Accounting User Guide

Managing accounting functions and information

Table of Contents

Accounting Module

The Building Engines Accounting module allows you to efficiently manage billable and non-billable charges related to building operations. With the optional accounting batch file integration, users can control the export process and the flow of data for their specific environment by documenting labor, material, and the taxable charges associated to work orders.

Batches

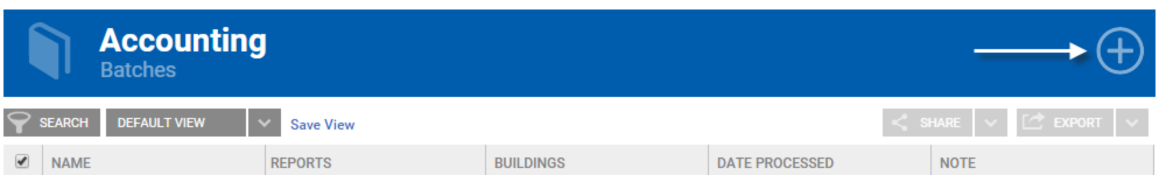
A batch file is an aggregation of billable work orders and/or preventive maintenance tasks over a pre-determined timeframe. *Note: If you require a customized batch file contact your Client Account Manager for more information. Customized batch files are not part of the core Building Engines product*.

Creating a New Batch

This section describes the process of creating a new batch file.

To create a new batch file:

1. Click **Admin** → **Accounting** → **Batches**.
2. Click the **Create New Batch** icon **(+)**.



3. Provide a **NAME** for the batch, select a **DATE RANGE**, the included **PROPERTIES**, and identify any specific tenants or work orders to be included. ***ATTENTION**: Only work orders and preventive maintenance tasks that have items marked as **billable**, and in the **closed** status, are included on the batch file.*
4. Click **Save** to complete the batch.

Accessing and Exporting Processed Batches

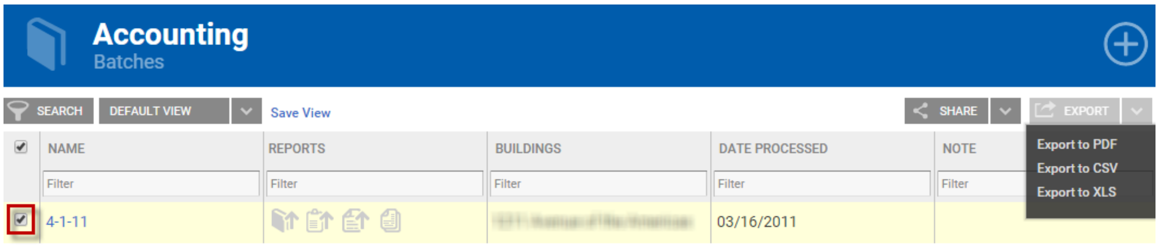
This section describes how to access a processed batch and export into a desired format.

To access a processed batch:

1. Click **Admin** → **Accounting** → **Batches**.
2. Use the **SEARCH** and/or column filters to locate the intended batch file.
3. Click the **NAME**.

To export a batch file:

1. After locating a batch file, click the check box located to the left of the **NAME** field.
2. Click **EXPORT** and select a format.



Labor

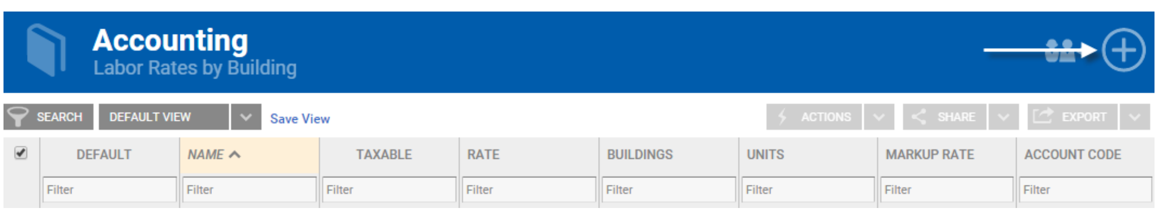
Billable and non-billable labor rates can be created in the Accounting module. Created labor rates can then be applied to work orders and preventive maintenance tasks.

Creating a New Labor Rate

This section describes the process of creating a new labor rate.

To create a new labor rate:

1. Click **Admin** → **Accounting** → **Labor**.
2. Click the **Create New Labor Rate** icon **(+)**.



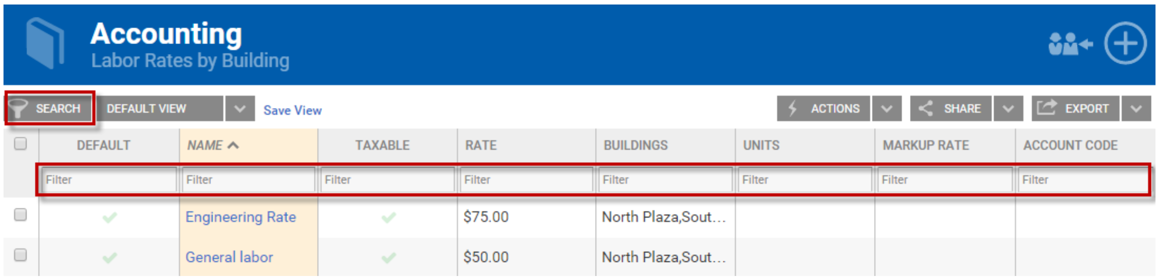
3. Provide a labor rate **NAME**, **RATE**, and **BUILDING** association. *Note: If a default tax has been created it is applied automatically*.
4. Click **SAVE** to create the labor rate, or **SAVE AND ADD ANOTHER** to create additional labor rates.

