



**Deltek**

# **Deltek Ajera 9**

Bill & Pay User Guide

**September 15, 2023**

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## Overview

Use this guide to learn more about how to enable the integration, how to sync historical data from Bill & Pay to Ajera, and best practices when using Bill & Pay.

## About the Bill & Pay Integration

Deltek Payments AR automation has partnered with i3 Merchant Solutions' Bill & Pay solution to offer Deltek customers an AR automation solution. Ajera's integration with i3 Merchant Solutions Bill & Pay solution provides you with a user-friendly interface that enables you to get paid faster, safer, and smarter.

The Bill & Pay platform provides a unique, modern, and easy way to accept electronic payments through a payment portal that lets clients pay invoices via credit cards, debit cards, or ACH. Your invoicing workflow in Ajera remains unchanged but final invoice information is shared with Bill & Pay and a unique Pay Now URL for each invoice can be included in your email sent to your clients. Your clients simply click the URL in the email to pay the invoice. The Ajera Client Receipt process now includes an option to Get Payments from Bill & Pay. Those payments made by your clients are imported into Ajera and automatically matched to the invoice paid.

During this process Ajera remains the system of record for all invoice and payments, while relevant data is shared with Bill & Pay including a PDF file of final client invoices.

If you run multiple companies in Ajera, you want to create separate Bill & Pay accounts for each company. If you run multiple databases in Ajera, you want to create separate Bill & Pay accounts for each database.

### Bill & Pay Workflow within Ajera

1. Setup account through Bill & Pay.
2. Enable Integration in Ajera in **Setup > Company > Preferences** or **Setup > Company > Companies**.
  - Optionally, Sync Historical to send existing invoices with an outstanding balance to Bill & Pay. This sends the invoice data only and does not include a PDF copy of the invoice.
3. Add the **Pay Now URL** fields to Email Invoice Templates to include the link to click to pay.
4. Add the **Pay Now URL** field to any Client Invoice based widgets for informational purposes.
5. In **Manage > Client Invoices**, the print final invoice process sends invoices with invoice details and a PDF copy to i3 Merchant Solutions Bill & Pay. Bill & Pay sends the Pay Now URL back to Ajera.
6. Pay now URL included in email invoice.
7. Payment info sent back to Ajera in **Manage > Client Receipt > Existing Tab > Get Payments** button; a cash receipt is created automatically paying the appropriate invoice.

# Setting up the Bill & Pay Integration

Once an account has been created with i3 Merchant Solutions Bill & Pay, you can enable to the integration.

## Before you begin

- Set up an account with i3 Merchant Solutions Bill & Pay.

## To set up the Bill & Pay Integration

1. From  > **Setup** menu, click **Company** > **Preferences** > **Integration** tab.  
**Multi-Company only:** From  > **Setup** menu, click **Company** > **Companies** > **Integration** tab.
2. Click the **Bill & Pay** tab.
3. Enter the following information:

<b>Biller ID</b>	This is the ID provided in the email from i3 Merchant Solutions.
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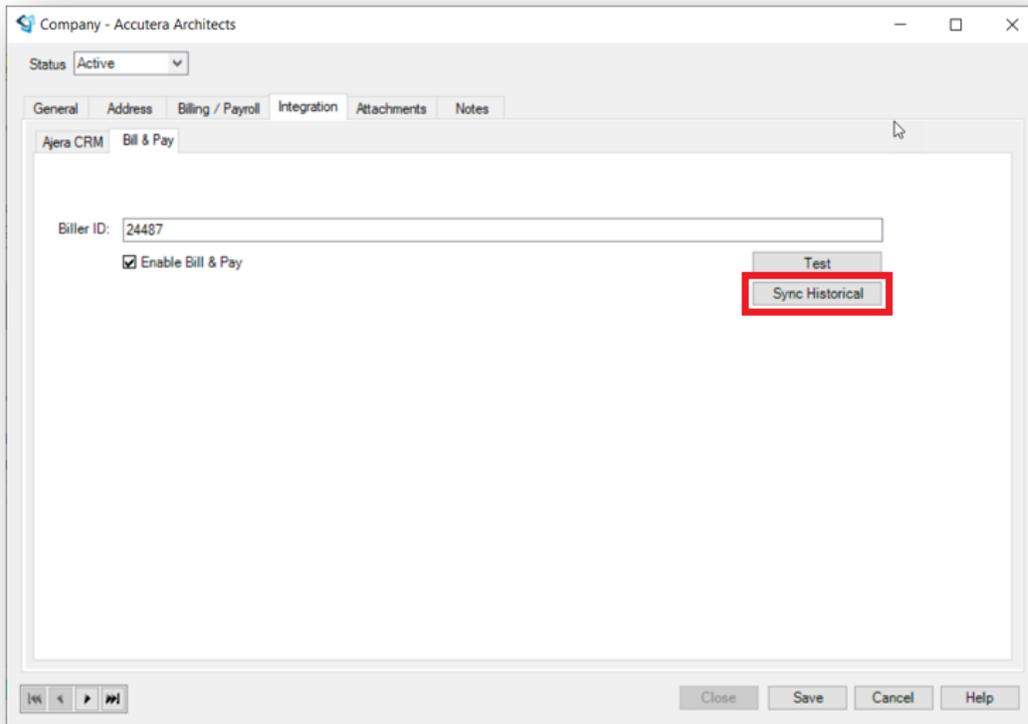
4. Click **Test**.  
When you click the **Test** button, Ajera will check to see if you have authorized Ajera to send data to and from your Bill & Pay account. If you have not, it will launch your browser with the link to the App Authorization site where you can enter your Bill & Pay username and password. Bill & Pay will then allow Ajera to connect to your account.
5. Check the **Enable Bill & Pay** check box to enable the integration.  
This check box is only available after the test has succeeded.
6. Click **Sync Historical** button to sync outstanding invoices to Bill & Pay.

