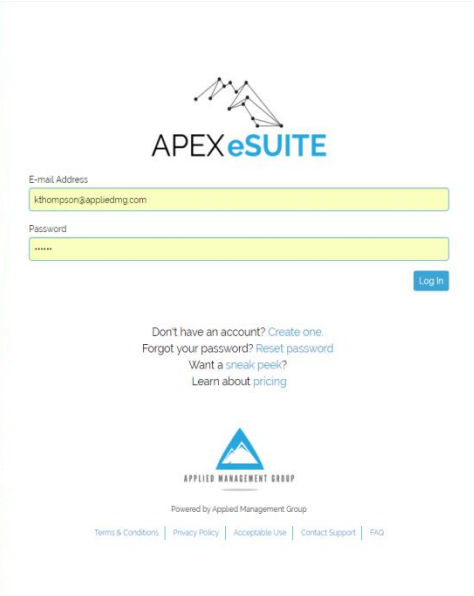# APEXeSUITE

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 used as your login name

First Name
Last Name
Password
Confirm Password
Click to accept terms & conditions

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

Login:

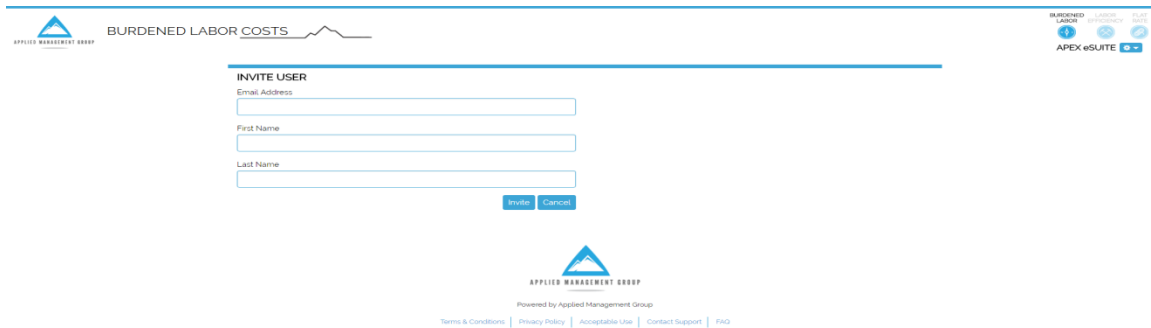Enter your email address and password

Invite Users:

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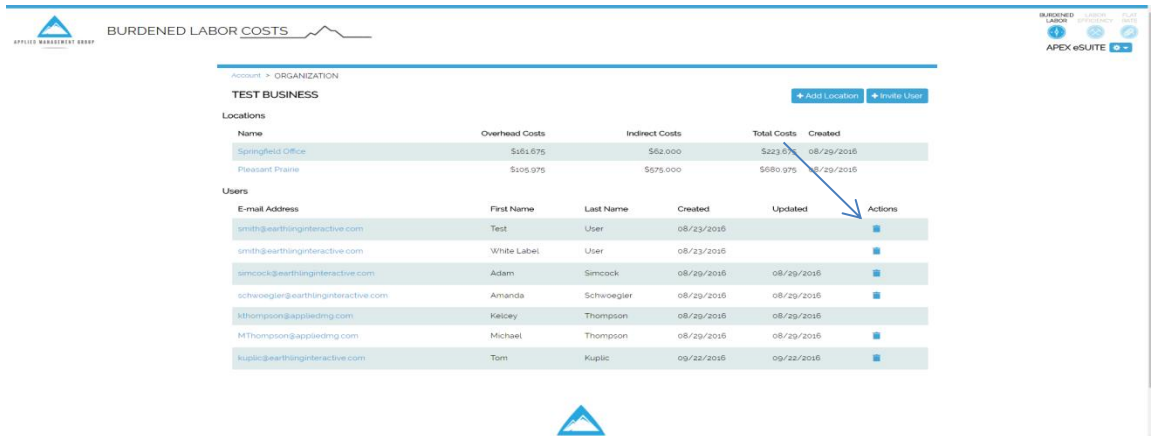

Invite Users:

Enter their email address, first name and last name

Invite Users:

