

January 2025

Under Construction

Quarterly Newsletter for STRUCTURE Users



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Letter from the President

From the Desk of the President

A New Chapter Begins at C/F Data

I would like to extend my best wishes for a Happy and Healthy New Year to all. This year promises to be an exciting one for all of us.

Having contributed articles to this newsletter for over thirty years, I am honored to finally appear on the front page. While I am saddened by Eric's departure, I have come to appreciate the invaluable work he has performed over the past forty years. As I assume additional responsibilities, I will continue to lead the support team and remain committed to supporting you, our valued customers.

If you would like to discuss how STRUCTURE can enhance your accounting functions, please feel free to contact me.



Marilyn presents Eric with one of her signature custom quilts.

Should you require assistance with reporting or training for new employees, we are here to ensure your success with STRUCTURE. Our team at C/F Data is dedicated to making your experience as positive and useful as possible.

Having been a customer, I understand how daily tasks can sometimes hinder the pursuit of more efficient solutions. However, investing an hour with one of our support representatives can yield significant time savings in your operations.

As we continue to work toward the cloud, we also have been working on programs to help all of you now. Direct deposit programs in accounts payable have been enhanced to make it easier to make corrections if needed.

For those who still print physical checks, you and/or your bank may be interested in our positive pay programs for additional security.

We continue to make enhancements that we hope will benefit all of you, and we'll be updating the support website monthly with new content. Make sure you have the address bookmarked on your browser (www.cfdatasupport.com).

Though my title has changed, you can still find me if you need me, as always.

Marilyn Kelland

Marilyn Kelland
President
C/F Data Systems

News from the Office

Celebrating 2025 Milestones

Thanks to You for All the the Years We've Shared!

We're celebrating milestone anniversaries with our valued customers, and we're thrilled to highlight one special partnership that has lasted an incredible 40 years!

These anniversaries mark not only the longevity of our relationships but also the trust and success we've built together.

Thank you to all our customers for your continued loyalty – here's to many more years of growth and collaboration!



40th Anniversary E. W. Audet & Sons Inc.



Block Island Wind Farm
(Compliments E.W. Audet & Sons)



The Breakers Mansion - Newport, RI
(Compliments Crocker Architectural)

35th Anniversary

Universal Construction Co, Inc
Crocker Architectural Sheet Metal
Green Technology Installations, LLC
Titan Roofing (Worcester)
Phoenix Mechanical Contracting
Maguire Company Inc
Coastal Electric Inc.
Communication Systems Inc.
Asplundh Electrical Testing, LLC
Sorco Corporation

30th Anniversary

Cogswell Sprinkler Co. Inc.
Pioneer Valley Concrete Service
Aslan Electric Inc.
Gregoire Electrical Co
Breen & Sullivan Mechanical Services Inc.
COSCO
Capeway Roofing Systems Inc.
Victory Heating & Air



Jack Cogswell 1951
(Cogswell Sprinkler Co. Inc.)



Cantarella & Sons

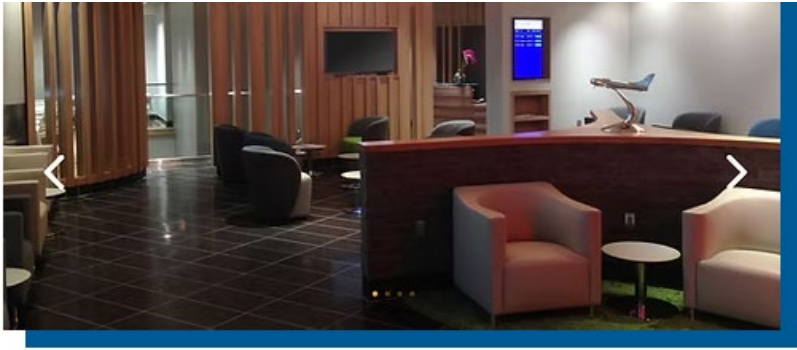
25th Anniversary

James J. O'Rourke Inc.
Cantarella & Son
East Coast Construction Inc
EMC Painting Co Inc
D.D.S. Industries Inc
Suburban Electric
Advanced Building Systems
Ducts, Inc
Yankee Remodeler of New London
Heckman Masonry Corp.
Costello Dismantling Co Inc.
United States Sprinkler Co
AMX Contracting Corp
Donaldson Electric

20th Anniversary

Florence Electric





Aer Lingus First Class Lounge
(Courtesy Cord Contracting)

15th Anniversary

Cord Contracting, Inc.
Harris Environmental Systems
Dixie Contract Carpet, Inc.
Flooring Resources Corporation
Electrical Systems-Maine

10th Anniversary

Pinnacle Construction
Beacon Electric
Gordon Group Electric Co
National Granite
New England Waterproofing
Hoem & Associates
Helfrich Brothers Boiler Works



Silver Lake Dentistry (Pinnacle Construction)

THANK YOU!

