

LORI BOGART & BARBARA ANDERSEN

# Contract Processing: Settling Isn't Easy



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## Disclaimer

A FEW THINGS FIRST

**This presentation is for information only.**

Evaluate risks before acting based on ideas from this presentation.

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**Lori  
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## Agenda

### HERE'S THE PLAN

1. Understanding Your Setup
2. Contract Creation
3. Scheduled Payments
4. Work Orders and Settlements
5. Revenue Recognition
6. Refunds
7. Settlements to AP



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# Understanding Your Setup

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BUILDING BLOCKS OF  
CONTRACTS PROCESSING



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## Products

- Define goods and services
- Control calculations
- Organized by product types and groups
- Default pricing and set thresholds
- Rollup into ARCodes
- Defines descriptions used for invoicing

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# Product Example: Sound System

Product for Demo Aspire ?

Type:  Equipment

Code:  Description:

Price:   Allow Override Minimum:  Maximum:

Work Order Type:  Equipment Setup

Payment Type:  Contract Payment

Groups:

ARCode:  Sound Equipment

Accrued/Deferred Revenue:

Credit ARCode:

Lead Time

Days:

Hours:

Minutes:

Expression

Credit Expression



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# Product Example: Commission

Product for Demo Aspire

Type:  Commissions

Code:  Description:

Price:   Allow Override Minimum:

Work Order Type:  Commissions on Sales

Payment Type:  Concession Guarantee

Groups:

ARCode:  Food and Beverage Fees - NT

Accrued/Deferred Revenue:

Credit ARCode:

Expression

Credit Exp

Terms

Code	Data Type
CommPct	Numeric

- Taxable vs. non-taxable products
- Calculation can “back out” the tax
- Guarantee payment types
- Use terms instead of price to reduce the number of commission codes



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# Payment Types

Payment Type for Demo Aspire ?

**Code:**  **Description:**

**Invoice Type:**

**ARCode:**

- Invoice type & ARCode
- Default from products
- Examples:
  - Guarantees
  - Rent Deposits
  - Add-On
  - Contract Payment



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# Contract Types

Contract Type for Demo Aspire ?

**Code:**  **Description:**

**Charge Invoice Type:**

**Credit Invoice Type:**

**Sales Tax Payment Type:**

**Settlement Description:**

Contract Type  Contracts  Other

- Used to create separate templates
- Maps to AR invoice types
- Defaults keywords to build settlement descriptions
- Examples:
  - Commercial rentals
  - Concessions
  - Interim events



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# Settlement Description

## KEYWORDS LOCATED IN HELP TEXT

The following keywords are available for use in the settlement description for settlements created from contracts of the specified contract type:

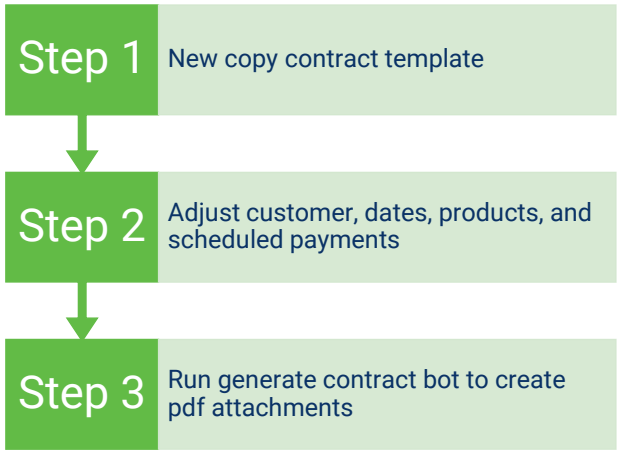
<CONTRACT DESCRIPTION>	<SIGNED DATE>	<CONTRACT TYPE DESCRIPTION>
<CONTRACT NUMBER>	<CONTRACTOR>	<SETTLEMENT NUMBER>
<BEGIN DATE>	<SIGNATORY>	<ATTRIBUTE ITEM CODE attribute_name>
<END DATE>	<CONTRACT TYPE>	<ATTRIBUTE ITEM DESCRIPTION attribute_name>




# Contract Creation

# Get that in writing!

## CONTRACT FROM START TO FINISH



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**Demo Aspire by AccountingWare**  
**Event Rental Agreement**

