Deltek

# Deltek Ajera 10

## Getting Started: Project Managers

**June 12, 2024**

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This edition published June 2024.

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# What you can do in your dashboards: Project managers

Your dashboards provide real-time snapshots of information you need to make critical decisions without the need to interpret data or view multiple reports.

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 a project manager, your dashboards can be set up to help you:

- See recent activity on your projects quickly.
- Access and review invoices instantly.
- Identify project slippage early.

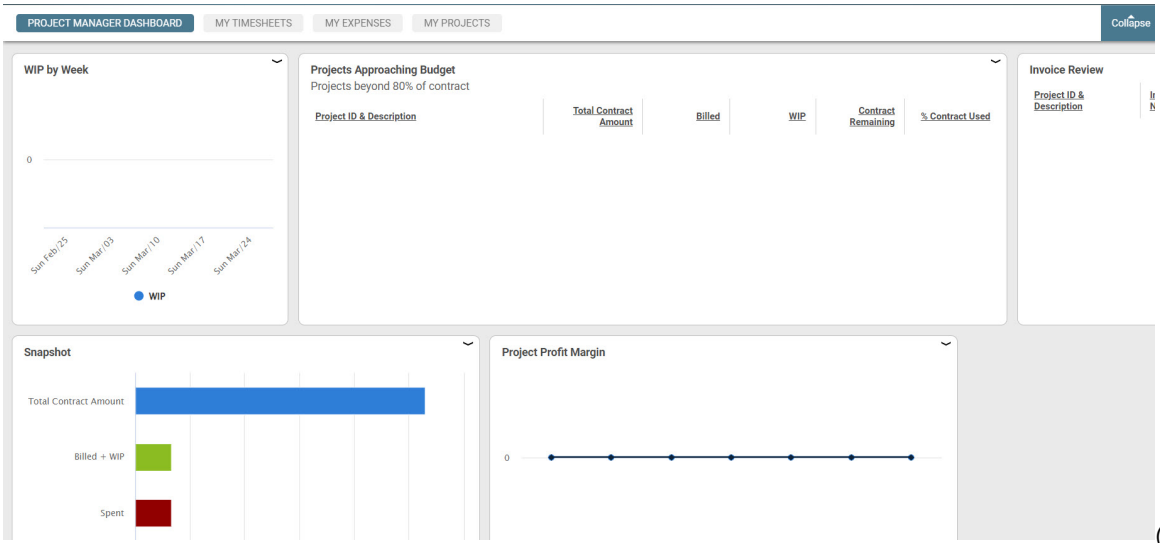
These are just a few examples of what your dashboards can provide.

## 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:




*(click to expand)*



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# What you can do in the menu: Project managers

Typically, you can:

- View your projects only.
- Set up clients.
- Enter timesheets.
- Enter expense reports.
- View your schedule, your project costs, and schedules in Schedule Manager.
- Create projects, templates, and invoice groups in the Project Command Center.

## What reports and inquiries you might see

The Ajera Administrator, accounting manager, and principal typically have unlimited access to all reports, inquiries, and financial statements. They then grant access to others, as needed, for viewing and printing individual reports, inquires, and financial statements.

They might grant you, as a project manager, access to the following reports and inquiries:

### Reports

- Activity List
- BD Progress
- Billing Report
- Budget Variance
- Client List
- Commitment Management
- Contact List
- Executive Summary
- Hours Distribution by Project
- Manage Timesheets
- Plan
- Progress
- Project Backlog
- Project Earnings
- Project List
- Project Profit
- Project Workload
- Snapshot
- Win Rate
- Work-in-Progress Aging


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## Inquiries

- BD Phase
- Client Invoice
- Client Receipt
- Marketing Stage
- Phase
- Project
- Project Manager
- Project Type
- Reported Percent Complete
- Resource
- Resource & Task
- Task


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# Lessons about the menu: Project managers

Here's a quick look at the areas of the Ajera Online Help that pertain especially to your work in the menu as a project manager.

## E-learning lessons for project managers

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

**Video lessons.** See Ajera in action for those topics where you need to watch exactly what happens.

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

### Managing time and expense

| Lesson | Video lesson or quick lesson | Duration |
|---|---|---|
| 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 |

### Managing projects

| Lesson | Video lesson or quick lesson | Duration |
|---|---|---|
| Managing BD Projects | | self-paced |
| Scheduling your employees | | 4:48 |
| Using billing review as a project manager | | self-paced |

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# Quick path through Ajera

## Start a project

### A Project Manager's Path through Ajera course

Here, you'll follow a typical workflow of how to perform your common project management tasks in Ajera.

---

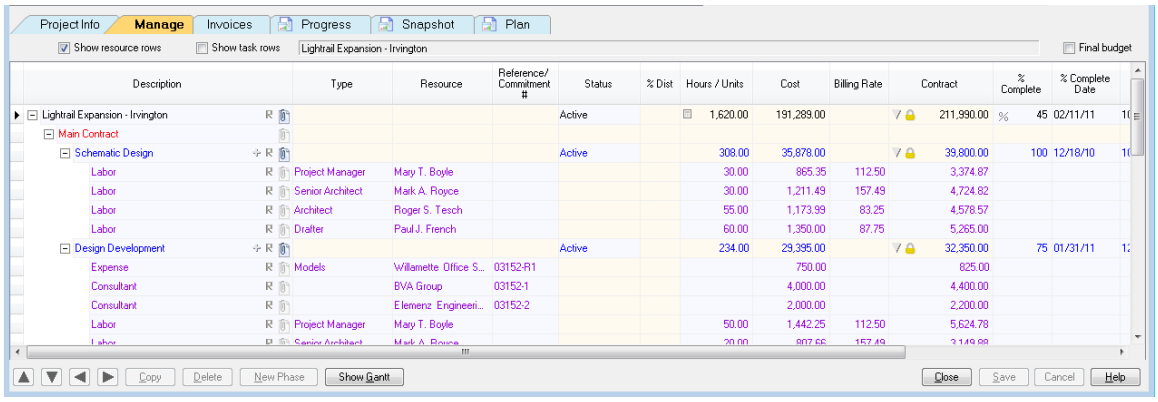
Start a project
Manage your project
Analyze your project's success to date
Manage your consultants and collections

### Budget the project

**unavailable in ajeraCore**

> **Note:** If you use ajeraCore, skip this section of the lesson and proceed to Manage your project. For information on budgeting, see this topic in help ( > Help > Online Help): Budgeting with ajeraCore.

You budget and schedule a project on the Manage tab of the Project Command Center ( > Setup > Projects).




#### *Budgeting*

(**unavailable in ajeraCore** )

You can budget with as much or as little detail as you want, 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 do the following: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- 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 billing rate table or from average billing rates entered for the Employee Type ( > Setup > General > Employee Types) 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.

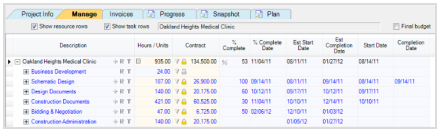
When building a top-down budget, you enter the total contract amount, total hours, or total cost for the project. You then specify the percentage of the total project for each phase or subphase.

As you've learned, you perform your project work in the Project Command Center ( > Manage > Project Command Center). You budget and schedule a project on the Manage tab.

## Schedule the 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. You will learn about managing employee schedules using Schedule Manager on the next page of this lesson.




1. Open the project (click > **Manage** > **Project Command Center** and in the project list at the top of the window, click the project).
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. 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 your 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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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 that 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 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**.<br>2. In the window that appears, enter the new start date, and click **OK**.<br>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.<br>If you have already started work on the project, enter that date in the Start Date column on the row for the project.<br>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:<br>1. Enter the percent of work that is complete in the % Complete column.<br>2. Enter the date that you are reporting the percent complete in the % Complete Date column.<br>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. |


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| To | Do this |
|---|---|
| | 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**.

## Schedule employees

**unavailable in ajeraCore**

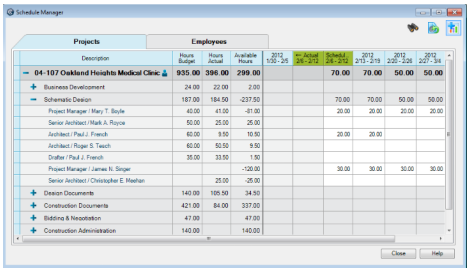
In Ajera, project managers, department managers, and principals can use Schedule Manager to schedule employees on projects, manage schedules, and analyze project performance and employee workload. Employees can keep up-to-date on their own schedules, as well.

As a best practice, add employees to your projects 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.

Because the scheduling does not affect accounting, billing, or contracts, you can easily change schedules as needed.




# Manage your projects

## Manage your project

You will learn how to use Ajera to perform some basic tasks in the day-to-day managing of your projects.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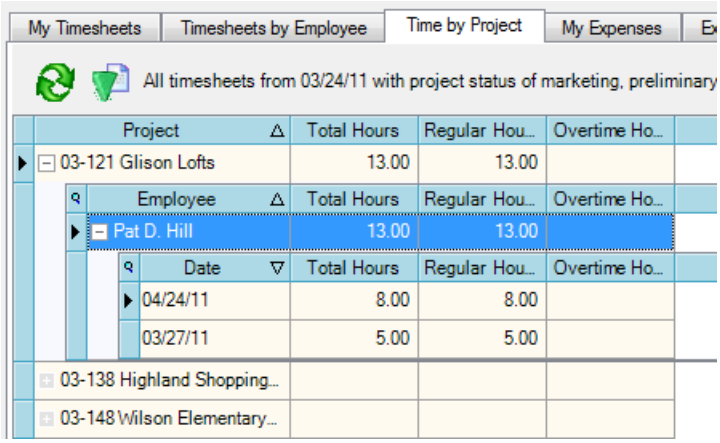
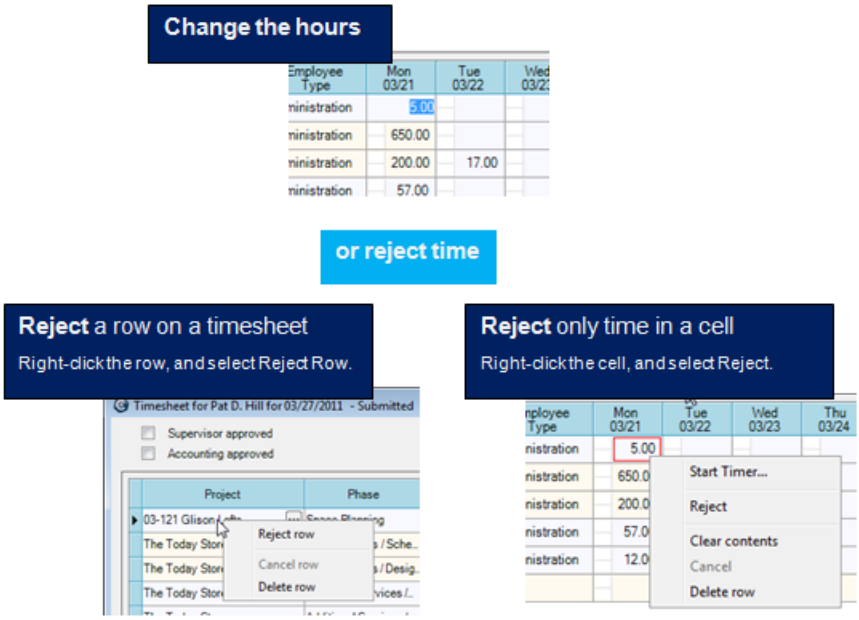
## *Review and approve timesheets*

1. Click > **Manage** > **Time & Expense**.
2. Click the **Time by Project** tab.
3. To change which timesheets appear, click (**Change View**).
4. To see detailed time by employee for the project, click the next to the name of the project.
5. To see hours by date for the employee, click the next to the name of the employee.




6. To see the timesheet, double-click the timesheet date.
7. 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 the > Setup > Company > Preferences settings).
   - Reject the time so the employee can review and change the timesheet. When you reject time, Ajera enters it on the client invoice with a status of Hold.





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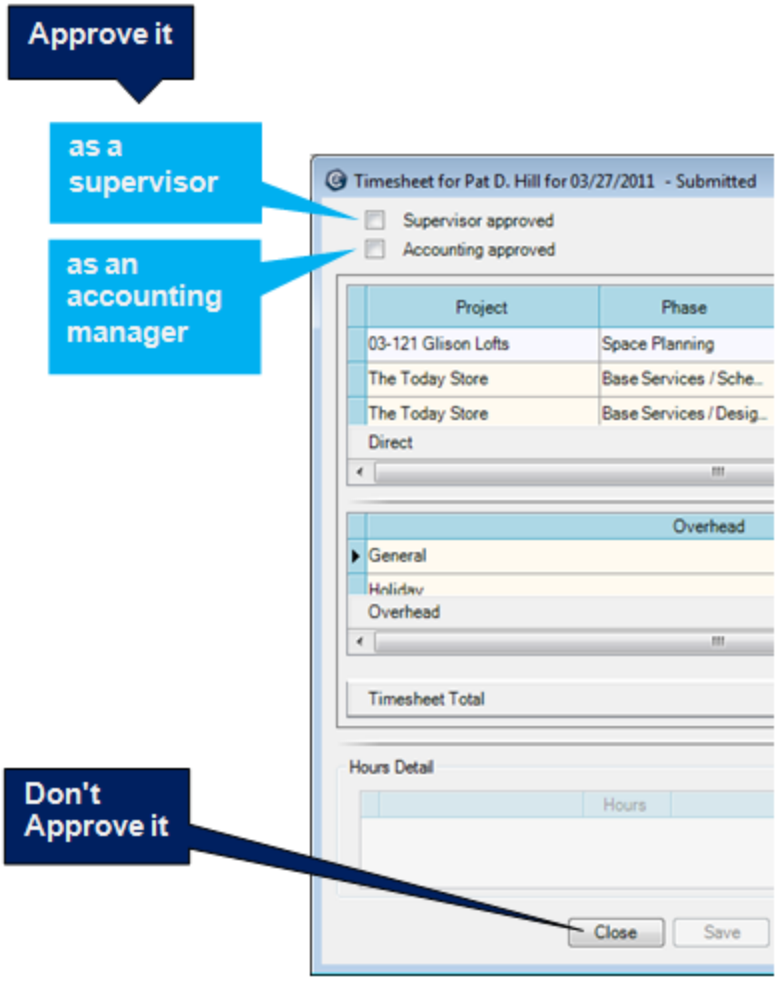
The hours for rejected time appear in **bold** to indicate that you rejected them. If you reject time for a row or cell by mistake, simply right-click, and click **Reject** again.

If you reject any hours on a timesheet, you cannot approve the timesheet. It is automatically unapproved and unsubmitted.

8. 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**.
   - 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.
9. Do one of the following:




## Review the status of tasks you assigned to team members

**unavailable in ajeraCore**

Supervisors or accounting managers (or other employees with security access) can review, change, and delete tasks for employees, as follows: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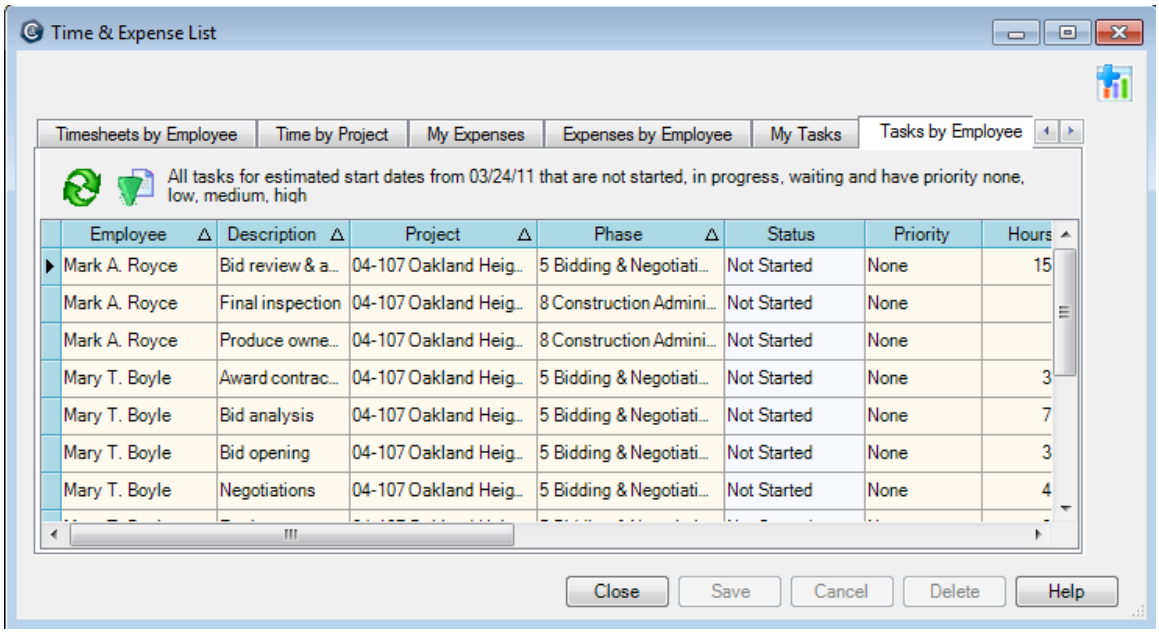
1. Click > **Manage** > **Time & Expense**.
2. Click the **Tasks by Employee** tab, which contains a list of tasks assigned to employees.




