



APEX eSUITE



APPLIED MANAGEMENT GROUP

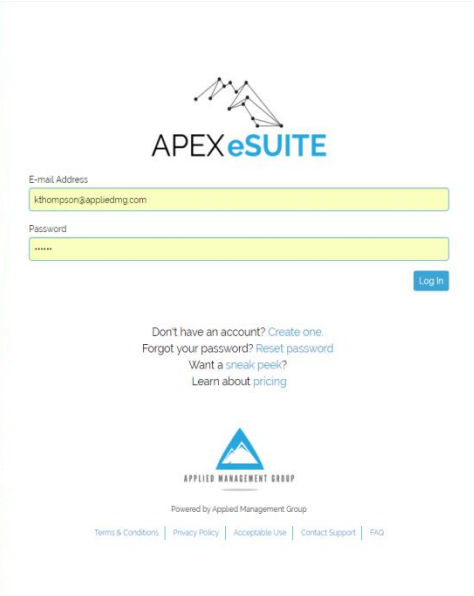
Apex eSuite Burdened Labor Costing Operations Manual



Login For Existing Customers:

Email address

Password



Create an Account:

Click on “Don’t have an account? Create One”



Create an Account:

Organization Name

- Name entered here will be used as the Organization name within the program

Email Address

- Email address that will be used as your login name

First Name

Last Name

Password

Confirm Password

Click to accept terms & conditions

A screenshot of the APEX eSUITE account creation form. The form is titled "STEP ONE: CREATE ACCOUNT" and includes fields for Organization Name, E-mail Address, First Name, Last Name, Password, and Confirm Password. There is a checkbox for "I have read and agree to the terms & conditions" and a "Create" button. Below the form, there is a link for "Already have an account? Log in." and the Applied Management Group logo and name.

Pricing Plans:

Pick the appropriate pricing plan

- *Locations are defined as divisions within your business that have their own income, expenses and employees*

Pricing Plans

Term	Locations	Billed	
1 year	1 location	\$pp/monthly	Checkout
1 year	1 location	\$pp/annually	Checkout
1 year	Up to 10 locations	\$25/monthly	Checkout
1 year	Up to 10 locations	\$pp/annually	Checkout

For enterprise pricing (more than 10 locations), contact us at info@appliedmg.com.

Login:

Enter your email address and password



APPEX eSUITE

E-mail Address
kthompson@appliedmg.com

Password

Log In

Don't have an account? [Create one.](#)
Forgot your password? [Reset password.](#)
[Want a sneak peek?](#)
[Learn about pricing.](#)

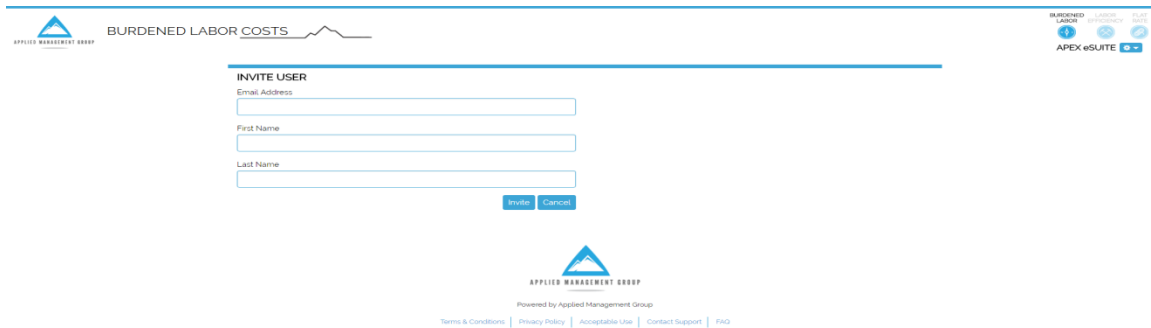
Invite Users:

Invite other users to view, enter and utilize the data within the program



Invite Users:

