**PAYROLL ACCOUNTS**

Payroll – Fully integrates with Viewpoint’s Job Cost, General Ledger, Equipment Management, Cash Management and Human Resources system. Batch entry and easy editing make corrections a snap and multiple users can enter information directly from time cards onto one screen, capturing all required information to produce payroll checks, tax and insurance reports and union and certified reports.

**ACCOUNTS PAYABLE**

Accounts Payable – Fully integrated with the Viewpoint V6 Software’s Accounting and Operational modules, Accounts Payable streamlines data entry and efficiently handles the normal accounts payable functions of invoice entry and check printing. It is also designed as a cash management tool allowing the contractor to take discounts, retainage or holdback and analyze cash requirements. Controls costs by comparing invoices with quoted costs on subcontracts and purchase orders.

**ACCOUNTS RECEIVABLE**

Accounts Receivable - Designed to address contractors’ unique requirements for receivables management, this module is fully integrated with the V6 Job Billing and Material Sales modules for automatic generation and recording of invoices. The status of both customer accounts and contracts are easily available at all times. With seamless integrations to General Ledger and Cash Management, the financial condition of your business is always up-to-date and online.

**GENERAL LEDGER**

General Ledger - Fully integrated with the other accounting and operations applications, the GL module provides multi-company and multi-level profit center reporting.

**CASH MANAGEMENT**

Cash Management - Providing contractors with accurate, up-to-date information on their cash position, the system is fully integrated with Payroll, Accounts Payable, and Accounts Receivable to handle checks and deposits in multiple bank accounts while an on-screen inquiry of a cash account shows the current checkbook balance. Account transfers, interest and bank charges may be entered directly and corresponding General Ledger entries are made automatically.

**JOB COST**

Job Cost - The heart of V6. Designed to give both Accounting and Operations Managers timely, accurate information on the progress of jobs in formats that are useful to them, an extensive library of job cost reports and “drill-down” inquiries are provided. These reports and inquiries can be copied and modified, or new reports can be developed using the flexible Crystal Reports™ system.
OPTIONAL MODULES

**Job Billing** - V6’s Job Billing provides maximum flexibility in formatting invoices to meet your customers’ requirements.

**Human Resources** - This module is designed to help manage both people and reporting requirements. An open database structure provides maximum flexibility in sorting and reporting data, and the integration with the Payroll module keeps data synchronized.

**Project Management** - Delivering PMs the tool they need to deliver on-time and profitable jobs, the PM module tracks all project activities, costs and revenues while seamlessly integrating with Accounting. Change orders, subcontracts and purchase orders, as well as complete document tracking including submittals, RFI’s, transmittals, daily logs, project meetings, punch lists and other documents are all tracked in the intuitive state-of-the-art user interface. In addition, the project management workflows make extensive use of other Viewpoint modules for information regarding subcontractors, suppliers, vendors, materials, crews, equipment, personnel and phases.

**Viewpoint Connects** - Designed to give employees, owners, subcontractors and vendors access to selected V6 data via the Internet, Connects provides website templates tied to the software’s Human Resources, Subcontract Ledger and Project Management modules. All sites are dynamic, allowing users to control the layout, access and much of the content of the site.

**Pre Construction** - The Pre Construction module extends the integration of Viewpoint’s V6 Software by improving your pre-construction process, enhances project team efficiencies and provides transparency in the project design, build and bidding process. It also offers instant access to your pool of qualified contractors.

**Subcontract Management** - Fully integrated with V6, the Subcontract Ledger module tracks committed and actual costs, change orders, and compliance issues, managing the complete process from subcontract “buy-out” and setup to final release of retainage.

**Purchasing** - Delivering software procedures and controls for managing the purchase of parts and materials, Purchasing brings orderly “work flow” to the purchasing process from point of initial request, through soliciting vendor quotes, to final review, approval and issuance of purchase orders. Use with Accounting or as a company-wide system to track and monitor commitments, shipments and expenses.

**Equipment Management** - Managing both cost and revenue on your equipment fleet is key to success in the competitive construction market. Viewpoint Equipment Management is offered in two levels: Level 1 provides basic location tracking and detailed cost and revenue reporting and Level 2 provides a maintenance and work order sub-system for those contractors with in-house maintenance and repair. Equipment Management is fully integrated with the other V6 modules for single-step data entry and updates.

**Inventory & Parts Management** - Tracking inventory, whether for sale to customers or for use on your own jobs or equipment is easily accomplished through V6’s Inventory system. This system is highly integrated with the other Viewpoint accounting and operations modules, including Purchase Order, Accounts Payable, Job Cost, Material Sales, Equipment Management, Project Management and General Ledger.

**Material Sales** - A full-featured order processing and materials transportation management system for contractors who produce and sell materials. Used in conjunction with V6’s Job Cost, Equipment Management, and Inventory modules, Material Sales eliminates duplicate entry and streamlines information flow.

**Workflow** - Provides a way to automate your organization’s own workflow and procedures. Workflow enables you to track accountability, locate areas of inefficiency, and allows managers to view the status of specific internal projects. With Workflow’s integrated Notifier functionality, the system can generate email notifications, keeping users informed of tasks that require attention.

**Document Management** - V6’s standard attachment feature provides the ability to link documents and images to V6 data records. Attaching and indexing files directly to data and reports can significantly reduce storage space, and personnel time spent sifting through paper files.

**Business Intelligence** - Presents a graphical view of your business performance. Fully integrated within the V6 client and Microsoft SQL Database, BI leverages OLAP cubes to build user-friendly data views and Microsoft Excel 2007 to provide a highly customizable and graphical user experience.

INTEGRATED THIRD PARTY APPLICATIONS

**Crystal Reports** - Using Microsoft Crystal Reports allows users to create custom reports, drill downs and professional form templates such as order forms, invoices and many more.

**Microsoft Office** – Integration with Microsoft Office allows users to drag and drop Microsoft documents into Viewpoint and assign them to transactions.

**Imports and Third-Party Interfaces** - Viewpoint V6 Software was designed to work seamlessly with many common 3rd party applications. Allowing 3rd party systems and products to partner well with V6 enhances the quality and value of your software. Benefits include the ability to add estimating, remote time entry and equipment tracking and heavy equipment tracking and utilization systems.
Streamline payables for effective cost control and reporting

Easily manage your payables with this comprehensive cash management tool designed to take discounts, hold retainage and analyze cash requirements. All accounts payable functions such as invoice entry and check printing are also standard in this feature-rich module. Viewpoint V6 Software® Accounts Payable gives you the power to:

**Control Costs** - Maintain control of costs by comparing invoices with quoted costs on subcontracts and purchase orders.

**Streamline Workflow** – Know where you stand. Fully integrated with the Viewpoint Accounting and Operations modules, one-step posting streamlines data entry, improves accuracy and provides up-to-date cost data for management and control.

**BENEFITS:**
- **Eliminate** double entry and errors with payment worksheets that easily interface to Accounts Payable for subcontracts, material suppliers and haulers.
- **Improve** payment process control with compliance tracking to warn of vendor/sub-contractor issues.
- **Save** time and improve communication with vendors with flexible payment methods.
- **Reduce** paper and speed review with invoice and document scanning.

Easily enter and review unapproved invoices. Scan, attach and easily circulate invoices for review and approval, across your organization.
### FEATURES:

#### Vendor Tracking
- Easily set-up and maintain vendor information (company profile, payment terms, vendor tax code and EFT information).
- View single vendor list shared among all companies.
- Utilize compliance tracking to warn of vendor, subcontract or purchasing issues such as insurance expiration, lien release, etc.
- Track 1099 information.
- Track Canadian T5 information.

#### Payment Control
- Create and record partial payments, two-party checks, manual checks and voided checks.
- Put invoices on hold, change discounts and due dates.
- Automatically compute discounts, discount dates and due dates based on vendor’s payment terms.
- Maintain a record of discounts for cash management history.
- Manage EFT Payments processed by contractors in Canada and US for vendors using foreign banks.
- Send EFT remittance notification to vendors via email.

#### Flexible Invoice and Approval Workflow
- Attach and auto index scanned documents during invoice entry.
- Scan and attach invoices for easy routing and review.
- Take advantage of flexible invoice review and approval workflow for Accounting and Operations.
- Set-up user controlled rules, thresholds and notifications.

#### Subcontract Tracking
- View sub-contractor pay estimates automatically initialized based on job billings then edited and updated to Accounts Payable.
- Check sub-contractor and Purchase Order records for lien waivers, insurance submittals and other user-define requirements.
- Receive warning if any items are not in compliance – user defined lien waiver forms may be printed and sent to subcontractors and suppliers.