| Employee | Description | Project | Phase | Status | Priority | Hours |
|---|---|---|---|---|---|---|
| Mark A. Royce | Bid review & a... | 04-107 Oakland Heig... | 5 Bidding & Negotiati... | Not Started | None | 15 |
| Mark A. Royce | Final inspection | 04-107 Oakland Heig... | 8 Construction Admini... | Not Started | None | |
| Mark A. Royce | Produce owne... | 04-107 Oakland Heig... | 8 Construction Admini... | Not Started | None | |
| Mary T. Boyle | Award contrac... | 04-107 Oakland Heig... | 5 Bidding & Negotiati... | Not Started | None | 3 |
| Mary T. Boyle | Bid analysis | 04-107 Oakland Heig... | 5 Bidding & Negotiati... | Not Started | None | 7 |
| Mary T. Boyle | Bid opening | 04-107 Oakland Heig... | 5 Bidding & Negotiati... | Not Started | None | 3 |
| Mary T. Boyle | Negotiations | 04-107 Oakland Heig... | 5 Bidding & Negotiati... | Not Started | None | 4 |

3. If you want to change the tasks you see in the list, click (**Change View**), make selections on the Change View window, and click **OK**.
4. If you want to show or hide a column in the list, click (**Customize**), select or clear the check box for the column, and click **OK**.
5. Do one of the following:

| To | Do this |
|---|---|
| Change information | 1. Change information for a task, as needed.<br>2. Click **Save**. |
| Add a task | For an overhead project:<br>1. Click the next available row.<br>2. Complete information for the row.<br>3. Click **Save**. |
| Delete a task | 1. Click the task that you want to delete.<br>2. Click **Delete**.<br>3. Click **Yes** to the message asking if you want to delete the task.<br>4. Click **Save**. |

6. Click **Close**.

To print or inquire further on the information, select an inquiry from the > **Report** > **Standard Inquiries** > **Resource** menu.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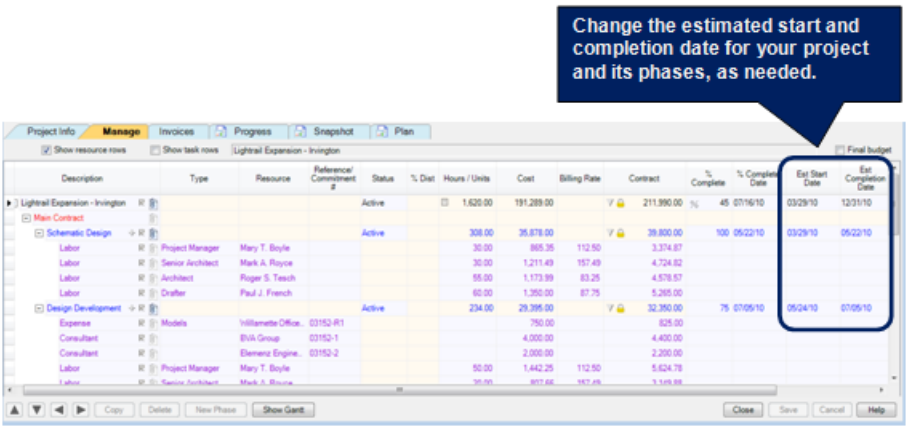
## Update estimated start and end dates for projects and their phases

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




3. If you don't see the columns for estimated start and completion dates, click (**Customize**) to add them.
4. Click **Save**.

## Update the RPC (% and date) for projects and phases

The Reported Percent Complete (RPC) is the amount of a project or phase that is complete as reported on a specific date in the project lifecycle.

When you keep the RPC up-to-date, it helps you more accurately monitor the status of your project through Ajera's reports.

The RPC date is auto-populated with today's date.

You can sum up the RPC by selecting the **%** icon in the **% Complete** column. This will roll up the factored % complete based on the phase RPC's and contract amounts. The resource RPC do not roll up.

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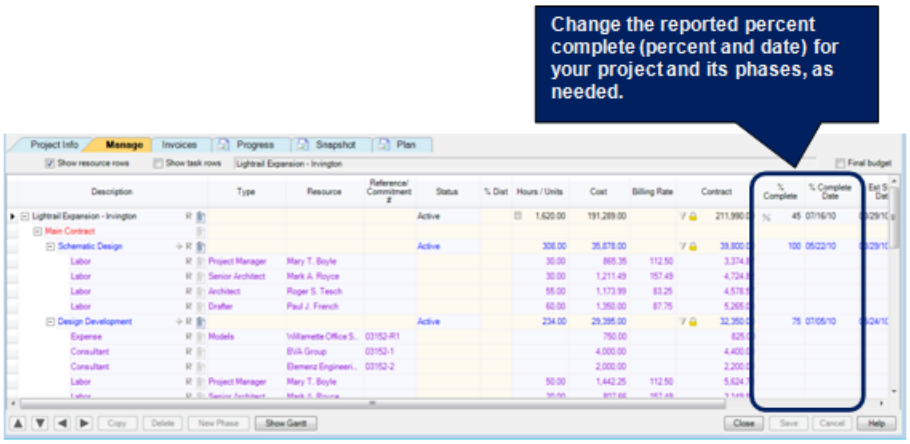


3. If you don't see the columns for reported percent complete, click (**Customize**) to add them.
4. Click **Save**.

To review a list of the reported percent complete for projects and phases, be sure to see the Reported Percent Complete inquiry.

From the > **Reports** menu, click **Standard Inquiries** > **Project** > **Reported Percent Complete**. You can easily print out inquiries and customize them as needed. For more information, in help ( > Help > Online Help), search for *inquiries*.

## Monitor the current status of your project at a glance

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*

In your Project Command Center, 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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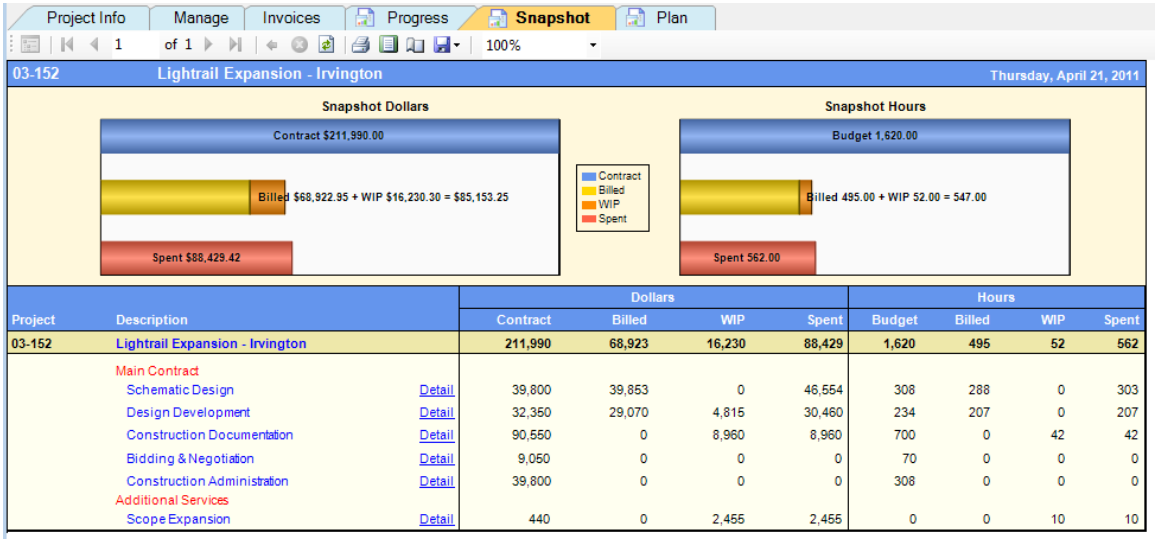


| Project | Description | | Dollars | | | | Hours | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Contract | Billed | WIP | Spent | Budget | Billed | WIP | Spent |
| 03-152 | Lightrail Expansion - Irvington | | 211,990 | 68,923 | 16,230 | 88,429 | 1,620 | 495 | 52 | 562 |
| | Main Contract | | | | | | | | | |
| | 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 |

# Manage your consultants and collections

## Manage your consultants and collections

### *Overview*

In a perfect world, your projects all come in on time and in budget. Your clients love your company and make their payments promptly and happily. Your cash flow is excellent, and business is only getting better and better.

In the real world, this is not always the case.

Bad weather delays work onsite, vendors raise their rates unexpectedly, things happen that are beyond your control.

Fortunately, some things are in your control - consultants and collections, for example. In Ajera, you can monitor and control consultant contracts, and track and collect on past-due client invoices with ease. So seize those tools and captain your company forward with confidence.

## Consultants

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

### *Why use consultant management*

By managing consultant contracts, you can easily access the status of your commitments. For the life of a project, you have access to the amount invoiced from and paid to your consultants, as well as the amount that you invoiced your client and the amount that the client paid you. It is easy to manage pay-when-paid situations.

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

You can manage individual consultant budgets, also from the start of the project. You can track your budgeted consultant costs and fees directly to the project and phases. This gives you an accurate picture of your


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commitments at each phase. You can even track multiple consultant and expense contracts for one project and phase.

As you enter vendor invoices, you can easily monitor consultant cost. Ajera automatically verifies invoices to the consultant cost budget and produces warning notices to ensure that consultants do not overbill and that projects stay within budget.

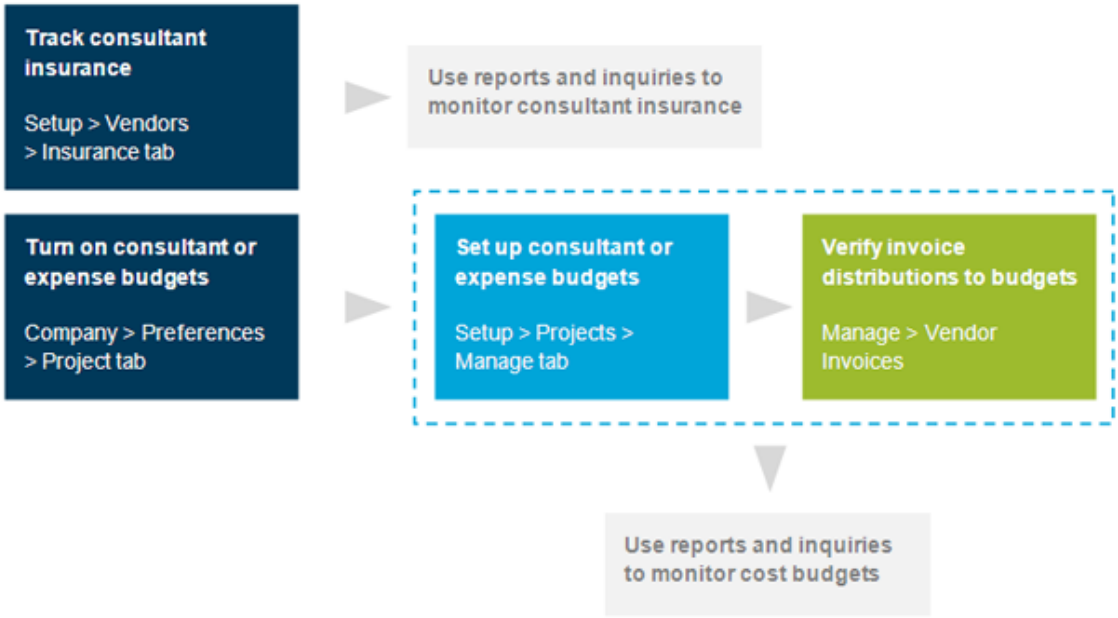
All the while, reports and inquiries provide real-time information that keeps you up-to-date on your commitments.

### *How to manage consultants in Ajera*

To use consultant management, you perform these tasks:

- Track consultant insurance, if needed.
- Turn on consultant budgets and/or turn on expense budgets.
- Set up a consultant or an expense budget.
- 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 to what's been invoiced and paid.

In the following graphic, precede each path with .




### *Consultant-related reports and inquiries*

These reports and inquiries provide you with the level of detail you need to manage your commitments:

- Commitment Management report
- Consultant Pay When Paid report
- Budget Variance report
- Snapshot report
- Project Earnings report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- Project Profit report
- Billing report
- Work-in-Progress Aging report
- Vendor Insurance inquiry
- Resource inquiry

## Collections

Managing revenue flow, on paper and in the bank, is essential to forecasting cash flows and to improving your profitability. If your firm is not paid in a timely manner or is, in fact, not paid at all, your bottom line and your operational efficiency suffer.

To guard against this, Ajera provides you with several tools for tracking client invoices and monitoring accounts that are fast becoming past-due. You can then take appropriate action at each stage in the aging cycle and maintain control.

### *Track client invoices with reports and inquiries*

When you set up and save a project in Ajera, it automatically creates a draft client invoice for you. As you enter time and expense, vendor invoices, and in-house expenses to the project, Ajera automatically adds the billing amounts to the draft invoice. During the project, you can review these reports and inquiries to keep up-to-date on the status of your client invoices:

- Client Invoice Aging report: Use this report to monitor cash flow and identify past-due accounts for collection calls. View a summary of outstanding balances, and drill into full detail of invoices and receipts. An aging of outstanding items is available at every level.

  This report ages outstanding client invoices based on the invoice date or accounting date.


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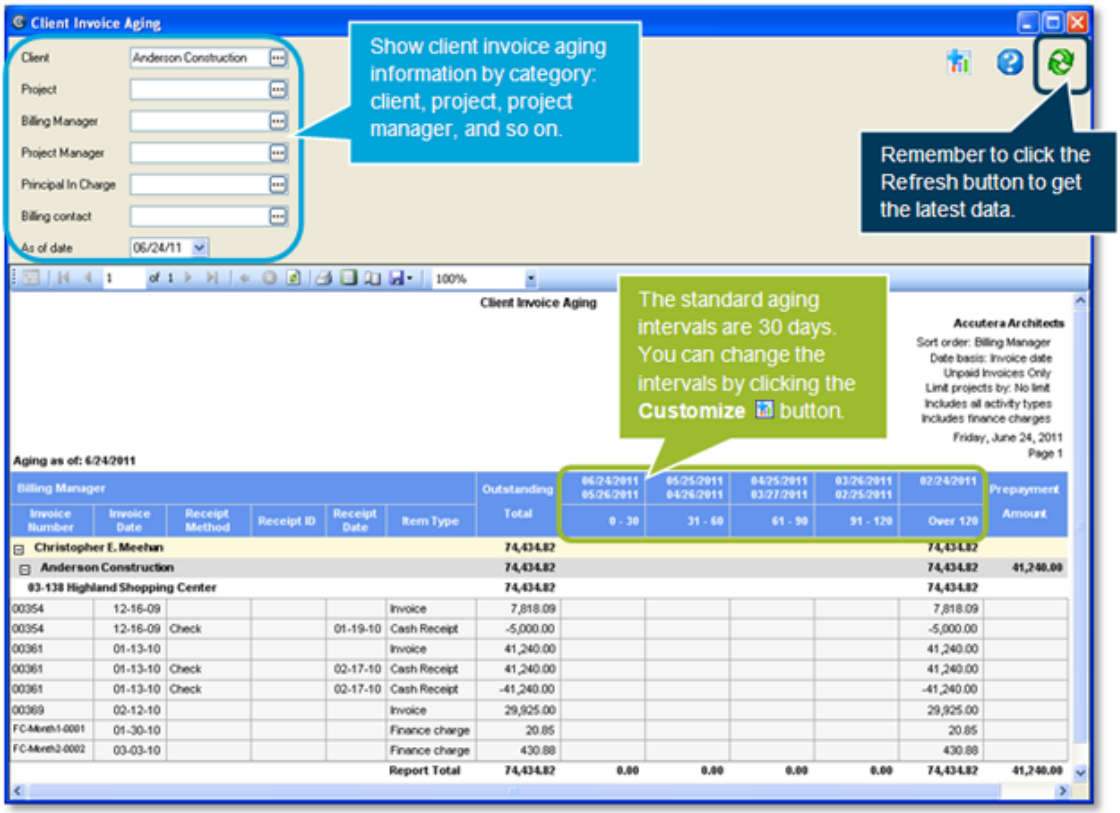


- Client Invoice inquiry: The standard columns in this inquiry provide general information, such as the status, client, project, invoice date, amount, and aging associated with the client invoice.

  Supplemental information is available as predefined columns, such as invoice type and group; breakdown of invoice amount based on labor, expenses, and consultants; invoice footer and header text; and billing type and manager.


