Deltek

Deltek Ajera 10

Getting Started: Marketing Specialists

June 12, 2024

What you can do in your dashboards: Marketing specialists

With your dashboards, you can plan and manage potential new business, all from one centralized location.

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 marketing specialist, your dashboards can be set up to help you:

- Easily track the progress of a potential project every step of the way - from the lead to the final disposition.
- Quickly view a listing of wins and losses over a period of time - such as the last month, last quarter, or last fiscal year - to gain valuable insight to trends and information that can help increase your win rate in the future.
- Instantly analyze the projects your firm is pursuing and efforts by segments such as department or market segment.

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.

What you can do in the menu: Marketing specialists

Typically, you can:

- Set up clients, contacts, marketing stages, and marketing final dispositions.
- Set up and update employees, clients, vendors, and contacts.
- Enter timesheets.
- Enter expense reports.
- View your schedule, all projects, and schedules in Schedule Manager.
- Create projects 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 marketing specialist, access to the following reports and inquiries:

Reports

- BD Progress
- Client List
- Contact List
- Phase List
- Project Earnings
- Project List
- Win Rate

Inquiries

- BD Phase
- Contact
- Marketing Stage
- Phase
- Project
- Project Type
- Reported Percent Complete
- Resource
- Resource & Task
- Task

Lessons about the menu: Marketing specialists

Here's a quick look at all the areas of the Ajera Online Help that pertain especially to your business development work as a marketing specialist.

E-learning lessons for marketing specialists

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

Industry webinars

View webinars on architectural and engineering industry best practices. Sign up for our latest webinar or view Axium's free library of recorded webinars that are available anytime, on-demand.

This link goes to the main Axium website.

Industry webinars

Quick path through Ajera

Business Development overview

Use Ajera's Business Development to help you plan and manage potential new business. With Business Development:

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

Here's the process you'll follow when working with Business Development:

- Set up Ajera's Business Development.
- Use Ajera's Business Development to track and analyze your BD efforts.

Set up Business Development

Before you get started

One important task that must be completed before you begin working with Ajera's Business Development for the first time is to have security set up. In this way, you ensure that you can access all the windows and fields that Ajera provides for working with Business Development.
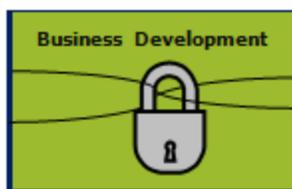
Security is important because your firm most likely will need to limit information to only those who need it. For example, your firm may not want employees of a particular role to see actual cost and rate information.

For an overview of all the security settings that affect Business Development, or to ensure that marketing specialists have the correct access, be sure to review this topic in help (☰ > Help > Online Help): Setting up security for business development. To return to this course, simply click the **Back** button.

Set up the pieces of Business Development

Before you can begin working with Business Development for the first time, you will want to set up the various components so it reflects the way you plan to work.
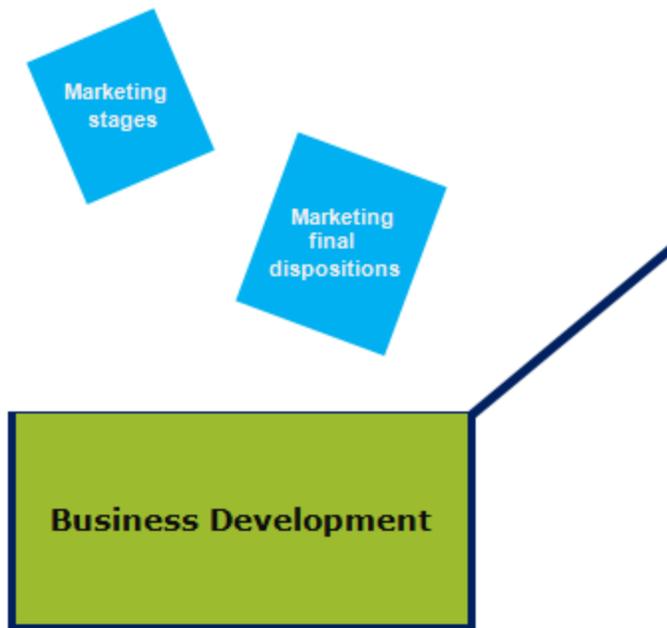
Set up marketing stages

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.
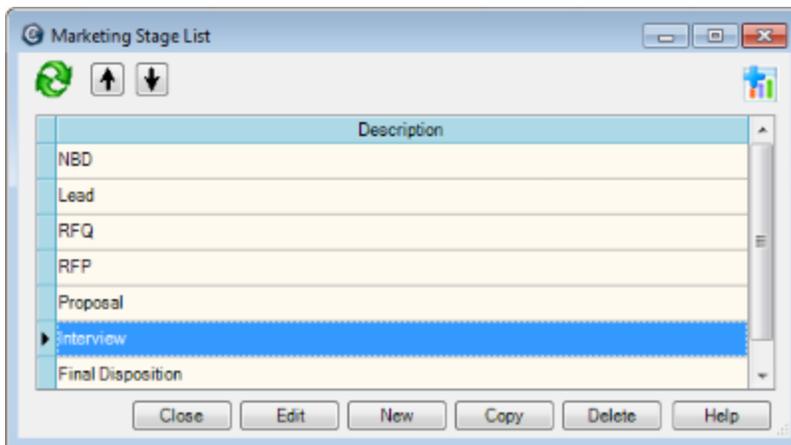
You can also choose to use or change these common industry-standard marketing stages that Ajera sets up automatically:

Marketing stage	Long description	Definition
NBD	New Business Development	A firm's general pursuit of clients so as to be considered in the selection process for future projects.
Lead	Project Lead	A firm's pursuit of a client regarding work on a specific project.
RFQ	Request for Qualifications	Often a first step in a formal selection process where a client requests information about a firm's general qualifications to perform work on a potential project.
		It typically does not list the scope of work or request a fee proposal, fees, or proposed project team information. Firms often respond to RFQs with standard brochure-type materials.
		This stage most often has a firm due date associated with it.
RFP	Request for Proposal	Request for firms to supply relevant experience and detailed information (such as a fee proposal, schedule, scope of work, project approach, team member resumes, and consultants) for the delivery of the project.
		A project owner sends an RFP to a short list of qualified firms. The RFP can be the first step in the selection process, or it can follow the RFQ.
		This stage most often has a firm due date associated with it.
Proposal	Proposal Submitted - Awaiting Action	Time period when the proposal due date has passed and the firm is waiting to hear a decision about the next step, such as an interview for the selection process.
Interview	Short-listed for Client Interview	The presentation that may be the final stage of a formal selection process. A project owner selects a short list of firms from the proposals received to present their pitch for the project.
		This stage most often has a firm due date associated with it.
Final Disposition	Won, Lost, or Declined	The outcome of a firm's marketing efforts for a potential project.

You can set up, change, or delete marketing stages to reflect the typical steps of the BD process at your firm.

To set up a marketing stage:

1. From the ⊜ > **Setup** menu, click **General** > **Marketing Stages**.
2. Click the **New** button.
3. Leave the status as **Active** so the marketing stage is available for use.
4. In the Description field, type the name of the marketing stage.
5. If you also want to see a long name for the marketing stage when working with marketing stages (on the **Project Info** > **Business Development** > **Stages** tab of the Project Command Center), enter it in the Long Description field.
6. Click **Save**. The Marketing Stage List window appears.

7. Repeat these instructions until you have set up all the marketing stages you need.

8. Use the Up and Down arrows 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.

Set up marketing final dispositions

Set up a list of marketing final dispositions to reflect the typical reasons your firm wins, loses, or declines a project.
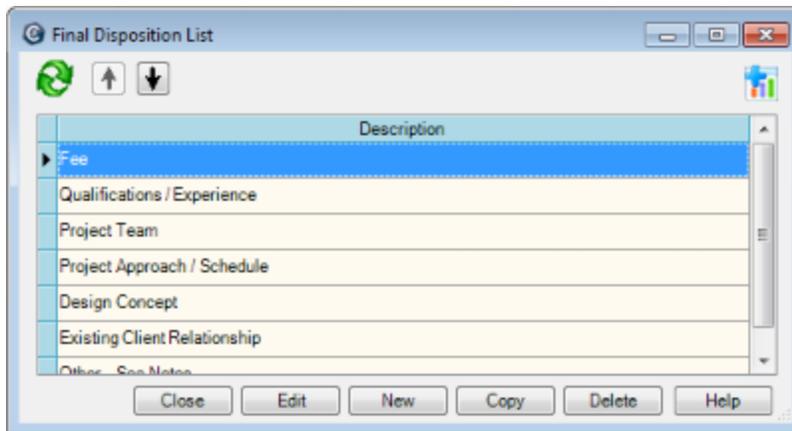
Ajera automatically sets up these common industry-standard final marketing dispositions for you:

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

You can set up, change, or delete marketing final dispositions to reflect what works for your firm.

To set up a marketing final disposition:

1. From the ⊜ > **Setup** menu, click **General** > **Marketing Final Dispositions**.

2. Click the **New** button.

3. Leave the status as **Active** so the marketing final disposition is available for use.

4. In the Description field, type the name of the marketing final disposition that reflects a reason why you won, lost, or declined a project.

5. In the Notes field, type any notes about the marketing final disposition.

6. Click **Save**.

7. Repeat these steps until you have added all the marketing final dispositions you need.

Set up a BD project

You will learn how to do set up a Business Development project.

Set up a project and phases

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

As part of setting up a project for Business Development, you will do the following:

1. Set up the project.

   Begin with one of the predefined Business Development templates, or a similar template set up by your firm. It already includes the Business Development phase and the production phases of the project (which are used for billing and reporting should you win the project).

2. Set up a Business Development phase in the project.

3. Set up production phases in the project.

If someone in your firm does not set up the project for you, see Start a project lesson.

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.

Here's the predefined Ajera template, Top-down with Business Development, as it looks on the Manage tab of the Project Command Center, where all the billing and scheduling for projects takes place.

Notice the two different types of phases within the project:

Check the status of the project and phases

As part of setting up the project, ensure that you set the correct status for the project and its phases.

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.

Open the project by clicking ⬛ > **Manage** > **Project Command Center** from the main menu, and then selecting the project from the list at the top of the Project Command Center window.

Status of the project

Ensure that the status of the project is Preliminary, which indicates the project is not yet billable. Another option is to select a status of Active and then ensure that the production phases have a status of Work Hold.
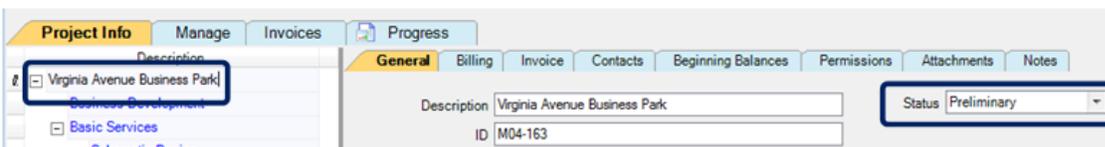
Status of the Business Development phase

Ensure that the Business Development phase has a status of Marketing.

Status of production phases

For the production phases of the project, ensure that the status is Preliminary (or if you selected a status of Active for the project, ensure that the production phases have a status of Work Hold).
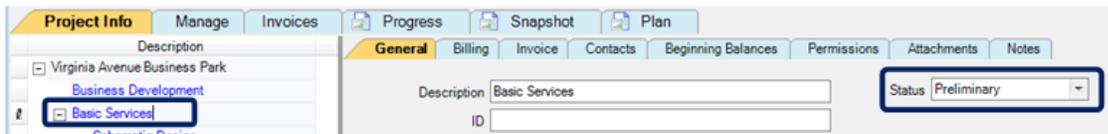
Enter the information for your BD effort

Click the **Business Development** subtab > **Marketing Info** subtab. Here you enter the information that gives you an overview of your BD project, including key players, your firm's chance of winning, and project cost and fee amounts.

Be sure to enter the percent chance of winning, and to click the **Stages** subtab and start at least one stage.

Link the production phases to the Business Development phase

As part of setting up the project, you set up the phases for the project; these production phases are used for tracking, billing, and reporting on the project. It is important that these phases are linked to the Business Development phase so that you can produce reports, such as the Project Workload report, with accurate information.

Be sure to link each production phase to the marketing phase by clicking it in the project tree, and then selecting the Business Development phase in the Project Info tab > General subtab > Marketing Phase field.

Also, click the **Manage** tab, and enter a contract amount for the production phase, as well as estimated start and completion dates.

BD project setup checklist

Use this checklist as a way of ensuring that you perform the significant steps of setting up a project for Business Development:

Business Development project setup checklist

Update the status of your BD effort

As your BD effort progresses, you update and track your progress as follows:

Overview

You can easily view and update what your firm completed last, the current status of your BD efforts, and the next milestone. Here's a look at a BD effort in its early stages:
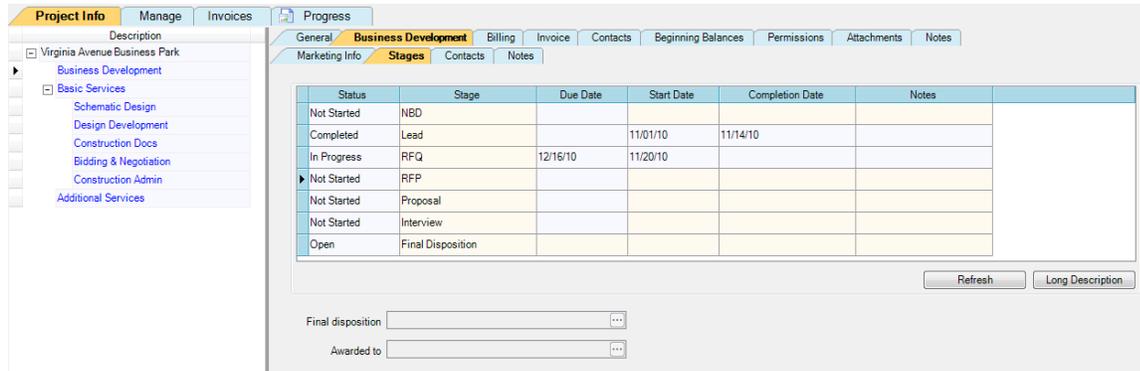
It's easy to update a stage:
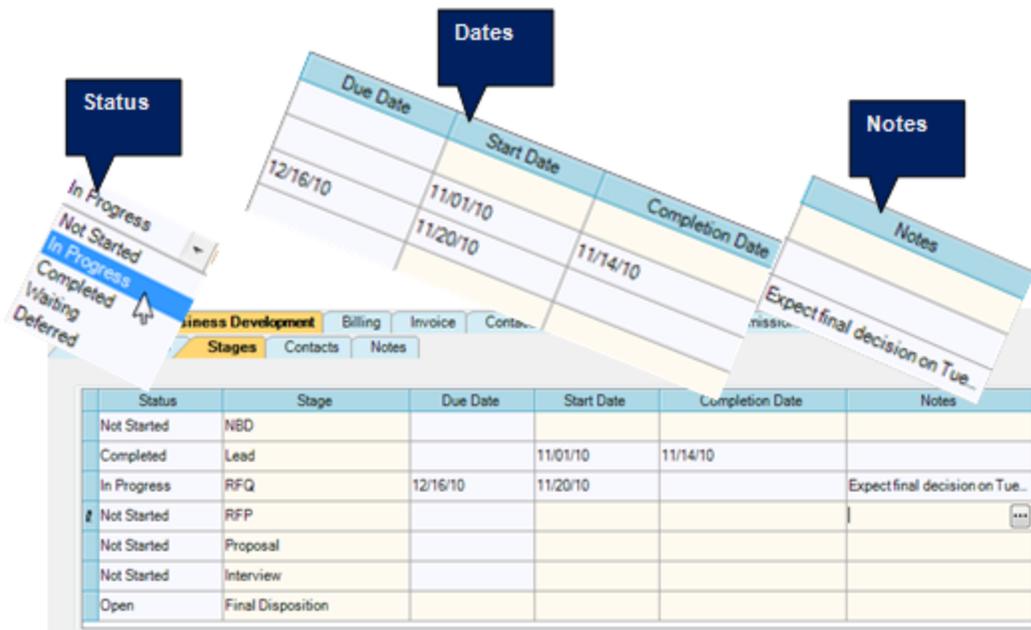
...and when you're finished, the final outcome:
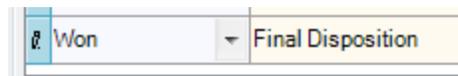
Update the status of marketing stages

As you work toward winning the project, it's easy to update the current status of your work:

1. Open the BD project. From the ⬛ > **Manage** menu, click **Project Command Center**. Click the project in the list at the top of the window.

2. Click the Business Development phase in the project tree at the left. Then click these tabs: **Business Development** > **Stages**.

3. To change the status, click the cell, and select the status that applies.
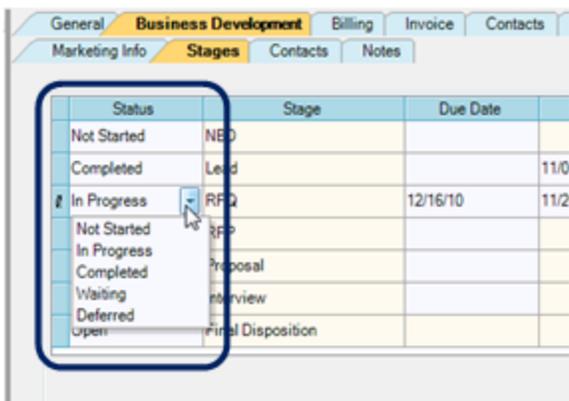
Change due dates, start dates, and completion dates

It's also important to keep your dates accurate as your work proceeds so you always know what's happened so far, and when the next steps will occur. To change dates, click the cell, and enter the new date.

Add, change, or reference notes

You can enter notes for your entire BD project and for each stage.

