An mpengo Project Tutorial 3.0

Introduction

This tutorial will walk you through all the features of mpengo Project. We're going to show you the ability of mpengo Project to handle your project and cost management requirements for small to medium projects as well as give new users a basic grounding in the business of costing and project control. To do this, we'll use (apologies to sophisticated users) mpengo Project to construct a birdhouse!

General Organization of mpengo Project

There are many different features in mpengo Project. What may look complicated to start really comes down to these different elements: in its basic form consists of a Project Control and Costing module, General Ledger, Accounts Payable, Subcontract & Material Control, Accounts Receivable and Processing and Reporting functions.

A project is broken into elements of project, activity codes and optional cost groups. Activity codes represent individual sections of the project like permits, preparation, layout of area, excavation, sod placement, footings, framing and cleanup. It can be as detailed as you like. Cost group lets you further break out the activity into cost elements such as labor, materials, equipment rental, overhead, subcontracted work and so on. If you wish, you may ignore cost group and collect all information simply against the activity code. mpengo Project's project functions include tools for **Cost Estimates**, **Change Orders**, **Client Requests**, **Project Notes**, **Plans & Documents** (like order catalogs, architect/engineer drawings, building codes), **Weekly Meetings**, **Employee/Incident Reports**, **Projections**, **Quantity Tracking**, **Pictorial History**, **Reports** and **Project Inquiries**.

The General Ledger is organized along the traditional mechanism of G/L account numbers, laid out according to the normal practices of Balance Sheet and Profit & Loss Statement. A robust chart of accounts has already been included in mpengo Project for you to use `out of the box´ but you can make changes as needed.

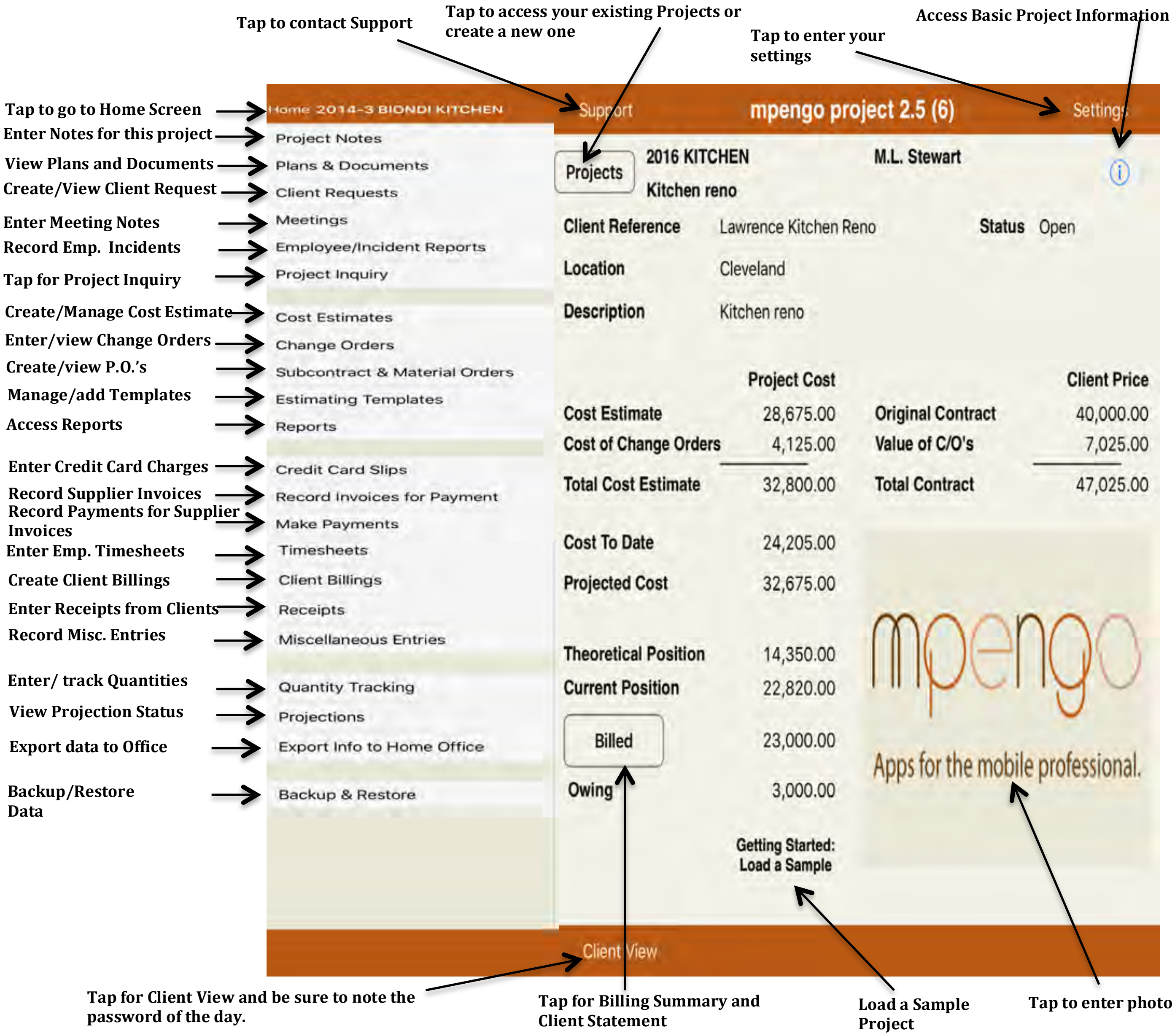
Accounts Payable and Accounts Receivable are also traditionally laid out, providing for the tasks of invoice entry, payment, client billing and collection, and reporting. There are also integrated modules for **Credit Card Slip**s control and reconciliation, and **Subcontract & Material Orders**. Finally, additional functions provide for Payroll & Time collection and **Miscellaneous Entries** and Adjustments.

To focus on the abilities of mpengo Project and how to use it, we've deliberately chosen an extremely simple example. Bear with us if it looks too 'light'; it's not a reflection of mpengo Project's abilities. In fact, you'll find built-in sample projects that are quite involved.

Description of the Project

As we said earlier, we're going to be building a birdhouse for Dennis Elliott. We will be discussing the requirements with our client, purchasing plans, buying materials, cutting the lumber, assembling the house, decorating and finishing it off, installing it, and billing our client. Along the way, the client will ask for updates and small changes, compliment one of our workers, complain about another, and overall will be delighted with our management of the project.

Let's Start: Tap **mpengo Project** on your iPad and let's get started!



The display is organized into two sections and is best viewed and operated in 'landscape' mode; you might want to lock your iPad into landscape mode. The left side of the window is a table selection of available functions: the right side initially shows a general summary of the project you are currently working on (which can be refreshed at any time by tapping **Home**) and is the work area when performing your functions. Buttons across the top and bottom give you access to Client **Support**, **Settings** and 2 types of **Views: Project & Client** (Client hides costs, profits, etc.). Other buttons let you switch to a different project or load in sample projects to 'fool around' with or do a client A/R inquiry (Billed).

REMEMBER: ***The password to switch back from Client View to Project View is always mpmmdd (the mp is for mpengo Project and then the 2 digit month and 2 digit day). So if today were May 26 the password would be mp0526.***

Initially mpengo Project shows a sample project.

Standard buttons/icons

Done – tap to indicate that you are finished with a job or function and wish to save your work.
Back – tap to cancel or go back to the previous window.
Preview – tap to preview your P.O., Client Request or Client Billing before emailing or printing.
Magnifying Glass – tap to 'pop-up' a lookup table of codes, clients, employees, etc.
Keyboard icon on pop-up keyboard – tap to close the keyboard
(+) – Tap to create a new item or record.
(>) – Tap to display more information about an item or record.

– Tap to remove an item or record
– Tap to change date or access more information.
– Tap to email a report, an approval or signature.
– Tap to print to your Airprint capable printer.
(Available in Client Request, Subcontract and Material Orders, Reports and Client Billings).

Putting your Settings into Shape

Tap **Settings** to make sure that you tell mpengo Project such things as important information for client support, accounting yearend, and some general information on how you do business. This is divided into several sections.