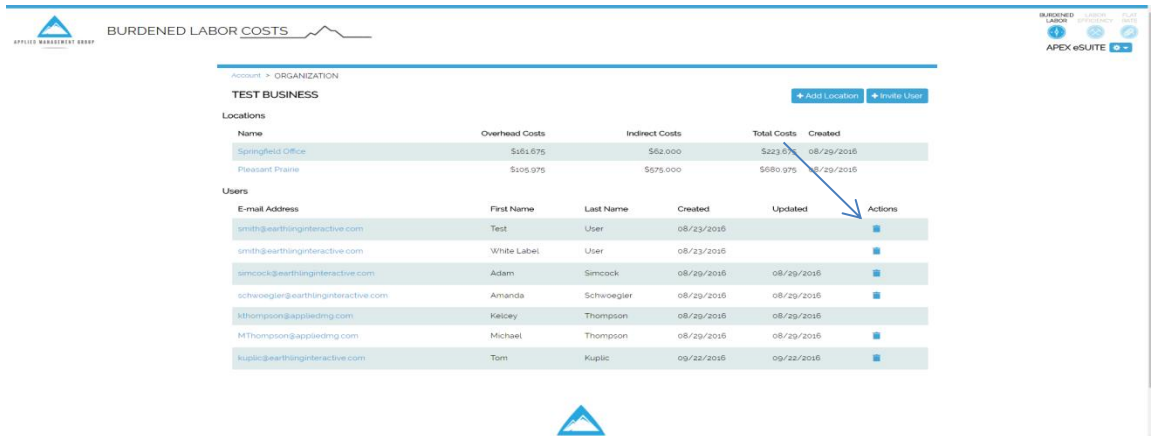
Enter their email address, first name and last name



Invite Users:

Verify current users

- You have the ability to delete users at any time



Locations:

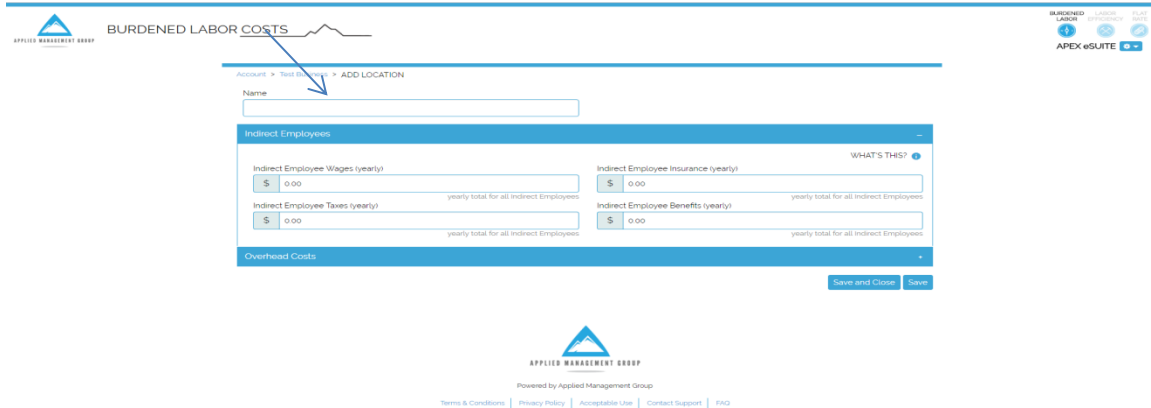
A division within your business that has its own income, expenses and employees



Location Name:

Enter the Name of the Location

- You have the ability to name the Location any name that works within your business (i.e. Kenosha or Wisconsin)



Indirect Employees:

Employees that do not directly generate revenue, i.e. office employees, managers, owner and shop employees

Enter the amounts for all Indirect Employees within your business

- Adjustments are made within the program for Indirect Employees assigned to specific Departments

Account > Test Business > ADD LOCATION

Name

Indirect Employees

Indirect Employee Wages (yearly) \$ 0.00 yearly total for all indirect Employees

Indirect Employee Insurance (yearly) \$ 0.00 yearly total for all indirect Employees

Indirect Employee Taxes (yearly) \$ 0.00 yearly total for all indirect Employees

Indirect Employee Benefits (yearly) \$ 0.00 yearly total for all indirect Employees

Overhead Costs

Save and Close Save

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Overhead Costs:

The costs associated with running this location of your business

Enter all of the overhead costs from your Profit & Loss statement (for one year from the last month end)