Enter notes for the entire BD effort

Enter notes for the stage
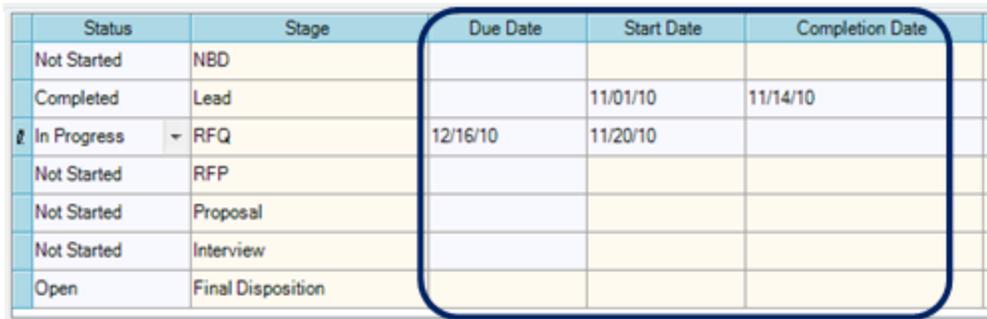
Status	Stage	Due Date	Start Date	Completion Date	Notes
Not Started	NBD				
Completed	Lead		11/01/10	11/14/10	
In Progress	RFQ	12/16/10	11/20/10		Expect final decision on Tue...
Not Started	RFP				
Not Started	Proposal				
Not Started	Interview				
Open	Final Disposition				

Work with your contacts

You can reference or change contact information as you work:

Click the Contacts tab

Reference an email address, etc.

General	Business Development	Billing	Invoice
Marketing Info	Stages	Contacts	Notes

Contact: Portland Public Schools, Dennis Helman

Out of office on Wednesday

Contact:

Contact List

Name	Company	Title
Charles Donaldson	Dawson Developers	Owner
Bryan Evens	Dawson Developers	Billing Clerk
James Foley	Global Blueprinting	AR Clerk
Kathrine French	New Contact	
Adrian Dalton	Portland Public Scho...	Engineer
Jan Green	Portland Public Scho...	Billing Clerk
Dennis Helman	Portland Public Scho...	Director Building Ser...
Gordon Trinton	Sivetz, Trinton and U...	

Close | Select | Edit | New | Copy | Delete | Help

Contact - Dennis Helman

Status: Active

| General | Address | Attachments | Notes |

	First	Middle	Last
Name	Dennis		Helman

Company: Portland Public Schools

Title: Director Building Services

Type: Client

Phone Numbers

503-916-6400

Fax

Email: dennis.helman@portlandps.com

Website:

You can also add a new contact, as needed:

Enter a final outcome

1. 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.

2. In the Final Disposition field below the table, select the reason that you won, lost, or declined the project.

   In this example, you won the work because of the design concept:

3. Do one of the following:

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

Track and analyze your BD efforts

You will learn how to look at past and current BD efforts, review potential workload, and produce customized information for additional detail.

Manage your open BD efforts

Use the BD Progress report to manage your tasks on open BD efforts in a variety of ways. An open BD effort is a BD phase that has a final disposition of Open. You can look forward at future tasks that need to be accomplished and look back on performance and tasks that have already been completed.

You can select options to produce the report in the way that best helps you to analyze the following:

- Projects your firm is pursuing
- Tasks that need to be performed
- Efforts by segments, such as department or market segment (project type)

You can even use the report as a report card of completed tasks.

How to get the most out of it

This report includes contract amounts from the production phases that are linked to BD phases. For the report to contain meaningful data, ensure that you entered contract amounts for the lowest-level production phases.

For a project's BD efforts to appear on the report, the project must have at least one stage that is in progress.

Where to see it

From the ☰ > **Reports** menu, click **Project** > **Business Development** > **BD Progress**.

What it looks like

Evaluate the success of your BD efforts

The Win Rate report is a listing of wins and losses over a period of time, such as the last month, last quarter, or last fiscal year. It provides valuable insight to trends and information that help your firm take action to increase your win rate in the future.

Using the customize options, you can produce the report in different ways. For example, you can analyze performance for the following:

- A certain market segment (project type)
- A department
- An individual (project manager, principal, or marketing contact)

You can also use the Win Rate report for competitive analysis to determine your toughest competitors and the markets where you are losing to them. To do so, select to show only the lost projects and sort by **Awarded to**.

How to get the most out of it

This report includes contract amounts from the production phases that are linked to BD phases. For the report to contain meaningful data, ensure that you entered contract amounts for the lowest-level production phases.

Where to see it

From the ☰ > **Reports** menu, click **Project** > **Business Development** > **Win Rate**.

What it looks like

Win Rate

Accutera Architects
Sort order: Status
Task status to print: Won, Lost, Declined

Dispositions from: 1/1/2011 to 12/31/2011

Thursday, July 14, 2011
Page 1

Status	Project / Phase	Client	Awarded To	Disposition Date	BD Hours	BD Cost	Contract
Won		Pursuits: 1			22.00	646	134,500
04-107	Oakland Heights Medical Clinic						
M03-215	Business Development	Dawson Developers		1/14/2011	22.00	646	134,500
Lost		Pursuits: 1			20.00	661	0
	Cooke County Health Center Parking Structure						
	Business Development	Milwaukie Hospital	Zyget and Fist Architects	1/29/2011	20.00	661	0
		Total Pursuits: 2		Total	42.00	1,307	134,500

Forecast potential workload

Use the Project Workload report to review a factored forecasted amount for work you are currently pursuing.

When working with the BD phase, you enter your percent chance of winning the work (on the Marketing Info subtab of the Business Development subtab). You also link the production phase to the BD phase by selecting the BD phase in the Marketing Phase field on the General subtab. Ajera then calculates the factored amount by multiplying the percent chance of winning (as entered for the BD phase) by the proposed contract amount and hours for the linked production phases.

For example, your firm is trying to win a job that requires 300 hours of work. Your firm is competing against two other firms, and it is a new client for all firms, so you expect you have an even chance of winning: a 1-in-3 chance or 33 percent. That 33 percent appears as roughly 100 hours of potential work on the report. It appears in green so you can easily distinguish projected work from actual work.

When considering just one project, the potential workload projection may seem overweighted; however, when the Project Workload report includes many potential projects, all with different percent chances of winning, this factored amount can provide a realistic forecast of future workload.

Where to see it

From the ⬢ > **Reports** menu, click **Project** > **Project Workload**.

Include potential workload in the report

Click 📊 (**Customize**) and do the following:

- In the Amount Type field, select **Hours**.
- Select the **Include marketing effort** check box. (**unavailable in ajeraCore**)

What it looks like

Project Workload

Project	Description	Status	Start Date	End Date	% Chance to win	Labor Budget	Remaining as of 7/14/2011	Jul - 11	Aug - 11	Sep - 11	Oct - 11	Nov - 11	Dec - 11
03-121	Glison Lofts	A	12/5/2010			0.0	-728.0	0.0	0.0	0.0	0.0	0.0	0.0
03-138	Highland Shopping Center	A	1/6/2011	7/29/2011		1,573.0	13.1	36.0	0.0	0.0	0.0	0.0	0.0
03-148	Wilson Elementary School	A	1/23/2011	6/10/2011		682.0	-56.0	0.0	0.0	0.0	0.0	0.0	0.0
03-152	Lightrail Expansion - Irvington	A	2/21/2011	11/25/2011		1,620.0	1,058.0	145.3	264.3	328.4	164.6	132.8	0.0
04-107	Oakland Heights Medical Clinic	A	3/20/2011	9/2/2011		935.0	561.0	367.1	144.8	12.2	0.0	0.0	0.0
04-110	Milwaukie Hospital Landscape	A	5/2/2011			700.0	408.5	0.0	0.0	0.0	0.0	0.0	0.0
04-115	Stephenson Estate Kitchen	A	5/23/2011	7/18/2011		397.0	273.0	273.0	0.0	0.0	0.0	0.0	0.0
04-227	Haven Street Garage	P				0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
M04-163	Virginia Avenue Business Park	P	5/1/2011	6/14/2012		696.1	696.1	34.1	78.8	79.8	123.6	109.1	149.7
	Report Total					6,603.1	2,225.7	855.4	488.4	420.5	288.2	241.9	149.7

Look at more detail for BD phases and marketing stages (optional)

You can produce these inquiries to look at more detail for BD phases and marketing stages. As with all inquiries, you can customize the information by adding and deleting columns, as needed.

These inquiries contain detailed information in a format that is easy to print.

BD Phase inquiry

From the ⊜ > **Reports** menu, click **Standard Inquiries** > **Project** > **Business Development** > **BD Phase**.

BD Phase

This detail inquiry generates a large amount of data and is not intended to be useful when viewed in its entirety. Link to this inquiry or set conditions to limit the information it contains.

Phase ID & Description	BD - Description	BD - Client Description	Project Manager	Project Type	Department	Next Task Date	Hours Budget	Hours Worked
03-138 Highland Shopping Center								
M03-162 Business Developme	Business Development	Anderson Const	Mary Boyle	Commercial	Architectural			25.00
M04-073 Add'l Service Busine	Add'l Service Business D	Wyatt and Hart	Mary Boyle	Commercial	Architectural	05/27/11		
04-107 Oakland Heights Medical Clinic								
M03-215 Business Developme	Business Development	Dawson Develo	Mary Boyle	Medical Facilities	Architectural		24.00	22.00
Cooke County Health Center Parking Structure								
Business Development	New Parking Structure f	Milwaukie Hosp	Mary Boyle	Medical Facilities	Architectural		20.00	20.00
M04-163 Virginia Avenue Business Park								
M04-092 Business Developme	Virginia Avenue Busines	Dawson Develo	Kris Kingsley	Commercial	Architectural	05/01/11	24.00	

Marketing Stage inquiry

From the ⊜ > **Reports menu, click Standard Inquiries** > **Project** > **Business Development** > **Marketing Stage**.

Marketing Stage

This detail inquiry generates a large amount of data and is not intended to be useful when viewed in its entirety. Link to this inquiry or set conditions to limit the information it contains.

Stage Description	Stage Long Description	Status	Due Date	Start Date	Completion Date	Notes
03-138 Highland Shopping Center						
M04-073 Add'l Service Business Development						
NBD	New Business Developm	Completed		04/23/11	05/01/11	
Lead	Lead	Not started				
RFQ	Request for Qualification	Completed	05/30/11	04/23/11	05/27/11	
RFP	Request for Proposal	In-progress	06/20/11	05/22/11		
Proposal	Proposal	Not started				
Interview	Interview	Not started				
Final Disposition	Final Disposition	Open				
M03-162 Business Development						
NBD	New Business Developm	Completed		04/17/10	05/29/10	
Lead	Lead	Completed		04/17/10	04/21/10	
RFQ	Request for Qualification	Completed	06/14/10	05/06/10	06/04/10	
RFP	Request for Proposal	Completed	07/04/10	05/22/15	07/09/10	
Proposal	Proposal	Completed	08/14/10	06/29/10	08/03/10	
Interview	Interview	Completed		09/05/10	09/05/10	
Final Disposition	Final Disposition	Won			09/28/10	
04-107 Oakland Heights Medical Clinic						
M03-215 Business Development						
NBD	New Business Developm	Not started				
Lead	Lead	Completed		09/28/10	10/14/10	

Updating clients and contacts

Clients

About clients

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

Changing a client

To change a client

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

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

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

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

    If you do not want to create finance changes on any of this client's outstanding balances, clear this check box. Otherwise, you are able to create finance charges for this client in Manage > Finance Charges.
11. If you selected the **Create finance charges** check box, enter the percentage rate you want to charge this client if different from the general rate you set up on the ☰ > Setup >Company > Preferences > Billing tab.

12. The Prepayment Beginning Balance field appears until you finish working with your beginning balances. Enter or change the amount of prepayments for this client, as needed.

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

13. As needed, enter an **Account ID** associated with this client.

14. As needed, change the phone numbers and fax number for the contact. To the right of each number is the description for it, which you can also change.

15. As needed, change the email and website address for the client.

16. Click the **Address** tab to change address information for the client. To enter a mailing address that is different from the address you just entered, clear the **Same as address** check box. Type the mailing address.

17. Click the **Contacts** tab. Change or enter up to twenty contacts for this client. In the Notes field to the right of each contact name, enter or change the description or any notes about the contact. See Setting up contacts to add a new contact.

18. Click the **Attachments** tab, and change the attachment information, as needed.

19. Click the **Notes** tab to enter or change any notes about the client.

20. Click **Save**.

21. Click **Close**.

Copying a client, vendor, employee, or contact

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

To copy a client, vendor, employee, or contact

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

Deleting a client, vendor, or contact

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

To delete a client, vendor, or contact

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

Inactivating a client, vendor, or contact

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

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

Contacts

About contacts

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

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

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

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

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

Where contact information appears

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

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

Printing contact information

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

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

Changing a contact

To change a contact

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

General tab

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

Field	Description
Email	An email address for the contact
Website	The contact's website address

Address tab

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

Attachments tab

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

Notes tab

This tab contains any notes about the contact.

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

Copying a client, vendor, employee, or contact

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

To copy a client, vendor, employee, or contact

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

4. Click **Save**.

5. Click **Close**.

Deleting a client, vendor, or contact

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

To delete a client, vendor, or contact

1. From the ☰ > **Setup** menu, click **Clients**, **Vendors**, or **Contacts**.

2. Click the you want to delete, and click the **Delete** button.

3. Click **Yes** to delete it.

4. Click **Close**.

Inactivating a client, vendor, or contact

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

1. From the ☰ > **Setup** menu, click **Clients**, **Vendors**, or **Contacts**.

2. Click the item in the list that you want to make inactive, and click **Edit**.

3. In the Status field, select **Inactive**.

4. Click **Save**.

5. Click **Close**.

Managing Business Development

About Business Development

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

- It's all in one centralized location - the Project Command Center - where you can give your staff the level of access that's right for them.
- You enter all the information you need for a potential project one time, and should you win the work, that information is ready for you to begin working on and billing the project.
- You can easily track the progress of a potential project every step of the way - from the lead to the final disposition.
- Your BD efforts become part of Ajera's dynamic data engine, where reports and inquiries give you instant access to the analytics you need.

Setting up BD

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

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

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

To set up BD, do the following:

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

Managing BD efforts

When you work with BD, you do the following:

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

Common marketing stages

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

Marketing stage	Long description	Definition
NBD	New Business Development	A firm's general pursuit of clients so as to be considered in the selection process for future projects
Lead	Project Lead	A firm's pursuit of a client regarding work on a specific project
RFQ	Request for Qualifications	Often a first step in a formal selection process where a client requests information about a firm's general qualifications to perform work on a potential project It typically does not list the scope of work or request a fee proposal, fees, or proposed project team information. Firms often respond to RFQs with standard brochure-type materials. This stage most often has a firm due date associated with it.
RFP	Request for Proposal	Request for firms to supply relevant experience and detailed information (such as a fee proposal, schedule, scope of work, project approach, team member resumes and consultants) for the delivery of the project A project owner sends an RFP to a shortlist of qualified firms. The RFP can be the first step in the selection process, or it can follow the RFQ. This stage most often has a firm due date associated with it.
Proposal	Proposal Submitted - Awaiting Action	Time period when the proposal due date has passed and the firm is waiting to hear a decision about the next step, such as an interview for the selection process
Interview	Shortlisted for Client Interview	The presentation that may be the final stage of a formal selection process. A project owner selects a short list of firms from the proposals received to present their pitch for the project. This stage most often has a firm due date associated with it.
Final Disposition	Won, Lost, or Declined	The outcome of a firm's marketing efforts for a potential project

Common marketing final dispositions

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

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

- Fee
- Qualifications/Experience
- Project Team
- Project Approach/Schedule
- Design Concept

- Existing Client Relationship
- Other - See Notes

Changing stages and dispositions

Changing a marketing stage

Note:	You cannot change the Final Disposition marketing stage.

To change a marketing stage

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**.

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**.

Changing 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:

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

8. Click **Save**.

Deleting a BD projects

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

To delete a BD project

1. From the ☰ > **Manage** menu, click **Project Command Center**.

2. In the project list at the top of the window, click the BD project you want to delete, and click the **Delete** button.

3. Click **Yes** to delete the project.

4. Click **Save**.

Producing BD reports and inquiries

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

Reports

Use these reports as follows:

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

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

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

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

Inquiries

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

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

This inquiry	Contains
Stage	a BD phase [Click here for a list of predefined columns](#) that you can add to the Marketing Stage inquiry.

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. Now, to make any changes to the timesheet, the employee must first unsubmit it.
Approve	A supervisor/manager approves the time that the employee entered. The timesheet appears as Approved in timesheet lists. The timesheet can no longer be changed unless it is unapproved first.
Reject specific hours	When approving a timesheet, the supervisor/manager can reject specific hours and optionally add any comments. If a timesheet has any rejected hours, the timesheet appears as Time Rejected in timesheet lists. The employee must correct the time and submit the timesheet again. The rejected hours appear in bold type on the timesheet for the employee to review or change them.
Reject	The supervisor/manager rejects the entire timesheet. The timesheet appears as Time Rejected in the timesheets list. The employee must correct and submit the timesheet again. Rejected time cannot be billed or paid.
Unsubmit	An employee decides a timesheet is not ready for approval after all. An employee can change a timesheet if it has not yet been approved. However, an employee cannot change any time on the timesheet that has already been billed or

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:

To enter	Do this
Direct or project time	1. In the table at the top of the window, enter a project, phase, and then activity. [Multi-company only.](#) If you enter time to a project that your company is not responsible for, Ajera creates intercompany entries. Be sure to [reconcile your intercompany accounts](#) regularly. > **Note:** For more information about the project, phase, or activity , click 📊 (**Customize**) after clicking 🔳. 2. Type the hours you worked on the project/phase/activity for each day of the week. 3. If notes are required on the timesheet, a Notes window appears when you leave a timesheet cell. If you do not enter notes in that window, Ajera clears the time you just entered. 4. Repeat these steps for each project/phase/activity you need to enter time for.
Overhead or nonproject time	1. In the table in the middle of the window, type the hours in the cell that correspond to the type of overhead and day of the week for the time you want to enter. 2. If notes are required on the timesheet, a Notes window appears when you leave a timesheet cell. If you do not enter notes in that window, Ajera clears the time you just entered.