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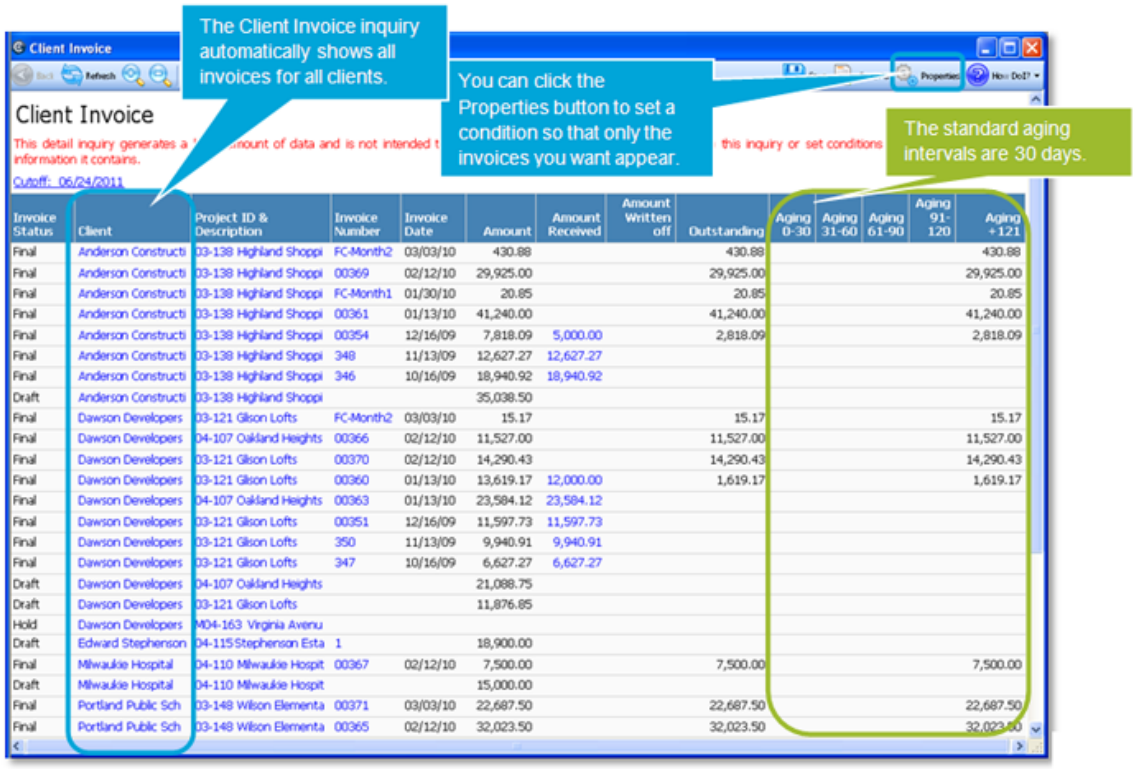


| Invoice Status | Client | Project ID & Description | Invoice Number | Invoice Date | Amount | Amount Received | Amount Written off | Outstanding | Aging 0-30 | Aging 31-60 | Aging 61-90 | Aging 91-120 | Aging +121 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Final | Anderson Constructi | 03-138 Highland Shoppi | FC-Month2 | 03/03/10 | 430.88 | | | 430.88 | | | | | 430.88 |
| Final | Anderson Constructi | 03-138 Highland Shoppi | 00369 | 02/12/10 | 29,925.00 | | | 29,925.00 | | | | | 29,925.00 |
| Final | Anderson Constructi | 03-138 Highland Shoppi | FC-Month1 | 01/30/10 | 20.85 | | | 20.85 | | | | | 20.85 |
| Final | Anderson Constructi | 03-138 Highland Shoppi | 00361 | 01/13/10 | 41,240.00 | | | 41,240.00 | | | | | 41,240.00 |
| Final | Anderson Constructi | 03-138 Highland Shoppi | 00354 | 12/16/09 | 7,818.09 | 5,000.00 | | 2,818.09 | | | | | 2,818.09 |
| Final | Anderson Constructi | 03-138 Highland Shoppi | 348 | 11/13/09 | 12,627.27 | 12,627.27 | | | | | | | |
| Final | Anderson Constructi | 03-138 Highland Shoppi | 346 | 10/16/09 | 18,940.92 | 18,940.92 | | | | | | | |
| Draft | Anderson Constructi | 03-138 Highland Shoppi | | | 35,038.50 | | | | | | | | |
| Final | Dawson Developers | 03-121 Gilson Lofts | FC-Month2 | 03/03/10 | 15.17 | | | 15.17 | | | | | 15.17 |
| Final | Dawson Developers | 04-107 Oakland Heights | 00366 | 02/12/10 | 11,527.00 | | | 11,527.00 | | | | | 11,527.00 |
| Final | Dawson Developers | 03-121 Gilson Lofts | 00370 | 02/12/10 | 14,290.43 | | | 14,290.43 | | | | | 14,290.43 |
| Final | Dawson Developers | 03-121 Gilson Lofts | 00360 | 01/13/10 | 13,619.17 | 12,000.00 | | 1,619.17 | | | | | 1,619.17 |
| Final | Dawson Developers | 04-107 Oakland Heights | 00363 | 01/13/10 | 23,584.12 | 23,584.12 | | | | | | | |
| Final | Dawson Developers | 03-121 Gilson Lofts | 00351 | 12/16/09 | 11,597.73 | 11,597.73 | | | | | | | |
| Final | Dawson Developers | 03-121 Gilson Lofts | 350 | 11/13/09 | 9,940.91 | 9,940.91 | | | | | | | |
| Final | Dawson Developers | 03-121 Gilson Lofts | 347 | 10/16/09 | 6,627.27 | 6,627.27 | | | | | | | |
| Draft | Dawson Developers | 04-107 Oakland Heights | | | 21,088.75 | | | | | | | | |
| Draft | Dawson Developers | 03-121 Gilson Lofts | | | 11,876.85 | | | | | | | | |
| Hold | Dawson Developers | M04-163 Virginia Avenu | | | | | | | | | | | |
| Draft | Edward Stephenson | 04-115 Stephenson Esta | 1 | | 18,900.00 | | | | | | | | |
| Final | Milwaukie Hospital | 04-110 Milwaukie Hospit | 00367 | 02/12/10 | 7,500.00 | | | 7,500.00 | | | | | 7,500.00 |
| Draft | Milwaukie Hospital | 04-110 Milwaukie Hospit | | | 15,000.00 | | | | | | | | |
| Final | Portland Public Sch | 03-148 Wilson Elementa | 00371 | 03/03/10 | 22,687.50 | | | 22,687.50 | | | | | 22,687.50 |
| Final | Portland Public Sch | 03-148 Wilson Elementa | 00365 | 02/12/10 | 32,023.50 | | | 32,023.50 | | | | | 32,023.50 |

### *Track client invoices with billing review stages*

(**unavailable in ajeraCore**)

If you have do not have ajeraCore, you can use billing review stages to track the progress of your client invoices through the billing review process and beyond, if need be, to the collections stage. 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, 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 set up additional billing review stages in > Setup > General > Billing Review Stages to mirror the other stages in your firm's billing review process.


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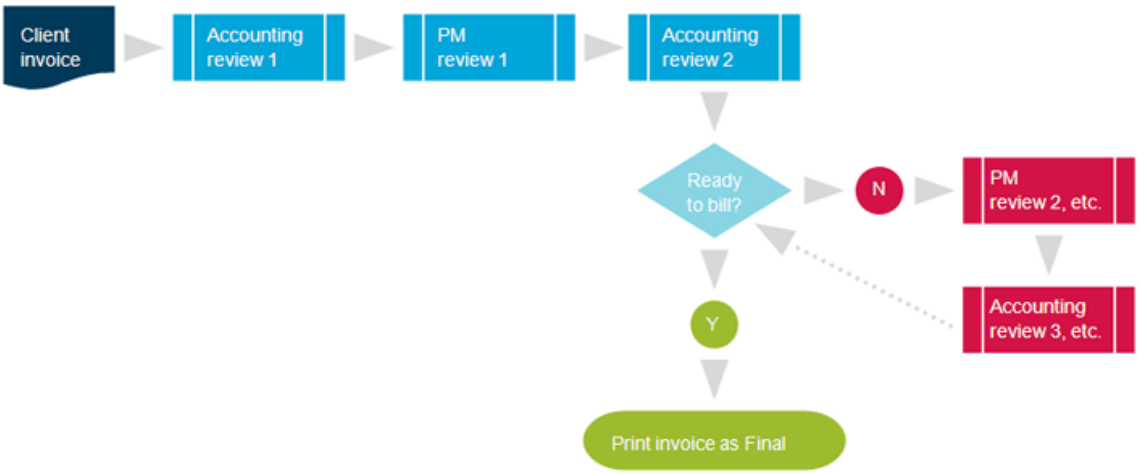


The Final stage, however, need not be the end of the process. You can set up a set of collections stages after that for tracking delinquent payments, each stage triggering a certain action from your firm. For example, at 15 days past payment, you might assign a Reminder stage to the client invoice that notifies accounting to send a reminder letter to the client. At 30 days past, you might assign a Call stage to the invoice that notifies accounting to follow up with a phone call to the client. As time progresses, each stage can trigger an incrementally more forceful action, perhaps culminating in handing over the account to a collections agency or to writing off the invoice.

To use billing review stages, you perform these tasks:

- Set up billing review stages.
- Customize the Project Command Center and the Client Invoice List so you can view billing review stages.
- Review invoices from the Project Command Center or from the Client Invoice List and assign billing review stages after the review.
- Produce the Billing Review History inquiry to view the status of your client invoice during the billing review and collections process.


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# Updating 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.


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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.

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**.


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# 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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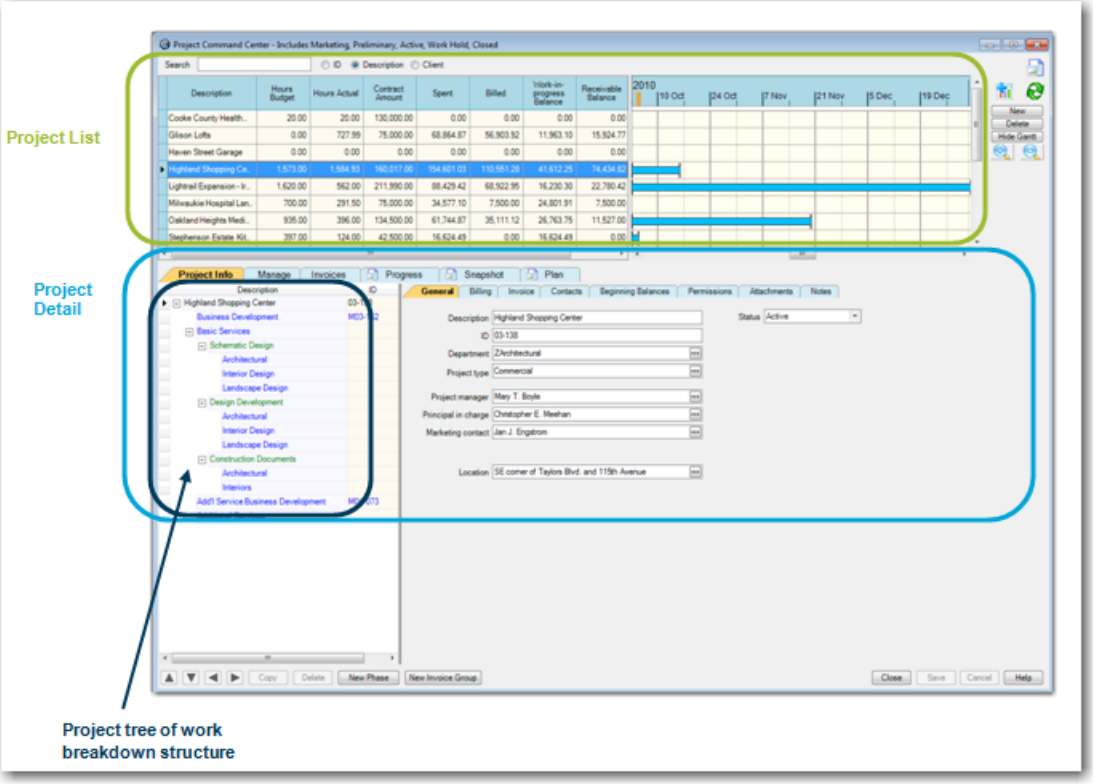
# Managing projects

## 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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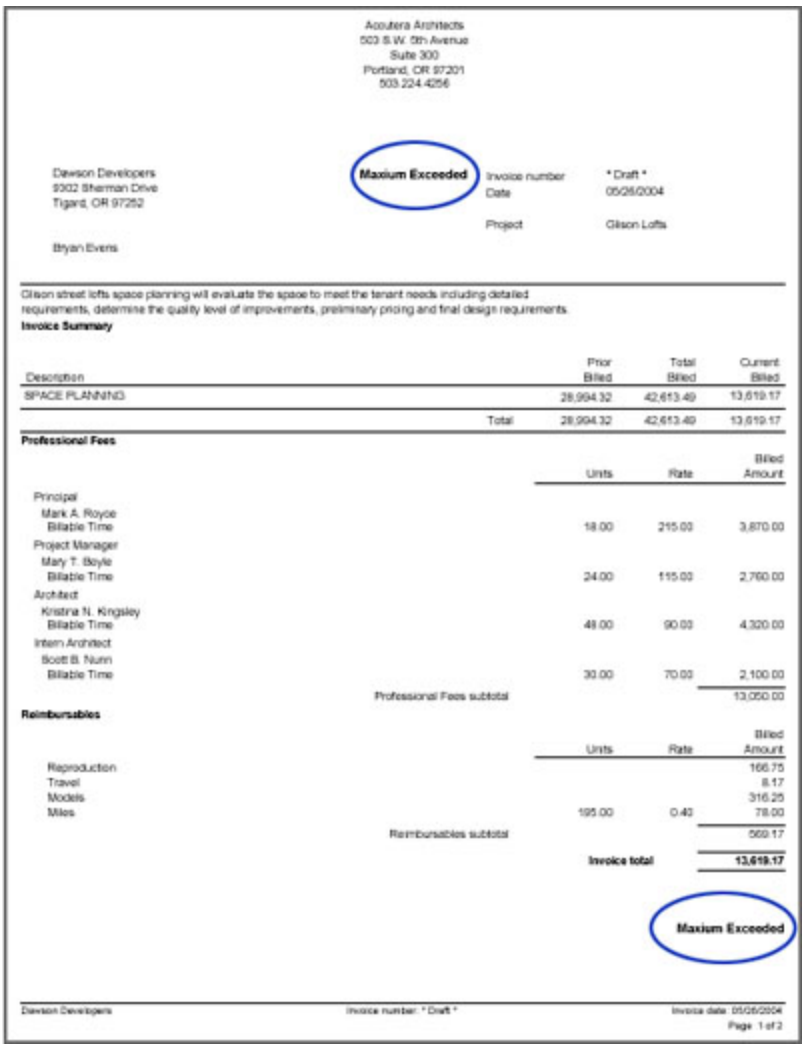
| Billing type | Description |
|---|---|
| Time & Expense | You bill the client for actual hours worked and expenses incurred on the project. You can use this type if you bill the client with a billing rate or a markup of cost.<br>For projects set up with a Time & Expense billing type, and for fee-based 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.<br>  <br>Acoutera Architects<br>503 S.W. 5th Avenue<br>Suite 300<br>Portland, OR 97201<br>503.224.4256<br>Dawson Developers<br>9302 Sherman Drive<br>Tigard, OR 97252<br>Bryan Evans<br>Maxium Exceeded<br>Invoice number * Draft *<br>Date 05/26/2004<br>Project Gilson Lofts<br>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.<br>**Invoice Summary**<br>Description / Prior Billed / Total Billed / Current Billed<br>SPACE PLANNING / 28,994.32 / 42,613.49 / 13,619.17<br>Total / 28,994.32 / 42,613.49 / 13,619.17<br>**Professional Fees**<br>Units / Rate / Billed Amount<br>Principal<br>Mark A. Royce<br>Billable Time / 18.00 / 215.00 / 3,870.00<br>Project Manager<br>Mary T. Boyle<br>Billable Time / 24.00 / 115.00 / 2,760.00<br>Architect<br>Kristina N. Kingsley<br>Billable Time / 48.00 / 90.00 / 4,320.00<br>Intern Architect<br>Scott B. Nunn<br>Billable Time / 30.00 / 70.00 / 2,100.00<br>Professional Fees subtotal / 13,050.00<br>**Reimbursables**<br>Units / Rate / Billed Amount<br>Reproduction / 166.75<br>Travel / 8.17<br>Models / 316.25<br>Miles / 195.00 / 0.40 / 78.00<br>Reimbursables subtotal / 569.17<br>**Invoice total** / **13,619.17**<br>Maxium Exceeded<br>Dawson Developers Invoice number: * Draft * Invoice date: 05/26/2004 Page 1 of 2 |
| 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.<br>**Note:** You cannot change an Overhead billing type to a billable type. |
| Adjustment | Appears only when working with an adjustment phase.<br>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.<br>After you select this check box, a Filter area appears. Do the following:<br>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.<br>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.<br>Multi-company only. You can select to see projects associated only with a specific company. |
| Selected projects | Individual projects that you specifically select.<br>After you select this check box, a Projects table appears. Do the following:<br>1. To select a project, click a blank row of the Projects table and click ⋯.<br>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.<br>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.<br>**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:<br>• 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.<br>• 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:<br>• 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.<br>• 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**.<br>**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.<br>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

**unavailable in ajeraCore**

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

**unavailable in ajeraCore**

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 R 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 T 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<br>Multi-company only. The average billing rate in Setup > Company > Companies > Billing/Payroll tab | The average cost rate in > Setup > Company > Preferences > Project tab<br>Multi-company only. The average cost rate in > Setup > Company > Companies > Billing/Payroll tab |
| An employee in the Resource column | The billing rate table<br>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<br>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<br>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<br>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.<br>2. Click the **Manage** tab.<br>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.<br>5. Add resources and add tasks to the project tree, where needed.<br>**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.<br>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:<br>**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.<br>• 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)<br>• Cost amount<br>• Contract amount (required for fee-based projects)<br>7. If needed, enter a breakdown of the total for activity types (labor, expense, consultant):<br>• Click in the Contract column to show rows for Labor Total, Expense Total, and Consultant Total.<br>• 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.<br>• To allow changes to a contract total, click the locked lock to unlock it .<br>• To prevent changes to a contract total, click the unlocked lock to lock it .<br>**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.<br>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.<br>**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%.<br>10. Show or hide the amounts for activity types (Labor, Expense, Consultant), as needed:<br>• Click in the Contract column to show the activity type breakdown.<br>• Click in the Contract column to hide it.<br>11. Repeat this process for each subphase and then each resource that you want to budget for the phase.<br>About entering hours and rates for resources |
| Distribute contract amounts | 12. Click the % icon in the % Dist column on the project row.<br>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.<br>Depending on the goal for your budget, do one of the following:<br>• Adjust the lower-level items until they equal the total. When a total equals the sum of its lower levels, the plus icon disappears.<br>• 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.<br>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.<br>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.<br>2. Click the **Manage** tab.<br>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.<br>5. Add resources and add tasks to the project tree, where needed.<br>**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:<br>• 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)<br>• Contract amount (required for fee-based projects)<br>**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.<br>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.<br>More about entering hours and rates for resources<br>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:<br>• Click in the Contract column to show the activity type breakdown.<br>• 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.<br>Depending on the goal for your budget, do one of the following:<br>• Change your total so that it equals the sum of the lower levels by clicking the plus icon.<br>• 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.<br>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.<br>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:<br>• For labor, enter or review the hours required to complete the selected phase.<br>• 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.<br>**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.<br>• To prevent changes to a contract total, click the unlocked lock to lock it .<br>• To allow changes to a contract total, click the locked lock to unlock it .<br>**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.<br>Depending on the goal for your budget, do one of the following:<br>• Adjust the lower-level items until they equal the total. When a total equals the sum of its lower levels, the plus icon disappears.<br>• 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**<br>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. |

# 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.

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**.