Agreement #: **ccContNum**  
Date: **ccCreateDate**


**THIS RENTAL AGREEMENT ("Agreement") is by and between Demo Aspire by AccountingWare, ("Association"), commonly known as DA-ACW ("ACW"), and ccCustomerName ("Renter"). Association and Renter may be collectively referred to as the "Parties."**

**WITNESSETH:**

1. THAT WHEREAS, the Renter desires to secure from the Association certain rights and privileges and to obtain permission from the Association to use Association premises beginning on ccBeginDate and ending on ccEndDate.
2. NOW, THEREFORE, Association hereby grants to the Renter the right to occupy the space(s) described in location below for the purposes hereinafter set forth subject to the terms and conditions of this agreement.
3. The purposes of occupancy shall be limited to: ccContractDescription **and shall be for no other purpose(s) whatsoever.**
4. Renter agrees to pay to Association for the rights and privileges hereby granted the amounts and in the manner set forth below.

Line	Description	Date	Start	End	Hrs	Qty	Price	Amount
5. Payments are to be made according to the following payment schedule:								

Word Template  
ATTACHED TO BOTS



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# Let's create a contract!

Number	Customer	Type	Description	Customer Name	Contractor	Attachments
0-4	Template	Interim	Template for Interim	Template Customer for CP	Template for Interim	
0-25	Template	Comm	Template for Concessions	Template Customer for CP	Template Customer for CP	
0-36	Template	Commercial	Template for Rental	Template Customer for CP	Template Customer for CP	



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[Create a Contract \[mp4\]](#)

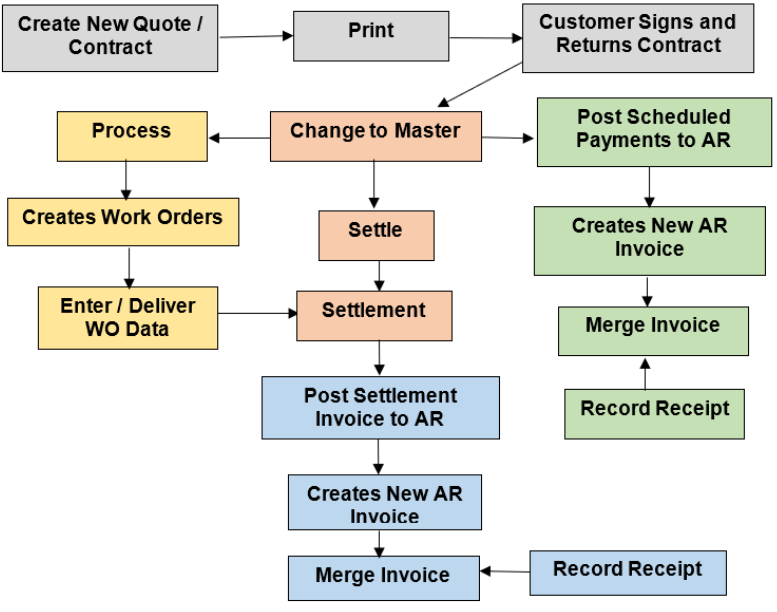
# Accounting for Contracts



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# CP to AR Workflow



- Contract Record
- Scheduled Pyt Invoices
- Work Orders
- Settlement
- Settlement Invoices



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# Handling Scheduled Payments

SHOW ME THE MONEY!

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# Scheduled Payments

- Collected **PRIOR** to event
- Deferred income
- Set due dates on contract
- Use Post process on contract
- AR invoices tab and fields
- Contract Payment view
- Should not be contract line item



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[Schedule Payments \[mp4\]](#)

# View Invoices and Receipts...from CP

## Contract for Demo Aspire

Type: Interim Event  
 Customer: Irma Ramirez  
 Description: Ramirez Wedding

Invoices Invoice Detail Extra GL

AR Invoices

Filters: Outstanding

Batch - #	Invoice #	Date	Amount	Balance
LB - 47	00525	4/30/2023	1,850.00	0.00
LB - 48	00526	4/30/2023	837.50	837.50

Contract Work Orders Settlements **AR Invoices** AR Receipts AP Invoices Notes Attachments

Total: 2 Selected: 0 Amount: 0.00 Balance: 0.00 Order: \*EventAttr:

## Contract for Demo Aspire

Type: Interim Event  
 Customer: Irma Ramirez  
 Description: Ramirez Wedding

Receipts Receipt Detail

Receipts

Filters:

