Deltek

Deltek Ajera 10

Getting Started: Accountants

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What you can do in your dashboards: Accountants

You have a wide range of responsibilities that require a constant flow of detailed information. Your dashboards cover your most important items and contain additional information that helps facilitate specific tasks such as billing, collections, and time and expense management.

Dashboards are customizable to reflect the workflow at your firm. What you see on your dashboards depends on your security settings and whether or not you are set up to design your own dashboards.

Don't see what you need? Work with your manager to determine your dashboard needs.

Your information needs

As an accountant, your dashboards can be set up to help you to:

- Monitor payments and billings from a single page, either by client or project.
- Analyze and improve payment and billing processes at your firm.
- Track client invoices throughout the billing review process.
- Quickly identify timesheet offenders.
- Easily see expense status.
- Ensure timely review and approval of timesheets and expense reports.
- Set up financial and project reports and disseminate them to those who need them.

These are just a few examples of what your dashboards can provide.

How do they work?

The dashboards display the information that matters the most to you:

- *Home page:* View an aggregate of your key information. With one look, you're instantly up-to-date.
- *<Variable> pages:* Click a link in a widget to go to a *<variable>* page that displays information specific to what you selected, such as the Project page.

This example illustrates how your dashboards may be set up:

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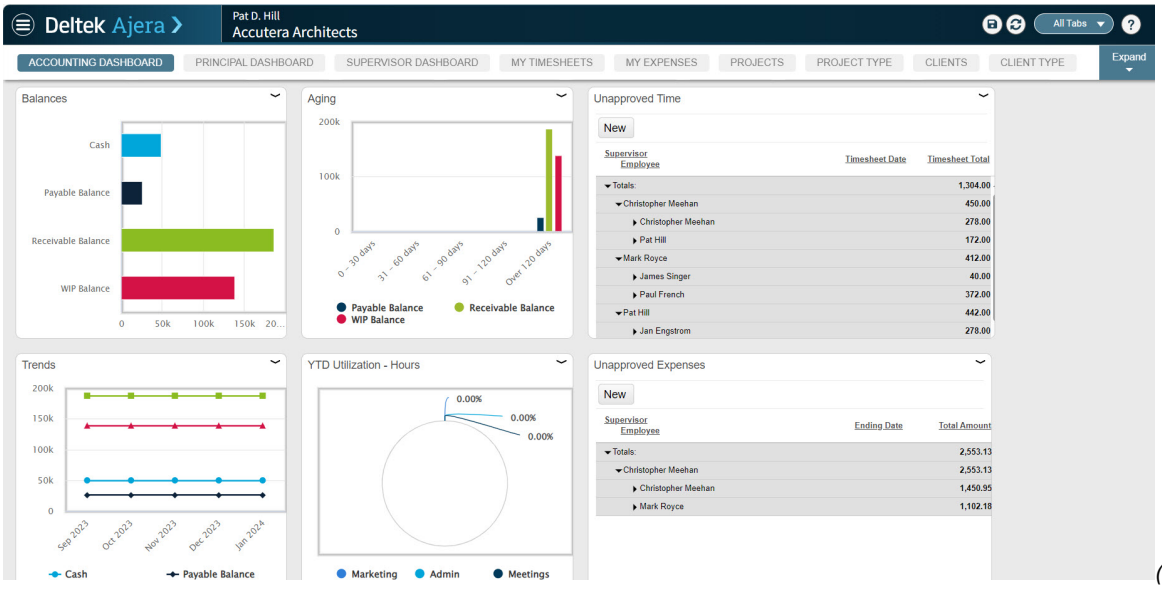
What you can do in your dashboards: Accountants



(click to expand)

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What you can do in the menu: Accountants

Typically, you can:

- View employee cost.
- View company information.
- Manage custom reports and inquiries.
- Manage financial statements.
- Back up databases.
- Import time and in-house expenses.
- Set up and update all the company preferences and company setups such as the chart of accounts and bank accounts.
- Set up and update employees, clients, vendors, and contacts.
- Perform all tasks on the Manage menu.
- Set up and update projects and view all project information including cost.
- Customize reports and view all report information including cost.
- Customize inquiries and view all inquiry information including cost.

What reports and inquiries you might see

You, the Ajera Administrator, and the principal typically have unlimited access to all reports, inquiries, and financial statements. You then grant access to others, as needed, for viewing and printing individual reports, inquiries, and financial statements.

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Lessons about the menu: Accountants

You work with most areas of Ajera, and most areas of the Ajera Online Help will be useful to you.
Here's a quick look at those areas that may pertain especially to your work in the menu as an accountant.

E-learning lessons for accountants

In Ajera, you'll find two different types of e-learning lessons depending on what you need:

Quick lessons. See abbreviated instructions, as you follow along with numerous illustrations of the software.

Working with Ajera

Lesson	Video lesson or quick lesson	Duration
Using multi-company		self-paced
Working with intercompany accounts		self-paced
Clients		
Entering client receipts		self-paced
Changing client receipts		self-paced
Understanding the basics of client invoices		self-paced
Changing a client invoice		self-paced
Applying finance charges		self-paced
Understanding the billing review process		self-paced
Vendors		
Managing vendor invoices		self-paced
Managing vendor payments		self-paced
Managing in-house expenses		self-paced
Banks and journals		
Entering credit card transactions		self-paced
Reconciling and paying credit cards		self-paced

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Lesson	Video lesson or quick lesson	Duration
Managing the bank register		self-paced
Managing journal entries		self-paced
Time and Expense		
Approving time		3:12
Entering expense reports		2:54
Approving and paying expense reports		2:05
Updating tasks assigned to you		3:14
Reviewing employee tasks		1:58
Designing inquiries		
Inquiry - a quick tour		2:23
Adding and removing columns		2:15
Working with columns		2:28
Setting conditions		1:59
Adding links		3:13
Saving custom inquiries		1:45
Managing inquiries		3:07
In-house payroll		
Managing U.S. payroll in-house		self-paced
Payroll service (outsourced payroll)		
Managing payroll services		self-paced

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Understanding Ajera

Learn these terms

Common terms

Terms used in Ajera

AR and AP

Ajera was designed with the principle of keeping it simple so as to best describe the routine tasks that you perform. This is often reflected through the terminology you see on menus and windows in Ajera.

In Ajera, you do the following:

AR (Accounts Receivable)

- Work with receivable invoices through > **Manage** > **Client Invoices**.
- Record payments through > **Manage** > **Client Receipts**.

AP (Accounts Payable)

- Enter and change vendor invoices in > **Manage** > **Vendor Invoices**.
- Pay vendor invoices in > **Manage** > **Vendor Payments**.

Manage work-in-progress (WIP) through > **Manage** > **Client Invoices**.

When working with your chart of accounts and with some reports, you will see the terms, *Accounts Payable* and *Accounts Receivable*.

Prepayment

Prepayment = a retainer

In Ajera, a retainer is referred to as a *prepayment*. A prepayment is client cash received for services not yet performed or billed.

You also use a prepayment to hold client overpayments or unapplied payments of any kind from a client.

This differs from an *invoice adjustment*, where you correct, defer, hold, make nonbillable (include in project reporting but not on the invoice), or write off an invoice item.

Common billing terms

Here, you'll review some basic terms used for billing client invoices.

Pass-through cost

A *pass-through cost* is billable cost to the client on the invoice without any markups applied.

On a billing rate table, select the **Pass Through** check box for an item (> **Setup** > **General** > **Billing Rate Tables** > **General** tab > **Labor**, **Expense**, or **Consultant** subtab).

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Billing type

A *billing type* is the method for handling billing that reflects the contractual agreement with the client.

The billing types in Ajera are:

- Time & Expense
- Fixed Fee
- Percent Complete
- Unit Price
- Percent of Construction Cost

There are also these billing types, which Ajera does not treat as billable:

- Nonbillable
- Marketing
- Overhead

When you assign one of these billing types to a phase, Ajera reports cost for the phase but does not create work-in-progress (WIP) and spent value for the cost.

Fee-based vs. Time & Expense billing types

In Ajera, fee-based projects or phases are identified with a billing type of Fixed Fee, Percent Complete, Unit Price, or Percent of Construction Cost. With these billing types, the project or phase is contracted to bill for the value of the work performed, not for the actual time and expenses expended.

When setting up and changing invoice formats, you will notice a **Fee Type** tab and a **Time & Expense** tab so that you can tailor your invoices to best reflect these different types of billing.

How billing types work

The billing type affects the way the invoice is created in Ajera. A Time & Expense invoice uses the WIP detail to create the invoice amount. A Fixed Fee invoice allows you to enter an amount for that invoice. Percent Complete and Percent of Construction Cost allow you to enter a percent to bill, and Ajera calculates the invoice amount from the entry made.

Ajera prints different information on an invoice depending on the billing type of the project. For example, with a Time & Expense billing type, Ajera prints actual transaction detail. With a fee-based billing type, Ajera prints an amount to bill that may not be based on the actual work performed. An invoice can contain both Time & Expense and fee-based types of billing.

While setting up a project and selectomg a billing type, you indicate the way the client is billed according to the contract. You can change the billing type at any time during the project life cycle (> **Manage** > **Project Command Center** > **Project Info** tab > **Billing** subtab).

Note:	After selecting the Overhead billing type, you cannot change it.

It is also common to set up invoice formats, which determine the look and content of client invoices, for different billing types.

Phase groups, billing groups, and invoice groups

Phase groups

A *phase group* groups phases together so you can subtotal them on project reports.

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For example, you may have contracts where phases are being billed as fee, and other phases that are being billed as time and expense. A phase group of the fee-type phases would give a subtotal on your project reports that does not include the Time & Expense phases.

Billing groups

A *billing group* groups phases together so you can subtotal them or summarize them on a client invoice.

A billing group is similar to a phase group, except it affects the client invoice. A phase group has no effect on the client invoice.

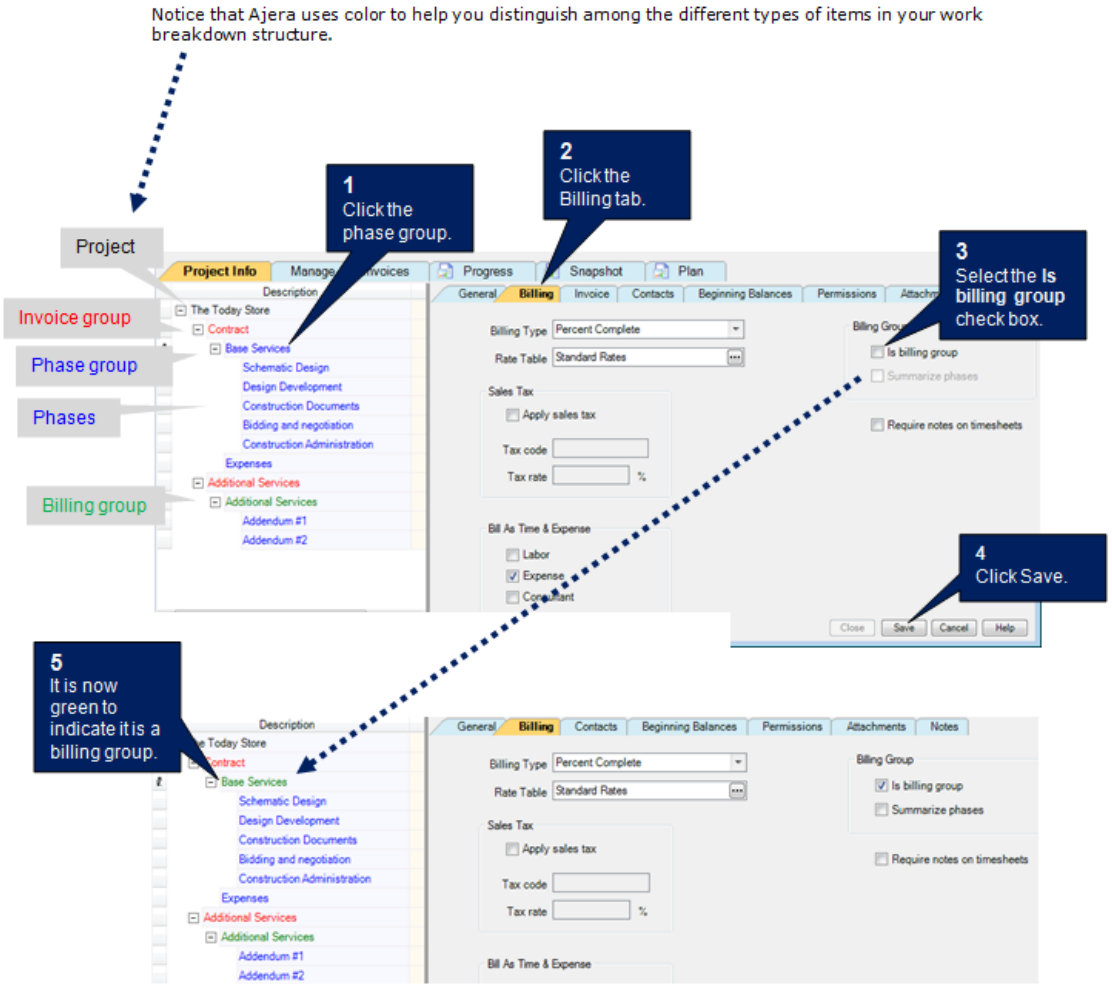
Invoice groups

An *invoice group* determines how many draft invoices are needed for a project and what phases appear on each invoice.

Invoice groups appear on the project tree (in red) but do not act like phases.

You see the invoice group only in ☰ > **Manage** > **Client Invoices**, in the Project Command Center on the Snapshot report, and, if you are not using ajeraCore, on the **Invoice** tab when previewing an invoice.

Make the phase group a billing group



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Nonbillable

The term *nonbillable* appears in Ajera as follows:

- As an account type on general ledger accounts Example

  Nonbillable Cost is a specific account type.

- As a status for WIP
- As a billing type

Nonbillable describes cost directly related to completing a deliverable on a project that you are not getting paid for by the client (either through Time & Expense billing or fee-type billing).

Examples include pro bono work, or work you must redo on a project because of an error.

A few more important terms

Overhead groups and overhead projects - what's the difference?

Overhead groups

Use *overhead groups* to define the Overhead section of employee timesheets. Set up project, phase, activity, and account information so it defaults onto employee timesheets, simplifying timesheet entry.

For firms running in-house payroll, overhead groups are useful for tracking overhead salaries to unique pay items for payroll. You can track utilization without overhead groups, but you cannot track separate pays.

When setting up an overhead group, create overhead group items. These items appear in the Overhead area of an employee's timesheet. When creating an overhead group item, link a pay to it. The pay determines the way Ajera reports the time on an employee's paycheck stub (or, if using a payroll service, in the payroll file). The pay can also determine the expense account associated with the item.

Examples of overhead group items are Vacation, Sick, Holiday, General Office, and so on. Assign an employee to an overhead group in the employee's setup (> **Setup** > **Employees**).

Overhead projects

Use *overhead projects* to track overhead (indirect) hours for timesheet entry. Overhead projects are required for tracking utilization for indirect time.

Project Command Center

To open the Project Command Center, click > **Manage** > **Project Command Center**.

The Project Command Center is the centralized place where you go to do the following:

- Set up projects.
- Manage projects.
- Budget projects.
- Schedule projects.
- Review and approve client invoices for a project.
- Analyze projects using reports.

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About accounting basis

Accounting basis is the method that determines how and when revenue, cost, and expense are recognized to the general ledger. The types of accounting methods are cash and accrual. The cash accounting method reports revenues, costs, and expenses when the cash is received or disbursed, regardless of when revenues are earned and expenses are incurred. The accrual accounting method recognizes revenues and expenses at the time they are earned and incurred, regardless of when the cash transaction occurs.

The types of accounting methods are:

- Accrual
- Cash

The accrual accounting method recognizes revenues and expenses at the time they are earned and incurred, regardless of when the cash transaction occurs.

The cash accounting method reports revenues, costs, and expenses when the cash is received or disbursed, regardless of when revenues are earned and expenses are incurred.

About accrual vs. cash accounting basis

What is the difference and which one should your firm use?

Ajera supports both accrual and cash accounting methods. You have the option to report your financials (Balance Sheet, Profit and Loss Statement, Trial Balance, and Ledger) on an accrual basis, cash basis, or both. Deltek purposely designed Ajera to work this way to meet your needs for monthly financial and year-end tax reporting.

The main difference between accrual and cash accounting is about **when** – when you recognize revenue and expenses for reporting.

Accrual accounting:

- You recognize income when you have a right to that income (you bill a client).
- You recognize expense when you incur a debt (you receive a vendor invoice).
- You do not wait until funds are actually exchanged before you recognize the transaction.

Cash accounting:

- You do not recognize income until you actually receive payment from a client.
- You do not recognize expense until you actually make a payment to a vendor.

Why you might use accrual…

Accrual accounting provides a more accurate picture for making business decisions, as it closely matches income with the expense that helped to generate it. Typically, architectural and engineering firms often experience a long gap in time (an aging issue) between issuing an invoice and receiving payment. In these instances, cash accounting provides an uneven comparison between income and expenses.

The accrual accounting basis is more widely accepted by accountants as it is a requirement for conforming to generally accepted accounting principles (GAAP) in preparing financial statements, such as the Balance Sheet and Profit and Loss Statement.

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Why you might use cash...

The cash accounting basis is often used to report income tax. In this way, you don't pay tax on income until you actually receive it.

Why you might use both...

We find that many small and medium-size firms actually use both methods. They often use the accrual basis for internal, month-to-month accounting and for producing financial reports. They then produce reports using the cash basis at year-end for their tax reporting.

Contact your accountant for additional information and thoughts on how accrual vs. cash financial reporting might help you with your business decisions.

About spent amount

What is spent amount?

Spent amount, also called *spent value*, can be viewed as the value of effort expended on a project if you are able to achieve your assigned billing rates.

Ajera uses the billing rate table to determine the amount spent. In this way, the rate used to calculate amount spent can be unique to a project, phase, activity, employee, and employee type.

Example 1: Labor

Patricia Hill is set up with an employee type of Administration. Project 1, Phase 1 uses the standard rate table, which specifies billing rates by employee type. The billing rate for Patricia's employee type of Administration is $50. When Patricia enters one hour of time to Project 1, Phase 1, this billable time generates an amount spent of $50.

Example 2: Expense

A vendor invoice is entered for Global Blueprinting. A line item is charged to Project 1, Phase 1 for activity (photos). Project 1, Phase 1 uses the standard rate table, which specifies that expenses are billed at cost plus 15%. The line item on the vendor invoice specifies that there is 1 unit and that your company was charged $20 per unit for a total amount of $20. Using the rate table calculation of cost plus 15%, the resulting amount spent is $23.

The amount spent can change when you do the following:

- Move time from one project to another project.
- Change the employee type or activity, if the billing rate table uses those criteria.
- Change the rate table and recalculate rates.
- Change the status of the time or expense work-in-progress (WIP) to nonbillable.

How does the amount spent affect the general ledger?

Ajera assigns the spent amount when cost is incurred. For example, Ajera assigns labor an amount spent when hours are entered on a timesheet. Ajera assigns an amount spent for expenses and consultants entered in vendor invoices or in-house expenses. The amounts are reflected in your WIP and Unbilled Revenue accounts on the ledger.

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Invoicing as time and expense

In this example, a drafter at your firm performs one hour of work on the Glison Lofts project. The amount spent is based on the rate table for that project. The Glison Lofts project uses the standard rate table, which specifies a billing rate of $80 an hour for a drafter. You invoice the client as time and expense.

When this happens	An entry is made to these accounts			
	WIP (Spent)	Unbilled Revenue (Spent)	Accounts Receivable (Billed Amount)	Billed Revenue (Billed Amount)
Time is entered	$80 debit	$80 credit		
Final invoice is printed	$80 credit	$80 debit		
			$80 debit	$80 credit

Invoicing as a fee

In this example, a drafter at your firm performs one hour of work on the Glison Lofts project. The amount spent of that work is based on the rate table for that project. The Glison Lofts project uses the standard rate table, which specifies a billing rate of $80 an hour for a drafter. You invoice the client as a fee for $100.00.

When this happens	An entry is made to these accounts			
	WIP (Spent)	Unbilled Revenue (Spent)	Accounts Receivable (Billed Amount)	Billed Revenue (Billed Amount)
Time is entered	$80 debit	$80 credit		
Final invoice is printed	$80 credit	$80 debit		
			$100 debit	$100 credit

How is the spent amount reflected on accrual basis financial reports?

When billable cost is entered in Ajera using Manage Time, In-house Expenses, or Vendor Invoices, the amount spent is posted to your income accounts of Unbilled Labor, Unbilled Expense, or Unbilled Consultant Revenue. It is reflected on your Profit and Loss Statement as revenue and on your Balance Sheet as an asset.

When the cost is included on a final invoice, the amount spent is reversed from these accounts. This is true whether the cost is invoiced as time and expense or as part of a fee. And the billed amount is posted to Accounts Receivable and to your income accounts of Billed Labor, Expense, or Consultant Revenue.

What about the spent amount and the cash accounting basis?

With the cash accounting basis, revenue is not reported until you receive payment from the client for the work performed. When you enter the cash receipt, entries are made to the Cash and Revenue accounts. No

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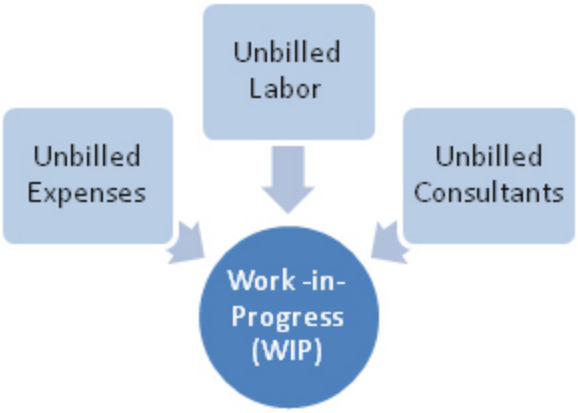
accounting entries are made to the WIP, Unbilled Revenue (Spent), or Accounts Receivable account.

How is the spent amount reflected on project management reports?

The spent amount, as it appears on project management reports, represents the total effort of time and expense at your billing rates. It accumulates to show you the potential revenue for the project. The amount spent on project management reports does not tie out to the WIP and Unbilled Revenue accounts on your financial reports because the project value does not get relieved when invoiced.

About work-in-progress

Work-in-progress (WIP) is billable time and expenses that have not yet been included on a final client invoice. Although the work was already completed or the expenses were already incurred, it is called work "in progress" because it is in progress of being billed.



As you work in Ajera, you create WIP when you enter:

- Timesheets
- Expense reports
- Vendor invoices
- In-house expenses
- Beginning balance unbilled work-in-progress

In addition, you make adjustments to WIP when you:

- Change time, expense reports, or vendor invoices
- Adjust, move, or split WIP in Manage > Client Invoices
- Change billing rates after WIP is created

  For example, an employee entered time, and Ajera calculated WIP based on a billing rate table. You raise your rates and change the rate table. You want to bill the previously entered time at the new, higher rate. In > Manage > Client Invoices, you right-click the WIP item and select **Recalculate Billing Rate**.

WIP and the general ledger

With the accrual accounting basis, WIP affects the general ledger as follows.

These examples illustrate WIP that is labor, but the process is similar for consultants and expenses.

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Invoicing as time and expense

In this example:

- You invoice the client as time and expense.
- A drafter at your firm performs one hour of work.
- The spent amount of that work is based on the rate table for that project. The rate table specifies a billing rate of $80 an hour for a drafter.

When you do this	Ajera makes entries to these accounts			
	WIP	Unbilled Revenue	Accounts Receivable	Billed Revenue
Enter time	$80 debit	$80 credit		
Print a final invoice	$80 credit	$80 debit		
(billed amount)			$80 debit	$80 credit

Invoicing as a fee

In this example:

- You invoice the client as a fee.
- A drafter at your firm performs one hour of work.
- The spent amount of that work is based on the rate table for that project. The rate table specifies a billing rate of $80 an hour for a drafter.
- You invoice the client a fee of $100.

When you do this	Ajera makes entries to these accounts			
	WIP	Unbilled Revenue	Accounts Receivable	Billed Revenue
Enter time	$80 debit	$80 credit		
Print a final invoice	$80 credit	$80 debit		
(billed amount)			$100 debit	$100 credit

Writing off WIP

In this example, you write off the WIP.

When you do this	Ajera makes entries to these accounts	
	WIP	Write-off*
Write off WIP	$80 credit	$80 debit

* Ajera uses the write-off account you specified in > Setup > Company > Preferences> Income Statement Accounts tab.

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WIP and the cash accounting basis

With the cash accounting basis, revenue is not reported until you receive payment from the client for the work performed. When you enter the cash receipt, entries are made to the Cash and Revenue accounts. No accounting entries are made to the WIP, Unbilled Revenue, or Accounts Receivable account.

About work-in-progress write-off vs. nonbillable

When to write it off

You write off a draft invoice or individual **work-in-progress (WIP)** items that you cannot bill, or a final invoice that you cannot collect. When you write off WIP, the spent amount remains but the billed amount is zero, thus showing as a write-off on reports.

You write off a WIP amount that you want to deduct from a draft invoice because either a maximum was exceeded or employee time or expense could not be billed in full. You write off a final invoice because of a contract dispute or because the client refuses to pay.

Typically, you write off amounts that cannot be billed for reasons beyond the company's control, but you still want to track the potential earnings on the project.

When you write off an amount by changing the status of the WIP item in > Manage > Client Invoices, it appears on your project and financial reports as a write-off. In this way, you can track write-off amounts for particular projects or clients. By tracking write-offs separately on your financial reports, your tax advisor can review the write-off accounts to determine how it affects your tax liability.

When to make it nonbillable

You make a WIP amount nonbillable when you incur cost to the project that is not included in the contract amount. When you make WIP nonbillable, it does not have a spent or billed amount associated it, but it does reflect the cost.

For example, you want to track your marketing and administration cost on the project, but your contract does not allow you to bill these expenses. You may make WIP nonbillable when you incur additional costs that you are unable to bill, perhaps because of project budget overruns.

To enter charges for these costs to a project, you do the following:

- Set up a phase with a billing type of Marketing or Nonbillable.
- Change the status of the billable WIP item to **Nonbillable** in Manage > Client Invoices.

The nonbillable costs are included on your project reports when you select to show cost, and they will affect the profit calculation for the project.

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Preparing company logos and checks

Adjusting printer alignment

If the alignment of a check or form needs adjustment for your specific printer, you can change the printing area and size of the form, as needed. You must make the adjustment every time you print the form.

To adjust printer alignment

1. On the Print window, click the **Alignment** button.
2. Do the following, as needed:

   Adjust where the form prints:

To	To this
Print further right or left	In the Horizontal Shift field of the Alignment box, type a positive amount (in inches) to print farther to the right and a negative number (in inches) to print farther to the left.
Print higher or lower	In the Vertical Shift field of the Alignment box, type a positive amount (in inches) to print lower and a negative amount (in inches) to print higher on the form.

   Adjust the form size:

   Adjust form size only to correct a known problem with your printer. In many cases, government agencies require a specific form size.

To	Do this
Change width of printing area	In the Horizontal field of the Form Size box, type a number greater than 1.000 to stretch the width of the form and a number less than 1.000 (such as 0.5) to shrink it.
Change height of printing area	In the Vertical field of the Form Size box, type a number greater than 1.000 to stretch the height of the form and a number less than 1.000 (such as 0.5) to shrink it.

   The original scale of the form is 1.000 in both fields.
3. Click **OK**.

Check printing tips

- Ensure that you put your checks in the appropriate tray of the printer.
- If your printer prints with the paper face down, do one of the following:
  - Change the settings to print face up, and place the checks in face up so they print in number order.
  - Put exactly the number of checks in the tray that you expect to print.
  - Use the manual feeder tray on the printer that feeds face up.

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Ordering checks

When you print checks with Ajera, you print your checks on preprinted check stock. You cannot print checks on blank paper or blank check stock because then the check will not contain the MICR encoding needed for financial institutions to process the check.

You can order preprinted check stock from one of the recommended vendors listed below. When you order from these vendors, you can specifically request check stock that will work with Ajera, and any custom formatting you may require. The vendor will then fill your order by sending you preprinted checks that include the MICR number already printed on every check.

You can learn about your options for ordering preprinted checks by contacting Nelco or CFI.

If you need to print a sample check, log in to sample data and pay a vendor invoice. Be sure to print to the printer that you use to print checks.

Nelco

www.nelcosolutions.com

1. Click **Shop** in the top left corner.
2. In the Business Check category, select **Preprinted Middle Checks**.
3. In the **Compatible Software** section on the left, enter Ajera in the **Quick Search** field or select **Ajera (Deltek)** from the list.

CFI (Computer Forms Incorporated)

www.computerforms.biz

- Click **Checks** on the left of the webpage, and click **Axium - Ajera**.

Preparing your logo

To print your company logo on reports, invoices, or statements, you must first prepare the graphics file that contains your logo and then attach it in Ajera.

To prepare your logo

1. Review this recommendation:

   For performance and data storage reasons, Deltek recommends using logo files that are less than 100,000 bytes in size. In terms of format, .JPG and .PNG are preferred over .BMP, as these are compressed and take less disk space - .PNG compresses without a loss in image fidelity, and .JPG allows further compression with a slight image distortion.
2. Ensure that the logo is in a graphics file with the following size:

For	Required size is
Reports	A width of 4 inches and a height of 1 inch
Invoices and statements	A width of 7 1/2 inches and a height of 1 inch

   If your company logo is smaller than the required size, Ajera automatically stretches it to a width of 4 inches and a height of 1 inch. If your company logo is larger, Ajera automatically shrinks it.

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3. If your logo is larger than the required size, before continuing with these instructions, first use a graphics editor to resize the file.
4. Open the graphics file that contains your logo.
5. Open one of the Ajera templates located in the Ajera/Program/Standard Reports folder on the network drive where Ajera is installed:

For	Use this template
Reports	Template_Logo_Reports.bmp
Invoices and statements	Template_Logo_Invoices.bmp

6. Copy your logo into the template.
7. Justify your logo in the graphics file depending on where you want it to print. For example, to print the logo on the left of the logo area for a report, left-justify the logo in your graphics file.
8. With the Save As command, save your file with a new name that identifies your logo.

Attach your file to Ajera

To include it on	Do this
Invoices and statements	1. On the Billing tab of the Company Preferences window, select your graphics file in the Invoice and Statement Logo field. 2. On the General tab of the Invoice Format window, select the **Logo** check box.
Reports	On the General tab of the Company Preferences window, select your graphics file in the Reports Logo field.

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Updating general accounts

Company preferences

About company preferences

Identify how your company works in Ajera by defining the following company preferences:

- General information, such as the current fiscal year, employer ID, address, and phone numbers
- Significant settings that determine when and how to begin working in Ajera
- Key financial accounts affected when entering information
- Terminology, rates, and other settings important when working with projects
- Billing preferences
- Financial accounts affected by data entry
- Payroll management: in-house using Ajera or outsourced using a payroll service
- Process for handling invoices, payroll, timesheets, and expense reports

Company preferences default accounts

Ajera automatically sets up default balance sheet and income statement accounts, which you use for company preferences. You can change the descriptions and IDs for these accounts to match those used at your company.

Balance sheet accounts

Account	ID	Description
Asset accounts:		
Pending deposits	1140	Pending deposits
Accounts receivable	1210	Accounts receivable
Employee receivable	1220	Employee receivable
Work-in-progress: Labor	1310	Work-in-progress - Labor
Work-in-progress: Expense	1320	Work-in-progress - Expenses
Work-in-progress: Consultant	1330	Work-in-progress - Consultants
Liability and Equity accounts:		
Accounts payable	2210	Accounts Payable
Salaries payable	2310	Salaries Payable
Client prepayments	2710	Client Prepayments
Sales tax payable	2220	Sales Tax Payable
Retained earnings	3810	Retained Earnings

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Income statement accounts

Account	ID	Description
Revenue accounts:		
Billed labor	4110	Professional Fees Billed
Billed expense	4120	Expenses Billed
Billed consultant	4130	Consultants Billed
Billed finance charges	4140	Finance Charges Billed
Unbilled labor	4210	Unbilled Professional Fees
Unbilled expense	4220	Unbilled Expenses
Unbilled consultant	4230	Unbilled Consultants Fees
Bad Debt write-off	8840	Bad Debt
Miscellaneous	4310	Miscellaneous Revenue
Labor write-off	4410	Professional Fees Write-off
Expense write-off	4420	Expenses Write-off
Consultant write-off	4430	Consultants Write-off
Vendor write-off	9120	Vendor Write-off
Payroll expense accounts - Employee Time:		
Billable	5120	Billable Salaries-Employee
Nonbillable	6140	Nonbillable Salaries - Employee
Marketing	6120	Marketing Salaries - Employee
Overhead	7120	Indirect Salaries - Employee
Payroll expense accounts - Principal Time:		
Billable	5110	Billable Salaries - Principals
Nonbillable	6130	Nonbillable Salaries - Principal
Marketing	6110	Marketing Salaries - Principal
Overhead	7110	Indirect Salaries - Principal
Payroll expense account:		
Payroll variance	7140	Payroll Variance

Including a date in client invoice header or footer text

When entering text for the client invoice header or footer, you can include a date that Ajera automatically updates for you.

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For example, you may want to print the current billing cutoff date in header text as follows: Professional services through 11/30/2010.

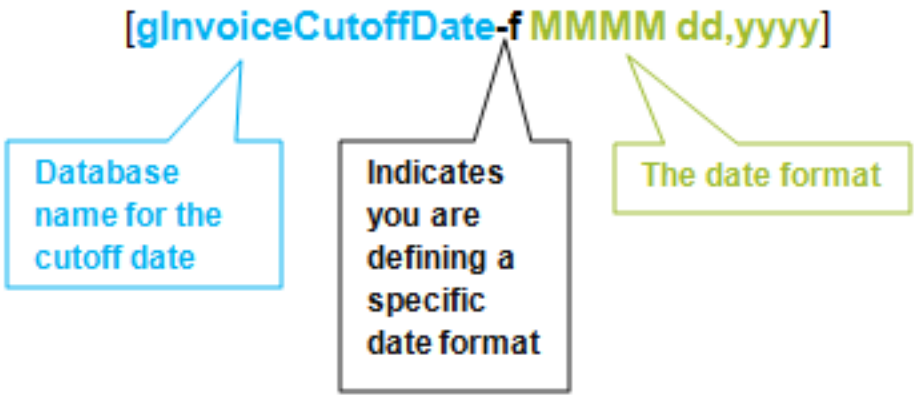
To include a date in header or footer text

1. In the > Setup > Company > Preferences > Billing tab > Invoice Header Text field or Invoice Footer Text field, enter the text and the correct Ajera database name for the date. For the billing cutoff date, the database name is **[gInvoiceCutoffDate]**.

   For example, you type the following in the field: **Professional services through [gInvoiceCutoffDate]**

   For this example, the billing cutoff date is 11/30/2010, so this prints on the invoice: **Professional services through 11/30/2010**.

2. Unless you specify a specific date format, Ajera formats the date as mm/dd/yyyy such as 11/30/2010.



For example, **[gInvoiceCutoffDate-fMMMM dd,yyyy]** results in a date formatted as follows: November 30, 2010.

You must enter the date format options exactly as shown, in uppercase or lowercase:

Date option	Description	Example
M	Displays the month as a number Single-digit months, such as May, appear without the leading zero.	5 for May
MM	Displays the month as a number Single-digit months, such as May, appear with the leading zero.	05 for May
MMM	Displays the abbreviated text name of the month	Oct for October
MMMM	Displays the full name of the month	October for October
d	Displays the date Single-digit dates, such as 9, appear without the leading zero.	9

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Date option	Description	Example
dd	Displays the date Single-digit dates, such as 9, appear with the leading zero.	09
ddd	Displays the abbreviated text name of the day	Mon
dddd	Displays the full name of the day	Monday
y	Displays the year as one or two digits Single-digit years, such as 9, appear without the leading zero.	9
yy	Displays the year as two digits Single-digit years, such as 9, appear with the leading zero.	09
yyyy	Displays the year as four digits	2010

Including premium pay in direct costs

The default setting in Ajera records **premium cost**[1] as overhead for financial and project reporting.

You can change this setting and record premium cost as a direct cost for financial and project reporting.

To do this:

1. From the > **Setup** menu, click **Company** > **Preferences**.
2. On the **Payroll** tab, select the **Include premium pay in direct costs** check box.
3. Click **Close**.

Changing company preferences

To change company preferences

1. From the > **Setup** menu, click **Company** > **Preferences**.
2. Click a tab, and change company preference information as needed.
3. On the **Balance Sheet Accounts** tab, changing an asset, liability and equity, or intercompany account affects new entries only. Entries already made are not changed.
4. Click **Save**.

Budgets

Turning on consultant budgets

unavailable in ajeraCore unless you have the Consultant Management add-on

To turn on consultant budgets

[1]The cost amount representing the increase to the employee's pay to reflect pay for hours entered as premium time (such as overtime and double time). For example, an employee's pay rate is $20 per hour with a premium time markup of 50%. When 1 hour is entered as premium time, the cost for that hour is $30. Ajera tracks this cost as $20 as regular cost and $10 as premium cost.

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1. From the > **Setup** menu, click **Company** > **Preferences**.
2. Click the **Project** tab.
3. In the Consultant Budgets field, select one of the following:

Select	To
Warn if over invoiced	Track consultant budgets. Ajera displays a warning message if you enter costs for the consultant that exceed the remaining amount of the budget item.
Don't allow over invoicing	Track consultant budgets. Ajera does not allow you to enter costs for the consultant that exceed the remaining amount of the budget item.
Warn if over invoiced - commitment # required	Track only consultant budgets that have a commitment # on the **Manage** tab of the Project Command Center. Ajera displays a warning message if you enter costs for the consultant that exceed the remaining amount of the budget item.
Don't allow over invoicing - commitment # required	Track only consultant budgets that have a commitment # on the **Manage** tab of the Project Command Center. Ajera does not allow you to enter costs for the consultant that exceed the remaining amount of the budget item.

4. Click **Save**.
5. Click **Close**.

Turning off consultant budgets

After you turn off consultant budgets, you can no longer distribute vendor invoices to existing budget items. However, you can continue to print reports to verify historical information.

To turn off consultant budgets

1. From the > **Setup** menu, click **Company** > **Preferences**.
2. Click the **Project** tab.
3. In the Consultant Budgets field, click and select **Don't track**.
4. Click **Save**.

Turning on expense budgets

unavailable in ajeraCore

To turn on expense budgets

1. From the > **Setup** menu, click **Company** > **Preferences**.
2. Click the **Project** tab.
3. In the Expense Budgets field, select one of the following:

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Select	To
Warn if over invoiced	Track expense budgets. Ajera displays a warning message if you enter costs for the expense that exceed the remaining amount of the budget item.
Don't allow over invoicing	Track expense budgets. Ajera does not allow you to enter costs for the expense that exceed the remaining amount of the budget item.
Warn if over invoiced - commitment # required	Track only expense budgets that have a commitment # on the Manage tab of the Project Command Center. Ajera displays a warning message if you enter costs for the expense that exceed the remaining amount of the budget item.
Don't allow over invoicing - commitment # required	Track only expense budgets that have a commitment # on the Manage tab of the Project Command Center. Ajera does not allow you to enter costs for the expense that exceed the remaining amount of the budget item.

4. Click **Save**.
5. Click **Close**.

Turning off expense budgets

After you turn off expense budgets, you can no longer distribute vendor invoices to existing budget items. However, you can continue to print reports to verify historical information.

To turn off expense budgets

1. From the > **Setup** menu, click **Company** > **Preferences**.
2. Click the **Project** tab.
3. In the Expense Budgets field, click and select **Don't track**.
4. Click **Save**.

Chart of accounts

About the chart of accounts

The *chart of accounts* is a list of ledger account names and associated numbers arranged in the order in which they normally appear on financial statements. The typical order is: assets, liabilities, owners' equity (stockholders' equity for a corporation), revenue, and expenses.

During installation, you can choose to have Ajera create an industry-specific chart of accounts for you. You can then modify it by changing descriptions and deleting unwanted accounts.

unavailable in ajeraCore unless you have the Departments add-on - If you selected to use departments in > Setup > Company > Preferences, you can set up any Expense or Other Income account as an allocated account so that it automatically distributes overhead expenses by a percentage to various departments in your firm.

About allocated accounts

unavailable in ajeraCore unless you have the Departments add-on

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An *allocated account* is one that you set up to automatically distribute overhead expenses by a percentage to various departments in your firm. The distributions must total 100%. An example might be utilities, with all departments sharing equally in the cost.

How you set it up

You can set up any Expense or Other Income account as an allocated account if you chose to use departments in > Setup > Company > Preferences.

How it works

When you select an allocated account for a nonproject-related expense, Ajera automatically calculates and enters the amount for each department. Allocated accounts are available for the following:

- vendor invoice
- journal entry
- recurring entry
- bank register

If you select an allocated account for a project-related transaction, Ajera ignores the allocations. Allocated accounts affect company financial reporting and do not affect project reporting.

Changing a chart of accounts

Multi-company only. The Intercompany Due From, Due To, and Other Income accounts appear at the bottom of the chart. You can change the descriptions, IDs, account groups, and order of these accounts, if needed.

To change a chart of accounts

1. From the > **Setup** menu, click **Company** > **Financials** > **Chart of Accounts**.
2. View accounts in the list window differently, if needed.
3. Click the account you want to change, and click **Edit**.
4. Change the description and account number for the account, as needed.
5. To change the **account type**[1] , click and select the category where you want the account to appear on financial reports.

   Note: The retained earnings account you specified in the > Setup > Company > Preferences > Balance Sheet Accounts tab > Retained Earnings field must have an account type of Retained Earnings for your financial reports to print correctly.

6. To change the **account group**, click .
7. To allow use in journal entries, vendor invoice distributions, Project Command Center, Client Receipts, Bank Register, or Client Invoices, leave the **Allow journal entries** check box selected. To ensure accounts such as cash, receivables, and payables remain in balance with their ledgers, clear the check box to disallow journal entries.
8. The **Normal debit balance** check box affects:

[1]The financial category where an account appears in your financial reports. Examples of account types are Current Asset, Current Liability, Expense, and Income.

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- Whether the debit or credit column is active when you make entries for your beginning trial balance
- How amounts print for reporting

It is automatically selected if you select an account type that normally has a debit balance. Otherwise, it is automatically cleared. Select or clear the check box, if necessary.

9. The **DPE** and **Overhead** check boxes appear on Expense or Other Income accounts if the DPE/overhead distribution method is based on direct labor costs or hours.

   Ajera uses these check boxes to determine which accounts to use to calculate DPE and overhead markup percents for project reports. They do not affect financial reports.

   Select the appropriate check box.

10. **unavailable in ajeraCore unless you have the Departments add-on** - Click the **Allocations** tab for an Expense or Other Income account and make changes, if needed.

To	Do this
Change the distribution percentages	Delete the percentages and type in new percentages.
Select different departments	Click ⋯ in the Department field.
Delete allocations from an allocated account	Select the allocations and click **Delete**. **Note:** If the account appears on a recurring vendor invoice or a recurring journal entry, a message reminds you to review the entries in ☰ > Setup > Company > Recurring Setup > Recurring Vendor Invoices or in ☰ > Setup > Company > Recurring Setup > Recurring Journal Entries to determine where the account is used, and to adjust as needed.
Add allocations to an unallocated account	Enter the departments and percentages. The distributions in an allocated account must total 100%. If the account that already appears on a recurring vendor invoice or a recurring journal entry, a message confirms that you want to use allocations on the invoice or entry.

11. Click the **Attachments** tab, and change the attachment information, as needed.
12. Click the **Notes** tab to change any notes for the account.
13. Click **Save**.
14. Click **Close**.

Copying an account

To copy an account

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1. From the > **Setup** menu, click **Company** > **Financials** > **Chart of Accounts**.
2. Click the account you want to copy, and click **Copy**.
3. If you select an allocated account, a message appears, confirming that you want to use allocations.
4. Change the description and other account information, as needed.
5. Click **Save**. The account appears below the current row. To move it, click the row and click or .
6. Click **Close**.

Deleting a chart of accounts

To delete a chart of accounts

1. From the > **Setup** menu, click **Company** > **Financials** > **Chart of Accounts**.
2. Click the account you want to delete, and click the **Delete** button.
3. Click **Yes** to delete the account.

Inactivating a chart of accounts

To inactivate a chart of accounts

1. From the > **Setup** menu, click **Company** > **Financials** > **Chart of Accounts**.
2. Click the account you want to inactivate, and click **Edit** .
3. In the Status field, select **Inactive**.
4. Click **Save**.

Account groups

About account groups

An *account group* is a grouping of selected accounts from your chart of accounts which can be summarized or subtotaled on financial reports.

You select an account group for an account when setting up your chart of accounts. You use an account group to summarize or subtotal information on reports for a group of accounts.

For example, you want to see a subtotal for all your cash accounts (Petty Cash, Checking, and Savings) on your financial reports. You add an account group that you name **Cash**. For the Petty Cash, Checking, and Savings accounts, you select Cash as the account group.

Copying an account group

To copy an account group

1. From the > **Setup** menu, click **Company** > **Financials** > **Account Groups**.
2. Click the account group you want to copy, and click **Copy**.
3. Change the description and other account group information, as needed.
4. Click **Save**. The account group appears below the current row. To move it, click the row and click or .
5. Click **Close**.

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Changing an account group

To change an account group

1. From the > **Setup** menu, click **Company** > **Financials** > **Account Groups**.
2. Click the account group you want to change, and click **Edit**.
3. In the Description field, change the name of the account group, if needed. This name appears on lists and reports.
4. To summarize and subtotal information on financial reports by this account group, select the **Summarize on financial reports** check box. (You must also select the **Use Account Group Summary** check box in the customize options for the Balance Sheet and Profit and Loss Statement in > **Reports** > **Financials**.)

   Otherwise, clear the check box.
5. To print net profit for the account group on financial reports, select the **Print net profit after this group** check box. Otherwise, clear the check box.

   The report prints a net profit balance for the account group after the detail for that account group. It displays the net profit with this heading:

   Net income after *<name of the account group>.*

   Net profit does not appear on the report for the last account group in your account group list.
6. Click the **Notes** tab to change the notes for the account group.
7. Click **Save**.
8. Click **Close**.

Deleting an account group

You cannot delete an account group if it is currently being used. However, you can make it inactive.

To delete an account group

1. From the > **Setup** menu, click **Company** > **Financials** > **Account Groups**.
2. Click the account group that you want to delete, and click the **Delete** button.
3. Click **Yes** to delete it. The account group no longer appears in the list.
4. Click **Close**.

Inactivating an account group

1. From the > **Setup** menu, click **Company** > **Financials** > **Account Group**.
2. Click the account group you want to inactivate, and click **Edit** .
3. In the Status field, select **Inactive**.
4. Click **Save**.
5. Click **Close**.

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DPE and overhead

About DPE and overhead

DPE

Direct personnel expense (DPE) consists of taxes and fringe benefits paid on behalf of employees. DPE includes benefits such as insurance, taxes, and 401(k) matches.

You can use a DPE markup to reflect these additional costs on project reports. You can use a DPE markup on your billing rate table to mark up cost for invoicing.

With Ajera, you can track your DPE separately from your general overhead expenses when reporting project cost.

Overhead

Overhead is the percent applied to project labor costs to reflect general operating expenses. The use of overhead provides a more accurate picture of the profit on projects. Overhead includes expenses such as indirect labor, rent, and utilities.

You can choose to include overhead in cost amounts for your project reporting. When producing the Executive Summary, Project Earnings, Project Profit, or Budget Variance report, click (**Customize**) and select the **Include overhead in cost** check box.

DPE/overhead methods

Ajera offers three methods to distribute DPE and overhead costs:

- Use fixed percentages only
- Distribute based on costs
- Distribute based on hours

All three methods use fixed percentages, but the cost- and hours-based methods use them only temporarily, replacing them with more precise values later.

Fixed percentages only

Fixed percentages are your best estimates of your firm's DPE and overhead percentages. This method produces a more uniform calculation of DPE and overhead costs on your project reports because it is unaffected by direct labor costs or hours.

Based on costs or hours

The cost- and hours-based methods are more precise because they calculate DPE and overhead costs based on direct labor costs or hours from your Expense and Other Income accounts.

Because your costs and hours vary over time, Ajera temporarily uses fixed percentages to represent DPE and overhead costs on project reports. It replaces the fixed-percentage amounts with the cost- or hours-based amounts after you distribute DPE/overhead costs.

Overview of DPE/overhead process

To set up and distribute DPE/overhead costs:

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	Do this	Here	To accomplish this
1.	Set up security for distributing DPE/overhead costs	> Setup > Company > Roles > Company tab	Define who can set up and distribute DPE and overhead costs.
2.	Set up DPE/overhead distribution	> Setup > Company > Preferences > Payroll > Setup > Company > Financials > Chart of Accounts > Expense or Other Income account type	Select the DPE/overhead distribution method. If using a method based on costs or hours, select the Expense or Other Income accounts Ajera should use to calculate DPE or overhead costs.
3.	Distribute DPE/overhead costs	> Setup > Company > Distribute DPE/Overhead	Specify a date range for the distribution and click the **Distribute** button.

Distribution methods

About using fixed percentages only

Fixed percentages are your best estimates of direct personnel expense (DPE) and overhead percentages. This method produces a more uniform calculation of DPE and overhead costs than the cost- and hours-based methods because it is unaffected by direct labor costs or hours.

DPE

If you want to track DPE separately, use the following formula to calculate the percent and enter it in the > Setup > Company > Preferences > Payroll tab > DPE % field. If you have different percents by department, perform the calculation for each department and enter it in the > Setup > Company> Departments > DPE % field.

Calculating DPE percent	Typically, DPE percent is calculated as the total annual staff-related benefits cost divided by the total direct salary costs. For example, if the direct salary cost is $50,000 and the benefits cost is $16,000, the DPE percent is: $16,000 / $50,000 = **32.00%**
Calculating DPE	The DPE amount added to your project labor cost is calculated as follows: Cost Amount x DPE Percent For example, if the cost is $300 and DPE percent is 32.00%, then: $300 x 32.00% = **$96**

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Overhead

With Ajera, you can include your overhead cost when reporting your project cost. There are two common ways of calculating your overhead percent:

- Direct labor + DPE as the base
- Direct labor as the base

Direct labor + DPE as the base

Use this method if you want to track your DPE separately from your general overhead expense when viewing project cost and you have entered your DPE percents.

Note:	On the Transaction widget, use columns **Cost Amount Burdened** and **Cost + Premium Amount Burdened.**

Calculating overhead percent	Using this method, overhead percent is calculated as the company's total operating cost (not including employer-paid payroll taxes or discretionary bonuses) minus direct project labor, DPE, and direct project expenses divided by the direct labor cost plus DPE. For example, if the total cost for the company before employer-paid payroll taxes and bonuses is $150,000, the direct labor is $50,000, the DPE costs are $16,000, and direct expenses are $10,000, the overhead cost is: $150,000 - ($50,000 + $10,000 + $16,000) = $**74,000** The overhead percent is: $74,000 / ($50,000 + $16,000) = **112.12%**
Calculating overhead	The overhead amount that is added to your project labor cost is calculated as follows: (Cost Amount + DPE) x Overhead Percent For example, if the cost is $300, the DPE amount is $96, and the overhead percent is 112.12%, then: ($300 + $96) x 112.12% = **$444**
Calculating burden	Burdened project cost is calculated as follows: Cost Amount + DPE Amount + Overhead Amount For example, if the cost amount is $300, the DPE amount is $96.00, and the overhead amount is $444, then burdened project cost is: $300 + $96 + $444 = **$840**

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Direct labor as the base

Use this method if you do not want to track your DPE separately from your general overhead expense when viewing project cost.

Note:	On the Transaction widget, use columns **Cost + DPE + Overhead** and **Cost + Premium Cost + DPE + Overhead**

Calculating overhead percent	Using this method, overhead percent is calculated as the company's total operating cost (not including employer-paid payroll taxes or discretionary bonuses) minus direct project labor and direct project expenses divided by the direct labor cost. For example, if the total cost for the company is $150,000, the direct labor is $50,000, the direct expenses are $10,000 then the overhead cost is: $150,000 - ($50,000 + $10,000) = **$90,000** The overhead percent is: $90,000 / $50,000 = **80.00%**
Calculating overhead	The overhead amount that is added to your project labor cost is calculated as follows: Cost Amount x Overhead Percent For example, if the cost is $300 and the overhead percent is 180.00%, then: $300.00 x 180.00% = **$540**
Calculating burden	Burdened project cost is calculated as follows: Cost Amount + Overhead Amount For example, if the cost amount is $300 and the overhead amount is $540, then burdened project cost is: $300 + $540 = **$840**

About distributing based on costs

This method allows you to calculate direct personnel expense (DPE) and overhead costs based on direct labor costs from your Expense and Other Income accounts for a more precise calculation than the fixed-percentages method.

Because costs vary over time, Ajera temporarily uses fixed percentages to represent DPE and overhead costs on project reports.

Ajera replaces the fixed-percentage amounts with the cost-based amounts when you distribute DPE/overhead costs.

DPE

When you distribute DPE based on costs, Ajera performs the following calculations.

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Calculating DPE percent	For each project transaction that occurs during the date range specified in the Distribute DPE/Overhead window, it: 1. Divides the cost of the transaction by the total cost of all direct labor transactions in the date range, based on the transaction date. This determines the percentage of the total cost for which the transaction is responsible. 2. Multiplies this percent by the total cost of all general ledger entries in the date range for accounts with project distribution of DPE selected. This determines the DPE cost for the transaction. 3. Divides the DPE cost by the cost of the project transaction. This determines the DPE percent of the transaction. For example, if the cost of one project transaction is $60, and the cost of all the transactions is $220, the transaction is responsible for this percentage of the total cost: $60 / $220 = **27.27%** If the DPE cost for all general ledger entries is $75, then the DPE cost for the one transaction is: $75 x 27.27% = **$20.45** The DPE percent of the $60 transaction cost is: $20.45 / $60 = **34.09%**
Calculating project cost with DPE	The DPE amount added to your project labor cost is calculated as follows: (Cost Amount x DPE Percent) + Cost Amount For example, if the cost is $60 and DPE percent is 34.09%, then: ($60 x 34.09%) + $60 = **$80.45**

Overhead

When you distribute overhead based on costs, Ajera performs similar calculations.

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Calculating overhead percent	For each project transaction that occurs during the date range specified in the Distribute DPE/Overhead window, it: 1. Divides the cost of the transaction by the total cost of all direct labor transactions in the date range, based on transaction date. This determines the percentage of the total cost for which the transaction is responsible. 2. Multiplies this percent by the total cost of general ledger entries in the date range for accounts with project distribution of Overhead selected. This determines the overhead cost for the transaction. 3. Divides the overhead cost by the cost of the project transaction. This determines the overhead percent of the transaction. For example, if the cost of one project transaction is $60, and the cost of all the transactions is $220, the transaction is responsible for this percentage of the total cost: $60 / $220 = **27.27%** If the overhead cost for all the general ledger entries is $350, then the overhead cost for the one transaction is: 27.27% x $350 = **$94.45** The overhead percent for the $60 transaction is: $94.45 / $60 = **159.09%**
Calculating project cost with overhead	The overhead amount added to your project labor cost is calculated as follows: (Cost Amount x Overhead Percent) + Cost Amount For example, if the cost is $60 and overhead percent is 159.08%, then: ($60 x 159.09%) + $60 = **$155.45**
Calculating burdened cost	Burdened project cost is calculated as follows: • Cost Amount + DPE Amount + Overhead (calculated on Labor + DPE) For example, if the cost amount is $60, the DPE amount is $20.45, and the overhead amount is $127.98, then burdened project cost is: $60 + $20.45 + $127.98 = **$208.43** **Note**: On the Transaction widget, use columns **Cost Amount Burdened** and **Cost + Premium Amount Burdened**. • Cost Amount + DPE Amount + Overhead (calculated on Labor only) For example, if the cost amount is $60, the DPE amount is $20.45, and the overhead amount is $95.45, then burdened project cost is : $60 + $20 + $95.45 = **$175.45** **Note**: On the Transaction widget, use columns **Cost + DPE + Overhead** and **Cost + Premium Cost + DPE + Overhead**.

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About distributing based on hours

This method allows you to calculate direct personnel expense (DPE) and overhead costs based on direct labor hours from your Expense and Other Income accounts for a more precise calculation than the fixed-percentages method.

Because hours vary over time, Ajera temporarily uses fixed percentages to represent DPE and overhead costs on project reports.

Ajera replaces the fixed-percentage amounts with the hours-based amounts when you distribute DPE/overhead costs.

DPE

When you distribute DPE based on hours, Ajera performs the following calculations.

Calculating DPE percent	For each project transaction that occurs during the date range specified in the Distribute DPE/Overhead window, it: 1. Divides the hours for the transaction by the total number of hours for all direct labor transactions in the date range, based on transaction date. This determines the percentage of the total hours for which the transaction is responsible. 2. Multiplies this percent by the total cost of all general ledger entries in the date range for accounts with project distribution of DPE selected. This determines the DPE cost for the transaction. 3. Divides the DPE cost by the cost of the project transaction. This determines the DPE percent of the transaction. For example, if the hours of one project transaction is 2, and the hours of all the transactions is 10, the transaction is responsible for this percentage of the total time: 2 / 10 = **20%** If the DPE cost for all the general ledger entries is $75, then the DPE cost for the one transaction is: 20% x $75 = **$15** The DPE percent of the $60 transaction cost is: $15 / $60 = **25%**
Calculating project cost with DPE	The DPE amount added to your project labor cost is calculated as follows: (Cost Amount x DPE Percent) + Cost Amount For example, if the cost amount is $60 and DPE percent is 25%, then: ($60 x 25%) + $60 = **$75**

Overhead

When you distribute overhead based on hours, Ajera performs similar calculations.

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Calculating overhead percent	For each project transaction that occurs during the date range specified in the Distribute DPE/Overhead window, it: 1. Divides the hours of the transaction by the total hours of all direct labor transactions in the date range, based on transaction date. This determines the percentage of the total hours for which the transaction is responsible. 2. Multiplies this percent by the total cost of all general ledger entries in the date range for accounts with project distribution of Overhead selected. This determines the overhead cost for the transaction. 3. Divides the overhead cost by the cost of the project transaction. This determines the overhead percent of the transaction. For example, if the hours of one project transaction is 2, and the hours of all the transactions is 10, the transaction is responsible for this percentage of the total cost: 2 / 10 = **20%** If the overhead cost for all the general ledger entries is $350, then the overhead cost for the one transaction is: 20% x $350 = **$70** The overhead percent for the $60 transaction is: $70 / $60 = **116.67%**
Calculating project cost with overhead	The overhead amount added to your project labor cost is calculated as follows: (Cost Amount x Overhead Percent) + Cost Amount For example, if the cost is $60 and overhead percent is 116.67%, then: ($60 x 116.67%) + $60 = **$130**
Calculating burdened cost	Burdened project cost is calculated as follows: • Cost Amount + DPE Amount + Overhead (calculated on Labor + DPE) For example, if the cost amount is $60, the DPE amount is $15, and the overhead is $87.50, then burdened project cost is: $60+ $15 + $87.50= **$162.50** **Note**: On the Transaction widget, use columns **Cost Amount Burdened** and **Cost + Premium Amount Burdened**. • Cost + DPE + Overhead (calculated on Labor only) For example, if the cost amount is $60, the DPE amount is $15, and the overhead amount is $70, then the burdened project cost is: $60 + $15 + $70 = **$145** **Note**: On the Transaction widget, use columns **Cost + DPE + Overhead** and **Cost + Premium Cost + DPE + Overhead**.

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Distributing DPE/overhead

After the direct personnel expense (DPE) or overhead distribution options are set up, you can distribute the costs for a specified date range as needed.

To distribute DPE/overhead

1. From the > **Setup** menu, click **Company** > **Distribute DPE/Overhead**.
2. Enter dates in the From and Through fields.
3. Click the **Distribute** button.

At any time, you can change the setup of your DPE/overhead distribution and redistribute the costs in the Distribute DPE/Overhead window.

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Updating employees, clients, vendors, contacts

Employees

About employees

When you work with employee information in Ajera, you set up and maintain:

- Information about the employee that you need for reporting and general record keeping
- The way you want Ajera to process various transactions related to the employee's time and expense reports, payroll, and billing rates
- The employee's access to Ajera, including which tasks the employee can perform

You begin by clicking Setup > Employees, where you then either set up an employee or change information for an employee. The Employee window appears, with information organized into tabs.

Here is a quick overview of the type of information you enter and maintain on the Employee window for each employee in your firm:

On this tab of the window	You set up or maintain
General	General information about the employee, such as name, phone number, job title, supervisor, and so on You also enter the employee type and manager type, which play an important role in the way Ajera processes various transactions for the employee.
Address	The employee's mailing address
Time & Expense Entry	Information for use in time and expense processing, such as credit cards used by the employee, and how Ajera calculates a payment date for expense reports
Pay information	Pay information, including pay rates for use in processing payroll, calculating cost amounts, and calculating billing rates based on markups This tab also includes the employee's ID and password to Ajera, as well as the roles you assign to the employee. The roles determine what an employee can access in Ajera.
Payroll Taxes Deductions/Fringes	**unavailable in ajeraCore unless you have the Payroll add-on** Pay information for processing payroll in-house using Ajera. It includes basic information Ajera uses to process payroll, such as taxes, deductions, and fringe benefits for the employee
Contacts	Contact information for the employee, such as an emergency contact
Notes	Any additional information you need to enter about the employee

About employee pay rates

You can set up pay rates for an employee to become effective immediately or at some time in the future. For example, you can enter an employee pay raise for a future date.

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Ajera uses employee pay rates for:

- Running payroll
- Calculating cost amounts
- Calculating billing rates based on markups

Note: Employee pay rates are different from wage rate tables. You use wage rate tables to pay employees different rates based on the project they are working on, the type of work they are performing, or their employee type.

Calculation method

You can calculate the amount in one of the following ways:

Calculation method	Description
Flat amount	The amount that you enter for the pay
Percent of total pay	A percent of the employee's gross pay
Percent of regular pay	A percent of the employee's regular pay
Percent of premium pay	A percent of the employee's premium pay
Percent of regular pay plus premium pay	A percent of the sum of the employee's regular and premium pay
Total hours times rate	The employee's rate multiplied by hours worked that are regular (all pays with the **Include in regular pay calculation** check box selected) and premium (pay type of Premium 1, 2, and 3)
Regular hours times rate	The number of regular hours worked in a pay period multiplied by the employee's rate
Premium hours times rate	The number of premium hours worked in a pay period multiplied by the employee's rate
Percent of taxable	A percent of the employee's taxable pay

Changing an employee

To chance an employee

1. From the > **Setup** menu, click **Employees**.
2. View employees in the list window differently, if needed.
3. Click the employee you want to change, and click **Edit**.
4. Click a tab, and change employee information as needed.

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5. On the **Pay Info** tab, if you select the **Administrator** role, the employee is the administrator who has access to all system files. The administrator is responsible for maintaining your system and has full rights to the system, including access to all options and reports.
6. Click **Save**.
7. Click **Close**.

Copying a client, vendor, employee, or contact

You can create a new client, vendor, employee, or contact based on an existing client, vendor, employee, or contact.

To copy a client, vendor, employee, or contact

1. From the > **Setup** menu, click **Clients, Vendors, Employees,** or **Contacts**.
2. Click the item that you want to copy, and click **Copy**.
3. Change the information for the item, as needed.
4. Click **Save**.
5. Click **Close**.

Inactivating or reactivating an employee

When you no longer want an employee to appear on Ajera windows and reports, or be able to log in to Ajera, do one of the following:

- Make the employee inactive
- Terminate the employee

The way you reinstate information for an employee depends on the way you inactivate it:

- If you made the employee **inactive**, you can **reactivate** the employee.
- If you **terminated** the employee, you must **rehire** the employee.

You cannot simply reactivate an employee you terminated; you must rehire the employee. In this way, Ajera ensures that you have a record of both the termination and rehire date.

Ajera prints W-2 forms for employees if you paid them in the year they were inactivated or terminated.

Inactivate or terminate an employee

Reactivate or rehire an employee

Inactivate or terminate an employee

1. From the > **Setup** menu, click **Employees**.
2. Click the employee in the list, and click **Edit**.
3. Do one of the following:

To	Do this
Inactivate an employee	In the Status field, select **Inactive**.
Terminate an employee	1. Click the **General** tab.

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To	Do this
	2. In the Date Terminated field, type the date the employee was terminated.

Ajera changes the status of the employee to Inactive.

4. Click **Save**.

Reactivate or rehire an employee

1. From the > **Setup** menu, click **Employees**.
2. Click the employee in the list, and click **Edit**.
3. Do one of the following:

If you did this	You can	By doing this
Inactivated the employee	Reactivate the employee	In the Status field, select **Active**.
Terminated an employee	Rehire a terminated employee	1. Click the **General** tab. 2. In the Date Rehired field, type the date the employee was rehired.
	Undo a termination	1. Click the **General** tab. 2. In the Date Terminated field, highlight the date, and press the **Delete** key.

Ajera changes the status of the employee to Active.

4. Click **Save**.

Deleting an employee

You cannot delete an employee who is currently used on a project or who has entered time or expenses. However, you can inactivate or terminate the employee.

To delete an employee

1. From the > **Setup** menu, click **Employees**.
2. Click the employee you want to delete, and click the **Delete** button.
3. Click **Yes** to delete it.
4. Click **Close**.

About employee pay rates

You can set up pay rates for an employee to become effective immediately or at some time in the future. For example, you can enter an employee pay raise for a future date.

Ajera uses employee pay rates for:

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- Running payroll
- Calculating cost amounts
- Calculating billing rates based on markups

Note: Employee pay rates are different from wage rate tables. You use wage rate tables to pay employees different rates based on the project they are working on, the type of work they are performing, or their employee type.

Adding or changing employee pay rates

As part of setting up an employee for the first time, you enter employee pay rates.

To add or change a pay rate for an employee

1. From the > **Setup** menu, click **Employees**.
2. Click the employee that you want to change, and click **Edit**.
3. Click the **Pay Information** tab.
4. Use the Pay Rates table to enter and track the employee's pay rate changes. Each row represents a pay rate with an effective (start) date. In this way, you have a pay history for the employee, and you can enter a future pay change while still using the current rate.

   When an employee's pay changes, always enter the new pay rate on the next available row. In this way, you can see a pay history for the employee. It also ensures that Ajera uses the correct cost rates if the employee enters time that applies to an earlier pay rate.

For	Do this
Start Date	On the next available row, enter the date the pay change becomes effective. You cannot change the date on the first row because Ajera uses that row to establish a starting (default) pay rate.
Pay Period	Select the pay period for the employee.
Hourly	Select this check box if the employee is paid hourly.
Salary	If you did not select the **Hourly** check box, enter the salary that this employee is paid for the pay period. If more than one pay rate applies to a pay period, when you run payroll, Ajera calculates the salary amount based on the pay rate with the start date closest to the period ending date.
Pay Rate	If you selected the **Hourly** check box, enter the hourly rate of pay for this employee. Otherwise, Ajera enters the employee's standard hourly rate and you cannot change it.
Premium pay 1, 2, 3	These fields correspond to the three premium pays that Ajera automatically sets up (Overtime, Double time, and Other time) in > Setup > Company > Payroll > Pays, where the names can be changed. The fields contain the percentage for marking up the employee's pay rate for the type of hours. For example, if you pay an employee $10 an hour and time and a half for

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For	Do this
	overtime (an extra $5 an hour), enter **50%** in the Overtime field, which results in a pay of $15 an hour.
Include in Salary	These fields apply only to salary employees (you did not select the **Hourly** check box). In the **Include in salary** check box to the right of the first premium pay field (Overtime), do the following, as needed: • If you do not want to pay salary employees for overtime, leave this check box selected. • To pay employees overtime in addition to regular salary, clear this check box. To pay overtime at the regular pay rate, leave the markup percent as zero. To pay overtime by marking it up, enter the percent you want to mark up the regular rate. Use the other **Include in Salary** check boxes, which appear to the right of the other two premium pays fields (Double Time Markup and Other Time Markup), in the same way.

5. Click **Save**.
6. Click **Close**.
7. When you change an employee's pay rate, Ajera applies the new rate to time entered with a date on or after the start date of the new pay rate. It does not apply the new rate to billed time or paid time, regardless of the effective date.

   Recalculate time if you want to apply the new employee pay rates to:
   - Time an employee entered but was not yet paid for
   - Time that is not yet billed to the client

Recalculating time

You must recalculate time if you:

- Change an employee's pay rate, Ajera applies the new rate to time entered with a date on or after the start date of the new pay rate. New pay rates do not affect billed time or paid time, regardless of the effective date.
  - Change time an employee entered but was not yet paid for
  - Change time that is not yet billed to the client
- Move time either from a project that uses wage rate tables to a project without wage rate tables or vice versa (before running payroll)

Note: Your security settings must allow you access to Recalculate Time. You can change the settings on the > Setup > Company > Roles> Company tab.

To recalculate time

1. Review the transactions that will be affected when you recalculate time.
2. From the > **Setup** menu, click **Company** > **Recalculate Time**.
3. In the From and Through fields, enter the earliest and latest date of timesheet entries you want to recalculate unpaid and unbilled time for. You can leave the Through field blank.

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> **Note:** If the Payroll Type field on the > Setup > Company > Preferences > Payroll tab is set to **None**, Ajera recalculates all time within the From and Through fields that was not billed.

4. Do one of the following:

To recalculate rates for	Do this
All employees	Leave the **All employees** check box selected.
One employee	1. Clear the **All employees** check box. 2. Select the **By employee** check box, and in the field to the right, click , and make a selection.
All employees in a department	1. Clear the **All employees** check box. 2. Select the **By department** check box, and in the field to the right, click , and make a selection.

5. Click the **Recalculate** button.
6. Click **Close**.
7. Review the new cost rate and cost amount for the affected transactions. Compare the total hours and cost by employee to verify that they match the session journal.

Transactions affected when recalculating time

When recalculating time, be sure to do the following:

- Before you recalculate time, review the transactions that will be affected and the cost rate and cost amount for each.
- After you recalculate time, review the new cost rate and cost amount for the affected transactions. Compare the total hours and cost by employee to verify that they match the session journal.

Create a custom inquiry based on the Transaction - Labor inquiry and then modify it to show the appropriate transactions. After you customize the inquiry, you can use it in the future whenever you recalculate time.

To review transactions affected when recalculating time

1. From the > **Reports** menu, click **Standard Inquiries** > **Transaction** > **Transaction - All**.
2. Click Save As. For the custom inquiry name, enter **Recalculate Time Transactions**, and click **OK**.
3. Click Properties. Click the **Conditions** tab.
4. In the Transaction Type condition, delete **Worksheet** from the field on the far right.
5. Add the following conditions, starting with the first available field on the left:

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Field on left	Middle field	Field on right
Client Invoice Status	Not one of	Final;Write-off;Voided
Pay Check Key	=	0
PR Service Vendor Invoice	=	0
Status	<>	Beg. Balance
Date	> =	(Type the start date you enter for recalculating time in the Company > Recalculate Time > From field).

Note: If you enter a Through date when recalculating time, then add this condition to the inquiry: Date <= Through date.

6. Click **OK**. The Properties window closes.
7. Remove these columns (right-click the column heading and click **Remove column**):
   - Status
   - Transaction Type
8. Add these columns (right-click the Employee column heading and click **Add column to the right**):
   - Employee Department
   - Cost Rate
   - Cost Amount
9. Right-click the Employee column heading and click **Sort Ascending**.
10. Right click the Employee column heading and click **Group Collapsed**.
11. Click **Save**.

On the > Reports > Standard Inquiriesmenu, the Recalculate Time Transactions inquiry now appears at the beginning of the list.

Note:
- If you are recalculating time based on the employee department, you can use conditions to view one department at a time or to sort and group by employee department.
- To see time that is not affected when recalculating time because it was already billed: in Step 5 of these instructions, change the middle field of the Client Invoice Status condition to **One of**.
- To see time that is not affected when recalculating time because it was already paid: in Step 5 of these instructions, change the middle field of the Pay Check Key and PR Service Vendor Invoice condition to **>**.

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Clients

About clients

When you set up clients, you make all the related information available whenever you need to reference it or use it. Set up information such as client names, addresses, contacts, phone information, and so on.

Changing a client

To change a client

1. From the > **Setup** menu, click **Clients**.
2. View clients in the list window differently, if needed.
3. Click the client you want to change, and click **Edit**.
4. In the name field, change the client name, if needed.
5. Change the client type, if needed.
6. In the Date Established field, change the date you started doing business with the client, if needed.
7. Multi-company only. To link this client to a specific company in your organization, select the company. Ajera automatically selects the company in tasks involving the client to save you time. Otherwise, leave the Company field blank.
8. If you selected to automatically number your invoices by client (> Setup > Company > Preferences > Billing tab), the Last Invoice Number field appears.

   If needed, change the number you want to use as the starting point for numbering invoices. For example, enter **999** to start printing invoices with a number of 1000. If blank, the first invoice has a number of 1.

   > **Note:** If you enter characters in your invoice number, Ajera increments only the numbers following the last character. When it reaches a limit, it resets the numbers to zero. For example, 2004-00 is incremented up to 2004-99, and then restarted at 2004-00. If you expect to need more than 99 invoices, you would increase the number of digits in last section of the number.

9. Leave the **Send statement** check box selected if you want to automatically include this client when printing statements. Otherwise, clear it.
10. If you set up finance charges (> Setup >Company > Preferences > Billing tab), the **Create finance charges** check box appears.

    If you do not want to create finance changes on any of this client's outstanding balances, clear this check box. Otherwise, you are able to create finance charges for this client in Manage > Finance Charges.
11. If you selected the **Create finance charges** check box, enter the percentage rate you want to charge this client if different from the general rate you set up on the > Setup >Company > Preferences > Billing tab.
12. The Prepayment Beginning Balance field appears until you finish working with your beginning balances. Enter or change the amount of prepayments for this client, as needed.

    Multi-company only. You can enter a prepayment in this field. Before you can apply the prepayment, you must first associate it with a project. To do this, see *Associate a prepayment with a project* in Entering beginning balance for client prepayments.

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13. As needed, enter an **Account ID** associated with this client.
14. As needed, change the phone numbers and fax number for the contact. To the right of each number is the description for it, which you can also change.
15. As needed, change the email and website address for the client.
16. Click the **Address** tab to change address information for the client. To enter a mailing address that is different from the address you just entered, clear the **Same as address** check box. Type the mailing address.
17. Click the **Contacts** tab. Change or enter up to twenty contacts for this client. In the Notes field to the right of each contact name, enter or change the description or any notes about the contact. See Setting up contacts to add a new contact.
18. Click the **Attachments** tab, and change the attachment information, as needed.
19. Click the **Notes** tab to enter or change any notes about the client.
20. Click **Save**.
21. Click **Close**.

Copying a client, vendor, employee, or contact

You can create a new client, vendor, employee, or contact based on an existing client, vendor, employee, or contact.

To copy a client, vendor, employee, or contact

1. From the > **Setup** menu, click **Clients, Vendors, Employees,** or **Contacts**.
2. Click the item that you want to copy, and click **Copy**.
3. Change the information for the item, as needed.
4. Click **Save**.
5. Click **Close**.

Deleting a client, vendor, or contact

You cannot delete a client, vendor, or contact if it is currently used on a project. However, you can make it inactive.

To delete a client, vendor, or contact

1. From the > **Setup** menu, click **Clients**, **Vendors**, or **Contacts**.
2. Click the you want to delete, and click the **Delete** button.
3. Click **Yes** to delete it.
4. Click **Close**.

Inactivating a client, vendor, or contact

If you inactivate a client, vendor, or contact, it cannot be used, but it remains in the database and continues to appear on reports.

1. From the > **Setup** menu, click **Clients**, **Vendors**, or **Contacts**.
2. Click the item in the list that you want to make inactive, and click **Edit**.
3. In the Status field, select **Inactive**.

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4. Click **Save**.
5. Click **Close**.

Vendors

About vendors

When you set up vendors, you make all the related information available whenever you need to reference it or use it.

You set up information such as vendor names, addresses, contacts, and phone information.

Changing a vendor

To change a vendor

1. From the > **Setup** menu, click **Vendors**.
2. View vendors in the list window differently, if needed.
3. Click the vendor you want to change, and click **Edit**.
4. Change information on the **General** tab, as needed.

Field	Description
Name	The vendor name
Vendor type	The vendor type
Department	**unavailable in ajeraCore unless you have the Departments add-on** The department that you want to appear on an invoice distribution for nonproject entries. You can change it on the vendor invoice.
Account	The account that you want to appear on an invoice distribution for nonproject entries. You can change it on the vendor invoice.
Date established	The date when you started doing business with a vendor
Company	Multi-company only. Select the company in your organization associated with the vendor if the vendor type is Credit Card or if the vendor works exclusively with that company. Ajera automatically selects the company in tasks involving the vendor to save you time. Otherwise, leave this field blank.
Calculate payment date by	Select an option for calculating the due date.

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Field	Description
	<table><tr><th>Select</th><th>To</th></tr><tr><td>Day of the month</td><td>Assign the due date to a day of the month.</td></tr><tr><td>Number of days</td><td>Assign the due date based on a specified number of days after the invoice date. You specify the number of days in the Number of Days from Invoice Date field.</td></tr><tr><td>None</td><td>Not automatically assign a due date.</td></tr></table>
Number of days from invoice date	If you selected Number of Days in the Calculate Payment Date By field, type the number of days from the invoice date you want to use to calculate the due date.
Day of the month to pay	If you selected Day of the Month in the Calculate Payment Date By field, type the day of the month as a number of 1 through 31.
Account ID	Account number associated with this vendor This account ID will print on vendor checks.
Phone numbers	The phone numbers for the vendor. To the right of a phone number, type a description of it, such as **cell phone**, **office phone**, or **emergency only**.
Fax	The vendor's fax number - To the right of it, type any notes about it.
Email	The vendor's email address
Website	The vendor's website address

5. Click the **Address** tab to change address information for the vendor.

   To enter a mailing address that is different from the address you just entered, clear the **Same as address** check box. Type the mailing address.

6. Click the **1099 Info** tab to change **Form 1099-MISC** information for the vendor.

Field	Description
Receives 1099 form	When selected, it indicates that you send a 1099 form to the vendor.
Form type	The type of 1099 form that you send to the vendor.
Recipient ID	The federal ID number of the vendor
Recipient name	The name of the vendor
1099 Override: Reported amount	Prints a specific amount on the 1099 form for this vendor instead of the amount Ajera automatically calculates.
1099 Override: Federal tax withheld	Prints a specific amount for Federal income tax withheld on the 1099 form for this vendor.

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Field	Description
W9 form received	If selected, it indicates that you received a W-9 form from the vendor.
W9 business type	The vendor's type of business
W9 other description	If you selected Other for the W-9 business type, you can enter a description of the vendor's business type here.

7. To print more than one type of 1099 form for a vendor, set up a separate vendor for each 1099 form type that the vendor requires.
8. Click the **Insurance** tab if you are tracking insurance information for the vendor that you want to change. This tab only appears if the vendor is set up with a vendor type that has the **Consultant** check box selected.

Field	Description
Type	The type of insurance - The Other 1 and Other 2 options are available for you to track other insurance requirements.
Proof required	If selected, it indicates that you require a proof of insurance from this consultant.
Company name	The name of the insurance company issuing the policy
Policy number	The number for the insurance policy
Policy limit	The amount the insurance policy covers
Effective	The date the policy becomes effective
Expires	The date the policy expires

9. Click the **Contacts** tab to enter or change up to twenty contacts for this vendor. In the Notes field to the right of each contact name, enter or change the description or any notes about the contact. See Setting up contacts to add a new contact. enter, change, or delete contacts for the vendor.
10. Click the **Attachments** tab, and change the attachment information, as needed.
11. Click the **Notes** tab to enter any notes about the vendor.
12. Click **Save**.
13. Click **Close**.

Copying a client, vendor, employee, or contact

You can create a new client, vendor, employee, or contact based on an existing client, vendor, employee, or contact.

To copy a client, vendor, employee, or contact

1. From the > **Setup** menu, click **Clients, Vendors, Employees,** or **Contacts**.
2. Click the item that you want to copy, and click **Copy**.
3. Change the information for the item, as needed.

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4. Click **Save**.
5. Click **Close**.

Deleting a client, vendor, or contact

You cannot delete a client, vendor, or contact if it is currently used on a project. However, you can make it inactive.

To delete a client, vendor, or contact

1. From the > **Setup** menu, click **Clients**, **Vendors**, or **Contacts**.
2. Click the you want to delete, and click the **Delete** button.
3. Click **Yes** to delete it.
4. Click **Close**.

Inactivating a client, vendor, or contact

If you inactivate a client, vendor, or contact, it cannot be used, but it remains in the database and continues to appear on reports.

1. From the > **Setup** menu, click **Clients**, **Vendors**, or **Contacts**.
2. Click the item in the list that you want to make inactive, and click **Edit**.
3. In the Status field, select **Inactive**.
4. Click **Save**.
5. Click **Close**.

Contacts

About contacts

When you set up contacts, you enter contact information for a person one time so it is available whenever you need to use it.

You can enter contact information for anyone you may need to contact. Ajera includes a field for contacts on windows that involve your work with bank accounts, clients, employees, projects, phases, and vendors.

You typically set up a contact in Setup > Contacts. However, you can also add a contact while working in other areas of Ajera where a Contact field appears. Simply click in the Contact field, and then click the **New** button.

To help you organize and find your various types of contacts (for employees, vendors, bank accounts, and so on), be sure to do the following:

1. Categorize your contacts by setting up contact types (through > Setup > General > Contact Types).
2. Assign a contact type to each contact you enter.

Where contact information appears

As you work in Ajera, you may often reference contact information as follows:

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Use contacts for	In this area of Ajera
Billing on projects	> Manage > Project Command Center > Project Info tab > Invoice subtab > Billing Contact field More about billing contacts on projects or invoice groups
Employees	> Setup > Employees > Contacts tab
Clients	> Setup > Clients > Contacts tab
Vendors	> Setup > Vendors > Contacts tab
Bank accounts	> Setup > Company > Bank Accounts > Contacts tab

Printing contact information

You can print a list of contacts, contacts by contact type, or contact types as follows:

To see a list of	Do this
Contacts (with several sort options)	From the > **Reports** menu, click **Standard Inquiries** > **List** > **Contact**. You can sort the inquiry by any of the column headings (status, first name, middle name, last name, company, title, phone number, email) or any other column you add to the inquiry (such as contact type). Right-click the column heading and click **Sort ascending**.
Contacts	From the > **Reports** menu, click **Setup** > **Contact**. You can sort contacts by First Name or Last Name only.
Contacts by contact type	From the > **Reports** menu, click **Standard Inquiries** > **List** > **Contact Type**. You can see a list of all contact types you set up, and then drill-down to see a list of all the contacts you added for each type. For example, you click **Vendors** in the list and see a list of all the people you added as vendor contacts.
Contact types	From the > **Reports** menu, click **List** > **Contact Type**. You see a list of the contact types you set up.

Changing a contact

To change a contact

1. From the > **Setup** menu, click **Contacts**.
2. View contacts in the list window differently, if needed.
2. Click the contact that you want to change, and click **Edit** .
3. Change information, as needed.

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General tab

Field	Description
Name	The name of the contact - It can be left blank.
Company	The company associated with the contact
Title	The job title of the contact
Type	The category or type associated with the contact
Phone numbers	As many as three phone numbers for the contact in the fields on the left. The field to the right of a phone number contains a description of the number.
Fax	A fax number for the contact and any description to the right of it
Email	An email address for the contact
Website	The contact's website address

Address tab

Field	Description
Address	The contact's main address. In the first three lines, enter the street address, suite number, and so on.
City, State, Zip Country	The city, state, zip code, and country
Mailing address	The mailing address if it is different from the main address
Same as address	When selected, it indicates the mailing address is the same as the main address.

Attachments tab

Field	Description
Category	The category of the attachment An attachment category is a group of documents with similar characteristics (for example, RFPs). You can set up categories if your role allows access to them (> Setup > Company > Roles > Setup tab).
Description	The name of the attachment
Added	The date and time when the attachment was made

Notes tab

This tab contains any notes about the contact.

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4. Click **Save**.
5. Click **Close**.

Copying a client, vendor, employee, or contact

You can create a new client, vendor, employee, or contact based on an existing client, vendor, employee, or contact.

To copy a client, vendor, employee, or contact

1. From the > **Setup** menu, click **Clients, Vendors, Employees,** or **Contacts**.
2. Click the item that you want to copy, and click **Copy**.
3. Change the information for the item, as needed.
4. Click **Save**.
5. Click **Close**.

Deleting a client, vendor, or contact

You cannot delete a client, vendor, or contact if it is currently used on a project. However, you can make it inactive.

To delete a client, vendor, or contact

1. From the > **Setup** menu, click **Clients**, **Vendors**, or **Contacts**.
2. Click the you want to delete, and click the **Delete** button.
3. Click **Yes** to delete it.
4. Click **Close**.

Inactivating a client, vendor, or contact

If you inactivate a client, vendor, or contact, it cannot be used, but it remains in the database and continues to appear on reports.

1. From the > **Setup** menu, click **Clients**, **Vendors**, or **Contacts**.
2. Click the item in the list that you want to make inactive, and click **Edit**.
3. In the Status field, select **Inactive**.
4. Click **Save**.
5. Click **Close**.

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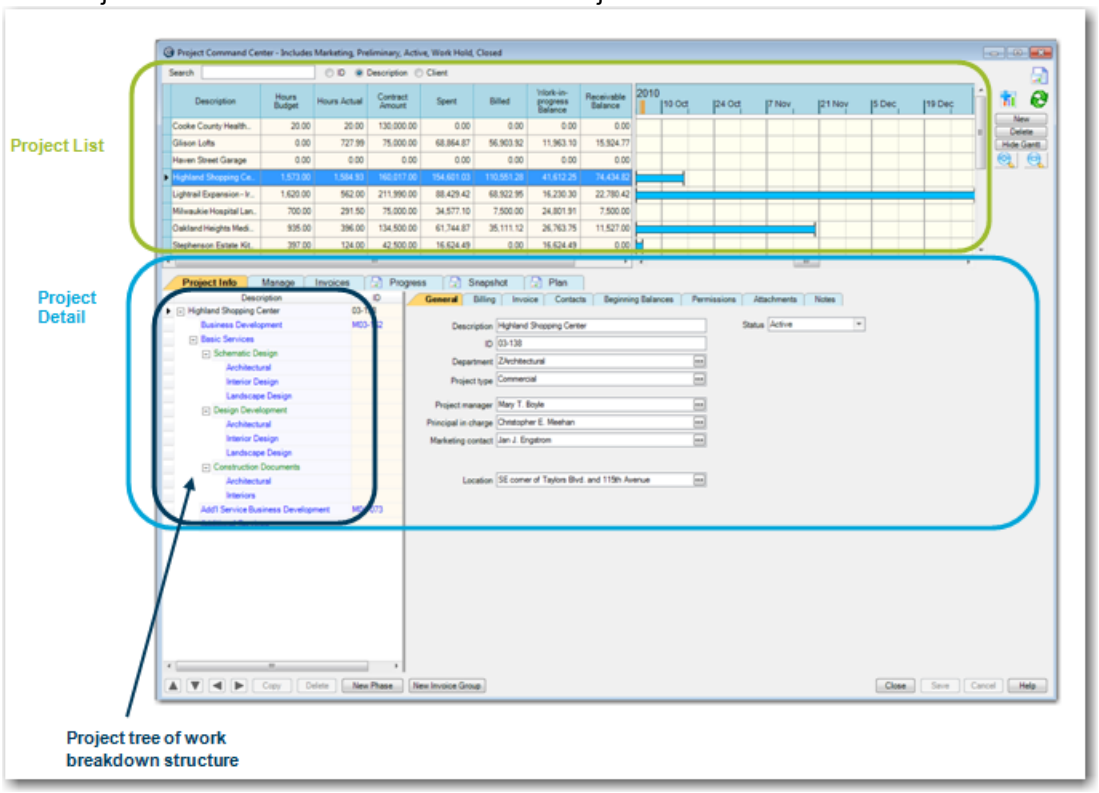
Managing projects

About your Project Command Center

Learning Resource: Project Command Center Functional Guide

Your Project Command Center consists of these major areas:



Project list

Use this area to view pertinent information about your projects at a glance. You can select which columns of information you want to view for projects. You can also select to see a Gantt chart (timeline).

Use the search to quickly find any project you selected to show in the project list. You can find a project by searching for project ID, description, or client.

Project detail

Use this area to work with the detailed information for a project. It consists of a project tree, where you define and view the work breakdown structure of your project. For each component in the project tree, detailed information appears in tabs on the right of the window.

Depending on your security settings, you may see some or all of these tabs:

Project Info tab

Use this tab to set up and maintain general information for your project, in addition to billing and invoice information.

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With Ajera, you can also track and analyze your marketing efforts for projects. (This feature is unavailable in ajeraCore.)

Manage tab

Use this tab to quickly sketch out a budget for a potential project. After you win the project, budget it to the level of detail you need. This tab is invaluable to project managers. With Ajera, you can budget top-down or bottom-up.

With Ajera or ajeraCore with Consultant Management add-on, you can also budget resources at any level of your project work breakdown structure. You quickly add resources by a type of labor, expense, or consultant. You can also schedule your project to the level of detail you need, adding reported percent complete and adjusting the schedule, as needed.

In addition, with Ajera, you can add tasks to closely track how the project is progressing.

Invoices tab

Use this tab to view the PCC Invoices inquiry, which is accessible only from the Project Command Center. Use this inquiry to review client invoice details and to preview client invoices.

Unlike other inquiries, the PCC Invoices inquiry is the same for all employees who have permission to view it. Any changes to the inquiry are visible to everyone with access to it.

Note:	Marketing and overhead projects will create a client invoice, which allows you to move marketing and overhead WIP to billable projects in client invoices.

Report tabs

Use these tabs to quickly review up-to-date reports for the project you are currently viewing. Click (**Customize**) > **Reports** tab to select the reports you want to view.

Note:	For ajeraCore, only the Snapshot report is available.

Concepts

About Ajera

Deltek designed Ajera to help architectural and engineering firms quickly produce accurate estimates and complete projects on time and within budget.

Integrated with accounting

With Ajera, you have seamlessly integration of financial and project-related information from time and expense entry, billing, and reporting. For example, when building a budget, you can enter how many hours you expect it to take to complete a task, and Ajera automatically enters the contract amount using the rate table. On that same window, you can view an instant report, which contains up-to-date information about the project, by clicking a tab.

Project templates

Your firm may choose to work from project templates, which help set standards for budgeting, naming conventions, work breakdown structure, and security.

When setting up Ajera, your firm can choose to work with templates in one or all of the following ways:

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- Use the industry-specific templates provided, as-is.
- Modify the industry-specific templates.
- Create templates from scratch.

The industry-specific templates include the following:

Template	Description
Quick project	Use this template when you want to quickly start a project with a minimum of detail and plan to enter the details later.
Top-down	Use this template for projects that you want to budget top-down.
Bottom-up	Use this template for projects that you want to budget bottom-up.
Top-down with Business Development	Use this template for projects that you want to budget top-down when using Business Development. It includes a Business Development phase to give you a head start at tracking your BD efforts.
Bottom-up with Business Development	Use this template for projects that you want to budget bottom-up when using Business Development. It includes a Business Development phase to give you a head start at tracking your BD efforts.

Estimating and budgets

You can easily create project budgets with Ajera. You can use templates to help define essential information for estimating a project. For detailed instructions about budgeting, see Budgeting top-down and Budgeting bottom-up.

Managing resources

You can specify the resources that are required for a project in several ways. You can start scheduling a project with unspecified resources or resources specified only by employee type. As the project progresses, you can change the resources to specify the exact names of employees with their hours or percentage of the workload. You do not need to fully schedule all work so, if you choose to do so, you can assign and manage only critical resources.

Working with the Gantt chart (timeline) and resources is simple because the timeline is an interactive component of your work breakdown structure.

In Ajera, you also have reports that answer such questions as:

- Do I have enough work? Too much work?
- Can I move projects around to relieve timeline stress?
- Can I project revenue in the future?
- Do I have the right type of employee to complete the work that I have?

You can also add tasks when you want to track the individual to-do items that comprise the work needed to complete a phase or project.

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About billing types

A *billing type* is a method for handling billing that reflects the contractual agreement with the client. Billable billing types available in Ajera are Time & Expense and **fee-based**[1], which includes Fixed Fee, Percent Complete, Unit Price, and Percent of Construction Cost.

Different information is printed on an invoice depending on the billing type of the project. For example, a Time & Expense billing type prints actual transaction detail, and a fee-based billing type prints an amount to bill that may not be based on actual work performed. An invoice can contain both types of billing.

When you set up a project and select a billing type, you indicate the way the client is billed according to the contract. You can change the billing type at any time during the project lifecycle.

[1] The project or phase is contracted to bill for the value of the work performed, not for the actual time and expenses expended. These projects or phases are identified with a billing type of Fixed Fee, Percent Complete, Unit Price, or Percent of Construction Cost.

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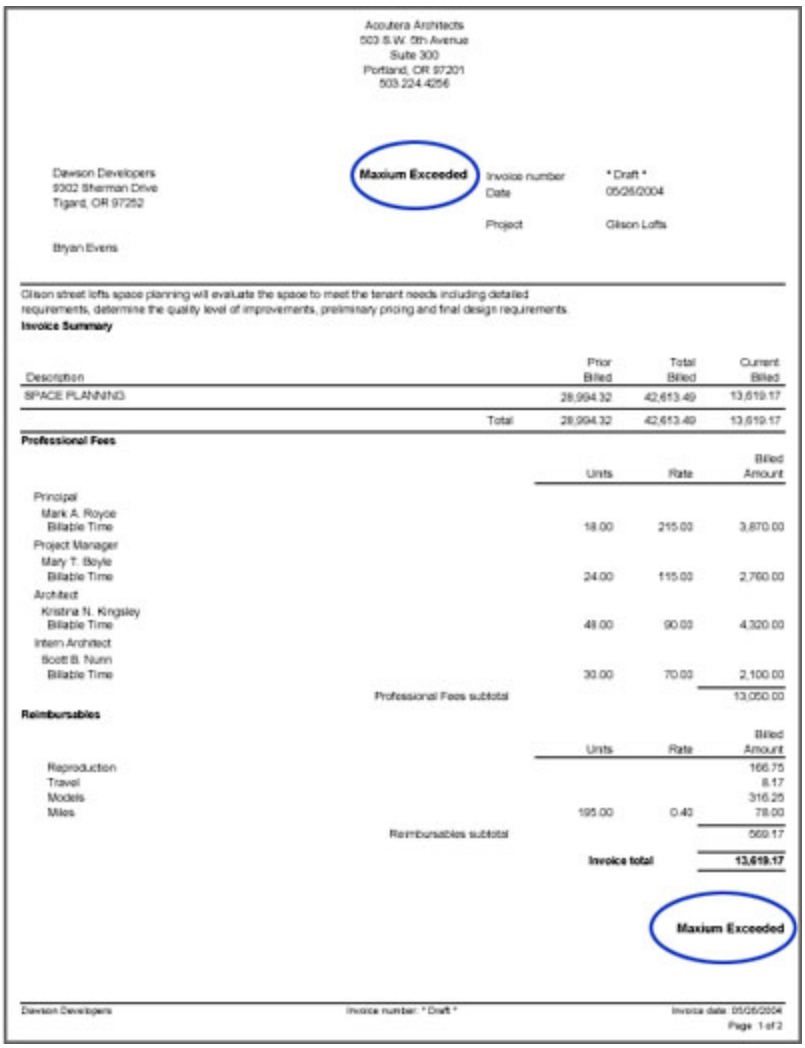
Billing type	Description
Time & Expense	You bill the client for actual hours worked and expenses incurred on the project. You can use this type if you bill the client with a billing rate or a markup of cost. For projects set up with a Time & Expense billing type, and for fee-based projects where you have selected to bill labor, expense, or consultant as time and expense and entered a contract amount, then if billing exceeds the contract amount, Ajera alerts you by highlighting the invoice amount in red. It also prints Maximum Exceeded on the draft invoice. You can adjust the invoice amount, if needed. 
Fixed Fee	You charge the client a fixed amount for the project and bill a fixed amount on each invoice.
Percent Complete	You charge the client a fixed amount for the project. You bill a percentage of the total amount based on the amount of the project that is complete.
Unit Price	You charge the client a price per each unit completed, such as square feet.

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Billing type	Description
Percent of Construction Cost	You charge the client for the actual or estimated cost of construction for the project.
Nonbillable	You do not charge the client for the project. You can enter and track time and expenses, but the client cannot be invoiced.
Marketing	You track the marketing cost for the project. You can change this billing type to one of the billable types after the project is won. You can enter and track time and expenses, but the client cannot be invoiced.
Overhead	You can optionally set up an overhead project to track your internal expenses. You can enter and track time and expenses, but no client is associated with the project and no invoice is produced. **Note:** You cannot change an Overhead billing type to a billable type.
Adjustment	Appears only when working with an adjustment phase. You increase or decrease an invoice amount by adding an invoice adjustment. When you add an adjustment, Ajera automatically assigns it a billing type of Adjustment, which cannot be changed.

About estimating and managing projects with Ajera

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With Ajera, growing firms can quickly produce accurate estimates and complete projects on time and within budget.

You can quickly estimate projects for proposals and later refine the estimates to working budgets and schedules after the contract is won. In addition, you have instant access to project-specific reports.

Using Business Development, you can also track and analyze your marketing efforts.

Here are some typical tasks that you may perform to guide your project from a proposal to a completed job:

Set up the project

Begin the budget

Win the job

Manage the project

Review the client invoice

Close the project

Set up the project

Depending on what your company sets up as a standard practice, you add projects by:

- Selecting a template
- Copying an existing project
- Setting up a new project

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Begin the budget

You can begin by indicating that you are working on a proposal and that your firm has not yet won the contract for the job.

With the project open in the Project Command Center, on the **Project Info** tab > **General** subtab, select **Preliminary** in the Status field.

> **Note:** A status of Preliminary allows you to enter your marketing time to the project. If you want to ensure that no time is entered to the project until the contract is won, change the status to **Hold**.

You are now ready to begin working on an estimate in one of these ways:

- Budgeting top-down
- Budgeting bottom-up

Win the job

You win the contract.

Change the status of your project to Active. With the project open in the Project Command Center, on the **Project Info** tab > **General** subtab, select **Active** in the Status field.

If, based on your estimate, you choose not to enter a bid for the project, or if your firm is not awarded the work, you can change the status to **Closed**.

Manage the project

You are now ready to produce a working budget and schedule for your project:

- Refine and expand on the budgeting information you already entered to produce the estimate. Change information as your project changes.
- If you know the employees or employee types working on the project, assign them to the appropriate phase or task.
- Produce a schedule for project.
- Update the RPC % Complete for each phase.
- Ensure that the status of each phase remains correct. For example, assign a status of Work Hold to a phase if it is no longer available for time entry.

When you are finished budgeting the project, and if you no longer want to allow any changes to it, click the **Final Budget** button on the **Manage** tab of the Project Command Center. You can still add or change schedules or resources assignments when the budget is final.

Review the client invoice

When a client invoice is ready for review before billing, you can use billing review stages to help move the invoice smoothly through the review process, if the invoice is based on a standard invoice format or on a custom design created with the Client Invoice Designer.

A billing review stage consists of notes and a descriptive name that indicates where an invoice is in the review. Your billing review stages should mirror the ones used at your firm.

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During billing review, you preview the invoice from the Client Invoices window or from the Project Command Center. Enter your notes and select the next billing review stage when finished. Ajera can notify the next reviewer that the invoice is ready, and the review process continues as needed.

When you print the invoice as final, the billing review stage automatically updates to Final.

Close the project

After you have finally billed a project, be sure to enter actual complete dates and other project notes according to your company's policy. In this way, you can better evaluate this project for future estimating and marketing purposes.

Views

About customizing your Project Command Center

Your project list

At the top of the Project Command Center is a list of your projects. This list acts as a quick summary of your projects. You select the projects and type of information that you want to see for those projects.

Your project detail

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After you select a project in the project list, detail for that project appears on the lower area of your Project Command Center. You can select the project detail you want to view or change.

Project Command Center reports

You can show or hide these up-to-date reports, which appear on tabs in the Project Command Center:

- Snapshot report
- Progress report (**unavailable in ajeraCore**)
- Plan report (**unavailable in ajeraCore**)

Click (**Customize**), click the **Reports** tab, and select the check box for each report you want to show. Clear the check box for each report you want to hide. Click **OK**.

Selecting projects to view

When you open the Project Command Center (> Manage > Project Command Center), a list of projects appears at the top of the window. You can select which projects you want to appear in that list.

To select projects to view

1. From the Project Command Center, click (**Customize**) at the upper right of the window.
2. On the **Project List** tab, indicate the projects you want to see by selecting one of the options directly under the Projects to Show heading:

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Select this check box	To see
All projects	Either all projects in your company or only projects for which you are a project manager, depending on your security access.
Projects matching filter	Projects matching certain criteria that you select. After you select this check box, a Filter area appears. Do the following: 1. You can select to see projects based on project status. As needed, select a check box corresponding to the project status of projects you want to show. 2. You can select to see projects associated only with a specific project manager, billing manager, principal-in-charge, marketing contact, or client. Make a selection, as needed, for each field. Multi-company only. You can select to see projects associated only with a specific company.
Selected projects	Individual projects that you specifically select. After you select this check box, a Projects table appears. Do the following: 1. To select a project, click a blank row of the Projects table and click .... 2. Repeat this procedure for each project you want to show in the list.
My projects only	Only projects for which you are the project manager, billing manager, principal-in-charge, or marketing contact. After you select this check box, additional check boxes appear. Select a check box, as needed, for projects you want to show as defined by your role on the project. For example, a principal may want to view the projects where they are the project manager separately from projects where they are the principal-in-charge. **Note:** This check box is only available if the **View my projects only** check box is not selected in your security settings.

3. You can also define the type of information you want to see for each project. The table at the right of the window contains a list of columns grouped by category. Use this list to select the columns you want to show in the Project List along with the name of your project.
   - To see all the columns within a category, select the **Show** check box for the category.
   - To select individual columns of project information, expand the category by clicking the ⊞ symbol, and click the **Show** check box for each column you want to show.
4. Click **OK**.

Selecting project detail to view

When you click a project in the project list at the top of your Project Command Center, detailed information for that project appears on the lower half of the window. You can determine the type of detail that you view for your projects.

To select project detail to view

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1. From the Project Command Center, click (**Customize**) at the upper right of the window.
2. To change which information appears on the **Project Info** tab of the Project Command Center, click the **Phase Info** tab on this window, and do the following:

Field	Description
Phase Statuses	Select a check box to show only phases which match the status listed for the check box. You can select as many check boxes as you want.
My phases only	Select this check box to show only phases for which you are the project manager, principal-in-charge, or marketing contact.
My departments only	Select this check box to show only departments for which you are the project manager, principal-in-charge, or marketing contact.
table (at right of window)	Use this table to indicate which columns you want to show to the right of the project tree, as follows: • To show all the columns listed for a category, select the **Show** check box for the category. To hide all columns for a category, clear the **Show** check box. • To show individual columns, expand the category by clicking the ⊞ symbol, and click the **Show** check box for each column you want to show. To hide a column, clear the **Show** check box.

3. **unavailable in ajeraCore** - To change which information appears on the **Manage** tab of the Project Command window, click the **Manage** tab on this window, and do the following:

Field	Description
Phase Statuses	Select a check box to show only phases which match the status listed for the check box. You can select as many check boxes as you want.
My phases only	Select this check box to show only phases for which you are the project manager, principal-in-charge, or marketing contact.
My departments only	Select this check box to show only departments for which you are the project manager, principal-in-charge, or marketing contact.
table (at right of window)	Use this table to indicate which columns you want to show to the right of the project tree, as follows: • To show all the columns listed for a category, select the **Show** check box for the category. To hide all columns for a category, clear the **Show** check box. • To show individual columns, expand the category by clicking the ⊞ symbol, and click the **Show** check box for each column you want to show. To hide a column, clear the **Show** check box.

4. **unavailable in ajeraCore** - Project Command Center reports appear as tabs. To show or hide those tabs, click the **Reports** tab on this window, and do the following:
   - Select the check box for each report that you want to appear in the Project Command Center.
   - Clear the check box for each report that you want to hide.

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5. Click **OK**.

Viewing the Gantt chart

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Your Project Command Center can contain a Gantt chart (timeline) in your project list and in your project detail on the **Manage** tab. You can select to show or hide either of the Gantt charts.

Buttons for the project list Gantt chart appear at the upper right of the window.

Buttons for the project detail Gantt Chart appear at the bottom of the window on the **Manage** tab.

When you open the Project Command Center, the Gantt chart shows today's date, which is highlighted with an orange bar.

The timeline in the Gantt chart represents actual dates; if there are no actual dates, it represents estimated dates.

To	Do this
Show the chart	Click the **Show Gantt** button.
Hide the chart	Click the **Hide Gantt** button.
Zoom in	See a shorter time span (such as individual days and weeks), by clicking (**Zoom In**).
Zoom out	See a longer time span (such as months), by clicking (**Zoom Out**).
See today's date at far left	Right-click the date area of the chart, and select **Today**.
See beginning or end of a row at far left	Right-click the timeline in a row, and select **Begin** or **End**. **Note:** The Begin option is available if the row has an estimated or actual start date. The End option is available if the row has an estimated or actual end date.
Manage tab only:	
Change dates using timeline	Click and drag the beginning or ending of a timeline in a row. The timeline shows actual dates; if there are no actual dates, it shows estimated dates.
Update the chart	If you change dates in the columns, click **Save** to update the chart.

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Templates

Changing a project template

To change a project template

1. From the > **Setup** menu, click **General** > **Project Templates**.
2. In the project template list at the top of the window, click the project template you want to change.
3. On the **Project Info** tab and the subtabs under it, make changes to the project work breakdown structure and project information.
4. Review this information for phases and make changes.
5. Click the **Manage** tab, and make changes to the budget information.
6. Click **Save**.

Copying a project template

To copy a project template

1. From the > **Setup** menu, click **General** > **Project Templates**.
2. Click the **New** button at the upper right of the window.
3. Click **Copy existing template**, and click to select the template that you want to copy.
4. Click the **Create** button. The existing template appears in the detail area of the Project Command Center.
5. On the **General** subtab under the **Project Info** tab, type the name of your new template in the Description field.
6. On the **Project Info** tab and the subtabs under it, make changes to the project work breakdown structure and project information, as needed.
7. Review this information for phases and make changes, as needed.
8. Click the **Manage** tab, and make changes to the budget information, as needed.
9. Click **Save**.

Deleting a project template

To delete a project template

1. From the > **Setup** menu, click **General** > **Project Templates**.
2. In the project template list at the top of the window, click the project template you want to delete.
3. Click the **Delete** button at the upper right of the window.
4. Click **Yes** to delete the project template.

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Budgets

About budgeting a project

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In Ajera, you can budget with as much or as little detail, depending on your needs and the complexity of your projects. It is most common to begin a budget in one of these general ways:

Budgeting bottom-up

You may use this method when you want to determine the total contract amount for a project based on the number of hours each phase or task should require. Ajera calculates the project totals for you.

Bottom-up budgeting is useful when you want to develop a budget to:

- Control the project hours and costs
- Produce a project proposal

You typically create bottom-up budgets for hourly based projects. Bottom-up budgeting lets you specify the number of hours for each labor or expense. When you enter hours, Ajera calculates the contract amount based on the project's rate table or from average billing rates entered for the employee type or in > Setup > Company > Preferences. Ajera calculates the cost from the employee's pay rate or from average cost rates entered for the employee type or in > Setup > Company > Preferences.

Budgeting top-down

You may use this method when you know the total contract amount or total number of hours needed to complete a project. For some projects, the fee is based on what the market can bear. In this case, you need to develop a budget for each phase and task required to complete the project. This top-down method also works well for developing feasibility budgets.

When building a top-down budget, you enter the total contract amount, total hours, or total cost for the project. You then specify the percentage of the total project for each phase or subphase.

About budgeting labor, expense, and consultants

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When budgeting with Ajera, you work with labor, expense, and consultant amounts on the **Manage** tab of the Project Command Center in the following ways:

Activity type totals

To enter and track totals for labor, expense, and consultants, click the icon in the Contract column to show these rows: Labor Total, Expense Total, and Consultant Total. These totals are called *activity type totals* and are available for the project and for phases.

The amount you enter for a project or phase automatically updates the Labor Total. You can redistribute that total, as needed, by clicking the icon and changing the amounts. If the contract amount of a phase is made up of more than one activity type total, you cannot directly change the amount; instead, you click the icon for the phase and make changes to its activity type totals.

Resources

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To enter and track a specific labor, expense, or consultant cost, add a budget item for it, which is called a *resource*. Click the icon in the Description column for the project or phase, and click **Add Labor**, **Add Expense**, or **Add Consultant**.

For example, you may add a Labor resource to identify and track the cost of a specific employee's work on a phase.

If you enter a resource and a contract amount for a Consultant or an Expense resource, Ajera can track it as a commitment to prevent overbilling from the vendor, if you have selected to track budgets in > Setup > Company > Preferences.

Tasks

Because you use tasks to track the progress and scope of a project, you budget hours for a task but **not** cost amounts or rates. When using tasks, you continue to track project costs through resources and phases. However, you can choose to roll up task hours to resources or phases, which then updates cost amounts. To add a task, click the icon to the right of the project, phase, or resource where you want to add the task.

How activity type totals and resources work

The amounts in the Labor Total, Expense Total, and Consultant Total rows (activity type totals) interact with the rows you add for a Labor, Expense, or Consultant resource as follows:

Top-down budgets

Ajera assumes you are entering a top-down budget if you enter amounts for the project and upper phase levels before entering amounts for the lowest-level phases or resources. You may choose to do a top-down budget by entering a total, entering a percentage of that total for each phase and each resource, and then clicking the % icon to distribute the total to them.

> **Note:** If you plan to distribute your totals down to resources, be sure the resources are not mixed in at the same level as any subphases.

If you enter percentages for resources, Ajera updates the activity type totals based on the amounts distributed to each resource type.

If you do not enter percentages for resources, you can still enter amounts for resources. However, these amounts do not automatically update amounts for the phase and project. If the resource totals do not sum to the upper levels of your budget, the icon appears. You can click the icon if you want to change the upper levels to match the resources. To lock the upper levels so that they are not accidentally updated from the resources, click the unlocked lock to lock it .

Bottom-up budgets

Ajera assumes you are entering a bottom-up budget if you start entering amounts at the lowest levels of your budget before you enter amounts for the project and upper-level phases.

When preparing your budget from the bottom -up, you enter lower-level phase, resource hours and/or dollars, or labor task hours. These amounts update the project and any upper-level phases and also update activity type totals based on the type of resource entered.

About entering hours and rates for resources

Labor resources

When you enter hours for a labor resource, Ajera enters billing and cost rates for you as follows:

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You enter	Billing rate comes from	Cost rate comes from
Only hours and no other columns	The average billing rate in > Setup > Company > Preferences > Project tab Multi-company only. The average billing rate in Setup > Company > Companies > Billing/Payroll tab	The average cost rate in > Setup > Company > Preferences > Project tab Multi-company only. The average cost rate in > Setup > Company > Companies > Billing/Payroll tab
An employee in the Resource column	The billing rate table Otherwise, it comes from > Setup > Company > Preferences > Project tab	The employee's cost rate
An employee type in the Type column	The billing rate table if it is set up with employee types Otherwise, it comes from the average rate from the employee type setup, or > Setup > Company > Preferences > Project tab.	The average cost rate for the employee type If blank, it comes from > Setup > Company > Preferences > Project tab.
An employee in the Resource column and an employee type in the Type column	The billing rate table if it is set up with rates for the employee or employee type or there are labor markup	The employee's cost rate

Expense resources

When you enter hours or units for an expense resource, and you enter an activity in the Type column, Ajera enters billing and cost rates for you as follows:

You enter	Billing rate comes from	Cost rate comes from
A unit-based activity	The billing rate table if you set up a rate exception by activity Otherwise, it comes from the activity setup.	The rate for the activity
Any other activity	The billing rate table	You enter it.

Consultant resources

When you enter a consultant resource, and you enter a vendor type in the Type column or a vendor in the Resource column, the cost and billing rate columns are unavailable. If you enter a vendor and a cost amount, the contract amount comes from the billing rate table.

About budgeting percent complete and percent of cost

You budget projects that you bill as Percent Complete and Percent of Construction Cost by using the top-down budgeting method.

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You enter contract amounts and then distribute those amounts down to the lowest level of your budget. You distribute your budget amounts, as done in the following example, by using the % icon located in the % Dist column.

Example

You have a project billed as Percent of Construction Cost.

Total cost of construction	750,000,000
Contract budget for project	10%
Total cost of construction	750,000

Of your project total:

- 700,000 is labor.
- 50,000 is for consultants.

You now want to enter these amounts and distribute them down to the lowest level of your budget.

1. On the row for the project, enter a construction cost amount for **7,500,000**.
2. In the % of CC (percent of construction cost) column, enter **10%**. Ajera then enters a contract amount of 750,000.
3. To allocate part of this contract amount for labor and part for consultant, in the Contract column, click the down arrow to show rows for the activity type (Labor, Expense, and Consultant).
4. On the row for Labor Total, enter **700,000**. On the row for Consultant Total, enter **50,000**.
5. For each phase directly under the project, in the % Dist column, enter a percentage of the total project amount that applies to this phase.

   Note: The total of the percentages you enter for the phases must equal 100%. Similarly, if you enter percentages for the lower levels of each phase, they must equal 100%.

6. You are now ready to distribute the contract amount down to the phases. Click the % icon in the % Dist column on the project row.
7. Ajera enters amounts for each item in the Contract column.

Budgeting top-down

When you create a budget top-down, you follow this general process:

1. Enter project budget totals.
2. Distribute the project budget down to phases, subphases, and resources based on a percentage of the hours, cost, or contract amount.

When you enter hours, Ajera calculates the contract amount based on the project's rate table or from average billing rates entered for the employee type or > Setup > Company > Preferences (if no rates are entered for the employee type). Ajera calculates the cost from the employee's pay rate or from average cost rates entered for the employee type or > Setup > Company > Preferences (if no rates are entered for the employee type). If you use multi-company, the average and cost rates may be in > Setup > Company > Companies.

If your company sets up templates or uses Ajera's industry-standard templates, your budget may already contain much of the structure and detail that you need.

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Quick start with the Top-down template

The quickest way to get started budgeting top-down is to use the standard Ajera template, Top-down. Because the contract amount for phases is based on the total contract amount for the project, this template is set up with standard percentages for the phases.

You simply do the following:

1. Set up the project, if you have not already done so, using a Top-down template.
2. Enter the contract amount for the project in the Contract column on the project row.
3. Click the % icon in the % Dist column on the project row.

   Ajera automatically distributes the contract amount to lower levels based on their percentages in the % Dist column. If average cost and billing rates are entered in > Setup > Company > Preferences, Ajera calculates average hours for labor contract amounts.
4. To make any adjustments or further work with your budget, review the instructions that follow.

Building your budget

As you work with your budget, you may perform some or all of these tasks once or repeatedly, perhaps at different times. Here is a typical order for the way you may go about building a budget for the first time:

To	Do this
Open the project	1. If you are not already working with the project, open it by clicking it in the project list at the top of window. 2. Click the **Manage** tab. 3. If you do not see the type of information you want to work with, select the detail you want to view.
Adjust work breakdown structure	4. If needed, define the work breakdown structure of your project or make adjustments to it by working with the project tree. 5. Add resources and add tasks to the project tree, where needed. **Note:** If you plan to distribute your totals down to resources, be sure the resources are not mixed in at the same level as any subphases. You can choose to roll up task hours to resources or phases, which then updates cost amounts. See Change totals in this topic.
Enter totals	6. Enter totals on the project row for any or all of the following: **Note:** If average cost and billing rates are entered in > Setup > Company > Preferences, Ajera calculates hours, cost, and contract amounts based on your input for phase budgets. If you have multi-company, the average cost and billing rates may be in > Setup > Company > Companies. • Hours/units (if a labor resource has an employee or employee type assigned to it, the budgeted hours and dollars appear in Schedule Manager. You can

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To	Do this
	use Schedule Manager to manage employee schedules by week as the project proceeds) • Cost amount • Contract amount (required for fee-based projects) 7. If needed, enter a breakdown of the total for activity types (labor, expense, consultant): • Click in the Contract column to show rows for Labor Total, Expense Total, and Consultant Total. • Click in the Contract column to hide the rows.
Lock contract totals?	8. You can instruct Ajera to lock your contract amount totals so that they cannot be changed regardless of any changes you make to the budget for lower- level phases and resources. • To allow changes to a contract total, click the locked lock to unlock it . • To prevent changes to a contract total, click the unlocked lock to lock it . **Note:** When you lock a phase amount, you cannot change any amounts in the % Dist column.
Assign percentages to lower levels	9. On the row for the phase that you want to budget, in the % Dist column, enter a percentage of the total project amount that applies to this phase. For example, if the design phase is 25% of the project, enter **25** in the % Dist column for the design phase. Ajera calculates the contract amounts of the phase for you. If average cost and billing rates are entered in > Setup > Company > Preferences, Ajera also calculates hours and cost. **Note:** The total of the percentages you enter for the phases must equal 100%. Similarly, when you later enter percentages for the lower levels of each phase, they must equal 100%. 10. Show or hide the amounts for activity types (Labor, Expense, Consultant), as needed: • Click in the Contract column to show the activity type breakdown. • Click in the Contract column to hide it. 11. Repeat this process for each subphase and then each resource that you want to budget for the phase. About entering hours and rates for resources
Distribute contract amounts	12. Click the % icon in the % Dist column on the project row. Ajera automatically distributes the contract amount to lower levels based on their percentages in the % Dist column.

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To	Do this
Change totals?	13. Ajera does not automatically change hours/units, cost, or contract amount totals when you change lower-level amounts. In this way, you can control if and when certain totals change. Instead, when a total no longer equals the sum of its lower level amounts, Ajera displays a plus icon next to the name of the budget item for that total. Depending on the goal for your budget, do one of the following: • Adjust the lower-level items until they equal the total. When a total equals the sum of its lower levels, the plus icon disappears. • Change your total so that it equals the sum of the lower levels by clicking the plus icon.
Recalculate cost or contract amounts?	14. If you change cost or contract amounts that are based on a cost rate or billing rate, or if you later return to working on your budget and employee costs or billing rates have changed, the icon appears. Click it if you want to recalculate all cost and contract amounts for the entire project based on standard rates as set up in Ajera.
Make a budget final?	15. If your budget is final and you no longer want to allow any changes to it, select the **Final budget** check box. When a budget is final, you can no longer change amounts in the budget (unless your project security settings are set to allow changes to the Manage tab); however, you can change schedule and resource assignments. If you locked any contract amounts, they remain locked and cannot be unlocked until you undo the finalizing of the budget. You can only undo the finalizing of a budget if you have security access to clear the **Budget is final** check box on the Project Info > Permissions subtab.
Save your work	16. Click **Save**.

Budgeting bottom-up

When you budget bottom-up, you follow this general process:

1. Enter amounts starting at the lowest level of your work breakdown structure: resources, subphases, phases, and finally project.
2. Review project totals.