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## 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**<br>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.<br>**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. |
| 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.<br>**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.<br>*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**.


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## 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**<br>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. |
| 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.


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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.

## Adding a resource

**unavailable in ajeraCore**

| | |
|---|---|
| **Note:** | You can add resources to overhead projects to identify vacations and other nonbillable time.<br>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) |


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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**.

## 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


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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 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**.<br>2. In the window that appears, enter the new start date, and click **OK**.<br>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.<br>If you have already started work on the project, enter that date in the Start Date column on the row for the project.<br>2. Repeat these instructions for phases and subphases, as needed. |
| Maintain a | 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 |


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| To | Do this |
|---|---|
| schedule | phase:<br>1. Enter the percent of work that is complete in the % Complete column.<br>2. Enter the date that you are reporting the percent complete in the % Complete Date column.<br>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.<br>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**.

## 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

[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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- 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

## 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:


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- 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**.<br>2. In the Amount field, enter the amount of the adjustment.<br>To decrease the invoice amount with this adjustment, enter a negative number.<br>**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**.<br>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%.<br>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 |


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| To add this type of adjustment | Do this |
|---|---|
| | tab.<br>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.<br>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 enter the amount here.
    - Click **Save**.


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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.<br>For example, you want to set up the invoice adjustment but do not yet want to start adding it to invoices.<br>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.<br>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.


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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**.<br>2. In the Amount field, enter the amount of the adjustment.<br>If you want to decrease the invoice amount with this adjustment, enter a negative number.<br>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**.<br>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%.<br>For the current draft invoice and all subsequent invoices, Ajera calculates that percent and enters the resulting amount as the adjustment amount.<br>The adjustment amount appears for the invoice in > Manage > Client Invoices > Invoice Adjustments tab.<br>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.<br>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.<br>If you entered a negative amount for the adjustment, be sure to include a negative sign when you enter the amount here.<br>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*


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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**<br>See these instructions:<br>Changing an adjustment in > Manage > Client Invoices | • The adjustment amount for a flat adjustment<br>• The amount Ajera calculated for a percent-based adjustment<br>• The sales tax amount<br>• The text that identifies the adjustment and prints on the client invoice<br>Also use > Manage > Client Invoices to:<br>• 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.<br>• View the contract amount, prior billed amount, and contract remaining amount. |
| **Project Command Center ( > Manage > Project Command Center)**<br>See these instructions:<br>Changing an adjustment in the Project Command Center | • The adjustment amount for a flat adjustment<br>• The percent of the adjustment for a percent-based adjustment<br>• The maximum amount for a flat or percent-based adjustment<br>• The sales tax code and rate<br>• The text that identifies the adjustment and prints on all subsequent client invoices in the invoice group |


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| From here | You can change this |
|---|---|
| | • The name of the adjustment<br>• The status of the adjustment<br>• The type of adjustment (flat amount or percent)<br>• The general ledger account associated with the adjustment<br>• If the adjustment amount is included in billed amounts in project reports and inquiries<br>• 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**.


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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.<br>For example, you already set up the invoice adjustment but do not yet want to start adding it to invoices.<br>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.<br>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**.<br>2. In the Amount field, enter the amount of the adjustment. Enter the percent without decimals, such as **25** for 25%.<br>To decrease the invoice amount with this adjustment, enter a negative number.<br>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 | 1. In the Adjustment Type field, select **Percent**.<br>2. In the Amount field, enter the percent. |


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| For this type of adjustment | Do this |
|---|---|
| amount for an activity type | For the current draft invoice and all subsequent invoices, Ajera calculates that percent and enters the resulting amount as the adjustment amount.<br>The adjustment amount appears for the invoice on the > Manage > Client Invoices > Invoice Adjustments tab.<br>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.<br>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.<br>If you entered a negative amount for the adjustment, be sure to include a negative sign when you enter the amount here.<br>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.<br>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.<br>**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.<br>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.<br>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

**unavailable in ajeraCore**

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<br>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.<br>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<br>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.<br>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.<br>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**.<br>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.<br>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.<br>2. Click the project in the project tree. On the **General** subtab, change the status of the project to **Closed**.<br>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.<br>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.<br>You can select options to produce the report in the ways that best helps you to analyze:<br>• Projects your firm is pursuing<br>• Tasks that need to be performed<br>• 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.<br>Using the customize options, you can produce the report in different ways. For example, you can analyze performance for<br>• A certain market segment (project type)<br>• A department<br>• An individual (project manager, principal, or marketing contact)<br>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<br>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<br>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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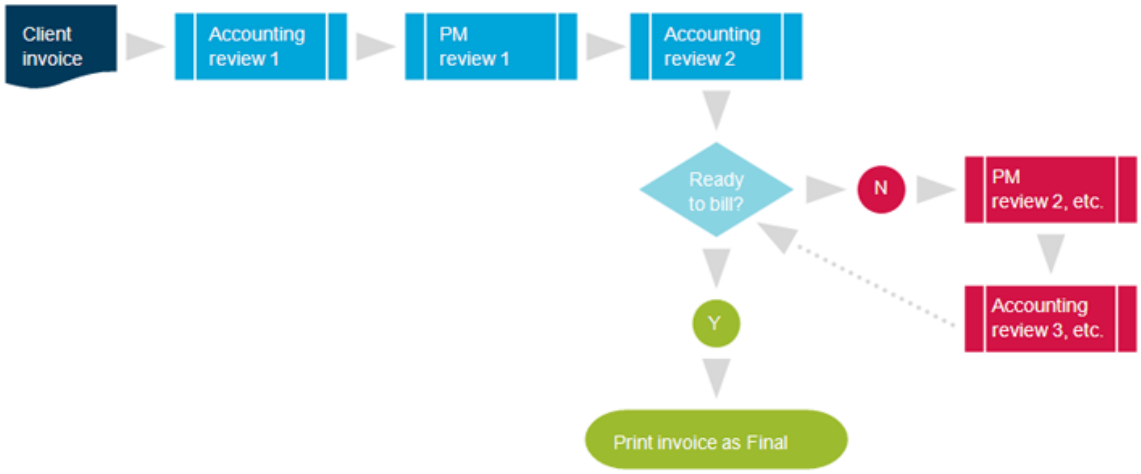
What is billing review?
What are billing review stages?
How do you use billing review stages?
Why use billing review in Ajera?

### *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?*

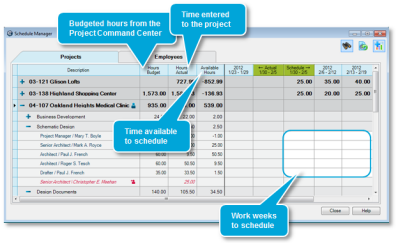
In Ajera, project managers, department managers, and principals can use Schedule Manager to schedule employees on projects, manage schedules, and analyze project performance and employee workload. Employees can keep up-to-date on their own schedules, as well.

### *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.<br>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.<br>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.<br>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.<br>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.<br>**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.<br>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<br>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:<br>Hours Budget - (Hours Actual + Scheduled Hours) |
| Hours remaining | The number of budgeted hours remaining:<br>Hours Budget - Hours Actual |
| Spent remaining | The labor contract amount remaining:<br>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<br>Ajera calculates the amount by multiplying the scheduled hours by the billing rate. |
| Available dollars | The amount of unscheduled dollars remaining:<br>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)<br>This field references the project's timesheets. |
| Spent labor | The amount of labor expended on the project to date at the billing rates/markups<br>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<br>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

**unavailable in ajeraCore**

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.<br>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.<br>2. Click the **Filters** tab and select a filter.<br>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<br>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:<br>• Add the employee to the project.<br>• 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.<br>2. Select **forward (to the right)** or **backward (to the left)**, enter the number of weeks to adjust, and click the **Adjust** button.<br>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

**unavailable in ajeraCore**

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.<br>The company associated with an employee |

   - View project detail (columns)

| Column | Description |
|---|---|
| Hours budget | The number of hours budgeted<br>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:<br>Hours Budget - (Hours Actual + Scheduled Hours) |
| Hours remaining | The number of budgeted hours remaining:<br>Hours Budget - Hours Actual |
| Spent remaining | The labor contract amount remaining:<br>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<br>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)<br>This field references the project's timesheets. |
| Spent labor | The amount of labor expended on the project to date at the billing rates/markups<br>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<br>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

**unavailable in ajeraCore**

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

**unavailable in ajeraCore**

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<br>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.<br>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.<br>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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# Entering and 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.<br>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.<br>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.<br>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.<br>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.<br>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*

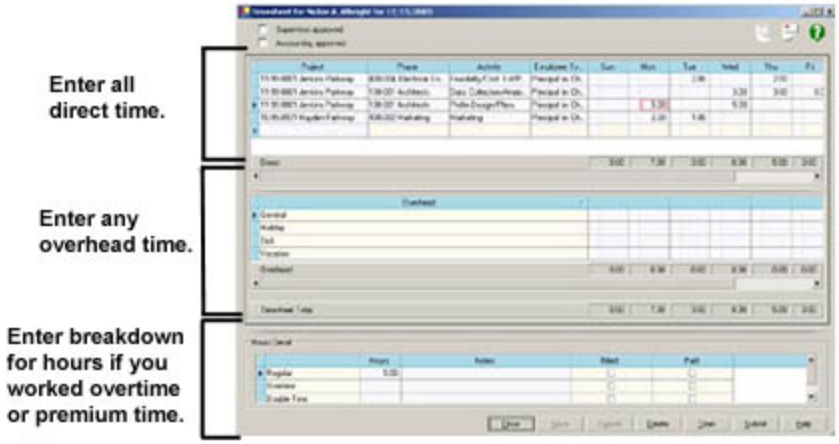
- Check the Don't Allow Entries Prior To Date on the > **Setup > Company > Preferences** > **General** tab. You cannot enter time before that date.

*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.<br>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.<br>**Note:** For more information about the project, phase, or activity , click (**Customize**) after clicking .<br>2. Type the hours you worked on the project/phase/activity for each day of the week.<br>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.<br>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.<br>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**.<br>2. Review the timesheet, and make changes if needed.<br>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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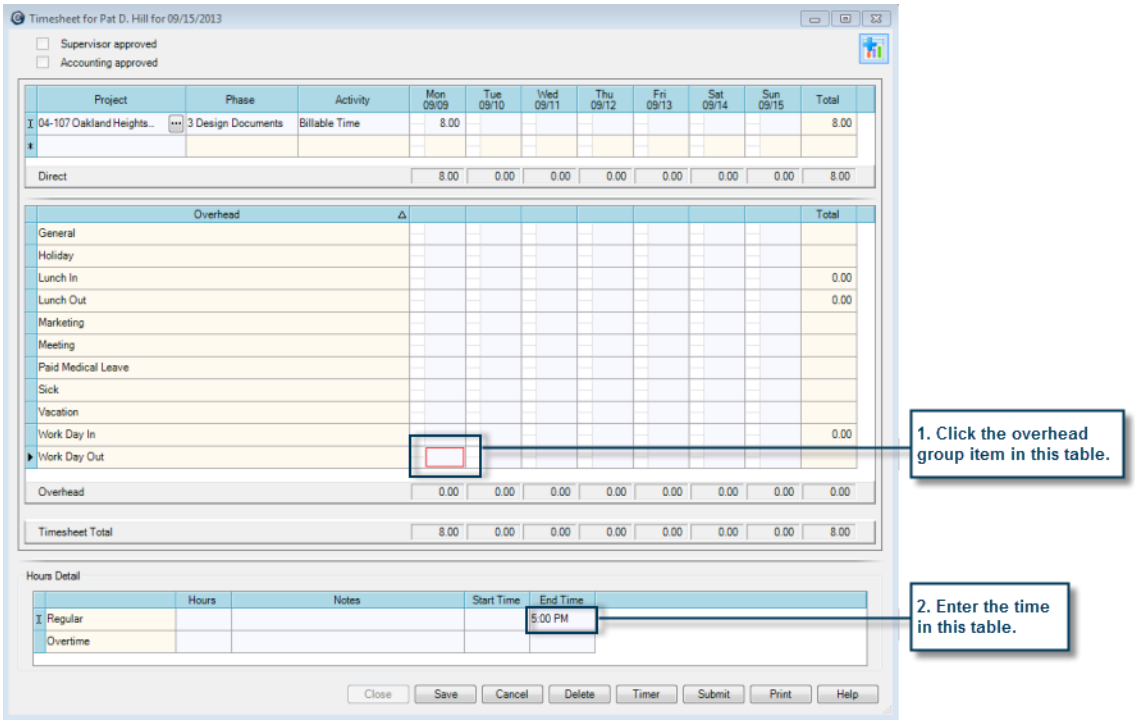
2. On the **My Time** tab, click the **New** button.
3. For the timesheet ending date, either leave the date that appears or change it to reflect the date you want to enter time for. Click **OK**.
4. Click (**Customize**) and select the **Start/Stop Time** check box. Click **OK**.
5. In the Overhead 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.<br>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 ⋯.<br>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.<br>2. In the Hours Detail table, change the overtime or premium time hours.<br>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.<br>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.<br>2. In the Hours Detail table, enter notes in the Notes column for the hours you want to annotate.<br>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<br>**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].<br>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.<br>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.<br>**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*<br>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.<br>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.<br>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.<br>**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**<br>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.<br>**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.

### 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.

---

[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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| Field | Description |
|---|---|
| Status | Options are:<br>• Active: the overhead group is available for use.<br>• 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**[1] reporting. Otherwise, you can leave them blank.<br>**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.<br>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.<br>Do not select an accrual pay.<br>If you select the Regular pay or do not select a pay, Ajera reports the time on the paycheck stub as Regular.<br>**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).<br>**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**.

[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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## 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.
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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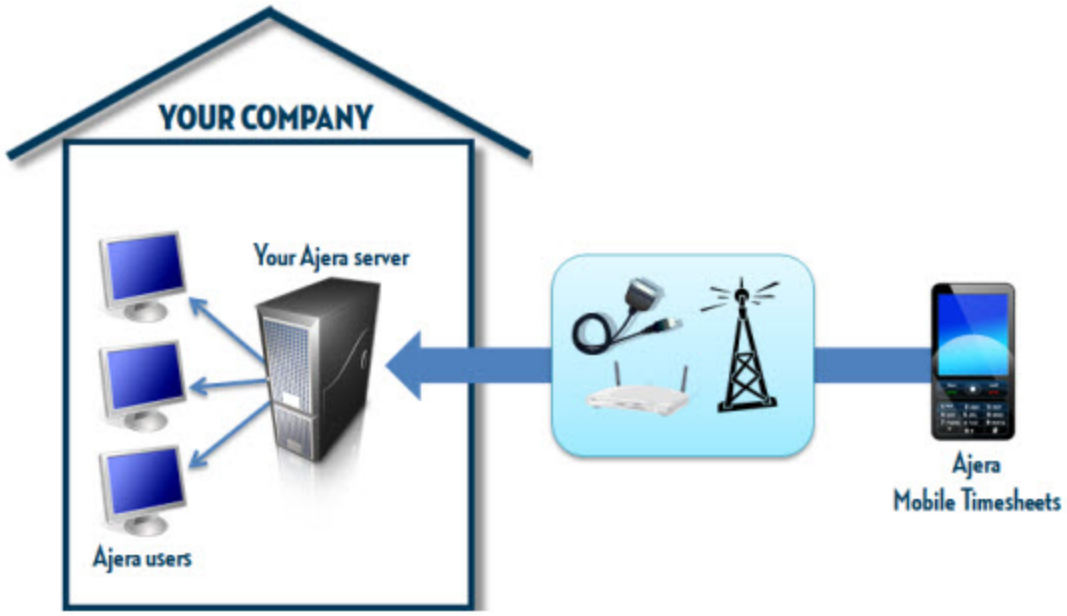


Learn how to:

- 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.

# 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.<br>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 ).<br>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.<br>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.<br>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.<br>2. Clear the **Supervisor approved** or **Accounting approved** check box.<br>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.<br>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:<br>Billable percent = (billable hours / hours on timesheet) x 100.00 |
| Actual billable % | Lists the actual percent billable:<br>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.<br>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 ).<br>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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# Entering and 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.<br>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.<br>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.<br>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.<br>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.<br>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.<br>You can unapprove an expense report only if:<br>• It was not yet approved by all the required approvers (as set up in > Setup > Company > Preferences > Time & Expense Entry tab).<br>**Note:** If you required only Supervisor or Accounting approval, and the expense report is approved, you cannot unapprove it.<br>• It has not yet been processed.<br>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.<br>**Note:** Ajera bases the accounting date on the transaction date.<br>When Ajera processes the expense report depends on how your approvals are set up in company preferences for time and expense entry:<br>• If you do not require any approvals, Ajera processes the expense report when the employee submits it.<br>• If you require only the supervisor or accounting to approve the expense report, Ajera processes it after that approval is made.<br>• If you require both supervisor and accounting approvals, Ajera processes the expense report only after both the supervisor and accounting manager approve it.<br>After Ajera processes the expense report, you cannot unapprove it.<br>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.<br>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.<br>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.<br>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.<br>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.<br>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.<br>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.<br>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.<br>**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.<br>You can only select one item to associate with an expense report row. |
| Attachments | Any attachments related to the item<br>You can click the attachments icon in the table to add, change, or open attachments.<br>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.

