

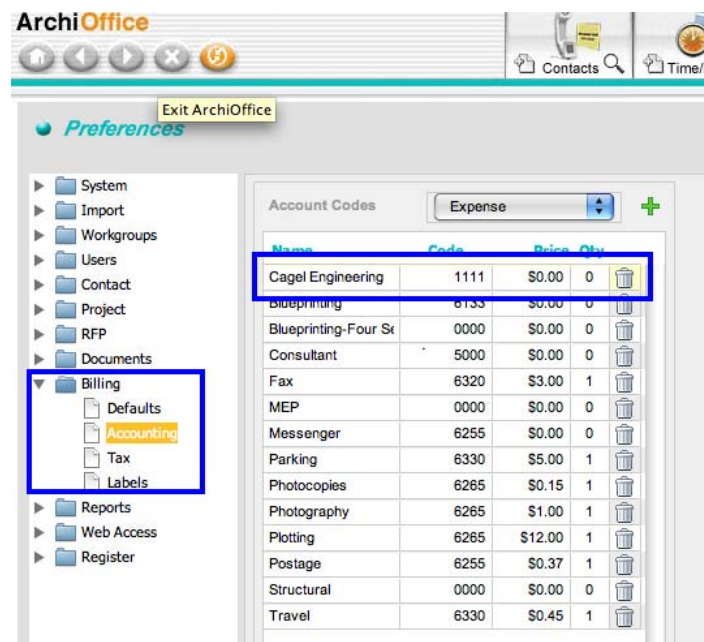
# Adding & Tracking Consultants

There are two methods for adding consultants to a project. Please read through both methods thoroughly and then choose the appropriate option.

## Reimbursable Expense

Contract provides for consultant services to be passed on directly to the client. In addition, they are aware they will be charged separately for consulting fees. This method will provide the ability to bill your client for consultant fees as reimbursable expenses. To do so:

1. *Setup:* Go to Preferences | Billing | Accounting. Select Expense from the Account Codes dropdown and using the + icon, enter your consultants. These can be listed as one category called 'Consultant' or broken down by consultant type 'Structural Engineer', 'MEP', 'Civil Engineer'. Else you can identify them by name 'Cagel Engineering', 'Michelson Engineering', 'A & E Consultants', etc.



2. *Applying to the project:* When you receive a bill from your consultant, create an expense slip for the project and choose the account type as specified in setup above.

**Time & Expense**

Time Card | Expenses | **Detail** | Filter

Employee: McGinty, Pam  
 Project: Cafe Benningfield  
 Phase: 02 Schematic Design  
 Job Code: Basic Services

Date: Thursday, February 17, 2011

Type:  Time  Expense

Expense Type: Cagel Engineering

Hrs Remaining: 99.00 | Hrs Used: 1.00

Employee:  Emp Reimbursable  
 Client:  Non Reimbursable  Apply Markup

Qty	Rate	Total
1.00	\$10,000.00	\$10,000.00

Rate Type: Employee | Tot Inc Tax: \$10,000.00 | Tax:

Charge Status: Charge | Status: Current | Cost Rate:

