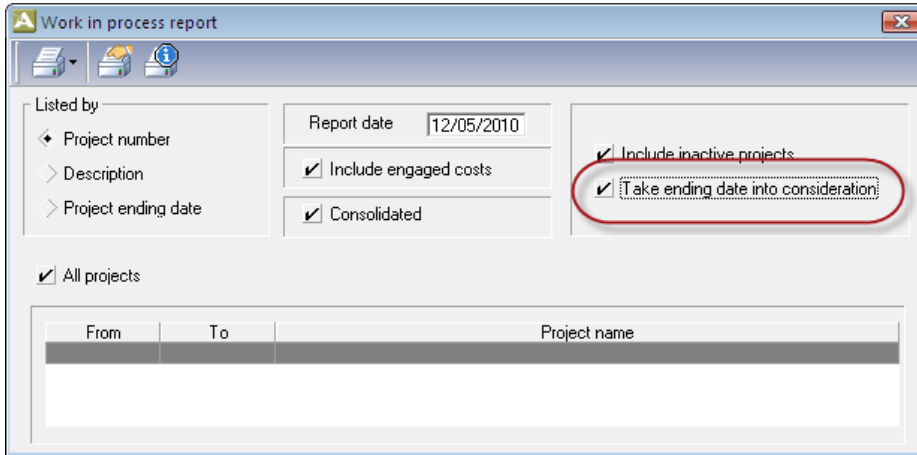
The terms of payment configuration can also be done in the **OPERATOR** menu|**COMPANY PARAMETERS|TERMS OF PAYMENT**.



THE WORK IN PROCESS REPORT MAY NOT TAKE ENDING DATE INTO CONSIDERATION

 The following reports can take ending date into consideration: "Work in process report" and Project engaged costs.

To access this function, select the **INVENTORY | ORDER MANAGEMENT** control.



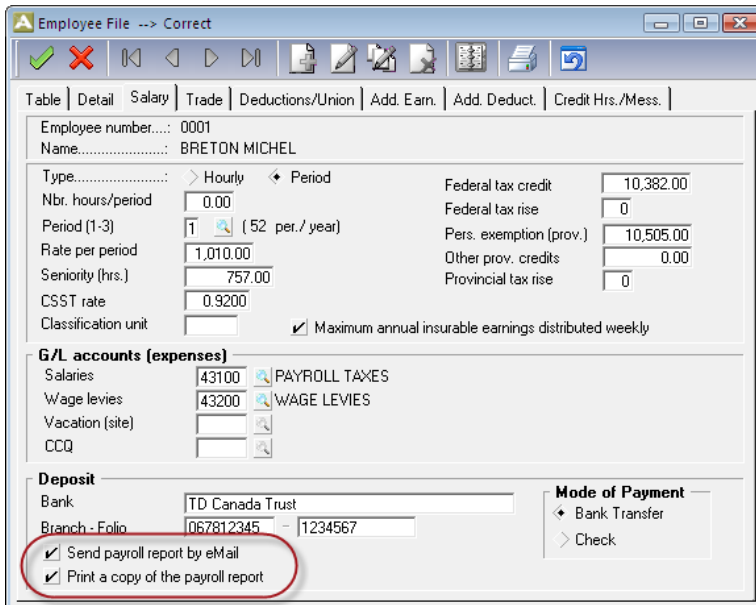
The screenshot shows a dialog box titled "Work in process report". It contains several sections:

- Listed by:** A tree view with "Project number" selected.
- Report date:** A text field containing "12/05/2010".
- Include engaged costs:** A checked checkbox.
- Consolidated:** A checked checkbox.
- Include inactive projects:** A checked checkbox.
- Take ending date into consideration:** A checked checkbox, which is circled in red in the original image.
- All projects:** A checked checkbox.
- Table:** A table with columns "From", "To", and "Project name".

PRINT OR SEND PAYROLL REPORTS BY EMAIL

The payroll report can be printed even if the file is configured to send payroll reports by email.

To access this function, select the **SALARIES | EMPLOYEES | EMPLOYEES MANAGEMENT** control.



The screenshot shows an "Employee File" dialog box for employee BRETON MICHEL. It contains several sections:

- Employee information:** Employee number: 0001, Name: BRETON MICHEL.
- Payroll details:** Type: Hourly, Period: 1 (52 per./year), Rate per period: 1,010.00, Seniority (hrs.): 757.00, CSST rate: 0.9200.
- Tax and credits:** Federal tax credit: 10,382.00, Federal tax rise: 0, Pers. exemption (prov.): 10,505.00, Other prov. credits: 0.00, Provincial tax rise: 0.
- G/L accounts (expenses):** Salaries: 43100 (PAYROLL TAXES), Wage levies: 43200 (WAGE LEVIES), Vacation (site): , CCQ: .
- Deposit:** Bank: TD Canada Trust, Branch - Folio: 067812345 - 1234567.
- Mode of Payment:** Bank Transfer (selected), Check.
- Output options:** "Send payroll report by eMail" and "Print a copy of the payroll report" are both checked and circled in red.

END OF WIN 95 AND 98 INSTALLATION SUPPORT



Windows 95, 98, ME and NT operating systems are no longer supported by Microsoft. Consequently, Avantage will no longer be supported and installed on these operating systems.
