

# CogWorks



## Accounting and Office Management Software

### What is CogWorks?

CogWorks is an Australian accounting system with superb GST management, it's an office management system, it's a CRM and marketing system, it's a document management system, it's a time recording system, and the list goes on...

The idea is - the one package does it all.

### CogWorks is a product like no other.

It seeks to solve operational problems and inefficiencies that many offices do not even know they have. This product is well suited to companies of varying sizes from a one-man show through to medium size offices having scores of users.

Many firms are currently performing tasks using software supplied by many different vendors. Those software packages can store client/contact information in each of the different systems. As a result, the systems are not in sync with each other and much of the information contained therein is duplicated and/or out of date. Also, as different vendors have created these systems, they look and feel completely different to each other. It is also fair to say that the learning curve for the users of those systems is more difficult than if they were all the same. CogWorks provides many of the capabilities of the disparate systems that many companies use today and provides a common look and feel throughout the system with all data or information stored in one central location.

### CogWorks is inherently a Multi-User System.

CogWorks is capable of supporting scores of registered users with simultaneous access to your data. For multi-user installations we recommend you use MS Sqlserver for your CogWorks database operations.

### Accounting System:

One of the primary functions of CogWorks is to provide a capable accounting system with excellent cash flow and GST reporting capabilities. The authors of CogWorks realise that accounting functionality whilst important, is only the beginning of a system that attempts to provide as much functionality as is required by the majority of most modern office environments. CogWorks provides Cashbook, Accounts Receivable (Debtors), Accounts Payable (Creditors), Stock (Inventory Control), Quotations and General Ledger modules with simplified data entry facilities. It also allows multiple companies (entities) to operate from the one database enabling access to common data such as clients and contacts etc. Cross entity reporting provides a complete overview of your financial and operational requirements. User entity isolation is facilitated.

### Integrated Security:

All CogWorks modules are security conscious and as such can be locked down to suit most company's security needs. Alternatively, the security can be switched off in offices where a high level of trust exists, thereby providing maximum availability throughout.

### Work Flow Task Management:

Work Flow Task Management allows for improved management of workflow related tasks and their associated procedures. Tasks within an office can be automatically created through templates.

### Time Recording:

For service-based industries, CogWorks provides time recording capabilities, which integrate effortlessly with the CogWorks billing system.

### Document Management and Tracking:

CogWorks provides a document tracking system that can log information regarding all your word processing documents and many other file types. The document management system provides full search and retrieval capabilities. Document search criteria are provided by client, creditor, job, person, key words, document size, number of words etc.

### Marketing (CRM)

Many Customer Relations Management (CRM) systems are available today, but rarely provide any functionality beyond the management of customer relationships, i.e. no accounting or whole of office functionality. Our customer relations/marketing system provides many features for tracking and contact/prospect /leads management where all the data is central to the one system. Sales leads and prospect management are also available within the CogWorks Marketing system with user-defined fields for that field information which makes your company unique.

### Event Management:

CogWorks provides an Event Management module, which handles events such as Meetings, Seminars, Mail Outs, and Emailing Campaigns etc.

### Other Features:

Diaries Appointments & Tasks with Outlook and PDA integration. Help Desk System, In-Out Board and many other features to numerous to mention here...

### System Requirements:

Windows 2000, XP or Vista. Minimum 256mb RAM and upwards of 500mb free disk space for server or single user data storage. CogWorks uses MS Access database by default but we recommend MS Sqlserver for multi-user installations. Free versions of MS Sqlserver are available from Microsoft.