

sage

200

Construction

Contents

- 1 **Sage working for Construction**
- 2 **Software that grows with your business**
- 4 **Sage 200 Suite – software to meet your business needs**
- 5 **Sage 200 Construction**
- 6 **Contracts**
- 8 **Estimating**
- 9 **Day Works**



“At Sage, we understand that mid-sized and larger businesses have varied and complex requirements. From accounting and payroll through to CRM and ERP, we offer scalable, integrated software to meet their needs.”

Paul Stobart,
CEO, UK and Ireland Region, Sage (UK) Limited

At Sage, we've been supporting businesses like yours with world-class business software for over a quarter of a century. Over this time, we've built up a deep understanding of the needs of all sizes and types of businesses who serve in the construction sector. Using this insight we constantly develop our products and services in order to meet customer requirements. With over 5.4 million Sage customers worldwide, 730,000 in the UK, the network of people relying on Sage system is growing - many include your customers and suppliers. From start-ups to larger organisations, we make it easier for companies to manage their business processes.

A network of support

All of our customers are supported through a combination of our own unrivalled customer service and close relationships with our community of UK accountants, Business Partners, developers, banks and retailers. We are exclusively focused on providing UK businesses in all sectors with specific, scalable software and services to help you manage your finances, people, customers, suppliers, core operations and to plan your future business success. This ensures you have the right support before, during and after implementation.

Integrated operations for a competitive advantage

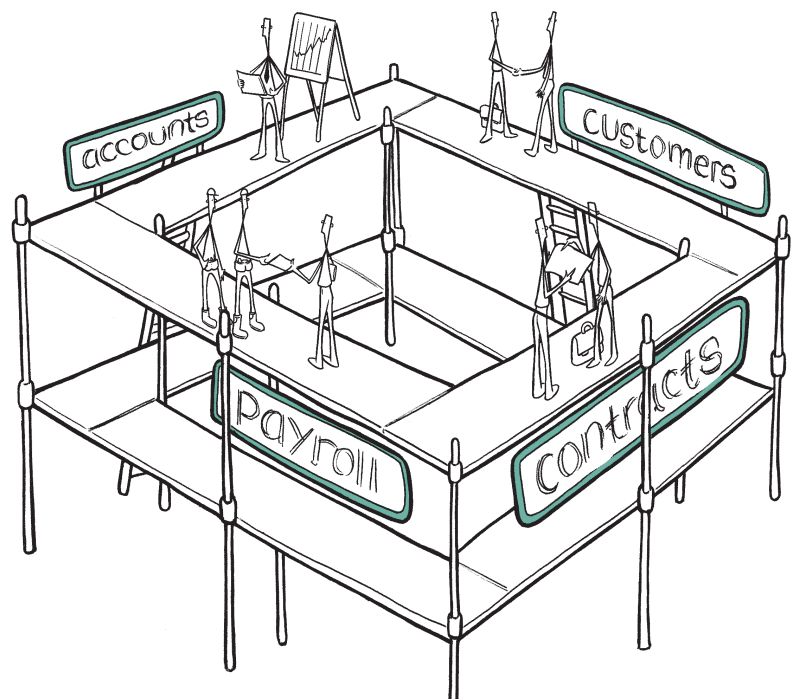
Today's fiercely competitive construction industry makes it essential to effectively monitor budgets on contracts, tightly manage your cash flow and minimise your costs, while at the same time complying with the latest HMRC legislations.

Closely monitoring and understanding your supplier, contractor and client relationships is a crucial factor in winning new business and maximising your profit on each job. Having integrated software enables you to link your purchasing, finance, contract costing, payroll and customer facing operations; helping you gain that elusive competitive edge.

By implementing a complete suite of software, your business will benefit from simplified ownership and a single point of contact and accountability. Helping you make optimum use of limited or expensive resources, positioning you well to plan your future success.

Sage 200: Total Control

The Sage 200 Suite of business management software helps to coordinate your whole business: from customer-facing systems, such as sales and service, through back-office processes, including accounting and project management; to core activities such as construction, retail/wholesale, manufacturing and engineering.