> **Note:** You can also enter hours using the timer. You can [use the timer to track start/stop times](#), or you can [use the timer without tracking start/stop times](#).
>
> When you click or tab to a cell, the Hours Detail table at the bottom of the window displays any detail for that cell.

6. If you worked overtime or other premium time:

   - In the table for direct time or overhead time, click the applicable cell.
   - In the Hours Detail table, type the overtime or premium time hours. The cell in the table for direct time or overhead time is outlined in red to show it is where you are currently entering time.
   - In the Hours Detail table, change the regular hours, if needed, so the total number of hours you worked for that project/phase/activity on that day is correct.
   - If notes are required on the timesheet, enter them into the Notes field in the Hours Detail table. If you leave the Notes field without entering notes, a window appears reminding you that notes are required.

   When you move out of a row in the Hours Detail table, the total number of hours appears in the cell in the table for direct time or overhead time. A plus sign (+) also appears to indicate that the cell total contains different types of hours in addition to regular time.

7. To attach a note for hours you worked:

   - In the table at the top or in the middle of the window, click the applicable cell.
   - In the Hours Detail table, [enter notes](#) in the applicable cell.

   A note symbol ≈ appears in the cell in the table at the top of the window to indicate that notes are attached.

8. If you enter a row by mistake, do one of the following:
   - Click the row, click the **Delete** button, and click **Yes** to delete it.
   - Right-click the row, click **Delete Row**, and click **Yes** to delete it.
9. If you need to clear the contents of a timesheet cell, right-click the cell, click **Clear contents**, and click **Yes** to clear the contents of the cell.
10. Do one of the following:
    - If you are not ready to submit the timesheet, click **Close**. You can open it later. Ajera saves it under its week ending date.
    - If you are finished with the timesheet and want to send it for approval, click the **Submit** button. Once you submit a timesheet, you can no longer change it unless you unsubmit it. Click **Close**.

Submitting a timesheet

Submit a timesheet if you are finished entering the timesheet and want it approved. Once you submit a timesheet, you can no longer change it unless you unsubmit it.

If you are already viewing the timesheet, just click the **Submit** button.

To submit a timesheet

1. From the ☰ > **Manage** menu, click **Time & Expense**.
2. Click the **My Timesheets** tab.
3. Submit the timesheet in one of the following ways:

To submit it	Do this
Without reviewing it first	Click the timesheet, and click the **Submit** button.
After reviewing it	1. Click the timesheet you want to submit, and click **Edit**. 2. Review the timesheet, and make changes if needed. 3. Click the **Submit** button.

Printing a timesheet

Print a timesheet if you need a report of the entered time.

To print a timesheet

1. From the ☰ > **Manage** menu, click **Time & Expense**.
2. Click one of the following tabs:
   - **My Timesheets**, if you want to print your own timesheet.
   - **Timesheets by Employee**, if you have Administrator privileges and want to print someone else's timesheet.
3. Double-click the timesheet you want to print.
4. Click the **Print** button. A preview of the timesheet report appears.
5. Click 🖨 in the report toolbar.

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.

> **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:

    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**.

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 ![icon] (**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:

Changing a timesheet

After you submit a timesheet, you can no longer change it unless you unsubmit it or your supervisor/accounting manager rejects any time on it.

After hours are paid or billed, you can add notes but you cannot change the hours.

To change a timesheet

1. From the ☰ > **Manage** menu, click **Time & Expense**.
2. Click the **My Timesheets** tab. In the table, you can choose to:
    - View the sort order or appearance of columns differently.
    - Add optional columns to see additional information. Click 📊 (**Customize**), click the columns you want to add, and click **OK**.

Column	Description
Submitted	Indicates if the timesheet was submitted
Time rejected	Indicates if any time on the timesheet was rejected
Supervisor approved	Indicates if the supervisor approved the timesheet
Project manager approved	Indicates if the project manager approved the timesheet
Accounting approved	Indicates if the accounting manager approved the timesheet
Target billable %	Lists the targeted billable percent
Actual billable %	Lists the actual percent billable
Paid	Indicates if payroll has been processed for the employee
Regular	Indicates total regular hours on the timesheet
Overtime	Indicates total overtime hours for each overtime type set up in ☰ > **Setup** > **Company** > **Payroll** > **Pays**.

- Change which timesheets appear in the table. Click 🔽 (**Change View**), enter the following information, and click **OK**.

To view timesheets	Do this
For a certain period	In the Date Range field, click the date or time period you want to view timesheets for. To choose a range of dates, click **Select Dates** and then enter the beginning and ending dates in the fields that appear to the right.
Show only my employees	This option only appears if you are set up as an accounting manager, who by default sees all employees. Select the **Show only my employees** check box to see only your own direct reports instead of a list of all employees.

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.

Column	Description
Billed	View if the time has been billed.
Paid	View if payroll has been processed for the employee.

5. Make changes as needed:

To change	Do this
The project, phase, or activity	Either begin to type it or click [⋯]. Multi-company only. If you select a project that is not linked to your company, Ajera creates intercompany entries.
Hours for direct time	In the table at the top of the window, change the hours in the applicable cell.
Hours for overhead	In the table in the middle of the window, change the hours for the applicable cell.
Overtime or other premium time	1. In the table at the top or in the middle of the window, click the applicable cell. 2. In the Hours Detail table, change the overtime or premium time hours. 3. In the Hours Detail table, change the regular hours, if needed, so the total number of hours you worked for that project/phase/activity on that day is correct. A plus sign + appears in a cell to indicate that the cell total contains different types of hours in addition to regular time.
Notes	1. In the table at the top or in the middle of the window, click the applicable cell. 2. In the Hours Detail table, enter notes in the Notes column for the hours you want to annotate. A note symbol ≋ appears in the cell in table at the top of the window if notes are attached.

6. To delete a row in the table at the top or middle of the window, do one of the following:
   - Click the row, click **Delete**, and click **Yes** to delete it.
   - Right-click the row, click **Delete row**, and click **Yes** to delete it.

7. To clear the contents of a timesheet cell, right-click the cell, click **Clear contents**, and click **Yes** to clear the contents of the cell.

8. Do one of the following:
   - If you are not ready to submit the timesheet, click **Close**. You can open it later. Ajera saves it under its week ending date.
   - If you are finished with the timesheet and want to send it for approval, click **Submit**. Click **Close**.

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**.

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.
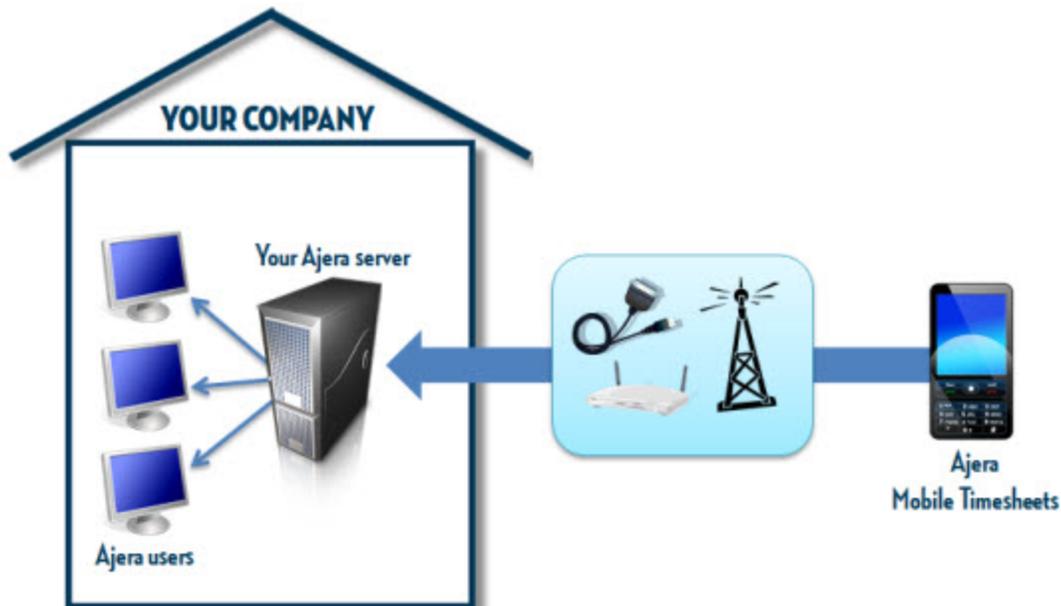
Learn how to:

- [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)

 displays time entered; drop-down arrow displays on-screen keyboard

Entering time...
For a project

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.

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.

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.

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?

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:

Column	Description
For a certain period	In the Date Range field, click the date or time period you want to view timesheets for. To choose a range of dates, click **Select Dates** and then enter the beginning and ending dates in the fields that appear to the right.
Company	Multi-company only. Select to view timesheets only for the selected company.
Show only my employees	This option only appears if you are set up as an accounting manager, who by default sees all employees. Select the **Show only my employees** check box to see only your own direct reports instead of a list of all employees.
Show multilevel employees	This option only appears if you are set up as a supervisor, not as an accounting manager, and your company preferences are set up to allow multilevel timesheet approval (⊜ > Setup > Company > Preferences > Time & Expense Entry tab). Select the **Show multilevel employees** check box to see employees who report directly to you and those employees who report to supervisors who report to you.
For a specific employee	In the Employee field, enter the name.
If submitted	In the Submitted field, make a selection. You can choose to see only timesheets that were submitted, not submitted, or all timesheets.
If supervisor approved	In the Supervisor Approved field, make a selection. You can choose to see only timesheets that were approved by the supervisor, not approved, or all timesheets.
If accounting approved	In the Accounting Approved field, make a selection. You can choose to see only timesheets that were approved by accounting, not approved, or all timesheets.

4. Click the timesheet you want to approve. If you want to approve it without looking at it, click **Approve**. Otherwise, click **Edit** and follow the remainder of these instructions.

5. If needed, add optional columns to see additional information.

   Click 📊 (**Customize**), select the columns you want to add, and click **OK**.

Column	Description
Direct time table at top of window	
P (Project manager approved)	Indicates if a project manager approved the time. The column on the window is titled P for Project Manager Approved.
Employee type	View the employee type.

Column	Description
Hours Detail table	
Manager notes	View or change manager notes.
Rejected by	View who rejected the timesheet.
Rejected date/time	View the date and time the timesheet was rejected.
Project manager approved by	View the project manager who approved the timesheet.
Project manager approved date/time	View the date and time that the project manager approved the timesheet.
Start/stop time	View the starting and ending time for time counted with the timer.
Billed	View if the time has been billed.

6. If you do not want to approve certain hours on the timesheet, do one of the following:

- Change the hours for your employee, if allowed through your company preference settings.
- Reject the time, as follows, so the employee can review and change the timesheet.

To reject time for	Do this
A row	Click the first cell on the left of the row, and then right-click and click **Reject Row**.
A cell	Click the cell, and then right-click and click **Reject**.

The hours for rejected time appear in **bold type** to indicate that you rejected them. When you reject time, Ajera enters it on the client invoice with a status of Hold.

If you reject time for a row or cell by mistake, simply right-click and click the **Reject** option again.

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

The time can be corrected in one of the following ways:

To correct time as	Do this
The employee	Delete the rejected hours, click **Save**, make changes as needed and re-enter the hours, and submit the timesheet again.
The supervisor/ accounting manager	If your company preferences for time and expense entry are set up to permit it, make changes as needed. You can always submit or unsubmit a timesheet by right-clicking a timesheet on the Timesheet List window and clicking **Submit**.

7. To enter any manager notes or comments for a cell, do the following:

- If the Manager Notes column does not appear in the Hours Detail table, click (**Customize**), select the **Manager notes** check box, and click **OK**.

- Click the cell in the table at the top or middle of the window that you want to enter notes for.
- In the Manager Notes cell in the Hours Detail table, enter your notes.

8. Do one of the following:

To	Do this
Approve as a supervisor	Select the **Supervisor Approved** check box, and click **Close**.
Approve as an accounting manager	Select the **Accounting Approved** check box, and click **Close**.
Not approve the timesheet	Click **Close**.

Unapproving a timesheet

If you have already approved a timesheet but no longer want it approved, you can unapprove it. The supervisor/accounting manager can make changes to the timesheet if is set up to allow it. Otherwise, the employee must review and change the timesheet. However, any time that has already been billed or paid can no longer be changed.

To unapprove a timesheet

1. From the ☰ > **Manage** menu, click **Time & Expense**.
2. Click the **Timesheets by Employee** tab.
3. Unapprove the timesheet as follows:

To	Do this
Not see the timesheet first	1. Click the **Unapprove** button. 2. Clear the **Supervisor approved** or **Accounting approved** check box. Click **OK**.
See the timesheet first	1. Click the timesheet you want to unapprove and click the **Edit** button. 2. Clear the **Supervisor approved** or **Accounting approved** check box. 3. Click **Close**.

4. Click **Close**.

Rejecting time

If you do not want to approve certain hours on the timesheet, do one of the following:

- Change the hours for your employee, if allowed through your company preference settings.
- Reject the time, as follows, so the employee can review and change the timesheet.

To reject time for	Do this
A row	Click the first cell on the left of the row, and then right-click and click **Reject Row**.
A cell	Click the cell, and then right-click and click **Reject**.

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

> **Note:** If you reject any hours on a timesheet, you cannot approve the timesheet. Ajera automatically unapproves and unsubmits it.

The time can be corrected in one of the following ways:

To correct tie as	Do this
The employee	Delete the rejected hours, click **Save**, make changes as needed and re-enter the hours, and submit the timesheet again.
The supervisor/ accounting manager	If your company preferences for time and expense entry are set up to permit it, make changes as needed. You can always submit or unsubmit a timesheet by right-clicking a timesheet on the Timesheet List window and clicking **Submit**.

Approving time as a project manager

To approve time as a project manager

1. View the time for the project.
2. Click the row you want to approve, and click **Approve**.

   > **Note:** To unapprove time that you already approved, click **Unapprove**.

3. To reject time, click **Reject**. If you reject time by mistake, right-click the row and click **Reject**.

   When you reject time, the timesheet is marked as *Time Rejected* on the employee's timesheet list. The employee must correct the time and submit it for approval again.

   > **Note:** To reinstate rejected time, click **Unreject**. The timesheet returns to a state of waiting for approval.

4. Click **Close**.

Viewing an employee timesheet

To view an employee timesheet

1. From the ☰ > **Manage** menu, click **Time & Expense**.
2. Click the **Timesheets by Employee** tab.
3. In the table, you can choose to:

   - Add optional columns to see additional information:

Company	Multi-company only. The company the employee works for
First name	First name of the employee
Middle name	Middle name of the employee
Last name	Last name of the employee
Submitted	Indicates if the timesheet was submitted
Time rejected	Indicates if any time on the timesheet was rejected
Supervisor approved	Indicates if the supervisor approved the timesheet
Project manager approved	Indicates if the project manager approved the timesheet
Accounting approved	Indicates if the accounting manager approved the timesheet
Target billable %	Lists the targeted billable percent: Billable percent = (billable hours / hours on timesheet) x 100.00
Actual billable %	Lists the actual percent billable: Billable percent = (billable hours / hours on timesheet) x 100.00
Paid	Indicates if client has paid for the time

   - Click 📊 (**Customize**), select the columns you want to add, and click **OK**.
   - View the sort order or appearance of columns differently.
   - Change which timesheets appear in the table:

     Click 🔽 (**Change View**) and enter information as follows:

To view timesheets	Do this
For a certain period	In the Date Range field, click the date or time period you want to view timesheets for. To choose a range of dates, click **Select Dates** and then enter the beginning and ending dates in the fields that appear to the right.
Company	Multi-company only. Select to view timesheets only for a specific company.
Show only my employees	This option only appears if you are set up as an accounting manager, who by default sees all employees. Select the **Show only my employees** check box to see only your own direct reports instead of a list of all employees.
Show multilevel employees	This option only appears if you are set up as a supervisor, not as an accounting manager, and your company preferences are set

To view timesheets	Do this
	☰ > Setup > Company > Preferences > Time & Expense Entry tab). Select the **Show multilevel employees** check box to see employees who report directly to you and those employees who report to supervisors who report to you.
For a specific employee	In the Employee field, begin typing the name or click ⬚.
If submitted	In the Submitted field, click the arrow ▫ and make a selection. You can choose to see only timesheets that were submitted, not submitted, or all timesheets.
If supervisor approved	In the Supervisor Approved field, click the arrow ▫ and make a selection. You can choose to see only timesheets that were approved by the supervisor, not approved, or all timesheets.
If accounting approved	In the Accounting Approved field, click the arrow ▫ and make a selection. You can choose to see only timesheets that were approved by accounting, not approved, or all timesheets.

> **Note:** Accounting managers can view timesheets for all employees. A supervisor can view timesheets for an employee when selected as the supervisor for the employee in Setup > Employees.

4. Click the timesheet you want to view, and click the **Edit** button.
5. If needed, add optional columns to see additional information:

   Click 📊 (**Customize**), select the columns you want to add, and click **OK**.

Column	Description
Direct time table at top of window:	
P (Project manager approved)	Indicates if a project manager approved the time. The column on the window is titled P for Project Manager Approved.
Employee type	View the employee type
Hours Detail table:	
Manager notes	View or change manager notes
Rejected by	View who rejected the timesheet
Rejected date/time	View the date and time the timesheet was rejected
Project manager approved by	View the project manager who approved the timesheet
Project manager approved date/time	View the date and time that the project manager approved the timesheet

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.

