

# COGITATE

## Monthly Newsletter

### Support Price Increase

As stated in our June, 2009 Newsletter, there will be a price increase for software support fees. Effective October 1, 2009, the new software support fee will increase by \$900 annually.

### 2009 W2 Approval

The IRS in the process of approving Cogitate's W2 and W3 formats for 2009. This means you won't need to purchase all the forms as you had in the past. Now, just create the W2s, insert the 4-up paper, and print your W2s.

Since we were approved for 2008, the 2009 approval process will probably go smoothly and not be a problem.

According to the IRS publication 1141, you will need to either (1) purchase 4-up perforated paper (in other words, 8-1/2" X 11" paper that is equally divided into 4 squares); or (2) you will need to cut the forms with either scissors or a paper cutter. The employee is **not** allowed to cut their own form; you must give the forms to the employee already cut – but *only* if you have opted to use non-perforated paper. If you need further information or have any questions, please call us.

### Invoice Plus

Cogitate is in the final development of Invoice Plus for HMS Road Commission customers. Invoice Plus is a project billing system that extends the existing HMS Accounts Receivable system.

Projects are defined and – along with the Customers from the Accounts Receivable system – invoices can easily be created by automatically gathering labor, equipment, materials and voucher data from existing HMS entries. There are options to apply benefits and overhead percentages to make a complete invoice. Projects that are shared by multiple entities can have a separate invoice generated for each participating entity.

Once an invoice is completed and printed, the Invoice Plus system makes the appropriate accounting entries into the HMS Accounts Receivable system. When payments are received they are posted in A/R with the Cash Payment posting program to complete the billing cycle. The HMS Accounts Receivable system can use this data to produce statements, accounting, and overdue reports. For further information, contact George Loescher.

### Short but Sweet

Although this newsletter is short, we're busily working behind the scenes on new projects to enhance your investment. As they become available, these new projects will be announced in our newsletters.

We hope you're all enjoying your summer!

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