



Equipment Revenue in hh2

Equipment revenue tracking in hh2 allows businesses to allocate revenue associated with equipment usage to specific jobs, ensuring accurate expense tracking and job costing. It is important to note that hh2 tracks equipment revenue, not equipment costs. Equipment revenue represents the income generated from the use of equipment on projects, often tied to internal billing or cost recovery processes. Clients looking to track equipment costs, such as maintenance or depreciation, should rely on their accounting system, as hh2 does not currently support cost tracking. Currently, hh2's equipment revenue feature is supported for clients integrated with Sage 300, Sage 100, and accounting systems. This comprehensive guide intends to equip you with an understanding of how to enable, configure, and use equipment revenue. It is advised for your first time using Equipment Revenue in hh2 to contact support@hh2.com, your implementor, or your account manager to schedule a configuration and training session.

What is Equipment Revenue in hh2?

Equipment Revenue in hh2 is used to track and allocate revenue associated with equipment usage. This feature helps companies ensure proper job costing by associating equipment usage fees with projects.

- Tracks revenue generated from rented or owned equipment.
- Helps manage internal billing for job-related equipment usage.
- Ensures accurate reporting and revenue allocation.
- Job-costed unit entry data is entered in hh2 and synced back to the accounting system. Equipment items and revenue codes sync from the accounting system into hh2.

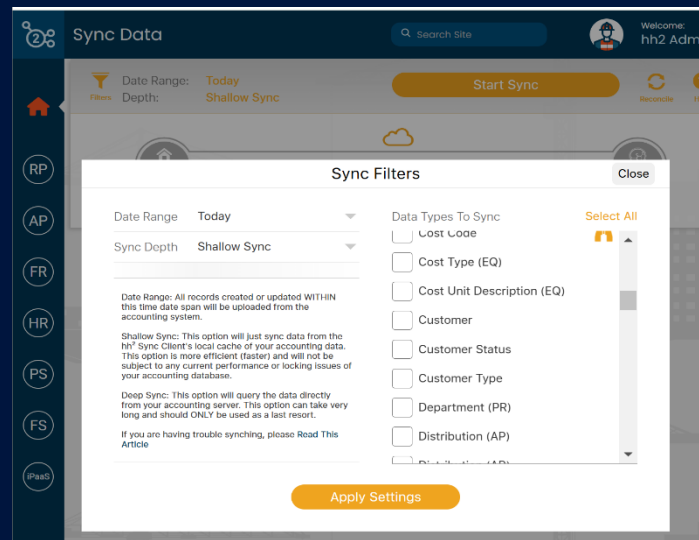
Setting Up and Using Equipment Revenue in hh2

To set up equipment revenue, follow these steps:

A. Verifying Sync Enablement

1. Login to your company's hh2 website as a system administrator and navigate to the *Accounting Sync* located on the Home Page under the 'Your Company's Data' section.
2. Click on *Filters* in the upper left corner of the Accounting Sync page and scroll through the Data Types list to ensure the following entities are enabled:

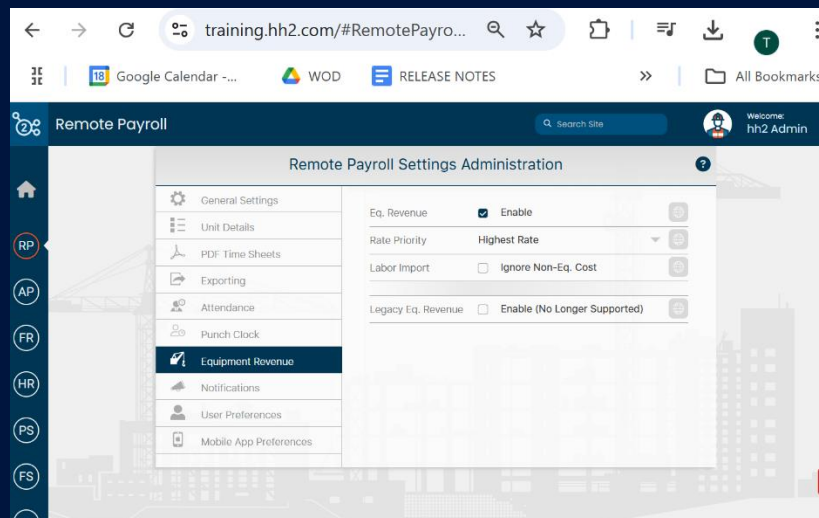
Cost Type (EQ)
Cost Unit Description (EQ)
Equipment Item (EQ)
Equipment Status (EQ)
Equipment Type (EQ)
Revenue Rate Table (EQ)
Revenue Unit Description (EQ)
Standard Cost Code (EQ)



1. If these entities are not enabled, you will want to contact support@hh2.com to schedule a meeting with our team. This meeting will require access to your accounting server (where the hh2 sync client is installed) which will allow our team to enable these missing data types necessary for hh2 Equipment Revenue to work.