When you enter hours, Ajera calculates the contract amount based on the project's rate table or from average billing rates entered for the employee type or > Setup > Company > Preferences (if no rates are entered for the employee type). Ajera calculates the cost from the employee's pay rate or from average cost rates entered for the employee type or > Setup > Company >Preferences (if no rates are entered for the employee type).

If your company sets up templates or uses Ajera's industry-standard templates, your budget may already contain much of the structure and detail that you need.

Quick start with the Bottom-Up template

The quickest way to get started budgeting bottom-up is to use the standard Ajera template, Bottom-up. Because the contract amount for the project is based on the sum of the contract amounts for each resource

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and each phase, this template is already set up with several standard phases and several labor resources for each phase.

Building your budget

As you work with your budget, you may perform some or all of these tasks once or repeatedly, perhaps at different times. Here is a typical order for the way you may go about building a budget for the first time:

To	Do this
Open the project	1. If you are not already working with the project, open it by clicking it in the project list at the top of window. 2. Click the **Manage** tab. 3. If you do not see the type of information you want to work with, select the detail you want to view.
Adjust work breakdown structure	4. If needed, define the work breakdown structure of your project or make adjustments to it by working with the project tree. 5. Add resources and add tasks to the project tree, where needed. **Note:** When using tasks, you continue to track project costs through resources and phases. However, you can choose to roll up task hours to resources or phases, which then does update cost amounts. See Change totals in this topic.
Enter detail	6. For the first phase you want to budget, begin at the lowest level in the project tree for that phase and enter any or all of the following information: • Hours/units (if a labor resource has an employee or employee type assigned to it, the budgeted hours and dollars appear in Schedule Manager. You can use Schedule Manager to manage employee schedules by week as the project proceeds) • Contract amount (required for fee-based projects) **Note:** When you enter detail for a phase, Ajera uses the average cost and billing rates entered in > Setup > Company > Preferences to calculate hours, cost, and contract amounts based on your input for phase budgets. When you enter a resource, Ajera uses the cost rates from either the employee type or the employee, and the billing rates from either the employee type, activity, or billing rate table. More about entering hours and rates for resources 7. Do the same thing until you have entered amounts for each level of the phase and then for all the phases of your project.
Show or hide activity types?	8. Show or hide the amounts for activity types, as needed: • Click in the Contract column to show the activity type breakdown. • Click in the Contract column to hide it.
Change	9. Ajera does not automatically change hours/units, cost, or contract amount totals

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To	Do this
totals?	when you change lower-level amounts. In this way, you can control if and when certain totals change. Instead, when a total no longer equals the sum of its lower level amounts, Ajera displays a plus icon next to the name of the budget item for that total. Depending on the goal for your budget, do one of the following: • Change your total so that it equals the sum of the lower levels by clicking the plus icon. • Adjust the lower-level items until they equal the total. When a total equals the sum of its lower levels, the plus icon disappears.
Recalculate cost or contract amounts?	10. If you change cost or contract amounts that are based on a cost rate or billing rate, or if you later return to working on your budget and employee costs or billing rates have changed, the icon appears. Click it if you want to recalculate all cost and contract amounts for the entire project based on standard rates as set up in Ajera.
Make a budget final?	11. If your budget is final and you no longer want to allow any changes to it, select the **Final budget** check box. When a budget is final, you can no longer change amounts in the budget (unless your project security settings are set to allow changes to the **Manage** tab); however, you can change schedule and resource assignments. If you locked any contract amounts, they remain locked and cannot be unlocked until you undo the finalizing of the budget. You can undo the finalizing of a budget only if you have security access to clear the **Budget is final** check box on the **Project Info** > **Permissions** subtab.
Save your work	12. Click **Save**.

Budgeting with ajeraCore

To budget with ajeraCore

1. If you are not already working with the project, open it by clicking it in the project list at the top of window.
2. Click the **Manage** tab.
3. If needed, define the work breakdown structure of your project or make adjustments to it by working with the project tree.
4. If you want to view or work with amounts by activity type, do the following:
   - Click in the Contract column to show the activity type breakdown.
   - Click in the Contract column to hide it.
5. Complete these fields, as needed, for the project and its phase

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For	Do this
Construction cost	If budgeting or billing by the percent of construction cost, enter the construction cost here.
% of CC	If budgeting or billing by the percent of construction cost, enter the percent of construction cost that represents your fee.
Unit description	If budgeting or billing the project or phase by unit price, enter a description of the units.
Hours/units	Enter the hours or units as follows: • For labor, enter or review the hours required to complete the selected phase. • If budgeting or billing by unit price, enter or review the units required to complete the phase (such as the square feet).
Unit price	If budgeting or billing for the project or phase by unit price, enter the price of each unit.
Cost	Enter the cost amount. **Note:** You cannot change the cost unless one of your job roles has the **View employee cost** check box selected.
Contract	Does not apply to Nonbillable, Marketing, or Overhead billing types - Enter the contract amount.
Start date	Enter the date when work begins.
Completion date	Enter the date when work is complete.
Notes	Enter any notes about the item.

6. Click **Save**.

Changing budget totals

As you work with your project budget, you can choose to do the following:

To	Do this
Lock contract totals?	You can instruct Ajera to lock your contract amount totals so that they cannot be changed regardless of any changes you make to the budget for lower level phases and resources. • To prevent changes to a contract total, click the unlocked lock to lock it. • To allow changes to a contract total, click the locked lock to unlock it. **Note:** When you lock a phase amount, you cannot change any amounts in the % Dist column.
Change	Ajera does not automatically change hours/units, cost, or contract amount totals when

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To	Do this
totals?	you change lower-level amounts. In this way, you can control if and when certain totals change. Instead, when a total no longer equals the sum of its lower-level amounts, Ajera displays a plus icon next to the name of the budget item for that total. Depending on the goal for your budget, do one of the following: • Adjust the lower-level items until they equal the total. When a total equals the sum of its lower levels, the plus icon disappears. • Change your total so that it equals the sum of the lower levels by clicking the plus icon.
Recalculate cost or contract amounts?	**unavailable in ajeraCore unless you have the Consultant Management add-on** If you change cost or contract amounts that are based on a cost rate or billing rate, or if you later return to working on your budget and employee costs or billing rates have changed, the icon appears. Click it if you want to recalculate all cost and contract amounts for the entire project based on standard rates as set up in Ajera.

Billing rate tables

About billing rate tables

A *billing rate table* is a rate structure that defines billing calculations. The tables you set up specify the rates at which labor, expense, or consultants are billed.

For you to make a profit, your billing rates must include the cost of **overhead** and a **profit markup**[1]. The billing arrangement with your client may specify a set **billing rate**[2] that has these costs and profit already factored in, or you may mark up your actual cost by specified percents. With Ajera, you can set up billing rate tables to accomplish both of these types of rate calculations.

You can create as many billing rate tables as you need to reflect billing arrangements with clients on particular projects. If your rate changes mid-project, you can specify multiple date ranges for the same table.

In the billing rate table, you can set overall markups or set up billing rates by:

- Employee, employee type, and activity for labor costs
- Activity and vendor for expenses and consultant costs

[1] The percent applied to billable project costs to reflect the profit margin.
[2] The rate used to bill a client for work or expenses incurred on a project. Ajera determines the billing rate from the billing rate table.

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Rates can be calculated as a **cost markup**[1], a **standard billing rate**[2], or a **pass through cost**[3].You can also override your actual **cost rate**[4] and **employee type**[5] for billing purposes or set a **maximum cost**[6]. If you bill overtime or other premium hours, you can set up a **premium markup**[7] percent.

You can set up a rate table to calculate billing rates using:

- Standard markups
- A standard billing rate, also called a *flat rate*
- A combination of markups and standard billing rates

Learning Resource: Security and Setup Functional Guide

Markups

For your company to make an overall profit, you must increase your company's various costs when you bill the client. In Ajera, you begin building your rate table by defining the general way you want to increase, or mark up, all costs on a project. For example, you may want to mark up all direct labor costs by 30% to cover **DPE**, 150% to cover **overhead** cost, and an additional 10% for profit. In addition, you can identify exceptions to these general markups for a specific cost. For example, a principal's direct personnel expense and overhead cost may be higher than your company average so you may want to mark up those hours by 40% for DPE, 160% for overhead, and 10% for profit.

Note:	You cannot delete a billing rate table if it is currently being used for a project, but you can make the table inactive. An inactive table does not appear in the list of tables, but it is still used for existing projects.

Copying a billing rate table

You may want to copy an existing table to create a new table that is similar to it. You can also add another date range to an existing table.

To copy a billing rate table

1. From the > **Setup** menu, click **General** > **Billing Rate Tables**.
2. View billing rate tables in the list window differently, if needed.

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[1]An increase to the cost amount to reflect direct personnel expense (DPE) and overhead. It is used for project reporting to calculate profit based on the real cost of the project. See also: billing markup, if you are using overhead to determine billing rates.
[2]Also called flat rate. A set rate, with no markups, used to bill the client for services performed or goods delivered.
[3]A cost billed directly to the client on the invoice without any markups.
[4]The rate that reflects the actual cost without overhead or profit. For labor, it is the per hour rate paid to an employee. For salaried employees, it is the salary divided by the number of standard hours in the pay period. For hourly employees, it is the regular pay rate. For expenses, it is the rate per unit for expenses, such as mileage and copies.
[5]The classification of employees within an organization. It can by used for determining billing rates, setting billable targets, and sorting and subtotaling employee utilization on invoices and other reports.
[6]A cap placed on the employee cost rate for calculating a billing rate when based on a multiple of cost.
[7]An increase to the employee's pay rate to reflect pay for hours entered as premium time, such as overtime and double time.

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3. Click the billing rate table you want to copy, and click **Copy**.
4. To copy a different start date than the one listed, click and make a selection. In Ajera, you can have multiple date ranges for a billing rate table so you can easily change rates for a project.
5. Click **OK**.
6. Type a new description for the table.
7. Change the table as needed.
8. Click **Save**.
9. Click **Close**.

Changing a billing rate table

To change a billing rate table

1. From the > **Setup** menu, click **General** > **Billing Rate Tables**.
2. View billing rate tables in the list window differently, if needed.
3. Click the billing rate table you want to change, and click **Edit**.
4. Change the status, if needed, to make the table active or inactive. An inactive table does not appear in the list of tables, but it is still used for existing projects.
5. Click a tab and change information, as needed.

Main area

Field	Description
Status	If the status is Active, the billing rate table is available for use. You cannot delete a table if it is currently being used for a project, but you can choose to make the table inactive. An inactive table does not appear in the list of tables, but it is still used for existing projects.

General tab

Field	Description
Description	The name of the vendor type
Date Ranges	The dates when you want to start and stop using the table. You can leave the Through date blank, if needed.

Labor tab

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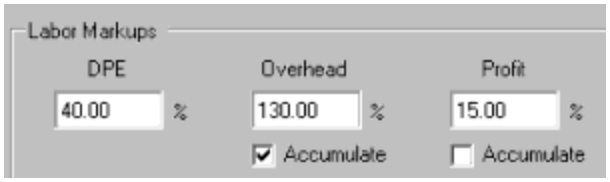
Field	Description
Labor markups	The number of labor markup fields and their descriptions on the window depend on how they were set up on the > Setup > Company > Preferences > Billing tab. Each field contains a markup percent for applying that particular markup to all cost rates or amounts. Enter it as a percent, such as **40** for 40%. Enter a zero amount if you do not want to apply a markup. **Note**: The **Add-on** field is a flat rate, NOT a percentage.
Accumulate	Appears if more than one labor markup was set up on the > Setup >Company > Preferences > Billing tab. If selected, it applies the markup for a field on the calculated rate of the cost plus the previous markup amounts instead of on just the original cost rate. Example  • The cost rate for a transaction is $30. • The DPE markup increases the rate of $30 by 40% for a markup of $12 and a new rate of $42. • Because Accumulate is checked for Overhead, the overhead markup is applied to the new rate resulting from the DPE markup. The Overhead markup increases the rate of $42, instead of $30, by 130% for a markup of $54.60. • Since Accumulate is not checked for Profit, the Profit markup increases the cost rate of $30 by 15% for a markup of $4.50. • The result is a billing rate of $30 + $12 + $54.60 + $4.50 = $101.10
Use effective cost	If selected, this billing rate table uses effective cost. You must run payroll before you can bill the client at effective cost rates.
Premium hours markups	These fields correspond to the three premium pays that Ajera automatically sets up through the > Setup > Company > Payroll Setup > Pays menu, where the names can be changed. This box contains fields that indicate how much to mark up amounts for special types of hourly rates, such as overtime or double time. Enter an amount as a percent. For example, **25** for 25%. More about premium markups Ajera marks up the cost rate by the premium markups before applying any labor markups. Premium markups are applied to all cost rates unless you enter an exception row in the table and check the No Premium Markups cell. For example, you may want to mark up overtime hours by an additional 25%. If the cost rate is $30, the premium markup increases that rate by 25% to $37.50. The labor markup for overtime hours is then calculated on a rate of $37.50 instead of $30. The premium markups are applied to standard billing rates.

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Field	Description
Fields in table:	
Employee	The employee that the rate on this row applies to. If blank, it applies to all employees.
Employee type	The employee type that the rate on this row applies to. If blank, it applies to all employee types.
Activity	The activity that the rate on this row applies to. If blank, it applies to all activities.
Activity Add-on	Appears only if the > Setup > Company > Preferences > Billing tab > **Use add-on** check box is selected. If selected, Ajera will add a flat amount specified in this table to your billing rate. It can only be selected if an activity is entered and all other fields in the row are blank.
Billing rate	The **billing rate**[1].
Override cost rate	A rate to use instead of the employee's regular cost rate. To calculate the billing rate, Ajera multiplies the override cost rate by the markups specified for the row.
Maximum	If selected, an employee's cost rate cannot exceed the amount in the Override Cost Rate field.
Labor markups	Use these columns to enter exceptions to the labor markups which appear above the table. If you selected the **Accumulate** check box for any of the fields above the table, Ajera accumulates the corresponding labor markup in this exception table.
No premium markups	If selected, any premium markups listed in the fields above the table do not apply to this row.
Pass through	If selected, only the cost rate for the row is billed without marking it up by any labor or premium markups.
Invoice employee type	Appears only if the > Setup >Company > Preferences > Billing tab > **Override the employee's standard employee type** check box is selected. Enter an invoice employee type if you want a description other than the standard employee type to appear on the invoice.

Expenses tab

[1]The rate used to bill a client for work or expenses incurred on a project. Ajera determines the billing rate from the billing rate table.

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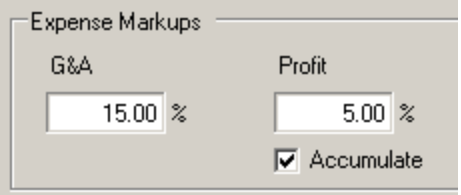
Field	Description
Expense markups	The number of expense markup fields and their descriptions on the window depend on how they were set up on the > Setup > Company > Preferences > Billing tab. Each field contains a markup percent to apply to all cost rates or amounts. Enter it as a percent, such as **15** for 15%. If you do not want to apply any markups, enter a zero here and click the **Pass Through** check box in the table.
Accumulate	Appears if more than one expense markup was set up on the > Setup >Company > Preferences > Billing tab. If selected, it applies the markup for a field on the calculated rate of the cost plus the previous markup amounts instead of on just the original cost rate. Example  • The cost rate for a transaction is $30. • The G&A markup increases the rate of $30 by 15% for a markup of $4.50 and a new rate of $34.50. • Because Accumulate is checked for Profit, the profit markup is applied on the new rate resulting from the G&A markup. The profit markup increases the rate of $34.50, instead of $30, by 5% for a markup of $1.73. • The result is a billing rate of $30 + $4.50 + $1.73 = $36.23.
Fields in table:	
Vendor	The vendor that the rate on this row applies to. If blank, it applies to all vendors.
Activity	The activity that the rate on this row applies to. If blank, it applies to all activities.
Billing rate	The billing rate
Override cost rate	A rate used instead of the regular cost rate. To calculate the billing rate, Ajera multiplies the override cost rate by the markups specified for the row.
Maximum	If selected, the unit cost rate cannot exceed the amount in the Override Cost Rate field.
Expense markups	Use these columns to enter exceptions to the expense markups which appear above the table. If you selected the **Accumulate** check box for any of the fields above the table, Ajera accumulates the corresponding expense markup in this exception table.
Pass through	If selected, only the cost rate for the row is billed without marking it up by any of the markups.

Consultant tab

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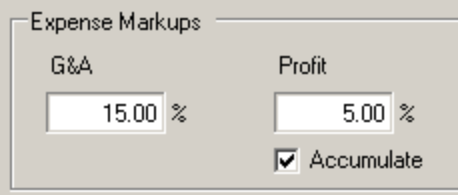
Field	Description
Consultant markups	The number of consultant markup fields and their descriptions on the window depend on how they were set up on the > Setup >Company > Preferences > Billing tab. Each field contains a markup percent for applying to all cost rates or amounts. Enter it as a percent, such as 15 for 15%. If you do not want to apply any markups, enter a zero here and click the **Pass Through** check box in the table.
Accumulate	Appears if more than one consultant markup was set up on the > Setup >Company > Preferences > Billing tab. If selected, it applies the markup for a field on the calculated rate of the cost plus the previous markup amounts instead of on just the original cost rate. Example  • The cost rate for a transaction is $30. • The G&A markup increases the rate of $30 by 15% for a markup of $4.50 and a new rate of $34.50. • Because Accumulate is checked for Profit, the profit markup is applied on the new rate resulting from the G&A markup. The profit markup increases the rate of $34.50, instead of $30, by 5% for a markup of $1.73. • The result is a billing rate of $30 + $4.50 + $1.73 = $36.23.
Fields in table:	
Vendor	The vendor that the rate on this row applies to. If blank, it applies to all vendors.
Activity	The activity that the rate on this row applies to. If blank, it applies to all activities.
Billing rate	The billing rate
Override cost rate	A rate used instead of the consultant's regular cost rate. To calculate the billing rate, Ajera multiplies the override cost rate by the markups specified for the row.
Maximum	If selected, a cost rate cannot exceed the amount in the Override Cost Rate field.
Consultant markups	Use these columns to enter exceptions to the consultant markups which appear above the table. If you selected the **Accumulate** check box for any of the fields above the table, Ajera accumulates the corresponding consultant markup in this exception table.
Pass through	If selected, only the cost rate for the row is billed without marking it up by any of the markups.

Attachments tab

This tab displays any attachments related to the billing rate table.

Notes tab

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This tab contains any notes about the billing rate table.

6. Click **Save**.
7. Click **Close**.

Deleting a billing rate table

You cannot delete a table if it is currently being used for a project, but you can choose to make the table inactive. An inactive table does not appear in the list of tables, but it is still used for existing projects.

To delete a billing rate table

1. From the > **Setup** menu, click **General** > **Billing Rate Tables**.
2. View rate tables in the list window differently if needed.
3. Click the rate table you want to delete, and click the **Delete** button.

   If the table is used for other projects, a message appears that the table will not be deleted but made inactive.
4. Click **Yes** to delete the table.
5. Click **Close**.

Inactivating a billing rate table

To inactive a billing rate table

1. From the > **Setup** menu, click **General** > **Billing Rate Tables**.
2. View rate tables in the list window differently, if needed.
3. Click the rate table you want to inactivate, and click **Edit** .
4. In the Status field, select **Inactive**.
5. Click **Save**.

Correcting errors for missing rate table and zero billing amount

If, when making entries, you receive an error that a billing amount could not be found and that the billing amount will be zero, you should review and correct the rate table.

Be sure to check that information specified on the rate table (such as the date, markups, employee, employee type, vendor, or activity) is correct.

After you correct the rate table, go to Manage Client Invoices and recalculate the billing rate.

Changes to projects

About changing billing types

To calculate spent and billed amounts on existing entries, you can change the billing type for a project or phase from **Nonbillable** or **Marketing** to a billable type.

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For WIP entries, change the status from **Nonbillable** to **Billable** on client invoices associated with that project or that phase.

Changing a project

To change a project

1. From the > **Manage** menu, click **Project Command Center**.
2. In the project list at the top of the window, click the project you want to change.

   You can use the search to find any project you selected to show in the project list. Find a project typing any part of the name in the Search field. You can also search by project ID or client if you first select the ID or Client option.
3. Change the status of the project or phase, as needed.
4. Change the billing type, as needed.
5. Work with the project tree to add, change, reorganize, copy, or delete phases, invoice groups, or billing groups.
6. Click a tab and change the project information.

   If you change the rate table for the project and want the existing WIP entries to use the new rates, you must recalculate the billing rates on the client invoices.
7. Click **Save**.
8. Click **Close**.

Changing project status

To change a project status

1. From the > **Manage** menu, click **Project Command Center**.
2. In the project list at the top of the window, click the project you want to change.
3. On the **General** subtab of the **Project Info** tab, in the Status field, make a selection:

Status	Description
Marketing	**unavailable in ajeraCore** You want to track BD efforts and win rates, and project your pipeline. Time and expenses can be entered to the project. The client cannot be invoiced.
Preliminary	The project is not ready for billing. Time and expenses can be entered to the project but the client cannot be invoiced.
Active	The project is active. Time and expenses can be entered to the project. The client can be invoiced. **unavailable in ajeraCore** - Ajera enters an invoice status of Active and a billing review stage of Pre-review until you change them.
Hold	Time and expenses cannot be entered to the project. The client cannot be invoiced.
Work hold	Time and expenses cannot be entered to the project. The client can be invoiced.

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Status	Description
Billing hold	Time and expenses can be entered to the project. The client cannot be invoiced.
Closed	The project is complete, but you still want to include it in reports. **Note:** When you select a status of Closed for a project, all phases for the project are closed and any draft invoices are removed from the Manage Client Invoices list. *CRM only*: When you select a status of Closed for a project, the project will sync to CRM one final time regardless of the Sync to CRM option setting. The **Sync to CRM** option will then be deselected after the final sync if it is selected. The **Sync to CRM** option can be reselected in the PCC if further changes on the closed project are needed. It will only be included when **Sync to Closed Projects** is selected during a manual sync.

Note:

- If you want to apply a prepayment for projects with a status other than Preliminary or Active, you must open the client receipts by client and not by project.
- If you want to enter a client receipt for projects with a status other than Preliminary, Active, or Billing Hold, you must open the client receipts by client and not by project.

4. Click **Save**.

Changing phase status

To change a phase status

1. From the > **Manage** menu, click **Project Command Center**.
2. In the project list at the top of the window, click the project of the phase you want to change .
3. In the project tree on the lower left of the window, click the phase.
4. On the **General** subtab of the **Project Info** tab, in Status field, click and select a status for the phase. You can change it at any time during the project lifecycle.

Status	Description
Marketing	**unavailable in ajeraCore** You want to track BD efforts and win rates, and project your pipeline. Time and expenses can be entered to the phase. The client cannot be invoiced. When the status of the phase is Marketing, Ajera automatically sets the billing type to Marketing.
Preliminary	The phase is not ready for billing. Time and expenses can be entered to the project but the client cannot be invoiced.
Active	The phase is active. Time and expenses can be entered to the project. The client can be invoiced. Ajera enters a status of Active until you change it.

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Status	Description
Hold	Time and expenses cannot be entered to the phase. The client cannot be invoiced.
Work hold	Time and expenses cannot be entered to the phase. The client can be invoiced.
Billing hold	Time and expenses can be entered to the phase. The client cannot be invoiced.
Closed	The phase is complete, but you still want to include it in reports.

5. Click **Save**.

Deleting a project

You cannot delete a project once it has been used. However, you can change the project status to reflect the current situation.

To delete a project

1. From the > **Manage** menu, click **Project Command Center**.
1. In the project list at the top of the window, click the project you want to delete.
2. Click the **Delete** button.
3. Click **Yes** to delete the project.

Adding a phase

To add a phase while working with a project budget

1. If you are not already working with the project, open it by clicking it in the project list at the top of the Project Command Center.
2. Click the **Manage** tab.
3. In the project tree at the left of the **Manage** tab, click the project or a phase under which you want to add a subphase.
4. Click the **New Phase** button. A blank phase appears lower in the project tree.
5. Type a name for the new phase in the Description field on the **General** subtab.
6. Move the phase, as needed, using the **Up** or **Down** arrow at the bottom of the window.

Deleting a phase

You cannot delete a phase once it has been used (nor can you delete a subphase which you create under a phase if that phase had been used). However, you can change the phase status to reflect the current situation. For example, you can change the status of the phase to Closed if you are no longer using the phase.

To delete a phase

1. From the > **Manage** menu, click **Project Command Center**.
2. In the project list at the top of the window, click the project of the phase you want to delete.
3. In the project tree on the lower left of the window, click the phase you want to delete.
4. Click the **Delete** button.
5. Click **Yes** to delete the phase.

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Adding a resource

unavailable in ajeraCore

> **Note:** You can add resources to overhead projects to identify vacations and other nonbillable time.
>
> You can add a labor resource in Schedule Manager. The resource appears in both Schedule Manager and on the **Manage** tab of the Project Command Center.

To add a resource

1. If you are not already working with the project, open it by clicking it in the project list at the top of the Project Command Center.
2. Click the **Manage** tab.
3. Click the icon in the Description column where you want to add a resource, and then select **Add labor**, **Add expense**, or **Add consultant**.

   A new row for the labor, expense, or consultant resource appears.
4. In the Type column for the resource you added, click the cell and then click to select the type of resource.

For a	You select
Labor resource	An employee type
Expense resource	An activity
Consultant resource	A vendor type that is identified as a consultant (the **Consultant** check box is selected for the Vendor Type)

5. In the Resource column, click the cell and then click to select the resource.

For a	You select
Labor resource	An employee
Expense resource	A vendor
Consultant resource	A vendor who is identified as a consultant (the Consultant check box is selected for the Vendor Type)

6. In the Reference/Commitment # column, type a short description that helps you further identify a consultant or expense resource. You use it to distinguish budget items when managing vendor invoices.

   Always enter an ID in this field.
7. To get the most benefit from your reports, be sure to enter estimated start and completion dates.
8. Complete the other fields, as needed.
9. Click **Save**.

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Deleting a resource

You can also delete a labor resource from Schedule Manager if it has no budget, percent distribution, task, notes, or start and end dates assigned to it.

To delete a resource

1. If you are not already working with the project, open it by clicking it in the project list at the top of the Project Command Center.
2. Click the **Manage** tab.
3. Click the resource that you want to delete, and click the **Delete** button.
4. Click **Yes** to delete the resource. If it is a labor resource, it is deleted both from the Manage tab of the Project Command Center and from Schedule Manager.

Scheduling a project

unavailable in ajeraCore

Begin your project schedule on the Manage tab of the Project Command Center. Enter estimated start and completion dates and, as the project proceeds, update the schedule with actual dates. To manage your employee schedules on a weekly basis, use Schedule Manager.

To schedule a project

1. If you are not already working with the project, click it in the project list at the top of window.
2. Click the **Manage** tab.
3. Review your work breakdown structure in the project tree and make any changes, if needed.

   Add resources or add tasks, as needed.

   About tasks:

   Because you use tasks to track the progress and scope of a project, you enter hours for a task but **not** cost amounts or rates. When using tasks, you continue to track project costs through resources and phases. However, you can choose to roll up task hours to resources or phases, which then does update cost amounts.
4. If you want to change the type of information that currently appears on the **Manage** tab, use (**Customize**) to select the project detail you want to view.
5. As you schedule a project, you can work with dates as follows:

   Gantt chart:

   In addition to entering and changing dates directly in cells on the table, you can change dates using the Gantt chart (timeline) on the right of the window. You can also change dates by clicking and dragging them in the Gantt chart. The Gantt chart always displays actual start and completion dates if available. Otherwise, it uses the estimated dates.

   To show or hide the Gantt chart, click the **Hide Gantt** or **Show Gantt** button on the bottom of the window.

   Changing dates as you work:

   As you change actual start dates and estimated start dates, Ajera automatically updates any higher-level dates or lower-level dates so that dates on phases are never earlier than the date of the phase or project which contains them.

   Similarly, as you change estimated completion dates, Ajera automatically updates any higher-level or lower-level dates so that dates on phases are never later than the date of the phase or project that

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contains them. However, Ajera does not automatically update completion dates when you change a lower-level date.

You can change an estimated or actual start date in one of the following ways:

To	Do this
Keep the same duration when changing a start date	1. Right-click the date, and click **Adjust start date**. 2. In the window that appears, enter the new start date, and click **OK**. Ajera automatically adjusts the end date. It also adjusts the dates for a phase's subphases, resources, and tasks accordingly.
Change a start date without automatically adjusting the end date	Type the new start date directly into the cell on the table.

6. You can build a schedule in Ajera in a variety of ways, depending on what works best for you and your firm. Here are some general guidelines for a typical way you may work with a schedule at various stages of the project:

To	Do this
Start a schedule	1. In the row for the project, enter the date when you plan to start and complete work in the Est Start Date and Est Completion Date columns for the project. If you have already started work on the project, enter that date in the Start Date column on the row for the project. 2. Repeat these instructions for phases and subphases, as needed.
Maintain a schedule	At regular intervals, you have probably planned to estimate the amount of work that you have completed on the project and on its phases. For the project, and for each phase: 1. Enter the percent of work that is complete in the % Complete column. 2. Enter the date that you are reporting the percent complete in the % Complete Date column. Ajera displays the most recent percent and date that were last entered. If you entered a percent or date in error, be sure to highlight the information and click the **Delete** button in both the % Complete and % Complete Date fields, click **Save**, and then enter the percent and date you want. 3. Change estimated and actual start and completion dates, as needed.
Complete a schedule	Enter the completion date for the project.

7. When you are finished working with the schedule, click **Save**.

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Including multiple clients on a project

You can add a client to a project by adding an **invoice group**[1], where you identify the additional client.

To include multiple clients on a project

1. From the ☰ > **Manage** menu, click **Project Command Center**.
2. In the project list at the top of the window, click the project that you want to add a client to.
3. Add an invoice group for the additional client you want to include on the project.

   While adding the invoice group, on the **Invoice** subtab under the **Project Info** tab, enter the name of the additional client in the Client field, and select a different invoice format if needed.
4. Add phases for the invoice group.

   While adding a phase, click the **Billing** subtab under the **Project Info** tab and select a different billing type, if needed.
5. Click **Save**.

Client invoice adjustments

About client invoice adjustments

An *invoice adjustment* is a charge or deduction that modifies the total client invoice amount. Adjustments appear as a separate line on the invoice. Examples of typical adjustments are administrative fees or discounts.

You can set up an invoice adjustment to be:

- A percentage of the billed amount for an activity type, or a flat fee
- One time only on the current draft invoice, or on the draft invoice and all future invoices
- Identified as Labor, Expense, or Consultant
- Associated with a general ledger account, where Ajera makes accounting entries for the adjustment

Where to add an adjustment

You can add an adjustment to an invoice in the following ways:

- When working with client invoices (☰ > Manage > Client Invoices)
- When working with the project (☰ > Manage > Project Command Center)

How Ajera calculates the adjustment

You can instruct Ajera to add the invoice adjustment as:

- A fixed amount, which appears on the current draft invoice. If you add it in ☰ > Manage > Project Command Center, it recurs on future draft invoices until you close it. If you add it in Manage > Client Invoices, it appears only on the current draft invoice.

[1] A grouping of phases for a project so as to create multiple invoices for the project. You use invoice groups to invoice additional services separately or to invoice multiple clients for a project.

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- A percentage of the billed amount (for an activity type), which appears on the draft invoice and recurs on future draft invoices. You can also enter a maximum amount for the adjustment if you add it in > Manage > Project Command Center.

When you enter an invoice adjustment, you identify it as one of the following activity types:

- Labor
- Expense
- Consultant

Where the adjustment appears in Ajera

Either way you add the adjustment, Ajera displays it as:

- A phase in the Project Command Center (> Manage > Project Command Center). Although the adjustment appears as a phase, it is a special type of phase. It contains only the information needed for an adjustment. After you create it, you cannot change it to a typical production phase.
- A row on the invoice in > Manage > Client Invoices

Where the adjustment appears on the invoice

Either way you enter the adjustment, it appears on the invoice in these areas:

- Invoice Summary section
- Invoice Total section at the end of the invoice

Adding a client invoice adjustment

You can add an invoice adjustment in either of the following ways:

- > Manage > Client Invoices
- > Manage > Project Command Center

If you want a nonrecurring adjustment

When you add an adjustment on a current draft invoice, it recurs on future draft invoices.

To add a nonrecurring adjustment, do one of the following:

- Enter a flat amount adjustment through > Manage > Client Invoices.
- Enter a maximum amount for a percent-based adjustment on the Manage tab of > Manage > Project Command Center.
- After producing the final invoice, change the status of the adjustment to **Closed** (> Manage > Project Command Center>Project Info tab > General subtab).

When to add an adjustment in the Project Command Center

You must add the adjustment through > Manage > Project Command Centerif you want to do the following:

- Enter a tax code and tax rate for sales tax.
- Enter a different flat amount for each draft invoice.

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Adding an adjustment in Manage > Client Invoices

1. From the ☰ > **Manage** menu, click **Client Invoices**.
2. Click the invoice you want, and then click **Edit**.

Add the adjustment

3. Click the **Add Adjustment** button at the bottom left of the window. If you already added an adjustment to this invoice, first click the **Invoice Adjustments** tab and then click the **Add Adjustment** button.
4. In the Description field, type the name of the adjustment.
5. In the Activity Type field, categorize the adjustment as a labor, expense, or consultant activity.
6. Select the type of adjustment you want to add as follows:

To add this type of adjustment	Do this
A flat amount	1. In the Adjustment Type field, select **Amount**. 2. In the Amount field, enter the amount of the adjustment. To decrease the invoice amount with this adjustment, enter a negative number. **Note:** A flat amount you enter here does not appear on future draft invoices or in the Project Command Center. The amount field is blank in the Project Command Center.
A percent of the billed amount for an activity type	1. In the Adjustment Type field, select **Percent**. 2. In the Amount field, enter the percent of the billed amount for the activity type (Labor, Expense, or Consultant) that you want Ajera to use to calculate the adjustment amount. Enter the percent without decimals, such as **25** for 25%. For the current draft invoice and all subsequent invoices, Ajera calculates that percent and enters the resulting amount as the adjustment amount. The adjustment amount appears for the invoice in the Invoice Adjustments tab. Ajera calculates the amount based on the billed amount for the activity type total, not the total billed amount. For example, if you entered a 10% adjustment for labor, Ajera calculates the adjustment as 10% of the billed amount for the labor associated with the invoice, not 10% of all labor, expense, and consultant amounts. If you want to set a maximum amount for the adjustment,instructions appear later in this topic.

7. In the Revenue Account field, select the general account where you want Ajera to make entries for the adjustment.

   If you leave this field blank, Ajera uses the account you selected in ☰ > Setup > Company > Preferences > Income Statement Accounts tab > Miscellaneous field.

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8. To exclude the adjustment amount from the billed amount on project reports and inquiries, select the **Exclude from billed for reporting** check box. For example, you may not want a discount applied to amounts in your projects reporting, so you select this check box.
9. Click **OK**.

Select how the adjustment appears on the invoice

10. Click the **Invoice Adjustments** tab. It displays adjustments you added to the invoice, including the contract amount, activity type, and adjustment amount.
11. To also list the adjustment type, contract amount, prior billed amount, total billed amount, sales tax amount, contract remaining amount, or Notes, click (**Customize**), make a selection, and click **OK**. You can enter amounts in the Total Billed Amount and Sales Tax Amount fields, as needed.
12. If you want something other than *Invoice adjustment* to print on the invoice, enter it in the Notes column.

    If you add more than one adjustment to the invoice, Ajera prints the total of all the adjustments along with the text you enter in the Notes column for each adjustment.
13. Click **Save**.
14. If you selected to add the adjustment as a percent and want to limit it to a maximum amount, do the following:
    - Open the project associated with the invoice adjustment (click > **Manage** > **Project Command Center**, and click the project in the project list at the top of the window).
    - Click the **Manage** tab.
    - Locate the adjustment phase. Adjustment phases appear **in orange**, usually at the bottom of the project tree.
    - On the row for the adjustment phase, in the Contract field, enter the maximum amount for this adjustment.
    - If you entered a negative amount for the adjustment, be sure to include a negative sign when you enter the amount here.
    - Click **Save**.
15. If you selected to add the adjustment as a percent, you can instruct Ajera to exclude a specific phase when calculating the percent. If you have more than one adjustment, Ajera excludes the phase from all adjustments of the activity type you select (Labor, Expense, and Consultant).

    To exclude the phase from calculations for the percent:
    - Open the project associated with the invoice adjustment (click > **Manage** > **Project Command Center**, and click the project in the project list at the top of the window).
    - Click the phase in the project tree.
    - Click the **Project Info** tab > **Billing** subtab.
    - In the Exclude from Adjustments area of the window, select the **Labor**, **Expense**, and **Consultant** check boxes, as applicable.

Adding an adjustment in the Project Command Center

1. Open the project (click > **Manage** > **Project Command Center**, and click the project in the project list at the top of the window).

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2. If you are using invoice groups, in the project tree on the left of the window, click the invoice group where you want to add the adjustment.

   If you are not using invoice groups, the placement of the adjustment has no effect; the adjustment applies to the entire project.

Add the adjustment

3. Click the **New Adjustment** button at the bottom of the window.
4. In the Description field (on the Project Info tab > General subtab), type the name of the adjustment. This name appears when you work with the adjustment on windows in Ajera. The words *Invoice adjustment* appear on the invoice unless you enter something else as described later in these instructions.
5. Notice that when you add an invoice adjustment, Ajera displays it as a new phase, **in orange** in the project tree.
6. Select the status of the adjustment.

Select this status	To do this
Preliminary	Do not include the adjustment on current or future draft invoices. For example, you want to set up the invoice adjustment but do not yet want to start adding it to invoices. When you make the project active, Ajera also makes the adjustment active.
Active	Include the adjustment on current and future draft invoices.
Closed	Do not include the adjustment on the current draft invoice or future draft invoices. You do not want to delete the adjustment because you still want it to appear on project reports.

   Ajera automatically enters a status of Active unless the project is currently not being billed because it has a status other than Active. If the project status is other than Active or Closed, Ajera automatically assigns the adjustment a status of Preliminary. You can change the status of the adjustment, as needed.

7. Click the **Billing** subtab.

   Ajera automatically assigns a billing type of Adjustment to the phase, which it uses to identify this phase as an adjustment and distinguish it from a production phase.

8. In the Activity Type field, categorize the adjustment as a Labor, Expense, or Consultant activity.
9. Select the type of adjustment, and enter an amount or percent, as follows:

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To add this type of adjustment	Do this
A flat amount	1. In the Adjustment Type field, select **Amount**. 2. In the Amount field, enter the amount of the adjustment. If you want to decrease the invoice amount with this adjustment, enter a negative number. If you expect the adjustment amount to change on future invoices and want to enter a different adjustment amount for each draft invoice, leave the amount field blank. You can then enter the amount to the draft invoice on the > Manage > Client Invoices > Invoice Adjustments tab.
A percent of the billed amount for an activity type	1. In the Adjustment Type field, select **Percent**. 2. In the Amount field, enter the percent of the billed amount for the activity type (labor, expense, or consultant) that you want Ajera to use to calculate the adjustment amount. Enter the percent without decimals: **25** for 25%. For the current draft invoice and all subsequent invoices, Ajera calculates that percent and enters the resulting amount as the adjustment amount. The adjustment amount appears for the invoice in > Manage > Client Invoices > Invoice Adjustments tab. Ajera calculates the amount based on the billed amount for the activity type total, not the total billed amount. For example, if you entered a 10% adjustment for labor, Ajera calculates the adjustment as 10% of the billed amount for the labor associated with the invoice, not 10% of all labor, expense, and consultant amounts. 3. To set a maximum amount for the adjustment, click the **Manage** tab. On the row for the adjustment phase, in the Contract column, enter the amount. If you entered a negative amount for the adjustment, be sure to include a negative sign when you enter the amount here. 4. Click the **Project Info** tab > **Billing** subtab.

10. In the Account field, select the general ledger account where you want Ajera to make entries for the adjustment.

    If you leave this field blank, Ajera uses the account you selected in > Setup > Company > Preferences > Income Statement Accounts tab > Miscellaneous field.

11. To exclude the adjustment amount from the billed amount on project reports and inquiries, select the **Exclude from billed for reporting** check box. For example, you may not want a discount to affect amounts in your project reporting, so you select this check box.

Select how the adjustment appears on the invoice

12. To apply sales tax, select the **Apply sales tax** check box, and enter the tax code and tax rate. The amount of sales tax that Ajera applies to the invoice appears on the > Manage > Client Invoices > Invoice Adjustments tab, where you can then override it by entering a different amount, if needed.
13. Complete or change information in fields on the other subtabs, as needed. Any notes you enter about the adjustment automatically appear on the client invoice.

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14. Click **Save**.
15. If you selected to add an adjustment as a percent, you can instruct Ajera to exclude a specific phase when calculating the percent. If you have more than one adjustment, Ajera excludes the phase from all adjustments of the activity type you select (Labor, Expense, and Consultant).

    To exclude the phase from calculations for the percent:

    - Click the phase in the project tree.
    - Click the **Project Info** tab > **Billing** subtab.
    - In the Exclude from Adjustments area of the window, select the **Labor**, **Expense**, and **Consultant** check boxes, as applicable.
16. If you want to identify the invoice adjustment on the invoice with text other than **Invoice adjustments**, follow the instructions for Changing an invoice adjustment in Manage > Client Invoices. Ajera uses the information on the Notes subtab, not the Description field, to identify the adjustment on the client invoice.

Changing a client invoice adjustment

You can change an invoice adjustment as follows:

From here	You can change this
> Manage > Client Invoices See these instructions: Changing an adjustment in > Manage > Client Invoices	• The adjustment amount for a flat adjustment • The amount Ajera calculated for a percent-based adjustment • The sales tax amount • The text that identifies the adjustment and prints on the client invoice Also use > Manage > Client Invoices to: • Enter a flat adjustment amount if you added the adjustment in the Project Command Center and set it up for applying a different amount on each invoice. • View the contract amount, prior billed amount, and contract remaining amount.
Project Command Center (> Manage > Project Command Center) See these instructions: Changing an adjustment in the Project Command Center	• The adjustment amount for a flat adjustment • The percent of the adjustment for a percent-based adjustment • The maximum amount for a flat or percent-based adjustment • The sales tax code and rate • The text that identifies the adjustment and prints on all subsequent client invoices in the invoice group • The name of the adjustment • The status of the adjustment • The type of adjustment (flat amount or percent) • The general ledger account associated with the

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From here	You can change this
	adjustment • If the adjustment amount is included in billed amounts in project reports and inquiries • If you want Ajera to exclude a specific phase when calculating the billed amount for a percent adjustment

Changing an adjustment in > Manage > Client Invoices

1. From the > **Manage** menu, click **Client Invoices**.
2. Click the invoice you want, and then click **Edit**.
3. Click the **Invoice Adjustments** tab.

   Note: If this tab does not appear, then no adjustments were added to the invoice you opened.

   On this tab, Ajera displays adjustments from previous draft invoices (flat amount adjustments and percent-based adjustments that exceeded the maximum) as zero adjustments for the current draft invoice. You cannot change these adjustments.
4. To show or hide the adjustment type, contract amount, prior billed amount, total billed amount, sales tax amount, contract remaining amount, or notes, click (**Customize**) and make a selection. You can change amounts in the Total Billed Amount and Sales Tax Amount fields.
5. Change the adjustment amount, as needed.

   If you change a percent-based amount:

   If the adjustment is based on a percent and you change the amount, Ajera displays a message to let you know that it can no longer automatically calculate the amount as the billed amount changes for the project. Ajera displays **(m)** in the heading of the Adjustment Amount column to indicate that you must now manually change the amounts for all percent-based adjustments listed on this tab.

   Similarly, Ajera no longer updates the percent for the adjustment in the Project Command Center (> Manage > Project Command Center).

   If you decide that you do want Ajera to automatically calculate the percent, right-click the row of the adjustment, and click **Auto Adjustments**. However, when you select **Auto Adjustments**, Ajera recalculates the amount for all the invoice adjustments based on a percent, not only the row you select.

   Ajera recalculates any sales tax, which you can change.
6. Change the sales tax amount, as needed.

   If you entered the adjustment from the Project Command Center along with a tax rate, and you change the amount here, Ajera cannot calculate the amount on future invoices. However, if you decide you want Ajera to calculate the sales tax amount again, right-click the row of the adjustment and click **Recalculate Sales Tax**.
7. To change the text that prints on the invoice to identify the adjustment, change the text in the Notes column. If this column is empty for all the adjustments, Ajera prints **Invoice adjustment** on the invoice. Otherwise, it prints the text you enter in this field for each adjustment.

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Changing an adjustment in the Project Command Center

1. Open the project (click > **Manage** > **Project Command Center**, and click the project in the project list at the top of the window).
2. Click the adjustment phase that you want to change. Adjustment phases appear **in orange** in the project tree.
3. In the Description field (on the Project Info tab > General subtab), change the name of the adjustment, as needed.
4. Change the status of the adjustment, as needed:

Select this status	To do this
Preliminary	Do not include the adjustment on current or future draft invoices. For example, you already set up the invoice adjustment but do not yet want to start adding it to invoices. When you make the project active, Ajera also makes the adjustment active.
Active	Include the adjustment on current and future draft invoices.
Closed	Do not include the adjustment on the current draft invoice or future draft invoices. You do not want to delete the adjustment because you still want it to appear on project reports.

5. Change other information on the **General** subtab, as needed.
6. Click the **Billing** subtab.
7. Notice that you cannot change the billing type or the activity type.
8. Change the type of the adjustment, and change the amount or percent, as follows:

For this type of adjustment	Do this
A flat amount	1. In the Adjustment Type field, select **Amount**. 2. In the Amount field, enter the amount of the adjustment. Enter the percent without decimals, such as **25** for 25%. To decrease the invoice amount with this adjustment, enter a negative number. To enter a different adjustment amount for each draft invoice, leave the amount field blank. You can then enter the amount to the draft invoice on the > Manage > Client Invoices > Invoice Adjustments tab.
A percent of the billed amount for an activity type	1. In the Adjustment Type field, select **Percent**. 2. In the Amount field, enter the percent. For the current draft invoice and all subsequent invoices, Ajera calculates that percent and enters the resulting amount as the adjustment amount. The adjustment amount appears for the invoice on the > Manage >

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For this type of adjustment	Do this
	Client Invoices > Invoice Adjustments tab. Ajera calculates the amount based on the billed amount for the activity type total, not the total billed amount. For example, if you entered a 10% adjustment for labor, Ajera calculates the adjustment as 10% of the billed amount for the labor associated with the invoice, not 10% of all labor, expense, and consultant amounts. 3. To change the maximum amount of an adjustment, click the **Manage** tab. On the row for the adjustment phase, in the Contract field, change the amount. If you entered a negative amount for the adjustment, be sure to include a negative sign when you enter the amount here. 4. Click the **Project Info** tab > **Billing** subtab.

9. In the Account field, change the general ledger account where Ajera makes entries for the adjustment.

   If you leave this field blank, Ajera uses the account you selected in > Setup > Company > Preferences > Income Statement Accounts tab > Miscellaneous field.
10. To exclude or include the adjustment amount from the billed amount on project reports and inquiries, select or clear the **Exclude from billed for reporting** check box, as needed. For example, you may not want a discount to affect amounts in your project reporting, so you select this check box.
11. Change if you are applying sales tax, and the tax code and tax rate, as needed. The amount of sales tax that Ajera applies to the invoice appears on the > Manage > Client Invoices > Invoice Adjustments tab, where you can then override it by entering a different amount, if needed.
12. Change information in the fields on the other subtabs, as needed. If you want to change the text that identifies the adjustment and prints on all subsequent invoices in this invoice group, change the text on the Notes subtab. If the subtab is blank, Ajera automatically uses the words **Invoice adjustments** to identify the adjustment on the invoice.
13. Click **Save**.
14. If you are calculating adjustments based on a percent, you can instruct Ajera to exclude a phase when calculating the percent. If you have more than one adjustment, Ajera excludes the phase from all adjustments of the activity type you select (Labor, Expense, and Consultant).

    To exclude or include the phase from calculations for the percent:

    - Click the phase in the project tree.
    - Click the **Project Info** tab > **Billing** subtab.
    - In the Exclude from Adjustments area of the window, select or clear the **Labor**, **Expense**, and **Consultant** check boxes, as applicable. A check box appears only if you set up at least one adjustment with that activity type.
    - Click **Save**.

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Deleting a client invoice adjustment

You cannot delete an invoice adjustment after it appears on a final client invoice. If you no longer want to use the invoice adjustment, close the adjustment by changing the status to Closed through > Manage > Project Command Center.

This topic contains instructions for deleting an adjustment and closing an adjustment.

Deleting an adjustment

You can delete an adjustment in the following ways if it has not yet appeared on a final client invoice:

Deleting an invoice adjustment from Manage > Client Invoices

1. From the > **Manage** menu, click **Client Invoices**.
2. Click the invoice you want to delete, and click **Edit**.
3. Click the **Invoice Adjustments** tab.
4. Right-click the invoice adjustment you want to delete, and click **Delete Adjustment**.
5. Click **Yes** to delete the adjustment.
6. Click **Save**.

*Deleting an invoice adjustment from > **Manage** > **Project Command Center***

1. Open the project (click > **Manage** > **Project Command Center**, and click the project in the project list at the top of the window).
2. Click the adjustment phase you want to delete. Adjustment phases appear **in orange** in the project tree.
3. Click the **Delete** button at the bottom of the window.
4. Click **Yes** to delete the adjustment phase.
5. Click **Save**.

Closing an adjustment

To remove an adjustment from only the current draft invoice and want it to recur on future invoices, after you print the final client invoice, change the status of the adjustment back to **Active**.

1. Open the project (click > **Manage** > **Project Command Center**, and click the project in the project list at the top of the window).
2. Click the adjustment phase that you want to close. Adjustment phases appear **in orange** in the project tree.
3. Click the **Project Info** tab > **General** subtab.
4. In the Status field, select **Closed**.
5. Click **Save**.

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Consultant management

About commitment management

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An important aspect of any project is the ability to monitor and control consultant and expense contracts. In Ajera, these contracts are called *commitments*.

Commitment management is a feature in Ajera for tracking amounts budgeted and paid to a consultant for a project. You can review the status of consultant budget items as you enter the associated vendor and client invoices.

Your budget consultant and expense costs and fees are tracked directly to the project and phases. Tracking consultant and expense contracts from the beginning of the project gives you an accurate picture of your commitments at each phase. You can even track multiple consultant and expense contracts for one project and phase.

Ajera automatically verifies invoices to the consultant and expense cost budget and generates warning notices to ensure that you are not overbilled and that projects stay within budget.

During contract negotiation, you can verify that a consultant's insurance policies provide adequate coverage for the life of the project.

To use commitment management, you perform these tasks:

- Turn on consultant budgets and/or Turn on expense budgets.
- Set up a consultant or an expense budget.
- Track consultant insurance, if needed.
- Verify invoice distributions to cost budgets.
- Produce the Commitment Management report and the Resource inquiry to view the status of your consultant and expense budgets. You can compare your consultant and expense budgets with what's been invoiced and paid.

Turning on consultant budgets

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To turn on consultant budgets

1. From the > **Setup** menu, click **Company** > **Preferences**.
2. Click the **Project** tab.
3. In the Consultant Budgets field, select one of the following:

Select	To
Warn if over invoiced	Track consultant budgets. Ajera displays a warning message if you enter costs for the consultant that exceed the remaining amount of the budget item.
Don't allow over invoicing	Track consultant budgets. Ajera does not allow you to enter costs for the consultant that exceed the remaining amount of the budget item.
Warn if over invoiced - commitment #	Track only consultant budgets that have a commitment # on the **Manage** tab of the Project Command Center. Ajera displays a warning message if you enter costs for the consultant that exceed the remaining amount of the budget

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Select	To
required	item.
Don't allow over invoicing - commitment # required	Track only consultant budgets that have a commitment # on the **Manage** tab of the Project Command Center. Ajera does not allow you to enter costs for the consultant that exceed the remaining amount of the budget item.

4. Click **Save**.
5. Click **Close**.

Viewing the Committed columns on the Manage tab

The Committed Cost Invoiced and Committed Contract Invoiced columns in the Project Command Center are for budget reporting purposes only and do not update the consultant or expense cost amounts on the **Project Info** tab > **Beginning Balances** subtab. To enter the consultant or expense total cost and total billed amounts to-date for this phase, which are used for reporting and client invoicing, see Entering beginning balances for projects.

If you cannot see the Committed Cost Invoiced and Committed Contract Invoiced columns on the **Manage** tab in the Project Command Center, follow the steps below to select the commitment options:

Step 1: Review the budget fields in company preferences

1. From the > **Setup**menu, click **Company** > **Preferences**.
2. On **Project** tab, ensure that the Consultant Budgets and Expense Budgets fields *are not both set to* **Don't track**.
3. If both are, change at least one of the fields to something other than **Don't track**. This enables you to add the Committed columns to the **Manage** tab.

Step 2: Add the columns to the Manage tab

1. From the > **Manage**menu, click **Project Command Center**.
2. On the **Manage** tab, click (**Customize**).
3. In the Customize window, click the **Manage** tab.
4. Expand the **Billing & Invoicing** description, and select the **Commitment beginning balances** check box.
5. Click **OK**.

Adding a labor budget with the Consultant Management add-on

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For any phase with an expense or consultant resource, add a labor budget to include labor amounts in your totals for the phase.

To add a labor budget with the Consultant Management add-on

1. From the project list in the Project Command Center, select the project for which you want to add labor amounts.

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2. For the phase where you want to add a labor budget, click the **Manage** tab, click the icon in the Description column, and select **Add labor budget.** A row for the labor appears under the phase.
3. In the row for labor, complete the following fields:

For	Do this
Type	Enter the type of labor.
Resource	Enter the labor resource.
Reference/Commitment #	Enter an ID that you want to assign to this labor budget item. Always enter an ID in this field. When later working with vendor invoices, you can enter the reference number to quickly review the project data and commitment amount.
Cost	Enter the amount that you pay the consultant or vendor for this work.
Contract	Enter this amount or change it, if needed. It is the amount that you expect to bill the client. Ajera calculates it for you by multiplying the cost amount by any markups from the applicable rate table. Required for commitments. **Note:** You can reset all amounts for the entire project back to the amounts Ajera calculated for you by clicking the icon.
Committed cost invoiced	If you have not yet selected the **Project beginning balances complete** check box on the **Project** tab of company preferences, enter the cost amount already invoiced from the vendor against this budget item. If this column is not visible on the **Manage** tab, see Adding the Committed columns to the Manage tab.
Committed contract invoiced	If you have not yet selected the **Project beginning balances** complete check box on the **Project** tab of company preferences, enter the contract amount you have already invoiced to the client for this budget item. If this column is not visible on the **Manage** tab, see Adding the Committed columns to the Manage tab.
Notes	Enter any notes for this budget item.

4. Click **Save**.
5. Click **Close**.

Tracking consultant insurance

To track consultant insurance

1. From the > **Setup** menu, click **Vendors**.
2. Double-click the consultant for whom you are adding insurance information.

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3. The **Insurance** tab appears if the vendor has a vendor type of Consultant (> Setup > Vendors > General tab > Vendor Type field).

   Click the **Insurance** tab. Enter the following information:

For	Do this
Type	Select the type of insurance. The Other 1 and Other 2 options are available for you to track other insurance requirements.
Proof required	Select this check box to indicate that you require a proof of insurance from this consultant.
Company name	Type the name of the insurance company issuing the policy.
Policy number	Type the number of the insurance policy.
Policy limit	Type the amount the insurance policy covers.
Effective	Enter the date the policy becomes effective.
Expires	Enter the date the policy expires.

4. To review the consultant insurance information, from the **> Reports** menu, click **Standard Inquiries** > **Vendor** > **Vendor Insurance**. Use this inquiry to review and monitor the insurance coverage of your consultants. The inquiry contains a standard column called Expiration Date. You can add a predefined column called Insurance Expired if needed.
5. In the Vendor window, click **Save**.
6. Click **Close**.

Verifying invoice distributions to cost budgets

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When entering the vendor invoice, follow these instructions:

1. On the Manage Vendor Invoice window, the Commitment # field appears when you select a vendor only if you set up a consultant budget or an expense budget.
2. Select the commitment and phase.

   Note: If you entered the budget at a level higher than the detail level in your work breakdown structure, Ajera does not automatically enter the phase here. Select the detail phase by clicking ... in the Phase field.

3. Enter the activity.

   If the expense commitment has an activity type specified on the **Manage** tab of the Project Command Center, Ajera automatically enters it into this field. You can change it, as needed.

   Note: Only activities set up with an activity type of Consultant or Expense appear in the list.

4. Ajera automatically enters the remaining budget amount in the Cost Amount field.

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> **Note:** If you entered the budget at a level higher than the detail level in your work breakdown structure, Ajera does not automatically enter the cost here. You must manually enter the cost to apply to the commitment.

5. Click **Save**.
6. Click **Close**.

Deleting a consultant budget

If you entered a vendor invoice against the consultant budget, you cannot delete the consultant budget.

To delete a consultant budget

1. From the > **Manage** menu, click **Project Command Center**.
2. In the project list at the top of the window, click the project for the consultant budget you want to delete.
3. Click the **Manage** tab.
4. Click the Consultant row of the budget item you want to delete, and click the **Delete** button.
5. Click **Yes** to delete the resource.
6. Click **Save**.
7. Click **Close**.

Deleting an expense budget

If you entered a vendor invoice against the expense budget, you cannot delete the expense budget.

To delete an expense budget

1. From the > **Manage** menu, click **Project Command Center**.
2. In the project list at the top of the window, click the project for the expense budget you want to delete.
3. Click the **Manage** tab.
4. Click the Expense row of the budget item you want to delete, and click the **Delete** button.
5. Click **Yes** to delete the resource.
6. Click **Save**.
7. Click **Close**.

Business Development

About Business Development

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Use Business Development (BD) to help you plan and manage potential new business. With BD:

- It's all in one centralized location - the Project Command Center - where you can give your staff the level of access that's right for them.
- You enter all the information you need for a potential project one time, and should you win the work, that information is ready for you to begin working on and billing the project.

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- You can easily track the progress of a potential project every step of the way - from the lead to the final disposition.
- Your BD efforts become part of Ajera's dynamic data engine, where reports and inquiries give you instant access to the analytics you need.

Setting up BD

Setting up a BD project is the first step in a process that tracks your marketing efforts and sets the stage for a billable project.

You determine if and when a project, or even phases of a project, are billable. In this way, you can easily include your BD efforts and billable work for a project in one place, while reporting on and billing its components separately.

You control reporting and billing for a project by assigning the project and its phases the correct status, depending on the state of the project at the time.

To set up BD, do the following:

- Set up security for BD to limit information to those who need it. For example, you may not want employees of a particular job role to see actual cost and rate information.
- Set up marketing stages to identify your unique business development process. You set up marketing stages to reflect the typical steps of the BD process at your firm. For example, you can set up stages to track BD efforts such as RFQ, RFP, Proposal, and so on.
- Set up marketing final dispositions to track the reasons you won, lost, or declined the work. For example, you can set up final dispositions such as Qualifications/Experience, Design Concept, Project Approach/Schedule, and so on.

Managing BD efforts

When you work with BD, you do the following:

- Set up a BD project or template or add a BD phase to an existing project or template.
- Update a BD project to track the status of your BD efforts, including the type and timing of your next actions.
- Use reports and inquires to help you review your BD efforts and plan for the future.

Common marketing stages

The common industry-standard marketing stages, automatically set up in Ajera, are:

Marketing stage	Long description	Definition
NBD	New Business Development	A firm's general pursuit of clients so as to be considered in the selection process for future projects
Lead	Project Lead	A firm's pursuit of a client regarding work on a specific project
RFQ	Request for Qualifications	Often a first step in a formal selection process where a client requests information about a firm's general qualifications to perform work on a potential project It typically does not list the scope of work or request a fee proposal, fees, or proposed project team information. Firms often respond to

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Marketing stage	Long description	Definition
		RFQs with standard brochure-type materials. This stage most often has a firm due date associated with it.
RFP	Request for Proposal	Request for firms to supply relevant experience and detailed information (such as a fee proposal, schedule, scope of work, project approach, team member resumes and consultants) for the delivery of the project A project owner sends an RFP to a shortlist of qualified firms. The RFP can be the first step in the selection process, or it can follow the RFQ. This stage most often has a firm due date associated with it.
Proposal	Proposal Submitted - Awaiting Action	Time period when the proposal due date has passed and the firm is waiting to hear a decision about the next step, such as an interview for the selection process
Interview	Shortlisted for Client Interview	The presentation that may be the final stage of a formal selection process. A project owner selects a short list of firms from the proposals received to present their pitch for the project. This stage most often has a firm due date associated with it.
Final Disposition	Won, Lost, or Declined	The outcome of a firm's marketing efforts for a potential project

Common marketing final dispositions

Marketing final dispositions reflect the typical reasons your firm wins, loses, or declines a project.

Ajera automatically sets up these common marketing final dispositions. You can change or delete them, or add your own, as needed.

- Fee
- Qualifications/Experience
- Project Team
- Project Approach/Schedule
- Design Concept
- Existing Client Relationship
- Other - See Notes

Changing stages and dispositions

Changing a marketing stage

Note:	You cannot change the Final Disposition marketing stage.

To change a marketing stage

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1. From the > **Setup** menu, click **General** > **Marketing Stages**.
2. Click the marketing stage you want to change, and click **Edit**.
3. In the Description field, change the name of the marketing stage, if needed.
4. In the Long Description field, enter, change, or delete the long name for the marketing stage. The long name appears when working with marketing stages (on the Project Info > Business Development > Stages tab of the Project Command Center).
5. Click **Save**.
6. Click and to move the new marketing stage to the appropriate place in the list.

   The order of marketing stages in this list is important because it represents the sequential order of BD efforts at your firm. This order appears on the Stages subtab in the Project Command Center.

Changing a marketing final disposition

To change a marketing final disposition

1. From the > **Setup** menu, click **General** > **Marketing Final Dispositions**.
2. Click the marketing final disposition you want to change, and click **Edit**.
3. In the Description field, change the name of the marketing final disposition to reflect the reason why you won, lost, or declined a project.
4. In the Notes field, change any notes about the marketing final disposition.
5. Click **Save**.
6. Click **Close**.

Copying a marketing stage

To copy a marketing stage

1. From the > **Setup** menu, click **General** > **Marketing Stages**.
2. Click the marketing stage you want to copy, and click **Copy**.
3. Change the name in the Description field.
4. Add or change the long description if needed.
5. Click **Save**. The marketing stage appears below the current row. To move it, click the row and click or .
6. Click **Close**.

Copying a marketing final disposition

To copy a marketing final disposition

1. From the > **Setup** menu, click **General** > **Marketing Final Dispositions**.
2. Click the marketing final disposition you want to copy, and click **Copy**.
3. Change the name in the Description field.
4. Add or change notes if needed.
5. Click **Save**. The marketing final disposition appears below the current row. To move it, click the row and click or .
6. Click **Close**.

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Deleting a marketing stage

You cannot delete a marketing stage if it is currently being used. However, you can make it inactive. You cannot delete or inactivate the Final Disposition marketing stage.

To delete a marketing stage

1. From the > **Setup** menu, click **General** > **Marketing Stages**.
2. Click the marketing stage you want to delete, and click the **Delete** button.
3. Click **Yes** to delete it.
4. Click **Close**.

Deleting a marketing final disposition

You cannot delete a marketing final disposition if it is currently being used. However, you can make it inactive.

To delete a marketing final disposition

1. From the > **Setup** menu, click **General** > **Marketing Final Dispositions**.
2. Click the marketing final disposition you want to delete, and click the **Delete** button.
3. Click **Yes** to delete it.
4. Click **Close**.

Inactivating a marketing stage

If you inactivate a marketing stage, it cannot be used; however, it remains in the database and continues to appear on reports. You cannot delete or inactivate the Final Disposition stage.

1. From the > **Setup** menu, click **General** > **Marketing Stages**.
2. Click the marketing stage you want to inactivate.
3. Click the **Edit** button.
4. In the Status field, select **Inactive**.
5. Click **Save**.
6. Click **Close**.

Inactivating a marketing final disposition

If you inactivate a marketing final disposition, it cannot be used; however, it remains in the database and continues to appear on reports.

To inactive a marketing final disposition

1. From the > **Setup** menu, click **General** > **Marketing Final Dispositions**.
2. Click the marketing final disposition you want to inactivate, and click **Edit**.
3. In the Status field, select **Inactive**.
4. Click **Save**.
5. Click **Close**.

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Changes to BD projects and phases

Adding BD phases to projects and templates

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To add a Business Development phase to an existing project or template

1. Open the project or template.
   - To open a project, click > **Manage** > **Project Command Center**,and click the project in the project list at the top of the window.
   - To open a template, click > **Setup** > **General** > **Project Templates**,and click the template in the list at the top of the window.
2. In the project tree, click where you want to add the new phase, and click the **New Phase** button. The **General** subtab for the phase appears.
3. In the Description field, type a name for the phase, such as Business Development.
4. In the Status field, select **Marketing**.
5. Enter information for the Business Development phase (following Steps 4 and 5 of instructions for setting up a phase).
6. Add any additional BD phases in the same way.
7. Click **Save**.

Updating a BD project

Track and update your Business Development (BD) efforts by updating information for each of its stages.

To update a BD project

1. From the > **Manage** menu, click **Project Command Center**. Click the project in the list at the top of the window.
2. Click these tabs: **Project Info** > **Business Development** > **Stages**.

   About the buttons:

   To see any long names for marketing stages, click the **Long Description** button. If your firm changes or adds marketing stages, and you want to reflect those changes in your list of stages for this project, click the **Refresh** button.
3. When the status of a stage changes, click the stage and make a selection. For example, you begin writing the proposal, so you change the status of the Proposal stage from Not Started to In Progress.

   You can assign only one stage a status of In Progress at a time.
4. Change due dates, start dates, and completion dates for stages, as needed.
5. When the outcome of the BD project is decided, for the Final Disposition stage in the table, select a status of **Won**, **Lost**, or **Declined**.
6. In the Final Disposition field below the table, select the reason that you won, lost, or declined the project.
7. Do one of the following:

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If you	Do this
Won the project	1. To begin working on and billing the project, click the project in the project tree. On the **General** subtab, change the status of the project from **Preliminary** to **Active**. 2. Leave the status of the BD phase as **Marketing** now and even after you complete all project work and close the project. In this way, Ajera includes it in reports and inquiries that you use to analyze your past, current, and future BD efforts. To see the status of the phase, click the phase in the project tree, and its status appears in the Status field on the **General** subtab.
Lost or declined the project	1. In the Awarded To field, select the firm that won the project. 2. Click the project in the project tree. On the **General** subtab, change the status of the project to **Closed**. 3. Leave the status of the BD phase as **Marketing**. In this way, Ajera includes it in reports and inquiries that you use to analyze your past, current, and future BD efforts. To see the status of the phase, click the phase in the project tree, and its status appears in the Status field on the **General** subtab.

8. Click **Save**.

Deleting a BD projects

You cannot delete a project once it has been used. However, you can change the project status to reflect the current situation.

To delete a BD project

1. From the > **Manage** menu, click **Project Command Center**.
2. In the project list at the top of the window, click the BD project you want to delete, and click the **Delete** button.
3. Click **Yes** to delete the project.
4. Click **Save**.

Producing BD reports and inquiries

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Use reports and inquiries to track your wins and losses, analyze your Business Development (BD) efforts, and make future plans.

Reports

Use these reports as follows:

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Use this report	To
BD Progress	Manage your tasks on open BD efforts in a variety of ways. You can look forward at future tasks that need to be accomplished and look back on performance and tasks that have already been completed. You can select options to produce the report in the ways that best helps you to analyze: • Projects your firm is pursuing • Tasks that need to be performed • Efforts by segments, such as department or market segment (project type).
Win Rate	Review your wins and losses over a period of time. It provides valuable insight to trends and information which help your firm take action to increase your win rate in the future. Using the customize options, you can produce the report in different ways. For example, you can analyze performance for • A certain market segment (project type) • A department • An individual (project manager, principal, or marketing contact) You can also use the Win Rate report for competitive analysis to determine your toughest competitors and the markets where you are losing to them.
Project Workload	Forecast potential workload by reviewing a factored forecasted amount for work you are currently pursuing.

In addition, you can choose to include or exclude marketing cost on these reports:

- Executive Summary
- Project Earnings
- Project Profit
- Budget Variance

To include marketing cost, click (**Customize**), and select the **Include marketing phases** check box.

Inquiries

You can review or modify these standard inquiries to examine specific aspects of your BD efforts:

This inquiry	Contains
BD Phase	General information, such as the hours worked and next task date, for each BD phase Click here for a list of predefined columns that you can add to the BD Phase inquiry.
Marketing Stage	Information, such as the current status and due dates, for each marketing stage of a BD phase Click here for a list of predefined columns that you can add to the Marketing Stage inquiry.

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Billing review

About billing review

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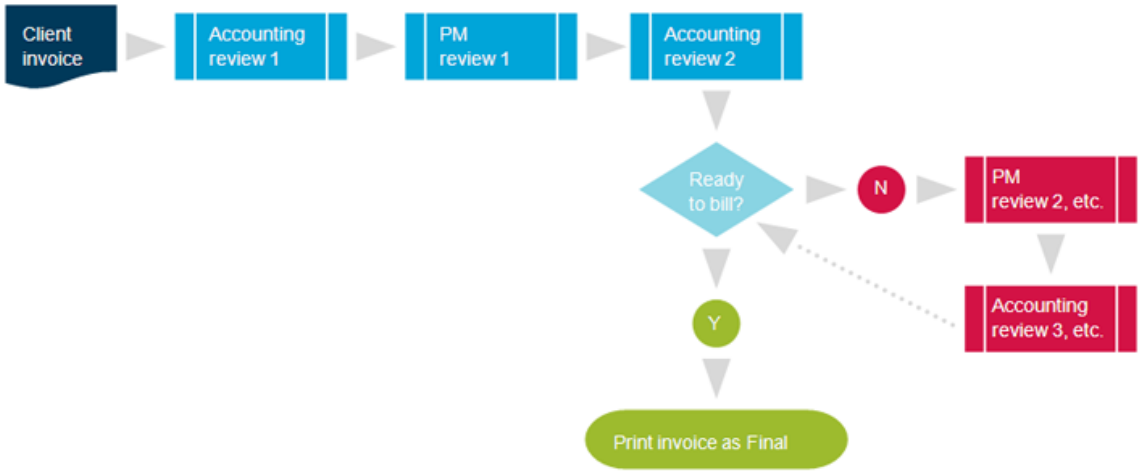
[What is billing review?](#)
[What are billing review stages?](#)
[How do you use billing review stages?](#)
[Why use billing review in Ajera?](#)

What is billing review?

Billing review is the approval process that occurs before a client invoice is billed. The first person in the process reviews the invoice, makes comments or corrections, and passes it to the next reviewer. The process usually continues until the invoice is approved and can be billed. In cases involving outstanding invoices, the process might proceed through a collections stage until payment is received.



What are billing review stages?

In Ajera, you can use billing review stages to help move client invoices smoothly through the billing review process. The invoices must be based on a standard invoice format or on a custom design created with the Client Invoice Designer.

A billing review stage indicates where an invoice is in the review and can notify a reviewer when an invoice is ready. Billing review stages are optional and have no effect on the general ledger.

Ajera provides two stages by default, Pre-review and Final; you cannot change or delete them. When you set up a project or an invoice group or print an invoice as final and the project is not closed, Ajera creates an invoice and sets it to the Pre-review stage. When you print an invoice as final, the billing review stage automatically updates to Final.

You can set up additional billing review stages in > Setup > General > Billing Review Stages to mirror the stages in your firm's billing review process.

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How do you use billing review stages?

Review an invoice in the Client Invoice Preview window. This window is available from the Manage > Client Invoices > Preview button or from the > Manage > Project Command Center > Invoices tab > Preview Invoice link.

Click the **Show Review History** button to open the Billing Review History window. After entering your notes and adding any attachments, select a review stage to indicate that your review is completed.

A notification can appear in the project list of the Project Command Center for the next reviewer. You can also filter the Client Invoice List window so that it displays only invoices requiring your review.

At any time, you can view the billing review information for an invoice in the Billing Review History window. The billing review table lists all the preceding billing reviews for the invoice and can display notes, contacts, attachments, stages, and dates. You can do any of the following in the table:

- Change the due date, attachments, contact, notes or stage of any row of the table.
- Delete a row if you are the author or an administrator.

Why use billing review in Ajera?

Ajera streamlines the billing review process in the following ways:

- Review notes and attachments are kept with their corresponding client invoices.
- Reviewer notifications keep the billing review process moving smoothly.
- Project managers can review their invoices easily on the Invoices tab of the Project Command Center. The tab contains the PCC Invoices inquiry, which displays invoice information for a selected project.
- You can easily track the progress of your client invoices in the review process from either the Client Invoice List window or the Project Command Center. There is no need to open each invoice.
- You can extend this process through a collections stage, keeping track of outstanding invoices until payment is received.

Customizing the Project Command Center for billing review

Customize the Project Command Center so that the project list displays billing review notifications and the Billing Review Stage column. Also, change the PCC Invoices inquiry on the **Invoices** tab so that it displays the information you want.

- To display billing review notifications and the Billing Review Stage column
- To change the PCC Invoices inquiry

To display billing review notifications and the Billing Review Stage column

1. From the > **Manage** menu, click **Project Command Center**.
2. Click (**Customize**) at the upper right of the Project Command Center.
3. On the **Project List** tab, expand the General Info category by clicking the symbol.
4. Select the **Show** check box for one or more of the following:
   - PM Action
   - BM Action
   - Prin Action
   - Acctg Action

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5. On the same tab, expand the Billing & Invoicing category by clicking the ⊞ symbol.
6. Select the **Billing review stage** check box.
7. Click **OK**. The selected notification columns and the Billing Review Stage column appear in the project list.

To change the Invoices inquiry

About the Invoices inquiry

If your role has permission to change inquiries (> Setup > Company > Roles > General tab > Manage custom reports and inquiries check box), you can change the PCC Invoices inquiry on the **Invoices** tab as you would any other inquiry except for conditions, which are not available.

Unlike other inquiries, the PCC Invoices inquiry is the same for all employees who have permission to view it (> Setup > Company > Roles> Projects tab > Invoices subtab). Any changes to the inquiry are visible to anyone with access to it.

If employees also have permission to change inquiries, they can change the inquiry or click (**Revert**) on the inquiry toolbar to discard any changes to the PCC Invoices inquiry.

1. In the Project Command Center, click the **Invoices** tab. The PCC Invoices inquiry appears, providing information about invoices for a selected project.
2. Change the inquiry, if needed. You cannot set conditions on this inquiry.
3. Change the cutoff date if needed.
4. Click **Save**.
5. Click **Close**.

Reviewing invoices from the Project Command Center

About billing review

These instructions apply only to invoices that are based on a standard invoice format or on a custom design created with the Client Invoice Designer.

To review an invoice from the Project Command Center

1. From the > **Manage** menu, click **Project Command Center**.
2. In the project list, select your project.
3. Click the **Invoices** tab.

   If your security settings give you permission, you can change the inquiry or change the cutoff date, if needed.
4. Select the invoice you want to view and click the **Preview Invoice** link.
5. Click the **Show Review History** button. The Billing Review History window provides a chronological record of the billing review stages for an invoice.
6. To filter by one stage, use the Show Stage field to select the stage you want to appear in the billing review table.
7. Click to refresh the billing review history list with any changes including new rows added, changes made in existing rows, or date/time changes.

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8. Click (**Customize**) and choose the columns you want to appear in the billing review table.
9. Review the preceding rows in the table to see what earlier reviewers found. You can do the following:
    - Change the due date, attachments, contact, notes, or billing review stage of any preceding row except the auto-generated Pre-review and Final stages. Your name and the date will appear in the modification columns.
    - Delete a row if you are the author or the administrator.
10. Review the invoice, and in the next row of the table, enter notes related to your review. You can also add attachments and select a contact, if available.
11. When finished, select a billing review stage, enter a due date if needed, and click **Save**.

Schedule Manager

About scheduling employees on projects

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Schedule Manager enables you to schedule employees on projects without affecting accounting, billing, or contracts. You can easily change schedules as needed.

Learning Resource: Schedule Manager Functional Guide

Who should use it?

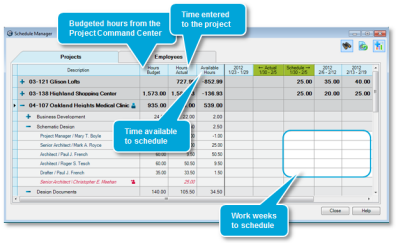
In Ajera, project managers, department managers, and principals can use Schedule Manager to schedule employees on projects, manage schedules, and analyze project performance and employee workload. Employees can keep up-to-date on their own schedules, as well.

How does it work?

As a best practice, add employees to your projects and budget them in the Project Command Center, and then schedule those employees in Schedule Manager. That way, budgeted hours and dollars from the Project Command Center are available to guide you.

However, you can also add employees to projects in Schedule Manager, but budgeted hours or dollars may not be available. In that case, you can go to the Project Command Center and enter the budgeted hours or dollars there.

As you schedule, and as time is entered to the project, Ajera updates the actual hours and dollars. This makes it easy to tell which projects are going over budget and which employees are underutilized or overutilized.



How do you view scheduling data in a report?

To view this data in a report format, you can add predefined columns related to Schedule Manager to these inquiries:

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- Employee
- Project
- Phase
- Resource
- Task
- Resource/Task

How do you set it up and use it?

	Do this	Here	To accomplish this
1.	Set up security for the Schedule Manager	> Setup > Company > Roles > Manage tab	Set security so that you can view employee schedules or schedule hours by project or employee.
2.	Set up scheduling preferences for color-coding	> Setup > Company > Preferences > Schedule	Select colors to indicate when an employee's total scheduled hours for the week reach a threshold, which you specify.
3.	Set up, budget, and add resources to your project	> Manage > Project Command Center	Set up and budget your project in the Project Command Center. Add employees at the same level within the project so that their hours roll up uniformly in Schedule Manager. When you assign a labor resource to a phase, you are telling Ajera that's the level where you want to schedule. Enter budgeted hours or dollars for each employee.
4.	Add employees to projects, if needed	> Manage > Schedule > Projects tab	Add an employee to the project, if you did not add that person in the Project Command Center.
5.	View project hours and Schedule hours by project	> Manage > Schedule > Projects tab	Manage schedules based on project performance, for all projects or only your projects. If you can, use the Available columns to keep track of how many hours or dollars are left to schedule. Available = Remaining - Scheduled
	View employee hours and Schedule hours by employee	> Manage > Schedule > Employees tab	Manage schedules based on employee workload, for all projects or only your projects. If you can, use the Available columns to keep track of how many hours or dollars are left to schedule. Available = Remaining - Scheduled
6.	Review your schedule	> Manage >	Keep up-to-date on your workload, and make or request changes as needed.

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	Do this	Here	To accomplish this
		Schedule > Employees tab	
7.	Export schedules by project to Excel	> Manage > Schedule > Projects tab	Export schedules by project to Excel, and format and print as needed.
	Export schedules by employee to Excel	> Manage > Schedule > Employees tab	Export schedules by employee to Excel, and format and print as needed.

Adding employees to a project

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If you did not add employees to a project in the Project Command Center, you can add them in Schedule Manager. Any employees you add in Schedule Manager automatically appear as labor resources on the Manage tab of the Project Command Center.

Note: You may want to enter budgeted hours or dollars for the employees in the Project Command Center so you can schedule against the budgets in Schedule Manager.

To add employees to a project

1. From the > **Manage** menu, click **Schedule**.
2. Click (plus sign) to expand the project you want.
3. If an employee is not assigned to a project and enters time to it, Ajera highlights that unassigned employee in *red*.
   - If that employee is in the correct phase and with the appropriate employee type, click (red icon) to add that person to the project.
   - If that employee is in the wrong phase, click (blue icon) to open the Team Builder window.

   Note: To add other employees to the project in Schedule Manager, click to open the Team Builder window.
4. In the ID & Description table on the left, click the phase where you want to add the employee.

   The (gray icon) indicates that labor resources are assigned to that phase on the **Manage** tab of the Project Command Center.
5. In the resource table on the right, click an empty row and do the following:

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Field	Description
Employee Type	Click (more button) and select the employee type.
Employee	Click (more button) and select the employee. **Note:** If you select an employee but no employee type, Ajera automatically enters the employee type from the employee setup.
Budget	Displays the budgeted hours for the resource, for reference only. If needed, you can change the budgeted hours on the Manage tab of the Project Command Center.
* *(asterisk)*	Indicates that you cannot delete the labor resource from the Team Builder window because it has a budget, percent distribution, task, notes, or start or end dates assigned to it on the Manage tab of the Project Command Center.

6. Repeat Steps 4-5 for each employee you want to add to the project.
7. To change the employee order in a phase, select an employee and click ▲ or ▼. This also changes the order on the **Manage** tab of the Project Command Center.
8. Click **Close**.

Changing an employee on a project

Changes you make to employee, employee type, or employee order in Schedule Manager automatically appear on the **Manage** tab of the Project Command Center.

To change an employee on a project

1. If Schedule Manager is not already open, from the > **Manage** menu, click **Schedule** and expand the project you want.
2. Click (blue icon) to open the Team Builder window.
3. In the ID & Description table on the left, click the phase that contains the employee you want to change.
4. In the resource table on the right, change the employee or employee type.
5. To change the employee order in a phase, select an employee and click ▲ or ▼.
6. Click **Close**.

Deleting an employee from a project

You cannot delete an employee tagged with an asterisk (*) from Schedule Manager because it has one of the following assigned to it on the **Manage** tab of the Project Command Center: a budget, percent distribution, task, notes, or start or end date. However, you can delete the resource from the Manage tab.

To delete an employee from a project

1. If Schedule Manage is not already open, from the > **Manage** menu, click **Schedule** and expand the project you want.
2. Click (blue icon) to open the Team Builder window.
3. In the ID & Description table, click the phase that contains the employee you want to delete.

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4. In the resource table on the right, click the employee and click the **Delete** button.
5. Click **Yes** to delete the employee.
6. Click **Close**.

Viewing project hours

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The Schedule Manager displays projects with recent activity.Such as:

- Projects created within the past four weeks
- Time entered during the past four weeks
- Labor resources scheduled for current and future weeks

Project totals in Schedule Manager match the project totals in the Project Command Center.

Before you begin

- Add employees to a project, if needed
- Multi-company only: To view project hours by company, verify that company preferences are set up for multi-company.

To view project hours

1. To open Schedule Manager click > **Manage** menu, click **Schedule**.
2. To add a project to the **Projects** tab, click (**Search**) and add the project. Search options include:
   - Project description
   - Project ID
   - Client, if available

   Note: After adding a project through search, schedule time to it or leave it expanded if you want it to persist on the **Projects** tab.
3. To change what information you see about the project, click (**Customize**). You can change the following:
   - Increase time span: You can select from 0 to 4 past weeks or from 1 to 104 future weeks.
   - Filters: Ajera displays any applied filters at the top of Schedule Manager. To remove the filters, either click the X next to the applied filters in Schedule Manager, or open the Projects - Customize window and clear the filter options.

Filter	Description
Project Manager	The project manager associated with a project
Billing Manager	
Department	The department associated with a project
Client	The client associated with a phase or project
Principal	The principal associated with a project

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Project type	The project type associated with a project
Project Status	The project status associated with a project
Phase Status	The phase status associated with a project
Billing Type	The billing type associated with a project
Company	Multi-company only. For this filter to appear you need to be set up for multi-company. The company associated with a project

- View project detail (columns): Applied columns will display in Schedule Manager window when selected.

Column	Description
Hours budget	The number of hours budgeted This field references the Hours/Units column on the Manage tab of the Project Command Center.
Scheduled hours	The number of hours in the future scheduled in Schedule Manager
Available hours	The number of unscheduled hours remaining: Hours Budget - (Hours Actual + Scheduled Hours)
Hours remaining	The number of budgeted hours remaining: Hours Budget - Hours Actual
Spent remaining	The labor contract amount remaining: Labor Contract - Spent Labor
Client	The client associated with a phase or project
Project/Phase Status	The status associated with a phase or project. This field references statuses from the Project Command Center.
Labor contract	The amount contracted to bill the client for labor expenses
Scheduled dollars	The amount scheduled to date in Schedule Manager Ajera calculates the amount by multiplying the scheduled hours by the billing rate.
Available dollars	The amount of unscheduled dollars remaining: Labor Contract - (Spent Labor + Scheduled Dollars)
Hours actual	The actual number of hours spent to date for the project (on the Projects tab) and for the weeks displayed for the employee (on the Employees tab) This field references the project's timesheets.
Spent labor	The amount of labor expended on the project to date at the billing rates/markups Ajera determines the spent labor amount from the billing rate table.

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Department	
Project Manager	The project manager associated with a project. This field references the project manager listed on a project in the Project Command Center.
Billing Manager	
Estimated Start Date	The estimated start date associated with a project. This field references the estimated start date listed for a project in the Project Command Center.
Estimated Completion Date	The estimated completion date associated with a project. This field references the estimated completion date listed for a project in the Project Command Center.

5. On the Schedule Manager, click ✚ (plus sign) to expand a project. Project phases with labor resources appear.

   In the columns to the left, Ajera calculates the hours for the project based on budgeted time and dollars from the **Manage** tab of the Project Command Center, project hours from Manage > Time & Expense, and scheduled hours from the columns to the right in Schedule Manager.
6. Scroll to the right to view employee hours by project:

In Schedule Manager, this	Contains this
Shaded cells	Timesheet hours entered to the project in past weeks
Columns with **green** headings	Actual and scheduled hours for current week As actual hours are entered to the project, Ajera updates the scheduled hours in the column to the left.
Columns to the right of the columns with **green** headings	Scheduled hours for future weeks

7. Schedule hours by project, if needed.

Scheduling hours by project

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You can schedule by either project or employee.

Schedule by project to manage the employees on your projects at a high level.

If you have permission to see all projects, you can also schedule by employee and manage your projects at a lower level.

Before you begin

- View project hours.

To schedule hours by project

1. In the unshaded cells, enter the number of hours per week for each employee.
2. To view the number of hours already scheduled for a week, right-click the week at the project, phase, or resource level.

   If you set color-coding preferences for scheduling, the hours are highlighted by those colors.

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3. As you work, do the following as needed:

To	Do this
Change the columns or number of weeks	1. Click (**Customize**) to open the Projects - Customize window. 2. Select the columns or enter the number of weeks.
Filter at the project level by department, project manager, or both	1. Click (**Customize**) to open the Projects - Customize window. 2. Click the **Filters** tab and select a filter. Ajera displays the applied filters at the top of Schedule Manager. To remove the filters, either click the X or clear the filter option in the Projects - Customize window.
Remove the *red* highlighting from an employee The *red* highlighting indicates that the employee is not assigned to a project and entered time to it, or entered time using the wrong employee type.	One of the following: • Add the employee to the project. • Ask the employee to correct the timesheet by removing the hours or changing the employee type.
Adjust all the scheduled hours to the right of the cursor a specific number of weeks, at the project, phase, or resource level	1. Right-click the cell at the start or end of the group of hours you want to adjust. 2. Select **forward (to the right)** or **backward (to the left)**, enter the number of weeks to adjust, and click the **Adjust** button. The lower-level rows also adjust the same number of weeks.

4. Review the columns to evaluate project performance. Depending on your security settings, you may also see dollar amounts based on billing rates.

   For example, compare the Budget and Actual columns to determine where the project is now. View the Available columns to forecast where the project will be, given the current scheduling.

Viewing employee hours

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Hour totals appear for employees who are budgeted in the Project Command Center or scheduled in Schedule Manager. Employee hours appear for the:

- Number of past and future weeks selected in the Customize window
- Hours entered or scheduled during those weeks

Before you begin

- Add employees to a project, if needed
- Multi-company only: To view employee hours by company, verify that company preferences are set up for multi-company.

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To view employee hours

1. To open the Schedule Manager click > **Manage** menu, click **Schedule**.
2. Click the **Employees** tab.
3. Click (**Customize**) to choose the following options:
   - Increase time span: You can select from 0 to 4 past weeks or from 1 to 104 future weeks.
   - Filters: Ajera displays the applied filters at the top of Schedule Manager. To remove the filters, either click the X next to the applied filters in Schedule Manager, or open the Projects - Customize window and clear the filter options.

Filter	Description
Employee Type	The employee type associated with an employee
Department	The department associated with an employee
Supervisor	The supervisor of an employee
Employee Status	The status of the employee
Company	Multi-company only. For this filter to appear you need to be set up for multi-company. The company associated with an employee

   - View project detail (columns)

Column	Description
Hours budget	The number of hours budgeted This field references the Hours/Units column on the Manage tab of the Project Command Center.
Scheduled hours	The number of hours in the future scheduled in Schedule Manager
Available hours	The number of unscheduled hours remaining: Hours Budget - (Hours Actual + Scheduled Hours)
Hours remaining	The number of budgeted hours remaining: Hours Budget - Hours Actual
Spent remaining	The labor contract amount remaining: Labor Contract - Spent Labor
Client	The client associated with a phase or project
Labor contract	The amount contracted to bill the client for labor expenses
Scheduled dollars	The amount scheduled to date in Schedule Manager Ajera calculates the amount by multiplying the scheduled hours by the billing rate.
Available	The amount of unscheduled dollars remaining:

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Column	Description
dollars	Labor Contract - (Spent Labor + Scheduled Dollars)
Hours actual	The actual number of hours spent to date for the project (on the Projects tab) and for the weeks displayed for the employee (on the Employees tab) This field references the project's timesheets.
Spent labor	The amount of labor expended on the project to date at the billing rates/markups Ajera determines the spent labor amount from the billing rate table.
Department	The department associated with an employee
Employee Status	The status of the employee

4. On the Schedule Manager, click ✚ (plus sign) to expand an employee row.
5. Scroll to the right to view hours by employee:

In Schedule Manager, this	Contains this
Shaded cells	Timesheet hours entered to the project in past weeks
Columns with **green** headings	Actual and scheduled hours for current week As actual hours are entered to the project, Ajera updates the scheduled hours in the column to the left.
Columns to the right of the columns with **green** headings	Scheduled hours for future weeks

   If you set color-coding preferences for scheduling, the total scheduled hours for the week are highlighted by those colors.
6. Schedule hours by employee, if needed.

Scheduling hours by employee

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You can schedule by either employee or project.

Schedule by employee if you have permission to see all projects. You can make scheduling decisions based on employee workload and also manage employee workload as the project proceeds.

Before you begin

- View employee hours.

To schedule hours by employee

1. In the unshaded cells, enter the number of hours per week for the employee.
2. Review the columns to evaluate employee workload. Depending on your security settings, you may also see dollar amounts based on billing rates.

   For example, review the weekly totals to determine which employees are overutilized or underutilized.

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Reviewing your schedule

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You can keep up-to-date on your work schedule in Schedule Manager. Only time entered in past weeks or scheduled in current and future weeks appears.

Depending on your security settings, you may view your schedule, or view and change your schedule.

To review your schedule

1. From the > **Manage** menu, click **Schedule**.
2. Click the **Employees** tab, and scroll to the right to view your hours:

In Schedule Manager, this	Contains this
Shaded cells	Timesheet hours entered to the project in past weeks
Columns with **green** headings	Actual and scheduled hours for current week As actual hours are entered to the project, Ajera updates the scheduled hours in the column to the left.
Columns to the right of the columns with **green** headings	Scheduled hours for future weeks

3. If you have permission, change your current or future hours as needed. Otherwise, contact someone who has permission to edit your schedule.
4. Click **Close**.

Deleting a project from Schedule Manager

You cannot delete or remove a project from Schedule Manager.

Instead, projects that are collapsed and have the least activity will disappear from the **Projects** tab after four weeks if no time is entered to the project.

Exporting schedules by project to Excel

You can export what you see on the **Projects** tab to Microsoft Excel.

You can control which schedules are exported by selecting only expanded projects, applying filters, or both.

Before you begin

- View project hours

To export scheduled by project

1. Click (**Export**).
2. Select your export settings:

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Select	To
Export expanded projects only	Export schedules for only expanded projects on the **Projects** tab. If the check box is cleared, Ajera exports schedules for all displayed projects on the **Projects** tab.
Export with colors and shading	Export the colors and shading as applied on the **Projects** tab.

3. Click the **Export** button.
4. Navigate to where you want to export the schedules, select the file type, and click **Save**.

   Ajera exports only the data, no formulas or formatting. In Excel, you can create formulas, format the information, and expand or collapse rows by clicking ⊞ or ⊟.

Exporting schedules by employee to Excel

unavailable in ajeraCore

You can export what you see on the **Employees** tab to Microsoft Excel.

You can control which schedules are exported by selecting only expanded employees, applying filters, or both.

Before you begin

- View employee hours

To export schedules by employee

1. Click (**Export**).
2. Select your export settings:

Select	To
Export expanded employees only	Export schedules for only expanded employees on the **Employees** tab. If the check box is cleared, Ajera exports schedules for all displayed employees on the **Employees** tab.
Export with colors and shading	Export the colors and shading as applied on the **Employees** tab.

3. Click the **Export** button.
4. Navigate to where you want to export the schedules, select the file type, and click **Save**.

   Ajera exports only the data, no formulas or formatting. In Excel, you can create formulas, format the information, and expand or collapse rows by clicking ⊞ or ⊟.

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Managing timesheets

About timesheets

The following is a typical sequence of events for processing time:

1. An employee enters time.
2. When finished entering all the time for a week, an employee submits the timesheet.
3. The supervisor, accounting manager, or project manager reviews the timesheet and does the following:
   - Approves the timesheet.
   - Rejects time on the timesheet, entering comments about the rejected time. The employee then corrects the rejected time and resubmits the timesheet.

   Depending on the options chosen when setting up company time and expense entry preferences, the supervisor/manager may have access to change an employee's timesheet.

Working with timesheets

The following events occur as you process time at your company:

When this occurs	This happens
Close or save a timesheet	Ajera saves the time you entered and updates the client invoice and project information with it.
Submit	An employee has finished entering time on a timesheet and is ready for the supervisor/manager to review it. Now, to make any changes to the timesheet, the employee must first unsubmit it.
Approve	A supervisor/manager approves the time that the employee entered. The timesheet appears as Approved in timesheet lists. The timesheet can no longer be changed unless it is unapproved first.
Reject specific hours	When approving a timesheet, the supervisor/manager can reject specific hours and optionally add any comments. If a timesheet has any rejected hours, the timesheet appears as Time Rejected in timesheet lists. The employee must correct the time and submit the timesheet again. The rejected hours appear in bold type on the timesheet for the employee to review or change them.
Reject	The supervisor/manager rejects the entire timesheet. The timesheet appears as Time Rejected in the timesheets list. The employee must correct and submit the timesheet again. Rejected time cannot be billed or paid.
Unsubmit	An employee decides a timesheet is not ready for approval after all. An employee can change a timesheet if it has not yet been approved. However, an employee cannot change any time on the timesheet that has already been billed or

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When this occurs	This happens
	paid.
Unapprove	A supervisor/manager decides that they do not want to approve the timesheet after all. However, any time that has already been billed or paid can no longer be changed.
Delete	You cannot delete a timesheet if it has been submitted or if it contains time that has been billed or paid.

Entering a timesheet

Learning Resource: Time Entry Functional Guide

Before you begin

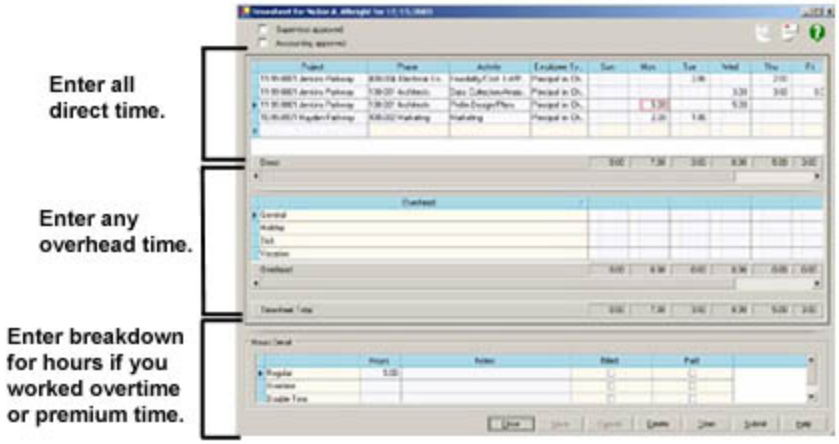
- Check the Don't Allow Entries Prior To Date on the > **Setup > Company > Preferences** > **General** tab. You cannot enter time before that date.

To enter a timesheet

1. From the > **Manage** menu, click **Time & Expense**.
2. On the **My Timesheets** tab, click the **New** button.
3. For the timesheet ending date, either leave the date that appears or change it to reflect the date to which you want to enter time.

   Note: You can also enter your time by copying an existing timesheet.

4. Click **OK**. Your timesheet appears. It consists of three areas for entering your time.



5. Enter your time as follows:

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To enter	Do this
Direct or project time	1. In the table at the top of the window, enter a project, phase, and then activity. Multi-company only. If you enter time to a project that your company is not responsible for, Ajera creates intercompany entries. Be sure to reconcile your intercompany accounts regularly. **Note:** For more information about the project, phase, or activity , click (**Customize**) after clicking . 2. Type the hours you worked on the project/phase/activity for each day of the week. 3. If notes are required on the timesheet, a Notes window appears when you leave a timesheet cell. If you do not enter notes in that window, Ajera clears the time you just entered. 4. Repeat these steps for each project/phase/activity you need to enter time for.
Overhead or nonproject time	1. In the table in the middle of the window, type the hours in the cell that correspond to the type of overhead and day of the week for the time you want to enter. 2. If notes are required on the timesheet, a Notes window appears when you leave a timesheet cell. If you do not enter notes in that window, Ajera clears the time you just entered.

Note: You can also enter hours using the timer. You can use the timer to track start/stop times, or you can use the timer without tracking start/stop times.

When you click or tab to a cell, the Hours Detail table at the bottom of the window displays any detail for that cell.

6. If you worked overtime or other premium time:
   - In the table for direct time or overhead time, click the applicable cell.
   - In the Hours Detail table, type the overtime or premium time hours. The cell in the table for direct time or overhead time is outlined in red to show it is where you are currently entering time.
   - In the Hours Detail table, change the regular hours, if needed, so the total number of hours you worked for that project/phase/activity on that day is correct.
   - If notes are required on the timesheet, enter them into the Notes field in the Hours Detail table. If you leave the Notes field without entering notes, a window appears reminding you that notes are required.

   When you move out of a row in the Hours Detail table, the total number of hours appears in the cell in the table for direct time or overhead time. A plus sign (+) also appears to indicate that the cell total contains different types of hours in addition to regular time.
7. To attach a note for hours you worked:
   - In the table at the top or in the middle of the window, click the applicable cell.
   - In the Hours Detail table, enter notes in the applicable cell.

   A note symbol appears in the cell in the table at the top of the window to indicate that notes are attached.

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8. If you enter a row by mistake, do one of the following:
   - Click the row, click the **Delete** button, and click **Yes** to delete it.
   - Right-click the row, click **Delete Row**, and click **Yes** to delete it.
9. If you need to clear the contents of a timesheet cell, right-click the cell, click **Clear contents**, and click **Yes** to clear the contents of the cell.
10. Do one of the following:
    - If you are not ready to submit the timesheet, click **Close**. You can open it later. Ajera saves it under its week ending date.
    - If you are finished with the timesheet and want to send it for approval, click the **Submit** button. Once you submit a timesheet, you can no longer change it unless you unsubmit it. Click **Close**.

Submitting a timesheet

Submit a timesheet if you are finished entering the timesheet and want it approved. Once you submit a timesheet, you can no longer change it unless you unsubmit it.

If you are already viewing the timesheet, just click the **Submit** button.

To submit a timesheet

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **My Timesheets** tab.
3. Submit the timesheet in one of the following ways:

To submit it	Do this
Without reviewing it first	Click the timesheet, and click the **Submit** button.
After reviewing it	1. Click the timesheet you want to submit, and click **Edit**. 2. Review the timesheet, and make changes if needed. 3. Click the **Submit** button.

Printing a timesheet

Print a timesheet if you need a report of the entered time.

To print a timesheet

1. From the > **Manage** menu, click **Time & Expense**.
2. Click one of the following tabs:
   - **My Timesheets**, if you want to print your own timesheet.
   - **Timesheets by Employee**, if you have Administrator privileges and want to print someone else's timesheet.
3. Double-click the timesheet you want to print.
4. Click the **Print** button. A preview of the timesheet report appears.
5. Click in the report toolbar.

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Copying a timesheet

To copy a timesheet

1. From the ☰ > **Manage** menu, click **Time & Expense**.
2. On the **My Timesheets** tab, click the **New** button.
3. For the timesheet date, either leave the date that appears or change it to reflect the date you want to enter time for.
4. Select the **Copy timesheet from** check box, and click the date of the timesheet you want to copy.
5. Click **OK**. The timesheet appears.
6. Change the timesheet, as needed.
7. Do one of the following:
   - If you are not ready to submit the timesheet, click **Close**. You can open it later. Ajera saves it under its week ending date.
   - If you are finished with the timesheet and want to send it for approval, click the **Submit** button. Click **Close**.

Using the timer to track start/stop times

*This feature is only available from ☰ > **Manage** > **Time & Expense** and is not available for ☰ > **Manage** > **Timesheets**.*

Use the timer to automatically record hours when entering time.

The behavior of the timer depends on whether or not you are tracking work start and stop times.

This topic describes what happens if you **are** tracking start and stop times. In this case, you can record one interval of regular time and one interval of overtime per timesheet cell when entering time. If more than one overtime type is available, employees can record one interval per type.

If you are **not** tracking start and stop times, see Using the timer without tracking start/stop times.

Ajera Mobile Timesheets: You cannot track start and stop times with Ajera Mobile Timesheets on your mobile device.

To use the timer tracking

1. From ☰ > **Manage** menu, click **Time & Expense**, and do the following:
   - Open a new timesheet:
     i. On the **My Time** tab, click the **New** button.
     ii. For the timesheet ending date, either leave the date that appears or change it to reflect the date you want to enter time for.
     iii. Click **OK**.
   - Open an existing timesheet:
     i. On the **My Time** tab, click the date for the timesheet you want to open, and click **Edit** .
2. Click the cell where you want to add time.
3. Click the **Timer** button. The Timer appears displaying the current time, and it begins counting.

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> **Note:** The timer counts time based on the time increment that was selected on the Time & Expense Entry tab of the Company Preferences window. For example, if the time increment is set at Half Hour, the timer counts time in half-hour increments.
>
> You can also change the elapsed time by typing a new time or by clicking the plus or minus button to change the time by the time increment set in company preferences. However, if no time increment was selected in the Company Preferences window, the plus and minus buttons do not appear.

4. When you want to stop counting time, click the **Stop Timer** button. The time you worked appears in the cell.
5. If you are tracking work start and stop times, the timer automatically counts the second session as overtime.

   To count that second session as regular time, add another row to your timesheet and start the timer from that row.
6. If it happens that you did not work on the project during all the time you used the timer, you can do one of the following:
   - Change the hours in the Hours Detail table.
   - Change the start time or end time in the Hours Detail table.

> **Note:** Start and end times appear if the **Start/end time** check box is selected in (**Customize**) window of the timesheet.

Using the timer without tracking start/stop times

*This feature is only available from > **Manage** > **Time & Expense** and is not available for > **Manage** > **Timesheets**.*

Use the timer to automatically record hours when entering time.

The behavior of the timer depends on whether or not you are tracking work start and stop times.

This topic describes what happens if you are **not** tracking start/stop times. In this case, you can record multiple intervals of regular time and overtime per timesheet cell while entering time. Ajera adds each successive interval to the total regular time or overtime recorded for the cell, and displays no start and stop times in the Hours Detail table.

If you **are** tracking start/stop times, see Using the timer to track start/stop times.

Ajera Mobile Timesheets: You cannot track start and stop times with Ajera Mobile Timesheets on your mobile device.

Recording one time interval

1. From > **Manage** menu, click **Time & Expense**, and do the following:
   - Open a new timesheet:
     i. On the **My Time** tab, click the **New** button.
     ii. For the timesheet ending date, either leave the date that appears or change it to reflect the date you want to enter time for.
     iii. Click **OK**.
   - Open an existing timesheet:

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i. On the **My Time** tab, click the date for the timesheet you want to open, and click **Edit** .

2. Click the cell where you want to add time.
3. Click the **Timer** button. The Timer appears displaying the current time, and it begins counting.

> **Note:** The timer counts time based on the time increment that was selected on the Time & Expense Entry tab of the Company Preferences window. For example, if the time increment is set at Half Hour, the timer counts time in half-hour increments.
>
> You can also change the elapsed time by clicking the plus or minus button to change the time by the time increment set in company preferences. However, if no time increment was selected in the Company Preferences window, the plus and minus buttons do not appear.

4. When you want to stop counting time, click the **Stop Timer** button. The time you worked appears in the cell.
5. If you restart the timer for the same cell on your timesheet, the timer automatically adds the second session to the regular time recorded for the cell. Each subsequent session is added to the regular-time total.

   To record overtime, click the Overtime row in the Hours Detail table before clicking the **Timer** button. You can add subsequent sessions to the overtime total, if needed.
6. If it happens that you did not work on the project during all the time you used the timer, you can change the hours in the Hours Detail table.

Tracking in/out times

You can record in and out times for events, such as lunch/breaks, in the timesheet.

Ajera Mobile Timesheets: You cannot track in and out times with Ajera Mobile Timesheets on your mobile device.

Before you begin

- On the ☰ > **Company** > **Preferences** > **Time & Expense Entry** tab, select the **Track Start & Stop Times** check box.
- Change the overhead groups for which you want to track in/out times:
  - Add a row for each in time and a row for each out time. Example:
    - Work Day In
    - Work Day Out
    - Lunch In
    - Lunch Out
  - In each of these rows, select an overhead project to track the overhead time, select a phase and activity, and leave the Pay field blank.

To track in/out times

1. From the ☰ > **Manage** menu, click **Time & Expense**.

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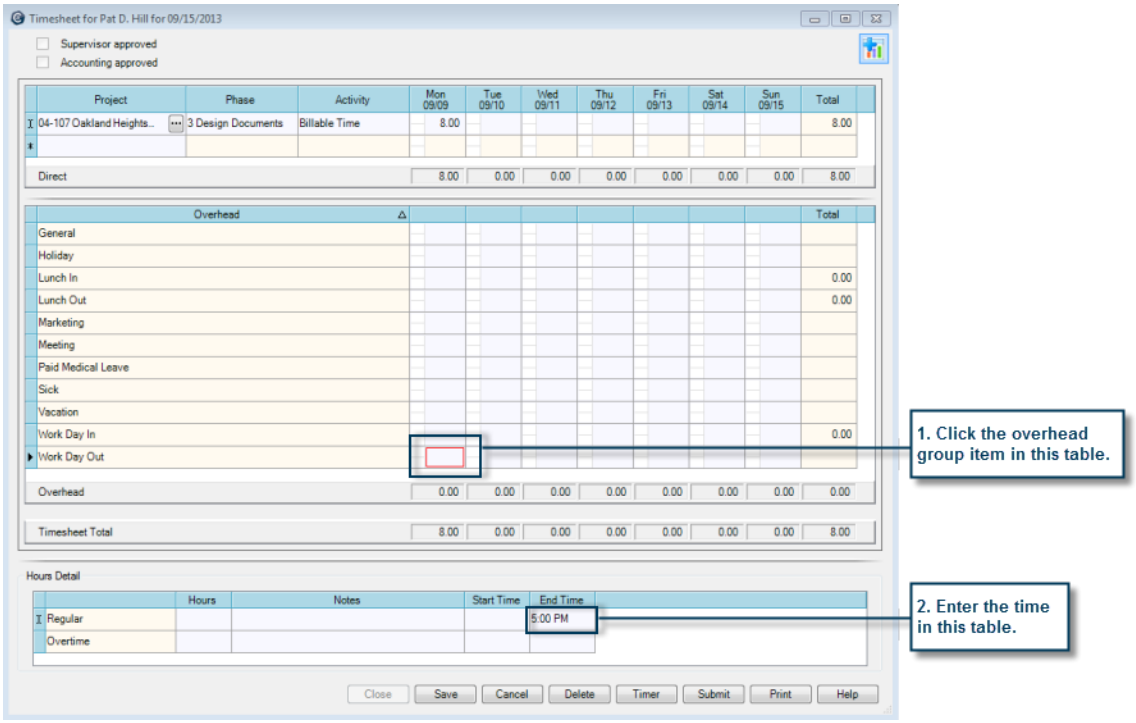
2. On the **My Time** tab, click the **New** button.
3. For the timesheet ending date, either leave the date that appears or change it to reflect the date you want to enter time for. Click **OK**.
4. Click (**Customize**) and select the **Start/Stop Time** check box. Click **OK**.
5. In the Overhead table, click the cell where you want to track the in time. A red border indicates that the cell is selected. Example:
   - In the Work Day In row, click the cell for Monday.
6. In the Hours Detail table, type the time in the Start Time cell and press the Tab key. In the Overhead table, **0** appears in the Total column. Example:
   - In the Regular row, type **8:00 AM** for the start time.

> **Note:** For each overhead group item, enter only a start time or only a stop time. If you enter both, Ajera automatically calculates the interval and enters the total time into the Overhead table.

7. In the Overhead table, click the cell where you want to track the out time. A red border indicates that the cell is selected. Example:
   - In the Work Day Out row, click the cell for Monday.
8. In the Hours Detail table, type the time in the End Time cell and press the Tab key. In the Overhead table, **0** appears in the Total column. Example:
   - In the Regular row, type **5:00 PM** for the end time.
9. Click **Save**.

Example:



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Changing a timesheet

After you submit a timesheet, you can no longer change it unless you unsubmit it or your supervisor/accounting manager rejects any time on it.

After hours are paid or billed, you can add notes but you cannot change the hours.

To change a timesheet

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **My Timesheets** tab. In the table, you can choose to:
   - View the sort order or appearance of columns differently.
   - Add optional columns to see additional information. Click (**Customize**), click the columns you want to add, and click **OK**.

Column	Description
Submitted	Indicates if the timesheet was submitted
Time rejected	Indicates if any time on the timesheet was rejected
Supervisor approved	Indicates if the supervisor approved the timesheet
Project manager approved	Indicates if the project manager approved the timesheet
Accounting approved	Indicates if the accounting manager approved the timesheet
Target billable %	Lists the targeted billable percent
Actual billable %	Lists the actual percent billable
Paid	Indicates if payroll has been processed for the employee
Regular	Indicates total regular hours on the timesheet
Overtime	Indicates total overtime hours for each overtime type set up in > **Setup** > **Company** > **Payroll** > **Pays**.

   - Change which timesheets appear in the table. Click (**Change View**), enter the following information, and click **OK**.

To view timesheets	Do this
For a certain period	In the Date Range field, click the date or time period you want to view timesheets for. To choose a range of dates, click **Select Dates** and then enter the beginning and ending dates in the fields that appear to the right.
Show only my employees	This option only appears if you are set up as an accounting manager, who by default sees all employees. Select the **Show only my employees** check box to see only your own direct reports instead of a list of all employees.

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To view timesheets	Do this
Show multilevel employees	This option only appears if you are set up as a supervisor, not as an accounting manager, and your company preferences are set up to allow multilevel timesheet approval (> Setup > Company > Preferences > Time & Expense Entry tab). Select the **Show multilevel employees** check box to see employees who report directly to you and those employees who report to supervisors who report to you.
If submitted	You can choose to see only timesheets that were submitted only by the employee, not submitted by the employee, or all timesheets. In the Employee field, make a selection.
If supervisor approved	You can choose to see only timesheets that were approved by the supervisor, not approved by the supervisor, or all timesheets. In the Supervisor field, make a selection.
If accounting approved	You can choose to see only timesheets that were approved by accounting, not approved by accounting, or all timesheets. In the Accounting field, make a selection.
If project manager approved	You can choose to see only timesheets that were approved by the project manager, not approved by the project manager, or all timesheets. In the Project Manager field, make a selection.

3. Click the date for the timesheet you want to change, and click **Edit**.
4. If needed, add optional columns to see additional information.
   Click the (**Customize**), click the columns you want to add, and click **OK**.

Column	Description
Direct time table at top of window:	
PM (Project manager approved)	Indicates if a project manager approved the time. The column is titled PM for Project Manager Approved.
Employee type	View the employee type.
Hours Detail table:	
Manager notes	View or change manager notes.
Rejected by	View who rejected the timesheet.
Rejected date/time	View the date and time the timesheet was rejected.
Project manager approved by	View the project manager who approved the timesheet.
Project manager approved date/time	View the date and time that the project manager approved the timesheet.
Start/stop time	View the starting and ending time for time counted with the timer.

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Column	Description
Billed	View if the time has been billed.
Paid	View if payroll has been processed for the employee.

5. Make changes as needed:

To change	Do this
The project, phase, or activity	Either begin to type it or click . Multi-company only. If you select a project that is not linked to your company, Ajera creates intercompany entries.
Hours for direct time	In the table at the top of the window, change the hours in the applicable cell.
Hours for overhead	In the table in the middle of the window, change the hours for the applicable cell.
Overtime or other premium time	1. In the table at the top or in the middle of the window, click the applicable cell. 2. In the Hours Detail table, change the overtime or premium time hours. 3. In the Hours Detail table, change the regular hours, if needed, so the total number of hours you worked for that project/phase/activity on that day is correct. A plus sign + appears in a cell to indicate that the cell total contains different types of hours in addition to regular time.
Notes	1. In the table at the top or in the middle of the window, click the applicable cell. 2. In the Hours Detail table, enter notes in the Notes column for the hours you want to annotate. A note symbol ≈ appears in the cell in table at the top of the window if notes are attached.

6. To delete a row in the table at the top or middle of the window, do one of the following:
   - Click the row, click **Delete**, and click **Yes** to delete it.
   - Right-click the row, click **Delete row**, and click **Yes** to delete it.
7. To clear the contents of a timesheet cell, right-click the cell, click **Clear contents**, and click **Yes** to clear the contents of the cell.
8. Do one of the following:
   - If you are not ready to submit the timesheet, click **Close**. You can open it later. Ajera saves it under its week ending date.
   - If you are finished with the timesheet and want to send it for approval, click **Submit**. Click **Close**.

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Unsubmitting a timesheet

If you unsubmit a timesheet, you can make changes to it if it has not yet been approved. However, you cannot change any time that has already been billed or paid.

To unsubmit a timesheet

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **My Timesheets** tab.
3. To see if a timesheet has been submitted, click (**Customize**), select the **Submitted** check box, and click **OK**.
4. Click the timesheet you want to unsubmit.
5. Click the **Unsubmit** button.
6. Click **Close**.

Deleting a timesheet

You cannot delete a timesheet if any of the time on it has already been billed or paid.

To delete a timesheet

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **My Timesheets** tab.
3. Click the date for the timesheet you want to delete. The dates in the list are week ending dates.
4. Click the **Delete** button.
5. Click **Yes** to delete the timesheet.
6. Click **Close**.

Activities

About activities

Activities are the type of work or expense charged to a project. You can specify cost and billing rate by activity. Reports and client invoices can be summarized or subtotaled by activity. For example, Drafting is a labor activity and Mileage is an expense activity.

Set up an activity to identify work and expenses items for establishing billing rates, invoicing, and reporting. While setting up activities, you can create and edit activity descriptions, cost and billing rates, accounts, and so on.

Ajera separates all costing and revenue activities into these three categories:

- Labor, which is related to time entry
- Consultants, which are separated from general expenses because in architecture and engineering (AE) firms, consultants are often managed separately from contract, budget, and billing perspectives
- Expenses, which include both expenses paid through vendor invoices and those expenses that have no out-of-pocket costs (in-house expenses)

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Changing an activity

To change an activity

1. From the > **Setup** menu, click **General** > **Activities**.
2. View activities in the list window differently, if needed.
3. Click the activity you want to change, and click **Edit**.
4. On the **General** tab, change information as needed.
   - You can only change the nonbillable utilization type if you chose an activity type of labor.
   - When the **Unit based** check box is selected, the cost or billing of this activity is based on a unit rate. You can then change the unit description, unit cost rate, or unit billing rate. You can also later change the unit billing rate for a project by entering a different billing rate for this activity on the applicable rate table. You can also change the rate on the client invoice.

Field	Description
Description	The name of the activity.
Activity type	The applicable category for the activity: Labor, Expense, or Consultant **Note:** After you use an activity, you can no longer change the activity type.
Non-billable utilization type	For an activity type of Labor only. This field contains the **utilization type**[1]. When an employee enters time for a labor activity to a billable project or phase, Ajera reports it as Billable on the Employee Utilization report. When an employee enters time for a labor activity to a nonbillable project or phase, use this field to select the way you want to report that time on the Employee Utilization report. If you do not make a selection, hours entered to nonbillable phases for this activity do not appear in the utilization columns on the Employee Utilization report but are reflected in the report totals.
Apply sales tax	Select the check box to apply sales tax to billing amounts for the activity. **Note:** The Apply Sales Tax option must be selected in > Setup > Company > Preferences > Billing tab, and sales tax must be set up for the project or phase associated with the activity. Ajera applies sales tax to any labor or expense activities for which you select this option.
Allow entry on expense reports	When the activity type is Expense, select this check box if you want employees to be able to enter expenses for this activity on expense reports.
Allow entry on purchase orders	*Not available in ajeraCore or ajeraCore + add-ons* When the activity type is Expense or Consultant, select this check box if you want employees to be able to enter purchase orders for this activity.

[1] Defines employee time as direct or indirect, such as direct, sick, vacation, or marketing.

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5. To base the cost or billing of this activity on a unit rate, select the **Unit based** check box and complete the following fields.

Field	Description
Unit description	The description for the units - It appears on reports and invoices. Enter the unit description in singular form. For example, **mile** or **copy**. On reports and invoices, Ajera automatically capitalizes the first letter of the first word and makes the last word plural. It does not change the case elsewhere. For example, if you enter **ongoing CAD service**, it appears as **Ongoing CAD services**.
Unit cost rate	The unit cost rate that you want to appear when using the activity
Unit billing rate	The unit billing rate that you want to appear when using this activity. To later change this rate for a project, you can enter a different billing rate on the applicable rate table or on the client invoice.

6. On the **Cost/Expense Accounts** tab, change information as needed.

   The fields on the **Cost/Expense Accounts** tab are only available for nonlabor activities. Labor costs are distributed to your expense accounts based on your company preferences as defined during your initial setup of Ajera.

Field	Description
Billable	The account you want to use when entering this activity to a billable project or phase
Nonbillable	The account you want to use when entering this activity to a project or phase with a billing type of Nonbillable
Marketing	The account you want to use when entering this activity to a project or phase with a billing type of Marketing
Overhead expense	The account you want to use when entering this activity to a project or phase with a billing type of Overhead

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Field	Description
In-house credit: account	When you enter in-house expenses to move cost from general expenses to direct cost, you can specify the general account you want to credit. Select the expense account you want to use for the credit entry when the amount associated with this activity is moved from an overhead expense to a project cost. **Note:** If you do not want Ajera to create financial accounting entries when entering in-house expenses, leave this field blank. For example, you may want to enter some expenses to bill a client, but you do not want to redistribute cost for financial reporting.
In-house credit: department	**unavailable in ajeraCore unless you have the Departments add-on** Only applies if you are using departments - This field contains the department you want to use for the credit entry when the amount associated with this activity is moved from an overhead expense to a project cost. **Note:** Ajera automatically enters the first department listed on the Department List window (> Setup > Company > Financials > Departments). Change it, as needed.

