

POWER TO RUN YOUR BUSINESS

sage

Construction Software

Integrated business software at the heart of construction



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‘Our aim at Sage is to develop ever-improving software solutions that support small to medium-sized businesses – the backbone of our UK economy.’

Paul Stobart,
Managing Director, Sage (UK) Limited

Sage working for Construction

Sage has been providing software and support to contracting businesses for more than 25 years. Today over 60,000 UK contractors already rely on Sage. That's nearly 32% of the UK Construction Industry.

Over this time we have built up a deep understanding of the needs of all sizes and types of business. We've used this insight to constantly develop our software and services in order to meet the ever more demanding requirements of our customers. It is this approach that has made us the world's leading supplier of business management software.

The Sage Network

It is important for us to work with you at a local level. Through our close relationship with Business Partners, Accountants and Developers we can offer our expertise right at your doorstep. This enables us to provide the right construction solution for you, whatever the size and nature of your company. With over 700,000 customers in the UK - over 60,000 of these being in construction industries - the network of people relying on Sage systems is growing. Many will include your customers and suppliers. In this increasingly connected world, becoming a Sage customer will enable you to do business more efficiently with the thousands of other companies who also rely on Sage.

Building the Construction Solutions you need

Sage is well placed to provide integrated contracting systems with our Business Partner Network. Offering hands-on control for any business that wishes to control costs on contracts, subcontractor tax, jobs and estimates, Sage Construction software provides business-wide efficiency. Full integration with Sage financial and payroll software means that there is no re-entry of transactions; postings to ledgers and processing of timesheets are achieved by simple integrated routines.

Sage Construction software addresses the key concerns of business within this industry:

- **Compliance with HMRC legislation**
 - through accurate recording, verifying and reporting to HM Revenue and Customs (HMRC) on subcontractors tax.
- **Meeting Contract budgets**
 - through full contract cost control giving real time costs against profit.
- **Cost reduction**
 - materials, labour and overhead reduction through elimination of duplication.
- **Cash flow management**
 - from valuations, applications and retentions through to quick accurate billing information.
- **Sharing information**
 - with integrated systems that share data across the company.
- **Improve Customer service**
 - rapid response from detailed job structures and overview reports.

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

Which Construction software is right for your business?

Sage offers integrated software suites that bring together front and back office processes enabling you to cut costs, save time and improve customer service.

The requirements of businesses change depending on their size and complexity. Although overall contracting issues remain the same, their level of complexity differs. This is why Sage has produced construction software that is tailored to different sized businesses. You have the reassurance that, as your business grows, your Sage software can grow with you.

Sage 50 CIS

As an entry point to the range, Sage 50 CIS is an integrated module for Sage Line 50 accounting software. The module is suited to growing contracting businesses that use subcontractors and have to make CIS month-end returns/submissions to HMRC. Centralising all CIS details allows you to automate processing requirements to record and track taxation detail, verify subcontractor information with HMRC and submit month-end reports online, improving accuracy, saving time and reducing error.

Sage Construct Advanced (plus Optional Estimating, Day Works and Diary modules)

As your number of customers grows and your business becomes more complex, the additional features in Sage Construct Advanced can help you manage more easily. Including all features found in Sage 50 CIS, Sage Construct Advanced offers increased construction control, from enquiry receipt to final account, enabling you to focus on building your profits. The software provides instant access, at any stage of a contract, to vital management information. This can be based on an almost unlimited number of cost elements grouped in multi-level sections.

Sage Line 500

Specialist construction options are available with Sage Line 500, a full Enterprise Resource Planning (ERP) application. This fully integrated software choice offers you full operational control, with powerful reporting and analysis functions to enhance your management, cost control and overall business processes. Covering finance, distribution, manufacturing, e-business, and fully integrated third-party construction modules, Sage Line 500 is a robust solution for larger businesses.

Sage 1000

Sage 1000 is complete, unified business management software for mid-sized organisations in the public, private and not-for-profit sectors. It seamlessly unifies information from finance, distribution, manufacturing, and service operations and integrates with third-party construction modules. The result? All areas of the organisation, from finance and payroll, to project managers, sales, customer and marketing, share one view of the business. The benefits in terms of business efficiency and improved customer service are immense.