Verify current users
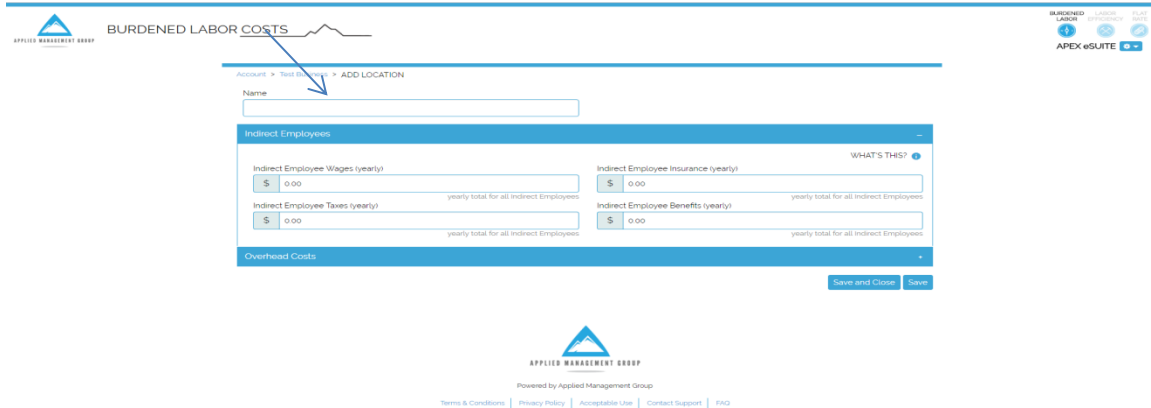- You have the ability to delete users at any time

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

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

Organization Home Screen:

The Location created will show here
Click on the Location.

Delete Location:

Click Delete Button

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

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

Department Allocation Verification:

Click on the Location Name

Department Allocation Verification:

Department Overhead section will be available under each Location
- Verify percentage of allocation for each Department

Indirect Employees:

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

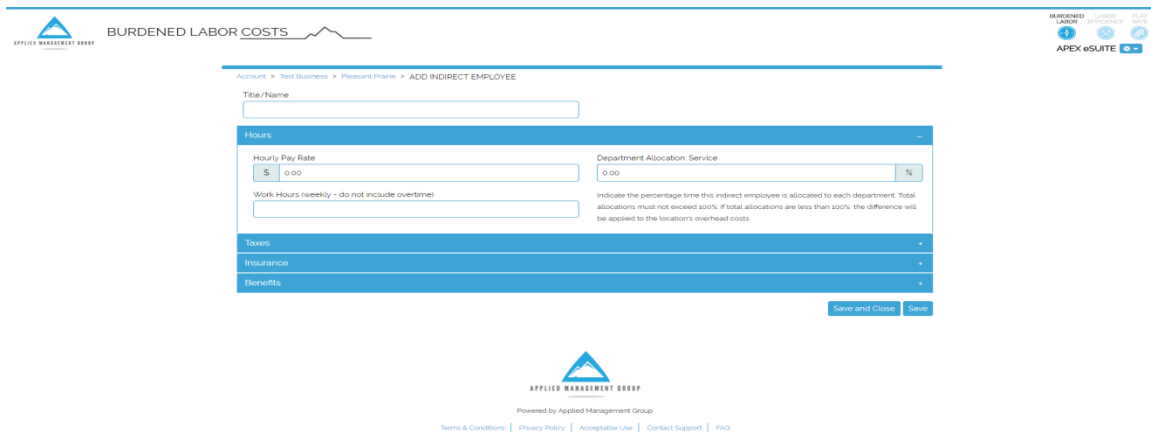Click on the Indirect Employees button

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

Indirect Employees:

Enter Insurance

Indirect Employees:

Enter Benefits

Indirect Employees:

Allocation of Overhead Percentage and dollar amount to the specific Department

Delete Indirect Employee:

Click on Delete

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

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)

Direct Employees:

Enter Hours

Direct Employees:

Enter Revenue

Direct Employees:

Enter Taxes

Direct Employees:

Enter Insurance

Direct Employees:

Enter Benefits

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

Locations/Departments:

Burdened Labor Cost
    The Burdened Labor Cost for this Direct Employee

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)

APEX eSUITE
Powered by Applied Management Group

BURDENED LABOR COSTS

APPLIED MANAGEMENT GROUP

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 $65 your employee must be 98% billable, or bill 7.8 hours/day to break even.

Retail Rate Analysis	Rate	Breakeven Daily Hours Billed	Breakeven Efficiency
This table shows the impact of increasing hourly rate to decrease breakeven billed hour's benchmark			
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	Efficiency	Breakeven Daily Hours Billed	Breakeven Rate
This table shows the impact of increasing billed hours to decrease hourly retail rate and achieve breakeven benchmark.			
	50%	4.0	$128
	60%	4.8	$106
	70%	5.6	$91
	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 · FLAT RATE

