

Newsletter Changes

In the past the SACS Newsletter has been distributed in print and electronic formats. Each day more and more companies are attempting to reduce their impact on our environment. In order to join the *Be Green* initiative, we will post all future newsletters on our website. You will receive an email when a new newsletter is available.

To ensure that you receive these newsletter notices as well as other technical emails, please keep your SACS profile updated with a valid email address. In order to keep our email database up-to-date, we routinely delete email addresses that are no longer valid. If you do not receive a notice about this newsletter, you need to register again on our website or enable email notices.

The *Employee Spotlight* column begins with this edition. Each quarter we will introduce you to one of our employees. You have talked with many of us, now you will have an opportunity to learn more about us.

SACS Update

The next version of SACS .Net is scheduled to be released in February. We want to thank each of the beta tests sites for their time and continued commitment to advancing our application. An email will be sent to all users when this update is available.

If you want to enroll in our beta test program, please send an email to Grant Dark, grant@sacsinc.com.

Welcome Aboard

Please join us in welcoming our latest SACS Users:

| | |
|------------------------------|----------------|
| Linden Housing Authority | Linden, AL |
| Royston Housing Authority | Royston, GA |
| Laurinburg Housing Authority | Laurinburg, NC |
| Perry Housing Authority | Perry, GA |



Serving the public housing
industry for 40 years.
<http://www.sacsinc.com>

Tracking Utility Consumption

We have found that some users do not know that SACS Housing Software will track your utility consumption. We have always supported the tracking of utility consumption in the Accounts Payable Module. If you are not currently tracking your utilities and would like to start, simply check the box marked "Utility Bill" on the Invoice screen. Then click the "Utility" button. This will open a screen to fill out the usage and the net bill fields.

This information is needed to complete your budgets and PFS. Get ahead of the curve now and start recording your utility usage.

Technical Support

After a number of issues with Adobe's free viewer, we will no longer use Adobe for viewing and printing forms. Adobe continues to make changes in their application that makes integrating with their viewer difficult. Many of you have experienced errors printing 50058s along with other PDF forms.

The new PDF viewer we are using now eliminates these errors. We have had several customers testing this new viewer over the past two months. Reports so far have been good. Based on their feedback, we recommend printers with at least 8 to 16 megabytes of memory. Older printers or printers with insufficient memory may require more time to print SACS PDF forms. You will continue to use the free Adobe reader to view PDF documents from other websites.

The new PDF viewer will be included in our February release. If you have signed up to receive notices, you will receive a notice when the update is ready. We will continue to assist you with the update if needed. This update contains a number of changes and enhancements.

The new PDF viewer will install automatically when you open the SACS Menu. You will need sufficient access to install programs or you will see an error reading "Failure to Register". If you see this, be sure to have a username and password to log on your machine as Administrator and contact technical support for assistance.

How do I access new reports?

User access is an important setup in SACS Software. During your initial setup, each user was setup with a user name and password. At that time each user was granted access to the modules and programs that they needed.

With each update, our developers add new reports and features to the menu. Users are not automatically granted access to these new items.

The Update Notes posted with each software release describe any new reports or programs added with the update. Your system administrator will have to give the appropriate users access to these new features.

With each update your system administrator should review the update notes and grant the appropriate users access to the new reports or programs.

If you do not have a system administrator or do not know how to grant access, contact SACS Technical Support. Our support staff will be glad to show you how to grant access to the new reports or programs. In order to preserve the security of your system, we will ask you to provide us with your administrator password.

New Development

Our development department has started off the year with an aggressive schedule. They are in the process of completing the program change requests that we currently have on hand.

Danny Lloyd, our senior developer, offered a glimpse into the projects being considered for this year; web based applications, contract management, document imaging and background checks.

We are presently gathering information for a web based application system. This will allow people to apply for housing using a webpage. This will be the first step in providing other web based programs; they are also considering development of a web module for Section 8 owners. This web module would allow owners to view tenants and payments.

This will be an exciting year for new features.

Sales

Sacs.Net has been installed in 163 housing agencies. We currently have installations scheduled through March 2009. Call Sherri Blasingame at (256) 397-1994 for more information, specifications and price quotes on our new software applications.

SACS Lab Schedule

The following Classes will be held in our computer lab. Attendance will be limited to 10 persons. Lunch will be provided. The cost is \$135.00 per person. Classes will be held from 9:00 a.m. to 3:00 p.m. CST. Please contact Sherri Blasingame to enroll in these classes.

February

| | |
|--------------------------|----------|
| General Ledger Beginners | 02/11/09 |
| General Ledger Advanced | 02/12/09 |
| PIC Submissions | 02/18/09 |
| Tenant Accts Receivable | 02/19/09 |

March

| | |
|--------------------|----------|
| Maintenance System | 03/11/09 |
| PDA Inventory | 03/12/09 |
| Payroll/ Personnel | 03/18/09 |
| Accounts Payable | 03/19/09 |

Useful Information

256-329-1205 Main Number
256-329-2646 Technical Support
256-397-1994 Sales
256-329-0952 Fax
Website <http://www.sacsinc.com>

Employee Spotlight

Deborah Blair joined the SACS team in 1992. After working as an accounting clerk for fifteen years, she was promoted to accounting supervisor in January, 2008. She has 35 years of accounting experience.

Deborah has been married to her husband Danny for 33 years. She has two children and one grandchild.



PDA Special

We have received new pricing on the Compaq HP iPAQ hx2790c PDA. This PDA is the perfect device for our Inspection, Bar Code and Excess Utility Software. It is on sale now for \$625.00.

Contact our sales department for more information.