We Know The Value of a Customer

Brief Background

Founder and owner of CompterEase, Bob Mattlin, came from a family background in construction and a personal background in accounting.

As computer technologies became increasingly available in the early eighties, Mr. Mattlin had a vision of using this technology to pull together his accounting and construction industry knowledge to improve the way contractors managed their businesses.

Twenty-five years later, he owns the industry-leading company among construction management software solutions and continues working to improve contractors’ business practices.

Construction is a competitive industry, and ComputerEase provides contractors with the edge they need to stay strong and productive.
Our Most Recent Awards:

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Innovative

- Construction accounting and project management integrated in one solution.
- Management Centers bring all your information together.
- Leader in integrating your field operations with your accounting software using FieldEase.
- Integrated workflow management, including invoice routing, approval, document scanning and storage.

Powerful

- Automate all of the complex bookkeeping needs of construction accounting.
- Built in troubleshooters tell you where the problems lie, without having to sift through mountains of paper.
- Electronically capture information from the field to speed up billing and collection processes and increase cash flow.

Easy

- Centralized information – all modules link and work together.
- Easy to learn and use. Provides you with a quick return on your investment.
- Integration with Microsoft Office allows you to modify the system with tools you are familiar with.
- Designed with hundreds of ease-of-use factors, including data entry wizards, context sensitive help, streamlined data entry and more.
Your Tools For Business Success

Project Management
Scheduling
Document control
Resource Management
Change Order Management
Subcontract Management
Bid Day
Portals
Punch Lists
Meeting Minutes
Purchasing

Accounting
Job Cost
Payroll
Billings
Accounts Receivable
Inventory
Equipment Costs
Accounts Payable
General Ledger
Qtools (Custom Reports)
Tool Rental

Microsoft Integration
Word Templates Throughout
Excel Custom Reports
Outlook Interface
Qtools
ODBC Connectivity

FieldEase
Remote Workforce Solutions
Electronic Timesheets
Electronic Work Orders
Document Routing and Approval
Forms and Notes Processing
Electronic Purchase Orders

Estimating
Seamless Job Cost Integration
Industry Databases
Works with Most Estimating Systems
Contractors and Business

ComputerEase was established in 1983 with the objective of improving the tools with which contractors managed their business.

That lead to the development of a simple-to-use, yet robust, accounting system that any construction firm could utilize.

Throughout the years, ComputerEase has practiced customer-needs focused development to continually improve this management tool.

Industry Specific Needs

From these roots, ComputerEase has created management modules to address industry specific needs within its fully integrated construction management software package:

- Accurate Job Costing
- Integrated Project Management
- Streamlined Payroll Management
- Detailed Accounting
- Integrated Inventory and Purchasing
- Thorough Equipment Costing
- Integrated Service and Dispatching

Modular, Scalable Infrastructure

ComputerEase construction management software is a true Windows 32-bit system. The system is modular and fully-scalable.

For large businesses managing many complex projects, the full power of ComputerEase can be harnessed to improve every aspect of their operations.

For smaller companies, the software can be run with only the modules that are applicable to their current needs, with the ability to add other modules as needed.

ComputerEase continues today in its goal of helping contractors improve their operations.

Not only is ComputerEase the easiest and the most intuitive construction management software to use, it is also the most innovative:

- Moved from accounting-only solutions to a comprehensive project management focus
- Created the Trouble Shooter, a unique software tool that scans data and tells you in plain language where the problems are
- Incorporated management centers and drill down technology throughout the system
- Adopted handheld devices for remote communications between the field and the office
- Developed a built-in method for scanning, processing, storing and routing invoices for approval
- Automated all of the complex and troublesome accounting needs of construction management

Developing Construction Industry Solutions

ComputerEase regularly consults with its customers to discover which software features work best for them and gather new ideas for solving current business challenges.

As a result of these communications, ComputerEase regularly releases updated versions of its software, with each version including additional innovative features and incorporating improvements generated from real-world experiences and needs.

When you invest in ComputerEase software, your company will begin to see the difference right away. And as your company grows, ComputerEase will be supporting you with ongoing construction-inspired development.

“With ComputerEase, development has been a two-way street. We’ve been able to go in and data mine for nuggets of gold. In some cases, we’ve been able to increase our efficiency by 20%. ComputerEase helps us move strategically.”

Tim Cleary
President of TMI Electric
Providing More than Just Software

ComputerEase has cultivated a network of highly skilled dealer-consultants who are experts in the unique and wide-ranging aspects of construction management and accounting.

These consultants serve throughout North America, and when you choose ComputerEase, you gain access to this vital reservoir of experience.

Because ComputerEase consultants are experienced in the construction norms of the regions that they serve, they will assist you in ensuring that your construction management system is configured to your unique regional requirements.

Guided Experience

Your ComputerEase consultant will work with you from the very beginning, understanding your unique management needs, challenges and competitive issues. They continue to work with you throughout the set-up and implementation process, providing any support or training you need to assure a quick and productive transition.

ComputerEase consultants will work with you to fine-tune your operations and to ensure that you are maximizing your return on investment with our construction management software.

ComputerEase and its consultants stand behind and fully support both the software application and the ComputerEase database.

The ComputerEase dealer network provides you with valuable access to experienced consultants who will continue to advise you as your business grows and develops.

Hear from One of Our 14 Nationwide Dealers

“I often think of my company as being like a local homebuilder. If our customers aren’t happy, everybody hears about it. That’s why we work so hard to keep our customers happy. I take great pride in how satisfied our customers are. We live where we work, and know that taking care of our customers is the key to our success. Our reputation is our life’s blood.

MicroVisions has been a ComputerEase dealer for over 15 years. We have over 800 contractor customers that we serve every day. ComputerEase is always ready to help if we need them, but for the most part we just rely on them to keep pumping out a great product and giving our customers those wonderful annual updates and enhancements.

We are a team. Our company and ComputerEase work together to make sure our customers have the tools they need to compete and grow. I think this gives us a real advantage over dealing with a single company where customers can get lost in the shuffle. We love our jobs. Our customers love what we do. It’s been working for 27 years!”