- The headers will tell you if the amount required is monthly or yearly

Overhead Costs

Advertising (yearly) \$ 0.00

Marketing (yearly) \$ 0.00

Bad Debt (yearly) \$ 0.00

Office Supplies (yearly) \$ 0.00

Bank Fees (yearly) \$ 0.00

Office Equipment (yearly) \$ 0.00

Mortgage or Rent (monthly) \$ 0.00

Postage (yearly) \$ 0.00

Building Maintenance (yearly) \$ 0.00

Professional Service (yearly) \$ 0.00

Communications (yearly) \$ 0.00

Property And Other Taxes (yearly) \$ 0.00

Donations (yearly) \$ 0.00

Shop Supplies And Tools (yearly) \$ 0.00

Dues And Subscriptions (yearly) \$ 0.00

Training And Education (yearly) \$ 0.00

Insurance Expenses (yearly) \$ 0.00

Travel Meals And Entertainment (yearly) \$ 0.00

Interest Expenses (yearly) \$ 0.00 do not include direct employee vehicle

Misc Expenses (yearly) \$ 0.00

Lease Expenses (yearly) \$ 0.00 do not include direct employee vehicle

Utilities (yearly) \$ 0.00

Organization Home Screen:

The Location created will show here
Click on the Location.

Name	Overhead Costs	Indirect Costs	Total Costs	Created
Springfield Office	\$461,876	\$62,000	\$523,876	08/29/2016
Pleasant Prairie	\$0	\$0	\$0	08/29/2016

E-mail Address	First Name	Last Name	Created	Updated	Actions
smith@earththingsinteractive.com	Test	User	08/23/2016		
smith@earththingsinteractive.com	White Label	User	08/23/2016		
simcock@earththingsinteractive.com	Adam	Simcock	08/29/2016	08/29/2016	
schwoegler@earththingsinteractive.com	Amanda	Schwoegler	08/29/2016	08/29/2016	
kthompson@appliedmg.com	Kelsey	Thompson	08/29/2016	08/29/2016	
MThompson@appliedmg.com	Michael	Thompson	08/29/2016	08/29/2016	
hupic@earththingsinteractive.com	Tom	Kupic	09/22/2016	09/22/2016	

Delete Location:

Click Delete Button

Hint: When deleting within the program you will not be able to go back and retrieve the information

Direct Employees	Burdened Labor Cost
Service Tech	\$64
Copy of Service Tech (1)	\$64

Indirect Employees	Annual Cost	Allocation	Dept. Cost
Service Coordinator	\$67,716	25%	\$16,929

Departments:

Different segments within your business that bring in revenue and incur cost of goods sold along with having its own Direct Employees

Click on the Departments button



Department Name:

Enter the Department Name

- You have the ability to name the Department any name that works within your business (i.e. Service, IT or Install)

Percentage of Overhead Costs this Department is responsible for

Number of Direct Employees that work within this Department

- A Direct Employee is an employee that is personally involved in performing a revenue generating service

Hint: Enter all Departments at one time– this will allow for the proper allocation of Indirect Employees and Department Overhead Allocation

A screenshot of the 'ADD DEPARTMENT' form. The form has three input fields: 'Department Name', 'Percent Overhead' (with a percentage sign), and 'Direct Employee Count'. Below the 'Percent Overhead' field is a note: 'Enter the percentage of location overhead allocated to this department. Total allocations to all departments must not exceed 100%'. At the bottom right, there are two buttons: 'Save and Close' and 'Save'. The footer is identical to the previous screenshot, showing the Applied Management Group logo and navigation links.

Department Allocation Verification:

Click on the Location Name

Account > Test Business > LOCATION

PLEASANT PRAIRIE Department Indirect Employees

Overhead Costs: \$105,975 Indirect Employee Costs: \$375,000

Service (4 direct employees)

Indirect Employees	Annual Cost	Allocation	Dept. Cost
Service Coordinator	\$67,716	25%	\$16,929

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Department Allocation Verification:

Department Overhead section will be available under each Location

- Verify percentage of allocation for each Department

Account > Test Business > Pleasant Prairie > EDIT

Name
Pleasant Prairie

Indirect Employees
Overhead Costs
Department Overhead

Enter the percentage of location overhead allocated to each department. Total allocations to all departments must not exceed 100%.