Viewing and Editing Labor Rates

This section describes the process of viewing and editing an existing labor rate.

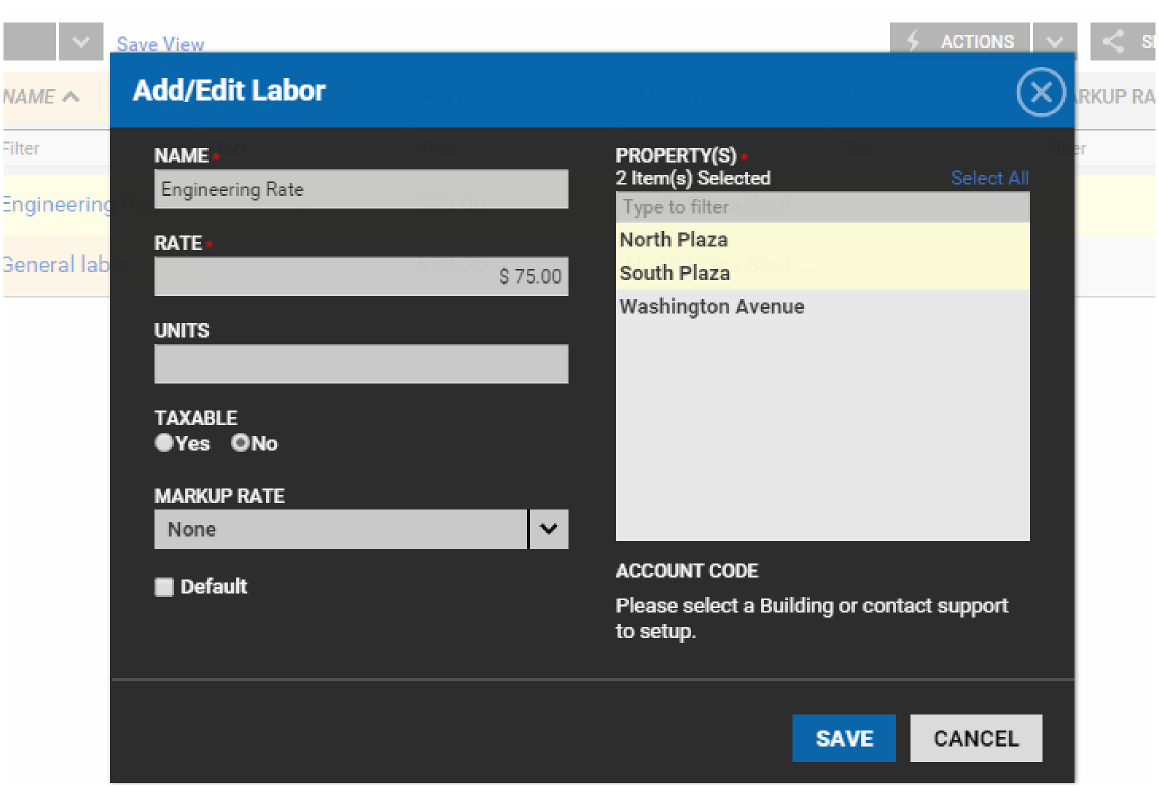
To view a labor rate:

1. Click **Admin → Accounting → Labor**.
2. Use the **SEARCH** button and/or column filters to locate the desired labor rate.



To edit a labor rate:

1. After locating the labor rate, click the labor rate **NAME**.
2. Use the **Add/Edit Labor** box to edit the labor rate, and click **SAVE**.



Markup

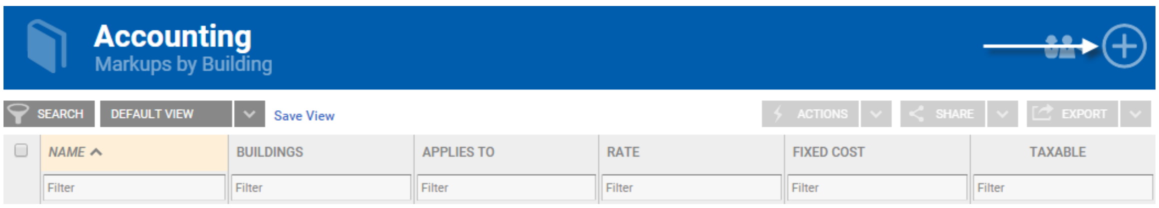
Markups are used to attach a fixed, or percentage based, fee to labor rates and/or materials. Markups can then be applied to work orders and preventive maintenance tasks.

