

SACS NEWSLETTER

"Serving the public housing industry for 40 years"

SACS Notes

By Keith Scott

Over the years, many of you have referred to our software as *Scott Software*, *Scott Accounting Software*, or *SACS Software*. This was a lot easier to say than *SACS Housing Software* provided by *Scott Accounting & Computer Services, Inc.* To better identify ourselves in the public housing software market, our software division has been formally named *SACS Software*. We will continue to market our software applications under the name *SACS Housing Software*.

As part of this brand identity, we are now using the domain name *sacssoftware.com*. These changes will allow you and potential customers to easily identify our software products and services with the name *SACS Software*.

Our software division employees changed their email addresses to *@sacssoftware.com* in June. During the coming months, we will be moving the *SACS Housing Software* content from *www.sacsinc.com* to *www.sacssoftware.com*. Right now both domains point to the same content.

Welcome New Customers

Please welcome our newest customers:

Housing Authority of Decatur	– Decatur, AK
Scott County Redevelopment and Housing Authority	– Duffield, VA
Fayetteville Housing Authority	– Fayetteville, TN
McMinnville Housing Authority	– McMinnville, TN
Thomson Housing Authority	– Thomson, GA

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Developer's Corner

By Danny Lloyd

Due to the current economic environment, new regulations from Congress continue to require changes in our software applications. We have updated the W2, W3, and 1096 forms to implement the new forms for 2011.

For 2011, the IRS is requiring agencies to classify themselves using the new Employer Type field on the W3. A new field has been added to classify your agency. A technical notice will be released with this information when we ship the tax forms.

The IRS issued new guidance on the new Health Care reporting requirement. We have revised our software to report the sum of the employer's and employee's contribution for health care on form W2. This reporting requirement is optional for the 2011 tax year. See Technical Notice 14 for more information.

At this time, we do not know if the FICA tax will return to the 2010 amounts. Watch your emails for our SACS News Flashes.

We will be releasing an update by the end of November for these changes. The update also contains a number of enhancements and new reports. Be sure to download and read the release notes.

The next software release contains changes to automatically download updates when they become available. The update will not be automatically installed, but will be stored in a directory for easy installation. This will make installing updates faster.

I look forward to receiving your ideas and suggestions. If you have a program change or idea, please send it to changerequest@sacssoftware.com.

Tech Tips

By Mark Worthy

Here are a few tips that will enhance your productivity with SACS Software:

Tip 1

Prefix your searches with the percent (%) symbol to find any matches for the name entered. For example, if you do not know the tenant's last name and know the first name, type *%first name* in the search field. This will return all matches for *first name*. The percent symbol can also be used when searching for an address.

Name	<input type="text" value="%christine"/>		
	Applicant Name	Applicant Number	Status
▶	Applegate, Christine A.	2-2049	Move Out
	Dark, Christine A.	2-1720	Withdrawn
	Lloyd, Christine T.	2-2634	Withdrawn
	Scott, Christine H.	2-1345	Withdrawn
	Worthy, Christine A.	2-1525	Move Out

Sample of using % search in Data/Applications

Tip 2

SACS reports can easily be exported into other forms. The following file types are supported:

Crystal Reports (.rpt)
 Adobe Acrobat (.pdf)
 Microsoft Excel (.xls)
 Microsoft Excel Data Only (.xls)
 Microsoft Word (.doc)
 Rich Text Format (.rtf)

Exporting a report in Microsoft Excel Data Only format gives you the ability to quickly sort columns of data. For example, if a report sorts the tenants by tenant number and you want it sorted by name, use the export to Microsoft Excel Data Only to sort the data using the Tenant Name column.



Export button location in the report viewer

Software Enhancements

SACS Housing Software continues to be enhanced with each release. Our developers are constantly adding and updating programs. It is important that users read the release notes provided with each update.

The current release and notes can be found on our website or by clicking this link: <http://www.sacssoftware.com/Support/Updates.aspx>

Old releases and notes can be found on our website or by clicking this link: <http://www.sacssoftware.com/Support/Updates/PreviousReleases.aspx>

New programs

New programs included in our updates are not added to the menu by default. Your system manager is responsible for giving each user access to the new programs. The release notes

list all new programs, enhancements to current programs, and bug fixes included in the update. These items are grouped by module. After reviewing the update notes, the system manager should grant access to the appropriate users.

Update Highlights

Here are some new reports/features coming in the next release. For detailed information on the program or report, refer to the online help.

Section 8

- Ability to set members inactive
- Initial Voucher Analysis Report
- Added Recoup tab in Owner screen
- Waiting List Inquiry program

Data/Applications

- Ability to set members inactive
- Waiting List Inquiry program

Tenant Receivables

- Detailed Balances Report

Training Opportunities

By Sherri Blasingame

Continuing education about housing programs and SACS Software should be considered an important part of your employee's training. The SACS User Conference has been our long standing mechanism to provide wide spread training to our users.