#### Multi-company Tracking
- Manage multi-company, multi-division/region and inter-company accounting.
- Post entries in one company to another’s Job Cost, Equipment or Inventory modules.
- Create multi-or inter-company payables with the same invoice.

#### Reporting
- Easy on-screen drill-down inquiries.
- Easily look up invoices and payments by vendor or job.
- Review over 60 standard reports including unapproved invoices, vendor drill down, cash requirements and more.

#### General Features
- Manage accounting tasks with one-step posting to all sub ledgers and the general ledger.
- Easily edit recurring invoices even after posting to other modules.
- Record distribution information with multiple lines on each invoice.
- Prompt and validate master records for each line based on type.
- Ease month-end timing restrictions by allowing user-defined multiple months to be open at one time.

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Accounts Payable is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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Manage receivables with flexible analysis capabilities

Viewpoint V6 Software® is designed to address contractors’ unique requirements for receivables management. Fully integrated with Job Billing and Material Sales, Accounts Receivable automatically generates and records invoices so the status of both customer accounts and contracts are available at all times. Accounts Receivable is:

**Integrated** - Seamless integration with General Ledger and Cash Management ensures the financial condition of your business is always up-to-date and available online.

**Flexible** – Flexible receivables management with at-a-glance invoice, payment terms and customer details.

**BENEFITS:**
- **Reduce** data entry and eliminate double posting of invoices with integration to V6 Job Billing and Material Sales modules.
- **Access** account and contract status information easily.
- **Receive** up-to-the-minute financial analysis.

Easily enter cash receipts providing automatic application to the oldest invoices, selected invoices or by account – entries are automatically updated to Cash Management for bank reconciliation.
Following are the features of Accounts Receivable designed to track, alert and help you manage payments with ease.

**FEATURES:**

**Customer Management**
- Set-up and maintain company information – i.e. company profile, payment terms, receivable type, tax codes, statement type, etc.
- Share information easily across companies.
- Produce statements selectively in balance forward or open item formats.
- Define payment terms so due dates and/or discounts can be automatically calculated.
- Edit flexible finance charge assessments with ease.

**Invoice Processing**
- Maintain detailed line item invoices at the contract item level for better cost-to-revenue reporting.
- Calculate sales tax, discounts offered and taken, write-offs, local business taxes or other distribution accumulations.
- Release retainage by contract, item on the contract, amount or percentage.
- Support multiple invoice types – straight invoices, credit adjustments and write-offs.

**Cash Receipts**
- Enter cash receipts with optional automatic cash application to the oldest invoices, selected invoices or account.
- Track automatically updated entries to Cash Management for bank reconciliation.
- Automatically post and interface miscellaneous cash receipts to General Ledger and Cash Management.
- Enter refunds of job or equipment related expenses as miscellaneous cash receipts and post to the Job Cost or Equipment Management module as a reduction of costs.

**Multi-company Tracking**
- View multi-company and cross-company accounting and reporting.
- Post entries from one company to another’s Job Cost, Equipment or Inventory Modules.

**Reporting**
- View customer analysis and aging reports.
- Use on-screen drill-down inquiries to display credit history and details of invoices and payment history.
- Maintain and view information at customer or invoice level to assist collections.

**General Features**
- Manage accounting tasks with one-step posting to all sub ledgers and general ledger.
- Prompt and validate master records for each line based on type.
- Ease month-end timing restrictions with user-defined multiple months to be open at one time.

Accounts Receivable is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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An essential business performance tool for supporting mission critical decisions

Viewpoint V6 Software’s Business Intelligence module helps align organizations toward their key objectives by providing timely feedback on whether current actions will produce the desired results or whether changes need to occur. Having quick access to this information acts as a lever for executives and managers to reduce profit fade on each project and drive overall improved performance and profitability across their construction operation.

With easy-to-use graphical reporting and optimal flexibility for accessing multiple data sources – either the V6 transaction database or preconfigured OLAP cubes, you can quickly view and understand large sets of information enabling better decisions, faster.

Plus, choose from a library of pre-configured dashboard reports based on construction best practices or customize reports to meet your needs by using an industry standard tool. Either way, you’ll have access to highly visual dashboard information, determining what actionable items need attention.

**BENEFITS:**
- Easily view information in a dashboard or as a report, saving time and eliminating inefficiencies.
- Get key business metrics when and where you need them.
- Make quick, fact-based decisions.
- See where your business has been, where it is now and where it is going.

The Business Intelligence dashboard offers the ability to monitor overall company and division performance.
Dashboard Reports

• Library of preconfigured dashboard reports are accessed using Microsoft SSRS (SQL Server Reporting Services)*. The following is a sample list of preconfigured dashboard reports:
  • RFI Trend - Shows the number of RFIs that are overdue by week. The fewer the overdue documents the better for the PM managing the project.
  • Top AR receivables – Shows the top AR receivables as defined by the customer across all companies.
  • Employee distribution map – Shows the number of employees by state with filters for craft/class.
  • Worst performing phases – Shows the worst performing phases across all companies.
  • Worst performing jobs – Shows the worst performing jobs against budget for all companies.
  • AR trending – Shows the AR receivable break down by week.
  • Backlog analysis – Shows the backlog for all work remaining on current contracts as well as all potential projects.
  • Unbilled Costs – Shows all the costs for a T & M job that has not been billed.
  • Accidents by month trend - Shows number of accidents by month for all companies.

Project Management

• Track pending change orders and compliance tracking for subcontractors and suppliers.

Equipment Management

• Track usage vs. cost comparison - cost as a percent of revenue and percent estimated replacement value, cost per hour, open work orders and more.

Human Resources

• Easily view employee benefits and employee COBRA benefits.
• Easily view open positions in the company.
• Track employee physicals, reviews, training, skills, accidents (with costs), history and positions held.

Material Sales

• Drill down into details, utilizing new charting capabilities with Pivot Tables featured in Microsoft® Excel™ 2007.

More Helpful Benefits and Features

• Access cubes by third party tools that communicate with Microsoft Analysis Services such as Reporting Services, Performance Point Server and SharePoint.
• Manage full job data security – cubes enable customized viewing permissions.
• Cubes are built using the Business Intelligence Development Studio and stored in a Microsoft Analysis Services database.
• Configure SQL Server to automatically load information into the cube on a scheduled basis or processed on demand.

*The preconfigured dashboard reports require SQL Server 2008 R2.

Business Intelligence is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

Visit us at www.viewpointcs.com, call 800.333.3197, or email productinfo@viewpointcs.com to learn more or see an informative demo.
Know where you stand with 24/7 cash management

Viewpoint V6 Software® Cash Management provides contractors accurate, up-to-date information on their cash position. The system is fully integrated with Payroll, Accounts Payable, and Accounts Receivable to handle checks and deposits in multiple bank accounts. Cash Management has the ability to:

**Update in an Instant** - As soon as entries are made, an on-screen inquiry of a cash account displays the current checkbook balance.

**Post Automatically** - Transactions, such as account transfers, interest, and bank charges are automatically posted to the General Ledger.

**BENEFITS:**
- **Eliminate** double entry and errors with full integration to Payroll, Accounts Payable and Accounts Receivable.
- **View** deposits and adjustments and check clearance for easy bank statement reconciliation.
- **Automatically** post to the General Ledger for account transfers, interest and bank charges.
- **View** on-screen inquiry of cash account for immediate checkbook balance information.

![Image of cash management screen]

Process checks and deposits in multiple bank accounts and streamline bank reconciliation for clearing checks, deposits and adjustments.
Following are the features of Cash Management that help prepare businesses for unexpected expenses and provide immediate and critical account balance information.

**FEATURES:**

**Cash Management for Analysis**
- Track unlimited checking or investment accounts.
- Maintain statement and detailed check/deposit history as long as needed.
- Track automatically updated cleared checks.
- View automatically posted bank charges, transfers or adjustments to General Ledger.
- Edit bank account entries to facilitate account reconciliation – multiple fiscal periods may be open for adjusting entries.

**Bank Reconciliation for Clearing Checks, Deposits and Adjustments**
- Manage automatically cleared checks and deposits for specified dates, date ranges or individual selections – all with on-screen editing.
- Set-up security and access permits at bank account level for all personnel

**On Screen or Printed Report Capabilities**
- Display summary and detailed information of any account on-screen.
- Receive daily activity for any range of dates including beginning and ending balance – statement reports can be viewed on screen or in print.

Cash Management is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.
Document Management

**Efficient document handling for saving time and money**

Document Management is a state-of-the-art productivity module that compliments the Viewpoint V6 Software® suite as an efficient way to link documents and images to V6’s data records. By attaching and indexing files directly to data and reports, you can significantly reduce storage space and save critical staff time spent digging through stacks of paper files and folders.