Thad Hornung, Owner
Microvisions Computer Systems

Industries of Expertise

- General Contractors
- Residential Contractors
- Demolition Contractors
- Roofing Contractors
- Electrical Contractors
- Commercial Contractors
- Pipeline Contractors
- Masonry Contractors
- Mechanical Contractors
- Excavation Contractors
- Tilt-Up Contractors
- Concrete Contractors
- Plumbing Contractors
- Roadway Contractors
- Remodeling Contractors
- HVAC Contractors
- Home Builders
- Bridge Contractors
- Specialty Contractors
- Subcontractors
Job Center

ComputerEase puts all the summary information you need right up front in the Job Center, so that you can look it over quickly and easily. To access detailed information, you click on any blue text, and a new window with detailed information opens up.

Job Cost Reporting

ComputerEase provides you with a number of powerful job costing reports so that you can monitor the status and profitability of your jobs from beginning to end:

- Work in Progress - What is the status of your project?
- Projected Cost - Is your project on a path to going over budget?
- Labor Analysis - Are your labor hours on target with your estimate?
- Unit Production - Are you producing work at the rate you estimated?

E-Mail Feature

When you run a report, ComputerEase gives you the option to send the report by e-mail—save time and money spent on printing and delivering paper reports.

“ComputerEase has enabled us to monitor our job costs down to the very last penny. It tracks everything that you’re looking for in the construction industry.”

Kim Coleman
Project Engineer
Jostin Concrete Construction

See this and other testimonial videos online at www.computerease.com.

The Job Center dashboard provides essential job information at a glance.
Why ComputerEase

**Electronic Job Folder**

The Job Folder provides one location to store all pertinent information and files related to your project. Store photos, contracts, e-mails, daily logs, time sheets and more. You can grant access to your key players so that you can improve communications and increase your team’s productivity.

**Trouble Shooter**

Are you tired of finding out where your jobs are going wrong—when it’s too late? ComputerEase’s customers were tired of having this problem too, so ComputerEase responded with the Trouble Shooter, a project management tool that tells you what is going right and wrong with your jobs today—in plain English.

Forget analyzing dozens of reports and crunching numbers, only to find a problem that is too late to fix. The Trouble Shooter analyzes over 200 potential problems for you and tells you exactly what you need to know to keep your jobs on time and on budget.

**ACCOUNTING**

**TAKE CONTROL OF YOUR JOB COSTS.**

Drag Outlook e-mails into the attachments folder with relative ease.

**Why ComputerEase**

- Use powerful, accurate job costing reports to stay on top of jobs
- Provide field personnel with essential project information quickly and easily with FieldEase for the tablet PC
- Highlight job problems with the Trouble Shooter without looking through reams of report data
- Use the Job Center to find all critical information you need to know about a job at-a-glance
- Produce more accurate estimates based on job history data
- Integrate job costing with most popular estimating systems
Payroll Management

With ComputerEase, payroll is driven by your jobs, so you set up payroll requirements, such as unions, locals, pay rates and taxing authorities, when you set up the job.

Then, as payroll requirements change from one job to another, ComputerEase automatically adjusts payroll for you.

ComputerEase can handle the payroll needs of all contractors. Both union and non-union companies that work in one state or multiple states, one city or hundreds of cities, will see their payroll operations running smoothly and efficiently with ComputerEase.

Certified Payroll and Union Reports

ComputerEase makes certified payroll and union reports easy. Because payroll is driven by the job, ComputerEase has all the information required to generate these reports at the very beginning when the job is set up. All you have to do is tell ComputerEase what report you need, and your report will be generated in seconds.

Time Entry

Keeping time reporting current with daily updates has never been easier or more convenient than with FieldEase. Get time-card entries instantly from jobs across the street or across the nation.

Trouble Shooter

Learn of potential payroll problems by running the Trouble Shooter report after you enter employee time. You can flag situations like overpayments of vacation, sick time and overtime, and reconciliation of vacation and sick time charged to time available, among other things.

Human Resources

The Employee Center gives you a picture of what an employee really costs you, including gross wages, burden and fringes. In each employee’s record, you can save important information like hire date, termination date, dates and amounts of raises, notes, etc.

You can even add your own user-defined fields, such as cell phone number or family information. The Employee Center also allows you to scan and store employee records and documents, such as I-9 forms, W-4 forms, driver’s licenses, performance reviews and more.

Also included are a variety of useful reports, such as employee absence reports, to assist you in evaluating your employees.

“See this and other testimonial videos online at www.computerease.com.

“We were really struggling. Accounting was in QuickBooks, payroll was in ADP and payroll customarily took me Monday through Friday. Now it only takes me about a day.”

Lori Rahn
Office Administrator
Pioneer Cladding & Glazing

The Payroll Center dashboard summarizes all essential payroll information.
ISN’T IT ABOUT TIME?

Electronic timesheets prepared in the field post directly into the ComputerEase accounting system. You push the button, we do the work.

Why ComputerEase

- See all critical payroll data at a glance with the Payroll Center dashboard
- Reduce time required for field personnel timesheet preparation and payroll preparation with tablet PC handwritten electronic timesheets in the field
- Send payroll projections automatically to cash flow analysis
- Account accurately for prevailing wages
- Learn of potential payroll problems with the Trouble Shooter before printing checks
- Automatically generate certified payroll reports and union reports
- Process taxes accurately, even for multi-district work, by driving payroll from your jobs
- Easily void payroll checks and make corrections
Invoice Routing

When you receive an invoice that does not match its Purchase Order (PO) or subcontract agreement, Electronic Document Processing allows you to scan the invoice into the system. You can then route the invoice with the attachments to the appropriate person for approval, and you can include a note explaining the discrepancy.

You can also set up rules for invoice routing. For example, all invoices over a certain dollar amount can require routing to a designated person for approval.

All staff members with the responsibility of approving invoices will automatically be alerted when invoices need their approval and can view a list of invoices currently needing their attention. They can view the scanned documents and review the notes about any discrepancies. Then, they can either approve or reject the invoice.

The invoice is then updated in Accounts Payable, where your clerk can pay approved invoices and contact the vendor to resolve rejected invoices.

With this system, your job costing is more accurate because all invoices are entered into the system, even if they are pending approval.

Take Advantage of Prompt-Pay Discounts

When you enter a new invoice, you can include information about any applicable prompt-pay discounts.