Batch - #	Date	Reference	Amount
LB - 13	4/30/2023	21212	1,850.00

Contract Work Orders Settlements AR Invoices **AR Receipts** AP Invoices Notes Attachments

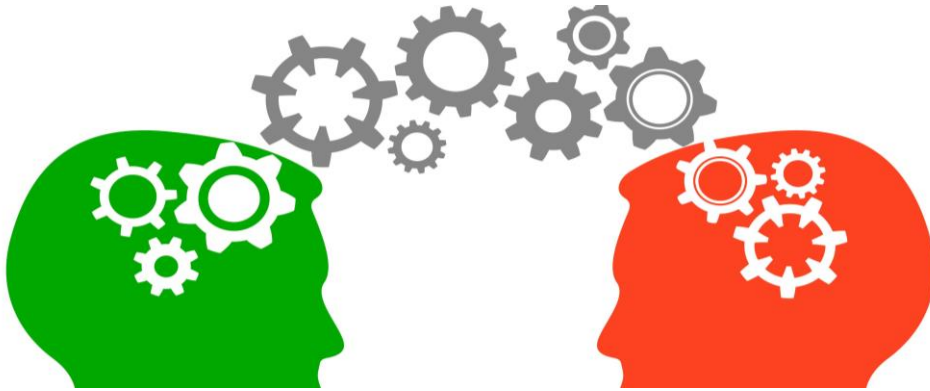
Total: 1 Selected: 1 Amount: 1,850.00 Discount: 0.00 Adjustment: 0.00



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# Work Orders & Settlements

OPERATIONS VS ACCOUNTING: MEETING OF THE MINDS



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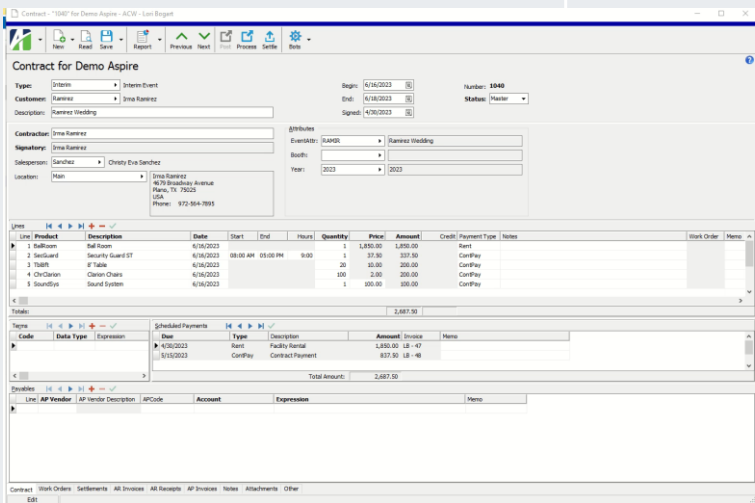
## Work Orders

ELECTRONIC TO DO LIST

- Create from contract lines
- Mark deliverables when completed
- Record actual vs expected
- Add manual work orders for add-ons
  
- Work Order Reports and Listing
  - Delegate work
  - Check Lists
  - Sign-off sheets

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**Contract for Demo Aspire**

Type: **Contract** | Inprint Event  
 Customer: **Ramirez** | Inma Ramirez  
 Description: **Ramirez Wedding**  
 Begin: 6/16/2023 | End: 6/16/2023 | Signed: 4/26/2023 | Number: **4040** | Status: **Master**


Contractor: **Dina Ramirez** | B/Business: **CONF** | **Ramirez Wedding**  
 Signature: **Dina Ramirez** | Initials: **D**  
 Salesperson: **Sanchez** | **Orisley Eva Sanchez** | Year: **2023**  
 Location: **Main** | **Dina Ramirez**  
 610 Woodbury Avenue  
 Plano, TX 75023  
 USA  
 Phone: 972-564-7933

Item	Date	Start	End	Hours	Quantity	Price	Amount	Credit/Debit	Payment Type	Notes	Work Order	Notes
1 Ballroom	6/16/2023				1	1,850.00	1,850.00		Debit			
2 Security	6/16/2023	09:00 AM	03:00 PM	6:00	1	37.50	337.50		ConPay			
3 Table	6/16/2023				25	8.00	200.00		ConPay			
4 Chair/Chair	6/16/2023				100	2.00	200.00		ConPay			
5 Sound/AV	6/16/2023				1	300.00	300.00		ConPay			
Totals:							2,487.50					