Description: structural eng

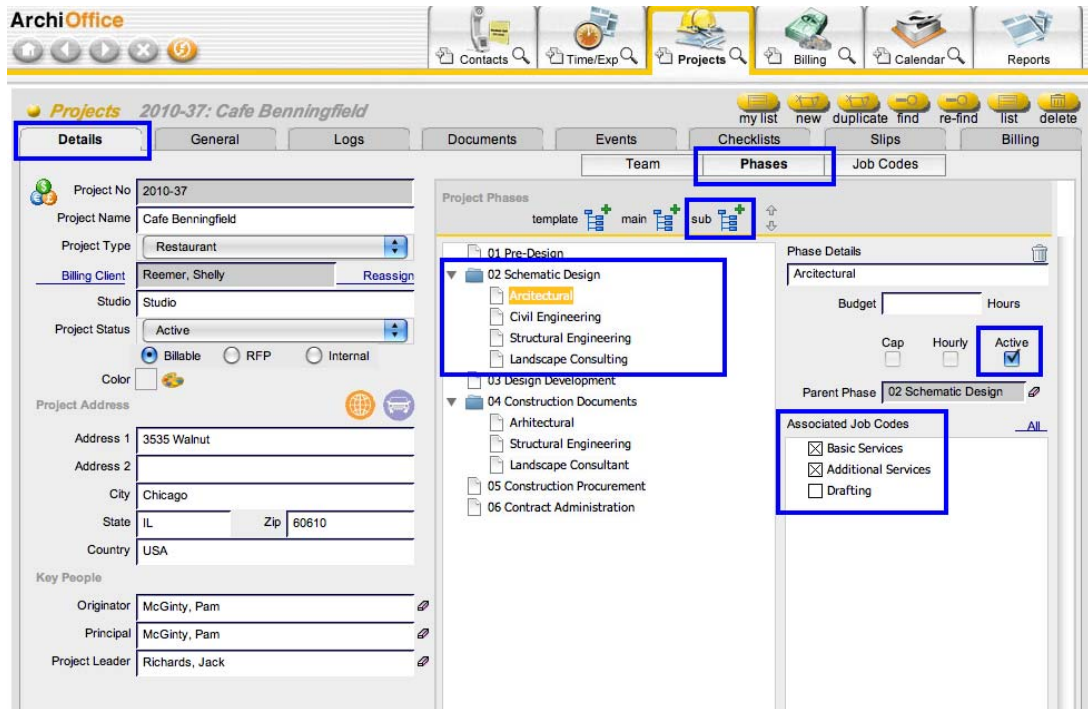
Notes:

3. This expense slip will appear on the invoice as a reimbursable expense including the mark up, if applicable. If you wish to extend the consulting expense to your client without a mark up, you must uncheck the 'Apply Markup' option.

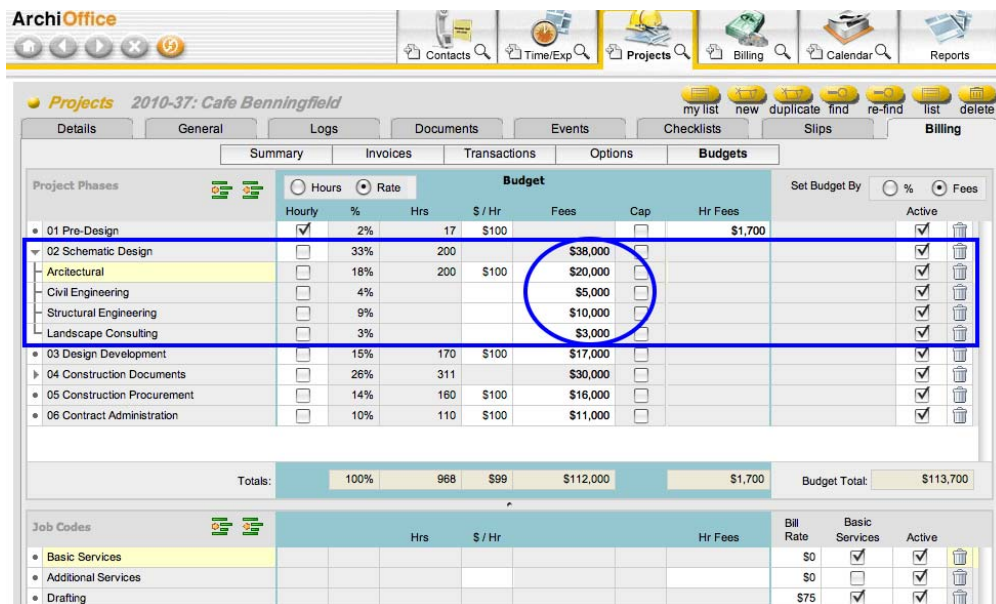
### Non-Reimbursable Expense

Contract states that consultant services are to be paid by the architect and not passed on to the client as a reimbursable expense. The client may or may not know the specific fees for consultants as they will be negotiated between the consultant and architect. This method will provide the ability to bill your client a stipulated sum by phase, without specifically identifying the consultant portion of each fee. It also allows you to track the consultant fees separate from your fees. To do so:

1. *Setup*: Go to Projects | Details | Phases.
2. *Phase*: Add a 'sub' to each 'main' phase for your consultants, making sure to include an 'Architectural' sub phase to track your services separately.