7. Click the **Attachments** tab, and change the attachment information, as needed.
8. Click the **Notes** tab to change notes about the activity.
9. Click **Save**.
10. Click **Close**.

Copying an activity

To copy an activity

1. From the > **Setup** menu, click **General** > **Activities**.
2. View activities in the list window differently, if needed.
3. Click the activity you want to copy, and click **Copy**.
4. Change the description and any other activity information as needed.
5. Click **Save**. The activity appears below the current row. To move it, click the row and click or .
6. Click **Close**.

Deleting an activity

You cannot delete an activity if it is currently being used. However, you can make it inactive.

To delete an activity

1. From the > **Setup** menu, click **General** > **Activities**.
2. View activities in the list window differently if needed.

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3. Click the activity you want to delete, and click the **Delete** button.
4. Click **Yes** to delete it.
5. Click **Close**.

Inactivating an activity

If you inactivate an activity, it cannot be used; however, it remains in the database and continues to appear on reports.

1. From the > **Setup** menu, click **General** > **Activities**.
2. Click the activity you want to inactivate, and **Edit** .
3. In the Status field, select **Inactive**.
4. Click **Save**.
5. Click **Close**.

Overhead groups

About overhead groups

You can use overhead groups to set up specific **overhead** project, phase, activity, or account information so that it defaults onto employee timesheets, simplifying timesheet entry. If you want to track **indirect time**[1] on **employee utilization**[2] time reports, you need to use overhead groups.

When you set up an overhead group, you create overhead group items. These items appear in the Overhead area of an employee's timesheet. When you create an overhead group item, you link a pay to it. The pay determines the way Ajera reports the time on an employee's paycheck stub (or if using a payroll service, in the payroll file).

You choose which items appear on an employee's timesheet by assigning the employee to an overhead group.

Setting up overhead groups

To set up overhead groups

1. From the > **Setup** menu, click **General** > **Overhead Groups**.
2. Click the **New** button.
3. Type a description for the overhead group.
4. On the **Detail** tab, complete a row of the table for each overhead item you want to set up. Overhead group items appear in the Overhead area on employee timesheets.

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[1]The dollar amount of wages and salaries not charged to projects, including wages of administrative, technical, and professional employees that are not billed to projects. It also includes all paid leave.
[2]An industry standard used to help track and manage time on an individual level. With Ajera, you can track employee productivity using the Employee Utilization report. The report contains each employee's billable and nonbillable hours and cost. Information appears based on how you classify your labor activities into billable and nonbillable categories.

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For	Do this
Status	Leave the status as Active. **Note:** You can later change the status to Inactive if you no longer want to use the overhead item.
Description	Type the name of the overhead item (such as vacation, sick, and administration) as you want it to appear on employee timesheets.
Project, phase, activity	To track overhead time to an overhead project, enter the project, phase, and activity. This information can be used for **employee utilization**[1] reporting. Otherwise, leave them blank and enter an account. **Note:** If you are tracking in and out times in a timesheet cell, you must select an overhead project. You cannot track in and out times with an account selected in the Account field.
Account	Only available if the Project is blank. Enter the account you want to use for tracking the cost associated with this overhead time.
Pay	Select a pay to indicate the way you want to report time on the paycheck stub (or if using a payroll service, in the payroll file). For example, if you select the Vacation pay, Ajera reports all time entered to this overhead group item as Vacation on the paycheck stub. Do not select an accrual pay. If you select the Regular pay or do not select a pay, Ajera reports the time on the paycheck stub as Regular. **Note:** Time employees enter in the table for direct time on the timesheet is always reflected as Regular or Overtime pay on the paycheck stub (or if using a payroll service, in the payroll file). **unavailable in ajeraCore unless you have the Payroll add-on** - If you are processing payroll in-house, Ajera uses the expense account from the pay (> Setup > Company > Payroll > Setup > Pays) when time is entered.

Click the **Attachments** tab and add attachments, by linking to related files. A linked file must be in a shared location for other people to open it (for example, on a shared network or a website).

5.
6. Click **Save**.
7. Click **Close**.

[1] An industry standard used to help track and manage time on an individual level. With Ajera, you can track employee productivity using the Employee Utilization report. The report contains each employee's billable and nonbillable hours and cost. Information appears based on how you classify your labor activities into billable and nonbillable categories.

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Setting up overheads for employee utilization

When an employee enters time and is part of an overhead group, Ajera uses that overhead group to determine the department (**unavailable in ajeraCore unless you have the Departments add-on**), associated financial account, and employee utilization.

To set up overheads for employee utilization

1. Set up an overhead project.

   When setting up the project, on the **Billing** tab, select a billing type of **Overhead**.

   unavailable in ajeraCore unless you have the Departments add-on - If using departments, you can set up phases for the overhead project that are the same as your departments. Ajera automatically assigns the correct department as you make entries.
2. For each activity you plan to use for non-billable labor, define a non-billable **utilization type**[1]. Ajera automatically assigns the correct financial account as you make entries.

Changing an overhead group

When an employee enters time and is part of an overhead group, Ajera uses that overhead group to determine the department (**unavailable in ajeraCore unless you have the Departments add-on**), associated financial account, and employee utilization.

To change an overhead group

1. From the > **Setup** menu, click **General** > **Overhead Groups**.
2. Click the overhead group you want to change, and click **Edit**.
3. On the **Detail** tab, each row of the table contains an overhead group item. Overhead group items appear in the Overhead area on employee timesheets. Change them as needed.

Field	Description
Status	Options are: • Active: the overhead group is available for use. • Inactive: the overhead group cannot be used; however, it remains in the database and continues to appear on reports.
Description	The name of the overhead item (such as Vacation, Sick, or Administration) as it appears on employee timesheets.
Project, phase, activity	To track overhead time to an overhead project, enter the project, phase, and activity. This information can be used for **employee utilization**[2] reporting. Otherwise, you can leave them blank.

[1] Defines employee time as direct or indirect, such as direct, sick, vacation, or marketing.
[2] An industry standard used to help track and manage time on an individual level. With Ajera, you can track employee productivity using the Employee Utilization report. The report contains each employee's billable and nonbillable hours and cost. Information appears based on how you classify your labor activities into billable and nonbillable categories.

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Field	Description
	Note: If you are tracking in and out times in a timesheet cell, you must select an overhead project. You cannot track in and out times with an account selected in the Account field.
Account	Only available if the Project column is blank. The account you want to use for tracking the cost associated with this overhead time.
Pay	Select a pay to indicate the way you want to report time on the paycheck stub (or if using a payroll service, in the payroll file). For example, if you select the Vacation pay, Ajera reports all time entered to this overhead group item as Vacation on the paycheck stub. Do not select an accrual pay. If you select the Regular pay or do not select a pay, Ajera reports the time on the paycheck stub as Regular. **Note:** Time employees enter in the table for direct time on the timesheet is always reflected as Regular or Overtime pay on the paycheck stub (or if using a payroll service, in the payroll file). **unavailable in ajeraCore unless you have the Payroll add-on** - If you are processing payroll in-house, Ajera uses the expense account from the pay (> Setup > Company > Payroll > Pays) when time is entered.

4. Click the **Attachments** tab, and change the attachment information, as needed.
5. Click the **Notes** tab to change any notes for the overhead group.
6. Click **Save**.
7. Click **Close**.

Copying an overhead group

To copy an overhead group

1. From the > **Setup** menu, click **General** > **Overhead Groups**.
2. Click the overhead group you want to copy, and click **Copy**.
3. Change the description and overhead group information as needed.
4. Click **Save**.
5. Click **Close**.

Deleting an overhead group

To delete an overhead group

1. From the > **Setup** menu, click **General** > **Overhead Groups**.
2. Click the overhead group you want to delete, and click the **Delete** button.

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3. Click **Yes** to delete it.
4. Click **Close**.

Inactivating an overhead group

If you inactivate an overhead group, it cannot be used; however, it remains in the database and continues to appear on reports.

1. From the > **Setup** menu, click **General** > **Overhead Groups**.
2. Click the overhead group you want to inactivate, and click **Edit** .
3. In the Status field for each overhead group item you want to make inactive, select **Inactive**.
4. Click **Save**.
5. Click **Close**.

Ajera Mobile Timesheets

What are Ajera Mobile Timesheets?

Ajera Mobile Timesheets combine the power of Ajera's timesheets with the mobility of your phone or tablet to record your time and submit accurate timesheets - anytime, anywhere.

All you need to use Ajera Mobile Timesheets is a supported mobile device and a web connection to access your Ajera server.

Setting up Ajera Mobile Timesheets

Contact your IT resources to set up and configure your network, firewall, and Internet technology.

Note:	Because of the variations in firewalls, servers, network access, and Internet providers, Deltek cannot provide guidance on how you should configure your office.

Refer to the *Ajera Installation Guide* and *Ajera Hardware/Software Requirements* sheet for specific information on setting up Ajera for external web access.

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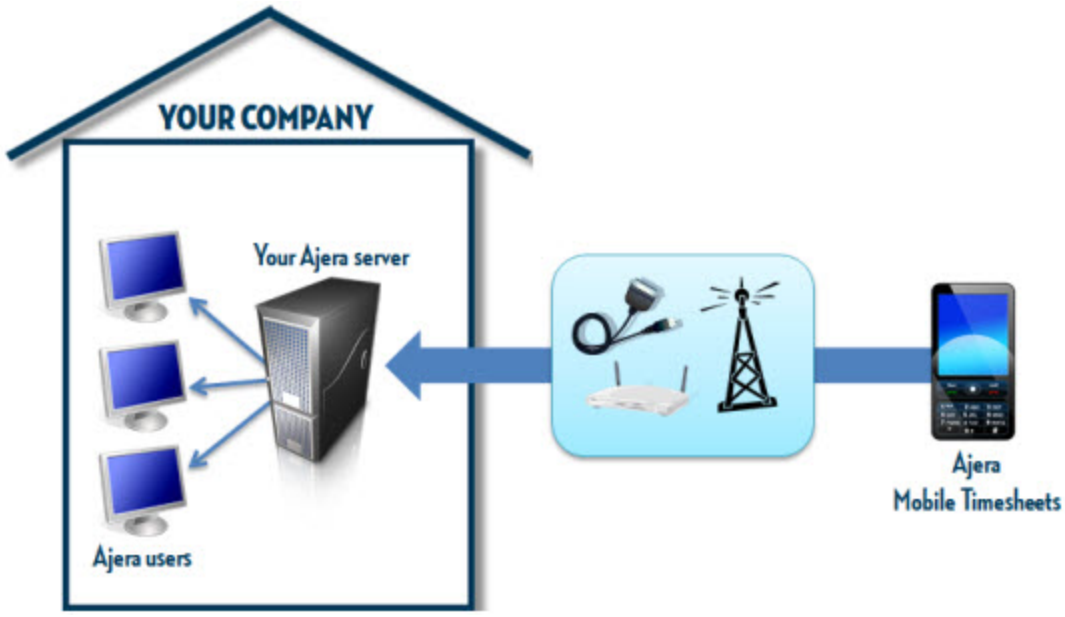

Learn how to:

- Enter project or overhead time
- Change time entries
- Delete time entries
- Correct rejected time
- Submit or unsubmit timesheets

Icons

moves backward to previous timesheets

moves forward to future timesheets

searches for projects by description, project ID, or client name

displays available hour types

indicates overtime on a time entry

indicates notes on a time entry

indicates rejected time

indicates a locked timesheet (submitted, approved, billed, or paid)

4.25 displays time entered; drop-down arrow displays on-screen keyboard

Entering time...

For a project

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1. Use (previous) and (next) at the top of the screen to navigate to the relevant timesheet.
   Do not use your device's back and forth buttons; they navigate only through web pages not through timesheets.
2. To switch to a specific day, tap on it and then tap **Add**.
3. Enter a project description, project ID, or client name and tap **Search**.

   Note: You can search on partial entries of project descriptions, IDs, or names. Searching requires an Internet connection.
4. Choose the project, phase, and activity that you worked on. Your setup determines what displays.
5. Choose the appropriate hour type.
   You can toggle between regular and overtime hours. If you have more than two hour types, a list appears.
6. Enter the time you worked on the project, phase, or activity, using the onscreen keypad or your device keyboard.
7. Enter notes. You can add notes to submitted, approved, or rejected timesheets.
8. Tap **OK** and then tap **Save** to save your entries.
   Your mobile device holds your updates even if you lose your Internet connection.
   When your connection is restored, refresh your browser to sync your updates with your Ajera timesheet.

For overhead entries

1. Use (previous) and (next) at the top of the screen to navigate to the relevant timesheet.
   Do not use your device's back and forth buttons; they navigate only through web pages not through timesheets.
2. To switch to a specific day, tap on it and then tap **Add**.
3. Choose one overhead entry. Only overhead groups set up for your organization appear on the list.
4. Choose the appropriate hour type.
   You can toggle between regular and overtime hours. If you have more than two hour types, a list appears.
5. Enter the time you worked on the project, phase, or activity, using the onscreen keypad or your device keyboard.
6. Enter notes. You can add notes to submitted, approved, or rejected timesheets.
7. Tap **OK** and then tap **Save** to save your entries.
   Your mobile device holds your updates even if you lose your Internet connection.
   When your connection is restored, refresh your browser to sync your updates with your Ajera timesheet.

Using a recent timesheet entry

1. Use (previous) and (next) at the top of the screen to navigate to the relevant timesheet.
   Do not use your device's back and forth buttons; they navigate only through web pages not through timesheets.
2. To switch to a specific day, tap on it and then tap **Recent** to see your projects from the last two weeks. You cannot use this option on approved timesheets.

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3. Tap to select one or more overhead and/or project items; appears next to your entries.
   To choose all project entries for a specific date, tap the date title bar.
4. Tap **Select Projects**.
5. If you chose more than one item, tap the one to which you want to add time.
6. Choose the appropriate hour type.
   You can toggle between regular and overtime hours. If you have more than two hour types, a list appears.
7. Enter the time you worked on the project, phase, or activity, using the onscreen keypad or your device keyboard.
8. Enter notes. You can add notes to submitted, approved, or rejected timesheets.
9. Tap **OK** and then tap **Save** to save your entries.
   Your mobile device holds your updates even if you lose your Internet connection.
   When your connection is restored, refresh your browser to sync your updates with your Ajera timesheet.

Submitting or unsubmitting timesheets

To submit or unsubmit a timesheet

1. Enter and save your time.
2. On the timesheet window, look for icons or statuses that might prohibit you from submitting your timesheet.
3. On the main screen, tap **Menu**.
   - Tap **Submit** to send your final timesheet to your supervisor for approval.

   Note: Timesheets are locked when they are submitted, approved, billed, or paid. If your supervisor or accounting manager has the appropriate preferences set, they can change your submitted timesheet. Contact your Ajera administrator for details.

   - Tap **Unsubmit** to return a submitted timesheet to a draft state. Make any changes and resubmit for approval.
4. Tap **Home** to return to the timesheet.

Correcting rejected time

Your supervisor can reject individual hours on a timesheet and add notes indicating why the time was rejected.

To correct rejected time

1. Use (previous) and (next) at the top of the screen to navigate to the relevant timesheet.
   Do not use your device's back and forth buttons; they navigate only through web pages not through timesheets.
2. Tap rejected dates highlighted in **red**.
3. To correct a rejected time entry, tap the entry.

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4. Review the **Rejection Notes** to determine what you should fix. If no notes exist, contact your supervisor for details.
5. Verify that you have chosen the correct project, phase, activity, and hour type.
6. Correct your time entry.

Note:	You may need to delete the time in the cell or delete the row then reenter the time on a new row for the submit button to become available.

7. Your mobile device holds your updates even if you lose your Internet connection.
   When your connection is restored, refresh your browser to sync your updates with your Ajera timesheet.
8. Resubmit your timesheet.

Changing timesheets

- Entering time
- Deleting time entries
- Correcting rejected time
- Unsubmitting timesheets

Deleting time entries

To delete time entries

1. Use (previous) and (next) to navigate to the relevant timesheet.
   Do not use your device's back and forth buttons; they navigate only through web pages not through timesheets.
2. Tap the time entry you wish to delete.
   You cannot delete locked time entries (such as submitted, approved, billed, or paid).
3. Tap **Delete** at the bottom of the screen. That time entry disappears.
4. Your mobile device holds your updates even if you lose your Internet connection.
   When your connection is restored, refresh your browser to sync your updates with your Ajera timesheet.

FAQs

What version of Ajera am I using?

Go to the Ajera Mobile Timesheets main menu, where you'll see the words *Ajera Mobile Timesheets*, followed by your current Ajera version.

Connectivity

Why can't I access my timesheet on my mobile device?

Turn off private browsing on your device when working on your timesheet.

What happens if I lose my Internet connection?

Your mobile device holds your updates even if you lose your Internet connection.
When your connection is restored, refresh your browser to sync your updates with your Ajera timesheet.

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How can I sync my mobile device with Ajera?

Refresh your browser to sync project updates, approvals, rejections, notes, or time entries.

Why are my timesheets slow to respond?

Ajera Mobile Timesheets is only as quick as the strength of your Internet signal. Connecting to a large Ajera database may also slow the responsiveness of your timesheets. Whenever possible, connect to the timesheets using a Wi-Fi signal.

How do Ajera Mobile Timesheets affect my data charges?

Because of the variations in Internet providers, Deltek cannot provide guidance on your specific data plans. Contact your device provider with your questions. Whenever possible, connect to your timesheets using a Wi-Fi signal.

Navigation

How do I move back and forth through my timesheet?

Use (previous) and (next) at the top of the screen to navigate to the relevant timesheet.
Do not use your device's back and forth buttons; they navigate only through web pages not through timesheets.

Projects

Why do I have to search for a project?

To minimize the impact to your data plan and performance, no project information is stored on the mobile device. You must connect to Ajera to find your project information.

You cannot search for projects if you lose your connection. Recent time entries do appear.

How far back can I see projects on the Recent list?

Recent entries include the last two full timesheet weeks plus the current week's entries.

Timesheets

How do I track start and stop times?

You must connect to Ajera to track start and stop times for periods like breaks, lunch time, or overtime. You cannot track start and stop times with ***Ajera Mobile Timesheets*** on your mobile device.

How can I access today's timesheet quickly?

Refresh your browser to go to today's time entries.

Why are some days shaded on the timesheet?

Your Ajera administrator can set which days are accessible on your timesheet. You cannot add time to a shaded day.

Why do some projects or phases require a timesheet note?

Ajera can be set up to require notes for all new projects. Contact your Ajera administrator for details.

Can I change a submitted, billed, or paid timesheet?

You can unsubmit (**Menu > Unsubmit**) to return a submitted timesheet to a draft state. You cannot unsubmit an approved, billed, or paid timesheet.

Can I add notes to submitted timesheets?

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To make any changes to a submitted timesheet, you must be set up with the appropriate preferences Contact your Ajera administrator for details.

Importing time

About importing in-house expenses and time

You can import in-house expenses and time into Ajera from a comma-separated values (.csv) file.

For example, you may have a record of transactions (from a copier, plotter, or so on) that you want to import into Ajera without having to enter them manually. Similarly, you may have timesheets entered in another software program or Microsoft Excel file that you want to import automatically into Ajera.

You can save only one set of import options for in-house expenses and one set for time. If you are using import files with different formats, you need to change the import options to match the import file you are currently importing.

After you import the data, you cannot undo the import. You must handle the new entries as you would any other in-house expenses or time.

The process

When importing in-house expenses or time for the first time, follow these steps:

1. Before getting started, first ensure that you have security access to import time and expenses (> Setup > Company > Roles > File tab).
2. Set up the import file.
3. Import in-house expenses or import time into Ajera.

Setting up an import file for in-house expenses or time

In some cases, you record in-house expenses or time in a file outside of Ajera, such as a Microsoft Excel file, that you then import into Ajera.

This topic describes how to set up the file that you import to Ajera.

The software exporting the data often provides the comma-separated values (.csv) file that you import to Ajera. A third-party vendor or Ajera consultant ensures that the file is set up properly so you can import it into Ajera.

Data you can import

The file must be in a .csv file. The import file can consist of the columns listed in the table below. The columns can be in any order, but the order must be the same for every row of the file.

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Note:

- To know exactly what Ajera allows for import, experiment with the import options before setting up the import file. As you work, Ajera allows you to include only valid combinations of options. Follow these instructions to work with the import options:
- For time import files in Microsoft Excel, do not place the Notes or Employee Type columns at the end of a row. If these columns are blank, the import process cannot recognize them, and an error will occur.
- For time and in-house expense import files in Microsoft Excel, use the right-click > **Delete** command or the **Home** > **Editing** > **Clear** > **Clear All** command to delete information.

  Do not use the **Delete** key or the right-click > **Clear Contents** command. These functions do not delete all traces of content, and an error will occur during the import process.

For data that is redundant, you can use only one column or the other. For example, if you include the Activity Key, Ajera does not allow you to include the Activity Description.

Importing in-house expenses

Importing time

In-house expenses import file options	Time import file options
Activity Description	Activity Description
Activity Key	Activity Key
Billing Amount	Date
Billing Rate	Employee Key
Billing Units	Employee Name
Cost Amount	Employee Type Description
Cost Rate	Employee Type Key
Date	End Time
Notes	Hours
Phase Description	Hours Type
Phase ID	Notes
Phase Key	Overhead Detail Description
Project Description	Overhead Detail Key
Project ID	Phase Description
Project Key	Phase ID
Units	Phase Key
	Project Description
	Project ID
	Project Key
	Start Time

Key fields

A **key field** is a one-to-one match with the Ajera database. You may prefer to use the key field instead of the description field. When you use a key field, you eliminate import errors due to typos, misspellings, and so on.

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To use Ajera's key fields in the import file, you can write a query of the Ajera database listing phases and activities. Another option is to modify the Transaction inquiry so it contains only the key, such as the phase key and activity key; you can then export it to Microsoft Excel and save it as a .csv file.

When all phases or activities are the same

If all phases are the same, or all activities are the same, you do not need to include a column for them in your import file. There is an option in the Ajera import where you can identify the specific phase or activity, and therefore, assign it to all the entries in the file.

Data you do not need in the import file

Ajera can automatically create some columns based on related columns, so you do not need to include them in your import file.

If your import file has a column for	It does not need a column for
Project Key	Project Description Project ID Phase Key
Project Description	Project Key Project ID Phase Key
Phase Key	Project Key Project Description Project ID Phase Description Phase ID
Phase Description	Phase Key Project ID
Phase ID	Phase Key Phase Description
Employee Name	Employee Key
Employee Key	Employee Name
Employee Type Description	Employee Type Key
Employee Type Key	Employee Type Description
Activity Description	Activity Key
Activity Key	Activity Description
Overhead Description	Overhead Key

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If your import file has a column for	It does not need a column for
Overhead Detail Key	Overhead Detail Description
Units	Billing Units, if you want the billing units to automatically equal the cost units **Note:** To enter separate values for billing units and cost units, include both the Billing Units and Units columns in your import file.
Billing Units	Units, if you want the cost units to automatically equal zero **Note:** To enter separate values for billing units and cost units, include both the Units and Billing Units columns in your import file.

Text entries

The capitalization of letters in the text (such as upper case or sentence case) for entries in the import file does not need to exactly match the entry in Ajera.

However, the text in the import file must include any spaces between words, such as for Schematic Design.

When subphase descriptions are the same

If some project subphases have the same description and your import file includes the Phase Description or Phase ID column, enter the full phase path for those subphases in the import file, not just the description. This way, Ajera can differentiate between the subphases.

Be sure to format the phase path as *<phase description>**<subphase description>* (for example, **Schematic Design\\Interior Architecture\\Documents\\March**). Separate each phase description and subphase description with two backslashes.

Importing time

When importing time, you first select options that define the contents of the import file, and you then import that file into Ajera. You save those options so you can use them for files you import later, changing them as needed.

Note: You can import time entries to an existing timesheet that has not been approved. Each entry appears in Ajera as a new row on the timesheet, unless the project, phase, and activity of an entry in the import file are the same as those of a timesheet entry that has some blank timesheet cells. Entries that match up with the blank cells import into that row on the timesheet.

Before importing time for the first time, be sure to review the instructions for Setting up the import file.

To import time

1. From the > **Manage** menu, click **Import Time**.
2. In the Import File field, select the file that contains the time you want to import to Ajera.
3. Click the **Options** button. The Import Time Setup window appears.

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4. The columns listed in the Import Columns box on this window must exactly match those that appear in the import file that you want to import to Ajera.
   - To move a column into the Import Columns box, select it in the Available Columns box, and click the right arrow.
   - To move a column out of the Import Columns box, select it in the Import Columns box, and click the left arrow.

   For data that is redundant, you can import only one column or the other. For example, if you include the Phase Description in the Import Columns box, Ajera does not allow you to include the Phase ID.

   When working with the import columns, do the following as needed:

If the import file has	Do this
A key field	Move the **key field** into the Import Columns box. For some types of entries, key fields are available, such as an Activity key. You cannot move a key field to the Import Columns box if a related item already appears there. For example, you cannot add the Activity Key until you first move the Activity Description out of the box.
No column for the activity	If all the time entries you are importing have the same activity and you do not have a column for it in the file you are importing, do the following: • Ensure that the Activity Key and Activity Description columns do not appear in the Import Columns box. • In the Activity field below the table, select the activity you want to enter for all the time entries.
No column for the phase	If all the time entries you are importing have the same phase and you do not have a column for it in the file you are importing, do the following: • Ensure that the Phase Description, Phase ID, and Phase Key columns do not appear in the Import Columns box. • In the Phase field below the table, select the phase that you want to enter for all the time entries.

5. Order the columns in the Import Columns box to match the order in your import file by clicking a column, and clicking the up or down arrow.
6. Click **Save**. The Import Time window appears.
7. Click **Import**.
8. To review the time you imported from Ajera, from the > **Manage** menu, click the **Time and Expense** > **Timesheets by Employee** tab.
9. If you need to report on the imported time, do the following:
   - On the Transaction Labor inquiry, add the Is Imported column.
   - Review the session journal.

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For managers and supervisors

Approving a timesheet

After a timesheet is approved, supervisors or accounting managers can no longer change it, unless they first unapprove it.

You can also choose to have project managers approve time for a project.

Learning Resource: Time Entry Functional Guide

To approve a timesheet

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **Timesheets by Employee** tab.
3. In the table, you can choose to:
   - View the sort order or appearance of columns differently.
   - Add optional columns to see additional information. Click (**Customize**), select the columns you want to add, and click **OK**.

Column	Description
Company	Multi-company only. The company the employee works for
First name	First name of the employee
Middle name	Middle name of the employee
Last name	Last name of the employee
Submitted	Indicates if the timesheet was submitted.
Time rejected	Indicates if any time on the timesheet was rejected.
Supervisor approved	Indicates if the supervisor approved the timesheet.
Project manager approved	Indicates if the project manager approved the timesheet.
Accounting approved	Indicates if the accounting manager approved the timesheet.
Target billable %	Lists the targeted billable percent, as set up on the General tab of the Employee window.
Actual billable %	Lists the actual percent billable.
Paid	Indicates if payroll has been processed for the employee.

   - Change which timesheets appear in the table. Click (**Change View**) and enter information as follows:

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Column	Description
For a certain period	In the Date Range field, click the date or time period you want to view timesheets for. To choose a range of dates, click **Select Dates** and then enter the beginning and ending dates in the fields that appear to the right.
Company	Multi-company only. Select to view timesheets only for the selected company.
Show only my employees	This option only appears if you are set up as an accounting manager, who by default sees all employees. Select the **Show only my employees** check box to see only your own direct reports instead of a list of all employees.
Show multilevel employees	This option only appears if you are set up as a supervisor, not as an accounting manager, and your company preferences are set up to allow multilevel timesheet approval (> Setup > Company > Preferences > Time & Expense Entry tab). Select the **Show multilevel employees** check box to see employees who report directly to you and those employees who report to supervisors who report to you.
For a specific employee	In the Employee field, enter the name.
If submitted	In the Submitted field, make a selection. You can choose to see only timesheets that were submitted, not submitted, or all timesheets.
If supervisor approved	In the Supervisor Approved field, make a selection. You can choose to see only timesheets that were approved by the supervisor, not approved, or all timesheets.
If accounting approved	In the Accounting Approved field, make a selection. You can choose to see only timesheets that were approved by accounting, not approved, or all timesheets.

4. Click the timesheet you want to approve. If you want to approve it without looking at it, click **Approve**. Otherwise, click **Edit** and follow the remainder of these instructions.
5. If needed, add optional columns to see additional information.

   Click (**Customize**), select the columns you want to add, and click **OK**.

Column	Description
Direct time table at top of window	
P (Project manager approved)	Indicates if a project manager approved the time. The column on the window is titled P for Project Manager Approved.
Employee type	View the employee type.

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Column	Description
Hours Detail table	
Manager notes	View or change manager notes.
Rejected by	View who rejected the timesheet.
Rejected date/time	View the date and time the timesheet was rejected.
Project manager approved by	View the project manager who approved the timesheet.
Project manager approved date/time	View the date and time that the project manager approved the timesheet.
Start/stop time	View the starting and ending time for time counted with the timer.
Billed	View if the time has been billed.

6. If you do not want to approve certain hours on the timesheet, do one of the following:
   - Change the hours for your employee, if allowed through your company preference settings.
   - Reject the time, as follows, so the employee can review and change the timesheet.

To reject time for	Do this
A row	Click the first cell on the left of the row, and then right-click and click **Reject Row**.
A cell	Click the cell, and then right-click and click **Reject**.

The hours for rejected time appear in **bold type** to indicate that you rejected them. When you reject time, Ajera enters it on the client invoice with a status of Hold.

If you reject time for a row or cell by mistake, simply right-click and click the **Reject** option again.

Note: If you reject any hours on a timesheet, you cannot approve the timesheet. It is automatically unapproved and unsubmitted.

The time can be corrected in one of the following ways:

To correct time as	Do this
The employee	Delete the rejected hours, click **Save**, make changes as needed and re-enter the hours, and submit the timesheet again.
The supervisor/ accounting manager	If your company preferences for time and expense entry are set up to permit it, make changes as needed. You can always submit or unsubmit a timesheet by right-clicking a timesheet on the Timesheet List window and clicking **Submit**.

7. To enter any manager notes or comments for a cell, do the following:
   - If the Manager Notes column does not appear in the Hours Detail table, click (**Customize**), select the **Manager notes** check box, and click **OK**.

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- Click the cell in the table at the top or middle of the window that you want to enter notes for.
- In the Manager Notes cell in the Hours Detail table, enter your notes.

8. Do one of the following:

To	Do this
Approve as a supervisor	Select the **Supervisor Approved** check box, and click **Close**.
Approve as an accounting manager	Select the **Accounting Approved** check box, and click **Close**.
Not approve the timesheet	Click **Close**.

Unapproving a timesheet

If you have already approved a timesheet but no longer want it approved, you can unapprove it. The supervisor/accounting manager can make changes to the timesheet if is set up to allow it. Otherwise, the employee must review and change the timesheet. However, any time that has already been billed or paid can no longer be changed.

To unapprove a timesheet

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **Timesheets by Employee** tab.
3. Unapprove the timesheet as follows:

To	Do this
Not see the timesheet first	1. Click the **Unapprove** button. 2. Clear the **Supervisor approved** or **Accounting approved** check box. Click **OK**.
See the timesheet first	1. Click the timesheet you want to unapprove and click the **Edit** button. 2. Clear the **Supervisor approved** or **Accounting approved** check box. 3. Click **Close**.

4. Click **Close**.

Rejecting time

If you do not want to approve certain hours on the timesheet, do one of the following:

- Change the hours for your employee, if allowed through your company preference settings.
- Reject the time, as follows, so the employee can review and change the timesheet.

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To reject time for	Do this
A row	Click the first cell on the left of the row, and then right-click and click **Reject Row**.
A cell	Click the cell, and then right-click and click **Reject**.

The hours for rejected time appear in **bold** to indicate that you rejected them. If you reject time for a row or cell by mistake, right-click and click **Reject** again.

> **Note:** If you reject any hours on a timesheet, you cannot approve the timesheet. Ajera automatically unapproves and unsubmits it.

The time can be corrected in one of the following ways:

To correct tie as	Do this
The employee	Delete the rejected hours, click **Save**, make changes as needed and re-enter the hours, and submit the timesheet again.
The supervisor/ accounting manager	If your company preferences for time and expense entry are set up to permit it, make changes as needed. You can always submit or unsubmit a timesheet by right-clicking a timesheet on the Timesheet List window and clicking **Submit**.

Approving time as a project manager

To approve time as a project manager

1. View the time for the project.
2. Click the row you want to approve, and click **Approve**.

   > **Note:** To unapprove time that you already approved, click **Unapprove**.

3. To reject time, click **Reject**. If you reject time by mistake, right-click the row and click **Reject**.

   When you reject time, the timesheet is marked as *Time Rejected* on the employee's timesheet list. The employee must correct the time and submit it for approval again.

   > **Note:** To reinstate rejected time, click **Unreject**. The timesheet returns to a state of waiting for approval.

4. Click **Close**.

Viewing an employee timesheet

To view an employee timesheet

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1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **Timesheets by Employee** tab.
3. In the table, you can choose to:
   - Add optional columns to see additional information:

Company	Multi-company only. The company the employee works for
First name	First name of the employee
Middle name	Middle name of the employee
Last name	Last name of the employee
Submitted	Indicates if the timesheet was submitted
Time rejected	Indicates if any time on the timesheet was rejected
Supervisor approved	Indicates if the supervisor approved the timesheet
Project manager approved	Indicates if the project manager approved the timesheet
Accounting approved	Indicates if the accounting manager approved the timesheet
Target billable %	Lists the targeted billable percent: Billable percent = (billable hours / hours on timesheet) x 100.00
Actual billable %	Lists the actual percent billable: Billable percent = (billable hours / hours on timesheet) x 100.00
Paid	Indicates if client has paid for the time

   - Click (**Customize**), select the columns you want to add, and click **OK**.
   - View the sort order or appearance of columns differently.
   - Change which timesheets appear in the table:
     Click (**Change View**) and enter information as follows:

To view timesheets	Do this
For a certain period	In the Date Range field, click the date or time period you want to view timesheets for. To choose a range of dates, click **Select Dates** and then enter the beginning and ending dates in the fields that appear to the right.
Company	Multi-company only. Select to view timesheets only for a specific company.
Show only my employees	This option only appears if you are set up as an accounting manager, who by default sees all employees. Select the **Show only my employees** check box to see only your own direct reports instead of a list of all employees.
Show multilevel employees	This option only appears if you are set up as a supervisor, not as an accounting manager, and your company preferences are set

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To view timesheets	Do this
	> Setup > Company > Preferences > Time & Expense Entry tab). Select the **Show multilevel employees** check box to see employees who report directly to you and those employees who report to supervisors who report to you.
For a specific employee	In the Employee field, begin typing the name or click .
If submitted	In the Submitted field, click the arrow and make a selection. You can choose to see only timesheets that were submitted, not submitted, or all timesheets.
If supervisor approved	In the Supervisor Approved field, click the arrow and make a selection. You can choose to see only timesheets that were approved by the supervisor, not approved, or all timesheets.
If accounting approved	In the Accounting Approved field, click the arrow and make a selection. You can choose to see only timesheets that were approved by accounting, not approved, or all timesheets.

Note: Accounting managers can view timesheets for all employees. A supervisor can view timesheets for an employee when selected as the supervisor for the employee in Setup > Employees.

4. Click the timesheet you want to view, and click the **Edit** button.
5. If needed, add optional columns to see additional information:

   Click (**Customize**), select the columns you want to add, and click **OK**.

Column	Description
Direct time table at top of window:	
P (Project manager approved)	Indicates if a project manager approved the time. The column on the window is titled P for Project Manager Approved.
Employee type	View the employee type
Hours Detail table:	
Manager notes	View or change manager notes
Rejected by	View who rejected the timesheet
Rejected date/time	View the date and time the timesheet was rejected
Project manager approved by	View the project manager who approved the timesheet
Project manager approved date/time	View the date and time that the project manager approved the timesheet

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Column	Description
Start/stop time	View the starting and ending time for time counted with the timer
Billed	View if the time has been billed

6. Click **Close**.

Viewing project time

To view project time

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **Time by Project** tab.

> **Note:** This tab is available if the **Principal**, **Project manager**, or **Accounting manager** check box is selected in > Setup > Employees > General tab > Manager Type.

3. In the table, you can choose to:

- Add optional columns to see additional information:
  Click (**Customize**), select the columns you want to add, and click **OK**.

Column	Description
Company	Multi-company only. Displays the company responsible for the project
Phase	Displays the phases of projects
Submitted	Indicates if the timesheet was submitted
Time rejected	Indicates if any time on the timesheet was rejected
Supervisor approved	Indicates if the supervisor approved the timesheet
Accounting approved	Indicates if the accounting manager approved the timesheet
Project manager approved	Indicates if the project manager approved the timesheet

- View the sort order or appearance of columns differently.
- Change which time appears in the table:
  Click (**Change View**), enter information as follows, and click **OK**:

To view timesheets	Do this
For a certain period	In the Date Range field, click the date or time period you want to view timesheets for. To choose a range of dates, click **Select Dates** and then enter the beginning and ending dates in the fields that appear to the right.
For a certain	You can choose to see only timesheets that have a project status of Marketing, Preliminary, Active, Hold, Work hold, Billing hold, or Closed.

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To view timesheets	Do this
project status	In the Project Status area, select as many check boxes as needed.
If submitted	In the Submitted field, click the arrow and make a selection. You can choose to see only timesheets that were submitted, not submitted, or all timesheets.
If supervisor approved	In the Supervisor Approved field, click the arrow and make a selection. You can choose to see only timesheets that were approved by the supervisor, not approved, or all timesheets.
If accounting approved	In the Accounting Approved field, click the arrow and make a selection. You can choose to see only timesheets that were approved by accounting, not approved, or all timesheets.
If project manager approved	In the Project Manager Approved field, click the arrow and make a selection. You can choose to see only timesheets that were approved by the project manager, not approved, or all timesheets.
For a specific company	Multi-company only. Displays the timesheets of the selected company.

4. To see detailed time by employee for the project, click the plus sign ⊞ next to the name of the project.
5. To see more detail, hours by date for the employee, click the plus sign ⊞ next to the name of the employee.
6. To see the timesheet, double-click the timesheet date.
7. If you are a project manager and want to add notes to a timesheet cell, click (**Customize**), select the **Manager notes** check box, and click **OK**. Then, select the timesheet cell, and enter your notes in the Manager Notes field in the Hours Detail table.
8. Close any detailed information by clicking the minus sign ⊟ next to it.
9. Click **Close**.

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Managing expense reports

About expense reports

The following is a typical sequence of events for processing expenses:

1. An employee enters an expense report.
2. When finished entering all expenses, the employee submits the expense report.
3. If approvals are required (> Setup > Company > Preferences > Time & Expense Entry tab), the supervisor and/or accounting manager reviews the expense report and does one of the following:
   - Approves the expense report.
   - Rejects an item on the expense report, entering comments about the rejected item. The employee then corrects the rejected expense and resubmits the expense report.
4. After an expense report is approved (if approvals are required) or submitted (if no approvals are required), Ajera processes the expense report, which creates a vendor invoice for the non-credit card transactions and bank entries for the credit card transactions.

Depending on the options selected on the > Setup > Company > Preferences > Time & Expense Entry tab, the supervisor and accounting manager may have access to change an employee's expense report. After you pay the vendor invoice for the expense report, however, no changes can be made.

Learning Resources: Expense Entry Functional Guide

Working with expense reports

The following events occur when you process expenses at your company:

When this occurs	This happens
Save	Ajera saves the expense report that you entered.
Submit	The employee finished entering the expense report and is ready for the supervisor/accounting manager to review it. Now, to make any changes to the expense report, the employee must first unsubmit it. However, the supervisor or accounting manager can change a submitted expense report if their company preferences for time and expense entry are set up to permit it. Ajera processes the expense report unless company preferences for time and expense entry require supervisor or accounting approvals before processing.
Approve	The supervisor/accounting manager approves the expense report submitted by the employee. The expense report appears as Approved on the expense report list. Ajera processes the expense report after the supervisor, accounting manager, or both approve the expense report (depending on approval requirements set up in company preferences for time and expense entry).
Reject	The supervisor/accounting manager rejects an item in the expense report. The expense report appears as Expense Rejected on the expense report list. The employee must correct and submit the expense report again.

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When this occurs	This happens
Unsubmit	The employee decides the expense report is not ready for approval after all. An employee can change the expense report if it has not yet been approved or processed.
Unapprove	A supervisor/accounting manager decides not to approve the expense report after all. You can unapprove an expense report only if: • It was not yet approved by all the required approvers (as set up in > Setup > Company > Preferences > Time & Expense Entry tab). **Note:** If you required only Supervisor or Accounting approval, and the expense report is approved, you cannot unapprove it. • It has not yet been processed. About changing a processed expense report
Delete	You cannot delete an expense report after it is submitted.
Processing	Ajera creates a vendor invoice for the non-credit card entries, reflects the credit card entries on the bank register, and makes entries available in client invoices. It also reflects the changes on reports and financials. **Note:** Ajera bases the accounting date on the transaction date. When Ajera processes the expense report depends on how your approvals are set up in company preferences for time and expense entry: • If you do not require any approvals, Ajera processes the expense report when the employee submits it. • If you require only the supervisor or accounting to approve the expense report, Ajera processes it after that approval is made. • If you require both supervisor and accounting approvals, Ajera processes the expense report only after both the supervisor and accounting manager approve it. After Ajera processes the expense report, you cannot unapprove it. If you use multi-company, Ajera makes entries based on the employee's company, transaction type, and payment method. For more information, see About expense reports with multi-company. About changing a processed expense report

About expense reports with multi-company

About multi-company

To keep financial information separate, the setup of each employee, project, and bank account and credit card is linked to a company. When you enter an expense report, Ajera associates each transaction to its corresponding employee, project, or credit card.

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Ajera associates this transaction type	With the company linked to the
Project-related	Project
Nonproject-related and advances	Employee
Personal expenses	Credit card

As you enter expenses, Ajera creates intercompany entries when the companies involved are different.

Ajera creates intercompany entries for	When this happens
Credit card-related transactions	Credit card company and transaction company are different and the expense is not a personal expense.
Noncredit card-related transactions	Employee company and transaction company are different.

Credit cards assigned to employees belong to the same company associated with the employee. For expenses other than personal expenses, Ajera creates intercompany entries if the credit card company and the employee company are different. Be sure to reconcile your intercompany accounts regularly.

Example

An employee works for Company 1 and uses the company credit card to charge an expense to a project that belongs to Company 2. The employee makes another expense to the project, this time paying with cash.

In the expense report:

Ajera associates this	With this
Employee	Company 1
Credit card	Company 1
Project	Company 2
Credit card, project-related transaction	Company 2
Noncredit card, project-related transaction	Company 2

As a result:

Ajera creates these entries	For this
Employee Receivables/Accounts Payable and Due From	Company 1 (employee company)
Credit Card Payable and Expense and Due From	Company 1 (credit card company)
Work-in-progress, Expense, and Due To	Company 2 (project company)

Entering an expense report

Learning Resources: Expense Entry Functional Guide

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To enter an expense report

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **My Expenses** tab.
3. Click the **New** button.
4. In the beginning and ending date fields, enter the first and last date of expenses you are including on this report. Ajera uses the ending date as the date of the vendor invoice that it produces for this expense report.
5. Click **OK**.
6. Your name appears in the Employee field.
7. Type a short description of the expenses on this report. To enter a more lengthy description, enter your notes in the Notes field.
8. Review the report dates above the table to be sure they are correct, and change them as needed.
9. If you received an advance payment for the expenses you are reporting on this expense report, enter the amount in the Advance Amount field. Ajera uses the expense report ending date as the date of the advance transaction on the vendor invoice.

   Example: Your company issues you an employee advance of $500 for a weeklong conference. On your daily expense report, you enter the portion of the $500 advance spent that day.

10. If you enter an amount in the Total Amount field, as you enter expenses, Ajera displays the remaining amount. If you do not enter an amount, Ajera calculates it for you as you add expenses.
11. Complete one row of the table for each expense you want to enter:

For	Do this
Date	Enter the date of the expense.
Project	If the expense is associated with a project, enter that project. Do not enter a project if this is a personal expense.
Phase	If the expense is associated with a particular phase of a project, enter that phase. Do not enter a phase if this is a personal expense.
Expense Item	Select the type of the expense.
Payee	Type the name of the recipient for the payment you made.
Units	If you are entering a unit expense, type the number of units. For example, if you are entering an expense for gas mileage, you would enter the number of miles you drove.
Unit Rate	If you entered a unit, Ajera enters the unit rate and amount for you, based on the type of expense item you selected. You can change the rate, if needed. For example, if you are entering an expense for gas mileage, and your company reimburses you for 48.5 cents a mile, you would enter that amount here.

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For	Do this
	Note: If you change a unit rate, and then want to change it back to the rate Ajera calculated for you, click the cell, and then click the **Reset** button.
Amount	Enter the amount of the expense. If you entered units, Ajera calculates the amount for you, which you can change.
Reference	Use this field to group and summarize similar items on the credit card bank register. Enter any number on more than one expense item for those items to be grouped together. For example, on your credit card, you have separate charges for the hotel room and for parking at the hotel. On your expense report, you enter **H100** as a reference number for both the room charges expense item and the parking expense item. If the expense is to be reimbursed on a vendor invoice, this field is for reference only on the expense report.
Credit Card	If you charged the expense on a company credit card, select the credit card. **Note:** If you want an employee to view or edit this column, select the **Use expense reports** check box on the Setup > Employees > Time & Expense Entry tab and select at least one credit card in the credit card fields.
Personal Expense	Select this check box if this is a personal expense and you charged it on a company credit card. Ajera then enters the expense as a negative distribution on the vendor invoice for the expense report.
Notes	Enter any notes about the expense report.

12. Add these optional columns to the table, as needed:

Column	Description
Import	Click the ··· to open a list of import items. You can only select one item to associate with an expense report row.
Attachments	Any attachments related to the item You can click the attachments icon in the table to add, change, or open attachments. The column displays if there are no attachments, and if there are attachments.
Notes	Any notes entered by the employee submitting the expense report.
Manager Notes	Any notes entered by the manager approving the expense report.
Reject by	The person who rejected the item.

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13. To import credit card items, click the **Import** button.
14. Select individual items or click **Select All** to add credit card items to the expense report.
15. If you need to delete an expense report item that you just added, click the row of the item, and click the **Delete** button.
16. Do one of the following:
    - If you are finished with the expense report and want it to be processed (or approved, if your company requires approvals), click the **Submit** button. Once you submit an expense report, you can no longer change it unless you unsubmit it.

      You can unsubmit an expense report only if your company requires approvals.
    - If you are not ready to submit the expense report, click **Save**. You can open it later.

Submitting an expense report

Submit an expense report if you are finished entering an expense report and want it to be processed (or approved, if you company requires approvals). Once you submit an expense report, you can no longer change it unless you unsubmit it.

If you are already viewing the expense report, just click the **Submit** button.

To submit an expense report

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **My Expenses** tab.
3. Submit the expense report in one of the following ways:

To submit it	Do this
Without reviewing it first	Click the expense report, and click the **Submit** button.
After reviewing it	1. Click the expense report you want to submit, and click **Edit** . 2. Review the report, and make changes if needed. 3. Click the **Submit** button.

Note: You can unsubmit an expense report only if your company requires approvals (> Setup > Company > Preferences > Time & Expense Entry tab).

Copying an expense report

You can create a new expense report by copying an existing report and modifying it.

To copy an expense report

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **My Expenses** tab.
3. Click the **New** button.

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4. In the beginning and ending date fields, enter the first and last date you are reporting expenses for.
5. Select the **Copy expense report from** check box.
6. In the table, click the expense report you want to copy.
7. Click **OK**.
8. Change information for the expense report, as needed.

Note:	• Ajera automatically enters the expense report ending date as the transaction date. You can change this date. • After you enter an amount, the Credit Card field becomes available for entry.

9. Click **Save**.

Changing an expense report

After you submit an expense report, you can no longer change it unless you unsubmit it or your supervisor/accounting manager rejects any expenses on it. You can unsubmit an expense report only if your company requires approvals (> Setup > Company > Preferences > Time & Expense Entry tab).

To change an expense report

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **My Expenses** tab.
3. To change the list of expense reports you are viewing on this tab, do the following, as needed:
   - Change which expense reports appear in the table. Click (**Change View**), enter the following information, and click **OK**.

To view expense reports	Do this
For a specific period	In the Date Range field, click the date or time period you want to view expense reports for. To choose a range of dates, click **Select Dates** and then enter the beginning and ending dates in the fields that appear to the right.
For a specific status	• Select **Employee** to list expense reports you submitted, expense reports you did not submit, or both. • Select **Supervisor** to list expense reports that your supervisor approved, expense reports not approved, or both. • Select **Accounting** to list expense reports that accounting approved, expense reports not approved, or both.

   - Add optional columns to see additional information about the expense reports. Click (**Customize**), click the columns you want to add, and click **OK**.

Column	Description
Submitted	If selected, it indicates the employee submitted the expense report.
Advance	The amount of any advance given to the employee as reported on the expense

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Column	Description
	report
Credit card amount	The amount of all items on the expense report charged on a company credit card
Personal expense	The amount of all items charged on a credit card that the employee reported as a personal expense
Reimbursement amount	The amount that the company will reimburse the employee. It is the amount of all expenses less advances and personal expenses.
Supervisor approved	If selected, it indicates that the employee's supervisor approved the expense report.
Accounting approved	If selected, it indicates that the accounting staff approved the expense report.
Expense rejected	If selected, it indicates that the expense report was rejected by the supervisor or accounting staff.
Processed	If selected, it indicates that the expense report created general ledger entries, a vendor invoice for non-credit card transactions, and bank entries for credit card transactions.

- View the sort order or appearance of columns differently.

4. Click the row of the expense report you want to change, and click **Edit**.
5. Change the general information about the expense report:

Field	Description
Description	A short description of the expense report
Notes	A more lengthy description of the expense report
Report dates:	
Begin date	The earliest date of expenses you include on this report
End date	The latest date of expenses you include on this report
Report amounts:	
Advance amount	The amount of any advance payment you received for the expense on this expense report
Total amount	The total amount of all expense listed on the expense report.

6. Add, delete, or change expense report items, as needed.

   Add an item:

   Begin entering information on the next available row.

   Delete an item:

   Click the row of the item, and click **Delete**.

   Change an item:

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Field	Description
Date	The date of the expense
Project	The project associated with the expense - Do not enter a project if this is a personal expense.
Phase	The phase associated with the expense - Do not enter a phase if this is a personal expense.
Expense Item	A description of the expense
Payee	The recipient of the payment you made for the expense
Units	If units are associated with the expense, the number of units For example, if you are entering an expense for gas mileage, you would enter the number of miles you drove.
Unit Rate	If units are associated with the expense, the amount your company will reimburse you for each unit If you change any of the unit rates, and then want to change all the unit rates back to the rate Ajera calculated for you, click **Reset**.
Amount	The amount of the expense
Reference	Number used to group and summarize similar items on the credit card bank register For example, on your credit card, you have separate charges for the hotel room and for parking at the hotel. On your expense report, you enter **H100** as a reference number for both the room charges expense item and the parking expense item. If the expense is to be reimbursed on a vendor invoice, this field is for reference only on the expense report.
Credit card	If you charged the expense on a company credit card, the credit card you used **Note:** After you enter an amount, the Credit Card field becomes available for entry.
Personal expense	Select this check box if this is a personal expense and you charged it on a company credit card. Ajera then enters the expense as a negative distribution on the vendor invoice for the expense report.
Optional columns:	
Attachments	Any attachments related to the item You can click the attachments icon in the table to add, change, or open attachments. The column displays if there are no attachments, and if there are attachments.

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Field	Description
Notes	Any notes entered by the employee submitting the expense report.
Manager notes	Any notes entered by the manager approving the expense report
Reject by	The person who rejected the item

7. Click **Save**.

Deleting an expense report

To delete an expense report

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **My Expenses** tab.
3. Click the row of the expense report you want to delete, and click the **Delete** button.
4. Click **Yes** to delete the expense report.
5. Click **Save**.

Printing an expense report

Print an expense report if you need a report of the entered expenses.

To print an expense report

1. From the > **Manage** menu, click **Time & Expense**.
2. Click one of the following tabs:
   - **My Expenses**, if you want to print your own expense report.
   - **Expenses by Employee**, if you have Administrator privileges and want to print someone else's expense report.
3. Double-click the expense report you want to print.
4. Click the **Print** button. A preview of the expense report appears.
5. If there are uploaded attachments on the expense report, confirm whether to include the attached images and PDFs when printing.
6. Click in the report toolbar.

Unsubmitting an expense report

You can only unsubmit an expense report if it has not yet been processed (or approved, if your company requires approvals).

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To unsubmit an expense report

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **My Expenses** tab.
3. To see if an expense report has been submitted, click (**Customize**), select the **Submitted** check box, and click **OK**.

   The Submitted column appears on the window. A check mark appears in that column for an expense report if it has been submitted.
4. Click the expense report you want to unsubmit.
5. Click the **Unsubmit** button.
6. Click **Close**.

Paying an expense report

About the invoice

When the expense report is submitted, and then approved if your company requires approvals, Ajera produces a vendor invoice for the employee's expense report.

The vendor invoice for the employee expense report lists:

- All items not paid with a company credit card.
- Advances and personal items charged to a company credit card. It lists these as distributions with negative dollar amounts, which reduces the total amount of the invoice. Ajera also creates entries in the credit card account (> Manage > Bank Register) for all credit card items, including items entered as Personal on the expense report.

Paying the invoice

To pay an expense report, pay the vendor invoice for it as you would for any other vendor invoice. On the Vendor Payments window, note that

- The employee's name is listed in the Vendor column.
- To see all invoices for an employee, click the to the left of the employee's name.

For managers and supervisors

Approving an expense report

To approve an expense report

1. From the > **Manage** menu, click **Time & Expense**.
2. Click the **Expenses by Employee** tab.
3. In the table, you can choose to:
   - Show optional columns. Click (**Customize**), select the optional columns you want to show, and click **OK**.
   - View the sort order or appearance of columns differently.

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4. Click the expense report you want to approve. To approve it without looking at it, click **Approve**, and skip to Step 10 of these instructions. Otherwise, click **Edit** and proceed to the next step of these instructions.
5. To view optional columns for the expense report, click (**Customize**), select the optional columns you want to show, and click **OK**.
6. To reject an expense, right-click the row of the expense and click **Reject**. If you reject an expense by mistake, right-click the row and click **Reject** again.

   Note: If you reject an expense, you cannot approve the expense report. It is automatically unapproved and unsubmitted. The employee must correct it, and submit it again.

7. You can also correct an expense if your company preferences for expense entry are set up to permit it. Make the change, and click **Save**.
8. To enter any manager notes or comments for an expense, do the following:
   - If the Manager Notes column does not appear, click (**Customize**), select the **Manager notes** check box, and click **OK**.
   - In the Manager Notes column for the expense, enter your notes.
9. Click **Close**. The Time & Expense List window appears.
10. Click the row of the expense report you want to approve, and click **Approve**.
11. Do one of the following:

To	Do this
Approve as a supervisor	Select the **Supervisor Approved** check box, and click **OK**.
Approve as an accounting manager	Select the **Accounting Approved** check box, and click **OK**.

Changing a processed expense report

When and how is an expense report processed?

Ajera processes an expense report after an employee submits it, and (if required in your company preference settings) a supervisor, accounting manager, or both approves the report.

When Ajera processes an expense report, it creates a vendor invoice, reflects the credit card entries on the bank register, and makes entries available in client invoices. It also reflects the changes on reports and financials.

How do you change it?

If an expense report is already processed, the accounting manager can change it if the **Allow accounting changes after processed** check box is selected on the Time & Expense Entry tab of > Setup > Company > Preferences.

However, you cannot delete a processed expense report item or change the amount of it to zero. Instead, add a reversing item to the expense report. If you use a vendor payment to pay or write off a processed expense report item, you cannot change anything but notes and attachments. Instead, enter a new expense report and add a reversing item to that expense report.

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When you add new rows to a processed expense report and save it, Ajera automatically processes that information to the bank entry, vendor invoice, and client invoice. You do not need to submit or approve the report again.

If the expense item is already billed on a client invoice or reconciled on a credit card bank statement, the accounting manager can change only the Notes column on the report.

What if the expense report is not processed yet?

If an expense report is not yet processed, you can change the expense report.

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Managing in-house payroll

About payroll

Learning Resource: Payroll Processing Functional Guide

Payroll is the total sum of money to be paid out to employees at a given time and the accompanying documentation. A payroll lists employees receiving wages or salaries, with the amounts due to each. It also includes detailed deductions and additions for each check. Running payroll is the process of paying employees through printed paychecks or electronic methods, such as direct deposit.

When you set up payroll preferences, you can select to:

- Process payroll in-house using Ajera (**unavailable in ajeraCore unless you have the Payroll add-on**)
- Use a payroll service (outsourced payroll)
- Not process payroll information

About in-house payroll

unavailable in ajeraCore unless you have the Payroll add-on

When you select to process your payroll in-house using Ajera, you can do the following:

- Automatically apply standard federal withholding. You can withhold state, local, and other taxes, as needed. You can also select to process withholding in multiple states, if needed.
- Automatically process time as entered on timesheets.
- Pay hourly employees for hours worked. For salary employees, Ajera captures both standard and actual hourly rates.
- Pay by check or direct deposit (with direct deposit to multiple bank accounts).
- Process certified payroll.
- Produce supplemental paychecks.
- Produce government reports.

Setting up payroll

When you set up processing for payroll:

- You set up the types of pays, taxes, deductions, and fringe benefits that your company uses. Ajera already sets up federal taxes and commonly used pays, deductions, and fringes, which you can change as needed. If you use multi-company, you can set up different state disability insurance (SDI) or state unemployment insurance (SUI) tax rates per company, if needed. Ajera uses the tax rate associated with the employee company. If there is none, Ajera then uses the tax rate from the tax setup where the Company field is blank.
- For each employee, you define the applicable pays, taxes, deductions, direct deposits, and fringe benefits.
- You can set up or modify overhead group items, as needed, to determine the way time is reported on an employee's paycheck stub.
- You can also set up wage tables to pay employees different rates based on the project they are working on, the type of work they are performing, or their employee type. You can define multiple date ranges per table, and rates by employee type or activity. You then can select a table for a project or

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phase. To help meet certified reporting requirements, you can track and pay prevailing wages by project.

Running payroll

When you run a payroll:

- You begin by specifying the payroll period and pay date.
- You can add, change, or delete paychecks, as needed. You can view paychecks at a summary or detail level before printing them.
- You can pay by check or direct deposit.

In-house payroll concepts

Understanding payroll terms

This topic contains a quick reference for some commonly-used payroll terms. As terminology can differ between state and federal governments, Ajera uses the most common terms.

Gross pay

An employee's total pay. Also called *earnings*.

Taxable earnings

Earnings subject to Federal, state, or any local taxes.

Taxable earnings = Total pay - (Exempt pays + Pre-tax deductions)

Exempt pay

Pay that does not meet criteria for taxable earnings.

You set up exempt pays on the > Setup > Company > Payroll Setup > Pays window by selecting the applicable check boxes in the Employee Tax Exempt and Employer Tax Exempt area. For example, if you want to exclude sick pay from state unemployment tax, you select the State Unemployment Employer Tax Exempt check box.

Example: $1,000 (gross) - $100 (Exempt Pay) = $900 (Taxable and Subject - to)

Pre-tax deductions

Deductions made from gross pay before deducting taxes. You set up pre-tax deductions on the > Setup > Company > Payroll Setup > Deductions window by selecting the applicable check boxes in the Employee Tax Exempt and Employer Tax Exempt area.

Example: $1,000 (gross) - $100 (401(k) deduction) = $900 (Taxable and Subject - to).

The taxable amount is specific to each tax. Many states refer to taxable pay as gross pay.

Subject-to earnings

Taxable earnings up to the wage limit, if any. You set up subject-to earnings on the > Setup > Company > Payroll Setup > Taxes window. The subject-to amount is specific to each tax.

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Example:

Employee's salary is $5,000 per month.

Federal Unemployment wage limit: $7,000

First paycheck:

- Federal Unemployment Taxable = $5,000
- Federal Unemployment Subject-to = $5,000

Second paycheck:

- Federal Unemployment Taxable = $5,000
- Federal Unemployment Subject-to = $2,000

About pays automatically set up (in-house payroll)

unavailable in ajeraCore unless you have the Payroll add-on

Ajera automatically sets up the following pays for you. You can change them, as needed. However, you must assign GL accounts to all pays with a type of Other before using them.

Ajera reports any regular, premium, and other pay that is not tax exempt on Form W-2. If an Other pay does not have the **Track hours/units** check box selected on the Pay window, you can additionally set the pay to report amounts in boxes 10 -20 of Form W-2.

- Regular
- Vacation
- Sick
- Vacation and sick accrual
- Holiday
- Automobile (with a pay type of in/out other pay)
- Continuing Education
- Paid Medical Leave
- Overtime

Pays set up as inactive

Ajera also automatically sets up these pays as inactive:

- 3 premium pays
- Other 1, Other 2, and Other 3

To use these inactive pays for your company:

1. From the > **Setup** menu, click **Company** > **Payroll** > **Pays**.
2. Click (**Customize**). The Optional Columns window appears.
3. Select the **Status** check box, and click **OK**.
4. Click in the Status heading and select **All**.
5. Double-click the pay you want to use.
6. For the status, click the arrow and select **Active.**

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7. Change the description or make any other changes as needed.
8. Click **Save**.
9. Click **Close**.

About payroll variance and accurate financial reporting

Payroll variance is the amount calculated when the actual amount paid to a salaried employee is greater than or less than the standard cost calculated at the time of entry. Payroll variance occurs when you use **standard cost**, not **effective cost**, to determine the cost of salaried employees. When you use effective cost, any entries that appear in Payroll Variance account are caused by rounding, not by discrepancies between salary costs.

Ajera handles payroll variance based on the payroll option you select when setting up payroll preferences (> Setup > Company > Preferences > Payroll tab > Payroll type field).

For	Do this
Process Payroll	No action is required by you. Ajera automatically calculates payroll variance and adjusts the appropriate accounts when you print checks through > Manage > Payroll.
Payroll Service	It is important that you run > Manage > Payroll. > Manage > Payroll automatically calculates the payroll variance or salary employees. Payroll variance affects only salaried employees because they receive their salary amount no matter how many hours they work.
None	You have instructed Ajera not to process payroll information. You must manually calculate payroll variance for accurate Profit and Loss Statement reporting. You manually calculate the payroll variance for salary employees, based on the hours entered on the timesheet. For example, for a biweekly payroll with a standard 80 hours, if the employee entered 90 hours, you make an adjusting journal entry to debit Salaries Payable and credit Payroll Variance Expense.

Ajera calculates the labor expense based on the employee's **standard hourly rate**[1]. Payroll variance, which is also an expense, is calculated when the actual amount paid to a salaried employee is greater than or less than the standard cost calculated when time is entered. If salary employees work more than the standard hours in a pay period, the labor expense on the Profit and Loss Statement will be overstated.

The standard cost of a salaried employee is determined by taking their salary amount per pay period and dividing it by the standard number of hours in a pay period. For example, if an employee is paid $2,400.00 every 2 weeks (80 hours), the standard cost rate is calculated as 2,400.00/80 = 30.00, which appears in the Regular pay rate on the employee setup. Ajera automatically calculates this amount for you when you specify the Pay period (weekly, biweekly, semimonthly, or monthly) and the Pay period salary amount for the employee (> Setup > Employees).

Example

On the employee setup, you enter the following:

- Pay periods: Biweekly
- Pay period salary amount: 2,400.00

[1] The hourly rate for salaried employees calculated as (salary/number of hours in the pay period).

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The employee works 90 hours in the two-week period. When time is entered, the labor expense account is debited for the standard cost of $2,700 ($30.00 x 90 hours). When you run Manage > Payroll, Ajera automatically calculates the payroll variance as $300.00 ($2,700.00 - $2,400.00). This amount is credited to the Payroll Variance account. This ensures accurate project and profit and loss financial reporting.

In project reporting, Ajera shows labor cost at a consistent hourly rate for salary employees. Because Ajera uses the standard cost rate for project reporting, you can always view up-to-date project costs, even during the middle of a pay period.

About payroll taxes

As part of setting up Ajera to process payroll in-house, you review and set up the taxes you need.

Federal taxes

- Ajera automatically sets up federal taxes, for which you can change only the description and financial accounts.
- Ajera automatically reports federal tax amounts on W-2 forms.

Note: The Employee Medicare tax includes a 0.9 percent medical surcharge to wages in excess of $200,000, which is included on the paycheck, in the Employee Medicare tax. When employees are subject to this tax, the Employee Medicare will be greater than the Employer Medicare. The tax rate will still display as 1.45.

Note:

State and local taxes

You must set up a tax for each state, local, or other tax that you need. For example, depending on your state, you may need to set up a tax for state withholding, state disability, and state unemployment. If you use multi-company, you can set up different disability or unemployment rates for each company, if needed.

For taxes that you set up, other than State Withholding, you indicate the appropriate box for W-2 reporting when setting up the tax.

Updates to federal and state taxes

As taxing authorities change taxes and forms, we incorporate those changes into Ajera and update the software.

You can install Ajera updates when they are released. Ajera calculates the taxes on a paycheck based on the pay date of the paycheck so your taxes are accurate for the payroll you are running.

For example, if you issue a paycheck with a pay date of 12/31/11, Ajera uses the 2011 tax tables. If the paycheck has a pay date of 1/03/12, Ajera uses the 2012 tax tables.

About self-adjusting taxes in Payroll

unavailable in ajeraCore unless you have the Payroll add-on

In Ajera, some taxes self-adjust to ensure that the accumulated tax withheld is always correct for the year-to-date (YTD).

A *self-adjusting tax* is any tax set up with a wage limit amount, such as Federal Unemployment Tax, Social Security, and State Unemployment.

For example, Social Security tax has a wage limit. Each time Ajera calculates this tax, it confirms that enough tax is withheld by testing the accumulated tax withheld for the year-to-date. If needed, it then automatically

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self-adjusts the amount of tax withheld. Because Ajera corrects over-withholding or under-withholding each time it calculates self-adjusting taxes, adjustments can occur on more than one check.

Example

An employee's starting balances for YTD subject-to taxes are incorrect. Social Security YTD taxes are under-withheld by $5.00 because of an incorrect starting balance for the employee. To correct the YTD total, Ajera automatically withholds $5.00 more than normal on the next check.

About state withholding for multiple states

unavailable in ajeraCore unless you have the Payroll add-on

Caution:	Do **not** turn on withholding for multiple states if you only have employees who live and work in the same state, or live in one state and work in another.

State withholding for home and work state only

Firms often have employees who live and work in the same state, or live in one state and work in another.

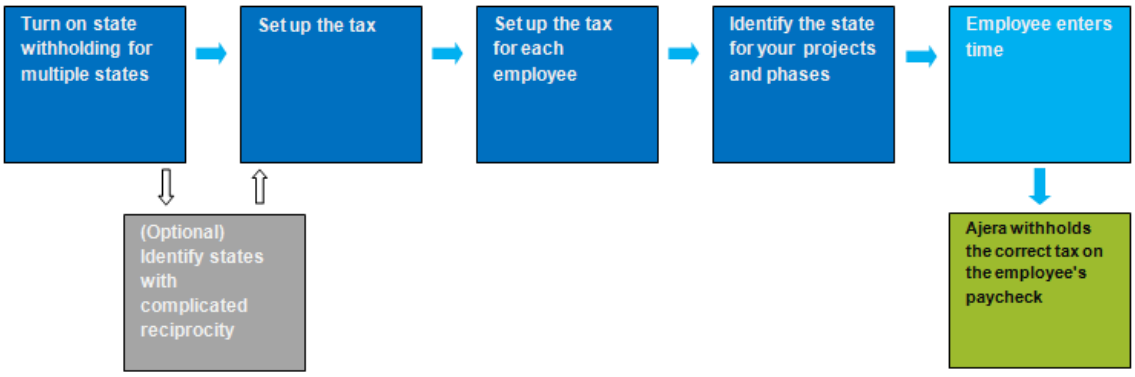
The default option in Ajera for setting up employees provides for these situations. If this is how employees at your firm work, you simply leave this check box cleared: > Setup > Company > Preferences > Payroll tab > Allow state taxes from multiple states on one paycheck.

If employees at your firm never work in multiple states, Ajera hides all the extra fields to keep it clean and simple for you.

State withholding for multiple states

If any of the following situations apply, you can activate processing in Ajera for multiple state withholding:

- You have employees who work in the state where they live and also work in another state where they need to pay taxes during the same pay period.
- You have employees who work in several states during the same pay period.
- You have employees who repeatedly work in different states, even if it is during different pay periods.



Here is an overview of the main setup tasks.

For step-by step instructions, see Setting up state withholding for multiple states .

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	Do this	Here	To accomplish this
1.	Turn it on	> Setup > Company > Preferences > Payroll tab	Display all the fields you need to set up and maintain state withholding for more than one state.
2.	Identify states that have complicated reciprocal agreements (Optional)	> Setup > Company > Preferences > Payroll tab	Instruct Ajera to automatically handle complicated reciprocal agreements between specific states. **Caution:** If the state withholding between states is a simple tax exchange (tax is withheld from only one state), and you want to select which state to withhold from, skip this step. **Note:** Ajera calculates withholding using reciprocity agreements for state withholding only, not local taxes. You enter withholding for local taxes as described in Setting up withholding for local taxes when processing for multiple states.
3.	Set up a tax for each state where your employees work	> Setup > Company > Payroll > Taxes	Identify information about the tax (such as the type of tax and the affected financial accounts) so Ajera can process the withholding correctly.
4.	Set up state withholding for each employee	> Setup > Employees > Payroll Taxes tab	Instruct Ajera where to withhold state taxes for each employee. You also specify exemptions, and if applicable, withhold for SUI or SDI.
5.	Identify the work state for your projects and phases	> Manage > Project Command Center > Project Info tab > General tab	Withhold state tax according to where the employee performs the work. When employees enter time for a project or phase, Ajera assigns that time to the applicable state and then does the state withholding for that state on the employee's paycheck.

To set up withholding for local taxes, see Setting up withholding for local taxes when processing for multiple states.

About wage rate tables

Use wage tables to pay employees different rates based on the project they are working on, the type of work they are performing, their employee type, or for specific employees. For example, you may be required to pay

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the **prevailing wage**[1] to a survey crew working on a union project.

If using wage rate tables, you can force Ajera to use the regular pay rate set in the wage rate table or use the highest wage rate, either the employee's standard rate or the regular rate set in the wage rate table.

For example, if $22.00 per hour is the pay rate for an employee and Project 101 is using a wage rate table that has the employee type at $45.00 per hour, the pay rate of $45.00 is retrieved when the employee works on Project 101 as that employee type. If the employee works on the same project but with an employee type that does not have a rate on the wage rate table, the employee's standard pay rate of $22.00 per hour is retrieved. If the employee works on a different project with a pay rate of $18.00 per hour on the wage table, the rate of $22.00 is retrieved.

Note:

- Wage rate tables are different from employee pay rates, which are used for standard pay rates and for calculating cost amounts.
- If a project uses a billing rate table based on effective cost, the wage rate tables apply only to the hourly employees on that project. Effective cost applies only to salaried employees and overrides the wage rate tables.

Changing payroll setup

Changing a pay (in-house payroll)

To change an in-house payroll pay

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Pays**.
2. Pays appear on paycheck stubs in the order listed on this window. To change the order, click the pay and click or . To return to the original order, click (**Refresh**).
3. Click the pay you want to change, and click **Edit**.
4. Change information for the pay, as needed.

Field	Description
Description	Type the name of the pay. This is the name that appears on lists and reports in Ajera.
Type	The type of pay. After you use a pay on a payroll, you can no longer change the type. **Sick** Pay for sick time **Vacation** Pay for vacation time **Other**

[1] The hourly wage, usual benefits and overtime, paid in the largest city in each county to the majority of workers, laborers, and mechanics. Prevailing wages are established by the Department of Labor and Industries for each trade and occupation employed in the performance of public work. They are established separately for each county and are reflective of local wage conditions.

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Field	Description
	Additional pay you can set up **Other in and out** Pay that needs to be included in an employee's gross pay but not included in the employee's net pay (such as a car allowance or a clothing allowance) An in/out pay is entered as an earning for applicable employees but is subtracted as a deduction from the employee's net pay after taxes have been taken. **Accrual** Used for accruing hours, such as vacation time. For example, when the employee enters vacation time, the hours for this pay are reduced. **Cash fringe** Pay in cash for benefits not provided as a fringe benefit on certified jobs
Track hours/units	Does not apply to a pay type of Accrual - Select this check box if you want to be able to enter hours and units for this pay.
Include in quarterly report	Select this check box to include hours for this pay, along with regular and premium hours, on the quarterly report. Amounts for the pay are always included on the quarterly report.
Include in regular pay calculation	For a pay type of Sick, Vacation, Other, or Other In and Out - Select this check box to include the amount of this pay in the basis when the calculation method for pays, deductions, or taxes is Percent of Regular Pay or Percent of Regular Pay Plus Premium Pay. **Examples:** This pay is for a bonus, and you want it to be subject to regular taxes and deductions, so you select this check box. This pay is for an automobile allowance, and you do not want it to be subject to regular taxes and deductions, such as 401(k). In this case, you clear this check box.
Include in salary	For a pay type of Sick, Vacation, or Other - Only available if you selected the **Track hours/units** check box. Select this check box to include the amount of this pay as part of the salary amount. If this check box is cleared, the pay is paid in addition to the employee's salary.
Calculation method	For a pay type of Sick, Vacation, Other, or Other In and Out - Select the calculation method for the way you want to calculate the pay.
Rate	Not available for Premium Pay 1, 2, or 3 - Change the rate for the pay, as needed. For example, if you are setting up an accrual type of pay or a pay that has a different rate from the regular rate established for the employee, you enter the rate here.

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Field	Description
	If you selected a calculation method of Flat Amount, use this field to enter the amount instead of a rate. **Note:** If this pay is part of a timesheet entry, the rate here is not used.
Expense account	For pay type of Sick, Vacation, Other, or Cash Fringe - The expense account to use for amounts entered to this pay For a pay type of Sick, Vacation, and Other, if the hours are entered on the paycheck, the expense account is debited with the employee's cost amount (hours multiplied by the standard hourly rate). If hours are entered in the Overhead area of the timesheet, Ajera retrieves the expense account in the following order: 1. Account entered on the Overhead Group item. 2. Expense account entered on the pay specified on the Overhead Group item. 3. Overhead account entered in > Setup > Company > Preferences.
Reduces accrual	For a pay type of Sick, Vacation, and Other - Only available if you selected the **Track hours/units** check box. After entries are made using this pay, you can no longer change this field. Select the pay, which has a type of Accrual, that you want to reduce. For example, you can set up a pay with a type of Accrual to accumulate employees paid personal leave hours. You can then reduce the accumulated hours when other pays for vacation or sick are entered. More on setting up pays to accrue hours
Accrual options	For a pay type of Accrual - Ajera accrues hours continuously unless you instruct it to do otherwise. If you want to set the accrued hours to zero or reduce them at a specific time (such as at year-end), select the **Auto Reduce** check box and do the following: • In the Reduce To field, type the maximum number of hours to carry over. You can enter a zero to carry over no hours. • In the Reduce Month/Day field, enter the month and day when you want to reduce the hours. Ajera reduces the hours when you create a payroll that includes the month/day within its period beginning and ending dates.
W-2 form boxes 10-20	To report the amounts for this pay in boxes 10 through 20 on Form W-2, make a selection. To not report amounts, select the **Not Reported** option. For box 14, 18, or 19, you must identify the pay by printing a description for it in the box. You enter this description in Ajera in the W-2 Box Description field. For more information, see About Form W-2.
W-2 box description	If you selected to report this pay in Box 14, 18, or 19, you identify it by printing a description for it in the box. Type the description you want to print, entering up to

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Field	Description
	five characters.
Employee tax exempt	Select the check box for each tax that the employee is exempt from withholding. For example, in a pay for sick time, you may want to exclude the pay from state unemployment taxes. In this case, you select the **State Unemployment Employee Tax Exempt** check box.
Employer tax exempt	Select the check box for each tax that the employer is exempt from withholding. For example, in a pay for sick time, you may want to exclude the pay from state unemployment tax. In this case, you select the **State Unemployment Employer Tax Exempt** check box.
Notes	Enter any notes.

5. Click **Save**.
6. Click **Close**.

Changing a tax

To change a tax

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Taxes**.
2. Taxes appear on paycheck stubs in the order listed in this window. To change the order, click the tax and click or . To return to the original order, click (**Refresh**).
3. Click the tax you want to change, and click **Edit**.
4. Change the information for the tax, as needed.

Field	Description
Description	The name of the tax - This is the name that appears on lists in Ajera and on paycheck stubs and reports.
Employer tax	Select this check box if the employer is paying this tax. To withhold the tax from the employee, clear this check box.
Type	The type of tax - After the tax is used, you cannot change the type. Multi-company only. If you select either **State Disability** or **State Unemployment**, the Company field appears. You can set up different disability or unemployment tax rates for each company, if needed.
Taxable type	This field applies only if: • You are setting up a local tax (you selected **Local** in the Type field and **Percent of Taxable** in the Calculation Method field on this window). • You are using multiple state withholding (you selected the > Setup > Company > Preferences > Payroll tab > **Allow states taxes from multiple states on one paycheck** check box). Select one of the following options to determine the percent of taxable on which to base the local tax withholding:

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Field	Description
	Local Select this option to base the tax on the taxable wages less exempt pays and deductions. Next, you add this tax for each affected employee through > Setup > Employees > Payroll Taxes tab. You can also manually add the tax to a paycheck as follows: Click **Manage** > **Payroll**, click **Edit** for the payroll, click **Edit** for the employee, and click the **Pay** tab. Open the pay and select the tax in the Local field. **Federal** Select this option to base the tax on the federal withholding taxable amount. **Social Security** Select this option to base the tax on the Social Security taxable amount. **State** Select this option to base the tax on the state withholding taxable amount for the state where the local tax applies. **Location-based** Select this option if you are setting up a tax that is based on where the work is performed. Next, you add this tax for the applicable projects or phases through > Manage > Project Command Centerr > Project Info tab > General subtab). You can also manually add the tax to the paycheck as follows: Click > **Manage** > **Payroll**, click **Edit** for the payroll, click **Edit** for the employee, and click the **Pay** tab. Open the pay and select the tax in the Local field.
Company	Multi-company only. To associate this state disability or state unemployment tax to a specific company in your organization, select the company. Ajera uses this tax rate when you run payroll for this company.
State	If you selected a state tax for the tax type, select the state where the tax applies.
Tax ID	The account number with this tax entity
Liability account	The liability account to use for this tax
Expense account	If you selected the **Employer tax** check box, select the expense account to use for this tax.
W-2 form boxes 10-20	To report the amounts for this tax in boxes 10 through 20 on Form W-2, select the box on Form W-2 where you want to report the tax. To not report amounts for this tax, select the **Not Reported** option. For box 14, 18, or 19, you must identify the tax by printing a description for it in the box. You enter this description in Ajera in the W-2 Box Description field. For more information, see About Form W-2.

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Field	Description
W-2 box description	If you selected to report this tax in Box 14, 18, or 19, you identify it by printing a description for it in the box. Type the description you want to print, entering up to five characters.
Worker's comp code	Available only for taxes with a type of Worker's Compensation - The ID provided by the worker's compensation provider This code allows for different tasks which have different worker's compensation codes. For example, the survey activity has a different code from the drafting activity.
Calculation method	The calculation method for the way you want to calculate the tax
Rate	If applicable, depending on the calculation method you selected, type the amount or percent that you want to use. Enter a percent as a whole number; for example, enter 2% as **2.00** and not .02.
Wage limit	If applicable, type the maximum amount of income that is subject to this tax. For example, SDI, FICA, and FUTA taxes are subject to a limit. Ajera calculates the wage limit for the calendar year. **Note:** When you change a rate or wage limit, Ajera uses the new rate and limit, and it removes any rate or wage limit you set up for a specific employee in > Setup > Employees > Payroll Taxes tab > Additional Taxes table.
Effective date Rate Wage limit	Use these fields if you want a rate or wage limit for the tax to become effective some time in the future. For example, you want to get started on your January payroll, but you have not yet processed your last December payroll: 1. Enter the current rate and current wage limit in the Rate and Wage Limit fields (above these fields). 2. Enter an effective date of **January 1** and the new rate and wage limit in these fields. Ajera uses the current rate and wage limit for your December payroll, and the new rate and wage limit for your January payroll. **Note:** When you enter an effective rate or wage limit for a new effective date, Ajera uses the new rate and limit, and it removes any rate or wage limit you set up for a specific employee in > Setup > Employees > Payroll Taxes tab > Additional Taxes table.
Notes	Any notes about the tax

5. Click **Save**.
6. Click **Close**.

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Changing a deduction

To change a deduction

1. From the > **Setup** menu, click **Company** > **Payroll** > **Deductions**.
2. Ajera subtracts deductions from paychecks in the order listed on this window. To change the order, click the deduction and click or . To return to the original order, click (**Refresh**).
3. Click the deduction you want to change, and click **Edit**.
4. Change the deduction, as needed:

Field	Description
Description	The name of the deduction that you are setting up. It appears on lists in Ajera and on paycheck stubs and reports.
Calculation method	The calculation method for the way you want to calculate the deduction
Rate	If applicable, depending on the calculation method you selected, this field contains the amount or percent that you want to use.
Liability account	The liability account to use for this deduction The liability account reflects who the employer owes the money to for the employee's deduction, such as medical and 401(k) contribution. The expense side is the employee's cost account.
W-2 form boxes 10-20	To report the amounts for this deduction in boxes 10 through 20 on Form W-2, make a selection. Otherwise, leave the **Not Reported** option selected. For box 14, 18, or 19, you must identify the deduction by printing a description for it in the box. You enter this description in Ajera in the W-2 Box Description field. For more information, see About Form W-2.
W-2 box description	If you selected to report this deduction in Box 14, 18, or 19, you identify it by printing a description for it in the box. Type the description you want to print, entering up to five characters.
Employee tax exempt	Select the check box for each tax that the employee is exempt from withholding on this deduction.
Employer tax exempt	Select the check box for each tax that the employer is exempt from withholding on this deduction.
Notes	Notes about the deduction

5. Click **Save**.
6. Click **Close**.

Changing a fringe

To change a fringe

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1. From the > **Setup** menu, click **Company** > **Payroll** > **Fringes**.
2. Fringes appear on paycheck stubs in the order listed on this window. To change the order, click the fringe and click or . To return to the original order, click (**Refresh**).
3. Click the fringe you want to change, and click **Edit**.
4. Make changes, as needed:

Field	Description
Description	The name of the fringe benefit that you are setting up. It appears on lists in Ajera and on paycheck stubs and reports.
Certified	Appears if the **Certified payroll** check box is selected on the **Payroll** tab in > Setup > Company > Preferences If selected, this fringe is included in the calculation of the hourly fringe entered on the wage table.
Calculation method	The calculation method for the way you want to calculate the fringe
Rate	If applicable, depending on the calculation method you selected, this field contains the amount or percent that you want to use.
Liability account	The liability account to use for this fringe
W-2 form boxes 10-20	To report the amounts for this fringe in boxes 10 through 20 on Form W-2, select the box on Form W-2 where you want to report it. Otherwise, leave the **Not Reported** option selected. For box 14, 18, or 19, you must identify the fringe by printing a description for it in the box. You enter this description in Ajera in the W-2 Box Description field. For more information, see About Form W-2.
W-2 box description	If you selected to report this fringe in Box 14, 18, or 19, you identify it by printing a description for it in the box. Type the description you want to print, entering up to five characters.
Expense account	The expense account to use for this fringe
Notes	Any notes about the fringe

5. Click **Save**.
6. Click **Close**.

Copying a pay, tax, deduction, or fringe

You can copy an existing pay, tax, deduction, or fringe.

To copy a pay, tax, deduction, or fringe

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Pays, Taxes, Deductions,** or **Fringes**.

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2. Click the item that you want to copy, and click **Copy**.
3. Type the description.
4. Change other information, as needed.
5. Click **Save**.

   The pay, tax, deduction, or fringe appears below the current row. To move it, click the row and click or .
6. Click **Close**.

Changing a wage rate table

To change a wage rate table

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Wage Rate Table** .
2. Click the wage rate table you want to change, and click **Edit**.
3. Make changes to the wage rate table:

Field	Description
Description	The name of the wage rate table - It appears on lists and reports in Ajera.
Date ranges	The dates when you want to start and stop using the table - You can leave the Through Date blank, if needed.
Employee type	If the pay rate is based on the type of employee performing the work, select an employee type.
Activity	If the pay rate is based on the type of work performed, select an activity.
Regular rate	The hourly rate for this wage
Fringe rate	The hourly fringe rate for this wage
Use employee markups	Select this check box if you want to use premium markup percents set up for the employee.
Premium markup 1, 2, 3	If you selected the **Use employee markups** check box in the previous column, these fields are unavailable. Ajera automatically sets up these fields as pays. If you changed the name for these pays using > Setup > Company > Payroll Setup > Pays, the name you entered for them appears here instead of **Premium markup 1, 2, or 3**. Enter the percent you want to use to markup the regular rate when premium 1, 2, or 3 time is entered. **Note:** If you leave these fields blank and do not select the **Use employee markup** check box, premium time is paid at the regular rate.

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4. Click the **Notes** tab to change any notes about this wage rate table.
5. Click **Save**.
6. Click **Close**.

Copying a wage rate table

You may want to copy an existing table to create a new table that is similar to it. You can also add another date range to an existing table.

To copy a wage rate table

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Wage Rate Table**.
2. View rate tables in the list window differently, if needed.
3. Click the rate table you want to copy, and click **Copy**.
4. To copy a different start date than the one that is listed, make a selection. In Ajera, you can have multiple date ranges for a rate table so you can easily change rates for an employee.
5. Click **OK**.
6. Type a new description for the table.
7. Change the table as needed.
8. Click **Save**.
9. Click **Close**.

Deleting a pay, tax, deduction, or fringe

You cannot delete a pay, deduction, fringe, or wage table if it is currently being used.

You cannot delete a tax, but you can inactivate it (except for a federal tax, which you cannot delete or inactivate).

You cannot delete or inactivate the Regular Pay. You cannot delete Premium Pay 1, 2, and 3, but you can inactivate them.

To delete a pay, tax, deduction, or fringe

1. From the > **Setup** menu, click **Company** > **Payroll Setup**and one of the following:
   - Pays
   - Deductions
   - Fringes
   - Wage Rate Table
2. Click the item you want to delete, and click the **Delete** button.
3. Click **Yes** to delete it.
4. Click **Close**.

Deleting a wage rate table

You cannot delete a wage table if it is currently being used.

To delete a wage rate table

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1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Wage Rate Table**.
2. Click the wage rate table you want to delete, and click the **Delete** button.
3. Click **Yes** to delete it.

Inactivating a pay, tax, deduction, or fringe

If you inactivate a pay, tax, deduction, or fringe, it can no longer be used; however, it continues to appear on reports.

You cannot inactivate a pay, tax, deduction, or fringe if it is used on a paycheck which has not been paid.

You cannot delete or inactivate a Federal tax. However, you can change the description for it.

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1. From the > **Setup** menu, click **Company** > **Payroll Setup** and one of the following:
   - Pays
   - Taxes
   - Deductions
   - Fringes
   - Wage Rate Table
2. Click the item you want to inactivate, and click **Edit** .
3. In the Status field, select **Inactive**.
4. Click **Save**.
5. Click **Close**.

Inactivating a wage rate table

If you inactivate a wage rate table, it can no longer be used; however, it remains in the database and continues to appear on reports.

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Wage Rate Table**.
2. Click the wage rate table you want to inactivate, and click **Edit** .
3. In the Status field, select **Inactive**.
4. Click **Save**.
5. Click **Close**.

Running payroll - basic tasks

About running payroll

unavailable in ajeraCore unless you have the Payroll add-on

Note:	Your machine must be running 64-bit Windows in order to run payroll.

To run payroll, you perform these tasks:

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1. Create a payroll. You enter general information needed to run the payroll, such as the pay period and the employees to pay. You can either set up this information in advance and save it, or you can do it immediately before you actually pay employees.

You can create a payroll to do the following:

- Process your regular payroll. When you create a payroll, Ajera automatically creates paychecks for employees based on their timesheet entries for that period. You can add, change, or delete paychecks, as needed.
- Produce a payroll for one paycheck, such as a bonus check or a termination check.

2. Pay employees. You can select to pay
   - One paycheck or several paychecks out of a payroll, and then return to the payroll later and pay others.
   - Pay all employees in the payroll at one time.

   When you pay employees, you can print paychecks, direct deposit stubs, and file copies.
3. Produce direct deposits. You produce a NACHA file, which contains information your bank uses to process your direct deposits. Before producing direct deposits for the first time, you must set up direct deposits.

Creating a payroll

unavailable in ajeraCore unless you have the Payroll add-on

To create a payroll

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company. The Payroll List window appears. To create the payroll, Ajera uses the payroll type from the > Setup > Company > Companies window and the payroll settings from the > Setup > Company > Preferences window.
3. Click the **New** button.
4. Enter the following information:

> **Note:** Before running payroll with effective cost for the first time, verify that all hours before the effective cost start date are paid. Ajera use only the hours entered after this date to calculate effective cost and locks down the timesheets when you process payroll. You cannot pay or reconcile unpaid hours entered before this date.

For	Do this
Description	Change the description if you want to name this payroll something other than Regular Payroll. For example, if you are processing bonus checks, you may want to call it Annual Bonus Pay.
Period beginning date	Enter the first day of this pay period.
Period ending date	Enter the last day of this pay period.
Pay date	Enter the date that you pay employees. This date appears on checks and direct deposits.

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For	Do this
Pay period	Select the frequency for this payroll, such as weekly or monthly, or select Supplemental to produce a supplemental paycheck. Only employees set up (> Setup > Employees > Pay Information tab) with the same pay period you select in this field appear on this payroll; however, if you select Supplemental in this field, all employees appear on this payroll. **Note:** If you select an employee in the Employee field, only that employee appears on this payroll.
Retrieve previously unpaid hours	Leave this check box selected to include, in this payroll, all hours entered on timesheets through the period-ending date that were not previously paid in another payroll. **Note:** Timesheet hours dated before the payroll start date that you entered on the > Setup > Company > Preferences > Payroll tab are not included in payroll.
Employee	To produce only one check with this payroll, such as a bonus or termination check, enter the employee to be paid.
Bank account	Select the bank account you want to use for this payroll.

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For	Do this
Include automatic pays, taxes, deductions, deposits, fringes	To include all the automatic additional pays, taxes, deductions, direct deposits, or fringes that you set up for employees, leave the appropriate check boxes selected. Otherwise, clear the appropriate check boxes. An additional pay, tax, deduction, direct deposit, or fringe is automatic unless you selected the **On-demand** check box for it when setting up an employee. **Note:** To include a pay, tax, deduction, direct deposit, or fringe separately from those excluded or included as automatic or on-demand, you must set it up through the > Setup > Company > Payroll > Setup menu and then add it on the Edit Paycheck window.
Include on-demand pays, taxes, deductions, deposits, fringes	If you want to include all the on-demand additional pays, taxes, deductions, direct deposits, or fringes that you set up for employees, select the appropriate check box. An additional pay, tax, deduction, direct deposit, or fringe is on-demand if you selected the **On-demand** check box for it when setting up an employee. **Note:** To include a pay, tax, deduction, direct deposit, or fringe separately from those excluded or included as automatic or on-demand, you must set it up through the > Setup > Company > Payroll Setup menu and then add it on the Edit Paycheck window. If you are producing a supplemental paycheck, you do not need to select the **Include on-demand** check boxes to include supplemental items. However, when setting up an employee, you must select the **On-demand** check box for a supplemental item or it appears on all paychecks.

5. Click **OK**.
6. View or make changes to a paycheck for an employee, as needed.
7. When ready, you can now pay employees.

Paying employees

unavailable in ajeraCore unless you have the Payroll add-on

After you have created a payroll, you can pay the employees in that payroll.

To pay employees

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. Select the payroll you want to pay, and click **Edit**.
4. Select the employees that you want to pay as follows:

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To select	Do this
All employees	Click the **Select All** button.
One employee	Click the row of the employee.
Several employees in a row	Click the first row and then click the last row while pressing the Shift key.
Several employees not in a row	Click the first row and then click each additional row while pressing the Ctrl key.

5. Click the **Pay** button. The Pay Employees window appears.

> **Note:** If a check has a net amount of zero, to print the zero check statement, click the **Edit** button. The Edit Paycheck window appears. Click the **Pay** button. If the **Pay** button is unavailable, click the **Allow tax override** button.

6. If you are paying any employees in this payroll through direct deposit, to print direct deposit information on the paycheck stub, select the **Print direct deposit/zero check statement** check box. For a direct deposit, Ajera prints only the last four digits of the routing number and account number, the amount of the deposit, and the total amount of direct deposits.

> **Note:** This option is only available if you set up an employee for direct deposit on the Deductions/Fringes tab of the Employee window.

7. If you are paying any employees in this payroll by check, indicate the check number you want to print on the first check. Any other checks printed for this payroll are numbered sequentially after the first check number.

   Either leave the starting check number or enter a different number.

8. Select the order in which you want to print checks. You can print paychecks alphabetically by one of the following:
   - Last name, then by first name if duplicate last names exist
   - First name, then by last name if duplicate first names exist
   - Department, then by last name within the department (the department name prints on the bottom of the stub)
9. Click **OK**.
10. If you are printing any checks, the Print window appears. See Check printing tips. Click **OK**. A message appears asking if the checks printed correctly.

    If your checks did not print correctly, click **No.** Correct any problems, type a new number for the first check, and click **OK** to print again. The original check is marked as Void.
11. If you are printing any direct deposit statements, the Print window appears. Be sure that you replace any checks in the paper tray of your printer with blank paper. Click **OK**.
12. A message appears asking if you want to print a file copy. If you click **Yes**, the Print window appears. Before printing, be sure to replace any checks in the paper tray of your printer with blank paper.

> **Note:** For security reasons, only the last four digits of an employee's Social Security Number prints on a direct deposit stub or paycheck stub.

13. If you are paying any paychecks through direct deposit, produce a file for the direct deposits.

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Producing direct deposits for payroll

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Before producing direct deposits for the first time, you must set up direct deposits.

After you have created a payroll and paid employees, you can produce the file that contains direct deposit information.

To produce direct deposits

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. Select the payroll for which you want to produce direct deposits, and click the **Deposit** button.
4. When you produce direct deposits, Ajera creates a direct deposit file that your bank uses to process automatic deposits to your employee's bank accounts. Ajera formats this file according **NACHA**[1] requirements.

   In the Direct Deposit Path field, click , and browse to select the folder where you want to store the file. Save the file with a name and a file type (if required) as specified by your bank.
5. On the Direct Deposit window, enter the effective date, which is the date when you want the direct deposits to occur.
6. Enter the reference number for this direct deposit. Use the guidelines provided by your bank to enter an acceptable reference number.
7. Either leave the File ID modifier that appears, or change it if needed.
8. Click **OK**. The Direct Deposit Totals window appears.
9. Review the information about this direct deposit, and click **OK**.

   The Payroll List window reappears. The Direct Deposited box for the payroll is now selected to show that you produced the direct deposit file for the payroll.
10. Click **Close**.
11. Send the direct deposit file to your bank. Check with your bank to determine if you should email the file to them or send it in some other way.

> **Note:** If you misplace the file or need to recreate it due to changes in the payroll, simply recreate the file by repeating these instructions. Then, click the **Yes** button to create the file again.

Recording manual paychecks and EFTs

unavailable in ajeraCore unless you have the Payroll add-on

If you pay an employee by a manual check or electronic funds transfer (EFT), you must record the check in Ajera.

On occasion, you may also need to make an adjustment to an amount that Ajera calculates for you automatically.

For example:

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[1] Electronic Payments Association. NACHA develops operating rules and business practices for the Automated Clearing House (ACH) Network and for electronic payments in the areas of Internet commerce, electronic bill and invoice presentment and payment (EBPP, EIPP), e-checks, financial electronic data interchange (EDI), international payments, and electronic benefits transfer (EBT).

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- You write out a manual check for an employee who was terminated.
- You may need to adjust the calculated subject-to and taxable amounts.
- You are setting up to run payroll in Ajera, but are still processing payroll in your current software. When processing payroll in Ajera, there are differences in the amounts calculated, such as penny differences for tax amounts.

Note that Social Security and any tax with a limit is self-adjusting, so Ajera always corrects those amounts on the next paycheck.

To record a manual paycheck or EFT

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. Select the payroll for the manual paycheck or EFT, and click **Edit**. The Paycheck List window appears.
4. Select the paycheck you want to change, and click **Edit**. The Edit Paycheck window appears

   Ajera automatically calculates the pays, deductions, fringes, taxes and direct deposit amounts for the check.
5. Compare amounts on the manual paycheck or EFT (including the supporting detail) to amounts on the **Paycheck** tab of the Edit Paycheck window.
6. If you need to make changes to the paycheck, do the following. Otherwise, proceed to the next step.
   - Begin by reviewing the **Pays**, **Deductions**, **Fringes**, and **Direct Deposit** tabs, and make changes as needed. For example, remove any accruals and direct deposit amounts since the employee's pay was not paid through a direct deposit.
   - Review the **Taxes** tab last, as any changes you make elsewhere update these amounts. If you need to change the tax amounts, first select the **Allow tax override** option at the upper right of the window.
7. When the amounts are correct, click the **Pay** button. The Pay Employee window appears.
8. Select **Paid with manual check** or **Paid with EFT**.
9. For a manual paycheck, type the check number. For an EFT, type the reference number.
10. Click **OK**.

Viewing a paycheck

To view a paycheck

1. If you are not already viewing the Paycheck List window, from the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. Click the payroll that contains the paycheck you want to view, and click **Edit**.
4. On the Paycheck List window, click the paycheck that you want to view, and click **Edit**. The **Paycheck** tab of the Edit Paycheck window appears.

   The **Paycheck** tab is a view-only summary of the employee's paycheck. It contains the information that appears on the employee's paycheck stub. Use the other tabs on this window to make changes to the paycheck. Note that a negative pay is highlighted in red.

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Adding a paycheck

unavailable in ajeraCore unless you have the Payroll add-on

To add a paycheck

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. Click the payroll where you want to add a check, and click **Edit**.
4. Click **New**.
5. To include all unpaid hours to-date, select **Retrieve previously unpaid hours**.
6. Enter the employee in the Employee field.
7. Select to include automatic and on-demand items, as needed.
8. Click **OK**. The new check now appears on the last row of the Paycheck List window.
9. To add a paycheck without taxable or subject-to amounts, or with adjustments to these amounts, change the paycheck.

Changing a paycheck

> **Note:** If an employee changed a timesheet since you set up the payroll, and you need to reflect those changes in the paycheck for that payroll, see changing hours on a paycheck.

If you need to change the bank account or routing number for a direct deposit, change it in the setup information for the employee, delete the paycheck, and then add the paycheck back. The new bank account or routing number then appears on the paycheck.

To change a paycheck

1. If you are not already viewing the Paycheck List window, from the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. Click the payroll that contains the paycheck you want to view, and click **Edit**.
4. From the Paycheck List window, click the paycheck you want to change, and click **Edit**. The **Paycheck** tab of the Edit Paycheck window appears.

   The **Paycheck** tab of the Edit Paycheck window is a view-only summary of the employee's paycheck. It contains the information that appears on the employee's paycheck stub. You use the other tabs on this window to make changes to the paycheck. A negative net pay is highlighted in red.

   - An asterisk (*) next to the Accrual pay type indicates the **Cap at Limit** method is used.
   - The word **max** indicates the **Cap at Limit** method is used and the max number of accrual hours has been reached.
5. Depending on the information you want to change, click the **Pays**, **Taxes**, **Deductions**, **Direct Deposits**, or **Fringes** tab.
6. Change the paycheck information, as needed.

   > **Note:** If the employee has a percent of taxable deduction, you cannot change any of the deductions or fringes here; you must change them in the employee setup.

   As you make changes, you can do the following:

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To	Do this
Display any detail items	Click the plus + icon for the item you want to change.
Add an item	Click the first field in the next blank row of the table. Complete the fields on the row. More about adding pays to a paycheck
Delete an item	Click the row, and click **Delete**. **Note:** When you delete a direct deposit row, the amount on that row is paid on a check instead.
Return to original amounts for taxes	To return to the original amounts, click (**Refresh**).

7. To change taxable, subject-to, or tax amounts on the **Taxes** tab, select the **Allow tax override** check box.

   Note: Change taxable, subject-to, and tax amounts only after making any other changes on the window, as other changes cause Ajera to recalculate these amounts.

8. Do one of the following:
   - Pay only this paycheck now.
   - Pay this paycheck when processing the payroll. Click **Save**.
9. Click **Close**.

Changing hours on a paycheck

When you create a payroll, Ajera automatically creates paychecks for it. These paychecks reflect hours an employee enters on a timesheet for the time period of the payroll.

Note: Only timesheet hours dated after the payroll start date that you entered in > Setup > Company > Preferences or in Setup > Company > Companies (for multi-company) are included in payroll.

To change hours entered through a timesheet

If an employee changed a timesheet since you set up the payroll, and you need to reflect those changes in the paycheck for that payroll, do the following:

1. Delete the paycheck.
2. Add the paycheck back to the payroll.

To change hours entered directly on a paycheck

In addition to paychecks based on timesheet hours, you may have added pays directly to a paycheck. You can simply change the paycheck for pay information that you entered directly on it.

Deleting a paycheck

After you delete a paycheck, the hours entered for it on a timesheet are then available to include on another paycheck. You have the option of including those hours when you set up a payroll.

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If the hours are based on effective cost and you want to change to standard cost, you must recalculate time. Otherwise, the cost remains at effective cost.

When you delete a paycheck that was already paid, the paycheck is given a status of *Void*.

To delete a paycheck

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. Click the payroll that contains the paycheck you want to delete, and click **Edit** .
4. Click the row for the paycheck you want to delete. To select more than one paycheck, click a paycheck while pressing the **Ctrl** key.
5. Click the **Delete** button.
6. Click **Yes** to delete it.
7. Click **Close**.

Deleting a payroll

You can delete a payroll only if no paychecks on it have been paid. After deleting a payroll, the hours entered for it on timesheets are then available for another payroll.

To delete a payroll

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. Click the payroll you want to delete, and click the **Delete** button.
4. Click **Yes** to delete it.
5. Click **Close**.

Paying a single paycheck

unavailable in ajeraCore unless you have the Payroll add-on

You can produce and pay only one paycheck as follows:

To	Do this
Create a new payroll for one paycheck	Create a payroll for only one employee by being sure to enter the name of the employee in the Employee field on the New Payroll window.
Pay only one paycheck of an existing payroll	Pay the paycheck by being sure to select only that paycheck on the Paycheck List window.

Paying a paycheck when editing it

unavailable in ajeraCore unless you have the Payroll add-on

You can pay one paycheck while editing it.

To pay a paycheck when editing it

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1. From the Edit Paycheck window, click the **Pay** button.
2. If you are paying the employee through direct deposit, to print a stub for the direct deposits, you must select the **Print direct deposit statements** check box.
3. If you are paying the employee by check, indicate the check number.

   Either leave the starting check number or enter a different number.
4. Click **OK**. The Print window appears.
5. Click **OK**. A message appears asking if the check printed correctly.
6. If you click **Yes**, a message appears asking if you want to print a file copy.

   If you click **No**, the Payroll List window reappears. Correct any problems, type a new number for the check, and click **OK** to print it again. The original check is marked as Void.
7. You can now produce direct deposits, as needed.

Running payroll - other tasks

Estimating payroll taxes and net pay

unavailable in ajeraCore unless you have the Payroll add-on

You can quickly estimate payroll taxes and the resulting net pay for an employee.

To estimate payroll taxes and net pay

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. Click the **Tax Calculator** button.
4. Enter the pay period, federal and state tax information, and taxable wages:

Field	Description
Pay period	Select the check box for the pay period you want to calculate taxes for.
Federal:	
Single, Married, Head of Household	Select the check box for the filing status that the employee enters on the W-4 form.
Exemptions	Type the number of withholding allowances the employee enters on the W-4 form.
State:	
State	Make a selection for the state taxes you want to calculate. Leave **No State** if you do not want to calculate state withholding.
Single, Married, Head of Household	Select the check box for the filing status that the employee enters on the state withholding form.
Exemptions	Type the number of withholding allowances the employee enters on the state withholding form.

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Field	Description
Taxable wages	Enter the employee's wages for the pay period you selected.

5. Press the Tab key. Based on the information you entered, tax amounts and the resulting net pay appears.
6. Click **Close** .

Producing a supplemental paycheck

unavailable in ajeraCore unless you have the Payroll add-on

When you produce a supplemental paycheck, Ajera automatically applies federal withholding based on the federal supplemental tax tables. You may want to produce supplemental paychecks for pay such as bonus pay.

You can produce supplemental paychecks in one of the following ways:

Setting up and producing supplemental paychecks

1. If you need to create a supplemental paycheck that includes special taxes, deductions, and fringes, add them for the employee as needed, selecting the **Supp** check box for each item you add. If you want to include these items on supplemental paychecks only, you must also select the **On demand** check box for each item.
2. On the **Pay Information** tab, add a pay, entering the amount of the gross pay and selecting the **Supp** check box. If you want to use this pay on supplemental paychecks only, you must also select the **On demand** check box.
3. When creating the payroll, be sure to select **Supplemental** in the Pay Period field. You do not need to select the **Include on demand** check boxes to include supplemental items you set up for an employee; select these check boxes only if you want to include other on-demand items on the paycheck.

Producing a one-time only supplemental paycheck

If, when setting up each employee, you do not set up a pay for supplemental paychecks or any special taxes, deductions, or fringes for supplemental pay, you can create a zero-amount paycheck and then add the pay, taxes, deductions, and fringes to that paycheck.

1. When creating the payroll, be sure to select **Supplemental** in the Pay Period field.
2. Using the appropriate tab of the Edit Paycheck window, add pays, deductions, and fringes as needed to this paycheck.

   Any deductions and fringes you add appear with Flat Amount as the calculation method.

Producing an owner's draw (in-house payroll)

unavailable in ajeraCore unless you have the Payroll add-on

Follow these instructions to set up and process in-house payroll for principals who take draws instead of a payroll check. Owners and principals may choose to take a draw when they work on projects but are tax exempt because they are defined as a Chapter S, LLC, or Sole Proprietor.

Setting up an owner’s draw in in-house payroll involves four main steps:

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- Step 1: Set up a pay to use for the owner's draw.
- Step 2: Set up a pay to reverse out the pay generated from timesheet entries.
- Step 3: Set up employee information for the owner's draw.
- Step 4: Produce a paycheck.

See Producing an owner's draw (outsourced payroll) if you use a payroll service.

Step 1: Set up a pay for the owner's draw

You set up this pay to create a tax-exempt pay for the owner's draw.

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Pays**.
2. Click the **New** button.
3. Enter a description to identify the owner's draw pay.
4. Select **Other** in the Type field.
5. Clear the **Track hours/units** check box.
6. Select a calculation method of **Flat Amount**.
7. Select the equity account in the Expense Account field.
8. Select all the employer and employee tax exempt check boxes.

Step 2: Set up a reversing pay

This step will pay amounts (and associated taxes) from timesheet entries that need to be reversed out so that their effect on payroll nets to zero. In this step, you set up a reversing pay. You may or may not want to include the owner on your quarterly report.

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Pays**.
2. Click the **New** button.
3. Enter a description to identify this pay as the owner's draw reversing pay.
4. Select **Other** in the Type field.
5. Select the **Track hours/units** check box.
6. If you want to exclude the owner from the quarterly report, select the **Include in quarterly report** check box. To include the owner in the quarterly report, ensure that the check box is blank. In this field, you do the opposite of normal because you are creating a reversal.
7. Select the **Include in regular pay calculation** check box.
8. Select the payroll variance account for the Expense Account field.
9. Select the employer and employee tax exempt check boxes if they are also selected on the Regular Pay. Typically, these check boxes are not selected.

Step 3: Set up employee for owner's draw

1. From the > **Setup** menu, click **Employees**.
2. Click the owner, click the **Pay Information** tab.

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3. In the Pay Period Salary Amount field, enter or change the salary amount for the owner, as needed. You may want to change the salary amount to be a reasonable amount for project costing. The standard hourly rate for salaried employees is calculated as (salary / number of hours in the pay period). Projects are charged this amount for the owner's time.
4. In the Additional Pays table, add the Owner's Draw pay, entering the normal salary amount for the employee.

Step 4: Produce a paycheck

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. Create a paycheck for the owner. Pays are created based on the time entered, as well as the Owner's Draw pay, which is automatically added to the paycheck.
4. On the **Pays** tab for the owner's paycheck, enter the Reversing Pay. Enter the negative hours and the negative amount that equals the timesheet pays. The amount in the Reversing Pay should be reversing all of the pays except the Owner's Draw.
5. Select the **Taxes** tab. Only taxes not marked as exempt on the Regular and Reversing pays are calculated. Verify that no other taxes are being calculated. On occasion, some self-adjusting taxes may be calculated; you will need to delete those lines.
6. Pay the check. Pays that you add on the paycheck (pays not generated from timesheet entries) use the employee's department. In this scenario, expenses for the reversing pay will be reflected in the owner's department on the financial reports. The equity is reported on the balance sheet.

Withholding for local taxes

unavailable in ajeraCore unless you have the Payroll add-on

To withhold for a local tax (such as city, county, or school district taxes)

1. Set up the tax, being sure to do the following:
   - In the Description field, type the name of the tax.
   - In the Type field, select **Local**.
   - In the W-2 Form Boxes 10-20 field, select the appropriate W-2 Form box (Box 18-19 local 1 or Box 18-19 local 2).
   - In the W-2 Box Description field, type the description (up to 5 characters) to print on the W-2 form.
2. Add the tax for each employee (> Setup > Employees > Payroll Taxes tab > Additional Taxes table).
3. Add the paycheck.
4. Change the paycheck, as needed. Ajera automatically calculates taxable, subject-to, and tax amounts for the local tax, but you may need to change them.

   For example, you may need to change the amounts if an employee works in more than one local tax district, or if an employee pays the tax only for work actually performed in the local tax jurisdiction.

   Note: Change taxable, subject-to, and tax amounts only after making any other changes on the window, as other changes cause Ajera to recalculate these amounts.

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5. When printing W-2 forms (> Setup > Company > Government Reporting > Form W2), be sure to do the following to print W-2 forms for each local tax:
   - Select the check box to the left of the Local Line 1 field. Click the button and select the local tax you want to print.
   - To print a second local tax, select the check box to the left of the Local Line 2 field. Click the button and select the local tax you want to print.

> **Note:** If the local tax does not appear in the Tax List window, from > **Setup** > **Company** > **Payroll Setup** > **Taxes**, select the tax and click the **Edit** button. In the W-2 form boxes 10-20 field, select **Box 18-19 Local 1** or **Box 18-19 Local 2**.
>
> To accumulate and print an amount for all local taxes on one line on the W-2 form, ensure that you select the check boxes for the Local Line 1 and/or Local Line 2 fields but leave both fields blank.
>
> On the W-2 form, Box 18 includes the taxable amount for all local taxes for that employee. Box 19 includes total local tax amounts. Box 20 displays the locality name of the last tax entered.

Reprinting payroll checks

When a check has a status of paid it can be reprinted. The **Pay** button becomes **Reprint**.

Before you begin

Determine if you need to reprint a payroll check. Reasons for reprinting may include:

- Incorrect check numbers
- Incorrect check date
- Lost check
- No check stock in the printer
- Printer jam

To reprint a single check

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. Select the relevant payroll with a paid status and click **Edit**.
4. Select the relevant paycheck with a paid status and click **Reprint**.
5. There are three types of reprint check options:
   - **Reprint with neither check box selected**:

     This reprints a check with the same check number and does not affect bank entries after check print.
   - **File copy only check box**:

     This creates a file a copy when the check box is selected.
   - **Void check & reprint**:

     This option voids the previous check and reprints a new check with newly selected check number.
6. Click **OK**. A message confirms that the check printed correctly.

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To reprint checks

1. Void the paychecks from the bank register.
2. Delete the paychecks from the payroll.
3. For the checks that you want to replace, do one of the following:
   - Create a new payroll.
   - Add the paychecks to the payroll where you just deleted them.
4. Pay the paychecks and print them.

State withholding for multiple states

About state withholding for multiple states

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Caution:	Do **not** turn on withholding for multiple states if you only have employees who live and work in the same state, or live in one state and work in another.

State withholding for home and work state only

Firms often have employees who live and work in the same state, or live in one state and work in another.

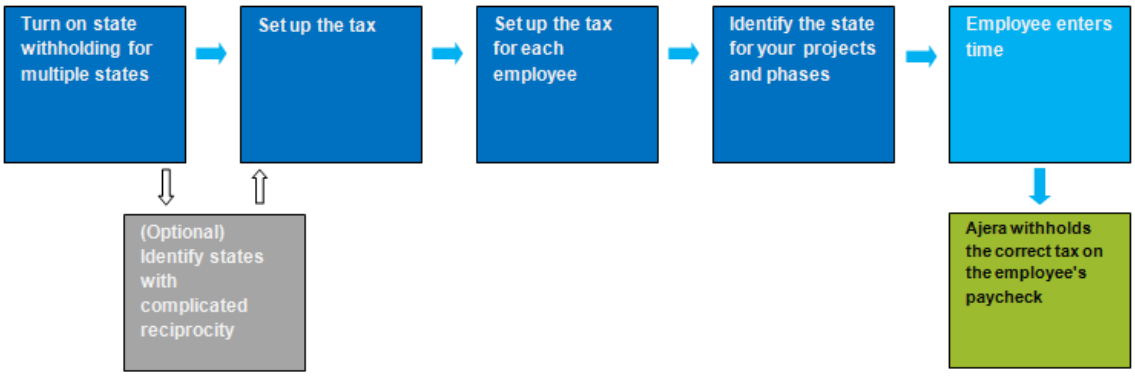
The default option in Ajera for setting up employees provides for these situations. If this is how employees at your firm work, you simply leave this check box cleared: > Setup > Company > Preferences > Payroll tab > Allow state taxes from multiple states on one paycheck.

If employees at your firm never work in multiple states, Ajera hides all the extra fields to keep it clean and simple for you.

State withholding for multiple states

If any of the following situations apply, you can activate processing in Ajera for multiple state withholding:

- You have employees who work in the state where they live and also work in another state where they need to pay taxes during the same pay period.
- You have employees who work in several states during the same pay period.
- You have employees who repeatedly work in different states, even if it is during different pay periods.



Here is an overview of the main setup tasks.

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For step-by step instructions, see Setting up state withholding for multiple states .

	Do this	Here	To accomplish this
1.	Turn it on	> Setup > Company > Preferences > Payroll tab	Display all the fields you need to set up and maintain state withholding for more than one state.
2.	Identify states that have complicated reciprocal agreements (Optional)	> Setup > Company > Preferences > Payroll tab	Instruct Ajera to automatically handle complicated reciprocal agreements between specific states. **Caution:** If the state withholding between states is a simple tax exchange (tax is withheld from only one state), and you want to select which state to withhold from, skip this step. **Note:** Ajera calculates withholding using reciprocity agreements for state withholding only, not local taxes. You enter withholding for local taxes as described in Setting up withholding for local taxes when processing for multiple states.
3.	Set up a tax for each state where your employees work	> Setup > Company > Payroll > Taxes	Identify information about the tax (such as the type of tax and the affected financial accounts) so Ajera can process the withholding correctly.
4.	Set up state withholding for each employee	> Setup > Employees > Payroll Taxes tab	Instruct Ajera where to withhold state taxes for each employee. You also specify exemptions, and if applicable, withhold for SUI or SDI.
5.	Identify the work state for your projects and phases	> Manage > Project Command Center > Project Info tab > General tab	Withhold state tax according to where the employee performs the work. When employees enter time for a project or phase, Ajera assigns that time to the applicable state and then does the state withholding for that state on the employee's paycheck.

To set up withholding for local taxes, see Setting up withholding for local taxes when processing for multiple states.

About reciprocal agreements or tax credits for state withholding

unavailable in ajeraCore unless you have the Payroll add-on

Employees pay state withholding taxes where taxes are required. Wages are generally taxed by the state where the employee performs the services. The state where the employee is a resident (home state) generally

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taxes all income, even if sourced from outside the state. A home state credit for taxes paid to other states, where applicable, helps mitigate double taxation.

A *reciprocal agreement* is an agreement between two states that relieves nonresident employees of tax liability for the state where they work. The employer withholds state tax only for the state where the employee is a resident.

Setting up payroll to handle reciprocal agreements or state tax credits

Here are some examples for setting up payroll in these situations:

- You have employees who work in states that have reciprocal agreements, where the state withholding tax is paid to the employee's home state.
- You have employees who work in multiple states, and the home state allows a credit for taxes paid to the work state.

Example 1: An employee works in states with reciprocal agreements

An employee lives in Pennsylvania, but works in both Pennsylvania and New Jersey. Pennsylvania and New Jersey have a reciprocal agreement.

For wages earned in New Jersey, the employee pays state withholding taxes to Pennsylvania (the employee's home state). The employee completes an Employee's Certificate of Nonresidence in New Jersey.

You do the following in Ajera:

1. Click the > **Setup** > **Company** > **Preferences** > **Payroll** tab, and do the following:
   - Select the **Allow state taxes from multiple states on one paycheck** check box.
   - Select the **Automatic SWH reciprocity calculations** check box.
   - In the Reciprocal State Withholding (SWH) fields, select **Pennsylvania** in the first available field.
2. Click the > **Setup** > **Employees** > **Payroll Taxes** tab, and do the following:
   - In the Home State field, select **Pennsylvania**.
   - In the Default Work State field, select **New Jersey**.
   - In the State Taxes table, enter one row for each state:
     - Pennsylvania
     - New Jersey (be sure to select the **Non Res** check box, which indicates that the employee filled out a certificate of nonresidency).

Example 2: An employee is allowed a credit for taxes paid to another state

An employee lives in New York, works in New Jersey, and is therefore taxed in both states. There is no reciprocal agreement between these states.

New York withholds tax on all income earned by residents and allows a credit for nonresident state withholding. New York tax withheld is the full amount, less the credit for New Jersey taxes paid.

You do the following in Ajera:

1. Click the > **Setup** > **Company** > **Preferences** > **Payroll** tab, and do the following:
   - Select the **Allow state taxes from multiple states on one paycheck** check box.
   - Select the **Automatic SWH reciprocity calculations** check box.
   - In the Reciprocal State Withholding (SWH) fields, select **New York** in the first available field. This applies the credit for New Jersey taxes against New York taxes.

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2. Click the > **Setup** > **Employees** > **Payroll Taxes** tab, and do the following:
   - In the Home State field, select **New York**.
   - In the Default Work State field, select **New Jersey**.
   - In the State Taxes table enter one row for each state:
     - New York
     - New Jersey

Caution:	For more information about how state withholding is done in states that affect your employees, contact the state tax offices or your accountant.

Setting up state withholding for multiple states

unavailable in ajeraCore unless you have the Payroll add-on

Step 1: Turn on withholding for multiple states

1. From > **Setup** menu, click **Company** > **Preferences**.
2. Click the **Payroll** tab.
3. Select the **Allow state taxes from multiple states on one paycheck** check box.
4. Click **Save**.

