'UNDER CONSTRUCTION'

The Quarterly Newsletter of C/F Data Systems, LLC

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From the President:

When C/F Data began in 1979, I had no idea if the company would continue for two years, 10 years or more. In fact, we are now in our 30th year. Many technology companies have come and gone in that time.

Over the past few years one of my major goals has been to assure the long term well-being of our company and the product that all of you use to run your businesses. Along those lines, we were fortunate to have one of our long time customers invest in our company. This has created financial stability.

A second facet that is necessary for long-term growth is to assure that we have leadership that can direct the company in a very competitive environment. Through all of this, our company has been blessed with a group of employees that are both skilled and dedicated. We are now fortunate to add to this mix an individual who has demonstrated a unique ability to move our product and company forward.

Eric Goldstein has returned to C/F to take over as President. I will continue with the company as Chief Executive Officer. I plan to be a significant contributor to the company for years to come. Under Eric's leadership, I am confident that all aspects of day-to-day operations will continue at a high level. In addition, we will re-emerge as a significant player in the construction software marketplace.

Dennis M. Coleman

After a brief six year interruption, I am ecstatic about returning to C/F Data Systems as its President. During my departure, I have experienced firsthand the way that large companies and larger support organizations treat their customers. I have witnessed the reactions of contractors forced to settle for sub-par service from these larger organizations in contrast to the praises received here at C/F Data. From what I have observed thus far, I am extremely happy to see that the customer service provided to the C/F Data clients has not only been maintained at the highest level, but has even improved since I left in 2003.

From a functional standpoint, I have found that bigger doesn't necessarily mean better. In fact, I am encouraged to see how STRUCTURE compares to competitive products. The biggest difference I have observed is that C/F Data actually ***listens*** to their clients, while other companies really don't pay too much attention to the needs of their installed customer base.

Ease of use and ease of implementation are foreign concepts to many construction software products. STRUCTURE was designed in such a way as to achieve both depth of functionality and yet still be pretty easy to use and understand. Most other products require hours and hours of costly consulting and customization to get them to work properly; this is not the case with STRUCTURE, as you well know.

I am glad to be back "home" and I look forward to helping us attain our goal to increase exposure of STRUCTURE on a more national scale. I also look forward to the opportunity of working with all of you again. Please feel free to call me at any time, or send me an e-mail to let me know how we can better serve your interests.

Regards

Eric

Eric R. Goldstein

Eric.goldstein@cfdatasystems.com
781-974-1541

Project Manager's Corner

Address Book

When a new vendor or customer is added to the appropriate maintenance screen (AMT, VMT), all contacts at this company should be entered. This can be accomplished by clicking 'Contacts' at the bottom of the maintenance screen. After the new customer or vendor has been added, they should also be added to ADB - Address Book in Project Management. This will give you access to them for Project Management and Quote Proposal Entry.

In the PJC - Main Screen, make sure you have added only the contacts you need for your specific jobs. This should be the first thing you do after setting up your job and tasks.

In your Contacts, don't forget to set up all people you need to deal with on the job; Architect, Building Inspector, Foreman, Job Supervisor, Vendors, Project Manager.

Support Asks?

Debbie Asks: Are you scanning for viruses? Please exclude the CF and D1 folders from being scanned while you are working on them. If you have a nightly scan, they may be included then. By scanning continuously while you are working on the files will not only slow you down, but could damage your files as well.

Marilyn Asks: Have you looked at all the Job Cost reports we have to offer? I recently took Jena's Job Cost Reporting Class and loved it. So often we do the same things over and over, and don't have time to see what else is out there. I have always been a fan of using categories on my jobs, and found a few new reports that can be used to help me better manage them. Check out the JBC and JPB to name a few. (She has another class scheduled for the end of October, hopefully we'll see you there.)

☎ Support Calls ☎

Q. I need to print 5 checks for the same vendor (Licenses), can I do them all in one check run?

A. If you haven't entered the vouchers yet, enter them in VVE - Voucher Entry, with an I in the pay code. You can then print them from VIK, they will update all together when VRU is run.

