

## Version for W-2s and W-3 for 2011

The government has changed the requirements for the W-2 and W-3 forms. New codes have been added for Box 12 and there are two old fields no longer used. The W-3 has a new field and new format. JOBPOWER Version 6.909, 6.910, 7.139 or higher will be required for printing the 2011 forms. We will be sending updates out to all Support Subscribers with Payroll before the middle of December. This should give you plenty of time to get the update installed before the end of the year. **The update will have a note on the outside of the envelope indicating 'W-2 Update'. Watch the mail for this update.** ❖

## JOBPOWER Version 7 – shipping status

We have sent Version 7 to most Support Subscribers. The remaining customers will receive this update by the end of February 2012. If you have not received it yet and wish to be moved up on the distribution list, complete the response form in this newsletter. Be sure to also read the Version 7 system requirements in this newsletter. ❖

## Update for Customers Not on Support

If you have the Payroll program and are not a Support Subscriber, we have mailed a packet of information with pricing to purchase the latest JOBPOWER version 6.909. This update includes the necessary changes for W-2s and W-3 for the year 2011.

If you plan on using JOBPOWER for several more years, we recommend you get up-to-date and also subscribe to Support. This will entitle you to JOBPOWER Version 7 at no additional charge.

**We will not continue to update Version 6.xxx of JOBPOWER.** The price for the Version 7 update will be higher than previous updates, so now is your opportunity to get up-to-date and stay that way for a year. If you have not received this packet, indicate this on the response form and return it to us. **This is a limited time offer!** ❖

## Payroll Update

We have updated payroll to be compliant with the 2011 rules for W-2s and the W-3 form. These changes will be in versions 6.909, 6.910, 7.139 and all higher versions. In addition, we have updated several other options. The primary enhancement is an added breakdown of the Employer and Employee Social Security, Employer and Employee Medicare and Employee Federal Withholding amounts on the 'Payroll Entries to General Ledger' report that prints when you approve your payroll. This new feature is designed to make it simpler to figure your weekly tax payments. Other changes include removing Hire Act options which are no longer needed. See Version for W-2s and W-3 for 2011 for more information on the W-2 and W-3 changes.

### Tax liability for this payroll sequence

Federal WH	532.00
Company Social Security 6.20%	297.72
Employee Social Security 4.20%	201.68
Company Medicare 1.45%	69.64
Employee Medicare 1.45%	<u>69.64</u>
Total Tax Liability for 941	1,170.68 ❖

## For questions on the newsletter

If you have questions about anything in the newsletter, please contact us via email at [JPSupport@jobpow.com](mailto:JPSupport@jobpow.com) with the Subject 'October Newsletter'. Thank you for your cooperation. ❖

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## JOBPOWER in The Cloud

JOBPOWER and DocumentVision are now also available as a Cloud offering. Existing JOBPOWER users may convert over to the Cloud version to take advantage of the cost savings. The Cloud version eliminates the need for you to purchase and maintain an expensive server or maintain backups. The Cloud version runs JOBPOWER on a powerful, fast server, always available, always up to date. Your JOBPOWER and DocumentVision are available with a secure connection anywhere internet access is available, with almost any device. The Cloud version is great for contractors at the jobsite or on the go with mobile devices. JOBPOWER Cloud offers you the ability to make local backups to USB drives, so you are always in control of your data. If your software is running slow, and you need to upgrade your PC hardware, or would simply like to have access on the go, complete the response form in this newsletter and we will contact you with more information on this great alternative. ❖



The Cloud version supports access from the following platforms: PC, Laptop, Apple Mac, Apple iPad, Apple iPhone, and any Android tablet or smart phone.

## Backups – JOBPOWER Version 7

In Version 6 of JOBPOWER, we did not recommend making backups to CD as they were not always compatible between PCs. However in JOBPOWER Version 7 we have overcome that limitation and CD backups are very reliable. They no longer need to be 'formatted'.

We recommend at the end of each month, before you close Accounting and before you close Payroll, that you make a backup to CD and label it EOM Accounting Oct. 2011 or Payroll and the month and year. Then store these in a safe place.

