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## Dear Valued Clients,

Altitude Information Systems would like to thank you for your dedication and loyalty by providing you with our complimentary monthly newsletter. The Advisor will be filled with industry news, business tips, a technical corner, schedule of events and will highlight new ACCPAC products & promotions.

We hope you find this useful in your every day business. If you have additional staff members you would like to receive this communication please forward their email address to [advisor@altitudeinfo.com](mailto:advisor@altitudeinfo.com) or visit our website to subscribe online at <http://www.altitudeinfo.com/newsletter.html>.

## Feature Product - Advantage Series 5.2

ACCPAC Advantage Series 5.2 packs powerful enhancements that provide incredible flexibility, making order, inventory and purchase order management easier than you ever thought possible. What's more, it also includes critical global and user-specific security capabilities along with support for retainage accounting and more!

Some of the highlights include:

- Sophisticated order management capabilities
- Improved user-specific and global security
- Improved inventory management capabilities
- Enhanced purchase order processing
- Ease-of-use enhancements across all modules
- Financial Reporter performance enhancements

[Contact us](#) today or visit <http://www.altitudeinfo.com/featureproduct.html> for a complete listing of the features.

## ACCPAC CFO - A Must See Strategic Analysis Tool!

If you didn't have the chance to view the CFO email that was sent to you previously then we'd like to encourage you to take a few minutes and learn about this exciting new product from ACCPAC. We are confident that once you've had a chance to preview the online video, you'll agree that CFO is a worthwhile tool for any business!



## What drives your business

View the online video to learn more!

<http://www.icvdigitalmedia.com/clients/accpac/>



## Happy Holidays!

Warmest wishes for a joyous holiday season and a happy New Year!

From your Friends at Altitude Information Systems

## Top 10 reasons why you might want to consider a CRM Program for your business

1. Your sales department is working from multiple spreadsheets to track sales.
2. You have employees in the field who could benefit from having remote access to client information, such as outstanding invoices, history of items purchased, notes or demographics.
3. You have various departments working from separate spreadsheets or programs. This creates funnels of information, which makes it nearly impossible to effectively manage a business.
4. You would like to create a step by step workflow process for your sales department to ensure successful sales and accurate forecasts.
5. You want the ability to measure the success of a marketing campaign.
6. Create effective and accurate sales forecasts and projections.
7. Store documents and track all client communication for future reference.
8. You want to manage your staff time better.
9. View all client issues from support, sales, accounting and customer service.
10. You want the ability to create a script and a workflow for full time or temporary telemarketers.

### Learn More about ACCPAC CRM

To learn more about how ACCPAC CRM can benefit your business [contact us](#) at the number listed below.

### Request FREE Guide "How to Choose a CRM System"

Understand the benefits and risks, find out how long a CRM implementation should take, and know what planning steps are most critical to your success. This guide gives you the compiled wisdom of software designers, sales and marketing pros and industry technologists. You'll get unbiased information that will help you make the right decision, no matter which product you choose. Contact us today to request your "How to Choose a CRM System" Booklet.

## Fall Promotions from ACCPAC

**Switch from NMS Job Cost to ACCPAC and save 30%**

Take 30% off full SRP of Advantage Series Project and Job Costing when you move over from NMS Job Cost.

**Amazing Discounts for Plus clients looking to upgrade to Windows!**

If you've been waiting for the right time to upgrade to windows it's here! In November you can save big when you move from ACCPAC Plus to Advantage Series. [Call us for a detailed quote.](#)

[What you can expect when you upgrade](#)

### Save on ACCPAC CRM Options

Take as much as 25% off select CRM options when you purchase ACCPAC CRM or CRM SalesTeam (any edition). CRM options include CRM Integration Server, CRM Solo, CRM Wireless Mobile User and CRM CTI Server.

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## How To Get The Most From Your Yellow Pages Advertising

*Secrets of this powerful advertising tool by [www.isquare.com](http://www.isquare.com)*

The Yellow Pages are a terrific medium because of one simple reason: they are a directive medium (as opposed to a reactive medium --like a newspaper ad or TV spot.) In other words, people use them when they're ready to buy!

Which means you can (and should) load up your ad with everything you want to say about your capabilities and services --and people will read literally EVERY word. Because for the most part, they've already DECIDED to buy, and your Yellow Pages ad is the best possible chance to get them to call you so you can CLOSE the sale!