B. Enable Equipment Revenue in Remote Payroll

1. Log in to hh2 Remote Payroll.
2. Navigate to RP > Settings > System Settings.
3. Click on the Equipment Revenue tab and check the box to Enable Eq. Revenue



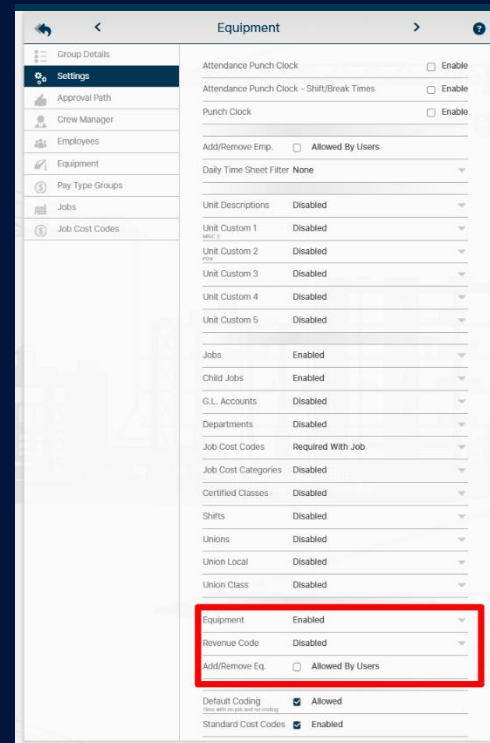
4. Navigate to RP > Payroll Users & Groups > Equipment and validate that your equipment items have been synced from your accounting system appropriately.

C. Enable Equipment Revenue in Necessary Payroll Groups

For equipment time sheets to be available, you must enable and assign equipment revenue properties within the appropriate payroll groups for the groups of employees you want to be able to track this for. Alternatively, you can create a new payroll group or groups specifically intended for equipment tracking.

1. Navigate to RP > Payroll Users & Groups > Payroll Groups and then select the group you want to enable equipment for.
2. Click on the Settings tab within the payroll group and scroll toward the bottom of the list of settings to adjust the following appropriately:

1. Enable Equipment.
2. Adjust the setting for Revenue Code
 1. You can leave this disabled if you have your revenue code defaults setup in your accounting system on each equipment item.
 2. You can enable this setting if your want to allow, but not require, your users to manually select a revenue code and override the default in your accounting system when they code equipment time.
 3. You will want to require this setting with equipment if you do not have your defaults setup on the equipment items in the accounting system.

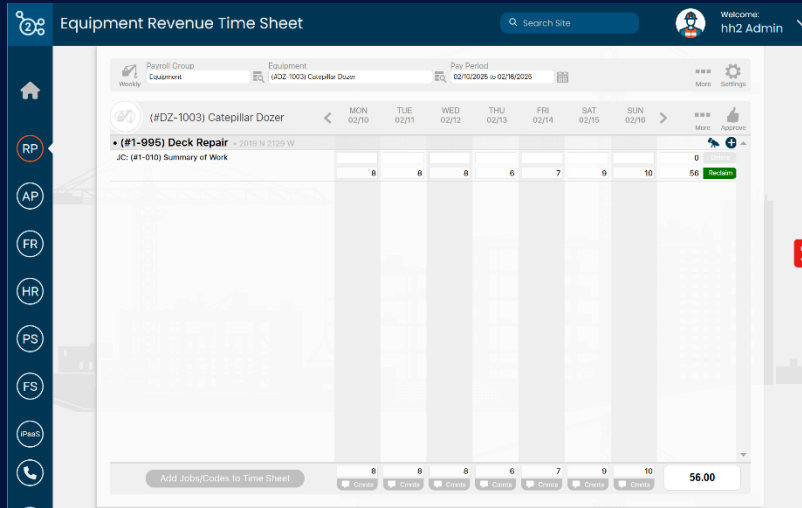


3. You have the option to either manually assign the equipment this payroll group can code time for, or you can enable the setting for Add/Remove Eq. here if you prefer your users to manage the list of equipment they have access to.
3. Once you have enabled the above settings appropriately, you will then navigate to the Equipment tab of the payroll group. From here you can manually assign or mass assign Equipment Items to the group.

- Members of this payroll group who have access to code/modify time will be able to code time to the equipment you have granted access to. They will be able to code the time against any jobs that have been granted access within the same payroll group.