Creating a New Markup

This section describes the process of creating a new markup.

To create a markup:

1. Click **Admin** → **Accounting** → **Markup**.
2. Click the **Add Markup** icon.



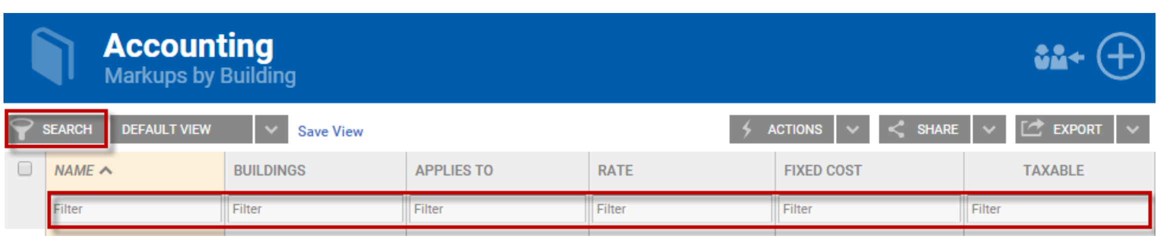
3. Provide a **NAME**, **MARKUP** amount and **BUILDING** association.
4. Select what the markup will apply to: labor, materials, or both. *Note: If a default tax has been created it is applied automatically*.
5. Click **SAVE** to create the markup, or **SAVE AND ADD ANOTHER** to create additional markups.

Viewing and Editing Markups

This section describes the process of viewing and editing markups.

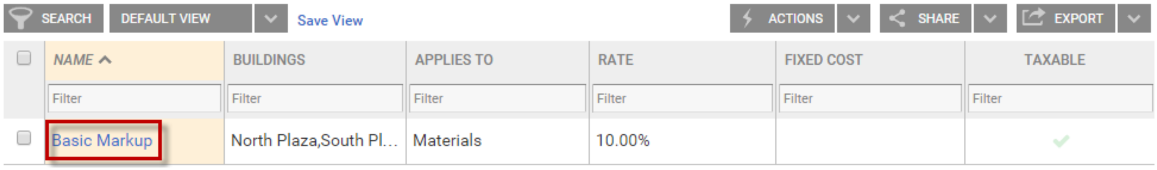
To view a markup:

1. Click **Admin** → **Accounting** → **Labor**.
2. Use the **SEARCH** button and/or column filters to locate the desired markup.



To edit a markup:

1. Click the markup name from the **NAME** column.



2. Edit the markup details and click **SAVE**.

Material

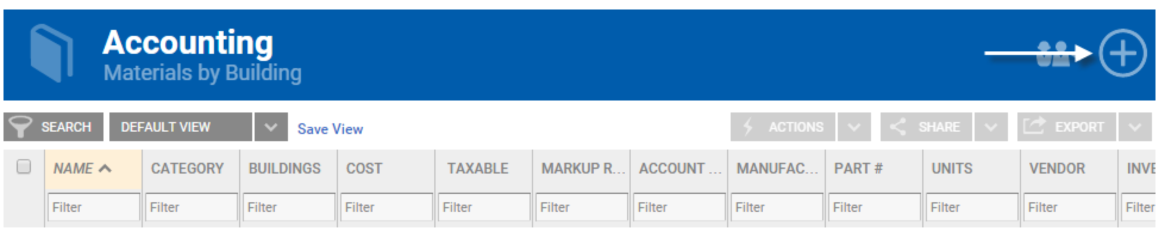
Billable and non-billable materials can be created in the Accounting module. Created materials can then be applied to work orders and preventive maintenance tasks.

Creating a New Material

This section describes the process of creating a new material.

To create a new material:

1. Click **Admin** → **Accounting** → **Materials**.
2. Click the **Add Material** icon **(+)**.



3. Provide a **NAME**, unit **PRICE**, **CATEGORY**, and **BUILDING** association. *Note: If a default tax has been created it is applied automatically*.
4. Click **SAVE** to create the material, or **SAVE AND ADD ANOTHER** to create additional materials.

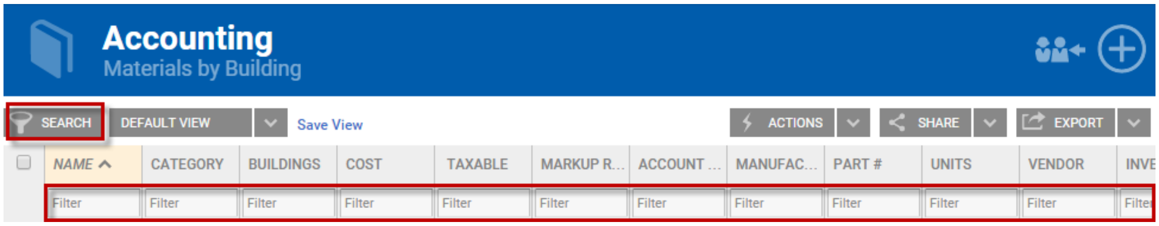
Viewing and Editing Materials

This section describes the process of viewing and editing existing materials.