APEX eSUITE

Account > Test Business > LOCATION

PLEASANT PRAIRIE
Overhead Costs: $ 975   Indirect Employee Costs $575,000

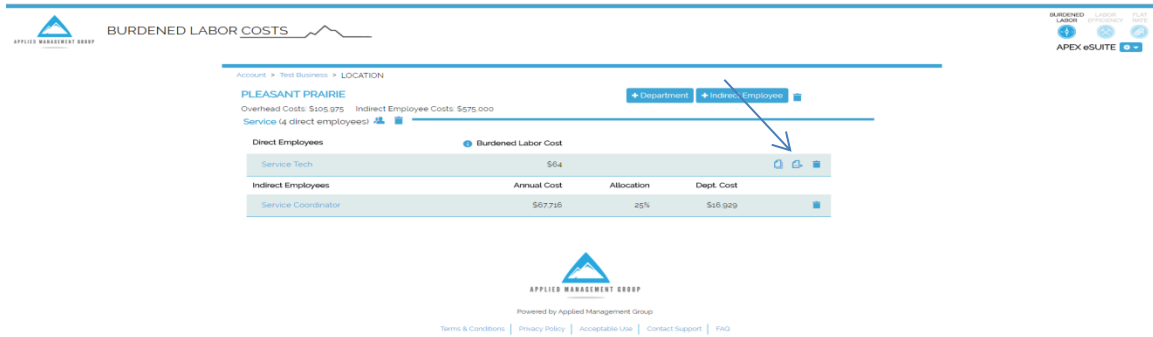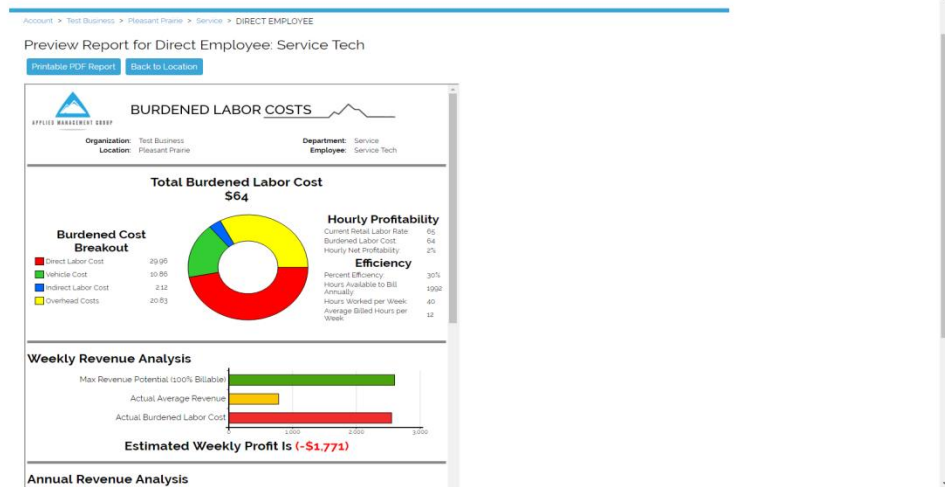Service (4 direct employees)

+ Department   + Indirect Employee
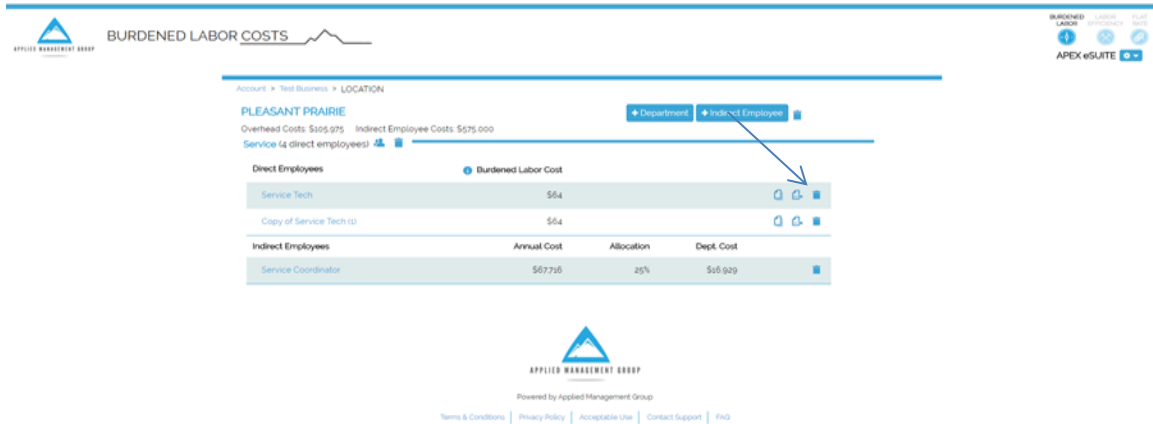
Direct Employees	Burdened Labor Cost			
Service Tech	$64			

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

APPLIED MANAGEMENT GROUP

Powered by Applied Management Group

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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

Clone a Direct Employee

Click on the Clone button

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

Clone:

Print off Burdened Labor Cost Report

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

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