If the vouchers have already been entered and updated, you may select them in VSV - Select Vouchers for Payment. Instead of putting an 'F' in the pay code to force the payment, enter a 'J' (for joint payee) on the Joint Payee screen, enter the amount of the invoice in Field 3 **only.** Run your cash requirements by pay code 'Both'. Your checks will print with the word 'And' before the Vendor's name.

Product Development

Hello from development!

I hope everyone is enjoying the summer even though June has proven to be a most disagreeable month of rain here in Massachusetts.

Version 12.00.00 is in Beta. A lot of great feedback is coming from our Beta Customers.

Another Super User meeting took place in the middle of June. The topic was Job Cost Reporting. A number of good ideas came from the meeting which we will take under consideration.

The development team is still working on the expansion of some of the files. This is a project which we hope to have in a testing stage by the middle of July.

Purchase Orders is still a main focus for us. Once the testing is done on the file expansions, we will be able to start the testing of the changes we have done thus far and continue making our planned changes.

We also have gotten some feedback on the Work Force and Work Order Modules which has led us to schedule making some software changes in these areas.

We continue to make progress on our Quote Proposal project and CF Online.

Have a great summer, and I will update you again in the fall.

Ellen Cristoferi

Come to a FREE Version 11 Highlights Class

We have a Version 11 Highlights class scheduled at our office on Thursday, 08/06/09 from 9 – 1:00. We will be going over all the Version 11 software changes in the Structure system. If you missed our User Group Meeting in September and our previous Version 11 Highlights classes, let me know and I will send you a signup sheet and register you in the class. E-mail me - Sally@cfdatasystems.com . There is ***no charge*** for this class.

This class will go over:

- Upgrade Preparation & Installation (CD will be given out at this class)
- The Executive Center
- New Print/View features
- Application Changes

Have you tried this Inquiry?

GFI - Financial Inquiries with Drill Down

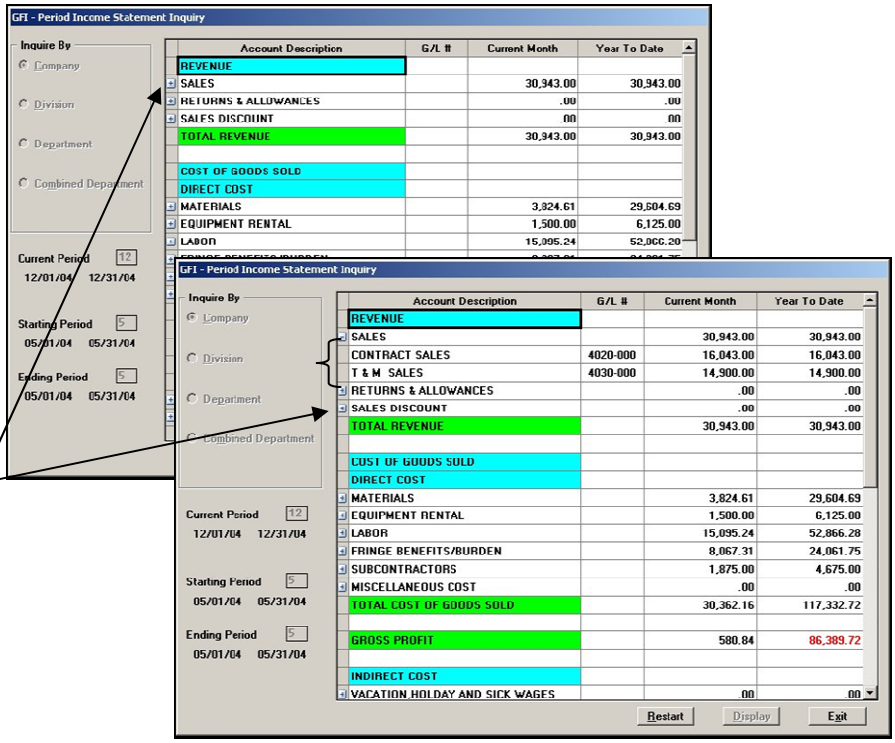
Choose Income Statement or Balance Sheet

Click <Display> or **press <Enter>** to fill in the screen with current period information. To see information for other periods, enter the Period # then **Click <Display>.**

Blue = Headings
Green = Totals
Red = Totals that have brackets on the report (balances that are the opposite the typical balance).