**BENEFITS:**
- **Quickly** link documents and images to V6 data records.
- **Easily** locate documents using Google-like text search.
- **Reduce** postage and paper handling.
- **Increase** sustainability by eliminating paper files and documents.
- **Increase** team productivity – categorize related documents by jobs, phases, project manager, etc.

Easily locate e-mails and attachments and find any document in your document repository.
Following are the efficient, intuitive features of Document Management designed to greatly improve productivity.

**FEATURES:**

Scanning
- Scan, index, and associate document images to data with one simple click.
- Easily scan consecutive groups of documents – invoices, PO’s and receivers – and hold in temporary directory.

Storing
- Increase security and scalability by storing documents in a separate database allowing independent security, back-up and full-text search of critical data.
- Upload PDF files and view in V6 - attach transaction documents to existing data records and create annotations and overlays.
- Easily send email and multiple attachments into the V6 document repository, automatically indexing them individually.

Searching
- Perform full text searches and index Outlook emails attached to V6. Emails and attachments are indexed separately and all attachments include text search features.
- Find documents, emails and attachments with Google-like text search.
- Easily search and locate documents and images based upon indexed key fields Ex: Vendor, Job Number, Employee, etc.

Creating and Sending
- Create documents on the fly based on configurable Microsoft® Word™ templates and automatically mail merge information from the originating records.
- Send documents via email and have V6 scan for responses in Outlook.
- Send revised attachments and documents on same thread automatically back into the repository with index and search capability.

Routing and Reviewing
- Create distribution list for documents and provide notifications for reviewers on approvals/feedback due.
- Configure routing and review statuses to match workflows.

Document Management is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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Manage Equipment Assets and Costs for a Better Bottom Line

Discovering better ways to manage equipment assets is more important than ever. Leading contractors are finding quick return on investments by implementing a contemporary software solution that provides visibility to all profit centers. Managing cost and revenue on equipment is key to success in the competitive construction market and can have a noticeable impact on your bottom line. Fully integrated with other Viewpoint V6 Software® modules for single-step data-entry, Equipment Management is offered in two levels:

**Level 1** - Provides basic location tracking and detailed cost and revenue reporting

**Level 2** - Provides a maintenance and work order sub-system for contractors with in-house maintenance and repair

**BENEFITS:**

- **Use** single step data entry and updates with full integration to V6.
- **Set-up** flexible revenue rates for each piece of equipment.
- **Easily** track location for equipment movement.
- **View** monthly calculations of book depreciation with fixed asset schedules.

Warranty tracking for key parts based on hour or odometer schedules. Easily manage cost and usage on equipment for a positive impact on your bottom line.
Following are the features of Equipment Management created to deliver equipment revenue and cost information to all profit centers from a single point of entry.

**FEATURES:**

**LEVEL 1:**

**Equipment Tracking**
- Track key master file information including: license, registration, specifications, parts, category, ownership info, etc.
- Track detailed cost history for the life of the equipment - tune-ups, repair, body work, depreciation, etc.
- Optional component tracking (engines, transmissions, tires, etc.) system where components may be moved between pieces of equipment with history maintained.
- Track all equipment moves and view full transfer history on transfer screen.
- View monthly calculations of book depreciation for warranty tracking based on hour or odometer schedules.

**Equipment Revenue & Usage Rate Tracking**
- Set-up flexible revenue rates – equipment may be charged at hourly, daily, or monthly rate.
- Set-up the usage revenue rates by the classification or piece of equipment.
- Track revenue history by equipment with additional cost details – fuel, depreciation, repairs, etc.

**General Features**
- Customize flexible templates which provide automatic uploads from industry standard 3rd-party depreciation packages.
- Seamless integration with Payroll, Purchase Order, Inventory, Job Cost, Job Billing and General Ledger.

**LEVEL 2:**
- Scheduling and Preventative Maintenance Alerts.
- Set-up detailed maintenance schedules for equipment – assists with work order program for complete equipment repair and parts and labor management.
- Define maintenance schedules with detailed listing of maintenance activities, service descriptions, parts required, estimated hours, etc.
- Set-up “auto-use” flag for frequently used parts such as oil, filters, etc.
- Receive automatic alerts for parts or components still on warranty during work order set-up.

**General Features**
- Automatically initialize work orders for maintenance by date, shop equipment, job, etc.
- Close multiple work orders with one action.
- Update meter readings from various operations in the equipment system.
- Enter mechanics’ time to the equipment or component within the equipment by cost item.
- Calculate mechanics’ labor burden on an exact basis or as percentage of labor.

Equipment Management is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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A Simple Solution for Better Budgeting

Financial Planner is offered as an add-on module of Viewpoint Construction Software’s financial planning tool – Financial Manager. Fully integrated with Viewpoint V6 General Ledger for simplicity and efficiency, Financial Planner provides easy-to-use tools for detailed budgeting, planning and forecasting in key areas such as Operations, Salary and Capital projects. Enable unlimited collaboration without sacrificing control thanks to utilization of Web technology, a secure centralized database, dynamic data entry views/templates and a multi-level workflow system.

With Financial Planner you’ll have the tools necessary for exceptional financial management that meet the needs of every area in your business.

FINANCIAL PLANNER BENEFITS:

- **Reduce** budgeting cycle time and eliminate spreadsheets.
- **Easily** manage the budget approval process with multi-level workflow routings.
- **View** immediate impact of a budget change on a specific account, department, division or entire organization.
- **Assign** flexible security roles in combination to specific users to achieve desired access while minimizing maintenance effort.
- **Easily** plan and forecast staffing requirements and expenditures.

Facilitate budget planning; reduce time to prepare and review budgets.

Highly flexible and intuitive user-interface that give you charting capabilities for budgeting and forecasting.
FINANCIAL PLANNER FEATURES:

Budgeting & Planning
- Support multiple planning scenarios throughout the budget process - the number of versions is unlimited.
- Precisely control budget data for editing and analysis through the use of highly flexible views and templates.
- Ability to define selection criteria, subtotaling, filtering, ordering and the inclusion of comparative and calculated data provides users with a highly productive interface.
- Manage the budget approval process through multi-level, role-based workflow routings.
- Ability to plan and forecast for multiple future years.
- Track every change made to the budget including who made the change and when and why it was made.
- Create journal entries or balanced budget transfers, copy existing journals and reverse.
- Provide a variety of modeling tools to end-users and budget coordinators.
- Increase or decrease selected data by specified percentages or amounts.

Salary Planning
- Utilize a single data model to allow easy definition of elements such as pay cycles, union groups, benefits parameters, positions and steps/grades.
- Split individual compensation and benefit amounts among multiple departments, projects or cost centers based on a percentage, FTE or fixed dollar amount.
- Access data with the Reporting tool for the production of user-defined reports.
- The security system ensures that each user can view and/or change only authorized information.

Capital Projects Planning
- Manage funding sources with opening balances, current year commitments, future year commitments and interest calculations where applicable.
- Ability to forecast the projected closing balance for each fund.
- Shift forward tool provides capability to move projects forward by any number of years.
- Historical data for budget and actuals can be presented to the user to assist with change management.

Operations Budgeting
- Data can be allocated based on percentages or other specified drivers.
- Ability to combine or change sets of data based on defined formulas.
- Generate forecasts by combining budgets and YTD actuals.

Salary Planning
- Utilize a single data model to allow easy definition of elements such as pay cycles, union groups, benefits parameters, positions and steps/grades.
- Split individual compensation and benefit amounts among multiple departments, projects or cost centers based on a percentage, FTE or fixed dollar amount.
- Access data with the Reporting tool for the production of user-defined reports.
- The security system ensures that each user can view and/or change only authorized information.

Plan Requests
- Requests can be ranked at a departmental or corporate level.
- Requests can also be viewed in terms of how well each aligns with corporate priorities, which includes a user defined weighting scheme.
- A full rollover feature is available to roll requests forward to the New Year. Requests can also be archived for future use.

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Analyze and React to Critical Financial Information Fast

Financial Reporter is a standard component of Viewpoint Construction Software’s financial planning tool – Financial Manager. Fully integrated with Viewpoint V6 General Ledger for simplicity and efficiency in creating flexible, presentation-quality financial reports, Financial Reporter gives you control of your data and provides the ability to print or distribute reports in various file formats on demand or at designated times. Report packages can include summary level reports with drill downs to detailed line items or variance reports comparing data to actuals, as you complete the budget and move through the financial year.

