

'UNDER CONSTRUCTION'

The Quarterly Newsletter of C/F Data Systems, LLC

JANUARY 2012—WINTER EDITION

1-800-370-HELP

From the President:

First, I would like to take this opportunity to wish each and every one of you a very Happy New Year!

As you can see by the many new clients we have recently added to our family, business prospects seem to be improving. I have personally spoken with many contractors nationwide over the past several months and I can safely say that the general tone is a positive one. The margins are still tight but there are more and more jobs to bid on. Let's hope the momentum keeps moving in the right direction.

The New Year is a good time to review processes and procedures and look for ways to be more productive and save time. It is also a great point to review your disaster recovery plan. *Do you even have one?*

A big part of the plan should be to guarantee that you have a good working backup of your STRUCTURE data. Recently a few of our clients experienced hardware failures that required them to restore from the backup. In one case, the customer's only readable and usable backup was three months old...*Can you imagine if your staff had to re-*

enter three months worth of data? This certainly is a tremendous waste of time and money, so you can see how important it is to not only do the backup but also make sure the backup is working properly.

You should strategize with your IT person to not only verify the backup, but occasionally try to read files to ensure the backup is readable. You should also review *what* is being backed up *at least* once a year, to make sure all critical files are included. (Of particular importance are the CF and D1 folders that contain your STRUCTURE information.)

Rest assured that we are here to help you out in situations such as these but we can't always work miracles. Without a usable backup, even the experts at C/F Data are at a loss. So please make sure to do a backup each and every day and check your backup often.

Happy New Year!

Eric Goldstein



C/F Data Systems, LLC.

Your Construction Financial Authority

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WELCOME NEW CUSTOMERS

Tucson Commercial Carpet

Tucson, AZ

Intertech Commercial Flooring

Austin, TX

Good Hill Mechanical

Woodbury, CT

Belknap Plumbing

Houston, TX

Covington Flooring Company

Birmingham, AL

Commercial Flooring Systems

Omaha, NE

Wholesale Floors

Phoenix, AZ

C S E

Williston, VT

Carolina Commercial Floorcovering

Wilmington, NC

Purging

Before closing your Fiscal Year, you may consider purchasing an Archive Company. This is a snapshot of what your company looks like at that time. You should then consider purging jobs that have been completed for a year or more.

Call Support for more information on an Archive Company, and the Purge Checklist.



Unemployment Rate Changes

If you have changes to your unemployment %'s, you will need to make those changes yourself. In EQS - Company State Info for EQU, enter the new percentage in field 13. 5.4% would be entered as 05.4000.

C/F Data Welcomes New Employees

Erin Dzierzak recently joined our team as the new Customer Support Dispatcher. When you call in, be sure to introduce yourself. Erin is very excited to learn STRUCTURE so that she can eventually help out in the Customer Support area. In fact, Erin volunteered to fill in to teach her very first class last week and she did a terrific job! We are very happy to have her on board.

Victor Moulton will be joining the company as we go to press in the capacity of Account Manager in our sales department. With a very upbeat and energetic personality, combined with nearly 20 years of sales experience, we are hoping Victor will complement our sales force and help us continue to expand our customer base.

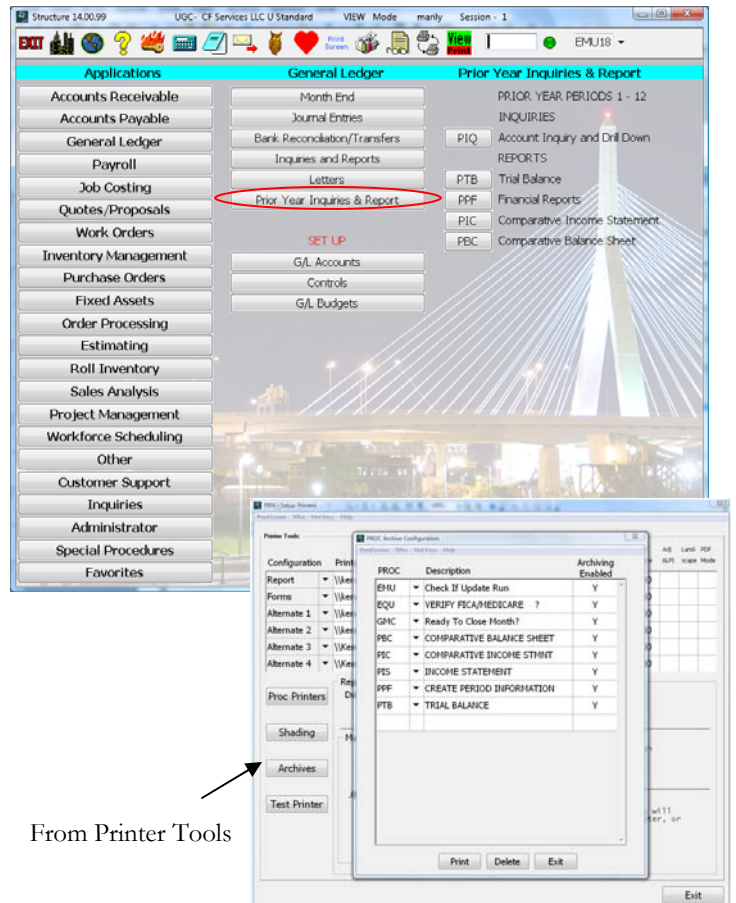
☎ SUPPORT CALLS ☎ 800-370-HELP (4357)

