MultiCAT 2010
Administration Work Flow

CAT Software provides daily job tools for people who make the money and tools for those who count it.

LEAD MANAGEMENT
CRM functions with forecasts and stats

SCOPE SHEET
estimating check list modify by job

TENDER TOOLS
Editable templates, data dumps, lists

TENDER DOCUMENTS
Tender documents and drawings

ESTIMATING
Estimating with price book library

Whether you do things traditionally or use web based distribution this module will work for you

TRADE SPECIFIC
Identify specific docs for each trade

TENDER PRICING
preferred trade price and allowances add to the estimate

TENDER INVITATIONS
Tender invites with relevant schedules

NOTICE TO TENDERER
NTT with bulk email interface and tracking

PURCHASE ORDERS
Purchase orders, added to committed costs

STANDING ORDERS
Standing orders for concrete, loos, hire, building supplies etc

CREDITOR INVOICES
Process creditor invoices against orders

INVOICE APPROVAL
Electronic approval, invoices do not need to leave accounts

Electronic approvals are a big step forward in efficiency and make it easier for accounts to track

EXPORT FOR PAYMENT
Once approved export to accounts for payment

OTHER DOCUMENTATION

DAILY SITE DIARY
Subs on site, weather, visitors, inspections, delays, plant transfer

CONFIRMED PROJECT
confirm successful jobs & add contract info

PROJECT BUDGET
append your estimate to create a budget

CLIENT CLAIM SET UP
Set up a breakdown for claiming purposes

LETTING SCHEDULE
letting schedule based on site date and lead time

PRE LETTING MINUTES
Pre letting minutes editable by job

Trade letting is extremely efficient and saves a lot of time

APPROVAL TO LET
Add comments and print an approval to let

TRADE LETTING
acceptance letter and rejection thank you

PROJECT TEAM
Progressively add the team and sychronise with Outlook and accounts

CONTRACT SET UP
Compliance docs, Insurance, contract

TIME KEEPING
Time entry and budget v actual against budget

SALARY ALLOCATION
Allocate salaries for job costing based on %

MEETING MINUTES
Progressive meeting minutes, efficient

FILE NOTES
file notes, actions, phone conversations

COMPLIANCE
Completion or consent items for action

CONCRETE REGISTER
Concrete register, track location and brew

PLANT HIRE
Track external plant hire schedule and manage

ATS COMMUNICATION
written communication and auto schedules

ATS VARIATIONS
Variation, track, link to client variations, commit

PROGRESS CLAIMS
Compliant Claims and Payment Schedules

CLAIM APPROVAL
Electronic approval of claims (two signatories)

PAYMENT EXPORT
Export claims for pay-ment, track retention

PLANT TRANSFERS
Transfer plant to a job, manage & track location

INTERNAL PLANT
Manage assets, recharge rates, tracking

PLANT RECHARGE
Plant recharge schedules based on location

PLANT COMPLIANCE
Register including compliance update and current location

CTC WITH TIME
Manage time issues and potential time claims

CTC COMMUNICATION
written communication with auto schedules

CONSULTANT COMMUNICATION
written communication with auto schedule and RFI Management

DRAWING DISTRIBUTION
Track and manage drawing distributions

DRAWING REVISIONS
Track and manage drawing revisions

Link time, orders and subcontractor variations to client variations

INCOMING COMMUNICATION
Links to ATC & CTC response management on the fly

RFI and response management is really good, your documents interlink

CTC VARIATIONS
Manage, track, auto add to claim, forecast, commit

CONVERT TO INVOICE
Export to accounts an invoice and print or email, Track your retention

CLIENT PROGRESS CLAIMS
CCA compliant progress claim including variations

COMMITTED COSTS
Live job costing which shows all commitments

RISK & OPPORTUNITY
Factor in contingencies and provisions for forecasting

The risk and opportunity process is really powerful and factors into the forecast margin

CASH FLOW FORECAST
Live and up to date forecast of payments due next month

MASTER JOBS
consolidate groups of projects financially

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