ComputerEase enables you to run a report to tell you what discounts are set to expire soon, so you can make timely decisions to pay certain bills before others to take advantage of these discounts. The Discount Report also tells you how much money you have saved by taking advantage of these discounts.

"I've never worked with another software package that afforded me access to everything in one central place. I can determine what outstanding accounts payable remain, by the job, through the Job Center. I think whoever designed that was a genius."

John Jay Sweeney
Comptroller
Grote Enterprises

See this and other testimonial videos online at www.computerease.com.
TO MAKE YOUR WORK EASIER.

Reconciling Invoices to Purchase Orders and Subcontract Agreements
When you tie a new invoice back to its (PO), ComputerEase displays the details of the PO or subcontract agreement for you, so you can quickly spot any discrepancies. If the invoice reflects a charge for only a portion of the PO or subcontract agreement, the system will be updated to show that you have been partially billed.

This tie between the invoice and the PO or subcontract agreement allows you to ensure that you receive all ordered deliverables or services at the appropriate prices.

Lot Price Purchase Orders
ComputerEase knows that contractors often end up paying too much money on lot price POs because they do not have an adequate system to track all the charges and receivables over multiple invoices against one bid.

ComputerEase puts an end to overpayment for lot price POs by tracking everything for you. When you have received all the materials from the bid, you will be able to see what the original PO amount was and how much the vendor has charged you.

If the vendor has overcharged you, don’t waste your valuable time trying to reconcile each line of each invoice. Simply contact the vendor with a list of all the invoices charged against the bid and request a reconciliation that can be applied against the final invoice.

Red Flag Alerts
ComputerEase automatically warns you when an invoice exceeds the PO, subcontract or budget amount and will prevent you from posting invoices to the wrong expense account.

Why ComputerEase
- Save time and increase billing efficiencies with electronic, paperless invoice approval
- Keep job costing accurate by entering disputed invoices into the system as pending
- Stop overpaying invoices by using the internal alert system that warns when an invoice has exceeded the budgeted amount
- Take advantage of prompt-pay discounts
- Generate multiple two-party checks against a single invoice
- Automatically generate requisite lien waivers when printing checks
- Easily manage back charges
- Use the payables system to update equipment costs on the same invoice entry screen

ComputerEase will understand when an invoice does not match its corresponding PO and will send out a red flag alert so the user will be informed expediently.
Accurate, Automated Job Costing

All POs are automatically shown as committed costs for the job. The strong tie between all modules means information is current no matter where you work in ComputerEase.

Automated Materials Lists

When you are awarded a contract and are ready to buy out the job, you can pull a materials list into the ComputerEase Purchasing Center from the original job estimate, either for the full job or in phases. You can edit the materials list later as changes to the job become evident.

Your materials list is the driving force for all your purchases for the job:

- Incrementally order supplies from the list as you need them to help improve cash flow
- Pull some of the items from inventory
- Request quotes from vendors to find the best pricing, or use the Best Price Shopping feature to take advantage of the best pre-negotiated rates between multiple vendors
- Create multiple POs for different vendors from a single materials list

Up-to-Date Status Report

This report provides all the information you need to discuss unfilled POs with your vendors. Run this report by job to see if all the material is there before sending out your crew.

Best Price Shopping

Get pricing on the materials you use the most from several vendors and enter it into the system. Then, Best Price Shopping shows you the lowest price for each item on your materials list and allows you to split your purchase across several vendors, so that you buy each item at the best possible price.

ComputerEase will automatically generate multiple POs to the different vendors after you have selected the appropriate vendor for each item.

On-Hand Supplies / Purchasing Integration

Whether you have an excess of supplies that have come back from various jobs and are now sitting in a yard, shop or warehouse, or you have a true inventory of materials, ComputerEase can help you manage your materials supply.

When you create a PO from a materials list, you can pull some of the materials from your warehouse while buying others specifically for the job. ComputerEase automatically manages all the inventory levels of your supplies for you.

Use Best Price Shopping to ensure you get the best price for each item.
Serialized Inventory

ComputerEase has a built-in feature to help you track any serialized inventory you have. You can track both unique and lot serial numbers, along with how long you have had a particular serialized item, any associated warranty information and what job that item ends up going to.

Pull List

ComputerEase allows your company to put together one or more lists of materials that are needed for each job called a Pull List. A Pull List is used to either pull from inventory and/or to create POs for items. When pulling from stock, the inventory will be reduced and the job will be charged for the costs of the items. When purchasing the items, you can quickly create requests for quotes and then, with a few clicks, turn them into POs. The pull list report will always show you what materials still need attention.

Why ComputerEase

- Streamline purchasing by creating materials lists directly from your estimates
- Prevent overbilling from your vendors by accurately tracking lot price purchases
- Increase cash flow by invoicing for time and material jobs using POs for billing and later editing to the actual invoice
- Take advantage of the overstock sitting in your warehouse to fill POs
- Save money on supplies with Best Price Shopping

Use the Pull List feature to enter a list of all materials that need to be purchased for a particular job. POs can be automatically created for the materials you don’t already have on hand.
Multiple Billing Formats

ComputerEase offers you a variety of flexible billing options.

- **Progress Billing** - You can create standard AIA invoices or use customer-specific billing formats. ComputerEase allows you to easily prepare and send pencil copies of invoices for pre-approval, before creating the final, formal billing.
- **Unit Billing** - Units complete can be entered manually or flow directly from job costing to streamline the unit billing process. The unit billing information then flows back to job costing to produce up-to-date unit reports.
- **Time and Materials** - Time and material invoices are the most flexible, allowing you to select what data fields you want to include. Pricing is automatically pulled from your system for these invoices. You can bill for purchase orders even before they have been invoiced, improving your cash flow.
- **Custom** - For custom invoices, just type in a description of the billing and the percent or amount you want to bill. These invoices can also include other information related to the job, such as prior billings and retainage.

Receivables Center

The Receivables Center allows you to manage all of your accounts receivable (AR) functions from one central location. The Receivables Center includes a number of valuable accounting reports and also highlights the top five past due customers to help you focus your collections efforts.

Collections Notes

All the paperwork that clutters your desk, such as collection conversations, can be added as notes to corresponding invoices. Anyone researching the status of a particular invoice can easily access the notes to determine whether the customer has been contacted, if the payment has been mailed and so forth.

