CATProjects Functionality Snapshot

LEAD MANAGEMENT	Optional Unless Estimating in Use
Lead Management	• Manage the potential client relationship and keep notes on every interface • Pre contract information required for estimating • Historical rates for different build types for estimate cross check and forecast • Conversion statistics and sales reports • Push tender set up details through to CATPlan (optional)
ESTIMATING	Optional
Start a New Estimate	• Start a new estimate by selecting the job and tender close date • Identify areas for the project if an area breakdown is required • Define the default margins to be used on the estimate for each category • Append an estimate from another job that is similar if relevant
Subcontractor Pricing	• If using CATPlan import your invited subcontractors price and tender submission otherwise add invited subcontractors for each trade • Add prices and tags as pricing comes in • Calculate your allowances using the worksheet • Identify which sub price to use and add it to the estimate
Estimate Build Up	• Build up your estimate by activity code, select an item from your price book, add a recipe or type the item manually – flexible • All costs are split into plant, materials, labour or subcontract which are summarised from your work sheet • Add a sticky note to any item
Summary and Margins	• Margin can be added as a line item, back spread pro-rata or a mixture of both, helpful on “open book” projects • Preview a summary of the work sheet for any code • Use a substitute client code when required to present their way
Estimate Options	• Add a series of options and potential cost adjustments to your estimate without affecting the base estimate
Present Tender	• Present your estimate in a professionally branded format and include any relevant attachments and selected options • Add a selection of pre written paragraphs to avoid typing • Select one of the many formats from lump sum to full detail
Schedule of Rates	• Set up and Present a Schedule of rates for scheduled projects • This forms the base for the Progress Claim for Scheduled Jobs
Module Admin	• Import supplier price books • Build a series of recipes for different functions • Auto text for quote presentation that is inserted or appended
CONFIRMED PROJECTS	Compulsory
Project Foundations	• Once a project is confirmed set up foundation info including personnel, client, contract, retentions, variation margin defaults internal coding & bonds • Send project set up information through to CATPlan (optional)
Project Budget	• When confirming a project the budget will be created from the estimate If using an alternative estimating system budget can be imported • Budget can be adjusted by transferring dollars between codes • The budget can be locked with secured unlock • Substitute the code for a client code if required for reporting

Project Cash Flow	• Budget Cash Flow • Forecast Cash Flow based on actuals • Show forecast Cash Flow across all projects
Trade Letting	• Pre letting minutes default from the master but can be modified at job level • Let trades progressively and include a cover letter, subcontract agreement, pre-letting minutes and other attachments where relevant. Smart and quick. • Use invited subcontractors or add a new one on the fly • Subcontract agreements that can be generated, electronically signed, upon signing by the subcontractor a copy is sent to both parties plus it is added to CATProjects. No more download, upload, scan, email, follow up or filing. Takes less than 10 seconds per subcontract agreement.
Build Type Costs	• Statistics for completed jobs for different build type showing average breakdown of costs and average unit of measure costs, great for forecasting.
CONTACT INFORMATION	Compulsory
Contacts Master	• Centralised contacts database that feeds all modules plus email and accounts • Performance rating function • Add insurance details either from here or subcontractor set up • Import contacts from an excel spreadsheet or csv file • At a glance see what projects and contact is associated with
Project Specific Contacts	• Select a company and contact from your master database • Identify their role and trade on the current project (auto from trade letting) • Limit suppliers to being project specific or turn off this function
Staff Contact Info	• Staff can update their own phone, email, mobile, signature and password
CLIENT ADMIN	Optional
Communication	• Written communication for the client including attachments • Sent communication shows in your sent items of your email system • Track written and verbal responses with the unique “drop zone” • Use data dump templates to avoid repetition and typing • Identify the potential time impact of a communication • Communication is instantly scheduled with report content determined by you
Variations	• Manage variations including tracking responses both verbal and written • Variations are instantly scheduled and cross referenced with any associated documentation both incoming and outgoing. • Variations are auto added to progress claims excluding variations in progress
Claim Set Up	• Create the claim set up from the budget or type it in manually, margin can be back spread or shown as a line item.
Claim Preparation	• The progress claim is in a percentage complete format that is compliant with both the CCA and SPA. A new occurrence is created for each claim • It is simple and expedient to produce an accurate professional looking claim • Once a claim is approved tick it as ready for invoice and disable for editing, this will notify accounts that a cover invoice is required. • Schedule of Rates format for claims is also an option
Cover Invoice	• Generate a cover invoice which is based on the approved claim • Retention is automatically calculated based on the retention method selected and the CAP that has been added if relevant • Email the approved claim with the cover invoice attached • History is always available so job financial managers always have information