**Get to work!**  
**RECORD YOUR ACTUAL NUMBERS**

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Record Numbers [mp4]



## Settlements

- Worksheet of all activity
- Reconcile actuals to the contract values

**PLUS:** Total Earned Revenue  
**LESS:** Scheduled Payments Consumed

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**NET:** Final Over/Under Due

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# Settlement Screen

## Settlement for Demo Aspire

Number: 1 Contract: 1040 Ramirez Wedding Sales tax: 0.00 Total: 2,687.50

Description: Settlement: Ramirez Wedding, 2023-06-18 Date: 6/18/2023 AR Invoice: AR Invoice Total: 0.00

Contractor: Irma Ramirez Customer: Ramirez Irma Ramirez

Attributes: EventAttr: RAMIR Ramirez Wedding Booth: Year: 2023

Payment Type	Amount	Balance	Refund?
ContPay	837.50	0.00	<input type="checkbox"/>
Rent	1,850.00	0.00	<input type="checkbox"/>
<b>Totals:</b>	<b>2,687.50</b>	<b>0.00</b>	

Line	Product	Contract				Actual				Settlement								
		Contract Line	Hours	Quantity	Price	Amount	Work Order	Hours	Quantity	Price	Date	Hours	Quantity	Price	Discount	Amount	Credit	Payment Type
1	BallRoom	1040-1		1	1,850.00	1,850.00	196		1		6/16/2023		1	1,850.00	0.00	1,850.00		Rent
2	SecGuard	1040-2	9:00	1	37.50	337.50	197	9:00	1		6/16/2023	9:00	1	37.50	0.00	337.50		ContPay
3	TblBft	1040-3		20	10.00	200.00	198		20		6/16/2023		20	10.00	0.00	200.00		ContPay
4	ChrClarion	1040-4		100	2.00	200.00	199		100		6/16/2023		100	2.00	0.00	200.00		ContPay
5	SoundSys	1040-5		1	100.00	100.00	200		1		6/16/2023		1	100.00	0.00	100.00		ContPay



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# Settlement Process

RECONCILE EXPECTED TO ACTUAL

Contract - "1040" for Demo Aspire - ACW - Last Report

Contract for Demo Aspire

Types: Invoiced Interm Event Begin: 6/16/2023 Number: 1040  
 Customer: Ramirez Irma Ramirez End: 6/18/2023 Status: Invoiced  
 Description: Ramirez Wedding Signed: 6/20/2023

Contractor: Irma Ramirez Attributes: EventAttr: RAMIR Ramirez Wedding  
 Signatory: Irma Ramirez Booth: Year: 2023  
 Salesperson: Sanchez Chelsy Eva Sanchez  
 Location: Main Irma Ramirez 4075 Windrose Avenue Plano, TX 75025 USA Phone: 972-966-7993

Line	Product	Description	Date	Start	End	Hours	Quantity	Price	Amount	Credit	Payment Type	Notes	Work Order
1	BallRoom	Ball Room	6/16/2023				1	1,850.00	1,850.00		Rent		224
2	SecGuard	Security Guard ST	6/16/2023	08:00 AM	09:00 PM	9:00	1	37.50	337.50		ContPay		225
3	TblBft	8' Table	6/16/2023				20	10.00	200.00		ContPay		226
4	ChrClarion	Claron Chers	6/16/2023				100	2.00	200.00		ContPay		227
5	SoundSys	Sound System	6/16/2023				1	100.00	100.00		ContPay		228

Totals: 2,687.50

Code	Date	Type	Description	Amount	Invoice
61	6/16/2023	Rent	Party Rental	1,850.00	18-47
	6/16/2023	ContPay	Contract Payment	837.50	18-48
Total Amount:				2,687.50	

AP Vendor: AP Vendor Description: AP Code: Account: Expression: Memo



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Settlement Process [mp4]



# Revenue Recognition

RECORDING WHEN IT ACTUALLY HAPPENED

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## Timing is everything!