“With ComputerEase, I simply plug in the retainage when entering the job, set up the schedule for AIA or a free-form invoice, and the system automatically takes out the retainage. So, it cuts down on time, and it cuts down on costs.”

Carle Furnish
Accounting Administrator
Jostin Concrete Construction

See this and other testimonial videos online at www.computerease.com.

The Receivables Center highlights accounts needing prompt attention.
**Why ComputerEase**

- Track and account accurately for all of your retainage
- Speed up the payment process by getting preliminary approval for invoices via e-mail
- Bill for any type of work situation easily with multiple billing formats
- Update units and percent complete easily from the field with FieldEase for the tablet PC
- Generate time and material invoices automatically from job cost records
- Never miss another change order billing with tight job cost-accounting integration
- Prevent underbilled cash flow problems with tight job cost-accounting integration

**E-Mail Feature**

The built-in e-mail feature allows you to e-mail completed invoices so that you can clear up any questions and get preliminary approval before sending the formal invoice. This procedure can significantly speed up the payment process.

**Track Retainage**

There’s no longer a need to waste man-hours creating journal entries on individual invoices to rebill for unpaid retainage amounts when the job is complete.

There’s no losing track of unbilled retainage. The ComputerEase Retainage Report lets you know exactly where you are at with your retainage at all times.

Also, because ComputerEase allocates retainage amounts appropriately, your accounting information reflects your true earnings for any given time period and your cash flow accurately reflects the actual amount coming in from your clients.

**Collection notes keep everyone on the same page.**

**AIA invoices are easy to generate.**
Profit and Loss Analysis

The Financial Center provides you with a summary of your company’s financial position. You can view information in a summary format or drill down to every detailed transaction, all throughout the General Ledger.

Customized Financial Reports

In addition to the standard financial reports, you can create your own customized financial reports on the fly. This allows you to present the same data in many different ways, so that you can send tailored reports to your bank, bonding agency, CPA and so on.

Work in Progress

The Work in Progress report tells you where you stand on all jobs. You can quickly spot any potentially problematic jobs so that you can intervene before the situation gets out of hand.

“ComputerEase has made the financial review process very easy, giving us the ability to review costs, allowing us to be more competitive and profitable. Those cost savings are all now bottom line profit.”

Tom Heinold
President
Pioneer Cladding & Glazing

See this and other testimonial videos online at www.computerease.com.
Cash Flow

The Cash Flow Center details your daily cash position, provided that all receipts and payables go as planned. But since things don’t always go as expected, the Cash Flow Center also allows you to adjust these factors and develop alternative cash plans so that your cash position stays positive.

Monitor accounts that are in collections and check the invoice notes to see if anyone has contacted the customer about collecting payment. This will help you oversee your staffs’ collection efforts and determine when you may need to intervene to contact overdue customers.

Prompt-Pay Discounts

Once you have a solid grasp on your financial position, you can use your line of credit wisely to take advantage of prompt-pay discounts – just one more way that having your finances organized allows you to save money.

Your CPA’s Role

Now that your records will be managed by ComputerEase, your CPA won’t have to spend time (and your money) bookkeeping and can focus instead on tax planning. Plus, ComputerEase provides you with excellent audit trails, which will speed up your CPA’s work.

Why ComputerEase

- Work with real-time data that seamlessly flows from period to period - no hard closing
- Save money and work by using automated standard and reversing journal entries
- Manage cash flow using “what if” adjustments to pre-determined cash requirements that are updated live from the accounting module
- Save time figuring out what inflows and outflows of cash are going to be with updated data from the accounting module, such as projected payroll requirements
- Don’t worry about last minute bank line draws, because the system will alert you to line of credit pay downs and draw requirements
- Let the system tell you what checks to “keep in the drawer” until cash flow allows you to mail them
Track Hourly Equipment Cost
The Equipment Center clearly displays the actual cost per hour of each piece of equipment, based on your real data. Making accurate estimates has never been easier.

Equipment Profit and Loss
You can also analyze the profit and loss for each piece of equipment and for the department as a whole. If a particular piece of equipment is showing a loss, you can investigate who operated it recently and what jobs it has been used on, and you can compare its performance to other similar pieces of equipment.

Once you isolate the cause of the loss, you can take corrective action. Or, perhaps the cause is that the equipment is just expensive to own and operate and would be better to sell and then rent when you need it. ComputerEase gives you all the information you need to make decisions like this that make your Equipment Department truly profitable.

Electronic Filing Cabinet
The Equipment Center can keep all your equipment licenses, serial and model numbers and other important information in one location – no more rustling through file cabinets.

Multiple Billing Rates
ComputerEase allows you to set up multiple billing rates for each piece of equipment. You can create a default rate for regular working conditions and then other rates such as an idle rate or a difficult terrain rate.

Operator Pay Rates
You can set rates for equipment operators by type of equipment. When payroll enters an operator’s hours tied to a particular piece of equipment, ComputerEase will automatically apply the pre-set pay rate for that equipment. This allows you to ensure that union and prevailing wage work is paid at the appropriate rate by entering the data one time.

Scheduled Maintenance
The Equipment Center will alert you when it’s time to service your equipment. When you stay on top of preventative maintenance, you preserve expensive investments and reduce equipment down time.

Service Cost History
ComputerEase allows you to track both regularly scheduled maintenance and unscheduled equipment repairs. The cost of unscheduled repairs can be charged not only to the piece of equipment, but to the specific repair.

Detailed service histories make it easy to spot the “dogs” that have become overly expensive to repair and maintain. With this information, you can sell or trade in pieces of equipment that are losing you money.

““What we do now is estimate the life of the equipment, calculate billing rates and measure the point in time to make a return on investment. I’m building equipment into job profitability.”
Toni Clever
Controller
Grote Enterprises

See this and other testimonial videos online at www.computerease.com.
Why ComputerEase

- Ensure your equipment center is profitable by tracking actual costs instead of just guessing
- Produce more accurate estimates based off actual cost data
- Sell or trade in equipment that is overly expensive to own and maintain
- Prepare and monitor work orders for equipment repairs electronically
- Keep your equipment in good condition by scheduling regular maintenance
- Enter operator and equipment hours during normal payroll time entry
- Access the four most critical equipment statistics quickly and easily: hourly cost, individual equipment P&L, service cost history and scheduled maintenance

Equipment cost reporting gives you the true cost to own and operate your equipment.

