

From sub-contractor to prime contractor, time and materials through to design and build, our construction industry-specific solutions will improve your planning, estimating, cost allocation and billing, providing you with the centralised contract information you need to build strong supplier and customer relationships.

Integration with your business-specific applications, such as estimation and valuation software, puts an end to re-keying, centralising everything from payments and remittances to management reports. Time spent managing your sub-contractor responsibilities is reduced, while online ordering software enables site workers to proactively manage the ordering and goods received process. Requests for payment, phased invoicing and retentions are all handled with ease.

Building contractors and sub-contractors, civil engineers and companies involved in any aspect of site preparation and/or demolition will all benefit from this solution.



“The adoption of our Access solution has streamlined our business processes and delivered accurate up-to-date information to those who need it. We are confident that the system will continue to support us fully as we continue our growth plans in the coming years.”

**Andrew Chaplin**  
**Freedom Group**

Part of Spice Plc, a world-class provider of construction and maintenance services

### Access customers in this sector

- Freedom Group
- Rockdell Property
- Maccaferri
- RG Carter Holdings Ltd
- Qmac Construction Ltd

### Management reporting

Time spent collating management information often makes it difficult to take early action on overspend and overrun. With our dashboards and business intelligence, you can monitor contract costs in real-time, viewing constantly refreshed data to pre-empt events that might erode your profit.

From boardroom basics to business intelligence, analytics, dashboards and alerts, all your key information is presented in a range of graphical formats, delivered to your schedule and available on demand - whether you're on site or in the office. Budget and actual comparisons are readily available, month by month, year on year, for as long as you require.

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## Accounting for carbon emissions

Measure, manage and reduce your business carbon footprint. Working alongside carbon emission experts DEFRA and the Carbon Trust, we've created a fully integrated module that automatically creates a detailed carbon usage of your daily business activity.

With standard reporting and budgeting tools, everything from utility bills to travel is easily analysed alongside the rest of your business information. From raising environmental awareness to identifying energy and cost savings, it's the smartest way to take control of your organisation's carbon footprint without extra cost or complexity.

## Contract management

Whether you're responsible for scheduling resources or assigning costs, managing income recognition or analysing WIP, all your contracts are centralised for instant access to information. Create and manage any number of contracts, see start and anticipated finish dates and milestones and track spend at every stage of your build - from top-level site costs such as ground investigation right down to fixtures and fittings on an individual plot.

On-demand reports enable you to keep a close eye on profit, with flexible formats that show both the wider picture and the detail. Drill-down to source transaction, and view attached documents such as invoice and statements. Budgets are quick to create and easily flexed, and can be split by costs and revenues, labour and/or materials.

## Procurement & supplier management

In a construction environment, the responsibility for ordering goods and materials often lies with your site manager. Browser-based facilities enable the nominated person/s to raise the initial request and then verify the arrival of the goods on-site so the process is never held up.

Simple electronic forms are easily understood with minimal training and enable capture of key information e.g. required items, quantity and preferred delivery date.

Any number of purchase request templates can be created and configured to match your purchasing processes, with independent rules for the data capture required and its associated authorisations. Supplier records keep a lifetime history of what you've bought and when, providing full analysis by purchase category and type.

## Monitoring costs & deliveries

See quantities at-a-glance, the quantity yet to be delivered, and whether or not purchase invoices are correctly priced. Invoices can be matched to purchase orders from within the invoice register - one invoice can be matched to several purchase orders and vice versa.

Prices can be re-allocated to contracts/projects, and extra lines (such as delivery charges) can be added to purchase orders to help matching. Flexible workflow rules, alert functionality and a browser-based interface put an end to paper-chasing and eliminate the risk of unauthorised payments. Any invoice, whether received as an Excel document, PDF or hard copy scan, can flow directly into a secure, self-contained register and be subjected to your pre-defined approval routines.

## Timesheets

Capturing time-based activity from all your staff, whether site or office-based, is straightforward. Data can be fed into hand-held PDAs, entered online or into any custom spreadsheet and transferred seamlessly into a workflow, incurring all the necessary checks and authorisations before automatically updating the project costing system and payroll. Timesheets can be tuned to meet the specific needs of a project, team or site, and multiple formats can be used concurrently.

Rules are easy to define and set up to streamline the data entry and data capture process or enforce the type and/or quantity of time booked. Multiple resources with associated cost and revenue rates can be pre-populated to the timesheet while retaining flexibility for anomalies.

## Sub-contractor management

Fully compliant with the latest tax legislation, your solution is kept up-to-date to simplify the process of handling sub-contractor payments, automatically carrying out Year End returns and voucher production and enabling the online submission of CIS300 reports. Your sub-contractor records hold detailed information, including tax status, Unique Tax Reference (UTF) and CIS300 Name. This information is matched and validated via an online connection with HMRC. As sub-contractor information goes out of date, the system automatically assembles a list to be verified the next time you connect.

## Service management

From grounds management to building maintenance, you can track the wide range of regular and one-off services that you provide to site.

Managing complex schedules and tracking outstanding jobs is easy; you can ensure that staff and sub-contractors are appropriately matched to jobs and that contract fees and chargeable work is accurately billed for.

Customer self-service over the internet contributes to saving hours of manual processing by speeding the availability and analysis of information.

## Inventory management

Everything you buy or sell can be identified by site or job and is fully traceable (with bar codes if appropriate). Van stock can be allocated, swapped between vans and replenished when used.

Stock takes and movements in or out can be assisted by handheld devices and damaged and/or stolen goods tracked for certain transaction types.

You can view and report all the complete items and spare parts that have been supplied to a customer site and any items that have been replaced or repaired. You have total visibility of costs whether supplying on a contract, non-contract, cost plus or design and build basis.