Step 2: (Optional) Enter states with complicated reciprocal agreements

Perform this step only when you want Ajera to automatically handle complicated reciprocal agreements between states.

Caution:	If the state withholding between states is a simple tax exchange (tax is only withheld from one state), and you want to select which state to withhold from, do not perform this step.

1. On the > Setup > Company > Preferences > Payroll tab, select the **Automatic SWH reciprocity calculations** check box.

   Reciprocal State Withholding (SWH) fields appear on the upper right of the window.
2. In the Reciprocal State Withholding (SWH) fields, enter the home state (state where the employee is a resident) involved in a reciprocal agreement.

   When you enter a state here, withholding for that state adheres to the applicable predefined agreements, including any applicable Nexus agreements regarding the handling of nonresidents.
3. Click **Save**.

Step 3: Set up the state tax

Follow the instructions for Setting up taxes to set up a tax for each state where your employees work.

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Step 4: Set up state withholding for each employee

1. From the ☰ > **Setup** menu, click **Employees**.
2. Click the employee who needs withholding for another state, and click **Edit**.
3. Click the **Payroll Taxes** tab.
4. Complete the following fields:

For	Do this
Home state	The state you entered as the Home State on the Payroll tab in ☰ > Setup > Company > Preferences automatically appears here. If this employee lives in a different state, select that state instead. **Note:** You can select the **No State** option for a temporary employee on whom you want to withhold no taxes. You then select the **Do not withhold** option for the Federal and state filing status fields.
Default work state	Enter the state you want to withhold taxes from when an employee enters time to a project or phase, but you did not assign a state to that project or phase. (You learn how to assign states to projects and phases in the next step of these instructions). Ajera also uses this state for supplemental pays and salary-based paychecks.
State taxes table: In this table, complete one row for each state where the employee works (including the home state where the employee is a resident).	
State	Enter a state where you need to withhold taxes.
Non Res	This check box appears only if you selected the ☰ > Setup > Company > Preferences > Payroll tab > **Automatic SWH reciprocity calculations** check box. If the employee has a certificate of nonresidency for the state, select this check box, and Ajera processes withholding based on the states involved, which you entered in the ☰ > Setup > Company > Preferences > Payroll tab > Reciprocal State Withholding (SWH) fields.
SWH	This check box appears only if you did **not** select the **Automatic SWH reciprocity calculations** check box on the Setup > Company > Preferences > Payroll tab. To withhold state tax for the state on this row, select this check box.
SDI	To withhold state disability insurance (SDI) for the state on this row, select the check box. You can withhold SDI for only one state. Multi-company only. Ajera uses the tax rate associated with the employee

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For	Do this
	company. If there is none, Ajera then uses the tax rate from the tax setup where the Company field is blank.
SUI	To withhold state unemployment insurance (SUI) for the state on this row, select the check box. You can withhold SUI for only one state. Multi-company only. Ajera uses the tax rate associated with the employee company. If there is none, Ajera then uses the tax rate from the tax setup where the Company field is blank.
Status	Select the filing status that the employee entered on the state withholding form for the state listed on this row. If you select Percent of Taxable, be sure to enter the percent in the Amount field. **Note:** If you previously left blank the SWH check box for a state so as to not withhold tax, but you now have selected the > Setup > Company > Preferences > Payroll tab > **Automatic SWH reciprocity calculations** check box, be sure to select the state filing status of **Do not withhold**.
Exemptions	Type the number of exemptions that the employee entered on the state withholding form for the state listed on this row.
Additional SWH	Type the amount of any additional state withholding that the employee entered on the state withholding form for the state listed on this row.
State option Code Amount *untitled check box*	These fields are available only if the state where the employee is paying income tax requires a special code. The State Option field describes the special tax information needed. Complete the Code and Amount fields and select the untitled check box, as needed, to enter the required information for the tax. Refer to your state tax publication for more information on these special requirements. States and codes are listed below: • Arizona: Percent of federal withholding • Arkansas: Arkansas low income • California: Additional allowances • Georgia: Marital allowances; enter 0, 1, or 2 when the state filing status is Married filing jointly. • Illinois: Number of dependents • Indiana: Number of dependents • Louisiana: Number of dependents • Massachusetts: Blind exemptions • Mississippi: Dual income exemptions

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5. Click **Save**.
6. If you need to withhold local taxes for an employee, you can also do that at this time. Follow Step 2 of these instructions: Setting up withholding for local taxes when processing for multiple states.

Step 5: Identify the work state for your projects and phases

When employees enter time, Ajera assigns that time to the applicable state and then does the state withholding for that state on the employee's paycheck. You identify the state where employees perform work by entering it for the project or phase.

If you do not set up state withholding for a project or phase, then to calculate state tax, Ajera uses the state you entered for the employee in the > Setup > Employees > Payroll Taxes tab > Default Work State field.

1. From the > **Manage** menu, click **Project Command Center**.
2. For each project, select the project from the project list.

   On the **Project Info** tab > **General** subtab, in the **Payroll Taxes** area, enter a state if you want Ajera to withhold state tax when employees enter time to this project.
3. For each phase of the project, Ajera automatically enters the same information you entered for the project. However, if the state of a phase is different from the project, click the phase in the project tree, and complete the State field for the phase.
4. Click **Save**.
5. If you need to associate local taxes with a project or phase, you can also do that at this time. Follow Step 3 of these instructions: Setting up withholding for local taxes when processing for multiple states.
6. Ajera automatically allows all roles access to the State and Local Tax fields in the Payroll Taxes area.

   If you need to restrict access for employees of a role (> Setup > Company > Roles), select the role, and then the **Projects** tab > **Project Info** subtab. In the table, expand the **Project Info** tab and then the > **General** tab. Select the appropriate setting in the Payroll Taxes field.

Setting up withholding for local taxes when processing for multiple states

unavailable in ajeraCore unless you have the Payroll add-on

Follow these instructions to set up withholding for local taxes **only** if you turned on withholding for multiple states (you selected the > Setup > Company > Preferences > Payroll tab > **Allow state taxes from multiple states on one paycheck** check box). Otherwise, see Withholding for local taxes.

Step 1: Set up the local tax

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Taxes**.

   Note: Taxes appear on paycheck stubs in the order listed in this window. To change the order, click the tax and click or . To return to the original order, click (**Refresh**).
2. Click the **New** button.
3. Leave the status as Active. When you no longer want to use the tax, you change it to Inactive.
4. Enter the following information:

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For	Do this
Description	Type the name of the tax that you are setting up. This is the name that appears on lists in Ajera and on paycheck stubs and reports.
Employer tax	To withhold the tax from the employee, leave this check box cleared.
Type	Select **Local**.
State	Select the state where the tax applies.
Tax ID	Enter your account number with this tax entity.
Liability account	Select the liability account to use for this tax.
Expense account	If you selected the **Employer tax** check box, select the expense account to use for this tax.
W-2 form boxes 10-20	To report the amounts for this tax in boxes 10 through 20 on Form W-2, select the box on Form W-2 where you want to report the tax. Otherwise, leave the **Not Reported** option selected. For box 14, 18, or 19, you must identify the tax by printing a description for it in the box. You enter this description in Ajera in the W-2 Box Description field. For more information, see About Form W-2.
W-2 box description	If you selected to report this tax in Box 14, 18, or 19, you identify it by printing a description for it in the box. Type the description you want to print, entering up to five characters.
Workers' comp code	This field only applies to taxes with a type of Workers' Compensation.
Calculation method	Select the calculation method for the tax. Select the **Percent of Taxable** calculation method if the tax is based on a percent of the taxable amount or if the tax is applied based on the location where the work is performed.
Taxable type	If you selected the **Percent of Taxable** calculation method, select one of the following options to determine the percent of taxable on which to base the local tax withholding. *Local* Select this option to base the tax on the taxable wages less exempt pays and deductions. *Federal* Select this option to base the tax on the federal withholding taxable amount. *Social Security* Select this option to base the tax on the Social Security taxable amount.

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For	Do this
	State Select this option to base the tax on the state withholding taxable amount for the state where the local tax applies. *Location-based* Select this option if you are setting up a tax that is based on where the work is performed. Whenever an employee enters time to a project or phase where the tax applies, Ajera withholds for this tax. Ajera bases the tax on the state withholding taxable amount for the time entered for the project or phase set up for the tax.
Rate Wage limit	If applicable, depending on the calculation method you selected, type the amount or percent that you want to use. Enter a percent as a whole number; for example, enter 2% as **2.00** and not .02. If applicable, type the maximum amount of income that is subject to this tax. For example, SDI, FICA, and FUTA taxes are subject to a limit. Ajera calculates the wage limit for the calendar year. **Note:** When you change a rate or wage limit, Ajera uses the new rate and limit, and it removes any rate or wage limit you set up for a specific employee in Setup > Employees > Payroll Taxes tab > Additional Taxes table.
Effective date Rate Wage limit	Use these fields if you want a rate or wage limit for the tax to become effective some time in the future. For example, you want to get started on your January payroll, but you have not yet processed your last December payroll. You enter an effective date of January 1 and the new rate and wage limit. Ajera then uses the current rate and wage limit for your December payroll, and the new rate and wage limit for your January payroll. **Note:** When you enter an effective rate or wage limit for a new effective date, Ajera uses the new rate and limit, and it removes any rate or wage limit you set up for a specific employee in Setup > Employees > Payroll Taxes tab > Additional Taxes table.
Notes	Enter any notes.

5. Click **Save**.

Step 2: Set up employee withholding for the local tax

Note: To withhold for the tax one time on only one paycheck, you can also manually add the tax to the paycheck through > Manage > Payroll by selecting a payroll and then a paycheck. On the Taxes tab of the Edit Paycheck window, add the local tax on the next available line in the table.

1. Ensure that you selected **Local** in the Taxable Type field in Step 1 of these instructions.
2. From the > **Setup** menu, click **Employees**.

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3. Double-click the employee you are setting up.
4. Click the **Payroll Taxes** tab.
5. In the Additional Taxes table, enter a row for each local tax you need to set up for the employee, as follows.

For	Do this
Tax	Enter the tax. If the tax you want is not already set up, click the **New** button from the Tax List window.
Calculation	To override the calculation method of this tax (as set up in > Setup > Company > Payroll Setup > Taxes) for this employee only, select a different calculation method.
Amount	To override the amount of this tax (as set up in > Setup > Company > Payroll Setup > Taxes) for this employee only, enter it here.
On demand	If you do not want this additional tax automatically included for every paycheck, select this check box. When running payroll, you can choose to include all on-demand taxes for all employees.
Supp	Select this check box to also automatically deduct this tax from a supplemental pay check, such as a bonus. If you want to deduct this tax only on supplemental paychecks, you must also select the **On Demand** check box.
Limit	Enter the limit that can be withheld for this tax. You can only enter a limit if one was not entered in the setup of the tax (> Setup > Company > Payroll Setup > Taxes).
Limit period	Note that the limit you entered is always per year.
Notes	Enter any notes.

6. Click **Save**.

Step 3: Set up a local tax based on the where employees perform the work

Follow these instructions only if the tax is based on where the employees perform the work (you selected **Location-based** in the Taxable Type field when performing Step 1 of these instructions).

1. From the > **Manage** menu, click **Project Command Center**.
2. For each project, select the project from the project list.

   On the **Project Info** tab > **General** subtab, complete the fields in the **Payroll Taxes** area, as follows.

For	Do this
State	This field applies to state withholding. You do not need to change it for the local tax.
Local	Select the tax you want to apply to this location (the tax you set up in Step 1 of these

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For	Do this
tax	instructions). A tax is available only if you set it up as location-based (> Setup > Company > Payroll Setup > Taxes >Type field with the Local option selected > Calculation Method field with the Percent of Taxable option selected, and the Taxable Type field with Location Based selected).

3. For each phase of the project, Ajera automatically enters the same information you entered for the project. However, if the location of a phase is different from the project, click the phase in the project tree, and complete the Local Tax field for the phase.
4. Click **Save**.
5. Ajera automatically allows all roles access to the State and Local Tax fields in the Payroll Taxes area.

   To restrict access for employees of a role (> Setup > Company > Roles), click the role, and click **Projects** tab > **Project Info** subtab. In the table, expand the **Project Info** tab and click the > **General** tab. Select the appropriate setting in the Payroll Taxes field.

Changing state withholding for multiple states

Follow these instructions to change withholding for state taxes **only** if you turned on withholding for multiple states (you selected the > Setup > Company > Preferences > Payroll tab > **Allow state taxes from multiple states on one paycheck** check box). Otherwise, see changing a tax.

Make changes, as needed:

Turn off automatic reciprocal state withholding

Change the automatic reciprocal state withholding

Change an employee's state withholding

Change the work state identified for a project or phase

To change information about the tax, see Changing a tax.

Turn off automatic reciprocal state withholding

1. From > **Setup** menu, click **Company** > **Preferences**.
2. Click the **Payroll** tab.
3. Clear the **SWH automatic reciprocity calculations** check box.
4. Click **Save**.
5. Review the setup for each employee to ensure that you have identified state withholding for the employee. For complete instructions, see Step 4 of Setting up state withholding for multiple states.

Change the automatic reciprocal state withholding

1. From > **Setup** menu, click **Company** > **Preferences**.
2. Click the **Payroll** tab.
3. In the Reciprocal State Withholding (SWH) fields, add, change, or delete states, as needed.
4. Click **Save**.

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Change an employee's state withholding

1. From the > **Setup** menu, click **Employees**.
2. Select the employee whose withholding you need to change, and click **Edit**.
3. Click the **Payroll Taxes** tab.
4. To no longer withhold the tax for the employee, click a field in the row for the tax you want to delete and click **Delete**.

   To change withholding for the tax, change the following fields, as needed:

Field	Description
Home state	The state you entered as the Home State on the Payroll tab in > Setup > Company > Preferences automatically appears here. If this employee lives in a different state, select that state instead. **Note:** You can select the **No State** option for a temporary employee on whom you want to withhold no taxes. You then select the **Do not withhold** option for the federal and state filing status fields.
Default work state	The state you want to withhold taxes from when an employee enters time to a project or phase, but you did not assign a state to that project or phase.
State Taxes table: In this table, complete one row for each state where the employee works (including the state where the employee is a resident).	
State	A state where you need to withhold taxes
SWH	This check box appears only if you did **not** select the > Setup > Company > Preferences > Payroll Taxes Tab > **Automatic SWH reciprocity calculations** check box. To withhold state tax for the state on this row, select this check box.
SDI	To withhold state disability insurance for the state on this row, select the check box. You can withhold state disability insurance for only one state.
SUI	To withhold state unemployment for the state on this row, select the check box. You can withhold state unemployment insurance for only one state.
Status	The filing status that the employee entered on the state withholding form for the state listed on this row If you select Percent of Taxable, be sure to enter the percent in the Amount field.
Exemptions	The number of exemptions that the employee entered on the state withholding form for the state listed on this row

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Field	Description
Additional SWH	The amount of any additional state withholding that the employee entered on the state withholding form for the state listed on this row
State option Code Amount *untitled check box*	These fields are available only if the state where the employee is paying income tax that requires a special code. The State Option field describes the special tax information needed. Change the Code and Amount fields and select or clear the untitled check box, as needed, to enter the required information for the tax. Refer to your state tax publication for more information on these special requirements. States and codes are listed below: • Arizona: Percent of federal withholding • Arkansas: Arkansas low income • California: Additional allowances • Georgia: Marital allowances; enter 0, 1, or 2 when the state filing status is Married filing jointly. • Illinois: Number of dependents • Indiana: Number of dependents • Louisiana: Number of dependents • Massachusetts: Blind exemptions • Mississippi: Dual income exemptions

5. Click **Save**.

Change the work state identified for the project or phase

When employees enter time, Ajera assigns that time to the applicable state and then does the state withholding for that state on the employee's paycheck. You identify the state where employees perform work by entering it for the project or phase.

If you do not set up state withholding for a project or phase, Ajera uses the state you entered for the employee in the > Setup > Employees > Payroll Taxes tab > Default Work State field.

1. From the > **Manage** menu, click **Project Command Center**.
2. Select the project from the project list.
3. To change only a phase of the project, click the phase under the project in the project tree on the left of the window.
4. On the **Project Info** tab > **General** subtab, add, change, or delete information in the following fields in the Payroll Taxes area, as needed. When employees enter time for this project, Ajera uses these fields to apply the correct state or local tax withholding to their paychecks.

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For	Do this
State	Change the state where work on the project or project is performed. If you do not enter a state for the phase, Ajera uses the state you entered for the project. If you do not enter a state for the project, Ajera uses the state you entered in the > Setup > Employees > Payroll Taxes tab > Default Work State field.
Local tax	If needed, change the local payroll tax applicable for work on the project. A tax is available only if you set it up as location-based (> Setup > Company > Payroll Setup > Taxes >Type field with the Local option selected > Calculation Method field with the Percent of Taxable option selected, and the Taxable Type field with Location Based selected).

5. Click **Save**.

Changing withholding for local taxes when processing for multiple states

Follow these instructions to change withholding for local taxes **only** if you turned on withholding for multiple states (you selected the > Setup > Company > Preferences > Payroll tab > **Allow state taxes from multiple states on one paycheck** check box). Otherwise, see Withholding for local taxes.

Make changes, as needed:

Change the local tax

Change the employee withholding for a local tax

Change the local tax associated with a project or phase

To change the local tax

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Taxes**.
2. Taxes appear on paycheck stubs in the order listed in this window. To change the order, click the tax and click or . To return to the original order, click (**Refresh**).
3. Click the tax you want to change, and click **Edit**.
4. If you no longer want to use the tax, change the status to **Inactive**.
5. Change the following information, as needed:

For	Description
Description	The name of the tax - This is the name that appears on lists in Ajera and on paycheck stubs and reports.
Employer tax	If cleared, tax is withheld from the employee.
Type	You must select the **Local** option for a local tax.
State	The state where the tax applies
Tax ID	Your account number with this tax entity
Liability	The liability account to use for this tax

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For	Description
account	
Expense account	If you selected the **Employer tax** check box, select the expense account to use for this tax.
W-2 form boxes 10-20	To report the amounts for this tax in boxes 10 through 20 on Form W-2, select the box on Form W-2 where you want to report the tax. Otherwise, leave the **Not Reported** option selected. For box 14, 18, or 19, you must identify the tax by printing a description for it in the box. You enter this description in Ajera in the **W-2 box description** field. For more information, see About Form W-2.
W-2 box description	If you selected to report this tax in Box 14, 18, or 19, you identify it by printing a description for it in the box. Type the description you want to print, entering up to five characters.
Workers comp code	This field only applies to taxes with a type of Workers Compensation.
Calculation method	Select the calculation method for the tax. Select the **Percent of Taxable** calculation method if the tax is based on a percent of the taxable amount or if the tax is applied based on the location where the work is performed.
Taxable type	If you selected the **Percent of Taxable** calculation method, select one of the following options to determine the percent of taxable on which to base the local tax withholding. **Local** Select this option to base the tax on the taxable wages less exempt pays and deductions. **Federal** Select this option to base the tax on the federal withholding taxable amount. **Social Security** Select this option to base the tax on the Social Security taxable amount. **State** Select this option to base the tax on the state withholding taxable amount for the state where the local tax applies. **Location-based** Select this option if you are setting up a tax that is based on where the work is performed. Whenever an employee enters time to a project or phase where the tax applies, Ajera withholds for this tax. Ajera bases the tax on the state withholding taxable amount.
Rate	If applicable, depending on the calculation method you selected, type the amount or

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For	Description
Wage limit	percent that you want to use. Enter a percent as a whole number; for example, enter 2% as **2.00** and not .02. If applicable, type the maximum amount of income that is subject to this tax. For example, SDI, FICA, and FUTA taxes are subject to a limit. **Note:** When you change a rate or wage limit, Ajera uses the new rate and limit, and it removes any rate or wage limit you set up for a specific employee in > Setup > Employees > Payroll Taxes tab > Additional Taxes table.
Effective date Rate Wage limit	Use these fields if you want a rate or wage limit for the tax to become effective some time in the future. For example, you want to get started on your January payroll, but you have not yet processed your last December payroll. You enter an effective date of January 1 and the new rate and wage limit. Ajera then uses the current rate and wage limit for your December payroll, and the new rate and wage limit for your January payroll. **Note:** When you enter an effective rate or wage limit for a new effective date, Ajera uses the new rate and limit, and it removes any rate or wage limit you set up for a specific employee in > Setup > Employees > Payroll Taxes tab > Additional Taxes table.
Notes	Enter any notes.

6. Click **Save**.

To change employee withholding for a local tax

1. From the > **Setup** menu, click **Employees**.
2. Click the employee you want to change, and click **Edit**.
3. Click the **Payroll Taxes** tab.
4. In the Additional Taxes table:

   To delete the tax for employee, click the tax and click **Delete**.

   To change the withholding for the tax, change these fields, as needed:

For	Description
Tax	The tax to withhold
Calculation	To override the calculation method of this tax (as set up in > Setup > Company > Payroll > Taxes) for this employee only, select a different calculation method.
Amount	To override the amount of this tax (as set up in > Setup > Company > Payroll > Taxes) for this employee only, enter it here.
On demand	If you do not want this additional tax automatically included for every paycheck, select this check box. When running payroll, you can choose to include all on-demand taxes for all

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For	Description
	employees.
Supp	Select this check box to also automatically deduct this tax from a supplemental pay check, such as a bonus. If you want to deduct this tax only on supplemental paychecks, you must also select the **On Demand** check box.
Limit	Enter the limit that can be withheld for this tax. You can only enter a limit if one was not entered in the setup of the tax (> Setup > Company > Payroll Setup > Taxes).
Limit period	Note that the limit you entered is always per year.
Notes	Enter any notes.

5. Click **Save**.

Change the local tax associated with a project or phase

Whenever an employee enters time to a project or phase, Ajera withholds for this tax.

1. Ensure that you selected **Location-based** in the Taxable Type field (as described in Step 1 of these instructions).
2. From the > **Manage** menu, click **Project Command Center**.
3. For each project, select the project from the project list.

   On the **Project Info** tab > **General** subtab, complete the fields in the **Payroll Taxes** area, as follows.

For	Do this
State	This field applies to state withholding. You do not need to change it for the local tax.
Local tax	Select the tax you want to apply to this location. A tax is available only if you set it up as location-based (> Setup > Company > Payroll Setup > Taxes >Type field with the Local option selected > Calculation Method field with the Percent of Taxable option selected, and the Taxable Type field with Location Based selected).

4. For each phase of the project, Ajera automatically enters the same information you entered for the project. However, if the location of a phase is different from the project, click the phase in the project tree, and complete the Local Tax field for the phase.
5. Click **Save**.

Turning off state withholding for multiple states

unavailable in ajeraCore unless you have the Payroll add-on

When you turn off state withholding for multiple states, Ajera does the following for each employee (> Setup > Employees > Payroll Taxes tab):

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- It inactivates all the additional states and taxes you set up.
- It retains the state you entered in the Home State field.
- In the Work State field, it automatically enters the state you had entered in the Default Work State field.

You cannot turn off state withholding for multiple states if you have a payroll that includes processed or preliminary paychecks.

Note: Turn off state withholding for multiple states only at the beginning of a new year. In this way, your withholding is performed in a consistent manner and it is easier to verify its accuracy.

Step 1: Turn off state withholding for multiple states

1. From the > **Setup** menu, click **Company** > **Preferences**.
2. Click the **Payroll** tab.
3. Clear the **Allow state taxes from multiple states on one paycheck** check box.
4. Click **Save**.

Step 2: Review settings for each employee

For each employee, review the state withholding and make changes as needed.

1. Select > **Setup** > **Employees**.
2. Double-click the employee whose state withholding you need to review.
3. Select the **Payroll Taxes** tab.
4. Review the information for the home state, work state, and filing status to ensure they are correct.
5. Review the taxes in the Additional Taxes table and add, change, or delete them, as needed.
6. Click **Save**.

Effective cost

About effective cost

If your company wants to track salaried costs based on actual hours worked, use *effective cost*. With effective cost, you can record cost and billing amounts based on *actual cost*, instead of standard cost.

Effective cost requires a different workflow than standard cost. Ajera must first process the actual hours worked before it can calculate effective cost rates. As a result, client invoices and project reports display standard cost *until you run payroll.* After running payroll, Ajera replaces standard cost with effective cost rates, and you can then invoice the client with these rates.

You can still use standard cost for projects not requiring total time accounting.

Should you use effective cost?

You can use effective cost only if you meet *both* of the following conditions:

- You are applying it to salaried employees. Effective cost is not applicable to hourly employees.
- Your company has a payroll type of *Process Payroll* or *Payroll Service*. Ajera calculates the effective cost rate when it processes payroll.

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Effective cost affects many areas in Ajera - company preferences, billing rate tables, payroll, timesheets, client invoices, and reporting - and only companies that need effective cost should use it.

Before using effective cost, ask yourself:

- Do you understand how effective cost affects the general ledger?
- Can you postpone invoicing until after running payroll? Effective cost is available only after running payroll.
- Will your principals and project managers understand that they can view only standard cost until you run payroll?

Note: Be sure to read all the help regarding effective cost before turning this feature on. If you have questions, contact your Deltek consultant.

When can you turn on effective cost?

Caution: You may be using standard cost and want to start using effective cost. Because your existing projects have been using standard cost for costing and possibly billing rate calculation, turn on effective cost *only after completing a payroll and billing cycle.* Otherwise, you may make incorrect entries to the general ledger. Example

You may end up with unpaid time before the effective cost date, which affects the Salaries Payable balance. You cannot pay or reconcile these unpaid hours, and you may be unable to create a *Final* client invoice.

How does it work?

After completing a payroll and billing cycle, turn on effective cost in company preferences, which makes effective cost options available in billing rate tables, employee setups, and client invoices.

When you turn on effective cost, Ajera applies it to all employees. If you use multi-company, each company with employees must be set up with a payroll type of *Process Payroll* or *Payroll Service*.

In the billing rate tables, select whether a table uses effective cost. When you bill, Ajera calculates billing rates using effective cost only for phases that use a billing rate table with effective cost turned on.

What is the overall workflow?

Before billing:

1. Carefully review all timesheets to ensure the required time is entered for payroll.
2. Process payroll.
3. Review client invoices to determine which to print as *Final*. Invoices may cross different pay periods, and an invoice cannot be billed if it contains an unpaid salaried labor transaction and the billing rate is based on effective cost.

Before processing payroll, Ajera uses standard cost in project reports and the general ledger. After processing payroll, it uses effective cost. You can choose to use effective cost only for reporting purposes and not apply it to any of your billing rate tables. If you do this, there is no change in your billing workflow - you can bill whenever needed because you are not billing at effective cost rates.

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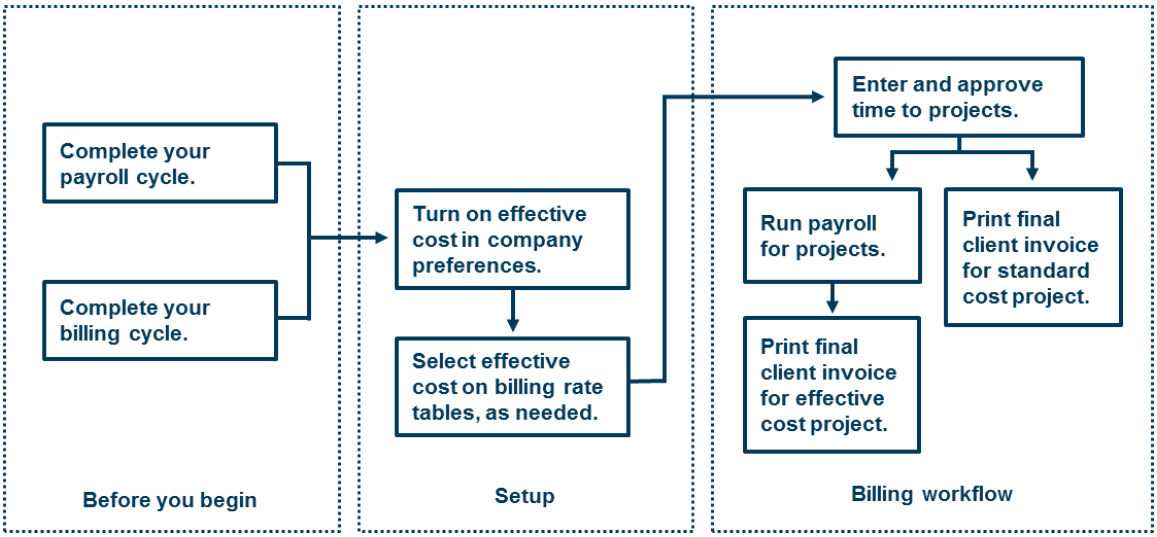

About effective cost and the general ledger

When you enter time, effective cost and standard cost create the same entries for salaried employees because Ajera can calculate effective cost rates only.

With this general ledger account	Effective cost does this	Standard cost does this
Salaries Payable	Creates entries based on the employee's standard cost rate	Creates entries based on the employee's standard cost rate
Labor Cost	Creates entries based on the employee's standard cost rate	Creates entries based on the employee's standard cost rate
Work-in-Progress	Creates entries based on the employee's standard cost rate	Creates entries based on the employee's standard cost rate
Unearned Revenue	Creates entries based on the employee's standard cost rate, according to the billing rate table	Creates entries based on the employee's standard cost rate

When you process payroll, effective cost and standard cost create different cost entries.

With this general ledger account	Effective cost does this	Standard cost does this
Salaries Payable	Creates in/out entries to reverse at payroll cost	Creates reversing entry, based on employee's standard cost rate
Labor Cost	Creates in/out entries to recognize payroll cost	N/A

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With this general ledger account	Effective cost does this	Standard cost does this
Payroll Variance	N/A	Creates an entry of the difference between standard cost and payroll cost

If the billing rates are based on effective cost, Ajera makes the following entries.

With this general ledger account	Effective cost does this	Standard cost does this
Work-in-Progress	Creates in/out entries to correct the billing amount	N/A
Unbilled Revenue	Creates in/out entries to correct the billing amount	N/A

Turning on effective cost

Before you begin

- Complete the payroll cycle, including time before the start date for effective cost.
- Complete the billing cycle.

To turn on effective cost

Step 1: Turn on effective cost in company preferences

1. From the > **Setup** menu, click **Company** > **Preferences**.
2. From the **Company** menu, click **Preferences**.
3. On the **Payroll** tab, select the **Use effective cost** check box and enter a start date for effective cost. Ajera uses only the hours entered after this date to calculate effective cost and locks down the timesheets when you process payroll. You cannot pay or reconcile unpaid hours entered before this date.
4. Click **Close**.

Step 2: Turn on effective cost in the billing rate tables

1. From the > **Setup** menu, click **General** > **Billing Rate Tables**.
2. Click the billing rate table you want to use effective cost, and click **Edit**.
3. On the **Labor** tab, select the **Use effective cost** check box.
4. Click **Close**.

Step 3: Use effective cost.

Using effective cost

Before you begin

- Turn on effective cost.

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To use effective cost

1. Carefully review all timesheets to ensure the required time is entered for payroll.
2. Approve timesheets.
3. Run payroll for in-house payroll or payroll service (outsourced payroll).
4. View client invoices.
5. Print client invoices as *Final*.

Turning off effective cost

Before you begin

- Complete the payroll cycle for effective cost projects.
- Complete the billing cycle for effective cost projects. After turning off effective cost, you cannot reconcile the Salaries Payable account and bill work-in-progress for effective cost projects.

To turn off effective cost

1. From the > **Setup** menu, click **Company** > **Preferences**.
2. On the **Payroll** tab, clear the **Use effective cost** check box.
3. Click **Close**.

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Managing payroll service (outsourced)

About payroll

Learning Resource: Payroll Processing Functional Guide

Payroll is the total sum of money to be paid out to employees at a given time and the accompanying documentation. A payroll lists employees receiving wages or salaries, with the amounts due to each. It also includes detailed deductions and additions for each check. Running payroll is the process of paying employees through printed paychecks or electronic methods, such as direct deposit.

When you set up payroll preferences, you can select to:

- Process payroll in-house using Ajera (**unavailable in ajeraCore unless you have the Payroll add-on**)
- Use a payroll service (outsourced payroll)
- Not process payroll information

Payroll service (outsourced) concepts

Using a payroll service (outsourced payroll)

When using a payroll service

1. Review and change information on the > Setup > Company > Preferences > Payroll tab.
2. Multi-company only. Review and change information on the > Setup > Company > Companies > Billing/Payroll tab.
3. Enter the Payroll Service Employee ID when using Setup > Employees.
4. Set up pays.
5. Create a payroll file.

About pays automatically set up (payroll service or outsourced payroll)

Ajera automatically sets up the following pays for you. You can change them, as needed.

- Regular
- Vacation
- Sick
- Holiday
- Continuing Education
- Paid Medical Leave
- Vacation and sick accrual

Video: Payroll Service Accruals Setup (4:55)

Video: Payroll Service Accruals Workflow (4:57)

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Pays to inactivate

In addition, the following pays are also provided as part of the standard set of pays that Ajera sets up. When using a payroll service, it simplifies your payroll processing if you make them inactive.

- Automobile

Pays set up as inactive

Ajera also automatically sets up these pays as inactive:

- 3 premium pays
- Other 1, Other 2, and Other 3

To use these inactive pays for your company:

1. From the > **Setup** menu, click **Company** > **Payroll** > **Pays**.
2. Click (**Customize**). The Optional Columns window appears.
3. Select the **Status** check box, and click **OK**.
4. Click in the Status heading and select **All**.
5. Double-click the pay you want to use.
6. For the status, click the arrow and select **Active.**
7. Change the description or make any other changes as needed.
8. Click **Save**.
9. Click **Close**.

About payroll variance and accurate financial reporting

Payroll variance is the amount calculated when the actual amount paid to a salaried employee is greater than or less than the standard cost calculated at the time of entry. Payroll variance occurs when you use **standard cost**, not **effective cost**, to determine the cost of salaried employees. When you use effective cost, any entries that appear in Payroll Variance account are caused by rounding, not by discrepancies between salary costs.

Ajera handles payroll variance based on the payroll option you select when setting up payroll preferences (> Setup > Company > Preferences > Payroll tab > Payroll type field).

For	Do this
Process Payroll	No action is required by you. Ajera automatically calculates payroll variance and adjusts the appropriate accounts when you print checks through > Manage > Payroll.
Payroll Service	It is important that you run > Manage > Payroll. > Manage > Payroll automatically calculates the payroll variance or salary employees. Payroll variance affects only salaried employees because they receive their salary amount no matter how many hours they work.
None	You have instructed Ajera not to process payroll information. You must manually calculate payroll variance for accurate Profit and Loss Statement reporting. You manually calculate the payroll variance for salary employees, based on the hours

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For	Do this
	entered on the timesheet. For example, for a biweekly payroll with a standard 80 hours, if the employee entered 90 hours, you make an adjusting journal entry to debit Salaries Payable and credit Payroll Variance Expense.

Ajera calculates the labor expense based on the employee's **standard hourly rate**[1]. Payroll variance, which is also an expense, is calculated when the actual amount paid to a salaried employee is greater than or less than the standard cost calculated when time is entered. If salary employees work more than the standard hours in a pay period, the labor expense on the Profit and Loss Statement will be overstated.

The standard cost of a salaried employee is determined by taking their salary amount per pay period and dividing it by the standard number of hours in a pay period. For example, if an employee is paid $2,400.00 every 2 weeks (80 hours), the standard cost rate is calculated as 2,400.00/80 = 30.00, which appears in the Regular pay rate on the employee setup. Ajera automatically calculates this amount for you when you specify the Pay period (weekly, biweekly, semimonthly, or monthly) and the Pay period salary amount for the employee (> Setup > Employees).

Example

On the employee setup, you enter the following:

- Pay periods: Biweekly
- Pay period salary amount: 2,400.00

The employee works 90 hours in the two-week period. When time is entered, the labor expense account is debited for the standard cost of $2,700 ($30.00 x 90 hours). When you run Manage > Payroll, Ajera automatically calculates the payroll variance as $300.00 ($2,700.00 - $2,400.00). This amount is credited to the Payroll Variance account. This ensures accurate project and profit and loss financial reporting.

In project reporting, Ajera shows labor cost at a consistent hourly rate for salary employees. Because Ajera uses the standard cost rate for project reporting, you can always view up-to-date project costs, even during the middle of a pay period.

About adding pays to a paycheck

Depending on the type of paycheck you are working with, you can add pays to it as follows:

For a paycheck	You can do this
Containing hours originally entered on a timesheet	If the **Include in salary** check box on the Pay Information tab of the Employee window is cleared, you can add other pays (such as Automobile or Bonus). If the **Include in salary** check box is selected, you can add only pays that are not used on any overhead groups.
Containing **no** hours originally entered on a timesheet	You can add other pays. For hourly employees, you can add to or change the Regular pay hours. For salary employees, Ajera automatically adjusts the Regular pay hours by any other pays you add that are included in the salary. The total hours for pays included in the salary

[1] The hourly rate for salaried employees calculated as (salary/number of hours in the pay period).

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For a paycheck	You can do this
	cannot exceed the pay period hours defined on the > Setup > Company > Preferences > Payroll tab. Company > Preferences > Payroll tab. If you need to enter more hours than what is defined, enter a timesheet for the total hours and process the payroll check to include those hours.
Produced for supplemental pay	You can add other pays. A supplemental paycheck is typically used for bonus pay. You can create a draw check by entering negative deductions that result in a positive net amount on the check. No taxes are calculated when there are no pays on the check.

Changing payroll setup

Changing a pay (payroll service or outsourced payroll)

To change a pay

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Pays**.
2. To change the order of items in the window, click the row and click or . To return to the original order, click (**Refresh**).
3. Click the pay you want to change, and click **Edit**.
4. Change the pay information.
5. Click **Save**.
6. Click **Close**.

Copying a pay (payroll service or outsourced payroll)

You can copy an existing payroll service or outsourced payroll pay.

To copy a pay

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Pays**.
2. Click the pay you want to copy, and click **Copy**.
3. Enter the description for the new pay.
4. Change other information as needed.
5. Click **Save**. The pay appears below the current row. To move it, click the row and click or .
6. Click **Close**.

Changing a wage rate table

To change a wage rate table

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1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Wage Rate Table** .
2. Click the wage rate table you want to change, and click **Edit**.
3. Make changes to the wage rate table:

Field	Description
Description	The name of the wage rate table - It appears on lists and reports in Ajera.
Date ranges	The dates when you want to start and stop using the table - You can leave the Through Date blank, if needed.
Employee type	If the pay rate is based on the type of employee performing the work, select an employee type.
Activity	If the pay rate is based on the type of work performed, select an activity.
Regular rate	The hourly rate for this wage
Fringe rate	The hourly fringe rate for this wage
Use employee markups	Select this check box if you want to use premium markup percents set up for the employee.
Premium markup 1, 2, 3	If you selected the **Use employee markups** check box in the previous column, these fields are unavailable. Ajera automatically sets up these fields as pays. If you changed the name for these pays using > Setup > Company > Payroll Setup > Pays, the name you entered for them appears here instead of **Premium markup 1, 2, or 3**. Enter the percent you want to use to markup the regular rate when premium 1, 2, or 3 time is entered. **Note:** If you leave these fields blank and do not select the **Use employee markup** check box, premium time is paid at the regular rate.

4. Click the **Notes** tab to change any notes about this wage rate table.
5. Click **Save**.
6. Click **Close**.

Copying a wage rate table

You may want to copy an existing table to create a new table that is similar to it. You can also add another date range to an existing table.

To copy a wage rate table

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Wage Rate Table**.
2. View rate tables in the list window differently, if needed.

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3. Click the rate table you want to copy, and click **Copy**.
4. To copy a different start date than the one that is listed, make a selection. In Ajera, you can have multiple date ranges for a rate table so you can easily change rates for an employee.
5. Click **OK**.
6. Type a new description for the table.
7. Change the table as needed.
8. Click **Save**.
9. Click **Close**.

Deleting a pay (payroll service or outsourced payroll)

You cannot delete the pays that Ajera automatically creates for you (Regular, Premium Pay 1, 2, or 3). You also cannot delete a pay if it is currently being used. However, you can make it inactive.

To delete a pay

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Pays**.
2. Click the pay you want to delete, and click the **Delete** button.
3. Click **Yes** to delete it.
4. Click **Close**.

Deleting a wage rate table

You cannot delete a wage table if it is currently being used.

To delete a wage rate table

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Wage Rate Table**.
2. Click the wage rate table you want to delete, and click the **Delete** button.
3. Click **Yes** to delete it.

Inactivating a pay (payroll service or outsourced payroll)

If you inactivate a pay, it can no longer be used; however, it remains in the database and continues to appear on reports.

Note: You cannot delete or inactivate the Regular Pay. You cannot delete Premium Pay 1, 2, and 3, but you can inactivate them.

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Pays**.
2. Click the item you want to inactivate, and click **Edit** .
3. In the Status field, select **Inactive**.
4. Click **Save**.
5. Click **Close**.

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Inactivating a wage rate table

If you inactivate a wage rate table, it can no longer be used; however, it remains in the database and continues to appear on reports.

1. From the > **Setup** menu, click **Company** > **Payroll Setup** > **Wage Rate Table**.
2. Click the wage rate table you want to inactivate, and click **Edit** .
3. In the Status field, select **Inactive**.
4. Click **Save**.
5. Click **Close**.

Running payroll

About creating payroll files (payroll service or outsourced payroll)

Your payroll service determines the information that you must send to them for payroll processing. You define that information in Ajera when you set up company preferences for payroll. When you are ready to process payroll for a pay period, you create a payroll file to send to your payroll service.

If you are using QuickBooks to generate your payroll information, you set up preferences for QuickBooks.

Note:	Ajera Cloud Clients - QuickBooks cannot be used as an outsourced payroll provider in a hosted environment.

Creating a payroll file (payroll service or outsourced payroll)

Before you begin

1. Verify the **Accrual start date** has a date set in > **Setup** > **Company** > **Preferences** > **Payroll** tab.

Note:	• Ajera Cloud Clients - QuickBooks cannot be used as an outsourced payroll provider in a hosted environment. • Negative hours cannot be sent to QuickBooks. If the total number of hours for a pay type is negative, that pay type is excluded. • Before running payroll with effective cost for the first time, verify that all hours before the effective cost start date are paid. Ajera use only the hours entered after this date to calculate effective cost and locks down the timesheets when you process payroll. You cannot pay or reconcile unpaid hours entered before this date.

To create a payroll file

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company. The Payroll window appears. To create the payroll file, Ajera uses the payroll type from the > Setup > Company > Companies window and the payroll settings from the > Setup > Company > Preferences window.

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3. For all payroll other than QuickBooks, in the Output File field, click and browse to select the location and file name of the file you want to send to your payroll service for outsourced payroll. You can also type the path and file name.

   If you are using QuickBooks to process your payroll, in the Company File field, browse to select the location and file name of the file that contains your QuickBooks payroll data (for example, **Mycompany.QBW**).
4. For the pay date, enter the date when pay for this period is issued.
5. For the date range, enter the earliest date for the information that you want to include in the file. To include all information not previously sent to the payroll service, leave this field blank. For the through date, enter the latest date for the information you want to include.

   For example, if your pay period is semimonthly, to include all time through the 15th, your date range would be from the 1st day of the month through the 15th day of the month.
6. If you need to run payroll for only one employee, enter the employee name. Otherwise, leave the field blank.

   For example, you might run payroll for one employee if the employee was terminated and you need to issue a paycheck before the next payroll.
7. If you want to include accruals, select the **Include accruals** check box.
8. If you want to only create accruals, select the **Create accruals only** check box.
9. If you need to recreate a payroll service file before sending it, select the **Reexport previously exported transactions** check box.

   Verify that the date in the Prior Pay Date field is correct, or click the arrow to select another date.

   > **Note:** You cannot reexport transactions for pay periods when the vendor invoice has already been paid.
   >
   > If using QuickBooks payroll, and you want to update existing time in QuickBooks with only the time entered in Ajera since the last export, select the **Export new time only to QuickBooks timesheets** check box.
10. Click **OK**.

    The output file is ready for you to send it to your payroll service. Ajera also creates a vendor invoice for you to pay your service.

    > **Note:** If you are using QuickBooks, a message appears asking you to confirm installation of a program that provides an interface to QuickBooks data. You receive this message the first time you create a payroll file on a workstation.
11. To add items such as employer tax, benefits, and service fees to your payroll service invoice, from the > **Manage** menu, click **Vendor Invoices**. On the **Existing** tab, select the invoice and make changes, as needed.

Example

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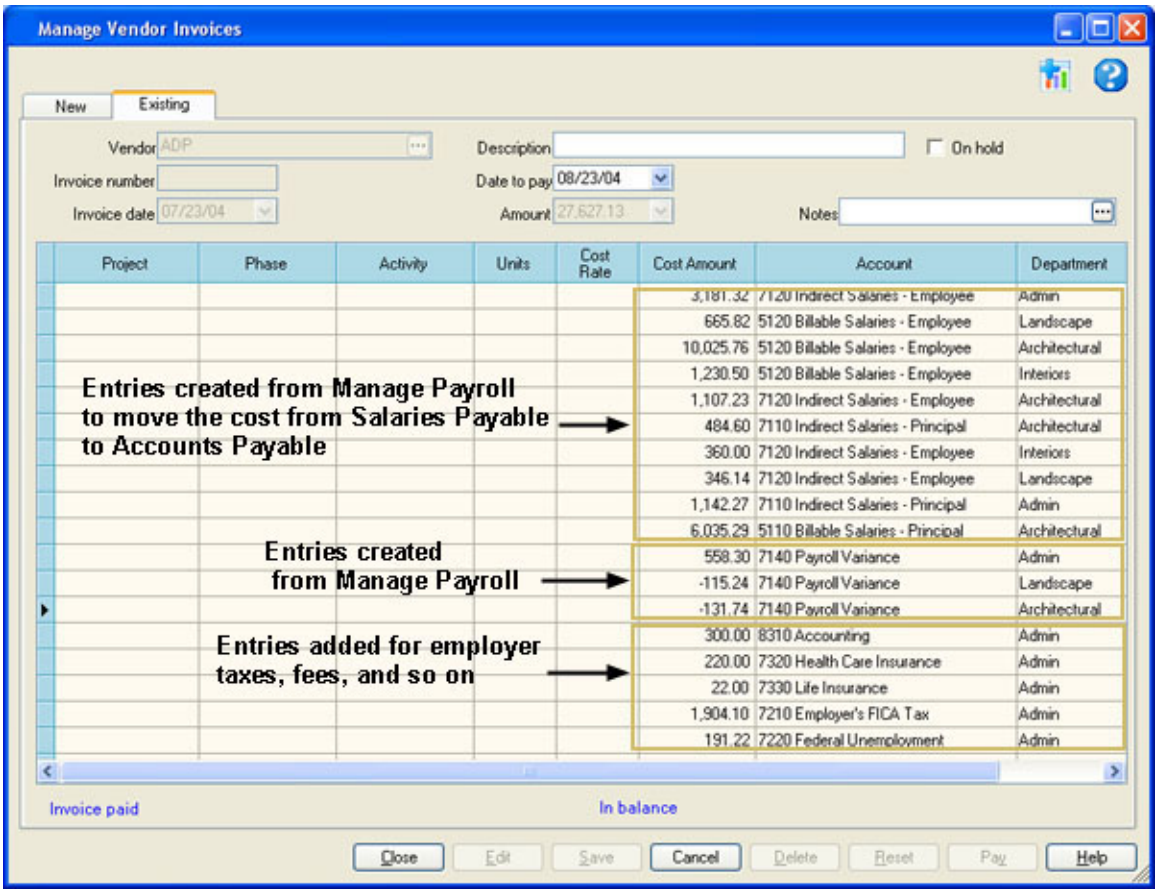

Deleting a vendor invoice to rerun payroll for a payroll service (outsourced payroll)

In certain situations, you must delete the vendor invoice. However, to ensure accuracy, you should not routinely delete a vendor invoice that Ajera creates for a payroll service.

To delete a vendor invoice to rerun payroll

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. In the Pay Date field, enter any date in the future when no time is entered. For example, if today is 6/16/2012, you enter 9/16/2012.

   If a message appears indicating that the date you entered is more than 90 days in the future, click **OK**.
4. To ensure no time is entered for the future pay date, do the following:
   - Click > **Reports** > **Employee** > **Hours Distribution by Employee**.
   - In the Period field, click **Select Dates**.
   - In the From and Through fields, enter the same date in the future when you expect no time to be entered (for example, 9/16/2012).
   - Click (**Refresh**).

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5. On the Payroll window, in the Date Range field, enter the same date in the From and Through date (for example, 9/16/2012).
6. Select the **Reexport previously exported transactions** check box.

Note:	Only invoices that are unpaid will show in the list. If accruals were included in the payroll selected, Ajera adjusts the accruals accordingly.

7. In the Prior Pay Date field, select the date of the payroll service vendor invoice that you want to delete. Click **OK**. The invoice no longer appears in Manage > Vendor Invoices.

   Without doing anything additional, you can later correctly process a payroll that includes the future time period you entered in these instructions.

Note:	If the hours are based on effective cost and you want to change to standard cost, you must recalculate time. Otherwise, the cost remains at effective cost.

Producing an owner's draw (payroll service or outsourced payroll)

Follow these instructions to set up and produce an outsourced payroll file for principals who take draws instead of a payroll check. Owners and principals may choose to take a draw when they work on projects but are tax exempt because they are defined as a Chapter S, LLC, or Sole Proprietor.

Because the owner's pay is not part of the actual gross payroll handled by the payroll service, you need to remove the amount from the vendor invoice that you send to the payroll service vendor.

Setting up an owner's draw in outsourced payroll involves five main steps:

- Step 1: Set up a company preference for Principal time.
- Step 2: Set up the employee settings for your principal.
- Step 3: Create a payroll file.
- Step 4: Remove the owner's amount from the vendor invoice.
- Step 5: Pay the owner's draw.

See Producing an owner's draw (in-house payroll) if you run payroll in-house.

Step 1: Set up a company preference for Principal time

1. From the ⛁ > **Setup** menu, click **Company** > **Preferences**.
2. On the **Income Statement Accounts** tab, make sure that there is at least one specific expense account for Principal time.

Note:	A single account for Billable, Nonbillable, Marketing, and Overhead is recommended.

Step 2: Set up the employee settings for your principal

1. From the ⛁ > **Setup** menu, click **Employees**.
2. Click the owner, and click **Edit**.
3. On the **General** tab, make sure that **Principal** is selected as the Manager Type.

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4. On the **Pay Information** tab, select the **Hourly** check box and enter an hourly rate appropriate for costing to projects. This will ensure that your principal's pay will not affect the payroll variance account.

Step 3: Create a payroll file

1. From the ☰ > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. Create a payroll file for your payroll service vendor.

> **Note:** In addition to the payroll service file, Ajera automatically creates a vendor invoice for you to pay your service. The time that your principal has entered will show as a line item and be associated with the expense account specified in ☰ > Setup > Company > Preferences.

Step 4: Remove the owner's amount from the vendor invoice

1. From the ☰ > **Manage** menu, click **Vendor Invoices**.
2. On the **Existing** tab, open the vendor invoice created for your payroll service vendor.
3. Enter a negative dollar amount that is equal to the amount shown for the principal's time, and enter the same expense account. This will remove the cost from the Principal expense account but not change the cost against the project.

Step 5: Pay the owner's draw

Pay the owner's draw with an Account Payable check. The appropriate equity/capital account will be debited.

Effective cost

About effective cost

If your company wants to track salaried costs based on actual hours worked, use *effective cost*. With effective cost, you can record cost and billing amounts based on *actual cost*, instead of standard cost.

Effective cost requires a different workflow than standard cost. Ajera must first process the actual hours worked before it can calculate effective cost rates. As a result, client invoices and project reports display standard cost *until you run payroll.* After running payroll, Ajera replaces standard cost with effective cost rates, and you can then invoice the client with these rates.

You can still use standard cost for projects not requiring total time accounting.

Should you use effective cost?

You can use effective cost only if you meet *both* of the following conditions:

- You are applying it to salaried employees. Effective cost is not applicable to hourly employees.
- Your company has a payroll type of *Process Payroll* or *Payroll Service*. Ajera calculates the effective cost rate when it processes payroll.

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Effective cost affects many areas in Ajera - company preferences, billing rate tables, payroll, timesheets, client invoices, and reporting - and only companies that need effective cost should use it.

Before using effective cost, ask yourself:

- Do you understand how effective cost affects the general ledger?
- Can you postpone invoicing until after running payroll? Effective cost is available only after running payroll.
- Will your principals and project managers understand that they can view only standard cost until you run payroll?

Note: Be sure to read all the help regarding effective cost before turning this feature on. If you have questions, contact your Deltek consultant.

When can you turn on effective cost?

Caution: You may be using standard cost and want to start using effective cost. Because your existing projects have been using standard cost for costing and possibly billing rate calculation, turn on effective cost *only after completing a payroll and billing cycle.* Otherwise, you may make incorrect entries to the general ledger. Example

You may end up with unpaid time before the effective cost date, which affects the Salaries Payable balance. You cannot pay or reconcile these unpaid hours, and you may be unable to create a *Final* client invoice.

How does it work?

After completing a payroll and billing cycle, turn on effective cost in company preferences, which makes effective cost options available in billing rate tables, employee setups, and client invoices.

When you turn on effective cost, Ajera applies it to all employees. If you use multi-company, each company with employees must be set up with a payroll type of *Process Payroll* or *Payroll Service*.

In the billing rate tables, select whether a table uses effective cost. When you bill, Ajera calculates billing rates using effective cost only for phases that use a billing rate table with effective cost turned on.

What is the overall workflow?

Before billing:

1. Carefully review all timesheets to ensure the required time is entered for payroll.
2. Process payroll.
3. Review client invoices to determine which to print as *Final*. Invoices may cross different pay periods, and an invoice cannot be billed if it contains an unpaid salaried labor transaction and the billing rate is based on effective cost.

Before processing payroll, Ajera uses standard cost in project reports and the general ledger. After processing payroll, it uses effective cost. You can choose to use effective cost only for reporting purposes and not apply it to any of your billing rate tables. If you do this, there is no change in your billing workflow - you can bill whenever needed because you are not billing at effective cost rates.

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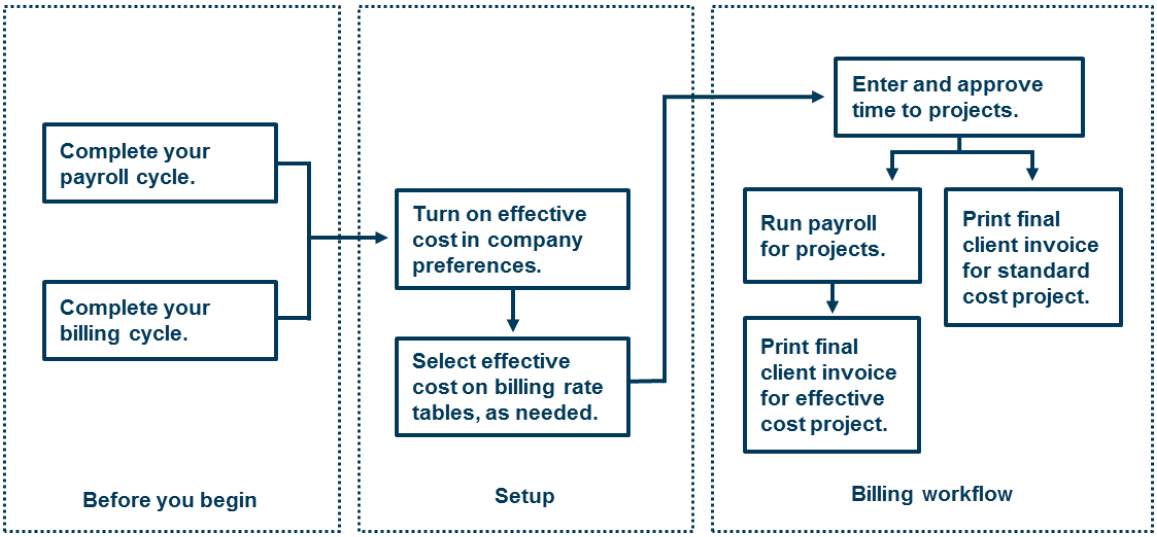

About effective cost and the general ledger

When you enter time, effective cost and standard cost create the same entries for salaried employees because Ajera can calculate effective cost rates only.

With this general ledger account	Effective cost does this	Standard cost does this
Salaries Payable	Creates entries based on the employee's standard cost rate	Creates entries based on the employee's standard cost rate
Labor Cost	Creates entries based on the employee's standard cost rate	Creates entries based on the employee's standard cost rate
Work-in-Progress	Creates entries based on the employee's standard cost rate	Creates entries based on the employee's standard cost rate
Unearned Revenue	Creates entries based on the employee's standard cost rate, according to the billing rate table	Creates entries based on the employee's standard cost rate

When you process payroll, effective cost and standard cost create different cost entries.

With this general ledger account	Effective cost does this	Standard cost does this
Salaries Payable	Creates in/out entries to reverse at payroll cost	Creates reversing entry, based on employee's standard cost rate
Labor Cost	Creates in/out entries to recognize payroll cost	N/A

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With this general ledger account	Effective cost does this	Standard cost does this
Payroll Variance	N/A	Creates an entry of the difference between standard cost and payroll cost

If the billing rates are based on effective cost, Ajera makes the following entries.

With this general ledger account	Effective cost does this	Standard cost does this
Work-in-Progress	Creates in/out entries to correct the billing amount	N/A
Unbilled Revenue	Creates in/out entries to correct the billing amount	N/A

Turning on effective cost

Before you begin

- Complete the payroll cycle, including time before the start date for effective cost.
- Complete the billing cycle.

To turn on effective cost

Step 1: Turn on effective cost in company preferences

1. From the > **Setup** menu, click **Company** > **Preferences**.
2. From the **Company** menu, click **Preferences**.
3. On the **Payroll** tab, select the **Use effective cost** check box and enter a start date for effective cost. Ajera uses only the hours entered after this date to calculate effective cost and locks down the timesheets when you process payroll. You cannot pay or reconcile unpaid hours entered before this date.
4. Click **Close**.

Step 2: Turn on effective cost in the billing rate tables

1. From the > **Setup** menu, click **General** > **Billing Rate Tables**.
2. Click the billing rate table you want to use effective cost, and click **Edit**.
3. On the **Labor** tab, select the **Use effective cost** check box.
4. Click **Close**.

Step 3: Use effective cost.

Using effective cost

Before you begin

- Turn on effective cost.

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To use effective cost

1. Carefully review all timesheets to ensure the required time is entered for payroll.
2. Approve timesheets.
3. Run payroll for in-house payroll or payroll service (outsourced payroll).
4. View client invoices.
5. Print client invoices as *Final*.

Turning off effective cost

Before you begin

- Complete the payroll cycle for effective cost projects.
- Complete the billing cycle for effective cost projects. After turning off effective cost, you cannot reconcile the Salaries Payable account and bill work-in-progress for effective cost projects.

To turn off effective cost

1. From the > **Setup** menu, click **Company** > **Preferences**.
2. On the **Payroll** tab, clear the **Use effective cost** check box.
3. Click **Close**.

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Managing accounts receivable

Common terms

Terms used in Ajera

AR and AP

Ajera was designed with the principle of keeping it simple so as to best describe the routine tasks that you perform. This is often reflected through the terminology you see on menus and windows in Ajera.

In Ajera, you do the following:

AR (Accounts Receivable)

- Work with receivable invoices through > **Manage** > **Client Invoices**.
- Record payments through > **Manage** > **Client Receipts**.

AP (Accounts Payable)

- Enter and change vendor invoices in > **Manage** > **Vendor Invoices**.
- Pay vendor invoices in > **Manage** > **Vendor Payments**.

Manage work-in-progress (WIP) through > **Manage** > **Client Invoices**.

When working with your chart of accounts and with some reports, you will see the terms, *Accounts Payable* and *Accounts Receivable*.

Prepayment

Prepayment = a retainer

In Ajera, a retainer is referred to as a *prepayment*. A prepayment is client cash received for services not yet performed or billed.

You also use a prepayment to hold client overpayments or unapplied payments of any kind from a client.

This differs from an *invoice adjustment*, where you correct, defer, hold, make nonbillable (include in project reporting but not on the invoice), or write off an invoice item.

Client receipts

Client receipts

About client receipts

Learning Resource: Client Receipts Functional Guide

When you manage client receipts, you can do the following:

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- Enter receipts to pay or write off client invoices.
- Create a deposit from a list of all client and miscellaneous receipts not currently associated with a deposit.
- Enter, view, and report by receipt or invoice paid.
- Apply partial payments to an activity type of Labor, Expense, or Consultant.
- Enter receipts to clients or to a project but not apply them to client invoices. These receipts are called *prepayments*.
- Enter credit memos and apply them to existing open or partially paid client invoices.

Entering a client receipt

To enter a client receipt

1. From the > **Manage** menu, click **Client Receipts**.
2. *Bill & Pay only*: You may be prompted to sync payments if there are payments in Bill & Pay that have not synced to Ajera. Click **Yes** to get payments.
3. For the type, leave it as **Client Receipt**.
4. If you use multi-company, you can also select Intercompany to record payment from an intercompany vendor invoice. For more information, see Entering intercompany vendor invoices and client receipts.
5. Click **Find Invoice** to search for unpaid invoices by invoice number.
6. Click the **Project** or **Client** field and associate the receipt with a project or client.

> **Note:**
> - If you select a project that is associated with more than one client, Ajera selects the client for you. You can change this by clicking in the Client field.
> - To enter a client receipt to a project with a status other than Preliminary, Active, or Billing Hold, you must first open the project list in > **Manage** > **Project Command Center**. Click the **Status** column, and select the status (Hold, Work Hold, or Closed). Then resume entering the client receipt in the Manage Client Receipts window.

7. Multi-company only. Select the company receiving the payment. If the company is not associated with the project, Ajera creates intercompany entries. Be sure to reconcile your intercompany accounts regularly.
8. Enter the date of the receipt.

about accounting dates

When you enter a receipt, Ajera uses the receipt date for

- The Accounts Receivable and Pending Deposit general ledger entries for accrual basis
- The Miscellaneous Revenue and Pending Deposit general ledger entries for cash basis

When you create the deposit, which creates the bank entry, Ajera uses the deposit date for the Cash and the reversing Pending Deposit general ledger entries. The deposit date is used for the bank entry and the receipt date is used on the Client Invoice Aging report. The Client Receipts Register uses both dates when they exist.

For Pending deposit receipts (not yet attached to a deposit) the deposit date is blank because no bank entry has been created yet.

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9. Enter the method of payment, such as a check or electronic funds transfer (EFT).
10. Enter an identification number for the receipt, such as a check number or routing ID. This ID appears on statements and aging reports.
11. Enter the ABA number (routing number or routing transfer number) that you write on the deposit slip for this receipt. On a check, the ABA number appears in the upper right area. It uniquely identifies the receipt.

    Click (attachments button) and add attachments, by linking to related files. A linked file must be in a shared location for other people to open it (for example, on a shared network or a website).
12.
13. If you enter an amount, enter the total amount of the receipt. As you apply it to invoices, Ajera displays the remaining amount.

    If you do not enter an amount, Ajera automatically calculates it as you select invoices to pay with this receipt.
14. Enter any notes about the receipt. For example, you might enter notes such as: **Need to call the client to see how they want to handle the overpayment - hold for future invoice or refund**.
15. Use the tables to apply the receipt amount to your client invoices or to identify it as a prepayment (retainer), as follows:

To	Do this
Apply payment to the entire invoice amount	Select the **Pay** check box for the invoice.
Apply payment to part of the invoice amount, paying in activity order of Labor, Expense, and Consultant	1. Select the **Pay** check box for the invoice. 2. Enter the amount.
Apply payment to part of the invoice amount, specifying amounts for distributions	1. Click ⊞ (plus sign) next to the invoice. 2. Distributions appear by activity. To view by phase, select the **Pay by phase** check box above the table. 3. Select the **Pay** check box for the distributions you want to pay and enter the amount for each.

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To	Do this
Identify receipt as a prepayment to a client but not a project *Multi-company only. You must associate a prepayment with a company before you can apply it.*	1. On the Prepayments table, leave the **Projects** field blank. 2. Select the **Pay** check box in a blank row. 3. Change or enter the prepayment amount, as needed. 4. If needed, apply the prepayment amount on the **Prepayments** tab.
Identify receipt as a prepayment to a specific project *Multi-company only. You must associate a prepayment with a project before you can apply it.*	1. On the Prepayments table, enter the project in a blank row. 2. Select the **Pay** check box. 3. Change or enter the prepayment amount, as needed. 4. If needed, apply the prepayment amount on the **Prepayments** tab.

About invoices with negative distributions:

You cannot pay part of an invoice that has a negative distribution so that it results in a negative-only payment or a balance due with a negative amount. You can only save receipts when the total invoice amount and balance due are positive. Ajera highlights in red negative amounts that you cannot save.

To enter sales tax for payments:

If you selected **Apply sales tax** on the Billing tab in > Setup > Company > Preferences, the Sales Tax field appears in the table. When you enter an amount in the Amount field, Ajera automatically calculates the sales tax based on the sales tax rate you entered for the project or phase (in > Manage > Project Command Center > Project Info tab > Billing subtab) and reduces the amount you enter in the Amount field. To turn off the automatic calculation, click the **Pay** button and enter the exact amount in the Amount field and in the Sales Tax field.

16. Click **Save**.
17. Go to the Existing tab and select Get Payments to create any payments from Bill & Pay.
18. After you enter all the receipts for the deposit, create the deposit.

Note: Undeposited receipts are *pending* deposits and do not appear in the bank register.

Entering intercompany vendor invoices and client receipts

unavailable in ajeraCore

As part of the monthly reconciliation process, review the Multi-company Reconciliation report and reconcile your intercompany accounts.

An intercompany bank transfer is the recommended method for reconciling these accounts because it makes both sides of the entry for you.

However, if you must pay another company in your organization with a check, you can use an intercompany vendor invoice and an intercompany client receipt to relieve the intercompany accounts.

With this method, both the intercompany vendor invoice and the intercompany client receipt are required to complete the audit trail. Until both are completed, the intercompany accounts are out of balance.

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Note: The following steps describe the underlying processes of intercompany vendor invoices and client receipts. They link to the Entering vendor invoices, Paying vendor invoices , and Entering a client receipt, which provide specific details on how to perform these tasks.

To enter intercompany vendor invoices and client receipts

1. To record that Company 1 owes Company 2 payment, enter a vendor invoice and select Company 2 as the vendor and Company 1 as the company. Be sure to:
    a. Select the **Intercompany invoice** check box.
    b. Enter the cost amount in the table.
    c. Press the Tab key.
2. Ajera does this:
    - Accrual accounting: Debits the Intercompany Due To account for Company 1 and credits Accounts Payable
    - Cash accounting: N/A
3. Click **Save**.
4. Pay the vendor invoice or enter a vendor payment to Company 2 immediately.
5. Ajera does this:
    - Accrual accounting: Debits Accounts Payable and credits Cash
    - Cash accounting: Debits the Intercompany Other Income account for Company 1 and credits Cash

    The intercompany accounts are out of balance.
6. To record that Company 2 received payment from Company 1, enter the client receipt, select **Intercompany** from the Type field, and enter Company 1 as the client and Company 2 as the receipt company.
7. Ajera does this:
    - Accrual accounting: Debits Pending Deposit or Cash and credits the Intercompany Due From account for Company 2
    - Cash accounting: Debits Pending Deposit or Cash and credits the Intercompany Other Income account for Company 2

    The intercompany accounts are now in balance.

Example

Company 2 is set up as a vendor and sends a vendor invoice to Company 1 for $1,400.

1. In the > Manage > Vendor Invoices window, select **Company 2** as the vendor and **Company 1** as the company.
2. Select the **Intercompany invoice** check box.
3. Enter **1400** in the Cost Amount field, and press the Tab key.

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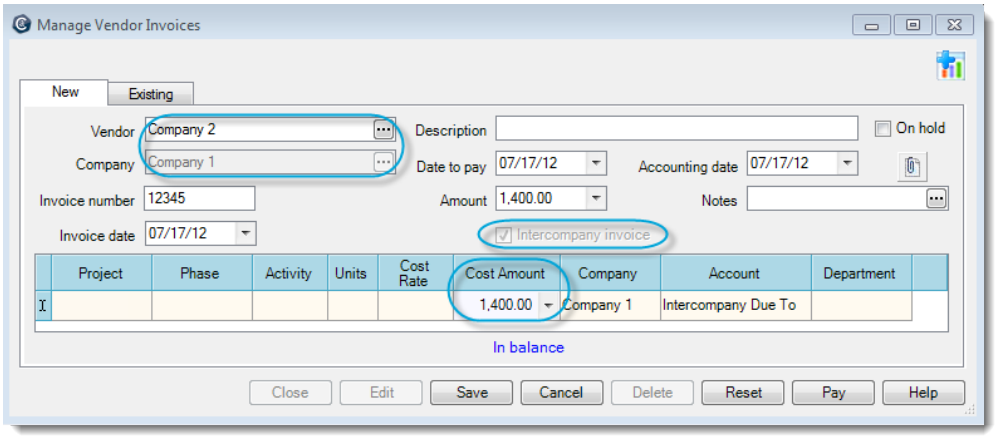
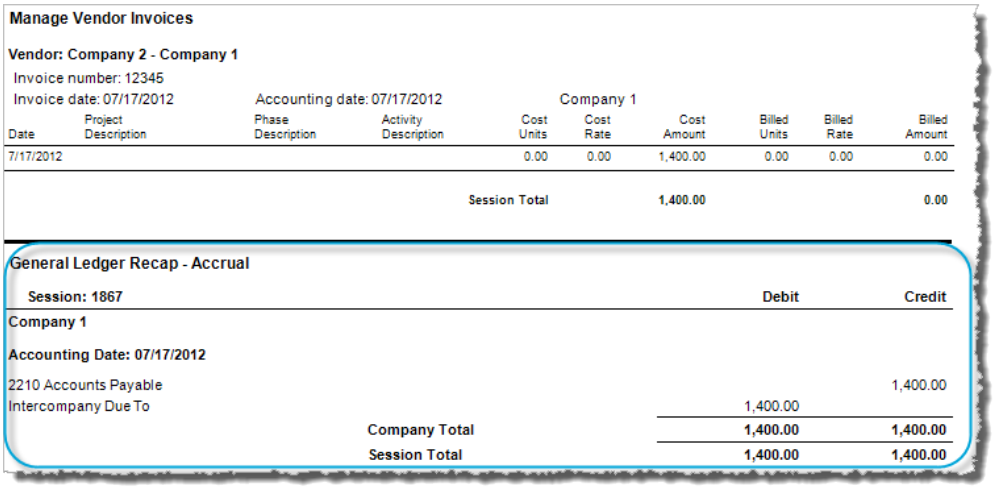


4. Click **Save**.

   Here is how it looks on the session journal:



Manage Vendor Invoices

Vendor: Company 2 - Company 1

Invoice number: 12345

Invoice date: 07/17/2012 Accounting date: 07/17/2012 Company 1

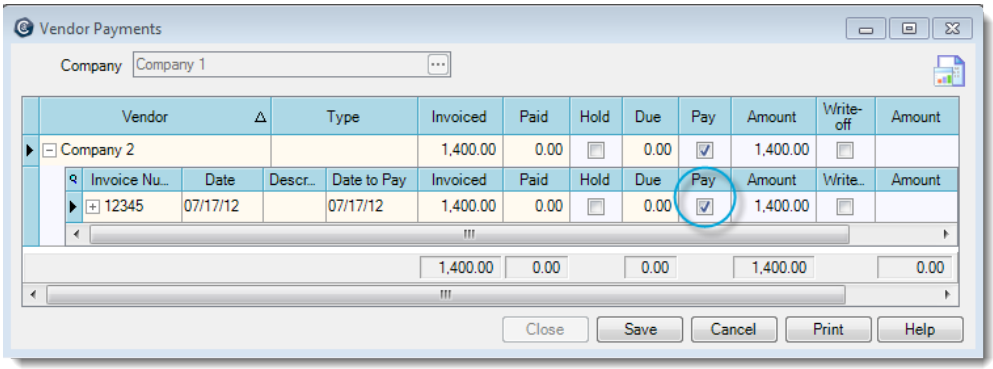
Date	Project Description	Phase Description	Activity Description	Cost Units	Cost Rate	Cost Amount	Billed Units	Billed Rate	Billed Amount
7/17/2012				0.00	0.00	1,400.00	0.00	0.00	0.00
			Session Total			**1,400.00**			**0.00**

General Ledger Recap - Accrual

Session: 1867	**Debit**	**Credit**
Company 1		
Accounting Date: 07/17/2012		
2210 Accounts Payable		1,400.00
Intercompany Due To	1,400.00	
Company Total	**1,400.00**	**1,400.00**
Session Total	**1,400.00**	**1,400.00**

Company 1 pays the vendor invoice from Company 2.

1. From the ☰ > **Manage** menu, click **Vendor Payments** and select **Company 1** from the Company field.
2. If needed, expand the invoice and select the **Pay** check box.



3. Click **Save**.

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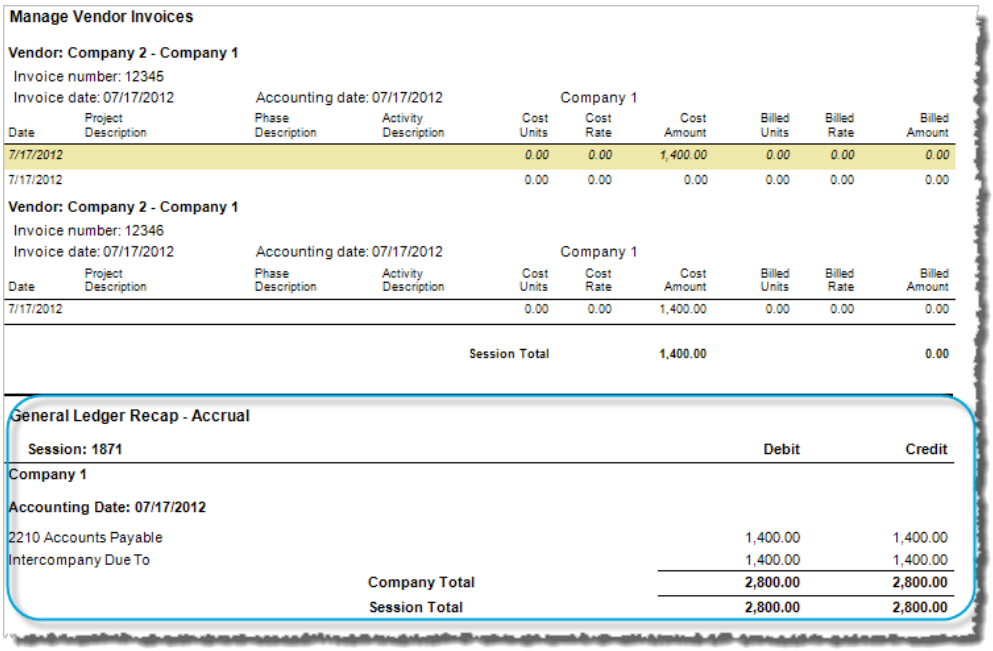
Here is how it looks in the session journal:



Manage Vendor Invoices

Vendor: Company 2 - Company 1
Invoice number: 12345
Invoice date: 07/17/2012 Accounting date: 07/17/2012 Company 1

Date	Project Description	Phase Description	Activity Description	Cost Units	Cost Rate	Cost Amount	Billed Units	Billed Rate	Billed Amount
7/17/2012				*0.00*	*0.00*	*1,400.00*	*0.00*	*0.00*	*0.00*
7/17/2012				0.00	0.00	0.00	0.00	0.00	0.00

Vendor: Company 2 - Company 1
Invoice number: 12346
Invoice date: 07/17/2012 Accounting date: 07/17/2012 Company 1

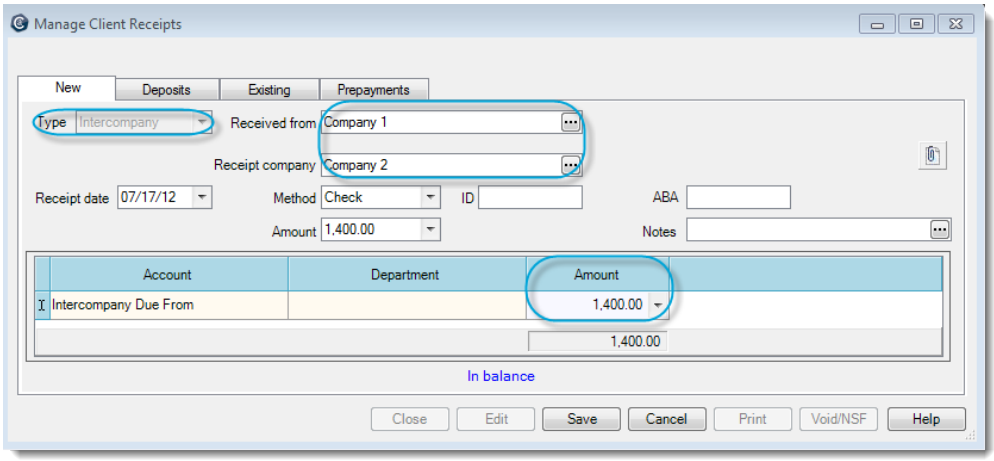
Date	Project Description	Phase Description	Activity Description	Cost Units	Cost Rate	Cost Amount	Billed Units	Billed Rate	Billed Amount
7/17/2012				0.00	0.00	1,400.00	0.00	0.00	0.00
			Session Total			**1,400.00**			**0.00**

General Ledger Recap - Accrual

Session: 1871		**Debit**	**Credit**
Company 1			
Accounting Date: 07/17/2012			
2210 Accounts Payable		1,400.00	1,400.00
Intercompany Due To		1,400.00	1,400.00
	Company Total	**2,800.00**	**2,800.00**
	Session Total	**2,800.00**	**2,800.00**

Company 2 enters a client receipt, recording the payment from Company 1.

1. In the ☰ > Manage > Client Receipts window, select **Intercompany** from the Type field.
2. Select **Company 1** from the Received From field and **Company 2** from the Receipt Company field.
3. Enter **1400** in the Amount field, and press the **Tab** key.



4. Click **Save**.

   Here is what it looks like in the session journal:

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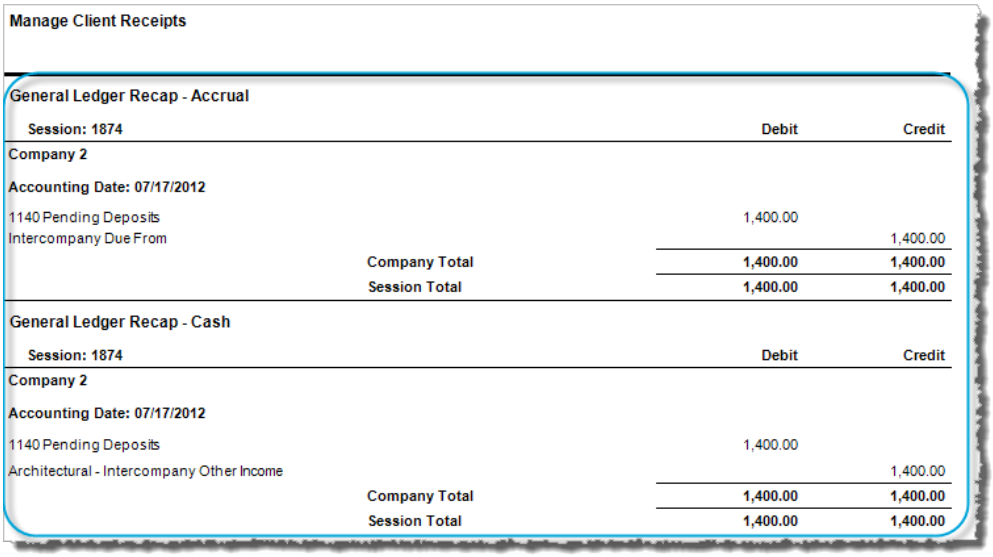

Manage Client Receipts

General Ledger Recap - Accrual

Session: 1874		Debit	Credit
Company 2			
Accounting Date: 07/17/2012			
1140 Pending Deposits		1,400.00	
Intercompany Due From			1,400.00
	Company Total	1,400.00	1,400.00
	Session Total	1,400.00	1,400.00

General Ledger Recap - Cash

Session: 1874		Debit	Credit
Company 2			
Accounting Date: 07/17/2012			
1140 Pending Deposits		1,400.00	
Architectural - Intercompany Other Income			1,400.00
	Company Total	1,400.00	1,400.00
	Session Total	1,400.00	1,400.00

Entering a miscellaneous receipt

Enter a miscellaneous receipt to enter receipts that are not applied to a client invoice.

To enter miscellaneous receipts

1. From the > **Manage** menu, click **Client Receipts**.
2. For the type, select **Miscellaneous Receipt**.
3. For the payer, enter the name of the company or person issuing the payment.
4. Multi-company only. For the receipt company, enter the name of the company receiving the payment.
5. For the receipt date, enter the date of the receipt. This date appears on the Client Receipt Register and Client Invoice Aging reports. Ajera uses this date as the accounting date for the Accounts Receivable (accrual accounting) and Revenue (cash accounting) general ledger entries.
6. For the method, enter the method of payment, such as a check or electronic funds transfer (EFT).
7. You can enter an identification number for the receipt, such as a check number or routing ID. This ID appears on statements and aging reports.
8. You can enter the ABA number that you write on the deposit slip for this receipt. On a check, the ABA number appears in the upper right area. It uniquely identifies the receipt.

   Click (attachments button) and add attachments, by linking to related files. A linked file must be in a shared location for other people to open it (for example, on a shared network or a website).
9.
10. If you enter an amount, enter the total amount of the receipt. As you enter distributions, Ajera displays the remaining amount. If you do not enter an amount, Ajera calculates it for you as you enter distributions.
11. Enter any notes about the receipt. For example, you might enter notes such as: **Need to call the client to see how they want to handle the overpayment, hold for future invoice or refund**.
12. In the table part of the window, you complete one row for each distribution for the receipt. Enter the account to credit for the amount of the distribution.

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13. **unavailable in ajeraCore unless you have the Departments add-on** - If you selected an account that has a type of income, billable cost, expense or other income, enter the department to credit for the amount of the distribution.
14. Enter or change the amount, if needed.
15. Enter additional distributions, as needed.
16. Click **Save**.
17. After you enter all the receipts that you want to include on a deposit, create the deposit.

Note: Receipts not deposited are pending deposits and do not appear in the bank register.

Entering a credit memo

Enter credit memos and apply them to existing open or partially paid client invoices.

To enter a credit memo

1. From the > **Manage** menu, click **Client Receipts**.
2. For the type, select **Credit Memo**.
3. Select the project or client associated with the credit memo. Click the **Project** or **Client** option and then make a selection.
4. If you select a project and more than one client is associated with the project, Ajera selects a client for you, which you can change by clicking the button in the Client field.
5. Multi-company only. Select the recipient of the credit memo.
6. Enter the date of the credit memo.
7. To reduce the amount billed on your financial statements and project reports by the amount of the credit memo, select the **Reduce project billed amount** check box.

   You often select this check box when working on a fixed fee project, and the client disputes the percent billed. You can then bill the client again at a later time, if needed.

   If the check box is **not** selected:

   - The billed-to-date amount on the project and the billed revenue on financial statements still reflect this amount.
   - The credit memo amount is reflected as a write-off on your financial statements and project reports.

   Click (attachments button) and add attachments, by linking to related files. A linked file must be in a shared location for other people to open it (for example, on a shared network or a website).
8.
9. If you enter an amount, enter the total amount for the credit memo. As you apply it to distributions, Ajera displays the remaining amount. If you do not enter an amount, Ajera calculates it for you as you enter distributions.
10. Select the **Write-Off Bad Debt** check box if this credit memo is for an uncollectible client invoice.
11. Enter any notes about the receipt. For example, you might enter notes such as: **Sent copy of the credit memo to the PM**.
12. Use the table to apply the credit memo amount to your client invoices, as follows:

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To	Do this
Apply the credit to the entire invoice amount	Click the **Credit** check box for the invoice.
Apply credit to part of the invoice amount by activity type of Labor, Expense, and Consultant	1. Click the **Credit** check box for the activity type. 2. Enter the amount that you want to apply in the Amount field to the right.
Apply credit to part of the invoice amount, specifying amounts for distributions	1. Click the plus sign for the invoice to be credited by the credit memo. 2. The distributions appear by activity. To see the distributions by phase, click the **Credit by phase** check box above the table. 3. Click the **Credit** check box for the distributions you want to credit and enter the amount to the right for each.

About invoices with negative distributions:

You cannot credit part of an invoice that has a negative distribution so that it results in a negative only credit or a balance due with a negative amount. You can only save receipts when the total invoice amount and balance due is positive. Ajera highlights in red negative amounts that you cannot save.

To enter sales tax for credits:

If you selected **Apply sales tax** on the Billing tab in > Setup > Company > Preferences, the Sales Tax field appears in the table. When you enter an amount in the Amount field, Ajera automatically calculates the sales tax based on the sales tax rate you entered for the project or phase (in the Project Command Center > Project Info tab > Billing subtab) and reduces the amount you enter in the Amount field. To turn off the automatic calculation, click the **Credit** button and enter the exact amount in the Amount field and in the Sales Tax field.

13. Click **Save**. The credit memo appears for you to review or print.

Changing a client receipt

To change a client receipt

1. From the > **Manage** menu, click **Client Receipts**.
2. Click the **Existing** tab.
3. To change the receipts that appear in the list, click (**Change View**) and make selections on the Change View window.
4. Click the receipt you want to change, and click **Edit** .
5. To show all unpaid invoices for the client, select the **Show all invoices** check box.
6. You can change the method of payment if the receipt has not yet been cleared on the Bank Register window.
7. Change the receipt ID, ABA number, attachments, and notes, as needed.
8. If you increase the receipt amount, Ajera displays the difference as remaining. You can apply the amount to the invoice, or if that invoice is fully paid, you can select the **Show all invoices** check box

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and apply the additional amount to a different invoice, or you can enter it as a prepayment. When you are finished distributing the complete amount, you can save the receipt.

If you decrease the receipt amount, you must reapply it.

9. Make changes in the table, as needed:

To	Do this
Unapply payment for entire invoice amount	Clear the **Pay** check box for the invoice.
Apply payment for entire invoice amount	Select the **Pay** check box for the invoice. To view all unpaid invoices, select the **Show all invoices** check box located above the table.
Change invoice payment amount	Change the amount in the Amount field to the right, as needed.
Change invoice payment amount, specifying labor, expense, or consultant	1. Click the plus ⊞ sign for the invoice. 2. The distributions appear by Activity. To see the distributions by phase, select the **Pay by phase** check box above the table. 3. Select or clear the **Pay** check box for a distribution, as needed. 4. Change the amount to the right of a distribution, as needed.
Identify receipt as a prepayment to a client but not a project *Multi-company only. You can apply prepayments that are associated only with a project, not a client.*	1. On the Prepayments table, leave the Project field blank. 2. Select the **Pay** check box on a blank row. 3. Change or enter the amount of the prepayment, as needed. 4. If needed, apply the prepayment amount on the **Prepayments** tab.
Identify receipt as a prepayment to a specific project *Multi-company only. You can apply prepayments that are associated only with a project.*	1. On the Prepayments table, enter the project on a blank row by beginning to type it or click ⋯ to enter it. 2. Select the **Pay** check box. 3. Change or enter the amount of the prepayment, as needed. 4. If needed, apply the prepayment amount on the **Prepayments** tab.

10. *Bill & Pay users*: Editing a client receipt that originated in Bill & Pay will not update back to Bill & Pay. If you need to change the receipt distribution for the invoice payment, reissue the invoice in Client Invoices which will move the payment to prepayments and will update Bill & Pay.

    Payments in Ajera that originate in Bill & Pay cannot be deleted.

11. Click **Save**.

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Changing a miscellaneous receipt

To change a miscellaneous receipt

1. From the > **Manage** menu, click **Client Receipts**.
2. Click the **Existing** tab.
3. To change the receipts that appear in the list, click (**Change View**) and make selections on the Change View window.
4. Click the miscellaneous receipt you want to change, and click **Edit**.
5. Make changes to the miscellaneous receipt information.
6. Click **Save**.
7. Click **Close**.

Voiding a client receipt or credit memo

Voiding a client receipt that was already cleared

- If you void a client receipt that is part of a deposit that was already cleared or reconciled, Ajera creates a new deposit entry on your bank register and displays the amount of the voided receipt in the Payments column. You can then clear and reconcile this entry on the appropriate bank statement.

  However, if you want Ajera to remove the receipt amount from the deposit instead of creating a new payment, unclear the deposit before voiding the receipt.

Voiding a client receipt that is not yet cleared

- If you void a client receipt that is not yet cleared, and there are other receipts on the same deposit, the deposit is adjusted to the balance of the remaining receipts.

  If the receipt you are voiding is the only receipt on the deposit, a message appears giving you the option to void the deposit as well. Ajera then also marks the deposit as voided and cleared on your bank register.

Voiding a credit memo

- If you void a credit memo, Ajera changes the invoice status in Manage Client Invoices from Write-off to Final.

  Credit memos are created when you enter a credit memo in Manage Client Receipts or when you write off a final invoice in Manage Client Invoices.

To void a client receipt

1. From the > **Manage** menu, click **Client Receipts**.
2. Click the **Existing** tab.
3. To change the receipts that appear in the list, click (**Change View**) and make selections on the Change View window.
4. Click the client receipt that you want to void or mark as having been returned due to nonsufficient funds (NFS), or click the credit memo you want to void.
5. Click the **Void/NSF** button.
6. If voiding a client receipt, select either **Void** or **NSF**.

   If voiding a credit memo, only the **Void** option is available.
7. Enter a write-off date.
8. Enter any notes.
9. If you selected NSF, select the **NSF charge** check box if any charge resulted from the NSF.

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Ajera updates the bank register but does not add the charge to a client invoice.

- Enter the amount of the NSF charge.
- Enter any notes about the NSF charge.

10. Click **OK**.

Voiding a refund

You cannot void a refund if the vendor invoice has been paid. When you void a refund, Ajera deletes the vendor invoice.

To void a refund

1. From the > **Manage** menu, click **Client Receipts**.
2. Click the **Existing** tab.
3. If you do not see any refunds in the list, click (**Change View**) and make selections on the Change View window. Ensure that the **Display refunds** check box is selected.
4. Click the refund that you want to void, and click the **Void/NSF** button.
5. Enter a write-off date.
6. Enter any notes.
7. Click **OK**.

Deposits

Creating a deposit

As you enter receipts, Ajera adds them to a list. When you have entered all the receipts that you want to include on a particular deposit, you create the deposit (which then appears on your bank register).

To create a deposit

1. From the > **Manage** menu, click **Client Receipts**.
2. Click the **Deposits** tab. The table on this tab contains a list of existing deposits.
3. Click the **New Deposit** button. The table on the tab now contains a list of all client and miscellaneous receipts not currently associated with a deposit.
4. Select the bank account where you deposit the funds.

   Multi-company only. You can make a deposit for a company only to that company's bank accounts.
5. Enter the date when you make the deposit at your bank.

about accounting dates

When you enter a receipt, Ajera use the receipt date for

- the Accounts Receivable and Pending Deposit general ledger entries for accrual basis
- the Miscellaneous Revenue and Pending Deposit general ledger entries for cash basis

When you create the deposit, which creates the bank entry, Ajera uses the deposit date for the Cash and the reversing Pending Deposit general ledger entries. The deposit date is used for the bank entry and the receipt date is used on the Client Invoice Aging report. The Client Receipts Register uses both dates when they exist.

For Pending deposit receipts (not yet attached to a deposit) the deposit date is blank because no bank entry has been created yet.

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6. In the Reference field, you can optionally enter an ID or description that helps you to identify this deposit.
7. Enter any notes about the deposit.
8. Click (attachments button) and add attachments, by linking to related files. A linked file must be in a shared location for other people to open it (for example, on a shared network or a website).
9. Review the receipts in the table. If you want to exclude a receipt from this deposit, clear the **Deposit** check box for that receipt. Any receipts that you exclude from this deposit remain available to be included in another deposit.

   As you exclude receipts for the deposit, Ajera updates the totals on the bottom of the window:

This total	Contains
Total receipts	The total of all receipts on the list
Total deposit	The total of all receipts included in this deposit

10. Click **Save**. Ajera makes an entry for the deposit on your bank register.

Changing a deposit

Note: You cannot change a deposit that is already cleared on the bank register.

To change a deposit

1. From the > **Manage** menu, click **Client Receipts**.
2. Click the **Deposits** tab. This table contains a list of existing deposits.
3. To change the deposits that appear in the list, click (**Change View**) and make selections on the Change View window.
4. Click the deposit you want to change, and click **Edit**. This table contains a list of receipts for the deposit you selected. If the **Cleared** check box is selected, the deposit is already cleared on the bank register and you cannot make changes to it.
5. Make changes to the deposit information as needed:

To	Do this
Add a receipt	Select the **Deposit** check box on the row of the receipt you want to add to the deposit.
Remove a receipt	Clear the **Deposit** check box on the row of the receipt you want to remove from the deposit.

   You cannot change the date on a deposit. However, you can exclude a receipt from the deposit and then add that receipt to a deposit with a different date.
6. Click **Save**.

Viewing pending deposits

To view pending deposits

1. Click > **Manage** > **Client Receipts**, and do one of the following:

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- Click the **Deposits** tab. Click the **New Deposit** button. A list of receipts pending deposit appears.
- Click the **Existing** tab. Receipts without a bank listed in the Bank field are pending deposit.

Voiding a deposit

If you entered a deposit through Manage > Bank Register, you must void it by deleting it from Manage > Bank Register.

If you entered a deposit through Manage > Client Receipts, you must void it through Manage > Client Receipts.

When working with the > Manage > Bank Register

1. From the > **Manage** menu, click **Bank Register**.
2. If the transactions you want to void are not for the bank account listed, select a different bank account.
3. Click the row for the deposit you want to void, and click the **Delete** button. Ajera marks the **Voided** check box to indicate that the deposit was voided.

When working with > Manage > Client Receipts

1. From the > **Manage** menu, click **Client Receipts**.
2. Click the **Deposits** tab.
3. If you need to change the deposits that appear in the list, you can click (**Change View**) and make selections on the Change View window.
4. You can only void a deposit that has not been cleared. Click the deposit that you want to void, and click the **Void** button.
5. Click **Yes** to void the deposit.

Prepayments

Applying prepayments

After entering a prepayment as part of a client receipt, you can apply the prepayment to a final client invoice in > Manage > Client Receipts.

To apply a prepayment to a draft, approved, or on-hold client invoice, go to > Manage > Client Invoices and change the text and total amounts.

Note:

- If you use multi-company, you can apply only project prepayments. Go to > Manage > Client Receipts > Existing tab to change any client prepayments to project prepayments, including any beginning balance prepayment amounts.
- If you do not use multi-company, you can apply both project and client prepayments.

To apply prepayments

1. From the > **Manage** menu, click **Client Receipts**.
2. Click the **Prepayments** tab.
3. Click the Project or Client field and associate the receipt with a project or client.

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Note:

- If you select a project that is associated with more than one client, Ajera selects the client for you. You can change this by clicking in the Client field.
- To enter a client receipt to a project with a status other than Preliminary, Active or Billing Hold, you must first open the project list in > Manage > Project Command Center. Click the **Status** column, and select the status (Hold, Work Hold, or Closed). Then resume entering the client receipt in the Manage Client Receipts window.

4. To change the invoices that appear, click (**Change View**) and select from the following:

Field	Description
Invoice date	The date or time period of the invoices you want to view. To choose a range of dates, click **Select Dates** and enter the beginning and ending dates.
Unpaid invoices Paid invoices	Select these check boxes to display unpaid or paid invoices. Select both check boxes to display all invoices.

5. Use the table to apply the prepayment amount to your client invoices, as follows:

To	Do this
Apply payment to the entire invoice amount	Select the **Pay** check box for the invoice.
Apply payment to part of the invoice amount by activity type of Labor, Expense, and Consultant	1. Select the **Pay** check box for the activity type. 2. Enter the amount that you want to apply.
Apply payment to part of the invoice amount, specifying amounts for distributions	1. Click (plus sign) next to the invoice. 2. Distributions appear by activity. To view by phase, select the **Apply by phase** check box above the table. 3. Select the **Pay** check box for the distributions to pay and enter the amount for each.

Note: If you selected **Apply sales tax** on the Billing tab in > Setup > Company > Preferences, the Sales Tax field appears in the table.

When you enter an amount in the Amount field, Ajera automatically calculates the sales tax based on the sales tax rate you entered for the project or phase (in > Manage > Project Command Center > Project Info tab > Billing subtab) and reduces the amount you enter in the Amount field.

To turn off the automatic calculation, click the **Pay** button and enter the exact amount in the Amount field and in the Sales Tax field.

6. Click **Save**.

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Unapplying a prepayment

If you use multi-company, Ajera associates the unapplied prepayment with the project.

If you do not use multi-company, Ajera associates the unapplied prepayment with the client.

To unapply a prepayment

1. From the > **Manage** menu, click **Client Receipts**.
2. Click the **Prepayments** tab.
3. Select the project or client associated with the prepayment. Click the Project or Client field, and click to make a selection.

   Note: If you select a project and more than one client is associated with the prepayment, Ajera selects a client for you, which you can change by clicking in the Client field.

4. To change the invoices that appear in the list, click (**Change View**) and make selections on the Change View window.
5. Use the table to unapply a prepayment:

To	Do this
Unapply the payment for the entire invoice amount	Select the **Unapply** check box for the invoice.
Unapply the payment for invoice distributions	1. Click the plus sign for the invoice to which you are unapplying the prepayment. 2. The distributions appear by activity. To see the distributions by phase, select the **Apply by phase** check box above the table. 3. Select the **Unapply** check box for the distributions you want unapply.

6. Click **Save**.

   If you use multi-company, Ajera associates the unapplied prepayment with the project it was applied to. Otherwise, Ajera associates the unapplied prepayment with the client.

7. Click **Close**.

Refunding a prepayment

To issue a refund, you must first set up the client as a vendor.

To refund a prepayment

1. From the > **Manage** menu, click **Client Receipts**.
2. Click the **Prepayments** tab.
3. Enter the client associated with the prepayment.
4. To change the invoices that appear in the list, click (**Change View**) and make selections on the Change View window.
5. Click the **Refund** button. The Client Receipts Refund window appears.
6. In the Vendor field, enter the client you set up as a vendor.

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7. Multi-company only. Select the company to receive the refund. You can refund a prepayment back only to the company that originally issued the prepayment.
8. Enter the date you want to assign to the vendor invoice.
9. Enter any notes about the refund, as needed.
10. Select the **Refund** check box for each project or nonproject prepayment that you want to apply the refund to. The full amount of the refund appears in the Amount field.

    Note: If a prepayment has no project associated with it, the project field is blank for that row.

11. To apply a partial refund, change the amount.
12. Click **OK**. The refund amount is listed at the bottom of the window.
13. Click **Save**, and click **Close**. Ajera creates a vendor invoice for the amount of the refund.
14. To pay the invoice, from the > **Manage** menu, click **Vendor Payments**.

Client invoices

About client invoices

Learning Resource: Client Invoices Functional Guide

What is a client invoice?

A client invoice is an itemized bill for activity related to a specific project at your company. It contains specific transactions that together make up the final amount on the invoice.

With the options you choose when setting up your project and invoice format, you determine the content and look of your invoice. It can include:

- Your company logo
- Information broken down by phase and activity type
- Subtotals where you need them
- Various comments and descriptions
- An invoice summary
- A single invoice for a project or multiple invoices
- Supporting detail

If you use multi-company, Ajera uses the logo and company name associated with the project.

How are client invoices produced?

With Ajera, the client invoicing process begins when you set up a project. Ajera automatically creates a draft invoice for that project. As you enter billable time and expense transactions for the project into Ajera, they are automatically attached to the draft invoice.

You can print billing reports or draft invoices to preview the unbilled activity on the project. Based on that review, you can make changes, as needed. You may choose to put an invoice on hold, change a project number, split a transaction to bill part of it now and part of it later, or add notes or descriptions to the invoice.

For projects set up with a Time & Expense billing type, and for fee-based projects where you have selected to bill labor, expense, or consultant as Time & Expense and entered a contract amount, then if billing exceeds

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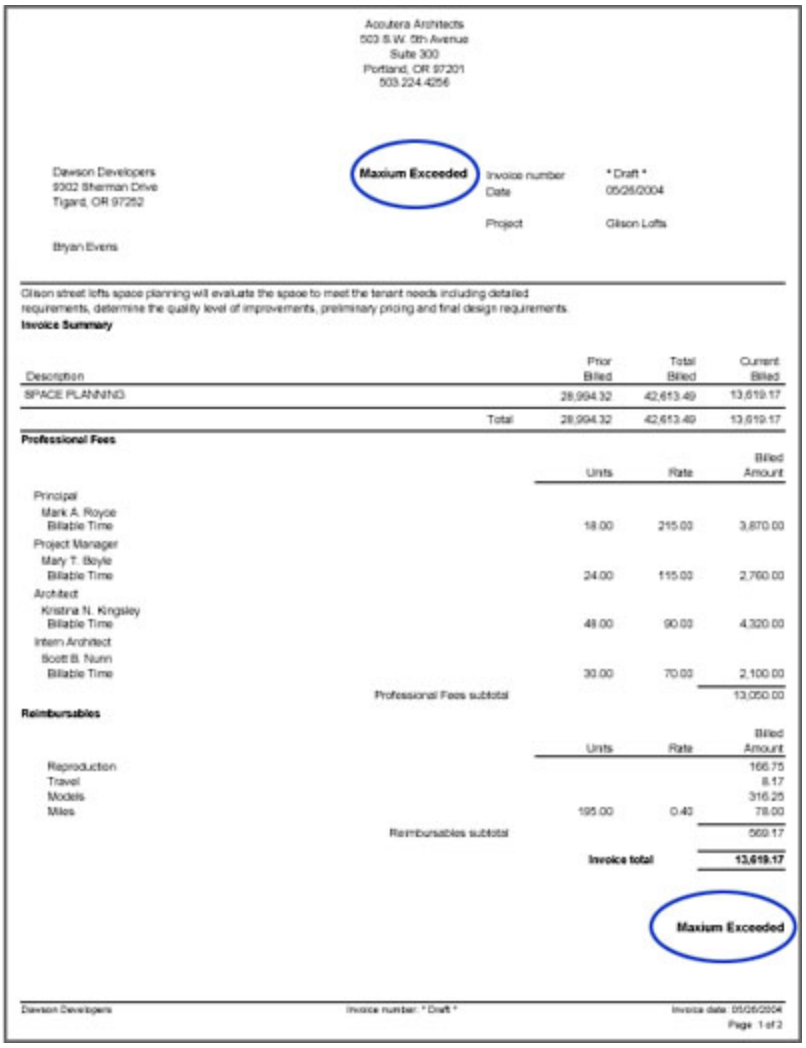
the contract amount, Ajera alerts you by highlighting the invoice amount in red. It also prints Maximum Exceeded on the draft invoice. You can adjust the invoice amount, if needed.



Acoutera Architects
503 S.W. 5th Avenue
Suite 300
Portland, OR 97201
503.224.4256

Dawson Developers
9302 Sherman Drive
Tigard, OR 97252

Maxium Exceeded

Invoice number * Draft *
Date 05/26/2004
Project Gilson Lofts

Bryan Evens

Gilson street lofts space planning will evaluate the space to meet the tenant needs including detailed requirements, determine the quality level of improvements, preliminary pricing and final design requirements.

Invoice Summary

Description		Prior Billed	Total Billed	Current Billed
SPACE PLANNING		28,994.32	42,613.49	13,619.17
	Total	28,994.32	42,613.49	13,619.17

Professional Fees

		Units	Rate	Billed Amount
Principal				
Mark A. Royce				
Billable Time		18.00	215.00	3,870.00
Project Manager				
Mary T. Boyle				
Billable Time		24.00	115.00	2,760.00
Architect				
Kristina N. Kingsley				
Billable Time		48.00	90.00	4,320.00
Intern Architect				
Scott B. Nunn				
Billable Time		30.00	70.00	2,100.00
	Professional Fees subtotal			13,050.00

Reimbursables

		Units	Rate	Billed Amount
Reproduction				166.75
Travel				8.17
Models				316.25
Miles		195.00	0.40	78.00
	Reimbursables subtotal			569.17
			Invoice total	**13,619.17**

Maxium Exceeded

Dawson Developers Invoice number: * Draft * Invoice date: 05/26/2004
Page 1 of 2

You can print a draft of the invoice or a final version. When you print a final version, Ajera automatically creates a new draft invoice for the project if the project is not yet complete. In this way, the billing process for the project continues without interruption.

After you print an invoice and bill the client, you can reprint or reissue the invoice. You can reissue the invoice when you need to make adjustments or changes to the invoice before you resend it to the client.

What is a billing type?

Different information is printed on an invoice depending on the **billing type** of the project. For example, a Time & Expense billing type prints actual transaction detail, and a fee-based billing type prints an amount to bill that may not be based on actual work performed. An invoice can contain both types of billing.

What is an invoice status and a transaction status?

Each invoice has a status and a cutoff date, which determine if and when the invoice is billed to the client. Each transaction on the invoice also has a status, which determines if and when that transaction is included on the invoice.

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Invoice status

If the status is	The invoice is
Draft	Not ready to be sent to the client. It is open for new transactions, and you can make changes to it. Ajera automatically creates a draft invoice when: • You set up a project. • You finalize an invoice for a project that is not yet complete.
Approved	Approved and is waiting to be finalized. After you mark an invoice as Approved, Ajera marks any new billable transactions for the invoice as Defer and does not attach them to the invoice, unless they are invoice adjustments. Invoice adjustments are attached to the invoice. This status is optional. You may choose to mark invoices as Approved if you plan to group Approved invoices for viewing and printing.
Hold	Not ready to be sent to the client and is in a pending state. All new billable entries with a transaction date earlier than the cutoff date are attached to the invoice. Otherwise, new transactions are given a status of Defer and are not attached to the invoice.
Final	Complete. It was printed for sending to the client. An invoice is only changed to a Final status when you print it as Final.
Writeoff	Written off. All transactions for the invoice are written off. This amount is reflected on the project and financials as a write-off. The project still shows the cost and spent amounts.
Reissue	Already finalized and printed, but you need to issue a new invoice to correct mistakes or make other changes.

Transaction status

If the status is	The transaction is
Billable	Ready for billing and included on the invoice.
Defer	Not included on the current invoice. The transaction date is later than the invoice cutoff date.
Hold	In a pending state and not included on the current invoice.
Nonbillable	Project-related but not being billed. The project still shows the cost amount but no spent amount.
Writeoff	Reflected on the project and the financials as a write-off. The project still shows the cost and spent amounts.

What is a billing review stage?

unavailable in ajeraCore

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When a client invoice is ready for review before billing, you can use billing review stages to help move the invoice smoothly through the review process, if the invoices are based on a standard invoice format or on a custom design created with the Client Invoice Designer.

Billing review stages are optional and have no effect on the general ledger.

A billing review stage consists of notes and a descriptive name that indicates where an invoice is in the review. You can set up your billing review stages to mirror the ones used at your firm.

During billing review, you preview the invoice from the Client Invoices window or from the Project Command Center. Enter your notes and select the next billing review stage when finished. Ajera can notify the next reviewer that the invoice is ready, and the review process continues as needed.

When you print the invoice as Final, the billing review stage automatically updates to Final.

How does effective cost affect billing?

unavailable in ajeraCore unless you have the Payroll add-on

If your billing rate tables are based on effective cost, you can invoice salaried time *only after running payroll* because this is when Ajera calculates the effective cost rates.

About sales tax

Video: Setting Up and Applying Sales Tax

To apply sales tax to amounts on a client invoice, ensure that you select the **Apply sales tax** check box on these windows:

- > Setup > Company > Preferences > Billing tab
- > Manage > Project Command Center > Project Info tab > Billing subtab
- > Setup > General > Activities > General tab. Select this option for each labor or expense activity that may be taxable

When working with a client invoice, you can view the amount for sales tax in the > Manage > Client Invoices > Text and Amounts tab > Sales Tax field.

Rounding on client invoices

Rounding discrepancies can occur on client invoices that bill time and expenses because it is possible for the sum of each individual work-in-progress (WIP) transaction to be different from the calculated subtotal of those transactions.

Learn more about why rounding discrepancies occur

How Ajera handles rounding

Ajera creates a rounding adjustment so that you can always track it, yet it is not an issue on your Final client invoices.

- Draft invoice – you see the rounding adjustment
- Final invoice – no rounding issue
- Invoice amounts in Ajera – identical to the Final invoice
- WIP adjustments due to rounding – you can track them in session journals or transaction inquiries

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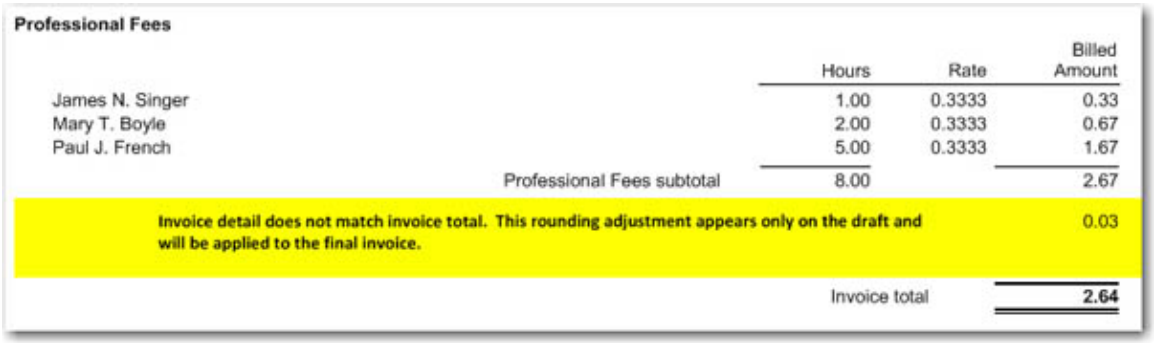
Draft invoice – you see the rounding adjustment

When you print the draft invoice, Ajera shows the rounding adjustment it will make so that the invoice total matches the total of subtotals (the invoice foots across and down).



Professional Fees

	Hours	Rate	Billed Amount
James N. Singer	1.00	0.3333	0.33
Mary T. Boyle	2.00	0.3333	0.67
Paul J. French	5.00	0.3333	1.67
Professional Fees subtotal	8.00		2.67
Invoice detail does not match invoice total. This rounding adjustment appears only on the draft and will be applied to the final invoice.			0.03
Invoice total			**2.64**

> **Note:** If you have a custom invoice design, the rounding adjustment does not print on the draft invoice. When you print the Final invoice, Ajera creates the adjustments, which you can track in the session journals or transaction inquiries.

Final invoice – no rounding issues

Before you print the final invoice, Ajera first adjusts the amounts of the WIP transactions so that your invoice is clean and there are no rounding discrepancies.

Professional Fees

	Hours	Rate	Billed Amount
James N. Singer	1.00	0.3333	0.33
Mary T. Boyle	2.00	0.3333	0.67
Paul J. French	5.00	0.3333	1.67
Professional Fees subtotal	8.00		2.67
Invoice total			**2.67**

Ajera adjusts the amounts of the WIP transactions (by 1 cent) so that when added together, they match the subtotal. If the subtotal is off by 1 cent, Ajera adjusts only the first transaction reflected in the subtotal. If it is off by 2 cents, it adjusts the first two transactions by 1 cent each, and so on.

In this way, Ajera ensures that:

- The total of all the WIP transactions is always exactly the same as the total of all the subtotals – the invoice foots across and down.
- If you print the Invoice Summary, the Current Billed total matches the invoice total.
- If you print the Invoice Supporting Detail, the total of the WIP amount matches the invoice total.

> **Note:** Invoices that are 100% taxable may show a total sales tax amount that is a few cents off from what would show if the tax was calculated as a fixed percent of the invoice total.

If the client invoice has phases with different markup percents, for the subtotals to be accurate, subtotal by phase (on the ☰ > Setup > General > Invoice Formats > Time & Expenses tab, select **Phase** in either the Primary Group or Secondary Group field).

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Invoice amounts in Ajera – identical to the final invoice

Because Ajera changes WIP transactions to reconcile rounding discrepancies, the information you see in the Client Invoices window exactly reflects the final invoice you send to the client.

Tracking rounding adjustments

You can see which WIP transactions Ajera adjusted for rounding by viewing:

- The session journal
- The Billed Rounding Adjustment column on the transaction inquiries

Reissuing an invoice

When you reissue a final invoice or change the status to Draft, you start from scratch. Ajera reverses out the rounding adjustment made to any transactions so they appear exactly as you entered them originally.

Why rounding discrepancies occur

A rounding difference, often involving 1 cent, can occur because:

- You enter cost rates, billing rates, and multipliers (markups) with as many as 4 decimal places to ensure accuracy or to comply with government requirements.

  Invoices show only 2 decimal places for billed amounts; a client cannot pay you fractions of a cent.
- Because your clients require it, you summarize amounts: grouping labor amounts by employee or employee type, expense amounts by activity, or consultant amounts by vendor.

The following example shows how the sum of each transaction is different from the sum of each subtotal.

Employee	Hours	Billed Rate	WIP Billed Amount	Subtotal of Billed Amount	Rounding Difference
James Singer	1.00	0.3333	0.33		
Subtotal	1.00	0.3333	0.33	0.33	0.00
Mary Boyle	1.00	0.3333	0.33		
	1.00	0.3333	0.33		
Subtotal	2.00	0.3333	0.66	0.67	0.01
Paul French	1.00	0.3333	0.33		
	1.00	0.3333	0.33		
	1.00	0.3333	0.33		
	1.00	0.3333	0.33		
	1.00	0.3333	0.33		
Subtotal	5.00	0.3333	1.65	1.67	0.02
Total	8.00	0.3333	2.64	2.67	.03

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The effect of rounding from prepayments and adjustments

If you apply a prepayment or adjustment to an invoice where Ajera must round amounts, it can result in 1 cent due on the final invoice.

This issue can occur when the available prepayment matches the unadjusted invoice total, and you apply the full amount of the prepayment or adjustment to the invoice.

Example 1: Rounding adjustment increases invoice total

	Invoice total	Rounding adjustment	Prepayment
Draft	1,000.00	.01	1,000.00
Final	1,000.01		1,000.00

Amount due this invoice: 0.01

Example 2: Rounding adjustment reduces invoice total

	Invoice total	Rounding adjustment	Prepayment
Draft	1,000.00	-.01	1,000.00
Final	999.99		999.99

Amount due this invoice: 0

Invoice formats

About invoice formats

Learning Resource: Invoice Formats Functional Guide

An *invoice format* is a group of options that specify the content and style of client invoices.

You can create as many invoice formats as you need to produce different types of invoices for different types of projects. For example, you may use different invoice formats for different types of billing on projects, such as Percent Complete, Percent of Construction Cost, or Time & Expense.

With the options you select when setting up your project and setting up an invoice format, you determine the content and look of your invoice. It can include:

- Your company logo
- Information broken down by phase and activity type
- Subtotals where you need them
- Various comments and descriptions
- An invoice summary
- Supporting detail

If you have special invoicing needs that cannot be met through Ajera's standard invoice formats, you can create a custom invoice format.

Copying an invoice format

To copy an invoice format

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1. From the > **Setup** menu, click **General** > **Invoice Formats**.
2. View invoice formats in the list window differently, if needed.
3. Click the invoice format you want to copy, and click **Copy**.
4. Change the description to the name of the new invoice format.
5. Make changes to the invoice format, as needed.
6. Click **Save**.

Changing an invoice format

To change an invoice format

1. From the > **Setup** menu, click **General** > **Invoice Formats**.
2. View invoice formats in the list window differently, if needed.
3. Click the invoice format you want to change, and click **Edit** .
4. Click a tab, and change invoice format information .
5. Click **Save**.
6. Click **Close**.

Deleting an invoice format

You cannot delete an invoice format if it is currently being used. However, you can make it inactive.

To delete an invoice format

1. From the > **Setup** menu, click **General** > **Invoice Formats**.
2. View invoice formats in the list window differently if needed.
3. Click the invoice format you want to delete, and click the **Delete** button.
4. Click **Yes** to delete it.
5. Click **Close**.

Inactivating an invoice format

If you inactivate an invoice format, it cannot be used; however, it remains in the database and continues to appear on reports.

1. From the > **Setup** menu, click **General** > **Invoice Formats**.
2. Click the invoice format you want to inactivate, and click **Edit** .
3. In the Status field, select **Inactive**.
4. Click **Save**.
5. Click **Close**.

Invoice review process

About billing review

unavailable in ajeraCore

What is billing review?

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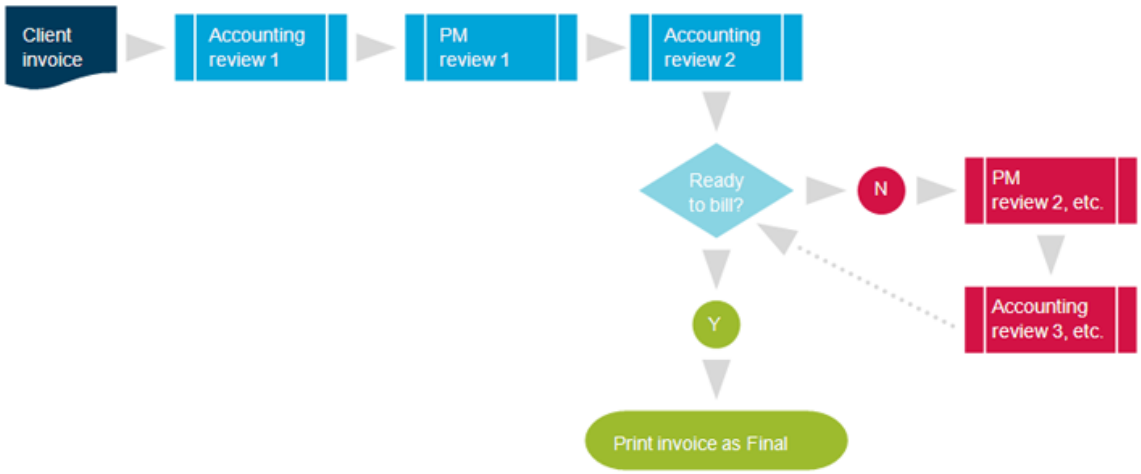
What are billing review stages?
How do you use billing review stages?
Why use billing review in Ajera?

What is billing review?

Billing review is the approval process that occurs before a client invoice is billed. The first person in the process reviews the invoice, makes comments or corrections, and passes it to the next reviewer. The process usually continues until the invoice is approved and can be billed. In cases involving outstanding invoices, the process might proceed through a collections stage until payment is received.



What are billing review stages?

In Ajera, you can use billing review stages to help move client invoices smoothly through the billing review process. The invoices must be based on a standard invoice format or on a custom design created with the Client Invoice Designer.

A billing review stage indicates where an invoice is in the review and can notify a reviewer when an invoice is ready. Billing review stages are optional and have no effect on the general ledger.

Ajera provides two stages by default, Pre-review and Final; you cannot change or delete them. When you set up a project or an invoice group or print an invoice as final and the project is not closed, Ajera creates an invoice and sets it to the Pre-review stage. When you print an invoice as final, the billing review stage automatically updates to Final.

You can set up additional billing review stages in > Setup > General > Billing Review Stages to mirror the stages in your firm's billing review process.

How do you use billing review stages?

