



in the office.

# ComputerEase

*Software for Contractors*



in the field.



anytime. anywhere.



## ***Giving contractors the software tools they need to keep building.***

That's the mission of ComputerEase. It's what we've been doing since 1983, when our founder started the company in the basement of his house. Since then, we've invested in the brightest programming minds to revolutionize the construction industry by creating state-of-the-art software that makes it easy to manage every aspect of the contractor's office. That's why we've grown to more than 6,000 customers nationwide.

We've remained on the cutting edge of construction software technology by listening carefully to what our customers tell us. We collaborate with them to create software that fits their needs.

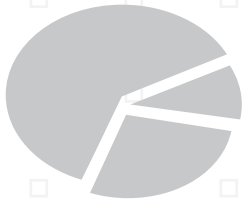
We know how to meet their needs because we've walked in their shoes. Our team comes directly from the construction industry.

Innovation. Experience. That's what has made this company the national leader in construction software.

**ComputerEase**  
*Software for Contractors*

**1-651-379-5799**

[www.mncsl.com](http://www.mncsl.com)



## Construction Accounting Software

ComputerEase was built with Construction Accounting in mind. Since our company was founded in 1983, accounting has always been our number one priority. That's why we're confident that you won't find any construction accounting software as good as our own.

### Software for Contractors

Construction accounting is a unique form of bookkeeping that demands a unique software solution. Standard, off-the-shelf accounting software can only take you so far in the construction industry before you outgrow it. When that happens, you need a construction-specific accounting package that can handle job costing and be scalable to fit your company. You need ComputerEase.

ComputerEase provides valuable tools like the Job Center, which gives you a dashboard overview of all your jobs. It tells you at a glance where you are in terms of estimated vs. actual cost, percent complete, cash flow, over/under billing and profitability. It's packed with important reporting tools like:

- WIP (Work-in-Progress) Reports
- Projected Costs
- Labor Analysis
- Unit Production

Our Accounting suite also gives you a variety of flexible billing options, including:

- AIA Billing
- Unit Billing
- T&M Billing
- Freeform Billing

The ComputerEase Construction Accounting suite is a contractor's best friend. From keeping track of the progress and profitability of your jobs to identifying potential problems so that you can solve them before they arise, our accounting package will save you time, effort and money.

**To Learn More, Call  
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## Document Management

In a busy construction company, information moves quickly from person to person. Incoming and outgoing documents can easily get lost in the shuffle. Document Management from ComputerEase ensures that you always have a handle on your important paperwork, including:

- Change Orders
- RFIs
- Drawing Logs
- Punch Lists
- Transmittals
- Submittals
- Meeting Minutes

That's not all! ComputerEase integrates with Microsoft Word® to create clean and professional custom templates for any documents you might need. Integration with your email provider means that all of your documents can be easily emailed from within the system.

### Keep Track with the Correspondence Log

The ComputerEase Correspondence Log solves document tracking issues by logging and tracking all of your essential documents. It gives you a central location where you can see where your important paperwork is and what needs attention. You'll also have the ability to file paperwork electronically, preventing important information from falling through the cracks and causing problems down the road.

Contractors know that change orders are an unavoidable hassle. Large jobs almost always involve at least one change order. It can be costly to track every change order for each job to ensure proper billing of work completed. Without a strong tracking method, one or two will inevitably get lost, costing you thousands in unbilled work.

ComputerEase Document Management gives you the flexibility you need to prevent the losses and setbacks that come from paperwork hassles.

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## Scheduling

Contractors of every size struggle with complicated job scheduling. Problems arise all the time. Tasks can be assigned in the wrong order, different jobs require the same specialists, workloads need balancing and of course, weather delays everything.

The ComputerEase Scheduling module is a reliable tool that can help you avoid all the most common pitfalls of job scheduling. Build your schedule in an easy-to-use, easy-to-read grid. Assigning resources is as simple as dragging and dropping. The "Percent Complete" bar tells you where your project stands at a glance. At any time, you can print your schedule in full color or save it as a PDF that will be automatically attached to an email.

As you make progress on the schedule, you can share the project status with your team and collaborate in real-time. It's the easiest way to visualize your project. Get your team involved in updating their tasks directly in the schedule and set reminders to be alerted whenever changes are made. Adjust timelines and define milestones within the schedule, then view the calendar anytime to see where things stand.

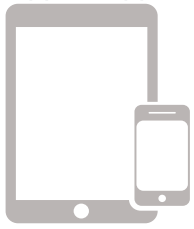
### The Easy Way to Balance Your Workload

The ComputerEase Scheduling module gives you an overview of the resources you have and the manpower you need for every job. It keeps track of all your employees, subs, equipment and crews. The built-in checks of the system will prevent double booking skilled workers, overstaffing and understaffing jobs and any other scheduling errors that are known to cost you.