A graphical report visualizer provides a comprehensive, user-friendly interface to visually design, on-screen, even the most demanding report layouts. The Job Scheduler allows the chaining and automation of many tasks that need to occur on a regular basis such as interfacing (imports / exports) with other systems, allocations, add-in routines and reports.

**FINANCIAL REPORTER BENEFITS:**

- **Create** and modify reports without the need for IT assistance or custom programming.
- **Easily** manipulate data in Excel with an advanced export that preserves formulas and formatting.
- **Save** time with automated report scheduling and distribution.
- **Share** financial information through a file export and web based viewer that lets others view, drill-down and print reports.

Create all your management, financial and variance reports. Easy control over data access, formatting, output, distribution and scheduling reports.
### FINANCIAL REPORTER FEATURES:

#### Report Design
- Produce multi-level financial reports that drill down to budget or account detail with the ability to view any comments related to the numbers; exceptions can be flagged for quick and concise review.
- Use an intuitive, built-in visual designer to easily layout and modify reports. Incorporate frequently used calculations within views for reuse rather than recreated as formulas in each report.
- Define standard fonts, color, and numeric formatting with overrides down to the report and element level.
- Utilize full editing features on page notes including tables, object inserts, and spell checker. User comments can be displayed in any column of the report.
- Feel safe with a role-based security system - not only are the report design and editing features secure but also the ability to ensure users have access only to authorized data.

#### Report Scheduling & Distribution
- Define as many schedules as required, running at different frequencies.
- Set schedules to run on a one time, daily, every second, weekly or monthly basis. Additionally, schedules can be based on the number of working days before or after month end. Specific days can be excluded from schedules (e.g. weekends, holidays).
- Maintain schedule status, including the last start and finish date and the next scheduled date. Each schedule is tracked for successful completion.
- Use a system of alerts through e-mail or an internal messenger system to warn managers of a failure in a scheduled process or to confirm a success.
- Distribute any report to a file server or as an e-mail attachment to multiple recipients.
- Control distribution of reports at the page level assuring the right data is sent to the appropriate person.

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Efficient and flexible profit center reporting

Providing multi-company and multi-level profit center reporting, Viewpoint V6 Software’s® General Ledger module is fully integrated with all Viewpoint accounting and operations applications with flexible, presentation-quality financial statements and drill-down inquiries – with full consolidation capability.

**BENEFITS:**

**Set-up** flexible account code configurations corresponding to organization structure.

**Eliminate** need for manual reversals with Journal entries easily entered for any open period.

**Apply** simple month-end closing process – selectively close sub ledgers ahead of general ledger to prevent unwanted data changes.

**Create** accurate, timely presentation-quality financial statements.

With GL Journal Transaction Entry, you can easily enter miscellaneous and adjust journal entries.
Following are the features of General Ledger addressing the spectrum of requirements from simple trial balance to the sophisticated organization of divisions, joint ventures and departments.

FEATURES:

**On-screen Inquiries and Configurable Account Codes**
- View on-screen inquiries of account balances - drill down from summarized to detailed transactions by account.
- Create user-defined account codes containing up to 20 characters, with profit centers defined.
- View detailed or summarized transactions based on source or account code.

**Automatic Journal Entries**
- Manage journal entries marked for automatic reversal in a later month and easily entered for any open period.
- Define monthly recurring entries including allocation of account balances, automatic entries for predetermined time periods and percentage allocations.

**Flexible Budgeting and Reporting**
- View comparative reports and analyze budgets maintained in past, current or future years.
- Update and report on a new year before closing the old – ensure the continuity of business.
- Compare multiple prior-reporting periods with account balances and details maintained on the system.
- Manage consolidated financial statements for any company combination. Profit centers also reported separately or consolidated at any level.

General Ledger is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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Save time maintaining personnel data with efficient, intuitive solution

Viewpoint Construction Software’s® Human Resources module is designed to help manage both people and reporting requirements. An open database structure provides maximum flexibility in sorting and reporting data, and the integration with the Payroll module keeps data synchronized.

**BENEFITS:**
- Eliminate double entry with synchronization between HR and Payroll modules.
- Easily manage people and reporting requirements.
- Quickly access all designated applicant and employee data.

Easily set up and maintain employee and applicant details, providing quick access to information to manage personnel data from first interview through employment history.
Following are the features of Human Resources designed to store and organize all personnel data from the first interview through employment history and provide simple reporting capabilities for all stakeholders.

**FEATURES:**

**Simple Management of People and Reporting Requirements**
- Store and view applicant and employee data – interview notes, references, skills, awards, dependents, availability and training.
- Store and view organization employment history – interviews, hiring, leaves, layoffs, etc.
- Easily access all designated employee data - general information, dependants, benefits, skills, employment history, salary history, rewards, etc.
- Synchronize data fields in HR with fields in Payroll to eliminate double entry.
- Control security by form, tab, report and employee to prevent unauthorized access to confidential information.

**Effectively Track Applicants and Employee Data**
- Track applicant interview notes, references called, skills and availability.
- Track skills, education, and training for applicants and employees.
- Easily access personnel information to search for specific skills or training.
- Maintain employment history, with user defined codes for sorting and reporting.
- Automatically update skills and certifications.
- Track drug testing results including date, location, administrator, results and actions.
- Access safety history records including OSHA reporting and Workmen’s Compensation.
- Record disciplinary actions and employee grievances.

**Streamlined Salary, Benefit and Safety History Tracking**
- Maintain salary history and review information and keep track of scheduled review dates.
- Assign benefit codes to each employee with eligibility and effective date.
- Easily maintain employee safety data including OSHA reporting and Workmen’s Comp. claims.

**General Features**
- Set-up self-serve leave request and approval workflow to allow employees to enter own leave requests - notifies manager for review and employee upon approval or denial.
- Schedule classes and register employees in flexible data center.

Human Resources is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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Flexible data integration with third-party applications

The flexibility of Viewpoint V6 Software’s® import functionality allows imports from a significant number of third party specialty applications. Imports provide a flexible, efficient means of mapping, cross-referencing, validating and importing data from third-party products and services into Viewpoint tables.

The Viewpoint Development Partner program was developed to create stronger alliances and build relationships with specialty solutions that extend the power of Viewpoint V6 Software. A directory of current partners can be found on the Viewpoint website.

Following are the features of Viewpoint’s Imports functionality that allow 3rd party systems and products an easy way to partner with V6 for enhanced software quality and value.

**BENEFITS:**

- Easily import files from 3rd party applications.
- Extend V6 across your entire organization.
- Easily adapt to the way you do business with customizable templates.

Viewpoint V6 Software was designed with features that allow files to be imported from any source or product using delimited, fixed-width, or XML formats.

Easily import AP invoices eliminating manual entry and saving time.
FEATURES:

- Update Standard Maintenance Master File tables such as Vendors, Customers, Budgets, Accounts, Materials, Employees and Accumulations, Equipment, Jobs, Phases, etc.
- Transactional Data such as AP Invoices, AR Invoices, CM Bank Downloads, Equipment Usage, GL Journal Entries, Progress Quantities, Scale Tickets, Submittals, etc.
- Import Templates - Added to Viewpoint regularly, contact your sales representative or customer support for a complete list of available templates.
- Standard Templates - Can be copied, modified or configured to match the file formats of specific sources.
- Define Cross Reference Codes - Can be defined easily if third-party software codes do not correspond to Viewpoint’s codes.
- Access Imported Data - Stored in a temporary work file to facilitate editing and corrections prior to uploading into the Viewpoint data tables.
- Create an Automated Import Process – Viewpoint allows imports to be scheduled through Windows Task Scheduler or other scheduling utilities.

Viewpoint’s Imports function is seamlessly integrated with Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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Fully integrated, comprehensive inventory system

Tracking inventory, whether for sale to customers or for use on your own jobs or equipment, is easily accomplished through Viewpoint’s Inventory system. This system is highly integrated with the other Viewpoint accounting and operations modules, including Purchase Order, Accounts Payable, Job Cost, Material Sales, Equipment Management, Project Management, and General Ledger – reducing costs and improving cash flow, visibility and decision making.

**BENEFITS:**
Reduce costs for warehousing, transportation, order fulfillment, and material handling – while improving customer service.
Significantly improve inventory turns, optimize the flow of goods, and shorten routes within your warehouse or distribution center.
Improve cash flow, visibility, and decision making.

Easily set-up and maintain various Bills of Materials by location group and finished material used in the production of finished goods.
FEATURES:

Inventory Tracking with Automatic Updates
- Inventory tracking at multiple locations – warehouses, asphalt, plants, job locations.
- Automatic updates are recorded to Job Cost and General Ledger with materials from inventory used on a job.
- Parts inventories may be charged to work orders and equipment with Viewpoint’s Equipment Management module.
- Ability to interact directly with Purchase Order and Accounts Payable to track quantities on order, received, and invoiced.
- Physical counts are facilitated through worksheets with an easy update program to record quantities on hand.