### Recognition Date on Settlement Date

All lines use actual revenue accounts

No Extra GL needed

Adds negative lines to apply the scheduled payments

### Recognition Date Before Settlement Date

Any line settling before settlement date uses deferred income accounts

Extra GL has actual revenue dates and accounts

Adds negative lines to apply the scheduled payments

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# Recognition Date = Settlement Date

EVENT DATES: 6/16 - 6/18/2023, REVENUE DATE = 6/18/2023

Invoice (Charge)

Source: Settlement  Print Invoice  
 Type: Invoice  On Hold  
 Settlement: 1040-1  
 PO #: 1040-1  
 Description: Settlement: Ramirez Wedding, 2023-06-18  
 Location: Main  
 Irma Ramirez  
 4679 Broadway Avenue  
 Plano, TX 75025  
 USA  
 Phone: 972-564-7895  
 Salesperson: Sanchez

Sales Tax  
 Origin: U.TX.LUBB  
 Destination: U.TX.DAL  
 Source: Destination  
 Tax Entity: U.TX.DAL  
 Category: Non  
 Amount: 0.00  
 General Ledger  
 A/R Account: 1200-01-00000-A  
**GL Date: 6/18/2023**  
 GL Batch: AR

Sales Tax Detail  

Tax Entity	Amount	Account
U	0.00	
U.TX	0.00	2300-01-00000-A
U.TX.DAL	0.00	2300-01-00000-A

 Attributes  
 EventAttr: RAMIR Ramirez Wedding  
 Booth:  
 Year: 2023 2023  
 Payment Terms  
 Terms: UponRec Due: 6/18/2023  
 Basis: 0.00 Finance: AvgDBal

Line	ARCode	Description	Quantity	Unit Price	Amount	Sales Account	Sales Account Description	EventAttr
1	Facility	Ball Room 06/16/2023 Quantity: 1 Price: 1,850.00	1	1,850.00	1,850.00	4200-01-RAMIR-A	Facilities Revenue - Lubb - RAMIR	
2	Security	Security Guard 06/16/2023 Hours: 9:00 Quantity: 1 Price: 37.90	1	37.90	37.90	4000-01-RAMIR-A	Labor Revenue - Lubb - Re RAMIR	
3	Table	8' Table 06/16/2023 Quantity: 20 Price: 10.00	1	200.00	200.00	4100-01-RAMIR-A	Equip Revenue - Lubb - Re RAMIR	
4	Chair	Claron Chairs 06/16/2023 Quantity: 100 Price: 2.00	1	200.00	200.00	4100-01-RAMIR-A	Equip Revenue - Lubb - Re RAMIR	
5	Sound	Sound System 06/16/2023 Quantity: 1 Price: 100.00	1	100.00	100.00	4100-01-RAMIR-A	Equip Revenue - Lubb - Re RAMIR	
6	Definc	Less Contract Payment	1-	837.50	837.50	2185-01-00000-A	Deferred Income	RAMIR
7	Definc	Less Rent Payment	1-	1,850.00	1,850.00	2185-01-00000-A	Deferred Income	RAMIR

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# Recognition Date BEFORE Settlement Date

EVENT DATES: 6/16 - 6/18/2023, REVENUE DATE = 6/16/2023

Settlement for Demo Aspire

Number: 1040-1  
 Description: Settlement: Ramirez Wedding, 2023-06-18  
 Date: 6/18/2023  
 Sales Tax: 0.00  
 Total: 4,840.00

Line	ARCode	Description	Quantity	Unit Price	Amount	Settlement	Amount	Settlement	Amount	Settlement	Amount	Settlement	Amount	Settlement	Amount	Settlement	Amount	Settlement	Amount
1	Facility	Ball Room 06/16/2023	1	1,850.00	1,850.00	1,850.00	0.00	1,850.00	0.00	1,850.00	0.00	1,850.00	0.00	1,850.00	0.00	1,850.00	0.00	1,850.00	0.00
2	Security	Security Guard 06/16/2023	1	37.90	37.90	37.90	0.00	37.90	0.00	37.90	0.00	37.90	0.00	37.90	0.00	37.90	0.00	37.90	0.00
3	Table	8' Table 06/16/2023	1	200.00	200.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	0.00
4	Chair	Claron Chairs 06/16/2023	1	200.00	200.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	0.00
5	Sound	Sound System 06/16/2023	1	100.00	100.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00
6	Definc	Less Contract Payment	1-	837.50	837.50	837.50	0.00	837.50	0.00	837.50	0.00	837.50	0.00	837.50	0.00	837.50	0.00	837.50	0.00
7	Definc	Less Rent Payment	1-	1,850.00	1,850.00	1,850.00	0.00	1,850.00	0.00	1,850.00	0.00	1,850.00	0.00	1,850.00	0.00	1,850.00	0.00	1,850.00	0.00



