

CADZOW NEWS

Cadzow **TECH** Pty. Ltd.

ACCOUNTING SOFTWARE FOR BUSINESS & GOVERNMENT

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Hello, Good Evening and Welcome.

This edition of Cadzow News is a little wordy but if you can spare the time we think you'll get a lot from it. To subscribe or unsubscribe, ask questions or submit a joke, please drop us a line.

Cheers, Geoff Vass (geoff@cadzow.com.au)

BUSINESS: Melissa Cadzow appointed to Small Business Development Council

Cadzow TECH Pty Ltd CEO Melissa Cadzow has been appointed to the Small Business Development Council, recently established by the South Australian Government and chaired by The Hon. Rory McEwen MP, Minister for Small Business. Also on the council are a number of Industry and Business Association representatives and independent business owners.

The Small Business Development Council will advise the Government on issues relating to the small business sector and work actively on targeted projects. It will also provide a forum for information-sharing and the cross-fertilisation of ideas between small business and the State Government.

Please feel free to put your views about business in South Australia to Melissa (melissa@cadzow.com.au).

Press release: <http://www.premier.sa.gov.au/Minister/MediaFrame.asp?article=1510&MinisterID=15>



CADZOW SOFTWARE: Emailing, Opting In and Opting Out

Our most popular modules are, not surprisingly, Accounts Receivable and Accounts Payable. However, not many people realise that behind these systems is a highly sophisticated Contact Manager which boasts a cornucopia of features to rival dedicated contact management systems. If you update your customer and supplier details you will know the **Organisations** screen which allows entry of name, address, phone, fax and email but the real power is under the **Contact Manager** tab.

To manage the emails you have already collected (and you *are* collecting your customers' emails, right?), go to **Accounts Receivable** then **[1] Organisations** then **[5] Email Management**. To add or remove emails for individual organisations, double-click the Organisation name.

The ability to "Opt In" an email address was added in version 10.01.016. This allows an address to be "active" and therefore included in reports and email dialog boxes but to be excluded from special functions such as bulk emailing of newsletters. For example, you might remove all your suppliers from your newsletter list and you may have customers who ask to be excluded.

Once you have a nicely groomed list of emails, you're ready to send a message. The simplest method is to go to **Contact Manager** then **[P] Contacts – Enquiries** then click **Next Step (Results)**. This will display all your contacts. Next click on the **Send Email** tab, click **Generate An Email Address String**, unselect **Add History Comment** and click **Generate Email String**. Cadzow 2000 will then create a text box containing all your opt-in emails which you can cut and paste into your email program.

The Contact Manager Enquiries option is much more powerful than this so if you need to send different emails to different groups of people you can do so using profiles, country, post code and many other criteria. Give it a try!

Tip: To protect your customers' privacy, use the Blind Carbon Copy (BCC) field so each recipient doesn't see all the other addresses. The BCC field doesn't appear by default. In Outlook Express, start a new message, go to the **View** menu and click **All Headers**. In Outlook 2002, start a message, go to the **View** menu and click **Bcc Field**.

CADZOW SOFTWARE: Quick Tips

Accounting Summary Report: Introduced in version 10.05.006, as of 10.07.008 this report has been improved with better sorting and more information. It can be used instead of a full General Ledger financial statement to provide a concise period summary for management or an external accountant.

Chevron Double-Click: Anywhere in Cadzow 2000 you see a chevron (») you can double-click that field to open the item in question; organisations and transactions are the most common.

BAS Generation: If you have created a few too many BAS periods, Cadzow 2000 versions 10.07.002 and above allow unused BASes to be deleted. By design, transactions can only be added to the last Business Activity Statement in the system; therefore you can only create the "current" BAS.

COMPUTING: Windows News

Windows NT 4.0, 2000 and XP are susceptible to a vulnerability which is being mooted as the cause of the next Internet meltdown (a la CodeRed and SQL Slammer). If you have one of these operating systems, go to <http://windowsupdate.microsoft.com> and download the **MS03-026 (823980)** patch under **Critical Updates**. If you don't have time or bandwidth, de-select the other patches listed. If you have Windows 95/98/Me or a firewall (such as in Windows XP or an ADSL router) you aren't vulnerable to this problem. If the patch isn't listed, you may need to first install the latest service pack. If you require assistance, please call us — this is an important update for all internet-facing NT systems.

Windows Server 2003, the successor to Windows 2000 Server and the companion server product for Windows XP, has been released. It is available in several Editions for different uses: Web, Standard, Enterprise and Datacentre. The latter with a 64-bit Itanium processor supports 512Gb RAM and 64 CPUs.

Windows 2003 is "Windows NT 5.2" whereas Windows XP is "NT 5.1" and Windows 2000 is "NT 5.0". The next Windows product will be "Longhorn" (NT 6.0) for the desktop and server and then "Blackcomb" (7.0?) for the server. We should start to see some of these new releases in about 2005.

Windows 2000 Service Pack 4 has been released. This latest collection of fixes includes every update that came before in one easy to use package. What's not so easy is getting it: at 129Mb it's quite a download. Cadzow 2000 users will receive a copy on any Cadzow 2000 CDs issued from July 2003 or non-Cadzow 2000 users can request our \$11 Updates & Patches CD which contains a number of other large updates you'll need such as Internet Explorer and Windows Media Player.



Windows 95 was retired by Microsoft a while ago and the software available for this platform is drying up. The latest productivity software, web browsers, media players and games don't support it. Now **Windows NT 4.0 Workstation** has been retired, after having its life extended a few times by Microsoft. Windows NT 4.0 has always missed gaming and media support but security updates have been supported for some time. Now that this will stop, businesses need to seriously consider upgrading their NT 4.0 systems to Windows 2000, XP or 2003. The next to go will be Windows 98 and Windows NT 4.0 Server.

COMEDY, Great Moments In

Tony: To do one unselfish act with no thought of profit or gain is the duty of every human being. Something for the benefit of the country as a whole. What should it be, I thought — become a blood donor or join the Young Conservatives? But as I am not looking for a wife and I can't play table tennis, here I am.

"The Blood Donor", *Hancock's Half Hour*, 1961, by Alan Simpson & Ray Galton

Advertising Executive: You changed "four score and seven" to "eighty-seven"? ... I understand they mean the same thing, Abe. Trust me, it's like Marc Antony saying "Friends, Romans, Countrymen, I've got something I wanna tell ya".

"Abe Lincoln versus Madison Avenue", Bob Newhart

The Cadzow team has been developing business and accounting software solutions for 23 years. Cadzow is an Australian organisation addressing the software requirements of business and government. Software solutions in the Cadzow 2000 family include: Cadzow Contact Manager, Cadzow Time Manager, Cadzow Training Manager, Cadzow Call Stats Manager, Cadzow Booking Manager, Cadzow Help Desk Manager, Cadzow Accounts Receivable, Cadzow Accounts Payable, Cadzow Stock Control, Cadzow Weblink, Cadzow Room Manager plus many customised solutions. To learn how the packages can be used individually or together, visit <http://www.cadzow.com.au/overview.htm>.

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