

## Inside this issue



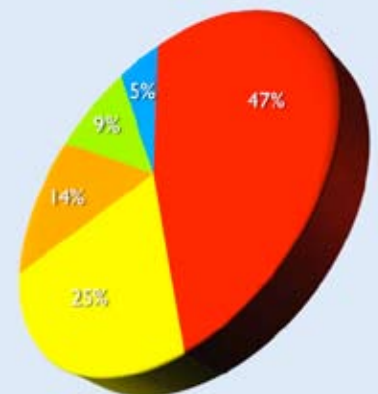
### Sections:

- **Feature Article** Page 2-3  
Do you know what it means to be PCI DSS compliant? Do you know if you are? Do you know if you need to be? It's not as complicated as you may think, and there are tools available to help you identify and solve potential problems..
  
- **Better Service Through Data Access** Page 4  
You know how important accurate, current customer records are to providing good service. The next step is to make sure everyone in your organization can get to them when they need them.
  
- **Peachtree Tip of the Month** Page 4  
Replacing several mouse clicks with one keyboard shortcut can cut valuable time from common tasks.
  
- **How-To** Page 5  
Our step-by-step demonstration shows you how to use the List command in Microsoft Excel to get more out of exported Peachtree reports.
  
- **Frequently Asked Questions** Page 5  
Many frequently asked questions are answered by settings found in Global Options. We take a close look this month at each one of these options and how to use them.

### Last Month's Reader Poll Results:

**In which situation would it be most beneficial to be able to report on data beyond two open years in Peachtree?**

- To prepare for an audit - 47%
- For creating budgets - 25%
- For creating forecasts - 14%
- For securing financing or loans - 9%
- I don't need multi-year reporting - 5%



**What would you like to see in future editions of The Peachtree Insider?**

Tell us at [peachtreenews@sage.com](mailto:peachtreenews@sage.com)

# Most Common Data Security Flaws

by Trustwave

Trustwave is a leading provider of information security and compliance services for merchants



Data compromise investigators find that hackers, more often than not, breach a payment card environment by exploiting one or more of these basic chinks in a network's armor:

- Lack of or mis-configured firewall
- Lack of or expired anti-virus software
- Out-of-date patches
- Weak passwords

Addressing only these vulnerabilities will not make your organization PCI DSS compliant. However, implementing solutions to fill these gaps provides at least a basic layer of protection and will start you on your way toward compliance.

### Firewalls

In today's connected world, a firewall is an absolute necessity. The firewall is your first defense against network intrusion. A network without a firewall not only allows attackers in, it welcomes them. Implement a firewall device for your network. If you are not experienced in configuring a firewall, we recommend that you get help from someone who is.

During configuration, confirm that:

- A rule is set to deny all inbound and outbound network traffic not relevant to the business
- The firewall is set to use network address translation (NAT) to disguise internal addresses
- The firewall uses stateful inspection

### Patching

Vendors release updates – called “patches” – to their software to repair problems and address vulnerabilities in an application's source code. Hackers write programs to exploit these vulnerabilities and gain unauthorized access to a network. Because these exploits can spread rapidly, patch management is an integral part of any security program.

Your organization should do the following

to keep their systems and applications up-to-date:

- Contact vendors to ensure you're using current versions of their software
- Take advantage of your applications' automated update features
- Ensure that patches are installed as soon as possible after their release

### Anti-virus

A virus attached to an e-mail can open the hole a hacker needs to compromise a network. Organizations must use anti-virus software to identify and eliminate malicious software.

Follow the steps below to protect your network from malicious code:

- Choose anti-virus software that can also detect and delete spyware and ad-ware
- Install the software on all work stations and servers
- Take advantage of automatic update features
- Keep your subscription current

### Passwords

Institute and enforce a password policy that requires passwords be unique and strong. In that policy, specify that:

- Vendor default passwords not be used



- Passwords must include uppercase and lowercase letters, numbers and special characters
- Passwords must be changed at least every 90 days. This applies to users, guests, people who connect remotely, and even applications that have their own built-in passwords

### Getting Started on PCI DSS Compliance

All merchants are required to protect their payment processing systems in accordance with the Payment Card Industry Data Security Standard (PCI DSS). Incorporating the information above alone will not make you PCI DSS compliant, but these guidelines will help you get started on protecting your business and the pathway to compliance.

To help you get started, Sage Software has partnered with Trustwave, a compliance management and data security expert. Trustwave works with thousands of merchants, from mom-and-pop shops to global operations, and guides them through the PCI compliance process. We've set up preferred pricing with Trustwave's TrustKeeper compliance portal. You can use TrustKeeper to complete the appropriate Self-assessment Questionnaire, schedule required vulnerability scans, and receive remediation recommendations to secure any identified issues in your network. To get started, please visit <http://peachtree.trustkeeper.net>.

For more information on what's required to be PCI DSS compliant, please visit the PCI Security Standards Council website at [www.pcisecuritystandard.org](http://www.pcisecuritystandard.org).

### About Trustwave ([www.trustwave.com](http://www.trustwave.com))

Trustwave provides a unique approach with comprehensive solutions that include its flagship TrustKeeper® compliance management software and other proprietary security solutions. Trustwave has helped more than 30,000 organizations—ranging from Fortune 500 businesses and large financial institutions to small and medium-sized retailers—manage compliance and secure their network infrastructure, data communications and critical information assets. Trustwave is headquartered in Chicago with offices throughout North America, Europe, Africa, China and Australia.