Review an invoice in the Client Invoice Preview window. This window is available from the Manage > Client Invoices > Preview button or from the > Manage > Project Command Center > Invoices tab > Preview Invoice link.

Click the **Show Review History** button to open the Billing Review History window. After entering your notes and adding any attachments, select a review stage to indicate that your review is completed.

A notification can appear in the project list of the Project Command Center for the next reviewer. You can also filter the Client Invoice List window so that it displays only invoices requiring your review.

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At any time, you can view the billing review information for an invoice in the Billing Review History window. The billing review table lists all the preceding billing reviews for the invoice and can display notes, contacts, attachments, stages, and dates. You can do any of the following in the table:

- Change the due date, attachments, contact, notes or stage of any row of the table.
- Delete a row if you are the author or an administrator.

Why use billing review in Ajera?

Ajera streamlines the billing review process in the following ways:

- Review notes and attachments are kept with their corresponding client invoices.
- Reviewer notifications keep the billing review process moving smoothly.
- Project managers can review their invoices easily on the Invoices tab of the Project Command Center. The tab contains the PCC Invoices inquiry, which displays invoice information for a selected project.
- You can easily track the progress of your client invoices in the review process from either the Client Invoice List window or the Project Command Center. There is no need to open each invoice.
- You can extend this process through a collections stage, keeping track of outstanding invoices until payment is received.

Customizing the Client Invoice List window for billing review

Customize the Client Invoice List window so that it displays the Billing Review Stage column.

To customize the Client Invoice List window for billing review

1. From the > **Manage** menu, click **Client Invoices**.
2. Click (**Customize**).
3. Select the **Billing review stage** check box.
4. Click **OK**.

Reviewing invoices from the Client Invoices window

These instructions apply only to invoices that are based on a standard invoice format or on a custom design created with the Client Invoice Designer.

To review an invoice from the Client Invoices window

1. From the > **Manage** menu, click **Client Invoices**.
2. Select the invoice you want to review, and open the Client Invoice Preview window by doing one of the following:
   - Click the **Edit** button. When finished in the edit window, click the **Preview** button.
   - Click the **Preview** button.
3. Click the **Show Review History** button. The Billing Review History window provides a chronological record of the billing review stages for an invoice.
4. To filter by one stage, use the Show Stage field to select the stage you want to appear in the billing review table.
5. Click to refresh the billing review history list with any changes including new rows added, changes made in existing rows, or date/time changes.

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6. Click (**Customize**) and choose the columns you want to appear in the billing review table.
7. Review the preceding rows in the table to see what earlier reviewers found. You can do the following:
   - Change the due date, attachments, contact, notes, or billing review stage of any preceding row except the auto-generated Pre-review and Final stages. Your name and the date will appear in the modification columns.
   - Delete a row if you are the author or the administrator.
8. Review the invoice, and in the next row of the table, enter notes related to your review. You can also add attachments and select a contact, if available.
9. When finished, select a billing review stage, enter a due date if needed, and click **Save**.

Draft invoices - basic tasks

Opening a client invoice

To open a client invoice

1. From the > **Manage** menu, click **Client Invoices**.
2. Click the invoice you want, and click **Edit**. The invoice you selected appears.

Changing a client invoice

Note: Effective cost on the billing rate table - do not change a salaried employee transaction on a client invoice until **after** you run payroll. Otherwise,when you run payroll, Ajera recalculates the billing rate and overrides the changes to the client invoice.

Prevailing wages - If you are using prevailing wage rate tables and change project time on the client invoice, you must recalculate time before running payroll. If you have already run payroll, you **cannot** change project time (using prevailing wage rate tables) on client invoices.

To change a client invoice

1. Open the client invoice you want to change.
2. Change the invoice number, status, and dates, as needed.
3. Different tabs appear on the Client Invoice window depending on the billing type. An invoice may have several distributions all with the same billing type or some with different billing types.

   Change information on these tabs, as applicable:
   - Labor, and Expense & Consultant
   - Fixed fee
   - Percent complete
   - Clearing WIP
   - Unit price
   - Percent of construction
   - Invoice adjustments
   - Text and Amounts, and Notes (appears for all billing types)
   - Attachments
   - Backup Attachments

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Changing status and dates on client invoices

When you change the cutoff date, all associated transactions later than the cutoff date are assigned a status of Defer. Any future transactions earlier than the new cutoff date are assigned a status of Billable and are attached to the invoice.

Note:

- If you change the status of an invoice from Final to Reissue, ensure that you do the same for any other final invoices for the project that were created after the invoice. In this way, your changes are carried forward to subsequent invoices.
- Ajera unapplies any client receipts that were applied in the invoice. If you are using multi-company, Ajera associates the unapplied prepayments with the projects they were applied to. If you are not using multi-company, Ajera associates them with the clients.
- Vendor invoice transactions use the invoice accounting date to compare against the cutoff date.
- Expense report transactions use individual transaction dates to compare the cutoff date.

If Bill & Pay in enabled:

- If you change the status of a final invoice to Draft or Reissue, you will receive a message asking you to verify all payments have been imported from Bill & Pay before you change the status of a final invoice to ensure the data between the two systems is kept in sync.

  If payments have been made on that final invoice, Ajera will continue to make that payment a prepayment. The payment record in Bill & Pay will be deleted and when the prepayment is applied to an invoice in Ajera, the payment will be created again in Bill & Pay.

  When the status has been changed from Final or Reissue to Draft, the invoice record in Bill & Pay will be deleted. When a new final invoice is created, a new Pay Now URL will be created for the invoice.
- When a reissued invoice is changed to Final, the new final invoice information will be sent to Bill & Pay. This includes the invoice amount, outstanding balance, invoice number, invoice date, and the PDF. The original Pay Now URL sent to the client will still work.

To change status and dates on client invoices

1. From the > **Manage** menu, click **Client Invoices**.

   Note: You can change the status and cutoff date of several invoices at one time on this window. Otherwise, you change the status and cutoff date for one invoice while you view it, as described later in these instructions.

   - To select several invoices, click each invoice while pressing the Shift key. To select all invoices, click **Select All**.
   - Right-click and then click **Change Status** or **Change Cutoff Date**.
   - If you chose Change Status, click , click the status you want, and click **OK**.
   - If you chose **Change Cutoff Date**, enter the new cutoff date.

2. Click the invoice you want to change, and click **Edit**.

   Note: To change the status of an invoice from Draft to Final, click **Print**.

3. To change the status of the invoice, select the status that you want:

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If the status is	Then
Draft	The invoice is not ready to be sent to the client. It is open for new transactions and you can make changes to it. Ajera automatically creates a draft invoice when: • You set up a project. • You finalize an invoice for a project that is not yet complete.
Approved	The invoice is approved and is waiting to be finalized. After you mark an invoice as approved, Ajera marks any new billable transactions for the invoice as Defer and does not attach them to the invoice, unless they are invoice adjustments. Invoice adjustments are attached to the invoice. This status is optional. You may choose to mark invoices as approved if you plan to group approved invoices for viewing and printing.
Hold	The invoice is not ready to be sent to client and is in a pending state. All new billable entries with a transaction date earlier than or the same as the cutoff date are attached to the invoice. Otherwise, new transactions are given a status of Defer and are not attached to the invoice.
Final	The invoice is complete. It was printed for sending to the client. An invoice is changed to a Final status only when you print it as final.
Writeoff	If you select to reduce the billed amount, the project-to-date billed and the revenue on your financial reports is reduced by the amount you are writing off. Otherwise, the amount is reflected on the project and financial reports as a write off.
Reissued	The invoice is already finalized and printed, but you need to issue a new invoice to correct mistakes, or make other changes.

4. All transactions later than the cutoff date are given a status of Defer and automatically included on the next invoice if within the new cutoff date. If you want to include these transactions on the current invoice, change the Defer status to Billable.

   Any deferred transactions earlier than the new cutoff date are automatically changed to billable and attached to the invoice.

   To change the cutoff date, enter the new date.
5. To change the invoice date, enter the new date. You cannot change it if the status is Final or Write-off.
6. Type a new invoice number, if needed. You cannot change it if the status is Final or Write-off.

   Note: If you change the invoice number to a larger number, Ajera changes the numbering for subsequent invoices that you print. It does so by changing the last invoice number field in the Company Preferences, Project Command Center, or Client window, depending on how you chose to number invoices in the > Setup > Company > Preferences > Billing tab > Auto Assign Invoice Numbers By field.
7. Click **Save**.

Changing Time & Expense billing

The information you see for client invoices depends on the billing type of the transactions on the invoice.

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- **Time & Expense billing type** - When a transaction on an invoice has a billing type of time and expense, you can change information on the Labor tab and on the Expense & Consultant tab of the Client Invoice window.
- **Other billing types** - If none of the transactions have a billing type of time and expense, no transactions appear on the Labor and Expense & Consultant tabs. All time and expense entries that you are tracking appear on the Noninvoiced window.

You change invoice information according to the billing types of the transactions: Fixed Fee, Percent Complete, Unit Price, or Percent of Construction.

To change Time & Expense billing

1. Open the client invoice you want to change.
2. Change the invoice number, status, and dates, as needed.
3. On the **Labor** tab, the table contains all transactions for the invoice that have billable labor expense.

   Noninvoiced transactions

   Some transactions may not be eligible for billing, such as transactions you put on hold, transactions with a status of nonbillable, or rejected timesheet entries. These noninvoiced transactions do not appear on the invoice but are only attached to it.

   To see or change noninvoiced transactions:

   - Click the **Entries** button. The Noninvoiced Time and Expense Entries window appears.

   Note: Timesheet entries that were rejected have a status of Hold and appear in light brown. You cannot change the status on these work-in-progress items until the time is unrejected.

   - Click **Save** to save any changes. Click **Cancel** to close the window.
4. Change information on the **Labor** tab, as needed:

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<table>
<tr><th>Column</th><th>Description</th></tr>
<tr><td>Status</td><td>The status of the transaction.
<table>
<tr><th>If status is</th><th>The transaction is</th></tr>
<tr><td>Billable</td><td>Ready for billing and included on the invoice.</td></tr>
<tr><td>Defer</td><td>Not included on the current invoice but automatically included on the next invoice.</td></tr>
<tr><td>Hold</td><td>In a pending state and not included on the current invoice.</td></tr>
<tr><td>Nonbillable</td><td>Project-related but not being billed. The project still shows the cost amount but no spent amount. The nonbillable costs are included on your project reports when you select to show cost, and they affect the profit calculation for the project.</td></tr>
<tr><td>Write-off</td><td>Reflected on the project and the financials as a write-off. The project still shows the cost and spent amounts. When you write off an amount by changing the status of the work-in-progress (WIP) item, it appears on your project and financial reports as a write-off.</td></tr>
</table>
More about work-in-progress write-off vs. nonbillable</td></tr>
<tr><td>Date</td><td>Enter the date.
<table>
<tr><td>Note: If you change a date to be later than the invoice cutoff date, Ajera removes the transaction from the invoice for billing and assigns it a status of Defer.</td></tr>
</table></td></tr>
<tr><td>Phase</td><td>Make a selection.</td></tr>
<tr><td>Activity</td><td>Make a selection.</td></tr>
<tr><td>Employee</td><td>View only - Employee who worked the time entered</td></tr>
<tr><td>Hours</td><td>The hours that are billed for the transaction. If you change it, the change does not affect the units worked.</td></tr>
<tr><td>Billing rate</td><td>The rate at which hours are billed. If you change a rate based on markups, it becomes a flat rate.</td></tr>
<tr><td>Billing amount</td><td>The amount billed on the invoice for the transaction. If you change an amount based on markups, it becomes a flat rate. See also: Changing the billed amount when printing markups as part of totals.</td></tr>
<tr><td colspan="2">Optional columns:</td></tr>
<tr><td>Project</td><td>To change the project, right-click and click Change Project. Select the project you want. Click OK.</td></tr>
<tr><td>Employee type</td><td>The employee type used for billing</td></tr>
</table>

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Column	Description
Hours worked	The hours that were worked
Hours type	View only - Indicates if hours worked were regular or premium time, such as overtime
Cost rate	View only - The **cost rate**[1]
Cost amount	View only - The **cost amount**[2]
Markup rate 1,2,3,4,5	View only - The **markup**[3] rates
Write-off date	The date a transaction was written off
Sale tax amount	Enter the new amount for sales tax.
Notes	Enter or change any notes.

5. In the table, you can also choose to:
   - Add any optional columns.
   - Sort and group transactions to view them differently.
6. Do the following, as needed:
   - Split a transaction.
   - Recalculate a billing rate.
   - Change the project associated with the invoice.
7. Click the **Expense & Consultant** tab. This table contains all transactions for the invoice that have billable expenses and consultant fees.

   Note: Some transactions may not be eligible for billing. For example, you may put a transaction on hold. These transactions do not appear on the invoice but are only attached to it.

8. To see or change noninvoiced transactions, click the **Entries** button. The Noninvoiced Time and Expense Entries window appears. Click **Save** to save any changes. Click **Cancel** to close the window.
9. Change information on the **Expense & Consultant** tab, as needed:

[1]The rate that reflects the actual cost without overhead or profit. For labor, it is the per hour rate paid to an employee. For salaried employees, it is the salary divided by the number of standard hours in the pay period. For hourly employees, it is the regular pay rate. For expenses, it is the rate per unit for expenses, such as mileage and copies.
[2]The amount paid to employees for work performed, or the out-of-pocket costs to the company for expenses and consultants.
[3]An increase to a cost by a specified percentage to reflect direct personnel expense (DPE), overhead, and/or profit. The types of markups are cost markup, billing markup, and premium markup.

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<table>
<tr><th>For</th><th>Do this</th></tr>
<tr><td>Status</td><td>Select a status, as follows:<table><tr><th>If status is</th><th>The transaction is</th></tr><tr><td>Billable</td><td>Ready for billing and included on the invoice</td></tr><tr><td>Defer</td><td>Not included on the current invoice but automatically included on the next invoice</td></tr><tr><td>Hold</td><td>In a pending state and not included on the current invoice</td></tr><tr><td>Nonbillable</td><td>Not billable</td></tr><tr><td>Writeoff</td><td>Not billable</td></tr></table></td></tr>
<tr><td>Date</td><td>View only - The transaction date</td></tr>
<tr><td>Phase</td><td>Make a selection.</td></tr>
<tr><td>Activity</td><td>Make a selection.</td></tr>
<tr><td>Vendor</td><td>View only - The vendor associated with the transaction</td></tr>
<tr><td>Units</td><td>Type the new billed units.</td></tr>
<tr><td>Billing rate</td><td>Type the new billing rate[1]. If you change a rate based on markups, it becomes a flat rate.</td></tr>
<tr><td>Billing amount</td><td>The amount that Ajera calculates for you. If you change an amount based on markups, it becomes a flat rate. See Changing the billed amount when printing markups as part of totals.</td></tr>
<tr><td colspan="2">Optional columns:</td></tr>
<tr><td>Activity type</td><td>View only - The activity type of the transaction</td></tr>
<tr><td>Project</td><td>To change the project, right-click and click Change Project. Select the project you want. Click OK.</td></tr>
<tr><td>Cost units</td><td>The cost of the units. If you change the cost units, Ajera updates the billed units.</td></tr>
<tr><td>Unit description</td><td>View only - The description of the units</td></tr>
<tr><td>Cost rate</td><td>View only - The cost rate[2]</td></tr>
</table>

[1]The rate used to bill a client for work or expenses incurred on a project. Ajera determines the billing rate from the billing rate table.
[2]The rate that reflects the actual cost without overhead or profit. For labor, it is the per hour rate paid to an employee. For salaried employees, it is the salary divided by the number of standard hours in the pay period. For hourly employees, it is the regular pay rate. For expenses, it is the rate per unit for expenses, such as mileage and copies.

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For	Do this
Cost amount	View only - The **cost amount**[1]
Markup rate 1,2,3	View only - The **markup**[2] rates
Write-off date	View only - The date a transaction is written off
Sales tax amount	Enter the new amount
Expense report payee	The name of the expense report payee
Notes	Enter your new notes

10. In the table, you can
    - Add any optional columns.
    - See totals by right-clicking in the table and clicking **Show Totals**.
    - Sort and group transactions to view them differently.
11. Do the following, as needed:
    - Split a transaction.
    - Change the project associated with the invoice.
    - Recalculate a billing rate.
12. Change text, total amounts, or notes for the invoice, as needed.
13. Click the **Attachments** tab, and change the attachment information, as needed.
14. If your invoice has multiple billing types (in addition to time and expense), the table contains additional tabs, where you can change the following:
    - Fixed Fee billing
    - Percent Complete billing
    - Unit Price billing
    - Percent of Construction Cost billing
15. Click **Save**.

Note: If you changed any entries that have a date earlier than the Beginning Balances Date or the Don't Allow Entries Prior To date in > Setup > Company > Preferences, an Accounting Date window appears for you to enter the new accounting date for those entries.

[1]The amount paid to employees for work performed, or the out-of-pocket costs to the company for expenses and consultants.
[2]An increase to a cost by a specified percentage to reflect direct personnel expense (DPE), overhead, and/or profit. The types of markups are cost markup, billing markup, and premium markup.

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16. Click **Close**.

Changing fixed-fee billing

To change fixed-fee billing

1. Open the client invoice you want to change.
2. Change the client invoice number, status, and dates, as needed.
3. Click the **Fixed Fee** tab. The table contains all transactions for the invoice that have billable fixed fees.

> **Note:** Some transactions may not be eligible for billing. For example, you may be tracking but not billing time and expense transactions. These transactions do not appear on the invoice but are only attached to it.

4. To see or change detail entries, select the appropriate phases, and click the **Entries** button. The Worksheet Time and Expense Entries window appears. Click **Save** to save any changes. Click **Cancel** to close the window.

> **Note:** Timesheet entries that were rejected have a status of Hold and appear in light brown. You cannot change the status on these work-in-progress items until the time is unrejected.

5. Change information, as needed.

Column	Description
Phase	View only - The phase of the project
Contract amount	View only - The contract amount for the transaction
Billing amount	The amount billed on the invoice for the transaction
Optional columns:	
Activity type	View only - The activity for the transaction
Prior billed amount	View only - The previously billed total for the phase and activity
Total billed amount	The billing amount plus the prior billed amount
Sales tax amount	The sales tax on the transaction.
Contract remaining amount	The amount of the contract available to bill
Billable WIP	The amount of billable **work-in-progress (WIP)** associated with the invoice. Any WIP with a status of Hold or Defer is not included.
Notes	Enter or change any notes.

6. In the table, you can also choose to

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- Add any optional columns.
- See totals by right-clicking in the table and clicking **Show Totals**.
- Sort and group transactions to view them differently.

7. Change text, total amounts, or notes for the invoice, as needed.

   Click the **Attachments** tab, and change the attachment information, as needed.
8.
9. If the invoice has transactions with other billing types (in addition to Fixed Fee), the table contains additional tabs, where you can change the following:
   - Percent complete billing
   - Unit price billing
   - Percent of construction billing
10. Click **Save**.
11. Click **Close**.

Changing percent complete billing

To change the percent complete billing

1. Open the client invoice you want to change.
2. Change the client invoice number, status, and dates, as needed.
3. Click the **Percent Complete** tab. The table contains all transactions for the invoice that have billable percent complete amounts.

   Note: Some transactions may not be eligible for billing. For example, you may be tracking but not billing time and expense transactions. These transactions do not appear on the invoice but are only attached to it.

4. To see or change detail entries, select the appropriate phases, and click the **Entries** button. The Worksheet Time and Expense Entries window appears. Click **Save** to save any changes. Click **Cancel** to close the window.

   Note: Timesheet entries that were rejected have a status of Hold and appear in light brown. You cannot change the status on these work-in-progress items until the time is unrejected.

5. Change information, as needed:

Column	Description
Phase	View only - The phase of the project
Contract amount	View only - The contract amount for the transaction
Percent to bill	The percent of the contract amount billed on the invoice for the transaction.
Billing amount	The amount billed on the invoice for the transaction
Optional columns:	
Activity type	View only - The activity for the transaction

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Column	Description
Prior percent billed	View only - The percent of the contract amount that has already been billed
Prior billed amount	View only - The previously billed total for the phase and activity
Total percent billed	The percent of the contract amount for this phase and activity that has already been billed
Total billed amount	The billing amount plus the prior billed amount
Sales tax amount	The sales tax on the transaction
Contract remaining amount	The amount of the contract available to bill
Billable WIP	The amount of billable **work-in-progress (WIP)** associated with the invoice. Any WIP with a status of Hold or Defer is not included.
Notes	Enter or change any notes.

6. In the table, you can also choose to
   - Add any optional columns.
   - See totals by right-clicking in the table and clicking **Show Totals**.
   - Sort and group transactions to view them differently.
7. Change text, total amounts, or notes for the invoice, as needed.

   Click the **Attachments** tab, and change the attachment information, as needed.
8.
9. If the invoice has transactions with other billing types (in addition to Percent Complete), the table contains additional tabs, where you can change the following:
   - Fixed fee billing
   - Unit price billing
   - Percent of construction billing
10. Click **Save**.
11. Click **Close**.

Changing unit price billing

To change unit price billing

1. Open the client invoice you want to change.
2. Change the client invoice number, status, and dates, as needed.
3. Click the **Unit Price** tab. The table contains all transactions for the invoice that have billable unit price amounts.

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> **Note:** Some transactions may not be eligible for billing. For example, you may be tracking but not billing time and expense transactions. These transactions do not appear on the invoice but are only attached to it.

4. To see or change detail entries, select the appropriate phases, and click the **Entries** button. The Worksheet Time and Expense Entries window appears. Click **Save** to save any changes. Click **Cancel** to exit the window.

> **Note:** Timesheet entries that were rejected have a status of Hold and appear in light brown. You cannot change the status on these work-in-progress items until the time is unrejected.

5. Change information, as needed:

Column	Description
Phase	View only - The phase of the project
Contract units	View only - The number of units for the transaction
Unit rate	View only - The rate at which units are billed
Contract amount	View only - The contract amount for the transaction
Billing units	The number of units billed on the invoice for the transaction
Billing amount	The amount billed on the invoice for the transaction
Optional columns:	
Activity type	View only - The activity for the transaction
Unit description	View only - A description of the units
Prior billed units	View only - The number of units already billed for the phase and activity
Prior billed amount	View only - . The previously billed total for the phase and activity
Total billed units	The billing units plus the prior billed units
Total billed amount	The billing amount plus the prior billed amount
Sales tax amount	The sales tax on the transaction
Units remaining	The number of units available to bill
Contract amount remaining	The amount of the contract available to bill

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Column	Description
Billable WIP	The amount of billable **work-in-progress (WIP)** associated with the invoice. Any WIP with a status of Hold or Defer is not included.
Notes	Enter or change any notes.

6. In the table, you can also choose to:
   - Add any optional columns.
   - See totals by right-clicking in the table and clicking **Show Totals**.
   - Sort and group transactions to view them differently.
7. Change text, total amounts, or notes for the invoice, as needed.
8. Click the **Attachments** tab, and change the attachment information, as needed.
9. If the invoice has transactions with other billing types (in addition to Unit Price), the table contains additional tabs, where you can change the following:
   - Fixed Fee billing
   - Percent Complete billing
   - Percent of Construction Cost billing
10. Click **Save**.
11. Click **Close**.

Changing percent of construction billing

To change the percent of construction billing

1. Open the client invoice you want to change.
2. Change the client invoice number, status, and dates, as needed.
3. Click the **Percent of Construction Cost** tab. The table contains all transactions for the invoice that have billable percent of construction amounts.

> **Note:** Some transactions may not be eligible for billing. For example, you may be tracking but not billing time and expense transactions. These transactions do not appear on the invoice but are only attached to it.

4. To see or change detail entries, select the appropriate phases, and click the **Entries** button. The Worksheet Time and Expense Entries window appears. Click **Save** to save any changes. Click **Cancel** to close the window.

> **Note:** Timesheet entries that were rejected have a status of Hold and appear in light brown. You cannot change the status on these work-in-progress items until the time is unrejected.

5. Change information, as needed:

Column	Description
Phase	View only - The phase of the project
Contract amount	View only - The contract amount for the transaction

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Column	Description
Percent to bill	The percent of the contract amount that is billed
Billing amount	The amount billed on the invoice for the transaction
Optional columns:	
Activity type	View only - The activity type for the transaction
Prior percent billed	View only - The percent of the contract amount that has already been billed
Prior billed amount	View only - The previously billed total for the phase and activity
Total percent billed	The percent of the contract amount for this phase and activity that has already been billed
Total billed amount	The billing amount plus the prior billed amount
Sales tax amount	The sales tax on the transaction
Contract remaining amount	The amount of the contract available to bill
Billable WIP	The amount of billable **work-in-progress (WIP)** associated with the invoice. Any WIP with a status of Hold or Defer is not included.
Notes	Enter or change any notes.

6. In the table, you can also choose to:
   - Add any optional columns.
   - See totals by right-clicking in the table and clicking **Show Totals**.
   - Sort and group transactions to view them differently.
7. Change text, total amounts, or notes for the invoice, as needed.

   Click the **Attachments** tab, and change the attachment information, as needed.
8.
9. If the invoice has transactions with other billing types (in addition to Percent of Construction), the table contains additional tabs, where you can change the following:
   - Fixed fee billing
   - Percent complete billing
   - Unit price billing
10. Click **Save**.
11. Click **Close**.

Changing text and total amounts on client invoices

To change text and total amounts on client invoices

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1. Open the client invoice you want to change.
2. Click the **Text and Amounts** tab and change information, as needed:

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Column	Description
Header	Enter text that you want to print on the invoice below the client mailing address. If you entered header text in the > Setup > Company > Preferences > Billing tab > Invoice Header Text field, that text appears in this field and prints on client invoices for all projects, unless you change it here for this invoice. If you entered header text in the > Manage > Project Command Center > Project Info tab > Invoice subtab > Header Text field, that text appears in this field and prints on all client invoices for the project, unless you change it here for this invoice. You can reenter header text from the Project window by right-clicking and selecting **Refresh header text**. If you do not want the text to wrap to the second line on the invoice, press the Enter key where you want the first line to end. **Note:** • If the header text is longer than two full lines on the invoice, the fold line on the invoice becomes misaligned with the address window on the envelope. • Header text prints on invoices only if the **Print project text** check box is selected on the Invoice Format window.

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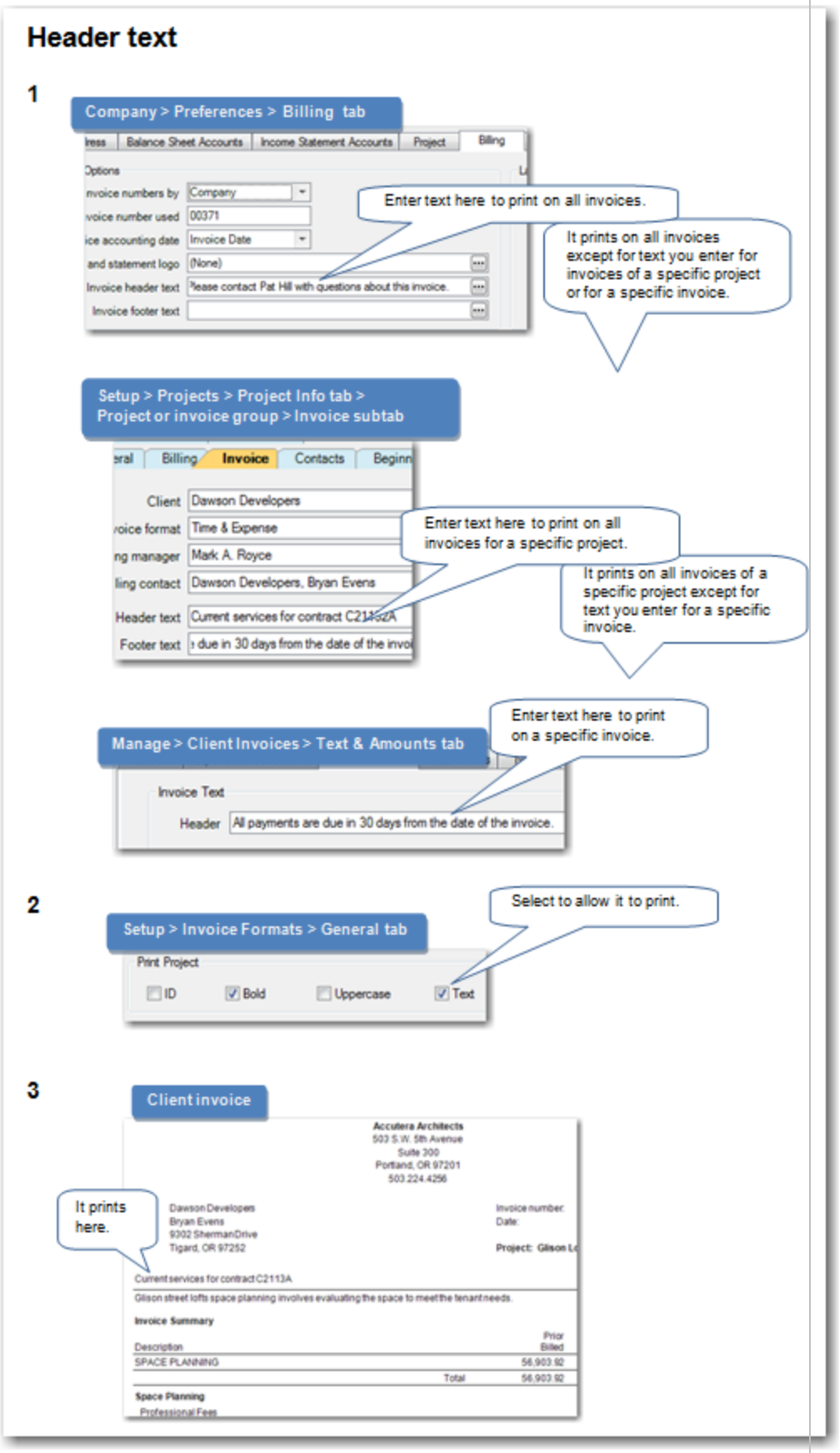
Column	Description
	

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Column	Description
Footer	Enter text that prints on only the last page of the invoice. You may choose to use it to print a holiday greeting or contract information. There is no length limit. If you entered footer text in the > Setup > Company > Preferences > Billing tab > Invoice Footer Text field, that text appears in this field and prints on client invoices for all projects, unless you change it here for this invoice. If you entered footer text in the > Manage > Project Command Center > Project Info tab > Invoice subtab > Footer Text field, that text appears in this field and prints on all client invoices for the project, unless you change it here for this invoice. You can reenter footer text from the Project window by right-clicking and clicking **Refresh footer text**.

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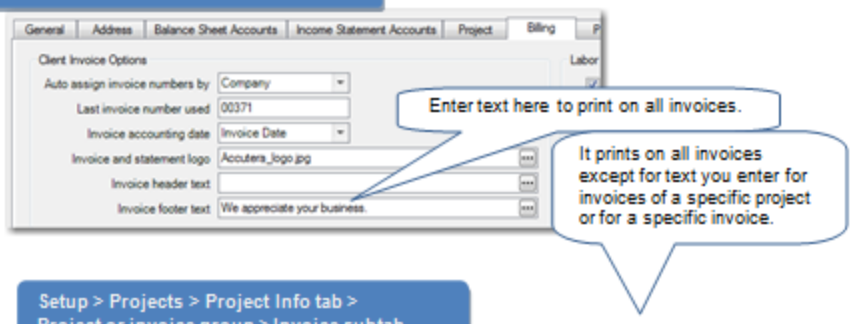
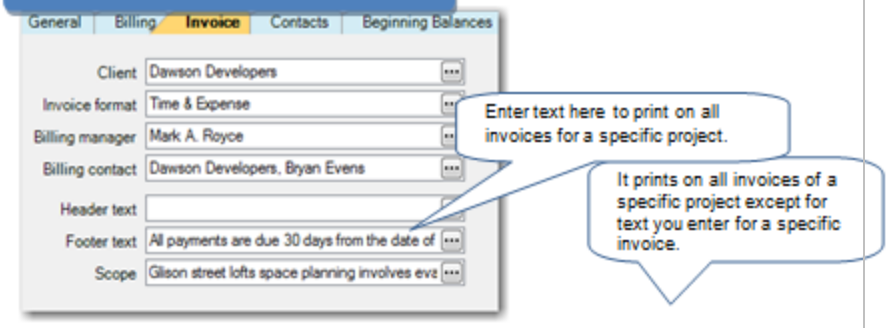
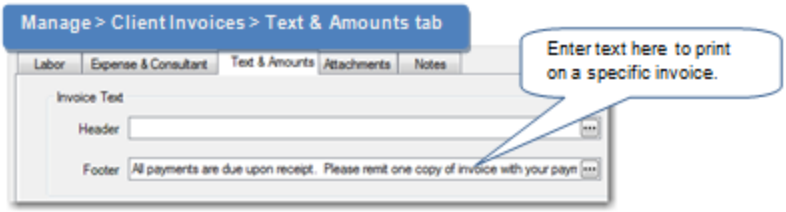
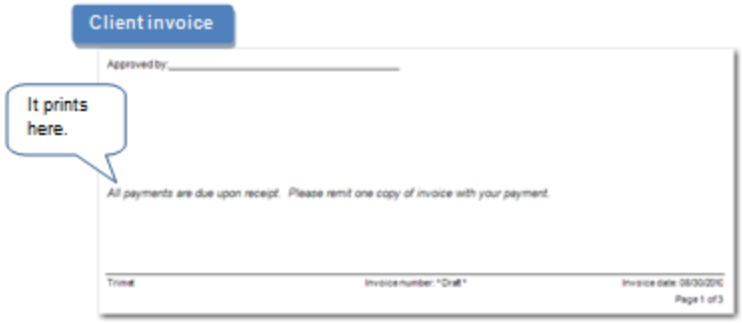
Column	Description
	Footer text Footer text prints on only the last page of the invoice before the supporting detail. The page footer prints on every page. **1** Company > Preferences > Billing tab  Setup > Projects > Project Info tab > Project or invoice group > Invoice subtab  Manage > Client Invoices > Text & Amounts tab  **2** Client invoice 

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Column	Description
Prepayment	Enter the prepayment amount you want to apply to the invoice. The prepayment amount available appears in the Prepayments Available field in the main window of the client invoice. You cannot apply more than the available amount. **Note:** • If you use multi-company, you can apply only project prepayments. Go to > Manage > Client Receipts > Existing tab to change any client prepayments to project prepayments. • If you do not use multi-company, you can apply both project and client prepayments.
Adjustment amount	Any change you want to make to the final amount on the invoice, such as a discount Type a minus sign (-) to indicate a negative adjustment.
Adjustment description	A description for the adjustment
Sales tax	View only - The sales tax on the invoice

3. To change or add any notes about the invoice, click the **Notes** tab. Click anywhere in the tab and type your changes or additions. These notes are for your reference only and do not appear on the invoice.
4. Click **Save**.

Changing the client invoice project and phase

To change the client invoice project and phase

1. Open the client invoice you want to change.
2. Right-click any transaction in the table, and click **Change Project**.
3. Enter the new project.
4. Enter the new phase.
5. Click **OK**.

Draft invoices - other tasks

Recalculating a billing rate

You can recalculate the billing rate on client invoices for labor and expenses.

To recalculate a billing rate

1. Open the client invoice you want to change.
2. Click the **Labor** or **Expenses & Consultant** tab.
3. Right-click the transaction you want to recalculate, and click **Recalculate billing rate**.

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Splitting client invoice transactions

You can split a transaction associated to labor or expense and consultant fees. You might want to split a transaction to include part of the amount on the current invoice and the remainder on a later invoice.

Note:

- When you split a transaction, it becomes two totally separate transactions. Ajera creates a reversing entry in the general ledger for the original transaction and new general ledger entries for the two new transactions.
- Multi-company only. Ajera creates intercompany entries when you split work-in-progress (WIP) or move WIP from one project to another. Be sure to reconcile your intercompany accounts regularly.

To split client invoice transactions

1. Open the client invoice you want to change.
2. Right-click the transaction that you want to split and click **Split Transaction**.
3. Do one of the following:

If the transaction	Do this
Involves units or hours	• In the Bill Now column, type the new units (Expense & Consultant tab) or new hours (Labor tab) for the first new transaction. Ajera enters the units or hours for the second new transaction in the Bill Later column. It subtracts the amount you entered in the Bill Now column from the amount of the original transaction. Ajera calculates the amounts of the new split transactions for you by multiplying the units or hours by the rate.
Does **not** involve units or hours	• Press the Tab key or click the Amount cell. • In the Bill Now column, type the amount for the first new transaction. Ajera enters the amount of the second new transaction in the Bill Later column. It subtracts the amount you entered in the Bill Now column from the amount of the original transaction.

4. Click **OK**. The Bill Now transaction appears in the table. To see the Bill Later transaction, click the **Entries** button.
5. Make any other changes to the transactions as needed.

Paying split transaction distributions

When you split transactions in client invoices for a fully paid invoice, the new distributions are unpaid. You can identify invoices with these unpaid distributions as follows:

- In > Manage > Vendor Invoices, the Balance Due field for the invoice is red.
- In > Manage > Vendor Payments, the invoice appears with a zero balance.

To mark these distributions as paid so the invoice no longer appears in the list, do the following:

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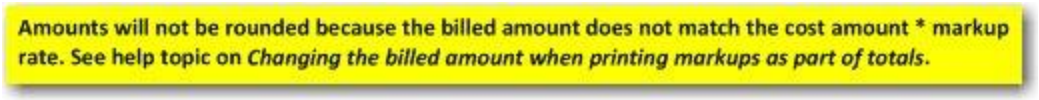
1. In Manage > Vendor Invoices, on the **Existing** tab, edit the invoice and click the **Pay** button.
2. Select the electronic funds transfer (EFT) option for the payment type. Ajera creates an entry for the bank register but the amount is zero. This has no effect on the cash balance.

Changing the billed amount when printing markups as part of totals

If you select on the invoice format to include markups in client invoice totals, Ajera calculates the billed amount by marking up the cost amount. Ajera retrieves the markup percentages from the billing rate table for the phase.

If you change billed hours/units or a billed amount, it can cause a rounding discrepancy, and this message appears:



You can correct this in one of two ways:

Do not print markups as part of the total

1. On the Time & Expenses tab of the invoice format, clear the **Print markups as part of total** check box, and click **Save**.
2. On the Client Invoice List window, click (**Refresh**).

Print markups as part of the total

1. Recalculate the billing rate.
2. Change the transactions as follows:

   For labor transactions:

   Split the transaction. You can then choose to write off the deferred WIP or bill it at a later time.

   > **Note:** You cannot simply change hours for labor transactions because doing so would affect the integrity of the timesheet.

   For expense and consultant transactions:

   Do one of the following:

   - Change the cost units if you are billing unit-based expenses or consultants. When you save the invoice, Ajera also updates the billed units. To show the cost units and cost amount, use (**Customize**) when viewing the client invoice.
   - Split the transaction. You can then choose to write off the deferred WIP or bill it at a later time.

If you change a billed rate or amount, Ajera clears the markup rate and the transaction no longer appears in the markup section of the invoice.

Invoicing written-off WIP

You can write-off work-in-progress (WIP) in client invoices by:

- Changing the status of the WIP to Write-off
- Changing the status of the invoice to Write-off

If you write off WIP but later want to bill for the time and expense, you can make that written-off WIP available on the next draft invoice.

To invoice written-off WIP

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1. From the > **Manage** menu, click **Client Invoices**.
2. Click the current draft invoice, and click **Edit**.
3. Click the **Entries** button. The Noninvoiced Time and Expense Entries window appears.
4. Click (**Change View**).
5. For the Entry Status, select **Write-off** and click **OK**. The WIP that was written off now appears in the list on the window.
6. In the Status field on the row for the written off WIP, select **Billable.**
7. Click **Save**. The WIP now appears on the current draft invoice for you to bill.

Writing off a client invoice

Draft invoices

You can write off a draft invoice that you cannot bill.

- Write off a draft invoice

If you later want to bill the written-off time and expenses, you can make the written-off work-in-progress (WIP) available on the next draft invoice.

- Re-invoice written-off WIP

Final invoices

You can also write off a Final invoice that you cannot collect.

- Write off a final invoice

If you later want to reverse the write-off, you can reinstate the written-off invoice.

- Reinstate a written-off client invoice

Writing off a draft client invoice

When you are unable to bill the full amount of the draft client invoice, you can write it off by changing the invoice status to **Write-off** in > Manage > Client Invoices. If the invoice status was Draft, Approved, Reissued or Hold, changing the invoice status to **Write-off** detaches the WIP from the invoice, changes the WIP status to Write-off, and makes adjusting entries to the Work-in-progress and Write-off accounts. If needed, you can, however, re-invoice written-off WIP.

To write off a draft client invoice

1. From the > **Manage** menu, click **Client Invoices**.
2. For the invoice you want to write off, click the arrow for status and click **Write-off**.
3. Click **Save**.
4. If you selected the Enter accounting date check box in company preferences, you may be asked to enter an accounting date. Either change or leave the accounting date that Ajera suggests; it is the earliest date allowable.
5. Click **OK**.

Note: If you later want to bill the written-off time and expenses, you can make the WIP available on the next draft invoice.

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About client invoice adjustments

An *invoice adjustment* is a charge or deduction that modifies the total client invoice amount. Adjustments appear as a separate line on the invoice. Examples of typical adjustments are administrative fees or discounts.

You can set up an invoice adjustment to be:

- A percentage of the billed amount for an activity type, or a flat fee
- One time only on the current draft invoice, or on the draft invoice and all future invoices
- Identified as Labor, Expense, or Consultant
- Associated with a general ledger account, where Ajera makes accounting entries for the adjustment

Where to add an adjustment

You can add an adjustment to an invoice in the following ways:

- When working with client invoices (> Manage > Client Invoices)
- When working with the project (> Manage > Project Command Center)

How Ajera calculates the adjustment

You can instruct Ajera to add the invoice adjustment as:

- A fixed amount, which appears on the current draft invoice. If you add it in > Manage > Project Command Center, it recurs on future draft invoices until you close it. If you add it in Manage > Client Invoices, it appears only on the current draft invoice.
- A percentage of the billed amount (for an activity type), which appears on the draft invoice and recurs on future draft invoices. You can also enter a maximum amount for the adjustment if you add it in > Manage > Project Command Center.

When you enter an invoice adjustment, you identify it as one of the following activity types:

- Labor
- Expense
- Consultant

Where the adjustment appears in Ajera

Either way you add the adjustment, Ajera displays it as:

- A phase in the Project Command Center (> Manage > Project Command Center). Although the adjustment appears as a phase, it is a special type of phase. It contains only the information needed for an adjustment. After you create it, you cannot change it to a typical production phase.
- A row on the invoice in > Manage > Client Invoices

Where the adjustment appears on the invoice

Either way you enter the adjustment, it appears on the invoice in these areas:

- Invoice Summary section
- Invoice Total section at the end of the invoice

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You can instruct Ajera to add the invoice adjustment as:

- A fixed amount, which appears on the current draft invoice. If you add it in > Manage > Project Command Center, it recurs on future draft invoices until you close it. If you add it in Manage > Client Invoices, it appears only on the current draft invoice.
- A percentage of the billed amount (for an activity type), which appears on the draft invoice and recurs on future draft invoices. You can also enter a maximum amount for the adjustment if you add it in > Manage > Project Command Center.

When you enter an invoice adjustment, you identify it as one of the following activity types:

- Labor
- Expense
- Consultant

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Either way you add the adjustment, Ajera displays it as:

- A phase in the Project Command Center (> Manage > Project Command Center). Although the adjustment appears as a phase, it is a special type of phase. It contains only the information needed for an adjustment. After you create it, you cannot change it to a typical production phase.
- A row on the invoice in > Manage > Client Invoices

Where the adjustment appears on the invoice

Either way you enter the adjustment, it appears on the invoice in these areas:

- Invoice Summary section
- Invoice Total section at the end of the invoice

Adding a client invoice adjustment

You can add an invoice adjustment in either of the following ways:

- > Manage > Client Invoices
- > Manage > Project Command Center

If you want a nonrecurring adjustment

When you add an adjustment on a current draft invoice, it recurs on future draft invoices.

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To add a nonrecurring adjustment, do one of the following:

- Enter a flat amount adjustment through > Manage > Client Invoices.
- Enter a maximum amount for a percent-based adjustment on the Manage tab of > Manage > Project Command Center.
- After producing the final invoice, change the status of the adjustment to **Closed** (> Manage > Project Command Center>Project Info tab > General subtab).

When to add an adjustment in the Project Command Center

You must add the adjustment through > Manage > Project Command Centerif you want to do the following:

- Enter a tax code and tax rate for sales tax.
- Enter a different flat amount for each draft invoice.

Adding an adjustment in Manage > Client Invoices

1. From the > **Manage** menu, click **Client Invoices**.
2. Click the invoice you want, and then click **Edit**.

Add the adjustment

3. Click the **Add Adjustment** button at the bottom left of the window. If you already added an adjustment to this invoice, first click the **Invoice Adjustments** tab and then click the **Add Adjustment** button.
4. In the Description field, type the name of the adjustment.
5. In the Activity Type field, categorize the adjustment as a labor, expense, or consultant activity.
6. Select the type of adjustment you want to add as follows:

To add this type of adjustment	Do this
A flat amount	1. In the Adjustment Type field, select **Amount**. 2. In the Amount field, enter the amount of the adjustment. To decrease the invoice amount with this adjustment, enter a negative number. **Note:** A flat amount you enter here does not appear on future draft invoices or in the Project Command Center. The amount field is blank in the Project Command Center.
A percent of the billed amount for an activity type	1. In the Adjustment Type field, select **Percent**. 2. In the Amount field, enter the percent of the billed amount for the activity type (Labor, Expense, or Consultant) that you want Ajera to use to calculate the adjustment amount. Enter the percent without decimals, such as **25** for 25%. For the current draft invoice and all subsequent invoices, Ajera calculates

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To add this type of adjustment	Do this
	that percent and enters the resulting amount as the adjustment amount. The adjustment amount appears for the invoice in the Invoice Adjustments tab. Ajera calculates the amount based on the billed amount for the activity type total, not the total billed amount. For example, if you entered a 10% adjustment for labor, Ajera calculates the adjustment as 10% of the billed amount for the labor associated with the invoice, not 10% of all labor, expense, and consultant amounts. If you want to set a maximum amount for the adjustment,instructions appear later in this topic.

7. In the Revenue Account field, select the general account where you want Ajera to make entries for the adjustment.

   If you leave this field blank, Ajera uses the account you selected in > Setup > Company > Preferences > Income Statement Accounts tab > Miscellaneous field.
8. To exclude the adjustment amount from the billed amount on project reports and inquiries, select the **Exclude from billed for reporting** check box. For example, you may not want a discount applied to amounts in your projects reporting, so you select this check box.
9. Click **OK**.

Select how the adjustment appears on the invoice

10. Click the **Invoice Adjustments** tab. It displays adjustments you added to the invoice, including the contract amount, activity type, and adjustment amount.
11. To also list the adjustment type, contract amount, prior billed amount, total billed amount, sales tax amount, contract remaining amount, or Notes, click (**Customize**), make a selection, and click **OK**. You can enter amounts in the Total Billed Amount and Sales Tax Amount fields, as needed.
12. If you want something other than *Invoice adjustment* to print on the invoice, enter it in the Notes column.

    If you add more than one adjustment to the invoice, Ajera prints the total of all the adjustments along with the text you enter in the Notes column for each adjustment.
13. Click **Save**.
14. If you selected to add the adjustment as a percent and want to limit it to a maximum amount, do the following:

    - Open the project associated with the invoice adjustment (click > **Manage** > **Project Command Center**, and click the project in the project list at the top of the window).
    - Click the **Manage** tab.
    - Locate the adjustment phase. Adjustment phases appear **in orange**, usually at the bottom of the project tree.
    - On the row for the adjustment phase, in the Contract field, enter the maximum amount for this adjustment.
    - If you entered a negative amount for the adjustment, be sure to include a negative sign when you

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enter the amount here.

- Click **Save**.

15. If you selected to add the adjustment as a percent, you can instruct Ajera to exclude a specific phase when calculating the percent. If you have more than one adjustment, Ajera excludes the phase from all adjustments of the activity type you select (Labor, Expense, and Consultant).

    To exclude the phase from calculations for the percent:

    - Open the project associated with the invoice adjustment (click > **Manage** > **Project Command Center**, and click the project in the project list at the top of the window).
    - Click the phase in the project tree.
    - Click the **Project Info** tab > **Billing** subtab.
    - In the Exclude from Adjustments area of the window, select the **Labor**, **Expense**, and **Consultant** check boxes, as applicable.

Adding an adjustment in the Project Command Center

1. Open the project (click > **Manage** > **Project Command Center**, and click the project in the project list at the top of the window).
2. If you are using invoice groups, in the project tree on the left of the window, click the invoice group where you want to add the adjustment.

   If you are not using invoice groups, the placement of the adjustment has no effect; the adjustment applies to the entire project.

Add the adjustment

3. Click the **New Adjustment** button at the bottom of the window.
4. In the Description field (on the Project Info tab > General subtab), type the name of the adjustment. This name appears when you work with the adjustment on windows in Ajera. The words *Invoice adjustment* appear on the invoice unless you enter something else as described later in these instructions.
5. Notice that when you add an invoice adjustment, Ajera displays it as a new phase, **in orange** in the project tree.
6. Select the status of the adjustment.

Select this status	To do this
Preliminary	Do not include the adjustment on current or future draft invoices. For example, you want to set up the invoice adjustment but do not yet want to start adding it to invoices. When you make the project active, Ajera also makes the adjustment active.
Active	Include the adjustment on current and future draft invoices.
Closed	Do not include the adjustment on the current draft invoice or future draft invoices. You do not want to delete the adjustment because you still want it to appear on project reports.

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Ajera automatically enters a status of Active unless the project is currently not being billed because it has a status other than Active. If the project status is other than Active or Closed, Ajera automatically assigns the adjustment a status of Preliminary. You can change the status of the adjustment, as needed.

7. Click the **Billing** subtab.

   Ajera automatically assigns a billing type of Adjustment to the phase, which it uses to identify this phase as an adjustment and distinguish it from a production phase.

8. In the Activity Type field, categorize the adjustment as a Labor, Expense, or Consultant activity.
9. Select the type of adjustment, and enter an amount or percent, as follows:

To add this type of adjustment	Do this
A flat amount	1. In the Adjustment Type field, select **Amount**. 2. In the Amount field, enter the amount of the adjustment. If you want to decrease the invoice amount with this adjustment, enter a negative number. If you expect the adjustment amount to change on future invoices and want to enter a different adjustment amount for each draft invoice, leave the amount field blank. You can then enter the amount to the draft invoice on the > Manage > Client Invoices > Invoice Adjustments tab.
A percent of the billed amount for an activity type	1. In the Adjustment Type field, select **Percent**. 2. In the Amount field, enter the percent of the billed amount for the activity type (labor, expense, or consultant) that you want Ajera to use to calculate the adjustment amount. Enter the percent without decimals: **25** for 25%. For the current draft invoice and all subsequent invoices, Ajera calculates that percent and enters the resulting amount as the adjustment amount. The adjustment amount appears for the invoice in > Manage > Client Invoices > Invoice Adjustments tab. Ajera calculates the amount based on the billed amount for the activity type total, not the total billed amount. For example, if you entered a 10% adjustment for labor, Ajera calculates the adjustment as 10% of the billed amount for the labor associated with the invoice, not 10% of all labor, expense, and consultant amounts. 3. To set a maximum amount for the adjustment, click the **Manage** tab. On the row for the adjustment phase, in the Contract column, enter the amount. If you entered a negative amount for the adjustment, be sure to include a negative sign when you enter the amount here. 4. Click the **Project Info** tab > **Billing** subtab.

10. In the Account field, select the general ledger account where you want Ajera to make entries for the adjustment.

    If you leave this field blank, Ajera uses the account you selected in > Setup > Company > Preferences > Income Statement Accounts tab > Miscellaneous field.

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11. To exclude the adjustment amount from the billed amount on project reports and inquiries, select the **Exclude from billed for reporting** check box. For example, you may not want a discount to affect amounts in your project reporting, so you select this check box.

Select how the adjustment appears on the invoice

12. To apply sales tax, select the **Apply sales tax** check box, and enter the tax code and tax rate. The amount of sales tax that Ajera applies to the invoice appears on the > Manage > Client Invoices > Invoice Adjustments tab, where you can then override it by entering a different amount, if needed.
13. Complete or change information in fields on the other subtabs, as needed. Any notes you enter about the adjustment automatically appear on the client invoice.
14. Click **Save**.
15. If you selected to add an adjustment as a percent, you can instruct Ajera to exclude a specific phase when calculating the percent. If you have more than one adjustment, Ajera excludes the phase from all adjustments of the activity type you select (Labor, Expense, and Consultant).

    To exclude the phase from calculations for the percent:

    - Click the phase in the project tree.
    - Click the **Project Info** tab > **Billing** subtab.
    - In the Exclude from Adjustments area of the window, select the **Labor**, **Expense**, and **Consultant** check boxes, as applicable.
16. If you want to identify the invoice adjustment on the invoice with text other than **Invoice adjustments**, follow the instructions for Changing an invoice adjustment in Manage > Client Invoices. Ajera uses the information on the Notes subtab, not the Description field, to identify the adjustment on the client invoice.

Changing a client invoice adjustment

You can change an invoice adjustment as follows:

From here	You can change this
> Manage > Client Invoices See these instructions: Changing an adjustment in > Manage > Client Invoices	• The adjustment amount for a flat adjustment • The amount Ajera calculated for a percent-based adjustment • The sales tax amount • The text that identifies the adjustment and prints on the client invoice Also use > Manage > Client Invoices to: • Enter a flat adjustment amount if you added the adjustment in the Project Command Center and set it up for applying a different amount on each invoice. • View the contract amount, prior billed amount, and contract remaining amount.
Project Command Center (> Manage > Project Command Center)	• The adjustment amount for a flat adjustment • The percent of the adjustment for a percent-based adjustment

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From here	You can change this
See these instructions: Changing an adjustment in the Project Command Center	• The maximum amount for a flat or percent-based adjustment • The sales tax code and rate • The text that identifies the adjustment and prints on all subsequent client invoices in the invoice group • The name of the adjustment • The status of the adjustment • The type of adjustment (flat amount or percent) • The general ledger account associated with the adjustment • If the adjustment amount is included in billed amounts in project reports and inquiries • If you want Ajera to exclude a specific phase when calculating the billed amount for a percent adjustment

Changing an adjustment in > Manage > Client Invoices

1. From the > **Manage** menu, click **Client Invoices**.
2. Click the invoice you want, and then click **Edit**.
3. Click the **Invoice Adjustments** tab.

   Note: If this tab does not appear, then no adjustments were added to the invoice you opened.

   On this tab, Ajera displays adjustments from previous draft invoices (flat amount adjustments and percent-based adjustments that exceeded the maximum) as zero adjustments for the current draft invoice. You cannot change these adjustments.
4. To show or hide the adjustment type, contract amount, prior billed amount, total billed amount, sales tax amount, contract remaining amount, or notes, click (**Customize**) and make a selection. You can change amounts in the Total Billed Amount and Sales Tax Amount fields.
5. Change the adjustment amount, as needed.

   If you change a percent-based amount:

   If the adjustment is based on a percent and you change the amount, Ajera displays a message to let you know that it can no longer automatically calculate the amount as the billed amount changes for the project. Ajera displays **(m)** in the heading of the Adjustment Amount column to indicate that you must now manually change the amounts for all percent-based adjustments listed on this tab.

   Similarly, Ajera no longer updates the percent for the adjustment in the Project Command Center (> Manage > Project Command Center).

   If you decide that you do want Ajera to automatically calculate the percent, right-click the row of the adjustment, and click **Auto Adjustments**. However, when you select **Auto Adjustments**, Ajera recalculates the amount for all the invoice adjustments based on a percent, not only the row you select.

   Ajera recalculates any sales tax, which you can change.
6. Change the sales tax amount, as needed.

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If you entered the adjustment from the Project Command Center along with a tax rate, and you change the amount here, Ajera cannot calculate the amount on future invoices. However, if you decide you want Ajera to calculate the sales tax amount again, right-click the row of the adjustment and click **Recalculate Sales Tax**.

7. To change the text that prints on the invoice to identify the adjustment, change the text in the Notes column. If this column is empty for all the adjustments, Ajera prints **Invoice adjustment** on the invoice. Otherwise, it prints the text you enter in this field for each adjustment.

Changing an adjustment in the Project Command Center

1. Open the project (click > **Manage** > **Project Command Center**, and click the project in the project list at the top of the window).
2. Click the adjustment phase that you want to change. Adjustment phases appear **in orange** in the project tree.
3. In the Description field (on the Project Info tab > General subtab), change the name of the adjustment, as needed.
4. Change the status of the adjustment, as needed:

Select this status	To do this
Preliminary	Do not include the adjustment on current or future draft invoices. For example, you already set up the invoice adjustment but do not yet want to start adding it to invoices. When you make the project active, Ajera also makes the adjustment active.
Active	Include the adjustment on current and future draft invoices.
Closed	Do not include the adjustment on the current draft invoice or future draft invoices. You do not want to delete the adjustment because you still want it to appear on project reports.

5. Change other information on the **General** subtab, as needed.
6. Click the **Billing** subtab.
7. Notice that you cannot change the billing type or the activity type.
8. Change the type of the adjustment, and change the amount or percent, as follows:

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For this type of adjustment	Do this
A flat amount	1. In the Adjustment Type field, select **Amount**. 2. In the Amount field, enter the amount of the adjustment. Enter the percent without decimals, such as **25** for 25%. To decrease the invoice amount with this adjustment, enter a negative number. To enter a different adjustment amount for each draft invoice, leave the amount field blank. You can then enter the amount to the draft invoice on the > Manage > Client Invoices > Invoice Adjustments tab.
A percent of the billed amount for an activity type	1. In the Adjustment Type field, select **Percent**. 2. In the Amount field, enter the percent. For the current draft invoice and all subsequent invoices, Ajera calculates that percent and enters the resulting amount as the adjustment amount. The adjustment amount appears for the invoice on the > Manage > Client Invoices > Invoice Adjustments tab. Ajera calculates the amount based on the billed amount for the activity type total, not the total billed amount. For example, if you entered a 10% adjustment for labor, Ajera calculates the adjustment as 10% of the billed amount for the labor associated with the invoice, not 10% of all labor, expense, and consultant amounts. 3. To change the maximum amount of an adjustment, click the **Manage** tab. On the row for the adjustment phase, in the Contract field, change the amount. If you entered a negative amount for the adjustment, be sure to include a negative sign when you enter the amount here. 4. Click the **Project Info** tab > **Billing** subtab.

9. In the Account field, change the general ledger account where Ajera makes entries for the adjustment.

   If you leave this field blank, Ajera uses the account you selected in > Setup > Company > Preferences > Income Statement Accounts tab > Miscellaneous field.
10. To exclude or include the adjustment amount from the billed amount on project reports and inquiries, select or clear the **Exclude from billed for reporting** check box, as needed. For example, you may not want a discount to affect amounts in your project reporting, so you select this check box.
11. Change if you are applying sales tax, and the tax code and tax rate, as needed. The amount of sales tax that Ajera applies to the invoice appears on the > Manage > Client Invoices > Invoice Adjustments tab, where you can then override it by entering a different amount, if needed.
12. Change information in the fields on the other subtabs, as needed. If you want to change the text that identifies the adjustment and prints on all subsequent invoices in this invoice group, change the text on the Notes subtab. If the subtab is blank, Ajera automatically uses the words **Invoice adjustments** to identify the adjustment on the invoice.
13. Click **Save**.
14. If you are calculating adjustments based on a percent, you can instruct Ajera to exclude a phase when

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calculating the percent. If you have more than one adjustment, Ajera excludes the phase from all adjustments of the activity type you select (Labor, Expense, and Consultant).

To exclude or include the phase from calculations for the percent:

- Click the phase in the project tree.
- Click the **Project Info** tab > **Billing** subtab.
- In the Exclude from Adjustments area of the window, select or clear the **Labor**, **Expense**, and **Consultant** check boxes, as applicable. A check box appears only if you set up at least one adjustment with that activity type.
- Click **Save**.

Deleting a client invoice adjustment

You cannot delete an invoice adjustment after it appears on a final client invoice. If you no longer want to use the invoice adjustment, close the adjustment by changing the status to Closed through > Manage > Project Command Center.

This topic contains instructions for deleting an adjustment and closing an adjustment.

Deleting an adjustment

You can delete an adjustment in the following ways if it has not yet appeared on a final client invoice:

Deleting an invoice adjustment from Manage > Client Invoices

1. From the > **Manage** menu, click **Client Invoices**.
2. Click the invoice you want to delete, and click **Edit**.
3. Click the **Invoice Adjustments** tab.
4. Right-click the invoice adjustment you want to delete, and click **Delete Adjustment**.
5. Click **Yes** to delete the adjustment.
6. Click **Save**.

Deleting an invoice adjustment from > Manage > Project Command Center

1. Open the project (click > **Manage** > **Project Command Center**, and click the project in the project list at the top of the window).
2. Click the adjustment phase you want to delete. Adjustment phases appear in orange in the project tree.
3. Click the **Delete** button at the bottom of the window.
4. Click **Yes** to delete the adjustment phase.
5. Click **Save**.

Closing an adjustment

To remove an adjustment from only the current draft invoice and want it to recur on future invoices, after you print the final client invoice, change the status of the adjustment back to **Active**.

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1. Open the project (click > **Manage** > **Project Command Center**, and click the project in the project list at the top of the window).
2. Click the adjustment phase that you want to close. Adjustment phases appear **in orange** in the project tree.
3. Click the **Project Info** tab > **General** subtab.
4. In the Status field, select **Closed**.
5. Click **Save**.

About producing client invoices

You can produce an invoice in the following ways:

- Preview it online.
- Review it by printing it.
- Print it as Final and send it to the client.

When you are ready to send the invoice to the client, Ajera:

- Prints the invoice on your printer.
- Updates the invoice status to Final.
- Opens a new draft invoice for the project, if the project is not yet complete. It moves any transactions with a status of Hold or Future to this new draft invoice. It changes the status of any future transactions to Billable if the date of the transaction is earlier than the cutoff date on the new draft invoice.

> **Note:** If you want any non-invoiced transactions to appear on the new draft version of the invoice after you print the current invoice, change the status of those transactions to **Hold**.

About producing client invoices

You can produce an invoice in the following ways:

- Preview it online.
- Review it by printing it.
- Print it as Final and send it to the client.

When you are ready to send the invoice to the client, Ajera:

- Prints the invoice on your printer.
- Updates the invoice status to Final.
- Opens a new draft invoice for the project, if the project is not yet complete. It moves any transactions with a status of Hold or Future to this new draft invoice. It changes the status of any future transactions to Billable if the date of the transaction is earlier than the cutoff date on the new draft invoice.

> **Note:** If you want any non-invoiced transactions to appear on the new draft version of the invoice after you print the current invoice, change the status of those transactions to **Hold**.

Viewing client invoices

To view client invoices

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1. From the > **Manage** menu, click **Client Invoices**.

   When you move your cursor over an invoice, a tool tip appears to inform you of any special situations regarding that invoice.

   Ajera also alerts you to these specific situations as follows:

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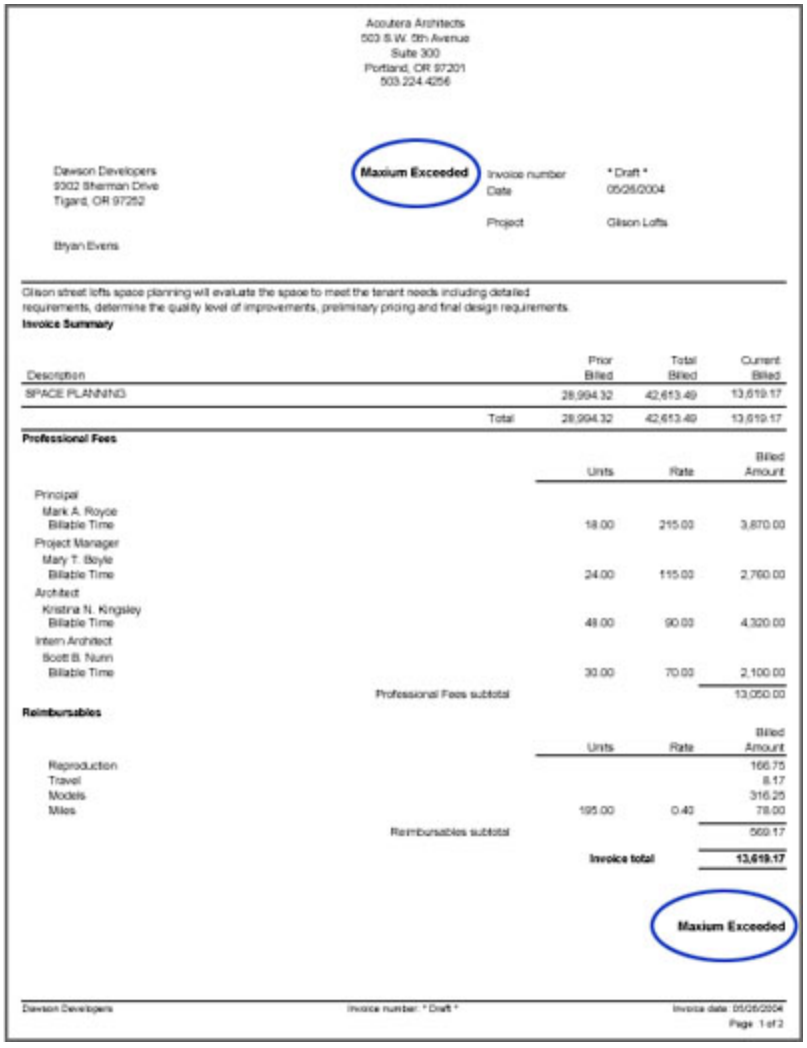
If the invoice amount is	Then
Red	Billing exceeds the contract amount for projects set up with a Time & Expense billing type, and for fee-based projects where you have selected to bill labor, expense, or consultant as time & expense and entered a contract amount. Ajera determines the billing amount by adding, for an activity type, all billed amounts plus work-in-progress to be billed. In addition to displaying the invoice amount in red, Ajera also prints **Maximum Exceeded** on the draft invoice for Time & Expense billing.  Acoutera Architects 503 S.W. 5th Avenue Suite 300 Portland, OR 97201 503.224.4256 Maxium Exceeded Dawson Developers 9302 Sherman Drive Tigard, OR 97252 Invoice number * Draft * Date 05/26/2004 Project Gilson Lofts Bryan Evans Gilson street lofts space planning will evaluate the space to meet the tenant needs including detailed requirements, determine the quality level of improvements, preliminary pricing and final design requirements. **Invoice Summary** Description / Prior Billed / Total Billed / Current Billed SPACE PLANNING 28,994.32 42,613.49 13,619.17 Total 28,994.32 42,613.49 13,619.17 **Professional Fees** Units / Rate / Billed Amount Principal Mark A. Royce Billable Time 18.00 215.00 3,870.00 Project Manager Mary T. Boyle Billable Time 24.00 115.00 2,760.00 Architect Kristina N. Kingsley Billable Time 48.00 90.00 4,320.00 Intern Architect Scott B. Nunn Billable Time 30.00 70.00 2,100.00 Professional Fees subtotal 13,050.00 **Reimbursables** Units / Rate / Billed Amount Reproduction 166.75 Travel 8.17 Models 316.25 Miles 195.00 0.40 78.00 Reimbursables subtotal 569.17 **Invoice total 13,619.17** Maxium Exceeded Dawson Developers Invoice number * Draft * Invoice date: 05/26/2004 Page 1 of 2 You can adjust the invoice amount.
Bright yellow	The invoice has at least one zero billed amount. You can adjust the invoice amount.

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If the invoice amount is	Then
	Note: Correct the billing rate table and then recalculate the billing amount by right-clicking the item on the client invoice. For Beginning Balance work-in-progress items, enter the billed rate or billed amount, as needed.
Can bill	**Optional column** View only - If a check mark appears in this column, you can print this client invoice as Final and bill the client. If this column is not visible, click (**Customize**) and select the **Can final bill** check box. If your billing rate tables are based on effective cost, you can invoice salaried time *only after running payroll* because this is when Ajera calculates the effective cost rates.

2. In the table, you can also choose to
   - Change which client invoice appear.
     1. Click (**Change View**).
     2. Enter information, as needed:

To view invoices for a specific	Do this
Date type	Click and select if you want to use the billing **cutoff date**[1] or invoice date for choosing dates in the **Date Range** field.
Date range	In the **Date Range** field, click the date or time period you want to view entries for. To choose a range of dates, click **Select Dates** and then enter the beginning and ending dates in the fields that appear to the right.
Show marketing projects	Check to show marketing projects on the client invoice list.
Show overhead project	Check to show overhead projects on the client invoice list.
Invoice status	Click any or all of the invoice status types.
Effective	Select one of the following check boxes:

[1]The billing cutoff date used to control the labor and expenses that are included on a client invoice. Transactions later than this date are not included on the invoice but are assigned a deferred status and are included on a future invoice.

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To view invoices for a specific	Do this
cost	• **Can final bill**: To see only client invoices that are ready to bill as *Final* • **Cannot bill**: To see only client invoices that are not ready to bill as *Final*
Principal	Either begin typing it, or click ... to enter it.
Client	
Project manager	
Billing manager	
Project	
Company (multi-company only)	

3. Click **OK**. The window reappears with the invoices you requested.

- Add optional columns and change the information in them.
- View the sort order or appearance of columns differently.
- Email an invoice with the status of Final.

3. To see a specific invoice, double-click it.
4. Click **Close**.

Previewing a client invoice

You can preview a client invoice to see an online version of the invoice. The preview provides you with a way of seeing the invoice without printing it.

Note:	If you are currently viewing the invoice, skip to Step 3 of these instructions.

1. From the ☰ > **Manage** menu, click **Client Invoices**.
2. Click the invoice that you want to preview, and click the **Preview** button.
3. Use the reports toolbar, as needed, to navigate through the invoice, print it, or export it.
4. **unavailable in ajeraCore**- If the invoice is based on a standard invoice format or on a custom design created with the Client Invoice Designer, and you are previewing the invoice as part of the billing review process:
   a. Click the **Show Review History** button.
   b. Enter your review notes, select a contact name or add attachments if needed, and select a billing review stage.
   c. Click **Save**.

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5. Click **Close**.

Printing client invoices

You can print client invoices as draft or as final.

If you are using Bill & Pay

While printing client invoices to final, Ajera will identify if you have the Bill & Pay integration enabled and if Bill & Pay is enabled, Ajera sends those invoices to Bill & Pay.

If the invoice has a zero amount or nets to zero because of an applied prepayment, the invoice will not be sent to Bill & Pay.

To print client invoices

1. From the > **Manage** menu, click **Client Invoices**.
2. To print:
   - One invoice, click the invoice.
   - Several invoices, click the invoices you want to print while pressing the Shift key, or to select several nonconsecutive invoices, click the invoices you want to print while pressing the Ctrl key, or to select all invoices, click the **Select All** button.

   > **Note:** If you select to print any invoices that have a status of Final or Write-off, the **Print** button is unavailable. Unselect these invoices by pressing the CTRL key while clicking the invoice. You can also use (**Change View**) so as to not display invoices with a status of Final or Write-off.

3. Click the **Print** button.
4. Do one of the following:
   - Click **Draft** if you want to print the invoice as a draft and do not yet want to send it to the client and update the system.
   - Click **Final** if you are ready to print the final invoice for sending to the client.

   > **Note:** **unavailable in ajeraCore** - If you use billing review stages, the billing review stage automatically updates to Final after you print an invoice to Final.

5. If you are printing a final invoice, enter the invoice date, accounting date, and invoice number.

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Note:

- **About the accounting date:** Ajera automatically enters the invoice date or the billing cutoff date in the Accounting Date field, depending on the option you selected in the > Setup > Company > Preferences > Billing tab > Invoice Accounting Date field. If you use multi-company, the option is in the > Setup > Company > Company > Billing/Payroll tab > Invoice Accounting Date field.

  You can change the accounting date. For example, you need to reissue an invoice printed as Final in a prior period, but because you already produced financial statements for that period, you want the accounting entries posted to the current period.
- **About the invoice number:** If you change the invoice number to a larger number, Ajera changes the numbering for subsequent invoices that you print. It does so by changing the last invoice number on the Company Preferences, Company, Project Command Center, or Client window, depending on how you chose to number invoices in the > Setup > Company > Preferences > Billing tab > Auto Assign Invoice Numbers By field.
- **About effective cost:** If your billing rate tables are based on effective cost, you can invoice salaried time *only after running payroll* because this is when Ajera calculates the effective cost rates.

6. If you selected more than one invoice, and you do not want to print invoices that have zero amounts, clear the **Print Zero Amount Invoices** check box.
7. To save a PDF of a final invoice for recordkeeping, select the **Save PDF Copy** check box and the location.
8. Select **Include Backup Attachments** to send backup attachments.

Note:	If using Bill & Pay, backup attachments are not sent to Bill & Pay.

9. Click **OK**. Ajera sends the invoice to your printer and, if selected, saves a PDF of your invoice.
10. Click **Close**.

Printing a client address in an envelope window

Before you begin

- Use a standard #10 window envelope.

To set up the client invoice or statement to print properly

Client invoice

1. From the > **Setup** menu, click **General** > **Invoice Formats**.
2. Double-click the invoice format of the invoice you want to print.
3. On the **General** tab, in the Position field, click and select **Left - window envelope**.
4. Click **Save**.

Client statement

1. While viewing the Client Statement (> **Reports** > **Client** > **Client Statements**), click (**Customize**).

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2. In the Print Company Information field, select **Left - window envelope**.
3. Click **OK**.

After printing the client invoice or statement

Be sure to fold the client invoice or statement along the fold line that appears under the client address.

Exporting a client invoice to Word, Excel, or Acrobat

You can export a draft or final client invoice to Microsoft Word, Microsoft Excel, or Adobe Acrobat (PDF) as follows:

1. From the > **Manage** menu, click **Client Invoices**.
2. Click the invoice you want to preview, and click the **Preview** button.
3. In the Client Invoice Preview window, click (**Export**) and click **Excel**, **Word**, or **Acrobat (pdf) file**.
4. Save the file with the name and location you want.

About emailing client invoices

With one action, you can email client invoices directly from the Client Invoice List using the email invoice template. You must have Microsoft Outlook 2003 or later, and the client invoice must have the status of Final.

How it works

Ajera takes the email invoice template assigned to the project and uses it to create a Microsoft Outlook email. You can include information like:

- Recipient's email address (the billing contact of the invoice group)
- Project manager email address
- Employee's email address
- Employee's company name
- Project description
- Company logo

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- Recipient's email address (the billing contact of the invoice group)
- Project manager email address
- Employee's email address
- Employee's company name
- Project description
- Company logo

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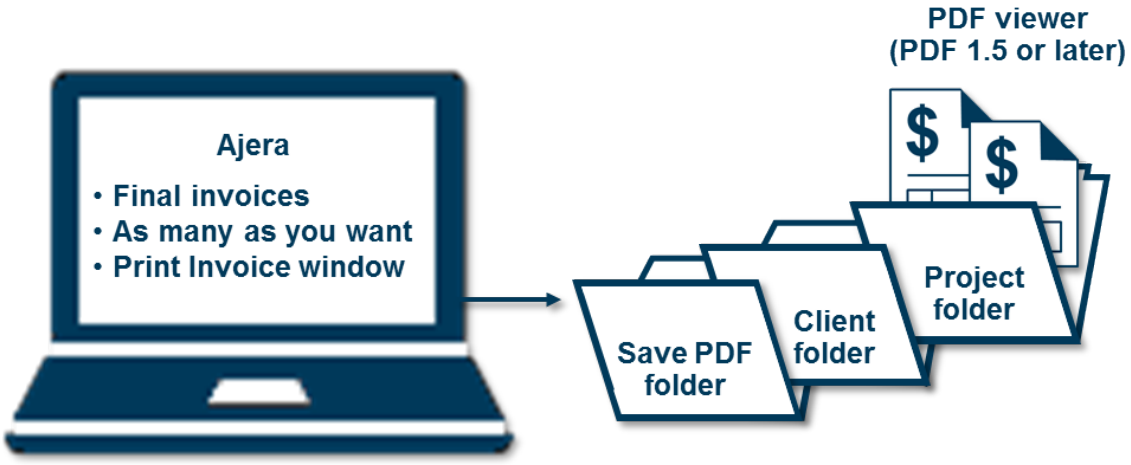
About saving client invoices as PDFs

When you print a client invoice as Final, you can also save a PDF copy to a folder for recordkeeping.



How it works

You can save the PDFs to any folder you have access to. Ajera automatically creates subfolders in that folder, organizing the PDFs by client and project.

The PDFs for each project are saved to the same folder, making it easy to email multiple invoices for the same client or project at one time. Ajera names the PDF as follows: <Client_ProjectID_Description_Invoice Number_InvDate>. If the file name exceeds 64 characters, Ajera truncates the client company name and, if needed, the project description.

The folder structure is <PDF file folder>\<client>\<project>\<invoice.pdf>.

Example: pdf_invoices folder\Dawson Developers subfolder\Glison Lofts subfolder\Dawson Developers_00351_Glison Lofts_06-29-2011.pdf

Video: Email Invoice Templates Setup and Workflow (8:35)

Video: Client Invoice PDF Filename and Folder Path (4:22)

Emailing a client invoice

Before you begin

- Verify that Microsoft Office 2003 or later is installed.
- Verify that a PDF viewer that supports PDF 1.5 or later is installed for viewing the invoice.
- Ensure that the following information is set up in Ajera:
  - Recipient's email address - > Manage> Project Command Center > Project Info tab > Invoice subtab > Billing Contact field > Contact setup
  - Employee's email address - Setup > Employees > General tab
  - Employee's company name - > Setup > Company > Preferences, or Setup > Company > Companies if using multi-company
  - Project description - > Manage> Project Command Center > Project Info tab > General subtab

  Ajera uses this information to create an Outlook email, which you can edit before sending. If Outlook is not open, Ajera launches it and automatically creates the draft email.

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To email a final client invoice

1. From the **Manage** menu, click **Client Invoices**.
2. Select the invoices with the status of Final and click the **Email** button, or right-click the invoice and select **Email Invoice**. The **Email** button and **Email Invoice** option are available only when you select one invoice with the status of Final.

Note:	You are limited to sending 50 final invoices at a time.

3. If you only selected one invoice, review the Outlook email and change, as needed.

   The email message contains the information from the email invoice template.

   If there is no email address for the recipient (billing contact) or employee, enter it in Outlook.
4. Double-click the attached invoice and review it. Ajera names the PDF as follows: <project company name_project description_invoice number_invoice date>.

   Example

   Accutera Architects_Glison Lofts_00351_06-29-2011.pdf

   If the file name exceeds 64 characters, Ajera truncates the project company name and, if needed, the project description.
5. Click **Send**. Outlook sends a blind copy to the sender's email address for recordkeeping.

Saving client invoices as PDFs

Before you begin

- Verify that a PDF viewer supporting PDF 1.5 or later is installed for viewing the invoices.

To save final client invoices as PDFs

1. Print client invoices, selecting the **Final** option.
2. In the Print Invoice window, select the **Save PDF copy** check box.
3. To select or change the PDF file path, click the **Browse** button and select the folder you want. The PDF file path persists in the window, until you change it.
4. Click **OK**.

Ajera saves a PDF of the invoice, naming it as follows: <client company name_project description_invoice number_invoice date>. If the file name exceeds 64 characters, Ajera truncates the client company name and, if needed, the project description.

The folder structure is <PDF file folder>\<client>\<project>\<invoice.pdf>.

Example

pdf_invoices\Dawson Developers\Glison Lofts\Dawson Developers__Glison Lofts_00351_06-29-2011.pdf

Changing a final client invoice

You can change a client invoice even after printing it as Final.

To do this, you must first change the status of the invoice to Draft or Reissue before you can change the invoice and reprint it as Final. The number of general ledger entries nearly doubles, as Ajera makes entries when you undo the billing and when you redo it.

Before you begin

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- Ensure that the project for the invoice has a status of Active or Work Hold.

To change a final client invoice

1. Open the client invoice you want to change.
2. Change the invoice status as follows:

Do this	If you want to
Reissue the invoice	Make an adjustment to specific entries on the invoice and produce another Final invoice. This process keeps the **work-in-progress (WIP)** on this invoice.
Change the invoice status to Draft	Include some additional **work-in-progress (WIP)** entries on the invoice and rebill it. This process merges the WIP with the existing draft invoice.

3. When you change a status of an invoice from Final to Draft or Reissue:
   - Ensure that you do the same for any other final invoices for the project that were created after the invoice. In this way, your changes are carried forward to subsequent invoices.
   - Ajera unapplies any client receipts that were applied in the invoice. If you are using multi-company, Ajera associates the unapplied prepayments with the projects they were applied to. If you are not using multi-company, Ajera associates them with the clients.
4. Review the transactions in the client invoice:
   - To view billable detail for **fee-based**[1] phases, right-click a phase with billable **work-in-progress (WIP)** entries and click ✔**Entries**.
   - To view billable detail for time and expense phases, view the detail directly in the table of the invoice.
   - To view nonbillable, written-off, deferred, or held transactions - which are not attached to the invoice - open the current draft invoice for the project, click the **Entries** button, and click the **Change View** button.
5. Make changes, as needed.

To reprint a final client invoice

1. Print the invoice as Final.

   Note: **unavailable in ajeraCore** - If you are using billing review stages, the billing review stage automatically updates to Final after the invoice is printed.

2. Click **Close**.

Reissuing a client invoice

You can reissue a client invoice when you need to change an invoice that you already printed as Final or sent to the client.

[1] The project or phase is contracted to bill for the value of the work performed, not for the actual time and expenses expended. These projects or phases are identified with a billing type of Fixed Fee, Percent Complete, Unit Price, or Percent of Construction Cost.

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Note:
- If you change the status of a client invoice from Final to Reissue, ensure that you do the same for any other Final invoices for the project that were created after the invoice. In this way, your changes are carried forward to subsequent invoices.
- Ajera unapplies any client receipts that were applied in the invoice. If you are using multi-company, Ajera associates the unapplied prepayments with the projects they were applied to. If you are not using multi-company, Ajera associates them with the clients.

Before you begin

- Ensure that the project for the invoice has a status of Active or Work Hold.

To reissue a client invoice

1. Open the invoice you want to reissue.
2. In the Status field, select **Reissue**.

   Note:
   - If you reissue a *paid* client invoice, Ajera reverses the billed amounts using the accounting date of the original entries. It reverses the receipt entries and includes them in the client prepayments available, using the latest receipt date. Example

     You issue an invoice in May with a payment applied in June. In July, you receive additional payment from the client, which you enter through > Manage > Client Receipts as a prepayment. When you reissue the May invoice, Ajera reverses the billed revenue using the May date, but the payment entries use the latest receipt date, which is July.
   - If you want to reissue the final invoice by combining it with any new billing on the current draft invoice for the project, change the status to Draft, instead of Reissue.
3. Change the invoice date and number, as needed.

   Note: If you change the invoice number to a larger number, Ajera changes the numbering for subsequent invoices that you print. It does so by changing the last invoice number on either the Company Preferences, Project Command Center, or Client window, depending on how you chose to number invoices in > Setup > Company > Preferences > Billing tab > Auto Assign Invoice Numbers By field.
4. Make changes, as needed.
5. Print the invoice as Final.

   Note: **unavailable in ajeraCore** - If you are using billing review stages, the billing review stage automatically updates to Final after the invoice is printed.
6. Click **Close**.

Writing off a final client invoice

You can write off a final invoice in > Manage > Client Invoices or > Manage > Client Receipts.

When no receipts are applied to the final invoice, you can change the invoice status to Write-off by using > Manage > Client Invoices. Changing the invoice status to Write-off creates a credit memo and makes

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adjusting entries to the Accounts Receivable and Write-off or Billed Revenue accounts. When you write off a final invoice, the WIP is still attached to the invoice with a billable WIP status.

Use > Manage > Client Receipts in these situations:

- If the Final client invoice has a cash receipt or credit memo applied to it, you must unapply the receipt or issue a credit memo for the balance of the invoice.
- To write off the invoice in full, you must unapply the receipts.
- To write off only part of a final client invoice, enter a credit memo. If you need documentation for your client, go to the **Existing** tab in > Manage > Client Receipts, select the credit memo, and click the **Print** button.

To write off a final invoice in > Manage > Client Invoices:

1. From the > **Manage** menu, click **Client Invoices**.
2. For the invoice you want to write off, click the arrow for status and select **Write-off**.
3. If you selected the **Enter accounting date** check box in company preferences, you may be asked to enter an accounting date. Either change or leave the accounting date that Ajera suggests; it is the earliest date allowable.
4. If you select the **Reduce project billed amount** check box, Ajera reduces revenue billed on financial reports instead of recognizing it as a write off. In reporting for the project, Ajera recognizes it as a write off because the billed and spent amounts are not equal.
5. If you do not select the check box, the financial reports recognize this as a write off and the project reports recognize this amount as billed.
6. Click **OK**.

Reinstating a written-off Final client invoice

When you write off a Final client invoice in > Manage > Client Invoices or > Manage > Client Receipts, Ajera creates a credit memo.

If you later need to reverse the effect of the write-off, void the associated credit memo in > Manage > Client Receipts; Ajera then changes the status of the invoice back to Final.

Finance charges

About finance charges

With Ajera, you can create finance charges on outstanding client balances.

Ajera creates finance charges based on the criteria you set up in > Setup > Company > Preferences. You can then change the amount of the finance charge or delete it. Ajera includes the finance charge in any statements you send to the client.

About numbering finance charges

Ajera restarts automatic numbering when you do any of the following:

- Click **Save** or **Cancel** and create a new set of finance charges.
- Close the Manage Finance Charge window and open it again to create a new set of finance charges.

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Assign same number for all

To assign all finance charges the same identifier:

For the numbers to	Do this
All be FC Example: FC	1. Do not select the **Increment reference number** check box. 2. Leave the Reference Number field blank.
All consist of FC-followed by an identifier you enter Example: FC-Aug2010	1. Do not select the **Increment reference number** check box. 2. Enter information in the Reference Number field.

Assign unique numbers

To create a unique, sequential number for each finance charge:

For the numbers to	Do this
Consist of FC-followed by an automatically generated sequential number Example: FC-0001, FC-0002, and so on	1. Select the **Increment reference number** check box. 2. Leave the Reference Number field blank.
Consist of FC-followed by an identifier you enter, and then an automatically generated sequential number Example: FC-Aug2010-0001, FC-Aug2010-0002, and so on	1. Select the **Increment reference number** check box. 2. Enter information in the Reference Number field. **Note:** If you enter more than seven characters, Ajera truncates the reference number. For example, if you enter **November2010**, the first number prints as *FC-Novembe-0001*.

How Ajera calculates finance charges

Ajera creates one finance charge invoice for each client's project that has outstanding invoices (as determined by the options you selected on the > Setup > Company > Preferences > Billing tab).

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Ajera bases the amount of the finance charge on the total outstanding invoice amount as of the finance charge date. Any payments or credits applied after the finance charge date reduce the outstanding amount Ajera uses to calculate finance charges.

Ajera calculates finance charges when:

- the **Create finance charges** check box is selected for the client in > Setup > Clients.
- the total past due balance for a client's project is more than the minimum balance you specified on the > Setup > Company > Preferences > Billing tab.

In calculating finance charges, Ajera considers

- an invoice past due when the invoice date plus the grace period days (as specified on the > Setup > Company > Preferences > Billing tab) is less than the finance charge date.
- the total of outstanding invoices within the grace period for the client/project is more than the minimum balance due (as specified on the > Setup > Company > Preferences > Billing tab).
- the finance charge amount is greater than the minimum finance charge (as specified on the > Setup > Company > Preferences > Billing tab). If it is less, Ajera uses that amount instead.

If there are multiple outstanding invoices for a client's project, Ajera calculates finance charges for each outstanding invoice and then sums them to create one finance charge for the client/project.

Invoices considered for finance charges

To see invoices that Ajera considers for finance charges, view the Client Invoice Aging report using the following options:

1. From the > **Reports** menu, click **Client** > **Client Invoice Aging**.
2. Enter an Aging Cutoff date that equals the finance charge date.
3. Click (**Customize**) and make the following selections:
   - For the Sort Order select Client.
   - For the Date Basis, select the Invoice Date.
   - Clear the **Use drilldown** check box.
   - Clear the **Include finance charges** check box.

> **Note:** Payments or credits applied after the finance charge date reduce the outstanding amount Ajera uses to calculate finance charges.

Finance charge formula

(Days / 365 days) * (Annual Finance Charge Rate) * Invoice outstanding balance

How Ajera determines the finance charge amount

Ajera determines the number of days using one of the following methods:

- **Days past the grace period** if no finance charges were created for an outstanding invoice.
- **Days since the last finance charge** if finance charges were created for an outstanding invoice.

> **Note:** If the invoice date is earlier than the Finance Charge Start Date (as specified on the > Setup > Company > Preferences > Billing tab), Ajera uses the Finance Charge Start Date.

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Days past the grace period

Ajera uses the grace period days (as specified on the > Setup > Company > Preferences > Billing tab) to determine the number of days to use in calculating the finance charge. It calculates the days as the difference between the date of the invoice plus the grace period and the finance charge date entered for the new charges.

Example:

Annual Finance charge rate = 18%

Minimum balance = 100.00

Minimum finance charge = $10.00

Grace period = 30 days

Client 100 and Project A

Invoice date = 6/15/07

Invoice balance outstanding = $1000

Finance charge date = 7/31/07

Days = Finance charge date - (Invoice date + Grace period days)

7/31/07 - (6/15/07 + 30 days) = 16 days

Finance charge calculation

(16 / 365) * .18 * 1000 = 7.89

Since 7.89 is less than the Minimum finance charge amount of $10 the finance charge invoice will be created for $10.

Days since the last finance charge

To see the last finance charge date for the invoice:

1. Select > **Manage** > **Finance Charges** > **Existing** tab.
2. Use (**Change View**) to see
   - finance charges for all dates.
   - both paid and unpaid finance charges.
   - (optional) finance charges for only a specific client or project.

If finance charges appear on the list, then Ajera calculates the days as the difference between the date of the most recent finance charge and the finance charge date entered for the new charges.

Example:

Client 200 and Project B

Last finance charge date = 5/31/07

Invoice balance past due = $1500.00

Finance charge date = 7/31/07

Days = Finance charge date – Last Finance charge date

7/31/07 - 5/31/07 = 61 days

Formula for calculating finance charge

(61 / 365) * .18 * 1500 = 45.12

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Creating finance charges

Ajera creates finance charges based on the criteria you set up in > Setup > Company > Preferences. You can then change the amount of the finance charge or delete it. Ajera includes the finance charge in any statements you send to the client.

To create finance charges

1. From the > **Manage** menu, click **Finance Charges**.
2. Multi-company only. Select a company.
3. In the Finance Charge Date field, either leave the current date or change it. When creating finance charges, Ajera includes all outstanding balances older than this date minus the number of grace period days. This date appears on client statements and reports. It also serves as the accounting date.
4. Ajera automatically prefixes all finance charge reference numbers with **FC-** so that you can easily identify them. To include a special identifier, enter it in the Reference Number field.

   If you want Ajera to append **0001** to the end of the first reference number and then increment it sequentially for subsequent finance charges, select the **Increment reference number** check box.

   More about numbering finance charges
5. Enter any notes for the finance charges you create in this session.
6. Create finance charges as follows:

For	Do this
A specific client	In the Client field, enter the client name.
A specific project	In the Project field, enter the project name.
All clients	Click the **All Clients** button.

   Based on your selection, Ajera creates the finance charges and displays them in the table.
7. To change a finance charge, change information in the fields, as needed.
8. To delete a finance charge, click the row, and click the **Delete** button.
9. Click **Save**. The finance charges you created appear on your client statements and on reports. They also appear on the **Existing** tab of the > Manage > Finance Charges window and on the > Manage > Client Receipts window.

Changing finance charges

To change finance charges

1. From the > **Manage** menu, click **Finance Charges**.
2. Multi-company only. Select a company.
3. Click the **Existing** tab.
4. To change the finance charges that appear in the list, click (**Change View**) and make selections on the Change View window.
5. Change the amount of finance charges if needed.
6. Click **Save**.

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Deleting finance charges

When you delete a finance charge, Ajera automatically deletes the invoice for the finance charge as if it never existed. It no longer appears on the > Manage > Finance Charges window or on any reports. You can also write off finance charges.

To delete a financial charge

1. From the > **Manage** menu, click **Finance Charges**.
2. Multi-company only. Select a company.
3. Click the **Existing** tab. If you made entries in the current session, the **Existing** tab contains your entries from the session. To change the finance charges that appear in the list, click (**Change View**) and make selections on the Change View window.
4. Click the finance charge you want to delete.
5. Click the **Delete** button.
6. Click **Yes** to delete the finance charge.

Writing off finance charges

To write off a finance charge, enter a credit memo for it.

Applying payments to finance charges

To apply a payment to a finance charge, enter the client receipt for it as you would for any other receipt.

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Managing accounts payable

Common terms

Terms used in Ajera

AR and AP

Ajera was designed with the principle of keeping it simple so as to best describe the routine tasks that you perform. This is often reflected through the terminology you see on menus and windows in Ajera.

In Ajera, you do the following:

AR (Accounts Receivable)

- Work with receivable invoices through > **Manage** > **Client Invoices**.
- Record payments through > **Manage** > **Client Receipts**.

AP (Accounts Payable)

- Enter and change vendor invoices in > **Manage** > **Vendor Invoices**.
- Pay vendor invoices in > **Manage** > **Vendor Payments**.

Manage work-in-progress (WIP) through > **Manage** > **Client Invoices**.

When working with your chart of accounts and with some reports, you will see the terms, *Accounts Payable* and *Accounts Receivable*.

Prepayment

Prepayment = a retainer

In Ajera, a retainer is referred to as a *prepayment*. A prepayment is client cash received for services not yet performed or billed.

You also use a prepayment to hold client overpayments or unapplied payments of any kind from a client.

This differs from an *invoice adjustment*, where you correct, defer, hold, make nonbillable (include in project reporting but not on the invoice), or write off an invoice item.

In-house expenses

About in-house expenses

In-house expenses are costs, such as copies and telephone calls, incurred as a general expense that you can include in the cost of a specific project and bill to that project.

Enter your in-house expenses in groups, which are called *logs*.

Learning Resources: Expense Entry Functional Guide

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Determining if accounting entries are created

If the activity associated with the in-house expense you are entering does not have an in-house credit account and department defined for it, Ajera displays a message indicating that some account information is missing and accounting entries will not be created.

In this situation, Ajera does not create accounting entries for the in-house expense. This may be the case because you want to bill the client for the expense, but you do not want to redistribute cost in the accounting entries.

You can change or remove the in-house credit account for an activity in the > Setup> General > Activities > Cost/Expense Accounts tab > In-house Credit Account field.

Entering in-house expenses

To enter in-house expenses

1. From the > **Manage** menu, click **In-house Expenses**.
2. Enter the date, description, and notes for this log of in-house expenses.
3. Multi-company only. Select the company responsible for the in-house expense log.

   Click (attachments button) and add attachments, by linking to related files. A linked file must be in a shared location for other people to open it (for example, on a shared network or a website).
4.
5. If you enter the amount, enter the total amount of expenses in the log. Any amount not yet entered for the expense total appears at the bottom of the table as a remaining amount. The balance on the expense log must equal zero before the expenses can be saved. If you do not enter an amount, Ajera calculates it for you as you enter each expense.
6. You complete one row of the table for each expense you want to enter.

   Enter the date of the expense. This date is the accounting date for the transaction.

Note:	If you do not enter a date before selecting a project, Ajera will automatically enter the date for you using the log date or the date of the preceding row. You can change this, as needed.

7. Enter the project, phase, and activity that you want to charge the in-house expense to. If you have multi-company, Ajera automatically enters the company associated with the project.

   Multi-company only. If you select a project that does not belong to the in-house expense log company and the activity has an in-house credit account:

   - Ajera uses the Intercompany Other Income account to create cash-basis entries to offset the redistributed overhead cost.
   - Ajera reverses the overhead cost from the in-house expense log company and redistributes it to the project company.
8. Some activities involve units (such as square feet, lab tests, and field tests) to calculate their cost. Do one of the following:

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If the activity	Do this
Involves units	• Enter the units. • Enter the cost rate. **Note:** Ajera automatically uses the default cost rate that you specified when setting up the activity unless you change it here. If you change it but then decide you want to use the default rate after all, click the **Reset** button. Ajera calculates the cost amount.
Does not involve units	• Leave the units and cost rate blank. • Enter the cost amount.

Note: If you left the In-house Credit Account field blank when setting up the activity, the following message appears: *Account information is missing. Accounting entries will not be created.* The message indicates that, in this situation, you can enter expenses to bill a client, but the cost is not redistributed for financial reporting.

9. **unavailable in ajeraCore unless you have the Departments add-on** - The account and department from the activity associated with the cost amount appears in the table for display only.
10. Enter or view information in the optional columns, as needed.
    - Click (**Customize**). The Optional Columns window appears.
    - Check each column that you want to appear on the window:

Column	Description
Unit description	A description for the units. You can view and change it.
Billing units	If you want to bill a different number of units from the cost units, enter it here. For example, if you have 100 cost units but only want to bill 50 units, you would enter 50 billing units.
Billing rate	It contains the rate specified on the rate table, if applicable; otherwise, it contains the billing rate specified in activity setup. You can change it here. If you change it but then decide you want to use the default rate after all, click the **Reset** button.
Billing amount	If you are not using units and rates, enter the billing amount. Otherwise, Ajera calculates the billing amount for you; however, you can override it by entering a new billing amount, and Ajera then warns you that the units multiplied by the rate does not equal the amount.
Debit account	View only - The debit account from the activity associated with the expense
Debit	View only - The department from the activity associated with the debit

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Column	Description
department	
Credit account	View only - The credit account from the activity associated with the expense
Credit department	View only - The department from the activity associated with the credit
Notes	Enter notes about the expense, as needed. Ajera prints these notes on the client invoice if you set up the invoice format to print notes.

- Click **OK**. The new columns appear in the table of the Manage In-house Expenses window. You may need to scroll to the right to view the new columns.

11. If needed, you can cancel changes to a row by right-clicking the row and clicking **Cancel**. After you have canceled changes or completed a row, you can delete the entire row by right-clicking and clicking **Delete**.
12. Click **Save**.
13. Enter additional expenses by repeating these instructions.
14. Click **Close**.

Changing in-house expenses

If the row is shaded, a final invoice has been issued to the client, and you cannot change any associated expenses. However, you can add or change any notes associated with the expense.

To change in-house expenses

1. From the > **Manage** menu, click **In-house Expenses**.
2. Click the **Existing** tab. If you made entries in the current session, the **Existing** tab contains your entries from the session. Otherwise, it contains existing entries based on options you set through (**Change View**).
3. In the table, you can choose to:
   - Change which expenses appear.
   - Click (**Change View**).
   - Do the following:

To view expenses for a specific	Do this
Log date	In the Log Date field, click the date or time period you want to view entries for. To choose a range of dates, click **Select Dates** and then enter the beginning and ending dates in the fields that appear to the right.
Transaction type	In the Transaction Type box, select **New**, **Existing**, or both to view new and existing expenses.

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To view expenses for a specific	Do this
Company	Multi-company only. View in-house expense logs for the selected company only.

- Click **OK**. The window reappears with the expenses you wanted.
- Add optional columns and change the information in them.
- View the sort order or appearance of columns differently.

4. Click the log that includes the expenses you want to change, and click **Edit**.
5. Change in-house expenses information, as needed.
6. You can cancel changes to a row by right-clicking the row and clicking **Cancel**. After you have canceled changes or completed a row, you can delete the entire row by right-clicking and clicking **Delete**.

Note:	To reset the billing unit and billing rate to their original values, click **Reset**.

7. Click **Save**.
8. If you selected the **Enter accounting date** check box in > Setup > Company > Preferences, you may be asked to enter an accounting date. Either change or leave the accounting date that Ajera suggests; it is the earliest date allowable. Click **OK**.
9. Click **Close**.

Deleting in-house expenses

If the row is shaded, a final invoice has been issued to the client, and you cannot delete any associated expenses.

To delete an in-house expense

1. From the > **Manage** menu, click **In-house Expenses**.
2. Click the **Existing** tab. If you made entries in the current session, the **Existing** tab contains your entries from the session. Otherwise, it contains existing entries based on options you set through the **Change View** button.
3. Click the log that includes the expenses you want to delete, and click **Edit**.
4. Right-click the first field on the left of the row and click **Delete** .
5. Click **Yes** to delete the expense entry.
6. If you selected the **Enter accounting date** check box in > Setup > Company > Preferences, you may be asked to enter an accounting date. Either change or leave the accounting date that Ajera suggests, which is the earliest date allowable. Click **OK**.
7. Click **Close**.

Importing in-house expenses

About importing in-house expenses and time

You can import in-house expenses and time into Ajera from a comma-separated values (.csv) file.

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For example, you may have a record of transactions (from a copier, plotter, or so on) that you want to import into Ajera without having to enter them manually. Similarly, you may have timesheets entered in another software program or Microsoft Excel file that you want to import automatically into Ajera.

You can save only one set of import options for in-house expenses and one set for time. If you are using import files with different formats, you need to change the import options to match the import file you are currently importing.

After you import the data, you cannot undo the import. You must handle the new entries as you would any other in-house expenses or time.

The process

When importing in-house expenses or time for the first time, follow these steps:

1. Before getting started, first ensure that you have security access to import time and expenses (> Setup > Company > Roles > File tab).
2. Set up the import file.
3. Import in-house expenses or import time into Ajera.

Setting up an import file for in-house expenses or time

In some cases, you record in-house expenses or time in a file outside of Ajera, such as a Microsoft Excel file, that you then import into Ajera.

This topic describes how to set up the file that you import to Ajera.

The software exporting the data often provides the comma-separated values (.csv) file that you import to Ajera. A third-party vendor or Ajera consultant ensures that the file is set up properly so you can import it into Ajera.

Data you can import

The file must be in a .csv file. The import file can consist of the columns listed in the table below. The columns can be in any order, but the order must be the same for every row of the file.

Note:

- To know exactly what Ajera allows for import, experiment with the import options before setting up the import file. As you work, Ajera allows you to include only valid combinations of options. Follow these instructions to work with the import options:
- For time import files in Microsoft Excel, do not place the Notes or Employee Type columns at the end of a row. If these columns are blank, the import process cannot recognize them, and an error will occur.
- For time and in-house expense import files in Microsoft Excel, use the right-click > **Delete** command or the **Home** > **Editing** > **Clear** > **Clear All** command to delete information.

  Do not use the **Delete** key or the right-click > **Clear Contents** command. These functions do not delete all traces of content, and an error will occur during the import process.

For data that is redundant, you can use only one column or the other. For example, if you include the Activity Key, Ajera does not allow you to include the Activity Description.

Importing in-house expenses

Importing time

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In-house expenses import file options	Time import file options
Activity Description	Activity Description
Activity Key	Activity Key
Billing Amount	Date
Billing Rate	Employee Key
Billing Units	Employee Name
Cost Amount	Employee Type Description
Cost Rate	Employee Type Key
Date	End Time
Notes	Hours
Phase Description	Hours Type
Phase ID	Notes
Phase Key	Overhead Detail Description
Project Description	Overhead Detail Key
Project ID	Phase Description
Project Key	Phase ID
Units	Phase Key
	Project Description
	Project ID
	Project Key
	Start Time

Key fields

A **key field** is a one-to-one match with the Ajera database. You may prefer to use the key field instead of the description field. When you use a key field, you eliminate import errors due to typos, misspellings, and so on.

To use Ajera's key fields in the import file, you can write a query of the Ajera database listing phases and activities. Another option is to modify the Transaction inquiry so it contains only the key, such as the phase key and activity key; you can then export it to Microsoft Excel and save it as a .csv file.

When all phases or activities are the same

If all phases are the same, or all activities are the same, you do not need to include a column for them in your import file. There is an option in the Ajera import where you can identify the specific phase or activity, and therefore, assign it to all the entries in the file.

Data you do not need in the import file

Ajera can automatically create some columns based on related columns, so you do not need to include them in your import file.

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If your import file has a column for	It does not need a column for
Project Key	Project Description Project ID Phase Key
Project Description	Project Key Project ID Phase Key
Phase Key	Project Key Project Description Project ID Phase Description Phase ID
Phase Description	Phase Key Project ID
Phase ID	Phase Key Phase Description
Employee Name	Employee Key
Employee Key	Employee Name
Employee Type Description	Employee Type Key
Employee Type Key	Employee Type Description
Activity Description	Activity Key
Activity Key	Activity Description
Overhead Description	Overhead Key
Overhead Detail Key	Overhead Detail Description
Units	Billing Units, if you want the billing units to automatically equal the cost units **Note:** To enter separate values for billing units and cost units, include both the Billing Units and Units columns in your import file.
Billing Units	Units, if you want the cost units to automatically equal zero **Note:** To enter separate values for billing units and cost units, include both the Units and Billing Units columns in your import file.

Text entries

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The capitalization of letters in the text (such as upper case or sentence case) for entries in the import file does not need to exactly match the entry in Ajera.

However, the text in the import file must include any spaces between words, such as for Schematic Design.

When subphase descriptions are the same

If some project subphases have the same description and your import file includes the Phase Description or Phase ID column, enter the full phase path for those subphases in the import file, not just the description. This way, Ajera can differentiate between the subphases.

Be sure to format the phase path as *<phase description>**<subphase description>* (for example, **Schematic Design\\Interior Architecture\\Documents\\March**). Separate each phase description and subphase description with two backslashes.

Importing in-house expenses

When importing in-house expenses, you first select options that define the contents of the import file, and you then import that file into Ajera. You save those options so you can use them for files you import later, changing them as needed.

> **Note:** When you import in-house expenses into Ajera, each import file appears as a new in-house expense log. You cannot import expense entries to an existing in-house expense log.

Before importing in-house expenses for the first time, be sure to review instructions for Setting up the import file.

To import in-house expenses

1. From the > **Manage** menu, click **Import Expenses**.
2. Complete the following fields:

For	Do this
Import file	Select the file that contains the in-house expenses you want to import to Ajera.
Company	Multi-company only. Select the company that is responsible for the in-house expenses.
Description	Type the name that identifies the in-house expenses you are importing. It is the name that appears for the expenses in > Manage > In-house Expenses.
Log date	Enter the date for the group of expenses you are importing.
Notes	Enter any notes about the in-house expenses you are importing.

3. Click the **Options** button. The Import In-house Expenses Setup window appears.
4. The columns listed in the Import Columns box on this window must exactly match those that appear in the import file that you want to import to Ajera.
   - To move a column into the Import Columns box, select it in the Available Columns box, and click the right arrow.
   - To move a column out of the Import Columns box, select it in the Import Columns box, and click the left arrow.

   For data that is redundant, you can import only one column or the other. For example, if you include the Phase Description in the Import Columns box, Ajera does not allow you to include the Phase ID.

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When working with the import columns, do the following as needed:

If the import file has	Do this
A key field	Move the **key field** into the Import Columns box. For some types of entries, key fields are available, such as an Activity key. You cannot move a key field to the Import Columns box if a related item already appears there. For example, you cannot add the Activity Key until you first move the Activity Description out of the box.
No column for the activity	If all the in-house expenses you are importing have the same activity and you do not have a column for it in the file you are importing, do the following: • Ensure that the Activity Key and Activity Description columns do not appear in the Import Columns box. • In the Activity field below the table, select the activity you want to enter for all expenses.
No column for the phase	If all the in-house expenses you are importing have the same phase and you do not have a column for it in the file you are importing, do the following: • Ensure that the Phase Description, Phase ID, and Phase Key columns do not appear in the Import Columns box. • In the Phase field below the table, select the phase that you want to enter for all expenses.

5. Order the columns in the Import Columns box to match the order in your import file by clicking a column, and clicking the up or down arrow.
6. Click **Save**. The Import In-house Expenses window appears.
7. Click **Import**.
8. To review the expenses you imported into Ajera, from the > **Manage** menu, click the **In-house Expenses** > **Existing** tab. Make changes as needed.
9. If you need to report on the imported expenses, do the following:
   - On the Transaction Expense inquiry, add the Is Imported column.
   - Review the session journal.

Vendor invoices - basic tasks

About vendor invoices

Learning Resource: Accounts Payable Functional Guide

A *vendor invoice* is a list of expenses owed to a vendor.

With vendor invoices, you assign all or part of the cost on the invoice to a particular project, phase, activity, or general ledger account. Your company then bills that project cost to the client.

A vendor invoice includes:

- Nonproject expenses, such as rent and utilities
- Project-related expenses, such as those submitted by your subconsultants or employees

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How it works

You usually enter vendor invoices in Ajera after receiving invoices for payment from your vendors.

In some cases, Ajera automatically creates vendor invoices for you. It does this when you:

- Reimburse an employee expense on an expense report.
- Close a credit card statement.
- Use recurring vendor invoices.
- Refund a prepayment.
- Create a payroll file (payroll service or outsourced payroll).
- Enter a beginning balance for open vendor invoices.

What to do next

The common practice is to pay, hold payment on, write off, or apply a credit to vendor invoices routinely, as part of your accounting workflow.

In some cases, you can also:

- Pay a zero-dollar invoice.
- Approve or record payment to a vendor invoice for an individual payment. For example, you might:
  - Record a payment made with a handwritten check, debit/credit card, or electronic funds transfer (EFT).
  - Print a vendor check now.
  - Approve a vendor invoice now for payment later (for example, you might want to enter a vendor invoice and approve payment during the same session).

Entering vendor invoices

Before you begin

- Set up contacts.
- Set up vendors.
- Set up projects.
- Set up activities.
- Set up company preferences.
- Set up preferences for multi-company.

To enter vendor invoice information

1. From the > **Manage** menu, click **Vendor Invoices**.
2. Click the **New** tab.
3. To check optional columns you want to appear, click **(Customize)**. Optional columns are noted below.
4. Enter the following information:

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For	Do this
Vendor	Click to associate an existing vendor with this invoice.
Company	Multi-company only. Click to select the payer of the invoice.
Invoice number	**Optional column** Enter the invoice number or ID. If you enter an invoice number that already exists, Ajera displays a warning message.
Invoice date	Enter the date that the invoice was actually dated, even if that date is before the Don't Allow Entries Prior To date (> Setup > Company > Preferences). For example, you may have a Don't Allow Entries Prior To date of January 1. If you receive a vendor invoice on January 10 with a date of December 31, enter December 31 for the invoice date. If you change the invoice date, Ajera automatically updates the date to pay, based on the options you select in Setup > Vendors > General tab.
Description	Type a brief description of the invoice. When paying by check, this description prints on the check stub.
Date to pay	If you set this vendor up with payment terms (> Setup > Vendors > General tab), Ajera automatically calculates the date to pay based on the invoice date entered above. Change it, as needed, by entering the new date.
Amount	If you enter an amount for the invoice, Ajera displays the remaining balance as you enter the invoice transactions. Any amount not yet entered for the invoice total appears at the bottom of the table as a remaining amount. The balance on the invoice must balance (equal zero) before you can save the invoice. If you do not enter an amount, Ajera calculates it for you as you enter the invoice details.
Intercompany invoice	Multi-company only. • If this is an intercompany invoice, select this check box. Ajera requires an intercompany receipt to reconcile the accounts. • If you print a check to reconcile intercompany accounts, select this check box. This relieves the due-to account that Ajera automatically chooses for you. Ajera does not relieve the due-from account until the recipient company enters an intercompany client receipt. If you select this check box, you cannot change the Company field.
On hold	Select the **On hold** check box to keep this invoice from being paid. For example, put an invoice on hold to obtain approval. Once approved, clear the on hold status and pay the invoice.
Accounting date	Ajera automatically populates the accounting date with whatever you enter as the invoice date. Ajera uses the accounting date to determine the accounting

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For	Do this
	period when the vendor invoice appears on financial statements, on client invoices, and project reporting. You can change the accounting date so that it differs from the invoice date. If you change the invoice date to a date prior to the Don't Allow Entries Prior To date (> Setup > Company > Preferences), Ajera sets the accounting date to today's date. For example, you may have a Don't Allow Entries Prior To date of January 1. If you receive a vendor invoice on January 10 with an invoice date of December 31, enter the invoice date as **December 31** and the accounting date as **January 10**.
 	Click (attachments button) and add attachments, by linking to related files. A linked file must be in a shared location for other people to open it (for example, on a shared network or a website).
Notes	Enter any notes about the invoice or the transaction, such as description about a row or line item of the invoice. If the invoice format is set up to print notes, Ajera prints these notes on the client invoice.
Purchase Order	*Not available in ajeraCore or ajeraCore + add-ons* In the Purchase Order column, click to select a purchase order associated with this vendor. If you want to select multiple purchase order detail rows, click the **Import** button. **Note**: Only Approved purchase orders are available.
Purchase Order Detail	*Not available in ajeraCore or ajeraCore + add-ons* In the Purchase Order Detail column, click to select a purchase order detail associated with this vendor.
Project	In the Project column, click to select the project associated with this invoice. • Multi-company only If you select a project not associated with the invoice payer, Ajera creates intercompany entries. Be sure to reconcile your intercompany accounts regularly. • If you do not associate the invoice with a project (such as a lease payment), leave the project, phase, and activity blank. • When adding a row for a nonproject invoice transaction, enter the cost amount, and then enter the account.
Commitment #	**unavailable in ajeraCore unless you have the Consultant Management add-on** Use the Commitment # to distinguish between consultant and expense resource items entered for the consultant or expense budget.

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For	Do this
	This field appears only if you added a consultant or an expense resource for the project on the Project Command Center > Manage tab. If you set up the company preferences to require commitment numbers (> Setup > Company > Preferences > Project tab), you can only select commitment numbers that are entered in the Project Command Center.
Phase Activity	Enter the phase and activity associated with each invoice transaction.
Units	Some activities use units (such as square feet or number of blueprints) to calculate cost. • If the activity uses units, enter the unit and the cost rate. Ajera calculates the transaction cost amount automatically. • If the activity does not use units, leave the units and cost rates blank. Enter the transaction cost amount. When using departments (> Manage > Project Command Center > Project Info > General), Ajera enters the account associated with the activity (> Setup > General > Activities) and the phase department. **Note:** Ajera automatically enters the default cost rate (which you specify when setting up the activity) or the billing rate table for an override cost rate.
Unit description	**Optional column** Ajera displays the unit description entered when setting up the activity.
Cost rate	If units are used, enter the rate per unit. Ajera uses the number of units and cost rate to calculate the transaction cost amount automatically.
Cost amount	For nonproject-related invoices, enter the cost amount and then the account. **unavailable in ajeraCore unless you have the Departments add-on** - If you select an allocated account, a message confirms that you want to distribute overhead expenses among specified departments.
Billing Units	**Optional column** If you want to bill a different number of units from the cost units, enter it here. For example, if you have a 100 cost units but only want to bill 50 units, you would enter 50 billing units.
Billing Rate	**Optional column** Enter or change the rate used to bill the client, which can be the rate specified on the rate table, if applicable, or the rate specified in > Setup > General > Activities.
Billing Amount	**Optional column** • If you do not use units and rates, enter the billing amount.

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For	Do this
	• If you do not enter an amount, Ajera calculates the billing amount automatically. • Override this automatic amount by entering a new billing amount. Ajera warns you when units multiplied by the rate does not equal the amount.
Company	Multi-company only. Enter the company that incurred the transaction cost.
Account	Enter the account associated with the transaction. **unavailable in ajeraCore unless you have the Departments add-on** - For nonproject-related invoices, if you select an allocated account, a message confirms that you want to distribute overhead expenses among specified departments.
Department	**unavailable in ajeraCore unless you have the Departments add-on** Enter the department associated with the transaction (> Manage > Project Command Center > Project Info > General).
Hold	**Optional column** If you want to put a transaction on hold for payment, select this check box.
Non 1099	**Optional column** If you want to exclude a transaction from 1099 reporting, select this check box. For example, you pay a consultant for services and reimburse the consultant for expenses on the same invoice. Both amounts are charged to a project, but you want to report only the consultant services on the Form 1099.
Notes	**Optional column** Enter any notes that apply to the transaction. For example, enter a description about a row or line item of the invoice. If you set up the invoice format to print notes, Ajera prints these notes on the client invoice.

5. At any time, you can:
   - Click **Save** to save your current changes. The balance on the invoice must balance (equal zero) before you can save the invoice.
   - Cancel changes to a row by right-clicking the row and clicking **Cancel**.
   - Click **Reset** to return to the last saved information.
   - Click **Pay** to pay the vendor invoice.
6. **unavailable in ajeraCore unless you have the Consultant Management add-on** - If you are tracking consultant or expense budgets, verify invoice distributions to cost budgets.
7. Repeat the above steps for additional transactions for the invoice.
8. Click **Close**.

Entering intercompany vendor invoices and client receipts

unavailable in ajeraCore

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As part of the monthly reconciliation process, review the Multi-company Reconciliation report and reconcile your intercompany accounts.

An intercompany bank transfer is the recommended method for reconciling these accounts because it makes both sides of the entry for you.

However, if you must pay another company in your organization with a check, you can use an intercompany vendor invoice and an intercompany client receipt to relieve the intercompany accounts.

With this method, both the intercompany vendor invoice and the intercompany client receipt are required to complete the audit trail. Until both are completed, the intercompany accounts are out of balance.

Note: The following steps describe the underlying processes of intercompany vendor invoices and client receipts. They link to the Entering vendor invoices, Paying vendor invoices , and Entering a client receipt, which provide specific details on how to perform these tasks.

To enter intercompany vendor invoices and client receipts

1. To record that Company 1 owes Company 2 payment, enter a vendor invoice and select Company 2 as the vendor and Company 1 as the company. Be sure to:
    a. Select the **Intercompany invoice** check box.
    b. Enter the cost amount in the table.
    c. Press the Tab key.
2. Ajera does this:
    - Accrual accounting: Debits the Intercompany Due To account for Company 1 and credits Accounts Payable
    - Cash accounting: N/A
3. Click **Save**.
4. Pay the vendor invoice or enter a vendor payment to Company 2 immediately.
5. Ajera does this:
    - Accrual accounting: Debits Accounts Payable and credits Cash
    - Cash accounting: Debits the Intercompany Other Income account for Company 1 and credits Cash

    The intercompany accounts are out of balance.
6. To record that Company 2 received payment from Company 1, enter the client receipt, select **Intercompany** from the Type field, and enter Company 1 as the client and Company 2 as the receipt company.
7. Ajera does this:
    - Accrual accounting: Debits Pending Deposit or Cash and credits the Intercompany Due From account for Company 2
    - Cash accounting: Debits Pending Deposit or Cash and credits the Intercompany Other Income account for Company 2

    The intercompany accounts are now in balance.

Example

Company 2 is set up as a vendor and sends a vendor invoice to Company 1 for $1,400.