Sage 50 CIS

Accurately recording, tracking and reporting to HM Revenue & Customs (HMRC) on subcontractors tax is critical to the majority of contracting businesses. Due to the new scheme's introduction in April 2007, many businesses are looking to simplify their procedures and submit monthly returns online.

Sage 50 CIS provides automated subcontractor CIS processing from invoice entry, through subcontractor verification, to the generation of monthly HMRC figures, monthly online submissions and subcontractor reporting. This efficient system not only offers centralised control of a key tax area, but also saves time and improves accuracy. Sage 50 CIS is a fully integrated module within the Sage Line 50 accounting software, offering multi-user, multi-company functionality.

Changes to legislation can impact on the day-to-day running of the business. With Sage you can also be reassured that we are focused on software development. Having close links with HMRC and the construction industry means that all our construction software will continue to comply with all new legislation*.

Key features and benefits

■ Subcontractor recording

Accurate subcontractor information is essential to manage verifications online. This removes the need to contact HMRC via telephone and maintain manual records, reducing the risk of transposition errors that may lead to a higher tax rate.

■ Subcontractor verification management

The Internet Submissions module will verify the subcontractor status and information with HMRC to ensure the correct tax rate is applied. Accurate recording of company names, unique tax references and national insurance numbers is essential otherwise the higher tax rate will be charged.

■ Contractors Monthly Return & HMRC submission

The monthly return of tax deducted to support payment to HMRC can be generated. Submitting this report via the Internet Submissions module will save time and money by reducing paperwork and improving accuracy.

■ Peace of mind through proven technology

The Sage Payroll Internet Submissions technology has been utilised to manage the verifications of subcontractor status and submission of returns. This technology is proven, with over 5.5 million P14 forms from 270,000 employers being submitted in this way during the 2005/2006 tax year. With such a track record you can trust us to help you manage your compliance requirements with ease.

■ Automated subcontractor monthly reporting

The required monthly Payment Statement reports can be generated directly from the module to issue to subcontractors. These reports detail the payments made and the tax deducted for each subcontractor. Providing prior agreement has been made, these can then be emailed to subcontractors.

*April 2007 will see the introduction of a new CIS taxation scheme. The new scheme will dispense of cards, certificates and vouchers and replace with Electronic registration, HM Revenue and Customs (HMRC) call centres for subcontractor verification and payment clarification and a monthly return to the HMRC showing all subcontractor payments. For more information on the changes please call 0845 111 9988 or visit www.sage.co.uk/construction or www.new-cis.co.uk

Sage Construct Advanced

In addition to providing the benefits found in Sage 50 CIS, Sage Construct Advanced helps you oversee your projects, identifying potential issues before they happen. The software provides up-to-date contract cost information and contracting features like subcontractor self-billing, client invoicing and both sales and purchase retention tracking.

The modular-based software provides 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. Sage Construct Advanced is designed for multi-user access, and integrates with Sage Line 50, Sage Line 100 or Sage MMS accounting software, as well as with Sage Payroll and Payroll Professional software.

Key features and benefits

- **'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.
- **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, reducing processing time and ultimately overheads. Integration also provides allocation of Employer's NI and percentage holiday accruals from payroll back to contracts.
- **Retentions**
Deducts, records and reports on both sub-contract 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.
- **Contract Costing Reports**
Production of contract orientated management reports to analyse your job costs.
- **Advanced contract business process integration**
Eliminates repeat entry of data onto disparate systems by bringing the contract processes into one package, therefore providing complete cost monitoring from estimate/budget through committed costs, actual costs, applied and actual sales, down to accounts and payroll.
- **Purchase order processing**
Manages purchase ordering 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**
Using on/off hire dates, including part off hire, the purchase order processing system gives control over a very difficult aspect of costing.
- **Subcontractor self-billing**
Records applications and generates both self-billing and authenticated receipts, with automated retentions, CITB deductions, discounts and CIS processing.
- **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.
- **Integrated Estimating module**
Handles enquiries from receipt, through supplier/subcontractor enquiry to cost comparison and quote production. Then by transferring all estimate details into the contract without re-keying, the costs are immediately ready for purchasing and cost control, and the estimate is ready for valuation and application production.
- **Estimating Import Options**
Allows direct import from Conquest Estimating, improving integration of business systems. Schedule of Rate (SOR) import to Libraries including composite rates, combined with user definable scripts give greater flexibility and allows for multi-level structures from different applications to be displayed.
- **Integrated callout jobs module (Day Works)**
Processes low value, high volume jobs, with response coding, subcontractor search by trade and region, and an automated sales and invoice build. Operating side by side with the core contracts job costing system and working with the diary module to give subcontractor control, the user benefits from consistent methods and integrated input, giving management access to multiple operations from one source.
- **Integrated Key event Diary Module**
Users benefit from receiving messages at key stages from the Contracts, Estimating and Day Works modules, plus specially created repeating messages to enable control of their contracts and jobs.