Contact & Company Information - Enter your name, company name, address, email, and telephone. We use your name and company name in client support submissions to respond to you and mpengo Project further uses name, company name, email, and telephone for approval letters and requests that you generate. Don't forget to tap **Done** to save your work.

Co. Logo for Invoices & Orders - Attach your Company Logo to appear on Invoices and purchase orders.

Print Settings - Choose PDF or HTML format for emails and reports (PDF offers better page control).

Phrases for Client Requests & P.O.'s - Create standard phrases that can be inserted into your Client Request or P.O.

Overhead on Labor Cost - Because we record basic time collection and not the ancillary costs of an employee (like pension or insurance costs, union, government, or social security, employment insurance), many users set out an approximate percentage here to represent the costs of an employee. That percentage generally runs about 10-12 percent in North America and higher if the employee is unionized. For our example let's set out 12.5 as the percentage and code F Fringes as the cost group. This means (e.g.) that when we charge $100.00 of employee time to a project, mpengo Project will automatically kick in an additional $12.50 against fringes. Although this factor is not 100% accurate, you'll find that the factor can be remarkably close, particularly if you 'fine tune' the factor as you use mpengo Project over time. (Later, speak to your bookkeeper or accountant and ask what an appropriate percentage would be for your business, or set percentage to zero to turn off the feature and record the entries manually every month as an accounting function).

Taxes in Client Billing - Enter the Tax Settings for your region or locality as required. Follow the tips displayed in the popover window: the tax descriptions and percentages are used in your **Client Billings** function.

Projection Method for Final Cost – Select either Estimate to Complete, % Complete or Projected Final.

GL Accounts (General Ledger) - A preloaded chart of accounts has been set up for you. You can add or delete accounts as desired. Note that some accounts are 'protected' and cannot be altered or removed. You can fine-tune this chart before actually using mpengo Project after consultation with your bookkeeper or accountant. It's fine as is for our tutorial. **Note:** Be sure you are in a Real Project, NOT a Test/Sample project when you delete or create new General Ledger Accounts as Test Projects have their own General Ledger.

Accounting Year End - Indicate what your accounting yearend is. If you don't know, leave it for now, but be sure to correct or adjust it before going 'live'.

Employees - This is a valuable table that is used to make it easier to record employee timesheets and to indicate attendees in weekly meetings. For our tutorial, let's create 2 employees:

Worker Initials:	JS	MT
Name:	John Smith	Mary Thompson
Pay Rate:	22.50	35.00

(Phone, Email, and other fields can be whatever you want)

Business Type - Indicate the general nature of your business. mpengo Project alters terminology of certain features to better reflect your business.

Meeting Types - You can declare certain types of meetings. For example, change 'Other 1' to 'Architect/Engineer'? Then you can keep track of Architect meetings separate from your client progress meetings.

Credit Card Accounts - You can keep track of your various cards and reconcile them separately to your statements. For now why don't you create 2 accounts: one for Mary – VISA, and one for John – VISA? Make up an account number (it's just informative).

Cost Groups - Some suggested cost groups are shown, and generally they work fine for 99% of our users. A traditional breakout of costs into Labor, Materials, Equipment, and so on is setup for you. Later, after our exercise, if you want to assign a letter and name to the spare codes or change some of the other ones, go right ahead.

That's about it! A reminder: after testing and before going 'live' be sure to:

- Confirm your yearend
- Firm up your chart of accounts
- Decide about overhead for labor
- Load up employees as needed
- Fix your credit card accounts
- Create your contacts (clients, suppliers, business contacts) or create them as you go.

Contacts

Now would be a good time to briefly exit mpengo Project, go to your Contacts app and setup contacts for your client (Dennis Elliott), the company you buy plans from, Visa, Lowe's and maybe a few other suppliers.

You have the ability within mpengo Project to draw from Apple's Contact App on the iPad instead of having to type them in each time.

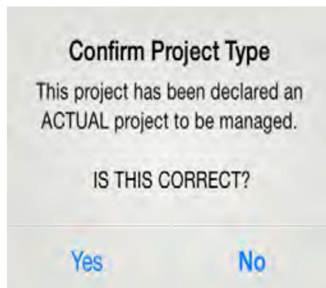
Creating Your Project

Tap the **Projects button** 

to add or select your current project. Tap **(+)** to add our project:

You will see the following message pop up asking if this is a test or sample project and then you will be asked to confirm your selection. Declare and confirm that this project is a test project.

***Please note that Test projects have their own General Ledger so that it will not affect your real G/L and reports.**



Project Reference Code - Create the code 16 ELLIOTT BIRD for 2016, Elliott, Birdhouse. Note: for your projects, this field is flexible. If you do a lot for work for the same client, specifying the project may be useful. If so, a good coding convention might be 16 ELLIOTT BIRD (for 2016, Elliott, Birdhouse); if not, just 16 ELLIOTT. Or if you want a formal coding convention maybe 16-001 BE (for the first project of the year). We are using **16 ELLIOTT BIRD**.

Description - Birdhouse (swallow) – 2 tier

Client - tap Contacts and select Dennis Elliott

Client Reference - sometimes a P.O. # or contract # for a large client or 'Verbal' plus the 'go-ahead' date if a small one. Let's use 'Verbal Jan 1/16'.

Location – Backyard of Client

Start Date – Jan 4/2016

Estimated Completion – Jan 30/2016

Architect/Engineer – tap Contacts and select your 'plans' company

Other Contacts – (up to you)

Contract Pricing Method – Fixed (a fixed quote)

Contract Amount – leave this blank for now: let's insert it after we work out the estimate (normally we would have worked out the estimate in advance of getting the job, or used the Contract Quotation feature. You also could have created a quote in our mpengo Quotes app and imported it into mpengo Project).

Status - is used to declare a project **Completed** and also states the **Project Type** you created (e.g. ACTIVE or TEST/SAMPLE Project).

Miscellaneous - is for small notes.

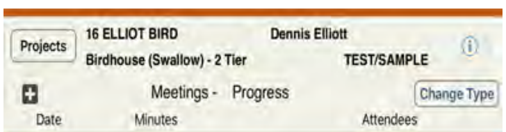
Cleanup - lets you delete/erase (after suitable safeguards) a completed project.

Tap **Done** and the home project window now, appears, displaying the basic project information at the top. All values are zero, awaiting more information from you. The picture is empty, waiting for you to take a status picture.

If at any time you wish to switch to a different project, tap **Projects** and then select the project. If you wish to see or edit the basic record information again tap **(i)**.

Meeting with the Client (Weekly Meetings)

Now would be a good time to meet and discuss with the client how the birdhouse is to be built and to set down some specific points of agreement. From the table menu, tap **Meetings**: you'll see meeting type



'Progress' which works for us. (If you had wanted to record, say, an Architect meeting, you would have tapped **Change Type**, selected Architect and tapped **Done).**

Tap **(+)** to record a new meeting:

Date & Time – we had our meeting Jan 1/16 at 9:30 am. **Note:** If you are setting up your meeting for a future date select the date and time for the Meeting and set the remind me to **On** to create a calendar event.
Minutes – Met with Mr. Elliott and agreed that we are building a birdhouse for swallows. A 2 Tier house is desired with 10 individual holes/houses. We looked at the "Samuels Bird Book" and found a nice plan #542.

Attendees – tap **(+)** to indicate who attended the meeting.

Name – enter your name and tap **Done**. Add another attendee but this time tap **Magnifying Glass** to pull up a lookup table of employees and select Mary Thompson. Get her signature to acknowledge her attendance at the meeting by tapping **Capture Signature** and have her (you) sign the document with her finger, then tap **Save** and then **Done**. Finally, add Mr. Elliott as the last attendee and get him to initial his attendance as well. Tap **Done** to return to the Meeting Details and then the **email** icon to send an email to Mr. Elliott so that he has a record for his files. You may wish to copy yourself as well.

Tap **Done** and your main Meetings list will show the record of the meeting just entered. Press **Home** to get back to the project summary.

Making some Notes (Project Notes)

Now that you've met with Mr. Elliott it would be a good time to make some personal notes of your own on the project. For your first note you have to remember to call the plan folks and see if you can get a wholesale price so that you can make a few dollars (Mr. Elliott saw the retail price in the Samuels book).