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**.

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.
	Now, to make any changes to the expense report, the employee must first unsubmit it. However, the supervisor or accounting manager can change a submitted expense report if their company preferences for time and expense entry are set up to permit it.
	Ajera processes the expense report unless company preferences for time and expense entry require supervisor or accounting approvals before processing.
Approve	The supervisor/accounting manager approves the expense report submitted by the employee. The expense report appears as Approved on the expense report list.
	Ajera processes the expense report after the supervisor, accounting manager, or both approve the expense report (depending on approval requirements set up in company preferences for time and expense entry).
Reject	The supervisor/accounting manager rejects an item in the expense report.
	The expense report appears as Expense Rejected on the expense report list. The employee must correct and submit the expense report again.

When this occurs	This happens
Unsubmit	The employee decides the expense report is not ready for approval after all.
	An employee can change the expense report if it has not yet been approved or processed.
Unapprove	A supervisor/accounting manager decides not to approve the expense report after all.
	You can unapprove an expense report only if:
	• It was not yet approved by all the required approvers (as set up in ⊜ > Setup > Company > Preferences > Time & Expense Entry tab).
	Note: If you required only Supervisor or Accounting approval, and the expense report is approved, you cannot unapprove it.
	• It has not yet been processed.
	About changing a processed expense report
Delete	You cannot delete an expense report after it is submitted.
Processing	Ajera creates a vendor invoice for the non-credit card entries, reflects the credit card entries on the bank register, and makes entries available in client invoices. It also reflects the changes on reports and financials.
	Note: Ajera bases the accounting date on the transaction date.
	When Ajera processes the expense report depends on how your approvals are set up in company preferences for time and expense entry:
	• If you do not require any approvals, Ajera processes the expense report when the employee submits it.
	• If you require only the supervisor or accounting to approve the expense report, Ajera processes it after that approval is made.
	• If you require both supervisor and accounting approvals, Ajera processes the expense report only after both the supervisor and accounting manager approve it.
	After Ajera processes the expense report, you cannot unapprove it.
	If you use multi-company, Ajera makes entries based on the employee's company, transaction type, and payment method. For more information, see About expense reports with multi-company.
	About changing a processed expense report

About expense reports with multi-company

About multi-company

To keep financial information separate, the setup of each employee, project, and bank account and credit card is linked to a company. When you enter an expense report, Ajera associates each transaction to its corresponding employee, project, or credit card.

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

To enter an expense report

1. From the ☰ > **Manage** menu, click **Time & Expense**.

2. Click the **My Expenses** tab.

3. Click the **New** button.

4. In the beginning and ending date fields, enter the first and last date of expenses you are including on this report. Ajera uses the ending date as the date of the vendor invoice that it produces for this expense report.

5. Click **OK**.

6. Your name appears in the Employee field.

7. Type a short description of the expenses on this report. To enter a more lengthy description, enter your notes in the Notes field.

8. Review the report dates above the table to be sure they are correct, and change them as needed.

9. If you received an advance payment for the expenses you are reporting on this expense report, enter the amount in the Advance Amount field. Ajera uses the expense report ending date as the date of the advance transaction on the vendor invoice.

Example :	Your company issues you an employee advance of $500 for a weeklong conference. On your daily expense report, you enter the portion of the $500 advance spent that day.

10. If you enter an amount in the Total Amount field, as you enter expenses, Ajera displays the remaining amount. If you do not enter an amount, Ajera calculates it for you as you add expenses.

11. Complete one row of the table for each expense you want to enter:

For	Do this
Date	Enter the date of the expense.
Project	If the expense is associated with a project, enter that project. Do not enter a project if this is a personal expense.
Phase	If the expense is associated with a particular phase of a project, enter that phase. Do not enter a phase if this is a personal expense.
Expense Item	Select the type of the expense.
Payee	Type the name of the recipient for the payment you made.
Units	If you are entering a unit expense, type the number of units. For example, if you are entering an expense for gas mileage, you would enter the number of miles you drove.
Unit Rate	If you entered a unit, Ajera enters the unit rate and amount for you, based on the type of expense item you selected. You can change the rate, if needed. For example, if you are entering an expense for gas mileage, and your company reimburses you for 48.5 cents a mile, you would enter that amount here.

For	Do this
	Note: If you change a unit rate, and then want to change it back to the rate Ajera calculated for you, click the cell, and then click the **Reset** button.
Amount	Enter the amount of the expense. If you entered units, Ajera calculates the amount for you, which you can change.
Reference	Use this field to group and summarize similar items on the credit card bank register. Enter any number on more than one expense item for those items to be grouped together. For example, on your credit card, you have separate charges for the hotel room and for parking at the hotel. On your expense report, you enter **H100** as a reference number for both the room charges expense item and the parking expense item. If the expense is to be reimbursed on a vendor invoice, this field is for reference only on the expense report.
Credit Card	If you charged the expense on a company credit card, select the credit card. **Note:** If you want an employee to view or edit this column, select the **Use expense reports** check box on the Setup > Employees > Time & Expense Entry tab and select at least one credit card in the credit card fields.
Personal Expense	Select this check box if this is a personal expense and you charged it on a company credit card. Ajera then enters the expense as a negative distribution on the vendor invoice for the expense report.
Notes	Enter any notes about the expense report.

12. Add these optional columns to the table, as needed:

Column	Description
Import	Click the ⋯ to open a list of import items. You can only select one item to associate with an expense report row.
Attachments	Any attachments related to the item You can click the attachments icon in the table to add, change, or open attachments. The column displays [icon] if there are no attachments, and [icon] 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.

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. - Select **Supervisor** to list expense reports that your supervisor approved, expense reports not approved, or both. - Select **Accounting** to list expense reports that accounting approved, expense reports not approved, or both.

    - Add optional columns to see additional information about the expense reports. Click ▥ (**Customize**), click the columns you want to add, and click **OK**.

Column	Description
Submitted	If selected, it indicates the employee submitted the expense report.
Advance	The amount of any advance given to the employee as reported on the expense

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:

Field	Description
Date	The date of the expense
Project	The project associated with the expense - Do not enter a project if this is a personal expense.
Phase	The phase associated with the expense - Do not enter a phase if this is a personal expense.
Expense Item	A description of the expense
Payee	The recipient of the payment you made for the expense
Units	If units are associated with the expense, the number of units For example, if you are entering an expense for gas mileage, you would enter the number of miles you drove.
Unit Rate	If units are associated with the expense, the amount your company will reimburse you for each unit If you change any of the unit rates, and then want to change all the unit rates back to the rate Ajera calculated for you, click **Reset**.
Amount	The amount of the expense
Reference	Number used to group and summarize similar items on the credit card bank register For example, on your credit card, you have separate charges for the hotel room and for parking at the hotel. On your expense report, you enter **H100** as a reference number for both the room charges expense item and the parking expense item. If the expense is to be reimbursed on a vendor invoice, this field is for reference only on the expense report.
Credit card	If you charged the expense on a company credit card, the credit card you used **Note:** After you enter an amount, the Credit Card field becomes available for entry.
Personal expense	Select this check box if this is a personal expense and you charged it on a company credit card. Ajera then enters the expense as a negative distribution on the vendor invoice for the expense report.
Optional columns:	
Attachments	Any attachments related to the item You can click the attachments icon in the table to add, change, or open attachments. The column displays 📎 if there are no attachments, and 📎 if there are attachments.

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.

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** .
	2. Review the report, and make changes if needed.
	3. Click the **Submit** button.

> **Note:** You can unsubmit an expense report only if your company requires approvals (⬛ > Setup > Company > Preferences > Time & Expense Entry tab).

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).

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.

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.

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.

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.

	Report	Financial Statement Designer	Inquiry
What is it best for?	Easily review standard information in a common format and organization.	Produce financial reports.	Customize information that exists in standard reports. Research or analyze information, perhaps for problem solving, that is not available in any reports.
Which financial reports are available?	Balance Sheet Company Budget Journal Entries Ledger Profit and Loss Statement Sales Tax Preparation Trial Balance	Balance Sheet (template) Company Budget (you can create it) Key ratios (you can create it) Profit and Loss Statement (template) Statement of Cash Flow (template)	
Customization?	Options available through 📊 (**Customize**) on the report. You can also import custom reports designed in Microsoft SQL Server Reporting Services 2005.	Many options for determining content and organization	Many options for determining content and organization
Where do you find it?	From the main menu, click ☰ > **Reports**. Additional project reports are available through ☰ > Manage > Project Command Center.	From the main menu, click ☰ > **Reports** > **Financial** > **Financial statements**. If your security settings allow it, you can also click ☰ > **Reports** > **Manage Financial Statements** > **Designs**.	From the main menu, click ☰ > **Reports** > **Standard Inquiries**.

Standard reporting or customization

Ajera contains a comprehensive set of standard reports designed to meet the needs of architectural and engineering firms. Many of these reports may be exactly what you need.

However, based on specific business needs, your firm may need something slightly different or very different from the standard reports. In these situations, Ajera offers the following:

- The ability to import custom reports that you or a consultant create using Microsoft SQL Server Reporting Services 2005

- Inquiries
- Financial statements that you create through the Financial Statement Designer

You will find that many standard reports are also available as standard inquiries. Many firms like to use inquiries when they want specific content that is not available in a standard report.

Financial reporting

In Ajera tasks, you use standard reports, inquiries, and the Financial Statement Designer to review financial information.

Review this information	Here
Financial statements such as balance sheets, profit and loss statements, and statements of cash flow	From the ☰ > **Reports** menu, click **Financial** > **Financial statements**. If your security settings allow you to create and manage financial statements (as set on the ☰ > Setup > Company > Roles > General tab): • To create or preview statements, from the ☰ > **Reports** menu, click **Manage Financial Statements** > **Designs**. • To create and manage financial statement groups, from the ☰ > **Reports** menu, click **Manage Financial Statements** > **Groups**.
Company Budgets report Journal Entries report Sales Tax Preparation report Trial Balance report	From the ☰ > **Reports** menu, click **Financial**.

Let's take a quick look at the financial reporting solutions.

Financial statements

You use the Financial Statement Designer to produce financial statements such as:

- Balance sheets
- Profit and loss statements
- Statements of cash flow
- Company budgets
- Key ratios
- Other financial statements needed by your firm

In addition, you can create statement groups to share financial statements with others and bundle several statements together for easy distribution and review. You'll learn more about statement groups in Prepare it for distribution.

Ajera provides templates for the following financial statements so you can either produce a statement more quickly or begin customizing a statement more easily:

- 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
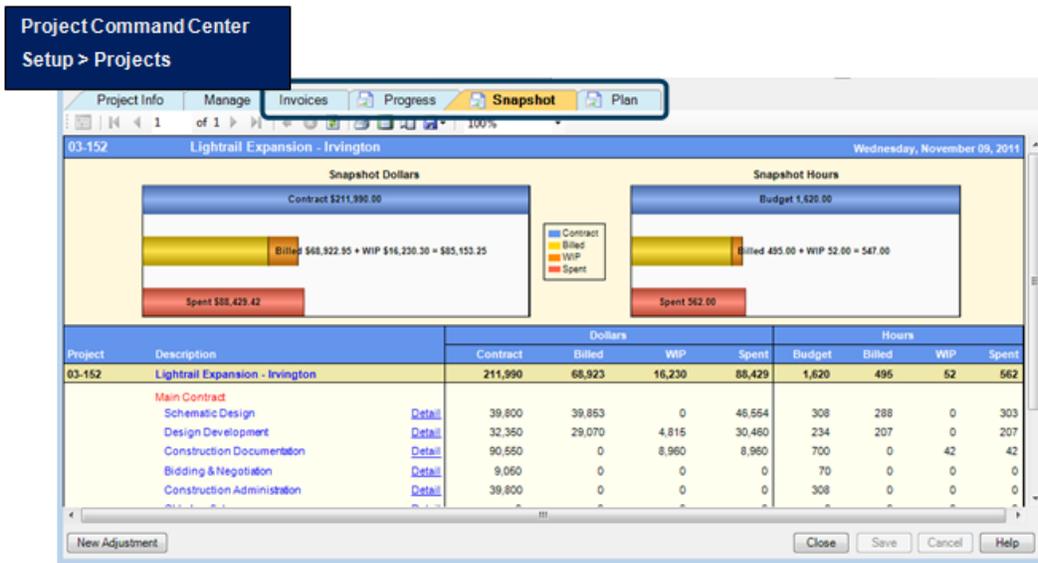
Project schedule information

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

- [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
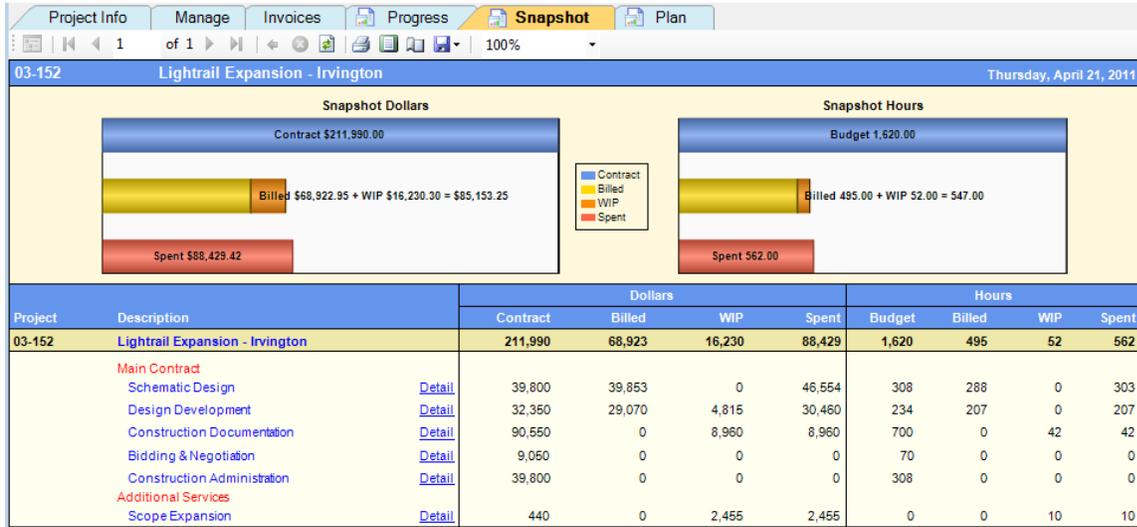
Progress report

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
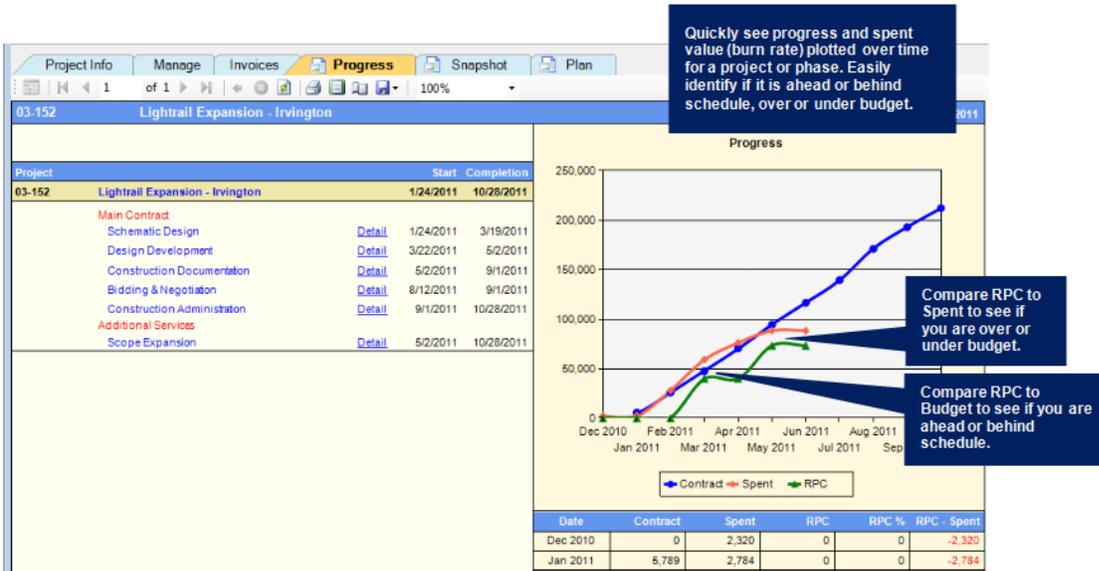
Project Earnings report

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

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

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.

To see a detailed description about a specific report or inquiry, click the link.

For information about	Review these reports	And these inquiries
Employees	Employee Utilization Employee Workload Hours Distribution by Employee Manage Timesheets Rejected Time Timesheet Status	Employee Employee Type Timesheet Timesheet Detail Expense Report Expense Report Detail
Clients	Client Invoice Register Client Receipt Register Client Invoice Aging Client Statements Monthly Receivables Balances Cash Receipt Forecast	Client Client Type Client Invoice Billing Review History Client Receipt
Vendors	Vendor Amount to Pay Vendor Check Register Vendor Invoice Aging Vendor Invoice Register Consultant Pay When Paid Consultant Insurance Monthly Payable Balances Vendor 1099 Preparation	Vendor Vendor Type Vendor Invoice Vendor Payment Vendor Insurance Recurring Vendor Invoice Recurring Vendor Invoice Distribution
Banks	Bank Entries	Bank Account Bank Entry Bank Account Statement Credit Card Statement
Payroll	Check Activity Subject-To Deduction - Fringe Register Deposit Summary Accrual Pay Balance 940 Preparation 941 Preparation Salaries Payable Balance State Quarterly	Check Summary Check Detail Deduction Fringe Accrual Subject To Deposit Summary 940 Preparation Part 1 940 Preparation Part 2 941 Preparation State Quarterly Tax

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.

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**.

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**.

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.

Report options
View the report based on selected criteria.