Q. Where do I make tax changes if I get notified by the state of a change?

A. You **DON'T** need to make any manual changes. We are also notified of tax changes for all states, and make the appropriate changes. To make sure that you are up to date with any tax changes, make sure you are up to date with your Structure Updates. We will send out any new tax changes for 2012 by the second week of January. Be sure to notify Support if you start working in a new state during the year, in case a state has changed it's tax files mid-year.

Q. My accountant would like to see General Ledger Reports for Fiscal Year 2010, can I get those?

A. Before closing Fiscal Year 2011, run your Prior Year Reports (these will be for 2010). You may want to archive these report as well.



From Printer Tools

Development Team News

Happy New Year! I hope that your holidays were wonderful.

We are starting to put together the final plan for the next release of STRUCTURE. There are many projects in the works that have been designed to help you, not only with your day to day activities, but also with your plans for future projects. We are hoping to begin releasing the new product to Beta testers at the end of February or early March.

What makes a good Beta tester? When someone agrees to become a Beta, they have early access to new features of the System. Keeping that in mind, a Beta must be committed to installing the upgrades in a timely manner, as well as any patches that get released. Not only do they need to read the documentation that is provided carefully, but they must also make an earnest attempt to try out new features and report back any issues or suggestions that they may have. The users must be observant. Anyone who has previously been a Beta knows that we make every effort to solve any problems encountered as quickly as possible. With that said, we appreciate any volunteers that wish to become Beta's. We usually only pick a few customers at first and try to vary them based on their specific needs and how they each use the system.

Please let us know if you are interested in becoming a Beta.

Ellen

Spotlight: Jena Hendrigan

Title: Support

Year you joined the team: 1996

Hobbies/Interests: Scrapbooking and decorative photo albums, vacations, pets, and spending time with my kids.

What is your fondest memory of C/F: Going to Red Sox games with Marilyn, Gary, and Barbara. Summer outing in Saratoga, NY. My first company Christmas party at Luciano's.

What is the key motivation for staying with C/F for so long? I truly enjoy working with the people here and consider them to be friends. I enjoy working with folks in the construction industry, and I especially like working with Job Costing. I am constantly being challenged here.

Brief bio/comments/thoughts: I have always lived in Massachusetts, on both the North and South Shores. I grew up in Abington, and moved to Salem to attend Salem State College. I graduated with a Bachelor's Degree in Business Administration with a concentration in Accounting. After graduating, I remained in Salem and spent six years working for The Aulson Company, one of our customers, and I learned how to use the STRUCTURE programs. After that, I came to work for C/F Data Systems.

I lead a busy life working full time and keeping up with a 7 and 8 year old., and I lead my daughter's Brownie troop.



SPECIAL PROGRAMS

Do you want to file your State W2's electronically? If you need to file in one of the states on the Purchase Order to the right, give Support a call, and we will send you quote. If you do not see the state you need, please contact Sally.

If you need to report hours to EBO we can provide you with a file that can be uploaded to the EBO web site with hours and Employee information .

Contact sally@cfdatasystems.com if you are interested.

To download a Special Request Form go to <http://www.support.cfdatasystems.com>



C / F D A T A S Y S T E M S , I N C .
2 2 0 L I B B E Y P A R K W A Y
W E Y M O U T H , M A 0 2 1 8 9

7 8 1) 3 3 7 - 9 9 9 1 (F A X)
(7 8 1) 3 3 7 - 7 2 0 0 (S U P P O R T)

DATE: 01/04/12

FROM: SALLY

P U R C H A S E A U T H O R I Z A T I O N

RE: Electronically file State W2'S

This program will allow you to Electronically file State W2'S for the following states:

AL,CA,CO,CT,DC,DE,MA,MD,NJ,RI,SC,VA,VT AND WI

PRICE FOR PROGRAM250.00

NOTE: DEPENDING ON THE REQUIREMENTS OF STATE YOU ARE REPORTING TO, THIS FILE MAY BE TRANSMITTED TO THE STATE EITHER BY UPLOADING IT INTO THE STATE'S WEBSITE OR BY MAILING IT TO THE STATE ON A DISKETTE.