The Workload Docket gives you an additional monitoring tool: a daily calendar of scheduled tasks. Resources and documents associated with each task are displayed, highlighting any issues that need your attention.

With ComputerEase Scheduling, drafting a schedule and balancing your workload is easy. Your company runs more smoothly, scheduling errors are a thing of the past and best of all, you see the benefit in your bottom line.

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## FieldEase

Can't make it into the office today?

No problem. FieldEase lets you catch up anytime, anywhere.

The latest release of the award-winning FieldEase software by ComputerEase takes field-to-office communication to the next level.

Project managers can now prepare timesheets, daily job logs and job cost information through a web browser. This takes you closer to full software integration without compromising the security of your accounting data. The FieldEase application from ComputerEase works with iPad, iPhone, Android or any device with Internet access.

With FieldEase, you're one step closer to instant remote collaboration. All of your important daily, weekly and monthly tasks can be taken care of in the field, including:

- Timesheets
- Document Routing & Approval
- Service Work Orders
- Change Orders
- Daily Logs
- Purchase Orders
- Job Costing
- Percent/Units Complete
- Punchlist Management
- RFIs

All of this information flows seamlessly into ComputerEase, completely eliminating the need for double data entry.

We would be happy to give you a full demonstration of the capabilities of FieldEase. Just give us a call and we'll have a representative demonstrate the software to you.

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## Time Tracking App

In today's fast-paced construction industry, up-to-date and accurate timekeeping is critical to your success as a contractor. Construction workers are always on the go, which can make it difficult to track their hours.

Without a method to keep track of your workers' time, payroll errors are unavoidable. The smallest mistake can cause massive headaches and waste countless hours, not to mention the potential financial costs. In the past, this has always been accepted as unavoidable.

With recent advances in technology, that's no longer the case. Time entry no longer needs to be the headache it once was. The sharpest contractors in the business are now avoiding common problems by going mobile.

### Mobile Timesheets

That's why ComputerEase developed the fully-integrated Time Tracking App for Contractors. This mobile app integrates with the ComputerEase payroll system to make the time entry process easier than ever. As soon as your workers arrive in the field, they can clock in via their mobile devices. You can also enter their time at the end of the day in batches.

This process can be in the hands of the individual worker, the supervisor or the field manager depending on the way your company wants to handle the process. Integration with ComputerEase means that information automatically flows to your payroll system, ensuring that you always have accurate timesheets in the office, the field or anywhere else your company does its work. You also get real time job costing information with labor hours every day instead of once a week.

Available for iOS, Android and Windows Mobile platforms, the ComputerEase Time Tracking App is the latest in mobile time management technology. With it, you get a fast and easy solution to the time entry problems that face every contractor.

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## Fleet & Assets

Equipment Management is an area where money is often lost.

Equipment is your most expensive asset. Tracking equipment costs beyond initial purchase price, such as costs-to-own and costs-to-operate, is vital to effective equipment management. How do you know that the costs being charged to a job accurately reflect all other factors such as fuel costs and how heavily the equipment is being used?

ComputerEase's Fleet & Assets module provides you with a gold mine of information about your equipment. Effective equipment information helps you determine the real cost of ownership and operation for each piece in your fleet or tool cabinet.

### Stop Losing Money on Equipment!

The Equipment Center gives you an overview that clearly defines the actual cost per hour of every piece of equipment in your fleet. Using real data from your jobs, ComputerEase Fleet & Assets is able to give you accurate numbers that you can rely on. When you finally know where you are losing money, you can take action to stop your losses.

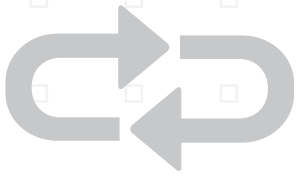
ComputerEase also lets you set up preventative maintenance schedules and track service histories. Contractors know how important it is to keep equipment well maintained. With ComputerEase Fleet & Assets, you'll know which of your assets are costing the most to maintain, giving you a chance to reevaluate ownership vs. rental.

Without a clear picture of how much you're spending on maintenance and operation, it's impossible to make an informed, intelligent decision that could save you time and money.

The ComputerEase Fleet & Assets module gives you the true cost of all your major assets. With that, you'll have the information you need to stay profitable.

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## Purchasing & Inventory

ComputerEase Purchasing & Inventory lets you keep a list of your supplies so they can be properly allocated. It can also catalogue and track real inventory. Developing a real inventory of supplies can be a great cost saving measure when you purchase in bulk to take advantage of scale pricing.