3. Remember to make each sub phase 'Active'. You can also create a job code specifically for consultants, especially if the contract has services that might be basic and others that are hourly (even though they can't be passed on to the client). Checking the appropriate job codes that apply to this phase will allow you to track consultant services separately, if necessary.
4. Go to Projects | Billing | Budgets and create a budget for the consultant fees accordingly. (Click on the phase name to expand the sub phase list.)

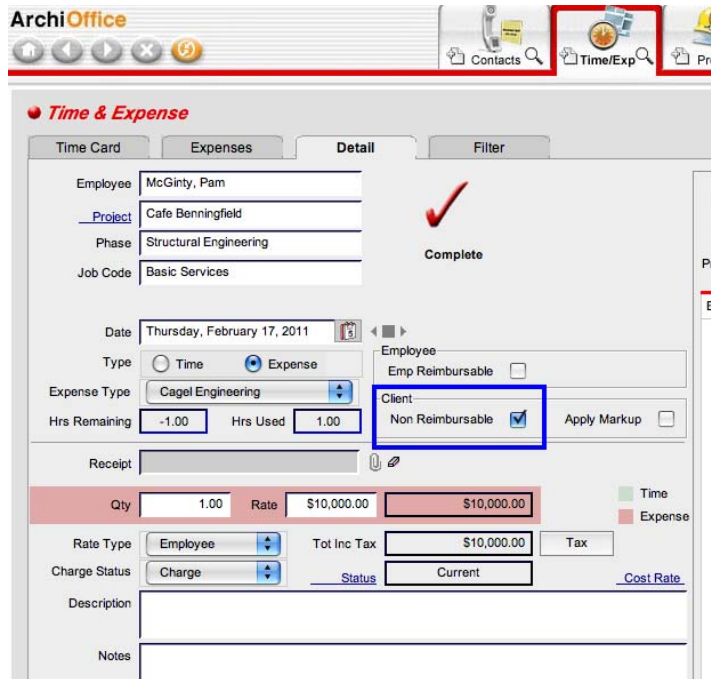


Project Phases		Hours	Rate	Budget			Set Budget By	Active
Hourly	%	Hrs	\$ / Hr	Fees	Cap	Hr Fees	%	Fees
<input checked="" type="checkbox"/>	2%	17	\$100			\$1,700		
<input checked="" type="checkbox"/>	33%	200		\$38,000				
<input checked="" type="checkbox"/>	18%	200	\$100	\$20,000				
<input checked="" type="checkbox"/>	4%			\$5,000				
<input checked="" type="checkbox"/>	9%			\$10,000				
<input checked="" type="checkbox"/>	3%			\$3,000				
<input checked="" type="checkbox"/>	15%	170	\$100	\$17,000				
<input checked="" type="checkbox"/>	26%	311		\$30,000				
<input checked="" type="checkbox"/>	14%	160	\$100	\$16,000				
<input checked="" type="checkbox"/>	10%	110	\$100	\$11,000				
<b>Totals:</b>		<b>100%</b>	<b>968</b>	<b>\$99</b>	<b>\$112,000</b>	<b>\$1,700</b>	<b>Budget Total:</b>	<b>\$113,700</b>

Job Codes		Hrs	\$ / Hr	Hr Fees	Bill Rate	Basic Services	Active
<input checked="" type="checkbox"/>	Basic Services				\$0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Additional Services				\$0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Drafting				\$75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

