Deltek

Deltek Ajera 9

Getting Started Guide

January 17, 2019

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This edition published January 2019.

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Chapter 1: Overview

This chapter provides a big picture view of Deltek Ajera and the Ajera implementation process. It highlights major points, such as the importance of clear implementation goals, clean data, and a carefully chosen beginning balance date. Make sure that everyone on your implementation team understands this information.

Welcome to Ajera

Ajera Configurations

Ajera is accounting and project management software from Deltek that is designed specifically for architectural and engineering (A/E) firms. Ajera comes in two configurations:

- **Ajera** is a project-based accounting system that lets you review expenses, track resources, and see a snapshot of a project in real time. In addition to core accounting functionality, Ajera provides Consultant Management, Departments, and In-house Payroll, planning tools, forecasting capabilities, and customized reports.
- **ajeraCore** is a project-based accounting system that lets you review expenses, track resources, and see a snapshot of a project in real time. You can purchase the following features as add-ons:
  - Consultant Management
  - Departments
  - In-house Payroll

How Data is Processed in Ajera

You are most likely the accounting manager at your A/E firm. In your role, you undoubtedly have worked with databases and know the value of good, clean data.

In Ajera, your project and financial information is stored in a Structured Query Language (SQL) database. Ajera automatically pulls data from the SQL database tables to create client invoices, generate reports, and perform other tasks for you. This affects you in two ways:

- First, transactions are recorded in real time, but your display may not automatically update in real time.
- Second, the options you choose while setting up your firm in Ajera have a big effect later when you perform tasks and run reports during a typical workday.

Therefore, it is important to:

- Refresh your display periodically when working in Ajera.
- Realize that what you put into Ajera is what you get out of it.

Purpose of this Guide

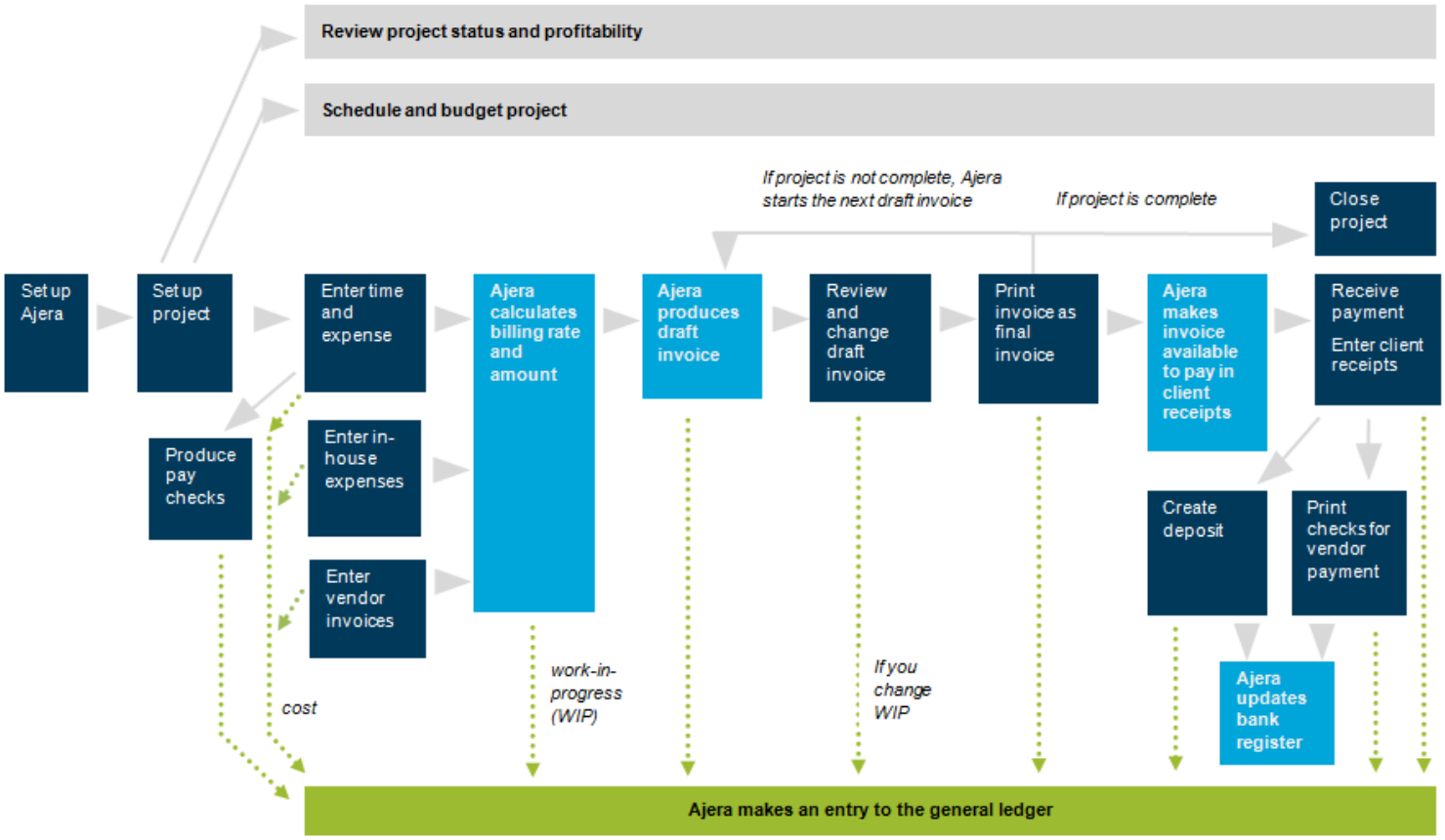
This guide is designed for accounting managers who are responsible for the Ajera implementation process at their firms. Use this guide as a road map to this process and to ensure that you and your Deltek consultant's implementation efforts are coordinated.

Do not use this as a quick-start guide. This guide is not detailed enough for a self-implementation.

Ajera Workflow

For most firms, getting bills out the door is a top priority. Ajera is designed to do just that, with an efficient workflow that automatically captures project-related time and expense and uses them to build client invoices:

- You start the workflow by setting up a project. Ajera automatically creates a draft invoice.
- When you enter time and expenses, in-house expenses, and vendor invoices, Ajera adds these costs to the draft client invoice.
- You approve the draft invoice, print a final invoice, and bill the client.Throughout this process, reports are available to keep you up-to-date on the billing cycle.



Beginning Balance Date

The Ajera workflow officially begins after your beginning balance date. This is the date when you stop using your old system and begin using Ajera for accounting and project management. All transactions entered into Ajera are "live" and affect the general ledger.