Contacting Support

..... The whole team is always behind you.

To ensure timely assistance, please contact the **main support phone number or email address**. Avoid reaching out to individual team members unless specifically instructed, as they may be unavailable or occupied with other tasks, especially during this busy time of year.

Using the main line or email allows the next available representative to address your needs promptly.



If you're using **STRUCTURECloud**, you likely worked with a specific team member during setup and onboarding. Moving forward, please direct all **STRUCTURE** and **STRUCTURECloud** inquiries to the **C/F Data Support team**, rather than the individual you initially worked with. This will help ensure the fastest response time.

Don't forget to check the **C/F Data Support website** for valuable resources and information.

Phone: 800.370.4357 | 781.337.7200 | Email: support@cfdatasystems.com | Website: cfdatasupport.com

Trade Show News

2025 Fuse Alliance Annual Conference

Join Vic, Marilyn, and the team from **March 1st to 4th** at the **Hyatt Regency Grand Cypress** in Orlando, FL, for the **2025 Fuse Alliance Annual Conference!**

This year's theme, **Innovate to Elevate**, reflects our mission to support **Fuse Alliance** members in advancing their businesses.



By leveraging the **power of STRUCTURE**, flooring contractors can stay ahead of the competition and drive growth through innovation.

Be sure to visit our booth to meet our team, ask questions, experience live demonstrations, and discover how we can help you innovate and elevate your business.

We can't wait to see you there!



Upcoming Holidays

The C/F Data Systems offices will be closed on:

- Wednesday, January 1st - New Year's Day

The Support Team will not be available on this day.



Holiday Luncheon Surprise

The C/F Data Holiday Luncheon turned into a heartfelt surprise retirement celebration for Eric.

The event featured a touching video highlighting his remarkable years with the company.

Eric was presented with a custom bobblehead in his likeness, a nod to his famed collection of Red Sox bobbleheads often seen in the background during Zoom meetings throughout the pandemic.

Marilyn gifted him one of her beautifully crafted quilts, showcasing her skill and thoughtfulness.



The team showered Eric with gifts, including a golf bag and golf cart, as a tribute to his love for golf.

Adding to the surprise, his wife and three sons traveled from Boston, New York, and California to celebrate alongside him.

Dennis and Ann Coleman, C/F Data's retired founders, made a special trip from Naples, Florida, to join the festivities.

The event was filled with heartfelt speeches.

Vic, who Eric hired 13 years ago as a telemarketer and mentored into his current role as Vice President, gave an emotional tribute. He thanked Eric for his patience, guidance, and friendship, crediting him as a pivotal mentor in his career.

Jena, the Director of Support, expressed her gratitude for Eric's leadership and support over the years.

Kenny, the current chief operating officer who Eric hired as marketing manager and mentored into his current role, thanked Eric for his service.

Marilyn, the incoming president, also extended her thanks for his dedication and guidance during the company's transition.





Dennis Coleman, who founded C/F Data in 1979 and hired Eric as a salesman in 1984, shared his gratitude for Eric's decades of service and his critical role in growing the company.

He lightened the mood with humorous stories from their cross-country trips and business adventures, adding a personal and nostalgic touch to the celebration.

The luncheon was a fitting send-off for a beloved colleague, mentor, and friend, leaving a lasting impression on all who attended.

While Eric will still remain a part of the team as a consultant to our success, his daily charm and antics will be missed.



Eric received a custom bobblehead at his retirement party to add to his Red Sox collection.



Support Tips & Tricks

How To: **Set Up 401K Limits**

There are two deduction codes available for 401K.

These exact codes must be used for the system to recognize the 401K deductions:

- Use an upper-case Z for a traditional 401K.
- Use a lower-case z for Roth.

NOTE: To start a Roth plan, you must call C/F Data Systems Support first to change a hidden Control File Question.

On the second screen of EMT (Employee Maintenance), in the deduction grid enter the Z or z code, frequency, type (flat or %), the amount, and the limit.

If an employee has both a Traditional and a Roth 401K, enter the same limit on both the Z and z lines. The system will know that this is the combined limit for both.

The screenshot shows the EMT screen for employee DINA DEMEO. The deductions grid is as follows:

Code	Description	Occ	Active	Freq	Type	Amount	Limit	YTD	Remaining
Z	401K			W	%	10,000	23,500.00		
z	ROTH 401K			W	%	2,000	23,500.00		

If the employee has both Z and z, then the full 401k limit must be on both lines.