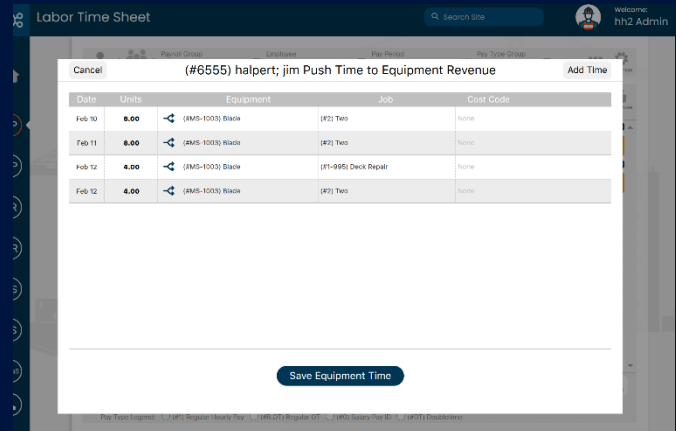
D. Coding Time To Equipment

Once you have set up your equipment feature in your hh2 Remote Payroll module, your employees should have access to start coding time to the appropriate equipment items. It is very similar to coding labor time to a job except our Equipment Time Sheet is only used for equipment revenue to track the amount of hours the piece of equipment was used, which will later be exported and calculated based on the revenue code and rate in your accounting system. To code time for equipment, please follow the below steps:



- Log into your company's hh2 website.
- Select the RP icon on the left side of the page.
- Under the Equipment Revenue header, select Equipment Time Sheet.
- Verify you are filtered to the correct pay period, payroll group, and equipment item.
- Once you have the necessary filters applied, you can then start coding that piece of equipment to certain jobs located on your equipment time sheet.

Alternatively, your users can access a quick view of the equipment time sheet and code time from their own labor time sheet. To do this they will go to their labor time sheet and click on the More icon next to the thumbs up approve icon, then they can click on the Eq. Rev. option. From here an employee can manually code, or copy from their own time sheet over to the appropriate equipment item.



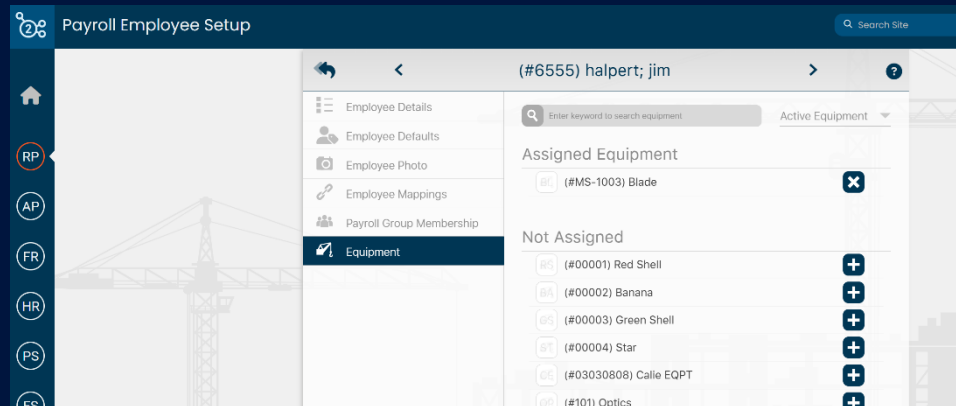
E. Assigning Default Equipment to Employees

There are circumstances where you will want a default piece of equipment to be assigned to a specific employee and not to a payroll group. For instance, some companies will assign a cell phone or a work truck to an employee that follows them. That will be assigned directly to their Employee Setup and moved with them regardless of which payroll group they are members of. Please follow the below steps to assign a default piece of equipment to a specific employee.

1. Select the RP icon on the left side of the page

2. Under the Payroll User's & Groups section select Employees

3. Search and select the employee you wish to assign default equipment to



4. Once in the employee record, click into the Equipment tab on the left

5. Scroll down to the Not Assigned list, and assign the equipment to the employee by clicking on the plus icon to the right of the equipment

Once this is done, equipment managers are able to copy all labor time from the employee time sheet over to the employee's assigned equipment by following the below instructions:

1. Click on the RP icon on the left

2. Click on Equipment Time Approval under the Equipment Revenue header

3. Click on the Labor icon at the top of the page to automatically copy all employee labor time to any default equipment assigned on their employee record

F. Equipment Time Approval

Equipment time follows the same rules of approval as employee payroll time, and uses the same time tracking statuses as employee time. The time can be entered and approved based on the approval path of the payroll group the equipment time has been entered within.

1. To review and approve equipment time, you can either navigate to the individual time sheets for each equipment item under RP > Equipment Revenue > Equipment Time Sheet or to review all equipment time for a specific pay period you can navigate to RP > Equipment Revenue > Equipment Time Approval.