Implementation Phases

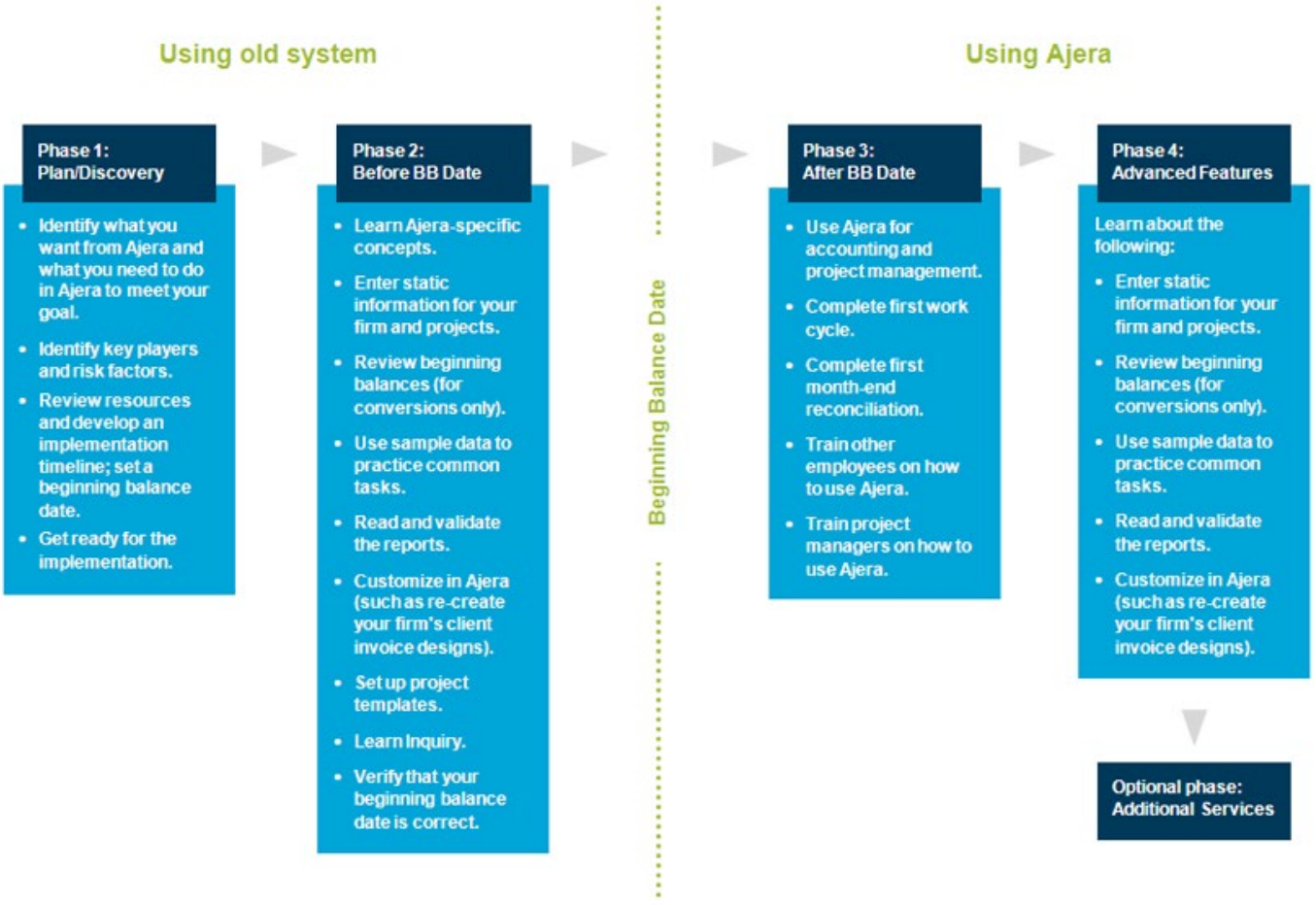
Your Deltek consultant will work closely with your firm to ensure that your implementation is successful.

Deltek offers two types of implementations: Standard and Enterprise. Both are comprised of these phases:

1. Planning and Discovery
2. Before Beginning Balance Date
3. After Beginning Balance Date
4. Advanced Features
5. Additional Services (optional)

The implementation types differ in some specific details. For example, the Enterprise implementation is more comprehensive than the Standard and strongly emphasizes the first two implementation phases.

The rest of this guide addresses each phase individually.



Chapter 2: Planning and Discovery

This chapter gets you in the mindset for planning your implementation. During Phase 1 – Planning and Discovery – you want to create a sense of teamwork and open communication. The success of your implementation will depend on both. Phase 1 usually involves the entire implementation team.

Identify What You Want

To ensure that Ajera produces the reports and general ledger entries that you want, you must set up your data in Ajera correctly for your firm.

How do you do that?

Start by thoroughly discussing with your Deltek consultant where your firm wants to go with Ajera: what kinds of reports, billing workflow, payroll process, and project management does your firm want?

For example:

- Do you want employees to enter their own time and expenses?
- Do you have separate offices that you want to treat as individual profit centers?
- Do you want to completely restructure how your firm bills clients and manages projects?

After defining your goals, discuss your firm's current situation.

Plan How to Reach Your Goals

Only after understanding where your firm is and where it wants to go, can your consultant help you develop a road map to success.

Your Deltek consultant will work with you to develop a detailed implementation plan for your firm. The plan will be based on the resources available at your firm, the key players involved, and the amount of time and effort that your firm can commit to the implementation.

Identify Key Players

Identify the key players in your firm who will be part of your implementation team. Make sure that all team members understand their role in the process and are able to commit the necessary effort.

Key players may include:

- **Implementation point person** – The person in charge of the implementation process for your firm (most likely you). Because of the time demanded by this role, a managing principal is not recommended.
- **Managing principal** – The principal in your firm most closely tied to project management.
- **Information technology (IT)** – The IT specialist in charge of network and server maintenance and updates for your firm, either in-house or outsourced.
- **Financial manager or certified public accountant** – The person in charge of financial reporting and tax preparation for your firm, either in-house or outsourced.
- **Lead project manager** – The project manager in your firm most closely tied to project management. This person can also be the managing principal.
- **Project manager team** – The other project managers, or senior project managers, in your firm. The makeup of the team depends on the composition of your firm.

Different dynamics within your firm will affect the implementation. To ensure that the implementation remains a team effort, clearly communicate your firm's progress and the tasks remaining to the entire team during the implementation.

Identify Risk Factors

Nothing is perfect. As a team, you should plan for contingencies by identifying risk factors and developing possible solutions.

Some common risk factors might include:

- A member of the implementation team who is unable to participate for the duration of the implementation
- Budget cuts that dramatically decrease your consulting hours midway through the implementation.

Make sure that your team has possible solutions for all of your firm's risk factors.

Develop a Realistic Timeline

On average, an Ajera implementation takes 12–20 weeks from start to finish.

The size and complexity of your firm, your beginning balance date, and whether or not Deltek converts your existing data for use in Ajera are major factors in determining how long the process will take.

Your implementation team should review the resources at your firm and develop a timeline accordingly.

Set a Beginning Balance Date

Implementations are based on the beginning balance date. In Ajera, you enter this date in **Company » Preferences**.

The beginning balance date officially marks the discontinuation of your old system. Transactions entered in Ajera after the beginning balance date are "live," and the beginning balance date is locked down and cannot be changed.

The goal of your implementation is to ensure that you and your firm are well prepared before and after the beginning balance date. If you are unsure about anything, discuss it with your Deltek consultant promptly. Be sure to validate your firm's processes in Ajera and resolve any inconsistencies before "going live."

If you need more time, discuss changing the beginning balance date with your consultant so that no transactions are inadvertently recorded in Ajera.

Quick Recap

What is the beginning balance date?

This is the date that you officially start using Ajera for accounting and project management. Set this date for after you have finished setting up and validating your firm's information and processes in Ajera.

You cannot enter any live transactions prior to the beginning balance date. Live transactions are any entries that create general ledget entries and need an audit trail.

