

# SACS NEWSLETTER

*"Serving the public housing industry for 40 years"*

## 2011 User Conference

By Keith Scott

The 2011 SACS User Conference will be held March 22<sup>nd</sup> and 23<sup>rd</sup> in Destin, Florida. This is our second year at the Sandestin Golf & Beach Resort. Last year was a huge success with over 380 people attending.

Our staff is busy preparing for the conference. In addition to training and hands-on assistance, we will be discussing document management, on-line applications, and more.

The deadline to register is February 22<sup>nd</sup> and the last day for refunds is February 22<sup>nd</sup>. The special hotel group rates end February 21<sup>st</sup>.

Reservations can be made on-line at [www.sandestin.com/22H6F7.aspx](http://www.sandestin.com/22H6F7.aspx) or call the hotel toll free at 800-320-8115. Tell them you are attending the SACS User Conference.

We are looking forward to seeing you in Destin. Visit SACS website for more registration information: [www.sacsinc.com/userconference.aspx](http://www.sacsinc.com/userconference.aspx)



## Welcome New Customers

By Sherri Blasingame

***Please welcome our newest customers:***

Lumber City Housing Authority – Lumber City, GA  
Unadilla Housing Authority – Unadilla, GA  
Dalton Housing Authority – Dalton, GA

### INSIDE THIS ISSUE

2011 User Conference	1
Welcome New Customers	1
Contact Information	1
Developer's Corner	2
Tech Tips	2
Scott Accounting	3
SACS PDA Inspections	3
SACS Investigator	4

## Contact Information

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## Developer's Corner

By Danny Lloyd

Our developers are steadily working on software enhancements and program change requests. Our next software release is scheduled for March 2011. It will include all of the latest changes and enhancements. An email will be sent to our registered users when the update is released.

We will be revising the federal 941 forms and electronic 941 e-filer format for the next software release. We expect several revisions to this form that will address recent tax law changes.

Attaching documents in SACS Housing Software increases your database size significantly. If you are using Microsoft SQL Server 2005 Express, you should consider upgrading to SQL Server 2008 Express. SQL

2005 Express limits databases to 4 gigabytes. SQL 2008 Express raises this limit to 10 gigabytes. Agencies that have the full version of SQL Server do not have these limits.

The next software release will have the ability to use the new Microsoft .Net Framework version 4, if installed. The version 4 framework was released by Microsoft last year. It contains a number of enhancements that will allow us to add more features to our application. We are asking all users to install the version 4 framework on all of their servers and workstations. In the future, we will require this version to run the software.

If you have a software enhancement, please send it to [changerequest@sacsinc.com](mailto:changerequest@sacsinc.com). I look forward to seeing you at the User Conference.

## Tech Tips

By Mark Worthy

The latest SACS Beta release and the next full SACS update will use the Microsoft .Net Framework 4.0, if installed. We require the full version 4 framework. If you only have the "Client" version installed, you will see the following error when running reports: "the type initializer for 'crystaldecisions.sharedutils' threw an exception".

To determine whether the entire Microsoft .Net Framework 4.0 is fully installed, go to Control Panel, then Add and Remove Programs (XP) or Programs and Features (Windows Vista and Windows7) and look for the following programs: "Microsoft .Net Framework 4 Client Profile" and "Microsoft .Net Framework 4 Extended". If either of these two programs is missing, download the framework from the following link:

[Microsoft Framework 4 Download](#)

You will see the file name dotNetFx40\_Full\_setup.exe with a download button to the right. Click on this Download button. This will install the 32bit and 64bit client profile and extended versions of .Net Framework 4.

Agencies that are beta users are notified when the latest beta update is released. These agencies help us test new programs and features. If your agency is interested in becoming a beta user, please email [support@sacsinc.com](mailto:support@sacsinc.com).



## Scott Accounting

By Steve Presley

Scott Accounting provides a number of specialized services for housing agencies. One of those is assistance in preparing the Management Discussion and Analysis (MD&A).

### What is a MD&A?

The MD&A is a required supplement to the annual financial statements. It is produced by housing authority financial managers and/or directors. The MD&A can be thought of as a broad overview of the agency's operations. It includes a comparison of the current and last year's operations. This report gives the agency's management the opportunity to compare and contrast past, current, and future operations.

This analysis provides readers with an objective overview of the agency's financial

performance for the year. It is designed to allow readers to quickly determine the agency's financial position and whether this position has improved or deteriorated during the current year.

Contact Deborah Blair or Steve Presley in the Scott Accounting division for more information on this or other accounting services.

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## SACS PDA Inspections

Our PDA Inspection application allows you to perform HQS and Public Housing inspections on a PDA (*Personal Digital Assistant*) and download the inspections to SACS Housing Software.

The PDA Inspection software automatically generates repair work orders and updates the unit inspection. These features alone can be real time savers.

PDA Inspection software automates these processes:

- Generating work orders for deficiencies
- Updating inspection dates for PIC submissions
- Printing HUD 52580 Inspection Checklist, 52580-A Inspection Form
- Printing letters to tenants and owners listing deficiencies

**Contact SACS Sales today for more information and to set up a demonstration.**

**888-897-4012 or [sales@sacsinc.com](mailto:sales@sacsinc.com)**



Sample HP Enterprise 210 PDA

# SACS Investigator



## **The Multi-State Criminal Database Search Explained**

It is not uncommon to see a new user's head spin when they are first informed there is not a single, comprehensive system for accessing criminal records on a "national" scale. To perform a true criminal background check of "source records", you must conduct your searches at either the individual county or state level. The obvious question that arises when we recommend this jurisdictional research method is, "what if my applicant has criminal records in a jurisdiction I am unaware of and therefore do not search?" The honest answer is, this is the unfortunate gaping hole in the entire background check process. Because of the lack of a "nationwide" system, the possibility will always exist that records may be present in a jurisdiction we are unaware of and therefore do not search.

In an effort to minimize the threat of missing records and to create a broader search, TruDiligence does offer a multi-state criminal database. By definition, the multi-state criminal database is a "third party" database which comprises records obtained from the individual state-level Department of Corrections and county-level courts, where available. It currently only covers about 65-70% of the country and update schedules will vary by jurisdiction. Coverage details are available at this link [National Criminal Coverage](#).

Because of the spotty coverage, the database search is priced very reasonably making it attractive as a search tool. However, it is very important to realize, multi-state database systems are dependent upon getting their data from the individual state and county jurisdictions. If an individual state or county does not update its data to the multi-state system on a regular basis, or at all for that matter, the system will have holes in its coverage area. Therefore, multi-state database records should be used only as a tool to uncover areas requiring additional research. **Because of the lack of complete coverage, TruDiligence does not recommend the use of the multi-state database as a "standalone search" nor a means of promoting "due diligence" in screening practices or maintaining compliance with the Fair Credit Reporting Act. County-level courthouse records are recommended for this purpose.**

As a best practice, you should use the multi-state database only as a supplement to your local jurisdictional searches. If you are relying on only the multi-state criminal database as your source for criminal background checks, you are leaving your organization open to failures within your screening practices. Although we are completely sensitive to budgetary constraints, there is no substitute for the accuracy and diligence that is provided by conducting direct, county and/or state level research.

***\*IMPORTANT NOTE: Should you choose to use the Multi-state Criminal Database as a broad search tool and a record is found, the search results automatically will be validated with a direct search of the source county courthouse records. This validation is required by the Fair Credit Reporting Act Sections 607 and 613 to ensure accuracy of the result provided by the "third party" database. Any additional cost associated with this process will be billed at published rates.***