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Recognition Date [mp4]

# Recognition Date BEFORE Settlement Date

EVENT DATES: 6/16 - 6/18/2023, REVENUE DATE = 6/16/2023

14072 DeSotoWay AVENUE  
Plano, TX 75025  
USA  
Phone: 972-564-7895

General Ledger  
A/R Account: 1200-01-00000-A  
GL Date: 6/18/2023  
GL Batch: AR

Booth:   
Year: 2023  
2023

Payment Terms  
Terms: UponRec Due: 6/18/2023  
Basis: 0.00 Finance: AvgDBal0

Line	ARCode	Description	Quantity	Unit Price	Amount	Sales Account	Sales Account Description	EventAttr
1	Facility	Ball Room 06/16/2023 Quantity: 1 Price: 1,850.00	1	1,850.00	1,850.00	2185-01-00000-A	Deferred Income	RAMIR
2	Security	Security Guard 06/16/2023 Hours: 9:00 Quantity: 1 Price: 37.50	1	337.50	337.50	2185-01-00000-A	Deferred Income	RAMIR
3	Table	8' Table 06/16/2023 Quantity: 20 Price: 10.00	1	200.00	200.00	2185-01-00000-A	Deferred Income	RAMIR
4	Chair	Clarion Chairs 06/16/2023 Quantity: 100 Price: 2.00	1	200.00	200.00	2185-01-00000-A	Deferred Income	RAMIR
5	Sound	Sound System 06/16/2023 Quantity: 1 Price: 100.00	1	100.00	100.00	2185-01-00000-A	Deferred Income	RAMIR
6	DefInc	Less Contract Payment	1-	837.50	837.50	2185-01-00000-A	Deferred Income	RAMIR
7	DefInc	Less Rent Payment	1-	1,850.00	1,850.00	2185-01-00000-A	Deferred Income	RAMIR

Detail Totals: 3 0.00

Invoice Extra GL Receipt Detail Receipts Notes Attachments Other



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# Recognition Date BEFORE Settlement Date

EVENT DATES: 6/16 - 6/18/2023, REVENUE DATE = 6/16/2023

AR Invoice for Demo Aspire

Batch: LB Customer: Ramirez Date: 6/18/2023 Amount: 0.00 Summary Type:   
Entry #: 49 Irma Ramirez Invoice #: 00529 Balance: 0.00 Summary Invoice:   
Extra GL

Line	Date	Account	Account Description	EventAttr	Booth	Year	Debit	Credit
	6/16/2023	2185-01-00000-A	Deferred Income	RAMIR		2023	1,850.00	
	6/16/2023	4200-01-RAMIR-A	Facilities Revenue - Lubb - RAMIR			2023		1,850.00
	6/16/2023	2185-01-00000-A	Deferred Income	RAMIR		2023	337.50	
	6/16/2023	4000-01-RAMIR-A	Labor Revenue - Lubb - Ra RAMIR			2023		337.50
	6/16/2023	2185-01-00000-A	Deferred Income	RAMIR		2023	200.00	
	6/16/2023	4100-01-RAMIR-A	Equip Revenue - Lubb - Ra RAMIR			2023		200.00
	6/16/2023	2185-01-00000-A	Deferred Income	RAMIR		2023	200.00	
	6/16/2023	4100-01-RAMIR-A	Equip Revenue - Lubb - Ra RAMIR			2023		200.00
	6/16/2023	2185-01-00000-A	Deferred Income	RAMIR		2023	100.00	
	6/16/2023	4100-01-RAMIR-A	Equip Revenue - Lubb - Ra RAMIR			2023		100.00

Unit: \$ Debit: 2,687.50 Entry Totals...  
Date: 6/16/2023 Dollars Credit: 2,687.50

Invoice Extra GL Receipt Detail Receipts Notes Attachments Other



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# Trust, but verify...Check your GL!