Toolbar
Navigate in, view, print, and export the report.

Customize options
Change what the report contains, how it is organized, and more.

Refresh
Display the report after you change options.

Drilldown
Expand an item to see detail.

The report

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.

View the first page.

View the previous page.

View the next page.

View the last page.

Close any drilldowns and return sorting back to the original order.

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.

Zoom in or out.

Currently not used. May be used for custom reports.

Return to the main report you were viewing.
If your pointer appears as a hand when on blue text or numbers, you can click them to view detail.

Stop your request to produce the report.

Print the report.

Export the report to Excel, Word, or Acrobat (.pdf).

**Open the page setup options for printing the report.**

Customizing reports

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.
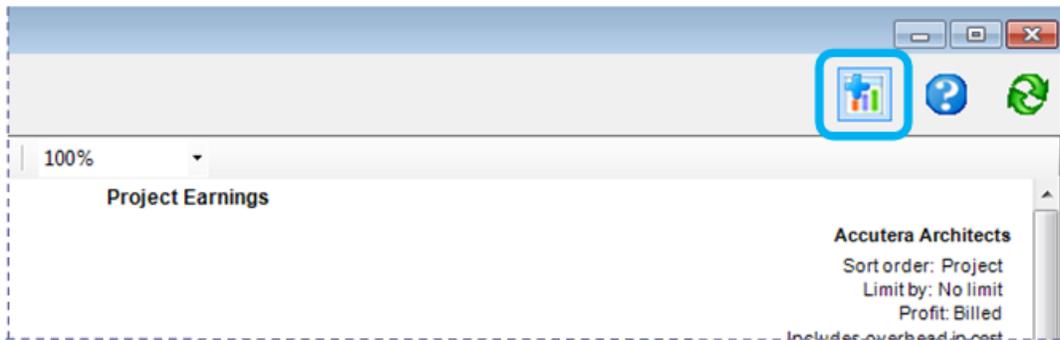
Here's an example of some options available for the Project Earnings report:
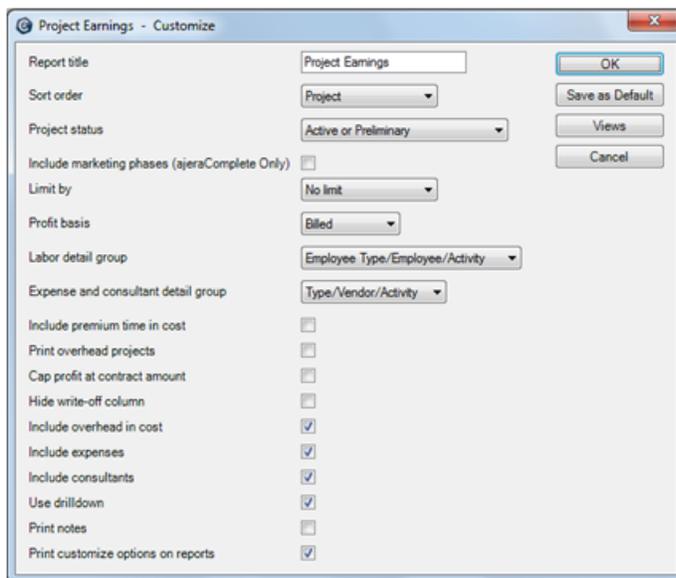
Modify an existing report or create your own report

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.

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:

These types of inquiries	Contain information such as
Project	Project dates, project manager, project type, hours budgeted, hours worked, total contract amount, spent amount, billed amount, work-in-progress (WIP), and Reported Percent Complete (RPC)
Employee	Name, job title, employee type, contact information, hours worked on a project, phase, and activity, and expense report details
Resource	**unavailable in ajeraCore** Employee, employee type, activity, vendor, units/hours, actual start and completion dates, project descriptions, and phase descriptions
Client	Client name, client type, contact information, client invoice details (write-off, outstanding, and aging), client receipt details (receipt method, total amount, amount by activity type, adjustment, prepayment, and deposit bank name)
Vendor	Vendor name, vendor type, vendor contact information, vendor invoice information (write-off, outstanding, and aging), vendor payment details (bank name, payment number/reference, check date, invoice number, and amount), and vendor insurance details
In-house Expense Log	In-house expense status, description, log date, and notes
Department	Department name and status
Bank	Bank account names, account numbers, bank entry details (bank name, entry number, and amount), bank account and credit card statement details (bank name, statement beginning and ending dates, reconciled payments and deposits or charges, remaining amount, and statement beginning and ending balances)
Transaction	Billing status, transaction type, date, activity, activity type, employee, employee type, hours type, units/hours, and cost, spent, and billed amounts
General Ledger	General ledger account details (account type, account group, and net profit) and general ledger entry details (accrual department and account, and cash basis department and account)
Payroll	Check summary details (pay period, regular and overtime hours and amounts, total hours, gross pay, deductions, employee tax, net pay, employer tax, and fringe amounts), check detail (GL account and department, pay date, hours, and employee and employer amount), deductions, fringe benefits, accrued vacation and sick time, taxes, and 940 and 941 preparation
Session	Session task, employee performing the task, and date and time of task
List	Details for activities, contact names, and contact types

Inquiries and inquiry descriptions

To begin knowing what inquiries contain and which inquiries you will need:

- Look at the inquiries by opening them from the ⊜ Reports > Standard Inquiries menu.

- Review the inquiry descriptions in help (⊜ > Help > Online Help). To return to this course, click the **Back** button.

Anatomy of an inquiry

Let's take a look at a sample inquiry and its components.

An important thing to remember about inquires is that you can control the type and amount of information in them.

In addition, you can link to other inquiries from an inquiry. For example, the Project inquiry lists general information about projects and contains links to the Phase inquiry, which contains detailed information for a project.
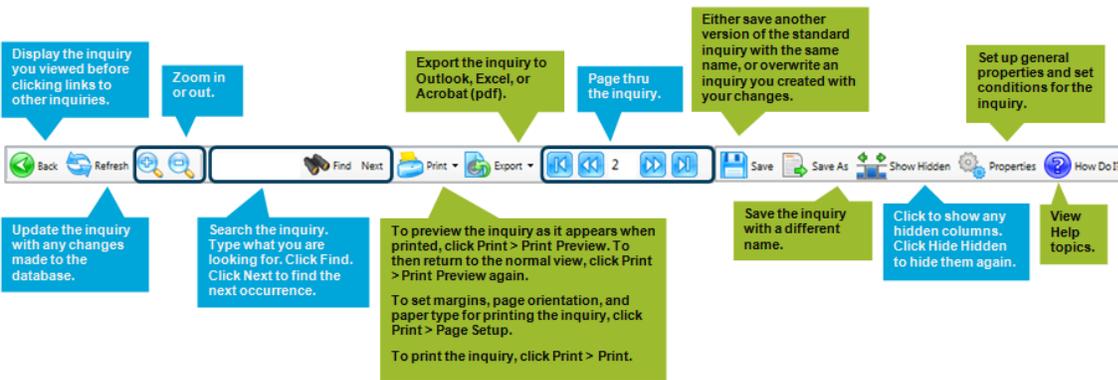

A close-up look at the Inquiry toolbar

Use the toolbar to change the way you view the inquiry, to change properties for it, and to save, print, or export it.

Display the inquiry you viewed before clicking links to other inquiries.

Zoom in or out.

Export the inquiry to Outlook, Excel, or Acrobat (pdf).

Page thru the inquiry.

Either save another version of the standard inquiry with the same name, or overwrite an inquiry you created with your changes.

Set up general properties and set conditions for the inquiry.

Update the inquiry with any changes made to the database.

Search the inquiry. Type what you are looking for. Click Find. Click Next to find the next occurrence.

To preview the inquiry as it appears when printed, click Print > Print Preview. To then return to the normal view, click Print > Print Preview again.

To set margins, page orientation, and paper type for printing the inquiry, click Print > Page Setup.

To print the inquiry, click Print > Print.

Save the inquiry with a different name.

Click to show any hidden columns. Click Hide Hidden to hide them again.

View Help topics.

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.

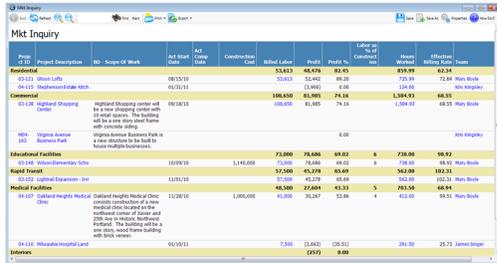Displaying inquiry data for a specific time period

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.

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.

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.
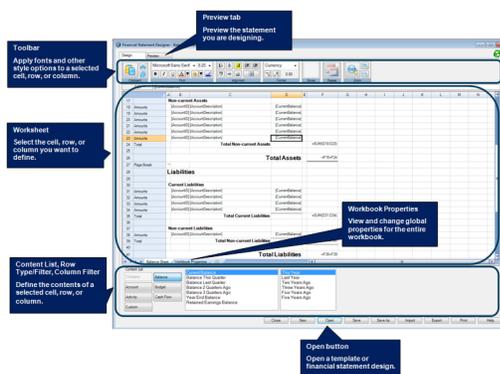
Here's an example of the Design and Preview views of a Balance Sheet being designed.
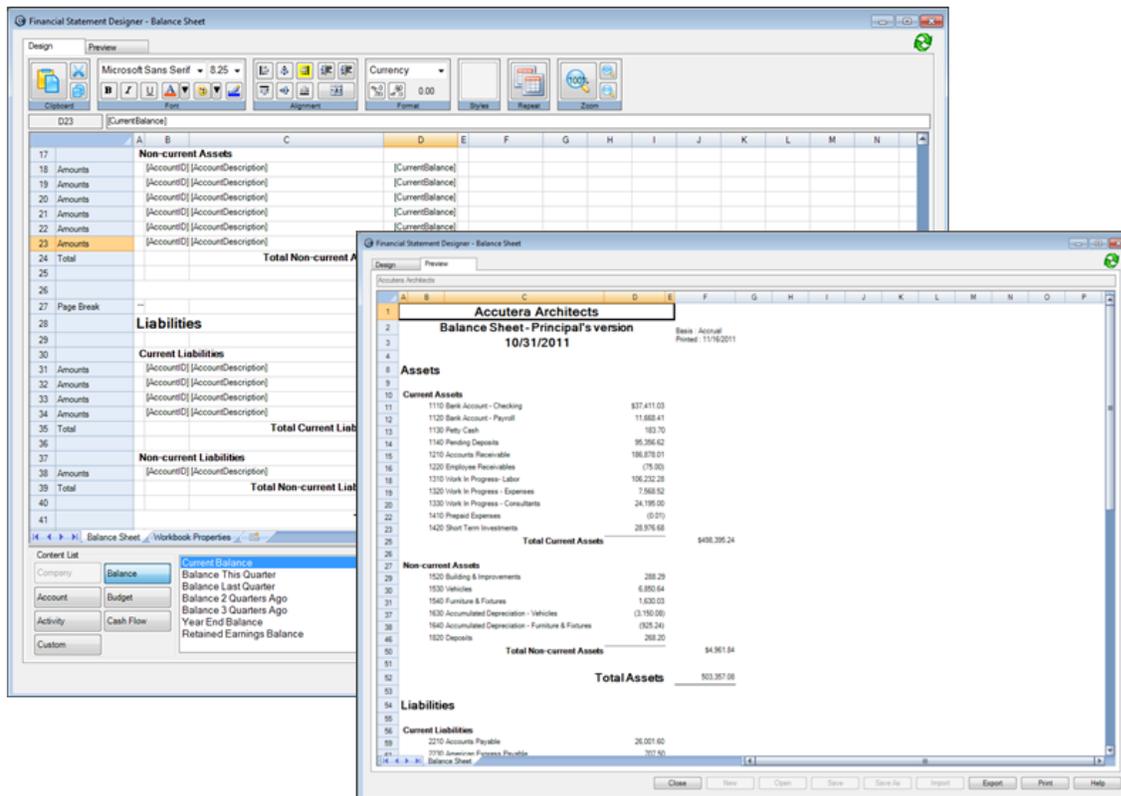
Printing and exporting a financial statement

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

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:

- 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.

Give the report view a title and select the options you want.

The report view appears on the Reports menu for you and other members of your security group.
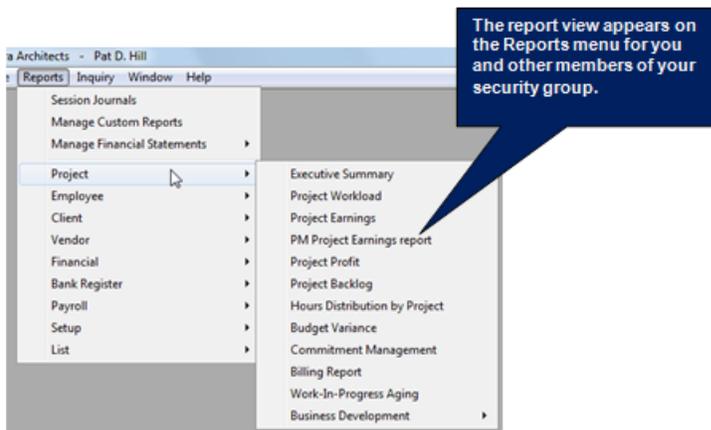
If you want any other employees to have access to the report view, you must provide access to the appropriate employees through ☰ > Setup > Company > Roles > Reports tab > **Allow** check box.

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.

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 **Properties** 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

You want your custom inquiries to be easy to find and easy to use. This is especially important if you plan to share them with others. It's easy to change where an inquiry appears on the ⬮ > Reports > Custom Inquiries menu.

To	Do this
Change the order of an inquiry	1. From the ⬮ > **Reports** > **Custom Inquiries** menu, click **Manage Custom Inquiries**. 2. Click the inquiry. 3. Click the **Up** or **Down** arrow. 4. Click **Close**.
Group inquiries together in a submenu	You can list inquires together in a submenu. For example, you may want to list several inquiries (Projects by principal, Projects by location, and Projects by project manager) together on a ⬮ > Reports > Standard Inquiries > Projects menu. 1. From the ⬮ > **Reports** > **Custom Inquiries** menu, click **Manage Custom Inquiries**. 2. For each inquiry you want to appear on a submenu, type the name for the new submenu in the Menu column. 3. Click **Close**.
Move an inquiry to a different submenu	1. From the ⬮ > **Reports** > **Custom Inquiries** menu, click **Manage Custom Inquiries**. 2. On the row of the inquiry you want to move, in the Menu column, type the submenu where you want the inquiry to appear. 3. Click **Close**.
Move an inquiry to the main menu	1. From the ⬮ > **Reports** > **Custom Inquiries** menu, click **Manage Custom Inquiries**. 2. On the row of the inquiry you want to move, in the Menu column, highlight the entry and press the Delete key. 3. Click **Close**.

Distribute financial statements

To share a financial statement that you designed, you create a statement group for it. You can create a statement group for either one statement only or for several statements you want to package together in a bundle.

Who sees what

You determine who can access specific areas of Ajera by defining roles and assigning employees to them. Those employees then have access to areas of Ajera based on the settings you define for their security access.

Often the accounting manager and principal have unlimited access to all reports, inquiries, and financial statements. They then grant access to others, as needed, for viewing and printing individual reports, inquiries, and financial statements.

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

Select this check box to allow security group members to access and change all reports and inquiries.
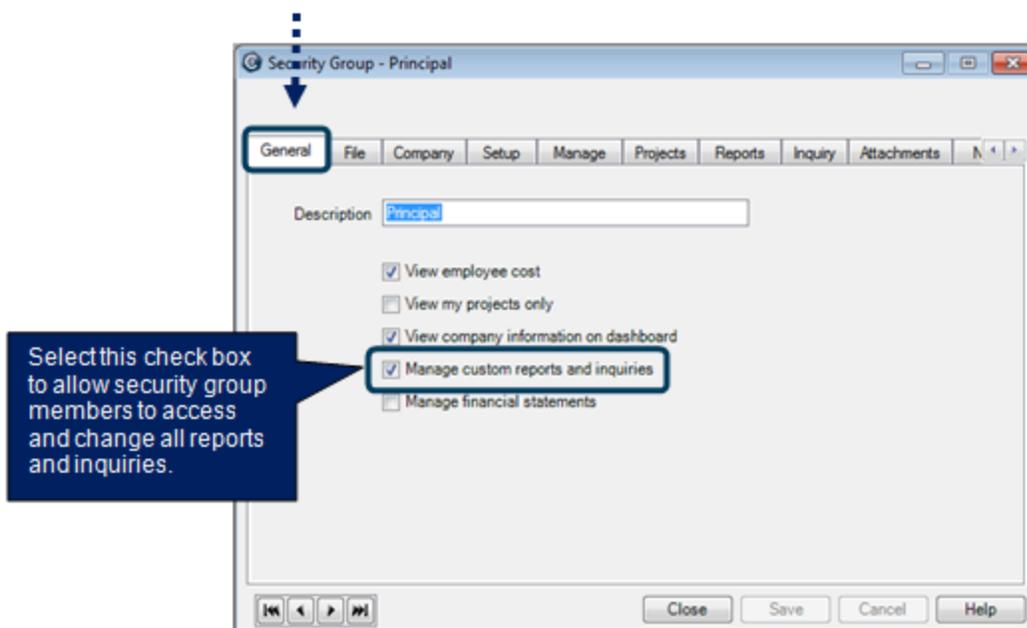
Sharing reports and inquiries

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.