## Calculation and re-calculation

All information held within your solution can be downloaded to Excel, worked upon and uploaded again, with inbuilt rules fully protecting the integrity of auditable and VAT information. This functionality shaves hours off your routine tasks, such as price updates, budget revisions and customer analysis. Once in Excel, your information can be explored and manipulated in every conceivable manner. Inbuilt formatting detects anomalies and will highlight trend variation.

## Invoicing

Pre-set triggers based on dates, phases or values can prompt regular timely invoicing for each stage of every project, helping to sustain a steady cash flow. Full visibility of special terms and purchase history speeds order entry for ad-hoc projects, sundries and extras. Template orders help your sales team add value through up-sell and cross-sell of additional services and specialist supplies.

Price changes and additions to the contract can be automated and there is opportunity to review and approve before any invoices are generated. Flexible account statuses and multiple authorisation levels ensure every order is validated especially where director level negotiations are administered by administrative staff.

## Retentions

Retentions can be set at a number of levels and applied automatically to applications for payment and invoices. An automated enquiry screen keeps track of these values for all suppliers for later settlement and reconciliation.

## Credit control

Fully integrated credit control empowers your staff to reduce debtor days and increase cash flow. Role-based debt allocations coupled with automated reminders ensure the right action is taken at the right time. Payment promises are immediately visible, and debtors who breach their credit limit are tracked and analysed. While on the phone, staff can drill down to source documents such as invoices and statements and email them direct from the system for on-the-spot resolution.

## Customer relationship management (CRM)

Manage the full prospect/customer lifecycle, through effective marketing campaigns, field sales, telesales and account management. Tight integration of CRM with all your other business and financial applications enables detailed customer profiling and targeted cross-selling. Visibility of all customer-related data through a single interface combines key information to ensure all your customer-facing staff have all the information they need.

## Financials & accounting

Powerful reporting and drill-down, comprehensive audit trails and full multi-currency; you have instant access to the information you need to make informed strategic decisions. From the financial core powering the analysis and presentation of data, to budgeting, cash flow forecasting and asset management, all your tasks are made faster, simpler and more effective. Customer records keep a lifetime history of what's been bought, when, and at what price.

## Cash management

Cash collection and authorisation of payments is made easy while automated reconciliation makes managing large transaction volumes fast and accurate.

Robust and flexible forecasting tools enable you to cope with the most demanding cash flow scenarios, pre-empting financial pitfalls and helping you to project forward balance sheets and working capital requirements.

## Document management

Every document, from board packs and purchase invoices to contracts, correspondence and plans can now be scanned, indexed and filed into a space-saving electronic archive.

Digital documents generated by computer need never be printed and can be added automatically to the store, which is password-protected, easily backed up and also accessible via the web.

## Workflow forms

All your business information can be captured and all your paper-based forms and documents can be duplicated in an on-screen digital form with the layout of your choice.

Workflow ensures each form takes a pre-defined path as they move between your staff and managers for extra information, authorisation and sign off. Alerts are sent by email and SMS to advise if a procedure is delayed, breached or ready to action.

## HR & payroll

Integration with timesheets, expenses and third-party applications such as site records and key card entry systems bring timely, accurate data into one place for prompt processing. Fully HMRC-approved, your payroll can handle any combination of pay types and deductions. Cut paper wastage and reduce bottlenecks with e-payslips.

Detailed personnel information is enhanced with a series of easy-to-use tools which enable your HR department to manage everything from recruitment to absence tracking, analysis and appraisals.

## System-wide benefits

Robust and scalable, fast and secure, there's no practical limit to the number of records and transactions you can process. Multi-language and multi-currency, your system comes with ICAEW-approved audit trails that can be kept indefinitely.

With drill-down, 360 degree data views and online access, there's only one place to look for analysis and information. Integration with your business-specific applications, such as estimation and valuation software, puts an end to re-keying, centralising everything from payments and remittances to management reports.

## Who we are

Access will give you the advice, tools and clarity you need to make effective decisions, quickly and with certainty.

As both a business-focused consultancy and a specialist software developer, we combine our innovative software with practical experience to deliver a solution that's exactly right for you and your business.

You can rely on us to provide you with a solution that's simple, proven and relevant to your company. We have over fifteen years' experience of developing software here in the UK and our regional consultants have tailored and implemented this software all over the UK and Ireland.

The expertise we've gained gives us an unbeatable ability to accurately assess your needs and deliver maximum impact with ease and confidence. We've won many awards over the years and have once again been voted best 'Mid-tier Software Package' at the Accountancy Age awards and also separately by our customers.

All our software is accredited by industry bodies including the Inland Revenue, the Institute of Chartered Accountants, the Business Software Developers Association and Microsoft. We believe your solution must be ready for the future, as well as right for today. We design and own our software, so we can continually innovate to meet your changing needs as well as those of your industry. For instance, we worked with the Carbon Trust and DEFRA to create a way for your organisation to measure its carbon footprint without adding extra administration or complexity to your current processes.

Because your business will constantly evolve, we provide a software solution that grows with you. Our modular software covers a complete range of business, financial and administration processes and can be flexed to give you the precise view of your business that you need at any time.

Our supportive consultants combine their first-class software expertise with in-depth industry knowledge to constantly improve and simplify your business processes so that your solution delivers maximum value and a continual return on investment.

We are driven to deliver high impact, straightforward solutions. We believe in sustainable business and demonstrate best practice. We are committed to reducing our own carbon footprint. We want to help make your business more competitive and successful.

With Access, you can be sure you've got the clarity you need to reach your business goals.

## Further information

For further information on Access solutions, please telephone us on **01206 322575**, email **info@theaccessgroup.com** or, alternatively, visit our website at **www.theaccessgroup.com**