

Budgets and Client Statistics

ExpressTime includes options for entering budgeted revenue, labor, supplies, and hours per building. This information is used in generating Client Statistics which is a powerful tool that allows management to analyze the labor cost of each building. It includes comparisons to target (Budget) hours and percentages of revenue, as well as labor percentages and expenses among many other things.

Note: The Statistics Report is a month-to-date report; it can only be generated for a maximum period of one month.

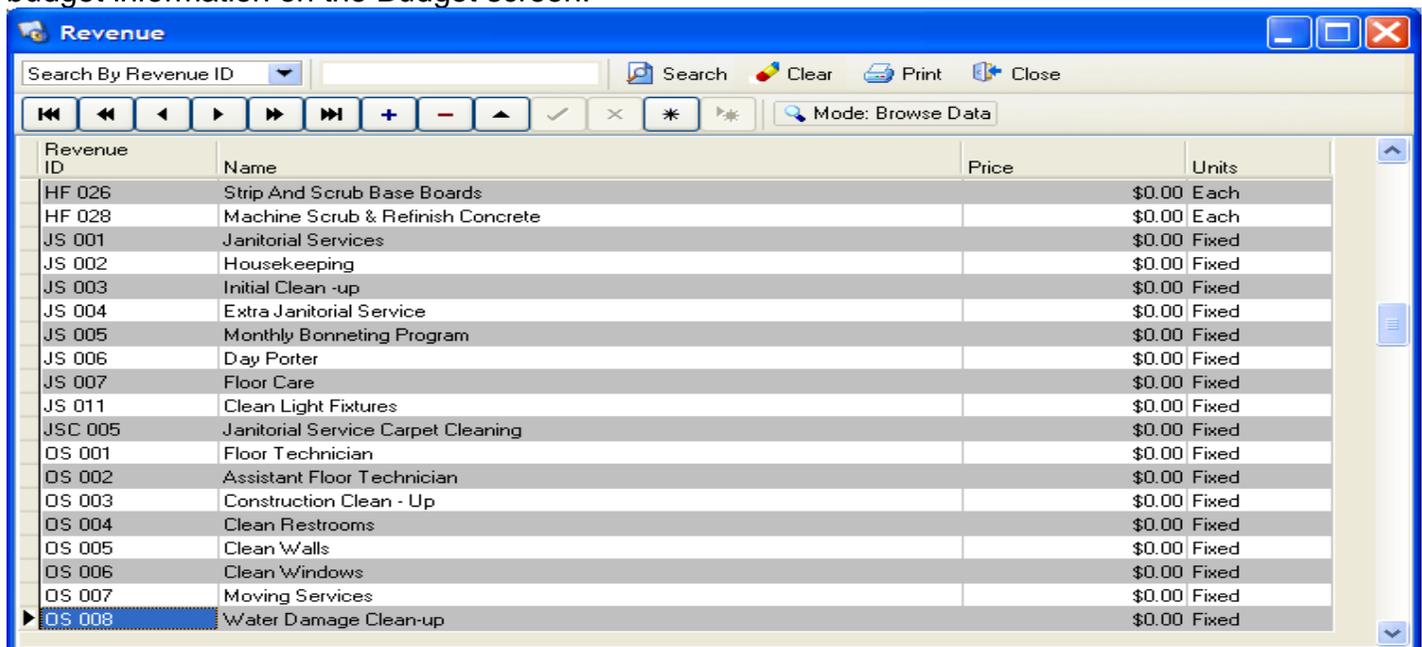
BEFORE YOU BEGIN defaults need to be added to the Revenue, Services and Supplies sections under administration to create menus for entering information in budgets.

Revenue descriptions must be entered in Administration / Revenue. It is suggested that you use revenue ids similar to the ones in your accounting program so the two can be compared.

Service descriptions must also be entered into Administration /Services before they can be used in budgeting. However, there are already some defaults entered. Services should be thought of as your labor cost in dollars and hours.

Supplies must also be entered in Administration /Supplies to be used in budgeting. Supplies also must be entered into each building as they are delivered for comparison in the statistic reports.

Once you have entered your Revenue, Services and Supplies details you will be ready to enter your budget information on the Budget screen.



The screenshot shows a software window titled "Revenue" with a search bar and navigation controls. Below the controls is a table listing various revenue items. The table has four columns: Revenue ID, Name, Price, and Units. The items listed include HF 026 (Strip And Scrub Base Boards), HF 028 (Machine Scrub & Refinish Concrete), JS 001 (Janitorial Services), JS 002 (Housekeeping), JS 003 (Initial Clean -up), JS 004 (Extra Janitorial Service), JS 005 (Monthly Bonneting Program), JS 006 (Day Porter), JS 007 (Floor Care), JS 011 (Clean Light Fixtures), JSC 005 (Janitorial Service Carpet Cleaning), OS 001 (Floor Technician), OS 002 (Assistant Floor Technician), OS 003 (Construction Clean - Up), OS 004 (Clean Restrooms), OS 005 (Clean Walls), OS 006 (Clean Windows), OS 007 (Moving Services), and OS 008 (Water Damage Clean-up). The OS 008 row is currently selected.