Reports

 > Setup > Company > > Reports tab
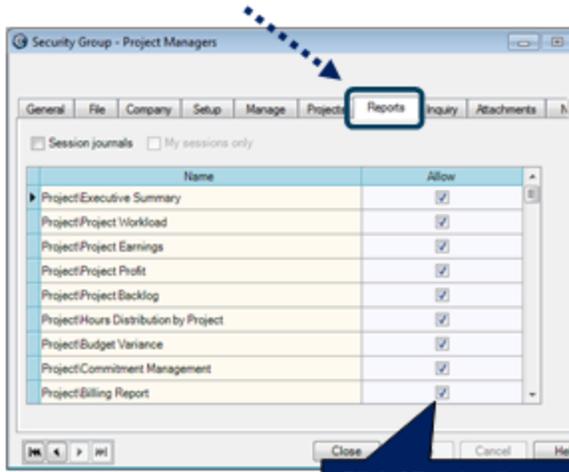
Inquiries

 > Setup > Company > > Inquiry tab
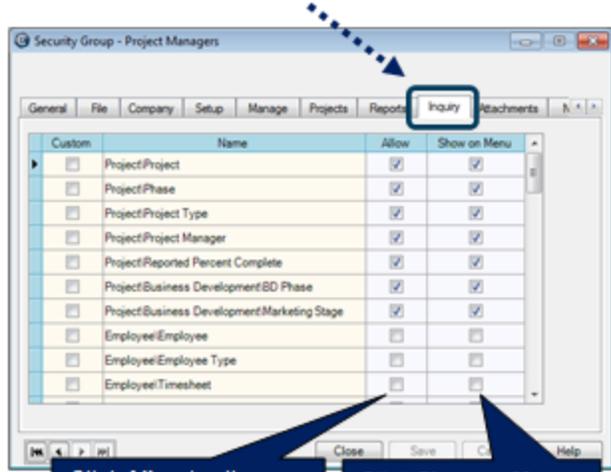
Unlimited access to the Financial Statement Designer

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
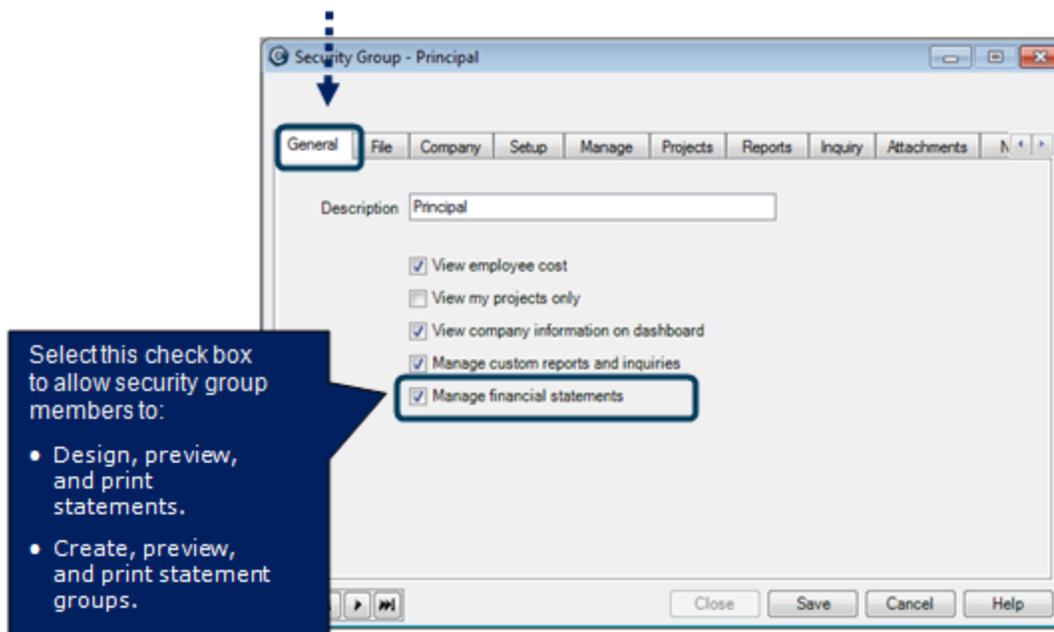
Sharing financial statements

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 .

<p style="text-align:center;">☰ > Setup > Company > > Reports tab</p>
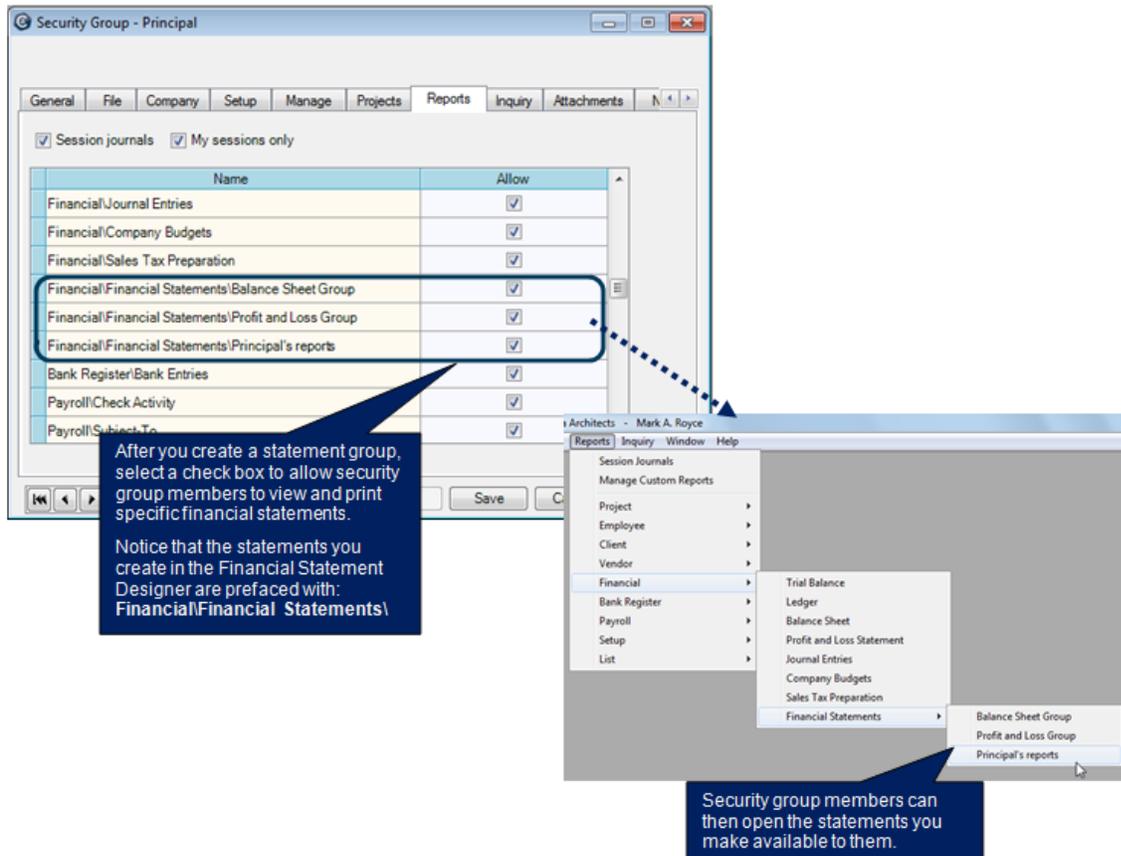
After you create a statement group, select a check box to allow security group members to view and print specific financial statements.

Notice that the statements you create in the Financial Statement Designer are prefaced with: **Financial\Financial Statements**

Security group members can then open the statements you make available to them.

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.

Reports

About reports

Learning Resource: Reports Functional Guide

You have access to view and produce the reports selected for your job role. If you have more than one job role, the role with the greater access takes precedence.

As you produce a report, you can do the following:

- Use the reports toolbar to navigate in, view, print, or export a report.
- Drill down on many reports to get the exact level of detail you need.
- Change the type or amount of information on a report by selecting report options. You can reuse the options every time you produce a report by saving them as defaults.
- Create report views, which are versions of reports with specific options already selected. After you set up a report view, it appears on the Reports menu along with other reports.
- Customize Ajera reports or use your own custom reports.

Basic tasks

Producing reports

1. From the ☰ > **Reports** menu, click the report you want to produce.

Note:	When you are working on a window, you can often print related reports directly from that window. Click **Save**, click 🖼 (**Reports**), and make a selection.
	The report appears in a View Layout. To see the report as it appears when printed, click 🖼 (**Print Layout**).

2. View the report as needed:

   Using the toolbar and buttons:

To	Do this
Navigate in, view, print, or export the report	Use the toolbar.
Change the type or amount of information	Select any available options at the top left of the window, or click 📊 (**Customize**) to select customized report options.
	If you select any options at the top left of the window, click 🔄 (**Refresh**) at the top right of the window to display the report again using the options you just selected.

   Drilling down and sorting:

To	Do this
See more detail	Depending on the drill-down information, drill down to detail in one of these ways: • Click a ⊞ symbol. To close the drill-down detail, click the ⊟ symbol. • Click blue text or numbers. To close the drill-down detail, click ← in the toolbar.
Sort by column	Click the ⬍ symbol above the column you want to sort. A ⌃ symbol appears to indicate that the column is now sorted from first to last (either alphabetically or numerically depending on the contents of the column). To sort from last to first, click the ⌃ symbol. A ⌄ symbol appears. To return the report to the original sort order, click 🔄 (**Refresh**) in the toolbar directly above the report. > **Note:** The new sort order remains only until you close the report. For many reports, you can change the sort order so that it remains for future viewing by using 📊 (**Customize**) to select report options.

Selecting report options

To select report options

1. From the report you are viewing, click 📊 (**Customize**).
2. Select the options you want to use for producing the report.
3. If you want to use these same options every time you produce the report, click the **Save as Default** button.
4. Click **OK**.

Using the reports toolbar

Use this button	To do this
⊟	Currently not used. May be used on reports built exclusively for your company.
⏮	View the first page.
◀	View the previous page.
▶	View the next page.
⏭	View the last page.
←	Return to the original parent report you were viewing before you selected to view a detailed report.

Use this button	To do this
	From within some reports, your pointer appears as a hand when on blue text or numbers so you can click them to view a detailed report for that information.
⊗	Stop your request to produce the report.
🖨	Print the report. To first preview the report as it appears when printed, click 📖 .
📖	See the Print Layout view of the report, which shows the report as it appears when printed. Click the button again to return to the Viewing Layout.
📖	Open the page setup options for printing the report.
💾▾	Export the report to: • Microsoft Excel • Microsoft Word • Adobe Acrobat (.pdf)
100% ▾	Zoom in or out to make the report larger or smaller on your screen. Click the arrow and make a selection.

Drilling down on reports

On many reports, you can drill down through information on the report to see more detail.

To drill down on a report

1. Move your pointer over the area of the report you want to see more detail for.

2. If your pointer changes to 🔍 (magnifying glass), more detail is available.

3. Double-click the item. The detailed information appears as another tab on your window.

4. On many reports, you can continue to drill down by repeating the previous steps of these instructions.

5. [Use the report toolbar](#) to navigate in, print, export, or close the tab.

Exporting a report

To export a report

1. From the report you are currently viewing, click 💾▾ (**Export**), and select **Excel**, **Word**, or **Acrobat (PDF) file**. The Save As window appears.

2. Select the location where you want to save the exported file.

3. Enter a name for the file.

4. Click **Save**.

About including contract amounts in project reporting

When calculating amounts on project reports, Ajera uses the lowest levels from your project tree, rolls them up to higher levels, and then finally rolls those amounts to the project.

When you add a new subphase under an existing phase in your project tree, Ajera is designed to do the following on your project reports:

- Include amounts and hours for the newly added subphase.
- **Not** include contract amounts and hours for the newly added subphase. Ajera does not include contract amounts or hours until you enter the correct amounts, per your contract, to the newly-added subphase.

To include contract amounts on project reports

When you add a new subphase under a phase without resources, redistribute the contract amounts to that subphase. If the phase has resources, delete the resources and reenter them under the subphase you are adding.

Custom reports

Inactivating or deleting custom reports

You can inactivate or delete custom Microsoft SQL Server 2005 Reporting Services reports (.rdl) in the Manage Custom Reports window.

These instructions do not apply to custom reports created in Crystal Reports (.rpt).

1. From the ⊜ > **Reports** menu, click **Manage Custom Reports**.
2. To inactivate a custom Microsoft SQL Server 2005 Reporting Services report so it no longer appears in the Reports menu, clear the **Active** check box.

   The report is inactive and no longer appears on the Reports menu. It remains in the Manage Custom Reports window if you want to make it active later.

   > **Note:** If you created report views from the report you want to make inactive, you must first delete those report views.

3. To delete the report from the Ajera database and remove it from the Manage Custom Reports window, click the report and click the **Delete** button.
4. Click **Save**.

Managing custom Crystal reports

In Ajera, you can inactivate or delete custom reports created in Crystal Reports, which have an extension of .rpt. You cannot add custom Crystal reports.

If you have custom reports or invoice formats in Crystal Reports, contact your Ajera consultant.

To inactivate or delete custom reports created in Crystal Reports:

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.

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.

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**.

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
Back	Display the previous inquiry you viewed when clicking links to other inquiries.
Refresh	Update the information in the inquiry to reflect any changes made in Ajera since you opened the inquiry.
(zoom in)	Zoom in to increase the size when viewing the inquiry.
(zoom out)	Zoom out to decrease the size when viewing the inquiry.
Find Next	Search for specific information in the inquiry. 1. Type the text, date, or number you are looking for. 2. Click the **Find** button. 3. Click the **Next** button to display the next occurrence of it.
Print ▾	Print, preview the printed version, or change the page setup. To preview the inquiry as it appears when printed, click **Print** > **Print Preview**. To then return to the normal view, click **Print** > **Print Preview** again. To set margins, page orientation, and paper type for printing the inquiry, click **Print** > **Page Setup**. To print the inquiry, click **Print** > **Print**.

Use this button	To do this
Export ▾	Export the inquiry to Microsoft Outlook, Microsoft Excel, or Adobe Acrobat.
⏐◀ ◀◀ 2 ▶▶ ▶⏐ Show All Rows	These buttons appear only when the inquiry is longer than one page. Page through the document as follows: Click the arrow to display the first page, previous page, next page, or last page, respectively. Type the page you want, and press **Enter**. Click the **Show All Rows** button to see all the data.
Save	• Save another version of a standard inquiry with the same name. • Overwrite an inquiry you created with your changes.
Save As	Save an inquiry with a different name.
Show Hidden Hide Hidden	Click to show any hidden columns. The headings of hidden columns are dimmed in the inquiry. To hide the hidden columns again, click **Hide Hidden.**
Properties	Set up general properties and set conditions for the inquiry.
How DoI? ▾	View help topics about inquiries.
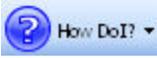
Working with inquiry columns

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:

To	Do this
Add a column	1. Right-click a column heading where you want to add the new column, and click either **Add column to the left** or **Add column to the right**. 2. In the Column field, select the column that you want to add. 3. In the Heading field, type the name of the column. 4. In the Width field, type the width of the column in inches. Use decimals such as **.50** for one half of an inch. 5. As needed, link the column to another inquiry. 6. Click **OK**. **Note:** If you added a custom field with a display name that ends with a closed parenthesis, it is excluded from the list of columns. If you want to use the custom field in an inquiry, change its display name.
Create a column	Create a new column using a formula
Link to another inquiry	Add a link
Move a column	1. Right-click the column you want to move. 2. Select either **Move column to the left** or **Move column to the right**.
Delete a column	1. Right-click the column you want to delete. 2. Select **Remove column**. **Note:** If the column uses a formula that is referenced in a condition or another formula in the inquiry, a warning and a proceed/cancel option appear. If the formula is referenced in a link, no warning appears.
Hide a column	Hiding an inquiry column.
Change a column	Right-click the column, and click **Properties**. Change the properties for the column.
Show only data for a specific time period	Display inquiry data for only a specific time period.
Show only data for the current user	Showing only inquiry data pertaining to a user.
Sort by a column	Right-click the column and select one of the following: • **Sort ascending** - shows numbers from lowest to highest, or shows text in alphabetical order • **Sort descending** - shows numbers from highest to lowest, or shows text in reverse alphabetical order You can also further sort the inquiry by selecting another column to sort. Ajera

To	Do this
	then sorts the inquiry by applying the sorts in order of the columns from left to right,
Undo a sort	Right-click the column and select **Clear sort**.
Group by a column	When you group by a column, it groups data in the inquiry into categories corresponding to the entries in that particular column. Right-click the column heading, and select one of the following: • **Group expanded** - shows all the categories with the applicable data under them. • **Group collapsed** - shows only the categories, and you click a plus sign next to a category to see the data for it. You can also group within groups by selecting another column to group. You can group as many as five columns, creating five different sublevels; after this, the grouping options are no longer available.
Ungroup a column	Right-click the row of a grouped category, and select **Ungroup**.

Adding a predefined inquiry column

Inquiries contain these types of columns:

- Columns that automatically appear when you open the standard inquiry
- Columns you can add to an inquiry by simply selecting them from a list (*predefined columns*)
- [Columns you can create by writing a formula](#)

To add a predefined inquiry column

1. Right-click a column heading where you want to add the new column, and click either **Add column to the left** or **Add column to the right**. The Column Properties window appears.

2. Click ⌄ in the Column field, and select the column that you want to add.

    You can select a regular column or a [key field column](#).

3. In the Heading field, change the name of the column, as needed.

4. In the Width field, change the width of the column in inches, if needed. Use decimals such as .50 for one-half of an inch.

5. You can [display inquiry data for only a specific time period](#).

6. Do one of the following depending if the column contains text, numbers, or dates:

If it contains	Do this
Text	• Click the **Text Format** tab. • To wrap text to the next line within a column, select the **Wrap text** check box. Be sure to select this check box to see all the text for some columns such as Address or Phone Numbers. • To show only the beginning of all the text that can appear for an entry in the column, select the **Limit number of characters displayed** check box. In the Characters Displayed field, enter the maximum number of characters to show for an entry in this column. If you leave it blank, all characters appear.
Numbers	• Click the **Number Format** tab. • Change the number of decimal places you want to show, if needed. • In the Negative Amount field, either leave the selection to show negative amounts with parentheses or select to show them with a minus sign. • If you want zero amounts to appear as a blank, leave the **Blank if zero** check box selected. To show zeros for zero amounts, clear the **Blank if zero** check box. • If you want to print a total line, leave the **Show totals** check box selected. Otherwise, clear the check box. • The formula for the column must be in the format of either A/B or A/B * 100. Otherwise, an error message appears and you cannot save the column until you correct the formula or clear the **Percent column** check box. To indicate that the values in the column are percentages, select the **Percent column** check box. This ensures that the percentages total correctly.
Dates	• Click the **Date Format** tab. • In the list, click the date format that you want for dates in the inquiry.

