



ACCPAC Announces Next Generation Business Analysis Suite

ACCPAC in its quest to become an end-to-end business application provider, added another product suites, ACCPAC Business Analysis Suite, to complete its ACCPAC Advantage Series product line.

ACCPAC Business Analysis Suite has three components, which are ACCPAC Comprehensive Financial Optimizer (CFO), ACCPAC Key Performance Indicators (KPI), and ACCPAC Business Health Test (BHT). Driven by standard financial statement data, ACCPAC CFO provides accounting and financial professionals with a means to easily isolate and understand key business performance issues, enabling quick and reliable analysis, thus empowering better business decision-making process.

ACCPAC KPI and BHT are optional analysis suites that en-

Life Tips

The secret to a rich life is to have more beginnings than endings.
— Dave Weinbaum

hance the core CFO functionality. KPI provides users with the detailed comparisons between financial models and benchmarking capabilities. BHT provides a standard analysis methodology ensuring that business assessments can be obtained in a cost-effective and consistent way.

To obtain more information on how ACCPAC can help your business, please contact us at (323)265-3000.

Business Tip: Accurate Records Save Money

The major assets of a company are accounts receivable, inventory and fixed assets. If we do not have updated and accurate data on those assets, they will result in higher cost for the company. For example let's discuss accounts receivable.

ACCOUNTS RECEIVABLE

Sales Order

If we do not have updated data on each customer subledger, our sales order taker will accept orders from a customer without knowing that the customer has a bad credit record. It will result in a donation to the customer; there is no business.

Collection

If we maintain updated and accurate records on each customer account, this will save a great deal of time to collect Accounts Receivable and the accu-

rate records will enhance credibility from customers.

Bad Debt-Aging Analysis

We can take tax deductions for bad debts if we have accurate records and supporting documents and save on taxes.

On our 30 years experience providing consulting services to clients, we have often heard most employees say "We do not have time to update Accounts Receivable on time. We assume they are current." However, the key point is that we must uncover the reason why they do not have time to update this information.

The followings are some of the main causes:

- Workflows are not well organized
- Job descriptions are not clear
- No training were made available for computer op-

erations

- Computer system has not been integrated
- Different business segments are commingled

Our experiences taught us that the following two are the most crucial points for a business:

1. Top management does not go to workshops. They do not listen to their staff.
2. Top management does not take quick actions to improve operating system. Quite often, they blame their staff for not preparing updated and accurate Accounts Receivable records on time.

OpenAxis has been working with clients to improve cash flows through the implementation of the points stated above.

Get your ACCPAC Advantage Series today at incredible savings!

Now, you can purchase ACCPAC Advantage Series System Manager, LanPaks, and the other core modules at 20% off standard pricing.* Upgrade from ACCPAC Plus or BPI Accounting will receive 20% off standard upgrade pricing.

This offer is only valid at OpenAxis, Inc. To take advantage of this special offer, simply call Hendry Sondjaja or Yuji Ioriya at (323)265-3000. We will help you determine which Advantage Series edition is right for you.

* Other core modules include General Ledger, Accounts Receivable, Accounts Payable, Inventory Control, Order Entry, Purchase Order, Payroll, and Multicurrency.



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.

Comprehensive Solution:

Accounting Solution
Operation Solution
Manufacturing Solution
Other Integrated Solution
Customized Solution
E-Commerce Solution


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ACCPAC Tips: Easy export from ACCPAC to any popular file format

If you are using ACCPAC Advantage Series Small Business Edition or higher editions, you are set to discover incredible exporting capabilities within ACCPAC. By simply setting the print destination to 'File' or click the  button on top of the report preview window, you are able to transfer your report to a file in various formats, including Acrobat format (.pdf), Excel (.xls), comma-separated values (.csv), and text format (.txt) among others, allowing you to conveniently use the file and the information within it for other purposes. Procedure to export a report:

- On ACCPAC main desktop, go to **File-Print** Destinations, select the File option, and click 'OK'.
- Proceed to print any report you need to export.
- Select the file format from the list provided and keep 'Disk File' as the destination.
- Click 'OK'.

How to save Excel file automatically

To help prevent loss of your work, Excel allows you to save and back up your files automatically. These capabilities don't prevent file corruption, but can protect your data if Excel or your computer unexpectedly quits.

Unlike the AutoRecover feature in Word, Excel's Auto-save doesn't create separate recovery files for your workbooks. Instead, the Excel feature saves your workbook the same way as when you click the **Save** button or command.

Save Workbook Files Automatically

Load the Autosave add-in program To begin saving automatically, you first must install and load an add-in program.

1. On the **Tools** menu, click **Add-Ins**.
2. Select the **Autosave Add-in** check box.
3. If you're prompted to install the add-in, click **Yes**.

Set automatic save options Loading the add-in program turns on automatic save every 10 minutes for the current workbook. You can change the settings to save all open workbooks, adjust the amount of time between saves, and save the workbook or workbooks with or without displaying a prompt.

1. On the **Tools** menu, click **AutoSave**.
2. In the **Minutes** box, type the number of minutes you want between automatic saves.
3. Under **Save Options**, select whether you want to save only the active workbook or save all open workbooks.
4. If you don't want to respond to a message each time workbooks are automatically saved, clear the **Prompt Before Saving** check box.

Check Autosave settings each time you run Excel

Your settings in the **AutoSave** dialog box aren't retained between Excel sessions. Each time you run Excel, the dialog box is reset so that automatic saves run every 10 minutes, only the active workbook is saved, and you're prompted for each save. If you don't use these default settings, you'll have to set the options each time you run Excel.

More Information

For more information about saving files automatically, type **backups** in the Office Assistant or on the **Answer Wizard** tab in the Excel Help window, and then click **Search**.

Have a question on Microsoft Windows or Office Products?

Ask our specialists and they can answer you on this newsletter.

Please feel free to email your question to techsupport@openaxis.com.

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