Revenue ID	Name	Price	Units
HF 026	Strip And Scrub Base Boards		\$0.00 Each
HF 028	Machine Scrub & Refinish Concrete		\$0.00 Each
JS 001	Janitorial Services		\$0.00 Fixed
JS 002	Housekeeping		\$0.00 Fixed
JS 003	Initial Clean -up		\$0.00 Fixed
JS 004	Extra Janitorial Service		\$0.00 Fixed
JS 005	Monthly Bonneting Program		\$0.00 Fixed
JS 006	Day Porter		\$0.00 Fixed
JS 007	Floor Care		\$0.00 Fixed
JS 011	Clean Light Fixtures		\$0.00 Fixed
JSC 005	Janitorial Service Carpet Cleaning		\$0.00 Fixed
OS 001	Floor Technician		\$0.00 Fixed
OS 002	Assistant Floor Technician		\$0.00 Fixed
OS 003	Construction Clean - Up		\$0.00 Fixed
OS 004	Clean Restrooms		\$0.00 Fixed
OS 005	Clean Walls		\$0.00 Fixed
OS 006	Clean Windows		\$0.00 Fixed
OS 007	Moving Services		\$0.00 Fixed
OS 008	Water Damage Clean-up		\$0.00 Fixed

Access

Customers / Buildings / Budget Tab

Getting Started: Select a building from the building list on the left. Then select the month/year you desire to start your budget in the top panel on the right. Enter contract revenue, targeted budgeted hours and supplies (if applicable) in the bottom panel for each building for a comparison against actual hours in the Statistics report. As you enter the detail and post you will see that the monthly information will assimilate in the top panel.

The screenshot shows the ExpressTime - [Buildings] application window. The title bar indicates the current building is 5867 Advantage Suzuki. The interface is divided into several sections:

- Left Panel:** A list of buildings with a search filter set to "5867 Advantage Suzuki". The list includes buildings like Advantage Suzuki, American Heart Association, Arthritis Center, etc.
- Top Panel:** "Building Information" section with tabs for Scheduling, Building, and Budget. The Budget tab is active, showing a date range from 07/2007 to 07/2008.
- Main Grid:** A table showing budget data for each month. The columns are Date, Contract Revenue, Budgeted Hours, Revenue Per Hour, Budgeted Labor, Budgeted Supplies, HouseKeeping Labor Percent, Other Labor Percent, and Total Labor Percent. The data for 12/2007 is highlighted.
- Bottom Panel:** A table for entering budget details. The columns are Date, Type, Description, Quantity, Rate, Units, Total, and Notes. The data for 12/01/2007 is shown.

Date	Contract Revenue	Budgeted Hours	Revenue Per Hour	Budgeted Labor	Budgeted Supplies	HouseKeeping Labor Percent	Other Labor Percent	Total Labor Percent
07/2007	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%
08/2007	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%
09/2007	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%
10/2007	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%
11/2007	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%
12/2007	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%
01/2008	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%
02/2008	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%
03/2008	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%
04/2008	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%
05/2008	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%
06/2008	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%
07/2008	\$676.00	45.00	\$15.02	\$335.25	\$20.25	38.94%	10.65%	49.59%

Date	Type	Description	Quantity	Rate	Units	Total	Notes
12/01/2007	Revenue	Contract Revenue	1	\$676.00	Fixed	\$676.00	
12/01/2007	Service	Housekeeping	39	\$6.75	Hours	\$263.25	
12/01/2007	Service	Supervisor	6	\$12.00	Hours	\$72.00	
12/01/2007	Supplies	Supplies	1	\$20.25	Each	\$20.25	

51 Records Found

Version: 2004.0.2.19 | ExpressTime 3 Line + Report Designer | Server Address: 192.168.2.103 | Server Port: 5500 | ExpressTime Help | Bugs Bunny | 12/12/2007 11:04 am

Depending on the month starting you may need to select Duplicate to get the top grid to the correct year and month. To do this go to the top of the page of the Data Navigator and select Duplicate. Then select a date range and hit OK to proceed. See Example below.