7. As needed, link the column to another inquiry.

8. Click **OK**.

> **Note:** If you add columns containing the same information but with different date ranges (for aging, for example), you can click the **Properties** button on the Inquiry toolbar and set conditions on them.

Creating a new inquiry column

If you do not see the column you want to add from the predefined list of columns, you can create your own column by defining a formula for it.

To create a new inquiry column

1. Right-click a column heading where you want to add the new column, and click either **Add column to the left** or **Add column to the right**. The Column Properties window appears.

2. In the Column field, select **Formula**. Additional fields appear on the window.

3. In the Heading field, type a name for the new column.

4. In the Width field, type the width of the column in inches. Use decimals such as **.50** for half of an inch.

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:

- 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

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**.

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**.

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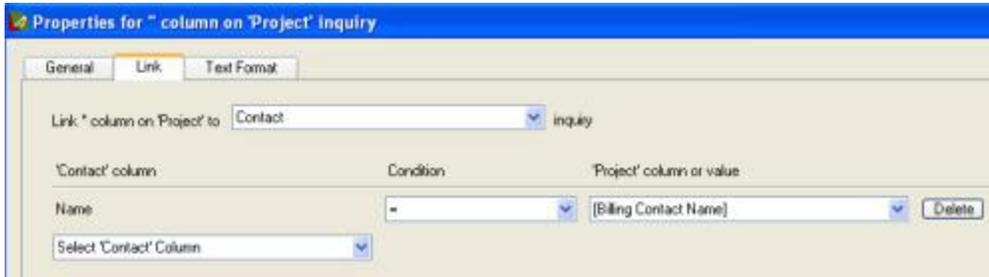
In this example, you add a link on the Client inquiry to the Client Invoice inquiry. You want to show only client invoice amounts greater than 10,000. In the field on the right, you selected a value; therefore, when displaying the result of the link, Ajera compares the column contents with that value.

8. In the Condition field, select an operator that expresses the relationship you want to establish between the column you selected and the value or column in the last field on the right.

9. In addition to the standard mathematical operators, you may also find these operators useful:

Operator	Description
One Of	Use this operator to select more than one value. In the field at the far right, type the values separated by a semicolon **;** For example, if your column is Status and you want to show all invoices that have a status of active or preliminary, you enter the following in the field at the far right: **active;preliminary**
Not One Of	Use this operator to select all but a specific value or values. In the field at the far right, type the values separated by a semicolon **;** For example, if your column is Status and you want to show all invoices except those that have a status of inactive or preliminary, you enter the following in the field at the far right: **inactive;preliminary**
Matches Pattern	Use this operator to show only data that fits a certain pattern. When typing a value in the field at the right: • Use an underscore to represent a character. • Use **%** to represent any number of characters. For example, to show all invoice IDs that contain 200 in the same position as this ID: 07-200-090G1, you enter **%200%**.
Is Current User	For employee key fields, use this operator to show data pertaining only to the current user.

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 ⚙ Properties.

3. Click the **Conditions** tab.

4. In the field that contains text asking you to select a column, click ⌄ and select the column on which you want to set a condition. Even if a column does not appear on the inquiry, you can still set conditions for it that affect the information that appears on the inquiry.

> **Note:**   You can select a regular column or a [key field column](#).

5. Two fields appear to the right where you set the conditions for the column you selected.

   You set conditions much in the same way you write a formula. You define a relationship between the column you selected and another value or column. Begin by exploring the available options in both of these fields.

6. In the middle field to the right, select an operator which expresses the relationship you want to establish between the column you selected and the value or column in the last field on the right.

7. In addition to the standard mathematical operators, you may also find these operators useful:

Operator	Description
One Of	Use this operator to select more than one value. In the field at the far right, type the values separated by a semicolon ; For example, if your column is Status and you want to show all invoices that have a status of active or preliminary, you enter the following in the field at the far right: active;preliminary
Not One Of	Use this operator to select all but a specific value or values. In the field at the far right, type the values separated by a semicolon ; For example, if your column is Status and you want to show all invoices except those that have a status of inactive or preliminary, you enter the following in the field at the far right: inactive;preliminary
Matches Pattern	Use this operator to show only data that fits a certain pattern. When typing a value in the field at the right: • Use an underscore to represent a character. • Use % to represent any number of characters. For example, to show all invoice IDs that contain 200 in the same position as this ID: 07-200-090G1, you enter **%200%**.
Within Last X Days	For date fields, use this operator to show only data for a date range based on the current date. In the field at the right, type the number of days, as follows: • Type 0 to include data for only today's date. • Type a positive number to include data for that number of days before today's date and today's date. • Type a negative number to include data for that number of days after today's date and today's date. For example, you type one of the following in the field at the right: • 0 to include data for today only • 1 to include data for yesterday and today • -1 to include data for tomorrow and today

Operator	Description
Not Within Last X Days	For date fields, use this operator to exclude data for a date range based on the current date. In the field at the right, type the number of days, as follows: • Type 0 to exclude data for only today's date. • Type a positive number to exclude data for that number of days before today's date, today's date, and all future dates. • Type a negative number to exclude data for that number of days after today's date, today's date, and all past dates. For example, you type one of the following in the field at the right: • 0 to exclude data for today only • 1 to exclude data for yesterday, today, and the future (includes data for before yesterday) • -1 to exclude data for the past, today, and tomorrow (includes items after tomorrow)
Is Current User	For employee key fields, use this operator to show data pertaining only to the current user.

8. In the last field on the right, review the values that are available and make a selection.

9. You can set additional conditions, as needed. Notice that a selection field now appears on the next row for you to set another condition. The order of the conditions does not matter, as all conditions are always applied regardless of order.

10. To delete a condition, click the **Delete** button at the far right of the condition.

To save the conditions, click **OK**.

Changing or deleting inquiry conditions

> **Note:** When you view an inquiry by clicking a link to it from another inquiry, you cannot set conditions for it then as they are not saved. You must access the inquiry from the Inquiry menu and then set conditions for it, as described in the following instructions.
>
> You can also set the conditions on the link you use to open the inquiry.

To chance or delete inquiry conditions

1. From the ☰ > **Reports** > **Standard Inquiries** menu, select the inquiry you want.

2. Click [Properties icon] 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**.

Displaying data in a column for a specific time period

For many date columns and certain columns that contain dollar amounts or hours, you can select to display only data for a specific time period.

To determine if a column accepts a date range, right-click the column and click **Properties** to see if the General tab contains the Date Range field.

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

- Cutoff date or date range
- Time period based on the current date or cutoff date

Note:	• When you set a time period for a column, that time period applies only to data in that column, **not the entire inquiry**. If no data applies to the time period you set, the inquiry displays blank rows in that column.
	• When you apply a date range to a column and set a condition on an inquiry, any rows that don't meet both the date range and the condition do not appear.
	For example, you set a condition on the Vendor Invoice inquiry that the invoice amount must be greater than $500. You then apply a date range of Range Prompt to the Invoice Amount column. Any invoices with amounts less than $500 and not within the range prompt entered are omitted.

Assigning a cutoff date or date range

1. Right-click the column heading (where you want to display only information which occurs on or before a specific date or within a range of dates), and click **Properties**.
2. In the Date Range field, select either **Cutoff prompt** or **Range prompt**.
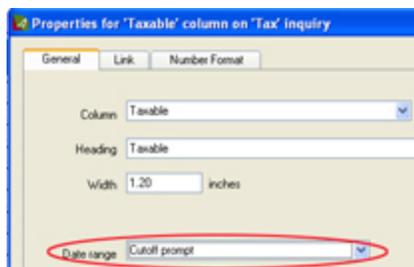
If you select	Then
Cutoff prompt	Ajera assigns the current date as the cutoff date and displays it at the top of the inquiry in blue underlined text. To change the cutoff date, click the blue underlined text, and select a date
Range prompt	Ajera displays **All Dates** at the top of the inquiry in blue underlined text. If you assigned a cutoff prompt to another column in the inquiry, the blue underlined text appears as **01/01/1900 - <*current date* >**. Click the **All Dates** text, and select the date range you want to assign to the column.
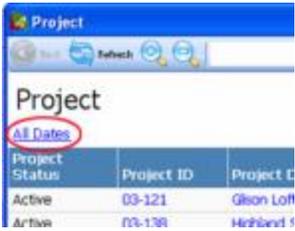
> **Note:**
> - **About Cutoff prompt and Range prompt text.** Although the prompt text appears at the top of the report, it applies to only the columns where you assigned dates, **not to every column on the report**. You must assign the date to each column where you want it to apply.
>
>   If you set 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**.
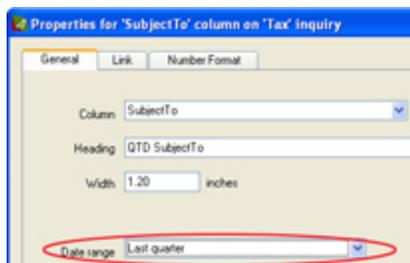
2. In the Date Range field, select the option you want.
3. Click **OK**.

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 [Properties].

2. Click the **Conditions** tab.
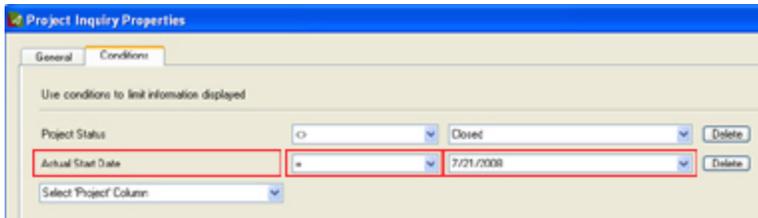
3. Using the three fields on the next available row, write a simple formula that expresses the exact data you want to display in the inquiry, as follows:

In this field	Do this
Field at left	Select the date column you want to use.
Field in middle	Enter an operator: > for greater than < for less than = for equal to
Field at right	Either select the type of date, or type a date in mm/dd/yyyy format.

4. Click **OK**.

Producing inquiries

Viewing and printing an inquiry

To view and print an inquiry

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. You cannot apply Excel tools such as graphs and pivot tables to the data.
Microsoft Excel Preview - Data Only	A preview in Excel of the data in the inquiry with groups and subtotals **not** retained. You can apply Excel tools such as graphs and pivot tables to the data.
Microsoft Excel - Data Only (.xls, .xlsx)	An Excel file of the data in the inquiry with groups and subtotals **not** retained. You can apply Excel tools such as graphs and pivot tables to the data. > **Note:** This is similar to the preceding option, except it creates an Excel file, rather than a preview.

Exporting to Excel (.xls)

This option exports only the data displayed in the inquiry to Excel. Choose this option if you want only an Excel copy of the inquiry results.

1. From the ⬤ > **Reports** > **Standard Inquiries** or **Custom Inquiries** menu, click the inquiry you want to export.
2. In the toolbar at the top of the window, click the **Export** button, and select **Microsoft Excel (.xls)**.
3. Browse to the location where you want to save the inquiry.
4. Type a name in the File Name field, and select a format in the Save as Type field.
5. Click **Save**.

Exporting to Excel - Data Only (.xls, .xlsx)

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.

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

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
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Statement groups

Overview

Use the Financial Statement Designer to create the financial statement designs you want. You can create and print balance sheets, profit and loss statements, statements of cash flow, company budgets, key ratios, and other financial statements needed by your firm.

You can begin in one of two ways: (1) start with a blank worksheet and create your own design, or (2) open a template and make changes to fit your needs.

Worksheets in a workbook

If you want, you can design a different financial statement on each worksheet in the workbook. For example, a workbook can contain worksheets for a balance sheet, profit and loss statement, and statement of cash flows.

Each workbook contains a Workbook Properties sheet that allows you to set global properties for each worksheet and for the entire workbook.

Financial Statement Designer

The basic actions in the Financial Statement Designer are *select*, *define,* and *view:*

- You *select* cells in the worksheet.
- You use properties or manually entered text *to define* the selection.
- You then *view* the results on the Preview tab, changing the design as needed.

Design tab

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.

Reporting entities

unavailable in ajeraCore unless you have the Departments add-on

You can also add reporting entities to your design to create comparative financial statements or multilevel profit and loss statements. Reporting entities are groups of department that you create for financial reporting.

Statement groups

A statement group is one or more financial statements that you or others in your firm can preview or print without using the Financial Statement Designer.

The benefits are:

- There is no need to access the Financial Statement Designer.
- You can print more than one statement at a time.

You can create statement groups if you have permission to manage financial statements. You can preview or print a statement group only if you are given access to that group.

Concepts

About defining pieces of a statement

To define the pieces of a financial statement, you first select a cell, row, or column in the worksheet. You then manually enter information or use a property to define the selection.

Entering information

You can manually enter information directly into a cell if a property does not fit your information need.

For example, you can enter a statement title, such as **Profit and Loss Statement**, or you can enter a formula to define relationships between cells.

Ajera supports common spreadsheet formulas.

Using properties

To define	Use these
Contents of a selected cell, row, or column	**Contents properties** These properties reference the Ajera database so that when you view or print a statement, it retrieves the current information from the database. Because information is not manually entered, properties make a design more reusable. If a property includes a day or time period, it may also reference the Month-End Date field on the Workbook Properties sheet or the Fiscal Year fields in 🖷 > Setup > Company > Preferences. *To apply:* 1. Select a cell, row, or column in the worksheet. 2. Choose an option in the properties area. When you select a contents property, a label for it appears in the worksheet.
Appearance of a selected cell, row, or column	**Formatting properties** These properties determine font styles, text alignment, numerical precision, number format, and borders. *To apply:* 1. Select a cell, row, or column in the worksheet. 2. Choose an option in the toolbar.
Certain aspects that apply to a statement or to all statements in a workbook	**Global properties** These properties include the print settings, accounting basis, appearance of elements such as currency symbols, and date on which the financial information is based in a statement. *To apply:* 1. Click the Workbook Properties subtab. 2. Select a property.

About the Month-End Date field

To determine the time period for the financial information in your statement, Ajera uses the Month-End Date field on the Workbook Properties sheet in conjunction with the following:

- Fiscal Year fields in 🖷 > Setup > Company > Preferences

- Multi-company only. Fiscal Year fields in 🖷 > Setup > Company > Companies

- Content List options (if selected) that are based on the Month-End Date field

For descriptions of all the Content List options, see Content List options.

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,

Select this	Amounts for this time period appear
Balance Last Year, Year End Balance Two Years Ago, Year End Balance Three Years Ago, and so on	2010; and so on
Budget button:	
Note: When reporting budget amounts, the **QTD** and **YTD** options are based on *and restricted by* the month-end date. The other budget options are based on that date but not restricted by it.	
Budget This Month This Year, Budget This Month Last Year, Budget This Month Two Years Ago, and so on	December 2012, December 2011, December 2010, and so on
January Budget This Year, January Budget Last Year, January Budget Two Years Ago, and so on	January 2012, January 2011, January 2010, and so on
Budget This Quarter This Year, Budget This Quarter Last Year, Budget This Quarter Two Years Ago, and so on	4th Quarter 2012, 4th Quarter 2011, 4th Quarter 2010, and so on
Cash Flow button:	
This Month This Year, This Month Last Year, This Month Two Years Ago, and so on	December 2012, December 2011, December 2010, and so on
January This Year, January Last Year, January Two Years Ago, and so on	January 2012, January 2011, January 2010, and so on
This Quarter This Year, This Quarter Last Year, This Quarter Two Years Ago, and so on	4th Quarter 2012, 4th Quarter 2011, 4th Quarter 2010, and so on
Custom button:	
Custom date properties that you define.	• If the entire date property occurs before the month-end date, financial information for the entire date property appears. • If the entire date property occurs after the month-end date, no financial information appears. • If the date property *begins before* the month-end date but *ends after* it, financial information from the beginning of the date property through the month-end date appears. **Example** If the custom date property is from 12/15/2010 to 1/12/2011 and the month-end date is 12/31/2010, financial information from 12/15/2010 to 12/31/2010 appears.

Next: Designing a financial statement

Changing or copying

Changing a financial statement design

To change a financial statement design

1. Open the design, if needed.
2. Click the **Design** tab.
3. Change the global properties for the worksheet or the workbook, as needed. For example, click the Workbook Properties subtab and do the following:

To change this	Do this
Date on which Ajera determines the time period for the financial information in the workbook	Change the date in the Month-End Date field.
Accounting basis of the workbook	Select an option in the Report Basis field.
Department, company, or reporting entity of the worksheet	**unavailable in ajeraCore unless you have the Departments add-on** Select the department or reporting entity to which the worksheet is restricted. If you use multi-company, you can also restrict by company. (Select the blank option at the top of a field if you want to clear the selection.)
How zeros, currency, negative numbers, commas, and so forth display in the statement	Select an option in those fields.

4. Change the row or column definitions, as needed. (To view a definition, select a row or column. If a property other than a custom date property defines the row or column, it is highlighted in the properties area, below the worksheet.) For example, after selecting the row or column:

To change this	Do this
Account in an Amounts row	1. Change the account in the Account Filter section. 2. Change the row heading accordingly.
Itemization or summarization of an account in an Amounts row	Click the **Itemized** or **Summarized** button in the Grouping section.
Whether an account in an Amounts row displays as a positive or negative value	Select or clear the **Reverse sign** check box.
Department or reporting entity in a column or an Amounts row	**unavailable in ajeraCore unless you have the Departments add-on** Delete or select a different department or reporting

To change this	Do this
	entity in the Row Filter section.
Specific time frame or point in time in a column	1. Select a different time frame or point in time in the Content List (for example, Activity This Month This Year). 2. Change the column heading accordingly.