Construction for Sage Line 500 and Sage 1000

Sage Line 500

Specialist construction options are available with the Sage Enterprise Resource Planning (ERP) solution, Line 500. This fully integrated software choice offers you full operational control, with powerful reporting and analysis functions to enhance your management, cost control and overall business processes. Covering finance, distribution, manufacturing, e-business, and fully integrated third-party construction modules, Sage Line 500 is a robust solution for larger businesses.

Sage 1000

Sage 1000 is complete, unified business management software for mid-sized organizations in the public, private and not-for-profit sectors, which seamlessly unifies information from finance, distribution, manufacturing, and service operations and has third-party construction modules that can be fully integrated. This creates a comprehensive management solution – from accounting, finance and payroll to project, sales, customer and marketing management, giving you a single company view to eradicate silos.

Specialist construction options are available to both products from Sage Developer Partners. These modules are flexible enough to match the ever-changing requirements of the construction industry.

Key features and benefits

■ Subcontractor/CIS module

Subcontractor, CIS and supplier analysis – including comprehensive enquiries by subcontractor, cost, approved certification, quality and time comparisons. Integrated procurement is available, from purchase order requisition to payment, including invoice matching.

Sage Line 50 and Sage 1000 also offers improved supply chain management and electronic tendering capability.

■ Contract Costing

• Contracts

The Contracts module gives real-time visibility of actual, committed and forecasted costs on job and project costing, including time recording and cost against budget. Resulting in better performance management and more efficient cost control.

A hierarchy of parent or child contracts may be set up. These child contracts may be used to define different stages or phases of the contract or to monitor costs and sales of variations to the original estimate. There is no limit to the number of levels that may be created below a main contract or to the number of child contracts at each level.

• Expense codes

Expense codes are used as lowest level of a three-level expense code hierarchy. Enquires and reports show contract values at any of these levels, depending on the level of detail required.

• Estimates

Estimated costs, unit and revenue can be entered against each contract at expense code level and then rolled up to the higher levels of the expense hierarchy. On larger contracts these values can be analysed by period.

Multiple versions of estimates may be entered and at any point it is possible to view both the latest and the original estimates.

• Works order integration

Link a works order for a sub-assembly to a parent works order, thus preventing the double posting of costs to the contract and allowing auto issue to the parent of a completed child works order. Delivery documentation can be generated for completed works orders.

■ **Contract Sales**

This multi-currency module handles all sales transactions from Applications for payment, Payment Certificates and Retention monitoring and includes the following benefits:

- Set up contract on a staged Application and normal invoice basis
- Print application for payment, application letters and invoices
- Generates applications for release of retention
- Post revenue to contract costing and allows outstanding WIP contract costs to be matched against revenue
- Comprehensive enquiries by customer contract
- Reminder letters