Material Order Recording
- Ability to have material orders allocate inventory to jobs for shipment at a later date.
- Ability for material orders to record committed costs to jobs and a subsequent confirmation automatically updates committed costs to actual costs.
- Ability for material orders to be entered directly in the Inventory module, or created in Project Management and interfaced into Inventory.

Comprehensive Cost Tracking
- Pricing of inventory to jobs or equipment – cost-plus-markup or price-less-discount options.
- Markups or discounts may vary by job, and supported cost methods include average cost, last cost and standard cost basis.
- Costs of freight and tax may be automatically added to the unit cost of the inventory or charged to separate accounts.
- Multiple units of measure may be set up for each material. A conversion factor is specified for each unit of measure, allowing for automatic conversion of prices and quantities each time the material is bought or sold in that unit of measure.
- A bill of materials may be set up identifying the quantity of each component comprising a finished good. A production entry program automatically reduces the raw materials and adds it to the finished goods.
- For asphalt and ready-mix producers the bill of materials set up may be done automatically when the sale is made in Material Sales.
- The reconciliation process combines beginning inventory levels with monthly activity to capture month-end balances.
- Unit costs are automatically corrected and adjustments made to GL based on valuation method. Valuation methods supported include LIFO, FIFO, average, and standard cost basis.

Reporting
- A selection of standard drill downs and reports let you see the status of all inventory items by location, including quantity on order, on hand, and allocated.
- A complete history of inventory transactions may be maintained for as long as needed.

Inventory is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.
Maximum flexibility for customizing invoices to customer requirements

Customers often request invoices to be designed a certain way to meet their accounting requirements. That’s why Viewpoint Construction Software’s® Job Billing provides the ability to invoice jobs in the formats your customers request. Job Billing is:

Integrated - Seamless integration with Viewpoint V6 Software’s® Accounts Receivable, Job Cost and General Ledger ensure that invoices contain the most accurate and comprehensive information possible.

Flexible - Featuring the benefits of optimal customization and billing options for delivering the right invoice for any customer requirement.

**BENEFITS:**
- **Initialize** owner pay estimates based on cost to percentage complete.
- **Enable** easy retainage or holdback.
- **Maximize** flexibility by formatting invoices with Crystal Reports.
- **Set-up** billing options from AIA preprinted forms or custom invoices via Crystal Reports.

Linking contract items to Job Cost phases allows you to bill percentage complete based on the units and costs reported-to-date.
Following are the features of Job Billing designed for maximum flexibility in formatting invoices.

**FEATURES:**

### Job Progress Billing

- Easily enter units, percentage or dollars with intuitive “spreadsheet style” progress billing screen.
- Link contract items to Job Cost phases – allows for billing percentage complete based on the units and costs reported to date.
- Use a one-step process for change orders to automatically flow through to the contract in Job Billing after being entered in either Project Management or Job Cost.
- Release retainage or hold back - even partial release. Proper adjustments are sent to Accounts Receivable to create one transaction for easy payment processing.
- Create bills using industry standard formats, AIA pre-printed forms, or design your own invoice forms using Crystal Reports™.

### Labor, Equipment and Subcontractor Billing

- Bill labor, equipment and materials at cost-plus-markup or at user-defined rates set up in the contract templates.
- Cross-reference subcontract items to owner billing items so quantities or percentages on the owner’s pay request automatically generates like quantities or percentages to be paid to subcontractor.
- Use a work file to review all subcontracts on a job, edit amounts to be paid, and automatically generate the accounts payable entries.

### General Features

- Use templates to set up the level of billing detail, rates, mark-ups, add-ons, etc. for jobs or customers with similar billing requirements.
- Create freeform invoices, independent of Job Cost - including repetitive monthly service-type billings
- Copy scanned documents such as invoices and timesheets attached to billable records to a CD in one step with cost plus billings
- Automatically update all billable costs.

### Flexible Time & Material Billing

- Pull information directly from Job Cost, applying user-defined labor and equipment rates and markups for each type of cost and contract type with Time & Material invoices.
- Create, review, revise, print and re-print contract or Time & Materials invoices as often as necessary.
- Automatically interface T&M invoices to Accounts Receivable, General Ledger and Job Cost so reports compare costs to revenue at the contract or contract item level.

Job Billing is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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**The heart of managing better job profitability**

Job Cost is at the core of Viewpoint V6 Software®. Designed to deliver Accounting and Operations timely, accurate information on the progress of jobs in useful formats, Job Cost provides an extensive library of reports and drill-down inquiries. These reports and inquiries can be copied and modified, or new reports can be developed using the flexible Crystal Reports™ system. With Job Cost businesses can:

**Streamline Data Flow** – Enter job budgets and change orders directly in Job Cost, or import from various estimating products through the Viewpoint Project Management system. Committed costs are established as the job “buyout” flows through the Purchase Order and Subcontract modules and actual costs are updated from Payroll, Accounts Payable, Equipment Management, Inventory and Material Sales.

**Track Job Progress** - Report and update job progress in units or percent complete. Analysis of job performance compared to budget is available for all stored values, including units, hours, and costs, as well as calculated values such as cost/unit, hours/unit, units/hour, etc.

**BENEFITS:**
- **View** immediate cost information to assure every project is under budget and profitable.
- **Provide** quick information for managers on the progress of jobs.
- **Receive** real-time cost updates from Payroll, Accounts Payable, Equipment Management and Inventory.

Adjust units, hours and costs with an eye towards estimated cost to complete. Calculate projections providing you with powerful analysis capabilities.
Following are the features of Job Cost designed to provide businesses with the up-to-the-minute information they need to make sure every project is still under budget and profitable.

**FEATURES:**

**Effective Project Accounting**
- Stay ahead of surprises on projects in progress with unique project-specific data and reporting features.
- Enter job budgets and change orders directly in Job Cost or import from various estimating products through the V6 Project Management system.
- Automatically calculate projected final costs based on job-to-date costs and units or percent complete.
- Link Job Cost phases to billing items to analyze item profit or for creating job billings.
- View detailed breakdown of equipment and assign employees by phase cost type during the projection process.
- Use flexible multi-part codes to allow job numbers and phase numbers to be defined with different levels or parts.
- Set a maximum retainage amount on a percentage or flat rate basis with automatic retainage tracking; billing process adjusts or discontinues retainage as the limit is reduced or met.
- Track change orders with the optional Project Management module from pre-approved or “pending” status through approval process, updating budgets, committed costs and contract values in Job Cost.
- Automatically make overhead allocations based on user-defined criteria.

**Increased Efficiencies and Improved Financials**
- Override revenue and cost projections at the job/contract level for Work-in-Progress and financial reporting purposes.
- Track jobs or contract items linked to profit centers in GL integration with General Ledger.
- Reconcile Job Cost to General Ledger easily since revenue and cost types are tied to specific account codes.
- View payroll hours and costs, equipment and material usage and other data immediately updated to Job Cost.
- Establish committed costs as job “buyout” flows through Purchase Order and Subcontract modules.
- Automatically update actual costs from Payroll, Accounts Payable, Equipment Management, Inventory and Material Sales modules.

**Easy Reporting**
- Access extensive library of job cost reports and drill-down inquiries.
- Copy and modify reports and inquiries or create new reports with Crystal Reports™.
- Drill-down on reports from summarized levels without having to navigate through multiple screens.
- Create user-defined memo fields and notes throughout the system to track miscellaneous information for sorting and reporting purposes.

Job Cost is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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Automated inventory sales to jobs and customers

Viewpoint Construction Software’s® Material Sales module is a full-featured order processing and materials transportation management system for contractors who produce and sell materials. Used in conjunction with Viewpoint’s Job Cost, Equipment Management, and Inventory modules, Material Sales eliminates duplicate entry and streamlines information flow.

**BENEFITS:**
- Eliminate duplicate entry with full-integration to Viewpoint V6 Software® Job Cost, Equipment Management and Inventory.
- User-defined templates for flexible material pricing options.
- Automatically edit and update other V6 modules with flexible material ticket validation.

The Material Sales ticket entry screen allows you to easily enter or import units sold.
Following are the features of Material Sales designed to help stay ahead of materials orders and invoice processing and manage materials pricing.

**FEATURES:**

**Easy Ticket Entry Processing**  
- Easily configure ticket entry screen - show only fields and defaults needed by the user.  
- Record all pricing and hauling information by customer/customer job, in-house construction job or inventory location with simple quote entry screen.  
- Automatically allocate inventory to customer/job with quote acceptance feature.  
- Track quoted, ordered and actual units sold.  
- Manually enter or automatically upload material tickets from a scale ticketing system.  
- Validate, edit and update ticket file to all other V6 modules.