Click the plus symbol (+) to the left of the line for which you want to **display the Supporting Schedule information.**

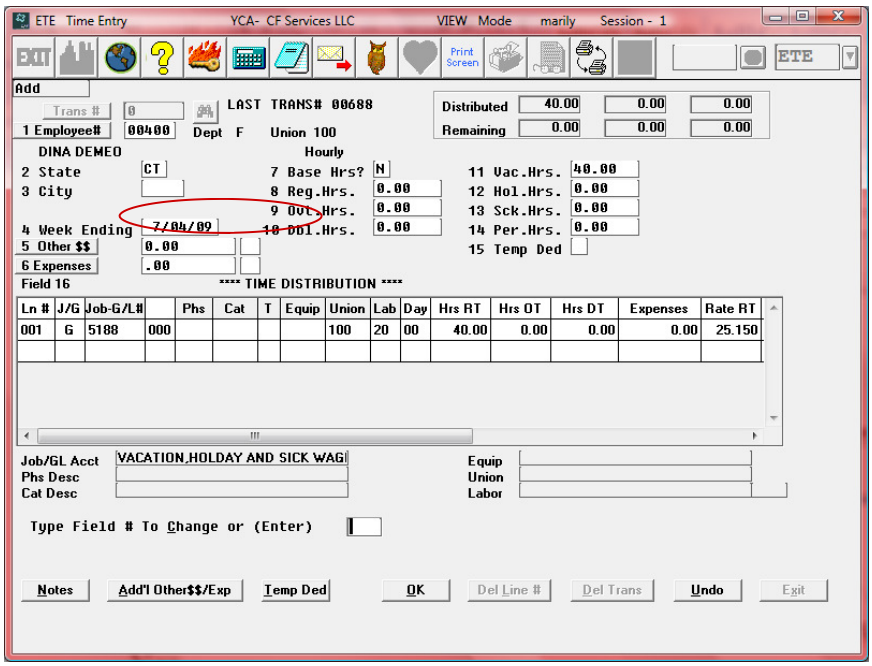
Click the *Account Description* of any line which the GL# display. Do not click the G/L# itself. This will display the GIQ inquiry that will allow you to drill down even further.



How To:

Enter an Employee's Vacation Check in the Same Run as Regular Payroll

In order for deductions and taxes to be calculated correctly, an entry made for the Vacation check should be entered with a different week ending date. You may also want to enter them after all regular payroll entries have been made. (Regular and vacation transactions should not be consecutive.)



1. Note the Week End date on the first screen of ETE.
2. On the second screen enter the employee #. If you have already entered this week's time you will get a message "Already entered as Transaction xxxx, Continue with this transaction?", click Yes.
3. Up arrow to Week Ending and change the date to the correct Week Ending date for this Vacation Entry. This will ensure that the employee's payroll history (EPH) will show that he/she received a check for every week. (Check Date will show that the checks were run at the same time.)
4. In Field 7 'Base Hrs?' enter 'N'.
5. Enter your hours in Field 11 'Vac. Hrs'.
6. In Field 16 'Time Distribution', distribute the hours to either a Vacation Job, or to a GL# you have set up for Vacation Time.

PROGRAMMING SPECIALS

Additional Structure Applications:

Work Orders - Allows you to: track and dispatch service calls, save service history by Service Location, enter and maintain Preventive Maintenance Orders.

Purchase Orders - Allows you to: write and print Purchase Orders to your vendors, calculate committed costs on your jobs, update your inventory with incoming Packing Slips, run analysis reports by Vendor, Job, PO, or Material#.

Project Management - Allows you to: control all paper work for each job in one place, create submittals, transmittals, and RFI's for each project which may be emailed directly to your client; and have quick access to the status of Purchase Orders, subcontracts, and change requests related to each job. Also allows you to limit access to project information to just the project team.

Work Force - Allows you to: forecast and schedule labor requirements for your projects, both daily and long-term; track employees by their skills and classification; track employee availability; create payroll time from the daily schedule to be imported to weekly payroll and/or job cost.

There is much more to all of these applications. To request more information or a demo, please e-mail marie@cfdatasystems.com .

Special programming available:

- Custom Lien Waivers
- Logos on Invoices, Purchase Orders, Statements
- Signature stamping for Payroll and Payables Checks
- Expanded A/R Notes
- PO Acknowledgement or Addendum

Summer reminders:

Back Up your D1 directory daily. (Full back up.)