The screenshot shows the ExpressTime - [Buildings] application window. The main window has a menu bar with Administration, Customers, Personnel, Records, Utilities, View, Help, and Exit. Below the menu bar is a search bar with 'Search By Building Name' and a search button. The main area is divided into a left sidebar with a tree view of buildings and a main grid. The grid is titled 'Budget' and has columns for Date, Contract Revenue, Budgeted Hours, Revenue PerHour, Budgeted Labor, Budgeted Supplies, HouseKeeping Labor Percent, Other Labor Percent, and Total Labor Percent. The grid shows data for 11/2007 and 12/2007. A 'Duplicate Month' dialog box is open over the grid, with 'From: 01/2008' and 'Through: 12/2008' selected. The dialog box has 'OK' and 'Cancel' buttons.

Note If the amounts do not vary month to month you can enter one month and then duplicate (as shown above) the amounts for future months.

It is suggested that you add all additional revenue and labor into each building such as project work that may not be performed every month in addition to your monthly contract work. Not only will this step allow you to compare your budgets with income statements in your accounting program. It will also give you a point of reference when you repeat or bid this job in the future.

There are print buttons on the Budget grid so you can print and see all the information you have entered for all or each building.

The screenshot shows a close-up of the ExpressTime software interface. The main window has a menu bar with Administration, Customers, Personnel, Records, Utilities, View, Help, and Exit. Below the menu bar is a search bar with 'Search By Building Name' and a search button. The main area is divided into a left sidebar with a tree view of buildings and a main grid. The grid is titled 'Budget' and has columns for Date, Type, Description, Quantity, Rate, Units, Total, and Notes. The grid shows data for 08/01/2010. A 'Print' button is circled in red in the toolbar above the grid.

After all applicable information has been entered you can review your labor and revenue percentages in Statistics. The Statistics screen is a powerful tool that allows management to analyze the labor cost of each building. It includes comparisons to target (Budget) hours and percentages of revenue, as well as labor percentages and expenses among many other things. To review the statistics report, go to the tool bar at the top of your screen Select Customers / Statics enter your date range and click on the search type button.

-- [Client Statistics]

Administration Customers Personnel Records Utilities View Help

From 05/01/2010 <All Areas> Clear Search By Labor Percent Print Close

Thru 05/31/2010 <All Divisions> Include Inactive Buildings Display Performed Services Display Hours & Pay

Building Number	Building Name	Actual Hours	Budget Hours	Hours % Var	Contract Revenue	Revenue % Var	Actual Labor	Budget Labor	Labor % Var	Actual Supplies	Budget Supplies	Supplies % Var
0271	Pierce Construction & Main Co.	64.59										
5907	Puckett Rents	27.81										
5674	Terminix	4.38										
5670	Wesley - Wesley Place	4.40	4.40	100.00%	\$110.00	44.11%						

By Building Name
By Building Number
By Hours Percent
By Labor Percent
By Revenue Percent
By Supplies Percent

-- [Client Statistics]

Administration Customers Personnel Records Utilities View Help Exit

From 05/01/2010 <All Areas> Clear Search By Labor Percent Print Close

Thru 05/31/2010 <All Divisions> Include Inactive Buildings Display Performed Services Display Hours & Pay