Equipment	Totals
#102 Firearms	No Time
#1234 John Fitzgerald	No Time
#66 Anikias Lightsaber	No Time
#DZ-1003 Caterpillar Dozer	24.00
#MS-1001 Air Compressor	35.00
#MS-1002 Laser Plane	No Time
#MS-1003 Blade	No Time
#TR-1003 Service Truck	No Time

Payroll Group			
All Payroll Groups			
Salaries	0.00	0.00	0.00
Salary Field	0.00	0.00	0.00
A Paper Company	0.00	0.00	0.00
Admin	0.00	0.00	0.00
Admin test	0.00	0.00	0.00
A's Test	0.00	0.00	0.00
Aja Test	0.00	0.00	0.00
Avatar Crew	0.00	0.00	0.00
Avengers	0.00	0.00	0.00
BGoosh	0.00	0.00	0.00
Badu Bing	0.00	0.00	0.00
Big Money	0.00	0.00	0.00
ClaytonEquipment	0.00	0.00	0.00
Cleanup Crew	0.00	0.00	0.00
Crazy Crew	0.00	0.00	0.00
Crew Managers	0.00	0.00	0.00
Donnie Brasco	0.00	0.00	0.00
Employees	0.00	0.00	0.00
Enforcers	0.00	0.00	0.00
Equipment	74.00	0.00	35.00
FFVII	0.00	0.00	0.00
FairyLandGroup	0.00	0.00	0.00
Foreman	0.00	0.00	0.00
Francis's Test group	0.00	0.00	0.00
Full Metal Alchemy	0.00	0.00	0.00
Homework	0.00	0.00	0.00

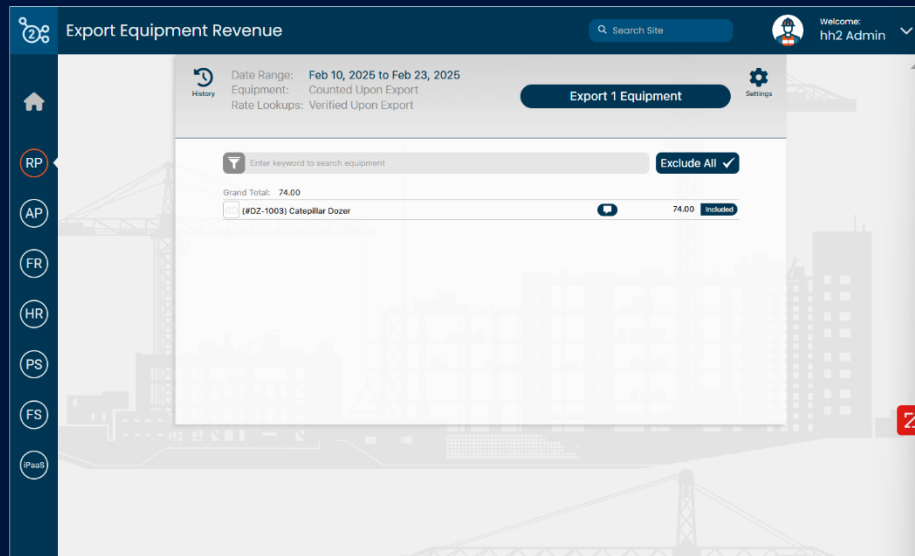
2. From the Equipment Time Approval page, you can review the time as well as promote and approve the time. From this page you can also run reports on the equipment time.
3. You can copy employee time for employees defaulted equipment that you have assigned to them with one click of a button by clicking on the Labor button at the top of the Equipment Time Approval page. Once you do this, hours coded for various employees who have equipment items specifically assigned to them within their employee record in hh2 will be copied, including the units and any job costing information, over to the equipment time sheet for their default equipment. You can then mass approve this time by clicking the thumbs up Approve button at the top of the Equipment Time Approval page.

G. Equipment Time Export

Exporting your equipment time is made simple with hh2's Equipment Revenue feature. Depending on your accounting system, exporting will be done one of two ways:

1. Upon exporting, your time will be sent directly to your accounting system and can be found in the menus and reports you would typically review it in or
2. Upon exporting hh2 will generate a file for you to download, which you will then import as-is into your accounting system appropriately.

To access the export page for your equipment time, you can either click on the export icon at the top of the Equipment Time Approval page, or you can navigate to RP >Equipment Revenue >Equipment Time Export. From here, you can filter for the appropriate date range, specific equipment items, or equipment time for specific payroll groups and send the time over to your accounting system.



Conclusion

By properly setting up and using Equipment Revenue in hh2, businesses can ensure accurate job costing, optimize internal billing, and maintain financial accuracy in equipment usage tracking. Remember, hh2 tracks equipment revenue, not equipment cost, and equipment data, including items and revenue codes, is typically synced from the client's accounting system for seamless integration. If further guidance is needed, remember that our [support team](#) and implementation specialists are available to help!