Invest in a surge protector.

Learn something new.

Teach someone else how to do payroll.

Exporting to Excel in Version 11

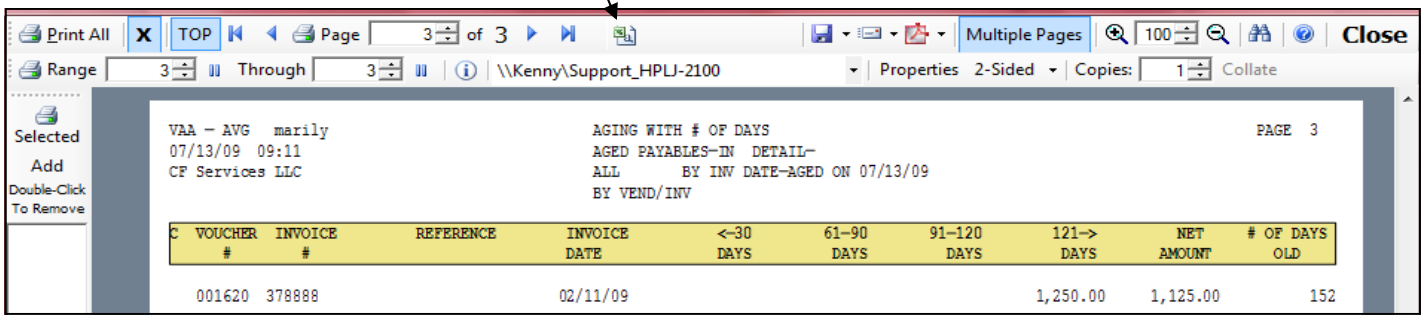
If you use the "Export to Spreadsheet" option on any report, you no longer have to search for it when you open Excel. In Version 11, you can just click on  to have Excel open the file automatically.

This button is found in the middle of the top toolbar. Simply click and Excel will launch and populate with your data. Remember .csv files do not have column headings.

New View/Print Features

- Print/pdf the page you are on; print/pdf a range of pages; print/pdf selected pages.
- See the whole page without having to scroll to the side.
- Search for key words, for find something in a long report.
- See which printer you will print to, change it if you want to.
- Go green. If you printer allows, print on both sides of your paper.

"This new view is the best thing since sliced bread!"
- Erine at Bent Electrical Contractors



July 2009

Su	Mon	Tue	Wed	Thu	Fri	Sa
			1	2 Purchase Orders	3	4
5	6	7	8	9 Job Cost Reports	10	11
12	13	14	15	16 Project Management	17	18
19	20	21	22	23 Workforce	24	25
26	27	28	29	30 System Admin	31	

August 2009

Su	Mon	Tue	Wed	Thu	Fri	Sa
						1
2	3	4	5	6 Version 11 Highlights	7 Company Outing	8
9	10	11	12	13	14	15
16	17	18	19	20 Job Cost 1	21	22
23	24	25	26	27	28	29
30	31					

September 2009

Su	Mon	Tue	Wed	Thu	Fri	Sa
		1	2	3 A/R Daily	4	5
6	7 Labor Day	8	9 WOS 1	10 A/P Daily	11	12
13	14	15	16	17 Contract Billing	18	19
20	21	22	23 WOS 2	24Payroll –Monthly/ Quarterly	25	26
27	28	29	30 WOS 3			

C/F Closed C/F Classes C/F Reminder Special Dates

Dates to Remember

Class Times: 9:00am to 12:00pm
Please e-mail Sally if you would like to attend

JULY 2 - PURCHASE ORDERS
JULY 9 - JOB COST REPORTING
JULY 16 - PROJECT MANAGEMENT
JULY 30 - SYSTEM ADMIN/ORIENTATION

AUGUST 6 - VERSION 11 HIGHLIGHTS
AUGUST 20 - JOB COST 1

SEPT 3 - A/R DAILY ACTIVIY
SEPT 9 - WOS 1 (SET UP)
SEPT 10 - A/P DAILY ACTIVITY
SEPT 17 - CONTRACT BILLING
SEPT 23 - WOS 2 (DISPATCHING)
SEPT 24 - PAYROLL 3
SEPT 30 - WOS 3 (BILLING)

OCT 10 - T&M BILLING
OCT 15 - PURCHASE ORDERS

Interested in another class? Let us know what you need.