After you enter a transaction, you cannot change the beginning balance date.

For more information: **Ajera Help » Index » dates » how assigned**.

Get Ready for the Implementation

Perform these tasks to prepare to “go live” on Ajera.

Pre-Implementation Tasks

Step	Task	Description
1	Order checks and forms for Ajera	To pay vendors and employees in Ajera, order these items: ▪ Preprinted checks ▪ 1099-MISC forms ▪ W-2 forms To order checks and forms, contact one of these suppliers (be sure to specify that your order is for Ajera): ▪ Nelco 800.266.4669 www.taxforms.com ▪ CFI (Computer Forms Incorporated) 800.547.8027 www.computerforms.biz
2	Install Ajera	Refer to the Deltek Ajera 8 Installation Guide. To install Ajera, you need the registration codes in the *Ajera Registration Code* document emailed to you. To receive emails about Ajera software updates, ensure that the spam or junk filter at your firm does not block email from Deltek.
3	Access sample data	Deltek provides a sample company, set up for use with Ajera. Use the sample data to familiarize yourself with the Ajera user interface and workflow. As Ajera is updated with new features, the sample data is updated as well. Explore and experiment. Use the sample data to: ▪ Learn Ajera. ▪ Review industry standards, which are reflected in the sample company’s setup. **To access the sample company, complete the following steps:** 1. Launch Ajera. The Login window appears. 2. In the Login ID field, enter **Sample\pdh**. 3. Enter **pdh** as the password. The password is case-sensitive.

Step	Task	Description
4	Plan to back up your data	Develop a plan to back up your work regularly. Make sure that your Ajera data is included in your system backups. For more information, see **Ajera Help » Contents » About Ajera » Backing up**.

Implementation Checklist (Sample)

You can print and use this checklist, or one provided by your Ajera consultant, to keep yourself on track.

Beginning Balance Date:	
Live Target Date:	
Initial Hand-off Meeting:	
Cash or Accrual?	
Fiscal Year-End:	
Payroll In-house or Outsourced?	

Date Discussed	Task	Task Completed (✓)
Phase 1: Pre-implementation tasks		
	Ordering checks	
	Navigating in Ajera • Using the dashboard • Using the Refresh button	
	Backing up data • Setting security groups	
	Using sample data	
Phase 2: Before Beginning Balance Date tasks — Setting up		
	Company preferences • DPE • Billing types • Payroll variance • Activity types	
	Departments	
	Chart of accounts (account groups, default order – best to use Ajera's order)	
	Bank accounts	
	Outsourced payroll pays	
	Types (employee, project, client)	
	Vendors (account, department, type, payment days)	

Date Discussed	Task	Task Completed (✓)
	Clients	
	Overhead projects	
	Activities	
	Utilizations	
	Overhead groups	
	Payroll pays and other items, if in-house	
	Employees	
	Project Command Center (and how to navigate in it)	
	▪ Existing projects in the Project Command Center for billing	
	▪ Billing types • Project status • Invoice groups • Subphases	
	▪ Demo reports • Timesheets • Invoice formats	
	▪ Project templates	
	Time & Expense	
	▪ Timesheets, entering and approving	
	▪ Expense reports, entering and approving	
	▪ Time- and expense-related reports	
	In-house payroll	
	▪ Beginning balances for payroll	
	▪ Running payroll • Managing payroll • Reviewing adjustments • Printing checks • Verifying payroll reports	
	Outsourced payroll entries	
Phase 2: Beginning Balance Date tasks — Entering beginning balances		
	Unpaid client invoices	

Date Discussed	Task	Task Completed (✓)
	Unbilled work-in-progress	
	Open vendor invoices	
	Bank account	
	Client prepayments	
	Trial balance	
	Reconciliation	
	Project beginning balances	
	▪ Billed	
	▪ Cost	
	▪ Spent	
Phase 2: Before Beginning Balance Date tasks — Training on tasks and processes		
	Manage vendor invoices, payments, and reports	
	Manage in-house expenses	
	Manage client receipts, credit memos, and deposits	
	Manage client invoices	
	▪ Meaning of red and yellow highlighting in Client Invoice List	
	▪ Entering fee or percent complete amount • Entering text and adjustments	
	▪ Setting status of work-in-progress • Setting invoice status	
	▪ Using the Entries button • Using the cutoff date	
	▪ Moving time and expense • Recalculating billing rate	
	▪ Applying prepayments	
	▪ Printing draft and final client invoices • Using client invoice reports	

Date Discussed	Task	Task Completed (✓)
Phase 2: Before Beginning Balance Date tasks — Reconciling and reports		
	Bank reconciliation	
	Financial reports • Reconciliation • Don't Allow Entries Prior To field • Ask date	
	Spent value in reports	

Chapter 3: Before Your Beginning Balance Date

This chapter describes the most time- and labor-intensive phase of the implementation. During Phase 2, you set up Ajera correctly and develop workflows for your firm. At differet stages, Phase 2 usually involves the implementation point person, managing principal or lead project manager, and financial manager or CPA.

Learn Ajera Accounting Concepts

Before implementation, team members should be familiar with these concepts and what they mean in Ajera:

- Work-in-progress
- Direct personnel expense and overhead
- Billing types
- Activities

Work-in-Progress

Quick Facts
What is WIP? Work-in-progress is billable time and expenses that have not yet been included on a final client invoice.
When does WIP get created? When you enter: ▪ Timesheets ▪ Expense reports ▪ Vendor invoices ▪ In-house expenses ▪ Beginning balance unbilled work-in-progress
When does WIP get adjusted? When you: ▪ Change time, expense reports, or vendor invoices. ▪ Adjust, move, or split WIP in **Manage » Client Invoices**. ▪ Change billing rates after WIP is created.
How does amount spent affect WIP? Amount spent (also called *spent value*) is the cost of effort expended on a project if you are able to achieve your assigned billing rates. Amount spent is determined by the billing rate table. Ajera assigns the amount spent when cost is incurred. For example, Ajera assigns labor an amount spent when hours are entered on a timesheet. Ajera assigns an amount spent for expenses and consultants entered in vendor invoices or in-house expenses. The amounts are reflected in your WIP and Unbilled Revenue accounts on the general ledger.

Quick Facts

For more information, see:

- **Ajera Help » Index » WIP**
- **Ajera Help» Index » amount spent**

Direct Personnel Expense and Overhead

Quick Facts

What is DPE?

Direct personnel expense is the sum of employer-paid payroll benefits, such as insurance, taxes, and 401(k) matches. With Ajera, you can track your DPE separately from your general overhead expenses when reporting project cost.

What is overhead?

Overhead is all general operating expenses, such as indirect labor, rent, and utilities. You can choose to include overhead in cost amounts for your project reporting.

How does Ajera distribute DPE and overhead?

You have three options: fixed percentages, based on costs, or based on hours.

For more information, see:

Ajera Help » Contents » DPE and overhead

Billing Types

Quick Facts

What are billing types?

They are the methods you use to handle billing so that it meets the contractual agreement with the client. In Ajera, there are two main billing types:

- **Time & Expense** – You bill the client for actual hours worked and expenses incurred on the project. You can use this type if you bill the client with a billing rate or a markup of cost.
- **Fee Based** – This includes Fixed Fee, Percent Complete, Percent of Construction Cost, and Unit Price. You bill the client based on the value of the work performed, not for the actual time and expenses expended.

