CADZOW NEWS

Tuesday, 16th December 2003

HELLO, GOOD EVENING AND WELCOME

It's that time of the year again, so however you plan to spend it, we hope your cholesterol level doesn't take too much of a battering. (Walk around the block once or twice!)

Cadzow 2000 hotline services will be available all through the holiday period.

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

BUSINESS: Correcting GST Mistakes

The Australian Taxation Office has published guidelines for making corrections on Business Activity Statements ("Activity Statement Update", Quarter 1 2003/04, NAT 9715-7.2003).

Previously a mistake on a BAS needed to be corrected by re-submitting that BAS. Now, subject to limitations, you can make the correction on a subsequent BAS. This is a simpler and more logical process, especially when using Cadzow 2000 to generate the BAS because entries back-dated into a prior BAS period will be included in the next BAS automatically. So if you miss an entry, or claim input tax credits where none apply (or vice versa), you can simply make the change and it will flow to the next BAS rather than fiddle with making corrections to one that has already been submitted.

Businesses with turnover up to $20m have 18 months to make the correction and it must be less than $5,000 (per BAS). For businesses with higher turnover, the correction period shortens but the allowable correction increases. Consult your accountant or the ATO for details ("Correcting GST Mistakes" 03/2002: http://www.ato.gov.au/businesses/content.asp?doc=/content/13104.htm).
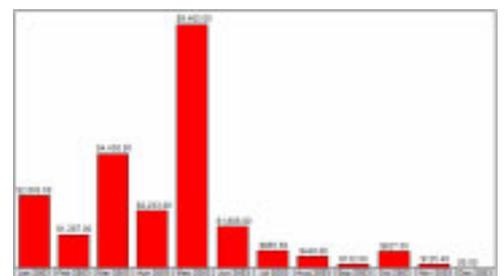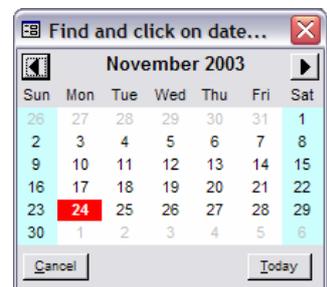
CADZOW SOFTWARE: New Stuff!

Quotations (Cadzow 2000 Accounts Receivable): Version 10.10.002 introduces the ability to create quotes. Like invoices, quotes can be printed, emailed in Snapshot or plain text format, and saved as drafts for editing later. Quotations have their own permissions, so if you don't have access to **Accounts Receivable**, **[A] New Quotations**, ask your administrator to turn it on.

Date Selector (All Modules): Any yellow-shaded date fields may be double-clicked to provide a graphical popup date selector. This feature is being applied gradually to various screens but started in Version 10.05.012.

Action Plan List (Cadzow 2000 Job Manager): Version 10.10.020 introduces the ability to assign an action plan to jobs. As each action item is marked as completed it appears in the job history. Speaking of jobs, an organisation's jobs are now accessible from the Organisation's control panel and includes all the various filters to show jobs of varying types (eg. assigned, closed, high priority etc).

Graphs (Cadzow 2000 Accounts Receivable & Accounts Payable): Version 10.09.013 introduces a range of simple graphs for organisations, stock items and departments. Over time more sophisticated and expansive graphs will be added but at this writing the graphs show sales and purchases for twelve months.

Label Printing (Cadzow 2000 Contact Manager & People Manager): Version 10.10.022 allows you to print a label straight from the addresses section of Organisation setup. Choose the address in question and click **Create A Label/Envelope**. You will be taken into the label wizard which provides full control over printing the label, including the number of skips.

For full details about new features, big and small, see the Cadzow 2000 Version History.

BUSINESS: Business Courses — Useful and Free!

The South Australian Government's Centre for Innovation Business and Manufacturing (CIBM) runs business courses for small businesses who want to grow. Bookings for the January-April 2004 workshops may be made at http://www.cibm.sa.gov.au/calendar/betterbusiness.htm. Hurry, places are limited!

COMPUTING: Disabling Windows Messenger for Fun and Profit

Windows NT, 2000, XP and 2003 all contain a service called Messenger. This is not the same as "instant messaging" clients such as MSN Messenger; Messenger is primarily a way to easily send messages to computers within a network. If you have one of these operating systems, try the following: Click Start, Run, type **NET SEND %COMPUTERNAME% Hello** and click OK. You will see a box saying "Hello".

As this service is on by default and doesn't require authentication to access, anybody — in your network or on the Internet — can send you a message. Spammers have already discovered this so as you surf the web you might receive a popup box exalting the benefits of something you don't want. Normally this isn't anything to worry about because you are just being spammed randomly by your IP address.

However, with the announcement of a fault in this service which could result in your system being compromised, Messenger has changed from a harmless little tool running in the background to a full-scale liability, and because it is as ubiquitous as DCOM, the service containing the fault that gave rise to the W32/Blaster worm, the possibility of a similar Internet-wide kafuffle cannot be ruled out.

Fortunately Messenger can be turned off, and there is also a patch available. To turn it off in Windows 2000 and above, click **Start**, **Run**, type **SERVICES.MSC** and click **OK**. Right-click **Messenger** and choose **Properties**. Change the **Startup Type** to **Manual**, then click **Stop**. Then click **OK** and close the Services applet. To turn it off in Windows NT, go to Start, Settings, Control Panel, Services.

If you can disable the service or have a firewall you can wait for the next service pack, but if not, visit http://windowsupdate.microsoft.com and download the **KB828035 (MS03-043)** patch.

BUSINESS: Christmas Party for Special Children

Cadzow is proud to sponsor the **Christmas Party for Special Children** and to be its IT provider. This year's party (the tenth anniversary!) was held on Sunday 7th December at Adelaide Zoo and was an amazing success. BMC Communications, the organisers, spend the year selling sponsorship packages of varying values to businesses which provides radio advertising for the business and equates to a certain number of children attending the party.

The whole event comes together with support from its sponsors and an army of volunteers. If you've already been contributing and haven't attended the party, you're really missing out on something very special, so make sure you go next year. If you haven't sponsored, get involved! Check it out at http://www.christmasparty.com.au.

COMEDY, Great Moments In

Dud: Here, have a sandwich. My feet are killing me.
Pete: What's that got to do with the sandwich?
Dud: Nothing, I just said it afterwards, that's all.
Pete: Well, you shouldn't say things like that together, it could confuse a stupid person.

Peter Cook & Dudley Moore, *Not Only But Also* ("At The Art Gallery") by Peter Cook, 1965

Correction: Disabling Windows Messenger is not much fun and won't earn you a profit.