The Equipment Center dashboard provides equipment summary information at-a-glance.
Flexibility of Billing

ComputerEase allows you a great deal of flexibility in both the pricing and billing of your rental equipment:

- Set prices for individual pieces of equipment, or set up a pricing matrix for groups of similar items
- Set rental rates for a variety of time periods: daily, weekly, monthly or any other time period you choose
- Set flat pricing and lump sum pricing as desired
- Override any pre-set pricing at rental entry or billing
- Include miscellaneous charges, delivery and pick up fees, labor costs, rentals converted to sales and “buy outs” of lost items easily on the rental invoice
- Include charges for sales of related supplies from your inventory purchased with the rental
- ComputerEase automatically calculates the cost of any lost items for you
- Customer billings are easy to read and understand

Red Flag Alerts

ComputerEase allows you to tie related inventoried supplies to your rental equipment so that when you rent a particular item, you will receive a red flag alert prompting you to ask customers if they would like to purchase the related supplies with their rental purchases.

For example, you might set the system up to remind you to ask customers if they would like to purchase drill bits when renting a drill. These reminders will help you improve your sales efforts and increase your income.

ComputerEase also automatically checks your inventory for the item you are renting to confirm whether you have the desired number available when you enter the item into the rental ticket. If the item is unavailable, or if there are less than the desired quantity, ComputerEase will alert you automatically.

Equipment Exchanges

Any rental item may be exchanged at any time on a rental order for another item of the same price class, and the customer’s billing will not be interrupted. ComputerEase tracks all rental exchanges, which allows you to track the overall performance of each piece of your equipment.

Status and Location Tracking

Use the Rental Item Inquiry to get an instant snapshot of the status and location of your inventory of a particular item. This report will show you how many of the item you have, how many are rented out, how many are available and where the available ones are located.

Internal Rentals

ComputerEase also allows you to rent your equipment and tools to your own jobs as well as to other contractors. This allows you to turn your fleet of equipment and tools into a true profit center and makes sure that your jobs are realizing their true cost.
Why ComputerEase
Turn your equipment fleet into  
a true profit center
Manage your equipment and  • 
tools just like a rental company
Quickly find the status and • 
location of all your equipment
Accurately cost your tools and • 
equipment to a job through the 
internal rental system
Easily manage the entire rental pro-• 
cess from beginning to end

Red Flag Alerts remind you to ask customers if they need to purchase  
additional items related to their rental and notify you if you have    
inadequate stock levels to fulfill the rental order.

Rental equipment exchanges are easy to manage and track.

Why ComputerEase
• Turn your equipment fleet into a true profit center
• Manage your equipment and tools just like a rental company
• Quickly find the status and location of all your equipment and tools
• Accurately cost your tools and equipment to a job through the internal rental system
• Easily manage the entire rental process from beginning to end
Schedule Staff
You can customize your own dispatch grid on the Dispatch Board and configure different grids for assigned and unassigned calls. Simply move a call from the unassigned area to a technician’s name in the assigned area, and the call is scheduled. You’re free to move work orders from one technician to another to create scheduling priorities at any time you wish.

You can also view the day’s schedule in graph mode to evaluate workload by hours scheduled instead of number of calls to ensure that you don’t overbook technicians or have anyone sitting idle.

Analyze Profit
Profit reporting lets service managers see where they are making money. Examine profitability by technician, job site, customer work order and sales rep. When losing trends are discovered, corrective action can be taken.

Manage Service Contracts
As ComputerEase streamlines your service operations, you can sell more service contracts to generate additional revenue. Then, instead of paying service technicians to sit around waiting for the phone to ring, you’ll have plenty of routine service work to fill in the gaps on low-call-volume days.

Customer receipts are generated instantly when the work is completed.
Streamline Service Call Dispatching

With the FieldEase Electronic Work Orders module, you can dispatch service calls to your technicians carrying FieldEase-enabled tablet PCs. They will automatically receive a map and directions to the work site, along with any important job information and notes.

When your technicians have finished their calls, they can open a receipt and have the customer sign directly on the tablet PC.

Technicians can also make notes about the work they performed, parts that were required for the work and anything else relevant to the work ticket.

All the information can be entered in handwriting and will be transferred to type by the tablet PC, which reduces the amount of time other staff members spend deciphering handwriting.

By streamlining the service call process, your technicians can spend more time on service work and less time receiving phone calls, trying to find a particular location and keeping track of bundles of paperwork.

This efficient method of dispatching service calls and managing the required work ticket documentation also reduces costly trips back and forth between the field and the office.

Why ComputerEase

• Balance the workload between your staff to ensure no one is sitting idle
• Speed up the work call process by dispatching calls via FieldEase on tablet PCs
• Increase profit by selling and managing regular service contracts
• Streamline your service call dispatching process, reducing technicians’ trips between the field and the office
• Provide technicians with driving directions and maps electronically, making it easier for them to get to where they need to be more quickly
• Electronically capture work order information, including job notes, customer signatures and more

FieldEase Electronic Work Orders mean more service work and less paper work.
Custom Reports—Made Easy

ComputerEase comes complete with hundreds of standard reports, such as Profit and Loss, Work in Progress and Estimated vs. Actual Job Cost. These standard reports provide you with a robust function. But ComputerEase also knows that no matter how much standardized reporting functionality is built into the software, you will always have a specific need that is not met by standardizations.

That’s why ComputerEase developed Qtool—the industry’s easiest report writer. Qtool gives you the ability to create customized, detailed reports without requiring the skills of a programmer.

When you create your own customized reports with Qtool, you have access to data from any of the ComputerEase modules, including any user-defined fields that you have added.

Once you generate a report, you can create and apply your own formulas, and add headings, totals and filters. Once you are satisfied with your report, you can save it in ComputerEase or export it to another program, such as a spreadsheet program or a database.

With the great flexibility that Qtool provides, there are an endless number of ways for you to benefit.