### How much should you spend in the Yellow Pages?

There's only ONE rule that applies to advertising budgets for the Yellow Pages. And if you can afford to do this, you should follow that rule. It is, simply...have a larger ad than the rest of your competition. Because when you have the largest ad, 30 percent of Yellow Pages shoppers --motivated, ready-to-buy people --will call you first.

[Read more](#)

## Schedule of Events

These Live Webinars are conducted by ACCPAC experts using intranet "WebEx" technology and a voice-line for conferencing. ACCPAC understands addressing all customer questions are critical, therefore demonstrations are generally followed by an open question and answer session.

### Advantage Series Project and Job Costing

12/16/2003 2:00 pm - Advantage Series Project and Job Costing Overview

12/22/2003 2:00 pm - Advantage Series Project and Job Costing Overview

### ACCPAC eCRM

12/12/2003 4:00 pm - Experience CRM Nirvana: (AAS)

12/19/2003 1:00 pm - Experience CRM Nirvana: (AAS)

### ACCPAC HR Series

ACCPAC HR Series Overview, 12/16/2003 12:00 pm

ACCPAC HR Series Overview, 12/30/2003 12:00 pm

### ACCPAC Insights

12/12/2003 10:00 am - ACCPAC Insight Overview

12/16/2003 10:00 am - ACCPAC Insight Overview

### Sales Optimizer

12/10/2003 Sales Optimizer Overview, 12:00 pm

12/11/2003 Sales Optimizer Overview, 12:00 pm

### ACCPAC CFO

ACCPAC CFO Overview, Thursday, 12/18/03, 12:00 PM

Start times are listed in Eastern Standard Times.

[Call us today](#) to schedule for one of these events.

## Technical Corner

### Technical Tip - Hiding and Showing Columns Within A Data Entry Grid

Did you know, beginning with the release of ACCPAC Advantage Series 5.0, it's easier than ever to hide and show columns within a data entry or inquiry grid? Utilizing these steps can help speed-up data entry and make it easier to view important information.

To hide a column you don't need to see, right-click on the column title, select COLUMN TITLE from the popup menu. For example, if you don't need to see Location Code in the Order Entry detail grid, right-click on the LOCATION column title and select "Hide Location". The column will be hidden.

To show hidden columns, right-click on any column title, then select RESTORE COLUMN. The column will be restored.

ACCPAC retains column preferences by screen, and by user ID, so any changes you make to column setup will

be remembered the next time you use that screen. The changes you make will not affect other users.

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### *Automate Reporting in Advantage Series using Macros*

Businesses always require recurring reports. The ACCPAC Advantage Series **Macros** menu provides functionality that helps automate repetitive reporting tasks – allowing you to present timely reports to management while saving valuable time at period-end.

Simple macros, such as, printing an aged cash requirement report, or performing day-end, can be defined using the **Record Macro** option. Using this option, you can “teach” the application what needs to be performed by performing that task yourself, the first time.

To start the macro recording:

1. Select **Macro > Start Recording** from the Advantage Series desktop. A small red icon appears on the application status bar indicating that the macro recording has started.
2. Specify the macro file name and location.
3. Indicate if all or only changed fields need to be recorded in the macro. If you intend to manually change the macro later, it is recommended to choose the *Record All Fields* option.
4. Click **OK** to start recording. Everything you do, such as printing all monthly reports for a specific profit center or printing all weekly reports for your manufacturing plant, is recorded and copied to the specified macro file.
5. To stop the macro recording, select **Macro > Stop Recording**. You have the option to make modifications to the recorded macro or to close the editor.
6. To run the recorded macro, select **Macro > Run**. Select the macro that you wish to execute and click **Open**.

Once a macro is recorded, it can be made available to all or specified users. You can also create an icon for this macro on your Microsoft® Windows® or Advantage Series desktop, which can then be executed with a single-click.

Do you print a fixed set of reports periodically? Do you wish to print your reports with a single click of a button? Please give us a call to learn more about VBA macros and how you can considerably reduce the time spent on daily, weekly or monthly report processing.

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### Contact Us



Suite 303, 7297 - 138th Street  
Surrey, BC V3W OE5 Canada

Phone: (604) 598-8480

Fax: (604) 598-8481

[advisor@altitudeinfo.com](mailto:advisor@altitudeinfo.com)

email: [info@altitudeinfo.com](mailto:info@altitudeinfo.com)

[www.altitudeinfo.com](http://www.altitudeinfo.com)

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