# 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.<br>• Select **Supervisor** to list expense reports that your supervisor approved, expense reports not approved, or both.<br>• 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<br>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<br>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<br>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.<br>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<br>**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<br>You can click the attachments icon in the table to add, change, or open attachments.<br>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**.

# 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.
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**.

# 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.


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*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.

# 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** .<br>2. Review the report, and make changes if needed.<br>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).

# 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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# Understanding 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.<br>Research or analyze information, perhaps for problem solving, that is not available in any reports. |
| *Which financial reports are available?* | Balance Sheet<br>Company Budget<br>Journal Entries<br>Ledger<br>Profit and Loss Statement<br>Sales Tax Preparation<br>Trial Balance | Balance Sheet (template)<br>Company Budget (you can create it)<br>Key ratios (you can create it)<br>Profit and Loss Statement (template)<br>Statement of Cash Flow (template) | |
| *Customization?* | Options available through (**Customize**) on the report.<br>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**.<br>Additional project reports are available through > Manage > Project Command Center. | From the main menu, click > **Reports** > **Financial** > **Financial statements**.<br>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**.<br>If your security settings allow you to create and manage financial statements (as set on the > Setup > Company > Roles > General tab):<br>• To create or preview statements,from the > **Reports** menu, click **Manage Financial Statements** > **Designs**.<br>• To create and manage financial statement groups, from the > **Reports** menu, click **Manage Financial Statements** > **Groups**. |
| Company Budgets report<br>Journal Entries report<br>Sales Tax Preparation report<br>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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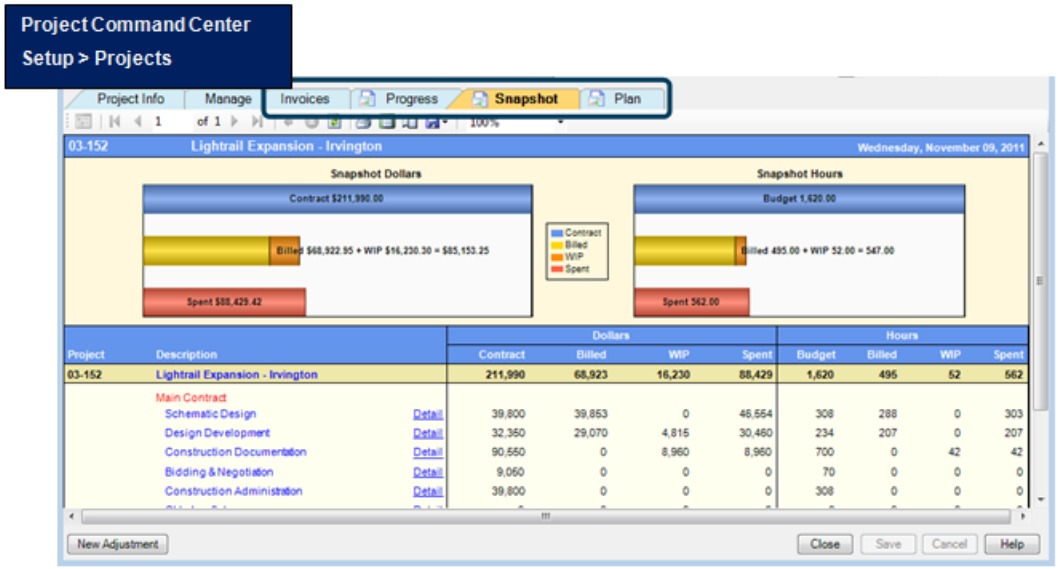
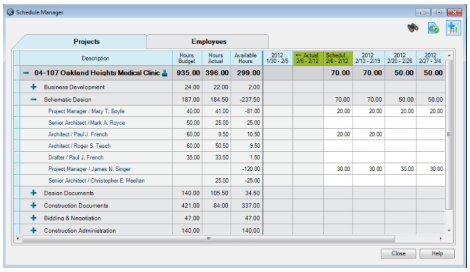



## *Project schedule information*

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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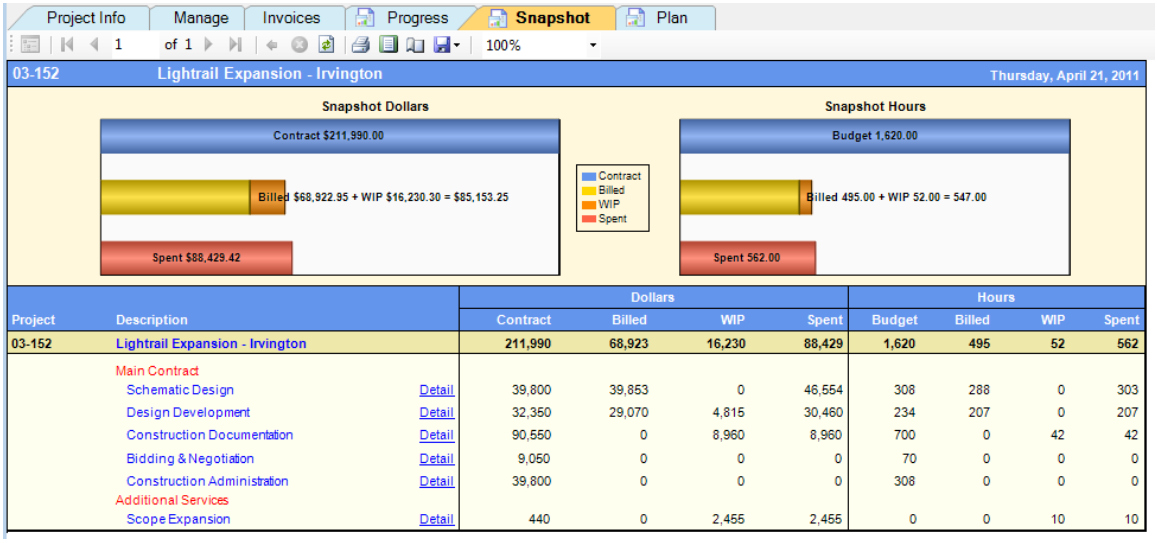


| Project | Description | | Dollars | | | | Hours | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Contract | Billed | WIP | Spent | Budget | Billed | WIP | Spent |
| 03-152 | Lightrail Expansion - Irvington | | 211,990 | 68,923 | 16,230 | 88,429 | 1,620 | 495 | 52 | 562 |
| | Main Contract | | | | | | | | | |
| | 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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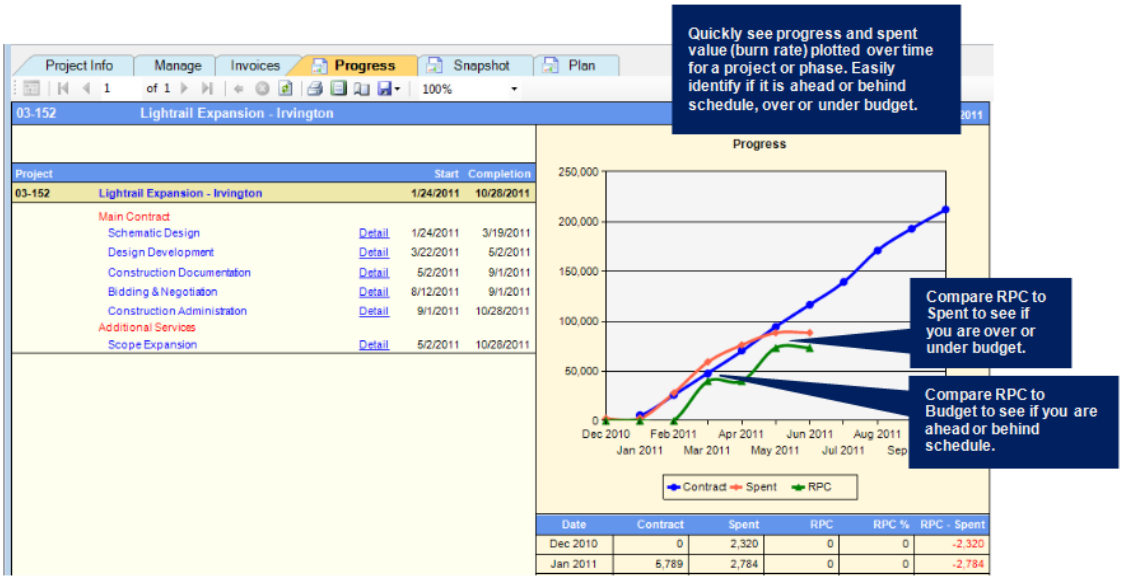


#### Project Earnings report

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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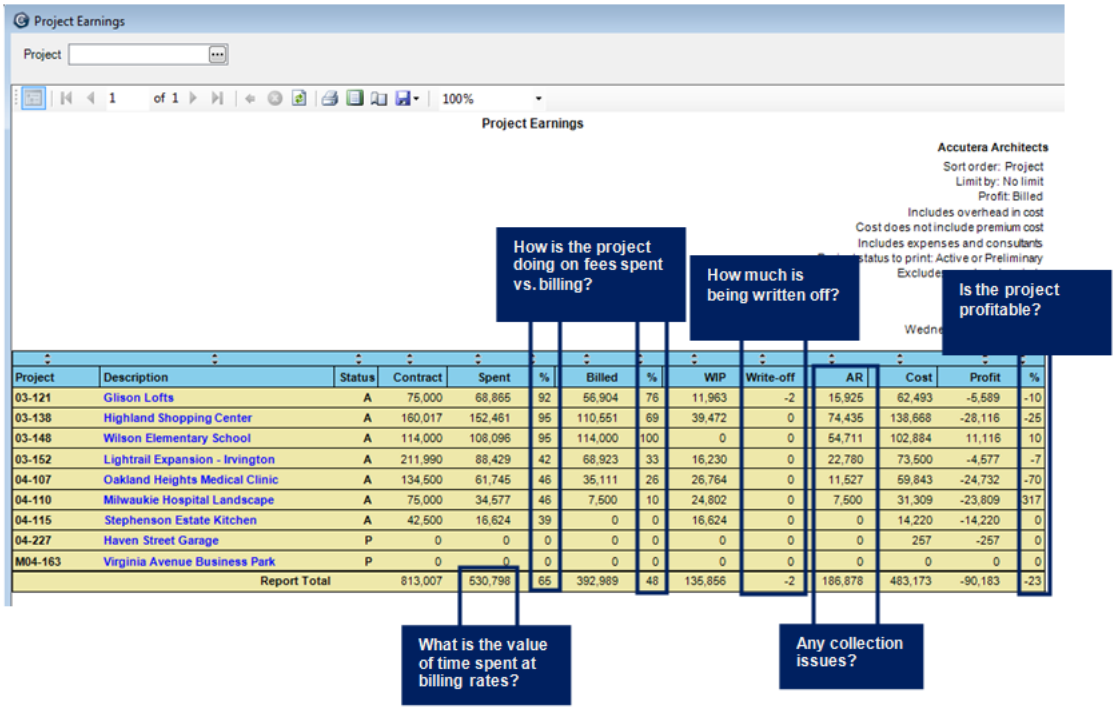


| Project | Description | Status | Contract | Spent | % | Billed | % | WIP | Write-off | AR | Cost | Profit | % |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 03-121 | Glison Lofts | A | 75,000 | 68,865 | 92 | 56,904 | 76 | 11,963 | -2 | 15,925 | 62,493 | -5,589 | -10 |
| 03-138 | Highland 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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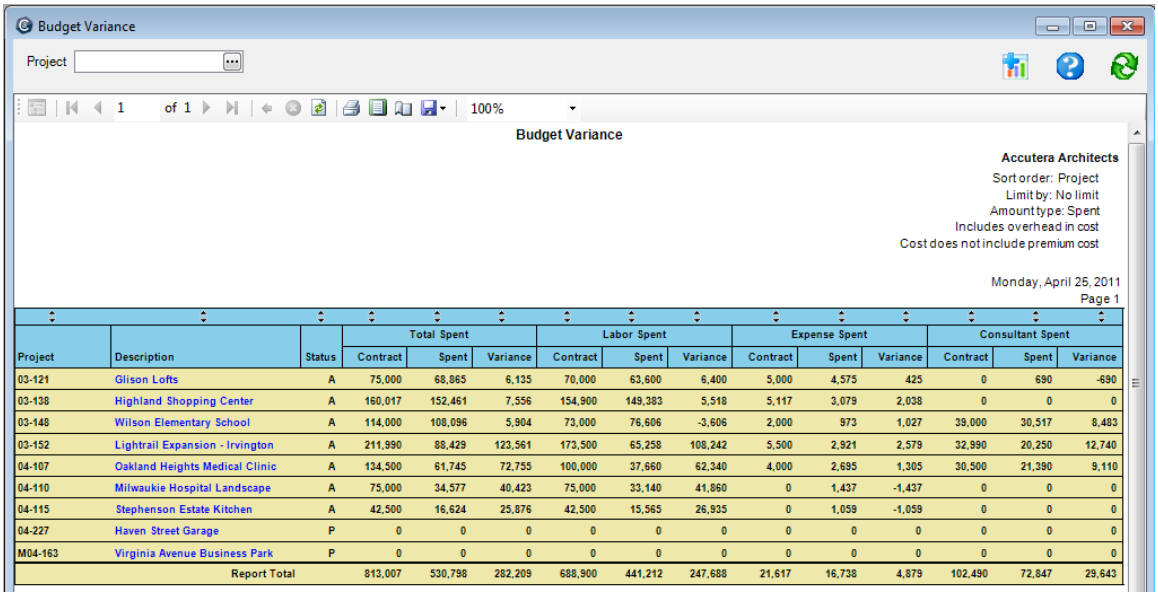


| | | | Total Spent | | | Labor Spent | | | Expense Spent | | | Consultant Spent | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project | Description | Status | Contract | Spent | Variance | Contract | Spent | Variance | Contract | Spent | Variance | Contract | Spent | Variance |
| 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<br>Employee Workload<br>Hours Distribution by Employee<br>Manage Timesheets<br>Rejected Time<br>Timesheet Status | Employee<br>Employee Type<br>Timesheet<br>Timesheet Detail<br>Expense Report<br>Expense Report Detail |
| Clients | Client Invoice Register<br>Client Receipt Register<br>Client Invoice Aging<br>Client Statements<br>Monthly Receivables Balances<br>Cash Receipt Forecast | Client<br>Client Type<br>Client Invoice<br>Billing Review History<br>Client Receipt |
| Vendors | Vendor Amount to Pay<br>Vendor Check Register<br>Vendor Invoice Aging<br>Vendor Invoice Register<br>Consultant Pay When Paid<br>Consultant Insurance<br>Monthly Payable Balances<br>Vendor 1099 Preparation | Vendor<br>Vendor Type<br>Vendor Invoice<br>Vendor Payment<br>Vendor Insurance<br>Recurring Vendor Invoice<br>Recurring Vendor Invoice Distribution |
| Banks | Bank Entries | Bank Account<br>Bank Entry<br>Bank Account Statement<br>Credit Card Statement |
| Payroll | Check Activity<br>Subject-To<br>Deduction - Fringe Register<br>Deposit Summary<br>Accrual Pay Balance<br>940 Preparation<br>941 Preparation<br>Salaries Payable Balance<br>State Quarterly | Check Summary<br>Check Detail<br>Deduction<br>Fringe<br>Accrual<br>Subject To<br>Deposit Summary<br>940 Preparation Part 1<br>940 Preparation Part 2<br>941 Preparation<br>State Quarterly<br>Tax |


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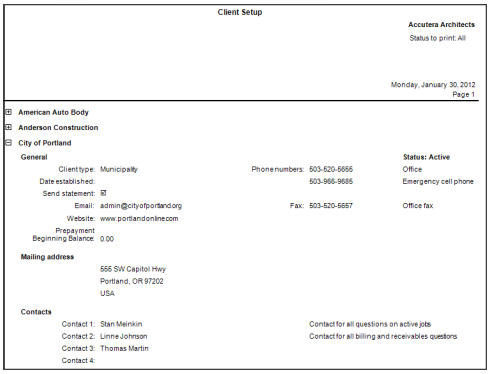
In addition, you can produce setup reports to review a summary of the options you selected and information you entered when setting up Ajera.

