



Umbrella Engineering and Construction Software

Contractors operate in a complex environment. Project based work is risky – exposing you to variations, delays, cashflow challenges and managing labour and sub-contractors. Umbrella is a fully integrated system that controls every aspect of your business from the initial estimate derived from your Bill of Quantity / Spreadsheet, Labour, and Sub - Contracting requirements, Costing, Project Execution, Sub-Contract Management, Procurement, Project Tracking, Cost to Complete, Variance reporting, Stock Control, Retentions, Claims and Project completion. Fixed Asset and Plant Management is available for those companies that have their own Plant, Tooling and Vehicles. Information is integrated and available in real-time, allowing for a dramatic reduction in administration.

Umbrella Engineering and Construction Software is aimed at those companies that want easy to use, fully functional, integrated software. Specifically designed for Job and Project based businesses, transactions are recorded against Jobs or Projects, allowing tight control of budgets, resources needed and Project progress. The software is designed to reduce administration overheads, control costs, and provide real-time information to Site staff and Management.

Companies that use Umbrella Engineering and Construction Software include:

- Developers - residential and commercial.
- Low-Cost Housing Contractors
- Civil Engineering Contractors.
- Contractors – Electrical, Mechanical, Light and Heavy Engineering, Instrumentation, Solar Power systems, HVAC, and others.
- Consulting Companies.
- Contractors working on large Projects for the Rail, Mining, Infrastructure & Power Generation Industries

MANAGE YOUR SERVICE LEVELS

Umbrella Engineering and Construction Software will help you to manage your internal and external resources, procurement, and project execution - ensuring that you complete the job on time.



EASY TO USE

With a crisp, easy to navigate user interface, Umbrella is logical to use. All transactions provide deep integration throughout the Projects and Financial system, reducing the amount of journal entries and duplication of transaction capture. Umbrella works the way you do, using terminology that is applicable to your Industry

The benefits that can be expected from implementing Umbrella Engineering and Construction Software are:

- Opening a **Quote or Project** and defining the 'scope of work' per line. The (WBS) Work Breakdown Structure, defined by Trade or Activity (in the logical order you will execute the Project), has unlimited levels. You may **detail the work required per line item, if the Project requires it**, so that you may control each line in the way that best suits you. This detail may be captured manually or imported. Each Project may have its own unique definition and detail layout – as best suits the work to be done.
- Tender **documents, specifications, detailed quotations, project correspondence, drawings, and photographs** may be **attached to the Project** for easy retrieval.
- You may then **cost** the job by defining, as per the WBS definition, what **stock items or material** you need, the **internal labour hours and resources** needed, **the external, sub-contracted work, general costs, and plant** requirements. This then **summarizes** the rate per unit **cost** and allows you to apply a **mark-up** to arrive at a selling rate per unit. Line-item costs may be imported from a costed BOQ, or all cost prices may be used as maintained in Umbrella for an up-to-date Quote. This allows for current cost estimating. These costs become the budget or allowed cost.
- Extensive **enquiry capabilities will allow you to track** the Projects from procurement of stock items / material, labour, sub-contract work, claims, payments - until completion.
- **Cost to Complete and Actual Cost with Variance Reporting** is available anytime.
- Messaging and assigning of tasks allow for control of **workflow** across the company.
- **Invoicing** – control of pre-payments, progress payments and retentions.
- A **Sub-Contractor Management** system allows for adjudication, selection and appointment of Contractors and control of advances, recovery of costs, progress payments, retentions, contract cancellation and completion.
- **Automatic posting** of all transactions to the Debtors, Creditors and General Ledger of Umbrella ensuring complete integration. Full '**drilldown**' to **source** transactions allows for powerful reconciliation of transactions.
- **Mobile App** for on-site Requisitions, Receipt of Stock and Services, Issue of Resources to Projects, Timesheet capture and Project Progress Enquiry.

Umbrella Engineering and Construction Software will provide the following:

- **Comprehensive costing capability** by allowing you to take your cost estimates for your spreadsheet, Engineering or QS software and build up your total cost by stock items needed, internal labour, sub-contract work, plant, and recovery costs for the project. Alternately, latest costs recorded in Umbrella may be used, giving up to date actual cost estimates.
- Selling rates can then be calculated, showing your margin and markup. Start and Due dates per Project line may be recorded.
- **A Pipeline of Quotes submitted, with value and planned start dates** ensures you can chase those projects and close them.
- An **Order Book** allows the owner or management to see all work required to be done by a defined due date, the value of the projects, any invoices raised against the projects so far and any costs associated with the projects. This is your **Project Pipeline**.

UP TO THE MINUTE CONTROL

Small, once-off jobs are simple to control. However, when you have a more complex job or project that takes some time to complete it is easy to lose control over resources used and stick to the budget. Umbrella has powerful enquiry facilities to allow you to track these Projects on a day-by-day basis. Any change in requirement can be formally noted and agreed upon with your customer. Cost and time overruns are immediately apparent. The actual cost may be compared to the budget, and you may see the Cost to Complete at any time.

