

## EDI Solution seamlessly integrate with accounting system

Edisoft Merchant offers users of ACCPAC accounting systems a "one-click solution" that truly defines seamless integration. Once the orders are in accounting system it takes over all further processing, just as if those orders were keyed in manually. That's what "seamless integration" means.

Merchant supports an unlimited number of trading partners and Value Added Service Providers (VASPs). Templates are designed to meet each trading partner's requirements. Flexible capabilities include mapping many varieties of product and ship-to codes.

## Life Tips

When you communicate with others, they are influenced not by what you say but by who you are.

— Proverb

Edisoft Merchant distinguishes itself by providing superior user productivity and world-class document management. One of the most important and powerful features of the Edisoft Merchant translator is the capacity to perform daily tasks easily and recover from problems quickly.

For more information, please call (323) 265-3000.

## Nearly Half Of All American Businesses Know... Employee Theft Could Happen To YOU!

Last week, my uncle and I went to a sport-shop to purchase golf balls. A salesperson at the counter was very friendly; in fact, she offered us discounts and told us that she would not charge us sales tax either, although she was not the owner or manager of the shop. When we paid, however, she did not punch in the sale on the cash register machine. In other words, she did not record our sale. I assume that she put our money into her own pocket.

This incident suggests three things. First, the shop does not have a good inventory management system. Second, daily sales on the books hardly match with those recorded in the cash register machine. And finally, they do not have a good employee!

A *Management Accounting* survey of 4,000 agribusiness cooperatives in the USA showed that 47% of the respondents had uncovered employee theft or suspected of the activity in their businesses. Eventually, American businesses lose over \$100 billion each year to employee theft.

The employee theft often occurs when business owners are not serious

about their business. In fact, if you own a business, it does not matter whether you think you are a serious owner or not; more importantly is that your employees think of you as a serious business owner. Please keep this in mind.



The following actions describe what I mean by "serious about business", and minimize the possibility of employee theft:

1. Create a written policy and distribute it to every employee outlining what is considered theft.
2. Implement tough internal controls or improve existing ones. Internal controls are rational check and balance systems applied to areas such as your accounts receivable, inventory, and sales processes.
3. Keep a close eye and tight control on your inventories and supplies. Take physical inventory periodically and analyze why the losses occur. If you own a shop, balance

the cash in the cash register machine daily.

4. Be vigilant of common warning signs. Employee theft rarely occurs without some signal of its occurrence. Look for unexplained losses or unusual expenditures, decline in employee morale, or changes in an employee's lifestyle.

5. If you have reason to suspect employee theft, take action. For instance, if inventory levels are going down, but sales have been slow, it's time to get suspicious! Try to gather as much evidence as possible before making any accusations.

Finally, set an example. Refrain from using company equipment for personal reasons or raiding the supply cabinet for your children's school projects. Send the right message to your employees!

— OpenAxis, Inc.



At OpenAxis, we focus on the implementation of IT solutions for small- and medium-sized businesses.

We provide management and computer consulting services by identifying issues, implementing solutions, and managing all your IT needs.

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## Data Storage Policy: hidden essence of smooth operation

When you share data with other staffs, you better agree on how to name files and where to store them in advance. Otherwise, you may end up trying to find files all day long!!

This is part of data storage policy. The data storage policy should explain how, when and where to store files and data in the computer. You must follow the policies so that files and data can be found instantly when needed. You will not only save your own time but also other employees' time, by strictly following these procedures. You will be working effectively and effortlessly at the same time.

The basic of storage ideas are:

1. Specify a reference that is always followed by all staffs when performing and saving work.
2. Show new employees what to do, so that they will not have to ask so many questions and will not cause problems for you.
3. Simplify your work so you do not waste time looking for data because another staff put it in the wrong place.
4. Provide the answers to questions, such as how to name a file, so that every staff can easily understand what all the other staffs have done.

The data storage policy also should explain how to backup and restore data. Data loss can happen unexpectedly and we better prepare for it. Moreover, it should include physical file locations: vendor file, customer file, sales report, etc. If other staff and you keep the files in the same place all the time, operations will become more efficiently and your general expense for sale will decrease. Believe me. When you sort, set in order, clean, standardize, and maintain data, that becomes company's invaluable assets as cash, inventory, or fixed assets.

## MS Office Tip: How to change default font in Excel

- 1) On the **Tools** menu, click **Options**.
- 2) Click the **General** tab.
- 3) In the Standard font box and the **Size** box, select the font and size that you want to use.
- 4) Click **OK**.



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