1. In the > Manage > Vendor Invoices window, select **Company 2** as the vendor and **Company 1** as the company.

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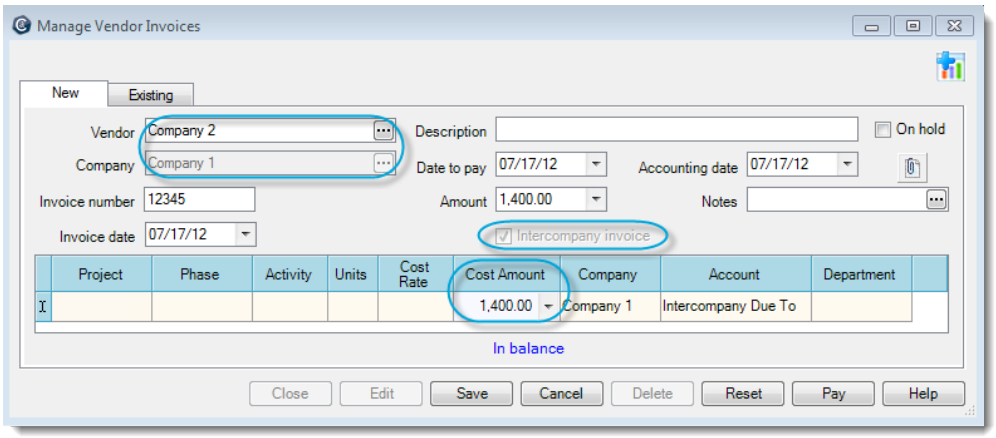
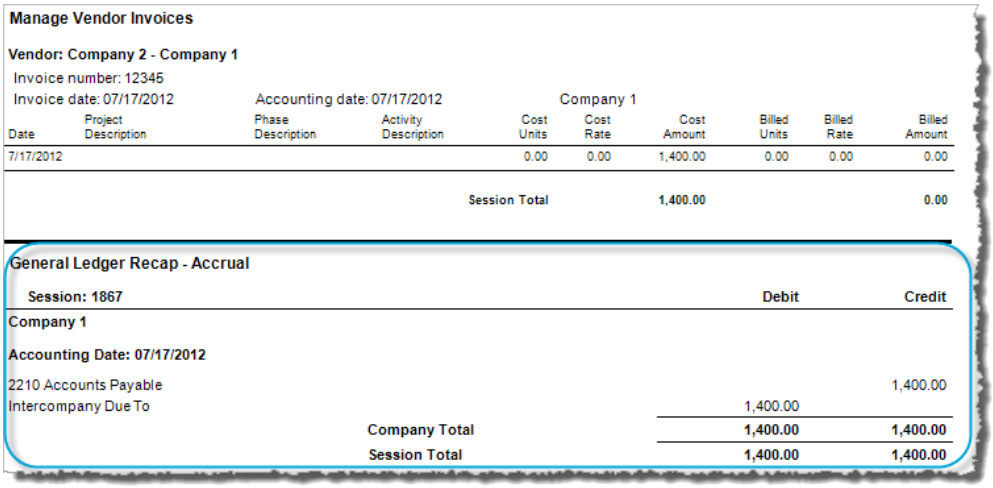
2. Select the **Intercompany invoice** check box.
3. Enter **1400** in the Cost Amount field, and press the Tab key.



4. Click **Save**.

   Here is how it looks on the session journal:



Manage Vendor Invoices

Vendor: Company 2 - Company 1
Invoice number: 12345
Invoice date: 07/17/2012 Accounting date: 07/17/2012 Company 1

Date	Project Description	Phase Description	Activity Description	Cost Units	Cost Rate	Cost Amount	Billed Units	Billed Rate	Billed Amount
7/17/2012				0.00	0.00	1,400.00	0.00	0.00	0.00
			Session Total			**1,400.00**			**0.00**

General Ledger Recap - Accrual

Session: 1867		**Debit**	**Credit**
Company 1			
Accounting Date: 07/17/2012			
2210 Accounts Payable			1,400.00
Intercompany Due To		1,400.00	
	Company Total	**1,400.00**	**1,400.00**
	Session Total	**1,400.00**	**1,400.00**

Company 1 pays the vendor invoice from Company 2.

1. From the ☰ > **Manage** menu, click **Vendor Payments** and select **Company 1** from the Company field.
2. If needed, expand the invoice and select the **Pay** check box.

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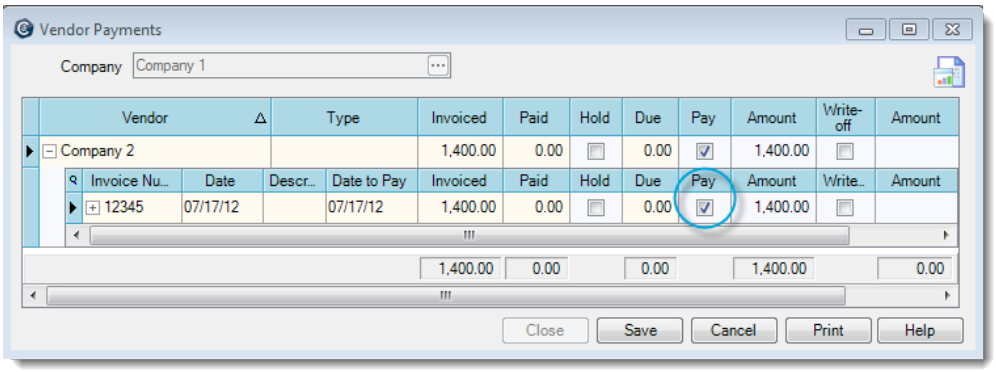
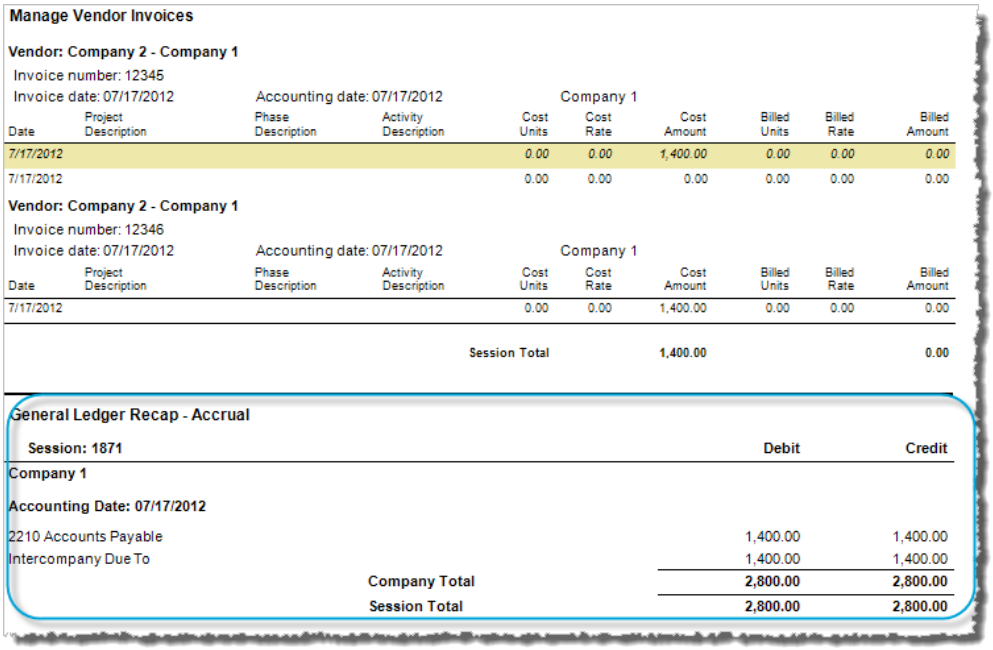


3. Click **Save**.

   Here is how it looks in the session journal:



Manage Vendor Invoices

Vendor: Company 2 - Company 1
Invoice number: 12345
Invoice date: 07/17/2012 Accounting date: 07/17/2012 Company 1

Date	Project Description	Phase Description	Activity Description	Cost Units	Cost Rate	Cost Amount	Billed Units	Billed Rate	Billed Amount
7/17/2012				0.00	0.00	1,400.00	0.00	0.00	0.00
7/17/2012				0.00	0.00	0.00	0.00	0.00	0.00

Vendor: Company 2 - Company 1
Invoice number: 12346
Invoice date: 07/17/2012 Accounting date: 07/17/2012 Company 1

Date	Project Description	Phase Description	Activity Description	Cost Units	Cost Rate	Cost Amount	Billed Units	Billed Rate	Billed Amount
7/17/2012				0.00	0.00	1,400.00	0.00	0.00	0.00
			Session Total			**1,400.00**			**0.00**

General Ledger Recap - Accrual

Session: 1871	**Debit**	**Credit**
Company 1		
Accounting Date: 07/17/2012		
2210 Accounts Payable	1,400.00	1,400.00
Intercompany Due To	1,400.00	1,400.00
Company Total	**2,800.00**	**2,800.00**
Session Total	**2,800.00**	**2,800.00**

Company 2 enters a client receipt, recording the payment from Company 1.

1. In the ☰ > Manage > Client Receipts window, select **Intercompany** from the Type field.
2. Select **Company 1** from the Received From field and **Company 2** from the Receipt Company field.
3. Enter **1400** in the Amount field, and press the **Tab** key.

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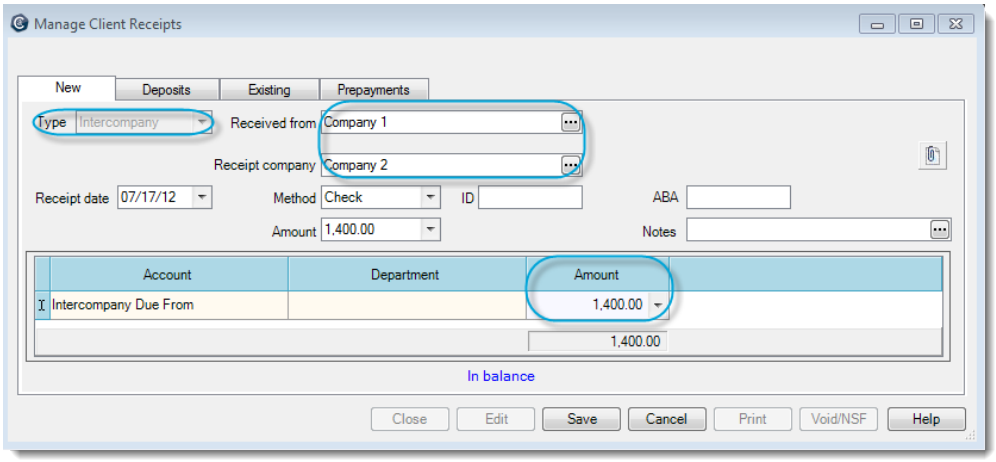
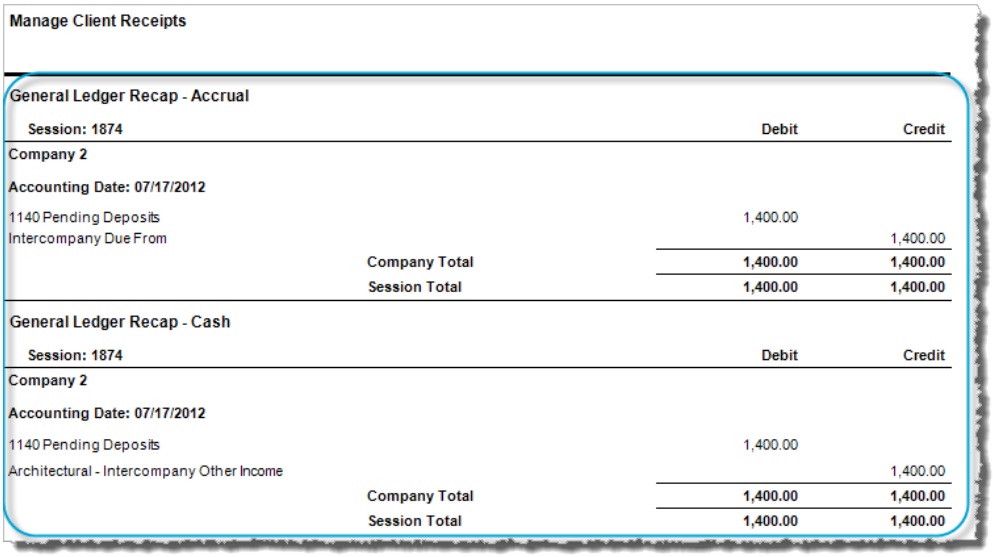


4. Click **Save**.

   Here is what it looks like in the session journal:



Manage Client Receipts

General Ledger Recap - Accrual

Session: 1874		Debit	Credit
Company 2			
Accounting Date: 07/17/2012			
1140 Pending Deposits		1,400.00	
Intercompany Due From			1,400.00
	Company Total	**1,400.00**	**1,400.00**
	Session Total	**1,400.00**	**1,400.00**

General Ledger Recap - Cash

Session: 1874		Debit	Credit
Company 2			
Accounting Date: 07/17/2012			
1140 Pending Deposits		1,400.00	
Architectural - Intercompany Other Income			1,400.00
	Company Total	**1,400.00**	**1,400.00**
	Session Total	**1,400.00**	**1,400.00**

Changing vendor invoices

The Existing tab lists all existing invoices. Before you can change a specific invoice's transaction information, you must first find the invoice. Then, you can change the invoice transaction information by double-clicking the invoice row or highlighting it and clicking the **Edit** button at the bottom of the screen.

Before you begin

- Enter vendor invoices.

To find an existing vendor invoice

1. From the > **Manage** menu, click **Vendor Invoices**.
2. Click the **Existing** tab to display all existing vendor invoices.
3. Click to refresh the invoice information.

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4. Change the sort order or appearance of columns.
5. Click to change the invoice view using the options described below:
   - In the Date Type drop-down menu, select to view by invoice date, date to pay, or accounting date.
   - In Vendor, click to select a specific vendor.

> **Note:** You cannot change the vendor on an existing invoice:
> - If the invoice was already billed, you must change the final client invoice status to draft, approved, or reissue, then delete the vendor invoice and re-enter it.
> - If the invoice was already paid, you must void the check, delete the vendor invoice, and re-enter it with the correct vendor.

6. Review the information described below to find the specific invoice you want to change. Click **(Customize)** to display optional columns (noted below).

Field	Description
Company	Multi-company only. The payer of the invoice
Vendor	Vendor associated with this invoice
Invoice number	Identifying invoice number
Invoice date	Date that the invoice was actually dated, even if that date is before the Don't Allow Entries Prior To date (> Setup > Company > Preferences). For example, you may have a Don't Allow Entries Prior To date of January 1. If you receive a vendor invoice on January 10 with a date of December 31, the invoice date would be December 31 for the invoice.
Accounting date	**Optional column** Date Ajera uses to determine the accounting period when the vendor invoice appears on financial statements, on client invoices, and project reporting Ajera automatically populates the accounting date with whatever you enter as the invoice date. For example, you may have a Don't Allow Entries Prior To date of January 1. If you receive a vendor invoice on January 10 with an invoice date of December 31, enter the invoice date as **December 31** and the accounting date as **January 10**.
Description	Brief invoice description that (when paying by check) prints on the check stub
On hold	This check box is checked if the invoice is on hold. **Note**: This check box cannot be unchecked if the invoice needs reapproval.
Invoice amount	Total invoice amount
Balance	Unpaid invoice balance If the field is **highlighted in red**, it indicates one of the following: • Transactions were split in Client Invoices for a fully paid invoice and the new distributions are unpaid

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Field	Description
	(see Paying split transaction distributions). • Transactions on a processed expense report net to zero, and the new distributions are unpaid (see Paying a zero-dollar vendor invoice).
Date to Pay	**Optional column** If this vendor is set up with payment terms (> Setup > Vendors > General tab), Ajera automatically calculates and displays the date to pay based on the entered invoice date.
Billed	**Optional column** • Fully billed transactions appear as (checked) when every billable transaction has been billed to the client. • Partially billed transactions appear as (shaded) when some transactions have been billed to the client and others have not. • Nonbillable or unbilled transactions appear as (unchecked).
Invoice Type	**Optional column** Valid invoice types identify the source of the invoice information. Valid types are: Regular, Intercompany, Payroll Service, Refund, Expense Report, or Credit Card. For example, Ajera creates a Regular invoice type when you enter information in > Manage > Vendor Invoices and a Credit Card invoice type when you close a credit card statement in > Manage > Bank Register.
Status	**Optional column** Valid statuses include: Paid, Partially Paid, Voided, or Written Off. A blank status indicates that the invoice is unpaid. If an invoice has multiple statuses, Ajera displays the most recent status and **highlights it**. For example, if you partially pay an invoice and then write off the balance, Ajera **highlights the row** and displays the status as **Written off**.
Status Date	**Optional column** Date that the invoice was paid, partially paid, voided, or written off
Check or Reference	**Optional column** Payment ID You can use this field to indicate a payment type. For example, when paying a vendor with a debit, credit card, or an EFT, enter the relevant payment type. You can then use this field to indicate how the invoice was paid.

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Field	Description
Notes	**Optional column** Notes that apply to the invoice, such as description of the invoice. If the invoice format is set up to print notes, Ajera prints these notes on the client invoice.
(Attachments)	**Optional column** Indicates whether attachments are linked to the invoice. The icon displays if there are no attachments. The icon displays if there are attachments.

To change transaction information

1. To change a specific invoice's transaction information, double-click the invoice row or highlight it and click the **Edit** button at the bottom of the screen. The transaction information for that invoice appears in the bottom of the screen.
2. Add, change, or delete invoice transactions, as needed.

Note:	If Ajera created the vendor invoice for a payroll service, you can only add or change an invoice transaction; you cannot delete a transaction. **unavailable in ajeraCore unless you have the Departments add-on** - If you select an allocated account, Ajera confirms that you want to distribute overhead expenses among specified departments.

For	Do this
Purchase Order	In the Purchase Order column, click to select a purchase order associated with this vendor. **Note**: Only Approved purchase orders are available.
Purchase Order Detail	In the Purchase Order Detail column, click to select a purchase order detail associated with this vendor.
Project	In the Project column, click to select the project associated with this invoice. • Multi-company only. If you select a project not associated with the invoice payer, Ajera creates intercompany entries. Be sure to reconcile your intercompany accounts regularly. • If you do not associate the invoice with a project (such as a lease payment), leave the project, phase, and activity blank. • When adding a row for a nonproject invoice transaction, enter the cost amount, and then enter the account.
Commitment #	**unavailable in ajeraCore unless you have the Consultant Management add-on** Use the Commitment # to distinguish between consultant and expense resource items entered for the consultant or expense budget.

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For	Do this
	This field appears only if you added a consultant or an expense resource for the project on the Project Command Center > Manage tab. If you set up the company preferences to require commitment numbers (> Setup > Company > Preferences > Project tab), you can only select commitment numbers that are entered in the Project Command Center.
Phase Activity	Enter the phase and activity associated with the invoice.
Units	Some activities use units (such as square feet or number of blueprints) to calculate cost. • If the activity uses units, enter the unit and the cost rate. Ajera calculates the transaction cost amount automatically. • If the activity does not use units, leave the units and cost rates blank. Enter the transaction cost amount. When using departments (> Manage > Project Command Center > Project Info > General), Ajera enters the account associated with the activity (> Setup > General > Activities) and the phase department. **Note:** Ajera automatically enters the default cost rate (which you specify when setting up the activity) or the billing rate table for an override cost rate.
Unit description	**Optional column** Ajera displays the unit description entered when setting up the activity.
Cost rate	If units are used, enter the rate per unit. Ajera uses the number of units and cost rate to calculate the transaction cost amount automatically.
Cost amount	For nonproject-related invoices, enter the cost amount and then the account. **unavailable in ajeraCore unless you have the Departments add-on** - If you select an allocated account, a message confirms that you want to distribute overhead expenses among specified departments.
Billed	Optional column • Fully billed transactions appear as (checked) when every billable transaction has been billed to the client. • Partially billed transactions appear as (shaded) when some transactions have been billed to the client and others have not. • Nonbillable or unbilled transactions appear as (unchecked).
Billing Units	**Optional column** If you want to bill a different number of units from the cost units, enter it here. For example, if you have a 100 cost units but only want to bill 50 units, enter 50 billing

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For	Do this
	units.
Billing Rate	**Optional column** Enter or change the rate used to bill the client, which can be the rate specified on the rate table, if applicable, or the rate specified in Setup > > General > Activities.
Billing Amount	**Optional column** • If you do not use units and rates, enter the billing amount. • If you do not enter an amount, Ajera calculates the billing amount automatically. • Override this automatic amount by entering a new billing amount. Ajera warns you when units multiplied by the rate does not equal the amount.
Company	Multi-company only. Enter the company that incurred the transaction cost.
Account	Enter the account associated with the transaction (> Setup > General > Activities). **unavailable in ajeraCore unless you have the Departments add-on** - For nonproject-related invoices, if you select an allocated account, a message confirms that you want to distribute overhead expenses among specified departments.
Department	**unavailable in ajeraCore unless you have the Departments add-on** Enter the department associated with the transaction (> Manage > Project Command Center> Project Info > General).
Hold	**Optional column** To put a transaction on hold for payment, select this check box.
Non 1099	**Optional column** To exclude a transaction from 1099 reporting, select this check box. For example, you pay a consultant for services and reimburse the consultant for expenses on the same invoice. Both amounts are charged to a project, but you want to report only the consultant services on the Form 1099.
Notes	**Optional column** Enter any notes that apply to the transaction. For example, enter a description about a row or line item of the invoice. If the invoice format is set up to print notes, Ajera prints these notes on the client invoice.

3. At any time, you can:
   - Click **Save** to save your current changes. The balance on the invoice must balance (equal zero) before you can save the invoice.
   - Cancel changes to a row by right-clicking the row and clicking **Cancel**.

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- Click **Reset** to return to the last saved information.
- Click **Pay** to pay the vendor invoice.

4. If you selected the Enter accounting dates check box in > Setup > Company > Preferences > General tab, Ajera may prompt for an accounting date. Either change or leave the accounting date that Ajera suggests, which is the earliest date allowable. Click **OK**.
5. Click **Close**.

Deleting vendor invoices

Before you begin

- If the vendor invoice is billed, first change the Final client invoice to a status of Draft, Approved, or Reissue, and then delete the invoice.
- If the vendor invoice is paid, first void the check, and then delete the invoice.
- If the vendor invoice is one of the following, you cannot delete the invoice. Do this instead:
  - Payroll service (outsourced payroll): Reexport previously exported transactions for a future date in Manage > Payroll.
  - Employee expense reimbursement: Enter a negative amount in the expense report to eliminate the expense and pay the zero-dollar vendor invoice.
  - Prepayment refund: Void the refund.

To delete vendor invoices

1. From the > **Manage** menu, click **Vendor Invoices**.
2. Click the **Existing** tab.

   If you made entries in the current session, the **Existing** tab contains your entries from that session. Otherwise, it contains existing entries based on options you set through (**Change View**).
3. Double-click an invoice in the table.
4. Do the following:

To	Do this
Delete one row only	1. Right-click a row and click **Delete**. 2. Click **Yes** to delete the row. 3. Click **Save**. 4. If you selected the **Enter accounting date** check box in > Setup > Company > Preferences, Ajera may ask you to enter an accounting date. Either change or leave the accounting date that Ajera suggests, which is the earliest date allowable. Click **OK**.
Delete the entire invoice	1. Click any field above the table, and click the **Delete** button. 2. Click **Yes** to delete the invoice. 3. If you selected the **Enter accounting date** check box in > Setup > Company > Preferences, Ajera may ask you to enter an accounting date. Either change or leave the accounting date that Ajera suggests, which is the earliest date allowable. Click **OK**.

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5. Click **Close**.

Deleting a vendor invoice to rerun payroll for a payroll service (outsourced payroll)

In certain situations, you must delete the vendor invoice. However, to ensure accuracy, you should not routinely delete a vendor invoice that Ajera creates for a payroll service.

To delete a vendor invoice to rerun payroll

1. From the > **Manage** menu, click **Payroll**.
2. Multi-company only. Select a company.
3. In the Pay Date field, enter any date in the future when no time is entered. For example, if today is 6/16/2012, you enter 9/16/2012.

   If a message appears indicating that the date you entered is more than 90 days in the future, click **OK**.
4. To ensure no time is entered for the future pay date, do the following:
   - Click > **Reports** > **Employee** > **Hours Distribution by Employee**.
   - In the Period field, click **Select Dates**.
   - In the From and Through fields, enter the same date in the future when you expect no time to be entered (for example, 9/16/2012).
   - Click (**Refresh**).
5. On the Payroll window, in the Date Range field, enter the same date in the From and Through date (for example, 9/16/2012).
6. Select the **Reexport previously exported transactions** check box.

Note:	Only invoices that are unpaid will show in the list. If accruals were included in the payroll selected, Ajera adjusts the accruals accordingly.

7. In the Prior Pay Date field, select the date of the payroll service vendor invoice that you want to delete. Click **OK**. The invoice no longer appears in Manage > Vendor Invoices.

   Without doing anything additional, you can later correctly process a payroll that includes the future time period you entered in these instructions.

Note:	If the hours are based on effective cost and you want to change to standard cost, you must recalculate time. Otherwise, the cost remains at effective cost.

Viewing vendor invoices

Before you begin

- Enter vendor invoices.
- (Optional) Create recurring vendor invoices.

To view vendor invoices

1. From the > **Manage** menu, click **Vendor Payments**.

   Multi-company only. You must first select a company. You can pay invoices for that company using only that company's bank accounts.

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2. In the Vendor Payments window, click:
   - **Expand** to view vendor invoices.
   - **Collapse** to view only vendors.
   - to refresh the view
3. To limit the invoices that appear, apply a filter.

> **Note:** Filtering removes the Pay or Write-off status of an invoice that is filtered out of view. Do not use filters if you want to retain the Pay or Write-off status of your vendor invoices.

To select a filter, click (**Change View**) and choose from the following:

Field	Description
Date Type	Types: • Date to Pay: Date to pay the invoice • Invoice Date: Date you entered the invoice • Accounting Date: Date Ajera uses for client invoices, project reporting, and financial reporting. The check date and write-off date must fall after the accounting date. If you select a date type, do one of the following: • Time period: Select a month or year. • Date: Click **Select Dates** and enter the date. • Range of dates: Click **Select Dates** and enter the beginning and ending dates.
Vendor	Vendor name from the vendor list Choosing a specific vendor overrides vendor type.
Vendor Type	Type of vendor from the vendor type list Examples: electrical consultant or employee
Project	Project from the project list When you select this filter, the entire invoice appears, not just the project-related expenses.
Invoice amount due	• Minimum amount: Select the **Min** check box, enter an amount, and leave the **Max** check box cleared. • Maximum amount: Select the **Max** check box, enter an amount, and leave the **Min** check box cleared. • Amount range: Select the **Min** and **Max** check boxes and enter the amounts.

4. Do one of the following:
   - Click **OK** to accept the filtering.
   - Click **Cancel** to undo the filtering and restore your vendor invoice statuses.
5. You can now:
   - Pay vendor invoices
   - Hold payment to vendor invoices

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- Write off vendor invoices
- Apply credit to vendor invoices

Vendor invoices - paying

About vendor payments

Learning Resource: Accounts Payable Functional Guide

Vendor payments refers to the task of managing a list of unpaid or partially paid vendor invoices.

In the Vendor Payment window, you decide how to handle the payment of your vendor invoices.

You can:

- Pay vendor invoices partially or in full.
- Hold payment to vendor invoices.
- Write off vendor invoices partially or in full.
- Apply a credit to a vendor invoice.

How it works

You enter vendor invoices or Ajera automatically creates them.

Manage the payment of these vendor invoices as follows:

- First, view the invoices you want in the Vendor Payments window. To make it easier, you can filter the invoices - by vendor, vendor type, project, date, or invoice amount due - so that only the invoices you want appear.
- Then, select the ones to pay, place on hold, write off, or apply a credit.

Ajera clears the Pay or Write-off statuses of invoices filtered out of view, so be sure to filter first and select invoices to pay or write off later.

After you pay a vendor invoice, the vendor check appears in the bank register, where you can void it, if needed. When you print the check, Ajera pays or writes off the vendor invoices you selected.

Paying vendor invoices

You can pay multiple vendor invoices partially or in full using checks, credit/debit cards, direct deposit, or electronic funds transfers (EFT).

Ajera remembers the last payment method selected while paying invoices and that method will select the next time you pay invoices. If you selected to pay with a credit/debit card, Ajera also remembers the card number.

Before you begin

- Set up bank accounts
- Set up credit cards
- Set up vendors
- Set up company preferences to print vendor account IDs on checks

To pay vendor invoices

1. From the > **Manage** menu, click **Vendor Payments**.

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Multi-company only. You must first select a company. You can pay invoices for that company using only that company's bank accounts.

2. Do one of the following:
   - Click **Select All** to select the **Pay** check box for all invoices with invoice amounts.
   - To clear the **Pay** check boxes, click **Clear All**.
   - Click (**Change View**).
     - Select to filter by:

Field	Description
Date Type	Types: • Date to Pay: Date to pay the invoice • Invoice Date: Date you entered the invoice • Accounting Date: Date Ajera uses for client invoices, project reporting, and financial reporting. The check date and write-off date must fall after the accounting date. If you select a date type, do one of the following: • Time period: Select a month or year. • Date: Click **Select Dates** and enter the date. • Range of dates: Click **Select Dates** and enter the beginning and ending dates.
Vendor	Vendor name from the vendor list
Vendor Type	The vendor type associated with the vendor
Project	The project associated with the vendor
Direct deposit vendor	Vendors set up for direct deposit
Invoice amount due	• **Min**: Set the minimum invoice amount • **Max**: Set the maximum invoice amount

     - Select by vendor, invoice, or invoice distribution:

To pay by	Do this
Vendor	1. On a vendor row, select the **Pay** check box to pay all its invoices. 2. To pay some of the invoices, change the amount. Ajera pays the oldest invoices first.
Invoice	1. Click (plus sign) next to a vendor to view its invoices. 2. On an invoice row, select the **Pay** check box to pay that invoice. 3. To partially pay the invoice, change the amount.

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To pay by	Do this
Invoice distribution	1. Click ⊞ (plus sign) next to a vendor to view its invoices. 2. Click ⊞ (plus sign) next to an invoice to view its distributions. 3. On a distribution row, select the **Pay** check box to pay that distribution. 4. To partially pay that distribution, change the amount.

3. Click a column heading to sort by that column. Ajera prints checks in the order that they appear in the table.

> **Note:** If you pay multiple vendor invoices with one check, Ajera lists the first 14 vendor invoices on the check stub and summarizes the remaining invoices in one line item.

4. Click **Pay**.
5. Select one of the following payment options (Click here to see all of the fields and descriptions available for each payment option):

   Note: If you choose to pay with a debit card, credit card, or EFT, you can record negative balances and allow zero balance payments to vendors.

- **Print check now** - select the bank account, check number, and check date. Ajera prompts you to print the check. Learn more about Ajera check printing tips.
- **Paid with manual check** - select the bank account, check number, and check date. Ajera creates bank entries but does not print a check.
- **Paid with debit/credit card** - select the bank account issuing the debit or credit card, reference number, increment check box (to increment each payment made for the same vendor), and date paid. Ajera creates bank entries but does not print anything.
- **Paid with EFT**- select the bank account (excluding credit cards), reference number, increment check box (to increment new payments for the same vendor), and date paid.Ajera creates bank entries but does not print anything.

  If the increment check box is selected, Ajera increments the Reference number associated with the bank entries that were paid by EFT.
- **Direct deposit** - select the bank account, reference (optional), increment (optional), and date paid. Ajera opens a direct deposit dialog where you can confirm the direct deposit path, effective date, reference, file ID modifier, and standard entry code class.

Note:	Only vendors set up to support direct deposit payments can pay invoices with direct deposit (**Setup** > **Vendors** > **Direct Deposit** tab). If a vendor has the **Prenote** option selected in **Setup** > **Vendors** > **Direct Deposit** tab and you try to pay the vendor's invoice with direct deposit, those invoices will not be processed. **Note**: The direct deposit file format created supports US bank NACHA format only.

6. *Optional*: Select **Print direct deposit/EFT file copy** to save a file copy of the direct deposit.
7. *Optional*: Select **Email and Save Remittance Advice** to save a copy of the Remittance Advice report and have it attached to the email.

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8. If the **Email and Save Remittance Advice** option is selected, in the **Save PDF to** field, select a location to save the Remittance Advice report.

Note:	This option is only available if the **Paid with debit/credit card**, **Paid with EFT** or, **Direct deposit**options are selected.

9. Click **OK**.

Approving or recording payment to a vendor invoice

If you want to pay multiple vendor invoices partially or in full, do not follow the instructions here.

Instead, pay the invoices in the Manage Vendor Payments window.

Before you begin

- (Optional) Create recurring vendor invoices
- Set up vendors
- Set up company preferences to print vendor account IDs on checks

To select the vendor invoice

1. From the > **Manage** menu, click **Vendor Invoices**.
2. Do one of the following:
   - Enter the invoice you want to pay.
   - Open the existing invoice you want to pay: click the **Existing** tab, change which invoices appear, and double-click the invoice.
   - Click (**Change View**).
   - Select to filter by:

Field	Description
Date Type	Types: • Date to Pay: Date to pay the invoice • Invoice Date: Date you entered the invoice • Accounting Date: Date Ajera uses for client invoices, project reporting, and financial reporting. The check date and write-off date must fall after the accounting date. If you select a date type, do one of the following: • Time period: Select a month or year. • Date: Click **Select Dates** and enter the date. • Range of dates: Click **Select Dates** and enter the beginning and ending dates.
Vendor	Vendor name from the vendor list
Company	Multi-company only. Payer of the invoice
Transaction Type	• New invoice transaction

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Field	Description
	• Existing invoice transaction
Payment Status	• Paid • Unpaid • Voided

- Click **OK**.

3. Click the **Pay** button.

   Multi-company only. You can pay invoices for a company using only that company's bank accounts.

To approve or record payment to a vendor invoice

Do one of the following:

To	Do this
Approve an invoice for payment later	Select the **Approve for payment** check box and click **OK**. The invoice is marked as *Pay* in the Vendor Payments window. When you pay the invoice, the vendor check prints for this invoice and appears in the bank register. **Caution:** If you apply a filter in the Vendor Payments window that filters out this invoice, Ajera clears the **Pay** check box for the invoice and you must select it again.
Print a check now	1. Select the **Print check now** check box, and click **OK**. 2. In the Print Checks window, change the bank account, starting check number, or check date. 3. Click **OK**. 4. In the Print window, click **OK**. 5. In the window that appears: • Click **Yes** to print a file copy. • Click **No** to make changes in the Print Checks window, and click **OK** to print again. Ajera marks the original vendor check as *Void*. The vendor check appears in the bank register, and the invoice description prints on the check stub.
Indicate that you have already written a check	1. Select the **Paid with manual check** check box. 2. Enter the bank account, check number, and date paid. 3. Click **OK**. The vendor check appears in the bank register.
Indicate that you have already paid with a debit/credit card	1. Select the **Paid with debit/credit card** check box. 2. In the **Reference** field, enter an identifier that indicates the payment type.

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To	Do this
	3. Enter the bank or credit card account, reference ID, and date paid. 4. Click **OK**. The transaction appears in the bank register.
Indicate that you have already paid with an EFT[1]	1. Select the **Paid with EFT** check box. 2. In the **Reference** field, enter an identifier that indicates the payment type. 3. Enter the bank account, reference ID, and date paid. 4. Click **OK**. The transaction appears in the bank register.

To void a vendor check, go to the bank register.

Paying zero dollar vendor invoices

Before you begin

When the transactions on a processed expense report net to zero, the new distributions are unpaid.

You can identify these unpaid distributions as follows:

- In > **Manage** > **Vendor Invoices**, the Balance field is **highlighted in red**.
- In > **Manage** > **Vendor Payments**, the invoice appears with a zero balance.

To pay a zero-dollar vendor invoice

1. In > **Manage** > **Vendor Invoices**, on the **Existing** tab, edit the invoice and click the **Pay** button.
2. Select **EFT** as the payment type.

Ajera creates an entry for the bank register but the amount is zero. This has no effect on the cash balance.

The invoice no longer appears in the vendor invoice list.

Vendor invoices - other tasks

About writing off vendor invoices

You write off a vendor invoice that you do not intend to pay. This does not affect the cost, spent, or billed amounts in client invoices.

Multi-company only. Writing off a vendor invoice creates entries for the vendor invoice company. Ajera makes the entries to the department you select for the Intercompany Other Income account on the > Setup > Company > Preferences > Income Statement Accounts tab.

Holding payment to vendor invoices

To put a vendor invoice payment on hold

[1]Electronic Funds Transfer. A transaction involving the movement of funds by non-paper means (electronically), usually through a payment system such as the Automated Clearing House network.

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1. In the Vendor Payments window, view vendor invoices.
2. To select invoices to place on hold, do one of the following:

To place a hold	Do this
By vendor	On a vendor row, select the **Hold** check box to place all its invoices on hold.
By invoice	1. Click ⊞ next to a vendor to view its invoices. 2. On an invoice row, select the **Hold** check box to place that invoice on hold.
By invoice distribution	1. Click ⊞ next to a vendor to view its invoices. 2. Click ⊞ next to an invoice to view its distributions. 3. On a distribution row, select the **Hold** check box to place that distribution on hold.

3. Click **Save**.

Writing off vendor invoices

Before you begin

- Ensure that you can write off the vendor invoice. You cannot write off a vendor invoice that Ajera creates automatically when you:
  - Close a credit card statement. Instead, delete the vendor invoice.
  - Refund a prepayment. Instead, void the refund.

To write off invoices

1. In the Vendor Payments window, view vendor invoices.
2. To select invoices to write off, do one of the following:

To write off	Do this
By vendor	1. On a vendor row, select the **Write-off** check box to write off all the vendor's invoices. 2. To write off some of the invoices, change the amount. Ajera writes off the oldest invoices first.
By invoice	1. Click ⊞ next to a vendor to view all its invoices. 2. On an invoice row, select the **Write-off** check box to write off that invoice. 3. To partially write off the invoice, change the amount.
By invoice distribution	1. Click ⊞ next a vendor to view all its invoices. 2. Click ⊞ next to an invoice to view its distributions. 3. On a distribution row, select the **Write-off** check box to write off that distribution. 4. To partially write off that distribution, change the amount.

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3. Click **Pay**.

Note:	If you are only writing off vendor invoices, select **Paid with EFT**.

4. In the Pay Invoices window, change the write-off date.
5. Click **OK**.
6. Click **Close**.

Changing a vendor payment

Before you begin

- Select invoices to pay, hold payment, or write off.

To change a vendor payment

1. In the Vendor Payments window, view vendor invoices.

Caution:	Filtering removes the Pay or Write-off status of an invoice that is filtered out of view. Do not use filters if you want to retain the Pay or Write-off status of your vendor invoices.

2. Change a vendor payment by:
   - Changing the amount you want to pay.
   - Selecting or clearing the **Pay**, **Hold**, or **Write-off** check box.
3. Click **Save**.

Reprinting a vendor check

Before you begin

Determine if you need to reprint a vendor check. Reasons for reprinting may include the following:

- Incorrect check numbers
- Incorrect check date
- No check stock in the printer
- Printer jam

To reprint a vendor check

1. Void the vendor check, following the instructions for voiding a check already entered in the bank register.
2. Pay the vendor invoice again with a new check number.

Entering and applying vendor credits

Note:	When you make a payment in the Vendor Payments window, the vendor invoice and credit memo invoice cannot both equal zero. A positive amount settingis required to clear accounts payable.

To enter a vendor credit

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In > **Manage** > **Vendor Invoices**, enter the vendor credit as a vendor invoice with a negative invoice amount.

Be sure to do the following:

1. In the Manage Vendor Invoices window, in the **Amount** field, enter the credit amount as a negative number, such as -100.00.
2. In the **Cost Amount** column, enter the credit amount as a negative number.
3. In the **Account** field, enter the account associated with the transaction.
4. Click **Save**. The vendor credit appears as a negative vendor invoice in the Vendor Payments window.

To apply a vendor credit

In > **Manage** > **Vendor Payments**, apply the credit to an invoice.

1. In the Vendor Payments window, select invoices to view.
2. Select the **Pay** check box for the vendor credit.
3. Select the **Pay** check box for an invoice you want to pay.

> **Note:** If you have no outstanding invoices for the vendor, you can apply the credit after you enter a new invoice for the vendor.

4. Pay the selected invoices. Ajera subtracts the credit amount from the invoice and prints a check for the adjusted total.

Voiding a refund

You cannot void a refund if the vendor invoice has been paid. When you void a refund, Ajera deletes the vendor invoice.

To void a refund

1. From the > **Manage** menu, click **Client Receipts**.
2. Click the **Existing** tab.
3. If you do not see any refunds in the list, click (**Change View**) and make selections on the Change View window. Ensure that the **Display refunds** check box is selected.
4. Click the refund that you want to void, and click the **Void/NSF** button.
5. Enter a write-off date.
6. Enter any notes.
7. Click **OK**.

Recurring vendor invoices

About recurring vendor invoices

A *recurring vendor invoice* is an invoice that you expect to pay on a regular basis, such as every month. You set up a recurring invoice so that you can then quickly create it for the month (or some other time period) and pay it. In this way, you avoid entering much of the same information repeatedly.

Working with recurring vendor invoices is simple:

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	Do this	Here	To accomplish this
1.	Set security for recurring invoices	> Setup > Company > Roles > Company tab and Manage tab	Set security so that you can set up and create recurring vendor invoices.
2.	Set up recurring invoices	> Setup > Company > Recurring Setup > Recurring Vendor Invoices	Set up recurring invoices to occur on the same date each month or on a specified date. You can also choose to set up a recurring invoice so that Ajera automatically pays it. The invoice then appears as paid in > Manage > Vendor Invoices with no outstanding balance.
3.	Create recurring invoices	> Manage > Recurring Vendor Invoices	When you create recurring invoices, you select the time period for the invoices you want to create. Ajera then displays a list of recurring invoices you set up for that time period. You confirm which invoices you want to create (and those invoices then appear in > Manage > Vendor Invoices > Existing tab, and in > Manage > Vendor Payments). At this time, you can also make any one-time changes to an invoice.
4.	Pay invoices you created as recurring invoices	> Manage > Vendor Invoices > Existing tab > Manage > Vendor Payments	You now pay the recurring invoice as you would any other vendor invoice. If you selected to automatically pay an invoice, you skip this step.

Changing and deleting recurring vendor invoices

Change recurring vendor invoices as follows:

To change	Do this
All occurrences of the invoice	Change the recurring vendor invoice setup.
One occurrence of the invoice	Change it when you create recurring vendor invoices.
An invoice you already created	Change the vendor invoice as you would any vendor invoice in > Manage > Vendor Invoices.

Delete recurring vendor invoices as follows:

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To delete	Do this
All occurrences of the invoice	Delete the recurring vendor invoice setup.
One occurrence of the invoice	Delete it when you create recurring vendor invoices.
An invoice you already created	Delete the vendor invoice as you would any vendor invoice in > Manage > Vendor Invoices.

If you delete a recurring vendor invoice in Manage > Vendor Invoices, you can re-create it.

Recreating a deleted recurring vendor invoice

If you deleted a recurring invoice in > Manage > Vendor Invoices, but now you want to recreate the invoice with the same invoice number and date, follow these instructions.

Note: If you deleted a recurring invoice in > Manage > Recurring Vendor Invoices before creating it as a vendor invoice, you can create it again when you enter the same time period in the Create Invoices For field.

To recreate a deleted recurring vendor invoice

1. From the > **Setup** menu, click **Company** > **Recurring Setup** > **Recurring Vendor Invoices**.
2. Select the recurring invoice you want to recreate, and click **Edit**.
3. In the Last Invoiced field, change the date to the month before the invoice date of the invoice you deleted.
4. Click **Save**.
5. Create the invoice again from > Manage > Recurring Vendor Invoices, being sure to select the month of the invoice you deleted in the Create Invoices For field.

   Ajera displays the invoice you previously deleted with the same invoice number, and you can continue to create the invoice as usual.

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Managing the bank register

About the bank register

Learning Resource: Bank Register, Credit Cards, and Reconciling Functional Guide

When client and vendor invoices are paid, these payments and receipts appear in your bank register for you to verify and reconcile. The register also contains electronic transfer of funds and cleared entries from your bank.

You can add transactions to your register for manual checks, deposits, bank charges, and adjustments. You can split single bank transactions across multiple accounts.

You can reconcile to your bank statement.

Entering bank register transactions

To enter bank register transactions

1. From the > **Manage** menu, click **Bank Register**.
2. If the transactions you want to enter are not for the bank account listed, select a different bank account.
3. Complete one row of the table for each transaction you want to enter. Enter a transaction as follows:

For	Do this
Date	Enter the date of the transaction.
Type	Enter the type of transaction, such as a check, bank transfer, or electronic funds transfer payment. **Note:** • For a miscellaneous adjustment, complete either the Payments or Deposits field, as applicable. To record a check number as a voided check, select Void Check and complete the Date and Check Number fields only. When you move your pointer off the row, Ajera marks the **Voided** check box. To void the check in Ajera, void the vendor check or void the paycheck. • For a service charge, interest paid, or interest earned, if you specified an allocated account in Company Bank Accounts, Ajera will automatically enter the allocation entries. If you want to edit these entries, see Step 4.
Payee	For payment transactions only. Enter the recipient of the funds. For example, if you wrote a check, the company you wrote the check to. Leave blank if there is no payee, such as for service charges.
Check number	For checks, type the check number.

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For	Do this
Reference	For transactions other than checks, such as electronic funds transfer (EFT) payments, type the reference number.
Payments	For payments, such as checks, type the payment amount.
Deposits	For deposits, type the amount of the deposit.
Import	For imported credit card items. Click the [...] to open the Credit Card Import List and select an imported credit card item.
Voided	View only - Indicates if an item was voided.
Cleared	If you know that the transaction cleared your bank account, click the **Cleared** check box.

4. Ajera automatically enters an account distribution for transaction types that have accounts assigned to them in > Setup > Company > Bank Account. Otherwise, a table appears for you to distribute the amount to the appropriate account.

<table>
<tr><th>If</th><th>Do this</th></tr>
<tr><td>Ajera entered the distribution and you want to change it</td><td>Click the row for the transaction you want to change, and click the Edit button. Change the distribution in one of the following ways:
<table>
<tr><th>To</th><th>Do this</th></tr>
<tr><td>Change an amount</td><td>Click the field in the debit or credit column and type the new amount.</td></tr>
<tr><td>Add an account</td><td>1. On a blank row, click the Account field.
2. Select the account for the transaction.
If you select an allocated account, a message appears, confirming that you want to distribute overhead expenses among specified departments. If you click the Yes button, skip to Step 4 of these instructions.
3. If you are using departments, in the Department field, select the department.
4. Type the credit or debit amount for the account.</td></tr>
<tr><td>Delete an account</td><td>1. Click the row of the account you want to delete, and click the Delete button.
2. Click Yes to delete the row.</td></tr>
</table>
When you click on the next blank row and the distribution is in balance, a Save button is available.</td></tr>
<tr><td>A table appears for you to enter a</td><td>1. In the account field, select the account for the transaction.</td></tr>
</table>

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If	Do this
distribution	If you select an allocated account, a message appears, confirming that you want to distribute overhead expenses among specified departments. If you click the **Yes** button, skip to Step 3 of these instructions. 2. If you are using departments, in the Department field, select the department. 3. Type the credit or debit amount for the account in the appropriate field. 4. Add additional account distributions in the same way, as needed. 5. When you click on the next blank row and the distribution is in balance, a **Save** button is available.

5. To view direct deposit information, select an AP direct deposit entry and click the **Dir Deposit** button.

   This opens the Vendor Direct Deposit Payments List window which displays the invoice detail included in the direct deposit. You can delete payments or regenerate the direct deposit file from this window.

Note:	The direct deposit file format created supports US bank NACHA format only.

6. Click **Save**.

Entering a bank transfer

To enter a bank transfer

1. From the > **Manage** menu, click **Bank Register**.
2. Select the bank account for the transfer you want to enter.
3. On a blank row in the table, enter the date of the transfer.
4. For the type, select **Bank Transfer**.
5. If you use multi-company, you can also select Intercompany Transfer if you selected a bank account, not a credit card account, in Step 2. For more information, see Entering an intercompany bank transfer.
6. Type the reference number of the transfer.
7. Type the amount of the transfer in either the Payments or Deposits field, and press the Tab key.
8. Depending on whether you entered a payment or bank deposit, either the To Bank or From Bank field appears. Select the bank that you are transferring funds to, or the bank that you are receiving funds from.

   The table now contains the debit and credit accounts.
9. Click **Save**.
10. Click **Close**.

Entering an intercompany bank transfer

unavailable in ajeraCore

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As part of the monthly reconciliation process, review the Multi-company Reconciliation report and reconcile your intercompany accounts.

You can use an intercompany bank transfer to move funds between companies in your organization. This bank transfer type automatically relieves the intercompany accounts.

> **Note:** Use intercompany bank transfers to reconcile your intercompany accounts. It provides a complete audit trail and keeps the intercompany accounts in balance.

To enter intercompany bank transfers

The following steps describe the underlying processes of an intercompany bank transfer. They link to the Entering a bank transfer topic, which provides specific details on how to perform that task.

1. In the > **Manage** > **Bank Register** window, select a bank account that belongs to Company 1. Then do the following:
   a. Select **Intercompany Transfer** as the type.
   b. Enter the payment or deposit amount.
   c. Follow the steps in the Entering a bank transfer topic.
2. Press the **Tab** key until the distribution table appears.
3. To calculate the debit and credit accounts, Ajera does this:
   - Accrual accounting: Debits the Intercompany Due To account for Company 1 as payment; credits the Intercompany Due From account for Company 1 as deposit
   - Cash accounting: Debits the Intercompany Other Income account for Company 1 as payment; credits the Intercompany Other Income account for Company 1 as deposit
4. Select Company 2 as the recipient of the bank transfer.
5. To relieve the intercompany accounts, Ajera does this:
   - Accrual accounting: Credits the Intercompany Due From account for Company 2 as deposit (debits Cash); debits the Intercompany Due To account for Company 2 as payment (credits Cash)
   - Cash accounting: Credits the Intercompany Other Income account for Company 2 as deposit; debits the Intercompany Other Income account for Company 2 as payment
6. Click **Save**.

Example

Company 1 owes $1,400 to Company 2.

1. In the > Manage > Bank Register window, select one of Company 1's bank accounts. Intercompany bank transfers are available only for bank accounts, not credit card accounts.
2. Enter the intercompany transfer amount of **1400** in the Payments field.

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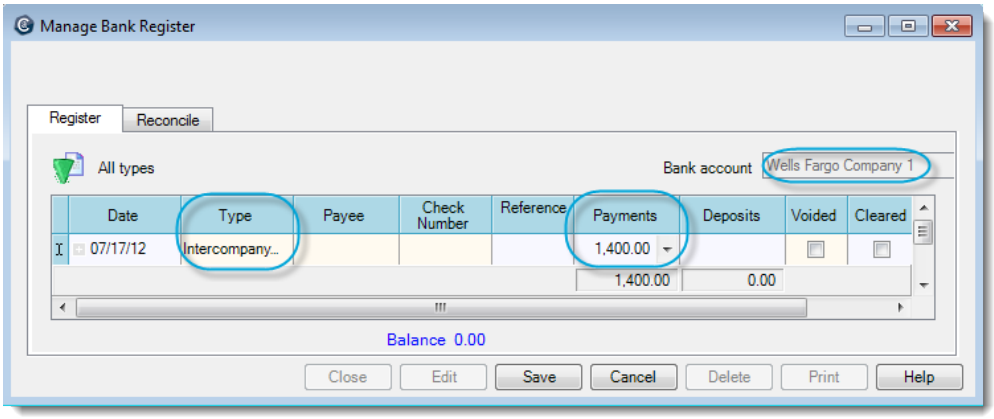
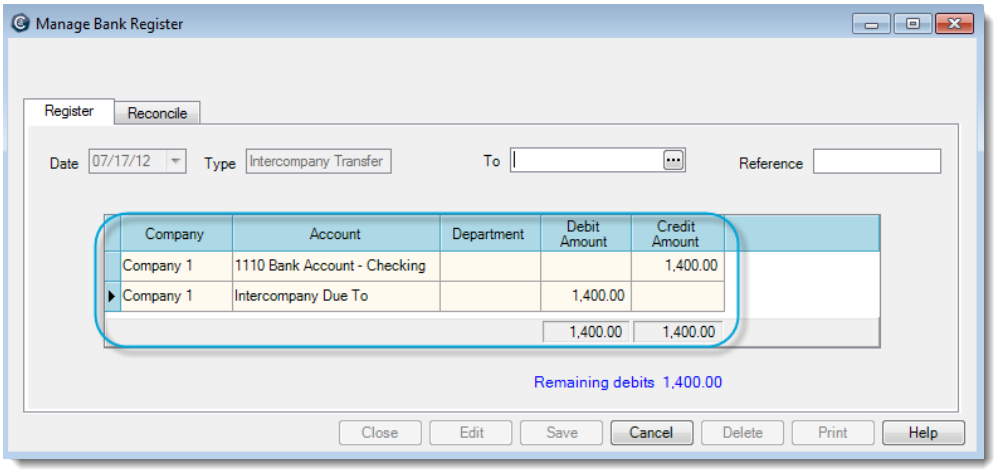
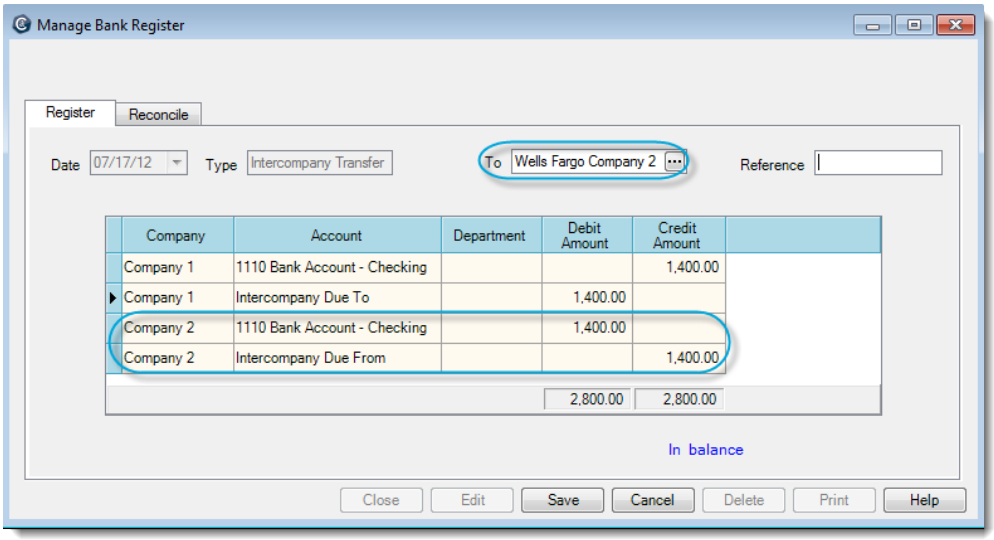


3. Press the Tab key until the distribution table appears.



4. From the To field, select one of Company 2's bank account. The table now contains the debit and credit accounts, relieving the intercompany accounts.



5. Click **Save**.

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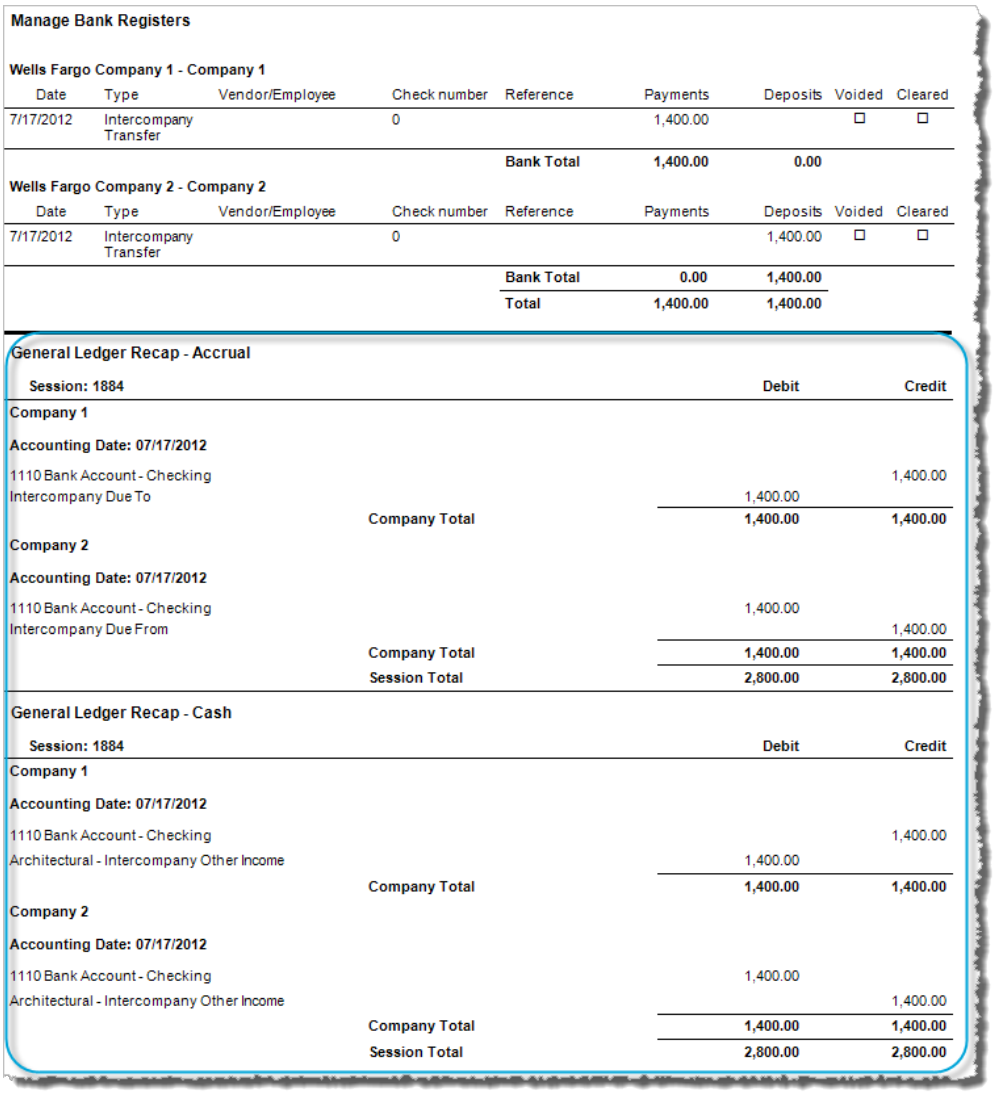
Here is how it looks in the session journal:



Manage Bank Registers

Wells Fargo Company 1 - Company 1

Date	Type	Vendor/Employee	Check number	Reference	Payments	Deposits	Voided	Cleared
7/17/2012	Intercompany Transfer		0		1,400.00		☐	☐
				Bank Total	**1,400.00**	**0.00**		

Wells Fargo Company 2 - Company 2

Date	Type	Vendor/Employee	Check number	Reference	Payments	Deposits	Voided	Cleared
7/17/2012	Intercompany Transfer		0			1,400.00	☐	☐
				Bank Total	**0.00**	**1,400.00**		
				Total	**1,400.00**	**1,400.00**		

General Ledger Recap - Accrual

Session: 1884		Debit	Credit
Company 1			
Accounting Date: 07/17/2012			
1110 Bank Account - Checking			1,400.00
Intercompany Due To		1,400.00	
	Company Total	**1,400.00**	**1,400.00**
Company 2			
Accounting Date: 07/17/2012			
1110 Bank Account - Checking		1,400.00	
Intercompany Due From			1,400.00
	Company Total	**1,400.00**	**1,400.00**
	Session Total	**2,800.00**	**2,800.00**

General Ledger Recap - Cash

Session: 1884		Debit	Credit
Company 1			
Accounting Date: 07/17/2012			
1110 Bank Account - Checking			1,400.00
Architectural - Intercompany Other Income		1,400.00	
	Company Total	**1,400.00**	**1,400.00**
Company 2			
Accounting Date: 07/17/2012			
1110 Bank Account - Checking		1,400.00	
Architectural - Intercompany Other Income			1,400.00
	Company Total	**1,400.00**	**1,400.00**
	Session Total	**2,800.00**	**2,800.00**

Changing bank register transactions

You change bank transactions, such as interest paid, EFT deposits, bank charges, and adjustments, directly on the bank register.

You change other transactions as follows:

To change	Do this
Client receipts	Change a client receipt
Miscellaneous receipts	Change a miscellaneous receipt
Vendor payments	1. Void the check.

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To change	Do this
	2. Change the vendor invoice for unbilled distributions or change the amount you want to pay.
Expense report items	1. Unsubmit and unapprove the expense report. 2. Make changes to the expense report. 3. Submit and approve the expense report again.

To change transactions directly on the bank register

Note: If a bank entry has been cleared, you cannot change it unless you first unclear it on the Reconcile tab.

1. From the > **Manage** menu, click **Bank Register**.
2. If the transactions you want to change are not for the bank account listed, click and select a different bank account.
3. Change transaction information on the **Register** tab, as needed.
4. To change an account distribution for a transaction, click the row you want to change, click **Edit** and do the following as needed:

To	Do this
Change an amount	1. Click the field in the debit or credit column and type the new amount. 2. Click **Save**. 3. If you selected the > Setup > Company > Preferences > General tab > **Enter accounting dates** check box, you may be asked to enter an accounting date. Either change or leave the accounting date that Ajera suggests; it is the earliest date allowable. Click **OK**.
Add an account	1. On a blank row, click the Account field. 2. Click to select the account for the transaction. If you select an allocated account, a message appears, confirming that you want to distribute overhead expenses among specified departments. If you click the **Yes** button, skip to Step 4 of these instructions. 3. If you are using departments, select the department in the Department field. 4. Type the credit or debit amount for the account. 5. Click **Save**.
Delete an account	1. Click the row of the account you want to delete. 2. Click **Delete**. 3. Click **Yes** to delete the row. 4. If you selected the > Setup > Company > Preferences > General tab > **Enter accounting dates** check box, you may be asked to enter an accounting date. Either change or leave the accounting date that Ajera

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To	Do this
	suggests; it is the earliest date allowable. Click **OK**. 5. Click **Save**.

Deleting bank register transactions

If a bank entry has been cleared, you cannot delete it unless you first unclear it on the Reconcile tab.

Note:	If a bank transfer has been reconciled on either of the bank accounts, the bank transfer cannot be deleted until you clear the **Reconcile** check box on the **Reconcile** tab. **Example**: If you have a bank transfer from your general operating bank account to your payroll bank account, to delete the entry, both bank entries cannot be reconciled.

To delete bank register transactions

1. From the > **Manage** menu, click **Bank Register**.
2. Click the row of the transaction you want to delete, and click the **Delete** button.
3. Click **Yes** to delete the transaction.

   Ajera selects the **Voided** check box to indicate that the transaction is voided.
4. If you selected the > **Setup** > **Company** > **Preferences** > **General** tab > **Enter accounting dates** check box, you may be asked to enter an accounting date. Either change or leave the accounting date that Ajera suggests, which is the earliest date allowable. Click **OK**.
5. Click **Save**.

Reconciling the bank register

About the first bank statement and your balances

Ajera automatically creates the first bank statement when you enter beginning balances for the bank account or the first time you select the bank account when working in > Manage > Bank Register. The first bank statement uses the Beginning Balances Date (> Setup > Company > Preferences > General tab) as the statement date.

Multi-company only. The first bank statement uses the Beginning Balances Date from the > Setup > Company > Companies > General tab.

To view statement transactions

1. From the > **Manage** menu, click **Bank Register**.
2. Click the **Reconcile** tab.
3. Select the bank account for the statement you want to reconcile.
4. In the Bank Statement table to the right:
   a. Enter the date of the statement.

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To view entries for a closed, reconciled statement, click the statement date in the table. Entries for that statement appear in the transaction table.

b. Enter the ending balance from your bank statement.

c. Add any notes about the statement.

d. Click the attachments icon and add attachments, by linking to related files. A linked file must be in a shared location for other people to open it (for example, on a shared network or a website).

5. The transaction table contains all outstanding items not reconciled on previous statements.

   Ajera automatically marks all items through the statement ending date as reconciled. You can unmark items marked as reconciled for the statement ending date, and you can mark any items later than the statement ending date as reconciled.

   If Bank Feed is enabled, these boxes are not automatically checked. You can reconcile and match bank entries to bank feed items using the **Match Bank Feed** button.

Note:	If you open a statement that you marked as closed, the table contains all reconciled items for the statement. If you open a statement that has not yet been closed, the table contains all reconciled and outstanding items for the statement.

   If you need to add transactions, enter transactions to your register by clicking the **Register** tab.

6. Change the sort order or the appearance of columns, as needed.
7. If Bank Feed is enabled, select a bank feed item to manually match that bank feed item to the bank entry and automatically mark the bank entry as cleared and reconciled.

Note:	If you are using Bank Feed, you can use the Match Bank Feed button and Bank Feed column to reconcile.

8. If Bank Feed is enabled, view and match bank feed items.

To reconcile statement transactions

1. Mark the transactions that have cleared the bank for the statement date or do not appear on your bank statement:
   - Clear the **Cleared** check box if a transaction has not cleared the bank.
   - Clear the **Reconciled** check box if a transaction does not appear on the bank statement.
   - Click the **Unclear All** button if none of the transactions have cleared the bank.
   - Click the **Clear All** button if all of the transactions have cleared the bank.
2. Select the **Closed** check box for the statement in the Bank Statement table if you are finished reconciling and the remaining amount is zero.

Note:	After closing a statement, you can enter and reconcile the next statement. You can also reopen a closed statement and make adjustments; however, you must carry an adjustment through to any later statement.

3. To view or adjust transactions from another bank statement, click the row for that bank statement.
4. Click **Save**.
5. Click the **Print** button to run the Bank Statement report. Use this report to:

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- Print a file copy of your bank register if a printout is needed.
- Verify that the bank register balances to the cash account balance in the Trial Balance. The Balance As Of amount on the Bank Statement report should equal the Trial Balance cash account balance for the statement date.

> **Note:** If you are missing deposits in your bank register, check > **Manage** > **Client Receipts** for any outstanding pending deposits.

6. If you make changes to the bank statement, click **Save** and click the **Print** button to view your changes in the report.

Voiding a vendor check

You can void checks that have been entered on the bank register and checks that have not yet been entered on the bank register (example: a destroyed check you need to account for).

To void a check already entered on the bank register

1. Open the register for the bank account of the voided check, as follows:
   - From the > **Manage** menu, click **Bank Register**.
   - If the transactions you want are not for the bank account listed, select a different bank account.
2. If the checks have been cleared, do the following. Otherwise proceed to the next step.
   - Click the **Reconcile** tab.
   - Clear the **Closed** check box in the Bank Statement area on the top of the window.
   - For the checks you want to void, clear the **Cleared** check box, which also clears the **Reconciled** check box.
   - Click **Save**.
   - Click the **Register** tab.
3. Click the row for the check you want to void.
4. Click the **Delete** button. Ajera selects the **Voided** check box to indicate that the check was voided.
5. Click **Save**.

To void a check not entered on the bank register

1. Open the register for the bank account of the voided check, as follows:
   - From the > **Manage** menu, click **Bank Register**.
   - If the transactions you want are not for the bank account listed, select a different bank account
2. On a blank row of the table, enter the date of the transaction.
3. In the Type field, select **Void Check**.
4. Type the check number. When you move your pointer off the row, Ajera selects the **Voided** check box.
5. Click **Save**.

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Voiding a deposit

If you entered a deposit through Manage > Bank Register, you must void it by deleting it from Manage > Bank Register.

If you entered a deposit through Manage > Client Receipts, you must void it through Manage > Client Receipts.

When working with the > Manage > Bank Register

1. From the > **Manage** menu, click **Bank Register**.
2. If the transactions you want to void are not for the bank account listed, select a different bank account.
3. Click the row for the deposit you want to void, and click the **Delete** button. Ajera marks the **Voided** check box to indicate that the deposit was voided.

When working with > Manage > Client Receipts

1. From the > **Manage** menu, click **Client Receipts**.
2. Click the **Deposits** tab.
3. If you need to change the deposits that appear in the list, you can click (**Change View**) and make selections on the Change View window.
4. You can only void a deposit that has not been cleared. Click the deposit that you want to void, and click the **Void** button.
5. Click **Yes** to void the deposit.

Voiding a paycheck

You can void paychecks that have been cleared and paychecks that have not yet been entered on the bank register (Example: a destroyed check you need to account for).

To void a paycheck that has been cleared

1. From the > **Manage** menu, click **Bank Register**.
2. If the transactions you want are not for the bank account listed, select a different bank account.
3. Click the **Reconcile** tab.
4. Clear the **Closed** check box in the Bank Statement area on the top of the window.
5. For the checks you want to void, clear the **Cleared** check box, which also clears the **Reconciled** check box.
6. Click **Save**.
7. Delete the paycheck from the payroll.

To void a paycheck that has not yet been entered on the bank register

1. From the > **Manage** menu, click **Bank Register**.
2. If the transactions you want are not for the bank account listed, select a different bank account.
3. On a blank row of the table, enter the date of the transaction.

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4. In the Type field, select **Void Check**.
5. Type the check number.
6. When you move the cursor off the row, Ajera selects the **Voided** check box.
7. Click **Save**.
8. Delete the paycheck from the payroll.

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Managing credit cards

About credit cards

Learning Resource: Bank Register, Credit Cards, and Reconciling Functional Guide

You set up bank accounts for all your company's credit cards.

You can track credit card transactions and reconcile your statement in the same way that you would a bank statement. After you reconcile the credit card statement, Ajera creates a vendor invoice for payment. Using credits cards involves the following process:

- **Setting up credit cards**: In Ajera, you set up a credit card account in much the same way that you set up a bank account. Ajera distinguishes between the two types of accounts because when you set up a bank account, you identify it as either a bank account or a credit card account. You also set up each credit card company as a vendor so that you can pay the credit card bill. If your beginning balance trial balance includes balances for credit card payables, follow the instructions for entering beginning balances for credit cards. If you are currently entering credit card information through Manage > Vendor Invoices, follow the instructions for setting up credit cards.
- **Setting up employees**: If you want an employee to use a credit card for charging expenses, select the **Use expense reports** check box on the Setup > Employees > Time & Expense Entry tab and select at least one credit card in the credit card fields.
- **Entering transactions**: You can enter credit card charges on employee expense reports or in the bank register. If you want to distribute your credit card charges to projects for billing, enter them on employee expense reports. You can enter nonproject transactions in either the bank register or on the employee expense report.
- **Processing the expense report**: When Ajera processes the expense report depends on how your approvals are set up in company preferences for time and expense entry:
    - If you do not require any approvals, Ajera processes the expense report when the employee submits it.
    - If you require only the supervisor or accounting to approve the expense report, Ajera processes it after that approval is made.
    - If you require both supervisor and accounting approvals, Ajera processes the expense report only after both the supervisor and accounting manager approve it.

  After Ajera processes the expense report, you cannot unapprove it.
- **Reconciling your statement**: When you receive your credit card statement, you reconcile the account in much the same way that you reconcile your bank statement.
- **Paying the bill**: When you are finished reconciling a credit card statement, you close that statement. Ajera then issues a vendor invoice for your credit card company, which you pay like any other vendor invoice.After you pay the vendor invoice, Ajera enters a transaction on the bank register for your:
    - Credit card account (to indicate that you made a payment to the credit card company)
    - Bank account (to indicate that you issued a check or electronic funds transfer payment from the checking account)

Entering credit card transactions manually

Follow the instructions in this topic to enter credit card transactions directly into the bank register.

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Note:
- To distribute your credit card charges to projects for billing, enter expense reports.
- Transactions entered on expense reports are available in the bank register after the expense report is processed.
- To pay a vendor invoice with a credit card, enter the payment through Manage > Vendor Invoices. The payment then appears as a charge on your credit card statement.

To enter credit card transactions manually

1. From the > **Manage** menu, click **Bank Register**.
2. In the Bank Account field, select the credit card account you want to enter transactions for.
3. Complete one row of the table for each transaction you want to enter. Enter a transaction as follows:

For	Do this
Date	Enter the date of the transaction.
Type	Enter the type of transaction: **Bank transfer** A transfer from or to a bank account or credit card. **Charge** A charge made on the credit card. For example, you purchased supplies using the credit card. **Payment** A payment made to the financial institution issuing the credit card. For example, you paid the credit card bill. **Adjustment** A credit or debit posted to the account. For example, you may have returned supplies that you ordered. **Late charge** A charge imposed by the financial institution on the credit card account because you did not pay the bill on time. **Interest charge** Interest you paid on the credit card. **Note:** For a late charge or an interest charge, if you specified an allocated account in > Setup > Company > Bank Account, Ajera automatically enters the allocation entries. To edit these entries, see Step 4. **Vendor invoice** View only - Ajera enters this type when you pay a vendor invoice by credit card (through Manage > Vendor Invoices).

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For	Do this
Vendor/ Employee	View only - This field displays the vendor for a payment entered on a vendor invoice, or the employee who entered the charge on an expense report.
Payee	For a charge, enter the company where you made a charge. For example, you charged $500 for supplies with Staples, so you type **Staples** here. **Note:** If the payee was entered on an expense report, it can only be changed through the expense report.
Reference	Further identify the transaction. For example, you have several charges for Hilton Hotels on your credit card statement and want to distinguish between them. On your credit card statement, a unique numeric code appears on the description line of each charge; you enter that code here.
Charges	For a charge, enter the amount charged on the credit card.
Payments	For a payment, enter the payment amount.
Voided	View only - Indicates if an item was voided.
Cleared	If the transaction appears on your statement, click the **Cleared** check box.

4. Ajera automatically enters an account distribution for transaction types that have accounts assigned to them in the bank account. Otherwise, a table appears for you to distribute the amount to the appropriate accounts.

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<table>
<tr><th>If</th><th>Do this</th></tr>
<tr><td>Ajera entered the distribution and you want to change it</td><td>Click the row for the transaction you want to change, and click the Edit button. Change the distribution in one of the following ways:<table><tr><th>To</th><th>Do this</th></tr><tr><td>Change an amount</td><td>Click the field in the debit or credit column and type the new amount.</td></tr><tr><td>Add an account</td><td>1. On a blank row, click the Account field.
2. Select the account for the transaction.
3. If you are using departments, in the Department field, select the department.
4. Type the credit or debit amount for the account.</td></tr><tr><td>Delete an account</td><td>1. Click the row of the account you want to delete, and click the Delete button.
2. Click Yes to delete the row.</td></tr></table>When you click on the next blank row and the distribution is in balance, a Save button is available.</td></tr>
<tr><td>A table appears for you to enter a distribution</td><td>1. In the account field, select the account for the transaction.
2. If you are using departments, in the Department field, select the department.
3. Type the credit or debit amount for the account in the appropriate field.
4. Add additional account distributions in the same way, as needed.
5. When you click on the next blank row and the distribution is in balance, a Save button is available.</td></tr>
</table>

5. Click **Save**.

Changing credit card transactions

If a transaction has been cleared, you cannot change it unless you first unclear it on the Reconcile tab.

If an item was entered on an expense report, you must change it on the expense report.

If the transaction you want to change is on a closed credit card statement, you must first open the closed statement and then clear the transaction on the Reconcile tab.

To change a credit card transaction

1. From the > **Manage** menu, click **Bank Register**.
2. If the transactions you want to change are not for the account listed, select a different account.

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3. Change transaction information on the **Register** tab, as needed.
4. To change an account distribution for a transaction, click the row you want to change, click **Edit**, and do the following:

To	Do this
Change an amount	1. Click the field in the debit or credit column, and type the new amount. 2. Click **Save**. 3. Ajera may ask you to enter an accounting date if you selected the > Setup > Company > Preferences > General tab > **Enter accounting dates** check box. Either change or leave the accounting date that Ajera suggests; it is the earliest date allowable. Click **OK**.
Add an account	1. On a blank row, click the Account field, and select the account for the transaction. 2. If you are using departments, select the department in the Department field. 3. Type the credit or debit amount for the account. 4. Click **Save**.
Delete an account	1. Click the row of the account you want to delete, and click the **Delete** button. 2. Click **Yes** to delete the row. 3. Ajera may ask you to enter an accounting date if you selected the > Setup > Company > Preferences > General tab > **Enter accounting dates** check box. Either change or leave the accounting date that Ajera suggests; it is the earliest date allowable. Click **OK**. 4. Click **Save**.

5. To change the import item associated with the transaction, click the on the Import column and select another import item or delete the value to disassociate it.

Deleting credit card transactions

If a transaction was cleared, you cannot delete it unless you first unclear it on the Reconcile tab.

If the transaction is on a closed credit card statement, delete the vendor invoice which Ajera created when you closed the statement. However, you cannot delete the vendor invoice if any later statements are closed. In this case, make an adjustment by entering a credit card transaction on the next open statement.

You cannot delete payment transactions from the credit card bank if they were created as a result of paying a credit card statement vendor invoice. Instead, void the check from the bank account bank, which automatically deletes the payment from the credit card bank.

Note: If an item was entered on an expense report, you must delete it from the expense report.

If a deleted item is associated with a credit card import item, the remaining balance on the item will include the deleted amount.

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To delete a credit card transaction

1. From the > **Manage** menu, click **Bank Register**.
2. Click the row of the transaction you want to delete, and click the **Delete** button.
3. Click **Yes** to delete the transaction.

   Ajera selects the **Voided** check box to indicate that the transaction is voided.
4. Ajera may ask you to enter an accounting date if you selected the > Setup > Company > Preferences > General tab > **Enter accounting dates** check box. Either change or leave the accounting date that Ajera suggests; it is the earliest date allowable. Click **OK**.
5. Click **Save**.

Reconciling a credit card statement

To reconcile a credit card statement

1. From the **Manage** menu, click **Bank Register**.
2. Click the **Reconcile** tab.
3. If the statement you want to reconcile is not for the account listed, select a different account.
4. In the Bank Statement table at the upper right of the window, enter the date of the statement you want to reconcile.

   Note: If you later want to see entries for a closed statement that you have already reconciled, you can click the statement date in the table.
5. Enter the ending balance from your credit card statement.

   Note: If you enter an incorrect date or ending balance and need to change it, simply click it and make your changes.
6. If you want to include any comments about the statement, enter your notes.
7. The main table contains all outstanding items not reconciled on previous statements. Ajera automatically marks all items through the statement ending date as reconciled. As needed, you can unmark items marked as reconciled for the statement ending date, and you can mark any items later than the statement ending date as reconciled.

   Note: If you open a statement that you marked as closed, the table contains all reconciled items for the statement. If you open a statement that has not yet been closed, the table contains all reconciled and outstanding items for the statement.

   If you need to add transactions, enter credit card transactions by clicking the **Register** tab.
8. Change the sort order or the appearance of columns, as needed.
9. Clear the **Cleared** check box to indicate that the financial institution did not yet post the transaction as of the statement date.
10. Clear the **Reconciled** check box to indicate that a transaction does not appear on your statement.
11. Click **Save**.
12. If you are finished reconciling the statement and the remaining amount is zero, click the **Print** button at the bottom of the window to print the Bank Statement report.

    Use this report to:

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- Print a file copy of your credit card register, as needed. In some cases, you may need to provide your CPA with a printout.
- Verify that the register balances to the payable account balance in the Trial Balance. The Balance As Of amount on the Bank Statement report should equal the Trial Balance payable account balance for the statement date.

The Bank Reconciliation report includes an amount for unpaid balance. The unpaid balance is the amount remaining to pay on the vendor invoices created when you close the credit card statement.

If you make changes to the statement, click the **Save** button at the bottom of the window, and then click the **Print** button to see your changes reflected in the report.

> **Note:** If you need to view transactions from other statements, click **Save** and then click the row for the statement you want to view.

13. When the register is in balance, click the **Closed** check box for the statement in the Statement table. Ajera enters a vendor invoice for the payment to the credit card company. After you close a statement, you are able to enter and reconcile the next statement.

    About credit and debit account designations:

    The credit card payable account is a liability account. If the Balance As Of amount appears as a positive amount, the account balance on the Trial Balance report appears as a negative amount so as to indicate that you owe an outstanding balance on the credit card.

Paying a credit card

After you enter your credit card transactions and reconcile the credit card statement, Ajera creates a vendor invoice so you can pay the credit card bill.

You can pay the vendor invoice, as you would any other invoice, in one of the following ways:

- To pay by check only, pay the invoice from the Manage > Vendor Payments menu.
- To pay with another credit card, EFT, bank transfer, or check, pay the invoice from the Manage > Vendor Invoices menu.

Opening a closed credit card statement

When you are finished reconciling a credit card statement, you close the statement by selecting the **Closed** check box.

To open a closed credit card statement and make adjustments, delete the vendor invoice that Ajera created when you closed the statement. However, you cannot delete the vendor invoice if any later statements are closed. In this case, make an adjustment by entering a credit card transaction on the next open statement.

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Managing journal entries

About journal entries

Video: Ajera's Journal Entry Process (12:43 min)

A *journal entry* is a group of several related transactions with offsetting debit and credit amounts. The total of transactions for a journal entry equals zero to indicate it is in balance.

When you enter a journal entry, including a recurring journal entry or auto-reversing journal entry, you create entries that affect financial reporting for the company but have no effect on project reporting.

An auto-reversing journal entry is a journal entry consisting of two entries. The first is made in the current accounting period to ensure that accrued revenues and expenses are recorded correctly on financial statements. The second is made with a future date that reverses the effects of the first entry, to prevent duplication when the actual revenues and expenses are entered. Firms often use auto-reversing journal entries at the end and beginning of accounting periods, such as month-end or year-end, to get an accurate view of their monthly or yearly financial status.

You might use a journal entry to record your depreciation expenses for the month. You would enter transactions with a debit for depreciation expense and a credit to distribute the depreciation to your asset accounts. Your entries would look like the following:

Account	Debit	Credit
Depreciation - Building	$3,500.00	
Depreciation - Software	$1,200.00	
Accumulated Depreciation - Building		$3,500.00
Accumulated Depreciation - Software		$1,200.00

When you are finished entering transactions for a journal entry, the remaining amount must equal zero, which indicates that you have fully distributed the journal amount.

Journal entries in Ajera automatically reflect both an accrual and cash **accounting basis**. However, you can select an accrual-only or cash-only accounting basis. The accounting basis applies to the entire set of transactions that make up the journal entry.

Ajera uses the browser spell check so you can verify the spelling before saving journal entries.

Entering journal entries

When you enter a journal entry, begin by defining an accounting date and reference number so that the transactions in the journal entry can be grouped and tracked for auditing and reporting purposes. Ajera uses the accounting date you enter to determine the period for which the journal entry appears on financial statements.

There are two ways to enter journal entries. Through the **Manage** menu and through the journal entry task widgets.

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To enter a journal entry

1. From > **Manage** > **Journal Entries** or from the Journal Entry task widget, click **New**.
2. *Multi-company only*, select a company.
3. Select a Basis.

   A journal entry in Ajera automatically reflects both an accrual and cash **accounting basis**. If you want to specify an accrual only or cash only accounting basis, click the accounting basis you want. The accounting basis applies to the entire set of transactions that make up the journal entry.
4. Enter a description that helps you to identify this journal entry.
5. Enter the accounting date.
6. Enter a reference number that helps you to identify this journal entry.
7. Enter any notes. You can enter notes to include additional facts, details, or comments about the journal entry.
8. Click **Done**.

   After clicking Done, a new row in the Journal Entry detail area is available for additional editing.
9. Enter an account ID and description.
10. Enter a department. **unavailable in ajeraCore unless you have the Departments add-on**
11. Depending on the normal balance of the account, you can enter either a credit or a debit for a transaction. Enter the amount for the transaction in the credit or debit field, as applicable.

    Note: You cannot enter a negative value for a transaction; however, if necessary, you can enter a credit to an account that normally contains a debit, or a debit to an account that normally contains a credit.

    The credit or debit amount that currently causes the journal entry to be out of balance appears at the top of the table. When you finish entering all your transactions, In Balance appears to indicate that your entry is in balance.
12. Enter any additional notes.
13. Add attachments.
14. Click to save.

Entering journal entries to intercompany accounts

unavailable in ajeraCore

About multi-company

As part of the monthly reconciliation process, review the Multi-company Reconciliation report and reconcile your intercompany accounts.

However, if you must cancel out losses and gains quickly, you can enter journal entries to the intercompany accounts.

You can enter journal entries for up to two companies at a time. To ensure that their intercompany accounts remain in balance, when an entry is made to **Intercompany Due To** for one company, you must enter an entry for **Intercompany Due From** the other company. In addition, to ensure these accounts remain in balance you can only create a cash basis or accrual basis entry.

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Note: The following steps describe the underlying processes of entering journal entries to intercompany accounts. They link to the Entering journal entries topic, which provides specific details on how to perform that task.

To enter an intercompany journal entry

1. From > **Manage** > **Journal Entries** or from the Journal Entry task widget, click **New**.
2. Check the **Intercompany Entry** check box.
3. Select a company.
4. Select an offset company.
5. Select a Basis.

   Note: When the **Intercompany Entry** check box is selected the **Both** basis is unavailable for selection.

6. Enter a description that helps you to identify this journal entry.
7. Enter the accounting date.
8. Enter a reference number that helps you to identify this journal entry.
9. Enter any notes. You can enter notes to include additional facts, details, or comments about the journal entry.
10. Click **Done**.

    After clicking Done, a new row in the Journal Entry detail area is available for additional editing.
11. Enter an account ID and description.
12. Enter a department. **unavailable in ajeraCore unless you have the Departments add-on**
13. For the company assigned to the Journal Entry, enter an amount in the **Debit Amount** column.
14. To balance the entry, enter the same amount in the **Credit Amount** column.
15. For the offset company, enter an amount in the **Offset Debit Amount** column.
16. To balance the entry, enter the same amount in the **Offset Credit Amount** column.

    Note: You cannot enter a negative value for a transaction; however, if necessary, you can enter a credit to an account that normally contains a debit, or a debit to an account that normally contains a credit.

    The credit or debit amount that currently causes the journal entry to be out of balance appears at the top of the table. When you finish entering all your transactions, In Balance appears to indicate that your entry is in balance.

    Example: Lease rental paid by Company 1 and they want to expense it to Company 2 (offset company) .

    Company 1 recognizes the Due From:

    1. From the Journal Entry task widget or from > **Manage** > **Journal Entries**, select new to create a new intercompany journal entry.
    2. From the Account column, select the Rent account and Admin department. Enter 2000 in the Credit Amount column.

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3. From the Account column, select the Intercompany Due From account. Enter 2000 in the Debit Amount column.

Company 2 recognizes the Expense using the offset account columns:

1. From the Account column, select the Rent account and Interiors department. Enter 2000 in the Offset Debit Amount column.
2. From the Account column, select the Intercompany Due To account. Enter 2000 in the Offset Credit Amount column.

17. Enter any additional notes.
18. Click to save.

Changing journal entries

Note: When you change an **auto-reversing journal entry**[1], Ajera does not automatically update the other entry.

To change a journal entry

1. Click > **Manage** > **Journal Entries** or go to the Journal Entry task widget.
2. Click the journal entry you want to change.

   After clicking the journal entry, the journal entry rows will be highlighted in the journal entry detail area.
3. View the sort order or appearance of columns differently, as needed.
4. To add, delete, or change a transaction, click the journal entry.

   Add a transaction:

   Begin entering the information on the next available row.

   Delete a transaction:

   Click the row of the transaction and click **Delete**.

   Change a transaction:

Field	Description
General journal entry information:	
Accounting date	To edit, click **Actions** > **Edit**. The date Ajera uses to determine the period for which the journal entry appears on financial statement
Reference	The identifier for the journal entry. It prints on financial reports
Description	A description for the journal entry. It prints on financial reports

[1] A journal entry consisting of two entries. The first is made in the current accounting period to ensure that accrued revenues and expenses are recorded correctly on financial statements. The second is made with a future date that reverses the effects of the first entry, to prevent duplication when the actual revenues and expenses are entered. Firms often use auto-reversing journal entries at the end and beginning of accounting periods, such as month-end or year-end, to get an accurate view of their monthly or yearly financial status.

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Field	Description
	Ajera adds the suffix **-Reversed** to an **auto-reversing journal entry**[1] and **- Copy** to a copied journal entry.
Notes	Any notes about the journal entry
Basis	You cannot change the accounting basis. If you need to change the accounting basis, void the journal entry and enter a new one with the correct basis.
Account details (in the table):	
Account ID & Description	The account ID and description associated with the transaction If you select an allocated account, a message appears, confirming that you want to distribute overhead expenses among specified departments. Multi-company only. If you select an intercompany account, see Entering journal entries to intercompany accounts.
Department	**unavailable in ajeraCore unless you have the Departments add-on** If you are using departments, the department associated with the transaction
Debit amount, Credit amount	Depending on the normal balance of the account, you can enter either a credit or a debit for a transaction. Type the amount for the transaction in the credit or debit field, as applicable. **Note:** You cannot enter a negative value for a transaction. However, if necessary, you can enter a credit to an account that normally contains a debit, or a debit to an account that normally contains a credit. The credit or debit amount that currently causes the journal entry to be out of balance appears at the top of the table. When you finish entering all your transactions, **In Balance** appears to indicate that your entry is in balance.
Notes	Any notes about the transaction in the journal entry - These notes print on the GL Entry inquiry when you add the Notes column to the inquiry.

5. To cancel changes to a row, click a different journal entry. A message pops up asking if you want to save changes. Click **No**.
6. To delete a row after canceling or accepting changes, click **Delete**.
7. Click to save.
8. To change another journal entry, repeat these steps.

[1] A journal entry consisting of two entries. The first is made in the current accounting period to ensure that accrued revenues and expenses are recorded correctly on financial statements. The second is made with a future date that reverses the effects of the first entry, to prevent duplication when the actual revenues and expenses are entered. Firms often use auto-reversing journal entries at the end and beginning of accounting periods, such as month-end or year-end, to get an accurate view of their monthly or yearly financial status.

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Voiding and deleting journal entries

The status of a journal entry will be changed to voided. The journal entry will not be completely deleted.

To void or delete a journal entry

1. Click > **Manage** > **Journal Entries** or go to the Journal Entry task widget.
2. Do the following:

To	Do this
Delete a transaction (row) only	1. Select the row you want to delete. 2. Click **Delete**. 3. Click **Yes** to delete the row.
Void the journal entry	1. Select the journal entry you want to void. 2. Click **Actions**. 3. Click **Yes** to void the journal entry. You may get prompted for the date to use to reverse the entries if your role is set to allow entries prior to the do not allow date and you are voiding a journal entry prior to that date. This reverses all journal entry detail.

Note: When you delete an **auto-reversing journal entry**[1], Ajera does not automatically delete the other entry.

Entering or editing a journal entry for a prior date

Based on your security settings, you can create a new journal entry for the previous fiscal year without changing the **Don't allow entries prior to date**. For example, you receive year-end adjustments from your accountant in March that you need to enter for a previous fiscal year.

To enter a journal entry for a prior date

1. Click > **Manage** > **Journal Entries** or go to the Journal Entry task widget.
2. In the Accounting Date field, enter the date for the journal entry you want to add.
3. Enter the journal entry as you would for any other journal entry.

[1] A journal entry consisting of two entries. The first is made in the current accounting period to ensure that accrued revenues and expenses are recorded correctly on financial statements. The second is made with a future date that reverses the effects of the first entry, to prevent duplication when the actual revenues and expenses are entered. Firms often use auto-reversing journal entries at the end and beginning of accounting periods, such as month-end or year-end, to get an accurate view of their monthly or yearly financial status.

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To edit a journal entry for a prior date

1. Click > **Manage** > **Journal Entries** or go to the Journal Entry task widget.
2. Select the journal entry you want to edit.
3. Make any changes.
4. Click to save.

   A message pops up asking you to select an accounting date
5. Select the original accounting date or enter another date.
6. Click **OK**.

Reversing journal entries

To reverse a journal entry:

1. From > **Manage** > **Journal Entries** or from the Journal Entry task widget, click on the journal entry you want to reverse.
2. In the Actions column, click and select **Reverse**.

   Ajera adds the suffix **- Reversed** to a reversed journal entry description.
3. *Optional*: Edit the description.
4. Enter an Accounting Date.
5. *Optional*: Edit the reference.
6. *Optional*: Enter any notes.
7. To reverse the journal entry, click **Done**.
8. To cancel changes, click **Cancel**.

   After clicking Done, the rows from the reversed journal entry are available in the Journal Entry detail area for additional editing.

Recurring journal entries

About recurring journal entries

A *recurring journal entry* is an entry that you expect to make on a regular basis, such as every month. You set up a recurring journal entry so that you can then quickly create it for the month (or some other time period). In this way, you avoid entering much of the same information repeatedly.

For example, you may set up a recurring journal entry for depreciation on equipment.

Work with recurring journal entries as follows:

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	Do this	Here	To accomplish this
1.	Set up security for recurring journal entries	> Setup > Company > Roles > Company tab and Manage tab	Define who can set up and create recurring journal entries.
2.	Set up recurring journal entries	> Setup > Company > Recurring Setup > Recurring Journal Entries	Set up the journal entries you expect to enter regularly or more than once.
3.	Create recurring journal entries	> Manage > Recurring Journal Entries	When you create recurring journal entries, you select the time period for the journal entries you want to create. Ajera then displays a list of recurring journal entries you set up for that time period. You confirm which journal entries you want to create (and those journal entries then appear in > Manage > Journal Entries > Existing tab). At this time, you can also make any one-time changes to the journal entry.

Changing and deleting recurring journal entries

Change recurring journal entries as follows:

To change	Do this
All occurrences of the journal entry	Change a recurring journal entry setup.
One occurrence of the journal entry	Change it when you create recurring journal entries.
A journal entry you already created	Change the journal entry as you would any journal entry in > Manage > Journal Entries.

Delete recurring journal entries as follows:

To delete	Do this
All occurrences of the journal entry	Delete the recurring journal entry setup.
One occurrence of the journal entry	Delete it when you create recurring journal entries.
A journal entry you already created	Delete the journal entry as you would any journal entry in > Manage > Journal Entries.

If you mistakenly delete a recurring journal entry you already created, you can re-create it.

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Recreating a deleted recurring journal entry

If you deleted a recurring journal entry in > Manage > Journal Entries because it was incorrect, but you want to recreate the journal entry with the same reference number, follow these instructions.

Note: If you deleted only a recurring journal entry in > Manage > Recurring Journal Entries, you can create it again when you enter the same time period in the Create Entries For field.

1. From the > **Setup** menu, click **Company** > **Recurring Setup** > **Recurring Journal Entries**.
2. Select the recurring journal entry you want to recreate, and click **Edit**.
3. In the Last Date Created field, do one of the following:

To recreate	Do this
Only the journal entry for the last month	1. Change the Last Date Created to the previous month. 2. Click **Save**. 3. Create the journal entry again (> Manage > Recurring Journal Entries). In the Create Invoices For field, be sure to select the month of the journal entry you want to recreate. Ajera displays the journal entry you previously deleted with the same reference number, and you can continue to create it as usual.
A journal entry from several months ago but not those created since	1. Make a note of the date currently displayed in the Last Date Created field. 2. Change the Last Date Created to the month before the journal entry you want to recreate. 3. Click **Save**. 4. Create the journal entry again (> Manage > Recurring Journal Entries). In the Create Invoices For field, be sure to select the month of the journal entry you want to recreate. Ajera displays the journal entry you previously deleted with the same reference number, and you can continue to create it as usual. 5. Change the Last Date Created back to the date that currently appears.
A journal entry from several months ago and all those created since	1. Change the Last Date Created to the month before the earliest journal entry you want to recreate. 2. Click **Save**. 3. Create the journal entry again (> Manage > Recurring Journal Entries). In the Create Invoices For field, be sure to select the month of the earliest journal entry you want to recreate. Ajera displays the journal entry you previously deleted with

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To recreate	Do this
	the same reference number, and you can continue to create the journal entry as usual. 4. Create the journal entry in the same way for each successive month until you recreate all the journal entries.

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Performing year-end tasks

About year-end tasks

Year-end tasks consist of the following:

Reconcile Ajera

Adjust journal entries

Close the fiscal year

Prepare government forms

Evaluate your year

Plan for the future

Reconcile Ajera

About reconciliation

Learning Resource: Monthly Reconciliation Functional Guide

Learning Resource: Year End Reconciliation and Review Functional Guide

Developing precise procedures for reconciliation should be a top priority for every company. It is a guarantee your reports are accurate and your data is in balance.

As a best practice, Deltek recommends that you reconcile monthly. You first determine if your Trial Balance report is in balance and then balance each of the control accounts to your Trial Balance report.

Through normal workflow, Ajera keeps the subsidiary ledgers and control accounts in balance. For example, when you print vendor checks, an entry is made to the Accounts Payable control account to reduce the balance by the total of the check. However, if you entered the amount of the check as a debit to the Accounts Payable account in Manage > Journal Entries, then your Accounts Payable subsidiary ledger (Vendor Invoice Aging) would no longer be in balance with your Accounts Payable account on your Trial Balance report.

To reconcile Ajera, follow these steps:

Step 1 - Reconcile the Trial Balance

Step 2 - Reconcile cash accounts

Step 3 - Reconcile accounts receivable

Step 4 - Reconcile prepayments

Step 5 - Reconcile work-in-progress accounts

Step 6 - Reconcile accounts payable

Step 7 - Reconcile salaries payable

Optional Step - Reconcile gross wages for accrual accounting

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Step 1- Reconcile the Trial Balance

> **Caution:** Before beginning monthly reconciliation, first go to > **Setup** > **Company** > **Preferences** > **General** tab. In the Don't Allow Entries Prior To field, enter the first day of the month after the month you are reconciling. In this way, changes cannot be made to months you have already reconciled.

The first step to reconciling Ajera is to verify that your overall financials are in balance.

---

1. Print the Trial Balance report (> Reports > Financial > Trial Balance).

   > **Note:** Depending on your reporting requirements, print the Trial Balance report for Cash and/or Accrual. The report uses one column for the account balance. Debit balances appear as positive numbers and credit balances as negative.

2. Review the Report Total. The report is in balance if the report total is zero, which confirms that total debits equal total credits.
3. If the report is in balance, proceed to Step 2 - Reconcile cash accounts. Otherwise, complete the following instructions.

Trial Balance report out of balance

If your Trial Balance report is out of balance, follow these steps to identify the cause and then correct the problem.

Ensure beginning balances are in balance

1. Review the Beginning Balance Trial Balance to determine if it is complete and in balance. Click > **Setup** > **Company** > **Beginning Balances** > **Trial Balance**.
2. If the Beginning Balance Trial Balance is not in balance, you must correct it. To determine the correct entries, you may need to review it with your CPA.

Determine when out of balance occurred

1. If you are still out of balance, run the Trial Balance report for prior months to determine the month when it became out of balance.

   Click > **Reports** > **Financial** > **Trial Balance**.

   > **Note:** If you need to run the report for months not listed in the Month field, click **Select Dates** and select a Through Date on or before your beginning balance date, which is defined in > Setup > Company > Preferences.

2. After you determine the month when the out-of-balance situation occurred, run the Trial Balance report incrementally, weekly or daily, for the out-of-balance month until you determine the day when the out-of-balance situation occurred.

   > **Note:** If the out-of-balance month is in a prior year, you may need to close the prior year again to correct the out-of-balance situation.

   To verify that your prior year is closed, click > **Reports** > **Session Journals**. Click (**Change View**) to select a date range of **All**. Sort the list by the Task column and find the Company Close Year

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sessions. If you printed and published your year-end financials, closing the prior year may not be an option, in which case you will need to discuss the situation with your CPA.

3. To identify the entries that occurred on that day, run the Ledger report for that day. Click > **Reports** > **Financial** > **Ledger**.
4. Review the Session Journal reports for each of the entries listed on the Ledger report. Click > **Reports** > **Session Journals**.
5. Review the General Ledger Recap section of each session journal to ensure that the entries are in balance (debits = credits).

If these steps do not resolve the out-of-balance situation, contact Ajera Client Services or your Ajera consultant to discuss having Deltek analyze your data.

Step 2 - Reconcile cash accounts

Ajera automatically creates financial entries to your cash accounts when you perform tasks through these menu options:

- > Manage > Bank Register
- > Manage > Vendor Payments
- > Manage > Client Receipts
- > Manage > Payroll (Process Payroll)

Selecting your cash accounts when working in areas of Ajera other than those listed above (such as > Manage > Journal Entries) causes your bank registers and Trial Balance report to be out of balance.

Bank charges, interest, and miscellaneous entries should be entered into the bank register when you reconcile your bank statement.

Note:	This reconciliation procedure assumes that each bank account has a unique general ledger account.

Use the reconciled bank statement for the month you are reconciling to the Trial Balance. See reconciling your bank register. If you are missing deposits in your bank register, verify that there are no outstanding pending deposits in > Manage > Client Receipts.

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1. Print the Bank Reconciliation report from the **Reconcile** tab in > **Manage** > **Bank Register**:
   - Select the statement being reconciled.
   - Click the **Print** button.
2. If your bank statement ending date is different from the date of the Trial Balance printed in Step 1- Reconcile the trial balance, print the Trial Balance report (> **Reports** > **Financial** > **Trial Balance**) as follows:
   - In the Month field, select the **Select Dates** option, and enter the beginning and ending date of the period.
   - Ensure that the ending date is the statement date on the Bank Reconciliation report.
3. Compare the Bank Reconciliation report to the Trial Balance report. If in balance, the Balance As Of on your Bank Reconciliation report equals the Current Balance on the Trial Balance report.

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> **Note:** Be sure that the Balance As Of date on the Bank Reconciliation report is the same as the Cutoff date on the Trial Balance report so that you are comparing amounts for the same span of time.

If in balance, proceed to Step 3 - Reconcile accounts receivable. Otherwise, complete the following instructions.

Cash account does not reconcile to the bank register

If your cash account balance in the Trial Balance does not equal the bank account balance on your bank register, follow these steps.

Ensure beginning balances are in balance

1. Click > **Setup** > **Company** > **Beginning Balances** > **Bank Account**.

   For each bank account, verify that the Register balance equals the account balance. These balances appear at the bottom of the Beginning Balances Bank Account window.

   The Register balance is a calculation of the Ending balance adjusted with deposits and payments.

   The Account balance is the amount from the Beginning Balance Trial Balance.

Determine if any journal entries need to be adjusted

1. Print the Ledger report as follows: Click > **Reports** > **Financial** > **Ledger** report. Select the GL Cash account for the bank account being reconciled. Select the month that you are reconciling (for example, April 2012).
2. Drill down on the GL Cash account to view the detail entries for session journals. Identify any items that have a description of Journal Entry. You can review journal entries in > **Manage** > **Journal Entries** > **Existing** tab (or click the entry on the Ledger report) to identify the session to print and review.

   Because the cash account is a control account, you must determine why entries were made and if they were made in error.

   Adjust erroneous entries using > **Manage** > **Journal Entries**. Deltek recommends that you enter bank adjustments and fund transfers through > **Manage** > **Bank Register**. For bank adjustments, such as interest and service charges, select the appropriate adjustment type. For fund transfers, select the adjustment type of Bank Transfer.

Determine if there are any future-dated entries

In > **Manage** > **Bank Register** > **Register** tab, the Bank Register Balance includes all bank entries, including future-dated entries. If any bank entries are dated later than the date you are using to reconcile, you must back these amounts out of the Bank Register Balance.

If these steps do not resolve the out-of-balance situation, contact Ajera Client Services or your Ajera consultant to discuss having Deltek analyze your data.

Step 3 - Reconcile accounts receivable

Ajera automatically creates financial entries to your Accounts Receivable account when you perform tasks through these menu options:

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- > Manage > Client Invoices
- > Manage > Finance Charges
- > Manage > Client Receipts

Selecting your Accounts Receivable account when working in areas of Ajera other than those listed above (such as > Manage > Journal Entries) causes your Client Invoice Aging report and Trial Balance report to be out of balance.

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1. Print the Client Invoice Aging report (> **Reports** > **Client** > **Client Invoice Aging**) as follows. These settings ensure that you are later able to compare like values between this report and the Trial Balance report.
   - Set the As of Date date to the same month-end date that you used to produce the Trial Balance report.
   - In the Customize options, in the Date Basis field, select **Accounting date**.
2. Compare the Client Invoice Aging report to the Trial Balance report.

   If in balance, the Report Total in the Outstanding column of the Client Invoice Aging report equals the Current Balance for the Accounts Receivable account on the Trial Balance report.

If in balance, proceed to Step 4 - Reconcile prepayments. Otherwise, complete the following instructions.

AR account does not reconcile to aging

If your Accounts Receivable balance in the Trial Balance account does not equal the Outstanding total on the Client Invoice Aging report, follow these steps:

Ensure beginning balances are in balance

1. Print the Beginning Balance Control Account Verification report. Click > **Setup** > **Company** > **Beginning Balances** > **Trial Balance** > (**Reports**) > **Beginning Balance Control Account Verification**.
2. Compare the amounts listed in the Trial Balance column with the Entered column for the Accounts Receivable account. If there is a difference (also noted on the report), you must determine which amount is correct and change the amount that is incorrect.

   If the Trial Balance amount is incorrect, change the amount entered in the Beginning Balance Trial Balance (> Setup > Company > Beginning Balances > Trial Balance). If the Entered amount is incorrect, change the amount entered in the Unpaid Client Invoices (> Setup > Company > Beginning Balances > Unpaid Client Invoices).

Determine if any journal or bank entries need to be adjusted

1. Print the Ledger for the Accounts Receivable account. Click > **Reports** > **Financial** > **Ledger**, and select the month that you are reconciling (for example, April 2012).
2. Drill down on the Accounts Receivable account. Identify any items that have a description other than Invoice, Cash Receipt, or Finance Charge.

   You can review journal entries in > **Manage** > **Journal Entries** > **Existing** tab (or click the entry on the Ledger report) to determine the session to print and review.

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You can review bank entries in > **Manage** > **Bank Register** > **Register** tab (or click the entry on the Ledger report) to determine the session.

Because the Accounts Receivable account is a control account, you must determine why entries were made and if they were made in error. Adjust erroneous entries using > **Manage** > **Journal Entries** or > **Manage** > **Bank Register**.

Verify miscellaneous receipts

1. Print the Client Receipt Register (> **Reports** > **Client** > **Client Receipt Register**) as follows:
   - Click (**Customize**).
   - Select the **Print miscellaneous** check box.
   - Clear the **Use drilldown** check box.
2. Review the report to determine if any Miscellaneous Receipts were posted to the Accounts Receivable account or any other control account.

   Because the Accounts Receivable account is a control account, you must determine why entries were made and adjust any erroneous entries.

If these steps do not resolve the out-of-balance situation, contact Ajera Client Services or your Ajera consultant to discuss having Deltek analyze your data.

Step 4 - Reconcile prepayments

Ajera automatically creates financial entries to your Client Prepayment account (retainers) when you perform tasks through these menu options:

- > Manage > Client Receipts
- > Manage > Client Invoices

Selecting your Client Prepayment account when working in areas of Ajera other than those listed above (such as > Manage > Journal Entries) causes your Client Invoice Aging report and Trial Balance report to be out of balance.

---

1. Print the Client Invoice Aging report (> **Reports** > **Client** > **Client Invoice Aging**) as follows. These settings ensure that you are later able to compare like values between this report and the Trial Balance report.
   - Set the As of Date date to the same month-end date that you used to produce the Trial Balance report.
   - In the Customize options, do the following:
     - In the Date Basis field, select **Accounting date**.
     - Clear the **Unpaid invoices only** check box.
2. Compare the Client Invoice Aging report to the Trial Balance report:

   If in balance, the Report Total in the Prepayment column on the Client Invoice Aging report equals the Current Balance for the Client Prepayment account on the Trial Balance report.

If in balance, proceed to Step 5 - Reconcile work-in-progress accounts. Otherwise, complete the following instructions.

Prepayments account does not reconcile to aging

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If your Client Prepayments balance on the Trial Balance does not equal the Prepayment total on the Client Invoice Aging report, follow these steps:

Ensure beginning balances are in balance

1. Print the Beginning Balance Control Account Verification report. Click > **Setup** > **Company** > **Beginning Balances** > **Trial Balance** > **(Reports)** > **Beginning Balance Control Account Verification**.
2. Compare the amounts listed in the Trial Balance column with the Entered column for the Client Prepayments account. If there is a difference (also noted on the report), you must determine which amount is correct and change the amount that is incorrect.

   If the Trial Balance amount is incorrect, change the amount entered in the Beginning Balance Trial Balance (> **Setup** > **Company** > **Beginning Balances** > **Trial Balance**). If the Entered amount is incorrect, change the Prepayment beginning balance amount entered for the client (**Setup** > **Clients**).

Determine if any journal entries need to be adjusted

1. Print the Ledger for the Client Prepayments account. Click > **Reports** > **Financial** > **Ledger**, and select the month that you are reconciling (for example, April 2012).
2. Drill down on the Client Prepayments account. Identify any items that have a description of Journal Entry.

   You can review journal entries in > **Manage** > **Journal Entries** > **Existing** tab (or click the entry on the Ledger report) to determine the session to print and review. Because the Client Prepayments account is a control account, you must determine why entries were made and if they were made in error. Adjust erroneous entries using > **Manage** > **Journal Entries**.

If these steps do not resolve the out-of-balance situation, contact Ajera Client Services or your Ajera consultant to discuss having Deltek analyze your data.

Step 5 - Reconcile work-in-progress accounts

Ajera automatically creates financial entries to your Work-in-Progress (WIP) accounts when you perform tasks through these menu options:

- > Manage > Time & Expense
- > Manage > Vendor Invoices
- > Manage > In-house Expenses
- > Manage > Client Invoices

Selecting your Work-in-Progress accounts when working in areas of Ajera other than those listed above (such as > Manage > Journal Entries) causes your Work-in-Progress Aging report and Trial Balance report to be out of balance.

---

1. Print the Work-In-Progress Aging report (> **Reports** > **Project** > **Work-In-Progress Aging**) as follows.

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- Set the Aging As Of date to the same month-end date that you used to produce the Trial Balance report.
- In the Customize options, do the following:
  - In the Amount Type field, select **Billed**.
  - In the Sort Order field, select **Activity type**.

Note:	The report runs automatically based on accounting date.

2. Compare the Work-in-Progress Aging report to the Trial Balance report:

   If in balance, the WIP Outstanding amount by Labor, Expense, and Consultant on the Work-In-Progress Aging report equals the Current Balance for the associated Work-In-Progress accounts on the Trial Balance report.

   If you cannot identify the work-in-progress accounts on the Trial Balance Report, go to **> Setup** > **Company** > **Preferences** > **Balance Sheet Accounts** tab. The three accounts are listed in the Labor, Expense, and Consultant fields of the Work-in-Progress box.

   If in balance, proceed to Step 6 - Reconcile accounts payable. Otherwise, complete the following instructions.

Work-In-Progress account does not reconcile to aging

If your WIP balance on the Trial Balance does not equal the WIP Outstanding total on the Work-in-Progress Aging report, follow these steps:

Ensure beginning balances are in balance

1. Print the Beginning Balance Control Account Verification report. Click **> Setup** > **Company** > **Beginning Balances** > **Trial Balance** > **(Reports)** > **Beginning Balance Control Account Verification**.
2. For the Work-In-Progress accounts, compare the amounts in the Trial Balance column and the Entered column. If there is a difference (also noted on the report), you must determine which amount is correct and change the amount that is incorrect.

   If the Trial Balance amount is incorrect, change the amount entered in the Beginning Balance Trial Balance (**> Setup** >**Company** > **Beginning Balances** > **Trial Balance**). If the Entered amount is incorrect, change the amount entered in the Beginning Balance Unbilled work-in-progress (**> Setup** >**Company** > **Beginning Balances** > **Unbilled Work-in-progress**).

Determine if any journal entries need to be adjusted

1. Print the Ledger report for each of the Work-In-Progress accounts. Click > **Reports** > **Financial** > **Ledger**, and select the month that you are reconciling (for example, April 2012).
2. Drill down on the Work-in-Progress accounts. Identify any items that have a description of Journal Entry. You can review journal entries in > **Manage** > **Journal Entries** > **Existing** tab (or click the entry on the Ledger report) to determine the session to print and review.

   Because the Work-in-Progress account is a control account, you must determine why entries were made and if they were made in error. Adjust erroneous entries using > **Manage** > **Journal Entries**.

If these steps do not resolve the out-of-balance situation, contact Ajera Client Services or your Ajera consultant to discuss having Deltek analyze your data.

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Step 6 - Reconcile accounts payable

Ajera automatically creates financial entries to your Accounts Payable account when you perform tasks through these menu options:

- > Manage > Vendor Invoices
- > Manage > Time & Expense (expense reports)
- > Manage > Vendor Payments
- > Manage > Client Receipts (refunds)
- > Manage > Payroll (for payroll services)

Selecting your Accounts Payable account when working in areas of Ajera other than those listed above (such as > Manage > Journal Entries) causes your Vendor Invoice Aging report and Trial Balance report to be out of balance.

---

1. Print the Vendor Invoice Aging Report (> **Reports** > **Vendor**> **Vendor Invoice Aging**) as follows:
   - Set the As of Date date to the same month-end date that you used to produce the Trial Balance report.
   - In the Customize options, in the Date Basis field, select **Accounting date**.
2. Compare the Vendor Invoice Aging report to the Trial Balance report:

   If in balance, the Report total for the Outstanding column on the Vendor Invoice Aging report equals the Current Balance for the Accounts Payable account on the Trial Balance report.

   If in balance, proceed to Step 7 - Reconcile salaries payable. Otherwise, complete the following instructions.

AP account does not reconcile to aging

If your Accounts Payable balance on the Trial Balance does not equal the Outstanding total on the Vendor Invoice Aging report, follow these steps:

Ensure beginning balances are in balance

1. Print the Beginning Balance Control Account Verification report. Click > **Setup** > **Company** > **Beginning Balances** > **Trial Balance** > **(Reports)** > **Beginning Balance Control Account Verification**.
2. For the Accounts Payable account, compare the amounts in the Trial Balance column and the Entered column. If there is a difference (also noted on the report), you must determine which amount is correct and change the amount that is incorrect.

   If the Trial Balance amount is incorrect, change the amount entered in the Beginning Balance Trial Balance (> **Setup** > **Company** > **Beginning Balances** > **Trial Balance**). If the Entered amount is incorrect, change the amount entered in the Beginning Balance Open Vendor Invoices (> **Setup** > **Company** > **Beginning Balances** > **Open Vendor Invoices**).

Determine if any journal or bank entries need to be adjusted

1. Print the Ledger report for entries made from Manage > Journal Entries or Manage > Bank Register. Click > **Reports** > **Financial** > **Ledger**, and select the month that you are reconciling (for

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example, April 2012).

2. Drill down on the Accounts Payable account. Identify any items that have a description of Journal Entry or Bank Entry.

   You can review journal entries in > **Manage** > **Journal Entries** > **Existing** tab (or click the entry on the Ledger report) to determine the session to print and review.

   You can review bank entries in > **Manage** > **Bank Register** > **Register** tab (or click the entry on the Ledger report) to determine the session.

   Because the Accounts Payable account is a control account, you must determine why entries were made and if they were made in error. Adjust erroneous entries using > **Manage** > **Journal Entries** or > **Manage** > **Bank Register**.

Enter adjustments

If an adjustment is necessary, Deltek recommends that you use > **Manage** > **Vendor Invoices** or > **Manage** > **Vendor Payments** to ensure that the ledger entries also appear on the Vendor Invoice Aging report.

If these steps do not resolve the out-of-balance situation, contact Ajera Client Services or your Ajera consultant to discuss having Deltek analyze your data.

Step 7 - Reconcile salaries payable

Ajera automatically creates financial entries to your Salaries Payable account when you perform tasks through these menu options:

- > Manage > Time & Expense (timesheets)
- > Manage > Payroll (for Process Payroll or Payroll Service)

Selecting your Salaries Payable account when working in areas of Ajera other than those listed above (such as > Manage > Journal Entries) causes your Salaries Payable Balance report and Trial Balance report to be out of balance.

---

1. Print the Salaries Payable Balance report (> **Reports** > **Payroll** > **Salaries Payable Balance**).
2. Compare the Salaries Payable Balance report to the Trial Balance report.

   If in balance, the Report Total for the Amount column on the Salaries Payable Balance report equals the Current Balance for the Salaries Payable account on the Trial Balance report.

   Complete the following instructions.

Salaries Payable account balance does not reconcile to aging

If your Salaries Payable balance on the Trial Balance does not equal the Amount total on the Salaries Payable Balance report, follow these steps:

Determine if any journal or bank entries need to be adjusted

1. Print the Ledger report. Click > **Reports** > **Financial** > **Ledger**, and select the month that you are reconciling (for example, April 2012).
2. Drill down on the Salaries Payable account. Identify any items that have a description of **Journal Entry** or **Bank Entry**.

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You can review journal entries in > **Manage** > **Journal Entries** > **Existing** tab (or click the entry on the Ledger report) to determine the session to print and review.

You can review bank entries in > **Manage** > **Bank Register** > **Register** tab (or click the entry on the Ledger report) to determine the session.

Because the Salaries Payable account is a control account, you must determine why entries were made and if they were made in error. Adjust erroneous entries using > **Manage** > **Journal Entries** or > **Manage** > **Bank Register**.

If these steps do not resolve the out-of-balance situation, contact Client Services or your Certified Consultant to discuss having Deltek analyze your data.

Optional Step - Reconcile gross wages for accrual accounting

Note: Reconciling gross wages is optional but recommended to address payroll variance.

When using the accrual method of accounting, you cannot reconcile the expense amounts in the Profit and Loss Statement directly to gross wages on the Payroll Check Activity report because the expense amounts contain wages that have not yet been paid. Therefore, you must also include the Salaries Payable account in your reconciliation.

Since Salaries Payable is a balance sheet account, the balances at the fiscal year-end do not get cleared to a zero balance as does an expense account. Therefore, you cannot use the ending balance of the Salaries Payable account in your reconciliation. The amount you need to use depends on whether you are reconciling the month-to-date or the year-to-date gross wages.

Another consideration in your reconciliation is if you have any in/out pays included in gross wages (for example, automobile allowance). These types of amounts need to be deducted from gross wages on the Check Activity report when reconciling to the Profit and Loss Statement.

The following examples illustrate:

- The information you need to gather
- A month-end reconciliation
- A year-to-date reconciliation

Information you need

Report	Information	Example
P&L Statement	Wage Expense for month being reconciled Ajera calculates wage expense from these three areas: Payroll Expense Account fields in company preferences, Expense Account field in pays for in-house payroll, and Account field in overhead groups.	$119,615.49
P&L Statement	Wage Expense for year being reconciled	$243,180.30
P&L	Payroll Variance for month being reconciled	($1,000.17)

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Report	Information	Example
Statement		
P&L Statement	Payroll Variance for year being reconciled	($1,782.35)
Check Activity	In/Out Pay for month being reconciled Examples of this kind of pay may include excess group life insurance premiums or personal use of a company car. To view the in/out pays in use, from the ☰ > **Setup** menu, click **Company** > **Payroll** > **Pays**.	$112.00
Check Activity	In/Out Pay for year being reconciled	$168.00
Trial Balance	Salaries Payable at January 1 of year being reconciled	($24,304.68)
Trial Balance	Salaries Payable at first day of month being reconciled	($45,761.19)
Trial Balance	Salaries Payable at end of month being reconciled	($51,082.69)
Check Activity	Gross Wages for month	$113,405.82
Check Activity	Gross Wages for year	$214,787.94

Month-end reconciliation

Report	Information	Example
Check Activity	Gross Wages	$113,405.82
Check Activity	In/Out Pay	($112.00)
	Adjusted Gross Wages	**$113,293.82**
P&L Statement	All wage expense account amounts for current month	$119,615.49
P&L Statement	Payroll Variance account amount for current month	($1,000.17)
Trial Balance	Change in Salaries Payable for current month	($5,321.50)
	Adjusted Wages Expense	**$113,293.82**

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Year-to-date reconciliation

Report	Information	Example
Check Activity	Gross Wages	$214,787.94
Check Activity	In/Out Pay	($168.00)
	Reconciled Wages Expense	**$214,619.94**
P&L Statement	All Wage Expense Account amounts for year-to-date	$243,180.30
P&L Statement	Payroll Variance Account amount for year-to-date	($1,782.35)
Trial Balance	Change in Salaries Payable for year-to-date	($26,778.01)
	Reconciled Wages Expense	**$214,619.94**

From the examples, you can see that the change in the Salaries Payable amount is different depending on the time period you are reconciling.