To view a material:

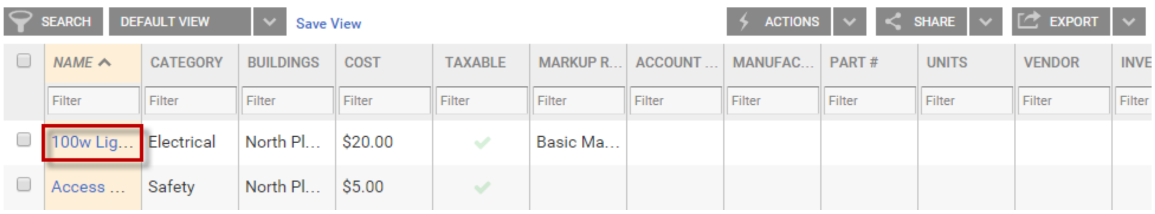
1. Click **Admin** → **Accounting** → **Materials**.

2. Use the **SEARCH** button and/or column filters to locate the desired material.



To edit a material:

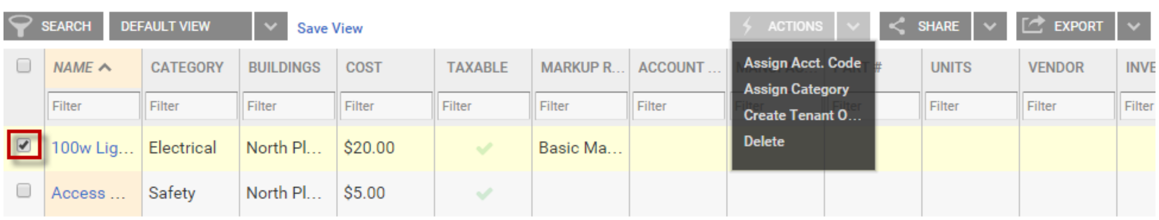
1. Click the material **NAME**.



2. Edit the markup details and click **SAVE**.

To delete a material:

Click the check box located to the left of the material, click **ACTIONS**, and select **Delete**.



Taxes

Tax rates can be created in the Accounting module. Created tax rates can then be applied to work orders and preventive maintenance tasks.

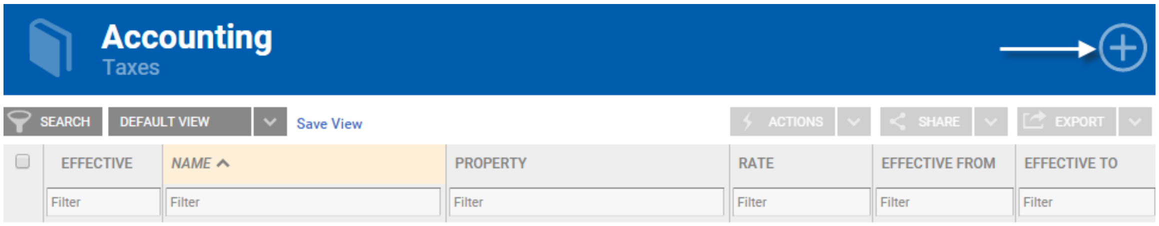
Creating a New Tax Rate

This section describes the process of creating a new tax rate.

To create a new tax rate:

1. Click **Admin → Accounting → Taxes**.

2. Click the **Add Tax Rate** icon **(+)**.



3. Provide a tax **NAME**, **RATE**, and **BUILDING** association.
4. Click **SAVE** to create the tax rate, or **SAVE AND ADD ANOTHER** to create additional tax rates.

Viewing and Editing Tax Rates

This section describes how to view and edit tax rates.

To view a tax rate:

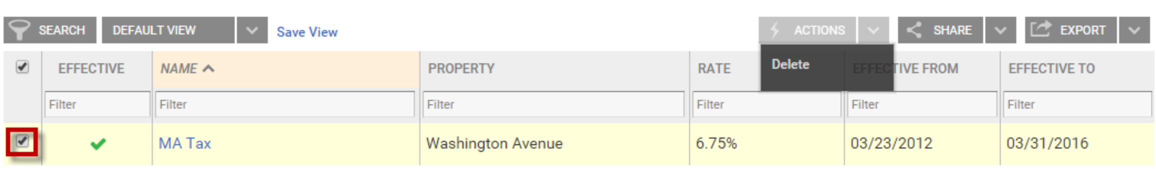
1. Click **Admin → Accounting → Taxes**.
2. Use the **SEARCH** button and/or column filters to locate the desired tax rate.

To edit a tax rate:

1. Click the tax rate name from the **NAME** column.
2. Edit the tax details and click **SAVE**.

To delete a tax rate:

1. Click the check box located to the left of the tax rate.
2. Click **ACTIONS**, and select **Delete**.



Purchase Orders

Purchase Order (PO) tracking provides a workflow for managing approved expenditures for work requests. Integrating the inventory component of Purchase Order allows you to manage inventory, and be notified when stock gets low. The Purchase Order dashboard provides a centralized location for managing the Purchase Orders you have approved for payment.