How To: **Set 401K Limits for the New Year**

Important Note: Wait until after all Payroll Year End steps have been completed and EYU has been run.

From the Year End and W2's menu, select ES4 - Set 401K Limits for New Year.

The ES4 screen will appear.

Enter the 401K limit for the new year. The 2025 limit is \$23,500.

The limit will update on both the Z and z (Roth) deduction codes in EMT.

After the ES4 is done, change the limit for employees over age 50 in EMT to \$31,000 for the catch-up contribution.

Under a change made in Secure 2.0, employees aged 60, 61, 62 and 63 have a higher catch-up contribution limit of \$34,750.

The screenshot shows the ES4 screen with the following input field:

Enter New 401K Amount:

Buttons:

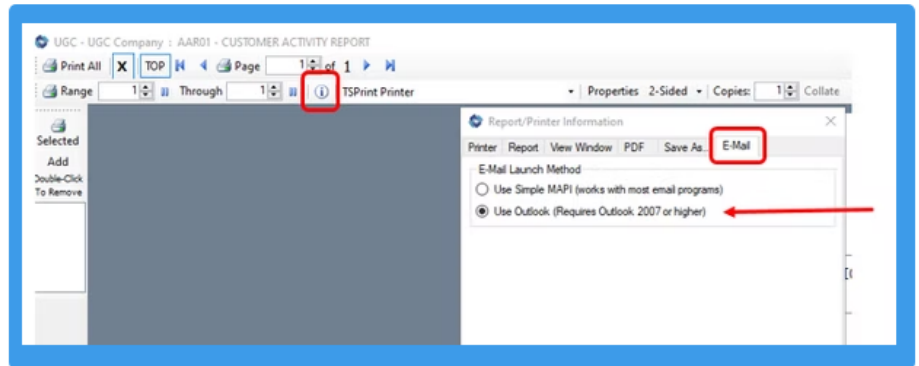


Trouble Emailing from the Report Viewer?

If you're emailing from report viewer in STRUCTURE and the program closes when attempting to send an email, you may need to adjust your settings.

Specifically, ensure your email settings in the viewer are set to "Use Outlook."

To do this, open the report viewer, click the "i" icon in the top-left corner of the screen, navigate to the Email tab, and confirm that "Use Outlook" is selected.



Mastering STRUCTURE: Exit Strategies, Cloud Etiquette, and Update Success

How to Properly Exit STRUCTURE

There are two correct ways to exit STRUCTURE:

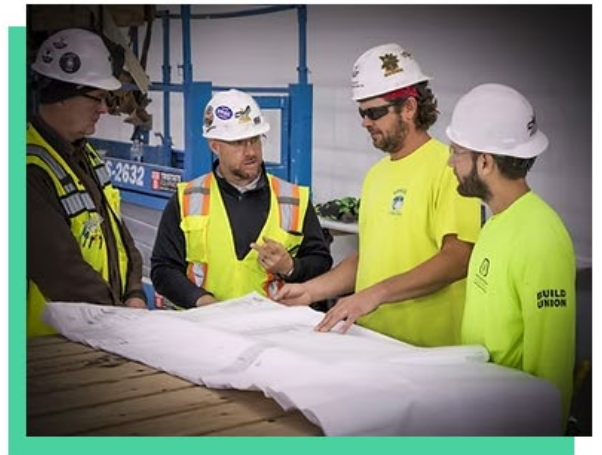
1. The Red "X" in the top right corner of the screen.
2. The Red Power Button on the left side of the tool bar.



Please make sure to use one of these buttons to exit STRUCTURE at the end of each day.

For those using a remote desktop connection to access STRUCTURE (whether it's STRUCTURE Cloud or your own remote desktop) make sure you are exiting STRUCTURE properly before disconnecting from the remote desktop session.

We recommend using the Red Power Button on the left so you don't close the remote session by mistake if you click on the wrong "X".





Attention STRUCTURECloud Users

To avoid potential issues, please refrain from leaving STRUCTURE screens open when you're not actively working.

Inactivity in the cloud environment will result in being automatically dropped after a certain period. If you are dropped while a program is open, it may cause complications when attempting to reconnect.

To prevent these issues:

- When inactive, remain at a **STRUCTURE Menu** screen.
- If stepping away for an extended period (e.g., going to lunch or attending a meeting), make sure to **Exit STRUCTURE** completely.

Following these guidelines ensures a smoother experience and prevents unnecessary disruptions.