**Flexible Material Sales Quotes**  
- Assign flexible material and payment discounts at the customer, job or inventory level.  
- Create invoices and update customer ticket summarization.  
- Manage sales tax at the ticket detail level based on deliver to location, sold from location or a combination.  
- Set-up payment discounts by percent or per unit.

**Haul Charge Tracking**  
- Track both owned equipment and independent haulers - charges assigned per unit, per hour, or per load.  
- Charge the job or customer one rate or basis, while paying the hauler another.  
- Enter hauler information together with the material ticket or in a separate hauler time sheet screen.

- Integrates with V6 Equipment Management to track owned equipment usage and revenue.  
- Record hauling revenue to the piece of equipment used at the haul charge rate or an in-house billing rate.  
- Automatically generate surcharges for fuel and other fees when importing or manually posting material sales tickets.  
- Automatically keep surcharges in synch whenever changes are made to their corresponding material ticket.  
- Fuel surcharge setup is fast and flexible with standard rates by surcharge code, and overrides available by quote - included on MS Invoices as a separate item for clarity.

**General Features**  
- View standard mix designs by plant/location with automatic production calculated when the sale ticket is processed.  
- Track updated asphalt and concrete raw materials inventories based on mix designs allowing for production in one unit of measure – with automatic conversion to a different sales unit of measure.  
- View sales analysis by plant, category of materials, month, job, customer, and customer’s jobs.  
- Update Job Cost, Inventory and General Ledger on ticket processing for timely reporting.  
- Manage inter-company sales to jobs and inter-plant transfers with automatic invoicing.  
- Track and report oil price increases and decreases.  
- Use full-featured order processing and materials transportation management system.

Material Sales is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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Stay informed of urgent conditions and events

Viewpoint V6 Software’s® optional Notifier module is a versatile tool combining query and email capabilities to notify users of events or conditions requiring their attention. Queries monitor the Viewpoint database for conditions or events based upon user-selected criteria and frequencies. When the queries find the requested conditions, an email notification is sent to specified addresses to bring the condition to their attention. Notifier is designed to:

**Inform Your Team when Attention is Needed** - Alert project managers of unapproved invoices that require approval, late documents and past due invoices. Notify supervisors of HR events - upcoming reviews, follow-ups, eligibility dates, skills or certification expirations.

**Inform Your Team of Upcoming Events and Deadlines** - Notifier provides a library of predefined queries that search for specified conditions or events within the data. Users can also create and apply their own queries using SQL programming tools.

**FEATURES:**
- **Notifier Queries**
  - Query for specified conditions or events within the data. Example: Invoices that need to be approved.
  - Create and apply custom queries using SQL programming tools.

- **Job Manager Features**
  - Query the database on user-specified frequencies and durations – and initiate email notifications.
  - Manage tasks by time intervals (minutes, hours), specified time (daily, monthly) or date ranges.
  - Include data obtained from the query in the subject and body of emails. Example: invoice number, amount, vendor name, etc.

Notifier is a module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

**BENEFITS:**
- **Proactively** manage unapproved invoices, project management documents and past due accounts receivable invoices.
- **Stay** up-to-date on reviews, eligibility dates or certification expirations.
- **Stay** ahead of upcoming events and deadlines.

“With the Notifier feature our Project Managers get an up-to-date list of equipment available to them – this saves our PMs an enormous amount of time.”

- Chris Brocato, IT Director, Donley’s, Inc.

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Flexible payroll that adapts to any construction organization

Viewpoint Construction Software’s® Payroll module is fully integrated with Job Cost, General Ledger, Equipment Management, Cash Management and Human Resources. Multiple users can enter information directly from time cards onto one screen, capturing all information required to produce payroll checks, tax and insurance reports, plus union and certified reports.

Batch entry and easy editing make corrections simple - online prompts eliminate the need for stacks of reference printouts. Payroll also includes fast information processing delivering detailed Job Cost reports at any time interval required - daily, weekly, monthly, etc.

**BENEFITS:**
- **Easy** set-up of time-card entry on one screen.
- Easily produce payroll checks, tax, insurance, union and certified reports.
- **Quickly** deliver detailed Job Cost reports at any time interval required.
- **Reduce** the headaches and time associated with Payroll.
Following are the benefits and features of Payroll, a customizable, intuitive payroll management system designed for at-a-glance information and company-wide reporting.

Key Benefits:
• Track and share employee expenses with Job Cost, Equipment Management and General Ledger.
• Synchronize user-selected employee information with Human Resources.
• Use flexible time-entry screen for collecting labor expense and equipment use on a single line – maintains personalized settings.
• Improve accuracy when posting time with extensive employee, craft and job-based defaults.
• Easily handle Federal and state regulatory requirements with Electronic-filing support.
• View daily labor and burden in Job Cost for timely and accurate cost reporting.

FEATURES:

Easy Time-Card Management
• Use customizable data entry grid designed to be fast and efficient, matching the source timecard - whether a daily job, daily crew or a weekly employee timescard.
• Set-up personal, foreman and crew timesheet system for daily entry of labor, equipment and production.
• Review and approve/edit workflow prior to posting.
• Define overtime schedules to meet craft and job rules – auto-generate daily and weekly overtime.

Flexible Payroll Calculation Methods
• Allow nearly unlimited earnings, deductions and liability codes with extensive flexibility in methods of calculation for taxes, worker’s comp, pre-tax deductions and benefits.
• Support multiple garnishments with optional prorating if insufficient pay is available.
• Multi-state Calculation and Reporting
• Handle multi-state calculations and meet reporting requirements, including state and Federal E-filings.
• Set-up withholding and/or unemployment based on resident state or job state.
• Determine workers comp code by job or activity – handle multiple states during the same pay period or single day.

Multi-company Tracking
• Handle cross-company posting when employee is working on jobs or equipment in another company.
• View multiple pay rates based on union or prevailing wage requirements by job.
• Calculate and post wages and fringes to job cost for daily labor reporting.

Flexible Security
• Define security for groups of employees - allowing restricted access while still collecting information in one file for tax reporting.
• Hide pay rates and amounts by user when entering time.

Payroll is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

Visit us at www.viewpointcs.com, call 800.333.3197, or email productinfo@viewpointcs.com to learn more or see an informative demo.
Defining the Next Level of Pre-Construction Advantages

Built on real-world workflows to meet your business needs, Viewpoint V6 Software’s® Pre-Construction module is an easy-to-use, integrated software solution that improves your pre-construction processes, enhances project team efficiencies and provides transparency in the project design, build and bidding process.

The robust features of this expanded module allow you to track your project leads, opportunities and bids in one place, record important project information and document locations and dates for quick resource allocation as bid day approaches. The Pre-Construction module also enables at-a-glance subcontractor information regarding qualifications, certifications, licensing, skills and safety records so you’ll know the qualifications of any subcontractor you’re considering.

**BENEFITS:**
- Avoid duplicate entry and unnecessary errors with the advantage of integrated software.
- Easily manage the bid process.
- Gain an enhanced view into market trends and win/loss performance.
- Have peace-of-mind before hiring subcontractors.
- Lower risk with pre-qualified vendors.

View coverage for the listed scopes/phases of work and modify grouping requirements. View by vendor, the bid packages they are covering and the scopes within the bid package.
Following are the features of Pre-Construction providing businesses with advantages in the bidding process and the power to stay ahead of subcontractor qualification.

### FEATURES:

**Enhanced Workflow and Bid Management**
- Assist your estimating department in managing the bid process with bid administration.
- Track coverage of your bid invitations by recording bid responses, receipts and prices.
- Create and track pre-bid RFI’s, transmittals and notes of each project.
- Record dates and information about bid day, pre-bid meetings and planning costs.
- Use one-touch set-up in Project Management once project is awarded.
- Break down projects into manageable units such as bid packages, scopes and phases; record dates and information for each.
- Tie forecasts into WIP and future planning.

**Subcontractor Qualification and Performance Tracking**
- Access and leverage information in your pre-qualification database to select and send Invitation to Bid, Addenda and notifications.
- Use simple form or direct input option for contractors to provide data.
- Maintain objective criteria for effective contractor evaluation.
- Easily comply with government reporting that allows for tracking money spent on projects partnered with minority business enterprises (SWMBE).
- Track small or minority business bids and manage your SWMBE goals.
- Track project opportunities and bid performance.