This section describes the process of PO setup, incorporating and managing PO inventory, and how to create, edit, and close out PO's.

Purchase Order Setup and Functionality

The Purchase Order feature can be setup with three different configurations. *Note: These configurations are initially set up by your Client Account Manager based on the specific requirements of your property management organization. The configuration cannot be changed by a System Administrator in the Building Engines system*.

1. **Standard** – Purchase orders cannot be linked directly to work order numbers.
    a. Within the Standard setting, all purchase order functionality is managed via the Purchase Order panel under **Admin → Accounting Purchase Orders.**
2. **Linked** – Purchase orders can be linked directly to work order numbers.
    a. Within the Linked setting, purchase order functionality is managed through **Admin → Accounting → Purchase Orders** and also in the **Purchase Orders** section of the specific work order.
3. **Enforced** – Purchase orders can be linked directly to work order numbers, and work orders cannot be closed with an open purchase order attached.
    a. Within the Enforced setting, purchase order functionality is managed through **Admin → Accounting → Purchase Orders** and also in the **Purchase Orders** section of the specific work order.

Purchase Orders with Inventory Management

Enabling Purchase Order with Inventory management allows you to include Materials from your library into your Purchase Orders. As Materials are included on a PO, the inventory count is decremented to show the remaining stock of that material. When stock gets low, alerts can be configured to notify you and your staff to re-order inventory. *Note: This is NOT a default setup of the Purchase Order Module. To enable this feature, reach out to your Client Account Manager*.

Setting up a Low Inventory Notification

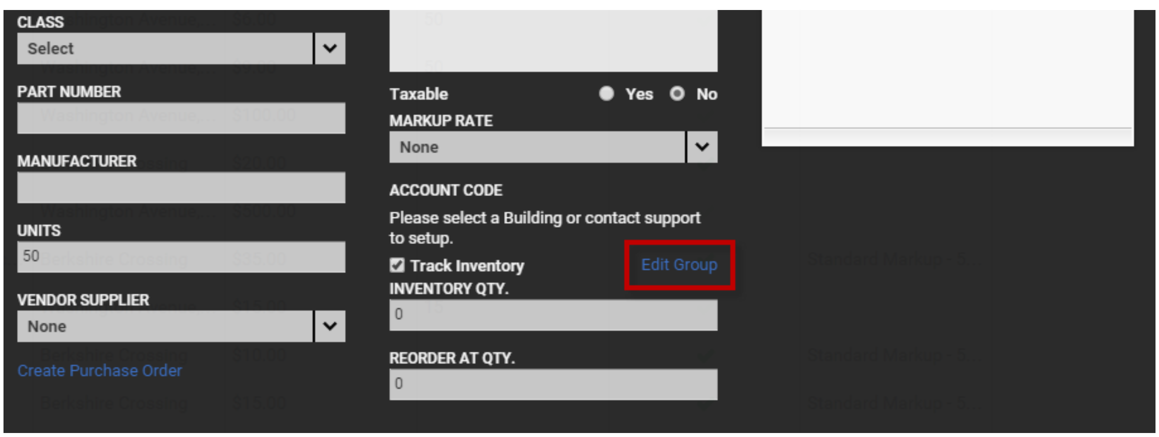
When Purchase Order inventory drops to a specific quantity you can configure the system to send out an alert to a designated employee or group of employees. This section describes how to define a notification threshold and set up the notification.

To define the threshold at which a material needs reordered:

1. Click **Admin → Accounting → Materials**.
2. Use the **SEARCH** and/or column filters to locate the material you want to track inventory for. *Note: If the material does not exist, refer to the section called Creating a New Material*.
3. Click the material **NAME**.
4. Click **Track Inventory**.
5. Enter the current total material inventory in the **INVENTORY QTY** field.
6. Enter the reorder threshold in the **REORDER AT QTY** field.

To define the recipients of the low inventory notification:

7. Click **Edit Group**.



8. Select the employees to be notified, and click **Close**.
9. Click **SAVE** to finish.

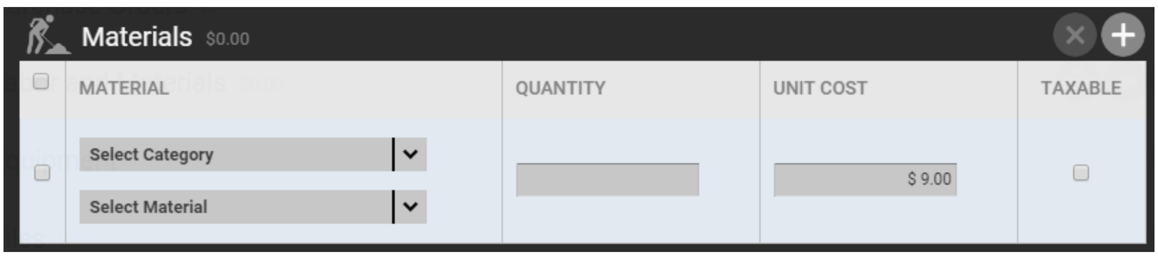
Adding Inventory to a Purchase Order

Inventory from the Accounting library can be added to a Purchase Order. This section describes the process of adding a tracked material to a Purchase Order.

