

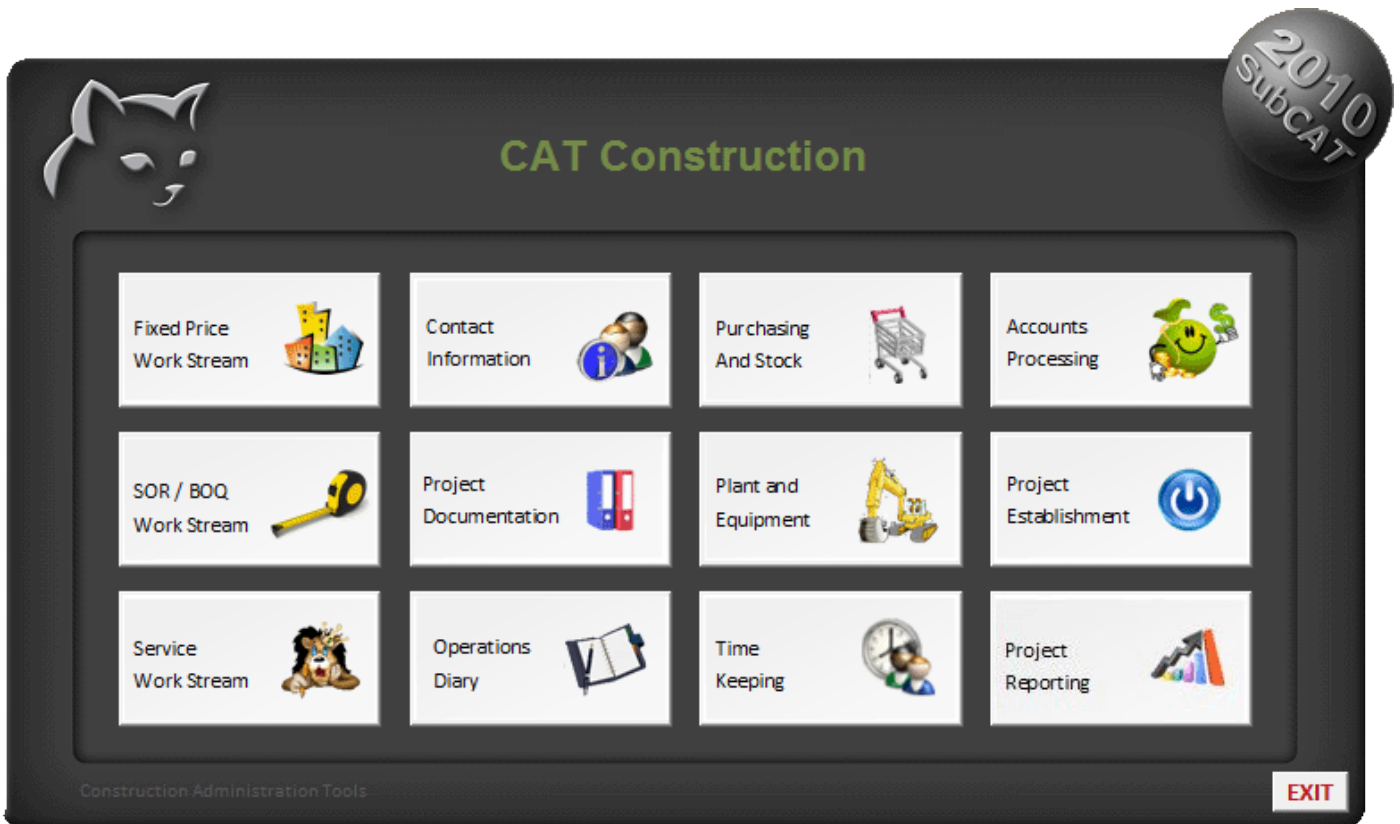


SubCAT 2010

MODULES AND FUNCTIONALITY OVERVIEW

SubCAT is an integrated job and business administration system which has been designed specifically for subcontractors working in the commercial construction industry. SubCAT is designed to be a tool for staff at all levels whether they are operations, administration or field staff. It deals with every aspect of job management and administration from inception through to completion and documents to dollars. SubCAT addresses the challenges that subcontractors face with how best to manage the administration of jobs and clients.

SubCAT 2010 has been redeveloped using the latest technology whilst ensuring the principal of keeping it simple is maintained and it is better than ever. This release has is a real focus on you being able to use data defined by your own criteria. SubCAT 2010 also provides the balance between traditionally good record keeping and the electronic age we now operate in. The purpose of this document is to provide an overview of all modules and functionality within SubCAT 2010.