Service Overhead
25.00 %

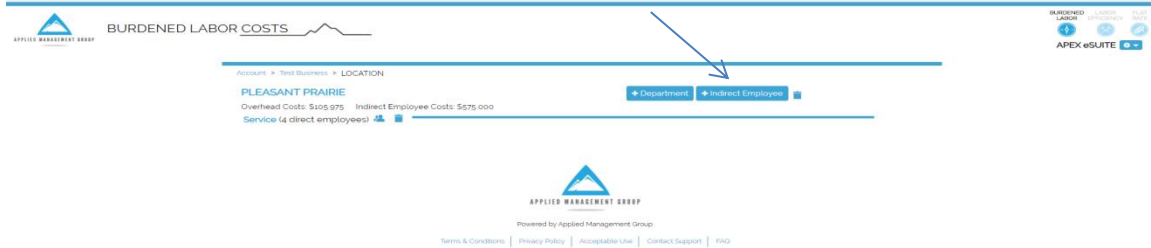
Save and Close Save

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Indirect Employees:

Employees that do not directly generate revenue, i.e. office employees, managers, owner and shop employees

Click on the Indirect Employees button



Indirect Employees:

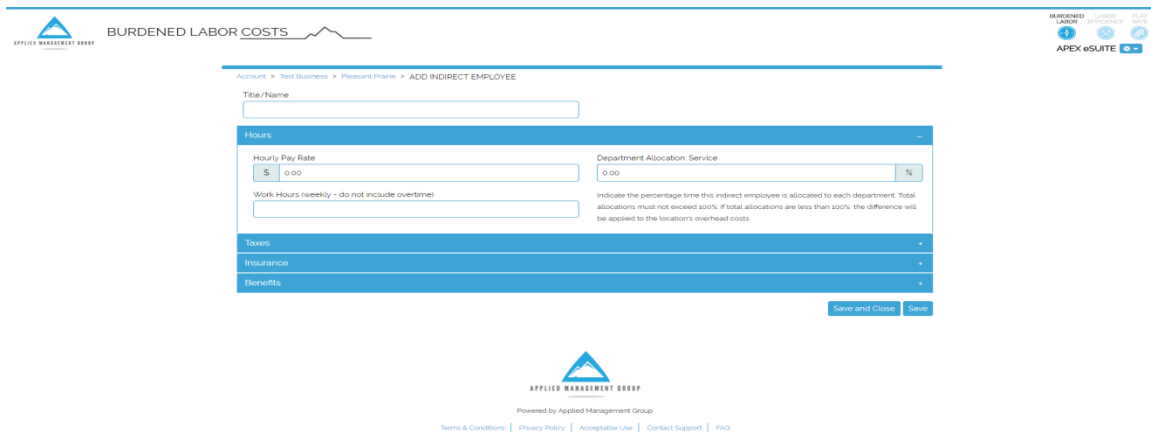
Enter Indirect Employee title or name

- You have the ability to name give either a title or specific name to this Indirect Employee (i.e. Service Coordinator or Jane Doe)

Enter Hours

This section allows you to allocate specific Indirect Employees to Departments.

- You may have a Service Coordinator that spends various amounts of their day working within the different Departments. This is where you enter the Service Coordinators information and percentages for each Department.
- ****The program will automatically perform the proper calculations to adjust the overall Indirect Employees amount entered under the Location****



Indirect Employees:

Enter Taxes

The screenshot shows a web application interface for 'BURDENED LABOR COSTS'. The breadcrumb trail is 'Account > Test Business > Pleasant Place > Service Coordinator > EDIT'. The form includes a 'Title/Name' field with 'Service Coordinator' entered. Below this are expandable sections for 'Hours', 'Taxes', 'Insurance', and 'Benefits'. The 'Taxes' section contains the following fields:

Do not enter federal taxes, they are calculated automatically.	
State Unemployment Percentage (hourly)	Disability Insurance (hourly)
1.25 %	\$ 2.50
Worker's Compensation Percentage (hourly)	Other Taxes (hourly)
3.00 %	\$ 0.00

At the bottom of the form are 'Save and Close' and 'Save' buttons. The footer of the application includes the 'APPLIED MANAGEMENT GROUP' logo, the text 'Powered by Applied Management Group', and a list of links: 'Terms & Conditions', 'Privacy Policy', 'Accessibility', 'Contact Us', and 'Help'.