■ **Plant Hire**

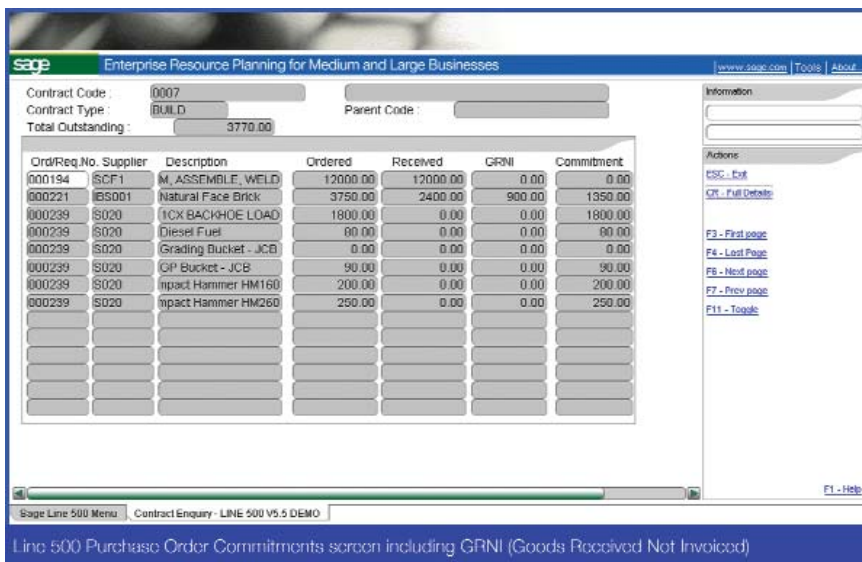
Hiring of plant from external sources includes features:

- Creation of plant records
- Plant requisitions and order
- Plant liabilities and Accruals
- Off Hire
- Damage Entry
- Enquiries and Reports

Gives users the benefit of knowing what plant they have on hire, where it was hired from, where it is currently located, which contract it is being used on, how much it is costing to hire, when it is due for return, and if there is any plant on hire that shouldn't be.

■ **Flexible business reporting tools to enable full analytical reporting**

Both within the Construction modules and inherent to Sage Line 500 and Sage 1000, flexible reporting is available.



Line 500 Purchase Order Commitments screen including GRNI (Goods Received Not Invoiced)

Choosing the right tool for the job – Features at a glance

	CIS 50 CIS	Sage Construct Advanced	Sage Line 500/ Sage 1000 with Construction Modules
Accounts Integration:			
Sage Line 50	■	■	
Sage Line 100		■	
Sage MMS		■	
Sage Line 500			■
Sage 1000			■
Payroll Integration:			
Sage Payroll		■	■
Sage Payroll Professional		■	■
CIS	■	■	■
Purchase invoices	■	■	■
Item cost analysis		■	■
Sub-contractor Self Billing		■	■
Client Invoicing including MCD		■	■
Sales and Sub contract Retentions		■	■
Payroll + non payroll timesheets		■	■
Inter contract journals		■	■
Supplier Early Settlement Discount		■	■
Full contract reporting		■	■
Multi level group analysis		■	■
Estimating Module		■	■
Conquest Imports		■	■
Library Composite Import		■	■
User Definable imports		■	■
Day works module		■	■
Applications		■	■
Certifications		■	■
Plot reporting		■	■
Insurance tracking		■	■
Plant Hire		■	■
Works orders		■	■
Screen enquiries		■	■
Nominal transactions		■	■
Stock POP		■	■
Full Project Estimating			■
Time recording/comparisons			■
Asset Management			■
Service Management			■
Plant and Personnel Resource Management			■
Integrated Procurement			■
Flexible reporting tools			■

To find out how Sage can help you easily and effectively process CIS, simply call us on **0845 111 9988** or visit **www.sage.co.uk/construction**

Integration with Sage Financial and Payroll Software

Using a Sage Construction software in conjunction with accounts and payroll means that there is no re-entry of transactions, as postings to ledgers and processing timesheets are made by simple, integrated routines controlled by authorised users.

Packaged Solutions for Small Businesses

■ Sage Line 50

The UK's most popular small business accounting solution is the perfect system for growing businesses that require a powerful accounting system that will accommodate their changing business needs. Integration with Construction software means that nominal and supplier information can be entered once, saving time and reducing overheads.

■ Sage Payroll

As the UK's market-leading payroll software for small to medium-sized businesses, Sage Payroll contains essential payroll processing requirements as well as HR functionality. Functionality includes paying employees, accurately completing year-end returns and complying with all relevant government legislation. The easy user interface and helpful wizards guide you through each payroll process, clearly and quickly.