Tap **Project Notes** - you'll see the list of notes, which is currently empty.

Tap **(+)** to create a new note:

Date – Jan 1/16

Notes – Need to contact Samuels to arrange setup for wholesale pricing. (888) 555- 1212 - rep sales

Follow-up – Call Samuels re better pricing

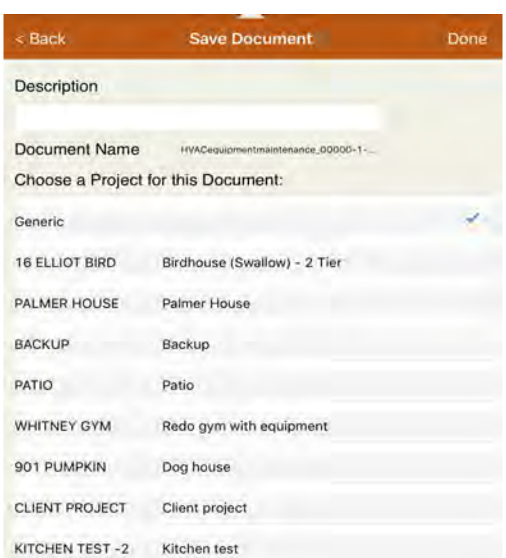
Remind Me – Turn **ON** to have mpengo Project place an entry into your Calendar app to remind you to call.

Date and Time – Jan 4/16, 9am, and tap **Select**

Tap **Done** and your main Notes list will show the record just entered and if you said 'Remind Me' your Calendar app will show a new event. Press **Home** if you wish to get back to the project summary.

Downloading a Set of Plans (Plans & Documents)

mpengo Project gives you a way to store your plans and documents (PDF) on your iPad. You can store plans, drawings and other documents by individual project or store app-wide for all projects. In our tutorial we won't worry about this today; in real life we would have gotten the file emailed to ourselves, either directly or downloaded to our home computer and then emailed to your iPad.



Then when you tap and hold on the PDF you would choose OPEN IN mpengo Project. When mpengo Project opens, you type in the description of the PDF and choose where you wish to place the document, either under Generic or under a specific Project, and then press Done.

Establishing an Estimate (Cost Estimates)

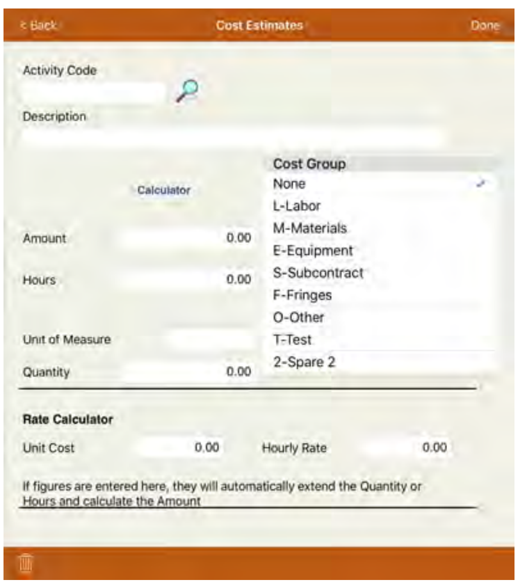
It's time to establish an estimate of costs involved and a list of activities (codes) to perform. As our project is relatively simple, let's create the following estimate:

10	Plans	50.00	
20	Purchase Materials	75.00	
30	Cut Lumber	70.00	2 Hrs.
40	Assemble House	125.00	6 Hrs.
50 L	Finishing	65.00	3 Hrs.
50 M	Finishing	45.00	
60	Install house on pole	60.00	2 Hrs.

We elected in general not to bother breaking out each and every activity into separate labor/material etc. cost group classifications. We did make an exception in code 50 where we wanted to keep better track of finishing costs so we broke out our estimate into 2 cost groups L and M (Labor and Material). That way, we'll be able to individually compare estimate versus actual costs by cost group later (as well as in total). We only had a few items so we chose to use a 2 digit activity code; bigger projects might want to use 3 or 4 (or more). For consistency you might elect to use a 3 or 4 digit code for all projects so that you can standardize your templates.

Tap **Cost Estimates** to get started.

Tap **(+)** to add a new activity code:



Activity code – enter your code according to the convention you have chosen.

Description – description

Cost Group – in our project we decided to keep cost group blank except for activity 50 where we created two entries for L Labor, and M Materials.

Amount – total estimated cost (not unit or hourly cost)

Hours – some of our activities were labor oriented so we estimated and inserted the hours.

Unit of Measure & Quantity – more advanced users may wish to often indicate the unit of measure and estimated quantities involved and then later actually record the quantities used. By doing so, you can work out unit cost comparisons of estimate vs. actual, keep track of excess purchases or usage and in some cases even calculate production rates (e.g., 30 cubic metres / hr.). A function in mpengo Project called Quantity Tracking lets you record actual project quantities as you go (our project didn't need such complexity).

Note: ***Calculator***- you can tap the calculator to calculate your costs. You have the option of transferring totals to the Amount, Hours or Quantity fields. ***Rate Calculator*** - If figures are entered here, they will automatically extend the quantity or hours and calculate the amount.

Tap **Done** to save the record and continue to enter the rest of your estimate. Along the way you can tap **Totals** at any time to get a total of your estimate. When you are done, tap **Home** and you'll note that the main project summary window shows the estimate you've entered. As you work throughout mpengo Project you'll always have an updated image of the ongoing status of your project: estimate, costs, changes, billings and projections.

Some extra buttons that you might have noticed and that you might use in future projects:

> **Load Template (*in Cost Estimate Screen*)** – to save typing you can load-in some standard templates provided by mpengo Project or ones you have created in the Estimating Templates section. We've included a few templates, big and small that you can merge into your project and save time.
>
> **Estimating Templates (*Menu button*)**- lets you 'fine tune' these standard templates and even create some of your own.
>
> One innovative user even has created multiple templates:
>
> - one template called 'Setup' with codes 010 – 199 that contains such elements as plans & permits, site clearing, rubbish removal, excavation, footings, forms and walls,
>
> - and another template labeled 'Cleanup' 900 – 999 for bin removal, landscaping, permit approvals and final touchup.
>
> Then, when he creates a new project, he loads in template 'Setup', loads in template 'Cleanup' and then just enters the special codes in the middle 200 – 800 that are unique to that project.
>
> **Save as a Template *(in Cost Estimate Screen)***– allows you to store the estimate that you created as a template for future projects. Maybe our little company might decide to go into business making lots of birdhouses and would then store this estimate as a 'Swallow Birdhouse' template for future projects!

Don't forget Client Price! (Projects)

You will remember that when we originally created the project we deliberately left out the price, mostly because we hadn't got around to quoting it yet. Looking at the estimate, why don't we set out a price of 750.00?

In the Home view, tap **(i)** to view the Basic Project Information and insert the Contract Amount and press **Done**. The amount will now be displayed next to the contract amount and you'll see the price reflected in your **Summary** (Home Screen) along with a **Theoretical Position *(Total Contract less Total Cost Estimate).*** The reflected **Current Position** is your ***Total Contract less Cost to Date***.

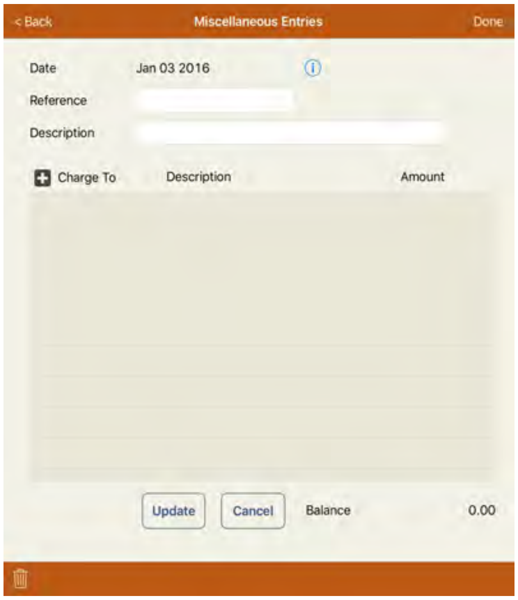
Fund the Job with a Loan from Dad (Miscellaneous Entries)

The **Miscellaneous Entries** function is a general-purpose journal entry module that you can use for load-in of initial G/L values, make corrections, record special costs or other accounting type entries. As you use mpengo Project for real, you'll find more uses for this. Maybe you'll use it monthly to charge the project with supplies that you took out of your shop or maybe you'll record bank charges and interest from your monthly bank statement (and so on).