Quick Facts
What do billing types do? ▪ Determine default accounts for cost. ▪ Determine if WIP is created. ▪ Determine how hours are treated for utilization.
What happens after you use the overhead billing type? After you enter transactions for a project, you cannot change the overhead billing type for that project.
For more information, see: **Ajera Help » Index » Billing type**

Activities

Quick Facts
What are activities? These are categories that you set up to identify work items and expenses for establishing billing rates, invoicing, and reporting. While setting up activities, you can create and edit activity descriptions, cost and billing rates, accounts, and so on. You can then track each project cost, phase cost, revenue, and so forth by activity.
What kinds of activities can I create? Ajera separates all costing and revenue activities into three types: ▪ Labor ▪ Consultants ▪ Expenses
For more information, see: **Ajera Help » Contents » Activities**

Enter Static Information

After experimenting with sample data to learn how to use Ajera, you are ready to enter your firm's information into your Ajera database. To set up your firm in Ajera, enter the following static information:

Company setup

- Chart of accounts
- Company preferences
- Departments (optional)
- Bank accounts (including credit card banks)
- Activities
- Projects and work breakdown structure
- Billing types and rates
- Security groups

Pay setup

- Payroll
- Overhead groups

Individual setup

- Clients
- Employees
- Vendors

Set Up Chart of Accounts

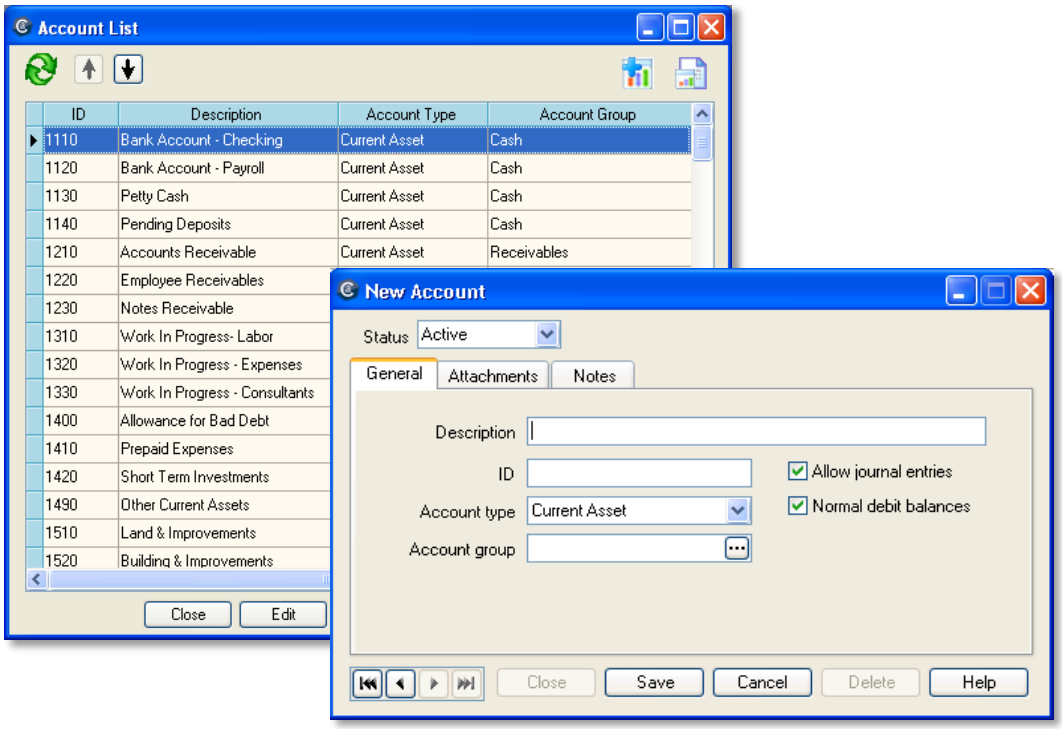
During installation, Ajera also installs a predefined chart of accounts based on how you identify your type of firm:

- Architectural
- Engineering
- Neither

The chart of accounts is a list of accounts grouped into asset, liability, equity, income, and expense categories. It determines how account information appears in financial reports.

When you set up your chart of accounts, you select the following for each account:

- **Account group** – You use account groups to summarize or subtotal information on reports for a group of accounts. For example, assume that you want to subtotal all of your cash accounts (Petty Cash, Checking, and Savings) on your financial reports. You create an account group called Cash and select it as the account group for the Petty Cash, Checking, and Savings accounts.
- **Account type** – You use account types to group information on balance sheets and profit and loss statements by financial category (for example, Current Asset, Current Liability, Expense, and Income).



Quick Facts	
Do what	Click **Company » Financials » Chart of Accounts.**

Quick Facts	
What you will see	A chart of accounts targeting an architectural or an engineering firm or neither type of firm. For the **neither** type, Ajera creates a chart of accounts with only the accounts required in company preferences. You can change the account descriptions and IDs. See Chapter 6 for a list of the company preferences.
What to do next	Make a list of your account numbers and descriptions. Review Ajera's predefined chart of accounts and change it, as needed. Enter any additional accounts needed by your company. To verify your information, click **Report**  **» Chart of Accounts**.
For more information, see: **Ajera Help » Contents » Chart of Accounts**	

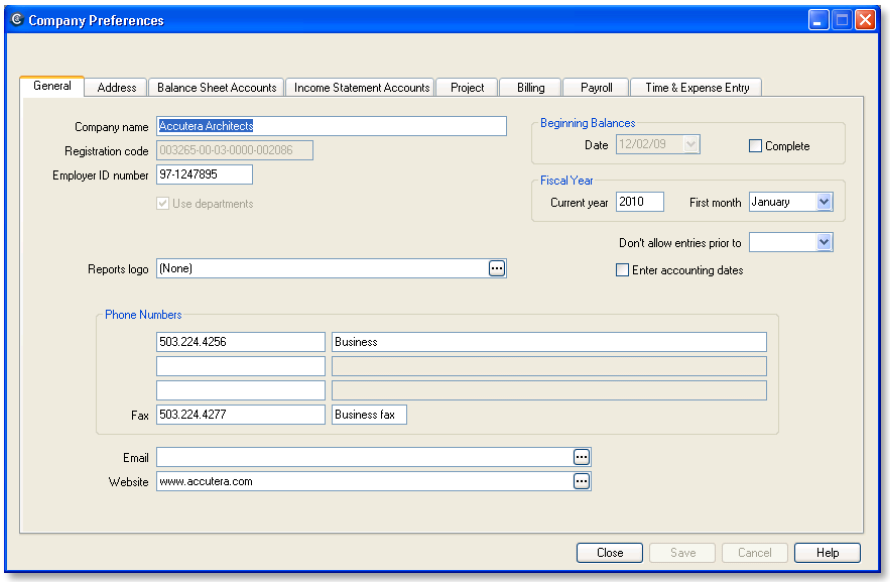
Set Up Company Preferences

Ajera also installs company preferences that contain the most commonly used options for your type of firm: architectural, engineering, or neither.

Use the Company Preferences screen to enter basic company information such as addresses, phone numbers, and account numbers. Ajera prefills the screen with the correct balance sheet and income statement accounts for your type of firm.

You also define default options for your firm that control:

- How you process invoices, payroll, timesheets, and expense reports.
- The financial accounts that are affected as you perform data entry.



