Deltek

Deltek Ajera 10

10.10 Release Notes

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Version 10.10.00: Introducing Vendor Invoice Approvals, Bill & Pay Integration Prepayments, Changes to Emailing In Ajera, and More

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Introducing Vendor Invoice Approvals

With the new Vendor Invoice approval process, project managers and financial leaders in a firm can approve vendor invoices before they can be paid. These approvals are customized to your firm's specific needs and can be defined by approval type, vendor type, and amount. Approvers view invoices and corresponding attachments in the new Vendor Invoice Approvals application, where they can approve or reject the invoice leaving detailed notes. This gives visibility into payables earlier in the process, increasing accuracy and reducing payable and billing process time.

In the Vendor Invoice Approvals application, you can use the Actions column to open vendor invoices in ClickOnce, view and add attachments, view approval history, and add approval notes.

If a vendor invoice has been approved and you make changes to the project, phase, activity, and/or amount, it will require the reapproval of the vendor invoice.

When Vendor Invoice Approvals is enabled,

- You will define your firm's specific setup in **Company** > **Preferences** > **Purchasing** tab. You will then define by role who you need to be a Finance Approver and a Super Approver for your company.
- You will see two new check boxes **PM Approval Required** and **Finance Approval Required**, and a field to assign a finance approver for the vendor invoice in **Manage** > **Vendor Invoices**. Based on your firm's approval rules, invoices may be automatically set for approval.
- Invoices that are in the approval process will be set to On Hold and will automatically be taken off hold and be available for payment when fully approved.
- When an invoice needs approval or has not been paid, WIP (unbilled vendor invoice transactions) must be maintained in Vendor Invoices. Consequently, in **Manage** > **Client Invoices**,
    - You will not be able to split transactions while editing a client invoice for WIP that is part of the approval process and has not been paid. Use Vendor Invoices to make that change.
    - You will not be able to make changes to the project, phase, or activity for WIP that is associated with a transaction that is part of the approval process and has not been paid. Use Vendor Invoices to make that change.
- The following new fields have been added to Vendor Payments:
    - PM Approval Required
    - Finance Approval Required
    - PM Approved
    - Finance Approved
    - Invoice Approved

To support Vendor Invoice Approvals, a new widget base called Vendor Invoice Approvals is available. This widget base displays the approval history associated with an invoice. In addition, the following new columns have been added to the Vendor Invoice widget base:

- Is On Hold
- Is PM or Principal
- PM Approval Required
- PM Approved
- PM Rejected
- Finance Approved Date
- Finance Rejected Date
- PM Approved Date
- PM Rejected Date
- Finance Approver Key
- Payment Filter
- Project Filter

To help get started reporting Vendor Invoice Approval information on a dashboard, the following widget gallery items have been added:

- **Vendor Invoice Approvals**: View the vendor invoices, approval history, and transaction detail for all vendor invoices awaiting approval.
- **My Project Vendor Invoice Approvals**: This dashboard shows vendor invoices, approval history, and transactions entered for the project managers projects that need approval.
- **Rejected Vendor Invoices**: Displays information for vendor invoices that have been rejected during the approval process.

To find out more about Vendor Invoice Approvals, visit the Online Help.

Deltek Payments Integration with Bill & Pay Now Supports Prepayments

Ajera’s integration with Payroc's (formerly known as i3 Merchant Solutions) Bill & Pay now supports the ability to accept payments without an invoice. When this option is turned on in Bill & Pay, those additional payments will now sync to Ajera as client prepayments. These prepayments can be assigned to a specific project in Ajera and applied to client invoices as part of the Ajera prepayment process.

Ajera Supports Microsoft's Cloud-based Outlook for Windows

Ajera now supports Microsoft's cloud-based Outlook for Windows. With the support of this latest version of Outlook from Microsoft, if Ajera recognizes that cloud-based Outlook for Windows is present, there are changes to the way emails are processed in Ajera. Users will now need to authenticate cloud-based Outlook in Ajera using the new Authenticate Outlook option available from the Utility menu. Once authenticated, you will be able to send invoices, client statements, and vendor remittance advice using Ajera.

With the newest version of Outlook, there are changes in behavior compared to using the current server-based Outlook:

- You will no longer be able to automatically open an email before sending when only one record is selected like you currently can in Ajera. Instead, Ajera will give you the option to save the email as a draft in your Draft folder in Outlook with any attachments you may have included.

  From your Draft folder you can open the email and preview before sending.
- Your Outlook email signature will no longer be included in the email created. If you want to include a signature for your emails, you will need to add one to your email template in Ajera.

Consultant Pay When Paid Report Filters

You can now filter the Consultant Pay When Paid report to display only those invoices where client payments have been received, making it easier for you to know what vendor invoices are ready for payment. The new **Received Client Payment** filter option is available in the Customize options.

A new column called Latest Receipt Date was also added to the report. This column displays the latest receipt date received for the client invoice.

Projects in the Browser Action Menu Changes

In **Manage** > **Projects**, when Sum Contracts or Percent Distribution is needed on a project or phase, the Action icon will change from black to blue.

Gallery Assist Filters

The widget gallery now has 4 new filters to help you easily find new widget gallery items. You can filter the Gallery list to only include new widgets, to only show table widgets, to only show chart widgets, or to filter the available gallery widgets by widget base. Access the widget gallery from the Add Widget option when designing dashboards.

The following new widget gallery items are now available:

- **Average Day to Collect AR - Invoice Detail**: Displays the average days to collect AR with project invoice detail including the forecast date to receive payment using logic from the Cash Forecast Base.
- **Average Days to Collect AR (Detail)**: Displays the average days to collect AR for outstanding invoices for each project using the Cash Forecast Base.
- **Bank Account Balance and Activity**: View bank account balances along with bank register detail for your active bank accounts.
- **Project Key Performance Indicators (KPI's)**: View Project Profit Percent and Project Multiplier for your company as well as details by project.
- **Project Timelines**: View your active projects timelines in a Gantt view based on the Start and End dates. This widget is an example of using the Gantt functionality in a table widget.

Enhancements

- In **Manage** > **Projects** and the Manage Projects task widget, Ajera will now remember your last selection for the **Show Resources** and **Show Tasks** options. For example, if you deselect either of the options, they will be deselected the next time you log in.
- You can now click the pencil icon in the Notes field to expand the field in the following areas:
  - Create Purchase Order dialog box
  - Credit Card Import dialog box
  - Manage > Expense Reports > Expense Report Detail section
  - Create Journal Entry dialog box
  - Setup Credit Card Import Settings
  - Manage > Timesheets > Timesheet popup windows
  - Manage > Revenue Recognition
  - Revenue Recognition widget
- In **Manage** > **Bank Register**, you can now refresh the bank register list on both the Register and Reconcile tabs.
- An Employee Status column is now available in **Manage** > **Timesheets** and **Manage** > **Expense Reports**. This can help filter the list based on employee status.
- *Vantagepoint CRM only*: Improvements have been made to the logic used in syncing between Ajera and Vantagepoint CRM. These improvements may improve the time it takes to sync between Ajera and CRM.

Corrections

The following issues have been corrected with this release:

- **Defect 2159000**: When you hovered over a button in Ajera such as the Help or Save icons, the button did not always shift to blue.
- **Defect 2145443**: On a widget dashboard, widgets on the same row were overlapped if the first widget was set to unlimited while other widgets in the row were set to a specific width.

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