To create a purchase order, using a material from your Accounting library:

1. Navigate to the **Purchase Order** section of a work order, and click **(+)**.

2. Use the dropdown to enter the **REQESTED BY** and **VENDOR** being used to order materials from.
3. Navigate to the Materials section and click the + icon.
4. Select a **Material Category**.
5. Select a **Material**.



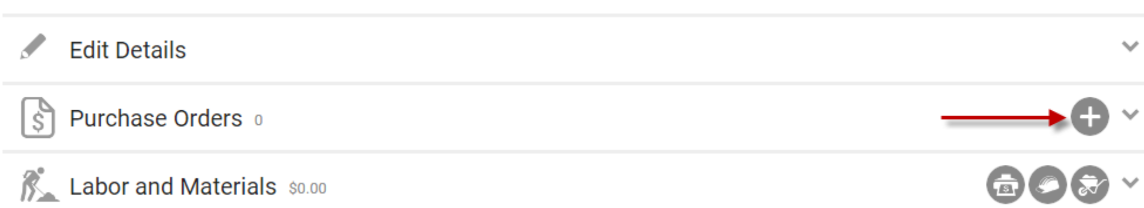
6. Enter the **QUANTITY**.
7. (Optional) Check the **TAXABLE** box if it's taxable.
8. Click **SAVE** to enter in the purchase order, or **SAVE AND ADD ANOTHER** to create another purchase order.

Adding an Untracked Material to a Purchase Order

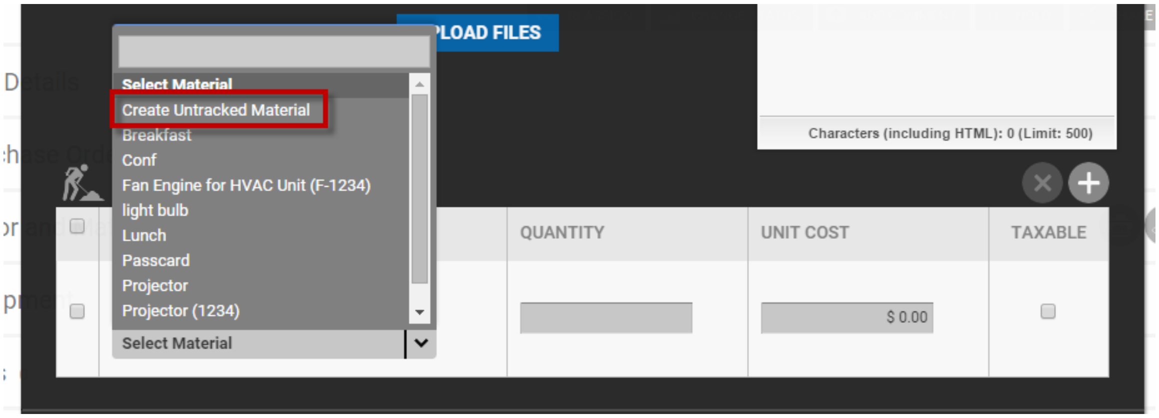
A material that is not in your Accounting library, an untracked material, can be added to a purchase order. This section describes the process of adding an untracked material to a Purchase Order.

To create a purchase order using an untracked material:

1. Navigate to the **Purchase Order** section of a work order and click **(+)**.



2. Use the dropdown to enter the **REQESTED BY** and **VENDOR** being used to order materials from.
3. Navigate to the Materials section and click the icon.
4. Using the **Select Material** field, select **Create Untracked Material**.



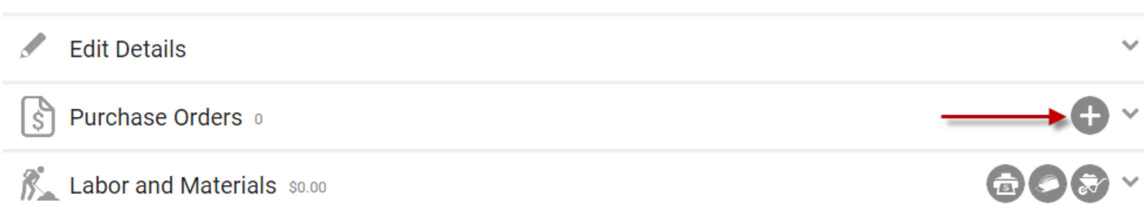
5. Enter the **MATERIAL** name, **UNIT COST**, and any other information you have about the material.
6. Click **SAVE**.
7. Enter the **QUANTITY**.
8. Click **SAVE** to enter in the purchase order, or **SAVE AND ADD ANOTHER** to create another purchase order.

Creating a Purchase Order

This sections describes the process of creating a purchase order from within the work order and from the Accounting module.

