SubCAT 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 sales tools and statistics

Estimating Check List

Identify Department and Work Stream

PLANT TRANSFERS
Transfer plant to people and track compliance

ASSET REGISTER
Manage plant and equip including vehicles

PURCHASING

STOCK CONTROL
Buy into stock, transfer to jobs includ service

PURCHASE ORDERS
Purchase orders for goods and contractors

STANDING ORDERS
Standing orders for items with agreed rates

PETTY CASH
Register petty cash expenditure

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

CREDITOR INVOICES
Process creditor invoices against orders

INVOICE APPROVAL
Dual electronic approval, invoices

INVOICE RETURN
Return non matching or unapproved invoices

EXPORT FOR PAYMENT
Once approved export to accounts for payment

ESTIMATING
Estimating for fixed price, schedule of rates or service

PRICE BOOK
Manage price book, import supplier prices

PROJECT COMMUNICATION
Written communication with auto schedules and tracking

RFI and response management is really good and automatically scheduled

On confirmation of a project a budget Is created from the estimate which Can be adjusted

TIME KEEPING
Allocate to variations and service jobs with productivity management tools

SALARY ALLOCATION
Allocate salaries for job costing based on %

PRESENT A QUOTATION
Quotes are professionally branded with multiple presentation options

CONFIRMED PROJECT
Confirm successful jobs & add contract information

DAILY OPERATIONS DIARY
Consolidated diary with delay tracking and powerful search

Create multiple options for an estimate

Handover sheet for big jobs and job cards for small jobs

OTHER DOCUMENTATION

File Notes
Meeting Minutes
Concrete Register
Hire Equip Tracking
Finishes Schedule
Document Register
Shop Drawing Tracking
Non Job Communication
Letter Templates

FIXED PRICE WORK STREAM

SCHEDULED WORK STREAM

SERVICE WORK STREAM

CLIENT CLAIM SET UP
Append from budget with margin back spread

CLIENT VARIATIONS
manage, track, auto add to progress claim & job forecast

CLIENT PROGRESS CLAIMS
Construction Act compliant % complete progress claim with retention tracking

SITES & EQUIPMENT
Set up individual sites and if relevant equipment on site

CLIENT VARIATIONS
Relates to schedule, adds to claim and job forecast

CLIENT PROGRESS CLAIMS
Compliant progress claim for scheduled jobs

PLANNED
Load planned service jobs including work instruction

REACTIVE
Add unscheduled service requests on the fly

APPROVAL REQUIRED
Generate a service quote for approval as relevant

Auto calc retentions based on calc method selected. Track and monitor

Append from claim or from quote for small jobs

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

OPERATIONAL AND FINANCIAL REPORTING

COMMITTED COSTS
Live job costing which shows all commitments that are job specific and also consolidated

RISK & OPPORTUNITY
potential risk and opportunity factors into the forecast margin

SERVICE JOBS
Performance reporting at job card level with full detail

RETENTIONS
Detailed retention report including due dates and prompts for invoice

CASH FLOW FORECAST
Live forecast of cash flow

WORK SCHEDULE
Manage the service job work schedule, check allocated hours and print job cards

History reports for individual sites and for equipment, give the client intelligent reporting

Append from claim

INVOICE PROMPT
Invoice prompt for jobs with costs for cross check

COMPLETED JOB CARDS
Update work done and materials used then close out job card for billing

Append completed job cards to the invoice including supporting documentation

DEBTOR INVOICES
Generate invoices including retentions

EXPORT TO ACCOUNTS
Export to accounts including retentions