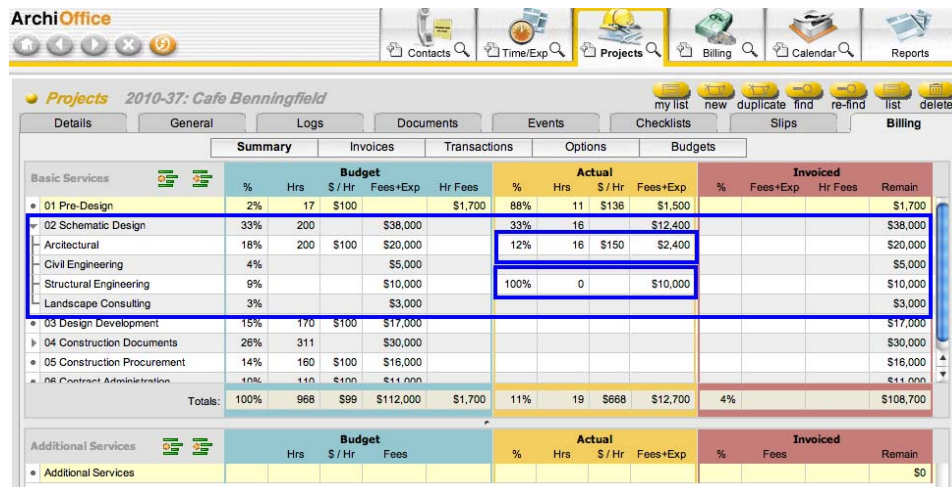
5. *Applying to the project:* When you receive a bill from your consultant, create an expense slip for the project. However, it is important that you check the Non Reimbursable option. This ensures the expense slip will not be charged to the client as a reimbursable expense, but rather applied against the stipulated fee for the phase.



The screenshot shows the 'Time & Expense' form in ArchiOffice. The form is for an expense entry. Key fields include:

- Employee: McGinty, Pam
- Project: Cafe Benningfield
- Phase: Structural Engineering
- Job Code: Basic Services
- Date: Thursday, February 17, 2011
- Type: Expense (selected)
- Expense Type: Cagel Engineering
- Hrs Remaining: -1.00, Hrs Used: 1.00
- Client: Non Reimbursable (checked)
- Apply Markup:
- Receipt:
- Qty: 1.00, Rate: \$10,000.00, Total: \$10,000.00
- Rate Type: Employee, Tot Inc Tax: \$10,000.00, Tax:
- Charge Status: Charge, Status: Current, Cost Rate:
- Description:
- Notes:

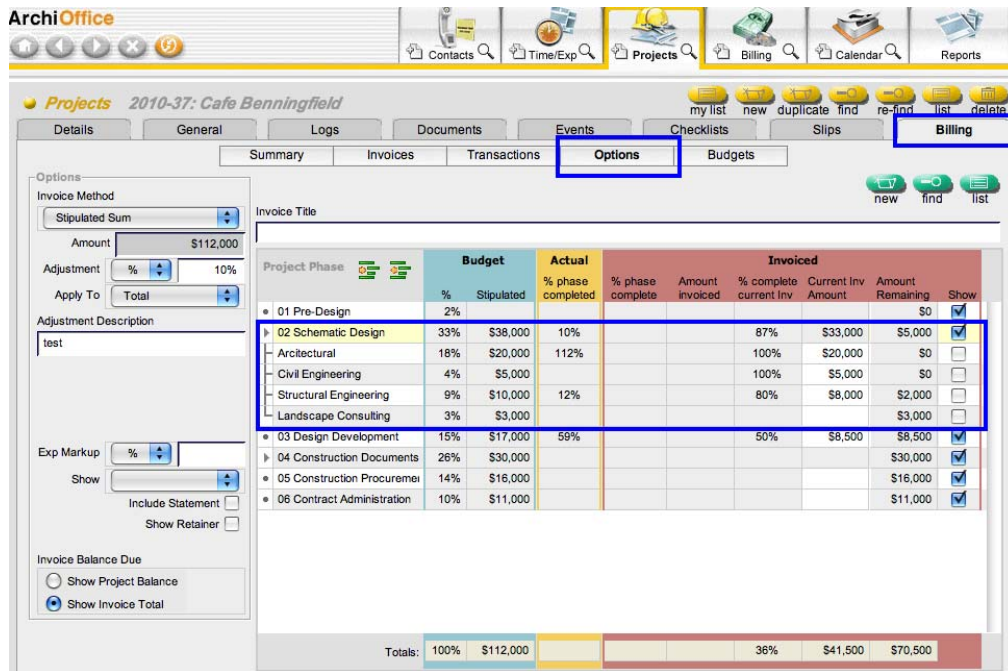
6. This slip will not appear separately on the invoice but will be billed as part of the stipulated fee for the phase. Therefore your clients will not know they are being charged for consultant services separate from your fee.
7. When entered as a non-reimbursable expense, you will be able to track the consultant fees separate from your fee. (Click on the phase name to expand the sub phase list.)