Software that grows with your business

As a growing business, you're probably already using a number of different software packages to automate many of your key business processes.

However, is your current contracting system supporting your growth, or is it holding you back?

We know that with growth comes complexity. You might be taking on new customers and suppliers or gaining new contracts and need a system that can cope with an increased volume of transactions. You might have an expanding accounts department and need to give additional users access to your system. Or you might be starting to purchase overseas and need a system that can handle multiple currencies.

Sage 200 supports your construction business in the following ways:

- **Complete contract cost control**

You gain the support of a comprehensive system that controls costs on contracts, meets contract budgets, tracks subcontractor insurances and easily generates purchase orders for subcontractors, materials, & plant hire, with additional tracking of subcontractor applied values, materials delivered and On/Off hire dates.

- **Compliance with HMRC legislation**

You can ensure accurate recording, verifying and reporting to HM Revenue & Customs (HMRC) on subcontractor tax (CIS).

- **Cost reduction**

Through the elimination of duplicate labour, subcontract, and material processing, overhead costs are reduced.

- **Enquiry to Contract Management**

Enquiries can be handled from receipt, through supplier/subcontractor enquiry, to cost comparison and quote production, with all information being transferred into contracts, with no re-keying of data. Valuations, Applications, Certificates, Payments, & Invoices may all be produced recording important contract information such as retentions and discounts.

“In choosing a solution, we had three main objectives on our wish-list: saving time; making life easier through a simple-to-use automated system; and cutting our costs. Sage rapidly emerged as the strongest candidate.”

Heather Fisher,
Accounts Manager, FastTrack Management Services.

“Two things really sold the idea of Sage for us: first, construction is an integral part of the solution, not an afterthought. Second, in buying from Sage, we could do so with confidence, knowing that reliability would be built into the software and that support would be readily available.”

Robert Lennox,
Company Secretary,
GAJ Construction.

■ **Sharing information**

Integration with Sage 200 Financials, Commercials and Payroll brings added benefits. Linking to stock allows your stock to be booked out by your construction staff and automatically updated in your accounts system. Also, through the payroll integration timesheets can be processed, eliminating repeat entry.

■ **Improve customer service**

All the hard, time-consuming work of managing your suppliers, customers and contractors is done for you as data is fully synchronised between your accounts and CRM software, putting you in complete control of your relationships. You can also keep track of all your contractors and suppliers, with essential information being available to your customer-facing staff.