Flexible Solutions for Mid-Range Businesses

■ Sage MMS

Sage's latest mid-range accounts and trading solution, with the best in technology, usability, customisation and business processes. Straight forward to implement and easy to learn Sage MMS offers the ideal solution 'out of the box' to many companies with complex business processes. Sage MMS is also an ideal upgrade path for many Line50 users who are experiencing rapid growth.

■ Sage Line 100

An established mid-range accounting and business management solution, with access to the UK's widest range of third party developers and specialist solutions.

Sage Construct Advanced integrates with both Sage MMS and Line 100. Integration includes purchase, nominal and direct cash book postings.

Benefits include:

- VAT can be deferred on authenticated receipts.
- Application debtors can be reflected (including or excluding retentions) in the nominal ledger, without any VAT implications. These can automatically be reversed on receipt of payment.
- Cost centre postings and integrated menus are other added benefits.

■ Sage Payroll Professional

Specifically developed to meet the needs of companies with more complex payroll requirements. In addition to benefits found in Sage Payroll, Sage Payroll Professional offers, Batch Timesheet Entry, Microsoft Office Integration, Salary Review Forecast, Exception Reporting and Reconciliation Assistance. Both Payroll products also meet HMRC payroll standard and incorporate electronic filling by Internet.

Sage Construct Advanced integrates with Sage Payroll and Payroll Professional to create an efficient and accurate payroll process. Timesheets can be entered through batch processing, eliminating repeat entry, reducing processing time and ultimately overheads. Employer's NI and percentage holiday accruals can be integrated from payroll back to contracts. Giving you complete control over all PAYE and contracted labour.

The Complete Business Package

Sage offers a wide variety of business software and services, designed to work together with your Construction software; to save you time, improve efficiency and provide you with full operational control.

HR and Health and Safety Advice

Both Sage HR Advice and Sage Health & Safety Advice help to protect your business and keep you compliant with the latest legislation. The services are legally reliable and promote best practice in both fields.

In the Standard service we advise you of approaching changes to the law and give you all the tools you need to remain compliant. The services offer practical legal advice and commercial guidance on managing your employees and health and safety affairs.

The Professional service includes all the features of the standard service but also allows you to speak with, or e-mail, a legally qualified expert.

To purchase or trial Sage HR Advice, or Sage Health & Safety Advice, please call 0800 33 66 33 or e-mail usersales@sage.com

Managing Customer Relationships

Customer Relationship Management (CRM) plays an important role in any business. Managing suppliers, customers and contractors can be a time-consuming task, which is why software such as ACT!, Sage CRM and Sage CRM SalesLogix can do the hard work for you.

CRM software allows you to keep track of all contracts, by delivering essential information direct to customer-facing staff and synchronising data between your accounts and CRM software. With effective calendar, task management and reporting capability, CRM software such as ACT!, Sage CRM and Sage CRM SalesLogix ensure you never forget anything or anybody.

Forecasting

Sage Financial Forecasting can help you improve the accuracy of your contact planning by enabling you to import actuals from Sage software, or other software such as spreadsheets, to product variance reports. You may want to begin forecasting by entering estimates for the full year. Sage Financial Forecasting will then translate into monthly and weekly figures to enable you to compare more accurately against your actual data. You can also run 'What if?' scenarios to explore opportunities and risks quickly and easily. For example you can quickly evaluate the impact of your labour costs increasing by 3%.

Sage Receives Multiple Market Leadership Awards for its CRM product portfolio.

ACT!, the best-selling contact and customer management solution with over 4 million users worldwide, has been awarded top honours, winning the sales force automation category.

SalesLogix, on the strength of its vertical market customisation capabilities, has again been awarded Mid Market Suite market leadership.



Support Services – Helping you get the most from Sage

The Sage Business Advice Team

If you need help in selecting the right software suite for your business, you can phone one of our experience Business Advisors. They will discuss your needs with you, provide you with detailed product information and, if appropriate, put you in touch with a local Business Partner.

Sage Accredited Business Partners

Sage has an extensive network of Business Partners. These are situated throughout the UK, so wherever your business is based, you can be sure of finding a local Sage Business Partner to help install and support your construction software.

Sage Business Partners combine in-depth industry expertise with detailed knowledge of the Sage software suites. They will meet with you, often at your own premises, to discuss your needs and identify the most appropriate solution for your business. They can help install it and ensure that it is configured to meet the specific requirements of your business. They can also advise you on hardware requirement, help train your staff to use the new software and provide ongoing technical support.