CONSULTANT ADMIN	Optional
Communication	• Manage and track RFI's and other communication with the consultants • Track written and verbal responses with the unique "drop zone" • Use data dump templates to avoid repetition and typing • Identify the potential time impact of a communication
Communication Schedule	• Communication is instantly scheduled against the job • Report schedule content is defined by you using the powerful filter panel
Group Notification	• Send a group notification to the consultant group for items like meetings
SUBCONTRACTOR ADMIN	Optional
Communication	• Manage and track subcontractor communication including auto schedules • Track written and verbal responses with the unique "drop zone" • Use data dump templates to avoid repetition and typing
Variations	• Track and manage subcontractor variations including forecasts • Update variations as they progress through the cycle • Process contra charges as early as possible • Cross reference with a client variation
Claim Set Up	• When you let a trade in Confirmed Projects most set up information is brought forward and then you can modify retentions, breakdown their price, add compliance documentation and insurance • Identify documentation that is required for payment
Progress Claims	• Percentage complete format that is compliant with both the CCA and SPA, simple and expedient to produce an accurate professional looking claim • Claim details and history are always available to project management staff so they always have the historical information they need • Claims including retentions are pushed into the accounting system once they have been approved electronically by two authorised signatories
Group Notification	• Send a group notification to the one or many subcontractors for generic items such as the roof shout, meeting notifications or timing of claims
Trade Letting Schedule	• On selection of start on site dates and lead times a schedule is generated including dates for latest award, tender close and final design.
INCOMING COMMUNICATION	Optional unless using Communication Modules
Incoming Communication	• This is the other side of outgoing communication, add the response here and link it to the relevant out-going communication and close the circuit • Add sticky notes to any record • Preview associated documentation • Find any document quickly utilising the powerful filter panel • Forward documents to Subcontractors with creation of a document transmittal that includes the original document as an attachment
SAFETY INDUCTIONS	Optional
On Line Safety Inductions	• Site Manager makes a Site Specific Video • Invite Subcontractors to the On Line Induction • All subcontractors site staff view the induction video in a time frame that suits them which enhances the safety message. Relevant verifications on place. • When a subcontractor arrives on site they will check-in at the site office and provide their induction number • The main contractor verifies the induction number and checks photo identification from their CATSafety Personal Profile