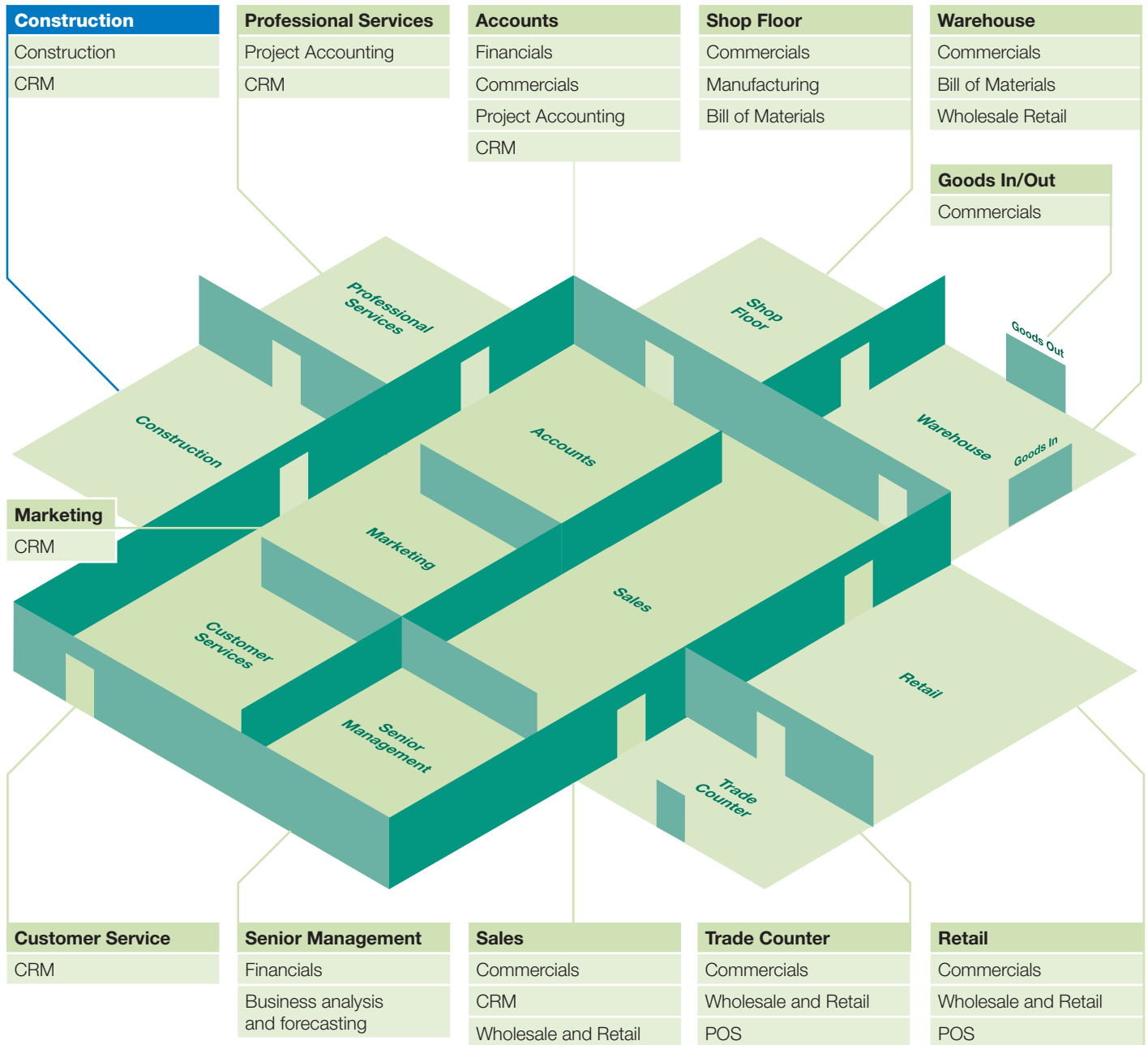
■ **A solution for rapid growth**

Sage 50 Construction software users who are experiencing rapid growth can upgrade easily and benefit from the additional functionality that the Sage 200 Suite offers.



Sage 200 Suite – software to meet your business needs

This introduction to the comprehensive modules available within the Sage 200 Suite highlights some of their potential benefits to the different areas of your business.