Building Number	Building Name	Actual Hours	Budget Hours	Hours % Var	Contract Revenue	Revenue % Var	Actual Labor	Budget Labor	Labor % Var	Actual Supplies	Budget Supplies	Supplies % Var
0352	Oral & Maxillofacial - Dr York	79.95	86.60	92.32%	\$1,365.00	42.60%	\$581.48	\$519.60	111.91%	\$0.00	\$52.00	0.00%
5857	Pine Belt Mental - Ellisville	36.46	38.00	95.95%	\$568.00	55.66%	\$316.14	\$285.00	110.93%	\$0.00	\$0.00	0.00%
5849	Community Bank 49 South	31.87	32.50	98.06%	\$676.00	35.13%	\$237.48	\$219.38	108.25%	\$0.00	\$10.00	0.00%
5866	H'burg Clinic - Seminary	68.37	62.00	110.27%	\$1,145.00	49.26%	\$564.05	\$526.00	107.23%	\$0.00	\$25.00	0.00%
5885	Dean McCrary Kia Motors	66.80	66.14	101.00%	\$1,760.00	36.89%	\$649.34	\$616.07	105.40%	\$0.00	\$20.00	0.00%
5771	Harris Dental Clinic	31.17	32.00	97.41%	\$567.00	39.58%	\$224.39	\$216.00	103.88%	\$0.00	\$0.00	0.00%
5675	Price Brothers/ Hanson	30.10	29.00	103.79%	\$649.00	34.84%	\$226.11	\$219.75	102.89%	\$0.00	\$10.00	0.00%
5669	Wesley - VA & Workwell	52.48	65.00	80.74%	\$820.00	57.60%	\$472.32	\$476.13	99.20%	\$0.00	\$0.00	0.00%
0104	Library - Hattiesburg	474.70	463.33	102.45%	\$12,496.00	36.63%	\$4,577.80	\$4,627.98	98.92%	\$0.00	\$103.00	0.00%
5850	H'burg Clinic - Connections	71.74	75.00	95.65%	\$1,537.00	38.50%	\$591.69	\$599.50	98.70%	\$0.00	\$40.00	0.00%
0312	Nordan Smith - Hattiesburg	42.11	52.00	80.98%	\$819.00	37.28%	\$305.30	\$312.00	97.85%	\$81.20	\$28.00	290.00%
5831	United Way Of Southeast MS	5.72	8.50	67.29%	\$220.00	22.54%	\$49.60	\$51.00	97.25%	\$0.00	\$0.00	0.00%
5730	H'burg Clinic - # 7 Arthritis/PT	56.93	59.20	96.17%	\$606.00	76.27%	\$462.22	\$477.80	96.74%	\$0.00	\$0.00	0.00%
5882	H'burg Clinic - Poplarville PT	12.53	13.00	96.38%	\$475.00	39.16%	\$185.98	\$195.00	95.38%	\$0.00	\$0.00	0.00%
5754	FGH - Pharmacy Assistance Center	2.85	0.00	0.00%	\$283.00	35.34%	\$100.00	\$107.50	93.02%	\$0.00	\$0.00	0.00%
5576	FGH - Home Health - Laurel	4.13	4.50	91.78%	\$275.00	12.02%	\$33.04	\$36.00	91.78%	\$0.00	\$0.00	0.00%
5595	Sunbeam Oster	208.41	235.53	88.49%	\$3,618.00	46.95%	\$1,698.71	\$1,850.89	91.78%	\$171.95	\$50.00	343.90%
5588	H'burg Clinic - E.N.T.	78.43	88.00	89.12%	\$1,544.00	37.14%	\$573.46	\$638.00	89.88%	\$0.00	\$25.00	0.00%
5779	Phillips Lumber	34.94	52.00	67.19%	\$1,120.00	24.96%	\$279.52	\$312.00	89.59%	\$0.00	\$0.00	0.00%
5894	BancorpSouth - Continental Leasing	29.81	30.00	99.37%	\$550.00	39.30%	\$216.12	\$243.00	88.94%	\$54.92	\$80.00	68.65%
5628	FGH - Home Health - Prentiss	3.41	25.00	13.64%	\$413.24	36.30%	\$150.00	\$168.75	88.89%	\$0.00	\$16.00	0.00%
5598	Komp Equipment Co.	1.52	2.00	76.00%	\$80.00	17.77%	\$14.21	\$16.00	88.83%	\$0.00	\$0.00	0.00%
0102	Georgia Pacific/Leaf River	898.02	994.00	90.34%	\$24,534.28	33.34%	\$8,179.65	\$9,211.25	88.80%	\$0.00	\$527.00	0.00%
5921	Columbia Division Of Medicaid	62.37	66.00	94.50%	\$1,080.00	44.38%	\$479.35	\$552.00	86.84%	\$37.15	\$100.00	37.15%
5895	BancorpSouth - Broadway Dr.	17.72	22.00	80.54%	\$260.00	57.93%	\$150.62	\$174.00	86.56%	\$92.89	\$70.00	132.70%
5601	Dixie Electric Power Association	53.53	55.70	96.10%	\$1,198.00	36.86%	\$441.55	\$519.35	85.02%	\$0.00	\$19.00	0.00%
5624	FGH - Children's Clinic	135.95	169.00	80.44%	\$2,551.66	41.71%	\$1,064.33	\$1,269.50	83.84%	\$0.00	\$74.00	0.00%
		9,596.67	9,528.34	100.72%	\$194,860.72	42.64%	\$83,088.25	\$86,159.94	96.43%	\$1,390.18	\$1,810.40	28.90%

Version: 2009.0.0.14 | ExpressTime 3 Line + Report Designer | Server Address: 192.168.2.79 | Server Port: 5500 | 08/13/2010 10:18 am

CALCULATING BUDGETED HOURS FOR BUDGETS AND STATISTICS

Take the amount of days worked in a week and multiply by (52) the weeks in a year to equal the amount of working days in a year.

Example:

- Example: $5 \times 52 = 260$ (working days in a year)

Then take the total working days in a year and multiply it by the total hours worked per day to equal the total working hours per year.

- Example: $6 \times 260 = 1560$ (total hours per year)

Divide the total hours per year by 12 (months in a year) to equal the "Total Budget" hours for a month

- Example: $1560 \text{ divided by } 12 = \mathbf{130}$ budgeted hours per month