

Mid-Level Customizable Accounting Software Based Upon Microsoft Access

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See how companies just like yours have used Access Your Biz™ to increase their business volume.
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Create new format options for existing reports.

Quick Tips

- Use the "Inventory Copy" feature to add new products that are similar to existing products.
- To void an A/P check, use the "Void Payables Check" and then repost it if necessary.



CUSTOMER PROFILE

Stone Boss Industries

Since Stone Boss Industries began using the Access Your Biz™ program in 1998, since then their business has grown immensely. Before using Access Your Biz™, Stone Boss Industries was unable to keep an accurate count of inventory on their trucks. If there was shortage of a product on a truck, they would not be able to fulfill all the

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NEW FEATURE SPOTLIGHT

The Tricoder Upload feature found in Access Your Biz™, presents a solution to the tedious process of counting physical inventory. The old method of taking physical inventory required that a warehouse be shut-down twice a year for about three days while the inventory was manually counted. The new method of "Cycle Counting" allows the warehouse to

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TECH TIPS

The Security feature of Access Your Biz™ allows you to add define the areas of Access Your Biz™ that each user has permission to access. It also allows you to add and delete system users. To add or delete users,

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SOURCE CODE SOLUTIONS

In this edition of Source Code Solutions, we will show you how to create a new format option for a report. In particular, we will focus on the Invoice report, which used to have only two format options. Before printing invoices, the user can select a default for the format of the invoice from the A/R Defaults tab of the System Setup screen, which is located under the System Maintenance module. The original report options included Logo Left or Logo Centered. Here we will show you, step by step, how we added a



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“The Inventory Analysis system allowed me to reduce my inventory by 25% without hurting sales!!”

*Phil Major
Stone Boss Industries*

“The flexibility of Access Your Biz(tm) allows us to adjust it as our needs change.”

*Robert Theofield
Akemi North America*



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**LOOKING FOR A SPECIFIC FEATURE?
TELL US, IF WE DON'T HAVE IT,
WE MIGHT DO IT FOR FREE!!**

Please send an Information Kit (Demo CD, Brochure, and Prize List) to:

Name: _____
Company: _____
Address: _____
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Phone: () _____ **Fax:** () _____
___ Check for fax only (no CD)

Fax this page to: (866) 821-9282
Phone: (631) 724-9400 x11 OR (888) 618-9000 x11
or Mail to: Weber Systems Inc.
22 Lawrence Ave. #101
Smithtown, N.Y. 11787

Please describe the feature you need:

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orders for the day and business would be lost. They hand counted the inventory every two weeks, and this process took about six hours. Access Your Biz™ allowed them to make each truck a separately defined warehouse within the system. Now, they no longer had to spend numerous hours manually counting truck inventory. Instead, they used Access Your Biz™ to keep track of the running inventory



levels of the truck just like any other warehouse. Every time an invoice was entered, the items would be deducted from the on hand inventory of the truck. When the inventory level reached the reorder point, the necessary amount of inventory could be automatically reordered with the Access Your Biz™ Inventory Procurement system. This ensured that there would be sufficient inventory to fulfill all orders, but there would not be an excess of inventory, which would result in increased taxes and fuel expenses.

Stone Boss used this more accurate method to replenish warehouse inventory as well, and they were able to decrease the amount of on hand inventory by 25%. Access Your Biz™ created an efficient and money-saving method of managing their inventory in both their trucks and their warehouses. As a result, they were able to increase their profits.

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remain open, since only one section is being counted at a time. This new method, combined with the Access Your Biz™ Tricoder Upload feature, allows physical inventory to be taken in a fraction of the time. Using the Tricoder, simply scan all the items in the given section. The Tricoder will store the product information and product quantity, which can then be uploaded directly into the Access Your Biz™ program. When you have finished uploading text, the information will be processed by the program and the on hand inventory levels will be adjusted according to the units scanned by the tricoder. The change in the inventory asset value will also be posted to the general ledger. When using the tricoder, you do not need to enter individual inventory adjustments for each item with an incorrect inventory quantity. Access Your Biz™ uses the tricoder to automatically update these figures so they represent the correct inventory quantity.

For more information on this feature, please refer to Chapter 7 of the Access Your Biz™ user manual, or see our website at www.AccessYourBiz.com. If you need a program for the tricoder, please contact Weber Systems at (631) 724 - 9400 or visit our website.



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access the Security menu and select User. When you enter this screen, you will see a list of all current users. To delete an existing user, click on the user ID to select it and then click the Delete button. To add a new user, click the button labeled New and then enter the name of the new user as well as an ID for them. After you create a new user, you must assign group memberships to the user, which will enable the user to access the program and indicated areas within the program. In order to use the Access Your Biz™ program, all users must be a member of the Access Your Biz™ group and the User group. The Admins group gives the user authority to add or delete users, to assign group memberships, and to change user passwords. If a user, who is not a member of the Admins group, enters this screen, all buttons will be grayed out and the user will not be able to make any changes to the security settings. The Developer group gives the user access to the source code. Each remaining group represents a module of Access Your Biz™. (CR = Bank Reconciliation (check register), GL = General Ledger, IC = Inventory Control, AP = Accounts Payable, AR = Accounts Receivable, SO = Sales Orders, PO = Purchase Orders, SM = System Maintenance, PR = Payroll). A user will only be allowed to access a module if that module's group is listed under the user's permissions.

To change a user's password, click on the Change Log on Password tab, and enter the new password information in the appropriate field.

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new report option, which will not display backordered items on the invoice.

To create this new report, we must first create a new option for the available invoice types in the System Setup screen. To do this, access the System Maintenance module, select the System Setup menu option and then click on the A/R Defaults tab. Go to the View toolbar menu and select Design View. Now click on the combo box and press the F2 button on your keyboard to enlarge the box. Now you can add the third option by typing a semicolon, the number three, another semicolon, and the name of the new option. In our case, it would look like this: 3;No Back Order.

The easiest way to create a new report is to modify an existing report and then save it as a new report. First, run the Print Invoice report, which is located under the Accounts Receivable module. Then, select Design View from the View toolbar menu. Now, select Save As from the File menu and save this report as Invoice 3. Now you can make changes to the format of this report by deleting columns, adding new information, etc. In our case, we will delete the Back Order column and add totals to the end of the report. When you have completed the modifications, go to the File menu and click Save. Now we need to modify the form for this report. To do this, return to the form screen, (i.e. the print screen for the report), and select Design View from the View toolbar menu. To access Visual Basic, right click on the Print button and then select the Build Event option. You will see a series of If statements. In particular, focus on the If statements for Case 1 and Case 2, which refer to the two current report options. To add the third report option, highlight the If statement for Case 2 and select Copy from the Edit menu. Then click on a line of blank space beneath it, and select Paste from the Edit menu. Now change each 2 in the statement to a 3 and save it.

To test the new report, go to the A/R Defaults tab of the System Setup screen, and select the No Backorders option from the field labeled Laser Form Format. Then select Print Invoice from the Accounts Receivable module and click the Print button, which should display/print the newly formatted report.

This method of creating a new format option for an existing report can be applied to any report within the Access Your Biz™ program.