Indirect Employees:

Enter Insurance

This screenshot is identical to the one above, showing the 'BURDENED LABOR COSTS' application. The breadcrumb trail is 'Account > Test Business > Pleasant Place > Service Coordinator > EDIT'. The form includes a 'Title/Name' field with 'Service Coordinator' entered. Below this are expandable sections for 'Hours', 'Taxes', 'Insurance', and 'Benefits'. The 'Taxes' section contains the following fields:

Do not enter federal taxes, they are calculated automatically.	
State Unemployment Percentage (hourly)	Disability Insurance (hourly)
1.25 %	\$ 2.50
Worker's Compensation Percentage (hourly)	Other Taxes (hourly)
3.00 %	\$ 0.00

At the bottom of the form are 'Save and Close' and 'Save' buttons. The footer of the application includes the 'APPLIED MANAGEMENT GROUP' logo, the text 'Powered by Applied Management Group', and a list of links: 'Terms & Conditions', 'Privacy Policy', 'Accessibility', 'Contact Us', and 'Help'.

Indirect Employees:

Enter Benefits

Account > Test Business > Pleasant Prairie > Service Coordinator > EDIT

Title/Name
Service Coordinator

Hours
Taxes
Insurance
Benefits

Company Paid Portion of 401k (yearly)
\$ 1200.00

Company Paid Portion of Pension (yearly)
\$ 1200.00

Company Paid Portion of Bonuses (yearly)
\$ 5000.00

Save and Close Save

Indirect Employees:

Allocation of Overhead Percentage and dollar amount to the specific Department

Account > Test Business > LOCATION

PLEASANT PRAIRIE
Overhead Costs: \$105,975 Indirect Employee Costs: \$575,000
Service (4 direct employees)

Department Indirect Employee

Employee Type	Annual Cost	Allocation	Dept. Cost
Direct Employees			
Service Tech	\$04		
Indirect Employees			
Service Coordinator	\$67,716	25%	\$16,929

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Delete Indirect Employee:

Click on Delete

Account > Test Business > LOCATION

PLEASANT PRAIRIE

Overhead Costs: \$106,975 Indirect Employee Costs: \$375,000

Service (4 direct employees)

Direct Employees		Burdened Labor Cost		
Service Tech	\$64			

Indirect Employees		Annual Cost	Allocation	Dept. Cost
Service Coordinator		\$67,716	25%	\$16,929

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Direct Employees:

An employee that is personally involved in performing a revenue generating service

Click on Add Direct Employee

- Located next to the Department (# of employees)
Note you should have the same number of employees listed under the Department that is listed in parentheses next to the name of the Department

Account > Business > LOCATION

SPRINGFIELD OFFICE

Overhead Costs: \$102,975 Indirect Employee Costs: \$62,000

Installation (4 direct employees)

Service (2 direct employees)

Direct Employees		Burdened Labor Cost		
Homer Simpson	\$64			

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Direct Employees:

Enter Direct Employee title or name

- You have the ability to name give either a title or specific name to this Indirect Employee (i.e. Service or Jane Doe)

The screenshot shows a web browser window with the URL <https://www.apexsuite.com/direct-employees/ADD/10005>. The page header includes the Applied Management Group logo and the text 'BURDENED LABOR COSTS'. The main content area is titled 'ADD DIRECT EMPLOYEE' and contains the following form fields:

- Title/Name:
- Hourly Pay Rate:
- Work Hours (weekly - do not include overtime):
- Vacation Hours (Yearly):
- Sick Time Hours (Yearly):
- Holiday Hours (Yearly):
- Revenue:
- Taxes:
- Insurance:
- Benefits:
- Vehicle:

Buttons for 'Save and Close' and 'Save' are located at the bottom right of the form.

Direct Employees:

Enter Hours

This screenshot is identical to the one above, showing the 'ADD DIRECT EMPLOYEE' form in the APEX eSUITE system. The form includes fields for Title/Name, Hourly Pay Rate, Work Hours (weekly), Vacation Hours (Yearly), Sick Time Hours (Yearly), and Holiday Hours (Yearly). There are also expandable sections for Revenue, Taxes, Insurance, Benefits, and Vehicle. The form is titled 'BURDENED LABOR COSTS' and is part of the 'ADD DIRECT EMPLOYEE' process.

Direct Employees:

Enter Revenue

APPLIED MANAGEMENT GROUP BURDENED LABOR COSTS

Account > Test Business > Pleasant Plains > Service > Service Tech > EDIT

Title/Name
Service Tech

Hours

Revenue

Retail Labor Rate (hourly)
\$ 65.00 Billable hourly rate for employee

Billable Time
30.00 percentage of time employee performs billable activity

Taxes

Insurance

Benefits

Vehicle

Save and Close Save

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Direct Employees:

Enter Taxes

APPLIED MANAGEMENT GROUP BURDENED LABOR COSTS

Account > Test Business > Pleasant Plains > Service > Service Tech > EDIT

Title/Name
Service Tech

Hours

Revenue

Taxes

Do not enter federal taxes, they are calculated automatically.

