

10 Things Contractors Must Consider When Buying Business Management Software

Buying a business management software platform to help you manage projects and the associated costs can be challenging. Too many times, you get more functionality than you need and end up paying for features you may never use. To help ensure you get what you need, here are 10 things all contractors must consider when looking for software to help you manage your business.

1. Flexibility

Why let the software company dictate what you do or do not need? The software platform must be fully integrated, but not one-size-fits-all. The software must be modular so you can build a system that best fits your business and not make you pay for what you do not need.

2. Project and Team Management

The best business management software excels with managing projects and the people involved in those projects. It should provide your employees with a central location for project specifics such as schedules, notifications, and documentation. It should also provide you with the ability to track and manage all aspects of the project from start to finish.

3. Customer Relationship Management

The software must allow you to easily manage clients, vendors, and subcontractors. Client, vendor, and subcontractor information should be entered one time and flow to all other areas of the software such as estimating, proposals, and invoicing to ensure accuracy and efficiency.

4. Accurate Proposals

A good proposal tool makes it simple for all sales staff, no matter how experienced, to create an accurate and complete proposal for your client. This will help ensure your client is getting what they need, and you are maximizing your profits.

5. Cost Management

Mis-managed or hidden costs cut into your bottom line. Having the ability to manage your costs from a central location results in accurate proposals and job costing because everyone in your company uses the same information.

6. Streamlined Scheduling

Scheduling has always been a problem for contractors. Good business management software streamlines this process by allowing you to track each scheduled date and progress of the job, as well as keep clients aware of upcoming dates and scheduling changes.

7. Web-based and Mobile Compatibility

The software platform should be web-based and mobile compatible. A web-based platform allows you to access the software from any place at any time while saving you the cost of adding servers and other



hardware. It should also be mobile-compatible to allow your employees to log hours and manage projects directly from a mobile device no matter where they are.

8. Invoicing

A complete software platform includes invoicing and integrates with financial and accounting software, such as QuickBooks, to help you track where you are financially. You should not have to manually enter information to invoice your clients. Reducing manual data entry ensures you are as accurate as possible.

9. Comprehensive Reporting

You need to know where your company is at from a financial and productivity perspective. You need the ability to run reports quickly and easily regarding sales, work-in-progress, project costing, and profit margins to help you analyze your business and make you more money.

10. Training and Support

The software is only as good as the people using it. Your employees need to be properly trained to ensure you are getting the most out of your purchase. Also, as much as everyone wants everything to always go smoothly, that is not realistic. The best software companies understand this and have dedicated and knowledgeable support staff willing and able to help. Ask about what training and support is available to help you best use the software and address any issues that may arise.