There may be times when your reconciliation is off a few cents. This is because of rounding differences between when time is entered and paid. Some companies see these small differences as immaterial and will leave the differences. Others will choose to adjust the wages expense to reconcile to the wages paid with a journal entry.

Gross wages do not reconcile

If your gross wages do not reconcile, follow these steps:

Determine if any entries need to be adjusted

1. Print the Ledger report. Click > **Reports** > **Financial** > **Ledger**, and select the month that you are reconciling (for example, April 2012).
2. Drill down on any account you used to reconcile gross wages. Identify any items that have a description of **Journal Entry**.

   You can review journal entries in > **Manage** > **Journal Entries** > **Existing** tab (or click the entry on the Ledger report) to determine the session to print and review.
3. Review payroll pays for any inactive pays that you may have used to process payroll. Identify these pays in > **Setup** > **Company** > **Payroll** > **Pays**.
4. Drill down on any active or inactive accounts you used to reconcile gross wages.

If these steps do not resolve the out-of-balance situation, contact Client Services or your Certified Consultant to discuss having Deltek analyze your data.

Close the fiscal year

About closing the fiscal year

Learning Resource: Year End Reconciliation and Review Functional Guide

Close the fiscal year at year-end when you want to close the general ledger year for your company.

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When you close the fiscal year, Ajera creates entries with an accounting date equal to the close-year date to reverse balances from the Income and Expense accounts and write the difference to the Retained Earnings account.

Account	Current value balance		Close-year entry	
	Credit	Debit	Credit	Debit
Income or Expense	x			x
Retained Earnings			x	
Income or Expense		x	x	
Retained Earnings				x

The table in the **Close Year** window contains a row for each account and department combination from your chart of accounts. You cannot change information in the table. The Net Income column contains the difference between the debit and credit columns. If the Net Income is a gain, it appears as positive. If it is a loss, it appears as negative.

Note:
- When the Net Income is a gain, the entry to Retained earnings is a credit.
- When the Net Income is a loss, the entry to Retained earnings is a debit.

Changing your fiscal year calendar

A fiscal year is generally a 12-month period used to calculate annual financial information. Your firm can decide to change your fiscal year, meaning you can change the fiscal year from January 1 to December 31 to July 1 to June 30.

Short fiscal years

Transitioning from one fiscal year period to another one may require closing a short fiscal year, which is any amount of time less than 12 months. For example, you are in February and you want to change from a January-to-December fiscal year to a July-to-June fiscal year. You would need to change the first month from January to June and then close the short fiscal year. Changing the first month automatically changes your fiscal calendar to your new 12-month fiscal year.

Before you begin

- Verify that the previous fiscal year is closed by ensuring that the date in the **Fiscal Year Current Year** field contains the current year (> **Setup** > **Company** > **Preferences** > **General** tab) . If not, close the fiscal year for the previous year.
- Multi-company only: Verify that company preferences are set up for multi-company.

To changing the fiscal year first month

1. On the > **Setup** > **Company** > **Preferences** > **General** tab, change the **Fiscal Year First Month** field so that it contains the first month of your new fiscal year. Verify that the **Fiscal Year Current Year** field contains the correct year for your old short fiscal year. Click **Save**.

   Multi-company only. The **Fiscal Year First Month** field and the **Fiscal Year Current Year** field are on the > **Setup** > **Company** > **Companies** > **General** tab.
2. When you close the fiscal year for the current year (which now ends on the last day before your new fiscal year begins), do the following:

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- Click **Save** to close the fiscal year.
- When the **Finalize Close Fiscal Year** window appears, select the **Set new fiscal year end to** check box.
  Ajera automatically selects the **Don't allow entries prior to** check box for you. Ajera then reflects the new fiscal year, automatically adjusting the fiscal year setting on the > **Setup** > **Company** > **Preferences** > **General** tab.

Closing the fiscal year

Caution:	If you choose to override fiscal year dates, the following standard financial reports will not recognize non-month-end dates: Trial Balance and Balance Sheet. For a fee, Deltek can create custom reports. Please log a case online at the Deltek Customer Care to request a quote.

1. From the > **Setup** menu, click **Company** > **Close Fiscal Year**.
2. Multi-company only. Select a company.
3. Change the following fiscal year details, as needed:
   - **Fiscal year begin/ending**: Ajera automatically displays the first month and current fiscal year from your company preferences. If you override fiscal year dates, change the dates.
   - **Override fiscal year dates**: If you are closing the fiscal year and the fiscal year-end date differs from the month-end date, check the override box and select your fiscal year-end date. Override the fiscal year date only if your accounting practices require non-month-end dates.
   - **Reference**: Enter a reference number or identifier for the fiscal year closing.
   - **Description**: Ajera automatically populates the fiscal year begin and end dates in the description field. You can also add your own.
4. Enter any notes.
5. Review the following display-only accounts in the table. Closing entries appear for both the accrual and cash accounting basis.
   - **Account**: An account from your chart of accounts
   - **Department**: The department associated with the account
   - **Accrual basis debits**: The accrual accounting basis account balance if it is a debit
   - **Accrual basis credits**: The accrual accounting basis account balance if it is a credit
   - **Cash basis debits**: The cash accounting basis account balance if it is a debit
   - **Cash basis credits**: The cash accounting basis account balance if it is a credit
   - **Net income**: The difference between the debit and credit columns
     If the net income is a gain, it appears as positive; if is a loss, it appears as negative.
     When the net income is a gain, retained earnings is a credit. When the net income is a loss, retained earnings is a debit.
6. To close your fiscal year, choose one of the following:
   - To close the current fiscal year without any changes, click **Save**.
     To set the new fiscal year end date, check the **Set new fiscal year** check box. Ajera automatically selects the **Don't allow entries prior** to check box, which prohibits any entries before the specified date and automatically adjusts the related setting on the **General** tab of company preferences.

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- To override the current fiscal year dates if the fiscal year-end date differs from the month-end date, select the **Override fiscal year dates** check box, change the dates, and click **Save**. Override the fiscal year date only if your accounting practices require non-month-end dates. You have the option to set **Current Year** and **First Month** for the next fiscal year. Ajera automatically selects the **Don't allow entries prior to** check box, which prohibits any entries before the specified date and automatically adjusts the related setting on the **General** tab of company preferences.
  Multi-company only: Ajera automatically adjusts the First Month of the next fiscal year on the General tab of **Company** > **Companies**.
  Ajera does not automatically check the **Don't allow entries prior to** check box if you have multi-company set up.

7. Click **OK** to finalize the close.

Opening/Reclosing a prior fiscal year

If you adjust an income or expense account in the prior fiscal year, you must first open and reclose that year again to redistribute profit and loss to retained earnings.

To open or reclose a prior fiscal year

1. From the > **Setup** menu, click **Company** > **Preferences**.

   Multi-company only. Click > **Setup** > **Company** > **Companies**.
2. On the **General** tab, change the year in the **Fiscal Year-Current Year** field to the prior year.
3. Click **Save**.
4. Close the fiscal year.

Deleting closed year entries

If you need to make changes to a closed year, you can delete the closed year entries and close the fiscal year.

Example:

Current year is 2013. Based on an audit, you must make an adjustment for 2011. Delete entries for 2012 and 2011 and create the adjustment entries for 2011. Close the 2011 and 2012 fiscal years.

To delete closed year entries

1. From the > **Setup** menu, click **Company** > **Preferences**.

   Multi-company only. From the **Setup** menu, click **Company** > **Companies**.
2. On the **General** tab, in the Current Year field, change the year back to the year you just closed.
3. Click **Save**.
4. From the > **Setup** menu, click **Company > Close Fiscal Year**. Entries for the year appear on the window.
5. Multi-company only. Select a company.
6. Click the **Delete** button.
7. Repeat Steps 1-3 of these instructions, changing the year to the prior year.
8. Close the fiscal year again.

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Prepare government forms

About printing government forms

Learning Resource: Year End Reconciliation and Review Functional Guide

You can print these government forms:

Form	Printing options
Form 1099-MISC	You can print on Laser 1099-MISC Forms. You can use blank or blank perforated paper. Ajera does not print to continuous forms, only laser single sheet. This form requires that you print Copy A to a red preprinted form. You must also print Form 1096 to the red form.
Form 1099-NEC	You can print on Laser 1099-NEC Forms. You can use blank or blank perforated paper. Ajera does not print to continuous forms, only laser single sheet. This form requires that you print Copy A to a red preprinted form. You must also print Form 1096 to the red form.
Form 940[1]	**unavailable in ajeraCore unless you have the Payroll add-on** Prints on a blank form that you complete manually.
Form 941[2]	**unavailable in ajeraCore unless you have the Payroll add-on** Prints on blank paper.
Form W-4[3]	**unavailable in ajeraCore unless you have the Payroll add-on** Prints on a blank form that you complete manually.

[1]Employers use Form 940 to report the annual Federal Unemployment Tax Act (FUTA) tax. FUTA tax, together with state unemployment systems, provides for payments of unemployment compensation to workers who have lost their jobs. Most employers pay both federal and state unemployment taxes. Only the employer pays the FUTA tax.

[2]Employer's Quarterly Federal Tax Return. Employers use Form 941 to report the following: payroll taxes for the quarter; current quarter's adjustments to Social Security and Medicare taxes for fractions of cents, sick pay, tips, and group-term life insurance; and previous quarters' adjustments to payroll taxes.

[3]The employee completes Form W-4 so that the employer can withhold the correct federal income tax from the employee's pay.

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Form	Printing options
Form W-3	**unavailable in ajeraCore unless you have the Payroll add-on** You can also print the substitute Copy A, an employer (file) copy, or the Social Security Administration copy.
Form W-2	**unavailable in ajeraCore unless you have the Payroll add-on** Prints a single sheet, two forms per page, 4 up, and 3 up. You can also print the substitute Copy A. You can use blank or blank perforated paper. Ajera does not print to continuous forms, only laser single sheet.

About Form W-2

unavailable in ajeraCore unless you have the Payroll add-on

Form W-2 is the Wage and Tax Statement. Employers provide this form to employees at the beginning of each year to report the employee's annual income and withholding for the previous year.

Ajera automatically prints year-to-date amounts on W-2 forms for:

- Taxable wages
- Federal withholding, Social Security, Medicare, and Earned Income Credit
- State withholding

Boxes 10-20

When you set up a pay, tax, deduction, or fringe, you can select to print the year-to-date amount for it in one of the following boxes on Form W-2. If applicable, you can also select not to report the information on Form W-2.

Box 10 - Dependent Care Benefits

This box contains the total of dependent care benefits under a dependent care assistance program (section 129) paid or incurred by your company for your employee.

Box 11 - Nonqualified Plans

The purpose of box 11 is for the Social Security Administration to determine if any part of the amount reported in box 1 or boxes 3 and/or 5 was earned in a prior year. The Social Security Administration uses this information to verify that it has properly applied the Social Security earnings test and paid the correct amount of benefits.

Box 12 - Codes

You can select one of numerous codes to print the applicable year-to-date amount in box 12. For descriptions of these codes, see the Instructions for Employee section in Form W-2 on the IRS website.

Box 13

The **Retirement plan** check box on the W-2 form is checked if the employee is an active participant in a retirement plan. When you print Form W-2, Ajera checks this box on the form if you select the **Covered by retirement plan** check box on the Setup > Employees > Payroll Taxes tab.

Box 14

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The lease value of a vehicle provided to your employee and reported in box 1 must be reported here or on a separate statement to your employee.

You may also use this box for any other information that you want to give to your employee. Examples include state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, or educational assistance payments. In addition, you may enter certain contributions to a pension plan.

Boxes 18-19 Local 1 and Local 2

Use these boxes to report local income tax information.

Form W-3

Form W-3 is the Transmittal of Tax and Wage Statements. You use this form to transmit Copy A of Form W-2 to the IRS when not filing electronically. If you file electronically, Deltek's filing partner Nelco prepares and files Form W-3 for you.

More information

For the most complete and up-to-date information about Form W-2, see the IRS instructions or contact the IRS or your financial consultant.

About Form 1099-MISC

Form 1099-MISC is the government form you use to report payments made in the course of a trade or business to another person or business who is not an employee. The form is required when payments of $10 or more in gross royalties or $600 or more in rents or services are paid. Your firm must provide the form to the IRS and to the person or business that received the payment. You must print Copy A to a preprinted form

When you set up a vendor, review the information on the **1099 Info** tab.

Form 1096

This form summarizes all your Form 1099-MISCs. If you file by paper, use Form 1096 to transmit your Form 1099s to the IRS. You must print Form 1096 to the red form. If you file electronically, Deltek's filing partner Nelco prepares and files Form 1096 for you.

More information

For the most complete and up-to-date information regarding Form 1099, contact the IRS or your financial consultant.

About Form 1099-NEC

Form 1099-NEC is a new required (starting in 2020) government form you use to report nonemployee compensation (formally box 7 on the Form 1099). You must print Copy A to a preprinted form.

When you set up a vendor, review the information on the **1099 Info** tab.

Form 1096

This form summarizes all your Form 1099-NECs. If you file by paper, use Form 1096 to transmit your Form 1099s to the IRS. You must print Form 1096 to the red form. If you file electronically, Deltek's filing partner Nelco prepares and files Form 1096 for you.

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More information

For the most complete and up-to-date information regarding Form 1099, contact the IRS or your financial consultant.

About Ajera e-Filing

Deltek partnered with Nelco (a specialist in W-2 and 1099 reporting) to provide Ajera e-Filing, a fee-based service for filing your firm's Form W-2s, Form 1099s, and Form 941 electronically.

How it works in Ajera

In Ajera, you prepare, print, and confirm the accuracy of your government forms. When ready, you create an Ajera e-Filing account with Nelco. Depending on your state, you may have to review and complete a state reconciliation form, so have your records ready.

Nelco takes it from there. For a fee, Nelco electronically files your government forms to state (W-2 only) or federal government. Nelco can also print and mail the forms to your recipients - or you can print the forms from Ajera and mail them yourself.

Nelco keeps previously filed forms on record for the current year and two years prior. Be sure to print and keep records of all the forms you file.

For more information

Refer to the Nelco website for FAQs on:

- Filing options
- Printing and mailing options
- Pricing
- Security
- Supported web browsers
- Federal filing requirements and deadlines
- State filing requirements and deadlines

Preparing 1099-MISC forms to print

Follow these instructions to prepare Form 1099-MISC and Form 1096 before printing them.

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Before you begin

- If this is your first year using Ajera, enter all your Vendor 1099 paid information through > Setup > Company > Beginning Balances > Vendor 1099 Paid.
- Review your vendors in > Setup > Vendors. If a vendor requires a 1099-MISC form, check the **Receives 1099 form** check box on the 1099 Info tab for that vendor and enter the recipient ID.
- Print the Vendor 1099 Preparation report by clicking > **Reports** > **Vendor** > **Vendor 1099 Preparation**. This report lists vendors by form type. Use the report to verify 1099 information (for example, reviewing the report totals to verify the 1099 amounts).

To prepare 1099-MISC forms

1. Click > **Reports** > **Vendor** > **Vendor 1099 Preparation** to print the Vendor 1099 Preparation report. For each of your vendors, verify the form type, 1099 ID, and amounts.
2. To exclude partial or full invoices from the 1099 amount:
   - Click > **Manage** > **Vendor Invoices** > **Existing** tab.
   - Click the (**Customize**) button, click **Status** and **Status date**, and click **OK**.
   - To see all paid invoices by vendor, click the (**Change View**) button. Select the vendor. Select the **Paid** check box, select the date range, and click **OK**.
   - Double-click an invoice to view its distributions.
   - Click the (**Customize**) button, select the **Non 1099** check box, and click **OK**. The Non 1099 column appears in the table.
   - To exclude an invoice distribution, select the **Non 1099** check box.
3. On the > **Setup** > **Vendors** > **1099 Info** tab, review your options for printing the reported amount and federal withheld amount.

   Reported amount

   Depending on the selection you make for the vendor in the Form Type field in the vendor setup, Ajera prints an amount in the applicable box on the 1099 form:

   1 - Rents

   2 - Royalties

   3 - Other income

   6 - Medical and health care payments

   7 - Nonemployee compensation

   8 - Substitute payments in lieu of dividends or interest

   13 - Excess golden parachute payments

   14 - Gross proceeds paid to an attorney

   To override the amount Ajera enters on the form with a different amount, change the amount in the 1099 Override Reported Amount field in the vendor setup.

   Federal withheld amount

   To report the federal tax withheld for the vendor in Box 4 (Fed. inc. tax withheld) on the 1099 form, enter it in the 1099 Override Federal Tax Withheld field in the vendor setup. Otherwise, Ajera leaves this box on the form blank.

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> **Note:** To verify the override reported amount and withheld amount by vendor, run the Vendor inquiry (> Reports > Standard Inquiries > Vendor > Vendor) and add columns for Override Amount - 1099 and Federal Tax Withheld - 1099.

4. On the > **Setup** > **Company** > **Preferences** > **General** tab, verify that the employer ID number contains dashes in the appropriate places according to your state agencies.

   Multi-company only. The employer ID number appears on the Setup > Company > Companies > General tab.
5. Review the general recommendations in About printing government forms.
6. For information from the IRS about completing the form, print the form's instructions.
7. Print 1099 forms.

Printing 1099-MISC forms

Follow these instructions to print Form 1099-MISC and Form 1096.

Before you begin

- Prepare 1099-MISC forms to print.

To print 1099-MISC forms

> **Note:** If you file by paper, you must print Copy A to a preprinted red form and also print Form 1096 to the red form.

1. From the > **Reports** menu, click **Government Reporting** > **Form 1099-MISC**.
2. Multi-company only. Select a company.
3. Enter information as follows:

For	Do this
Year	Type the year for the forms you want to print.
Print option	• Plain paper • Pre-printed forms (Copy A - IRS copy and Form 1096 - IRS copy only) • e-Filing • If you file electronically (using Ajera e-Filing), print the forms on plain paper and confirm the accuracy of the information before filing.
Minimum reporting amount	Type the minimum amount for which you want to produce a form. You can also enter it using the calculator.
Vendor	To print a 1099 form for only one vendor, click the (more) button and select the vendor.
Check corrected	Select this check box, which selects the **Corrected** check box on the 1099 form, to indicate it is a corrected version of a form you previously submitted.

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For	Do this
box	**Note:** If you file electronically (using Ajera e-Filing), this check box is unavailable. Ajera e-Filing does not support corrected forms.
Short year	Select this check box if you want to print 1099 forms for only part of the calendar year. In the From and To fields, enter the date range for which you want to print the 1099 forms.
Form option	Click the type of form you want to print. **Note:** You cannot print Copy A if you selected **Plain paper** in the Print Option field; the IRS requires that you print Copy A on only the preprinted form.

4. If you selected to print a 1096 form, a window appears for you to enter the following information and click **OK**:

For	Do this
Contact name, phone, fax, email	The name and contact information for the person who signs the form **Note:** The email address can contain up to 25 characters.
Signer's title	The title of the person who signs the form

5. Click **Print**.
6. On the Print window, review your selections and change them as needed. If forms do not align properly for your printer, adjust the printer alignment.
7. Click **OK**.
8. (Optional) File your 1099-MISC forms electronically with Ajera e-Filing.

Printing 1099-NEC forms

Follow these instructions to print Form 1099-NEC and Form 1096.

Before you begin

- Prepare 1099 forms to print.

To print 1099-NEC forms

Note: If you file by paper, you must print Copy A to a preprinted red form and also print Form 1096 to the red form.

1. From the > **Reports** menu, click **Government Reporting** > **Form 1099-NEC**.
2. Multi-company only. Select a company.
3. Enter information as follows:

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For	Do this
Year	Type the year for the forms you want to print.
Print option	• Plain paper • Pre-printed forms (Copy A - IRS copy and Form 1096 - IRS copy only) • e-Filing • If you file electronically (using Ajera e-Filing), print the forms on plain paper and confirm the accuracy of the information before filing.
Minimum reporting amount	Type the minimum amount for which you want to produce a form. You can also enter it using the calculator.
Vendor	To print a 1099 form for only one vendor, click the (more) button and select the vendor.
Check corrected box	Select this check box, which selects the **Corrected** check box on the 1099 form, to indicate it is a corrected version of a form you previously submitted. **Note:** If you file electronically (using Ajera e-Filing), this check box is unavailable. Ajera e-Filing does not support corrected forms. Ajera e-filing corrections can be made on the Nelco e-filing website.
Short year	Select this check box if you want to print 1099 forms for only part of the calendar year. In the From and To fields, enter the date range for which you want to print the 1099 forms.
Form option	Click the type of form you want to print. **Note:** You cannot print Copy A if you selected **Plain paper** in the Print Option field; the IRS requires that you print Copy A on only the preprinted form.

4. If you selected to print a 1096 form, a window appears for you to enter the following information and click **OK**:

For	Do this
Contact name, phone, fax, email	The name and contact information for the person who signs the form **Note:** The email address can contain up to 25 characters.
Signer's title	The title of the person who signs the form

5. Click **Print**.
6. On the Print window, review your selections and change them as needed. If forms do not align properly for your printer, adjust the printer alignment.

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7. Click **OK**.
8. (Optional) File your 1099-NEC forms electronically with Ajera e-Filing.

Filing 1099-MISC forms electronically

Before you begin

- Prepare 1099-MISC forms to print.
- Print 1099-MISC forms to plain paper and confirm the accuracy of the information.

To file 1099-MISC forms electronically

1. From the > **Reports** > **Government Reporting** > **Form 1099-MISC**.
2. Multi-company only. Select a company.
3. In the Year field, type the year for the forms you want to file electronically.
4. For print option, select **e-Filing**.
5. Enter information as follows:

For	Do this
Minimum reporting amount	Type the minimum amount for which you want to produce a form. You can also enter it using the calculator.
Vendor	To file a 1099 MISC form for only one vendor, click the (more) button and select the vendor.
Starting account number	Enter a number to identify the first form that is filed. Ajera then increments this number by one on each subsequent 1099 form. If you file your 1099 forms in batches, start each batch with a unique number to eliminate duplicate account numbers (for example, enter **1001** for one batch and **2001** for another batch). If this field is blank, Ajera automatically enters **1** as the starting number.
Short year	Select this check box if you want to file 1099 MISC forms for only part of the calendar year. In the **From** and **To** fields, enter the date range for which you want to print the 1099 forms.

6. Click **Send**.

   The Ajera e-Filing Log In web page on the Nelco website appears.
7. Follow the on-screen instructions to create a new account or log into an existing account.

   Submit your 1099 MISC information to Nelco. They create the 1096 for you and submit your 1099s (with the 1096) to the federal government. For a fee, Nelco can also print and mail the forms to your recipients - or you can print the forms from Ajera and mail them yourself.
8. To check on the status of your submission or to complete an incomplete submission, do one of the following:

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- From the > **Setup** menu, click **Company** > **Government Reporting** > **Form 1099-MISC** > **e-Filing** option and click the **Status** button.
- Go to the Ajera e-Filing Log In web page on the Nelco website and log into your account.

If you need to make a correction to an e-file:

1. Print the 1099 Prep report.
2. Log in to Nelco.
3. Click **Form Filing History**.
4. Click **Make Corrections** on the submission that requires correction.
5. Follow the prompts.

Filing 1099-NEC forms electronically

Before you begin

- Prepare 1099-NEC forms to print.
- Print 1099-NEC forms to plain paper and confirm the accuracy of the information.

To file 1099-NEC forms electronically

1. From the > **Reports** > **Government Reporting** > **Form 1099-NEC**.
2. Multi-company only. Select a company.
3. In the Year field, type the year for the forms you want to file electronically.
4. For print option, select **e-Filing**.
5. Enter information as follows:

For	Do this
Minimum reporting amount	Type the minimum amount for which you want to produce a form. You can also enter it using the calculator.
Vendor	To file a 1099 NEC form for only one vendor, click the (more) button and select the vendor.
Starting account number	Enter a number to identify the first form that is filed. Ajera then increments this number by one on each subsequent 1099 form. If you file your 1099 forms in batches, start each batch with a unique number to eliminate duplicate account numbers (for example, enter **1001** for one batch and **2001** for another batch). If this field is blank, Ajera automatically enters **1** as the starting number.
Short year	Select this check box if you want to file 1099 NEC forms for only part of the calendar year. In the **From** and **To** fields, enter the date range for which you want to print the 1099 forms.

6. Click **Send**.

   The Ajera e-Filing Log In web page on the Nelco website appears.

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7. Follow the on-screen instructions to create a new account or log into an existing account.

   Submit your 1099 NEC information to Nelco. They create the 1096 for you and submit your 1099s (with the 1096) to the federal government. For a fee, Nelco can also print and mail the forms to your recipients - or you can print the forms from Ajera and mail them yourself.
8. To check on the status of your submission or to complete an incomplete submission, do one of the following:
   - From the > **Setup** menu, click **Company** > **Government Reporting** > **Form 1099-NEC** > **e-Filing** option and click the **Status** button.
   - Go to the Ajera e-Filing Log In web page on the Nelco website and log into your account.

If you need to make a correction to an e-file:

1. Print the 1099 Prep report.
2. Log in to Nelco.
3. Click **Form Filing History**.
4. Click **Make Corrections** on the submission that requires correction.
5. Follow the prompts.

Printing W-2 forms

unavailable in ajeraCore unless you have the Payroll add-on

Before you begin

- Multi-company only. To print government forms, you must set the payroll type to **Process Payroll** (> Setup > Company > Preferences > Payroll tab > Payroll Type field).
- Review your pays, taxes, deductions, and fringes in > Setup > Company > Payroll.

  If **Box 14** is selected, verify that the pay, tax, deduction, or fringe is identified by a description in the W-2 Box Description field. Otherwise, it appears on the W-2 form as an amount without an identifying description and, if you use Ajera e-Filing, an error occurs when you attempt to file.
- Review your local taxes in > Setup > Company > Payroll.

  Verify that each local tax is associated with **Box 18-19 Local 1** or **Box 18-19 Local 2** and is identified by a description in the W-2 Box Description field. Otherwise, it appears on the W-2 form as an amount without an identifying description and, if you use Ajera e-Filing, an error occurs when you attempt to file.

  Note: If you file electronically (using Ajera e-Filing) for Ohio, associate school district taxes to **Box 18-19 Local 1** and enter a description in the W-2 Box Description field. This ensures that the tax liability appears correctly on the state reconciliation report.

To print W-2 forms

1. From the > **Reports** menu, click **Government Reporting** > **Form W-2**.
2. Multi-company only. Select a company.
3. Enter information as follows:

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For	Do this
Year	Type the year for the forms you want to print.
Print option	Click an option to print the forms on plain paper or to e-file. **Note:** If you file electronically (using Ajera e-Filing), print the forms on plain paper and confirm the accuracy of the information before filing.
Print order	Click an option to print the forms in order of employee last name, first name, Social Security Number, or by department (which prints forms by employee last name within each department).
State	To print state information on the W-2 form, select the state. If you leave the No State option in the field, no state information prints on the form.
State ID	Multi-company only. For state taxes, Ajera automatically enters the ID from the **Tax ID** field on the tax setup (> Setup > Company > Payroll > Taxes). You can change this.
Employee	If you leave this field blank, W-2 forms print for all employees. To print the form for only one employee, click and select the employee. The Employee List window includes all active and inactive employees with a termination date later than 10/31 of the previous year.
Starting control number	If printing forms for all employees, type the number to appear in the Control number box on the first form that is printed. Ajera then increments this number by one on each subsequent employee's form.
Form option	Click the copy of the form that you want to print.

4. If you are withholding for local taxes, you can print up to two local taxes on a W-2 form. For example, in addition to federal and state tax, you also withhold amounts for a county income tax and/or a city income tax.
   - Select the check box to the left of the Local Line 1 field. Click and select the local tax you want to print.
   - To print a second local tax, select the check box to the left of the Local Line 2 field. Click and select the local tax you want to print.

   Note: If the local tax does not appear in the Tax List window, from > **Setup** > **Company** > **Payroll** > **Taxes**, select the tax and click the **Edit** button. In the W-2 form boxes 10-20 field, select **Box 18-19 Local 1** or **Box 18-19 Local 2**.

   To accumulate and print an amount for all local taxes on one line on the W-2 form, select the check boxes for the **Local Line 1** and/or **Local Line 2** fields but leave both fields blank.
5. Click **Print**.
6. On the Print window, review your selections and change them as needed. If forms do not align properly on your printer, adjust the printer alignment.

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7. Click **OK**.
8. (Optional) File your W-2 forms electronically with Ajera e-Filing.

Printing W-3 forms

unavailable in ajeraCore unless you have the Payroll add-on

Before you begin

- Multi-company only. To print government forms, you must set the payroll type to **Process Payroll** (> Setup > Company > Preferences > Payroll tab > Payroll Type field).

To print W-3 forms

1. From the > **Reports** menu, click **Government Reporting**> **Form W-2**.
2. Complete the information on the Print Form W-2 window. In the Form option area, be sure to check the **Form W3** check box.
3. Click the **Print** button. The Form W3 Information window appears.
4. Enter information as follows:

Field	Description
Form option	Select the check box to print either your employer copy or a copy for the Social Security Administration (SSA). When printing the SSA copy of the W-3, it is not required to include state information in boxes 15-19 when providing copies of the W-2 to the SSA with no state information included.
Contact name, phone, fax, email	Enter this information for the person the SSA should contact if any questions arise during the processing of this form.
Signer's title	The title of the person who signs the form
Kind of payer	Select the check box that indicates what kind of payer that describes your company.
Kind of employer	Select the check box that indicates what kind of employer that describes your company.
Third-party sick pay	Select this check box to select the **Third-party sick pay** check box on Form W-3.
Third-party sick pay recap	If you select the **Third-party sick pay** check box above, enter the words *Third-Party Sick Pay Recap* in this box.
Third-party sick pay withholding	Complete this box only if you are the employer and have employees who had federal income tax withheld on third-party payments of sick pay. Enter the total income tax withheld by third-party payers on payments to all of your employees. Although this tax is included in the box 2 total, it must be separately shown here.

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5. Click **OK**.
6. On the Print window, review your selections and change them as needed. If forms do not align properly on your printer, you can adjust the printer alignment.
7. Click **OK**.

Filing W-2 forms electronically

Before you begin

1. Print W-2 forms to plain paper and confirm the accuracy of the information.
2. If you file federal forms electronically, file those first so that all employees are filed, including those who work in states without state income tax.
3. File state forms for each state separately. Do not file state forms for states without state income tax (for example, Texas or Washington).

To file W-2 forms electronically

1. From the > **Reports** menu, click **Government Reporting** > **Form W-2**.
2. Multi-company only. Select a company.
3. In the Year field, type the year for the forms you want to file electronically.
4. For print option, select **e-Filing**.
5. Enter information as follows:

For	Do this
Print order	Click an option to file the forms in order of employee last name, first name, Social Security Number, or by department (which files forms by employee last name within each department).
State	To print state information on the W-2 form, select the state. If you leave the No State option in the field, no state information appears on the form.
State ID	Multi-company only. For state taxes, Ajera automatically enters the ID entered in the Tax ID field on the tax setup (> Setup > Company > Payroll Setup > Tax). You can change this.
Employee	If you leave this field blank, you file W-2 forms for all employees. To file the form for only one employee, click the (more) button and select the employee. The Employee List window includes all active and inactive employees with a termination date later than 10/31 of the previous year.
Starting control number	Enter a number to identify the first form that is filed. Ajera then increments this number by one on each subsequent W-2 form. If you file your W-2 forms in batches, start each batch with a unique number to eliminate duplicate account numbers (for example, enter **1001** for one batch and **2001** for another batch). If this field is blank, Ajera automatically enters **1** as the starting number.

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6. If you withhold for local taxes, you can file up to two local taxes on a W-2 form. For example, in addition to federal and state tax, you also withhold amounts for a county income tax and/or a city income tax.
   - Select the check box to the left of the **Local Line 1** field. Click the (more) button and select the local tax you want to file.
   - To print a second local tax, select the check box to the left of the **Local Line 2** field. Click the (more) button and select the local tax you want to file.

   Note: If the local tax does not appear in the Tax List window, from > **Setup** > **Company** > **Payroll** > **Taxes**, select the tax and click the **Edit** button. In the **W-2 form boxes 10-20** field, select **Box 18-19 Local 1** or **Box 18-19 Local 2**.

   To accumulate and file an amount for all local taxes on one line on the W-2 form, select the check boxes for the **Local Line 1** and/or **Local Line 2** fields but leave both fields blank.

   Note: Box 14 is limited to 14 characters. Combined, the description and amount cannot exceed 14 characters.

7. Click **Send**.

   The Ajera e-Filing Log In web page on the Nelco website appears.
8. Follow the on-screen instructions to create a new account or log into an existing account.
9. Submit your W-2 information to Nelco. They create the W-3 for you and submit your W-2s (with the W-3) to the federal or state government. For a fee, Nelco can also print and mail the forms to your recipients - or you can print the forms from Ajera and mail them yourself.
10. To check on the status of your submission or to complete an incomplete submission, do one of the following:
    - From the > **Setup** menu, click **Company** > **Government Reporting** > **Form W-2** > **e-Filing** option and click the **Status** button.
    - Go to the Ajera e-Filing Log In web page on the Nelco website and log into your account.

Printing W-4 forms

unavailable in ajeraCore unless you have the Payroll add-on

Before you begin

- Multi-company only. To print government forms, you must set the payroll type to **Process Payroll** (> Setup > Company > Preferences > Payroll tab > Payroll Type field).

To print W-4 forms

1. From the > **Reports** menu, click **Government Reporting** > **Form W-4**.
2. Review your selections and change them as needed.
3. If forms do not align properly on your printer, adjust the printer alignment.
4. Click **OK**.

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Printing 940 forms

unavailable in ajeraCore unless you have the Payroll add-on

From Ajera, you can print blank 940 forms, which you can complete manually.

Multi-company only. To print government forms, you must set the payroll type to **Process Payroll** (> Setup > Company > Preferences > Payroll tab > Payroll Type field).

To print 940 forms

1. From the > **Reports** menu, click **Government Reporting** > **Form 940**.
2. Select the check box for the form you want to print: Form 940 (pages 1 and 2), Schedule A, Payment Voucher, or Worksheet.
3. Click the **Print** button.

Printing 941 forms

unavailable in ajeraCore unless you have the Payroll add-on

Multi-company only. To print government forms, you must set the payroll type to **Process Payroll** (> Setup > Company > Preferences > Payroll tab > Payroll Type field).

To print 941 forms

1. From the > **Reports** menu, click **Government Reporting** > **Form 941**.
2. Multi-company only. Select a company.
3. Enter information as follows:

For	Do this
Year	Type the year for the Form 941 you are printing.
Quarter	Select the quarter reported on the Form 941 you are printing.
Trade name	Type the trade name, if any, to print on the form.
Adjustments:	
Fractions of cents	Type the current quarter adjustment amount for fractions of cents.
Sick pay	Type the current quarter adjustment amount for sick pay.
Life insurance	Type the current quarter adjustment amount for group-term life insurance.
Tax Credit	Type the current quarter adjustment amount for the qualified small business payroll tax credit for increasing research activity.
These fields apply only to the form for 2009 and later:	
COBRA premium payments	Type the amount of COBRA premium assistance payments you made for eligible individuals who paid their reduced premiums. This amount should be 65% of the total COBRA premiums for assistance eligible individuals without regard to the reduction. Do not include any amounts paid to

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For	Do this
	you by the individuals. For more information, see the IRS instructions for Form 941.
Number of individuals	Type the total number of individuals for whom you provided COBRA premium assistance payments.
These fields apply only to the form for 2008 and earlier:	
Income tax withholding	Type the federal withholding amount for the current year.
Social Security	Type the prior quarter's adjustment amount for Social Security and Medicare.
Special income tax	This line on the form is reserved for employers with special circumstances. Use it only if the IRS has sent you a notice to do so.
Special Social Security	This line on the form is reserved for employers with special circumstances. Use it only if the IRS has sent you a notice to do so.
These fields apply to the form for all years:	
Total deposits	Type the total amount deposited for the quarter you are reporting.
Refund overpayment	Select this check box to select the **Refund Overpayment** check box on the form.
State	Type the state code for the state where you made your deposits. If you made deposits in multiple states, type **MU**.
Depositor option	Select the **Monthly** or **Semiweekly** check box to check the appropriate box on the form. To print Schedule B, select **Semiweekly**.
Liability adjustment	Enter the amount of the liability adjustment to print on Schedule B of Form 941 for a prior quarter's reporting error. Select the check box for the month in the quarter in which you are making the liability adjustment. For example, if you are reporting Quarter 1, select **Month 2** if the error was found in February. Type the day of the month to use for this liability adjustment. For example, enter **13** if the error was found on the 13th of the month. The month and day ensure that the liability adjustment appears on the correct date line on Schedule B. If payroll was paid on the same day and month entered for the liability adjustment, the liability adjustment amount and the payroll amount are added together.
No future returns	Select this check box if your company is going out of business and will file no future returns.

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For	Do this
Final date	Enter the final date on which you paid wages that you are reporting on this form.
Business Closed Information: These fields apply if e-filing or printing with Box 18 checked	
Contact Name	The name of the contact
Address	The first line of the address
Address 2	The second line of the address Example: Suite number
City	The name of the city
State	The name of the state
Zip	The zip code
Seasonal employer	Select this check box to select the **Seasonal Employer** check box on the form.
Allow third-party designee contact	To allow an individual, corporation, firm, organization, or partnership to discuss your Form 941 with the IRS, select this check box, which selects the **Yes** check box in the Third-Party Designee section of the form.
Designee's name	Type the name of the third-party designee.
Personal identification number	Type five numbers that the third-party designee chooses as a personal identification number.
Phone	Type the third-party designee's phone number.
Signer's name and title	Type the name and job title of the person who signs this form.
Date signed	Type the date of the signature.
Phone	Type the phone number for the person who signs the form.

4. If a preparer is preparing the form for your company, click the **Preparer** button. The Preparer Information window appears where you can enter information that identifies your preparer.
5. Click **Print**.
6. On the Print window, review your selections and change them as needed. If forms do not align properly on your printer, you can adjust the printer alignment.
7. Click **OK**.

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Evaluate your year

About DPE and overhead

DPE

Direct personnel expense (DPE) consists of taxes and fringe benefits paid on behalf of employees. DPE includes benefits such as insurance, taxes, and 401(k) matches.

You can use a DPE markup to reflect these additional costs on project reports. You can use a DPE markup on your billing rate table to mark up cost for invoicing.

With Ajera, you can track your DPE separately from your general overhead expenses when reporting project cost.

Overhead

Overhead is the percent applied to project labor costs to reflect general operating expenses. The use of overhead provides a more accurate picture of the profit on projects. Overhead includes expenses such as indirect labor, rent, and utilities.

You can choose to include overhead in cost amounts for your project reporting. When producing the Executive Summary, Project Earnings, Project Profit, or Budget Variance report, click (**Customize**) and select the **Include overhead in cost** check box.

DPE/overhead methods

Ajera offers three methods to distribute DPE and overhead costs:

- Use fixed percentages only
- Distribute based on costs
- Distribute based on hours

All three methods use fixed percentages, but the cost- and hours-based methods use them only temporarily, replacing them with more precise values later.

Fixed percentages only

Fixed percentages are your best estimates of your firm's DPE and overhead percentages. This method produces a more uniform calculation of DPE and overhead costs on your project reports because it is unaffected by direct labor costs or hours.

Based on costs or hours

The cost- and hours-based methods are more precise because they calculate DPE and overhead costs based on direct labor costs or hours from your Expense and Other Income accounts.

Because your costs and hours vary over time, Ajera temporarily uses fixed percentages to represent DPE and overhead costs on project reports. It replaces the fixed-percentage amounts with the cost- or hours-based amounts after you distribute DPE/overhead costs.

Overview of DPE/overhead process

To set up and distribute DPE/overhead costs:

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	Do this	Here	To accomplish this
1.	Set up security for distributing DPE/overhead costs	> Setup > Company > Roles > Company tab	Define who can set up and distribute DPE and overhead costs.
2.	Set up DPE/overhead distribution	> Setup > Company > Preferences > Payroll > Setup > Company > Financials > Chart of Accounts > Expense or Other Income account type	Select the DPE/overhead distribution method. If using a method based on costs or hours, select the Expense or Other Income accounts Ajera should use to calculate DPE or overhead costs.
3.	Distribute DPE/overhead costs	> Setup > Company > Distribute DPE/Overhead	Specify a date range for the distribution and click the **Distribute** button.

Distribution methods

About using fixed percentages only

Fixed percentages are your best estimates of direct personnel expense (DPE) and overhead percentages. This method produces a more uniform calculation of DPE and overhead costs than the cost- and hours-based methods because it is unaffected by direct labor costs or hours.

DPE

If you want to track DPE separately, use the following formula to calculate the percent and enter it in the > Setup > Company > Preferences > Payroll tab > DPE % field. If you have different percents by department, perform the calculation for each department and enter it in the > Setup > Company> Departments > DPE % field.

Calculating DPE percent	Typically, DPE percent is calculated as the total annual staff-related benefits cost divided by the total direct salary costs. For example, if the direct salary cost is $50,000 and the benefits cost is $16,000, the DPE percent is: $16,000 / $50,000 = **32.00%**
Calculating DPE	The DPE amount added to your project labor cost is calculated as follows: Cost Amount x DPE Percent For example, if the cost is $300 and DPE percent is 32.00%, then: $300 x 32.00% = **$96**

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Overhead

With Ajera, you can include your overhead cost when reporting your project cost. There are two common ways of calculating your overhead percent:

- Direct labor + DPE as the base
- Direct labor as the base

Direct labor + DPE as the base

Use this method if you want to track your DPE separately from your general overhead expense when viewing project cost and you have entered your DPE percents.

Note:	On the Transaction widget, use columns **Cost Amount Burdened** and **Cost + Premium Amount Burdened.**

Calculating overhead percent	Using this method, overhead percent is calculated as the company's total operating cost (not including employer-paid payroll taxes or discretionary bonuses) minus direct project labor, DPE, and direct project expenses divided by the direct labor cost plus DPE. For example, if the total cost for the company before employer-paid payroll taxes and bonuses is $150,000, the direct labor is $50,000, the DPE costs are $16,000, and direct expenses are $10,000, the overhead cost is: $150,000 - ($50,000 + $10,000 + $16,000) = $**74,000** The overhead percent is: $74,000 / ($50,000 + $16,000) = **112.12%**
Calculating overhead	The overhead amount that is added to your project labor cost is calculated as follows: (Cost Amount + DPE) x Overhead Percent For example, if the cost is $300, the DPE amount is $96, and the overhead percent is 112.12%, then: ($300 + $96) x 112.12% = **$444**
Calculating burden	Burdened project cost is calculated as follows: Cost Amount + DPE Amount + Overhead Amount For example, if the cost amount is $300, the DPE amount is $96.00, and the overhead amount is $444, then burdened project cost is: $300 + $96 + $444 = **$840**

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Direct labor as the base

Use this method if you do not want to track your DPE separately from your general overhead expense when viewing project cost.

Note:	On the Transaction widget, use columns **Cost + DPE + Overhead** and **Cost + Premium Cost + DPE + Overhead**

Calculating overhead percent	Using this method, overhead percent is calculated as the company's total operating cost (not including employer-paid payroll taxes or discretionary bonuses) minus direct project labor and direct project expenses divided by the direct labor cost. For example, if the total cost for the company is $150,000, the direct labor is $50,000, the direct expenses are $10,000 then the overhead cost is: $150,000 - ($50,000 + $10,000) = **$90,000** The overhead percent is: $90,000 / $50,000 = **80.00%**
Calculating overhead	The overhead amount that is added to your project labor cost is calculated as follows: Cost Amount x Overhead Percent For example, if the cost is $300 and the overhead percent is 180.00%, then: $300.00 x 180.00% = **$540**
Calculating burden	Burdened project cost is calculated as follows: Cost Amount + Overhead Amount For example, if the cost amount is $300 and the overhead amount is $540, then burdened project cost is: $300 + $540 = **$840**

About distributing based on costs

This method allows you to calculate direct personnel expense (DPE) and overhead costs based on direct labor costs from your Expense and Other Income accounts for a more precise calculation than the fixed-percentages method.

Because costs vary over time, Ajera temporarily uses fixed percentages to represent DPE and overhead costs on project reports.

Ajera replaces the fixed-percentage amounts with the cost-based amounts when you distribute DPE/overhead costs.

DPE

When you distribute DPE based on costs, Ajera performs the following calculations.

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Calculating DPE percent	For each project transaction that occurs during the date range specified in the Distribute DPE/Overhead window, it: 1. Divides the cost of the transaction by the total cost of all direct labor transactions in the date range, based on the transaction date. This determines the percentage of the total cost for which the transaction is responsible. 2. Multiplies this percent by the total cost of all general ledger entries in the date range for accounts with project distribution of DPE selected. This determines the DPE cost for the transaction. 3. Divides the DPE cost by the cost of the project transaction. This determines the DPE percent of the transaction. For example, if the cost of one project transaction is $60, and the cost of all the transactions is $220, the transaction is responsible for this percentage of the total cost: $60 / $220 = **27.27%** If the DPE cost for all general ledger entries is $75, then the DPE cost for the one transaction is: $75 x 27.27% = **$20.45** The DPE percent of the $60 transaction cost is: $20.45 / $60 = **34.09%**
Calculating project cost with DPE	The DPE amount added to your project labor cost is calculated as follows: (Cost Amount x DPE Percent) + Cost Amount For example, if the cost is $60 and DPE percent is 34.09%, then: ($60 x 34.09%) + $60 = **$80.45**

Overhead

When you distribute overhead based on costs, Ajera performs similar calculations.

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Calculating overhead percent	For each project transaction that occurs during the date range specified in the Distribute DPE/Overhead window, it: 1. Divides the cost of the transaction by the total cost of all direct labor transactions in the date range, based on transaction date. This determines the percentage of the total cost for which the transaction is responsible. 2. Multiplies this percent by the total cost of general ledger entries in the date range for accounts with project distribution of Overhead selected. This determines the overhead cost for the transaction. 3. Divides the overhead cost by the cost of the project transaction. This determines the overhead percent of the transaction. For example, if the cost of one project transaction is $60, and the cost of all the transactions is $220, the transaction is responsible for this percentage of the total cost: $60 / $220 = **27.27%** If the overhead cost for all the general ledger entries is $350, then the overhead cost for the one transaction is: 27.27% x $350 = **$94.45** The overhead percent for the $60 transaction is: $94.45 / $60 = **159.09%**
Calculating project cost with overhead	The overhead amount added to your project labor cost is calculated as follows: (Cost Amount x Overhead Percent) + Cost Amount For example, if the cost is $60 and overhead percent is 159.08%, then: ($60 x 159.09%) + $60 = **$155.45**
Calculating burdened cost	Burdened project cost is calculated as follows: • Cost Amount + DPE Amount + Overhead (calculated on Labor + DPE) For example, if the cost amount is $60, the DPE amount is $20.45, and the overhead amount is $127.98, then burdened project cost is: $60 + $20.45 + $127.98 = **$208.43** **Note**: On the Transaction widget, use columns **Cost Amount Burdened** and **Cost + Premium Amount Burdened**. • Cost Amount + DPE Amount + Overhead (calculated on Labor only) For example, if the cost amount is $60, the DPE amount is $20.45, and the overhead amount is $95.45, then burdened project cost is : $60 + $20 + $95.45 = **$175.45** **Note**: On the Transaction widget, use columns **Cost + DPE + Overhead** and **Cost + Premium Cost + DPE + Overhead**.

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About distributing based on hours

This method allows you to calculate direct personnel expense (DPE) and overhead costs based on direct labor hours from your Expense and Other Income accounts for a more precise calculation than the fixed-percentages method.

Because hours vary over time, Ajera temporarily uses fixed percentages to represent DPE and overhead costs on project reports.

Ajera replaces the fixed-percentage amounts with the hours-based amounts when you distribute DPE/overhead costs.

DPE

When you distribute DPE based on hours, Ajera performs the following calculations.

Calculating DPE percent	For each project transaction that occurs during the date range specified in the Distribute DPE/Overhead window, it: 1. Divides the hours for the transaction by the total number of hours for all direct labor transactions in the date range, based on transaction date. This determines the percentage of the total hours for which the transaction is responsible. 2. Multiplies this percent by the total cost of all general ledger entries in the date range for accounts with project distribution of DPE selected. This determines the DPE cost for the transaction. 3. Divides the DPE cost by the cost of the project transaction. This determines the DPE percent of the transaction. For example, if the hours of one project transaction is 2, and the hours of all the transactions is 10, the transaction is responsible for this percentage of the total time: 2 / 10 = **20%** If the DPE cost for all the general ledger entries is $75, then the DPE cost for the one transaction is: 20% x $75 = **$15** The DPE percent of the $60 transaction cost is: $15 / $60 = **25%**
Calculating project cost with DPE	The DPE amount added to your project labor cost is calculated as follows: (Cost Amount x DPE Percent) + Cost Amount For example, if the cost amount is $60 and DPE percent is 25%, then: ($60 x 25%) + $60 = **$75**

Overhead

When you distribute overhead based on hours, Ajera performs similar calculations.

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Calculating overhead percent	For each project transaction that occurs during the date range specified in the Distribute DPE/Overhead window, it: 1. Divides the hours of the transaction by the total hours of all direct labor transactions in the date range, based on transaction date. This determines the percentage of the total hours for which the transaction is responsible. 2. Multiplies this percent by the total cost of all general ledger entries in the date range for accounts with project distribution of Overhead selected. This determines the overhead cost for the transaction. 3. Divides the overhead cost by the cost of the project transaction. This determines the overhead percent of the transaction. For example, if the hours of one project transaction is 2, and the hours of all the transactions is 10, the transaction is responsible for this percentage of the total cost: 2 / 10 = **20%** If the overhead cost for all the general ledger entries is $350, then the overhead cost for the one transaction is: 20% x $350 = **$70** The overhead percent for the $60 transaction is: $70 / $60 = **116.67%**
Calculating project cost with overhead	The overhead amount added to your project labor cost is calculated as follows: (Cost Amount x Overhead Percent) + Cost Amount For example, if the cost is $60 and overhead percent is 116.67%, then: ($60 x 116.67%) + $60 = **$130**
Calculating burdened cost	Burdened project cost is calculated as follows: • Cost Amount + DPE Amount + Overhead (calculated on Labor + DPE) For example, if the cost amount is $60, the DPE amount is $15, and the overhead is $87.50, then burdened project cost is: $60+ $15 + $87.50= **$162.50** **Note**: On the Transaction widget, use columns **Cost Amount Burdened** and **Cost + Premium Amount Burdened**. • Cost + DPE + Overhead (calculated on Labor only) For example, if the cost amount is $60, the DPE amount is $15, and the overhead amount is $70, then the burdened project cost is: $60 + $15 + $70 = **$145** **Note**: On the Transaction widget, use columns **Cost + DPE + Overhead** and **Cost + Premium Cost + DPE + Overhead**.

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Setting up DPE/overhead distribution

To set up direct personnel expense (DPE) or overhead distribution:

- Select the DPE/overhead distribution method in company preferences.
- If using a method based on costs or hours, go to the chart of accounts and select the Expense or Other Income accounts to use for calculating DPE or overhead costs.

Company Preferences

1. From the > **Setup** menu, click **Company** > **Preferences**.
2. On the **Payroll** tab, select the DPE/overhead distribution method:

Select	To
Use fixed percentages only	Distribute DPE and overhead based on fixed percentages
Distribute based on costs	Calculate DPE and overhead based on direct labor cost and distribute
Distribute based on hours	Calculate DPE and overhead based on direct labor hours and distribute

3. Enter a percentage in the DPE field. The percentage is applied to project labor costs to reflect direct personnel expense paid on behalf of employees.
4. Enter a percentage in the Overhead field. The percentage is applied to project labor costs to reflect general operating expenses.
5. Select the **Distribute DPE/overhead to marketing phases** check box to distribute DPE and overhead costs to marketing phases using the distribution method selected in Step 2.
6. Click **Close**.
   - If using fixed percentages only, your setup is complete and you can distribute DPE/overhead, as needed.
   - If using a cost- or hours-based method, go to the chart of accounts and select the DPE and overhead accounts (see below).

Chart of accounts

The following instructions apply only if you are distributing DPE/overhead based on costs or hours. If you are using fixed percentages only, the **DPE** and **Overhead** check boxes are unavailable.

1. From the > **Setup** menu, click **Company** > **Financials** > **Chart of Accounts**.
2. Click an Expense or Other Income account, and click **Edit**.

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3. On the **General** tab, select the **DPE** or **Overhead** check box to include the account in the calculation of the DPE or overhead cost.
4. Click **Save**.
5. Click the left arrow or right arrow button to navigate to the next Expense or Other Income account and repeat these steps.

Distributing DPE/overhead

After the direct personnel expense (DPE) or overhead distribution options are set up, you can distribute the costs for a specified date range as needed.

To distribute DPE/overhead

1. From the > **Setup** menu, click **Company** > **Distribute DPE/Overhead**.
2. Enter dates in the From and Through fields.
3. Click the **Distribute** button.

At any time, you can change the setup of your DPE/overhead distribution and redistribute the costs in the Distribute DPE/Overhead window.

Plan for the future

You will learn how to use Ajera to help you get a handle on what your future needs will be:

Review past trends and forecast future requirements

Use the Project Workload report to forecast future requirements and view past trends, all in one report. The report displays contract remaining amounts for phases, and it forecasts when those amounts will be spent. It builds the forecasts using a straight-line estimate and the start and end dates assigned to the phase. With this report, you can:

- Identify future revenue.
- See workload by company, department, or principal.
- Determine your ability to handle a new project according to the time frame requested by the client.
- Select to show the effect of your Business Development pipeline on future workload.

Where to see it

From the > **Reports** menu, click **Project** > **Project Workload**.

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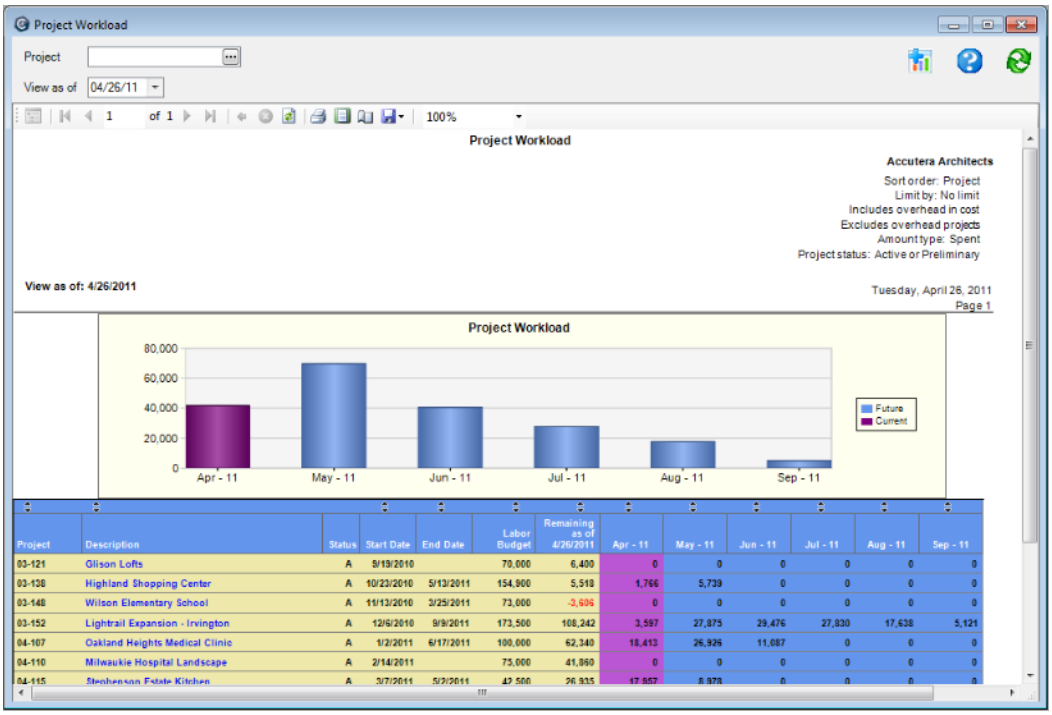
What it looks like



Determine future labor requirements

Use the Employee Workload report to determine your labor resource requirements. The report evaluates all employees assigned work at the project level and forecasts remaining amounts using a straight-line method for the phases. With this report, you can:

- Identify under- or overutilized resources.
- Forecast future staffing requirements.
- Identify workload by employee type, employee, or project.
- Create a master company work schedule.

Where to see it

From the > **Reports** menu, click **Project** > **Employee Workload**.

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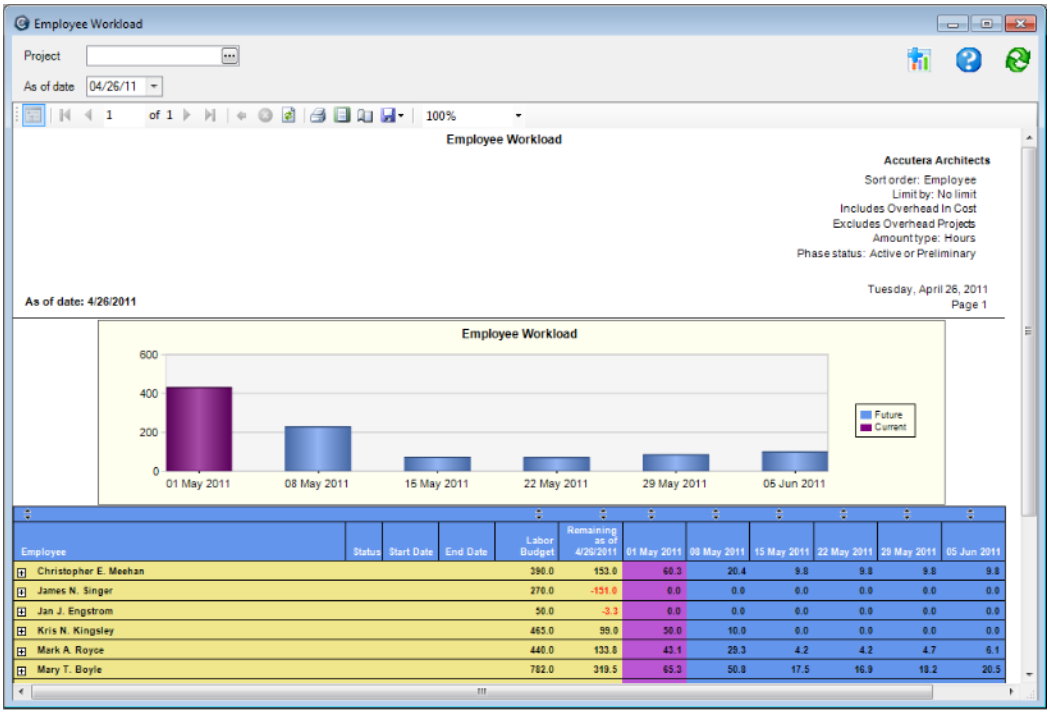
What it looks like



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Producing reporting options

Overview

Determine what you need

Determine what you need

This provides a general overview of the reporting options available to you and where to find them.

Reporting options
Financial reporting
Project reporting
General reporting
Audit reporting
Focusing on what you need

Reporting options

Determining what you need

A good first step is to evaluate your current reporting needs, and then match up your needs with what is available in Ajera.

Here are some common situations that arise during this process:

- You review the standard reporting in Ajera that is specifically designed for architectural and engineering firms. It is fine as is for your needs.
- You don't see the exact same report you had in your previous software, but on further examination, you find that Ajera provides something as good or better.
- You see a reporting solution in Ajera that is close to what you need, but it needs some modification to work at your firm.
- You need a completely new custom report to accommodate your firm's exact needs.

In this unit of the course, you'll learn about the various reporting options available in Ajera.

What Ajera offers you

Ajera offers many options for you to obtain the information you need. There are three main types of reporting:

- Reports
- Financial Statement Designer
- Inquiries

What to use when

Get started by obtaining a general understanding of which type of reporting is best for which need.

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	Report	Financial Statement Designer	Inquiry
What is it best for?	Easily review standard information in a common format and organization.	Produce financial reports.	Customize information that exists in standard reports. Research or analyze information, perhaps for problem solving, that is not available in any reports.
Which financial reports are available?	Balance Sheet Company Budget Journal Entries Ledger Profit and Loss Statement Sales Tax Preparation Trial Balance	Balance Sheet (template) Company Budget (you can create it) Key ratios (you can create it) Profit and Loss Statement (template) Statement of Cash Flow (template)	
Customization?	Options available through (**Customize**) on the report. You can also import custom reports designed in Microsoft SQL Server Reporting Services 2005.	Many options for determining content and organization	Many options for determining content and organization
Where do you find it?	From the main menu, click > **Reports**. Additional project reports are available through > Manage > Project Command Center.	From the main menu, click > **Reports** > **Financial** > **Financial statements**. If your security settings allow it, you can also click > **Reports** > **Manage Financial Statements** > **Designs**.	From the main menu, click > **Reports** > **Standard Inquiries**.

Standard reporting or customization

Ajera contains a comprehensive set of standard reports designed to meet the needs of architectural and engineering firms. Many of these reports may be exactly what you need.

However, based on specific business needs, your firm may need something slightly different or very different from the standard reports. In these situations, Ajera offers the following:

- The ability to import custom reports that you or a consultant create using Microsoft SQL Server Reporting Services 2005

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- Inquiries
- Financial statements that you create through the Financial Statement Designer

You will find that many standard reports are also available as standard inquiries. Many firms like to use inquiries when they want specific content that is not available in a standard report.

Financial reporting

In Ajera tasks, you use standard reports, inquiries, and the Financial Statement Designer to review financial information.

Review this information	Here
Financial statements such as balance sheets, profit and loss statements, and statements of cash flow	From the ☰ > **Reports** menu, click **Financial** > **Financial statements**. If your security settings allow you to create and manage financial statements (as set on the ☰ > Setup > Company > Roles > General tab): • To create or preview statements,from the ☰ > **Reports** menu, click **Manage Financial Statements** > **Designs**. • To create and manage financial statement groups, from the ☰ > **Reports** menu, click **Manage Financial Statements** > **Groups**.
Company Budgets report Journal Entries report Sales Tax Preparation report Trial Balance report	From the ☰ > **Reports** menu, click **Financial**.

Let's take a quick look at the financial reporting solutions.

Financial statements

You use the Financial Statement Designer to produce financial statements such as:

- Balance sheets
- Profit and loss statements
- Statements of cash flow
- Company budgets
- Key ratios
- Other financial statements needed by your firm

In addition, you can create statement groups to share financial statements with others and bundle several statements together for easy distribution and review. You'll learn more about statement groups in Prepare it for distribution.

Ajera provides templates for the following financial statements so you can either produce a statement more quickly or begin customizing a statement more easily:

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- Balance Sheet
- Profit and Loss Statement
- Statement of Cash Flows

You open the Financial Statement Designer from the > **Reports** menu by clicking **Manage Financial Statements** > **Designs**. View the available templates by clicking the **Open** button.

Other financial reports

In addition to the dashboard and the detailed reports associated with it, and financial statements, Ajera offers some standard financial reports. From the > **Reports**menu, click **Financial**.

Other financial information

You can also view project, client, vendor, bank register, and payroll reports. Click > **Reports**.

You can also view financial information through inquiries. Click > **Report** > **Standard Inquiries**.

Project reporting

You can view the following types of information about your projects:

- Relevant reports while you work on a project
- Project schedule information
- Detailed project reports
- Focused project information

As you work with Ajera, you'll most likely find that all the information you need about your projects is available to you.

Relevant reports while you work

See up-to-date, pertinent information about the project you are currently viewing.

While managing, budgeting, and scheduling projects in the Project Command Center (> Manage > Project Command Center), you can do the following:

Click this tab	To review
Invoices	Client invoice details and to preview client invoices
Progress	If a project is on time and on budget
Snapshot	Billed, spent, and WIP amounts, as well as hours worked, to-date
Plan	A project's budgeting and scheduling information

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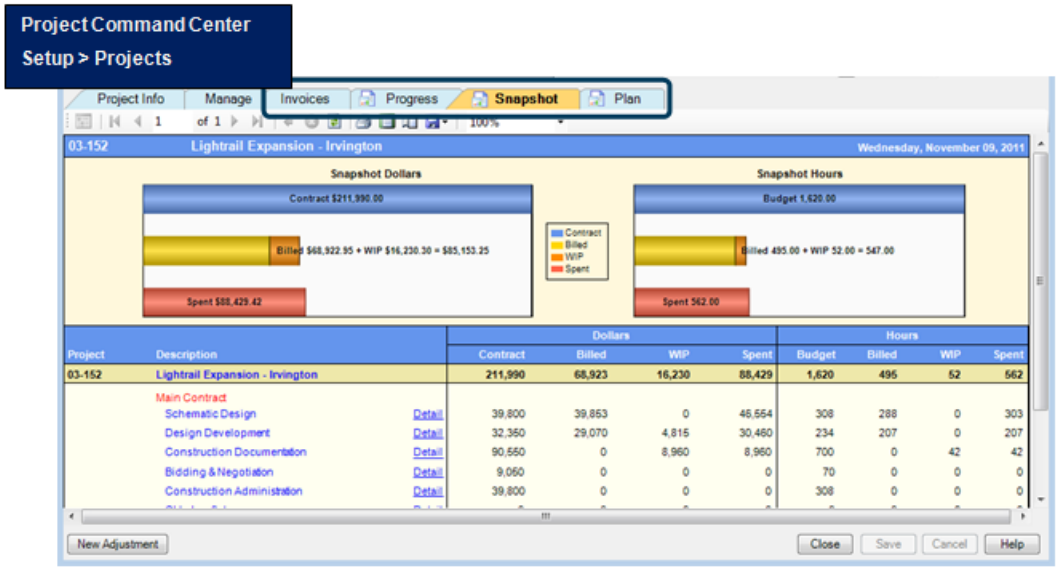
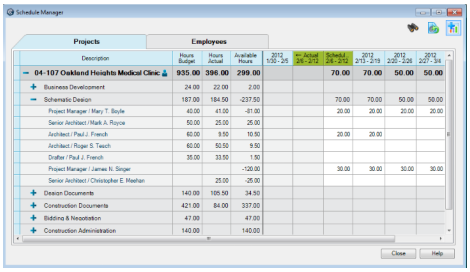


Project schedule information

While working with your project and employee schedules in Schedule Manager (> Manage > Schedule), you can easily see current information on the status of your project and how time is being spent. You can also export the information to Excel.



Detailed project reports

Monitor, analyze, and evaluate the success of your projects. Simply review the reports you need.

Click > **Reports** > **Project**.

- Executive Summary
- Project Workload
- Project Earnings
- Project Profit
- Project Backlog
- Hours Distribution by Project
- Budget Variance
- Commitment Management
- Billing Report

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- Work-in-Progress Aging
- Business Development

Popular reports

Following is a closer look at a few of the popular project reports.

To learn more about project reports and what they can tell you, see A Project Manager's Path through Ajera.

Snapshot report

Use the Snapshot report to manage day-to-day execution of your project. This report can help answer questions, such as:

- How is my project progressing?
- What is available to bill?
- How much budget (hours and revenue) is left?
- Who is working on my projects?

At a glance, you can view billed, spent, and WIP amounts, as well as hours worked, to-date. You can view detail by labor, expense, and consultant. You can further drill down to view spent and billed rates.

The project contract totals on this report are derived from the totals that appear for projects on the Manage tab.

How to get the most out of it

Be sure to enter contract amounts for the project and its phases as you work on them. This gives Ajera good data at the project and phase level as long as you budget the project to the phase level. You enter and maintain contract amounts in the Project Command Center (> Manage > Project Command Center > Manage tab).

Where to see it

From the > **Manage** menu, click **Project Command Center** and then click the **Snapshot** tab in the middle of the window. If you don't see it, click (**Customize**) to add it.

What it looks like

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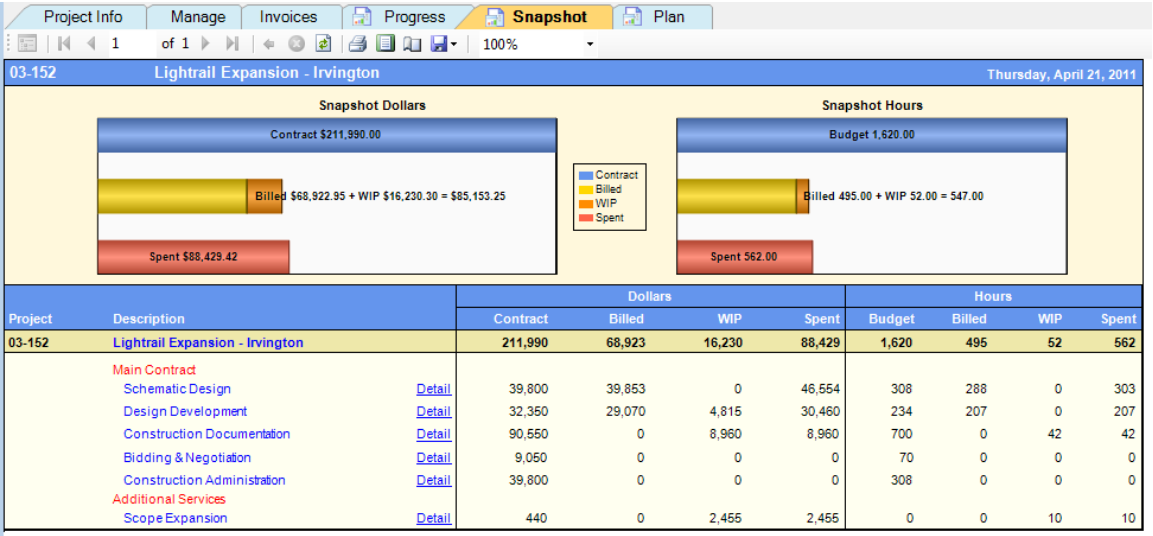

Project	Description		Dollars Contract	Billed	WIP	Spent	Hours Budget	Billed	WIP	Spent
03-152	Lightrail Expansion - Irvington		211,990	68,923	16,230	88,429	1,620	495	52	562
	Main Contract									
	Schematic Design	Detail	39,800	39,853	0	46,554	308	288	0	303
	Design Development	Detail	32,350	29,070	4,815	30,460	234	207	0	207
	Construction Documentation	Detail	90,550	0	8,960	8,960	700	0	42	42
	Bidding & Negotiation	Detail	9,050	0	0	0	70	0	0	0
	Construction Administration	Detail	39,800	0	0	0	308	0	0	0
	Additional Services									
	Scope Expansion	Detail	440	0	2,455	2,455	0	0	10	10

Progress report

Determine if your project is on time and on budget

Use the Progress report to help you determine if a project is on time and on budget. You can compare the amount you spent on your project against the budgeted amount and the reported percent complete amount on a project-to-date basis.

With this report, you can perform Earned Value Analysis (EVA), an industry-standard method of determining the progress of a phase or project at any point in time. EVA compares forecasted completion dates and estimated costs to work that was completed (earned). The report illustrates the comparison in a three-line graph, which shows the variance among schedule, budget, and earned.

How to get the most out of it

To get the most benefit from this report, be sure to maintain this information for the project in the Project Command Center (> Manage > Project Command Center> Manage tab):

- Estimated start and complete dates
- RPC (Reported Percent Complete)
- Contract amount

In this way, you give Ajera good data for your report, as long as you enter and update the budget and its dates to the phase level.

Where to see it

1. Open the project (from the > **Manage** menu, click **Project Command Center** and in the project list at the top of the window, click the project).
2. Click the **Progress** tab.

What it looks like

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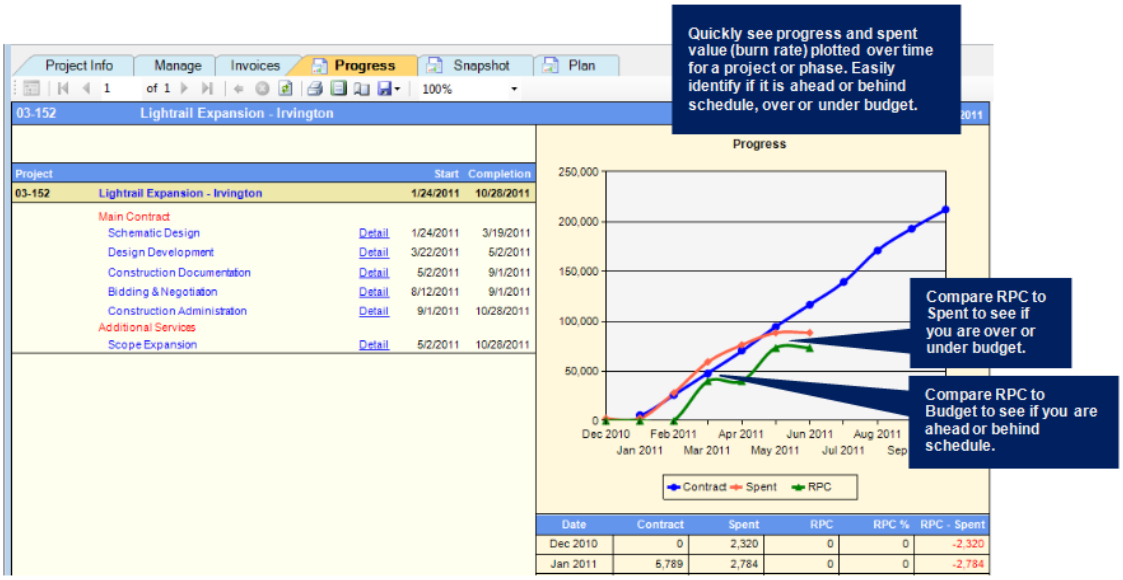

Project Earnings report

Use the Project Earnings report to obtain a complete picture of your projects including billing, cost, and profit.

You can do the following with this report:

- Review work-in-progress (WIP) and Receivables balances.
- See a write-off amount when the WIP amount has been manually changed or the WIP status has been changed to **Write-off**.
- Optionally include overhead expenses in your project labor cost.
- Print it with labor only, or include expenses and or consultants.

You can summarize information by project manager, principal in charge, project type, or department. You can drill down to project, phase, and full detail information.

Where to see it

From the > **Reports** menu, click **Project** > **Project Earnings**.

What it looks like

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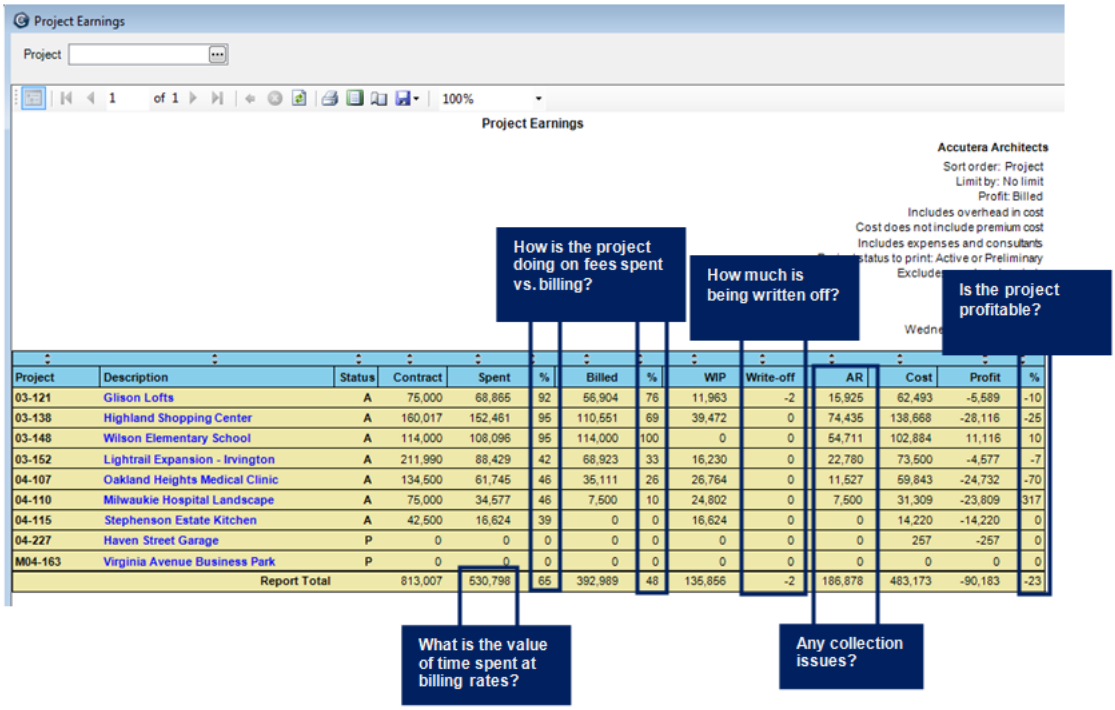

Project	Description	Status	Contract	Spent	%	Billed	%	WIP	Write-off	AR	Cost	Profit	%
03-121	Glison Lofts	A	75,000	68,865	92	56,904	76	11,963	-2	15,925	62,493	-5,589	-10
03-138	Highland Shopping Center	A	160,017	152,461	95	110,551	69	39,472	0	74,435	138,668	-28,116	-25
03-148	Wilson Elementary School	A	114,000	108,096	95	114,000	100	0	0	54,711	102,884	11,116	10
03-152	Lightrail Expansion - Irvington	A	211,990	88,429	42	68,923	33	16,230	0	22,780	73,500	-4,577	-7
04-107	Oakland Heights Medical Clinic	A	134,500	61,745	46	35,111	26	26,764	0	11,527	59,843	-24,732	-70
04-110	Milwaukie Hospital Landscape	A	75,000	34,577	46	7,500	10	24,802	0	7,500	31,309	-23,809	317
04-115	Stephenson Estate Kitchen	A	42,500	16,624	39	0	0	16,624	0	0	14,220	-14,220	0
04-227	Haven Street Garage	P	0	0	0	0	0	0	0	0	257	-257	0
M04-163	Virginia Avenue Business Park	P	0	0	0	0	0	0	0	0	0	0	0
	Report Total		813,007	530,798	65	392,989	48	135,856	-2	186,878	483,173	-90,183	-23

Budget Variance report

Use the Budget Variance report to monitor labor, expense, and consultant totals.

Use the graph view to see, at a glance, which projects need your attention. The comprehensive budget information on the report includes contract amount, amount spent, and amount remaining for labor, expenses, and consultants.

You can summarize information by project manager, principal in charge, project type, or department. You can drill down to project and phase information.

Where to see it

From the > **Reports** menu, click **Project** > **Budget Variance**.

What it looks like

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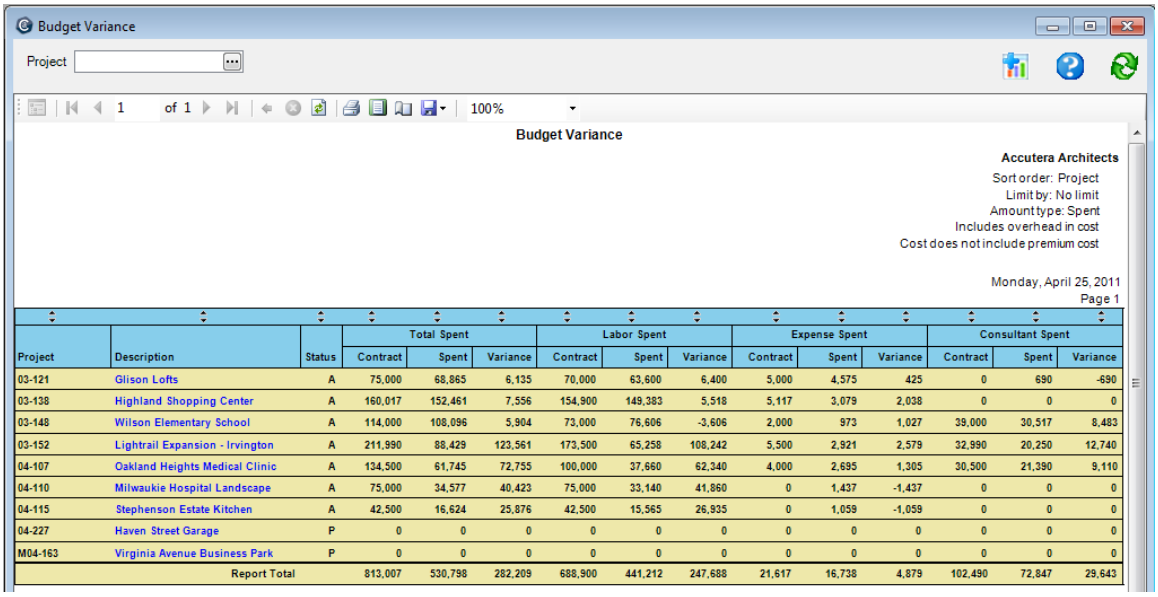

Project	Description	Status	Total Spent			Labor Spent			Expense Spent			Consultant Spent		
			Contract	Spent	Variance	Contract	Spent	Variance	Contract	Spent	Variance	Contract	Spent	Variance
03-121	Glison Lofts	A	75,000	68,865	6,135	70,000	63,600	6,400	5,000	4,575	425	0	690	-690
03-138	Highland Shopping Center	A	160,017	152,461	7,556	154,900	149,383	5,518	5,117	3,079	2,038	0	0	0
03-148	Wilson Elementary School	A	114,000	108,096	5,904	73,000	76,606	-3,606	2,000	973	1,027	39,000	30,517	8,483
03-152	Lightrail Expansion - Irvington	A	211,990	88,429	123,561	173,500	65,258	108,242	5,500	2,921	2,579	32,990	20,250	12,740
04-107	Oakland Heights Medical Clinic	A	134,500	61,745	72,755	100,000	37,660	62,340	4,000	2,695	1,305	30,500	21,390	9,110
04-110	Milwaukie Hospital Landscape	A	75,000	34,577	40,423	75,000	33,140	41,860	0	1,437	-1,437	0	0	0
04-115	Stephenson Estate Kitchen	A	42,500	16,624	25,876	42,500	15,565	26,935	0	1,059	-1,059	0	0	0
04-227	Haven Street Garage	P	0	0	0	0	0	0	0	0	0	0	0	0
M04-163	Virginia Avenue Business Park	P	0	0	0	0	0	0	0	0	0	0	0	0
	Report Total		813,007	530,798	282,209	688,900	441,212	247,688	21,617	16,738	4,879	102,490	72,847	29,643

Focused project information

When you need to focus on specific project information, you can use a project inquiry.

You can work with one of these standard inquires to get at the specific information you need. For example, you can delete a column, move a column, or add a column. When you add a column, you can select it from a long list of available information, or enter a formula to display the unique information you need.

Click > **Reports** > **Standard Inquiries** > **Project** .

- Project
- Phase
- Project Type
- Project Manager
- Reported Percent Complete
- Business Development

General reporting

This topic introduces you to reporting for other areas of Ajera.

Ajera provides reports and inquiries for reviewing various information about the following:

- Vendors (accounts payable)
- Clients (accounts receivable)
- Employees
- Payroll
- Banking

Click either the > **Reports** menu.

Here's a list of reports and inquiries that are available for information on employees, clients, vendors, banks, and payroll.

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To see a detailed description about a specific report or inquiry, click the link.

For information about	Review these reports	And these inquiries
Employees	Employee Utilization Employee Workload Hours Distribution by Employee Manage Timesheets Rejected Time Timesheet Status	Employee Employee Type Timesheet Timesheet Detail Expense Report Expense Report Detail
Clients	Client Invoice Register Client Receipt Register Client Invoice Aging Client Statements Monthly Receivables Balances Cash Receipt Forecast	Client Client Type Client Invoice Billing Review History Client Receipt
Vendors	Vendor Amount to Pay Vendor Check Register Vendor Invoice Aging Vendor Invoice Register Consultant Pay When Paid Consultant Insurance Monthly Payable Balances Vendor 1099 Preparation	Vendor Vendor Type Vendor Invoice Vendor Payment Vendor Insurance Recurring Vendor Invoice Recurring Vendor Invoice Distribution
Banks	Bank Entries	Bank Account Bank Entry Bank Account Statement Credit Card Statement
Payroll	Check Activity Subject-To Deduction - Fringe Register Deposit Summary Accrual Pay Balance 940 Preparation 941 Preparation Salaries Payable Balance State Quarterly	Check Summary Check Detail Deduction Fringe Accrual Subject To Deposit Summary 940 Preparation Part 1 940 Preparation Part 2 941 Preparation State Quarterly Tax

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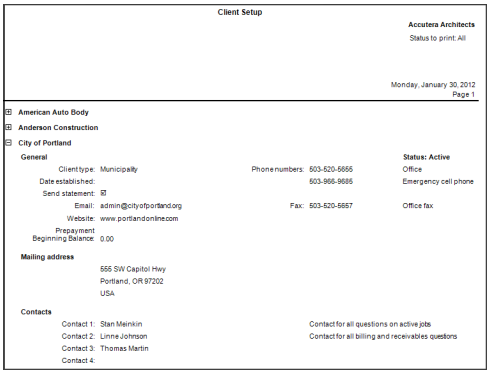
In addition, you can produce setup reports to review a summary of the options you selected and information you entered when setting up Ajera.

For example, you can produce the Client Setup report to quickly reference various information about clients, such as the email address or contacts.



Client Setup

Accutera Architects
Status to print: All

Monday, January 30, 2012
Page 1

American Auto Body

Anderson Construction

City of Portland

General

Status: Active

Client type: Municipality
Date established:
Send statement: RI
Email: admin@cityofportland.org
Website: www.portlandonline.com
Prepayment Beginning Balance: 0.00

Phone numbers: 503-620-5655 Office
503-966-9686 Emergency cell phone
Fax: 503-620-5657 Office fax

Mailing address

555 SW Capitol Hwy
Portland, OR 97202
USA

Contacts

Contact 1: Stan Meinkin — Contact for all questions on active jobs
Contact 2: Linne Johnson — Contact for all billing and receivables questions
Contact 3: Thomas Martin
Contact 4:

You can also review list reports and inquiries to print lists of various items you set up, such as employees, contacts, and so on.

Audit reporting

An important part of financial software is auditing and financial reconciliation. With Ajera, you can use the following to accomplish those tasks:

- Session journal reports
- Session inquiries
- Other inquires
- Reconciliation reports

Session journal reports

Session journal reports show entries created, changed, and deleted in a session. They also show a recap of accounts affected by the entries.

You begin by viewing a list of session journals. You can select to see only sessions for a specific time frame if the list is too long. Next, you select the session journal you want to view.

To view session journal reports, from the > **Reports** menu, click **Session Journals**.

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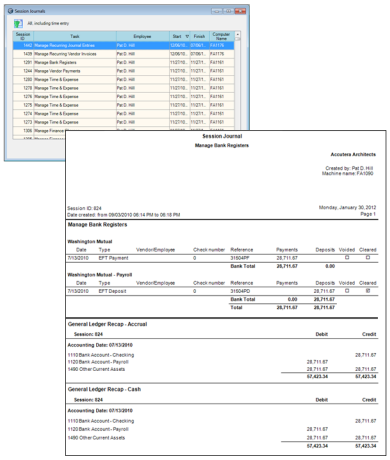
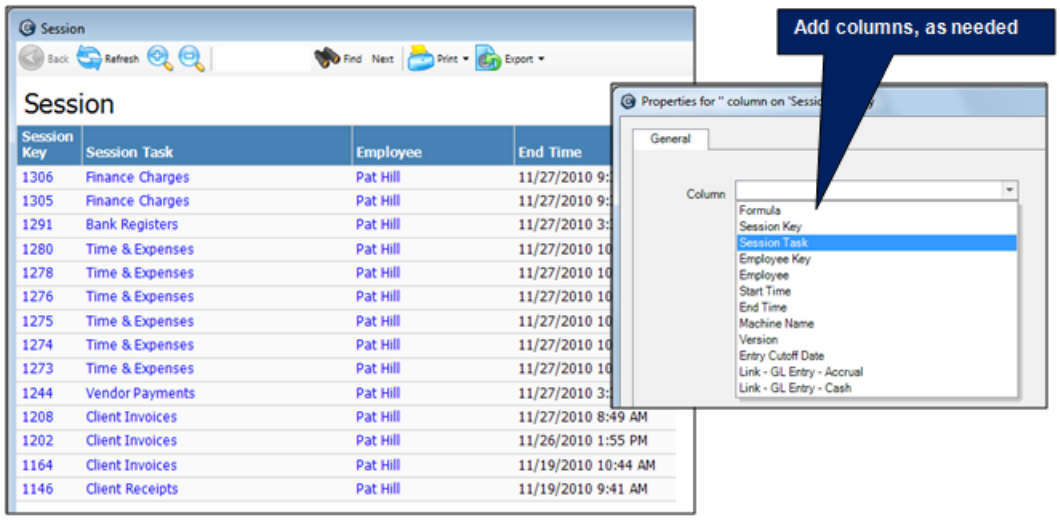


Session inquiries

A session inquiry differs from a report in that you can more easily focus on the information you want. If you don't readily see what you need in the report, the inquiry provides a good way for you to research and investigate specific issues. For example, you can add columns for information you need to review.

To view session inquiries, from the > **Reports** menu, click **Standard Inquiries** > **Session**.



Other inquiries

In addition to session inquires, other types of inquires are also available to help you monitor your accounts and transactions, and to research a specific issue in detail. For example, when viewing the Timesheet inquiry, you can click a link to view the Transaction Labor inquiry, or when viewing the GL Account inquiry, you can click a link to view the GL Entry Accrual inquiry.

Be sure to review the inquires that are available to you. From the main menu, click > **Reports** > **Standard Inquiries**.

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Financial reconciliation

Developing precise procedures for reconciliation should be a top priority for every company. It is a guarantee your reports are accurate and your data is in balance.

As a best practice, we recommend that you reconcile monthly. You first determine if your Trial Balance report is in balance and then balance each of the control accounts to your Trial Balance report.

Through normal workflow, Ajera keeps the subsidiary ledgers and control accounts in balance. For example, when you print vendor checks, an entry is made to the Accounts Payable control account to reduce the balance by the total of the check. However, if you entered the amount of the check as a debit to the Accounts Payable account in Manage Journal Entries, then your Accounts Payable subsidiary ledger (Vendor Invoice Aging) would no longer be in balance with your Accounts Payable account on your Trial Balance report.

Focusing on what you need

Learn how to obtain the reporting you need, including the options available for customizing reporting to meet any special needs at your firm.

Explore!

Explore the different reporting solutions, and determine how to best use them for your firm's needs. Start by just clicking on the main > task menu in Ajera to see what's available. (Some or all of the options may not be available to you depending on your security settings).

Get what you want

Obtain what you need

This describes how to produce reports, inquiries, and financial statements. It also describes where you can obtain additional resources for producing custom reporting.

Producing reports

Producing inquiries

Producing financial statements

Resources for custom reporting

Producing reports

In this topic, you'll learn the basics about producing reports.

Ajera provides a set of reports designed for architectural and engineering firms. When viewing a report, it's easy to select custom options for it, navigate through it, and review information in it.

You begin by selecting the report you want from the > Reports menu.

Anatomy of a report

Let's start by taking a look at a sample report and its various components.

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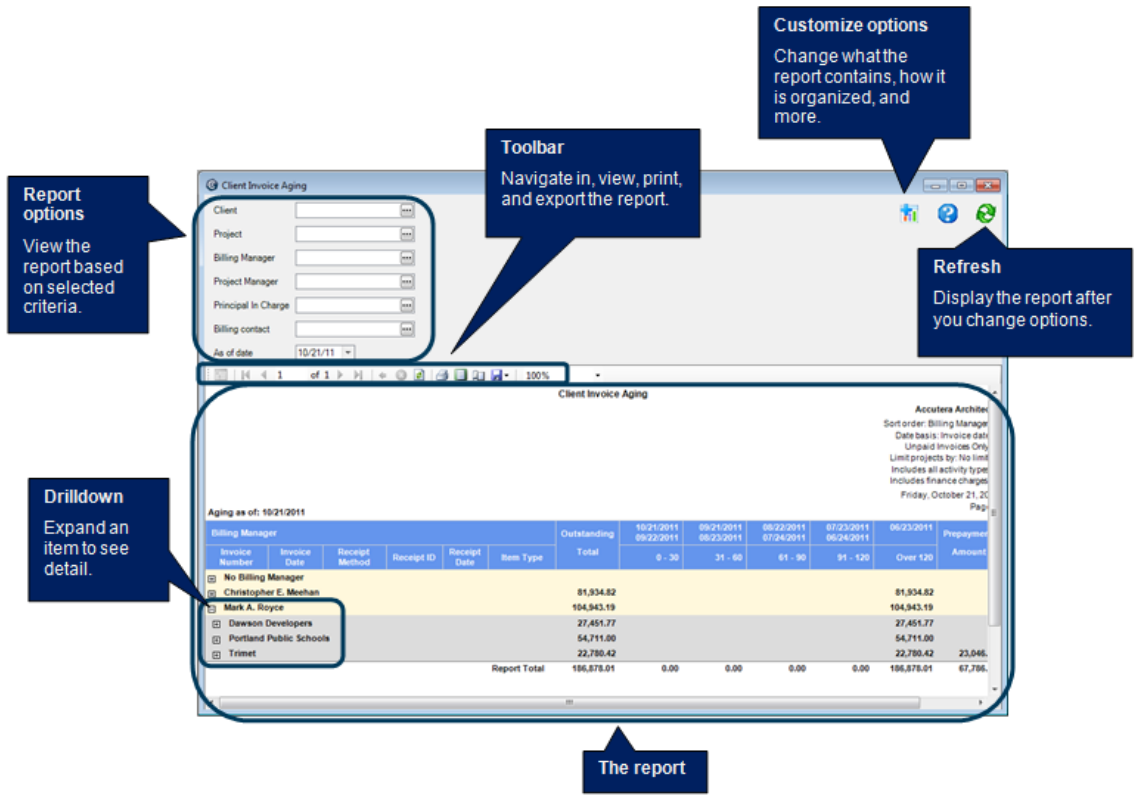
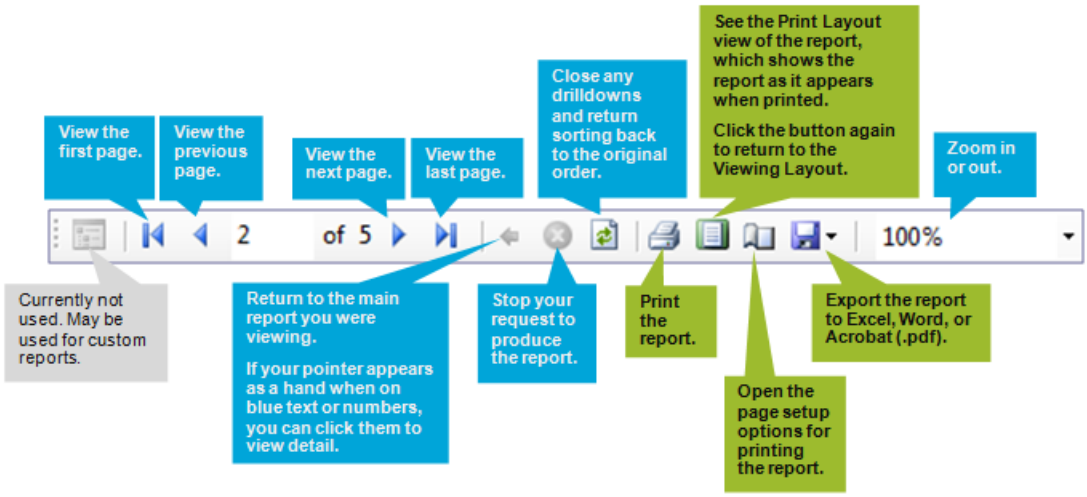


A close-up look at the reports toolbar

Use the toolbar to change the way you view the report, and to print or export the report.



Customizing reports

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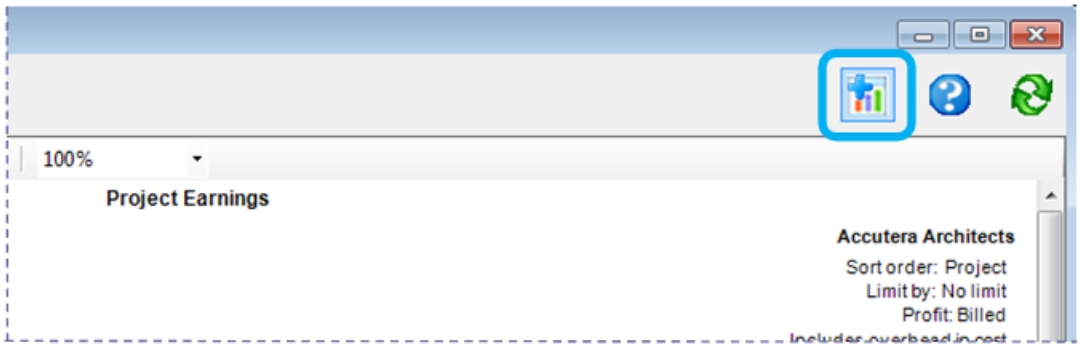
You can customize reports in these ways:

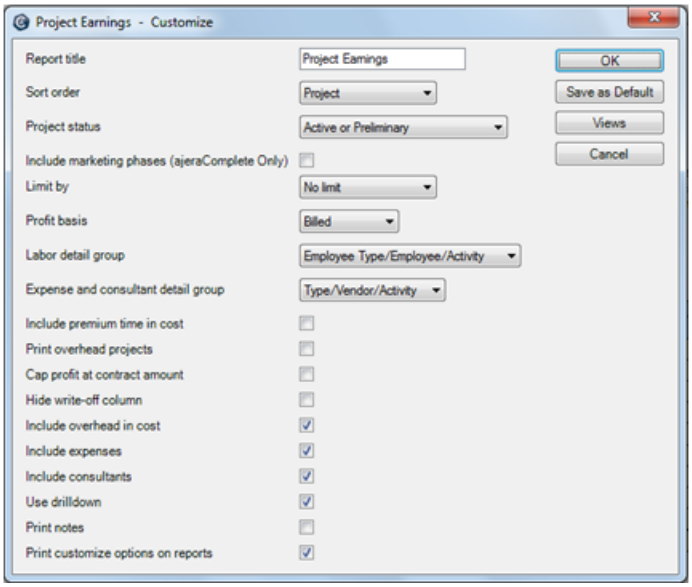
- Use (**Customize**) on the window for the report. With it, you can change some general options.
- Copy a standard report and modify it.
- Create a report of your own.

Use (Customize)

When viewing a report, you can use (**Customize**) to change some general options for the report's content. For example, on many reports, you can change the name of the report or the sort order.



Here's an example of some options available for the Project Earnings report:



Modify an existing report or create your own report

You or a consultant can modify an existing Ajera report or create a new report.

So that Ajera can use the report, the report must be created in Microsoft SQL Server Reporting Services 2005.

You may need to customize a standard Ajera report because the Customize options do not provide exactly what you need. First, see if you can obtain what you need by using or modifying an inquiry. Some firms prefer to modify an inquiry, instead of a report, because you can do it directly through Ajera.

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Printing and exporting reports

To preview and print a report:

- To preview the report as it appears when printed, click (**Print Layout**). Click the button again to return to the Viewing Layout.
- To print the report, click (**Print**).

To export a report:

1. From the report you are currently viewing, click (**Export**), and then select **Excel**, **Word**, or **Acrobat (PDF) file**. The Save As window appears.
2. Select the location where you want to save the exported file.
3. Enter a name for the file.
4. Click **Save**.

Producing inquiries

In this topic, you'll learn about using inquiries to get the information you need. Later in this course, you'll learn how to share them with others.

Ajera provides a set of standard inquiries that target information most commonly needed by architectural and engineering firms. The inquiries contain links to other standard inquiries.

One of the most powerful aspects of inquires is their flexibility. You can create, move, or remove columns and change the information and type of information that appears. For this reason, inquiries are very helpful when you need to see specific information in a certain way or when you need to get at information you can't find elsewhere so as to research an issue.

When you need to customize an inquiry, you use a standard inquiry as a starting point; you do not create an inquiry from scratch. A good way to think of a standard inquiry is that it is like a template. Like any template, you do not overwrite the standard inquiry, but you change it and then save it with a different name.

Know which inquiry you need

Because so much information is available through inquiries, it is important to develop a plan to help you know exactly what you need and how to get it. It helps to determine which inquiries contain what you need. In some cases, it also helps to know how to link an inquiry to another inquiry so that the information is simple to access and analyze.

Types of inquiries

Let's take a look at how Ajera groups inquiries on the main > task menu and at some general examples of the type of information you'll find on inquiries within those groups:

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These types of inquiries	Contain information such as
Project	Project dates, project manager, project type, hours budgeted, hours worked, total contract amount, spent amount, billed amount, work-in-progress (WIP), and Reported Percent Complete (RPC)
Employee	Name, job title, employee type, contact information, hours worked on a project, phase, and activity, and expense report details
Resource	**unavailable in ajeraCore** Employee, employee type, activity, vendor, units/hours, actual start and completion dates, project descriptions, and phase descriptions
Client	Client name, client type, contact information, client invoice details (write-off, outstanding, and aging), client receipt details (receipt method, total amount, amount by activity type, adjustment, prepayment, and deposit bank name)
Vendor	Vendor name, vendor type, vendor contact information, vendor invoice information (write-off, outstanding, and aging), vendor payment details (bank name, payment number/reference, check date, invoice number, and amount), and vendor insurance details
In-house Expense Log	In-house expense status, description, log date, and notes
Department	Department name and status
Bank	Bank account names, account numbers, bank entry details (bank name, entry number, and amount), bank account and credit card statement details (bank name, statement beginning and ending dates, reconciled payments and deposits or charges, remaining amount, and statement beginning and ending balances)
Transaction	Billing status, transaction type, date, activity, activity type, employee, employee type, hours type, units/hours, and cost, spent, and billed amounts
General Ledger	General ledger account details (account type, account group, and net profit) and general ledger entry details (accrual department and account, and cash basis department and account)
Payroll	Check summary details (pay period, regular and overtime hours and amounts, total hours, gross pay, deductions, employee tax, net pay, employer tax, and fringe amounts), check detail (GL account and department, pay date, hours, and employee and employer amount), deductions, fringe benefits, accrued vacation and sick time, taxes, and 940 and 941 preparation
Session	Session task, employee performing the task, and date and time of task
List	Details for activities, contact names, and contact types

Inquiries and inquiry descriptions

To begin knowing what inquiries contain and which inquiries you will need:

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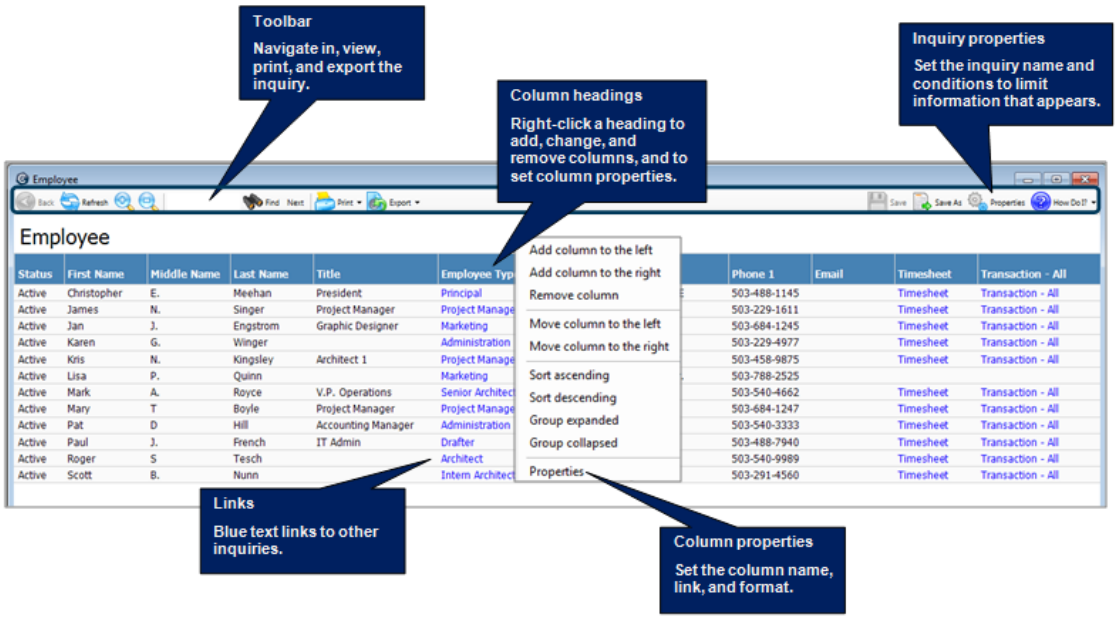
- Look at the inquiries by opening them from the Reports > Standard Inquiries menu.
- Review the inquiry descriptions in help (> Help > Online Help). To return to this course, click the **Back** button.

Anatomy of an inquiry

Let's take a look at a sample inquiry and its components.

An important thing to remember about inquires is that you can control the type and amount of information in them.

In addition, you can link to other inquiries from an inquiry. For example, the Project inquiry lists general information about projects and contains links to the Phase inquiry, which contains detailed information for a project.



A close-up look at the Inquiry toolbar

Use the toolbar to change the way you view the inquiry, to change properties for it, and to save, print, or export it.

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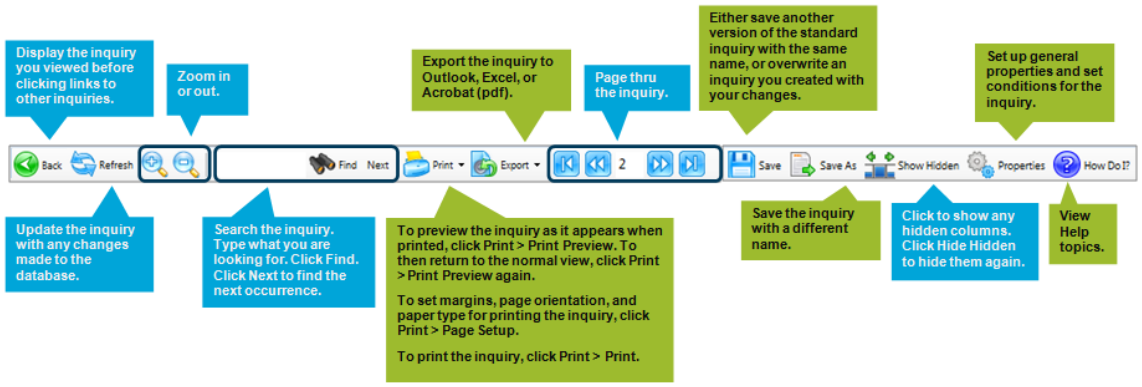

Creating an inquiry

You create an inquiry by changing a standard inquiry.

Work with columns

Here are some ways you can work with columns to display the information you want on an inquiry:

- Add a column by selecting it from a predefined list, or create a column by entering a formula.
- Move columns so information appears in a logical order.
- Delete columns to focus on only what you need and remove clutter.
- Sort, group, or subtotal by column.
- Set column properties to define its format.
- Link the column to another inquiry to easily view related information.

Set conditions

In addition, you can set conditions for an inquiry, as needed, to limit the data that appears in the inquiry. For example, you may want to see only transactions for a certain date range or a specific client. Or you may want anyone who uses the inquiry to see only their transactions, not their coworkers' transactions.

Set time periods

You can set column properties or inquiry conditions so that data for a specified time period is displayed in an inquiry column or an entire inquiry.

Be sure you understand how time periods work on an inquiry and how they can affect the information that appears. For more information, see the following:

This link goes to help (> **Help** > **Online Help**). To return to this course, click the **Back** button.

Displaying inquiry data for a specific time period

Example

For example, you reviewed the standard reports for Business Development, but you need some specific, additional information. Before getting started with your BD efforts for a new project, you want to first review historical and current information on existing BD projects.

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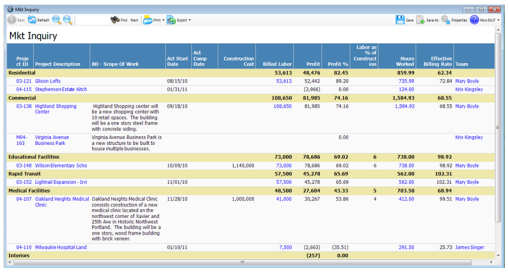
You start by opening the standard inquiry, BD phase. You then add some predefined columns. You create other custom columns by using a formula. Your result might look something like the following:



Printing and exporting an inquiry

To open an inquiry, select it from the Reports > Standard Inquiries or Custom Inquiries menu.

Preview and print an inquiry

To preview and print an inquiry, click Print (**Print**) on the toolbar and make a selection as follows:

- To set margins, page orientation, and paper type for printing the inquiry, select **Page Setup**.
- To preview the inquiry as it appears when printed, select **Print Preview**. To then return to the normal view, select **Print Preview** again.
- To print the inquiry, select **Print**.

Export an inquiry

You can export an inquiry to Microsoft Excel, Microsoft Outlook, or Adobe Acrobat (pdf).

To export an inquiry, click Export (**Export**) on the toolbar and make a selection.

Producing financial statements

You use the Financial Statement Designer to create financial statements such as balance sheets, profit and loss statements, statements of cash flow, company budgets (accrual only), key ratios, and other financial statements needed by your firm.

Templates for financial statements

Ajera provides templates for these financial statements:

- Balance Sheet
- Profit and Loss Statement
- Statement of Cash Flows

Start by opening the template and clicking the **Preview** tab. In this way, you can quickly get an idea of the type of changes you'll need to make, or see if you can use the template exactly as it is. You can then save the template with the name you want to call the financial statement, and then preview and print the statement when needed.

If you find the template is very different from what you need, you can also select to design a statement from scratch.

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To open a template, from the ☰ > **Reports** menu, click **Manage Financial Statements** > **Designs**, and click the **Open** button.

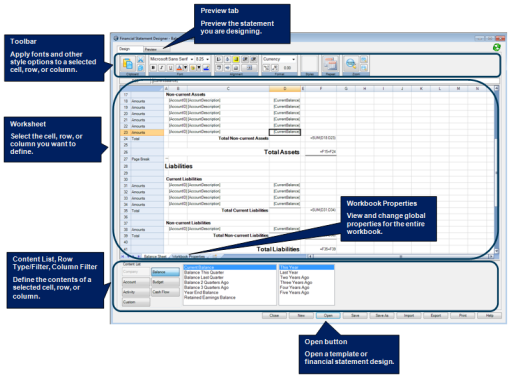
Accessing financial statements

You view and work with financial statements from the following options on the ☰ > **Reports** menu. What you see on the menu depends on your security settings.

Anatomy of a financial statement design

The Financial Statement Designer provides a simple spreadsheet format that you use to design statements. You can define the contents and appearance of individual cells, entire rows, or entire columns with a few clicks of the mouse.

Let's take a look at a sample financial statement design and at some of its more important components.



Here's an example of the Design and Preview views of a Balance Sheet being designed.

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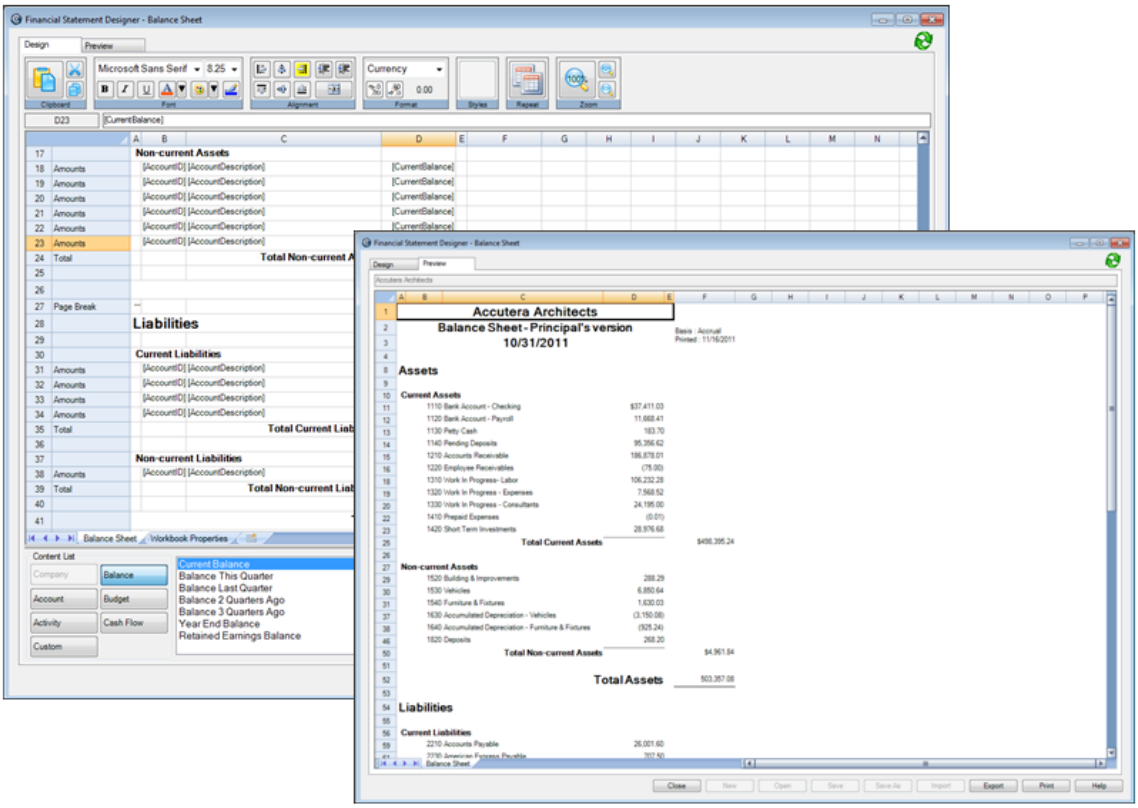

Printing and exporting a financial statement

You print a financial statement by selecting the financial statement group for it. If your security settings allow you access to the Financial Statement Designer, you can also print the financial statement from there.

You can export financial statements to Microsoft Excel, if needed.

Resources for custom reporting

To obtain additional knowledge or assistance in producing custom reporting, or obtain existing templates designed by others, be sure to check out the following options.

Additional training

Go to the Axium Client Support Center, and learn about the training classes being offered:

Training packages

Single classes

Axium Consulting Services

You can obtain assistance in creating custom reports, inquiries, financial statements, or client invoices by contacting Axium Consulting Services.

Learn more about obtaining assistance at the Axium Client Support Center > Consulting Services.

Templates Library

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The Templates Library consists of custom reports, custom inquiries, inquiry formulas, custom invoice designs, and custom financial statements. These materials are free of charge for the Axium user community and have been provided by members of the community.

With your client username and password, you can access the Axium Client Support Center's Knowledgebase, and click **Find Solution**. In the Solutions, you will find the Templates Library category which contains a variety of templates.

All templates are free for you to download and use. While every design may not be a perfect match for your business, with a little customization, you can design an inquiry or report to do just what you want.

Distribute it

Distribute it

This describes how to distribute custom reports, custom inquiries, and financial statements that you or a consultant create.

It explains how to set security for reporting so it is easily available for those who need it and unavailable for others.

It also describes some best practices for training others in your firm on how to use the various reporting.

Preparing it for distribution
Who sees what
Training others

Preparing it for distribution

In this topic, you will learn how to distribute custom reports, custom inquiries, and financial statements that you or a consultant create.

Distribute reports

Standard reports appear automatically on the > Reports menu for all employees who have security settings that allow them to see the reports.

In this lesson, you'll learn about distributing:

- Reports produced with report views
- Custom reports designed in Microsoft SQL Server Reporting Services 2005

Reports produced with report views

You can save options for the way you produce a report by creating a *report view*. You can then also distribute the report (produced with the options you saved) to others.

You run a report view just like a report; however, it produces a report based on report options that you already selected. The report view appears on the Reports menu for yourself and any others you give access to it through their security settings.

You might want to create a report view for a report if:

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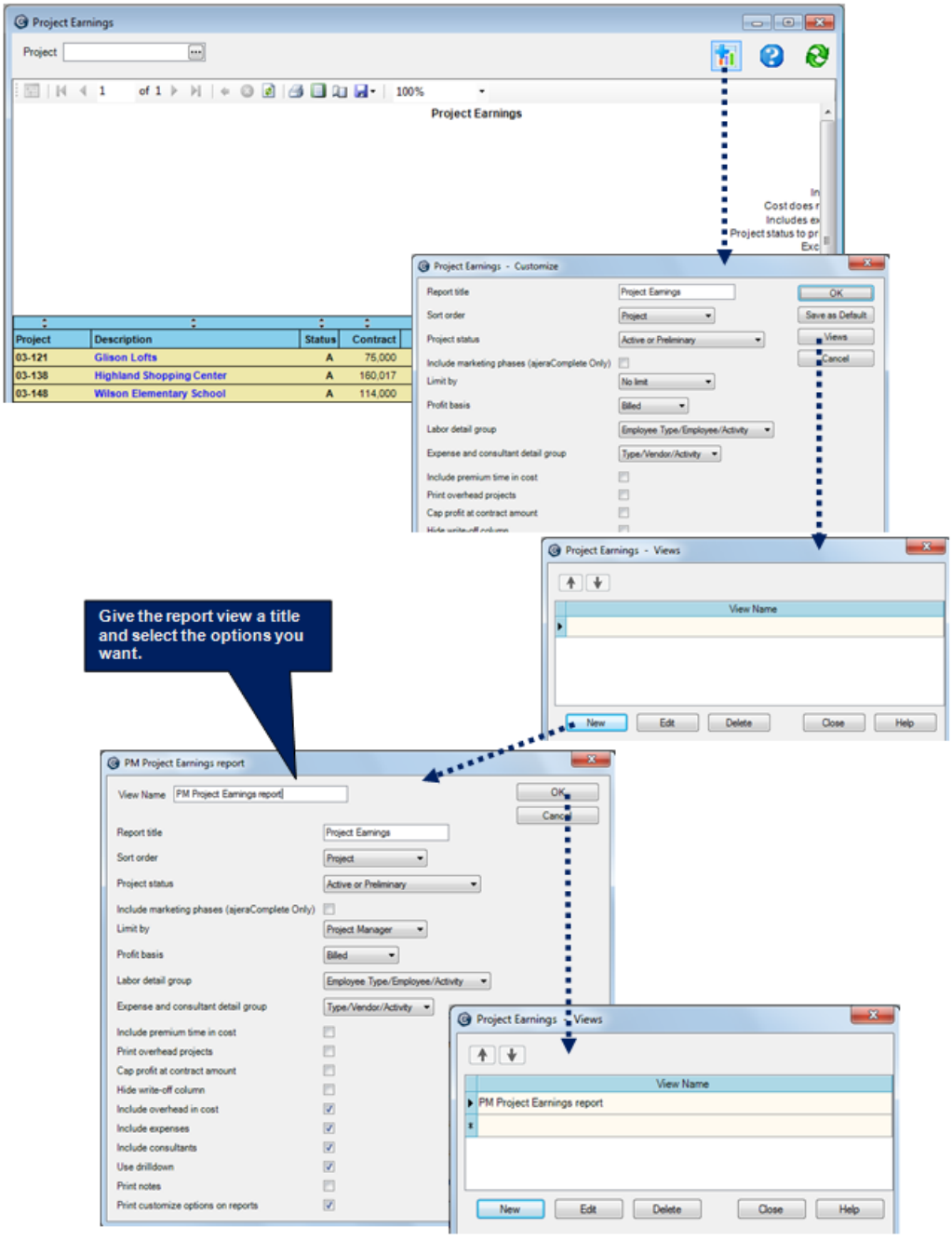
- Different employees will want to produce the report using the same options.
- You want to create several versions of a report, each produced with different options.
- You want different employees to see a version of a report with information that only pertains to them.