State Unemployment Percentage (hourly)
1.20 %

Worker's Compensation Percentage (hourly)
1.20 %

Disability Insurance (per hour)
\$ 2.50

Other Taxes (per hour)
\$ 2.00

Insurance

Benefits

Vehicle

Save and Close Save

<https://www.apexsuite.com/direct-employees/edit/10048#>

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Direct Employees:

Enter Insurance

The screenshot shows the 'BURDENED LABOR COSTS' web application interface. The breadcrumb trail is 'Account > Next Business > Pleasant Prairie > Service > Service Tech > EDIT'. The 'Title/Name' field contains 'Service Tech'. The 'Insurance' section is expanded, showing four input fields for company-paid portions of insurance:

Insurance Type	Company Paid Portion (Yearly)
Medical Insurance	\$ 1200.00
Dental Insurance	\$ 300.00
Vision Insurance	\$ 300.00
Life Insurance	\$ 0.00

Buttons for 'Save and Close' and 'Save' are visible at the bottom right of the form.

Direct Employees:

Enter Benefits

The screenshot shows the 'BURDENED LABOR COSTS' web application interface. The breadcrumb trail is 'Account > Next Business > Pleasant Prairie > Service > Service Tech > EDIT'. The 'Title/Name' field contains 'Service Tech'. The 'Benefits' section is expanded, showing four input fields for company-paid portions of insurance:

Insurance Type	Company Paid Portion (Yearly)
Medical Insurance	\$ 1200.00
Dental Insurance	\$ 300.00
Vision Insurance	\$ 300.00
Life Insurance	\$ 0.00

Buttons for 'Save and Close' and 'Save' are visible at the bottom right of the form.

Direct Employees:

Enter Vehicle (or no vehicle)

This section allows you to choose if there is a vehicle or not

- There is also the ability to allocate for a future vehicle if the current vehicle is paid in full

Account > Test Business > Pleasant Prairie > Service > Service Tech > EDIT

Title/Name: Service Tech

Hours, Revenue, Taxes, Insurance, Benefits, Vehicle

Employee Vehicle: Paid in Full (dropdown menu options: Paid in Full, No Vehicle, Monthly Payments, Paid in Full, Paid in Full - Allocating)

Vehicle Insurance (Yearly): \$ 3000.00

Vehicle Repairs (Yearly): \$ 500.00

Vehicle Maintenance (Yearly): \$ 1000.00

Vehicle Fuel (Yearly): \$ 17000.00

Vehicle Tax And License (Yearly): \$ 125.00

Locations/Departments:

Burdened Labor Cost

The Burdened Labor Cost for this Direct Employee

Account > Test Business > LOCATION

PLEASANT PRAIRIE

Overhead Costs: \$105,975 Indirect Employee Costs: \$275,000

Service (4 direct employees)

Department Indirect Employees

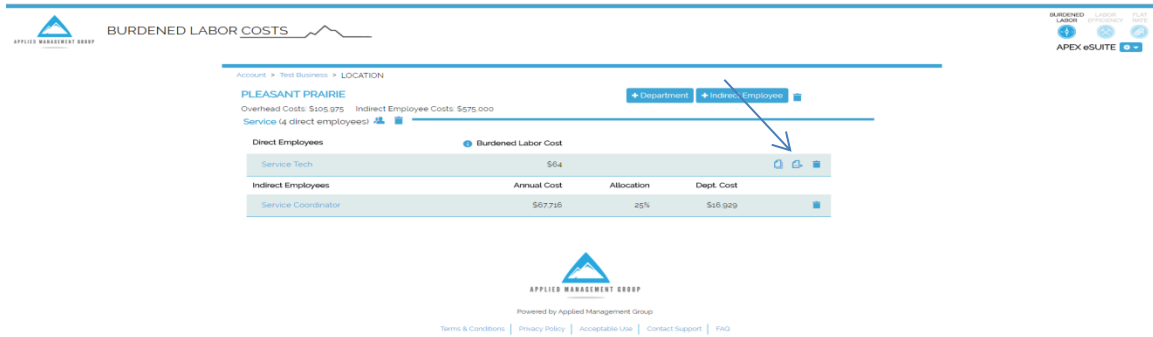
Direct Employees Burdened Labor Cost

Employee	Annual Cost	Allocation	Dept. Cost
Service Tech	\$64		
Indirect Employees			
Service Coordinator	\$67,716	25%	\$16,929