In our project we need to put some money in the bank to finance our business: how about we make good old Dad a partner in the business and borrow some money to get going, say, 1500.00? (Tell him that birdhouses are a lucrative business and his share of profits will let him buy that new set of golf clubs he so desperately wants!)

We'll be making the following entry to the General Ledger set of books:

1000 General Bank Account	+1500.00
2200 Loans from Shareholders	-1500.00



Tap **Miscellaneous Entries** and **(+)** to add an entry:

Date – tap **(i)** to set date of record Jan 3/16.

Reference – GJ 001 (our bookkeeper likes to keep a running tab of entries with a control number – General Journal 001). Just 'Loan entry' if you're not so book-wise.

Description - Loan from Dad to fund business.

Now enter the details of the entry using **(+)** to add lines:

Project/General Ledger – tap General Ledger (mpengo Project permits entries to be made to both the project and the G/L). G/L Account – using the table selector below, find and select account 1000 Bank Reference/Description – you'll note that these have been filled in for you; you can override them if desired.

Amount of 1500.00, and **Done** to save the line

Repeat for account 2200 Loans from Shareholders, amount -1500.00. The entry of negative numbers on an iPad requires that you enter the minus sign first. You can also tap **Balance** to let the app balance out the entry, and tap **Done**. Once balanced to 0.00 tap **Update** to 'post' the entry to the system and **Home** to return to the summary. (Because this type of entry was made solely to the General Ledger there was no direct impact on your project, so the summary project's cost to date remains zero).

If you are curious and want to review the entries created, you can tap **Reports** and **General Ledger Inquiry, or General Ledger Detail Report** and have a look: Make sure that your date selection range includes your entry's date of record.

Well, mpengo Project has been configured and is ready to go, your project is set up, your business is funded and you've got the go ahead from Mr. Elliott to proceed. Get to work!

Start Work!!

Project Notes – It's Monday, Jan 4; why not make a note of the fact that you were successful in getting a wholesale deal from Samuels? All they need is a copy of your business registration so they know that you're on the level; make a follow-up reminder to send it to them by Wednesday Jan 9 noon.

A Change Order (Change Orders)

Change orders on projects often mean the difference between a nice profitable job and one that you barely squeak by on as projects are sometimes bid on with a very, very tight profit margin in order to win the business. Change orders, on the other hand, are often built in with good profit points as they are items necessary to the successful project, are an inexpensive add-on when considered individually and hence can accommodate a nice profit. It is not uncommon for a large project to have hundreds of little change orders resulting in a healthy profit for you. In fact, some developers will bid a project at a loss in order to win the contract and recoup the money (and then some) by well-managed change orders.

In our tutorial… Soon after our meeting with Mr. Elliott, he called on Jan 4th and asked that we make the birdhouse out of pine instead of common spruce. We checked the prices, told him that it would be an additional 35.00 for pine (the actual cost to us was 20.00). He readily agreed. We need to record this 'change order'.

Tap **Change Orders** and **(+)** to create a change order record:

Change Order Reference – keep a running number series: how about in this illustration we use 101?

Date – Jan 4

Description – Use pine instead of spruce.

Client Price – 35.00

Cost Details – tap **(+)** and then indicate what parts of the project are affected by this change. In our case activity code 20 (Purchase materials) was affected by 20.00 (when entering this line, we were able to readily find the right activity code by tapping **Magnifying Glass** to call up a list of activity codes). Enter 20.00 in the amount.

After entering the cost detail line and tapping **Done**, you are returned to the change order. Tap **Done** to save the C/O (change order) and **Home** to see the effect on the project. As you can see, the change order affected both the cost and the price, with a resultant improvement in expected position (profitability). Well done: a couple more C/O's and we're talking real money here!

Need some Help? Ask Support

All is fine, you think, but you have a question: what if my change order affects many, many activities on my project? What do I do, considering that the Change Order function appears to have a limit on the number of activity codes?

Tap **Home** to get back to the main summary window and tap **Support** to invoke the Client Support submission engine.

First, tap **Go to Support Webpage** to go to the mpengo Project website (www.mpengo.com) and the Support page to look up the support database. Search for 'change order' and see if you can find a topic that answers your question. If so, great! You're done: if not, maybe you would like to submit a support question to our knowledgeable staff.

Return to mpengo Project, tap the Support button and submit a question:

Subject - Change Orders

Question - My change order affects many, many activities on my project. What do I do, considering that the Change Order function seems to have a limit on the number of activity codes?

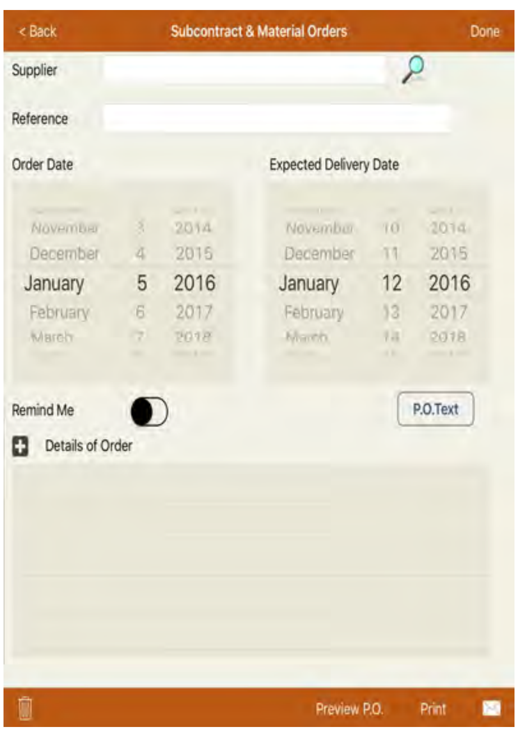
Tap **Send**: and your email will pop up, and tap **Send** again. Your question will be re- directed automatically to our staff that are situated throughout North America, and who will get you an accurate, helpful response as quickly as possible.

In case you were curious, the answer to this one was: "There's no technical limitation in the number of activities on a project" (we just used it for illustration).

Place Subcontract/Material Orders

It's time to start acquiring materials for the birdhouse. You've scoured throughout the city only to find that there's no available pine anywhere, except for the rough-cut stuff, which you don't want. You decide to order some from Summit Hardware and need to keep track of the order.

Tap **Subcontract & Material Orders** and tap **(+)** to create a material order:



Supplier – Summit Hardware (or select a supplier from Contacts by tapping **Magnifying Glass**).

Reference – lumber order

Order date – Jan 5

Expected Delivery – Jan 12

Remind Me – Probably a good idea to turn on 'Remind Me' for Jan 12 to go pick up the materials, or phone to see if it came in.

P.O. Text: if you have set up some standard phrases in Settings just click on P.O. Text and select the phrases to appear on your P.O.

Details of Order: tap **(+)** to enter the details:

Line 1: Activity code: 20, description: 2 pcs 1x 8 x 10' pine, amount 16.50

Line 2: Activity code: 20, description: 1 pc 1 x 1 x 5' pine trim, amount 3.50

You also have the option to Preview the P.O, Print, or email the P.O. to your supplier.

Tap **Done** to indicate that you are finished, and a material order is created. Later you can mark invoices and payments made against this order to keep up to date on the outstanding status of goods.

