



## Construct Express Training Videos

Traditional implementations of business systems can be expensive and time consuming. While in many cases this is a necessity, we have integrated video training and guidance into Construct Express for Sage 50 Accounts to do away with this time-consuming and unwieldy process.

The Implementation and Training Video Console (ITVC) which sits within Construct Express for Sage 50 provides 24/7 access to videos that explain all you and your users need to know to quickly and easily install and start using the software, and after initial implementation are instant training for anyone whether that be new starters, temporary users or simply as a refresher.

What's more, it allows greater agility in the use of Construct Express across roles – users can quickly and easily take on new processes no matter where they are based, even if just temporarily to cover a colleague on holiday or on sick leave for example. Users can then return to the ITVC to view the compartmentalised video content specific to their role. The videos will be regularly updated in line with software upgrades, allowing immediate access to new features.

Video Library	
Title	Description
<b>Installation and Configuration</b>	
Installation and Configuration	
Client Install	How to install on a new PC
New Users	How to Setup New Users
Configuration	
Accounting Options	Configuring your Account Options
Nominal Ledger Integration	Configuring your Nominal Ledger Integration
Job Costing & Numbering Settings	Configuring your Job Costing & Numbering Settings
Units of Measure, Methods of Receipt & Analysis Codes	Creating Units of Measure, Methods of Receipt & Analysis Codes
Contract Templates	Creating Contract Templates
Advanced Accounts Parameters - if time	Configuring your Advanced Accounts Parameters
<b>Customers, Suppliers, Employees &amp; Contracts</b>	
The Customer Database	Managing your Customer Database
The Supplier Database	Managing your Supplier Database
The Employee Database	Managing your Employee Database
General Contract Information	Creating & Maintaining General Contract Information
Contract Budgets (With Templates)	Creating & Maintaining Contract Budgets (With Templates)
Contract Budgets (Without Templates)	Creating & Maintaining Contract Budgets (Without Templates)
<b>Transaction Processing</b>	
Purchase Orders & Invoices	

Purchase Order Entry	Creating and Maintaining Purchase Orders
Purchase Invoice Entry	Creating and Maintaining Purchase Orders - with and without Orders
Purchase Order Advanced	Copy/Reverse Orders, Email & Completing
Purchase Invoice Advanced	Subcontractors, Retentions, Checking & Posting Purchase Invoices
Timesheets	
Timesheet Entry	Creating and Maintaining Timesheets
Timesheets Advanced	Updating NI & Holiday Pay to Timesheets and Posting Options
Contract Billing	
Contract Billing Entry	Creating & Maintaining Sales Documents
Contract Billing Advanced	Other Invoice Types, Multi VAT, CIS Advanced Emailing & Posting
Contact Billing Reporting	Applications Outstanding, Aged Applications & Client Retentions
<b>Subcontractor Tax</b>	
CIS Processing	CIS Processing Videos
CIS Processing	CIS Month End Processing
CIS Processing Advanced - Transition from Sage 50 CIS	How to Transition from Sage 50 CIS
<b>Irish RCT</b>	
RCT Processing	RCT Processing
RCT Processing Advanced	RCT Setup and RCT Return
<b>Reporting &amp; Screen Enquiries</b>	
Contract Screen Enquiry	Contract Cost Enquiries
Principles of Reporting	Using the System Reports
ICA reporting	Excel Reporting
<b>Housekeeping</b>	
Backup and Restores	How to Backup and Restore Data
Rebuild Contract	How to run the rebuild contract option
Contract Complete	How to mark a contract as complete
Delete Contract	How to Delete Contracts