It is also a great idea to make backups to two CDs and take one offsite in case of a disaster such as a fire, flood, etc. ❖

## What version do you have installed?

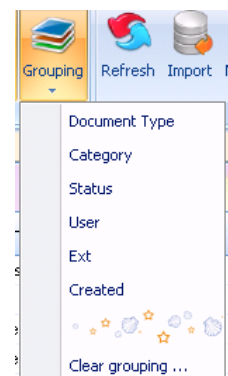
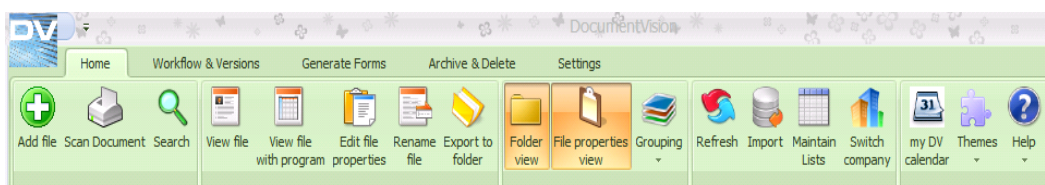
Your JOBPOWER version is located in the upper right hand corner of your JOBPOWER program screen. We know many active subscribers have installed JOBPOWER Version 7. If you are a Support Subscriber and do not plan on installing Version 7 of JOBPOWER this year, complete the response form to order an updated Version 6.910 CD for the W-2s and W-3 form.



If you are going to install Version 7 this year, we recommend you do so prior to the middle of December. If you wait until after the middle of December and need assistance from support, your wait may be longer than normal as this is a very busy time of year for our support staff. ❖

## Document Vision News

We are revising the 'look and feel' of DocumentVision to include a ribbon menu like the one in JOBPOWER Version 7. The new layout is better organized and easier to navigate. In addition, any document printed, whether from JOBPOWER, Word, Excel or internet or any other program will be able to be saved directly to DocumentVision in PDF format. One of the other new options will let you group documents in the grid by various fields.



### Installing Version 7 of JOBPOWER

The first time installation of Version 7 on a PC is more involved than previous versions of JOBPOWER. The installation also installs SQL Server Express 2008 and the system requirements for this are more stringent.

Please note:

- Our instructions include a lot more steps.
- The instructions **must** be followed.
- JOBPOWER must be installed in the location of 'drive letter\JPFolder\bks06'  
 Correct Example: C:\JPFolder\BKS06  
 Incorrect Example: C:\Apps\Share\JPFolder\BKS06  
 Incorrect Example: \\Server\Share\BKS06
- You must install at the server PC, not across the network.
- The user doing the install on the server must be an administrator with a password setup in Windows.
- Temporarily disable the anti-virus software until you have successfully installed JOBPOWER Version 7.
- If you have a server and clients, you must set exceptions in the firewall as per the installation instructions. ❖

### JOBPOWER Version 7.145

- New Financial Dashboard.
- Ability to print the 941 directly out of JOBPOWER.
- Additional password/security options. ❖

### JOBPOWER Version 7 System Requirements

#### Recommended system:

O/S: Windows 7, Server 2008, SBS 2008, SBS 2011.

Memory: Recommended 4 GB memory

Monitor: 19" monitor

Disk Space: 3 GB hard disk for JOBPOWER and database. If you have multiple companies, add 400 MB for each additional company.

CD or DVD Drive: CD-RW/DVD-RW recommended for backups

USB Ports: USB Flash drive or USB external hard drive for backups.