<b>Note</b> :	After this button has been clicked and historical information has synced, this button changes to <b>Re-sync Historical</b> .
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7. Click **Save** to save the integration settings and close the dialog box.  
When the integration has been enabled and you click **Save**, client information and outstanding invoice information will sync to Bill & Pay.

## Sync Historical Data to Bill & Pay

When you enable Bill & Pay, you have the option to sync historical data to send unpaid invoices and the associated clients. When you sync historical data, PDF copies of the invoices are not included.



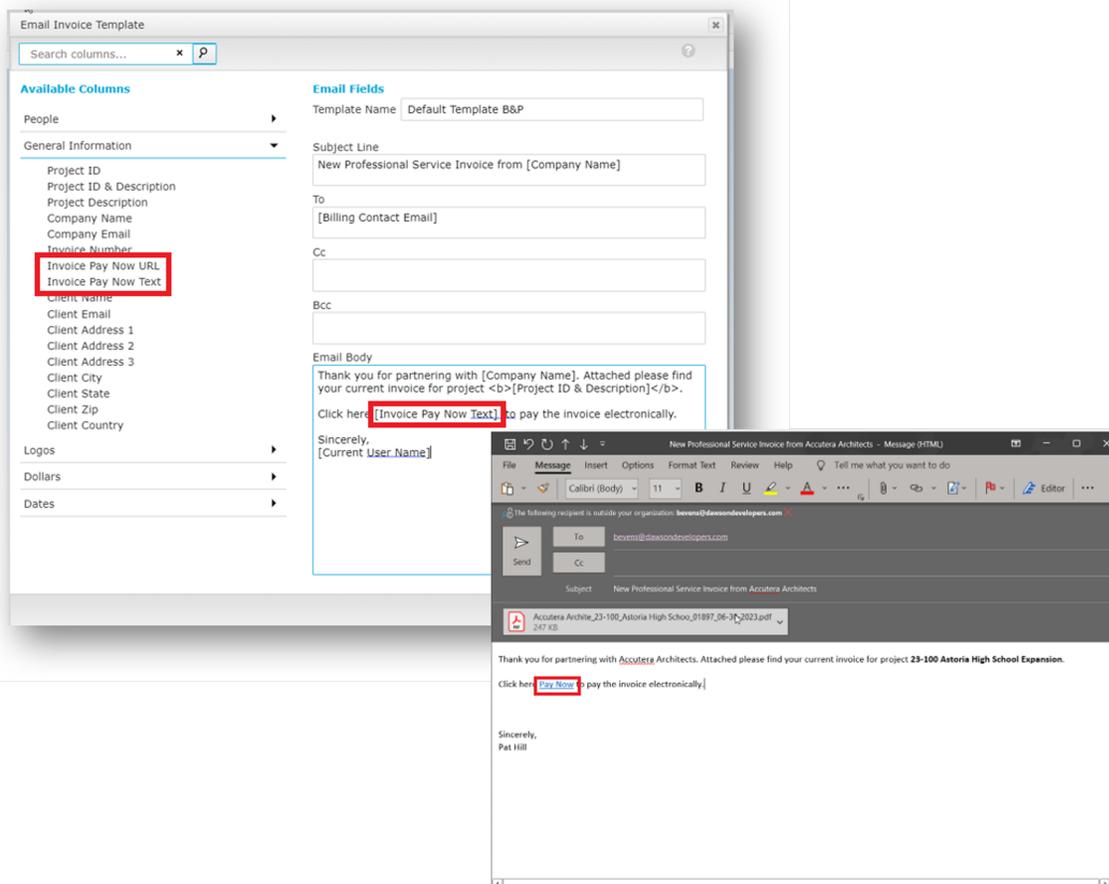
After you sync historical data, the button changes to **Resync Historical**.