MODULE	SUB MODULE	COMMENT
Project Establishment	Lead Management	<ul style="list-style-type: none"> • Forward work load forecasting • Estimating cross check • Sales reports and conversion statistics
	Estimating	<ul style="list-style-type: none"> • Optional price book (use it or not) • Price by area and or activity • Margin at line item or job level • Allow for waste • Create options for quotes • Schedule of Rates with optional rate build up • Service Stream rates presentation
	Quote Presentation	<ul style="list-style-type: none"> • Multiple formats for presentation including one or many options • Quotes are branded professionally and have electronic signatures and a smart email interface



Project Establishment	Work Stream Masters	<ul style="list-style-type: none"> • Auto append estimate to budget on change to successful • Nominate the retention calculation, identify programme info • Add work instructions for smaller jobs • Handover documentation for bigger jobs
	Project Budget	<ul style="list-style-type: none"> • Budget is created from estimate • Values can be transferred between codes
	Estimating Tools	<ul style="list-style-type: none"> • Estimating check list • Recipe builder with recipes looking up latest price book value • Set up standard paragraphs for quote selection
Fixed Price Work Stream	Project Communication	<ul style="list-style-type: none"> • Professionally branded with electronic signatures • Data dumps for repetitive communication to avoid typing • Intelligent email interface with relevant titles on pdf and subject • Communication is auto scheduled against a job • Excellent RFI Management
	Variations	<ul style="list-style-type: none"> • Variations auto added to your progress claim • Identify time implications • Track and manage approvals status • Variations Schedules • Performance report on individual variations
	Set Up a Progress Claim	Append your budget at either detail or level or code group level with your margin back spread or set up manually to suit the job
	Progress Claims	Compliant progress claims that are quick and progressive with auto calculation for retentions based on type selected
	Fixed Price Invoicing	Append your claim to create an invoice or for those smaller jobs add the original quote to the invoice.
Service Work Stream	Pending and in Progress	<p>This module is for planned and reactive work on service contracts. Also great for minor capital or additional work requiring quote and approval</p> <ul style="list-style-type: none"> • Entry on single screen so room to add details and work instructions • Create a quote out put for client approval of unscheduled work • Allocate work to a piece of equipment so you can provide your staff or your client history on equipment on specific sites
	Service Job Work Schedule	<ul style="list-style-type: none"> • Work schedule that has powerful filtering and sorting • Estimated hours for each service job to assist with workload scheduling and performance monitoring • Visual workload allocation for individual staff, reallocate on the fly • Range of job card types with work instruction
	Sites and Equipment	<ul style="list-style-type: none"> • Set up specific sites and site equipment or material details
	Project Communication	<ul style="list-style-type: none"> • Professionally branded with electronic signatures • Data dumps for repetitive communication to avoid typing • Intelligent email interface with relevant titles on pdf and subject line • Communication is auto scheduled against a job
	Completed Job Look Up	<ul style="list-style-type: none"> • Look up any old job with full details and great history reports
	Service Invoicing	<ul style="list-style-type: none"> • Monitor completed work not billed • Append completed job cards to your invoices • Invoice supporting documentation that is detailed and avoids query
Schedule of Rates Work Stream	Project Communication	<ul style="list-style-type: none"> • Professionally branded with electronic signatures • Data dumps for repetitive communication to avoid typing • Intelligent email interface with relevant titles on pdf and subject line • Communication is auto scheduled against a job
	Scheduled Variations	<ul style="list-style-type: none"> • Variations that relate to the schedule • Variations auto added to the progress claim