### Easy Inventory and Purchasing Integration

The ComputerEase Purchasing & Inventory module is tightly integrated. When you are ready to buy out a job, simply pull any materials on the list into the job from your inventory. The ComputerEase inventory file is instantly updated and automatically manages the inventory levels.

A built-in feature helps you track serialized inventory, making it easy to track items by unique or lot serial numbers. Within moments, you can find out how long you have had a particular serialized item, any associated warranty information, and with what job that item is associated.

### Think you don't need inventory management?

Think again.

Even if you don't consider it inventory, most contractors have a warehouse or yard with excess supplies that have been returned from completed jobs. These supplies have value that could add to your bottom line if you manage it properly. That's where ComputerEase Purchasing & Inventory comes in.

Quality, excess supplies that have been returned from completed jobs have already been paid for. Using these supplies on a new job is a no-brainer. Why buy new materials when you could use what you already have and save money? To take full advantage of this discount, you need to make sure you always know what supplies you have on hand.

Whatever your inventory needs may be, ComputerEase has a solution that can work for your company.

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## Inventory Transfer App

Inventory can be a major headache on a daily basis for contractors. Your crucial supplies are constantly in use on multiple jobs. Without an easy way to keep track, a few items are bound to fall through the cracks. Those missing materials can add up to big losses in the long term.

Traditionally, contractors have dealt with this by painstakingly counting materials by hand or simply hoping that everyone involved will remember what supplies are at which job.

Barcode scanners have made the process of managing inventory a lot easier on contractors, but who wants to maintain a separate system for inventory management, barcode scanning, accounting and everything else under the sun?

That's why ComputerEase has developed the fully-integrated Inventory Transfer App for Contractors. Instead of requiring a whole new system with its own software and equipment, this app works for your existing mobile device and communicates directly with ComputerEase.

### A Simpler Way to Track Inventory

Available for iOS, Android, and Windows Mobile platforms, the Inventory Transfer App turns your mobile device into a barcode reader and point of access to your database with a direct link to the ComputerEase Purchasing & Inventory Module.

Keeping track is quick and hassle-free with this app. Any time you transfer your inventory, just scan the code or punch in the information, then indicate where the items are originating and where they're going. The app will send this information back to ComputerEase so that your whole team knows where all your important items are when they are needed.

All of these transactions automatically flow into your ComputerEase system. This makes it easy to keep your inventory in balance, saving you time and money.

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## Service Management

The ComputerEase Service module allows contractors to keep up-to-date information on every service tech's schedule. With a fully-integrated schedule and mapping service, you can make sure your service techs are where they need to be, when they need to be, every time.

The dispatch board gives you an overview of all work orders in your organization. All the information you need will be available:

- Past-due Invoices
- Customer History
- Equipment History
- Preventative Maintenance Schedules
- Much More!

Move work orders from one technician to another to create scheduling priorities for service contract management. The daily schedule lets you evaluate workloads by hours scheduled instead of number of calls, which prevents over-booking and keeps workers from sitting idle.

Find out where you're making money with profit reporting. Examine profitability by technician, job site, customer and sales representative. When you discover losing trends, you can plan corrective action.

### Send Work Orders Remotely

Using the FieldEase Service module allows you to dispatch work orders directly to your technicians in the field via smart phone, tablet or any other web-enabled device. You can provide them with a map, directions and any other important information about the job automatically. When technicians finish their service calls, they can have the customer sign the invoice on site.

Streamlining the service call process allows your technicians to spend more time on service work and less time receiving phone calls, searching for the job site and keeping track of paperwork.

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## Subcontract

The Subcontractor Management Center lets you keep track of subcontractor information, including:

- Invitations to Bid
- Contract status
- General Liability
- Worker's Compensation
- Invoices
- Retainage
- Change orders

Our management center gives you an overview of the current status of all the relevant documents and a glimpse at the history of each contract involved in your job. This ensures that you are never left in the dark about the agreements you've made.

ComputerEase also gives you the ability to generate and manage your own subcontract agreements. You can customize your contract template and fill in the relevant information to save time and eliminate human error from the contract generation process.

Enter a new invoice or issue a new subcontractor agreement and ComputerEase will automatically verify that the subcontractor's Workers Compensation or general liability insurance is current. If this information is missing or records indicate the insurance may be expired, an automatic Red Flag Alert appears. This allows you to automatically generate requests for updated information.

### Retainage Made Easy

When you create a new subcontract, ComputerEase will automatically begin tracking retainage for the job. When an invoice is generated, ComputerEase automatically accounts for the retainage. You can see how much retainage is withheld for all subcontractors, specific contractors or even a specific job.

The ComputerEase Subcontract module makes every step of the subcontract process a breeze.