Note*:* The creation of a subcontract or a material order results in a commitment - a project term that indicates the value of anticipated costs. Committed costs are usually defined as the value of outstanding contracts and material orders, less the amount invoiced to date. They have an impact when it comes time to 'project' the final cost of a project, as they are generally a good approximation of costs to come. When calculating projected cost of an activity, most systems take the highest of cost estimate + change orders, costs incurred to date and committed costs (or a value entered manually by the project manager). In many types of projects, particularly the large projects (like apartment and condo buildings) managed by big design-build firms, most, if not all of the work, is subcontracted to outside firms, and the development company itself has only a small project management team with a few workers for miscellaneous casual labor; committed costs are their main tool for cost management.

Daily Timesheets

John and Mary are finally starting to work on the birdhouse. Mary has been poring over the plans that arrived in the mail yesterday and John is starting to cut the lumber according to Mary's instructions. We want to record their time against the project from yesterday as their paychecks are due soon.

Tap **Timesheets** then tap **(+)** and proceed to record a new sheet:

Date – Jan 13

Today's progress – Reviewed plans, started cutting lumber

Tap **(+)** to record each employee's time:

Worker initials – enter the employee's initials, or tap **Magnifying Glass** to pull up a list of employees: select Mary Thompson

Name and Pay Rate – if you have selected an employee from the list, mpengo Project will insert this information. (If you type in a new employee, insert the name, and pay rate. mpengo Project will automatically create the employee in the table and save it for future use... so you don't have to 'pre-load' your employee table).

Activity code – select code 10, Plans, by tapping the **Magnifying Glass** or typing in 10.

Hours Worked – Mary spent ½ hour (0.5) reviewing the plans.

John Smith also worked cutting the lumber so create another line for him; he worked on 30 - Cutting Lumber for 1 hour.

Approved By & Approval Signature – the nature of your project for Mr. Elliott does not require that he approve each timesheet for payment. Had he requested that he personally approve all work done, you would indicate that Mr. Elliott approved it and get him to sign off on it by tapping Approval Signature, then tapping the email icon to send him a copy… enter a name in Approved By and remember to tap **UPDATE!**

Timesheets also has the ability to capture each individual employee's signature if it is also a requirement that the employees certify that his time was accurate.

Incident Report! (Employee/Incident Reports)

That first day that John and Mary started on the job, John cut his finger. It wasn't a bad cut, but you better make a record of it in case Workers Compensation gets involved. Employee/Incident Reports are intended to document significant employee events so that you have a clear record for union or disciplinary action or other matters or use it to help you keep track of employee bonuses. In our case we should make a record of John's injury (Mary also got a paper cut but I think we're safe there).

Tap **Employee/Incident Reports** and **(+)** to record a new incident:

Name – enter the employee's name or tap Magnifying Glass to select from the existing table of employees

Date – Jan 13

Description – Cut his finger while cutting lumber on this project. Required 3 stitches at Wabash General. Wasn't wearing his mesh "butcher's" glove as required by Health Code 45T-3.

Tap **Done** to save the information. You can also tap the email icon to send a report of this incident, or all incidents.

Shopping at Lowe's: Credit Card Slip (Credit Card Slips)

Unfortunately, Mary misjudged the quantity of nails required for the project; we need another small box of nails and some wood glue. Mary went out to Lowe's and purchased these items using her credit card. We need to charge this purchase to the project and keep track of the slip for end of month reconciliation.

When paying off the credit card monthly invoice and statement you can check off the slips that make up the statement. So, with **Credit Card Slips** the project gets properly charged while it's still fresh in your mind.

Tap **Credit Card Slips**, select the appropriate credit card account with **Change Card** then press **Done.**

Then tap **(+)** and proceed to record this slip:

Date – tap **(i)** to enter the correct date: Jan 14

Purchased from – Lowe's (or select a supplier from Contacts by tapping **Magnifying Glass**)

Description – nails and wood glue

Amount – 12.55

Tax – 2.45

Charge to: tap **(+)** to record the details. The nails were 5.75 to be charged to 20 Purchase Materials; the remainder of 6.80 for the wood glue is for 50 M Finishing.

Tap **Update** to 'post' the entry. When you return to **Home** you'll note that the project reflects the cost of the slip.

Take a picture (Pictorial History)

Take a picture of your progress so far using your iPad's built-in camera, or take a picture traditionally and sync it to your iPad. You can create a new picture folder in your Photos app for each separate project and store the pertinent pictures in them.

The current picture of Pictorial History is displayed within the rectangle of the home screen. If a picture has not been assigned yet, you will see the mpengo logo.

To change the display of the picture on the **Home** window, tap the current picture and you will be transferred to your Photo Albums, where you are able to declare which folder is applicable to your project, and which picture to display on the **Home** window. You can also see any previous pictures that you have posted.

A Weekly Progress Meeting (Weekly Meetings)

Mr. Elliott dropped in on the 15th to check progress on his house. Mary gave him a quick peek and he was very happy. He did think that a couple more perches on the upper level would be good. Mary said she'd work up a quote and get back to him by the 19th.

Why don't you record this:

- go to **Weekly Meetings** and make a record of Mary's meeting with Mr. Elliott
- go to **Project Notes** to indicate that you need to work up a client request for 5 additional perches on the upper level and set a follow up to get back to him by the 19th; maybe turn on 'Remind Me' to remind you the evening before.

Great! ($$$): Client wants a Change: (Client Requests)

Thanks to mpengo Project you were reminded to work on that request for more perches. You are going to use **Client Requests** to help you with the task, document the item and send quotes and approval forms to Mr. Elliott.

Client Requests are a complete mechanism for preparation of a potential project change order, including estimating the work and client price, quoting the client, getting approval, sending approved documents to all and creating a change order in the project. A few other products in the business world offer some of these features, but none provide all of them and with mpengo Project's and the iPad's ability to get immediate signature approval there are none that document the approval stage so well!

Select **Client Requests**, tap **(+)** and proceed to create a new request:

Date – Jan 18, 2016

Requested by – Mr. Elliott

Description – 5 additional bird perches on upper level of birdhouse

Price – Enter 21.27 (NOTE: The price consists of the following:
- 2 feet of dowelling: cost 3.50 and a profit percent of 15
- Drill Holes install and paint: cost 15.00 and profit percent 15.)

Status – Open (leave for now)

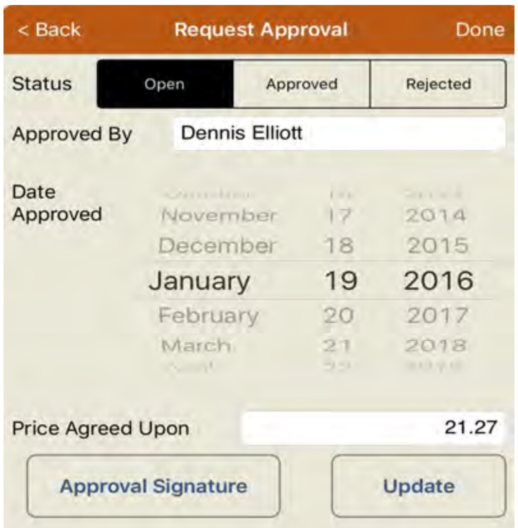
Calculator – you can tap the Calculator to calculate your prices. You have the option of transferring totals to Estimated Costs, Total Price or Price Column by selecting the correct button.

Tap Preview to review your Client Request. Then you can tap Print (to print to your Air Print printer or Email the quote to Mr. Elliott for his approval; lets tap the email button.

Fill in the email address by tapping in the TO: field and fill in the address or tap plus **(+)** to bring up your contacts then press send. Press **Done** to save your request.

Get Client Approval (Client Requests)

Mr. Elliott was waiting for your email. He picked up your email on his iPhone and happened to be driving by. You brought over the iPad to him, called up the request, and:



Tap the **Approval** button and change status to **Approved**

Date Approved– Jan 19

Price Agreed Upon– after a bit of discussion you agreed to round the price off to an even 21.00.

Tap **Approval Signature**: now hand the iPad to Mr. Elliott for signature.

Tap **Save** or have him tap it and get the iPad back from him.

Tap **Update** and you will be asked if you wish to email or print the Client Request. If you said Yes, then a preview of the request will appear and you can select email or print. Don't worry if you said No to this message – you can still email or print the request later.