Custom Report Ideas:

- Highlight estimators who are creating on-target jobs
- Identify the types of jobs that are most profitable (e.g. schools vs. hospitals)
- Analyze a job’s cash flow by selecting projected costs and comparing them to unbilled contracts

1. Choose Parameters - Simply click on the fields you wish to report on.

“Qtool enables us to pull and generate reports with very low-end knowledge and print some pretty detailed reports. The user does not need to go back to their CPA to generate those reports. It’s a very good tool.”

John Stenger
President
Stenger & Company

See this and other testimonial videos online at www.computerease.com.
1. Choose Parameters - Simply click on the fields you wish to report on.

Why ComputerEase

Generate customized reports
• to help you make smart financial decisions
Easily create specialized reports required for your bonding company, your CPA, etc.
Quickly integrate your ComputerEase data into a variety of other software programs such as Word, Excel, Access and Lotus.
Quickly send your custom reports directly to Excel
Develop your own reports showing exactly the information you need in the format you want
Give staff members the ability to customize reports by individual preference

Open Database Connectivity
For some companies, ComputerEase software meets all their needs within itself. Other companies, however, will want to integrate some of the data contained in ComputerEase with a variety of other applications.

In addition to the standard importing and exporting features built into the system, the ComputerEase database is fully ODBC (SQL) compliant, which means that you can easily integrate ComputerEase with other software programs such as Word, Excel, Access and Lotus.

Every time new information is posted in ComputerEase, the reports that were created in other applications update automatically.

2. Qtool Reports - Click “OK,” and Qtool does the rest. It’s that easy!

3. Export - You can cut and paste this report into your favorite spreadsheet program. Or, use ODBC to pull information directly from ComputerEase.

Why ComputerEase

• Generate customized reports to help you make smart financial decisions
• Easily create specialized reports required for your bonding company, your CPA, etc.
• Quickly integrate your ComputerEase data into a variety of other software applications with ODBC
• Quickly send your custom reports directly to Excel
• Develop your own reports showing exactly the information you need in the format you want
• Give staff members the ability to customize reports by individual preference
Manage the Schedule

More effective control begins with scheduling the job and all of the required tasks. You can either import the project breakdown from the estimate or set up the project timeline directly in the schedule.

ComputerEase will determine your schedule’s critical path based on the dependencies set up with the activity list. Then, as the job progresses, you can enter revised dates as necessary, and the schedule will automatically adjust dependent activities accordingly. You can also add reminders to activities that will notify you to order materials, prepare billings, attend job meetings and more.

Pop-Up Schedule Notes

With ComputerEase, you can add pop-up notes right into your project schedule, tied to a particular day and/or task.

You can also use pop-up notes to write messages to subcontractors or other staff members. Those notes will display right on the schedule wherever you place them when you print the schedule or convert it to a PDF file, which can then be e-mailed to subcontractors or staff members.

If your schedule is too cluttered with notes, you can hide individual notes or all notes.

Schedule Staff, Crews and Resources

Once your schedule is built, ComputerEase will help you determine your manpower, equipment and subcontractor requirements, so that you can assign them accordingly to ensure that your job is finished on or ahead of schedule.

You can do this directly in the project timeline, or you can use the “magnet board.” You’ll be able to ensure that you will have the appropriate people and equipment at the site each day to perform the scheduled activities and complete the job on time.

Balance the Workload

ComputerEase will help forecast your workload to ensure that your available resources are in sync with your work schedule.

The schedule also prevents you from scheduling one person to be in multiple places at once. By balancing your workload, you ensure that you are not under-manning the job by allocating too few resources to complete the work on time and that you aren’t losing money by over-manning jobs.

The Workload Docket

The ComputerEase Workload Docket is your daily calendar that shows you all of the activities for each day and the resources assigned to those activities. The Workload Docket also highlights all of the outstanding documents for each job.

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“When we set up the project, based on the schedule, we can use a mix of our manpower, both the low-dollar and high-dollar personnel. This helps us manage our people to meet our budget costs.”

Jack Rahn
Director of Plumbing Operations
Feldkamp Enterprises

See this and other testimonial videos online at www.mycomputerease.com.
Why ComputerEase

- Determine if your personnel, crews and equipment are scheduled with one quick look
- Prevent loss of time and money by easily isolating any jobs or tasks that aren’t scheduled
- Balance allocation of staff and equipment between all ongoing projects
- Ensure all critical documents and their due dates are matched with schedule requirements
- Manage daily activities on the “magnet board” schedule, which is built from the master schedule
- Access schedule data, such as idle workers and unmanned job tasks, remotely with FieldEase for the tablet PC

TAKES YOU ONE STEP FURTHER.

Use the “magnet board” to schedule your projects and ensure that the right staff and resources are on the right task at the right time.
Change Order Tracker

The Change Order Tracker monitors change orders from creation through final approval. The status column indicates whether a change order is approved, denied or pending.

The Tracker also tells you the contract amount and the budget amount of the change order and provides you with a summary of the total change order contract and budget amounts by approved, denied and pending. Once a change order is approved, Job Costing is automatically updated, and if you choose, you can issue a new subcontractor agreement directly.

The Change Order Tracker also allows you to view only pending change orders, so you can easily see where you need to follow up to ensure that no change orders are left unapproved, leaving you unpaid.

Meeting Minutes

Record all your meeting minutes into ComputerEase to easily track all project issues. Document new issues as they arise and archive old issues to ensure proper follow up. Quickly send recorded minutes to all meeting attendees.

Submittal Tracker

With the Submittal Tracker, you can create submittals and track them through the entire process. The system indicates which submittals are approved which need revised and resubmitted, and which are rejected. It also indicates submittals that are late and need attention.

“The best thing about tracking submittals is when I receive documentation back, ComputerEase allows me to enter it into the system. If a contractor comes back to me, I have a signed approval of these items. ComputerEase allows us to do what we do best, and that’s install electrical work.”

Mark Gillespie
Vice President
TMI Electrical Contractors

See this and other testimonial videos online at www.computerease.com.
Correspondence Log
The Correspondence Log allows you to view all the transmittals, submittals and RFIs for a particular job. You can easily see which items are complete and which need attention.

Drawing Log
The Drawing Log allows you to track all essential job drawings to ensure that you are always working with the most current version.

Quickly view the Correspondence Log to see all late transmittals and RFIs.

Attaching Documents
ComputerEase allows you to attach supporting documents to each record.