Software Support

All Construction software is fully serviced, with installation, training and support given by Sage or Sage Accredited Business Partners. There are currently two types of update cover you can obtain.

■ SageCover

Available on Sage 50 CIS, this entitles you to software support.

■ Sage Annual Licence Plan

The Sage Annual Licence Plan (SALP) ensures that your Sage Construct Advanced software continues to support your business as it grows:

Benefits include:

– **Updates:** SALP provides you with legislative updates for Sage Construct Advanced. This ensures that your construction software continues to comply with current legislation.

– **Directors' Briefings:** SALP offers you unlimited access to a password-protected area of www.sage.co.uk, including over 100 invaluable business guides.

– **Special promotional offers:** From time to time Sage will announce special promotional offers for SALP members that will complement Sage Advanced.

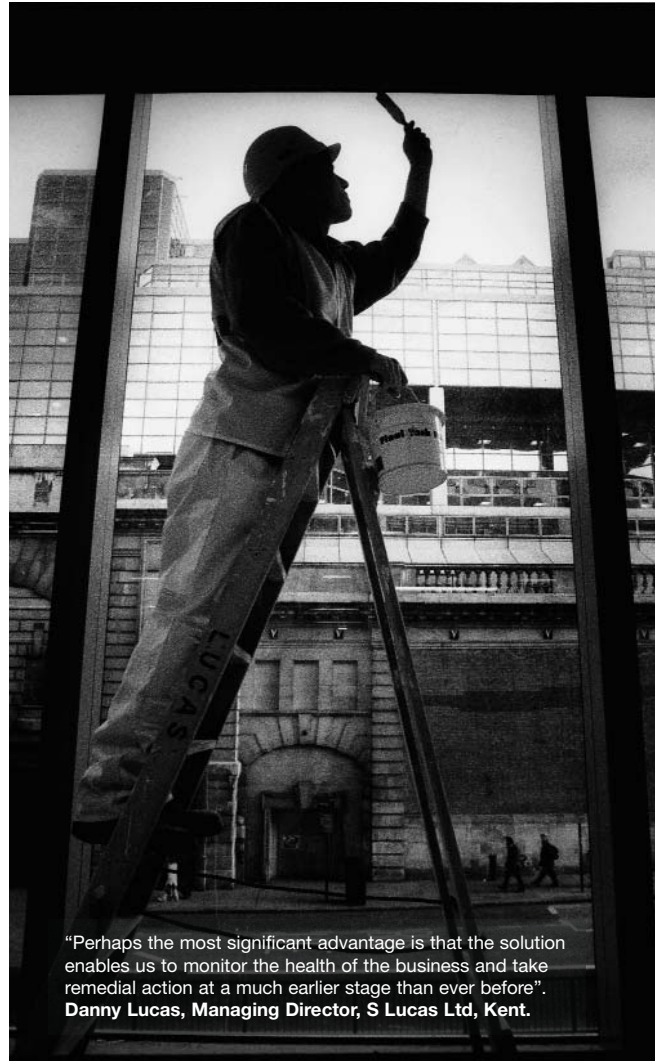
– **Upgrades:** Sage Construct Advanced has an exciting roadmap of developments; SALP ensure you benefit from those.

Finance Options from Sage

At Sage, we recognise the upfront costs associated with purchasing and installing a new IT system can often be a barrier to acquiring the solution your business really needs. This is why we have created a variety of finance options, allowing you to spread the cost of the payment, and enabling you to purchase the best possible solution for your business.



"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. When surveying the market, Sage rapidly emerged as the strongest candidate."
Heather Fisher, Accounts Manager, Fastrack Management Services, Herts



"Perhaps the most significant advantage is that the solution enables us to monitor the health of the business and take remedial action at a much earlier stage than ever before".
Danny Lucas, Managing Director, S Lucas Ltd, Kent.



"Sage Construct give us an excellent view of the business at any time. We can cut the information whichever way we want."
Bill Dunlop, Head of Cost Accounting & IT, Mice Essanby Ltd, Essex

For more information, 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



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