A couple of things have now occurred:

- Your client request has been properly saved and updated.
- In **Change Orders** a new change order has been created to reflect the extra work and the increase in price.
- In **Estimates** a new activity code has been created for you so that you can charge the work spent on the additional items separately in order to compare actual costs to estimate (note that the opening estimate is 0.00; the cost estimate is contained in the change order).
- Your summary window and the project inquiry reflect the extra information.

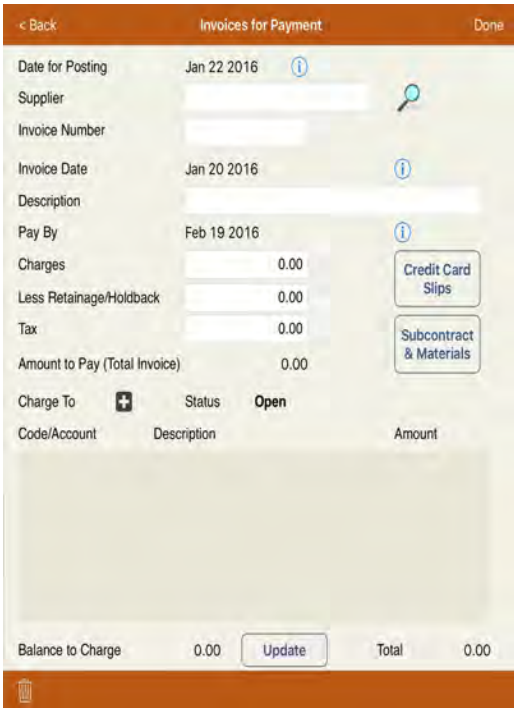
Mail Carrier delivers the bills: (Record Invoices for Payment)

It's Jan 22nd, a hard day at work and the mail carrier dropped off some invoices today. Grab your favorite beverage, relax with your iPad and get those invoices into mpengo Project:

- **1st Invoice**
    - Invoice 72-9021 from Samuels for the plans, dated Jan 20
    - 45.95 plus taxes of 3.21
    - Charge the invoice:
      $40.00 to project activity code 10 Plans
      $5.95 to General Ledger 5400 for the shipping
- **2nd Invoice**
    - Invoice 87253 for your telephone service, dated Jan 15
    - 12.50 plus taxes of 1.25
    - Charge the invoice:
      $12.50 to General Ledger 5560 for telephone expense

We'll help you out on the first invoice. To create an Invoice:

Tap **Record Invoices for Payment** and proceed with entry of the first invoice:



Date of Posting – Jan 22

Supplier – Samuel's; tap **Magnifying Glass** to draw in Samuel's from your Contacts. If it's not there yet now would be a good time to briefly exit mpengo Project and create it; when you return you will be where you left off.

Invoice number – 72-9021

Invoice date – Jan 20

Description – birdhouse plans

Pay By – mpengo Project automatically suggests paying in 30 days from invoice; if you want to change this, go ahead.

Charges – 45.95

Less Retainage/Holdback – none

Tax – 3.21

Charge to:
1st line: activity code 10 Plans for 40.00
2nd line: General Ledger account 5400 for 5.95

You can see that the remaining balance to be charged is now **zero**, so tap **UPDATE** to save the invoice and record all the costs and entries to the project and the general ledger.

Now, go ahead and record the second invoice for the phone bill.

When entering, you probably noticed two buttons:

Credit Card Slips and **Subcontract & Material Orders**. These are additional features that let you 'tag' this invoice against Sub/Material orders or to reconcile credit card slips.

In **Subcontract & Materials** you check off the particular line items of the goods you are being invoiced for.

In **Credit Card Slips** you check off the slips against the monthly statement.

More Time spent (Timesheets)

On the 23rd Mary and John managed to finish off the birdhouse and John installed it on the flagpole with Mary's help. Record today's timesheet:

- Mary 5 1/2 hrs. (3.5 assembly, 1.5 finishing, 0.5 pole (helped)
- John 6 hrs. (3 assembly, 1 finishing, 2 put on pole)

Remember to tap **UPDATE**!

Some Cleanup

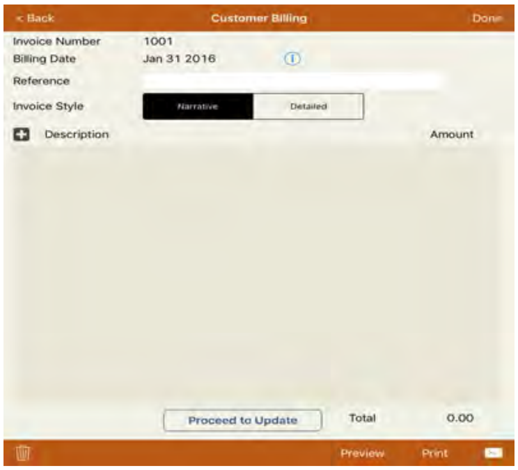
Now would be a good time to: - take a final picture for your records from the Camera App on your iPad then insert into Home Screen photo - Remember to Call Client with completion status (**Project Notes**).

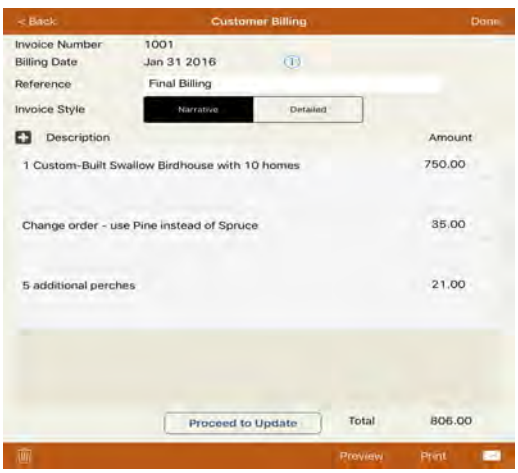
Bill the Client (Client Billings)

The birdhouse has been built and installed and it's time to send an invoice to Mr. Elliott.

Before starting, you might like to refresh your memory by looking at the summary window (tap **Home**) and seeing that the contract was 750.00, with change orders for 56.00. Tap **Change Orders** to recall that you had 2 change orders, one for using pine (35.00), and the other for additional perches (21.00).

Select **Client Billings**, tap **(+)** to start a new billing:





Billing Date – enter the date of the invoice: Jan 31/16

Reference– just a short description for reference: Final Billing

Invoice Style – there are currently 2 forms available; use **'Narrative'** for general free form invoices with 1 or 2 amounts, or **'Detailed'** for an itemized invoice with quantities and unit prices. (There is actually a third form: had you indicated that this project was Time & Materials or Cost Plus, you would have had the option to automatically let mpengo Project create the invoice for you by extracting all the timesheets and costs you have recorded and preparing the details).

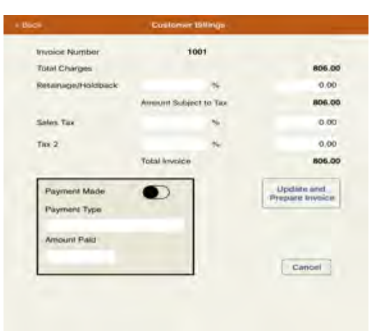
We'll use Narrative; tap **(+)** to continue:

Description – 1 custom-built swallow birdhouse with 10 homes, as per our agreement.
Amount – 750.00

Tap **Done**, and **(+)** and create another entry to invoice for the change order using pine instead of spruce for a price of 35.00, and, when done, yet another entry to invoice for the 5 additional perches for a price of 21.00. Note that in narrative mode you can also automatically just tap on the list of **Change Orders** displayed to automatically insert description and price.

You now have a total invoice of 806.00. (You can tap preview at anytime to view the Client Billing).

Tap **Proceed to Update** to advance to the summary and taxes section. There is also an area where you can acknowledge Retainage/Holdback of amounts due, depending on your agreement (for example, on larger projects there is sometimes a provision for 5, 10 or even 15% holdback as an inducement to the firm to encourage prompt remedies of any deficiencies that might be discovered; then, 30, 60, or 90 days later, the Retainage/Holdback becomes due).



Taxes – you can enter the tax amount directly, or enter the percentage in the adjoining field and let mpengo Project calculate it for you.