Pre-Construction is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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Integrated Project Management for more profitable jobs

For on-time, profitable jobs these days it is essential to have a powerful project management tool to facilitate all the complex work activities that occur simultaneously. Viewpoint V6 Software’s Project Management is easy-to-use, reflects real world construction workflow and processes and is integrated with V6 Accounting -- improving operational efficiencies, streamlining processes and eliminating double entry leading to more profitable project as follows:

**Project Information at your Fingertips** - With Work Centers, a centralized hub, Project Managers are able to view, analyze and make decisions with critical data such as forecast cost to complete, budget overruns, unapproved change requests, unanswered RFIs, overdue submittals and revised specifications.

**Complete Document Tracking** - Track submittals, RFI’s, transmittals, daily logs, project meetings, punch lists and other project documents. Manage important documents including change orders, subcontracts and PO’s.

**Streamlined Workflow** - Automatically mine other Viewpoint modules for information regarding subcontractors, suppliers, vendors, materials crews, equipment, personnel and phases. The PM Import programs allow you to upload estimating data into Project Management from a variety of third-party estimating software packages.

**BENEFITS:**
- **Easy** access to key information immediately.
- **Fast** information for project managers to ensure projects stay profitable.
- **Reduce** profit fade by staying ahead of scope changes and cost impacts.
- **Seamless** integration with accounting for efficient information flow.
- **Simplified** workflows for processing change orders, subcontracts and PO’s.
- **Reduce** time spent searching and retrieving documents.
- **Reduce** project communication turnaround time.
Following are the features of Project Management providing the tools for construction firms to simplify workflows, manage costs and stay profitable.

**FEATURES:**

**Work Centers - Information at a Glance**
- Track and log critical information, perform tasks, view related records, send email, and include attachments associated with projects in one central location.
- Navigate PM records by project, view document logs, launch, edit and perform related tasks off returned data sets.
- Tailor workflows and easily organize tasks with intuitive information presentation.
- View, analyze and make decisions with up-to-date data such as forecast cost to complete, budget overruns, unapproved change requests, unanswered RFI’s, and overdue submittals.
- View user-defined PM items that need attention for example, submittals that are coming due.
- Launch related tasks directly from another Project Management task – for example: create a Pending Change Order (PCO) from an Issue or Punch list and have the information subsequently pre-filled.

**Effective Project Management**
- Upload estimating data into Project Management from a variety of third-party estimating software packages.
- Edit or modify imported data such as estimates, contracts for billing and commitments as needed prior to releasing to Accounting.
- Automatically update Accounting and Job Cost with project subcontracts, PO’s, contracts and change orders approved in Project Management.
- React to changes in scope, assess impact to costs and automatically send change orders to subcontractors or owners for review.

**Fast and Secure Document Tracking**
- Track all documents including submittals, RFI’s, daily logs, project meetings, punch lists, etc.
- Securely store all types of construction documents, data, updates and information.
- Drag and drop emails, pictures and more into project files.
- Retrieve and view documents when needed with V6’s simple Thumbnail Viewer.
- Manage and index all emails by specific project, RFI, etc.
- Send Outlook email and multiple attachments into the V6 document repository with a single button. No need to launch V6 – freeing up a user license.

**Real-time Collaboration**
- With Viewpoint V6 Software Connects™, a web-based collaborative tool for sharing project-specific information with inside and outside team members, you can:
  - Easily set-up secure project websites for viewing and responding to RFI’s documents, images and other job-related information.
  - Enable greater collaboration and reduce wasted time.
  - Ensure that projects meet time and budget requirements.
  - Track and manage outstanding project note reviews.

Project Management is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

Visit us at [www.viewpointcs.com](http://www.viewpointcs.com), call [800.333.3197](tel:800.333.3197), or email [productinfo@viewpointcs.com](mailto:productinfo@viewpointcs.com) to learn more or see an informative demo.
Manage and simplify your purchasing process

Viewpoint V6 Software® Purchasing delivers software procedures and controls for managing the purchase of parts and materials. Establish an orderly workflow to your purchasing process from point of initial request, through soliciting vendor quotes, to final review, approval and issuance of purchase orders. Purchasing can be used alone by accounting or as a company-wide system to track and monitor commitments, shipments, and expenses. Purchasing helps businesses:

Manage Inventory - The Purchase Module’s unique features allow you to stay ahead of inventory, outstanding purchase orders and the need to purchase parts and materials.

Simplify Workflow - Establish order to the way your business manages vendor quotes, approvals and purchases.

BENEFITS:

- Fully integrated with Viewpoint V6 Software for simple workflows.
- Use effective controls for managing the purchase of parts and materials.
- Set-up effective controls for managing parts and materials purchasing.

Stay ahead of inventory, outstanding purchase orders and the need to purchase parts and materials. Ability to easily track and monitor commitments, shipments and expenses.
Following are the features of Purchasing that help facilitate the purchase of parts, materials and PO’s for smoother transactions and better profitability.

**FEATURES:**

**Streamline Workflows**
- Set-up POs in Project Management during the job buyout using quantities and prices entered manually or automatically.
- Set-up inventory scans to make purchases based on preset order quantities when stock is low.
- Include delivery dates for the whole order or by item, shipping method, ship-to address or payment terms.
- Assign PO line items for jobs, equipment, work-orders, and inventory - or expense in lump sum or unit price.
- Reconcile invoices to the receipt and make any required adjustment when posted.
- Price during line item entry from a database of standard material with automatic update from purchasing to reflect current price information.
- Track user-defined vendor compliance items such as lien releases or insurance certificates - system will notify of compliance issues.
- Attach notes at the purchase order header on line item levels.

**Better Job Cost and Payables Control**
- Receive update of committed costs with detailed Job Cost reports.
- Automatically match up invoices to PO with discrepancy warnings.
- Track change orders to purchase orders directly in Purchasing.
- Receive detailed history of shipments received for a PO – match invoices directly to receipts.
- Assign reviewers to approve or reject a requisition or automatically based on predefined defaults.

**General Features**
- Drill-down inquiry capability providing PO information with customizable sorting.
- Create requisitions for needed parts with open work orders in Equipment Management.
- Produce and modify professional quality PO forms using Crystal Reports™.

Purchasing is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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**Manage your entire process from subcontract to final release**

Effective subcontract management and control is vital to the success of any project. Viewpoint Construction Software’s® Subcontract Ledger tracks committed and actual costs, change orders, and compliance issues, managing the complete process from subcontract “buy-out” and setup to final release of retainage or holdback. Subcontract Management helps businesses:

**Keep Control of Subcontracts** - Manage invoices, compliance and estimates with full reporting capabilities.

**Manage Subcontractor Relationships** – Review all subcontracts on a job - edit amounts to be paid, automatically generate the accounts payable entries and manage special deduction items.

**BENEFITS:**
- **Facilitate** subcontract buy-out and creation of documents.
- **Easily** manage subcontract invoices, compliance and estimates.
- **Manage** all aspects of subcontractor relationships.

Track committed and actual costs, change orders, and compliance issues, managing the complete process from subcontract “buy-out” and setup to final release of retainage or holdback.
Following are the features of Subcontract Management.

**FEATURES:**

**Efficient Subcontract Management**
- Take advantage of complete integration with Project Management for facilitating subcontract buyout and creation of the subcontract document with Microsoft Word.
- View multiple line items on subcontracts with each updating a different job cost phase - lump sum or unit price can be used for each item.
- Handle special subcontract deduction items such as insurance, bond, etc.
- Cross-reference subcontract items to owner billing items so quantities or percentages on the owner’s pay request automatically generates quantities or percentages paid to the subcontractor.
- Use work file to review all subcontracts on job with ability to edit amounts to be paid – automatically generates the accounts payable entries.
- Create subcontract billing reports showing current payment and contract-to-date information with the check as remittance advice.

**Invoice and Compliance Tracking**
- View detailed invoice history by item including retainage and payments.
- Track back charges through Job Cost phases to record costs incurred which may be charged back to a subcontractor.
- Manage compliance at the invoice level – verifies insurance certificates or lien waivers have been received.

**General Features**
- Enter approved change orders directly in subcontract ledger.
- Apply change orders to existing contract items or create as new using Crystal Reports™.
- Create work files that generate subcontractor pay estimates.

Subcontract Management is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.
More ways to maintain key data in Viewpoint V6 Software®

The User Database module extends the features of user-defined memo fields, providing additional development tools for V6 users to maintain information that is not in the standard applications. Users can create new fields, tables, lookups, and forms, and operate them independently or in conjunction with Viewpoint applications. Fields in User Database files can be linked to standard V6 tables such as employees or vendors, and added to standard posting programs and data tables. Applications created with User Database can take full advantage of the Viewpoint user interface, table structures, security, and reporting tools.