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 | Phone numbers: 503-620-5655 | Office |
| Date established: | | 503-966-9685 | Emergency cell phone |
| Send statement: | ☑ | | |
| Email: | admin@cityofportland.org | Fax: 503-620-5657 | Office fax |
| Website: | www.portlandonline.com | | |
| Prepayment Beginning Balance: | 0.00 | | |

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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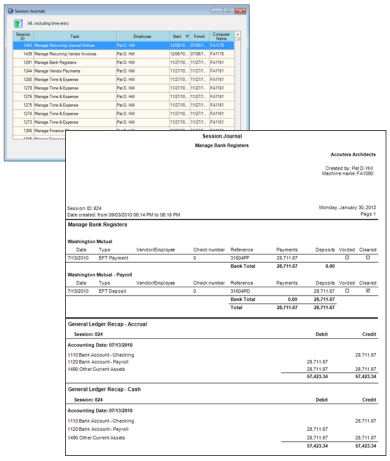
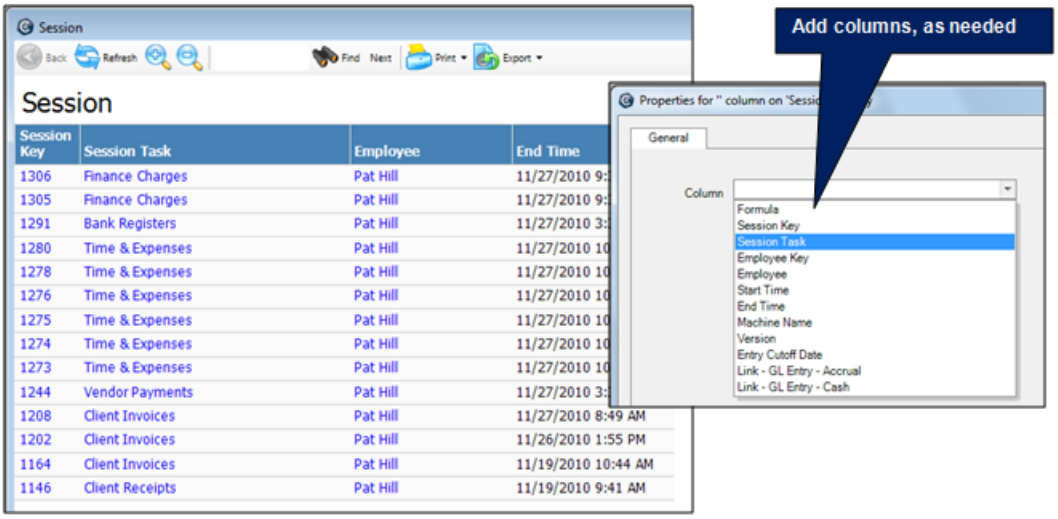


## *Session inquiries*

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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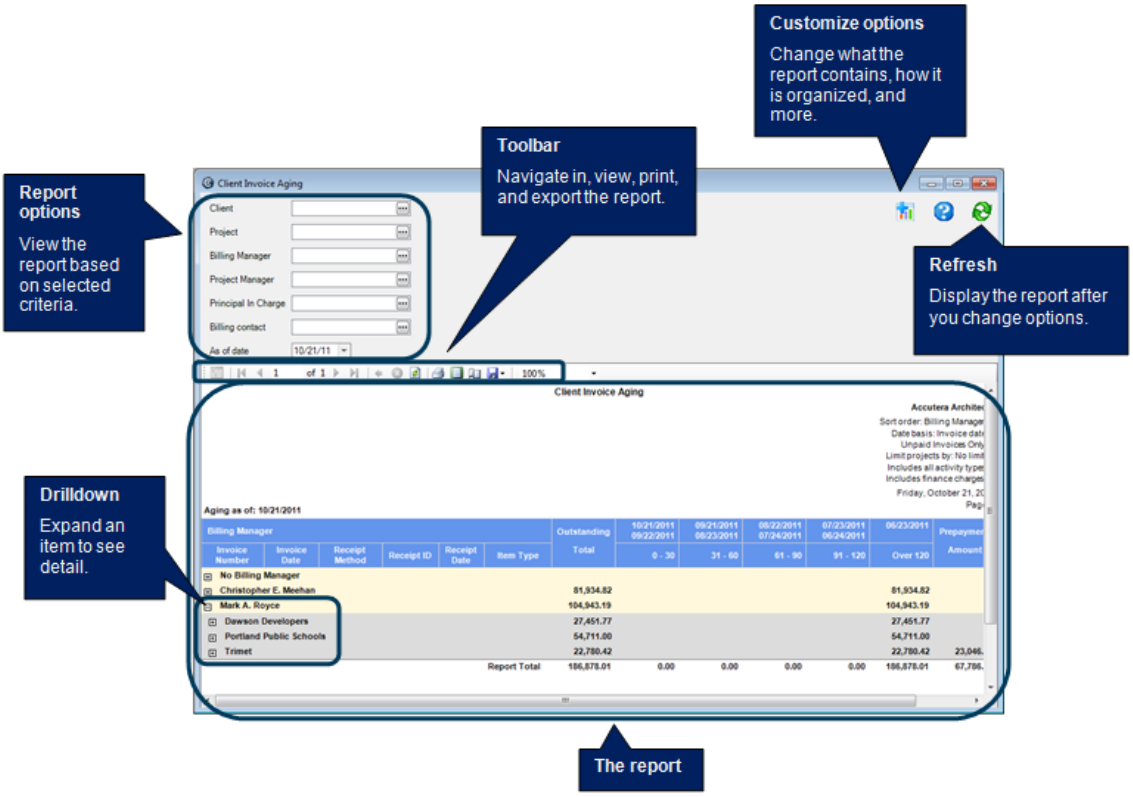
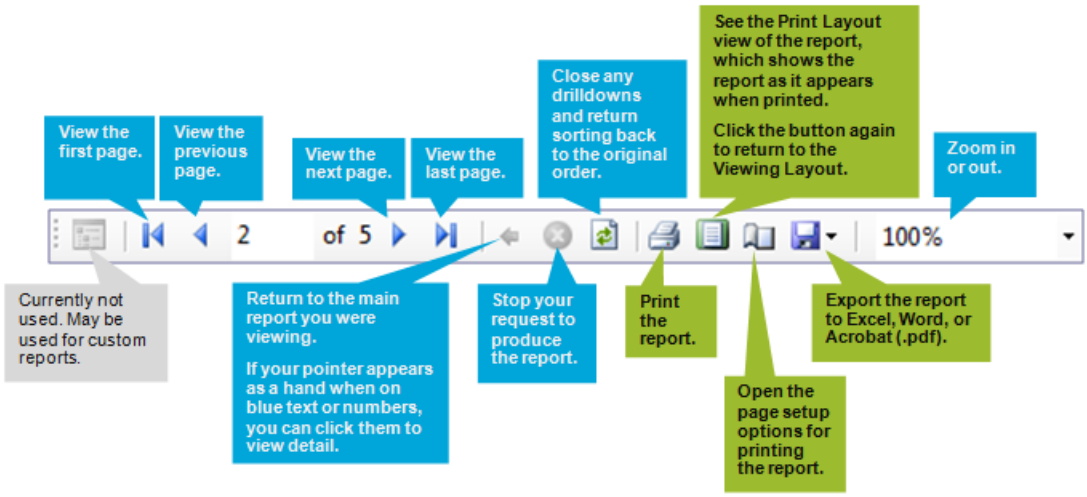



## *A close-up look at the reports toolbar*

Use the toolbar to change the way you view the report, and to print or export the report.




## *Customizing reports*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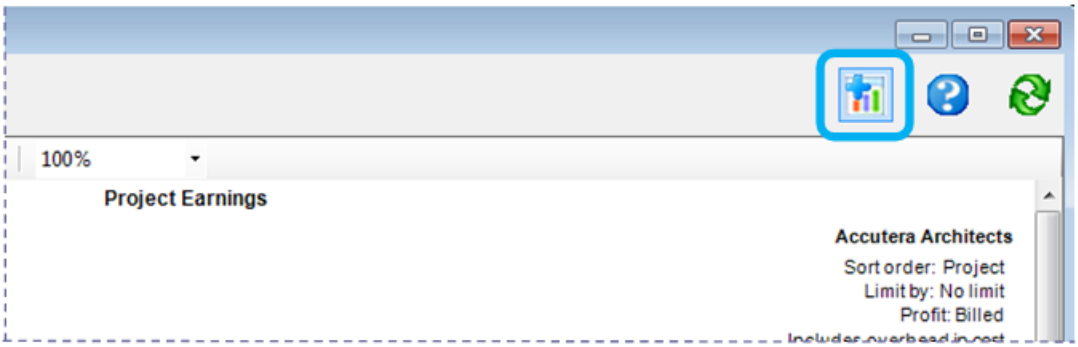
You can customize reports in these ways:

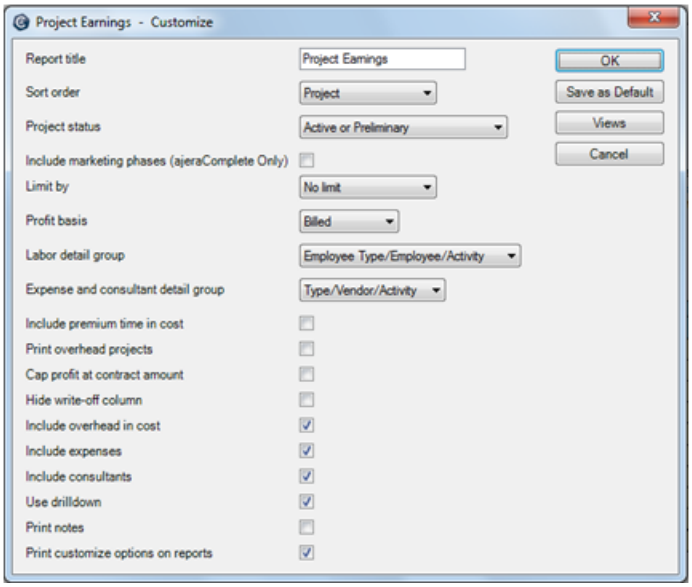
- Use (**Customize**) on the window for the report. With it, you can change some general options.
- Copy a standard report and modify it.
- Create a report of your own.

#### 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**<br>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.

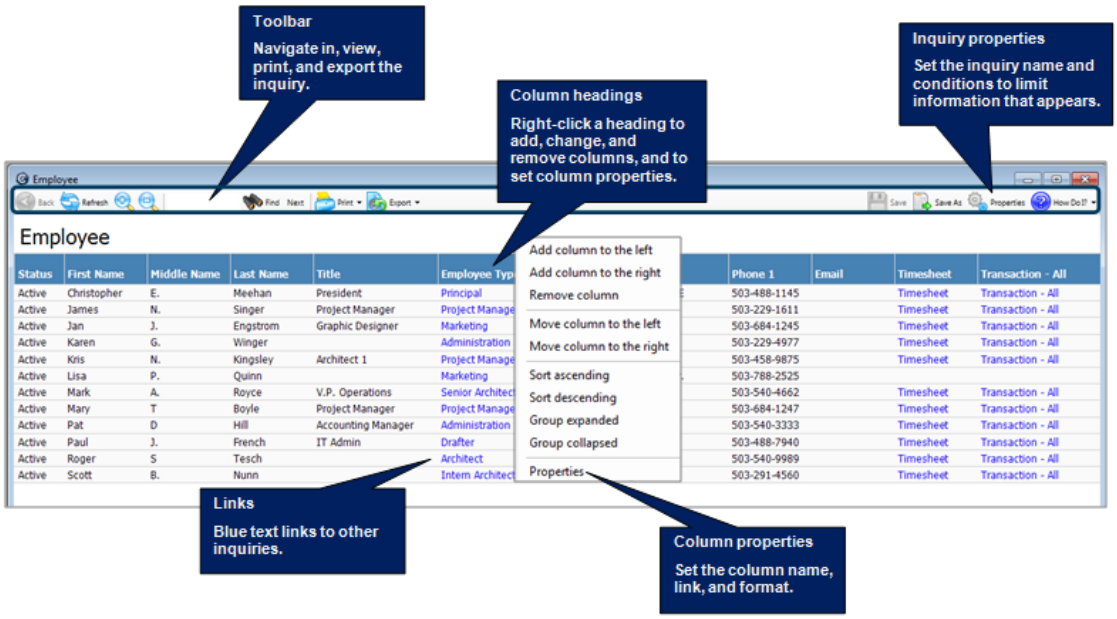
---

### *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.

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### *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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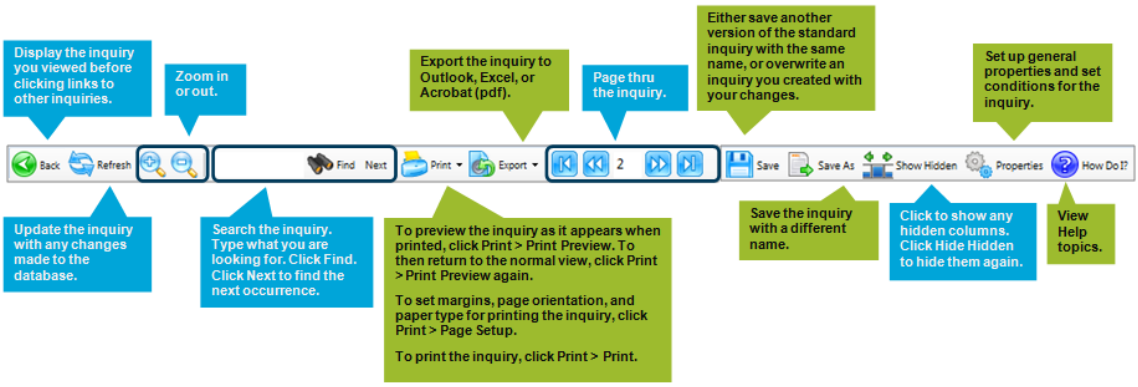


## *Creating an inquiry*

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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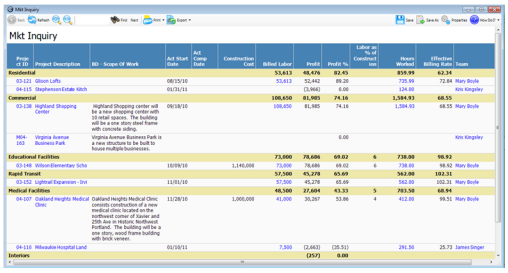
You start by opening the standard inquiry, BD phase. You then add some predefined columns. You create other custom columns by using a formula. Your result might look something like the following:




## *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**) 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**) 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.

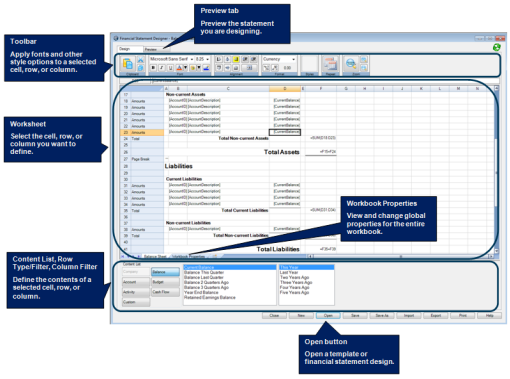
## *Accessing financial statements*

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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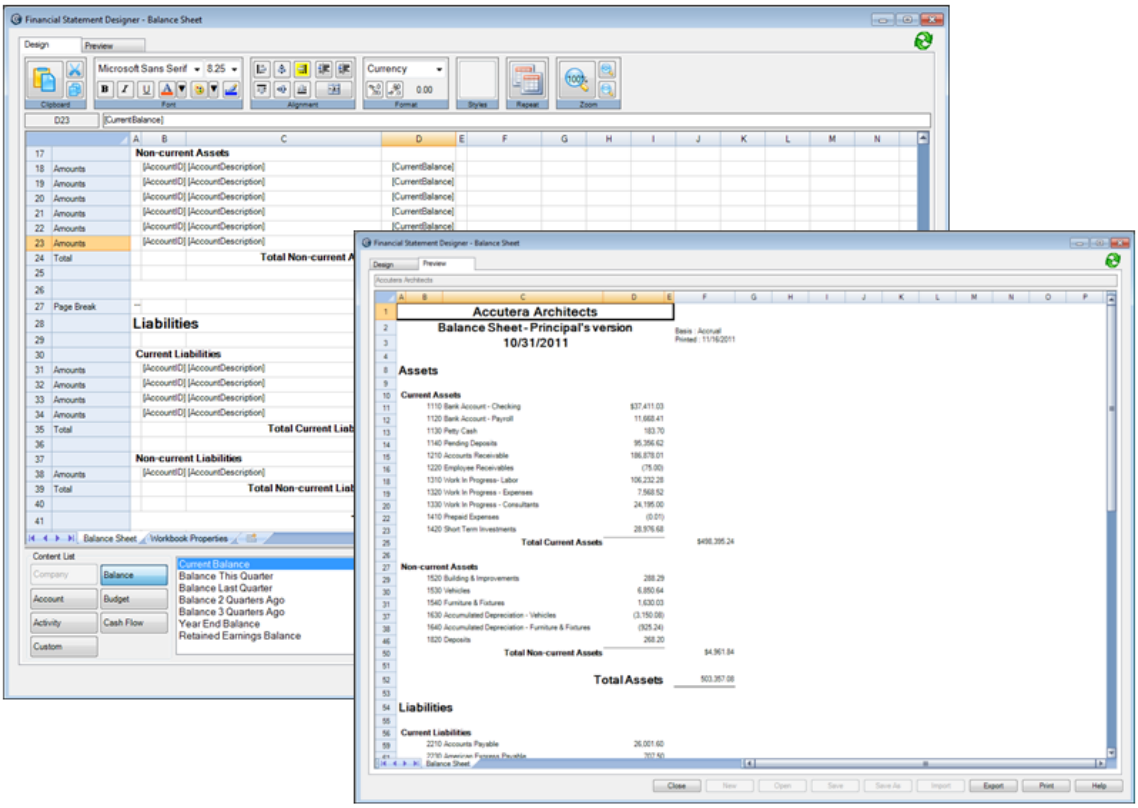