Notes

CRM – Customer Relationship Management

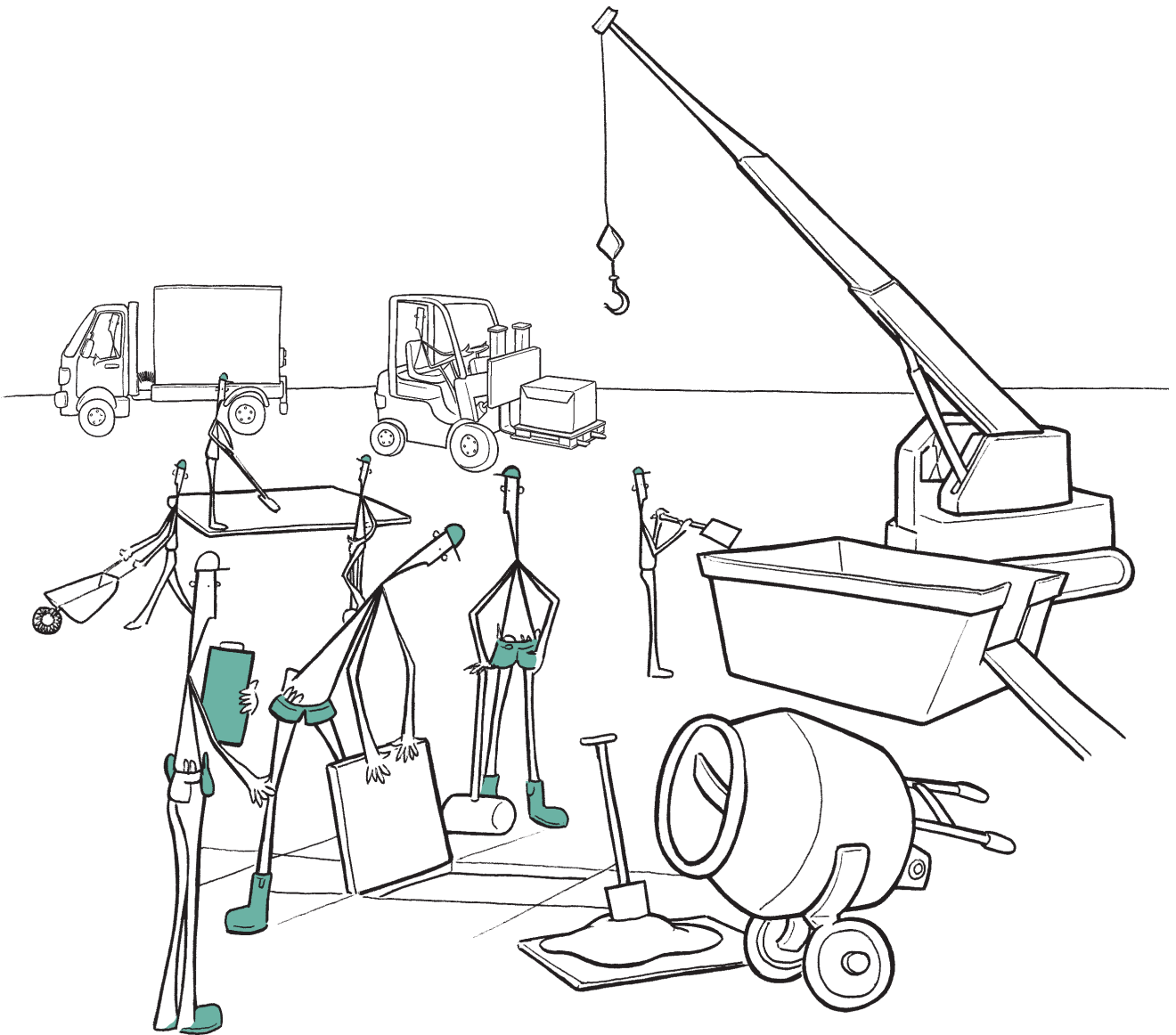
POS – Point of Sale

Our goal is to help streamline processes between Professional Quantity Surveyors, contractors, subcontractors and HMRC to help businesses run at optimal efficiency and profitability. Sage 200 Construction is designed to put you in total control of your business whatever type of contractor you are.

Sage 200 Construction is made up of powerful business modules, which are designed to work together to help your operation run more smoothly. The 3 key modules are:

- **Contracts**
- **Estimating**
- **Day Works**

The software is designed for multi-user access and integrates with Sage 200 Financials and Commercials and Sage 200 Payroll.



Contracts

At the heart of Sage 200 Construction the Contracts module gives you the flexible tools needed to fully control your costs on contracts, subcontractors and billing processes to help drive your business forward. You gain instant access, at any stage of a contract, to vital management information, based on an almost unlimited number of cost elements grouped in multi-level sections. Contracting features like subcontractor self-billing, client invoicing and both sales and purchase retention tracking enable you to focus on building your profits.