AR INVOICE TAB ON CONTRACT

AR INVOICE LISTING

INCLUDE GL SUMMARY

GL Summary:

Account	Unit	Source	Count	Total Debits	Total Credits
1000-01-00000-A Corporate Checking Account	\$	Bank	2	2,687.50	
1200-01-00000-A Accounts Receivable	\$	Receivables	4	2,687.50	2,687.50
2185-01-00000-A Deferred Income	\$	Extra	5	2,687.50	
2185-01-00000-A Deferred Income	\$	Sales	9		2,687.50
4000-01-RAMIR-A Labor Revenue - Lubb - Ramirez Wedding - A	\$	Extra	1		337.50
4100-01-RAMIR-A Equip Revenue - Lubb - Ramirez Wedding - A	\$	Extra	3		500.00
4200-01-RAMIR-A Facilities Revenue - Lubb - Ramirez Wedding - A	\$	Extra	1		1,850.00
				8,062.50	8,062.50



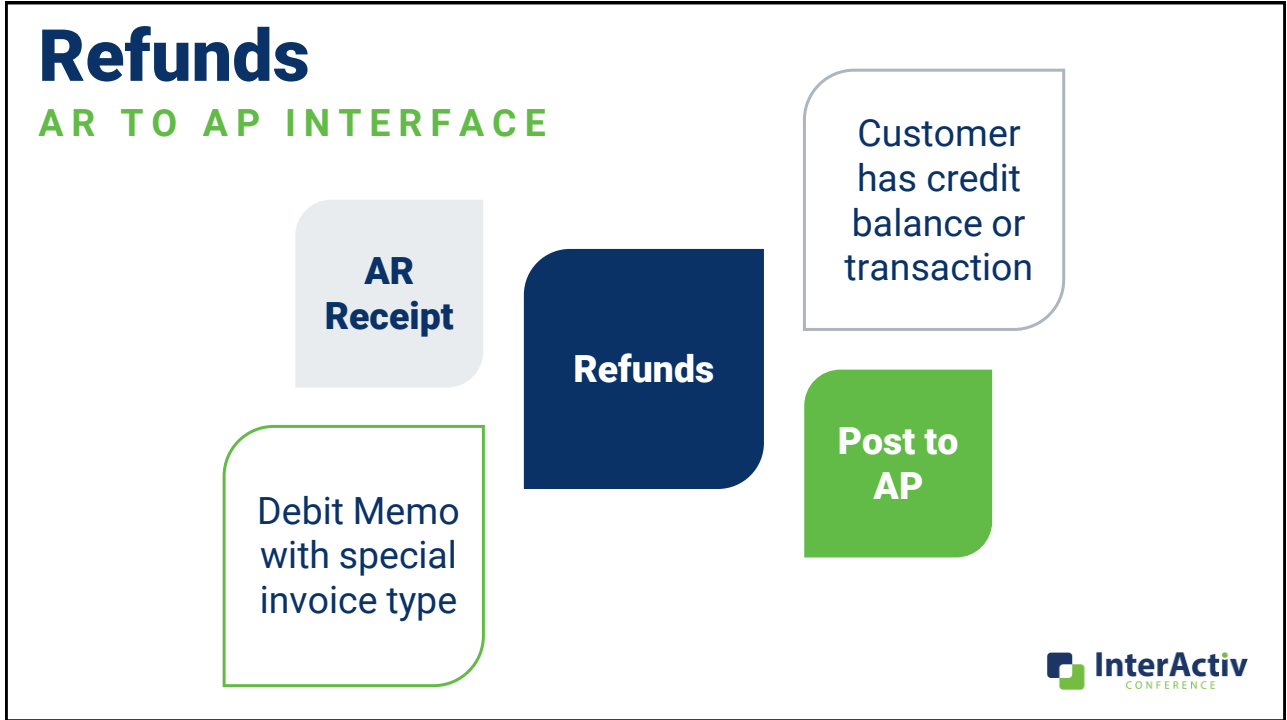
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# Processing Refunds

The check's in the mail!



