

COGITATE

Monthly Newsletter

Red Flag Links

Last month we gave you two links to view the PDF documentation the Federal Government published to thwart identity theft but the links didn't work properly. Here are the links again; this time they should be okay.

- [The Federal Trade Commission Red Flag Alert](http://www.utilability.com/media/redflagftc.pdf)
<http://www.utilability.com/media/redflagftc.pdf>
- [Red Flag Business Guide](http://www.utilability.com/media/redflagguide.pdf)
<http://www.utilability.com/media/redflagguide.pdf>

Clairese's First Month

"March has been pretty busy for the newly-created marketing department at Cogitate. We've been working on the redesign of the company website, preparing the teaser site for our new **9G Backup** software, and getting things ready for new sales and bigger things!

"April is also going to be an exciting month with the rollout of the new website, more work on 9G Backup, and hopefully some new clients. There's a lot to look forward to and much work to be done!"

New Equipment Direct Expense Report

We've written a new report in the general ledger area. It's called Equipment Direct Expense Account to Equipment. Many times the Equipment Questionnaire report totals don't match the totals in the general ledger 510 Direct Equipment Expense area. This is usually because there is an account in the 510 that doesn't have a matching equipment number. What this prints is a distribution-style report of just the 510 or A510 direct equipment expense area and links to the Equipment table. If there are expenses in the 510 accounts that don't match an equipment number, those accounts will be displayed at the start of the report. This should help you reconcile your Equipment Questionnaire report.

Cash Receipting for Credit Cards

If you accept credit cards for payments, it's easy to separate them from your cash receipts. Set up a new Cash Receipting bill code called **CRCARD**. The new bill code needs both the debit and credit accounts but the one that is important is the debit or cash account. Enter the debit cash account number for your credit card receipts. Once that's in there, you're ready to go.

Then, while posting cash receipts, if you post a credit card receipt, enter "**cc:**" in the check number area. You can use upper or lower case – it doesn't matter – and you can follow it with any data you like (e.g., the last 4 digits of the credit card number, etc.) but you do need the "**cc:**".

Check for Updates

Get the latest reports, enhancements, and versions for your valuable software by running the "Check for Updates" application under the Help menu. Running this application will also retrieve the new 941 tax form for 2010.

UtilAbility Billing Service

Based on feedback we've received from a random sampling of customers, we're working with a service bureau company that prints, stuffs, stamps, and mails billings. The company is called Bill Flash (www.billflash.com). There is a little bit of setup required to use their service, but we're working with them closely to make sure they have everything ready to go.

The cost per mailing piece is \$0.55 (remember, this price includes postage) and the service should be available to our UtilAbility customers by the end of April. If you're interested in using this service, please contact us.

Two Special Requests

If you have a website and use our UtilAbility software to prepare your utility bills, we would like you to ask your webmaster to insert a link to our UtilAbility product website. The HTML script the webmaster should use is:

```
<a href="http://www.utilability.com/utility-billing-software.htm" title="UtilAbility  
Utility Billing Software" target="_blank" UtilAbility<br>A powerful, easy-to-use  
utility billing software package. </br>
```

We're also asking you to submit a UtilAbility product review. In the next few days, you'll receive an email from "Barbara Kowalczyk" with the following link:

(http://www.capterra.com/review_new?vendor_id=2068086)

Click on the link to go to the product review form. The form is very easy to follow and asks about 10 questions. There is one question on the form that you may not understand:

(In the Product Information section) "Version" – enter **4000**

You can enter any title you want for the "Review Title" (e.g., "UtilAbility is Awesome!"). When you're done, just click the "Preview" button. Then you can edit and/or save your review. Saving the review posts it to the Capterra database. Thanks in advance!

9G Backup

Waiting for Clairese's write-up on this one.

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