The screenshot shows the 'Projects' summary table in ArchiOffice for project '2010-37: Cafe Benningfield'. The table is divided into 'Budget', 'Actual', and 'Invoiced' sections. The 'Actual' section is highlighted with a blue box.

Basic Services	Budget					Actual				Invoiced			
	%	Hrs	\$ / Hr	Fees+Exp	Hr Fees	%	Hrs	\$ / Hr	Fees+Exp	%	Fees+Exp	Hr Fees	Remain
• 01 Pre-Design	2%	17	\$100		\$1,700	88%	11	\$136	\$1,500				\$1,700
• 02 Schematic Design	33%	200		\$38,000		33%	16	\$12,400					\$38,000
Architectural	18%	200	\$100	\$20,000		12%	16	\$150	\$2,400				\$20,000
Civil Engineering	4%			\$5,000									\$5,000
Structural Engineering	9%			\$10,000		100%	0		\$10,000				\$10,000
Landscape Consulting	3%			\$3,000									\$3,000
• 03 Design Development	15%	170	\$100	\$17,000									\$17,000
04 Construction Documents	28%	311		\$30,000									\$30,000
05 Construction Procurement	14%	160	\$100	\$16,000									\$16,000
06 Contract Administration	10%	110	\$100	\$11,000									\$11,000
<b>Totals:</b>	<b>100%</b>	<b>968</b>	<b>\$99</b>	<b>\$112,000</b>	<b>\$1,700</b>	<b>11%</b>	<b>19</b>	<b>\$688</b>	<b>\$12,700</b>	<b>4%</b>			<b>\$108,700</b>

8. As you can see above, the 'Structural Engineering' non-reimbursable expense slip is tracked in the Projects | Billing | Summary screen, separately from your 'Architectural' time/fee.
9. You can then bill from the Projects | Billing | Options tab by expanding the phase, entering the fee amount you wish to invoice, and then collapse the phase. This will show your client the fees due for the entire phase, with all the sub phase fees rolled up into the parent phase. If you wish to show the phase and sub phases on the invoice, keep the sub phases expanded before generating the invoice.



The screenshot shows the ArchiOffice software interface. The top navigation bar includes 'ArchiOffice' and 'EngineerOffice'. The main window is titled 'Projects 2010-37: Cafe Benningfield'. The 'Billing' tab is selected, and the 'Options' sub-tab is active. The 'Options' sidebar on the left shows 'Invoice Method' set to 'Stipulated Sum' with an amount of '\$112,000'. The main table displays the following data:

Project Phase	Budget		Actual		Invoiced			
	%	Stipulated	% phase completed	% phase complete	Amount invoiced	% complete current Inv	Current Inv Amount	Amount Remaining
• 01 Pre-Design	2%							\$0
▶ 02 Schematic Design	33%	\$38,000	10%			87%	\$33,000	\$5,000
- Architectural	18%	\$20,000	112%			100%	\$20,000	\$0
- Civil Engineering	4%	\$5,000				100%	\$5,000	\$0
- Structural Engineering	9%	\$10,000	12%			80%	\$8,000	\$2,000
- Landscape Consulting	3%	\$3,000						\$3,000
• 03 Design Development	15%	\$17,000	59%			50%	\$8,500	\$8,500
▶ 04 Construction Documents	26%	\$30,000						\$30,000
• 05 Construction Procurement	14%	\$16,000						\$16,000
• 06 Contract Administration	10%	\$11,000						\$11,000
<b>Totals:</b>	<b>100%</b>	<b>\$112,000</b>				<b>36%</b>	<b>\$41,500</b>	<b>\$70,500</b>

If you have any additional questions, please feel free to contact [support@archioffice.com](mailto:support@archioffice.com).