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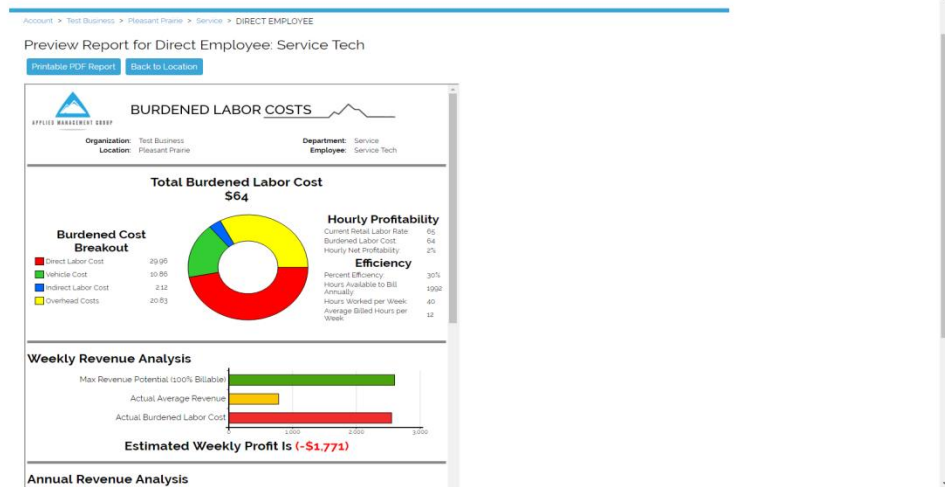
Direct Employees Burdened Labor Cost Report:

Print off Burdened Labor Cost Report



Direct Employees Burdened Labor Cost Report:

Printable PDF



Estimated Annual Profit Is (-\$92,101)

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BURDENED LABOR COSTS

Organization: Test Business Department: Service
Location: Pleasant Prairie Employee: Service Tech

The following charts use your current Retail Labor Rate and Burdened Labor Costs to show the relationship between hourly rates and efficiency to establish a breakeven benchmark. Both labor rate and billed hours have a direct effect and should be adjusted together to achieve maximum efficiency and acceptable profitability benchmarks.

At your current retail labor rate of \$64 your employee must be 98% billable or bill 7.8 hours/day to break even.

Retail Rate Analysis

This table shows the impact of increasing hourly rate to decrease breakeven billed hour's benchmark.

	Rate	Breakeven Daily Hours Billed	Breakeven Efficiency
BLC Cost	\$64	8.0	100%
BLC Cost Plus 10%	\$70	7.3	91%
BLC Cost Plus 20%	\$77	6.7	83%
BLC Cost Plus 30%	\$83	6.2	77%
BLC Cost Plus 40%	\$89	5.7	71%
BLC Cost Plus 50%	\$96	5.3	67%

Labor Efficiency Analysis

This table shows the impact of increasing billed hours to decrease hourly retail rate and achieve breakeven benchmark.

	Efficiency	Breakeven Daily Hours Billed	Breakeven Rate
	50%	4.0	\$128
	60%	4.8	\$106
	70%	5.6	\$98
	80%	6.4	\$80
	90%	7.2	\$71

Locations/Departments:

Verify the number of Direct Employees listed under the Department matches the number allocated to that Department

BURDENED LABOR COSTS

BURDENED LABOR LABOR EFFICIENCY RAIL RATE
APEX eSUITE

Account > Business > LOCATION

PLEASANT PRAIRIE Department Indirect Employee

Overhead Costs: \$975 Indirect Employee Costs: \$575,000

Service (4 direct employees)

Direct Employees Burdened Labor Cost

Service Tech	\$64		
Indirect Employees	Annual Cost	Allocation	Dept. Cost
Service Coordinator	\$677.6	25%	\$16,929

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Locations:

**Hint: Navigating the program you will utilize the Location screen as a home screen.
Click on the name of the Location to return to the Location screen at any time**

Account > Test Business > Pleasant Prairie > ADD DEPARTMENT

Department Name

Percent Overhead
0.00 %

Enter the percentage of location overhead allocated to this department. Total allocations to all departments must not exceed 100%.

