

COGITATE

Monthly Newsletter

W2 Tutorial Now Available

We have implemented a simplified method for printing your W2 forms that should eliminate questions regarding form selection.

View the tutorial at: <http://www.cogitateinc.com/HMS/trainingvideos.html>. Note that this video is in high resolution and will take several minutes before it begins to play. Please be patient. Our Mainstreet Management Software users can use the information in this video as well.

More Tutorials Coming

In addition to our W2 tutorial, we'll be adding tutorial videos for State Rental Rate Updating, Posting Balances Forward with error explanations and how-to's, and Fringe Benefits and Cost of Roads posting. Check our website often to see when these videos are available.

If you have a suggestion for a tutorial you think would benefit all our users, please let us know!

New Highway and Mainstreet Management Software Builds Available

Click the "Check for Updates" option under the "Help" menu in your software to download and install this new build. Release notes for the software packages will be downloaded; these may be viewed with Adobe Acrobat. Most importantly, the 2009 W2 print program, the 2010 tax table, and the 2010 State Equipment Rate table are included in this update. Be sure to get this update as soon as you can.

NOTE: If you receive error message "E3FF02F" during the updating process, please call us. This error message will typically occur on the second file the updater tries to download.

State Trunkline

A "Preliminary Year-End Accounting Adjustment for State Trunkline" program will be available in January, 2010. This program will allow you to apply for billing adjustments from M-DOT without having to wait for a State audit or recalculate trunkline billings.

For example, you bill equipment and labor fringe rates at the same rate throughout the year. Often these adjustments aren't discovered until an audit is conducted. These adjustments can be recouped from the State as early as the first quarter of 2010 with this program.

Invoice Plus

Our Invoice Plus software is receiving rave reviews from its users. Invoice Plus is an invoicing system that's based on project costs by account number. If you'd like further information on this software, please contact George Loescher.

Non-Responsive Software Warning

If you recently installed a new anti-virus software package, had to have repairs made to an existing computer at your site, or added a new computer to your system, you may have had problems running our software afterward. This is due to Microsoft's SQL Native Client software being disabled by the anti-virus software, not being reinstalled on the repaired computer, or not being installed on the new computer. Because our software is SQL-based, if Microsoft's SQL Native Client software isn't restored or properly installed, it won't run.

If this happens to you, you will need to uninstall the non-responsive SQL Native Client software and reinstall it from the SQL Server 2005 CD we mailed to all of you several years ago.

Holiday Hours

Cogitate's offices will be closed December 24th, December 25th, December 31st, and January 1st in observance of the Christmas and New Year holidays. We will return to our normal office hours on January 4, 2010.

If you do not wish to receive these newsletters, please reply to this email and insert the word "Unsubscribe" in the subject line.

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