UNLESS OTHERWISE STATED, THE ABOVE PRICES DO NOT INCLUDE FREIGHT OR SALES TAX. PAYMENT IS DUE UPON RECEIPT.

THIS QUOTATION IS VALID 45 DAYS FROM THIS DATE. PLEASE SIGN AND RETURN THIS COPY TO AUTHORIZE PURCHASE OF THIS TRAINING/SOFTWARE.

A U T H O R I Z E D S I G N A T U R E _____
C O M P A N Y _____
D A T E _____

REFERENCE: 506022 FAX

From the Marketing Desk



I'm in a state of confusion. The weather has been very warm and unlike winter. It's 50 degrees in December, and no white Christmas this year. To top it off, basketball season is just starting. It feels like we're in hibernation though we are fully awake.

We currently have a marketing promotion for new prospects involving the chance to win an Apple iPad 2. This ongoing promotion is for prospective new customers only. Details can be seen at www.cfdatasystems.com . If you know someone in the construction industry who could benefit from using STRUCTURE to manage their business, be sure to let them know about this promotion.

We are trying to avoid the winter blues by evolving the C/F Data Systems, LLC brand, enhancing our presence on the World Wide Web. We're hoping that more people in the construction industry get to know us and our products.

Stay tuned for the latest news. Spring is just around the corner.



Eric D.

January 2012

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5 Quotes / Proposals	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Class Times: 9:00am to 12:00pm

Please e-mail Sally to attend.

Jan 5 QPS—Quotes/Proposals

Please check the Support Website for a complete list of upcoming classes.

<http://support.cfdata.net/>

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

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

Individual online and on-site classes are always an option, too.

E-mail: Sally@cfdatasystems.com

C/F DATA SUPPORT

Support phone lines are open **8:30 AM to 7:00 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.



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

Thank You!

For a great 2011, and another successful year end. We look forward to a busy 2012, and hope that you are all busy as well.

If there is anything we can do to help you to be a more prosperous company in this new year, please do not hesitate to call.

Reminder From Support:

Be sure to check the EPR—Payroll Register for the first week of payroll in 2012. The year-to-date totals should match the weekly totals. If they don't, please call Support before continuing.

Contacting C/F Data Employees

Because we all wear many hats, especially this time of year, please do not leave messages on an individual's voice mail. To reach someone in a more timely manner please leave a message on "Support" voice mail. This is checked often, and the person you wish to speak to will be notified. If that person is not available, someone else will assist you with your problem. This also holds true with e-mails. All correspondence, unless you were specifically told otherwise, should go to Support@cfdatasystems.com.

We don't want to keep you waiting for an answer to a problem that could be resolved by any of our support members.

Payroll Reminder

During the first EMU—Monthly Payroll Update for the year, you will be asked to enter a starting date for the EPH—History by Employee, Dept, or State report which prints as part of the EMU. This is the date the system will use when printing the Year to Date totals for each employee. If the report is run by Weekending Date, enter the first Weekending Date of the year. If run by Check Date, enter the first Check Date of the year. **The question only displays once per year, when you are closing January.**

A Timely Response From Support

This can be an especially busy time of year, and you may need to contact our Support team with questions or to seek some help.

If someone is not immediately available to take your call, our dispatcher will put your name and telephone number on the next spot in our cue. Our support team will take the calls in the order they appear on the cue, and call you back as soon as they can.

It may seem like a reasonable request to ask to remain on hold until someone is available, but unfortunately, this will not change your place in the cue, and it will keep you tied up on the phone waiting for our support staff.

Please leave your number with the dispatcher, and rest assured we will call you back as quickly as possible.



C/F Announces Extended Customer Support Hours:

Over the past few months we have added several more customers west of the Mississippi, including California, Arizona, Texas, Nebraska, and Hawaii. Therefore, we have decided to try extending our support hours until 7PM EST, making the official hours Monday through Friday 8:30 AM to 7:00 PM EST, effective October 3, 2011. This is a pilot program and over the next several months we will determine if these extended hours are providing our clients with significant added benefit.

The primary method to communicate with customer support after 5PM EST shall be e-mails sent to:

support@cfdatasystems.com.