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## Tool & Equipment Tracking

The ComputerEase Tool & Equipment Tracking module helps you maximize productivity by ensuring that the tools you need are always in the right place. It gives you the ability to track everything from saw blades to backhoes.

At any time, you can get an instant snapshot of the status of any item in your company's inventory. You'll see the amount in stock, how many you have rented out, how many are freely available and where every item can be found.

That's not all! Tool & Equipment Tracking also allows you to rent your equipment and tools to either your own jobs or 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.

The Tool & Equipment Tracking module brings you many great advantages. Once you start using it, you'll wonder how you ever kept track of your company's assets without it.

### The Advantages of Tool & Equipment Tracking:

- Manage the check-out and return process for tools, equipment and consumables
- Turn your fleet into a rental yard
- Recapture tooling costs by billing for usage
- Maximize your current assets
- Avoid overstock or duplication
- Share accurate reporting throughout your business
- Easily track transfers between employees and jobs
- Reduce the risk of theft

Don't let your assets get away from you. With ComputerEase Tool & Equipment Tracking, you'll have better control of the tools you need every day.

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In the past, the process of securing new jobs was relatively straightforward: you bid for the job, and the contract was typically awarded to the lowest bidder. In today's complicated and competitive environment, contractors need to focus on sales and customer retention in order to get work for their companies. The Customer Relationship Management (CRM) module from ComputerEase will allow you to meet that challenge.

This module is a fully-integrated CRM system that allows you to track, manage and nurture your prospects from the first time you contact them to when they accept your bid and beyond. Since the CRM is a part of ComputerEase, all the data you need is already in the system and ready to go once your prospect becomes a customer.

### **Tracking Jobs and Contacts with CRM**

When you first make contact with a prospect, you enter their information into the ComputerEase CRM module, as well as information about the job. From there, you can send them emails, set up reminders to send direct mail and more to ensure that you remain in front of them as a prime candidate.

Assigning job titles to contacts within a company ensures that you're always contacting the relevant decision-makers when you pitch your services. Knowledge is power, especially when you're in competition with other contractors in bidding on a job.

Once you secure a job, ComputerEase will move the data from the CRM to the rest of the system. All the customer data, including contact information and any relevant job information, populates the rest of ComputerEase automatically.

From the moment you discover a prospect to the moment you start working a job, the ComputerEase CRM helps you stay in front of prospects. With that advantage, you'll see increased profits and more jobs coming your way.

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## ComputerEase Cloud

ComputerEase Cloud gives you all the benefits of ComputerEase without a large upfront purchase. We install the software in our state of the art data center, giving you remote access. It gives your business the ability to securely enter and store critical data over the Internet, letting you avoid high infrastructure and maintenance costs.

It gives you the freedom to access your system from any device with a web browser, including iPads, iPhones, Androids, Laptops, Macs, PCs and more. There's no software to maintain and update. It's all taken care of automatically in the Cloud.

### The Advantages of ComputerEase Cloud:

- Low cost alternative to purchasing software
- Use the system anytime, anywhere, from any device with Internet access
- All updates are automatically applied
- Data automatically backed up daily
- Much more!

### What is the Cloud?

Simply put, the Cloud is a service that allows software to operate in real-time over the Internet. With Cloud computing, you have real-time information with real-time results.

With ComputerEase Cloud, you have the option to add a Cloud service to your existing software or subscribe to our Software as a Service (SaaS) program, which allows you to lease ComputerEase and pay a low monthly fee to avoid upfront costs.

Call us today to find out how you can take your company's accounting department into the cloud.

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## ComputerEase Payroll Service

Payroll can be a tedious task on its own, but when contractors have to add prevailing wage, certified payroll reports and union reporting to the mix, it can be downright overwhelming.

For years ComputerEase clients have filled our suggestion boxes with requests for a payroll service. We took their advice and launched the ComputerEase Payroll Division.

### Let the Construction Accounting Experts Handle Your Payroll

Unlike the big name payroll companies that claim to cater to all clients, our service is designed specifically for contractors. It eliminates double entry, importing/exporting hassles and rounding issues. We work closely with our clients to process their payroll. Like our accounting software, our payroll service is scalable and customizable based on your unique needs.

Because we come from the construction industry and develop accounting software for contractors, we understand what makes construction payroll different, including:

- Prevailing Wage
- Union Payroll
- Multi-State
- Multi-Local
- Job Cost Reports
- Labor Fringes
- Worker's Comp by Skill
- EEOC Reports

ComputerEase provides accounting software to over 6,000 contractors. Working with so many clients over the years, we've learned what they need from a payroll service provider. We're happy to offer this premium service to the construction industry.

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