To create a purchase order from within the work order:

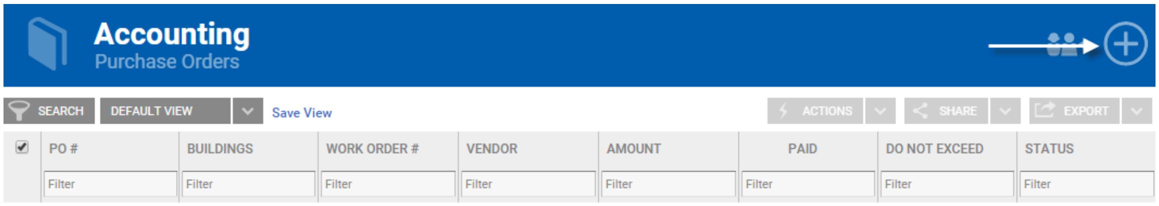
1. Navigate to the Purchase Order section of a work order and click **(+)**.



2. Enter the purchase order details into the **Add PO** box.
3. Click **SAVE** to enter in the purchase order, or **SAVE AND ADD ANOTHER** to create another purchase order.

To create a purchase order from the Accounting module:

1. Click **Admin → Accounting → Purchase Orders**.
2. Click the **Create New Purchase Order** Icon **(+)**.



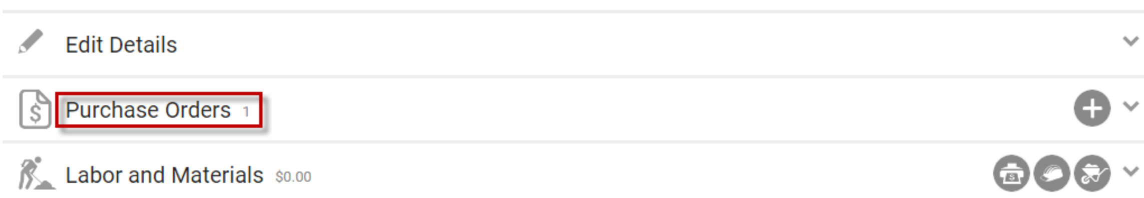
3. Enter the purchase order details into the **Create New Purchase Order** box.
4. Click **SAVE** to enter in the purchase order, or **SAVE AND ADD ANOTHER** to create another purchase order.

Viewing and Editing a Purchase Order

This section describes how to view and edit a purchase order from within the work order and from the Accounting Module.

To view and edit a purchase order from within the work order:

1. Click the **Purchase Orders** section of a work order.

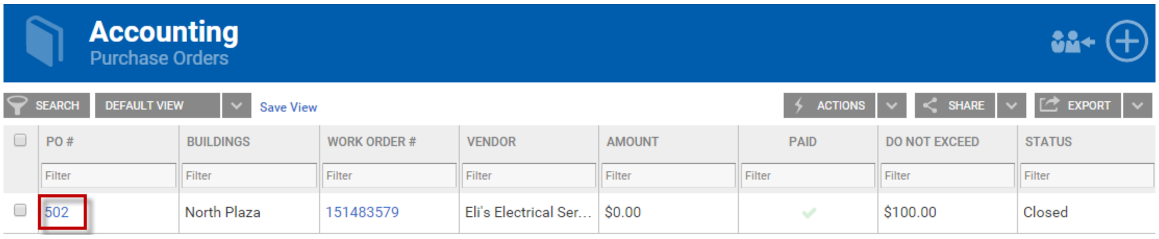


2. Click the **PURCHASE ORDER #**.
3. Click the **Edit Details** section and edit the appropriate fields.
4. Click **SAVE**.

To view or edit the purchase order from the Accounting module:

1. Click **Admin → Accounting → Purchase Orders**.
2. Use the **SEARCH** and/or column filters to locate the intended Purchase Order.

3. Click the **PO#**.



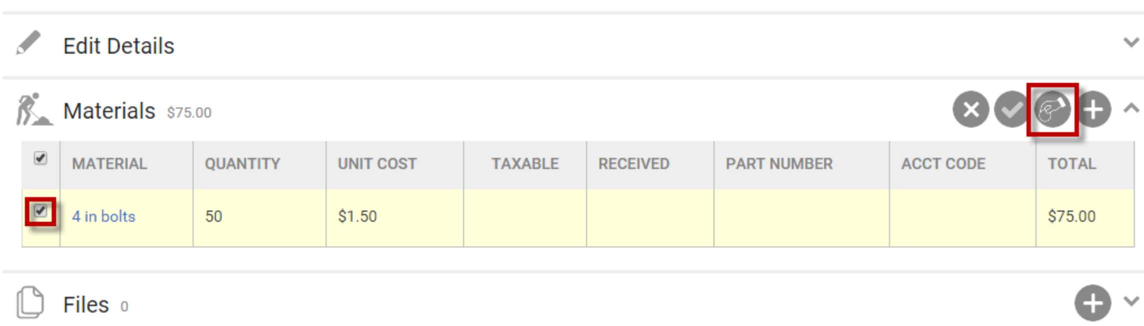
4. Click the **Edit Details** section and make the appropriate edits.
5. Once finished, click **SAVE**.