Key features and benefits

- **CIS processing made easy**
Provides automated subcontractor CIS processing from invoice entry, subcontractor verification through the Internet Submissions module and the generation of monthly HMRC figures (CIS 300), monthly online submissions and subcontractor reporting. You'll have all your Government Gateway account information and subcontractor details stored securely in one place – making it easy to track transactions and tax payments, comply with the new legislation and send the necessary reports to HMRC.
- **'No Delay' cost control**
Enables management and contracting staff to have up-to-date information on all contracts the moment transactions are entered, with full drill down from subcontractor and supplier, through analysis codes and groups to transaction detail line. Full visibility of contract information ensures you can make more insightful business decisions and keep control of cash flow.
- **Budget costs**
Allows you to constantly monitor actual costs against estimated/budget costs, ensuring that overspends are immediately highlighted.
- **Retentions**
Deducts, records and reports on both subcontract and sales retentions ensuring liabilities are reduced and outstanding monies are claimed. In some cases this could equate to 5% of company revenue unclaimed from customers, making this a valuable tool for any contractor.
- **Subcontractor self-billing**
Records applications and generates both self-billing and authenticated receipts, with automated retentions, CITB deductions, discounts and CIS processing. Helping you save time by eliminating manual processes.
- **Sales self-billing**
Provides the essential construction application, certification and payment receipt processes including retentions and discounts, enabling the handling of the complex VAT requirements.
- **Aged application reporting**
Assists credit control by generating reports showing monies applied for, certified and paid, by client and/or contract. Helping you keep control of cashflow to ensure jobs are not delayed.
- **Stock control links**
Allows the management of stock movements, deliveries and supplier prices on the purchase order giving increased purchasing control. The supplier list price can be used, increasing accuracy and removing the need to re-key data.

Feature	Benefit
Subcontractor recording	Removes the need to maintain manual records, reducing the risk of transposition errors that may lead to a higher tax rate.
Subcontractor verification management - Internet submissions module	Verifies the subcontractor status and information with HMRC to ensure the correct tax rate is applied.
Contractors Monthly Return and HMRC submission	Supports payment to HMRC. Submitting this report via the Internet Submissions module will save time and money by reducing paperwork and improving accuracy.
Automated subcontractor monthly reporting	These reports detail the payments made and the tax deducted for each subcontractor, helping you comply with legislation. Time can be saved by emailing reports to subcontractors, providing prior agreement has been made.
Contract cost control	Full drill down from subcontractor and supplier, through analysis codes and groups to transaction detail line allows full visibility of management information, to help make more informed business decisions.
Contract cost reports	Contract orientated management reports to help analyse your job costs.
Budget costs	Allows you to constantly monitor actual costs against estimated/budget costs, ensuring that overspends are immediately highlighted.
Integrated labour timesheets	Payroll integrated and non-payroll timesheets can be entered with batch processing to eliminate repeat entry. Integration also provides allocation of Employer's National Insurance and percentage holiday accruals from payroll back to contracts reducing processing time and ultimately overheads.
Retentions	Deducts, records and reports on both subcontract and sales retentions ensuring liabilities are reduced and outstanding monies are claimed.
Purchase order processing	Manages purchase order processing from order generation through goods received and on/off-hire notes to purchase invoice, checking budgets, quantities and rates, in order to maintain full cost control.
Labour works orders	Provides control of labour committed costs, with works order and timesheet matching.
Plant hire purchase invoice checking	You can use on/off hire dates, including part off hire to keep control of plant. Enabling you to know where and when plant will be used, reducing unnecessary overheads and increasing efficiency.
Subcontractor self-billing	Records applications and generates both self-billing and authenticated receipts, with automated retentions, CITB deductions, discounts and CIS processing. Saving you time by removing the need for manual processing.
Sales self-billing	Provides the essential construction application, certification and payment receipt processes including retentions and discounts, enabling you to easily handle complex VAT requirements.
Aged application reporting	Assists credit control by generating reports showing monies applied for, certified and paid, by client and/or contract.
Stock control links	Increase purchasing control by managing stock movements, deliveries and supplier prices. By using the supplier list price accuracy is increased, removing the need to re-key data.
Deferred VAT on Authenticated Receipts	Allows the deferral of VAT, in accordance with HMRC, until payment date or authenticated receipt. Helping you manage cashflow more effectively.

Estimating

The Estimating module is an additional module to the core Contracts Module. It supplies a simplified solution for processing tenders and quotations from enquiry register, through subcontract enquiry and comparison, to tender submission. Integration with our Contracts Module means that estimates are converted into contracts with the minimum of keystrokes.