### *Printing and exporting a financial statement*

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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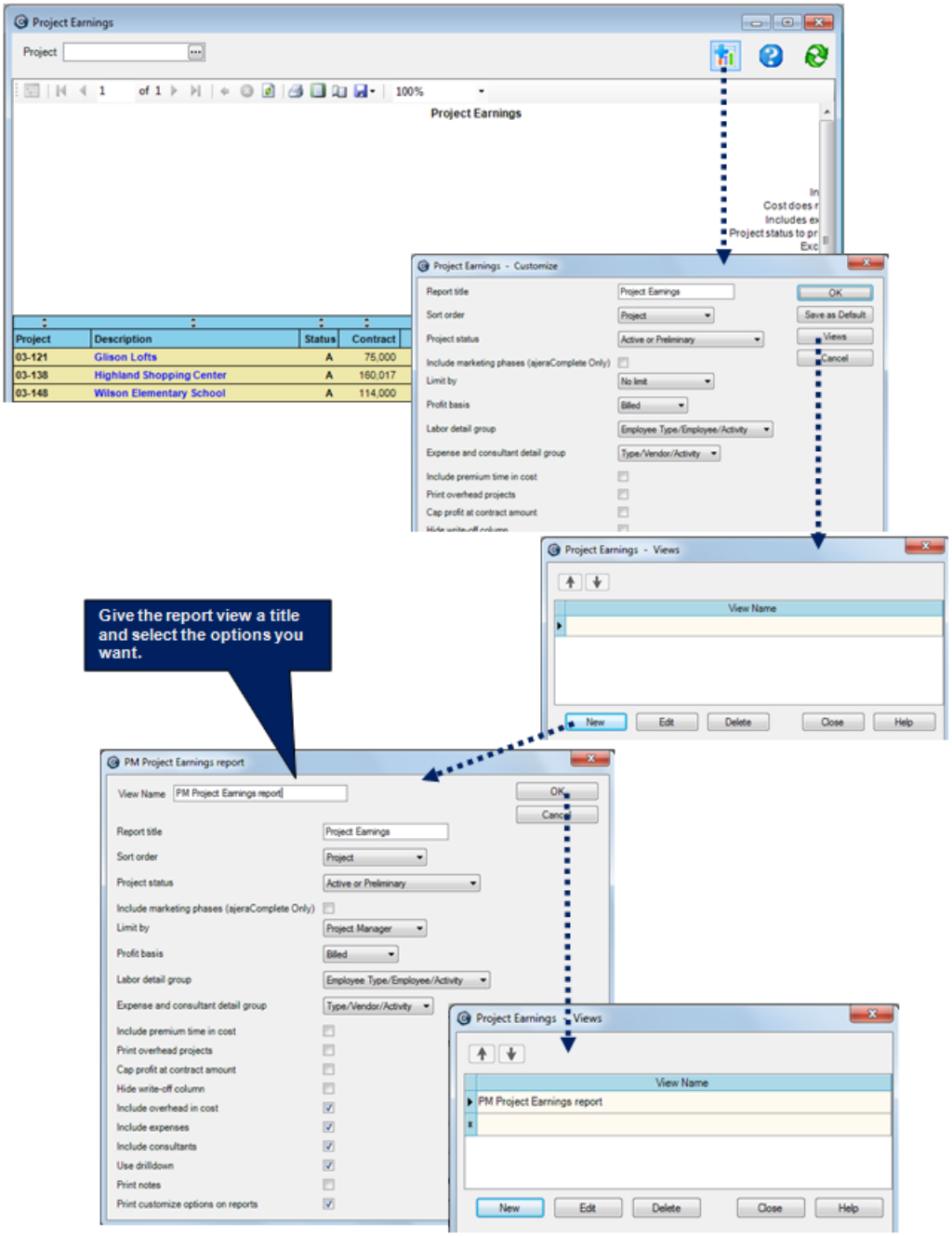
- Different employees will want to produce the report using the same options.
- You want to create several versions of a report, each produced with different options.
- You want different employees to see a version of a report with information that only pertains to them.

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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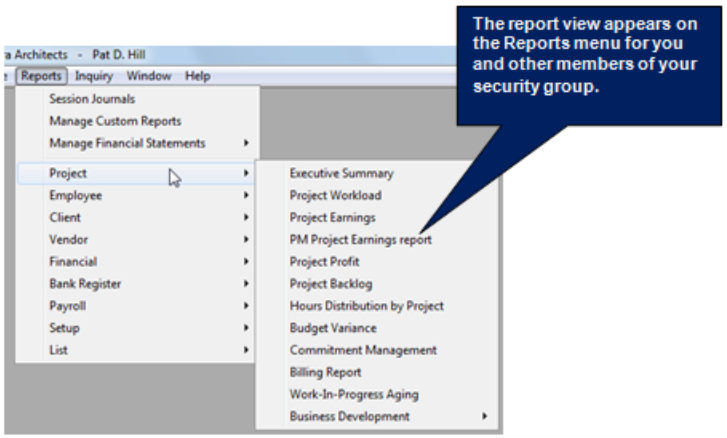


If you want any other employees to have access to the report view, you must provide access to the appropriate employees through > Setup > Company > Roles > Reports tab > **Allow** check box.

---

## *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**.<br>2. Click the inquiry.<br>3. Click the **Up** or **Down** arrow.<br>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.<br>1. From the > **Reports** > **Custom Inquiries** menu, click **Manage Custom Inquiries**.<br>2. For each inquiry you want to appear on a submenu, type the name for the new submenu in the Menu column.<br>3. Click **Close**. |
| Move an inquiry to a different submenu | 1. From the > **Reports** > **Custom Inquiries** menu, click **Manage Custom Inquiries**.<br>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.<br>3. Click **Close**. |
| Move an inquiry to the main menu | 1. From the > **Reports** > **Custom Inquiries** menu, click **Manage Custom Inquiries**.<br>2. On the row of the inquiry you want to move, in the Menu column, highlight the entry and press the Delete key.<br>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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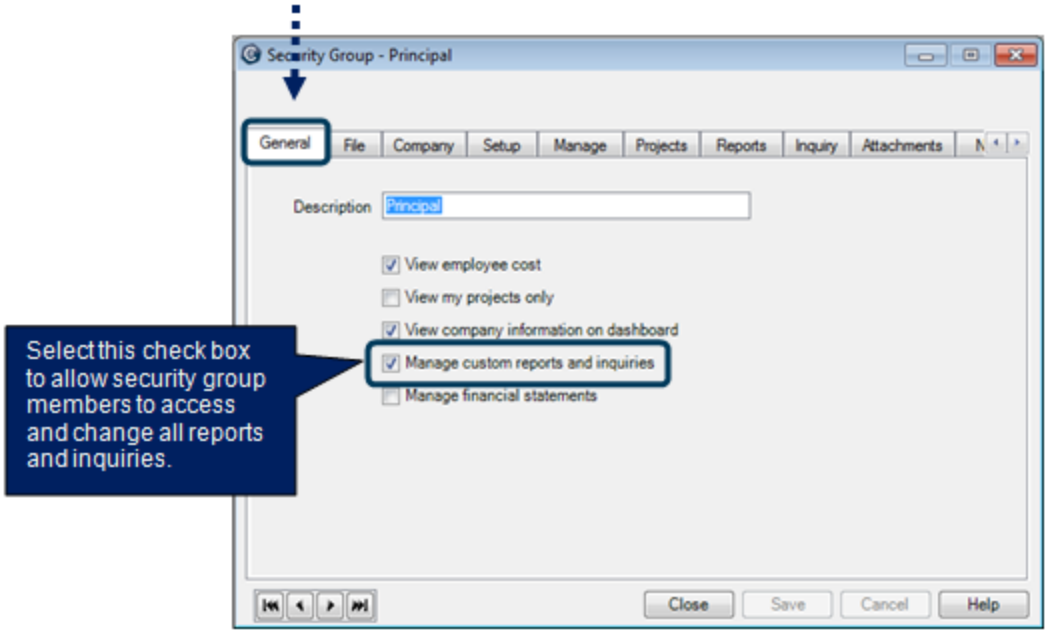
### *Unlimited access to reports and inquiries*

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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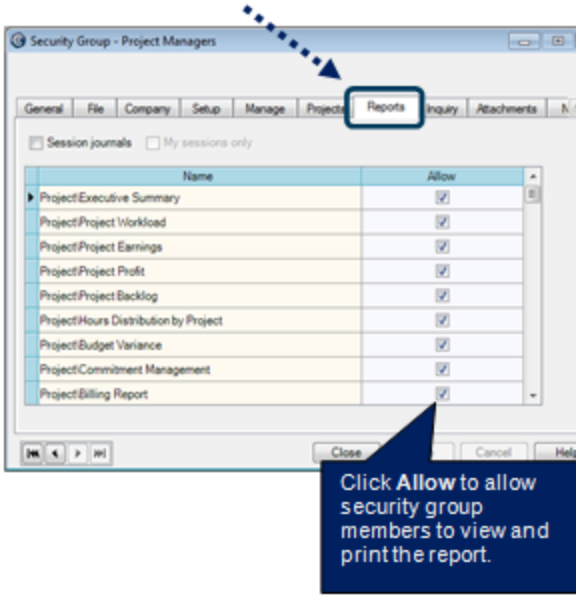
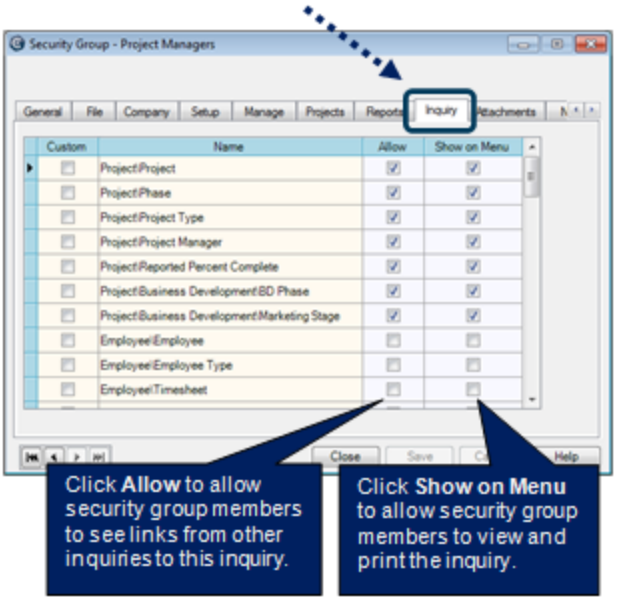
**Reports**

> Setup > Company > > Reports tab




**Inquiries**

> Setup > Company > > Inquiry tab

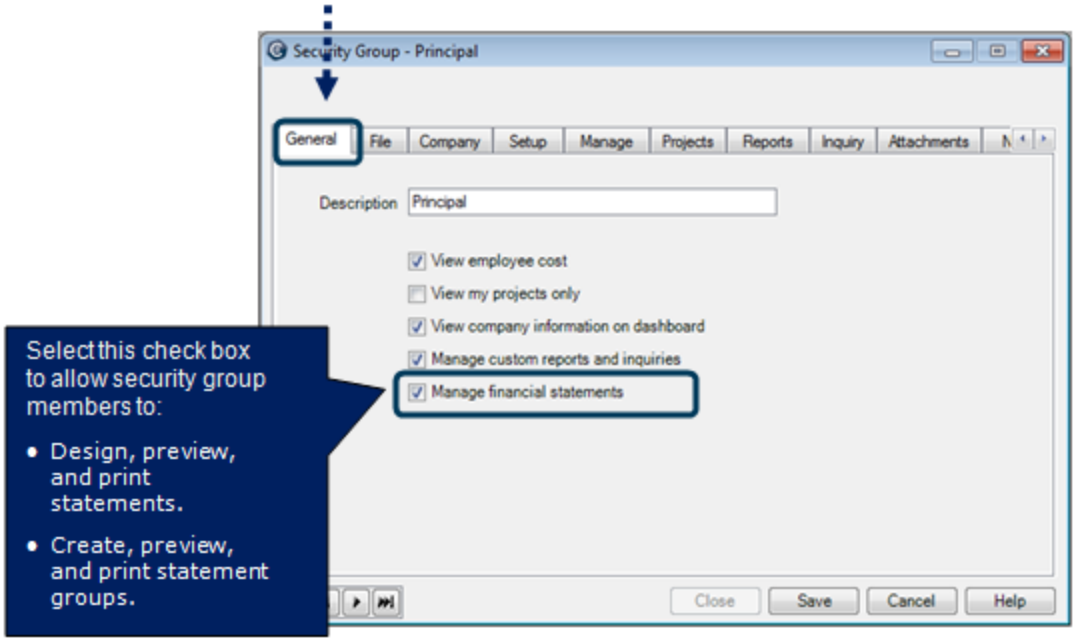



---

### *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*

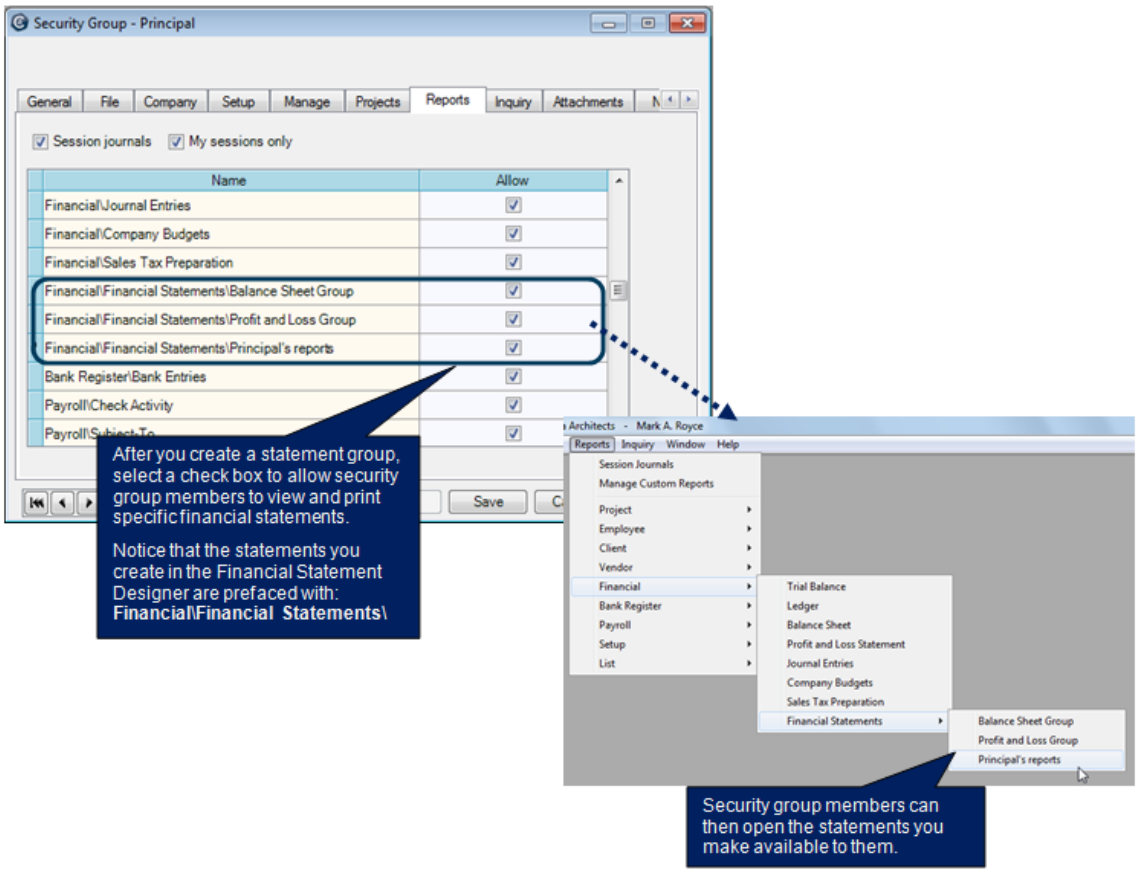
Your financial statements must often remain confidential, available only to those who need to prepare or review them.

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.<br>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:<br>• Click a ⊞ symbol. To close the drill-down detail, click the ⊟ symbol.<br>• 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.<br>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).<br>To sort from last to first, click the symbol. A symbol appears.<br>To return the report to the original sort order, click (**Refresh**) in the toolbar directly above the report.<br>**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.<br><br>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:<br>• Microsoft Excel<br>• Microsoft Word<br>• Adobe Acrobat (.pdf) |
| 100% | Zoom in or out to make the report larger or smaller on your screen.<br>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.