Tips for Running a Successful Update

Choose the Right Time:

- Schedule the update for a time when both **C/F Support** and your **IT personnel** (if not on the Cloud) are available to assist, especially if you need help connecting to the server.

Run from the Server:

- Whenever possible, initiate the update directly from the server for optimal performance.

Ensure All Users Are Logged Out:

- Before starting the update, check the WHO and [Show In-Use Licenses] screens within STRUCTURE to confirm all users are logged out. Refer to the instructions on how to properly exit STRUCTURE above if needed.

Coordinate with Support in Advance:

- If you often encounter issues during updates or would like support available while running the update, contact **C/F Support** in advance to schedule assistance.

After-Hours Assistance:

- For updates outside regular hours, Erin is available on **Thursdays from 5 PM to 7 PM EST** to provide support.

Following these tips ensures a smooth and successful update process.

Fiscal Year-End Preparation Checklist

Important: Once a fiscal year is closed, it cannot be reopened. Ensure all steps are completed before closing Month 12 (GMC-Month End Close).

General Preparations

- **Journal Entries:**
 - Confirm that adjusted journal entries from the accountant are received and entered.
 - **Note:** Do not post journal entries to Accounts Payable (2020-000) or Accounts Receivable (1210-000). Consult a C/F support representative if necessary.
- **Reconciliations:**
 - Complete checkbook reconciliation through Period 12.

Monthly/Yearly Updates

- **Vouchers:**
 - Ensure all vouchers are updated (check batches: PRU, VRU).
- **Billings:**
 - Verify all billings are updated (check batches: JIU, JBU, WIU, WBU).

Accounts Payable (AP) and Receivable (AR)

- **AP/AR Cleanup:**
 - Address aged accounts in AP and AR (VAA/AGE).
 - Clear bad debts.
 - Apply positive and negative offsetting entries.
 - Resolve any miscellaneous penny discrepancies.
- **AP Aging Verification (VAA):**
 - Confirm AP aging matches the General Ledger:
 - **Open AP Amount**
 - **Retainage Amount**
- **AR Aging Verification (AGE):**
 - Ensure AR aging matches the General Ledger:
 - **Open AR Amount**
 - **Retainage Amount**

Inventory and Job Cost Updates

- **Stock and Inventory:**
 - Update all stock slips (check batches: JSU).
 - Enter and update inventory counts.
- **Job Cost Verification:**
 - Confirm job cost matches the General Ledger (JAS).
 - Use VJI to review specific GL accounts, such as subcontractor details for audits.
 - Execute JPY to move costs to the prior year for JMG reporting.

Reports and Soft Close

- **Run General Ledger Reports for Period 12:**
 - GTR – Trial Balance
 - GRB – G/L vs. Budget Report
 - GPF – Financial Reports
 - GPC – Monthly Distribution Reports
- **Soft Close:**
 - Perform a soft close of the month and verify all figures (GFM – Block Open Posting Months).

Additional Resources

Refer to supplemental PDF guides and video tutorials available on the Support website (www.cfdatasupport.com) for assistance.

2025 Tax Changes

Tax changes go out the second week of January. Admin users should be getting a notification to run an upgrade upon logging into STRUCTURE. If you have not received this message by the second week of January please contact support.

Please do not make any changes yourself to the tax tables, especially the description. Doing so can void the changes we send you. Correcting these errors will be billable.

After the tax changes are made, the description field for any state that had a change will include a January 2025 date.

Unemployment

The tax upgrade will update the State Unemployment Limits in the system. If you have a change to your percentage, you need to enter that in field 13 of EQS - Company State Info for EQU.

EQF

FICA limit will change to \$176,100.

401K

The 401K limit is \$23,500. You must enter the amount in ES4. This will update the 401K limit for both 401K and Roth. Employees 50 years of age or older are eligible to make additional catchup contributions. The 401K catch-up contribution for 2025 is \$7,500. Enter \$31,000 in EMT in the limit field for qualified employees with a "Z" or "z" code. A change was made allowing a higher catch-up contribution limit for employees aged 60, 61, 62 and 63. The catch-up limit for employees of these ages is \$11,250 instead of \$7,500.

If an employee has both regular 401K and Roth, put the same limit on both deduction lines in EMT.

Federal Tax Changes

Important: FUTA - Go into EQF and verify that field 8 states 00.6000.

The Federal tax tables have been updated.

The Social Security tax rate remains at 6.2% and the Medicare tax rate remains at 1.45% for employee and employer. An extra 0.9% in Medicare is withheld on an employee whose wages are in excess of \$200,000.

Make Sure You Read the Release Notes

Read the release notes that accompany the upgrade for a list of states with changes.