Internet access

#### Minimum system:

O/S: XP Service Pack 3, Vista, Server 2003, SBS 2003

Memory: 512 MB

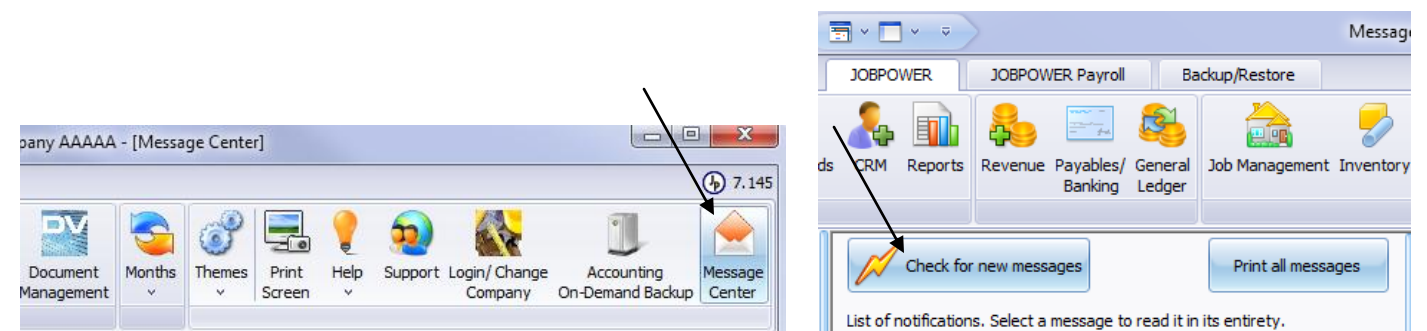
Monitor: 17" monitor, resolution 1024 x 768

Disk space, CD/DVD drive, USB ports, same as above.

**NOTE: We do not recommend running JOBPOWER Version 7 on XP as performance will be slow.** ❖

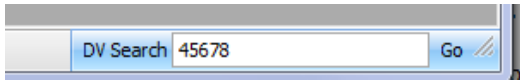
### Message Center in Version 7.120 and Later

One of the new features in JOBPOWER Version 7 is the message center. This will allow us at JOBPOWER to communicate with you on an immediate basis for information on newsletters, updates, etc. Some users may have firewalls that block the messages we send. You may check to see if there are messages by clicking on 'Message Center' in the ribbon menu and then click the button to 'check for new messages'. Each user in JOBPOWER Version 7 can get messages, so for newsletters, and other information, it is quite convenient.

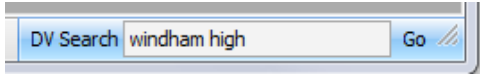


### JOBPOWER and DocumentVision Tip

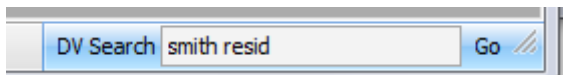
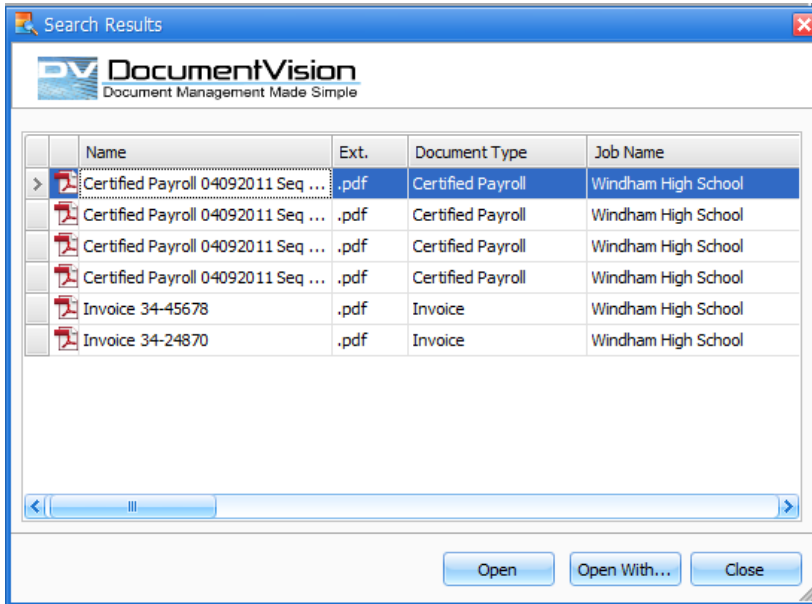
If you have both JOBPOWER and DocumentVision you can, in JOBPOWER, do a search for an invoice number, keyword or job name and see the results from DocumentVision without having to open up DocumentVision.