# Email Invoice Template Fields for Bill & Pay

From the  > **Setup** > **General** > **Email Invoice Templates**, there are two new fields are available to add to the email invoice template to support Bill & Pay:

- Invoice Pay Now URL: This field displays the Pay Now URL.
- Invoice Pay Now Text: This field displays includes URL in an embedded hyperlink.

Use these fields to include Pay Now information when emailing Client Invoices.



# Client Invoice Process with 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.

If the Ajera client does not exist as a customer in Bill & Pay, the customer record will be created.

## Sending Final Invoices to Bill & Pay

When final invoices are printed, the following information is sent to Bill & Pay and a record in Bill & Pay is created:

- Client
- Invoice Number
- Invoice Date
- Outstanding Amount
- A PDF copy of the final invoice produced in Ajera

If you select to include backup attachments during the printing process, backup attachments are not sent to Bill & Pay.

Bill & Pay sends a unique Pay Now URL that is then associated with the final invoice(s). If the email invoice template associated with the client includes the Pay Now URL, the URL will also be included in the email invoice.

If using multi-company, the Pay Now URL returned is associated with the Bill & Pay company set up for the project's company.

Status	Billing Review Stage	Company	Cutoff Date	Client	Project Manager	Project	Invoice Amount	Billable W/P	Invoice Number	Invoice Date	Billing Type	Invoice Status
Final	Final	Accutera Architects	06/18/23	Salem School District	Francisco Garcia	22-320 Sumpter Elementary Remodel	\$ 225.69	<input checked="" type="checkbox"/>	01887	06/30/23	Multiple	Percent
Final	Final	Accutera Engineering	07/19/23	WSE Engineers	Laura Davis	22-330 Adair Wastewater Assessment	39,499.62	<input checked="" type="checkbox"/>	01888	06/30/23	Time & Expense	Percent
Final	Final	Accutera Engineering	06/18/23	ILDOT	Mary Boyle	22-340 Interstate 80 Mississippi River Bridge	35,887.19	<input checked="" type="checkbox"/>	01889	06/30/23	Time & Expense	Percent
Final	Final	Accutera Architects	07/19/23	BMG Construction	Tom Healy	22-350 Bank Of America Financial Center	2,891.45	<input checked="" type="checkbox"/>	01890	06/30/23	Multiple	Percent
Final	Final	Accutera Architects	06/18/23	Harris & Davidson Architecture	Heather Robinson	22-360 AIRE Tower Foyer Remodel	83,875.12	<input checked="" type="checkbox"/>	01891	06/30/23	Time & Expense	Percent

Final invoices sent to Bill & Pay appear in **Unpaid Invoices**.

**Accutera**  
logged in as user 204827 as 'nter@ajera.com'  
You have 26 days remaining in your free Bill & Pay trial. [Activate my account.](#)

**Unpaid Invoices**

Display: All Unpaid Invoices  Filter the Unpaid Invoice List

Check / Uncheck All Invoices    Print Checked Invoices    Print Checked Invoices and Invoices    Send Checked Invoices

Date Created	Invoice #	Account Number	Customer	Total Amount	Balance Due	Due Date	Email Sent
06/30/2023	01887		Salem School District	\$9,225.69	\$9,225.69	06/30/2023	No
06/30/2023	01890		BMG Construction	\$2,891.45	\$2,891.45	06/30/2023	No
06/30/2023	01891		Harris & Davidson Architecture	\$83,875.12	\$83,875.12	06/30/2023	No
06/30/2023	01896		BMG Construction	\$21,900.00	\$21,900.00	06/30/2023	No
06/30/2023	01897		Dawson Developers	\$16,335.00	\$10,335.00	06/30/2023	No

5 Invoices

### How Invoices Appear In Bill & Pay

Viewing Customer detail shows all outstanding invoices and receipts.