	Schedule Progress Claims	<ul style="list-style-type: none"> Schedule of rates progress claim that is compliant with industry requirements. Shows tender, current, previous and balance values.
	Scheduled Invoicing	Append claim to create an invoice with retentions if relevant
Contact Information	Contact Information	Global contacts data base that synchronises and accounts, this is really powerful and feeds all modules
Project Documentation	File Notes	Allocate file notes to a job whether it's a telephone conversation or chasing up an invoice. Powerful information share.
	Meeting Minutes	Progressive meeting minutes or use as an action plan
	Concrete Register	For companies that purchase concrete this is essential
	Plant Hire Register	Monitor plant on hire and off hire
	Finishes Schedule	Track finishes on specific jobs for call backs or maintenance
	Document Register	Register drawings and documents, this module is particularly useful for tracking the shop drawing process
	Document Revision	Track drawing revisions
	Document Distribution	Distribute documents including a document transmittal
	Non Job Specific Communication	Professionally branded with electronic signatures and data dumps for repetitive communication to avoid typing. Intelligent email interface with relevant titles on pdf and subject line. Great information share.
	Edit Standard Letter Templates	Create and edit letter templates for data dumps ensuring that all written communication is grammatically correct.
Operations Diary	Daily Operations Diary	<ul style="list-style-type: none"> one company diary for the day with job specific entries delay tracking by job job specific search and print
Purchasing and Stock	Raise a Purchase Order	<ul style="list-style-type: none"> Raise a Purchase Order Allocate purchases to variations or service sub jobs Allocate costs to an item of plant Allocate costs to a contractor so you can split contractors and creditors on cost and performance schedules Price book selection that is creditor specific
	Set Up a Standing Order	Standing orders which do not compromise the budget or committed cost schedule. Great for all those items that you have an agreed set of rates on whether it is for timber or stationery.
	Order from a Standing Order	Phone order against a standing order and record quantities for checking against creditor invoices
	Approve Creditor Invoices	Two electronic approvals for all creditor invoices with full details so invoices never need to leave accounts. Return an invoice that is in dispute or has an incorrect value.
	Buy into Stock	Purchase material into stock if relevant
	Stock Transfer	Transfer stock (and costs) to a job including service sub jobs
	Stock Adjustment	Adjust stock levels when you do a stock take
	Manage Your Price Book	Set up groups. Import from a supplier price book and use the data for purchasing or estimating.
Plant and Equipment	Plant and Equipment Register	<ul style="list-style-type: none"> Register of all plant and equipment including current allocation Track certification on items such as leads, power tools and levels
	Transfer Plant from the Store	Transfer equipment to specific people, this can also be done through the daily operations diary
	Add & Manage Plant and Equip	<ul style="list-style-type: none"> Add new plant and manage your asset register Update road user charges, service and warrant of fitness dates Allocate drivers to vehicles
Time Keeping	Time Entry – Hourly Paid Staff	<ul style="list-style-type: none"> Time entry which you can allocate to a variation or service sub job. All time is charged to a job Reports by job, person, department or variation
	Weekly Salary Allocation	Weekly percentage salary allocation for salaried staff



Accounts Processing	Invoices by Creditor	Process creditor invoices
	Invoices for Standing Orders	Process creditor invoices for standing orders
	Invoices with No Order	<ul style="list-style-type: none"> Process an invoice for invoices with no matching purchase order Set up an annual schedule for recurring monthly invoices, great for rent, leases, auto payments etc
	Petty Cash	Track and manage your petty cash
	Export Creditor Invoices	Export approved invoices to accounts for payment
	Trouble Shoot Orders	Trouble shoot orders for miscoding
	Invoices Not Matching	Provides a list of all invoices that do not match a Purchase Order
	Overview Debtor Invoices	Overview all debtor invoices and print copies if required
	Invoicing Prompt	Provides a schedule of all jobs with costs in the last month as a cross check that all relevant invoices are raised.
Export Debtor Invoices	Export debtor invoices to accounts for payment	
Project Reporting	Risk and Opportunity	For bigger projects manage the risk and opportunities on the job, this assessment factors into your job forecast.
	Committed Cost Schedule	<ul style="list-style-type: none"> The committed cost schedule is relevant to all work streams The committed cost schedule has flags to highlight the percentage difference between time, costs and billings Committed cost summary is consolidated with results for all jobs Work in Progress report that is date ranged Transaction report is added which is date ranged showing all transactions for a job by period and code.
	Service Jobs Performance	Service jobs performance report that is detailed by job card and shows; site, finish, billing, contractors, orders, stock transfers, total cost, margin estimated hours, actual hours, time variance and installer
	Cash Flow Forecast	Cash flow forecast that shows all incoming and out going
	Retentions Owed Information	Retentions held report that details of all retentions, when they are due, what has been claimed and what has been paid
System Administration	Company Information	<ul style="list-style-type: none"> Add address panel information including logos Add bank account details for invoices Set up titles and compliance wording for claims
	Set Up or Edit Departments	Set up one or multiple departments, you can even have a different logo for each department
	Staff Information	Set up staff information including security groups, cost recovery rates, safety and drivers license information and contact info
	Cost Codes	Set up your job cost codes in groups and allocate GL codes. You can have one to many to roll up information in accounts.
	Overhead Budget	Set up an overhead budget
	Module Security	Set up module security for position groups. You decide who can access each module.
	Add or Edit Basic Pick Lists	Add or edit standard lists for combo selection and standardisation
	Add or Edit Communication Pick Lists	Edit items such as variation default format, document transfer blurb, default invoice blurb, variation category's & communication types
	Add or Edit Order Lists	Set up purchase order conditions, standing order wording, auto text for incorrect invoice return and price book groups.
	Post Codes	Modify or add to cost codes
	Trouble Shoot Claims	Trouble shoot client claims if an error has been made