



## The CPA Software News awards ACCPAC Advantage Series in the high-end and mid-range category accounting system

ACCPAC Advantage Series, formerly known as ACCPAC for Windows, was awarded a five-star rating and a four-star rating for its Enterprise Edition in the high-end category and Small Business Edition in the mid-range category, respectively, in CPA Software's most recent software review.

It was not the first time that ACCPAC products receive this kind of prestigious acknowledgement from the accounting software industry. ACCPAC Advantage Series has been known for its fully integrated suites of end-to-end business solutions that includes Accounting and Operations, Customer Relationship Management, eCommerce, Warehouse Management, and Human Resource Management.

### Life Tips

*The only goal you can't accomplish is the one that you don't go after!*

- Vilis Ozols

Its scalability and its flexibility on the reporting end contribute to its success penetrating the mid-size enterprises market. Advantage Series supports a number of databases, including Pervasive.SQL, Microsoft SQL Server, Oracle, IBM DB2, and CA Ingres II, making it a software of choice for companies of any size.

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

## Unseen Benefits of Regular System Maintenance

Ever wonder why your computer system seems to run slower and more prone to errors and system crash, prompting you to restart the system. It is not uncommon for PCs to behave that way after they are being used for sometime without any maintenance. On each use, they accumulate a lot of unnecessary stuff on your hard drive dragging down your system performance and occasionally causing conflicts between applications and processes.

What you do not realize is that each time it happens your staff have to waste a good

fraction of their working time waiting for the system to stabilize or to reboot, pushing their working productivity down. Furthermore, repeated occurrences of this kind of interruptions could harm your staff's working satisfaction and motivation, resulting in higher employee turnover.

Let's imagine your staff working on a multiple sheets budgeting system that took days to complete and when he/she tried to save it, the system froze and he/she had to restart the system without being able to recover his/her work.

Regular maintenance includes the clean up and the optimization of your hard drive as well as your operating system. Having your system regularly maintained could add some costs to your operation. However, the benefits you could reap out of this maintenance arrangement would be substantial and beneficial to the overall growth of the organization.

*To find out how OpenAxis can help you, please contact us at (323)265-3000.*

## Tips for Management: Improve Productivity at Workplace

We live in our houses where we sleep, eat, cook, clean and do a lot of other things, to get on living the best way we know of. By going through our daily lives as such, we develop our common senses and quite often, they can be applied to our workplaces.

When we clean up our houses, we feel refreshed. It is helpful for us to go back and clarify what we have done during the cleaning up process.

### 1. Organize:

**Actions:** Find out things that we really need and throw away things we have doubt about future usage.

**Benefits:**

- Increase available space
- Decrease inventory level
- Reduce mistakes
- Make workflow smooth
- Improve communication by simplifying workflows.

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## 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.

**Hurry! Offer ends on June 30th, 2002!**

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.

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## Improve Productivity at Workplace

### 2. **Place In Order:**

**Actions:** Label, group, count, and place things in their appropriate locations, so that everyone can see and identify parts, tools, inventory, or documents quickly.

**Benefits:**

- Save searching time
- Prevent loss of valuable assets such as tools, parts, and inventory.
- Reduce unnecessary motion and save human energy.
- Reduce probability of mistakes in picking wrong parts, material.

### 3. **Clean Up:**

**Actions:** Make things available or usable immediately when needed. Keep everything in top condition. We inspect workplaces and clean them up.

**Benefits:**

- Improve employee morale
- Increase safety level (less injuries)
- Reduce operation problems, including machine and equipment problems.
- Improve efficiency

### 4. **Standardize/Maintain:**

**Actions:**

- To organize, place in order and clean up, clarify responsibilities for each action (employees must know what to do, when, how and where they have to do it).
- Integrate the above actions and people could begin to identify irregular operations quickly (the three actions must become a habit – a part of daily workflows).
- Evaluate how the three actions have been implemented (need a checklist).
- Train employees and get feedback on a regular basis.

**Benefits:**

- Avoid going back to the old disorganized conditions.
- Try to understand workplaces and people better for smooth operations.
- Revise work conditions, flows quickly.

The above actions are neither inventions nor new ideas; rather they are common senses we develop in our daily lives or at our workplaces. To succeed in implementing the above actions at workplaces note the following:

1. Management must make a commitment to implement these operation policies.
2. Management must know daily operations at workshops by visiting the floor on a regular basis.
3. Employee communication and training are a must.

Common sense does not cost much, however our commitment to implement it saves a lot of time and money for our business and enhances morale among people.

## Newest IE patch released.

### Apply immediately!

You probably do not want to hear this any more. Neither do I. But there is a new security hole found in Internet Explorer Version 6 / 5.5 SP1/SP2 / 5.01 SP1 (for Windows 2000 or Windows NT4.0 Service Pack 6a only). This security hole could allow the attackers to run their code on your system, hence it is considered critical. Therefore, I recommend you to download the patch from the following website <http://www.microsoft.com/windows/ie/downloads/critical/Q321232/default.asp> and to apply it immediately.

If you get confused which security patch you have already applied, go to Help- About Internet Explorer in toolbar and find out which security patches have already been installed. If your IE shows Q321232, it means that you have installed all the necessary patches.

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](mailto:techsupport@openaxis.com).