Quick Facts	
Do what	Click **Company » Preferences.**
What you will see	Company preferences commonly used by your type of firm.
What to do next	1. Review Ajera's predefined settings in **Company » Preferences** and change them, as needed. 2. The following pages highlight some particularly significant options. These settings affect the information and reports you will produce later, after your implementation. Review these settings and make the appropriate selections for your firm. 3. To verify that you made appropriate choices in **Company » Preferences,** preview client invoices, review project setups, and review various reports.

Quick Facts
For more information, see: **Ajera Help » Contents » Company preferences**

Significant Settings

These fields in **Company » Preferences** are especially important.

General Tab

Field	Description
Beginning Balances Date	Important! Enter the date on which you plan to start entering current project and financial data. Make sure that this date is acceptable to all the key players in your firm; if you need more time, change the date. For example, if you want to start entering detail time and expense as of May 1, then you would specify April 30 as your beginning balance date. Typically, your beginning balance date is the month-end date of the last reconciled Trial Balance from your CPA. Once you enter a transaction, you cannot change the beginning balance date; it is "locked down." If you need to change the date after you start entering data, you must contact Deltek Customer Care.
Use departments	This field is unavailable in ajeraCore unless you have the Departments add-on. Select this check box if you plan to track project or financial information by department. For example, select it if you have multiple disciplines or sites and you want to track costs and revenue. You can always choose to use departments later, but you may have to re-enter data for accurate tracking.
Don't allow entries prior to	Enter a date if you want entries to be made only after that date. Otherwise, leave it blank. Use this option to prevent users from entering information before a certain date. For example, if you close the year on 12/31/15 and do not want entries made before then, enter 01/01/2016. Ajera also uses this date and the beginning balance date to determine valid dates and assign accounting dates.

Field	Description
	For more information, see: **Ajera Help » Index » dates » how assigned**

Address Tab

Field	Description
Address information	Enter your firm's address information. This information can be printed on your client invoices and statements.

Project Tab

Field	Description
Warn If Over Invoiced **Don't Allow Over Invoicing**	These fields are unavailable in ajeraCore unless you have the Consultant Management add-on. Select one of these options if you want to track amounts budgeted and paid to consultants for a project. You can always choose to track these amounts later, but you may have to re-enter data for accurate tracking. For more information, see: **Ajera Help » Contents » Projects » Consultant management**
Average Labor Budget Rates	This field applies only to Ajera, not ajeraCore. Enter your firm's average cost and billing rates. Ajera uses this data to calculate cost budgets and fee budgets when you enter budgeted hours without specifying an employee or employee type. For more information, see: **Ajera Help » Contents » Projects » About budgeting a project**

Billing Tab

Field	Description
Create Finance Charges	Select this check box if you plan to bill your clients for finance charges on outstanding balances. Also, enter information for how you want to process finance charges.
Apply Sales Tax	Select this check box if you want to bill your clients for sales tax. If you bill for sales tax, select this option at the beginning to ensure that your clients are billed uniformly.

Field	Description
Labor Markup **Expense Markup** **Consultant Markup**	If you mark up your labor, expense, or consultant costs by a percentage to bill your clients, select all the check boxes that apply. Also enter descriptions for the markups. For example, your markup percentages for labor may include direct personnel expense, overhead, and profit. Your markup percentages for expenses and consultants may include profit and General and Administrative cost. If you mark up your costs, select these options at the beginning to ensure that your clients are billed uniformly.

Payroll Tab

Field	Description
Payroll Type	Select: ▪ **Process Payroll** – If you plan to process your payroll in-house. This field is unavailable in ajeraCore unless you have the Payroll add-on. ▪ **Payroll Service** – If you plan to outsource your payroll to a payroll service provider. ▪ **None** – If you plan to have no payroll processing in Ajera. For more information, see: **Ajera Help » Contents » Company preferences » Setting up payroll preferences** If you selected **Payroll Service** or **None**, you must ensure that your payroll information is entered in Ajera. For more information, see: **Ajera Help » Index » About payroll variance and accurate financial reporting**
Certified Payroll	This field is unavailable in ajeraCore unless you have the Payroll add-on. Select this check box if you have any projects that require certified payroll reporting. Selecting this check box now ensures that you can quickly set up a project that requires certified payroll reporting later, if needed. For more information, see: **Ajera Help » Contents » Company preferences » Setting up payroll preferences**

Field	Description
Use Wage Tables	Select this check box if you want to use wage tables to set up different pay rates for employees based on employee type and/or type of work performed. Selecting this check box now ensures that time is entered correctly for employees who work on projects that use wage tables. For more information, see: **Ajera Help » Contents » Company preferences » Setting up payroll preferences**
Payroll Start Date	This field is unavailable in ajeraCore unless you have the Payroll add-on. Enter the date on which you want to start processing payroll based on time entered on Ajera timesheets. Be sure that this date is correct. Any entries on timesheets dated earlier than this date are not included in payroll.
Allow state taxes from multiple states on one paycheck	Select this check box if you have employees who work in more than one state and need to have withholdings for all states on the same paycheck. Do not select this option if you only have employees who live and work in the same state, or live in one state and work in another. For more information, see: **Ajera Help » Contents » Payroll » Processing payroll in-house » State withholding for multiple states**
DPE % **Overhead %**	If you want to include direct personnel expense (DPE) and overhead in your project costs, enter a percentage in all the fields that apply. You can distribute DPE/overhead based on fixed percentages only, costs, or hours. Including DPE and overhead in your project reports more accurately reflects project cost. For more information, see: **Ajera Help » Contents » DPE and overhead**

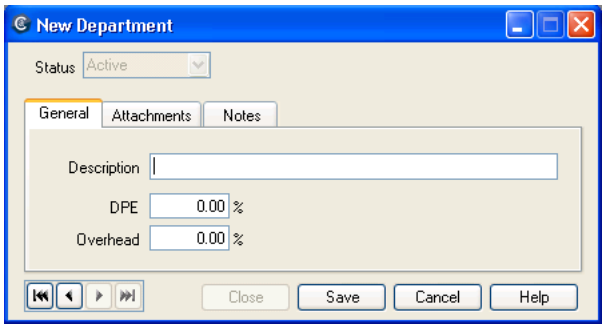
Time & Expense Entry Tab

Field	Description
Week Starts On	Enter the day that you want to use as the first day of the week on your timesheets. Be sure that this date is correct. You cannot change this date once you start entering time through **Manage »Time & Expense**.
Allow Changes to Employee Type	Select this check box if your employees perform work as different employee types and need to change their employee types on timesheets. For example, a principal may also work as a designer.
Track Start and Stop Times	Select this check box if you want start and stop times recorded on your employees' timesheets. Some government agency audits require start and stop time to be recorded on timesheets.
Allow Timesheet Changes By	Select this check box if you want to allow a supervisor and/or accounting manager to change an employee's timesheet.
Allow Expense Report Changes By	Select this check box if you want to allow a supervisor and/or accounting manager to change an employee's expense report.
Require Expense Report Approval	Select the **Supervisor** or **Accounting** check box if you want to allow a supervisor and/or accounting manager to approve an employee's expense report before it can be paid or billed to the client.

Set Up Departments

This section applies to all Ajera users and to only those ajeraCore users who have the Departments add-on.