If we get enough responses, we can schedule more classes.

Individual online classes are always an option, too.

E-mail:
Sally@cfdatasystems.com

C/F DATA SUPPORT

Support phone lines are open **8:30 AM** to **5:00 PM (EST)**. (800) 370-HELP (4357). You may also fax any questions to 781-337-9991 or e-mail to support@cfdatasystems.com. Make sure all e-mails and faxes have your company name on them.

We strive to return your call within 30 minutes. On occasion a call goes astray or gets logged under the wrong customer. Please call back if you have not heard from us within an hour.

C/F Weekly Meeting- every Monday at 9:45 for about 45 minutes.

C/F Monthly Meetings –

Third Monday of the Month 1:00pm -3:00pm.

You know our e-mail address, what is yours? To get on our e-mail list, for updates, newsletters, reminders, etc. send us an e-mail. If your e-mail changes, don't forget to let us know.

220 Libbey Parkway
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E-mail: support@cfdatasystems.com

Version 10 Features you may have forgotten

Marilyn and Sally have been doing a number of Version 11 Highlight classes, and made an interesting discovery. Many users have not utilized new features we introduced in Version 10. So we would like to remind you of some of these.

JUF - User Defined Fields in JJE

There are four fields at the bottom of JJE - Job Entry for you to use for your own specific needs. Example of what you could you use them for: Job Foreman (need to know how a particular Foreman's jobs are doing before his next review?) Job Type (What kind of jobs are more profitable; Schools or Retail) Status (Active, Hold, Completed) just to name a few. Why are these fields important? The JMG - Master Report Generator, and many other reports, can be sorted by these fields. They are also options for columns on your reports. You can run your Accounts Receivable Aging by these fields as well.

Employee Benefits - for non-union contractors who want to see employer benefits on the affidavit reports, and want benefits included in calculating actual burden. It can also be a simple way to keep track of the benefits you offer to your non-union employees. You will find this feature in EMT - Employee Maintenance, second screen. Benefit You can also run a report EBR - Employee Benefits Report.

New Application:

Quote Proposal for the Flooring Industry

This new application was designed for the flooring industry as a front end to the accounting system.

- Allows for the tracking of the bid process; from the invite to the awarding of the Job.
- Multiple options to print the Proposal that is sent to the customer.
- Allows you to send the same Proposal to different customers.
- Once the bid is won, the bid can be booked as a Job. The Job will be created from the Bid's information. This process will replace entering the Job in JJE, including the budgets
- Detail Lines from the bid become the detail lines of the Purchase Order
- Expanded Note system allows for unlimited tracking of notes with the ability to e-mail and set follow up reminders.
- Master Report Generator includes all fields from the Main Info, Add'l and Booking screens.
- The Forecasting report will create a spreadsheet used to forecast Man Days. This spreadsheet will have a Month tab for displaying a graph of the forecasted Man Days.

Are You Taking Advantage Of These Version 10 Reports and Inquiries?

In General Ledger

GIC- Comparative Income Statement
GBC- Comparative Balance Sheet
G/L financial reports that list the current balance for each period of your current fiscal year. (Periods 1 thru 12) for the Income Statement and the Balance Sheet.

GFI- Financial Inquiries with Drill Down
Displays an Income Statement or Balance Sheet in the same way they would print. Click on the to display the Supporting Schedule information for a line, including the G/L account#'s. From there you can drill down to the GIQ screen which allows further drill down.

In Payroll

ECI– Employee Check Inquiry/Report
New Proc Allows you to inquire on payroll checks, by check# or by employee. (Leave all fields blank to view all checks.)
Checks display in check# order.
Has Drill Down capabilities.

EEX - Affidavit Report to Spreadsheet
Allows you to export your affidavit report to an Excel Spreadsheet. Formatted for MA, CT, RI, NY, NJ OR, and Federal.

In Work Orders

WCA-Call Analysis Report
New Proc This new report will compare the time calls were taken to the time dispatched and then the time dispatched to the time closed.