For example, you may want project managers to see the Project Earnings report with only their projects on it. You would create a view for the Project Earnings report and select **Project Manager** in the Limit By field.



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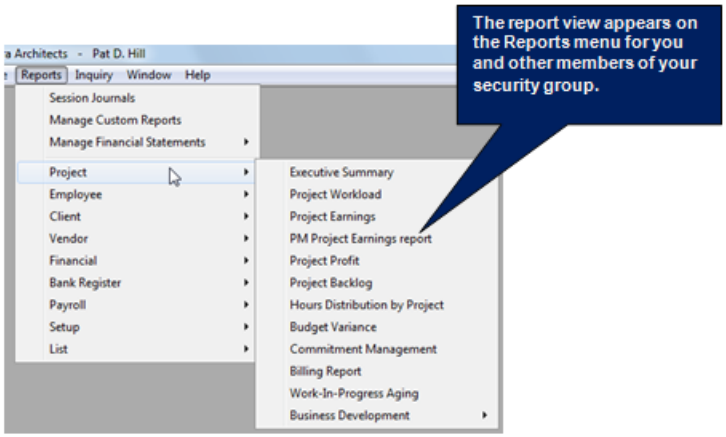

If you want any other employees to have access to the report view, you must provide access to the appropriate employees through > Setup > Company > Roles > Reports tab > **Allow** check box.

Custom reports

Before you begin

- Ensure that the custom report is in a Microsoft SQL Server Reporting Services 2005 file, which has an extension of .rdl.

To set up a custom report

You can set up either your own report or a standard Ajera report that you modify as a custom report:

- To use your own report, ensure that the .rdl file is in a location you can access, such as a shared network folder or your desktop.
- To use a standard Ajera report:
  a. Copy the report from the **\Ajera\Program\Standard Reports** folder on the network drive where Ajera Server is installed to a location you can access, such as a shared network folder or your desktop.
  b. Using Microsoft SQL Server Reporting Services 2005, modify the report and save it as an .rdl file, with a new file name.

To add a custom report

1. From the > **Reports** menu, click **Manage Custom Reports**.
2. Click the **Add** button, navigate to the <*custom report*>.rdl file, and click **Open** to add the report to the Ajera database. The custom report appears in the Manage Custom Reports window.

> **Note:** To select multiple custom reports, shift-click the .rdl files.
>
> If the custom report you add has the same name as an existing report, the new report will override the current report.

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3. Do the following:

Field	Description
Active	Select this check box so that the report appears on the > **Reports** menu and is available for use.
Name	Change the name of the report, if needed.
Category	Type the name of the > **Reports** submenu where you want the report to appear. If this field is blank, the report appears on the main > **Reports** menu.
Crystal Report	View only. If this check box is selected, it indicates that the report is a Crystal Report, which you cannot add, delete, or export in this window. Crystal Reports have an extension of .rpt.

4. Click **Save**. The report appears on the > **Reports** menu where you can select and run it like any other report.

   To enable other employees to see this report, select it on the > **Reports** tab for the employees' role. See Changing a role.

To return to this course, click the **Back** button.

Distribute inquiries

Standard inquiries and custom inquiries appear automatically on the Inquiry menu for all employees who have security settings that allow them to see inquiries. You'll learn more about security settings in the next lesson.

Show data pertaining only to a specific employee

You can set a condition for an inquiry so that the inquiry shows only the data pertaining to the employee who is viewing it.

For example, you set a condition for the Payroll Accrual inquiry (Employee Key Is Current User). When employees log into Ajera and use the inquiry, they see only their accrued hours, not their coworker's hours.

To set a current user condition for an inquiry:

1. Open the inquiry for which you want to set the current user condition. From the > **Reports** > **Custom Inquiries** menu, select the inquiry you want.
2. Click

in the upper right of the window. The Inquiry Properties window appears.
3. Click the **Conditions** tab.
4. In the field that contains text asking you to select a column, click the arrow and select an employee key field (for example, Project Manager Key).
5. In the field to the right, select **Is Current User**.
6. Click **OK**.

You can also show data in a column or link so it pertains only to the employee who is viewing it. For more, information see Showing inquiry data pertaining only to the user. To return to this course, click the **Back** button.

Organize custom inquiries for distribution

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You want your custom inquiries to be easy to find and easy to use. This is especially important if you plan to share them with others. It's easy to change where an inquiry appears on the > Reports > Custom Inquiries menu.

To	Do this
Change the order of an inquiry	1. From the > **Reports** > **Custom Inquiries** menu, click **Manage Custom Inquiries**. 2. Click the inquiry. 3. Click the **Up** or **Down** arrow. 4. Click **Close**.
Group inquiries together in a submenu	You can list inquires together in a submenu. For example, you may want to list several inquiries (Projects by principal, Projects by location, and Projects by project manager) together on a > Reports > Standard Inquiries > Projects menu. 1. From the > **Reports** > **Custom Inquiries** menu, click **Manage Custom Inquiries**. 2. For each inquiry you want to appear on a submenu, type the name for the new submenu in the Menu column. 3. Click **Close**.
Move an inquiry to a different submenu	1. From the > **Reports** > **Custom Inquiries** menu, click **Manage Custom Inquiries**. 2. On the row of the inquiry you want to move, in the Menu column, type the submenu where you want the inquiry to appear. 3. Click **Close**.
Move an inquiry to the main menu	1. From the > **Reports** > **Custom Inquiries** menu, click **Manage Custom Inquiries**. 2. On the row of the inquiry you want to move, in the Menu column, highlight the entry and press the Delete key. 3. Click **Close**.

Distribute financial statements

To share a financial statement that you designed, you create a statement group for it. You can create a statement group for either one statement only or for several statements you want to package together in a bundle.

Who sees what

You determine who can access specific areas of Ajera by defining roles and assigning employees to them. Those employees then have access to areas of Ajera based on the settings you define for their security access.

Often the accounting manager and principal have unlimited access to all reports, inquiries, and financial statements. They then grant access to others, as needed, for viewing and printing individual reports, inquiries, and financial statements.

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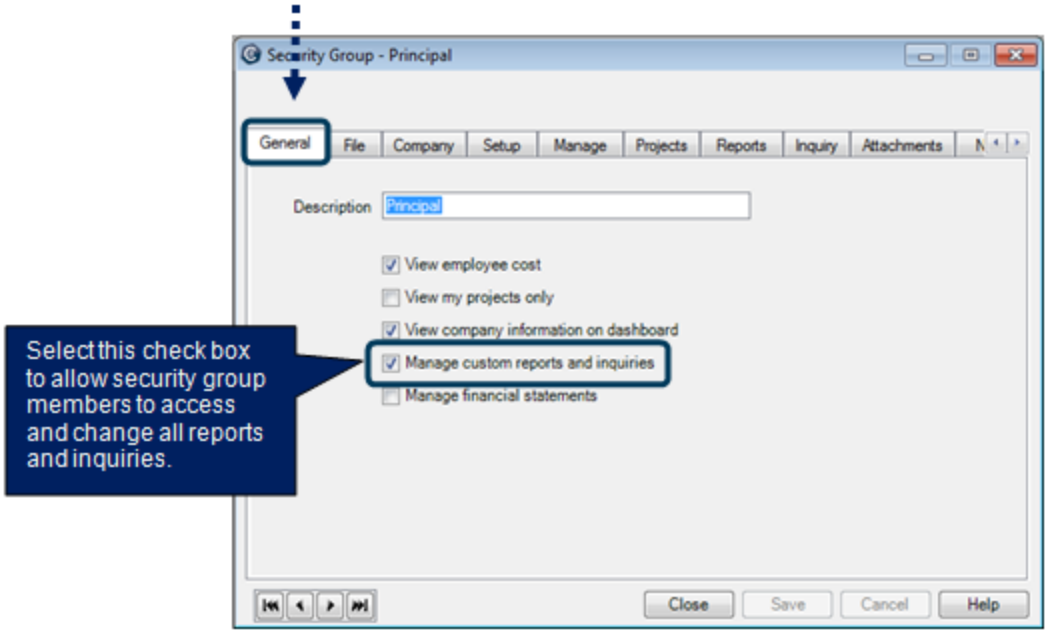
Unlimited access to reports and inquiries

For those in your firm that need unlimited access to all reports and inquiries, you set one option which allows them to do the following:

- View and print all reports, and manage custom reports
- View and print all inquiries, change existing inquiries, and create custom inquiries

> Setup > Company > Roles > General tab



Sharing reports and inquiries

Some of your reports and inquiries may be confidential. Other reports may need to be shared with only certain employees in your firm. Yet other reports may need to be available for many of your employees.

For reports and inquires, you set security for each report and inquiry so you can carefully control access to it. It's a simple and easy way to ensure that your information is available to the right people.

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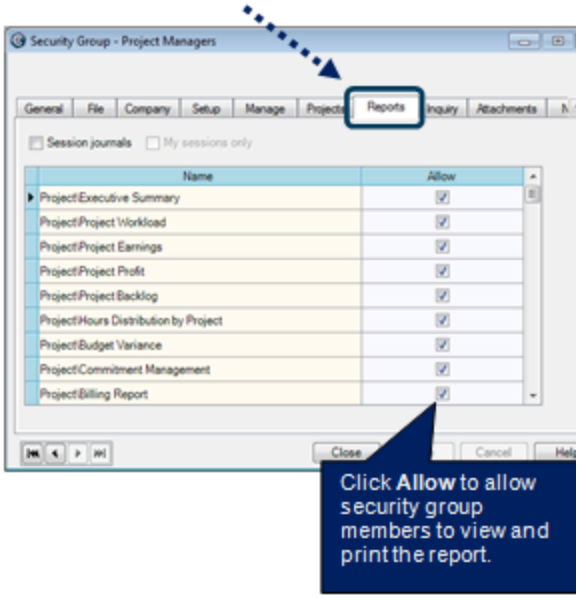
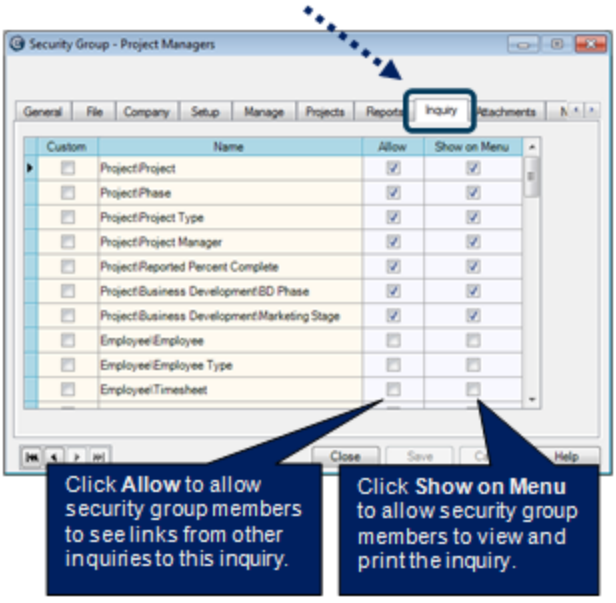
Reports

> Setup > Company > > Reports tab



Inquiries

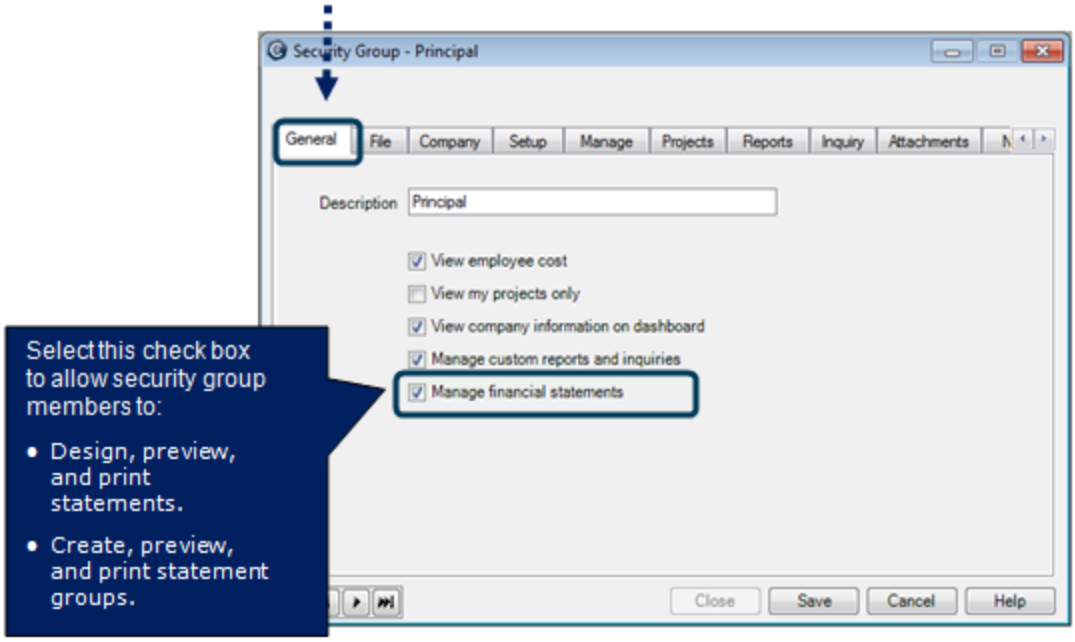
> Setup > Company > > Inquiry tab



Unlimited access to the Financial Statement Designer

For those in your firm that need access to create, produce, and distribute financial statements using the Financial Statement Designer, you set one option.

> Setup > Company > > General tag



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Sharing financial statements

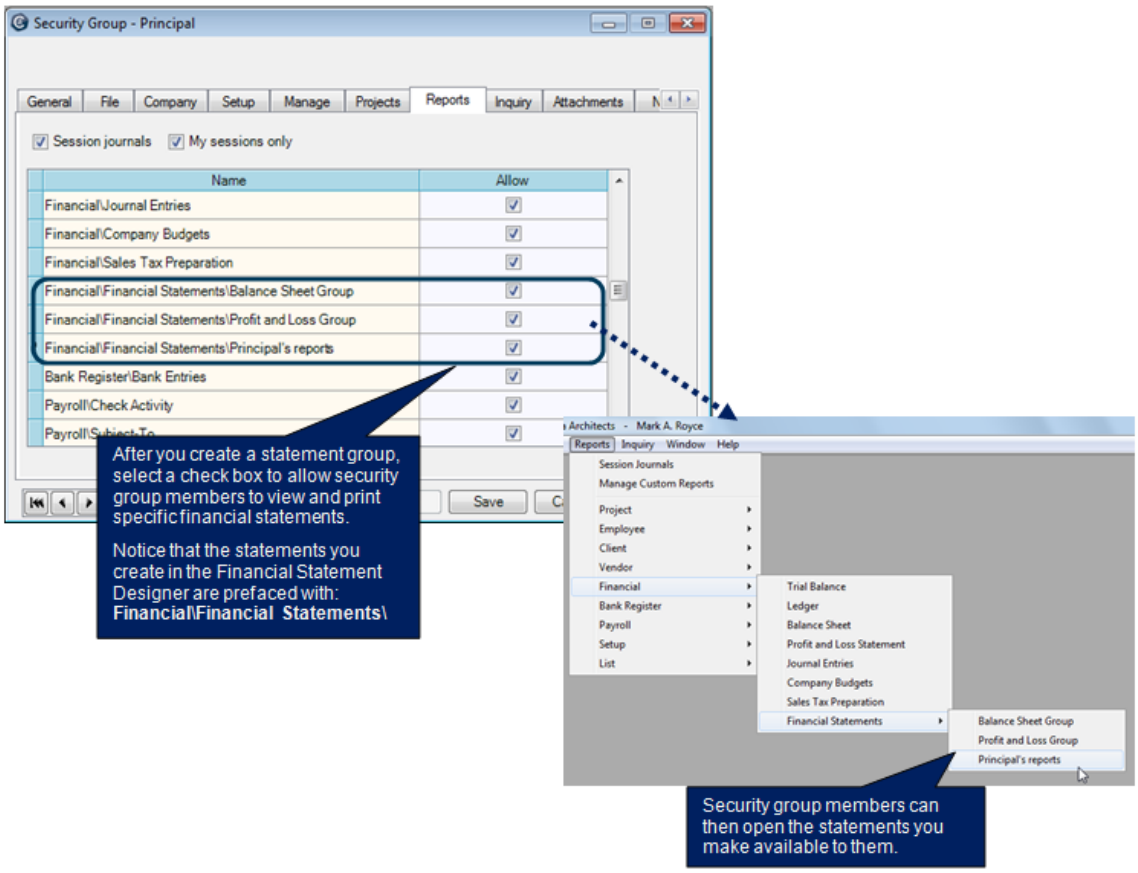
Your financial statements must often remain confidential, available only to those who need to prepare or review them.

Only members of roles who have been granted unlimited access to the Financial Statement Designer can create, produce, and distribute the financial statements that they create in the designer.

Those employees then make individual statements available to other roles by using statement groups.

Statement groups are a simple way of making statements appear on the > Reports menu for only employees of a specific role .

> Setup > Company > > Reports tab



More than one job role

If an employee has more than one role, the tasks and information that person can access is determined by the role with the greatest access. For example, if a person has the roles of Employee and Administrator, the Administrator security settings take precedence.

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Reports

About reports

Learning Resource: Reports Functional Guide

You have access to view and produce the reports selected for your job role. If you have more than one job role, the role with the greater access takes precedence.

As you produce a report, you can do the following:

- Use the reports toolbar to navigate in, view, print, or export a report.
- Drill down on many reports to get the exact level of detail you need.
- Change the type or amount of information on a report by selecting report options. You can reuse the options every time you produce a report by saving them as defaults.
- Create report views, which are versions of reports with specific options already selected. After you set up a report view, it appears on the Reports menu along with other reports.
- Customize Ajera reports or use your own custom reports.

Basic tasks

Producing reports

1. From the > **Reports** menu, click the report you want to produce.

   Note: When you are working on a window, you can often print related reports directly from that window. Click **Save**, click (**Reports**), and make a selection.

   The report appears in a View Layout. To see the report as it appears when printed, click (**Print Layout**).

2. View the report as needed:

   Using the toolbar and buttons:

To	Do this
Navigate in, view, print, or export the report	Use the toolbar.
Change the type or amount of information	Select any available options at the top left of the window, or click (**Customize**) to select customized report options. If you select any options at the top left of the window, click (**Refresh**) at the top right of the window to display the report again using the options you just selected.

   Drilling down and sorting:

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To	Do this
See more detail	Depending on the drill-down information, drill down to detail in one of these ways: • Click a ⊞ symbol. To close the drill-down detail, click the ⊟ symbol. • Click blue text or numbers. To close the drill-down detail, click in the toolbar.
Sort by column	Click the symbol above the column you want to sort. A symbol appears to indicate that the column is now sorted from first to last (either alphabetically or numerically depending on the contents of the column). To sort from last to first, click the symbol. A symbol appears. To return the report to the original sort order, click (**Refresh**) in the toolbar directly above the report. **Note:** The new sort order remains only until you close the report. For many reports, you can change the sort order so that it remains for future viewing by using (**Customize**) to select report options.

Selecting report options

To select report options

1. From the report you are viewing, click (**Customize**).
2. Select the options you want to use for producing the report.
3. If you want to use these same options every time you produce the report, click the **Save as Default** button.
4. Click **OK**.

Using the reports toolbar

Use this button	To do this
	Currently not used. May be used on reports built exclusively for your company.
	View the first page.
	View the previous page.
	View the next page.
	View the last page.
	Return to the original parent report you were viewing before you selected to view a detailed report.

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Use this button	To do this
	From within some reports, your pointer appears as a hand when on blue text or numbers so you can click them to view a detailed report for that information.
	Stop your request to produce the report.
	Print the report. To first preview the report as it appears when printed, click .
	See the Print Layout view of the report, which shows the report as it appears when printed. Click the button again to return to the Viewing Layout.
	Open the page setup options for printing the report.
	Export the report to: • Microsoft Excel • Microsoft Word • Adobe Acrobat (.pdf)
	Zoom in or out to make the report larger or smaller on your screen. Click the arrow and make a selection.

Drilling down on reports

On many reports, you can drill down through information on the report to see more detail.

To drill down on a report

1. Move your pointer over the area of the report you want to see more detail for.
2. If your pointer changes to (magnifying glass), more detail is available.
3. Double-click the item.The detailed information appears as another tab on your window.
4. On many reports, you can continue to drill down by repeating the previous steps of these instructions.
5. Use the report toolbar to navigate in, print, export, or close the tab.

Exporting a report

To export a report

1. From the report you are currently viewing, click (**Export**), and select **Excel**, **Word**, or **Acrobat (PDF) file**. The Save As window appears.
2. Select the location where you want to save the exported file.
3. Enter a name for the file.
4. Click **Save**.

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About including contract amounts in project reporting

When calculating amounts on project reports, Ajera uses the lowest levels from your project tree, rolls them up to higher levels, and then finally rolls those amounts to the project.

When you add a new subphase under an existing phase in your project tree, Ajera is designed to do the following on your project reports:

- Include amounts and hours for the newly added subphase.
- **Not** include contract amounts and hours for the newly added subphase. Ajera does not include contract amounts or hours until you enter the correct amounts, per your contract, to the newly-added subphase.

To include contract amounts on project reports

When you add a new subphase under a phase without resources, redistribute the contract amounts to that subphase. If the phase has resources, delete the resources and reenter them under the subphase you are adding.

Custom reports

Inactivating or deleting custom reports

You can inactivate or delete custom Microsoft SQL Server 2005 Reporting Services reports (.rdl) in the Manage Custom Reports window.

These instructions do not apply to custom reports created in Crystal Reports (.rpt).

---

1. From the > **Reports** menu, click **Manage Custom Reports**.
2. To inactivate a custom Microsoft SQL Server 2005 Reporting Services report so it no longer appears in the Reports menu, clear the **Active** check box.

   The report is inactive and no longer appears on the Reports menu. It remains in the Manage Custom Reports window if you want to make it active later.

Note:	If you created report views from the report you want to make inactive, you must first delete those report views.

3. To delete the report from the Ajera database and remove it from the Manage Custom Reports window, click the report and click the **Delete** button.
4. Click **Save**.

Managing custom Crystal reports

In Ajera, you can inactivate or delete custom reports created in Crystal Reports, which have an extension of .rpt. You cannot add custom Crystal reports.

If you have custom reports or invoice formats in Crystal Reports, contact your Ajera consultant.

To inactivate or delete custom reports created in Crystal Reports:

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1. From the > **Reports** menu, click **Manage Custom Reports**.
2. Click the custom Crystal report you want to inactivate and clear the **Active** check box.
3. Click **Save**.

   The report is inactive and no longer appears on the **Reports** menu. It remains in the Manage Custom Reports window if you want to activate it later.

   Note: If you created report views from the report you want to make inactive, you must first delete those report views.

4. To remove the report from the Manage Custom Reports window, go to the **\Ajera\Program\Custom Reports** folder on the network drive where Ajera is installed and remove or delete the .rpt file.

Report views

About report views

A *report view* is a collection of report options that you save, name, and reuse so as to run a report in a specified way. Use report views to customize a standard report to meet a specific need, then use security to limit employee access to the custom view.

Note: You can also create a report view for a custom report.

You might want to create a report view for a report if:

- Different employees will want to produce the report using the same options.
- You want to create several versions of a report, each produced with different options.
- You want different employees to see a version of a report with information that pertains only to them.

  For example, you may want project managers to see the Billing Report with only their projects on it. You would create a view for the Billing Report and select the **Display Projects Limited By Project Manager** option.

Changing report views

When you change a report view, be aware that other employees may be using it.

To change a report view

1. From the report of the report view that you want to change, click (**Customize**).
2. Click **Views**. A Views window appears listing any views that were already created for this report.
3. Click the view you want to change, and click **Edit**.
4. Make your changes, and click **OK**.
5. Click **Close**.

Deleting report views

Before you delete a report view, first consider that other employees may be using it.

To delete a report view

1. From the report of the report view that you want to delete, click (**Customize**).
2. Click the **Views** button. A Views window appears listing any views that were already created for this report.

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3. Click the view that you want to delete, and click the **Delete** button.
4. Click **Yes** to delete the view.
5. Click **Close**.

Inquiries

About inquiries

Learning Resource: Inquiry Basics Functional Guide

Ajera contains a set of standard inquiries, each one targeting information that is most commonly needed by architectural and engineering firms. In addition, inquiries contain links to other inquiries so that you can see supporting information or drill down to more detail with just one click.

However, a standard inquiry is just the beginning. You use each standard inquiry as a starting point for creating an inquiry that includes the exact information you want to see, in the way you want to see it.

As you create an inquiry or later change it, here are some of the things you can do:

- Select columns that you want to add to the inquiry. If you have something specific in mind, you can even create your own column using a formula.
- Move, delete, and sort columns. You can also group information.
- Add links from one inquiry to another. You can even select to show only certain information when linking to another inquiry.
- Set conditions to limit your inquiry so as to focus on only specific information. For example, you may want to see only active projects on the Project inquiry. Or you may want anyone who uses the inquiry to see only their information, not their coworkers' information.
- Export an inquiry to Microsoft Outlook, Microsoft Excel, or Adobe Acrobat.

Right-clicking

When you work with inquiries, you often begin performing a task by right-clicking a column heading.

Inquiry toolbar

The inquiry toolbar appears at the top of each inquiry. Along with right-clicking a column heading, it is the other main way of performing tasks.

Links

Links appear in blue. When you click a link, it displays another inquiry that contains supporting information or more detail.

When you view an inquiry by clicking a link to it from another inquiry, you can then temporarily set conditions for it or add links on it, but they are not saved. You must set the conditions on the link you use to open the inquiry. You can also access the inquiry from the > **Reports** > **Standard Inquiries** menu and then set conditions for it and add links on it. However, you can add, change, or remove columns for an inquiry when accessing it through a link and then saving that inquiry as a custom inquiry.

Saving inquiries

There are different ways to save an inquiry depending if you are creating a new inquiry from a standard inquiry or just from an inquiry you previously created.

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Saving a standard inquiry

Save a new inquiry you create from a standard inquiry in one of the following ways:

- Click the **Save** button to save your new inquiry with the same name as the standard inquiry. Any links in other inquiries that point to the standard inquiry are redirected to the inquiry that you save here instead.
- Click the **Save as** button to save your inquiry with a unique name. Any links in other inquiries that point to the standard inquiry continue to point to the standard inquiry, not the inquiry you save here.

Your changed version appears on the > **Reports** > **Custom Inquiries** menu with the exact same name as the standard inquiry.

After you click the **Save as** button, type the new name in the Custom Inquiry Name field, and click **OK**.

After you save an inquiry, it appears on the menu. You can make it visible to other employees by selecting it in their role settings.

Saving an inquiry you previously created

Save an inquiry you created in one of the following ways:

- To save your changes as a new inquiry, click the **Save as** button, type the new name in the Custom Inquiry Name field, and click **OK**.
- To apply your changes to the existing inquiry, click **Save**.

Basic tasks

Managing the Custom Inquiriesmenu

You can change the way inquiries you create appear on the > **Reports** > **Custom Inquiries** menu.

Change the order of an inquiry

Group inquiries together in a submenu

Move an inquiry to a different submenu

Move an inquiry to the main menu

Change the order of an inquiry

1. From the > **Reports** menu, click **Custom Inquiries** > **Manage Custom Inquiries**.
2. Click the inquiry.
3. Click ▲ or ▼ .
4. Click **Close**.

Group inquiries together in a submenu

You can list inquires together in a submenu. For example, you may want to list several inquiries (Projects by principal, Projects by location, and Projects by project manager) together on a > Reports > Custom Inquiries > Projects menu.

1. From the > **Reports** menu, click **Custom Inquiries** > **Manage Custom Inquiries**.

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1. For each inquiry you want to appear on a submenu, type the name for the new submenu in the Menu column.
2. Click **Close**.

Move an inquiry to a different submenu

1. From the > **Reports** menu, click **Custom Inquiries > Manage Custom Inquiries**.
1. On the row of the inquiry you want to move, in the Menu column, type the submenu where you want the inquiry to appear.
2. Click **Close**.

Move an inquiry to the main menu

1. From the > **Reports** menu, click **Custom Inquiries > Manage Custom Inquiries**.
1. On the row of the inquiry you want to move, in the Menu column, highlight the entry, and press the Delete key.
2. Click **Close**.

Using the Inquiry toolbar

Use the Inquiry toolbar as follows.

Use this button	To do this
	Display the previous inquiry you viewed when clicking links to other inquiries.
	Update the information in the inquiry to reflect any changes made in Ajera since you opened the inquiry.
	Zoom in to increase the size when viewing the inquiry.
	Zoom out to decrease the size when viewing the inquiry.
	Search for specific information in the inquiry. 1. Type the text, date, or number you are looking for. 2. Click the **Find** button. 3. Click the **Next** button to display the next occurrence of it.
	Print, preview the printed version, or change the page setup. To preview the inquiry as it appears when printed, click **Print** > **Print Preview**. To then return to the normal view, click **Print** > **Print Preview** again. To set margins, page orientation, and paper type for printing the inquiry, click **Print** > **Page Setup**. To print the inquiry, click **Print** > **Print**.

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Use this button	To do this
	Export the inquiry to Microsoft Outlook, Microsoft Excel, or Adobe Acrobat.
	These buttons appear only when the inquiry is longer than one page. Page through the document as follows: Click the arrow to display the first page, previous page, next page, or last page, respectively. Type the page you want, and press **Enter**. Click the **Show All Rows** button to see all the data.
	• Save another version of a standard inquiry with the same name. • Overwrite an inquiry you created with your changes.
	Save an inquiry with a different name.
	Click to show any hidden columns. The headings of hidden columns are dimmed in the inquiry. To hide the hidden columns again, click **Hide Hidden.**
	Set up general properties and set conditions for the inquiry.
	View help topics about inquiries.

Working with inquiry columns

Change your inquiry so that it contains columns that reflect the exact information you want, in the order you want to see it.

Do any of the following as needed:

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To	Do this
Add a column	1. Right-click a column heading where you want to add the new column, and click either **Add column to the left** or **Add column to the right**. 2. In the Column field, select the column that you want to add. 3. In the Heading field, type the name of the column. 4. In the Width field, type the width of the column in inches. Use decimals such as **.50** for one half of an inch. 5. As needed, link the column to another inquiry. 6. Click **OK**. **Note:** If you added a custom field with a display name that ends with a closed parenthesis, it is excluded from the list of columns. If you want to use the custom field in an inquiry, change its display name.
Create a column	Create a new column using a formula
Link to another inquiry	Add a link
Move a column	1. Right-click the column you want to move. 2. Select either **Move column to the left** or **Move column to the right**.
Delete a column	1. Right-click the column you want to delete. 2. Select **Remove column**. **Note:** If the column uses a formula that is referenced in a condition or another formula in the inquiry, a warning and a proceed/cancel option appear. If the formula is referenced in a link, no warning appears.
Hide a column	Hiding an inquiry column.
Change a column	Right-click the column, and click **Properties**. Change the properties for the column.
Show only data for a specific time period	Display inquiry data for only a specific time period.
Show only data for the current user	Showing only inquiry data pertaining to a user.
Sort by a column	Right-click the column and select one of the following: • **Sort ascending** - shows numbers from lowest to highest, or shows text in alphabetical order • **Sort descending** - shows numbers from highest to lowest, or shows text in reverse alphabetical order You can also further sort the inquiry by selecting another column to sort. Ajera

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To	Do this
	then sorts the inquiry by applying the sorts in order of the columns from left to right,
Undo a sort	Right-click the column and select **Clear sort**.
Group by a column	When you group by a column, it groups data in the inquiry into categories corresponding to the entries in that particular column. Right-click the column heading, and select one of the following: • **Group expanded** - shows all the categories with the applicable data under them. • **Group collapsed** - shows only the categories, and you click a plus sign next to a category to see the data for it. You can also group within groups by selecting another column to group. You can group as many as five columns, creating five different sublevels; after this, the grouping options are no longer available.
Ungroup a column	Right-click the row of a grouped category, and select **Ungroup**.

Adding a predefined inquiry column

Inquiries contain these types of columns:

- Columns that automatically appear when you open the standard inquiry
- Columns you can add to an inquiry by simply selecting them from a list (*predefined columns*)
- Columns you can create by writing a formula

To add a predefined inquiry column

1. Right-click a column heading where you want to add the new column, and click either **Add column to the left** or **Add column to the right**. The Column Properties window appears.
2. Click in the Column field, and select the column that you want to add.
   You can select a regular column or a key field column.
3. In the Heading field, change the name of the column, as needed.
4. In the Width field, change the width of the column in inches, if needed. Use decimals such as .50 for one-half of an inch.
5. You can display inquiry data for only a specific time period.
6. Do one of the following depending if the column contains text, numbers, or dates:

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If it contains	Do this
Text	• Click the **Text Format** tab. • To wrap text to the next line within a column, select the **Wrap text** check box. Be sure to select this check box to see all the text for some columns such as Address or Phone Numbers. • To show only the beginning of all the text that can appear for an entry in the column, select the **Limit number of characters displayed** check box. In the Characters Displayed field, enter the maximum number of characters to show for an entry in this column. If you leave it blank, all characters appear.
Numbers	• Click the **Number Format** tab. • Change the number of decimal places you want to show, if needed. • In the Negative Amount field, either leave the selection to show negative amounts with parentheses or select to show them with a minus sign. • If you want zero amounts to appear as a blank, leave the **Blank if zero** check box selected. To show zeros for zero amounts, clear the **Blank if zero** check box. • If you want to print a total line, leave the **Show totals** check box selected. Otherwise, clear the check box. • The formula for the column must be in the format of either A/B or A/B * 100. Otherwise, an error message appears and you cannot save the column until you correct the formula or clear the **Percent column** check box. To indicate that the values in the column are percentages, select the **Percent column** check box. This ensures that the percentages total correctly.
Dates	• Click the **Date Format** tab. • In the list, click the date format that you want for dates in the inquiry.

7. As needed, link the column to another inquiry.
8. Click **OK**.

> **Note:** If you add columns containing the same information but with different date ranges (for aging, for example), you can click the **Properties** button on the Inquiry toolbar and set conditions on them.

Creating a new inquiry column

If you do not see the column you want to add from the predefined list of columns, you can create your own column by defining a formula for it.

To create a new inquiry column

1. Right-click a column heading where you want to add the new column, and click either **Add column to the left** or **Add column to the right**. The Column Properties window appears.
2. In the Column field, select **Formula**. Additional fields appear on the window.
3. In the Heading field, type a name for the new column.
4. In the Width field, type the width of the column in inches. Use decimals such as **.50** for half of an inch.

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5. Type a name for the formula in the Formula Name field. You can use this formula when setting conditions for this inquiry. However, you cannot use the formula in other inquiries.

   If you plan to use this same formula in other inquiries, copy and paste it to a temporary file so you can then paste it into another inquiry without retyping it. If you want, after Step 8, you can press Ctrl+A in the Formula area to select the entire formula and then copy it.

6. In the Formula field, click ... The Formula Editor window appears.
7. Build your formula by clicking items in the Available Columns area of the window, and then typing operators to define the relationship between those items. Existing formulas in the inquiry also appear in the Available Columns area.

   If the **Show non-numeric columns** check box is selected, all numeric and non-numeric available items appear, including existing formulas and the Current User Key.

   - To select an item, click it in the list. It appears in the Formula area of the window.
   - Type any of the following operators directly into the Formula area of the window:

Operator	Description
+	Addition
-	Subtraction
*	Multiplication
/	Division

   You can also use other Microsoft SQL Server functions. However, if you use SQL statements, you must write them using the actual database names for columns, not those displayed in lists.

   More about creating formulas

8. Click the **Verify** button. If Ajera cannot process your formula, it displays an error message. Correct the formula, and click the **Verify** button until Ajera no longer displays an error message.
9. If the formula results in a percentage and is in the format of A/B or A/B * 100, right-click the column heading and select **Properties**. On the **Number Format** tab, select the **Percent column** check box. This ensures that the percentages total correctly.

   If the formula is not in the correct percentage format, an error message appears, and you cannot save the column until you correct the formula or clear the **Percent column** check box.

10. Click **OK**.

Note:

- If needed, you can right-click the column heading and select **Properties** to set conditions on the formula.
- If the formula uses the SQL Min/Max function, you can right-click the column heading and apply a date range.
- If you delete a column that uses a formula referenced in a condition or another formula in the inquiry, a warning and a proceed/cancel option appear. If the formula is referenced in a link, no warning appears.

Hiding an inquiry column

If your security settings allow you to change inquiries, you can change an inquiry so that it hides a column all the time or hides a column only when it contains no data.

For example:

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- You might hide a column all the time if the sole purpose of the column is to be referenced by another column or a formula. The information in the column itself is not important to you.

  For example, you use an order key to sort an inquiry. You don't want the column to appear.
- You might hide a column when it contains no data if you are using an inquiry more as an information source, rather than a formal report. You want to see information only if it is available.

  For example, you add the Written off column to the Project inquiry, but want the column to appear only if there is a written-off amount.

To hide an inquiry column

1. From the > **Reports** > **Standard Inquiries** or **Custom Inquiries** menu, select the inquiry you want.
2. Right-click the heading of the column you want to hide, and click **Properties**.
3. On the **General** tab, from the Visibility field, select:
   - **Hide If No Data** to hide the column if it contains no data.
   - **Always Hide** to hide the column all the time.
4. Click **OK**.
5. The

button appears in the Inquiry toolbar. If you click this button, all hidden columns appear in the inquiry, with their headings dimmed to indicate that the columns are normally hidden.

Note:	If you preview, print, or export an inquiry with hidden columns *shown*, then those columns also appear in the previewed, printed, or exported file.

6. The

button appears in the Inquiry toolbar; click this button to hide the columns again.

Note:	If you preview, print, or export an inquiry with hidden columns *hidden*, then those columns do not appear in the previewed, printed, or exported file.

Showing inquiry data pertaining only to the user

If your security settings allow you to change inquiries, you can change an inquiry so that it shows data pertaining only to the current user.

This change affects only employee key fields. It allows different employees in your firm to log into Ajera, use the same inquiry, and see only their data because Ajera has identified the current user from the login information.

You can limit inquiry data to the current user in the following:

- A formula column
- An inquiry
- A link

Showing user data in a formula column

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You can use a formula to create an inquiry column so that the column shows only the data pertaining to the current user.

For example, you create a formula column in the Project inquiry (SELECT [Cost] where [Billing Manager Key] = [Current User Key]). When billing managers log into Ajera and use the inquiry, they see cost only on projects for which they are the billing managers.

To create a column using a current user formula:

1. Follow Steps 1-6 in Creating a new inquiry column.
2. Select the **Show non-numeric columns** check box. The Current User Key appears at the bottom of the Available Columns area.
3. Build your formula by clicking **Current User Key** and other items in the Available Columns area, and typing operators to define the relationship between those items. Existing formulas in the inquiry also appear in the Available Columns area.

   Note: You can also use other Microsoft SQL Server functions. However, if you use SQL statements, you must write them using the actual database names for columns, not those displayed in lists.

   More about creating formulas

4. Click the **Verify** button. An error message appears if Ajera cannot process your formula. Correct the formula, and click the **Verify** button until the error message no longer appears.
5. Click **OK**.

Note:

- You can right-click the column heading and click **Properties** to set conditions on the formula.
- If you delete a column that uses a formula referenced in a condition or another formula in the inquiry, a warning and a proceed/cancel option appear. If the formula is referenced in a link, no warning appears.

Showing user data in an inquiry

You can set a condition for an inquiry so that the inquiry shows only the data pertaining to the current user.

For example, you set a condition for the Payroll Accrual inquiry (Employee Key Is Current User). When employees log into Ajera and use the inquiry, they see only their accrued hours, not their coworkers' hours.

To set a current user condition for an inquiry:

1. From the > **Reports** > **Standard Inquiries** or **Custom Inquiries** menu, select the inquiry you want.
2. Click

.
3. Click the **Conditions** tab.
4. In the field that contains text asking you to select a column, click and select an employee key field (for example, Project Manager Key).
5. In the field to the right, select **Is Current User**.
6. Click **OK**.

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Showing user data in an link

You can set a condition for a link so that when you click the link, it opens the linked inquiry with data that pertains only to the current user.

To set a current user condition for a link:

1. From the > **Reports** > **Standard Inquiries** or **Custom Inquiries** menu, select the inquiry you want.
2. Right-click the heading of the column containing the link, and click **Properties**.
3. Click the **Link** tab.
4. In the field that contains text asking you to select a column, click and select an employee key field (for example, Principal In Charge Key).
5. In the field to the right, select **Is Current User**.
6. Click **OK**.

Changing an inquiry

You cannot change a standard inquiry, but you can use it to create a new inquiry.

To change an inquiry

1. From the > **Reports** > **Standard Inquiries** menu, click the inquiry you want to change.
2. Change the columns on the inquiry, as needed. You can add, move, delete, and sort columns. You can also group information and link to other inquiries.
3. Click the **Properties** button.
4. Change the short description in the Informational Text field, as needed.
5. Set conditions or change conditions to limit the data that appears in the inquiry.
6. Do one of the following:
   - To save your changes as a new inquiry, click **Save as**, type the new name in the Custom Inquiry Name field, and click **OK**.
   - To apply your changes to the existing inquiry, click **Save**.

Deleting an inquiry

You cannot delete a standard inquiry, but you can delete an inquiry that you create.

To delete an inquiry

1. From the > **Reports** menu, click **Custom Inquiries** > **Manage Custom Inquiries**.
2. Click the row of the inquiry you want to delete, and click the **Delete** button.
3. Click **OK** to delete it.
4. Click **Close**.

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Other tasks

Adding a link to an inquiry

You can add a link to an inquiry so that whenever you click the link, it displays another inquiry that contains related information. For example, on the Project Manager inquiry, you may want to add a link to expense report information.

When you add a link, all rows in the column show as a link. However, depending on the conditions you set for the link, when you click a link, it opens the linked inquiry with data that pertains only to the row you clicked. For example, if you click a link in the Anderson Construction row of a Client Invoices column, the inquiry shows only client invoices for Anderson Construction.

> **Note:** When you view an inquiry by clicking a link to it from another inquiry, you can then temporarily set conditions for it and add links on it, but they are not saved. You must set the conditions on the link you use to open the inquiry.
>
> You can also access the inquiry from the > Reports > Standard Inquiries menu, as described in the following instructions, and then set conditions for it and add links on it.

To add a link to an inquiry

1. From the **> Reports** > **Standard Inquiries Inquiry** menu, select the inquiry where you want to add a link.
2. To add a link to an existing column, right-click the column heading and select **Properties**. The Column Properties window appears.
3. Click the **Link** tab.
4. Select the inquiry where you want the link to go.
5. If you want the destination of your link to show only specific information associated with the row you click, proceed to the next step of these instructions to set conditions for the link.

   Otherwise, click **OK**, and you are finished adding the link.

Setting conditions for the link

6. In the field on the left that contains text asking you to select a column, click and select the column in the linked inquiry where you want to set a condition. Even if a column does not appear on the inquiry, you can still set conditions for it that affect the information that appears on the inquiry.

   > **Note:** You can select a regular column or a key field column.

7. Two fields appear to the right where you set the conditions for the column you selected. The Condition field contains an operator and the second field contains a value or column from the inquiry where you are adding the link.

   You set conditions much in the same way you write a formula. You define a relationship between the column you selected and another value or column. Begin by exploring the available options in both of these fields.

   Examples

   In this example, you add a link on the Project inquiry to the Contact inquiry. You want to show the billing contact only for the project, not all billing contacts for all projects. In the last field on the right, you selected a column; therefore, when displaying the result of the link, Ajera compares the values in the columns you selected for the first and last field on this row.

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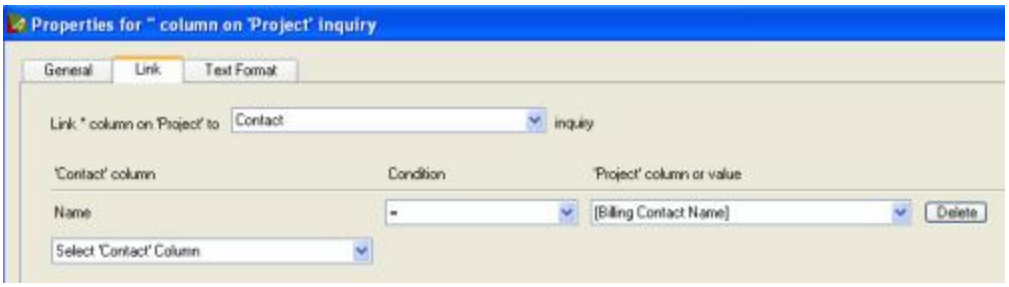
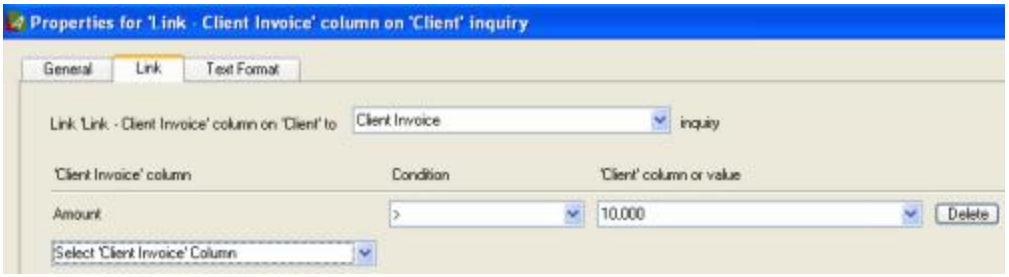


In this example, you add a link on the Client inquiry to the Client Invoice inquiry. You want to show only client invoice amounts greater than 10,000. In the field on the right, you selected a value; therefore, when displaying the result of the link, Ajera compares the column contents with that value.



8. In the Condition field, select an operator that expresses the relationship you want to establish between the column you selected and the value or column in the last field on the right.
9. In addition to the standard mathematical operators, you may also find these operators useful:

Operator	Description
One Of	Use this operator to select more than one value. In the field at the far right, type the values separated by a semicolon **;** For example, if your column is Status and you want to show all invoices that have a status of active or preliminary, you enter the following in the field at the far right: **active;preliminary**
Not One Of	Use this operator to select all but a specific value or values. In the field at the far right, type the values separated by a semicolon **;** For example, if your column is Status and you want to show all invoices except those that have a status of inactive or preliminary, you enter the following in the field at the far right: **inactive;preliminary**
Matches Pattern	Use this operator to show only data that fits a certain pattern. When typing a value in the field at the right: • Use an underscore to represent a character. • Use **%** to represent any number of characters. For example, to show all invoice IDs that contain 200 in the same position as this ID: 07-200-090G1, you enter **%200%**.
Is Current User	For employee key fields, use this operator to show data pertaining only to the current user.

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10. In the last field on the right, select a column or type a value.
11. You can set additional conditions, as needed. Notice that a selection field now appears on the next row for you to set another condition. The order of the conditions does not matter, as all conditions are always applied regardless of order.
12. To delete a condition, click the **Delete** button at the far right of the condition.
13. Click **OK**.

Changing an inquiry link

To change an inquiry link

1. Right-click the column heading of the column that contains the links you want to change, and click **Properties**.
2. Click the **Link** tab.
3. To direct the link to a different inquiry, in the first field on the window, click the arrow and select the inquiry you want.
4. If needed, change the conditions for the link, or delete a condition by clicking the **Delete** button next to it.
5. Click **OK**.

Removing a link from an inquiry

To remove a link from an inquiry

1. Right-click the column heading for the link you want to remove, and click **Properties**.
2. Click the **Link** tab.
3. In the field near the top of the window that displays the link destination, select the blank entry, which indicates None.
4. Click **OK**.

Setting conditions for an inquiry

You can set conditions to limit the data that appears in an inquiry. For example, you may want to see only active projects on a Project inquiry.

You set conditions for an inquiry by setting conditions for one or more of the columns on that inquiry.

> **Note:** When you view an inquiry by clicking a link to it from another inquiry, you can temporarily set conditions for it but they are not saved. Instead, access the inquiry from the Inquiry menu and then set conditions for it, as described in the following instructions. You can also set the conditions on the link you use to open the inquiry.

To set up conditions for an inquiry

1. From the > **Reports** > **Standard Inquiries** or **Custom Inquiries** menu, select the inquiry you want.
2. Click

.
3. Click the **Conditions** tab.

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4. In the field that contains text asking you to select a column, click and select the column on which you want to set a condition. Even if a column does not appear on the inquiry, you can still set conditions for it that affect the information that appears on the inquiry.

Note:	You can select a regular column or a key field column.

5. Two fields appear to the right where you set the conditions for the column you selected.

   You set conditions much in the same way you write a formula. You define a relationship between the column you selected and another value or column. Begin by exploring the available options in both of these fields.

6. In the middle field to the right, select an operator which expresses the relationship you want to establish between the column you selected and the value or column in the last field on the right.

7. In addition to the standard mathematical operators, you may also find these operators useful:

Operator	Description
One Of	Use this operator to select more than one value. In the field at the far right, type the values separated by a semicolon ; For example, if your column is Status and you want to show all invoices that have a status of active or preliminary, you enter the following in the field at the far right: active;preliminary
Not One Of	Use this operator to select all but a specific value or values. In the field at the far right, type the values separated by a semicolon ; For example, if your column is Status and you want to show all invoices except those that have a status of inactive or preliminary, you enter the following in the field at the far right: inactive;preliminary
Matches Pattern	Use this operator to show only data that fits a certain pattern. When typing a value in the field at the right: • Use an underscore to represent a character. • Use % to represent any number of characters. For example, to show all invoice IDs that contain 200 in the same position as this ID: 07-200-090G1, you enter **%200%**.
Within Last X Days	For date fields, use this operator to show only data for a date range based on the current date. In the field at the right, type the number of days, as follows: • Type 0 to include data for only today's date. • Type a positive number to include data for that number of days before today's date and today's date. • Type a negative number to include data for that number of days after today's date and today's date. For example, you type one of the following in the field at the right: • 0 to include data for today only • 1 to include data for yesterday and today • -1 to include data for tomorrow and today

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Operator	Description
Not Within Last X Days	For date fields, use this operator to exclude data for a date range based on the current date. In the field at the right, type the number of days, as follows: • Type 0 to exclude data for only today's date. • Type a positive number to exclude data for that number of days before today's date, today's date, and all future dates. • Type a negative number to exclude data for that number of days after today's date, today's date, and all past dates. For example, you type one of the following in the field at the right: • 0 to exclude data for today only • 1 to exclude data for yesterday, today, and the future (includes data for before yesterday) • -1 to exclude data for the past, today, and tomorrow (includes items after tomorrow)
Is Current User	For employee key fields, use this operator to show data pertaining only to the current user.

8. In the last field on the right, review the values that are available and make a selection.
9. You can set additional conditions, as needed. Notice that a selection field now appears on the next row for you to set another condition. The order of the conditions does not matter, as all conditions are always applied regardless of order.
10. To delete a condition, click the **Delete** button at the far right of the condition.

    To save the conditions, click **OK**.

Changing or deleting inquiry conditions

> **Note:** When you view an inquiry by clicking a link to it from another inquiry, you cannot set conditions for it then as they are not saved. You must access the inquiry from the Inquiry menu and then set conditions for it, as described in the following instructions.
>
> You can also set the conditions on the link you use to open the inquiry.

To chance or delete inquiry conditions

1. From the ☰ > **Reports** > **Standard Inquiries** menu, select the inquiry you want.
2. Click

at the upper right of the window.
3. Click the **Conditions** tab.
4. Set another condition, or change existing conditions by changing the information in the fields as needed.
5. To delete a condition, click the **Delete** button to the right of it.
6. Click **OK**.

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Displaying data in a column for a specific time period

For many date columns and certain columns that contain dollar amounts or hours, you can select to display only data for a specific time period.

To determine if a column accepts a date range, right-click the column and click **Properties** to see if the General tab contains the Date Range field.

You restrict data that appears in a column by using the Column Properties window. In that window, you can assign the column one of the following:

- Cutoff date or date range
- Time period based on the current date or cutoff date

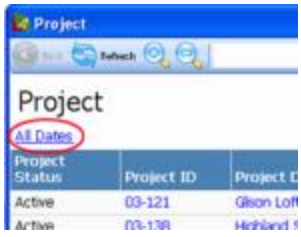
Note:

- When you set a time period for a column, that time period applies only to data in that column, **not the entire inquiry**. If no data applies to the time period you set, the inquiry displays blank rows in that column.
- When you apply a date range to a column and set a condition on an inquiry, any rows that don't meet both the date range and the condition do not appear.

  For example, you set a condition on the Vendor Invoice inquiry that the invoice amount must be greater than $500. You then apply a date range of Range Prompt to the Invoice Amount column. Any invoices with amounts less than $500 and not within the range prompt entered are omitted.

Assigning a cutoff date or date range

1. Right-click the column heading (where you want to display only information which occurs on or before a specific date or within a range of dates), and click **Properties**.
2. In the Date Range field, select either **Cutoff prompt** or **Range prompt**.

If you select	Then
Cutoff prompt	Ajera assigns the current date as the cutoff date and displays it at the top of the inquiry in blue underlined text. To change the cutoff date, click the blue underlined text, and select a date
Range prompt	Ajera displays **All Dates** at the top of the inquiry in blue underlined text. If you assigned a cutoff prompt to another column in the inquiry, the blue underlined text appears as **01/01/1900 - <*current date* >**.  Click the **All Dates** text, and select the date range you want to assign to the column.

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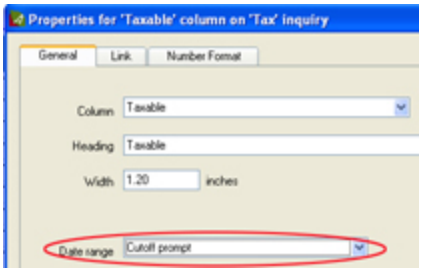
Note:

- **About Cutoff prompt and Range prompt text.** Although the prompt text appears at the top of the report, it applies to only the columns where you assigned dates, **not to every column on the report**. You must assign the date to each column where you want it to apply.

  If you set different cutoff or range dates for other columns, the prompt at the top applies to all columns where you assigned date conditions. If you have a mixture of cutoff and range dates, the cutoff condition uses the latest date in the date range.

- **Rename the column.** When you apply a date condition to a column, change the title of the column to reflect it. In this way, you later know what information you are seeing in a column. For example, you may retitle a column that reflects the billed amount for the third quarter from Billed to Billed Q3. To later check the date condition you assigned to a specific column, right-click the column heading and click **Properties**.



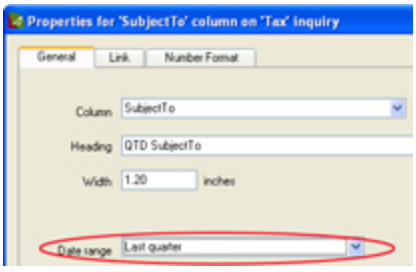
- **Keep date restrictions simple.** Unless you have a specific need and understand what you want to accomplish, do not assign different types of date restrictions to different columns.

Assigning a time period based on the current date or cutoff date

In addition to the Cutoff Prompt and Range Prompt, other options are available. These options, such as **91 to 120 days ago** are helpful when you want to view aging (such as client invoice aging) or payroll information (such as QTD).

Ajera bases the time period on the current date. However, if you already used a cutoff date for another column, then it uses the cutoff date, which appears in blue underlined text at the top of the inquiry.

1. Right-click the column heading you want to show and click **Properties**.



2. In the Date Range field, select the option you want.
3. Click **OK**.

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Displaying data in an inquiry for a specific time period

To display only data for a specific time period that affects every column in the entire inquiry, you set a condition in the Inquiry Properties window. This condition controls what rows show in the inquiry.

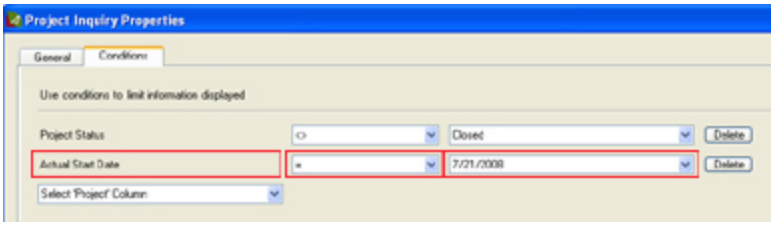
When you set a condition for the entire inquiry, Ajera uses it first, and then applies any conditions you set for columns. For example, you set an inquiry condition to show only data later than August 1 and a column condition to show only data 30 days later than the system date, which is September 1. The inquiry displays blank rows in the column if the data for that row is before September 31.

> **Note:** When you apply a date range to a column and set a condition on an inquiry, any rows that don't meet both the date range and the condition do not appear.
>
> For example, you set a condition on the Vendor Invoice inquiry that the invoice amount must be greater than $500. You then apply a date range of Range Prompt to the Invoice Amount column. Any invoices with amounts less than $500 and not within the range prompt entered are omitted.

To display data in an inquiry for a specific time period

1. Click

.
2. Click the **Conditions** tab.



3. Using the three fields on the next available row, write a simple formula that expresses the exact data you want to display in the inquiry, as follows:

In this field	Do this
Field at left	Select the date column you want to use.
Field in middle	Enter an operator: > for greater than < for less than = for equal to
Field at right	Either select the type of date, or type a date in mm/dd/yyyy format.

4. Click **OK**.

Producing inquiries

Viewing and printing an inquiry

To view and print an inquiry

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1. To open an inquiry, select it from the > **Reports** > **Standard Inquiries** or **Custom Inquiries** menu.
2. To preview the inquiry as it appears when printed, click

, and select **Print Preview**.

   To then return to the normal view, click

, and select **Print Preview** again.
3. To set margins, page orientation, and paper type for printing the inquiry, click

, and select **Page Setup**.
4. To print the inquiry, click

, and select **Print**.

Exporting to Excel

Exporting an inquiry to Excel

You have three options when exporting an inquiry to Excel.

> **Note:** Excel does not allow the following characters: \ / : * ? [ ]. If the inquiry name contains these characters, they are removed during the export.

Choose this	To get this
Microsoft Excel (.xls)	An Excel file of the data displayed in the inquiry with groups and subtotals retained. Links are highlighted but not active. You cannot apply Excel tools such as graphs and pivot tables to the data.
Microsoft Excel Preview - Data Only	A preview in Excel of the data in the inquiry with groups and subtotals **not** retained. You can apply Excel tools such as graphs and pivot tables to the data.
Microsoft Excel - Data Only (.xls, .xlsx)	An Excel file of the data in the inquiry with groups and subtotals **not** retained. You can apply Excel tools such as graphs and pivot tables to the data. **Note:** This is similar to the preceding option, except it creates an Excel file, rather than a preview.

Exporting to Excel (.xls)

This option exports only the data displayed in the inquiry to Excel. Choose this option if you want only an Excel copy of the inquiry results.

1. From the > **Reports** > **Standard Inquiries** or **Custom Inquiries** menu, click the inquiry you want to export.
2. In the toolbar at the top of the window, click the **Export** button, and select **Microsoft Excel (.xls)**.
3. Browse to the location where you want to save the inquiry.
4. Type a name in the File Name field, and select a format in the Save as Type field.
5. Click **Save**.

Exporting to Excel - Data Only (.xls, .xlsx)

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This option exports the inquiry data to Excel, including inquiry rows that are not displayed. The amount of data that can be exported depends on your operating system and version of Excel. If the data is too large, set inquiry properties to limit the number of rows.

Choose this option if you want to apply tools such as graphs and pivot tables to the data in Excel.

---

1. From the > **Reports** > **Standard Inquiries** or **Custom Inquiries** menu, click the inquiry you want to export.
2. In the toolbar at the top of the window, click the **Export** button, and select **Microsoft Excel - Data Only (.xls, .xlsx)**.
3. Browse to the location where you want to save the inquiry.
4. Type a name in the File Name field, and select a format in the Save as Type field.
5. Click **Save**.

Note: You can export the data to an existing Excel file. If the inquiry name and the sheet tab name in the existing Excel file are the same, the Excel data is overwritten. If the inquiry name and sheet tab name are different, a new sheet with the exported data is added to the Excel workbook.

Exporting to Excel Preview - Data Only

This option previews the inquiry data in Excel, including inquiry rows that are not displayed. The amount of data that can be previewed depends on your operating system and version of Excel. If the data is too large, set inquiry properties to limit the number of rows.

Choose this option if you want to immediately view the inquiry data in Excel and apply tools such as graphs and pivot tables.

---

1. From the > **Reports** > **Standard Inquiries** or **Custom Inquiries** menu, click the inquiry you want to export.
2. In the toolbar at the top of the window, click the **Export** button, and select **Microsoft Excel Preview - Data Only**. A preview in Excel of the inquiry appears.
3. To save the data in an Excel file, from the **File** menu or **Microsoft Office** button, select **Save As**.
4. Browse to the location where you want to save the inquiry.
5. Type a name in the File Name field, and select a format in the Save as Type field.
6. Click **Save**.

Exporting an inquiry to Outlook

To export an inquiry to email, you must have Microsoft Outlook 2002 or greater installed.

To export an inquiry to Outlook

1. From the > **Reports** > **Standard Inquiries** or **Custom Inquiries** menu, click the inquiry you want to export.
2. In the toolbar at the top of the window, click the **Export** button, and select **Send as Email (Outlook)**.

Note: If Microsoft Outlook 2002 or greater is not installed, an error message appears.

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3. A new email window appears, with the inquiry attached as a PDF file to the email and the name of the inquiry displayed in the Subject Field. You can change the contents of the Subject field, as needed.
4. Enter an email address in the To field, and type a message to the recipient in the message area.
5. Click **Send**.

Exporting an inquiry to Acrobat

To export an inquiry to Acrobat

1. From the > **Reports** > **Standard Inquiries** or **Custom Inquiries** menu, click the inquiry you want to export.
2. In the toolbar at the top of the window, click the **Export** button, and select **Adobe Acrobat**.
3. Browse to the location where you want to save the inquiry.
4. In the File Name field, type a name for the file.
5. Click **Save**.

Exporting an inquiry to another database

If your firm is using only one database, inquiries that you create automatically appear on the Inquiry menu for employees whose security settings allow them access.

You only need to export an inquiry when you want to do one of the following:

- Share it with others who are using a different database.
- Back up your custom inquiries before installing an Ajera update that contains Inquiry changes.

To export an inquiry

1. From the > **Reports** menu, click **Custom Inquiries** > **Manage Custom Inquiries**.
2. Click the inquiry that you want to export.

   Note: To select more than one inquiry, press the Ctrl key while clicking on the next inquiry.

3. Click the **Export** button.
4. Browse to the location where you want to export the inquiry, and click **OK**. The file name includes a file extension of .iq to indicate that it is an inquiry.
5. An employee with access to the other database must now import the inquiry into that database. It then appears on the Inquiry menu for all employees with security access to it.

Importing an inquiry from another database

If your firm is using only one database, inquiries that other employees create automatically appear on the Inquiry menu if your security settings allow you access to them.

You only need to import an inquiry when one of the following occurs:

- Another person (such as your consultant) creates the inquiry in a different database and then exports it for your use.
- You backed up your custom inquiries by exporting them so that you could install an Ajera update that contains Inquiry changes.

To import an inquiry

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1. Save the inquiry you want to import to a location accessible to you.
2. From the > **Reports** menu, click **Custom Inquiries** > **Manage Custom Inquiries**.
3. Click the **Import** button.
4. Browse to the location where the inquiry is stored. Inquiries have a file extension of .iq. Select the inquiry, and click **Open**.
5. Close the Manage Custom Inquiries window. The inquiry appears on the Inquiry menu for all employees with security access to it.

Financial statements

About financial statement designs

Overview
Worksheets in a workbook
Financial Statement Designer
Reporting entities
Statement groups

Overview

Use the Financial Statement Designer to create the financial statement designs you want. You can create and print balance sheets, profit and loss statements, statements of cash flow, company budgets, key ratios, and other financial statements needed by your firm.

You can begin in one of two ways: (1) start with a blank worksheet and create your own design, or (2) open a template and make changes to fit your needs.

Worksheets in a workbook

If you want, you can design a different financial statement on each worksheet in the workbook. For example, a workbook can contain worksheets for a balance sheet, profit and loss statement, and statement of cash flows.

Each workbook contains a Workbook Properties sheet that allows you to set global properties for each worksheet and for the entire workbook.

Financial Statement Designer

The basic actions in the Financial Statement Designer are *select*, *define,* and *view:*

- You *select* cells in the worksheet.
- You use properties or manually entered text *to define* the selection.
- You then *view* the results on the Preview tab, changing the design as needed.

Design tab

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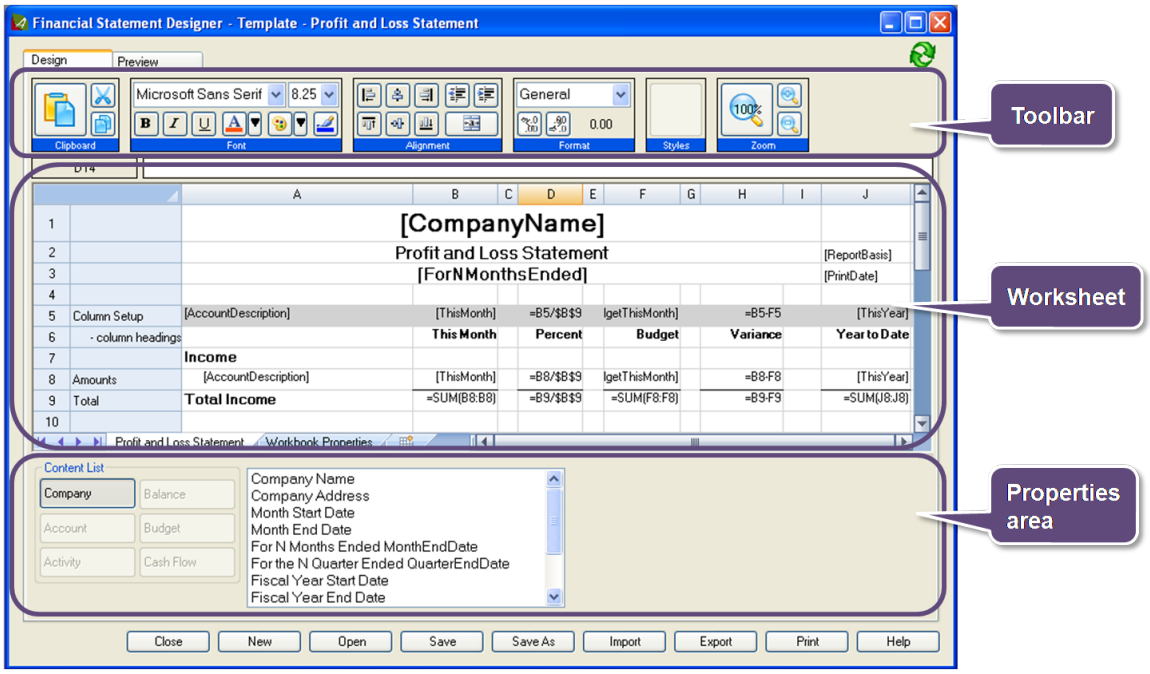
Use the Design tab of the Financial Statement Designer to define the contents and appearance of your statement.

The tab is divided into three sections:

- The *toolbar* is where you apply fonts and other style options to the selected cell, row, or column.
- The *worksheet* is where you select the cell, row, or column that you want to define.
- The *properties area* is where you define the contents of the selected cell, row, or column.

The properties area displays different options depending on what you select in the worksheet.



Preview tab

Use the Preview tab to view the statement with values from your Ajera database.

Click (**Refresh**) to update your information on the Design and Preview tabs.

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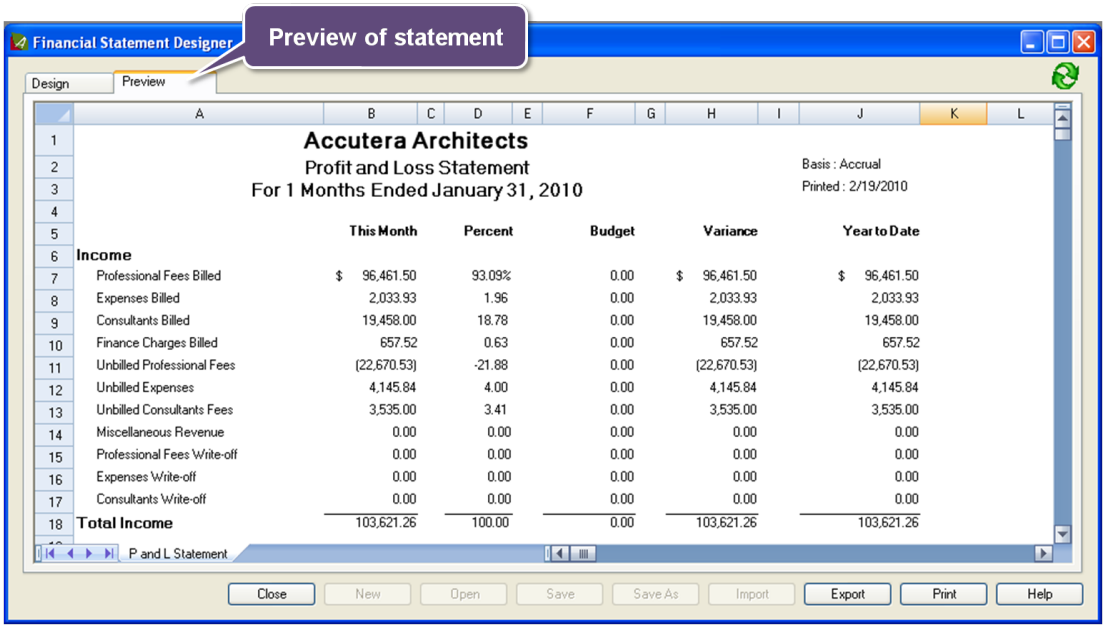

Reporting entities

unavailable in ajeraCore unless you have the Departments add-on

You can also add reporting entities to your design to create comparative financial statements or multilevel profit and loss statements. Reporting entities are groups of department that you create for financial reporting.

Statement groups

A statement group is one or more financial statements that you or others in your firm can preview or print without using the Financial Statement Designer.

The benefits are:

- There is no need to access the Financial Statement Designer.
- You can print more than one statement at a time.

You can create statement groups if you have permission to manage financial statements. You can preview or print a statement group only if you are given access to that group.

Concepts

About defining pieces of a statement

To define the pieces of a financial statement, you first select a cell, row, or column in the worksheet. You then manually enter information or use a property to define the selection.

Entering information

You can manually enter information directly into a cell if a property does not fit your information need.

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For example, you can enter a statement title, such as **Profit and Loss Statement**, or you can enter a formula to define relationships between cells.

Ajera supports common spreadsheet formulas.

Using properties

To define	Use these
Contents of a selected cell, row, or column	**Contents properties** These properties reference the Ajera database so that when you view or print a statement, it retrieves the current information from the database. Because information is not manually entered, properties make a design more reusable. If a property includes a day or time period, it may also reference the Month-End Date field on the Workbook Properties sheet or the Fiscal Year fields in > Setup > Company > Preferences. *To apply:* 1. Select a cell, row, or column in the worksheet. 2. Choose an option in the properties area. When you select a contents property, a label for it appears in the worksheet.
Appearance of a selected cell, row, or column	**Formatting properties** These properties determine font styles, text alignment, numerical precision, number format, and borders. *To apply:* 1. Select a cell, row, or column in the worksheet. 2. Choose an option in the toolbar.
Certain aspects that apply to a statement or to all statements in a workbook	**Global properties** These properties include the print settings, accounting basis, appearance of elements such as currency symbols, and date on which the financial information is based in a statement. *To apply:* 1. Click the Workbook Properties subtab. 2. Select a property.

About the Month-End Date field

To determine the time period for the financial information in your statement, Ajera uses the Month-End Date field on the Workbook Properties sheet in conjunction with the following:

- Fiscal Year fields in > Setup > Company > Preferences
- Multi-company only. Fiscal Year fields in > Setup > Company > Companies
- Content List options (if selected) that are based on the Month-End Date field

For descriptions of all the Content List options, see Content List options.

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Following are examples of how *some* of the Content List options work in conjunction with the Month-End Date field and the Fiscal Year fields. The examples are not meant to be comprehensive.

If you have the following fiscal year and month-end dates:

This date	Is
Fiscal Year Start	January 1, 2012
Fiscal Year End	December 31, 2012
Month End	December 31, 2012

Then when you do the following:

Select this	Amounts for this time period appear
Company button:	
Month Start Date	December 1, 2012
Month End Date	December 31, 2012
For N Months Ended MonthEndDate	For 12 Months Ended December 2012
For the N Quarter Ended QuarterEndDate	For the 4th Quarter Ended December 31, 2012
Fiscal Year Start Date	January 1, 2012
Fiscal Year End Date	December 31, 2012
Activity button:	
This Month This Year, This Month Last Year, This Month Two Years Ago, and so on	December 2012, December 2011, December 2010, and so on
January This Year, January Last Year, January Two Years Ago, and so on	January 2012, January 2011, January 2010, and so on
This Quarter This Year, This Quarter Last Year, This Quarter Two Years Ago, and so on	4th Quarter 2012, 4th Quarter 2011, 4th Quarter 2010, and so on
Balance button:	
Current Balance This Year, Current Balance Last Year, Current Balance Two Years Ago, and so on	Current date 2012, current date 2011, current date 2010, and so on
Balance Last Quarter This Year, Balance Last Quarter Last Year, Balance Two Quarters Ago Last Year, and so on	3rd Quarter 2012, 3rd Quarter 2011, 3rd Quarter 2010, and so on
Year End Balance This Year, Year End	Current date 2012; December 31, 2011; December 31,

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Select this	Amounts for this time period appear
Balance Last Year, Year End Balance Two Years Ago, Year End Balance Three Years Ago, and so on	2010; and so on
Budget button:	
Note: When reporting budget amounts, the **QTD** and **YTD** options are based on *and restricted by* the month-end date. The other budget options are based on that date but not restricted by it.	
Budget This Month This Year, Budget This Month Last Year, Budget This Month Two Years Ago, and so on	December 2012, December 2011, December 2010, and so on
January Budget This Year, January Budget Last Year, January Budget Two Years Ago, and so on	January 2012, January 2011, January 2010, and so on
Budget This Quarter This Year, Budget This Quarter Last Year, Budget This Quarter Two Years Ago, and so on	4th Quarter 2012, 4th Quarter 2011, 4th Quarter 2010, and so on
Cash Flow button:	
This Month This Year, This Month Last Year, This Month Two Years Ago, and so on	December 2012, December 2011, December 2010, and so on
January This Year, January Last Year, January Two Years Ago, and so on	January 2012, January 2011, January 2010, and so on
This Quarter This Year, This Quarter Last Year, This Quarter Two Years Ago, and so on	4th Quarter 2012, 4th Quarter 2011, 4th Quarter 2010, and so on
Custom button:	
Custom date properties that you define.	• If the entire date property occurs before the month-end date, financial information for the entire date property appears. • If the entire date property occurs after the month-end date, no financial information appears. • If the date property *begins before* the month-end date but *ends after* it, financial information from the beginning of the date property through the month-end date appears. **Example** If the custom date property is from 12/15/2010 to 1/12/2011 and the month-end date is 12/31/2010, financial information from 12/15/2010 to 12/31/2010 appears.

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Next: Designing a financial statement

Changing or copying

Changing a financial statement design

To change a financial statement design

1. Open the design, if needed.
2. Click the **Design** tab.
3. Change the global properties for the worksheet or the workbook, as needed. For example, click the Workbook Properties subtab and do the following:

To change this	Do this
Date on which Ajera determines the time period for the financial information in the workbook	Change the date in the Month-End Date field.
Accounting basis of the workbook	Select an option in the Report Basis field.
Department, company, or reporting entity of the worksheet	**unavailable in ajeraCore unless you have the Departments add-on** Select the department or reporting entity to which the worksheet is restricted. If you use multi-company, you can also restrict by company. (Select the blank option at the top of a field if you want to clear the selection.)
How zeros, currency, negative numbers, commas, and so forth display in the statement	Select an option in those fields.

4. Change the row or column definitions, as needed. (To view a definition, select a row or column. If a property other than a custom date property defines the row or column, it is highlighted in the properties area, below the worksheet.) For example, after selecting the row or column:

To change this	Do this
Account in an Amounts row	1. Change the account in the Account Filter section. 2. Change the row heading accordingly.
Itemization or summarization of an account in an Amounts row	Click the **Itemized** or **Summarized** button in the Grouping section.
Whether an account in an Amounts row displays as a positive or negative value	Select or clear the **Reverse sign** check box.
Department or reporting entity in a column or an Amounts row	**unavailable in ajeraCore unless you have the Departments add-on** Delete or select a different department or reporting

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To change this	Do this
	entity in the Row Filter section.
Specific time frame or point in time in a column	1. Select a different time frame or point in time in the Content List (for example, Activity This Month This Year). 2. Change the column heading accordingly.

5. Change the cell formatting settings, as needed. For example, after clicking the cell or cells:

To change this	Do this
Font family, size, color, or style	Select an option in the Font group of the toolbar.
Cell border or fill	Click (**Border**) in the Font group of the toolbar, and select an option in the Border Editor window.
Alignment of cell contents	Select in option in the Alignment group of the toolbar.
Merged or split cells	Click (**Merge/Split**) in the Alignment group of the toolbar.

6. Change the formula settings, as needed. For example, after clicking the formula cell:

To change this	Do this
Formula	Change or enter a new formula. Ajera supports common spreadsheet functions.

7. Click the **Preview** tab to view the results of your changes.
8. Click **Save** or **Save As** to save the workbook. The workbook appears in the Financial Statement Design window for all employees with access to it.

Copying a financial statement design

You can copy the financial statement design to another worksheet, either in the same workbook or in a different workbook. When you copy a design, all the Workbook Properties settings for that design are copied as well.

To copy a financial statement design

1. Open the design, if needed.
2. On the **Design** tab, click the top-left cell in the worksheet to select all the cells in the worksheet.
3. In the toolbar, click (**Copy**).
4. In the worksheet you want to copy the design to, click the top-left cell to select all the cells.
5. In the toolbar, click (**Paste**).

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6. Click **Save** or **Save As** to save the workbook. The workbook appears in the Financial Statement Design window for all employees with access to it.

Deleting a financial statement workbook

To delete a financial statement workbook

1. From the > **Reports** menu, click **Manage Financial Statements** > **Designs**. A blank worksheet appears.
2. Click the **Open** button at the bottom. The Financial Statement Design window appears.
3. Select the workbook you want to delete, and click the **Delete** button.
4. Click **Yes** to delete it.
5. Click **Close**.

Changing the Profit and Loss Statement (account groups) template design

The Profit and Loss Statement - Account Groups template creates a profit and loss statement based on the default account groups in Ajera.

If you have already customized the account groups list for your firm, you will need to change the template design to fit your firm's needs.

To do this:

- Step 1: Verify the rows
- Step 2: Verify the columns

Step 1: Verify the rows

Each account group you have set up to print on your current profit and loss statement will need to appear in the statement design in the Financial Statement Designer.

1. From the > **Reports** menu, click **Manage Financial Statements** > **Designs**. A blank worksheet appears.
2. Click **Open** , and double-click **Template - Profit and Loss Statement - Account groups**. The Profit and Loss Statement - Account Groups template design appears.
   - The design contains the following sections: Income, Costs, and Expenses.
   - The Amounts row in each section is based on an account group.
3. In the template design, start with the first Amounts row in the design. Verify that each Amounts row is correct:
   a. Click the Amounts row in the worksheet. The account group for that row is highlighted in the properties area, below the worksheet.
   b. If this account group does not exist or is incorrect, click in the Account Group list and select the correct account group. (For more information, see Setting up Amounts rows.)
4. To delete an Amounts row, right-click the row and click **Delete**.
5. To add an Amounts row:
   a. Right-click the totals row and click **Insert**. A blank row appears above the current row.
   b. Click the blank row, and click the **Amounts** button.

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c. Click the **Account Groups** button.

d. Click in the Account Group list and select the correct account group.

e. Click the **Summarized** button.

f. Based on the account group, select or clear the **Reverse sign** check box.

For example, this check box is cleared for the account groups in the Costs and Expenses sections in the design, and selected for the account groups in the Income section.

6. If you have accounts without account groups, you will need to set up new Amounts rows for these accounts so that they appear on the statement. You can set up an Amounts row by account range, ID range, or account type. (For more information, see Setting up Amounts rows.)
7. Click the totals rows and verify that the formula in each cell is correct. If a formula is incorrect, double-click the cell and change the formula. (For more information, see Setting up totals and Entering formulas in the worksheet.)

Step 2: Verify the columns

Each column you have set up to print on your current profit and loss statement will need to appear in the statement design.

The design contains the following defined columns: This Month, Last Year, Variance (between months), Year to Date, Last Year, Variance (between years).

1. In the Column Setup row, verify that the defined columns match the columns in your current profit and loss statement.

   If a column is not the same, do one of the following:

   - For a column defined by a property, click the cell, click a Content List button, and double-click the correct option in the properties area. (For more information, see Setting up columns.)
   - For a column defined by a formula, double-click the cell and change the formula. (For more information, see Entering formulas in the worksheet.)
2. To delete a column, do one of the following:
   - Right-click the column letter at the top of the worksheet and click **Delete**.
   - Right-click a defined cell in the Column Setup row and click **Clear Contents**.
3. To add a column:
   - If needed, right-click a column letter at the top of the worksheet and click **Insert**.
   - Click a blank cell in the Column Setup row, and select the correct option in the properties area or enter a formula.

Changing the Balance Sheet (account groups) template design

The Balance Sheet - Account Groups template creates a balance sheet based on the default account groups in Ajera.

If you have already customized the account groups list for your firm, you will need to change the template design to fit your firm's needs.

To do this:

- Step 1: Verify the rows
- Step 2: Verify the columns

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Step 1: Verify the rows

Each account group you have set up to print on your current balance sheet will need to appear in the statement design in the Financial Statement Designer.

1. From the > **Reports** menu, click **Manage Financial Statements** > **Designs**. A blank worksheet appears.
2. Click **Open**, and double-click **Template - Balance Sheet - Account Group Summary**. The Balance Sheet - Account Group Summary template design appears.
   - The design contains the following sections: Assets, Liabilities, and Equity.
   - The Amounts row in each section is based on an account group, except the Net Income row in the Equity section. This row is based on your profit and loss account types.
3. In the template design, start with the first Amounts row in the design. Verify that each Amounts row is correct:
   a. Click the first Amounts row in the worksheet. The account group for that row appears in the properties area, below the worksheet.
   b. If this account group does not exist or is incorrect, click in the Account Group list and select the correct account group. (For more information, see Setting up Amounts rows.)
4. To delete an Amounts row, right-click the row and click **Delete**.
5. To add an Amounts row:
   a. Right-click the totals row and click **Insert**. A blank row appears above the current row.
   b. Click the blank row, and click the **Amounts** button.
   c. Click the **Account Groups** button.
   d. Click in the Account Group list and select the correct account group.
   e. Click the **Summarized** button.
   f. Based on the account group, select or clear the **Reverse sign** check box.

   For example, this check box is cleared for the account groups in the Assets section in the design, and selected for the account groups in the Liabilities and Equity sections.
6. If you have accounts without account groups, you will need to set up new Amounts rows for these accounts so that they appear on the statement. You can set up an Amounts row by account range, ID range, or account type. (For more information, see Setting up Amounts rows.)

Step 2: Verify the columns

Each column you have set up to print on your current balance sheet will need to appear in the statement design.

The design contains a defined column for Current Balance. Each Amounts row will print the current balance, except for the Equity section. This section will print the retained earnings balance for the Capital account group and this year's activity amount for the Net Income account types.

To add a column:

1. If needed, right-click a column letter at the top of the worksheet and click **Insert**.
2. Click a blank cell in the Column Setup row, and select the correct option in the properties area or enter a formula.

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Changing the Statement of Cash Flows template design

A statement of cash flow shows you the movement of cash through your company. It presents the cash receipts and payments of the company over a period of time. It complements the profit and loss statement by providing information on the company's liquidity and financial flexibility. It also show the change of cash and cash equivalents during the period.

The Statement of Cash Flows template creates a cash-flow statement based on the default account groups in Ajera. Please work with your CPA to verify that the account groups in the statement are correct for your firm.

To change the Statement of Cash Flows template, do this:

- Step 1: Verify the rows
- Step 2: Verify the columns

Step 1: Verify the rows

Each account group you have set up to print on your current cash-flow statement will need to appear in the statement design in the Financial Statement Designer.

1. From the > **Reports** menu, click **Manage Financial Statements** > **Designs**. A blank worksheet appears.
2. Click **Open**, and double-click **Template - Statement of Cash Flows**. The Statement of Cash Flows template design appears.
   - The design contains the following sections: Cash Provided by Operating Activities, Cash Provided by Investing Activities, and Cash Provided by Financing Activities.
   - The Amounts row in each section is based on one or more account groups, except the Net Income row. This row is based on your profit and loss account types.
3. In the template design, start with the second Amounts row in the design. Verify that each Amounts row is correct:
   a. Click the row in the worksheet. The account group for that row appears in the properties area, below the worksheet.
   b. If this account group does not exist or is incorrect, click in the Account Group list and select the correct account group. (For more information, see Setting up Amounts rows.)
4. To delete an Amounts row, right-click the row and click **Delete**.
5. To add an Amounts row:
   a. Right-click the totals row and click **Insert**. A blank row appears above the current row.
   b. Click the blank row, and click the **Amounts** button.
   c. Click the **Account Groups** button.
   d. Click in the Account Group list and select the correct account group.
   e. Click the **Summarized** button.
   f. Based on the account group, select or clear the **Reverse sign** check box.

      For example, this check box is cleared for the Accounts Payable Net and Repurchase of Common Stock and Dividend Payments account groups in the design, and selected for the other account groups.
6. If you have accounts without account groups, you will need to set up new Amounts rows for these accounts so that they appear on the statement. You can set up an Amounts row by account range, ID range, or account type. (For more information, see Setting up Amounts rows.)

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7. Click the totals rows and verify that the formula in each cell is correct. If a formula is incorrect, double-click the cell and change the formula. (For more information, see Setting up totals and Entering formulas in the worksheet.)

Step 2: Verify the columns

Each column you have set up to print on your current cash-flow statement will need to appear in the statement design.

The design contains the following defined columns: This Quarter, This Year, Last Year.

1. In the Column Setup row, verify that the defined columns match the columns in your current cash-flow statement.

   If a column is not the same, do one of the following:

   - For a column defined by a property, click the cell, click a Content List button, and double-click the correct option in the properties area. (For more information, see Setting up columns.)
   - For a column defined by a formula, double-click the cell and change the formula. (For more information, see Entering formulas in the worksheet.)

2. To delete a column, do one of the following:
   - Right-click the column letter at the top of the worksheet and click **Delete**.
   - Right-click a defined cell in the Column Setup row and click **Clear Contents**.
3. To add a column:
   - If needed, right-click a column letter at the top of the worksheet and click **Insert**.
   - Click a blank cell in the Column Setup row, and select the correct option in the properties area or enter a formula.

Printing or exporting

Printing a financial statement

If you have permission to manage financial statements, you can print and verify a statement design from within the Financial Statement Designer.

Only the current worksheet prints; you can click the worksheet subtabs and print other financial statements in the workbook.

Note:
- To print a statement group, see Printing a statement group.
- If a white line appears in your printed statement, check the financial statement design. When a hidden row or column intersects with a group of merged cells, any text inside the area where they intersect will not print.

To print a financial statement

1. Open the statement, if needed.
2. Verify that the Month-End Date field on the Workbook Properties sheet correctly specifies the time period for the financial information in your statement.
3. Change the other global properties for the statement on the Workbook Properties sheet, as needed. For example, you may choose to filter by department or to change the report basis.
4. Click the **Preview** tab to view the statement with values from your Ajera database.

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5. If needed, change the design on the **Design** tab.
6. The statement will print at the scale selected in the Zoom group on the toolbar. To print at actual size, click the 100% zoom button.
7. If you do not want to see the page breaks, click the **Print** button on the **Preview** tab. You can skip the rest of these instructions.
8. To see the page breaks, click the **Print** button on the **Design** tab. The Print Preview window appears.
9. Click the page forward and backward Page 1 buttons to view the entire statement. You can change page breaks, footers, and column or row headings, as needed.
10. Click (**Print**).

Exporting a financial statement workbook

Financial statement workbooks that you create automatically appear in the Financial Statement Design window for anyone with access to that window.

You need to export a workbook only when you want to share it with others who are using a different database in your company or in another company.

Note:

- If the exported design contains a custom date property, only the property ***label*** exports; none of the other property options are included. Anyone who imports the workbook will need to re-create the custom date property. **Example**
  - A custom date property contains the description **January 2011** and the dates **January 1, 2011**, and **January 29, 2011**. The exported design displays **[January2011]** in the worksheet, but no financial information appears for that property because no other property options were included. Anyone who imports the design must re-create the custom date property using **January 2011** as the description and **January 1, 2011**, and **January 29, 2011**, as the dates.
- If the exported design contains a company logo, the logo is embedded into the design; it is not an active link to the Ajera database. Anyone who imports the workbook may need to delete and add the logo property back into the design to ensure that the company logo they want appears.

To export a statement workbook to another database

1. Open the workbook, if needed.
2. On the **Design** tab, click the **Export** button.
3. Browse to the location where you want to export the workbook, and click **Save**. The file name includes a file extension of .fsd to indicate that it is an Ajera Financial Statement Designer spreadsheet document. Email or share the document with others.
4. An employee with access to the other database must now import the workbook into that database. It then appears in the Financial Statement Design window for anyone with access to that window.

Exporting a financial statement to Excel

You can export a financial statement to Microsoft Excel 2003.

The exported statement contains the formulas and financial information from the Ajera database that you specified in the design. It is not linked to the Financial Statement Designer.

To export a financial statement to Excel

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1. Open the statement, if needed.
2. Click the **Preview** tab, and click the **Export** button.
3. Browse to the location where you want to export the statement, and click **Save**. The file name includes a file extension of .xls to indicate that it is a Microsoft Excel spreadsheet document.

Importing a financial statement workbook

Financial statement workbooks that other employees create automatically appear in your Financial Statement Design window.

You need to import a workbook only when another person (such as your consultant) creates the workbook in a different database and then exports it for your use.

Note:

- If the imported design contains a custom date property, only the property ***label*** imports; none of the other property options are included. You must re-create the custom date property.

  Example

  A custom date property contains the description **January 2011** and the dates **January 1, 2011**, and **January 29, 2011**. The imported design displays **[January2011]** in the worksheet, but no financial information appears for that property because no other property options were included. You must re-create the custom date property using **January 2011** as the description and **January 1, 2011**, and **January 29, 2011**, as the dates.
- If the imported design contains a company logo, the logo is embedded into the design; it is not an active link to the Ajera database. You may need to delete and add the logo property back into the design to ensure that the company logo you want appears.

To import a financial statement workbook:

1. Save the workbook you want to import to a location accessible to you.
2. From the > **Reports** menu, click **Manage Financial Statements** > **Designs**. A blank worksheet appears.
3. On the **Design** tab, click the **Import** button.
4. Browse to the location where the workbook is stored. An exported workbook has a file extension of .fsd to indicate that it is an Ajera Financial Statement Designer spreadsheet document.
5. Select the workbook and click **Open**. The workbook appears in the Financial Statement Designer.

   Note: If the workbook you want to import is from an earlier version of the Financial Statement Designer, a window appears asking if you want to update the design. Click **Yes**. Review the workbook properties as some options may have changed.
6. Click **Save** or **Save As** to save the workbook. The workbook appears in the Financial Statement Design window for anyone with access to that window.

Working in the worksheet

Entering formulas in the worksheet

Follow these instructions as part of designing a financial statement.

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Note: If you create a formula that references an amounts total, make sure it references a Total cell, not an Amounts cell. This makes the formula more robust, especially if the Amounts row is summarized and you later decide to change it to itemized.

To enter formulas in the worksheet

1. Enter a formula. Ajera supports common spreadsheet formulas. For example:

For this formula type	Do this
Amount totals of adjacent rows	1. Click a row. 2. Click the **Total** button to automatically create a formula that sums the values of all the amount cells between the current row and the preceding Total row or Column Setup row for each defined column. For example: =SUM(B8:$B$9) 3. In the Format group of the toolbar, select **Currency**. 4. Click the increase precision or decrease precision button in the Format group of the toolbar, as needed.
Amount totals of nonadjacent rows	1. Double-click a cell. 2. Press the equals (=) key. 3. Enter a formula that sums the values of selected amount cells. Separate nonadjacent rows with a comma. For example: =SUM(B8, B11, B13). 4. In the Format group of the toolbar, select **Currency**. 5. Click the increase precision or decrease precision button in the Format group of the toolbar, as needed.
Percentages	1. Double-click a cell. 2. Press the equals (=) key. 3. Enter a formula that divides the values of selected cells to determine a proportion in relation to a whole (usually 100). For example, =B5/$B$9. 4. In the Format group of the toolbar, select **Percent**. 5. Click the increase precision or decrease precision button in the Format group of the toolbar, as needed.
Ratios	1. Double-click a cell. 2. Press the equals (=) key. 3. Enter a formula that divides the values of selected cells to determine how many times the first quantity is contained in the second quantity. For example, =D9/D25. 4. In the Format group of the toolbar, select **Number**. 5. Click the increase precision or decrease precision button in the Format group of the toolbar, as needed.

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2. Click the **Workbook Properties** subtab on the **Design** tab, and determine how numbers, currency, and percentages will display in the statement.
3. Click the **Preview** tab to view the results.

Creating footers in the statement

Follow these instructions as part of designing a financial statement.

You can create footers that appear at the bottom of each page of a printed financial statement; they do not appear in the worksheet.

Repeat these instructions for other financial statements in the workbook, as needed.

To create footers in the statement

1. Open the statement, if needed.
2. On the **Design** tab, click the **Workbook Properties** subtab.
3. In the column for that statement, click the cell in the Footer Text row. The Financial Statement Footer window appears.
4. To add a footer to the bottom left of each page, click the Left Section area and double-click an option (for example, **Page #**) in the list near the top of the window. The property label appears in the Left Section area.

   Repeat for the center and right sections, as needed.
5. Click **OK**.

Repeating column or row headings in the statement

Follow these instructions as part of designing a financial statement.

You can repeat one set of column headings and one set of row headings per financial statement. The column headings appear at the top of each printed page, and the row headings appear on the left side of each page.

Repeat these instructions for other financial statements in the workbook, as needed.

To repeat column or row headings in a statement

1. Open the statement, if needed.
2. On the **Design** tab, select the columns or row that you want to repeat.
3. Click the **Repeat** button on the Financial Statement Designer toolbar. The columns or rows are shaded blue to indicate that they will repeat in the printed statement. When you scroll through the design, the blue-shaded columns or rows remain in place.
4. If you do not want them to repeat, select the blue-shaded columns or rows on the Design tab and click the **Repeat** button again. The shading is removed.

Inserting page breaks in the worksheet

Follow these instructions as part of designing a financial statement.

You can insert page breaks into a financial statement design so that the statement is divided the way you want over multiple pages.

Repeat these instructions for other financial statements in the workbook, as needed.

To insert page breaks:

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1. Open the worksheet, if needed.
2. On the **Design** tab, click the **Print** button. The Print Preview window appears.
3. Click the page forward or backward

buttons to view the entire statement and determine where to insert page breaks.
4. Click the **Close** button to close the Print Preview window and return to the **Design** tab.
5. Click a row where you want to insert a page break, and click the **Page Break** button.
6. Click the **Print** button to view the results in the Print Preview window.
7. Repeat these instructions for each page, as needed.

> **Note:** If you want a page break in the middle of a group of accounts, you must set up two Amounts rows with the appropriate ranges in each row and insert a page break between the two rows.

Hiding rows or columns in the worksheet

Follow these instructions as part of designing a financial statement.
The **Hide Row** or **Hide Column** button on the Financial Statement Designer toolbar is useful if you want to reference certain information in your design, but do not want it to appear on the printed statement. Example

To display revenue per employee in a statement, you manually enter the total number of employees into a cell and hide the cell. In another cell, you create a formula that references the hidden cell. Before producing the statement, you update the employee number in the cell.

> **Note:** When a hidden row or column intersects with a group of merged cells, any text inside the area where they intersect will not print.

To hide a row or column:

1. Click the row or column of the cell you want to hide.
2. Click

(**Hide Row**) or

(**Hide Column**) on the toolbar.
The hidden row or column is shaded in the worksheet.

To unhide a row or column:

1. Click the row or column you want to unhide.
2. Click

(**Unhide Row**) or

(**Unhide Column**) on the toolbar.

Adding, deleting, and renaming worksheets

You can use the subtabs at the bottom of the Financial Statement Designer worksheet to add, delete, or rename a worksheet.

To add, delete, or rename a worksheet

1. Open the worksheet, if needed.
2. Do the following:

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To	Do this
Add a worksheet	Click (**Insert Worksheet** subtab) .
Delete a worksheet	Right-click a worksheet subtab and click **Delete**.
Rename a worksheet	Double-click a worksheet subtab and enter a new name.

Using shortcut keys in the worksheet

Use these shortcut keys in the Financial Statement Designer as follows:

To do this in the worksheet	Press the following on your keyboard
Change or enter a formula	Equals sign (=)
Copy a selection and place it on the clipboard	Ctrl+C or Ctrl+Insert
Paste information from the clipboard into selected cells	Ctrl+V
Cut a selection and place it on the clipboard	Ctrl+X
Move one cell up, down, left, or right	Arrow keys
Extend selection by one cell up, down, left, or right	Shift+Arrow keys
Move one screen up	Page Up
Move one screen down	Page Down
Move one screen to the left	Ctrl+Page Up
Move one screen to the right	Ctrl+Page Down
Extend selection one screen up	Shift+Page Up
Extend selection one screen down	Shift+Page Down
Extend selection one screen to the left	Shift+Ctrl+Page Up
Extend selection one screen to the right	Shift+Ctrl+Page Down
Move to first column	Home
Move to last column	End
Move to first cell	Ctrl+Home
Move to last cell	Ctrl+End
Extend selection to first cell	Shift+Ctrl+Home
Extend selection to last cell	Shift+Ctrl+End
Select row	Shift+Spacebar
Select column	Ctrl+Spacebar

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To do this in the worksheet	Press the following on your keyboard
Select sheet	Shift+Ctrl+Spacebar
Cancel an entry in a cell or formula bar	Esc
Complete an entry in a cell or formula bar	Enter
Move one cell to the right	Tab
Move one cell to the left	Shift+Tab

Right-clicking in the worksheet

The worksheet in the Financial Statement Designer is a spreadsheet of cells arranged in a 500-row by 500-column grid. You can perform common spreadsheet tasks, such as the following:

To do this	Right-click this
Cut a selection from the worksheet and place it on the clipboard	A cell, row, or column and click **Cut**.
Copy a selection from the worksheet and place it on the clipboard	A cell, row, or column and click **Copy**.
Paste information from the clipboard into selected cells in the worksheet	A cell, row, or column and click **Paste**.
Insert a row	One of the following: • A row and click **Insert**. • A cell and click **Insert** > **Row**.
Delete a row	One of the following: • A row and click **Delete**. • A cell and click **Delete** > **Row**.
Hide a row	A row and click **Hide**. The hidden row is shaded to indicate that it does not appear in the preview or print on the statement.
Unhide a row	A shaded row and click **Unhide**. The shown row is unshaded.
Insert a column	One of the following: • A column and click **Insert**. • A cell and click **Insert** > **Column**.
Delete a column	One of the following: • A column and click **Delete**. • A cell and click **Delete** > **Column**.
Hide a column	A column and click **Hide**.

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To do this	Right-click this
	The hidden column is shaded to indicate that it does not appear in the preview or print on the statement.
Unhide a column	A shaded column and click **Unhide**. The shown column is unshaded.
Apply a border to a cell, row, or column	A cell, row, or column and click **Borders**.
Remove the contents of a cell	A cell and click **Clear Contents**.

Custom date properties

About custom date properties

You create a custom date property in the Financial Statement Designer if the standard Activity, Balance, or Cash Flow properties do not provide the time period you want. For example, the Activity property in the properties area provides information by month, quarter, or year to date, but you want information by week.

A custom date property consists of a description, beginning date, ending date, and any cash-flow options that may apply. For account balances, leave the beginning date blank. Custom account balances will **not** include all previous closing entries. Ajera saves custom date properties to its database, making them available in all your financial statement designs.

About other reporting dates

Custom date properties work in conjunction with the actual date entered in the Month-End Date field on the Workbook Properties sheet and with the reporting period in statement groups:

- If the ending date of the custom date property falls *before* the date entered in the Month-End Date field, Ajera overrides this field and uses the custom ending date. Example

  You enter **October 17, 2011,** as the Month-End Date, and **October 10, 2011,** as the custom ending date. The custom date property provides information through **October 10**.
- If the ending date of the custom date property falls *after* the date entered in the Month-End Date field, Ajera overrides the custom ending date and uses the actual date entered in the Month-End Date field. Example

  You enter **October 17, 2011,** as the Month-End Date, and **October 24, 2011,** as the custom ending date. The custom date property provides information through **October 17**.
- If the ending date of the custom date property falls *after* the reporting period in a statement group, Ajera overrides the month-end date and provides information from the custom beginning date through the last day of the reporting period. Example

  You enter **October 17, 2011,** as the Month-End Date; **September 24, 2011,** and **October 24, 2011,** as the custom beginning and ending dates, respectively; and **September 2011** as the reporting period for the statement group. The custom date property provides information for **September 24-30, 2011**.

About importing

When you import a design from another database, the label for any custom date property appears in the worksheet but the beginning date, ending date, and cash-flow options are not included in the design. You must re-create the property using the same description, dates, and cash-flow options.

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Creating custom date properties

If the standard Activity, Balance, or Cash Flow properties in the Financial Statement Designer do not provide the time period you want, you can create a custom date property. Example

The Activity property in the properties area provides information by month, quarter, or year to date, but you want information by week.

A custom date property consists of a description, beginning date, ending date, and any cash-flow options that may apply. Ajera saves the property to its database, making it available in all your Financial Statement Designer designs.

To create custom date properties

1. Click an Amounts or Column Setup cell in the worksheet. The Content List buttons, options, and fields appear.
2. Click the **Custom** button. All available custom date properties appear.
3. Click (**Plus**).
4. In the Custom Date Properties window, type the name of the custom date property in the Description field. The maximum length is 78 characters.

   As you type, the Property field displays how the description will appear in the Ajera database. Ajera removes any spaces or special characters such as \ / : * ? " < > | , -.
5. Define the property:

If you want this	Do this
Account activity for a time frame that you specify; excludes closing entries	Beginning Date: Enter the first date in the date property.
	Ending Date: Enter the last date in the date property.
	Cash Flow Options: Select **Not Used**.
Account balances at a point in time that you specify; excludes closing entries	Beginning Date: Leave blank. The field defaults to 1/1/1900.
	Ending Date: Enter the last date in the date property. Ajera will total all activity from 1/1/1900 through the Ending Date.
	Cash Flow Options: Select **Not Used**.
Debit or credit account activity for a time frame that you specify	Beginning Date: Enter the first date in the date property.
	Ending Date: Enter the last date in the date property.
	Cash Flow Options: Select one of the following: • **Show debits only**. • **Show credits only**.

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The beginning and ending dates work in conjunction with the month-end date on the Workbook Properties sheet and the reporting period for a statement group.

6. Click **Save**.
7. Repeat these instructions for each custom date property you want to create.

Changing a custom date property

To change a custom date property

1. Click an Amounts or Column Setup cell in the worksheet. The Content List buttons, options, and fields appear.
2. Click the **Custom** button. All available custom date properties appear.
3. Click the custom date property you want to change, and click (**Change**).
4. In the Custom Date Property window, change the following information:

Field	Description
Description	The name of the custom date property. The maximum length is 78 characters. As you type, the Property field displays how the description will appear in the worksheet and in the Ajera database. Ajera removes any spaces or special characters such as \ / : * ? " < > | , -.
Retained Earnings	If using a non-month-end date, check to reflect the correct balance in the Retained Earnings and Net Income rows on the Balance sheet. **Example**: To report the balances as of a point in time and display the correct amount for Retained Earnings and Net Income, set up all custom Balance Sheet date properties as follows: February 2014 : Beginning date: 1/1/1901. Ending date: 2/22/14. Mark the Retained Earnings check box.
Date Range	The dates for the custom date property, which work in conjunction with the month-end date on the Workbook Properties sheet and the reporting period for a statement group.
Cash Flow Options	Any cash-flow options that may apply. • Not Used: Select for any financial statement that is **not** a statement of cash flow. • Show debits only: Select if you want only debit information to appear in the date property. • Show credits only: Select if you want only credit information to appear in the date property.

Field	Description
Beginning Date	The first date in the date property. If you leave this blank, the field defaults to 1/1/1900.
Ending Date	The last date in the date property.

5. Click **Save** or **Save As** if you want to save it as a new custom date property.

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Deleting a custom date property

Deleting a custom date property from a Financial Statement Designer design is easy. However, because custom date properties are stored in the Ajera database:

- When you delete a property in a design, Ajera deletes the property from its database.
- The label of a deleted property appears in the worksheet of any design that uses that property, but the beginning date, ending date, and cash-flow options are not included. No financial information for that property will appear in the statement.

To delete a custom date property

1. Click an Amounts or Column Setup cell in the worksheet. The Content List buttons, options, and fields appear.
2. Click the **Custom** button. All available custom date properties appear.
3. Select the custom date property you want to delete, and click (**Minus**).
4. Click **Yes** to delete the custom date property.

Statement groups

About statement groups

A *statement group* is one or more financial statements that you or others in your firm can preview or print without using the Financial Statement Designer.

You might create a statement group for a project manager that consists of a profit and loss statement, balance sheet, and statement of cash flows. Or you might create a statement group comprising two copies of the profit and loss statement: one set to print for accrual, and the other for cash basis.

You must have permission to manage financial statements before you can create or change statement groups. Only statements in the Financial Statement Designer format can be included in a group.

As you do with reports, set security for a statement group so that it is available to all who need it. Coworkers with access to the statement group will be able to print or preview it from > Reports > Financial > Financial Statements.

All financial statements in a workbook print when printed as part of a statement group.

Creating a statement group

If you have permission to manage financial statements, you can create statement groups. Only statements created in the Financial Statement Designer can be included in a group.

To create a statement group, follow these steps:

- Step 1: Set up the statement group
- Step 2: Preview or print the statement group to verify setup
- Step 3: Set security for the statement group

Step 1: Set up the statement group

Set up a statement group so that it contains the financial statements required for that group.

1. From the > **Reports** menu, click **Manage Financial Statements** > **Groups**.
2. Enter the following information:

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Field	Description
Group name	A short description of the statement group
Report	The workbook you want to add to the statement group Do the following: 1. Click . The Financial Report List window appears, displaying the available financial statement workbooks. 2. Click the workbook you want and click the **Select** button. The workbook name appears and default values appear in the other columns.
Report basis	The type of accounting basis used for printing the workbook: accrual or cash Do one of the following: • Accept the default value. Ajera will use the accounting basis selected on the Workbook Properties sheet of the workbook. • Click and change the report basis to **Accrual** or **Cash**. Ajera will override the accounting basis selected on the Workbook Properties sheet of the workbook, if needed.
Department	**unavailable in ajeraCore unless you have the Departments add-on** The department to which the workbook is restricted when printing the statement group Ajera will print information for the department selected, in conjunction with any other filters you may have selected in the financial statement design. Do one of the following: • Accept the default value. Ajera will use the department filter selected on the Workbook Properties sheet of the workbook. • Click and select to print information for each department or an individual department.
Reporting entity	**unavailable in ajeraCore unless you have the Departments add-on** The reporting entity to which the workbook is restricted when printing the statement group. Ajera will print information for the reporting entity selected, in conjunction with any other filters you may have selected in the financial statement design.

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Field	Description
	Do one of the following: • Accept the default value. Ajera will use the reporting entity filter selected on the Workbook Properties sheet of the workbook. • Click and select to print information for each reporting entity or an individual reporting entity.
Company	Multi-company only. The company to which the workbook is restricted when printing the statement group Ajera will print information for the company selected, in conjunction with any other filters you may have selected in the financial statement design. Do one of the following: • Accept the default value. Ajera will use the company filter selected on the Workbook Properties sheet of the workbook. **Note:** If you select a column in the workbook and apply a company filter for the selected column, that selection will override any company filters set on the Workbook Properties window. • Click and select to print information for each company or an individual company.
Copies	The number of copies to print Do one of the following: • Accept the default value, which is 1. • Enter a different number if you want to print multiple copies.

3. Click the next row and repeat Step 2 for any financial statement workbook you want to add to this group.
4. Click **Save**. The statement group appears on the Existing tab.

Step 2: Preview and print a statement group to verify setup

1. Click the **Existing** tab.
2. The reporting period is always set for the previous month. If needed, click (**Change View**), select a different period, and click **OK**.

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Note:

- If you select a date range, the end date is used to assign the current month. For example, if you enter a date range of 01/15/11 to 02/14/11, the current month is considered February 2011.
- If a statement contains a custom date property, only information as of the period selected will be included. For example, if your custom date property contains a date range of 9/15/11-10/5/11 and the period selected is September, activity for 10/1-10/5 will not be included.
- You can also change the reporting period on the Financial Statement print preview window or the Financial Statement preview window. If you change it there, click (**Refresh**).

3. Click the statement group, and click the **Preview** button.
4. If you do not want to preview the statement group before printing, click the **Print** button. Skip the rest of these instructions.
5. To preview the statement group before printing, click the **Preview** button.
6. Do one of the following:
   - If all the statements in the statement group look fine, click the **Print** button.
   - If you want to make changes or don't need to print, click the **Close** button and change the statement group or change a financial statement design.

Step 3: Set security for the statement group

If needed, set security for the statement group so that it is available to the employees who need it.

1. From the > **Setup** menu, click **Company** > **Roles**.
2. Select the role you want and click **Edit**.
3. On the **Reports** tab, select the **Allow** check box for **Financial\Financial Statements\<*statement group*>.**

   The statement group now appears under Reports > Financial > Financial Statements for members of this role.

Changing a statement group

If you have permission to manage financial statements, you can change a statement group.

To change a statement group

1. From the > **Reports** menu, click **Manage Financial Statements** > **Groups**.
2. On the **Existing** tab, click the statement group you want to change, and click **Edit**. The statement group setup appears, showing the workbooks in the group and their statement group settings.
3. Change the following settings, as needed:

Field	Description
Group name	A short description of the statement group
Report	The workbook you want to add to the statement group

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Field	Description
	Do the following: 1. Click .... The Financial Report List window appears, displaying the available financial statement workbooks. 2. Click the workbook and click **Select**. The workbook name appears and default values appear in the other columns.
Report basis	The type of accounting basis used for printing the workbook: accrual or cash Do one of the following: • Accept the default value. Ajera will use the accounting basis selected on the Workbook Properties sheet of the workbook. • Click and change the report basis to **Accrual** or **Cash**. Ajera will override the accounting basis selected on the Workbook Properties sheet of the workbook, if needed.
Department	The department to which the workbook is restricted when printing the statement group Ajera will print information for the department selected, in conjunction with any other filters you may have selected in the financial statement design. Do one of the following: • Accept the default value. Ajera will use the department filter selected on the Workbook Properties sheet of the workbook. • Click and select to print information for each department or an individual department.
Reporting entity	The reporting entity to which the workbook is restricted when printing the statement group. Ajera will print information for the reporting entity selected, in conjunction with any other filters you may have selected in the financial statement design. Do one of the following: • Accept the default value. Ajera will use the reporting entity filter selected on the Workbook Properties sheet of the workbook. • Click and select to print information for each reporting entity or an individual reporting entity.
Company	Multi-company only. The company to which the workbook is restricted when printing the statement group Ajera will print information for the reporting entity selected, in conjunction with any

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Field	Description
	other filters you may have selected in the financial statement design. Do one of the following: • Accept the default value. Ajera will use the company filter selected on the Workbook Properties sheet of the workbook. **Note:** If you select a column in the workbook and apply a company filter for the selected column, that selection will override any company filters set on the Workbook Properties window. • Click and select to print information for each company or an individual company.
Copies	The number of copies to print Do one of the following: • Accept the default value, which is 1. • Enter a different number if you want to print multiple copies.

4. Click the next row and repeat Step 3 for any financial statement workbook you want to change.
5. Click **Save**.

Deleting a statement group

To delete a statement group

1. From the > **Reports** menu, click **Manage Financial Statements** > **Groups**.
2. On the **Existing** tab, click the statement group you want to delete, and click the **Delete** button.
3. Click **Yes** to delete the statement group.

For managers

Previewing or printing a statement group

If you have access to a statement group, you can preview or print it from the Reports menu.

When you print a statement group, all statements in the group print. Unless the statement group consists of only one statement, you cannot print individual statements.

Note: If you have permission to manage financial statements and want to print a single statement or a single worksheet, see Printing a financial statement.

To preview or print a statement group

1. From the > **Reports** menu, click **Financial** > **Financial Statements** > ***<statement group>***.
2. The reporting period is always set for the previous month. If needed, click (**Change View**), select a different period, and click **OK**.

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Note:
- If you select a date range, the end date is used to assign the current month. For example, if you enter a date range of 01/15/11 to 02/14/11, the current month is considered February 2011.
- You can also change the reporting period on the Financial Statement preview window. If you change it there, click (**Refresh**) to update the data.

3. If you do not want to preview the statement group before printing, click the **Print** button. Skip the rest of these instructions.
4. To preview the statement group before printing, click the **Preview** button. The Financial Statement preview window, with a subtab for each statement in the group, appears. If the statement group is set up to print for each department or each reporting entity, then a subtab for each department or each reporting entity appears.
5. Click the **Print** button.

Exporting a statement group to Excel

You can export a financial statement group to Microsoft Excel 2003.

Depending on your security permissions, you can export a financial statement group from two places on the > Reports menu.

- To export from the > Reports > Financial > Statement Groups menu option, you must have access to that statement group.
- To export from the > Reports > Manage Financial Statements > Groups menu option, you must have permission to manage financial statements.

The exported statement group contains the formulas and financial information from the Ajera database that is specified in the designs. The group is not linked to the Financial Statement Designer.

To export from the Financial Statements > *<statement group>* menu option:

1. From the > **Reports** menu, click **Financial** > **Financial Statements** > ***<statement group>***.
2. The reporting period is always set for the previous month. If needed, click (**Change View**), select a different period, and click **OK**.

Note:
- If you select a date range, the end date is used to assign the current month. For example, if you enter a date range of 01/15/11 to 02/14/11, the current month is considered February 2011.
- If a statement contains a custom date property, only information as of the period selected will be included. For example, if your custom date property contains a date range of 9/15/11-10/5/11 and the period selected is September 2011, activity for 10/1-10/5 will not be included.
- You can also change the reporting period on the Financial Statement preview window. If you change it there, click (**Refresh**) to update the data.

3. If you do not want to preview the statement group before printing, click the **Print** button. Skip the rest of these instructions.
4. To preview the statement group before printing, click the **Preview** button. The Financial Statement preview window, with a subtab for each statement in the group, appears. If the statement group is set

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up to print for each company (multi-company only), department, or reporting entity, then a subtab for each company, department, or reporting entity appears.

5. Click the **Print** button.

To export from the Manage Financial Statements > Groups menu option:

1. From the > **Reports** menu, click **Manage Financial Statements** > **Groups**.
2. Click the **Existing** tab.
3. The reporting period is always set for the previous month. If needed, click (**Change View**), select a different period, and click **OK**. See the **Note** in the preceding section for more information about reporting periods.
4. Click the financial statement group you want to export, and click the **Preview** button.
5. Click the **Export** button.
6. Browse to the location where you want to export the financial statement group, and click **Save**. The file name includes a file extension of .xls to indicate that it is a Microsoft Excel spreadsheet document.

Company budgets

About company budgets

Company budgets are used for comparative financial reporting. The budgets you enter in Ajera can be used in financial statements to compare actual performance to budget.

You enter budgets only for profit and loss accounts. You can enter one budget per fiscal year.

Entering a company budget

To enter a company budget

1. From the > **Setup** menu, click **Company** > **Budgets**.
2. Multi-company only. Select a company.
3. Select either the cash or accrual **accounting basis** account to use for your budget. As you work with your budget, you can switch between the two methods, as needed.
4. Type the fiscal year of the budget.

   Note: Ajera displays the fiscal year in the table beginning with the first month of your fiscal year as selected on the General tab of company preferences.

5. Type a reference number or identifier for the budget and a short description.
6. Enter any notes about the budget.
7. The table contains a row for each revenue and expense account/department combination from your chart of accounts. Maximize the size of the window so it displays as much of the table as possible.
8. Do one of the following:
   - Distribute an amount across all months of the fiscal year by entering the amount in the Annual column.
   - Enter an amount for each month of the year. You may need to use the scroll bar to see all the months.

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> **Note:** To enter a negative amount, enter a minus sign. For example, in your budget for the Professional Fees Write-Off account, which is an Income account, you reduce revenue by entering an amount with a minus sign.

9. You can change the order and grouping of information in the table. For example, you may want to sort by the account number to compare amounts from the same account for each department.
10. Repeat these instructions to enter information for all the rows in the table.
11. Click **Save**.
12. Click **Close**.

Copying a company budget

To copy a company budget

1. From the ☰ > **Setup** menu, click **Company** > **Budgets**.
2. Multi-company only. Select a company.
3. Type the fiscal year for the budget you want to copy.
4. Type the fiscal year for your new budget.
5. Click **Yes** to copy the budget currently on the screen.
6. Make changes to the budget as needed.
7. Click **Save**.
8. Click **Close**.

Changing a company budget

Ajera displays the months of the year in the table depending on how your fiscal year was set up on the General tab of ☰ > Setup > Company > Preferences.

To change a company budget

1. From the ☰ > **Setup** menu, click **Company** > **Budgets**. The Budgets window appears with the budget for the current fiscal year.
2. Multi-company only. Select a company.
3. Change the **accounting basis**, if needed.
4. Change the reference number or identifier for the budget and the short description, if needed.
5. Change any notes about the budget.
6. The table contains a row for each revenue and expense account/department combination from your **chart of accounts**. To change an account number or identifier, type it or click ⋯.
7. Change amounts in the table as follows:
   - Change an amount for a month by typing it or using the calculator. You may need to use the scroll bar to see all the months.
   - Distribute an amount across all months of the fiscal year by entering it in the Annual cell. Either type the amount or use the calculator.
   - Delete amounts for an entire row by clicking the row and clicking **Delete**. Click **Yes** to delete the row.

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> **Note:** An amount that you enter in this table is a debit for an account with a type of Billable Cost or Expense, and a credit for an account with a type of Income or Other Income.

8. You can change the order and grouping of information in the table. For example, you may want to sort by the account number to compare amounts from the same account for each department.
9. Click **Save**.
10. Click **Close**.

Deleting a company budget

To delete a company budget

1. From the > **Setup** menu, click **Company** > **Budgets**.
2. Multi-company only. Select a company.
3. To delete only amounts for a row:
   - Click the row, and click the **Delete** button.
   - Click **Yes** to delete the row.
4. To delete amounts for the entire budget:
   - Click the Fiscal Year field, and click the **Delete** button.
   - Click **Yes** to delete the budget.

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