If you select the **Use Departments** check box on the General tab of **Company » Preferences**, you must set up your departments.



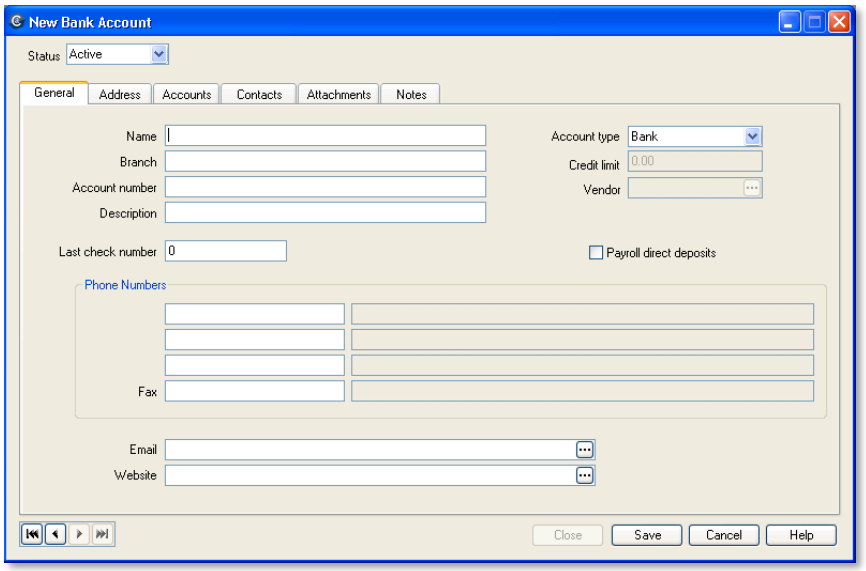
If you decide not to use departments now, you can always choose to use them later.

Quick Facts	
Do what	Click **Company » Financials » Departments**.
What to do next	1. Make a list of your departments, including a description for each department that you want to print on reports. If you decided to include direct personnel expense (DPE) and overhead in your project cost in **Company » Preferences** (**Payroll tab » DPE %** field and **Overhead % field**), you can specify different percentages by department. 2. Enter your department information. The first department automatically contains a description of **Department**. Change this description to reflect the name of one of your departments. 3. To verify your information, click **Report** » **Department List**.
For more information, see: **Ajera Help » Contents » Departments**	

Set Up Bank Accounts

Set up bank accounts for all of your firm's bank accounts and credit cards, identifying general bank information such as the account number and mailing address.

Identify the chart of account numbers for entries and adjustments made to the bank register.



Quick Facts	
Do what	Click **Company » Bank Accounts**.
What to do next	1. Make a list of your bank accounts and credit cards, including for each: ▪ The name of the financial institution and account number. ▪ General information, such as address, phone number, email address, and contacts. 2. If you use Ajera or use ajeraCore with the Payroll add-on, and process payroll in-house, make a list of direct deposit information. Include the routing number and account number for the bank accounts you will use to process direct deposits for your employees. 3. Enter information for your bank accounts and credit cards. 4. To verify your information, click **Report** » **Bank Account Setup**.

Quick Facts

For more information see:

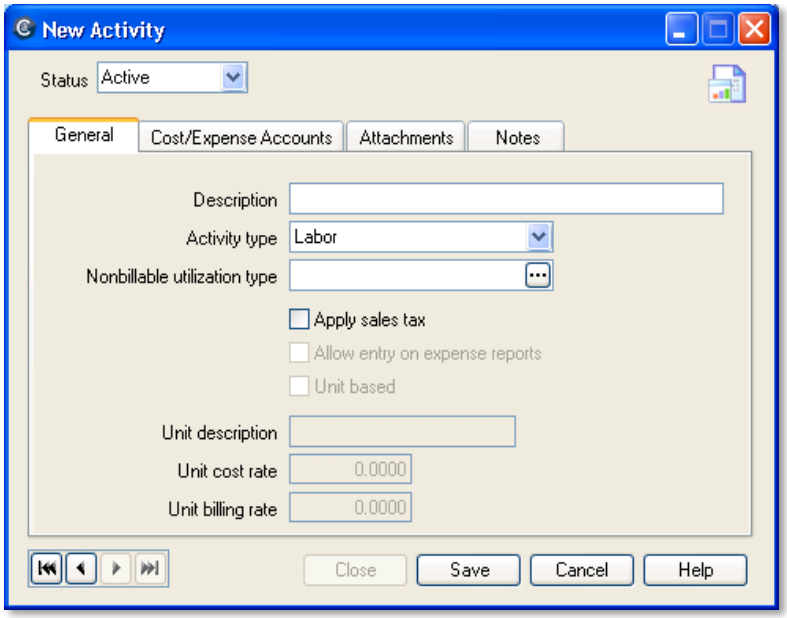
Ajera Help » Contents » Bank accounts

Set Up Activities

Set up activities to identify work and expense items. You can create and edit activity descriptions, cost and billing rates, accounts, and so on. You can use activities to establish billing rates, invoicing, and reporting.

Ajera separates all costing and revenue activities into these three categories:

- **Labor**, which is related to time and expense entry.
- **Consultants**, which are separated from general expenses. In A/E firms, consultants are often managed separately for contract, budget, and billing purposes.
- **Expenses**, which include both expenses paid through vendor invoices and those expenses that have no out-of-pocket costs (in-house expenses).



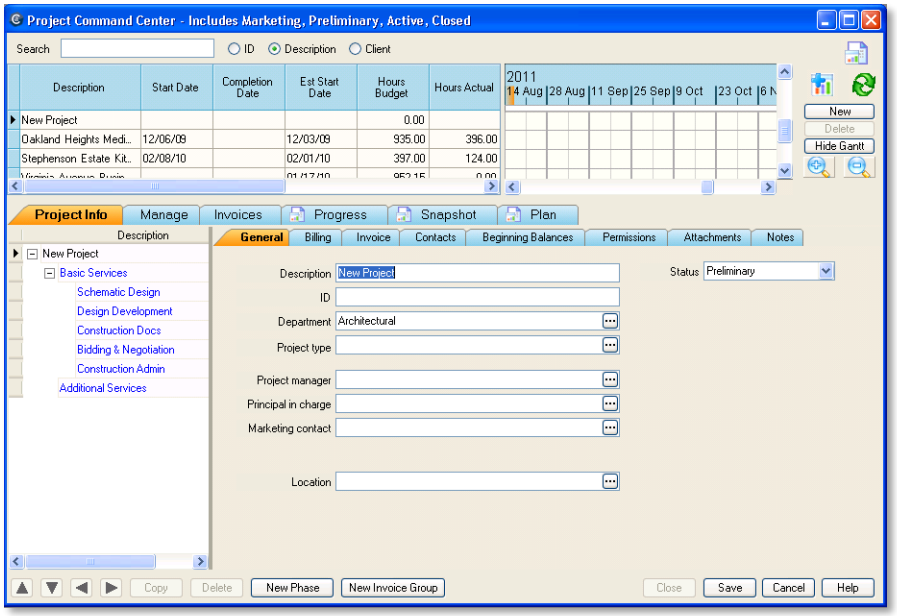
Quick Facts	
Do what	Click **Setup » Activities**.
What you will see	If you select **Architectural** or **Engineering** as your type of firm during installation, Ajera automatically sets up certain predefined activities. See Chapter 6 for a list of the predefined settings.