Key features and benefits

- **Flexible bill structure libraries**

The system allows multi-level sections and composites and an almost unlimited number of items. The library allows you to build sub-libraries of rates, sections or even whole quotes for insertion. A detailed analysis report compares purchase and actual costs on won contracts, for detailed feedback for future tendering.
- **Supplier/subcontractor enquiries**

You can search the database for suitable suppliers or subcontractors by trade and/or region, then generate simple detailed enquires. When quotes are returned, you can compare prices on screen to ensure you are getting the best price.
- **Schedule of Rate (SOR) import to libraries**

Composite rates combined with user-definable scripts give greater flexibility and allows for multi-level structures from different applications to be displayed.

Estimating – summary of features and benefits

Feature	Benefit
Enquiry register	Logs all enquiries received with the client, site and return date details to ensure tenders are submitted on time.
Flexible bill structure/libraries	Multi-level structures and user definable libraries help build quotes with ease. Historical cost information can be used to aid future tendering.
Supplier/subcontract enquiries	Search the database for suitable suppliers or subcontractors by trade and/or region, then generate simple detailed enquires. When quotes are returned, you can compare prices on screen. Giving instant access to up to date pricing information saves you time and money.
Quote production	Estimates can be adjusted and marked up by an individual item; or globally using the Price Tender "What If?" type screen, enabling you to view the effects of changes before applying changes against the whole tender or individual supplier/subcontractor. Quotations can be generated and printed as simple letters or as detailed bills of quantities, giving you additional flexibility.
Schedule of Rate Work/Measured Term contracts	Import the National Schedule of Rates (NSR) and the SMM7 Schedule of Rates to eliminate the need to re-key ensuring quotes are accurate.
Integration with Contracts Module	Every detail from the estimate is transferred into the Contracts Module by a few keystrokes, enabling you to control costs, purchase and produce valuations.
Budget costing by plant or unit	Ideal for House Builders and Developers the flexible bill structure enables budgeting and costing by plot or unit, with separate sections for general site costs, communal areas, etc.

The Day Works module is a job costing solution for processing reactive maintenance/callout work from order receipt through to final invoice. Subcontractor control is improved giving access to multiple operations from one source. Integration with Sage 200 Financial & Commercial means that transactions are posted in batches to the relevant ledgers, without the need for re-keying.

Key features and benefits

- **Response coding**

This feature allows you to process low value, high volume jobs, with default or client specific response coding. Response and completion times can be recorded to keep track of productivity increasing efficiency and accuracy.

- **Subcontractor search by trade and region**

Each subcontractor and supplier can be given multiple trades and regions, allowing you to search the database for suitable companies to carry out the work based on the site location. Each trade in each region can be given a rating and a typical labour rate to help identify quality or lower labour costs.

- **Automated sales and invoice build**

As timesheets, purchase invoices, or subcontract certificates are entered, the system automatically applies the relevant agreed callout and labour rates to the hours spent on site and adds overhead and profit mark-ups to material, plant and other costs. This means that the sales invoice figures are generated automatically, ready for supervisors to approve and generate sales invoices.

Day Works – summary of features and benefits

Feature	Benefit
Response coding	Default or client specific response codes with associated response times, which when selected, display the required completion time and date.
Client specific callout and labour rates	Each client or client-contract can have individual agreed callout rates and labour rates which are automatically applied to each job as transactions are entered. This saves time and eliminates the need for manual checking.
Search by trade and region	Search the database for suitable suppliers or subcontractors by trade and/or region, then generate simple detailed enquires. When quotes are returned, you can compare prices on screen.
Automatic sales invoice build	Agreed labour and callout costs are applied automatically generating sales invoice figures ready for supervisors to approve.
Integrated CIS processing	Whether subcontract purchase invoices or certificates are raised in the Day Works or the Contracts module, Sage 200 Construction processes CIS registrations, and reports as a single integrated system.

For more info please contact your Business Partner:



**To find out how Sage can help your business,
call us on: 0845 111 9988**

Or visit: www.sage.co.uk/construction

System Requirements

The hardware requirements for Sage 200 will vary depending on the usage pattern on each workstation. Please see www.sage.co.uk or consult your Sage Business Partner for details.

This publication is not intended to form any contract for computer software with Sage (UK) Limited or any of its subsidiaries ('Sage'). If you require a particular application or feature, the suitability of the Program should be verified.

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