Before Updating Your Fiscal Year in G/L

Remember to Run Prior Year Reports

First, be sure these are Archived reports (Printer Tools>Archives):

PTB – Trial Balance

PPF – Financial Reports

PIC – Comparative Income Statement

PBC – Comparative Balance Sheet

Note: Descriptions in the Proc Archive Configuration screen may vary.

Add them if necessary.

Run all the Prior Year Reports.

Because the reports are archived, the 2010 reports will be saved before 2011 becomes the prior year.



2012 Tax Changes

Tax changes will go out the second week of January. They will be posted on the website, and you will be notified via e-mail to download them. It is critical that we have your correct e-mail address.

If you have not received your tax changes via e-mail and you have e-mail capabilities, please send us an e-mail message with the correct address.

Please **do not** make any changes yourself to the tax tables, especially the description. Doing so can void the changes that we send you. Correcting these errors will be billable.

The employee tax rate for Social Security remains at 4.2%, and the employer tax rate is 6.2%.

The following states had changes made to their tax tables: (at time of this printing)

Arkansas, California and California SDI, Delaware, Idaho, Kentucky, Maine, Massachusetts, Minnesota, New Jersey TDI and FLI, New Mexico, New York, North Dakota, Oklahoma, Oregon, Rhode Island and Rhode Island TDI, Vermont

After the tax changes are made, the description field for any state will include a January 2012 date.

Unemployment changes are only to the limits. If you have a change to your percentage, **you need to enter** that in field 13 of EQS - Company State Info for EQU.

EQF - FICA limit has changed to **\$110,100**.

The 401K limit has changed to **\$17,000**. **You must still enter the amount in ES4**. If you have a Roth, verify each employee's limit in EMT. (Employee Master File)

Employees, 50 years of age or older are eligible to make additional *catch-up* contributions. The 401k *catch-up* contribution for 2012 is **\$5,500**. Enter **\$22,500** in EMT in the limit field for qualified employees with a "Z" code.

Fiscal Year End Summary Checklist

Accounts Receivable

- Run **AGE – Accounts Receivable Aging – in detail** - prior to running the GMC for the month
- Write off Bad Debt – [How to Write off Bad Debt](#) (Click here, then select Accounts Receivable on the web page.)
- Optional* – run **ASR – Sales Analysis by Dollar** – enter the dates for your Fiscal Year.

Accounts Payable

- Run **VAA – Accounts Payable Aging – in detail** - prior to running the GMC for the month
- Optional* – run **VAN – Vendor Analysis** – enter the dates for your Fiscal Year.

General Ledger

After completing the steps in Accounts Receivable and Accounts Payable, you will be ready to close the year in General Ledger.

- GMC – Month End Close** - No entries from Payables, Receivables, or Payroll can be made to closed months.
- GFR – Current Month Financial Reports**

While you wait for your accountant's figures:

You can continue posting your daily activity into future GL periods for up to 12 months before doing the year end close in GL.

Optional: If you haven't already done so, set up the following Prior Year Reports to be Archive Reports - Printer Tools/Archives - See page 2 of this Newsletter.

- PTB** -Trial Balance
- PPF** -Financial Reports
- PIC** -Comparative Income Statement
- PBC** -Comparative Balance Sheet

When you get your accountant's yearend figures:

- GJE – Journal Entries** – Enter your accountant's adjustments for the end of the year.
- GJU – Current Report and Update** – to check your entries and update.
- GFR – Current Month Financial Reports** – to check figures.
- Optional:* **GTR - Trial Balance** - in detail for period 12.
- Optional:* Run **Prior Year Financials (PTB, PPF, PIC and PBC)**
- GPU – Period Update** – The system automatically closes the year

IMPORTANT: GPU for Year End (period 12) takes longer than GPU for other G/L periods. No one should be working in STRUCTURE when the GPU for period 12 is run.

Job Cost - *Optional*

- JMF – Summary Reports** – enter the dates for the cost and billing you want moved into **COST PRIOR YEAR** and **BILLED PRIOR YEAR**.
- JPY – Move Costs to Prior Year Column.**
Your Work in Process reports use this information for various columns and calculations, including “**COST INCUR THIS YR**”.

Inventory - *Optional* (Not “Roll” Inventory.)

- IMC – Clear Month to Date Totals** Clears the totals from the Units MTD column of the Material Usage Report (IUR)
- IYC – Clear Year to Date Totals** – Clears the totals from the Units YTD column of the Material Usage Report (IUR)
- IIU – Inventory History Clear** – This is usually run as part of the instructions for doing a physical count for inventory.