Customizing Forms
All documents generated in ComputerEase are based on Microsoft templates, making them very easy to modify with your company’s logo, address and any specific wording or formatting you require.

Why ComputerEase
- Track all essential project communication in one centralized location
- Eliminate the paper chase and desktop clutter - find all project documentation quickly and easily
- Easily highlight delinquent documentation that requires prompt attention
- Ensure that no change orders are inadvertently left unapproved and therefore unbilled
- Use the simple-to-use submittal schedule to make sure materials hit the job site when workers are scheduled
Subcontractor Center

The Subcontractor Center summarizes everything you need to know about subcontractor invoices, payments, retention, contracts and change orders.

Red Flag Alerts

When you enter a new invoice or issue a new subcontract agreement, ComputerEase will warn you if your records indicate that the Workers’ Compensation insurance or general liability insurance is expired.

In the Subcontractor Center, you can also see a listing of all subs with expired insurance, and you can generate template-driven letters requesting updated insurance information.

“The system alerts us when we see someone’s a couple thousand dollars over the subcontract agreement, and we can correct the problem and get to the bottom of it. And any vendor that offers a discount, the system automatically applies the date to get the discount. And we never, never miss a discount.”

Sarah Jones
Office Manager
HGC Construction

See this and other testimonial videos online at www.computerease.com.

The Subcontractor Center dashboard provides easy access to subcontractor summary information.
Manage Retainage

When you award a bid to a subcontractor, ComputerEase can automatically generate a complete subcontractor agreement for the job, including the percentage amount you indicate for the retainage for the job. The retainage rate you set in the contract persists throughout the job from that point on.

When you enter an invoice and tie it to a subcontract agreement, the retention is automatically deducted and then accounted for appropriately. You can easily see how much retention is being held for all subcontractors, a specific contractor or a specific job.

By tracking retainage accurately throughout the system, ComputerEase helps you ensure that you follow the best accounting practices, that your job accounting is accurate and that appropriate retention amounts are identified when their jobs are complete.

Lien Waiver Tracking

In a construction software package, you need the ability to print lien waivers upon issuing checks. You also need the ability to track when or if lien waivers are returned, since one unreturned lien waiver could hold up your payment for the entire project. Contractors also know the importance of receiving Notice of Furnishings from first, second and third tier subcontractors and suppliers. The paperwork and time spent tracking and getting these conditional and or final waivers returned can become a nightmare, especially if one is missed and it ends up delaying your payment. With the ComputerEase lien waiver system you can put your tracking on autopilot from the initial scope of work to the final payment.

Lien Waiver Tracking

Automatically create letters requesting updated insurance information from subs.

Why ComputerEase

- Easily spot subcontractors with expired insurance
- Accurately track and account for all retainage owed to subcontractors
- Easily generate template-driven subcontract agreements electronically
- Track subcontractor change orders against budgets and contracted amounts
- Analyze units performed by a subcontractor to ensure units billed do not exceed units complete
- Route subcontractor invoices to project managers for easy electronic approval
Manage the Bid Schedule

The Bid Schedule manages all of your bids. It shows you in a time line format the dates you received bids from your vendors and the dates your bids are due. This tool allows you to easily manage multiple bids at once and keep track of various due dates.

The bid management feature makes it easy for you to gather all the data necessary for your estimate in one place and to quickly evaluate bids. When you prepare a new estimate, set up the individual items that you need bids on from subcontractors and suppliers. You can enter budget amounts based on expected costs as a baseline for evaluating bids.

Once the item is set up, you can then pull subs and suppliers in from your vendors list that you want to invite to bid on the project. Once your vendors are selected, print, fax, or e-mail the invitations with the click of a button.

As bids are received, ComputerEase will indicate the lowest bid. ComputerEase also calculates the total budget you have estimated for the project and the total cost of all the lowest bids, so you can easily see how the bids compare to your own baseline.

Renegotiate with Vendors

When you receive bids back from your vendors, you can quickly compare their numbers to renegotiate a particular vendor’s bids downward to get the best vendor at the best price.

ComputerEase gives you the tools to negotiate costs and get a higher return on your investment.

Award Contracts with a Click

When you win a bid and are ready to buy out the job, you can use the bid management tool to quickly issue subcontractor agreements.

Award the bid to any of the vendors you received a bid from, whether or not they were the lowest. If you negotiated the bid down with the vendor, you can enter a final bid price that is lower than what they had originally bid. Once you’ve awarded the bid, you can easily generate the subcontractor agreement, based on the Microsoft Word template, within the bid management tool.

“It’s easy to track vendors. Everything’s right there.”

Adam Kuehne
Senior Project Manager
HGC Construction

See this and other testimonial videos online at www.computerease.com.
**Don’t Hold Up Final Payment**

As a contractor, your biggest challenge is managing the thousands of details involved with completing a job. Typically, when the project has reached substantial completion, a pre-final inspection takes place with the owner or GC in order to prepare a list of uncompleted or unsatisfactory work items. These unfinished or unsatisfactory items are commonly referred to as punch lists. It is important for contractors to keep track of these items since their final payment and release of retainage almost always depends on completion of these punch lists.

The ComputerEase Punch List program will help contractors complete the project faster by streamlining the communication with owners, subcontractors, employees and GC’s regarding the details of work to complete. You can create multiple lists for each job, which allows you to organize and track each item by responsible party.

The ComputerEase Punch List program allows you to track who completed each item and when they completed it, as well as who approved the completion of each item and when it was approved. This detailed tracking will allow you to make sure that every item is complete and there are no surprises when it’s time to get paid. As we all know, there is nothing worse than expecting that payment or release of retainage only to find out that there was one item still incomplete and that item is holding up the entire payment. With the ComputerEase Punch List program you will never have to worry about this again!

FieldEase Punch Lists can be updated in the field and e-mailed to the home office, the general contractor and subcontractors.

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**Why ComputerEase**

- Negotiate vendor bids down to keep your estimates competitive
- Ensure timely submission of all estimates
- Streamline the bidding process
- Increase profitability by better managing vendor selection
- Transfer a quote directly into an invoice when work is completed
- Save time preparing quotes quickly for time and material work and change orders
- Look professional with quick, easy preparation of accurate quotes
FieldEase for Service Management

The FieldEase Electronic Work Orders Module allows you to dispatch service calls to your technicians in the field. Technicians receive notices of new calls along with a service address, a map and driving directions and any specific instructions directly on their tablet PC.