Direct Employee Count

Save and Close Save

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Clone a Direct Employee

Click on the Clone button

Account > Test Business > LOCATION

PLEASANT PRAIRIE

Overhead Costs: \$102,975 Indirect Employee Costs: \$575,000

Service (4 direct employees)

Direct Employees

Burdened Labor Cost

Service Tech	Annual Cost	Allocation	Dept. Cost
Service Tech	\$64		

Indirect Employees

Service Coordinator	Annual Cost	Allocation	Dept. Cost
Service Coordinator	\$67,716	25%	\$16,929

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Clone:

Cloned Direct Employee

- You have the ability to work various numbers for a specific Direct Employee without affecting the actual Burdened Labor Costs for that or any other Direct Employee

APPLIED MANAGEMENT GROUP BURDENED LABOR COSTS

Account > Test Business > LOCATION

PLEASANT PRAIRIE
Overhead Costs: \$105,975 Indirect Employee Costs: \$575,000
Service (4 direct employees)

Department Indirect Employee

Direct Employees		Burdened Labor Cost		
Service Tech	\$64			
Copy of Service Tech (1)	\$64			
Indirect Employees		Annual Cost	Allocation	Dept. Cost
Service Coordinator	\$67,716	25%	\$16,929	

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Clone:

Print off Burdened Labor Cost Report

APPLIED MANAGEMENT GROUP BURDENED LABOR COSTS

Account > Test Business > LOCATION

PLEASANT PRAIRIE
Overhead Costs: \$105,975 Indirect Employee Costs: \$575,000
Service (4 direct employees)

Department Indirect Employee

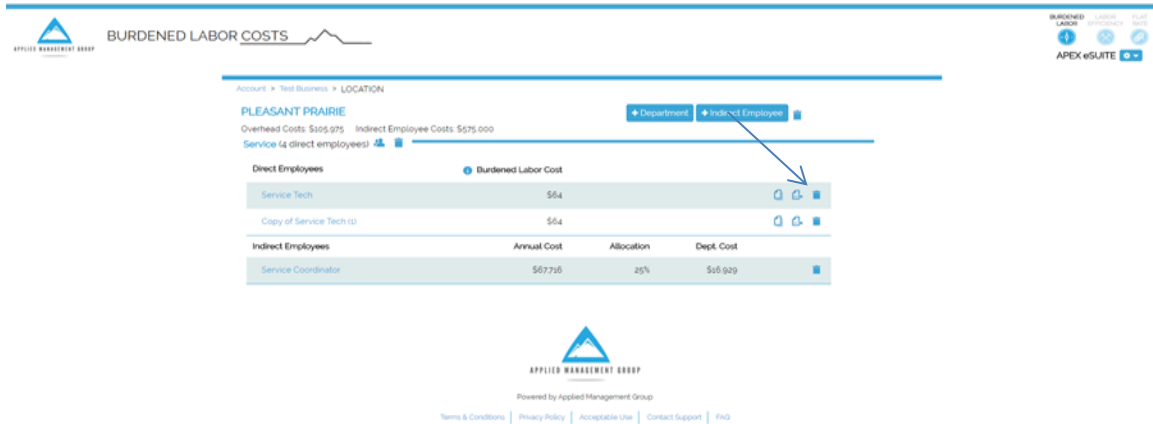
Direct Employees		Burdened Labor Cost		
Service Tech	\$64			
Copy of Service Tech (1)	\$64			
Indirect Employees		Annual Cost	Allocation	Dept. Cost
Service Coordinator	\$67,716	25%	\$16,929	

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Delete Direct Employee or Clone:

Click Delete Button

Hint: If you delete a Direct Employee and will not be replacing this employee with someone else remember to adjust your number of Direct Employees for that Department



The screenshot displays the 'BURDENED LABOR COSTS' interface for 'PLEASANT PRAIRIE'. It shows a table of employees categorized into Direct and Indirect. A blue arrow points to the delete icon for the 'Service Tech' employee.

Direct Employees	
Service Tech	\$64
Copy of Service Tech (1)	\$64

Indirect Employees	
Annual Cost	Allocation
Service Coordinator	\$67,716 25%



AN ELEVATED APPROACH TO BUSINESS

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