5. Change the cell formatting settings, as needed. For example, after clicking the cell or cells:

To change this	Do this
Font family, size, color, or style	Select an option in the Font group of the toolbar.
Cell border or fill	Click ![border icon] (**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 icon] (**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 ![cell] in the worksheet to select all the cells in the worksheet.
3. In the toolbar, click ![copy icon] (**Copy**).
4. In the worksheet you want to copy the design to, click the top-left cell ![cell] to select all the cells.
5. In the toolbar, click ![paste icon] (**Paste**).

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.

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

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.

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.)

7. Click the totals rows and verify that the formula in each cell is correct. If a formula is incorrect, double-click the cell and change the formula. (For more information, see Setting up totals and Entering formulas in the worksheet.)

Step 2: Verify the columns

Each column you have set up to print on your current cash-flow statement will need to appear in the statement design.

The design contains the following defined columns: This Quarter, This Year, Last Year.

1. In the Column Setup row, verify that the defined columns match the columns in your current cash-flow statement.

   If a column is not the same, do one of the following:

   - For a column defined by a property, click the cell, click a Content List button, and double-click the correct option in the properties area. (For more information, see Setting up columns.)
   - For a column defined by a formula, double-click the cell and change the formula. (For more information, see Entering formulas in the worksheet.)

2. To delete a column, do one of the following:

   - Right-click the column letter at the top of the worksheet and click **Delete**.
   - Right-click a defined cell in the Column Setup row and click **Clear Contents**.

3. To add a column:

   - If needed, right-click a column letter at the top of the worksheet and click **Insert**.
   - Click a blank cell in the Column Setup row, and select the correct option in the properties area or enter a formula.

Printing or exporting

Printing a financial statement

If you have permission to manage financial statements, you can print and verify a statement design from within the Financial Statement Designer.

Only the current worksheet prints; you can click the worksheet subtabs and print other financial statements in the workbook.

Note:	- To print a statement group, see Printing a statement group.
	- If a white line appears in your printed statement, check the financial statement design. When a hidden row or column intersects with a group of merged cells, any text inside the area where they intersect will not print.

To print a financial statement

1. Open the statement, if needed.
2. Verify that the Month-End Date field on the Workbook Properties sheet correctly specifies the time period for the financial information in your statement.
3. Change the other global properties for the statement on the Workbook Properties sheet, as needed. For example, you may choose to filter by department or to change the report basis.
4. Click the **Preview** tab to view the statement with values from your Ajera database.

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

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.

> **Note:** If you create a formula that references an amounts total, make sure it references a Total cell, not an Amounts cell. This makes the formula more robust, especially if the Amounts row is summarized and you later decide to change it to itemized.

To enter formulas in the worksheet

1. Enter a formula. Ajera supports common spreadsheet formulas. For example:

For this formula type	Do this
Amount totals of adjacent rows	1. Click a row. 2. Click the **Total** button to automatically create a formula that sums the values of all the amount cells between the current row and the preceding Total row or Column Setup row for each defined column. For example: =SUM(B8:$B$9) 3. In the Format group of the toolbar, select **Currency**. 4. Click the increase precision or decrease precision button in the Format group of the toolbar, as needed.
Amount totals of nonadjacent rows	1. Double-click a cell. 2. Press the equals (=) key. 3. Enter a formula that sums the values of selected amount cells. Separate nonadjacent rows with a comma. For example: =SUM(B8, B11, B13). 4. In the Format group of the toolbar, select **Currency**. 5. Click the increase precision or decrease precision button in the Format group of the toolbar, as needed.
Percentages	1. Double-click a cell. 2. Press the equals (=) key. 3. Enter a formula that divides the values of selected cells to determine a proportion in relation to a whole (usually 100). For example, =B5/$B$9. 4. In the Format group of the toolbar, select **Percent**. 5. Click the increase precision or decrease precision button in the Format group of the toolbar, as needed.
Ratios	1. Double-click a cell. 2. Press the equals (=) key. 3. Enter a formula that divides the values of selected cells to determine how many times the first quantity is contained in the second quantity. For example, =D9/D25. 4. In the Format group of the toolbar, select **Number**. 5. Click the increase precision or decrease precision button in the Format group of the toolbar, as needed.

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:

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:

To	Do this
Add a worksheet	Click (**Insert Worksheet** subtab) .
Delete a worksheet	Right-click a worksheet subtab and click **Delete**.
Rename a worksheet	Double-click a worksheet subtab and enter a new name.

Using shortcut keys in the worksheet

Use these shortcut keys in the Financial Statement Designer as follows:

To do this in the worksheet	Press the following on your keyboard
Change or enter a formula	Equals sign (=)
Copy a selection and place it on the clipboard	Ctrl+C or Ctrl+Insert
Paste information from the clipboard into selected cells	Ctrl+V
Cut a selection and place it on the clipboard	Ctrl+X
Move one cell up, down, left, or right	Arrow keys
Extend selection by one cell up, down, left, or right	Shift+Arrow keys
Move one screen up	Page Up
Move one screen down	Page Down
Move one screen to the left	Ctrl+Page Up
Move one screen to the right	Ctrl+Page Down
Extend selection one screen up	Shift+Page Up
Extend selection one screen down	Shift+Page Down
Extend selection one screen to the left	Shift+Ctrl+Page Up
Extend selection one screen to the right	Shift+Ctrl+Page Down
Move to first column	Home
Move to last column	End
Move to first cell	Ctrl+Home
Move to last cell	Ctrl+End
Extend selection to first cell	Shift+Ctrl+Home
Extend selection to last cell	Shift+Ctrl+End
Select row	Shift+Spacebar
Select column	Ctrl+Spacebar

To do this in the worksheet	Press the following on your keyboard
Select sheet	Shift+Ctrl+Spacebar
Cancel an entry in a cell or formula bar	Esc
Complete an entry in a cell or formula bar	Enter
Move one cell to the right	Tab
Move one cell to the left	Shift+Tab

Right-clicking in the worksheet

The worksheet in the Financial Statement Designer is a spreadsheet of cells arranged in a 500-row by 500-column grid. You can perform common spreadsheet tasks, such as the following:

To do this	Right-click this
Cut a selection from the worksheet and place it on the clipboard	A cell, row, or column and click **Cut**.
Copy a selection from the worksheet and place it on the clipboard	A cell, row, or column and click **Copy**.
Paste information from the clipboard into selected cells in the worksheet	A cell, row, or column and click **Paste**.
Insert a row	One of the following: • A row and click **Insert**. • A cell and click **Insert** > **Row**.
Delete a row	One of the following: • A row and click **Delete**. • A cell and click **Delete** > **Row**.
Hide a row	A row and click **Hide**. The hidden row is shaded to indicate that it does not appear in the preview or print on the statement.
Unhide a row	A shaded row and click **Unhide**. The shown row is unshaded.
Insert a column	One of the following: • A column and click **Insert**. • A cell and click **Insert** > **Column**.
Delete a column	One of the following: • A column and click **Delete**. • A cell and click **Delete** > **Column**.
Hide a column	A column and click **Hide**.

To do this	Right-click this
	The hidden column is shaded to indicate that it does not appear in the preview or print on the statement.
Unhide a column	A shaded column and click **Unhide**.
	The shown column is unshaded.
Apply a border to a cell, row, or column	A cell, row, or column and click **Borders**.
Remove the contents of a cell	A cell and click **Clear Contents**.

Custom date properties

About custom date properties

You create a custom date property in the Financial Statement Designer if the standard Activity, Balance, or Cash Flow properties do not provide the time period you want. For example, the Activity property in the properties area provides information by month, quarter, or year to date, but you want information by week.

A custom date property consists of a description, beginning date, ending date, and any cash-flow options that may apply. For account balances, leave the beginning date blank. Custom account balances will **not** include all previous closing entries. Ajera saves custom date properties to its database, making them available in all your financial statement designs.

About other reporting dates

Custom date properties work in conjunction with the actual date entered in the Month-End Date field on the Workbook Properties sheet and with the reporting period in statement groups:

- If the ending date of the custom date property falls *before* the date entered in the Month-End Date field, Ajera overrides this field and uses the custom ending date. Example

  You enter **October 17, 2011,** as the Month-End Date, and **October 10, 2011,** as the custom ending date. The custom date property provides information through **October 10**.

- If the ending date of the custom date property falls *after* the date entered in the Month-End Date field, Ajera overrides the custom ending date and uses the actual date entered in the Month-End Date field. Example

  You enter **October 17, 2011,** as the Month-End Date, and **October 24, 2011,** as the custom ending date. The custom date property provides information through **October 17**.

- If the ending date of the custom date property falls *after* the reporting period in a statement group, Ajera overrides the month-end date and provides information from the custom beginning date through the last day of the reporting period. Example

  You enter **October 17, 2011,** as the Month-End Date; **September 24, 2011,** and **October 24, 2011,** as the custom beginning and ending dates, respectively; and **September 2011** as the reporting period for the statement group. The custom date property provides information for **September 24-30, 2011**.

About importing

When you import a design from another database, the label for any custom date property appears in the worksheet but the beginning date, ending date, and cash-flow options are not included in the design. You must re-create the property using the same description, dates, and cash-flow options.

Creating custom date properties

If the standard Activity, Balance, or Cash Flow properties in the Financial Statement Designer do not provide the time period you want, you can create a custom date property. Example

The Activity property in the properties area provides information by month, quarter, or year to date, but you want information by week.

A custom date property consists of a description, beginning date, ending date, and any cash-flow options that may apply. Ajera saves the property to its database, making it available in all your Financial Statement Designer designs.

To create custom date properties

1. Click an Amounts or Column Setup cell in the worksheet. The Content List buttons, options, and fields appear.

2. Click the **Custom** button. All available custom date properties appear.

3. Click (**Plus**).

4. In the Custom Date Properties window, type the name of the custom date property in the Description field. The maximum length is 78 characters.

    As you type, the Property field displays how the description will appear in the Ajera database. Ajera removes any spaces or special characters such as \ / : * ? " < > | , -.

5. Define the property:

If you want this	Do this
Account activity for a time frame that you specify; excludes closing entries	Beginning Date: Enter the first date in the date property.
	Ending Date: Enter the last date in the date property.
	Cash Flow Options: Select **Not Used**.
Account balances at a point in time that you specify; excludes closing entries	Beginning Date: Leave blank. The field defaults to 1/1/1900.
	Ending Date: Enter the last date in the date property. Ajera will total all activity from 1/1/1900 through the Ending Date.
	Cash Flow Options: Select **Not Used**.
Debit or credit account activity for a time frame that you specify	Beginning Date: Enter the first date in the date property.
	Ending Date: Enter the last date in the date property.
	Cash Flow Options: Select one of the following: • **Show debits only**. • **Show credits only**.

The beginning and ending dates work in conjunction with the month-end date on the Workbook Properties sheet and the reporting period for a statement group.

6. Click **Save**.

7. Repeat these instructions for each custom date property you want to create.

Changing a custom date property

To change a custom date property

1. Click an Amounts or Column Setup cell in the worksheet. The Content List buttons, options, and fields appear.

2. Click the **Custom** button. All available custom date properties appear.

3. Click the custom date property you want to change, and click 🖉 (**Change**).

4. In the Custom Date Property window, change the following information:

Field	Description
Description	The name of the custom date property. The maximum length is 78 characters. As you type, the Property field displays how the description will appear in the worksheet and in the Ajera database. Ajera removes any spaces or special characters such as \ / : * ? " < > | , -.
Retained Earnings	If using a non-month-end date, check to reflect the correct balance in the Retained Earnings and Net Income rows on the Balance sheet. **Example**: To report the balances as of a point in time and display the correct amount for Retained Earnings and Net Income, set up all custom Balance Sheet date properties as follows: February 2014 : Beginning date: 1/1/1901. Ending date: 2/22/14. Mark the Retained Earnings check box.
Date Range	The dates for the custom date property, which work in conjunction with the month-end date on the Workbook Properties sheet and the reporting period for a statement group. {{TABLE}}
Cash Flow Options	Any cash-flow options that may apply. • Not Used: Select for any financial statement that is **not** a statement of cash flow. • Show debits only: Select if you want only debit information to appear in the date property. • Show credits only: Select if you want only credit information to appear in the date property.

Date Range nested table:

Field	Description
Beginning Date	The first date in the date property. If you leave this blank, the field defaults to 1/1/1900.
Ending Date	The last date in the date property.

5. Click **Save** or **Save As** if you want to save it as a new custom date property.

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:

Field	Description
Group name	A short description of the statement group

Report	The workbook you want to add to the statement group
	
	Do the following:
	
	1. Click .
	
	   The Financial Report List window appears, displaying the available financial statement workbooks.
	
	2. Click the workbook you want and click the **Select** button.
	
	   The workbook name appears and default values appear in the other columns.

Report basis	The type of accounting basis used for printing the workbook: accrual or cash
	
	Do one of the following:
	
	• Accept the default value.
	
	   Ajera will use the accounting basis selected on the Workbook Properties sheet of the workbook.
	
	• Click and change the report basis to **Accrual** or **Cash**.
	
	   Ajera will override the accounting basis selected on the Workbook Properties sheet of the workbook, if needed.

Department	**unavailable in ajeraCore unless you have the Departments add-on** The department to which the workbook is restricted when printing the statement group Ajera will print information for the department selected, in conjunction with any other filters you may have selected in the financial statement design. Do one of the following: • Accept the default value. Ajera will use the department filter selected on the Workbook Properties sheet of the workbook. • Click and select to print information for each department or an individual department.
Reporting entity	**unavailable in ajeraCore unless you have the Departments add-on** The reporting entity to which the workbook is restricted when printing the statement group. Ajera will print information for the reporting entity selected, in conjunction with any other filters you may have selected in the financial statement design.

Field	Description
	Do one of the following: • Accept the default value. Ajera will use the reporting entity filter selected on the Workbook Properties sheet of the workbook. • Click ⋯ and select to print information for each reporting entity or an individual reporting entity.
Company	Multi-company only. The company to which the workbook is restricted when printing the statement group Ajera will print information for the company selected, in conjunction with any other filters you may have selected in the financial statement design. Do one of the following: • Accept the default value. Ajera will use the company filter selected on the Workbook Properties sheet of the workbook. **Note:** If you select a column in the workbook and apply a company filter for the selected column, that selection will override any company filters set on the Workbook Properties window. • Click ⋯ and select to print information for each company or an individual company.
Copies	The number of copies to print Do one of the following: • Accept the default value, which is 1. • Enter a different number if you want to print multiple copies.

3. Click the next row and repeat Step 2 for any financial statement workbook you want to add to this group.
4. Click **Save**. The statement group appears on the Existing tab.

Step 2: Preview and print a statement group to verify setup

1. Click the **Existing** tab.
2. The reporting period is always set for the previous month. If needed, click 🔽 (**Change View**), select a different period, and click **OK**.

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

Field	Description
	Do the following: 1. Click ▣. The Financial Report List window appears, displaying the available financial statement workbooks. 2. Click the workbook and click **Select**. The workbook name appears and default values appear in the other columns.
Report basis	The type of accounting basis used for printing the workbook: accrual or cash Do one of the following: - Accept the default value. Ajera will use the accounting basis selected on the Workbook Properties sheet of the workbook. - Click ▾ and change the report basis to **Accrual** or **Cash**. Ajera will override the accounting basis selected on the Workbook Properties sheet of the workbook, if needed.
Department	The department to which the workbook is restricted when printing the statement group Ajera will print information for the department selected, in conjunction with any other filters you may have selected in the financial statement design. Do one of the following: - Accept the default value. Ajera will use the department filter selected on the Workbook Properties sheet of the workbook. - Click ▣ and select to print information for each department or an individual department.
Reporting entity	The reporting entity to which the workbook is restricted when printing the statement group. Ajera will print information for the reporting entity selected, in conjunction with any other filters you may have selected in the financial statement design. Do one of the following: - Accept the default value. Ajera will use the reporting entity filter selected on the Workbook Properties sheet of the workbook. - Click ▣ and select to print information for each reporting entity or an individual reporting entity.
Company	Multi-company only. The company to which the workbook is restricted when printing the statement group Ajera will print information for the reporting entity selected, in conjunction with any

Field	Description
	other filters you may have selected in the financial statement design. Do one of the following: - Accept the default value. Ajera will use the company filter selected on the Workbook Properties sheet of the workbook. **Note:** If you select a column in the workbook and apply a company filter for the selected column, that selection will override any company filters set on the Workbook Properties window. - Click [...] and select to print information for each company or an individual company.
Copies	The number of copies to print Do one of the following: - Accept the default value, which is 1. - Enter a different number if you want to print multiple copies.

4. Click the next row and repeat Step 3 for any financial statement workbook you want to change.
5. Click **Save**.

Deleting a statement group

To delete a statement group

1. From the ☰ > **Reports** menu, click **Manage Financial Statements** > **Groups**.
2. On the **Existing** tab, click the statement group you want to delete, and click the **Delete** button.
3. Click **Yes** to delete the statement group.

For managers

Previewing or printing a statement group

If you have access to a statement group, you can preview or print it from the Reports menu.

When you print a statement group, all statements in the group print. Unless the statement group consists of only one statement, you cannot print individual statements.

Note: If you have permission to manage financial statements and want to print a single statement or a single worksheet, see Printing a financial statement.

To preview or print a statement group

1. From the ☰ > **Reports** menu, click **Financial** > **Financial Statements** > ***<statement group>***.
2. The reporting period is always set for the previous month. If needed, click 🔁 (**Change View**), select a different period, and click **OK**.

> | **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

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.

> **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.

> **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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