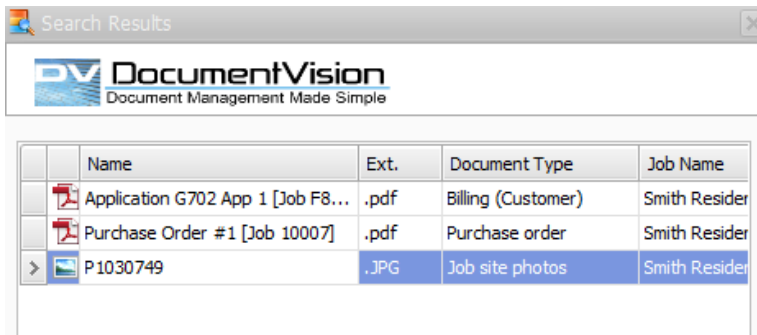
Above is a search for an invoice number, click **Go** or press **<Enter>** and if the invoice was printed from JOBPOWER and stored in DocumentVision, a PDF of the invoice will open up. If a customer calls about an invoice and says you over billed me on invoice 7911, just key in the number, and see what the invoice is for. Enter a purchase order number or vendor name, and if there are multiple matches, the results will be displayed in a grid.



Above I searched for a project by part of the name; all files associated with that project will be listed as you can see below. Click on any of them to open and reprint.



Search for **Smith resid** and find all files for the 'Smith Residence' job.



### Double Whammy

Many of our customers that have installed JOBPOWER Version 7 that have old PCs have received a double whammy; slow performance and a new learning curve. We ship a training video with Version 7 to help you adjust to the new menu system. It does not take long to watch it, and it is very helpful to learn how to get around. Be sure to let all JOBPOWER users in your office watch it. If you have not upgraded your PC in the last several years, you will likely experience unsatisfactory performance with Version 7. Slow performance is frustrating as well as unproductive. There are two choices to remedy this: first, the server or main PC for JOBPOWER should be the first PC to get upgraded; second, consider our Cloud server. The Cloud server will enable you to leverage your old PC and still receive great performance. The Cloud server is very fast, and will always be up-to-date. You will need good internet service to use JOBPOWER in the Cloud.

Be patient with the learning curve for Version 7 as there are lots of great new features and benefits. The biggest difficulty that has been reported to us is with the Invoicing. If you are having any issues, send us an email with some details and we will contact you to see how we can help you. We have added many new features that are both flexible and beneficial to you. ❖

# JOBPOWER Response Form

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Here is my Email Address: \_\_\_\_\_

Please check if any contact information has changed. Your company website: \_\_\_\_\_

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## Version for W-2 and W-3 for 2011 *(for Active Subscribers only)*

\_\_\_\_ I have received Version 7 but do not plan to install it before the end of the year.

Do you need to print W-2s and the W-3 form? \_\_\_\_Yes \_\_\_\_No

If yes, I would like to order Version 6.910 for my W-2s.

\_\_\_\_ Mail a check and this form to the address below.

\_\_\_\_ Complete the credit card information and fax to 865-588-5379 or email the form to **sales@jobpow.com**.

Price is \$30.00. If you are in the state of TN, the price including tax is \$32.78.

### Credit Card Holder Billing Information:

Credit Card:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Credit Card No.	_____	Security Code	_____ Expiration Date ____/____
Billing Address	_____	City	_____ State _____ Zip _____
Cardholder Name (please print name as it appears on card)	_____	Cardholder Signature (required)	_____

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## I want Version 7 *(for Active Subscribers only)*

\_\_\_\_ I have not received Version 7 but wish to do so soon

O/S on your PCs for JOBPOWER \_\_\_\_\_

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## Version for W-2 and W-3 for 2011 *(for Non-Subscribers)*

\_\_\_\_ I did not receive information on getting up-to-date and back on Support. *(Please send me another one)*

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## Cloud Version of JOBPOWER

\_\_\_\_ I am interested in JOBPOWER and/or DocumentVision in the Cloud.

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## Return this form to:

Applied Computer Systems, Inc.  
302 Westfield Road  
Knoxville, TN 37919 Or fax to: 865-588-5379