NOTE: if you are in the Proceed to Update screen, entered the taxes and possibly any retainage or holdback, you can preview, print or email before the final update by tapping the **BACK** button at the top. Then tap the preview, print or email button. If you are preparing the invoice on the spot with the client nearby you can get payment immediately when you tap **Proceed to Update** and go to the **Payment Received** section (before sending out your invoice or updating) to record the amount received and method of payment and have it acknowledged on your invoice. Tap **Update and Prepare Invoice** to update and also send the Invoice to your Client (and maybe a copy to you?).

mpengo Project inserts an invoice **1000-Client Deposit** that can be used as a "holding spot" to receive general client deposits against the project. Later, when you have invoiced the client you can use the **Receipts** program as an adjustment tool to apply the deposit to the proper invoice.

End of Month: Credit Card Statements & Delivery Invoice

Mary's Visa bill came in and you want to pay the bill, and reconcile her credit card slips.

Proceed to **Record Invoices for Payment**, record the basic invoice details (Visa, Jan statement, 16.50, no taxes) and tap **Credit Card Slips** (Change Card to 'Mary's Visa' if necessary) and tap the lines on the window that correspond to your statement (we had just the one for 15.00). Tap **done** when finished, and the value of the slips reconciled has been automatically inserted for you. There is probably a balance outstanding for credit card service charges (charge the 1.50 to GL 5260 Credit Card Charges, or some other account). In later use, you might also have slips that you forgot to record: charge these to the project or GL as appropriate. Tap **Update** to finish the entry, set up the invoice for payment and tag the slips as 'reconciled'.

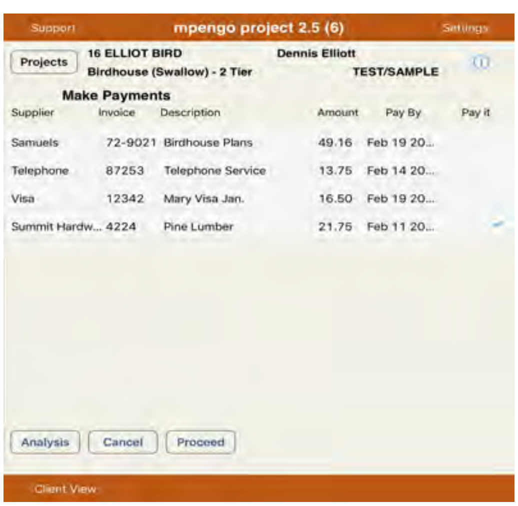
(Note for later: your credit card statement might have slips on it representing more than this current project. No worries: the list of outstanding slips will show all slips from all projects. It actually will not matter which project you choose to record the credit card statement invoice (as the GL is app-wide, use the current project as a matter of convenience).

You also received an invoice from Summit Hardware for the pine lumber that was shipped to you on Jan 12 (remember?). Record another invoice, this time to Summit Hardware for 19.25 plus 2.50 taxes.

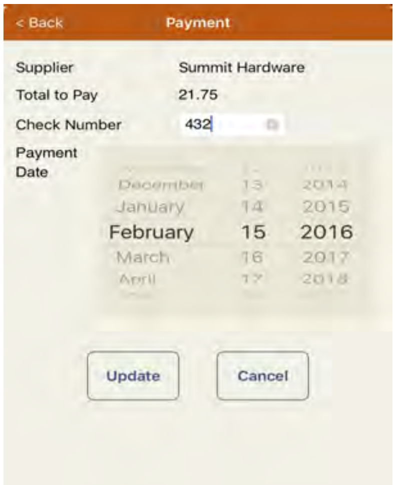
Tap **Subcontract & Materials** to reconcile the order and select the 2 items billed on this invoice. Tap **done**, and you'll see that the charges have been automatically allocated for you. Note that you have a balance remaining because the amount billed is slightly different from the original order (you can pay it or phone and complain). In our case, the bill was less than our commitment so we're happy; we'll just add a line for -.75 (or edit the existing "Charge to:" line back down to 19.25). When you update, your Subcontract/Material order will be updated with information about the invoice.

Pay some Bills (Make Payments)

Making payments is a simple matter (except for your pocketbook). In the payments function, you simply tap the invoices you wish to pay for one supplier (the list is organized by supplier and 'pay by' date).



Tap **Make Payments.** In our example, we'll just be paying Summit Hardware for the lumber delivery; tap the line representing their invoice.



Tap **Proceed** to see the total to be paid and indicate the check number you are using and the date of payment. Write up your check (because you have all of the necessary information at hand), tap **Update** to record the event and your invoice payment list is refreshed to let you pay another person.

Along the way, Inquiries

At any time during running of this project, you can get a detailed insight into the status of any element by selecting **Project Inquiry**. Here, you will see a summary of estimates and costs organized by activity code and, if you tap the **(>)** for further disclosure, you will see all the details of work against this part of the project.

Get Paid by the Client (Receipts) & Account Status

Mr. Elliott just sent you a check in the mail but only sent you a check for 500.00 instead of the full amount he owed.

Tap **Receipts** to record the payment received, and enter:

Date of Receipt– select the date

Amount received – 500.00

Check No. / Ref– enter Mr. Elliott's check number, or some other reference

Tap **Proceed** to advance to the list of Mr. Elliott's account.

Tap the invoice line that he is paying (tap the **(>)** disclosure).

The 500.00 is automatically entered against the receivable outstanding, and **Done**.

When your 500.00 has been fully applied, and Amount left to apply is zero, you can tap **Update** to record the receipt.

Use **Reports –** Accounts Receivable List at any time to see the status of your account with Mr. Elliott.

Tap **Reports**, **A/R List**, **Proceed**, and you will get a rundown of the account, showing all billings, payments received, and amounts outstanding.

Final Reports, and Close the Job

Your project is done and all that is left is to wait for the 'check in the mail'.

You should mark the project as **'Completed'**: tap the **(>)** disclosure button on the project line at the top and change Completed Status to **ON**.

Reports:

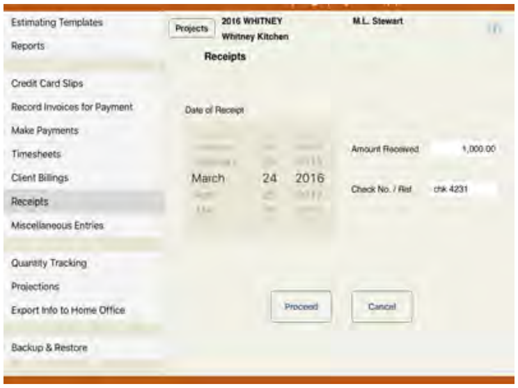
This might also be a good time to experiment with a variety of the **Reports** that are available. We suggest you try:

- Standard Cost Report
- General Ledger Inquiry (see how your Bank account is doing!)
- General Ledger Trial Balance
- Accounts Payable List
- Accounts Receivable List

And any others that might take your fancy.

How to Handle Deposits

Taking a Deposit:

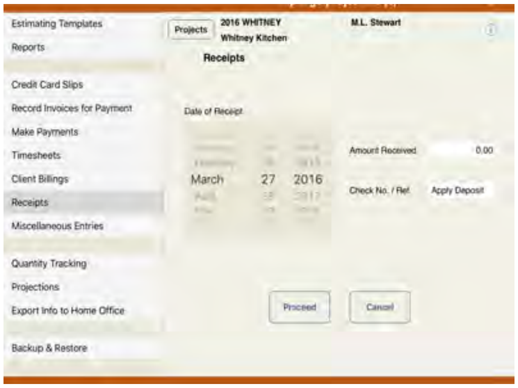


- Tap **Receipts** to indicate that you are receiving a deposit
- Select the date and enter the amount received and a reference such as check number, or short descriptions like Cash, Visa, Amex, etc.
- Tap **Proceed**

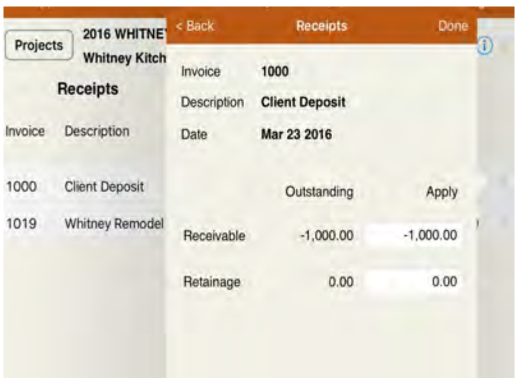
- Select the Invoice labeled **'Client Deposit'**
- Enter the deposit received in the 'Receivable – Apply' field and tap **DONE.**
- Tap **UPDATE** to record the deposit

- This screenshot shows the $1000.00 'Paid to Date' on the Client Deposit Invoice with a status of 'Invoiced'.