As we started planning the 2012 User Conference, a number of you expressed concerns about having sufficient funding to attend the conference. Your participation is what makes our user conference great. Because of these funding concerns, we have watched, like you, the funding being given to the housing industry. At the time of this newsletter, there are still a lot of unknowns. For this reason, we are postponing the 2012 User Conference previously scheduled for March 2012. We will make further announcements as the 2012 funding is finalized.

Because training is so important to your agency and employees' success, we will be hosting Webinar classes starting in January. These classes will allow your employees to receive economical, quick, and timely training. A Webinar is a great way to receive training without having to spend time and money traveling. This training is conducted over the internet and allows employees to participate from their office or a conference room. Participants will need access to a computer, the internet, and a telephone.

Let us know what classes or topics you would like to see presented. Call or send an email to Sherri Blasingame, sherri@sacssoftware.com, with your suggestions. A schedule of classes will be published based on your feedback.

New Products

By Grant Dark

SACS continues to offer applications that embrace the latest technology. Below is a list of new applications that can help improve the efficiency of your housing authority:

SACS Document Manager

The SACS Document Manager has been installed and running at beta customer sites. We have had great feedback from these users. The Document Manager is now available.

SACS Investigator

The SACS Investigator has been a huge success. We have customers in Alabama, Georgia, Tennessee, North Carolina, and South Carolina using this background check tool. If you are currently looking for a background check solution or would like to try it out, contact us today. There are NO setup costs and NO yearly fees associated with this service. Pay only for the reports you request.

SACS Web Services

SACS offers domain name registration, email hosting, as well as website design and hosting. We now have completed our first website design and hosting project with Foley Housing Authority in Foley, AL. Check it out by visiting www.foleyha.org.

SACS Web Applications

The SACS Web Applications include the Waiting List Position Inquiry (Public Housing and Section 8), Tenant Balance Inquiry (Public Housing and Section 8), Landlord Inquiry, and Payroll Inquiry.

SACS Housing Attendant

The SACS Housing Attendant is an Automated Voice Response system that allows applicants and tenants to call and automatically retrieve their waiting list position, tenant balance, and more information. This can be configured for an analogue modem or by using Voice-Over-IP.

SACS Tablet Inspections

The SACS Tablet Inspections application will be available for beta users in December. This application has all of the functions and features of the PDA Inspection application, plus many new features.

Contact SACS Sales today for more information or to receive a price quote. 888-897-4012 or sales@sacssoftware.com

What's around the corner

By Grant Dark

Software development is a continuous process. This is in part due to changes in technology, government regulation and your requirements. We are constantly working with customers to develop innovative software solutions. Based on your feedback, we have started development on several exciting software products. The following are at the top of our list.

Internet Applications

This web application will give people the ability to apply for Public or Section 8 Housing using an Internet browser. These applications can then be reviewed by authority personnel and then automatically or manually imported into SACS Housing Software.

We are asking customers to send us copies of their paper applications. This survey of applications will let us know if we have included the major fields needed for an application for housing.

Mobile Work Orders

We are developing a mobile solution that will allow authority personnel to enter work orders. This system will allow maintenance personnel to receive automatic notifications of new work orders and provide them with the ability to enter their time associated with the work order.

This solution is designed to improve the efficiency of your maintenance department and reduce the amount of paper work required.

Electronic Signature Pads

Many of our customers are now investing in document management. As a result, we have received a number of inquiries about using electronic signatures. We are developing a solution to capture a tenant's signature electronically.

This solution will allow the housing authority to print documents populated with the tenant's information and electronic signature. By using electronic signatures, agencies would no longer need to print paper copies of leases and other documents. They would be stored in electronic format.

Note: Each state has different laws regarding the use of electronic signatures. We recommend that you consult with your lawyer regarding the legality of electronic signatures in your state. We have already received a legal opinion approving the use of electronic signatures in Alabama.

If you are interested in any of these solutions, send an email to grant@sacssoftware.com. We will be looking for customers that want to test these applications when they are released.

Introducing SACS Tablet Inspections

Sample Inspection screen on a tablet device. This is not the actual size of device.

SACS Software has redesigned our tried and tested PDA Inspection software to run on tablet computers. The SACS Tablet Inspection software has all of the functions and features of the PDA Inspection software, plus much more. It allows you to easily enter HQS and UPCS inspections with a larger easy to read screen. The touch screen allows users to easily interact with the software using the tap of a finger.

The SACS Tablet Inspections Application Features:

- Larger screen for easy data entry.
- Color coded items for quick re-inspection.
- Record signatures.
- Capture pictures of the unit while performing the inspection.

The software is compatible with any Windows 7 tablet device.

Windows is a registered trademark of Microsoft Corporation in the United States and other countries.

Contact SACS Sales today for more information or to receive a price quote. 888-897-4012 or sales@sacssoftware.com