Each invoice will have one zero balance invoice created named **Payment – Ajera – Invoice XXXX**, to track any payments and/or edits made in Ajera.



The screenshot displays the Accutera Bill & Pay interface. The user is logged in as 'sbergkelev2' and has 26 days remaining in their free trial. The account is for Salem School District, with account number 00122020367 and a balance of \$9,225.69. The interface includes a navigation menu on the left with options like Home, Payments, Customers, Unpaid Invoices, Reports, Advanced Options, Manage Account, Support, and Logout. A 'Get Started Guide' is also visible. The main content area shows 'View Customer - Salem School District' with various action buttons and an 'Invoices & Payments' table.

Date	Type	Detail	Amount	Balance
07/10/2023	Payment - Ajera - Invoice #01887		0.00	0.00
06/30/2023	Invoice #01887		9,225.69	9,225.69

## Changing Client Invoices and How It Affects Invoices in Bill & Pay

### Changing a final invoice status

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 removed. When the prepayment is applied to this or any other invoice, the payment will be created again in Bill & Pay.

When the status has been changed from Final to Reissued, the invoice record in Bill & Pay will be deleted. The original URL will be retained and when the invoice is reissued, the URL will be valid. When the status is changed from Final to Draft, the invoice record and the URL will be deleted and a new Pay Now URL will be created for that invoice. If the payment made in Bill & Pay was part of a payment that included multiple invoices, each invoice will need to be changed to Reissue or Draft to remove the payment in Bill & Pay.

### Changing a Reissue invoice to Final

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.

## Pay Now URL on the Client Invoice Base

You can also access the Pay Now URL on the Client Invoice widget base with the Pay Now URL column.

Unpaid Client Invoices - By Client											
Client	Project ID & Description	Project Manager	Review Stage	Invoice Number	Invoice Date	Amount	Amount Received	Amount Written off	Outstanding	Preview	Pay Now URL
<b>Totals:</b>						\$95,992.26	\$0.00	\$0.00	\$95,992.26		
▼ BMG Construction						\$2,891.45	\$0.00	\$0.00	\$2,891.45		
▼ 22-350 Bank Of America Financial Center						\$2,891.45	\$0.00	\$0.00	\$2,891.45		
		Tom Healy	Final	01890	6/30/2023	\$2,891.45	\$0.00	\$0.00	\$2,891.45	Preview	<a href="https://www.billandpay.com/web/">https://www.billandpay.com/web/</a>
▼ Harris & Davidson Architecture						\$83,875.12	\$0.00	\$0.00	\$83,875.12		
▼ 22-360 AIRE Tower Foyer Remodel						\$83,875.12	\$0.00	\$0.00	\$83,875.12		
		Heather Robinson	Final	01891	6/30/2023	\$83,875.12	\$0.00	\$0.00	\$83,875.12	Preview	<a href="https://www.billandpay.com/web/">https://www.billandpay.com/web/</a>
▼ Salem School District						\$9,225.69	\$0.00	\$0.00	\$9,225.69		
▼ 22-320 Sumpter Elementary Remodel						\$9,225.69	\$0.00	\$0.00	\$9,225.69		
		Francisco Garcia	Final	01887	6/30/2023	\$9,225.69	\$0.00	\$0.00	\$9,225.69	Preview	<a href="https://www.billandpay.com/web/">https://www.billandpay.com/web/</a>

## Paying Invoices in Bill & Pay

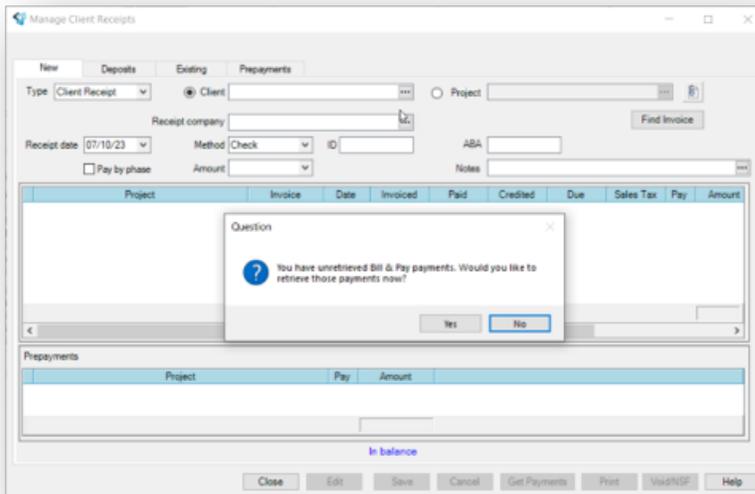
When the payee clicks the Pay Now URL from the emailed invoice, they will be directed to the Bill & Pay payment site where they select an amount to pay and enter their payment information.