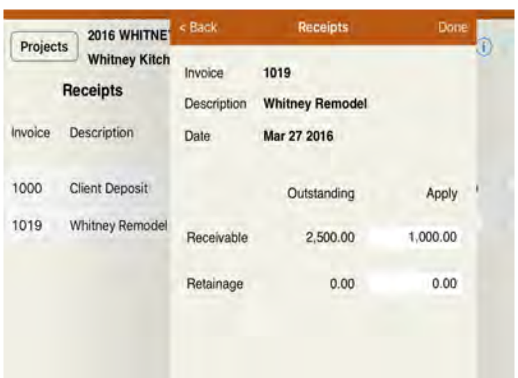
Applying an Earlier Deposit to an Invoice:



- Tap **Receipts**
- Select the date, enter 0.00 as the amount received, and enter a reference such as 'Apply Deposit'.
- Tap **Proceed**



- Select the existing invoice labeled **'Client Deposit'**
- If the amount is different than the default amount then enter the correct amount you are applying in the 'Receivable – Apply' field as a <u>negative number</u> and tap **DONE.**



- **NOW**, select the invoice to which you are applying the deposit (in this screenshot it is 'Whitney Remodel').
- If the amount is different than the default amount then enter the correct amount you are applying in the 'Receivable – Apply' field and tap **DONE.**
- Finally, tap **UPDATE** to record the transaction.

- This screenshot shows the $1000.00 'Paid to Date' on the Whitney Remodel Invoice and 0.00 'Paid to Date' on Client Deposit invoice with a status of Paid.

Other things that mpengo Project does that we didn't show you:

Getting Started - Load a Sample: makes it even easier to learn how to use mpengo Project. There are a number of sample projects of various sizes and types available here that you can load into your pad. They are preloaded with estimates, costs, notes, invoices, billings and so on; in short, a representative idea of what a real project might actually look like. You can use these projects at your leisure to fool around and play with certain functions to get a better 'feel' for the system. Later, you can also use this project to 'try out´ a transaction that you might need to record in your actual project, just to make sure it will accomplish your desired goals.

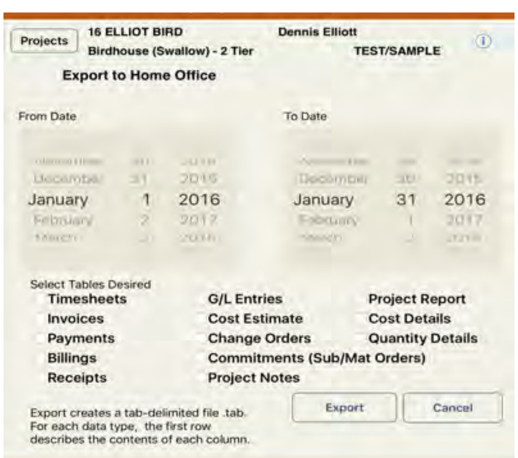
Estimating Templates: you saw earlier that mpengo Project had the ability to draw from existing templates to make it easier to prepare estimates. In Estimating Templates, you are able to edit existing templates, save your current estimate as a future template and create new templates.

Quantity Tracking: some project managers like to track actual quantities used on the project and compare them against the original estimate. They can also be used to calculate various productivity rates (e.g. 35m/hr.) or actual unit costs (4.95/m). This information is available in the Standard Cost Report. You can include Quantities on the report to show your Quantities UOM and this period

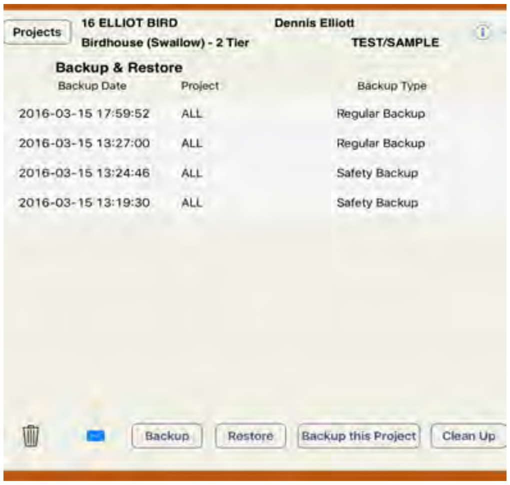
Importing Estimate from Spreadsheet or mpengo Quotes: tap **Plans & Documents**. Next tap **Estimate Import Specifications** to View or Email the specs for creating an Estimate Template. The **Estimates** function has the ability for managers to create their estimate on an electronic spreadsheet (like Excel™), email the file to their pad, and have mpengo Project automatically merge it into their project. In **mpengo Quotes** all you have to do is merely tap the function button **"Export to mpengo Project"**, choose summary or detailed format, and email this to your iPad.

Projections: Projected final costs are typically the highest of cost estimate + change orders, costs incurred to date and committed costs or a value entered manually by the project manager. With Projections, the project manager can enter (by activity code) absolute figures for projected final costs; indicate a percentage complete or a cost to complete. Don't forget to set up your Projection Method for Final Cost in Settings!

Export Info to Home Office: larger organizations already with a computerized accounting application back at home or their office and firms using an outside payroll service to handle payroll are able to collect data and send it along in the form of an email attachment to their home or office. There, they can have it readily converted and merged to their system by their computer people or send it along to their payroll service for processing.



Select the Date Range and the table desired, then tap proceed to email a tab-delimited file to your office.



Backup & Restore: This allows you to create a backup of your data, which you can also send to your PC for safekeeping. Anytime you restore a backup, mpengo Project will automatically do a safety backup. ***REMEMBER:*** once a week or once a month you may wish to send off a backup to your PC and delete all backups in Project in order to save space on your iPad. The backups are deleted by selecting one and then tapping the trash can or selecting the **Clean Up** function to delete backups older than a selected date.
You will also see the option to **Backup this Project** (the project you are currently in) and email this to your PC. ***Please note***: if you restore this or send this to another iPad with mpengo Project, it will be restored as a Test Project.

Other Information
A note on Memory: you may encounter memory limitations on your iPad (most iPads come with 1GB of working memory which is divided up between the internal operating system and your active apps—we're not referring to the 16GB, 32GB, or 64GB storage that you purchased with your iPad - that is data storage). To make the most memory available for Project or other apps, close down the apps that are active in the background. Closing down old games and other unused apps will usually free up plenty of memory.

To close apps active in the background (iOS 7, 8 and 9)
- Double tap the Home button to bring up the multitasking view.
- Swipe or flick up on the screenshot (not icon) of the app you want to exit.
- The app will fly off the screen and release its resources.
- When done, tap the screen with all your icons or double tap the home button.

Backups: Remember it is VERY important to backup your iPhone or iPad to your COMPUTER, (not just the cloud), on a regular basis when connecting to iTunes. A very valuable safety consideration: say if someone drops a phone or iPad and puts it out of commission!

If you have questions:

If you have any problems or questions just tap the 'Support' button, enter a subject, tell us your question, and tap Send. Remember to first fill in your basic contact information in General Settings. You can also reach our support people (who are based in the U.S. and Canada) by sending a direct email to support@mpengo.com. Our mpengo Questions & Answers FAQ's are also available by going to www.mpengo.com and selecting Support.

Please Review Us:

A good review on the App Store helps us tell others about mpengo Project and helps guide our programmers for future releases. If you like mpengo Project please write about it in the App Store.
If you have comments or features you would like to see or improved, please send us an email by tapping the Support button.

We hope that this tutorial gave you a good general understanding of what mpengo Project can do for you; let us know how we can improve it (tap **Support**)!