Quick Facts	
What to do next	1. Make a list of the activities that you plan to use in Ajera. 2. Review Ajera's predefined activities and change them, as needed. 3. Set up any additional activities that you need. 4. To verify your information, click **Report**  **» Activity**.
For more information, see: **Ajera Help » Contents » Activities**	

Set Up Projects

Set up your current projects and their phases.

Ajera's advanced project management features are discussed in Chapter 5.



Quick Facts	
Do what	Click **Setup » Projects**.
What you will see	Project Command Center

Quick Facts	
What to do next	1. Make a list of your active projects and phases. 2. Enter general information for each project and each of its phases into the Project Command Center. For each project, on the **General tab » Project Info subtab**: ▪ Enter the project description. ▪ If using project IDs, enter the project ID. ▪ If using departments, select the department from the list. For each phase, on the **General tab » Project Info subtab**: ▪ Enter the phase description. ▪ If using phase IDs, enter the phase ID. ▪ If using departments, select the department from the list. 3. Build the work breakdown structure. 4. Enter the project and phase information, including the project type, billing type, billing group, and so on. 5. Set up an overhead project if you want to track how billable your employees are. 6. To verify your information, click **Report**  **» Project List** or **Phase List**.
For more information, see: **Ajera Help » Contents » Projects**	

Work Breakdown Structure

You start setting up a project by building the project work breakdown structure. At its most basic level, a project consists of a project and phases. You can add phases and subphases, as needed, along with any of the other components (such as resources and tasks) that you need to bill, budget, and schedule your project.

The work breakdown structure is represented in the project tree on the lower left of the Project Command Center.

Component	Description
Phases	Add as many phases to a project as you need. You can create a hierarchy of phases. ▪ If you have Ajera, you can add as many as six levels of phases to a project, although it is typical to limit the number of subphases to two or three. ▪ If you have ajeraCore, you can add as many as two levels. You can use lower-level phases to define specific tasks.
Invoice groups	To bill phases on separate invoices, set up invoice groups.
Billing groups	To subtotal and summarize phases on an invoice, set up a billing group.

Billing Types and Rates

Billing rate tables determine the billing rates and amounts for labor, expenses, and consultants. As part of setting up a project, you select the billing rate table to use.

Billing Rate Calculations

Rates can be calculated as a cost markup, a standard billing rate, or a pass-through cost. You can also override your actual cost rate and employee type for billing purposes, or set a maximum cost. If you bill overtime or other premium hours, you can set up a premium markup percentage.

You can set up a rate table to calculate billing rates using one of the following:

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

Quick Facts

What to do:

1. Make a list of the billing rates and markup percentages that you plan to use for labor, expenses, and consultants on projects.
2. On the Billing subtab of the Project Info tab:

For each project

1. Select a billing type.
2. If you bill sales tax for this project, select the **Apply sales tax** check box, and enter the tax code and tax rate.

For each phase

1. If any of the following are different from that of the project, select the correct option for the phase:
    1. Billing type
    2. Rate table
    3. Tax rate and code
2. If you have not set up the rate table that you want to use, click ... in the **Rate Table** field and set it up.
3. For fee-based billing types, if the fee on the contract does not include labor, expense, or consultants, select the appropriate **Bill as Time & Expense** check boxes.

Billing Rate Tables

You set up a billing rate table to indicate how you want to price specific labor, expenses, and consultants for billing to a client.

With Ajera, you can set up billing rate tables for the following types of rate calculations:

- Including overhead costs and profit markup in the billing rate
- Marking up actual cost by specified percentages

You can establish overall markups or set up billing rates by:

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

Create as many billing rate tables as you need to reflect different project billing arrangements with clients. If the rate changes mid-project, you can specify multiple date ranges in the same table.

Quick Facts	
Do what	Click **Setup » Billing Rate Tables**.
What to do next	1. Make a list of your billing rate tables with information such as name, activity, billing rate, override cost rate, maximum, direct personnel expense percentage, overhead percentage, and profit percentage for your labor, expenses, and consultant rates. List any mark-up percentage and pass-through costs. 2. Enter your billing rate information. List the dates when the rates are applicable. 3. To verify your information, click **Report**  **» Rate Table.**
For more information, see: **Ajera Help » Contents » Billing rate tables**	

Markups

For your company to make an overall profit, you must mark up your company's various costs when you bill the client. In Ajera, you begin building your rate table by defining the general way in which you want to mark up all costs on a project. For example, you may want to mark up all direct labor costs by 30% to cover direct personnel expense (DPE), 150% to cover overhead cost, and an additional 10% for profit.

In addition, you can identify exceptions to these general markups for a specific cost. For example, a principal's DPE and overhead cost may be higher than your company average, so you may want to mark up your principals' hours by 40% for DPE, 160% for overhead, and 10% for profit.



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

Overhead Projects

To track how billable your employees are, set up a separate project with a billing type of **Overhead**.

Quick Facts	
Do what	Click **Setup » Projects**.

Quick Facts	
What to do next	1. Decide how you want to break out non-billable time. For example, if you are using departments, you might want to track costs by department. 2. Enter each element that you want to track separately as a phase of the project. For example, enter each department as a phase. 3. For each phase, select **Overhead** as the billing type on the **Project Info tab » Billing subtab**. 4. Enter any additional information needed.

Set Up Security Roles

Security roles control the access that specific employees have to the various entry, edit, and reporting functions in Ajera. You also assign dashboard access through roles.

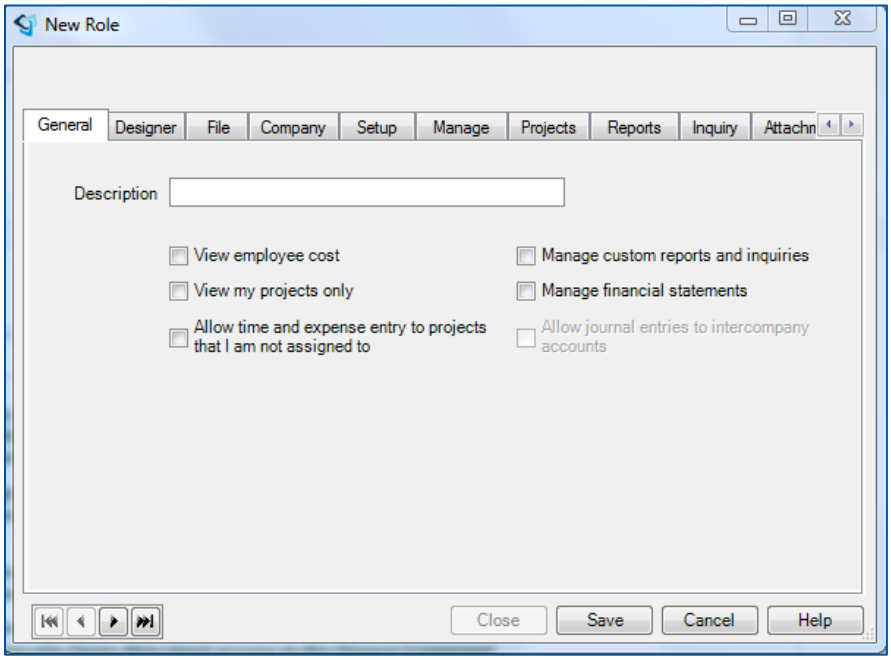
For example, many employees need access only to the time and expense features, so that they can submit timesheets and expense reports.