At the completion of a service call, technicians can enter any notes onto the work order and accept the customer’s signature electronically on the tablet PC. Once the signature has been captured, the completed work order is available to the accounting department for same-day invoicing.

Electronic service call dispatching and work order submittal streamline the service call process from beginning to end. FieldEase allows service technicians to spend more time on calls and less time figuring out where to go and how to get there.

Additionally, because FieldEase allows you to process service invoices the same day as the service call, cash flow can be improved dramatically.

“Prior to using FieldEase, all of our time was turned in manually. Now, everything is done electronically and sent via e-mail. It’s very streamlined.”

Jenny Jones
Purchasing & Payroll Manager
Jostin Concrete Construction

Entering work orders in the field means more service work and less paperwork.
FieldEase Electronic Work Orders

Imagine timesheets in half the time. No more duplicate payroll entry problems.

FieldEase replaces the timesheet by allowing hours to be entered in the field and transmitted on a daily or weekly basis. The hours are transmitted promptly back to the ComputerEase host system. FieldEase can import employees, classes, departments, state localities and cost codes from the host system so that all entries are verified immediately. Equipment hours may also be entered in FieldEase. FieldEase handles regular, overtime and doubletime as well as vacation, sick and holiday pay.

- Entry by Day
- Entry by Week
- Entry by Job
- Entry by Employee
- Entry by Job/Employee Combined

All entries have lookups and validation and these are based on the information provided in ComputerEase accounting. All fields support direct handwriting input via a tablet PC digital pen, or can be entered from the keyboard or dropdown selection.

Data may be transmitted at any time. This means daily, weekly or even multiple times each day. Now project managers can be on top of their jobs daily with real time job cost reports!

Easily enter employee hours directly from the field. Post to payroll and accounting automatically - no duplicate entry.

Why ComputerEase

- Keep all system data current every day, including employee hours, units complete, percent complete and more
- Work with current data out in the field on a daily basis
- Reduce the time required to manage payroll and increase accuracy of paychecks in the accounting office
- Allow field personnel to enter handwritten electronic timesheets that transfer time to accounting via e-mail transmission
Sending paper documents around to busy project managers, estimators and purchasing clerks can be a very slow process. The documents often end up buried on someone’s desk or lost altogether.

Electronic Document Processing solves this problem. When a document needs to be approved, scan it into the system and then forward it to the appropriate person for approval.

When a person who has documents waiting for their approval logs into ComputerEase, he or she will receive a message indicating that documents are waiting to be approved. That person reviews the documents, makes electronic notes on them if necessary and then approves or rejects them.

An approval sends the document back to the original department for completion, and a rejection sends the document to the appropriate person for adjustments.

“ComputerEase’s paperless system lets us scan-in and route invoices, checks and billings and put them in one place. With our growth, we will not have to add another person to accommodate more paper coming in.”

Steve Shipp
Vice President of Finance
HGC Construction

See this and other testimonial videos online at www.computerease.com.
TRULY PAPERLESS!

With FieldEase, documents can be sent from the office to the field for approval electronically. Once approved, the on-site manager will receive confirmation on a tablet PC. This process takes place without using a single sheet of paper.
Electronic Forms Cut Paper Work in Half!

Any printed form that can be scanned and put into a PDF format can become a FieldEase form. The form can be anything from a blank page to a complex form. In other words, if you can scan it, you can use it as a form.

For each form created in FieldEase, you can create multiple copies. Once reproduced, each of the copies can be completed directly on the tablet PC using a digital pen. The input can be anything you would normally write on a piece of paper such as filling in boxes on the form, circling or adding notations, drawings, or any other markings.

The forms management screen keeps track of all saved forms by form type. Forms can be easily viewed, edited, e-mailed, printed or discarded from the management screen. To start a fresh copy of the form, simply select the new button. When you save a filled out form, you assign a name to the form and it becomes associated with that particular form type.

Imagine writing up a change order and sending it to your sub, as well as the home office, without any time consuming paper work!
Perfect for the superintendent who Wants to Stay In the Field - and Out of the Office

Field personnel can enter POs with FieldEase and transmit them to the ComputerEase host system. Vendors may be selected from a list imported from ComputerEase. A PO can be created on demand and printed if the vendor requires a hard copy, or can be transmitted back to the ComputerEase host system for processing and completion. Prices can be automated, transferred from purchase order history files, or entered individually.

Also, users with a tablet PC can utilize the handwritten notes feature. The notes are captured on the tablet and transmitted back to ComputerEase along with the remaining PO information. Handwritten notes can be multiple pages and can be any writing or drawing done with the tablet PC digital pen. You can even capture handwritten approval signatures.

End the paper chase and keep your field personnel in the field.

Using FieldEase, project manager prepares PO for upload to the accounting system and the vendor.

Why ComputerEase

- Streamline purchasing by creating materials lists directly from your estimates
- Prevent overbilling from your vendors by accurately tracking lot price purchases
- Increase cash flow by invoicing for time and material jobs using POs for billing and later editing to the actual invoice
- Take advantage of the overstock sitting in your warehouse to fill POs
- Save money on supplies with Best Price Shopping
Throughout the entire ComputerEase system, important documents are automatically generated for you based on the information you enter into the system.

Common documents that ComputerEase will create for you include RFIs, submittals, change orders, invoices, purchase orders, subcontractor agreements, lien waivers and more. All documents are built using Microsoft Word templates, which are easily customizable with your company’s logo, address and any other special wording or formatting.

With this configuration, you only need to modify the Microsoft Word template one time, and then all dependent documents generated in ComputerEase will be prepared to your specifications.

ComputerEase works well with the Microsoft products you use every day, including Word, Excel and Outlook. Your learning curve is drastically reduced because you can:

- Format your invoices and other forms using Microsoft Word
- Query the data and send it to Excel for further analysis
- Link your e-mails right to the job
- Send your reports to anyone via Outlook e-mail

“The biggest benefit for us using ComputerEase has been that they continually strive to grow with the business, are continually adding new features and greatly help us take our business to the next level.”

Whitney Eckert
Director of Operations
Jostin Concrete Construction

See this and other testimonial videos online at www.computerease.com.