	• If all is okay they are checked onto site, if not then they can do the induction again from a phone or a common PC • At a glance how many have completed inductions, from what company & who • Review Personal Safety Profile for any individual on site
PLANT AND EQUIPMENT	Optional unless using Diary Module
Add New Plant	• Create your asset list including vehicle details • Categorise each item and assign a starting location • Add the daily charge rate (or not) for each item of plant
Transfer From Store	• Out-going transfers are from the store (job no 2) whereas all project incoming transfers are done through daily site diaries • Once an item is transferred to a job the job is charged at the day rate until the plant item is transferred of the job.
Plant Register	• Track and update compliance including vehicle registration • Locate an item of plant within seconds • Generate a plant register for each project or for all projects • Run the store as a separate department or cost centre and manage recovery • A great range of reports from vehicle registers, to compliance records, to plant costs and plant recovery, you can even store a photo • If relevant the "Yard" can be its own cost / profit centre
Personal Equipment	• Track personal issue equipment such as phones, swipe cards and PPE
SITE DIARY	Optional
Site Diary Type 1 or	• Major Project Diary – traditional main contractor diary that records weather, dates, general diary notes, subcontractors on site, inspections, rain affected trades, visitors plant movement, daily checklist and todays delays
Site Diary Type 2 or	• Major Project Diary – traditional subcontractor diary that records weather, personnel, general diary notes, variations, visitors, plant movement, modifiable daily checklist and todays delays
Site Diary Type 3	• Small Job Diary – a company diary for the day and is not structured. Record the date, job no, author, free entry text and plant movement.
Site Diary Type 4	• Designed for the Civil Contractor who wants to micro manage plant.
Site Photos	• Drag and drop one or many photo's into the photo filing system and gallery
OPERATIONS	Optional
File Notes	• File notes on the fly to replace scrappy notes and post its
Meeting Minutes	• Progressive meeting minutes that allow consolidation of a meeting type on any particular project, save hours of work if back tracking information • One click send to all participants and apologies
Check Sheets	• Create check sheets based on check sheet templates you have set up for things like safety, inspections or action lists
Completion Compliance	• Completion and consent items that require action
Check Sheet Builder	• Build company standard check sheets which can be modified job by job
General Communication	• For all communication that is not contractual and not job specific so that all communication is consolidated and transparent to authorised personnel
Concrete Register	• Track and manage all concrete purchases including recipes, delivery, test results and delivery dockets including the storage of dockets

SERVICE STREAM	Optional
Pending and In Progress	This module is for planned and reactive work or minor jobs: - • Entry on single screen so room to add details and work instructions • Create a quote for client approval of unscheduled work • Allocate work to equipment or sites so you can provide your staff or your client history on equipment on specific sites
Service Work Schedule	• 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 and reallocate on the fly • Range of job card types with work instruction
Sites and Equipment	• Set up specific sites and site equipment or material details
Service Job History	• Look up any old job with full details and great history reports
Service Invoicing	• Monitor completed work not billed • Append completed job cards to your invoices • Invoice supporting docs that are detailed and avoids query
Service Job Reporting	• Report at job card or contract level
PURCHASING	Optional
Purchase Order	• Raise a Purchase Order • Allocate purchases to variations or service sub jobs • Price book selection that is creditor specific or manually enter requirements
Order from a Standing Order	• Phone or email order against a standing order and record quantities for checking against creditor invoices
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. Once a standing order is set up phone and email orders can be allocated
Purchase Order Schedule	• View a schedule of all orders and their associated invoices, see the status of each including pending, delivered, approved or exported to accounts
Approve Orders	• This is an optional turn on turn off function for putting order limits on staff requiring approval above staff specific limits
Approve Creditor Invoices	• Two electronic approvals for all creditor invoices with full details so invoices never need to leave accounts, the invoice can be stored within CATProjects
Price Book	• Import from a supplier price book and use the data for purchasing or estimating. Manage the price book with imports or manual entry.
STOCK CONTROL	Optional
Purchase into Stock	• Raise a Stock Purchase Order • Track and manage receipts, on receipt the items add to the stock level • Price book selection that is creditor specific
Stock Transfers	• Transfer stock (and costs) to a job including service job cards
Current Stock Levels	• View a schedule of current stock, quickly find items as required
Stock Adjustment	• Adjust stock levels when you do a stock take
Stock Order Schedule	• View all stock orders and track creditor history and current stock levels