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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.<br>1. Type the text, date, or number you are looking for.<br>2. Click the **Find** button.<br>3. Click the **Next** button to display the next occurrence of it. |
| | Print, preview the printed version, or change the page setup.<br>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.<br>To set margins, page orientation, and paper type for printing the inquiry, click **Print** > **Page Setup**.<br>To print the inquiry, click **Print** > **Print**. |


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| Use this button | To do this |
|---|---|
| Export | Export the inquiry to Microsoft Outlook, Microsoft Excel, or Adobe Acrobat. |
| 2<br>Show All Rows | These buttons appear only when the inquiry is longer than one page. Page through the document as follows:<br>Click the arrow to display the first page, previous page, next page, or last page, respectively.<br>Type the page you want, and press **Enter**.<br>Click the **Show All Rows** button to see all the data. |
| Save | • Save another version of a standard inquiry with the same name.<br>• Overwrite an inquiry you created with your changes. |
| Save As | Save an inquiry with a different name. |
| Show Hidden<br>Hide Hidden | Click to show any hidden columns. The headings of hidden columns are dimmed in the inquiry.<br>To hide the hidden columns again, click **Hide Hidden.** |
| Properties | Set up general properties and set conditions for the inquiry. |
| How Do I? | 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**.<br>2. In the Column field, select the column that you want to add.<br>3. In the Heading field, type the name of the column.<br>4. In the Width field, type the width of the column in inches. Use decimals such as **.50** for one half of an inch.<br>5. As needed, link the column to another inquiry.<br>6. Click **OK**.<br>**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.<br>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.<br>2. Select **Remove column**.<br>**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:<br>• **Sort ascending** - shows numbers from lowest to highest, or shows text in alphabetical order<br>• **Sort descending** - shows numbers from highest to lowest, or shows text in reverse alphabetical order<br>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.<br>Right-click the column heading, and select one of the following:<br>• **Group expanded** - shows all the categories with the applicable data under them.<br>• **Group collapsed** - shows only the categories, and you click a plus sign next to a category to see the data for it.<br>You can also group within groups by selecting another column to group.<br>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.<br>• To wrap text to the next line within a column, select the **Wrap text** check box.<br>Be sure to select this check box to see all the text for some columns such as Address or Phone Numbers.<br>• 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.<br>• Change the number of decimal places you want to show, if needed.<br>• In the Negative Amount field, either leave the selection to show negative amounts with parentheses or select to show them with a minus sign.<br>• 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.<br>• If you want to print a total line, leave the **Show totals** check box selected. Otherwise, clear the check box.<br>• 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.<br>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.<br>• 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 Properties.
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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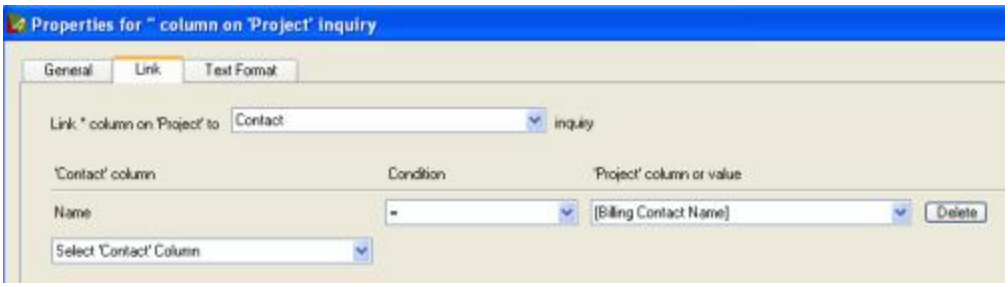
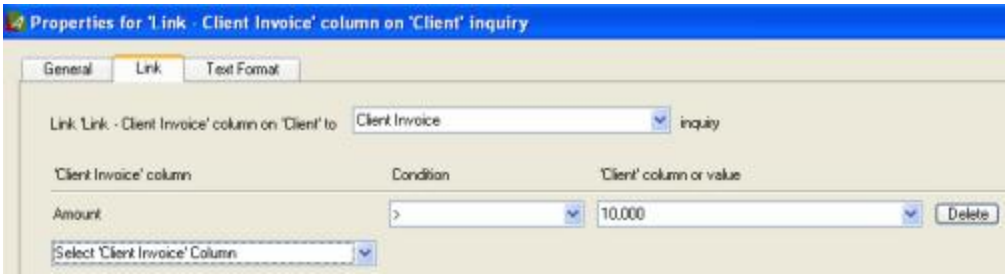



In this example, you add a link on the Client inquiry to the Client Invoice inquiry. You want to show only client invoice amounts greater than 10,000. In the field on the right, you selected a value; therefore, when displaying the result of the link, Ajera compares the column contents with that value.




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 **;**<br>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 **;**<br>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.<br>When typing a value in the field at the right:<br>• Use an underscore to represent a character.<br>• Use **%** to represent any number of characters.<br>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 ;<br>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 ;<br>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.<br>When typing a value in the field at the right:<br>• Use an underscore to represent a character.<br>• Use % to represent any number of characters.<br>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.<br>In the field at the right, type the number of days, as follows:<br>• Type 0 to include data for only today's date.<br>• Type a positive number to include data for that number of days before today's date and today's date.<br>• Type a negative number to include data for that number of days after today's date and today's date.<br>For example, you type one of the following in the field at the right:<br>• 0 to include data for today only<br>• 1 to include data for yesterday and today<br>• -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.<br>In the field at the right, type the number of days, as follows:<br>• Type 0 to exclude data for only today's date.<br>• Type a positive number to exclude data for that number of days before today's date, today's date, and all future dates.<br>• Type a negative number to exclude data for that number of days after today's date, today's date, and all past dates.<br>For example, you type one of the following in the field at the right:<br>• 0 to exclude data for today only<br>• 1 to exclude data for yesterday, today, and the future (includes data for before yesterday)<br>• -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.

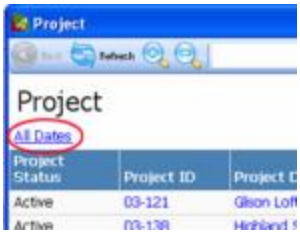
You restrict data that appears in a column by using the Column Properties window. In that window, you can assign the column one of the following:

- 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.<br>• 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.<br>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.<br>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.<br>If you assigned a cutoff prompt to another column in the inquiry, the blue underlined text appears as **01/01/1900 - <*current date* >**.<br>  <br><br>Click the **All Dates** text, and select the date range you want to assign to the column. |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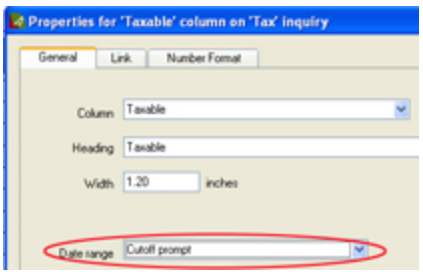
**Note:**

- **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.

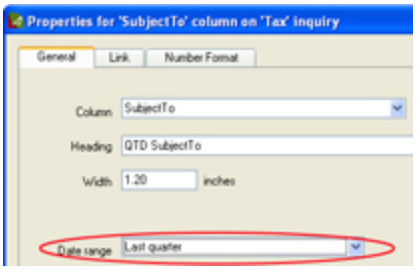
---

### *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.

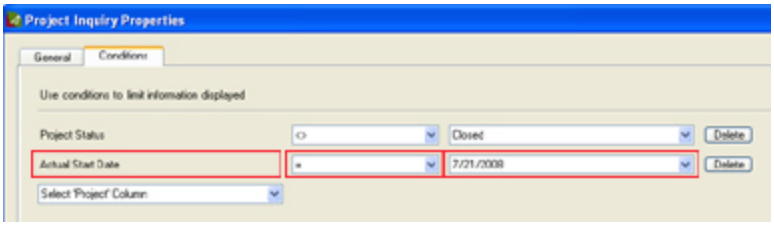
When you set a condition for the entire inquiry, Ajera uses it first, and then applies any conditions you set for columns. For example, you set an inquiry condition to show only data later than August 1 and a column condition to show only data 30 days later than the system date, which is September 1. 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:<br>> for greater than<br>< for less than<br>= 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 Print, and select **Print Preview**.

   To then return to the normal view, click Print, and select **Print Preview** again.
3. To set margins, page orientation, and paper type for printing the inquiry, click Print, and select **Page Setup**.
4. To print the inquiry, click Print, 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.<br>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.<br>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.<br>You can apply Excel tools such as graphs and pivot tables to the data.<br>**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.

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### *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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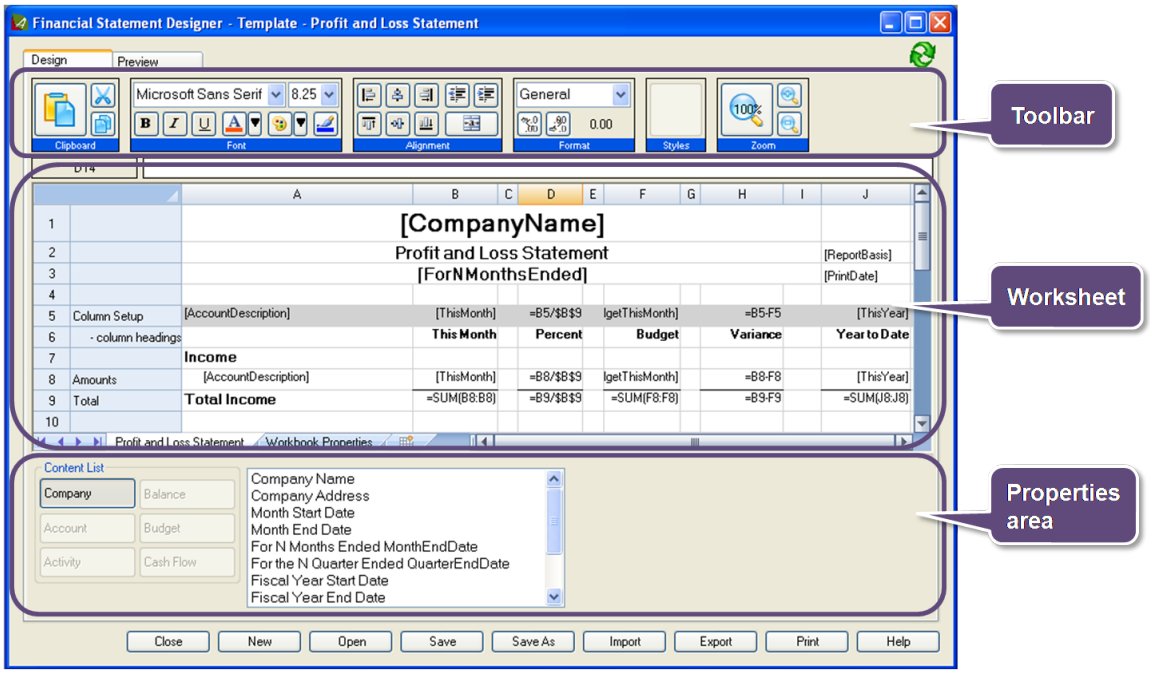
Use the Design tab of the Financial Statement Designer to define the contents and appearance of your statement.

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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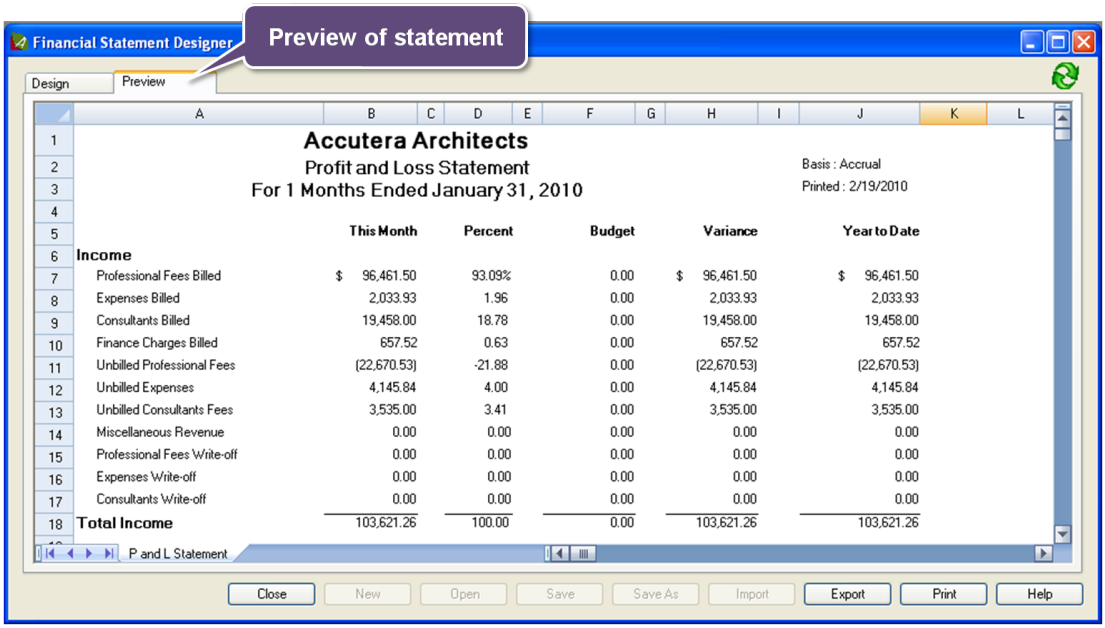


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### *Reporting entities*

**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.

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### *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**<br>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.<br>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.<br>*To apply:*<br>1. Select a cell, row, or column in the worksheet.<br>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**<br>These properties determine font styles, text alignment, numerical precision, number format, and borders.<br>*To apply:*<br>1. Select a cell, row, or column in the worksheet.<br>2. Choose an option in the toolbar. |
| Certain aspects that apply to a statement or to all statements in a workbook | **Global properties**<br>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.<br>*To apply:*<br>1. Click the Workbook Properties subtab.<br>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:**<br>**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.<br>• If the entire date property occurs after the month-end date, no financial information appears.<br>• 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**<br>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**<br>Select the department or reporting entity to which the worksheet is restricted. If you use multi-company, you can also restrict by company.<br>(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.<br>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**<br>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).<br>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.<br>• 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.<br>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$9)<br>3. In the Format group of the toolbar, select **Currency**.<br>4. Click the increase precision or decrease precision button in the Format group of the toolbar, as needed. |
| Amount totals of nonadjacent rows | 1. Double-click a cell.<br>2. Press the equals (=) key.<br>3. Enter a formula that sums the values of selected amount cells. Separate nonadjacent rows with a comma. For example: =SUM(B8, B11, B13).<br>4. In the Format group of the toolbar, select **Currency**.<br>5. Click the increase precision or decrease precision button in the Format group of the toolbar, as needed. |
| Percentages | 1. Double-click a cell.<br>2. Press the equals (=) key.<br>3. Enter a formula that divides the values of selected cells to determine a proportion in relation to a whole (usually 100). For example, =B5/$B$9.<br>4. In the Format group of the toolbar, select **Percent**.<br>5. Click the increase precision or decrease precision button in the Format group of the toolbar, as needed. |
| Ratios | 1. Double-click a cell.<br>2. Press the equals (=) key.<br>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.<br>4. In the Format group of the toolbar, select **Number**.<br>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 Page 1 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 (**Hide Row**) or Hide Column (**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 (**Unhide Row**) or Unhide Column (**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<br>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:<br>• A row and click **Insert**.<br>• A cell and click **Insert** > **Row**. |
| Delete a row | One of the following:<br>• A row and click **Delete**.<br>• A cell and click **Delete** > **Row**. |
| Hide a row | A row and click **Hide**.<br>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**.<br>The shown row is unshaded. |
| Insert a column | One of the following:<br>• A column and click **Insert**.<br>• A cell and click **Insert** > **Column**. |
| Delete a column | One of the following:<br>• A column and click **Delete**.<br>• 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**.<br>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.<br>The field defaults to 1/1/1900. |
| | Ending Date: Enter the last date in the date property.<br>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:<br>• **Show debits only**.<br>• **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.<br>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.<br>**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:<br>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.<br>**Field** / **Description**<br>Beginning Date — The first date in the date property. If you leave this blank, the field defaults to 1/1/1900.<br>Ending Date — The last date in the date property. |
| Cash Flow Options | Any cash-flow options that may apply.<br>• Not Used: Select for any financial statement that is **not** a statement of cash flow.<br>• Show debits only: Select if you want only debit information to appear in the date property.<br>• Show credits only: Select if you want only credit information to appear 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<br>Do the following:<br>1. Click ⋯.<br>The Financial Report List window appears, displaying the available financial statement workbooks.<br>2. Click the workbook you want and click the **Select** button.<br>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<br>Do one of the following:<br>• Accept the default value.<br>Ajera will use the accounting basis selected on the Workbook Properties sheet of the workbook.<br>• Click ⌄ and change the report basis to **Accrual** or **Cash**.<br>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**<br>The department to which the workbook is restricted when printing the statement group<br>Ajera will print information for the department selected, in conjunction with any other filters you may have selected in the financial statement design.<br>Do one of the following:<br>• Accept the default value.<br>Ajera will use the department filter selected on the Workbook Properties sheet of the workbook.<br>• 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**<br>The reporting entity to which the workbook is restricted when printing the statement group.<br>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:<br>• Accept the default value.<br>Ajera will use the reporting entity filter selected on the Workbook Properties sheet of the workbook.<br>• Click ··· and select to print information for each reporting entity or an individual reporting entity. |
| Company | Multi-company only.<br>The company to which the workbook is restricted when printing the statement group<br>Ajera will print information for the company selected, in conjunction with any other filters you may have selected in the financial statement design.<br>Do one of the following:<br>• Accept the default value.<br>Ajera will use the company filter selected on the Workbook Properties sheet of the workbook.<br>**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.<br>• Click ··· and select to print information for each company or an individual company. |
| Copies | The number of copies to print<br>Do one of the following:<br>• Accept the default value, which is 1.<br>• 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:<br>1. Click ⋯.<br>The Financial Report List window appears, displaying the available financial statement workbooks.<br>2. Click the workbook and click **Select**.<br>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<br>Do one of the following:<br>• Accept the default value.<br>Ajera will use the accounting basis selected on the Workbook Properties sheet of the workbook.<br>• Click ⌄ and change the report basis to **Accrual** or **Cash**.<br>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<br>Ajera will print information for the department selected, in conjunction with any other filters you may have selected in the financial statement design.<br>Do one of the following:<br>• Accept the default value.<br>Ajera will use the department filter selected on the Workbook Properties sheet of the workbook.<br>• 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.<br>Ajera will print information for the reporting entity selected, in conjunction with any other filters you may have selected in the financial statement design.<br>Do one of the following:<br>• Accept the default value.<br>Ajera will use the reporting entity filter selected on the Workbook Properties sheet of the workbook.<br>• 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<br>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.<br>Do one of the following:<br>• Accept the default value.<br>Ajera will use the company filter selected on the Workbook Properties sheet of the workbook.<br>**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.<br>• Click and select to print information for each company or an individual company. |
| Copies | The number of copies to print<br>Do one of the following:<br>• Accept the default value, which is 1.<br>• 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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