



NEWS SUMMARY

Memo: Andersen Raised Concerns in Feb.

Senior managers at Arthur Andersen raised concerns about Enron Corp.'s accounting practices last February and considered dropping the energy company as a client, according to an accounting firm memo uncovered by congressional investigators.

Yahoo Hopeful After Posting Loss

Internet media giant Yahoo! Inc. reported its fifth straight quarterly loss, reflecting its struggles with the weak online advertising market, but it also posted an operating profit that beat most expectations.

Intel's Revenues, Profits Top Forecasts

Intel Corp. reported a 77 percent drop in fourth-quarter earnings on an extended drop in demand for personal computers, but both profits and revenues of the No. 1 chipmaker topped analysts' forecasts amid a bounce in PC sales over the holidays.

Life Tips

The great gift of human beings is that we have the power of empathy.

- Meryl Streep

OpenAxis News is intended to provide useful information regarding Information Technology to our clients and friends.

The news covers new version releases, hotfix file update, and some IT tips.

Travel Expense: Easiest expense to reduce cost

Many businesses point to travel expenses as one of their biggest budget items. The followings are some relatively easy steps you can take *today* to keep your travel expenses lower and under control.

1) The #1 way to cut travel expenses is to look for alternatives to travel. Look first at technology. Video conferencing and web casting allow you to attend or host meetings and seminars without leaving town. Then, determine if several trips can be combined, or whether it's necessary to send more than one employee to visit the same client. Some employees regard travel as a perk -- and may ask to go on a trip that has very little value to the company. By requiring employees to explicitly justify each trip, you will discourage trips of questionable value.

2) Control budget. Require managers of each department and program to plan trips in advance and include them in the overall budget. Forcing managers to trade-off spending on travel against other items will help them spend more wisely. Plus, advance planning allows you to take advantage of air-fare sales and price wars when they occur.

3) Implement a travel policy that defines what is and is not allowed in terms of needed authorization, modes of transportation, and agency usage. The policy should also specify spending limits and expense reimbursement procedures. Require documentation for reimbursement and limit the use of cash advances -- which will discourage frivolous expenditures. Explain that travel is a cost that the company *must* keep under control.

4) Work with only one or two travel agencies to increase your negotiating leverage. By limiting the number of agencies you use (and preferably the number of agents as well), the agency will be more familiar with your needs and your account will be better serviced.

5) Assign a travel coordinator within your company to handle all travel arrangements with the travel agency. This person should be familiar with the travel policy, negotiated arrangements, and opportunities for cost savings and service improvements.

6) Use lower priced travel options. Negotiate discounts for air, car rental, and hotels. The most obvious ways to cut travel dol-

lars is to stay in mid-priced hotels and to use advance fare airline tickets.

7) Keep track of your company's travel patterns and expenditures. It's wise to keep a log of how many trips are taken to and how many nights are spent in each destination. Look at expenditures by category, location, and person so you can identify those areas that are costing your business precious dollars.

8) Install proper controls to ensure your dollars are not being wasted. These controls will help assure that travel policies are followed, opportunities for fraud are minimized, and your business is in compliance with tax laws.

If travel is a must for employees of your company, implementing these cost reduction tactics will have a significant impact on your business' bottom line.

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At OpenAxis, we focus on the implementation of IT solutions for small- and medium-sized businesses.

We provide management and computer consulting services by identifying issues, implementing solutions, and managing all your IT needs.

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"SEVEN ACTS"

Some people follow seven principles of actions in their daily lives. If we take these actions, we will be more positive and find happier faces around us. These are common senses, which we already know directly from our past experiences. It sounds easy but implementing the idea everyday may require a lot of discipline.

1. Clear and pleasant greeting

Whenever we meet a stranger, friend, colleague, we greet him or her with clear and pleasant voice. "Hello, how are you"? "Good morning". "Good afternoon". The person we greet must have felt good in advance and may want to have friendship with us. A smile and a pleasant greeting are what most people look for.

2. Quick and pleasant response

People feel better whenever they receive a quick and pleasant response to their questions. We show respect by quickly responding to a friend, colleague, child or wife.

3. Swift implementation

Whenever we notice something to do, take a quick action without hesitation. No procrastination. Procrastination is an enemy of success. Swift implementation makes us more efficient.

4. Five minutes in advance

Go to an appointment place at least five minutes in advance. We can make ourselves prepared for the appointment by taking a deep breath, calming down ourselves and concentrating on the meeting.

5. Chin up

Keeping our chin up and spine straight makes us cheerful and ready to take action.

6. Respect rules and etiquette

When we follow our rules and etiquettes, we build up friendship and a strong teamwork.

7. Place in order

Placing things in order means not only bringing them back to their original place but also preparing for the next work. It is an expression of respect and appreciation for them. "Placing in order" leads to a successful next stage.

Information on the So-Called ".NET Virus"

PRODUCTS AFFECTED: Windows 2000, Windows XP, Windows .NET Server

WHAT IS IT? There have been reports of a ".NET virus". This virus is being called W32.Donut by some anti-virus vendors. Below we list technical details and a link to the response from the .NET Framework team.

IMPACT OF ATTACK: File Infection/Re-infection, File duplication

TECHNICAL DETAILS: The virus is a proof of concept virus and therefore does not have a significant chance of spreading in the wild.

The virus is shipped as an .exe and when directly run by a user on Windows 2000/XP/.Net platforms the virus will infect .exe's created for the .Net Framework. It is only designed to infect these .exe's and does not carry any other payload.

The virus attempts only to replicate itself by infecting .exe's that are part of the .Net Framework. 1 out of 10 times a user runs one of the infected .exe's a message will display indicating the viruses present. Please contact your AV Vendor for additional details on this virus.



Have a question for Microsoft Windows or Office Product?

Ask our specialist and they can answer on this newsletter.

Please feel free to email your question to techsupport@openaxis.com.