Managing Received Purchase Order Material

If a material on a Purchase Order doesn't arrive all at once you, can track the quantity received each time more material is delivered. This section describes the process of adding received material to a Purchase Order.

To mark materials as being received on a purchase order:

1. Locate and enter the appropriate purchase order.
2. Navigate and click on the **Materials** section.
3. Check the box to the left of the material received, and click the **Add Quantity Recived** icon.



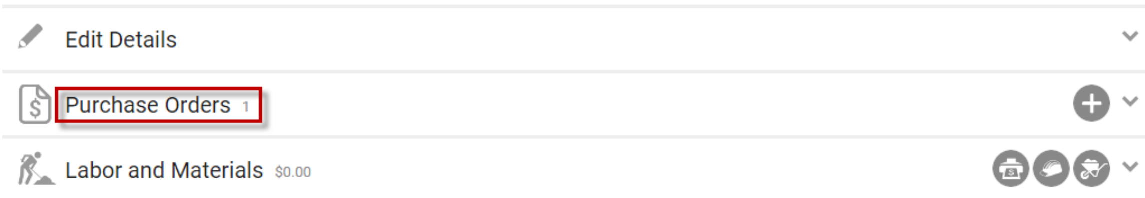
4. Enter the **QUANTITY RECEIVED**, and click **SAVE**.

Closing a Purchase Order

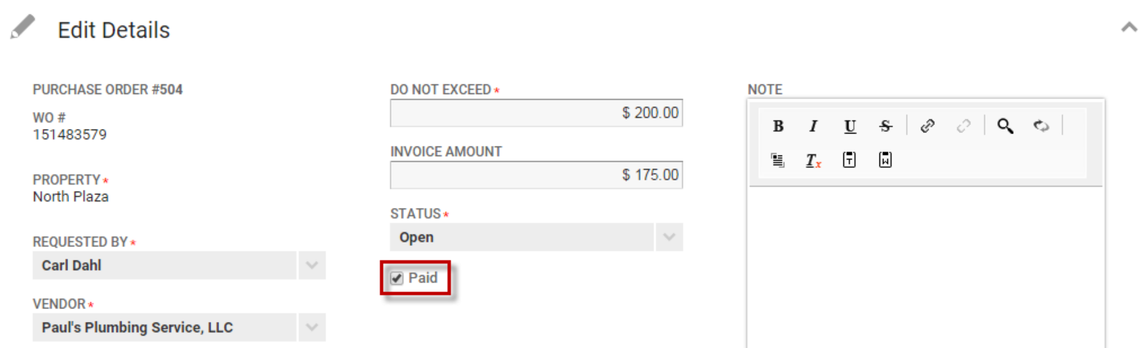
After you have sent payment for an invoice associated to a purchase order you can mark the purchase order as paid and close it out. This section describes the process of marking a purchase order as paid, and then closing it out, from within the work order and from the Accounting Module.

To mark the purchase order as paid and close it from the within the work order:

1. Click the **Purchase Orders** section of the work order.



2. Click the **PURCHASE ORDER #**.
3. Click the **Edit Details** section and edit the appropriate fields.
4. Click the **Paid** box.

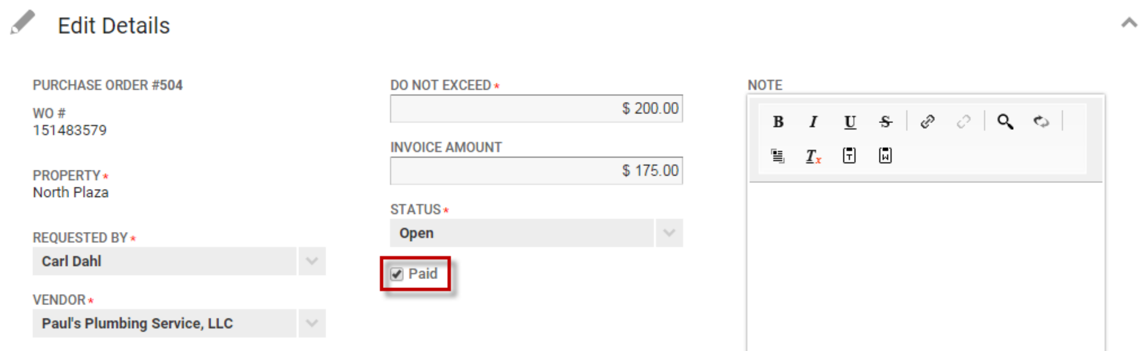


5. (Optional) Enter the **INVOICE AMOUNT**.
6. Change the status of the purchase order to **Closed**, and click **SAVE**.

To mark the purchase order as paid and close it out from the Accounting Module:

1. Click **Admin → Accounting → Purchase Orders**.
2. Use the **SEARCH** and/or column filters to locate the intended Purchase Order.
3. Click the **PO #**.
4. Click the **Edit Details** section.

5. Check the **Paid** box, to indicate the purchase order was paid.



6. (Optional) Enter the **INVOICE AMOUNT**.
7. Change the **STATUS** of the purchase order to **Closed**, and click **SAVE**.