The image shows two screenshots of the 'Make Payment' web interface. The left screenshot displays a table of invoices with columns for Created Date, Item, Due Date, Total, Balance, and Payment. A red arrow points from the 'Continue' button in the left screenshot to the 'Continue' button in the right screenshot. The right screenshot shows the payment form with fields for Schedule Payment Date, Amount to Pay, Card Number, Expiration, CVV, Name On Account, Address, and Zip Code.

# Get Payments from Bill & Pay

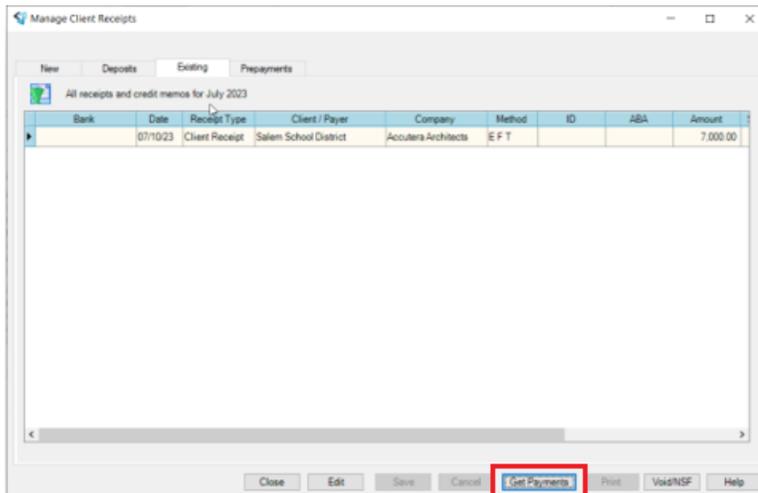
There are two ways you can get payments from Bill & Pay.

Upon opening Client Receipts, you may be prompted to sync payments if there are payments in Bill & Pay that have not synced to Ajera. Click **Yes** to sync the payments.



## To manually sync payments from Bill & Pay

1. Click the **Existing** tab > **Get Payments** button.



**Note:** The **Get Payments** button will not be available if you are editing a client receipt.

2. Click **Yes** if you want to continue and sync payments.
3. Click **No** to cancel and close the dialog box.

A receipt will be created for each payment.

The payment will automatically mark to pay the appropriate invoice. If the payment is partially paying the invoice, payments will be applied at the project level starting with Labor, Expense, and then Consultant amounts.

Any payments created from Bill & Pay will have a note identifying it was a Bill & Pay receipt.

4. To deposit a payment, click on the **Deposits** tab.

## Client Receipt Process in Bill & Pay to Get Payments

When client receipts are entered manually into Ajera when paying a client invoice, the outstanding balance on the invoice in Bill & Pay will be updated when saved.

When a payment that is unassociated with an invoice is applied to an invoice, the outstanding balance in Bill & Pay will be updated. Any payment changes made in Ajera will be associated with an Ajera Payment record in Bill & Pay. Bill & Pay does not track receipt changes made in Ajera at a detail level.

### *Prepayments*

When a prepayment is applied to an invoice from **Client Receipts > Prepayment** tab, the outstanding balance of the invoices impacted will be updated in Bill & Pay when saved.

### *Editing or Voiding Client Receipts*

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.

### *Credit Memos*

Credit memos entered in Client Receipts will be updated in Bill & Pay upon saving.

## How Clients Work between Ajera and Bill & Pay

### New Client Creation

When a new client is created in Ajera, a client will be created in Bill & Pay

### Existing Clients

If an existing client is updated, the information will update to Bill & Pay.

If a client in Ajera is changed from Inactive to Active, the client will be created in Bill & Pay.

### Multi-company

If you are using multi-company, a client (biller) record needs to be set up in Bill & Pay with the Biller ID assigned on the company record in Ajera.

You should have a unique Bill & Pay account for each company in Ajera. You should not use the same biller ID for multiple companies in Ajera.



## About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue.

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