## Better Service Through Data Access

Are you always on the lookout for easy ways to provide better customer service? One Peachtree Quantum user suggests, "Give everyone in your company access to the system!" If you have your customer information centralized, everyone has visibility into each customer's account and can find answers or help resolve issues quickly. Use the roles-based security of Peachtree Quantum to easily assign security rights to anyone who interacts with customers, providing each user with only the information they need to see or change.

- Does your receptionist gather valuable information that would be helpful for others to know about that customer? Ask him or her to make a comment on the contact's record in Peachtree instead of on a yellow sticky note.
- Do you hire temporary staff or summer interns to assist with seasonal work? Perhaps they can confirm phone numbers or email addresses to keep information current for future marketing

activities. With the extensive permission options available, you can prevent access for any financial or other confidential information you don't want these users to see, such as accounts receivables or payroll information.

- If your shipping clerk has access to Peachtree, he can confirm the correct shipping address, method, and any special notes related to that customer.

To take advantage of roles-based security in Peachtree Quantum, select Maintain; User Security. Press the F1 key from within the User Security screen for detailed information on maintaining user security.

Peachtree Quantum 2009 supports up to 30 users, so now is the perfect time to enable each employee with the tools they need to provide outstanding customer service.

## Peachtree Tip of the Month

You can quickly accomplish many common tasks by using shortcut keys — one or more keys pressed to complete a task. Here are some common Peachtree Keyboard Shortcuts you may find useful. For more, open Peachtree Help and type "keyboard shortcuts" into the Index.

CTRL+X: Cut	CTRL+C: Copy
CTRL+V: Paste	CTRL+E: Delete Record
CTRL+F: Find	CTRL+D: Find Next
CTRL+N: New Company	CTRL+O: Open Company
CTRL+B: Back Up Company	CTRL+R: Restore Company
CTRL+P: Print Displayed Report, Invoices, Quotes, Payments, and so on.	

**[Send us your tips](#) so we can share them with other Peachtree users!**

## Join the Peachtree Community!

The new Peachtree online community has just launched and we want to see you there. Join in the discussion with Peachtree users and partners.

- Find answers to questions about using Peachtree
- Share best practices about business management
- Read and participate in regular blogs

**Be sure to bookmark the site**

**<http://community.peachtree.com> and visit often!**

**What would you like to see in future editions of The Peachtree Insider?**

Tell us at [peachtreenews@sage.com](mailto:peachtreenews@sage.com)

## How-To

The List command in Microsoft Excel is a powerful tool that allows you to easily sort, filter, and perform various calculations on data in reports. Here is a step-by-step demonstration of how you can utilize the List command with Peachtree reports you have exported to Excel.

[Watch the demonstration](#)

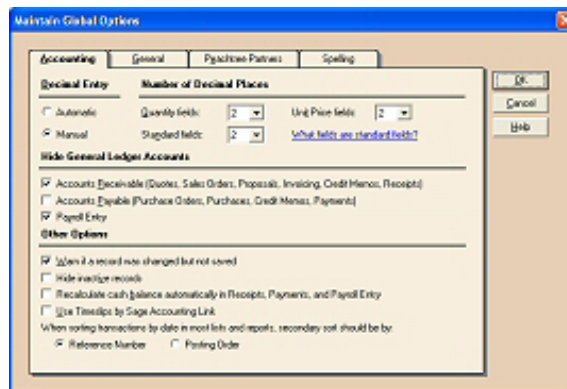
## Frequently Asked Questions

We typically don't get questions specifically about Global Options in Peachtree. We do, however, get many questions that can be answered with the settings found here. Here is a closer look at this often overlooked area.

All of the settings in Global Options apply to all Peachtree companies in your specified data path (this is the default location Peachtree looks for companies – typically C:\Program Files\Sage Software\Peachtree\Company). You can access this screen by selecting Options; Global. When the window appears, you'll notice four tabs.

The Accounting tab has several options for how accounting information is displayed in the product. Use the Decimal Entry and Number of Decimal Places areas to indicate how many decimals should display and whether the decimal appears automatically. The Hide General Ledger Account area lets you show or hide the GL Account in specific areas of Peachtree. Under Other Options you can hide inactive records from drop-down lists; make cash balances recalculate on certain screens; and specify how you want report and list information to be sorted.

The General tab has performance and display options you may find useful. The Performance section includes options that relate to report generation and inventory field calculations. It also



includes options for automatic or manual refresh of reports, Business Status and Navigation Aids information. Use the Line Item Display setting to choose the number of rows on Task screens – in 2-Line mode you'll see additional information appear on the second line. For example, on the Sales Invoice window it will show information about items, sales tax, GL Account, and Jobs (if applicable). The Smart Data Entry section controls how drop-down lists for

Customers, Vendors, Items and other records behave. Use these options to make the lists open when you start typing in the field or make Peachtree complete the field for you. When you check the Automatically Create IDs option, if you forget to put in an ID for a new record (Customer, Vendor, Item, etc.), Peachtree will create one for you based on the name or description. You can also use various color schemes to change the look of Peachtree and reset suppressed one-time messages with the click of a button.

The Peachtree Partners tab is used to set the security level for other applications that may be communicating with Peachtree. The Spelling tab can help you specify when and how you want a check to be performed.

For more information about these settings, open the Maintain Global Options window and click Help or search Peachtree Help for Maintain Global Options.

**What would you like to see in future editions of The Peachtree Insider?**

Tell us at [peachtreenews@sage.com](mailto:peachtreenews@sage.com)