Tight site management is vital to on-the-ground success of the Project. Access to Project Enquiry, Requisitions control, receipt of goods and services and Time Sheet capture provide real-time integration with Head Office, ensuring on-the-ground visibility.

- **Labour may be captured** directly from a job card or time sheet.
- **Purchasing Control** is achieved via Purchasing Value Limits per Employee and real-time validation against Budgeted Quantity, Unit Cost and Value with **reasons** required if accumulated orders exceed these values. **Overspend** is stopped **before** release of a **Purchase Order**.
- **Sub-Contract services** are integrated via the purchasing system to allow for a natural workflow of allocating a direct external cost to the Project. These **costs are controlled directly in the Project**, avoiding the need for unnecessary journals to cost codes in the General Ledger.
- **Variation Orders can easily be added** to the project, incorporating the extra material and resources needed as well as the agreed upon selling price.
- On invoicing of the Project, the **costs** are moved out of **work in progress** to **cost of sales ensuring your cost of sales is always correct**. The final detail you wish to print on the invoice may be changed.
- An **Invoice approval** process allows for management to review and amend invoices prior to final posting and printing or e-mailing to the customer.
- You will be able to monitor **employee efficiency** as each time you record labour you record who did the work.
- A record of **past quotes, jobs and projects** are available for you to look at and deal with any customer queries or provide price guidance for new Jobs.

Smaller Jobs, Field Repair and Service Work

- **Many Industries require after-sales and breakdown service.**
You may specify that a Job displays the **line-item detail** on Quotes and Invoices. This is needed when the customer wants to see the detail of labour, call-out fees, and parts / material.
- **Field Repair and Breakdown Jobs need to be executed quickly.** Pre-defined Quotes and a copy Quote and Copy Job feature allows for you to take a defined job and amend and re-cost it to suit the customer, dramatically reducing the time to do a Quote.
- **A formal Procurement process can be bypassed** by capturing a Supplier Invoice directly to a job, reducing administration work.
- **When using your own labour, you may wish to record the timesheet of each employee,** giving you labour statistics by employee to see labour efficiency and capacity.
- **Field Service Jobs may be captured after the fact,** when the technician brings the signed Job Card back to the office. This Job Card may be captured by a clerk, the signed Job Card attached to the invoice, the stock is consumed when you save the job, keeping your stock figures correct without extra processes. **Spares Stock may be recorded by Service Vehicle** for up-to-date stock figures by vehicle.
- **When invoicing the Job, all line items are included, if you specified line-item detail or just the 'scope of work' if you did not.**
- **On Invoicing, all transactions are integrated with the financial system,** and the Job is closed.



FULLY INTEGRATED WITH FINANCIALS, PROJECTS, REPAIRS AND SPARE PARTS

As with the rest of Umbrella the Fixed Assets and Plant Management functions are deeply integrated with all Financial and Operational systems, saving on time and administrative complexity. The optional Plant Management module is a must for any company that owns and operates valuable tooling, vehicles, or plant.

The Umbrella suite of software products is developed and supported by Umbrella Software (Pty) Ltd.

When you have **Vehicles, Plant and Tooling** – often housed in a separate company, the need for control of these Assets becomes vital. The value of these assets is significant, and they must be fully utilized – either for your own Projects, or if the Assets are idle you need to be able to know that you can rent them out to other contractors.

- **Full financial Fixed Asset Management, including:**
 - Fixed Assets Register integrated with your financials
 - Purchase, disposal, depreciation, re-valuation functions
 - Asset Numbers for each item of Plant, Vehicles or Tooling
 - Asset audit function
- **Usage, cost recoveries and income generation**
 - Usage Rates by hour, day, or any other rate you require
 - Record Vehicle Odometer readings
 - Recovery costs per unit of usage
 - Recover costs for the Operator, fuel, and any other operating costs
 - Split usage across different projects – as with Vehicles
 - Rent idle Plant to 3rd parties
- **Location Control**
 - Record the movement of Assets from Project to Project to the workshop or outside repair
 - Know immediately exactly where your Plant is
 - Avoid leaving plant and tooling on site long after it is needed
- **Operating Costs**
 - Record License Fees, Drivers Costs, Toll Fees, Insurance costs, other costs
- **Maintenance**
 - Efficient issue of spares for a small repair such as on-site replacement of a seal, with spares usage control
 - Workshop jobs are defined with spares required, labour and items sent out for repair
 - Control of spares usage, time sheets and outside work
 - Job costs may be expensed or capitalized to revalue the Plant as in the case of a major re-build
 - Automatic warning to purchase spares below minimum Level
- **Income Statement** by Asset for instant review of income and expenses by Asset assists you to identify unreliable plant. Track refurbishment and other revaluation transactions. Full auditability of all transactions and service jobs