Following are the features of User Database designed to work seamlessly with the Viewpoint Software user interface to give your data fields and tables more functionality.

**FEATURES:**

- Re-sort data quickly and easily since User Database tables may contain any number of data records with limitless sort key directories.
- Develop infinite data tables – each containing virtually unlimited data fields.
- Set-up user-defined fields that are linked to user-defined tables.
- Apply standard Viewpoint security to User Database tables.
- Set-up validated user-defined fields that can return description of the data.
- Access look-ups from user-defined fields or Viewpoint standard forms.

User Database is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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Secure, collaborative portal for your community network

Viewpoint Connects is a collaborative web-based module that is directly integrated in real time with Viewpoint V6 Software®. This module enables sharing of mission critical information with project stakeholders, subcontractors and employees through an easy-to-use Web interface.

With this tool you can improve overall project delivery and productivity, help your project managers work more efficiently and effectively and focus on managing projects vs. managing paper. Paperwork can also be significantly reduced with electronic entry from field personnel and additional time savings can be realized with updates on subcontractor pre-qualifications.

**BENEFITS:**
- **Create** fast communication to all stakeholders.
- **Reduce** paperwork with electronic entry from field personnel.
- **Save** time on updating subcontractor pre-qualifications.
- **Improve** efficiency and productivity for better insight, control and risk reduction.
- **Eliminate** communication barriers from pre-construction through project closure.
- **Easy** self service access for remote employees

Easily share key information with customers, employees and partners, increasing efficiencies across the entire organization.
Following are the features of Viewpoint Connects designed for simplifying project collaboration.

<table>
<thead>
<tr>
<th>FEATURES:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Viewpoint Connects Projects</strong></td>
</tr>
<tr>
<td>Viewpoint Projects is a collaborative environment with on-demand access to project status for external partners such as architects, engineers, and subcontractors</td>
</tr>
<tr>
<td>• Track RFI's, documents, subcontract pay requests and change orders.</td>
</tr>
<tr>
<td>• Access daily logs, job progress, meeting minutes, PO receipts and equipment usage.</td>
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<tr>
<td>• Set-up efficient workflow with timesheet entry for remote staff and designated approvers.</td>
</tr>
<tr>
<td>• Enable external partners to exchange real-time project information within a configurable website.</td>
</tr>
<tr>
<td>• Fully integrated with the V6 back office application for accounting, job costs, payroll and billing.</td>
</tr>
<tr>
<td>• Enable project stakeholders to stay up-to-date and share project status information.</td>
</tr>
<tr>
<td>• Update real-time job cost information from the job site through the field entry system.</td>
</tr>
<tr>
<td>• Transfer instantaneous information throughout the system – eliminates duplicate data entry, reduces paperwork and processing time.</td>
</tr>
</tbody>
</table>

| **Viewpoint Connects Subcontracting** |
| Viewpoint Connects Subcontracting is an extension to the Pre-Construction module and streamlines the prequalification process. |
| • Enter and update information on an on-going basis |
| • Reduce insurance risk, track compliance status and reduce paperwork. |
| • Efficiently work with project managers since prequalification information is easily stored and obtained. |

| **Viewpoint Connects Human Resources** |
| Viewpoint Connects Human Resources allows HR staff to enjoy significant efficiency gains by publishing information on the web portal and providing employee self-service access to payroll, benefits, pay history, vacation requests and the ability to update personal information. |
| • Fully integrated with the HR and Payroll functionality in V6. |
| • View and change contact and dependent information. |
| • Enter time sheets and vacation requests. |
| • View benefits information. |
| • Access pay history. |

Viewpoint Connects is a web-based module that’s fully integrated with Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

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Integrated Work Order Management for more efficient processing of service and small job work

Today more than ever, it is vital to manage small job work orders with a tool that integrates with your entire operation for maximum efficiency. Viewpoint Work Order Management enables you to increase field technician productivity and streamline small job work order processing, leading to improved quality and cash flow. Integrated with Viewpoint V6 Software®, Work Order Management is fast, efficient and scalable to grow with your business, while enhancing overall profitability.

Fully Integrated with V6 – Work Order Management is designed to integrate with the Viewpoint V6 Software module suite. Information is captured at the initial work order and then becomes automatically available for processing throughout the back office.

Quick Customer Response with Inbound Call Taking - Facilitate fast response to customer calls and quickly locate customers and or service sites while fielding inbound service requests. Reference key information about the customer or site to administer the appropriate work and initiate key workflows as needed. Alerts, messages and controls ensure the dispatcher has all the information needed to respond to the customer quickly and accurately.

Flexible and Accurate Service Pricing – Establish pricing levels for automated and accurate pricing to ensure profitability and option to bill based on anticipated costs or as work orders are completed. Details of the work performed are captured and can be reviewed for immediate billing.

**BENEFITS:**

**Work Order Creation** – Easily and quickly enter work orders in the system and create or change work orders as needed.

**Work Order Scheduling** – Flexible scheduling for one or more technicians for a work order; easily re-schedule as needed, track trip progress and completion.

**Easily Capture Costs** – Once work is completed and approved, review for accuracy and bill in a timely fashion.

**Flexible, Multiple Work Order Billing** – Experience flexibility in partial billing and the ability to bill a work order more than once or bill more than one work order at a time. Easily identify work orders for review and bill all at once if needed.

**Productivity and Profitability** – Improve visibility to managing service quality and profitability.
Streamlined Work Order Processing – Designed for speed, ease and flexibility, quickly and easily set-up, schedule and bill completed service work.

Productivity and Profitability Reporting – Visibility into areas key to managing service quality and profitability such as:
- Productivity analysis by technician, service division, call type.
- Profitability analysis by customer, site, contract.

Following are the features of Work Order Management.

**FEATURES:**

**Work Centers - Information at a Glance**
Call Centers
- Easily locate customers and sites
- Reference work order history
- Initiate work orders on-the-fly
- Access equipment details and repair or maintenance history
- Verify warranty coverage
- Add customers and sites on-the-fly

Scheduling
- View all new work orders in need of scheduling
- Ability to schedule work orders as needed
- Schedule one or more technicians on-site
- View and manage all scheduled work
- Manage backlog of open or unfinished work
- View overdue work orders

Work Order Processing
- Manage and process work orders ready for review
- View work orders ready for billing
- Bill work orders on-demand, one at a time
- Bill multiple work orders at once
- Manage aging work orders

Work Order Management
- Enter work orders with a few key strokes
- Ability to designate multiple scopes of work to a single work order
- Schedule one or more technicians against a single work order
- Daily capture of time, materials, equipment and any other charges pertaining to a work order
- Entry of labor can be done from the work order or from payroll
- Fully integrated with Payroll, Purchasing, Inventory, Equipment Management, Accounts Payable and General Ledger

**Work Order Billing**
- Initiate bill from work order
- Bill multiple work orders at one time using work order billing
- Partially bill a work order
- Able to bill a single work order multiple times
- Mere seconds to adjust work order invoices as needed, without having to void the transaction
- Custom invoice formats by customer or site
- Support for alternate bill-to customers
- Consolidate multiple work orders on a single invoice per customer request

**Reporting and Analysis**
- Work order profitability summary
- Work order details with drill-down capability
- Technician utilization
- Productivity analysis by division, call-type and technician
- Resource availability and capacity planning
- Cash flow analysis
- Work order billing prep
Work Order Billing

Quickly Review Invoice

Select Multiple Work Orders

Generate the Invoice

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Seamlessly flow through complex tasks with Workflow

Viewpoint V6 Software’s® Workflow is a state-of-the-art productivity module designed to make your organization’s complex tasks and procedures simpler with efficient, multiple-user work-throughs. Workflow gives you controls for protecting profits and reducing risk by notifying the owner of each task that they are due for completion. Job start-up, new employee hire and quarter/year-end processing are just a sample of the hundreds of complex tasks Workflow automates to increase efficiency.

Following are the features of Workflow designed for creating and assigning tasks and knowing the status of every internal project or document.

**FEATURES:**

- Take advantage of full integration with Viewpoint V6 Software.
- Automate complex tasks. Ex: job set-up and buyout, new employee paperwork, quarter/year end processing.
- Create checklists and assign particular tasks to users.
- Easily update tasks for review.
- Generate email notifications of tasks that require attention.
- Enable simultaneous multi-user work-through process.

Workflow is a key module of fully integrated Viewpoint V6 Software. A software solution designed to reduce costs, streamline workflow and ultimately make every project more profitable.

**BENEFITS:**

- Automate unique workflows and procedures.
- Easily initiate workflows based on triggers.
- Proactively view the status of specific internal projects.
- Improve company-wide productivity.

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