TIME KEEPING	Optional
Time Sheets – Just Me	• Time sheets that are limited to just the person logged in
Wage Staff All	• Time sheets that are for all hourly paid staff within the nominated date range
Salaried Staff All	• Salary allocation for all salaried staff within the nominated date range
Productivity Management	• View budget versus actual for both hours and dollars for specific projects and activities, get a real handle on labour costs.
ACCOUNTS PROCESSING	Optional unless using Purchasing Modules
Process Creditor Invoices	• Drag and drop invoices against an order • Process creditor invoices including standing orders • Generate a credit request if the invoice was rejected by operations • Identify variances between an order and an invoice
Invoice No Order No	• Process an invoice for invoices with no purchase order, these can still be assigned to a job and go through the approval process as standard • Set up an annual schedule for recurring monthly invoices
Troubleshoot Creditors	• Trouble shoot orders for miscoding
Export Contact Information	• Send current contact information to accounts including type company details, address information and the appropriate contact person and email address
Export Debtor Invoices	• An overview of all debtor invoices • Print a copy of an old invoices • Retentions sent to a balance sheet asset code with auto balance • Retentions owed information
Export Creditors	• Export and confirm approved invoices to accounting
Export Subcontractor Progress Claims	• Export and confirm approved claims to accounting • Retention sent to a balance sheet liability code with auto balance on payment • Retentions held information
REPORTING	Optional if not using Financial Modules
Committed Cost Schedule	• Live job costing which shows all commitments on the day • Cost to complete forecasting • Project financial review that includes original, actual, WIP and forecast
Risk and Opportunity	• Assess risk and opportunities which factor into the forecast result
Service Job Results	• Actual results of service contracts either by the contract over all or on individual job card, includes a budget versus actual on labour hours
Retentions	• Consolidated retention report which shows all retention, practical completion date, initial release and final release dates. A reminder is sent to a nominated person when retentions are due for release and an invoice is required.
WIP – Date Ranged	• WIP consolidated across all jobs, good cross reference for accounts
Code Enquiry	• Look up codes or code groups for a specific date range across all completed jobs. This enables you to see common cost overs and unders across all jobs.
SYSTEM ADMINISTRATION	Compulsory
Company Information	• Company information such as accounts tags and acronyms, bank details, contact information and CATPlan identification if relevant.

Branding Set Up	• Set up the company branding requirements for formal letterhead, informal letterhead, report logo, catch line, email signatories and report bands.
Departments	• Identify departments to use which can be geographical, by market sector or simply as a separate cost centre. Each department can include separate address details if required
Our Staff	• Set up staff and manage their details including personal information, contact information, driver's license, safety certificates, cost recovery and signature • Tailor dashboard information for each staff role
Staff Email Set Up	• Set up staff email accounts so that outgoing emails show in their local outbox
Security and Acronyms	• Set up communication acronyms and set up security for each role group • Nominate staff to receive reminders for driver's licenses, safety certificates, subcontractor insurance, plant certification, bonds and retentions
Cost Code Structure	• Set up the company job cost coding structure in relevant groups • Map your job cost codes to accounting general ledger codes
Project Related	• Photo Filing Structure, Monthly Report Categories and Estimating Defaults

Web Based - CATProjects is entirely web based and there is no requirement for software on your local PC. This heavily reduces IT costs and removes the need for your own remote server infrastructure. The operations team can instantly access your job management software from any location at any time.

Accounting Interface - Currently there is a free accounting interface to both MoneyWorks and Xero. We will consider API's for other accounting systems that are suitable for the construction industry however this is on a pay for basis.

Payroll Interface - Currently there is a free payroll interface to iPayroll, Cloud Payroll, Flexitime and Xero. We will consider API's for other payroll systems that are suitable however this is on a pay for basis.

Devices - CATProjects is suitable for use on any computing device with internet access which is 10 inch or bigger. The Microsoft Surface is the ideal mobile device. There is a mobile web app for smart phones which has limited functionality and includes; Time Sheets, File Notes, Contacts Lookup and Photos.

CATPlan – There is an interface between CATPlan and CATProjects for tender invitations, job set up, job confirmation and posting of documents created on CATProjects through to CATPlan where relevant.

CATSafety – There is an interface between CATProjects and CATSafety so that all subcontractor induction information can be monitored.

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