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# AR Receipt – One Stop Refunds

- Pays open credit
- Creates debit memo **automatically** as miscellaneous invoice
- Named form option
- ONE entry and merge

Receipt for Demo Aspire

Batch - #: LB - 14    Customer: LubChild    Date: 7/31/2023    Deposit Type:    Reference: Refund

Merge #: 405    Lubbock Children's Theater    Receipt Type: Refund    Amount: 0.00

Receipt (Other): Source: Manual    Location: Main    General Ledger: GL Date: 7/31/2023    Bank: 1000-01-00000-A

Description:    Lubbock Children's Theater    GL Batch: AR    Discount:   

Deposit:    1986 Broadway Avenue    GL Entry: AR - 40    Adjustment:   

USA

Line	Command	Invoice	Invoice #	Invoice Type	Terms	Invoice Date	Due Date	Balance	unt Available	Payment	Discount	Adjustment	Sales Tax	ARCode
1	Payment	LB - 51	CR0010	Credit	Net10	7/31/2023	8/10/2023	0.00	0.00	131.37-	0.00	0.00	218.63	
2	Miscellaneous	LB - 52	REF00110	Refund		7/31/2023	7/31/2023	0.00	0.00	131.37	0.00	0.00	0.00	Refund

Totals:    0.00    0.00    0.00    0.00    0.00

Receipt    Notes    Other

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Post AR Invoices to AP for Demo Aspire - ACW - Lori Bogart

Steps: Specify Options, Create AP Invoices, View AP Invoices

Answers: Post to AP

Options

Invoice Batch: REF  
 Description: Refund of <Customer Code>, Invoice #<Invoi  
 Invoice #: <Invoice #>  
 Invoice Date: 7/31/2023  
 GL Date: 7/31/2023  
 GL Batch: REF  
 AP Account: 2100-01-00000-A

Vendor  
 From Customer  
 Specified:   
 Location:

Terms  
 From Vendor  
 Specified:

APCode  
 From Vendor  
 Specified:

# Post to AP Process

## CREATES AP INVOICE FOR PAYMENT

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# Refund Process



AR Invoice for Demo Aspire

Batch # 12345 Customer LABCOR Status: 10/10/2022 Amount: 100.00 Summary Type: 100000  
 Invoice # 12345 Customer LABCOR Batch # 12345 Status: 10/10/2022 Amount: 100.00 Summary Type: 100000

Invoice Details

Invoice	Customer	Invoice	Amount	Invoice Date	Invoice Type
1	LABCOR	12345	100.00	10/10/2022	100000

Invoice Header

Invoice	Customer	Invoice	Amount	Invoice Date	Invoice Type
1	LABCOR	12345	100.00	10/10/2022	100000

Invoice Items

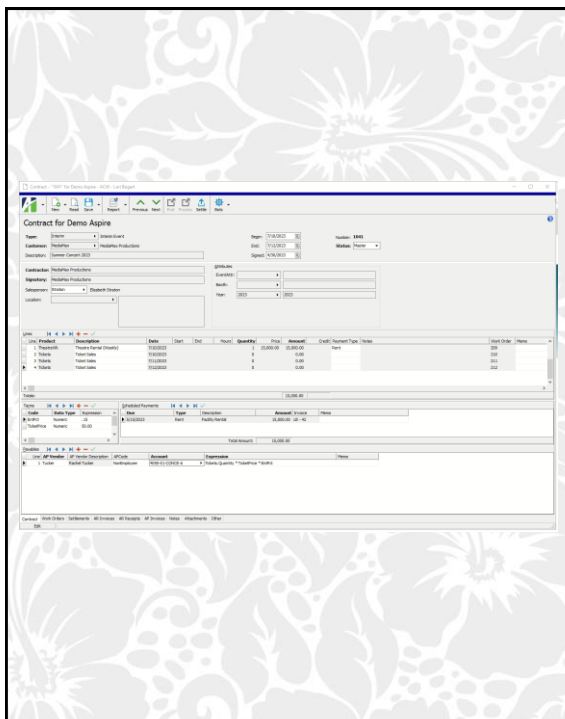
Invoice	Customer	Invoice	Amount	Invoice Date	Invoice Type
1	LABCOR	12345	100.00	10/10/2022	100000

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## Settlements to Accounts Payable

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## Post CP to AP

- Pays a known vendor
- Specify expense account
- Assign APCode for 1099 Reporting
- Create your own calculation expressions:  
 $\text{Tickets.Quantity} * \text{TicketPrice} * \text{EntPct}$

Tickets.Quantity is quantity of tickets  
 Ticket Price is price per ticket  
 EntPct is the entertainer's percentage

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Post CP to AP [mp4]



THANKS FOR JOINING!

## **Contracts Processing: Settling Isn't Easy**

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