Project managers need more access. They must enter and manage information for their projects. When they log into Ajera, they need access to the Project Command Center and to reports and inquiries related to their projects, in addition to the time and expense features. They most likely do not need access to the Company or Setup menu or to other project managers' reports and inquiries.

An employee can have multiple roles. For example, assume that you have a group of employees who approve purchase orders. You have set up a dashboard for this purpose. You can set up a role for purchase order approval and assign this to any employee who should be able to approve purchase orders. You can also assign this role to the dashboard.

Ajera comes with default security roles, such as Employee and Administrator.

When you set up your firm, you must assign at least one employee to the Administrator role, which gives employees full rights to Ajera. Members of the Administrator role have access to all options, tasks, reports, inquiries, and all employee user IDs and passwords.



Quick Facts	
Do what	Click **Company » Security**.
What you will see	Ajera's predefined security groups. See Chapter 6 for a list of the predefined groups.
What to do next	1. Get started without making any changes to Ajera's predefined security groups. 2. If you use Ajera or use ajeraCore with the Payroll add-on, and process payroll in-house, set up a security group for employees who are allowed to process payroll. 3. After you are comfortable using Ajera, review and change the groups, or add new ones to meet the access needs of your staff.
For more information, see: **Ajera Help » Contents » Security**	

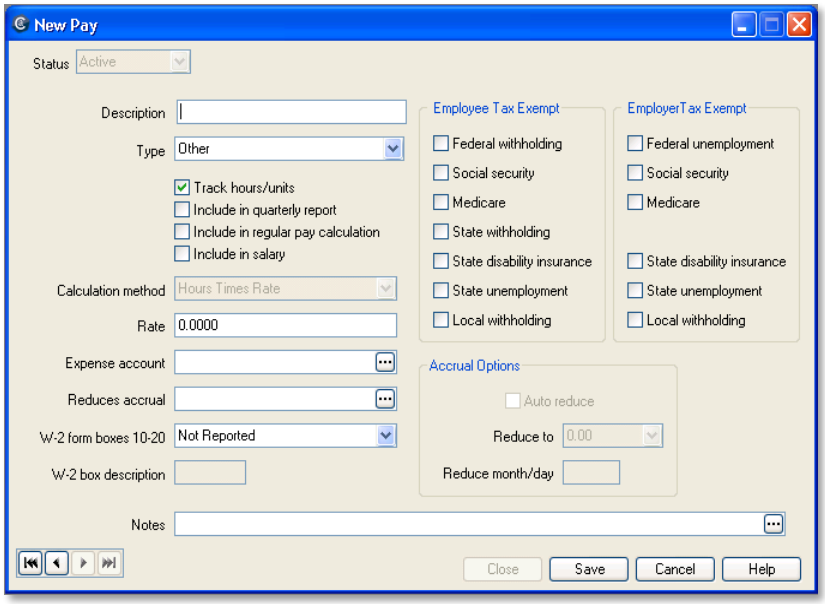
Set Up Payroll

When you set up your company preferences, you choose to do one of the following:

- Process payroll in-house using Ajera (if you have Ajera, or ajeraCore with the Payroll add-on)
- Use a payroll service (outsource payroll).
- Not process payroll information.

If you select in-house payroll or a payroll service, Ajera automatically sets up several predefined pay types (called *pays*).

If you select in-house payroll, Ajera also automatically sets up federal taxes. You must specify any local or special taxes, deductions, and fringe benefits (called *fringes*).



Pay Types (Pays)

The list of predefined pay types is the same whether you process payroll in-house or send it to a payroll service, but what you do with them is slightly different.

In-house Payroll

This section applies to you only if you use Ajera, or ajeraCore with the Payroll add-on.

Quick Facts	
Do what	Click **Company » Payroll » Pays**.
What you will see	Ajera's predefined active and inactive pay types. You can activate the inactive types if you want to use them.

Quick Facts	
	See Chapter 6 for a list of the predefined payroll settings.
What to do next	1. Make a list of pay types that you want to use in Ajera. 2. Review Ajera's predefined pay types, assign financial accounts to them, and change them, as needed. 3. Set up any additional pay types that you need, including pays that you want to use to accrue hours. 4. To verify your information, click **Report**  **» Payroll Pays**.
For more information, see: **Ajera Help » Contents » Payroll » Processing payroll in-house » Setting up payroll »** ▪ **Setting up pays** ▪ **Setting up pays to accrue hours** ▪ **Assigning GL accounts for payroll**	

Outsourced Payroll

Quick Facts	
Do what	Click **Company » Payroll » Pays**.
What you will see	Ajera's' predefined active and inactive pay types. You can activate the inactive types if you want to use them. See Chapter 6 for a list of the predefined settings.
What to do next	1. Make a list of pay types that you want to use to process your payroll. Include the ID that your payroll service uses for each pay. 2. Review Ajera's predefined pay types and change them, as needed. 3. Set up any additional pays needed to process payroll. 4. To verify your information, click **Report**  **» Payroll Pays**.
For more information, see: **Ajera Help » Contents » Payroll » Using a payroll service » setting up pays**	

In-house Payroll Items

This section applies to you only if you use Ajera, or ajeraCore with the Payroll add-on.

If you have opted to process payroll in-house, Ajera also sets up these predefined payroll items: taxes, deductions, and fringes.

The predefined payroll items are automatically linked to the appropriate account in the chart of accounts.

If you create your own chart of accounts or change the chart of accounts that Ajera created for you, be sure to verify that your payroll items are linking to the correct accounts.

Taxes

Quick Facts	
Do what	Click **Company Payroll » Taxes**.
What you will see	Ajera's predefined federal taxes.
What to do next	1. Make a list of local or special taxes that you want to use to process your payroll. 2. Review Ajera's federal taxes and change the descriptions and associated financial accounts, as needed. 3. Set up any state, local, special, or other taxes that you need. 4. To verify your information, click **Report**  **» Taxes**.
For more information, see: **Ajera Help » Contents » Payroll » Processing payroll in-house » Setting up payroll » Setting up taxes**	

Deductions

Quick Facts	
Do what	Click **Company » Payroll » Deductions**.
What you will see	Ajera's predefined deductions. See Chapter 6 for a list of the predefined deductions.

Quick Facts	
What to do next	1. Make a list of the types of deductions that you use to process your payroll. 2. Review Ajera's predefined deductions and change them, as needed. 3. Set up any additional deductions that you need. 4. To verify your information, click **Report** » **Deductions**.
For more information, see: **Ajera Help » Contents » Payroll » Processing payroll in-house » Setting up payroll » Setting up deductions**	

Fringe Benefits (Fringes)

Quick Facts	
Do what	Click **Company » Payroll » Fringes.**
What you will see	Ajera's predefined fringe benefits. See Chapter 6 for a list of the predefined fringes.
What to do next	1. Make a list of the types of fringe benefits you use to process your payroll. 2. Review Ajera's predefined fringes and change them, as needed. 3. Set up any additional fringes that you need. 4. To verify your information, click **Report** » **Fringes**.
For more information, see: **Ajera Help » Contents » Payroll » Processing payroll in-house » Setting up payroll » Setting up fringes**	

Set Up Overhead Groups

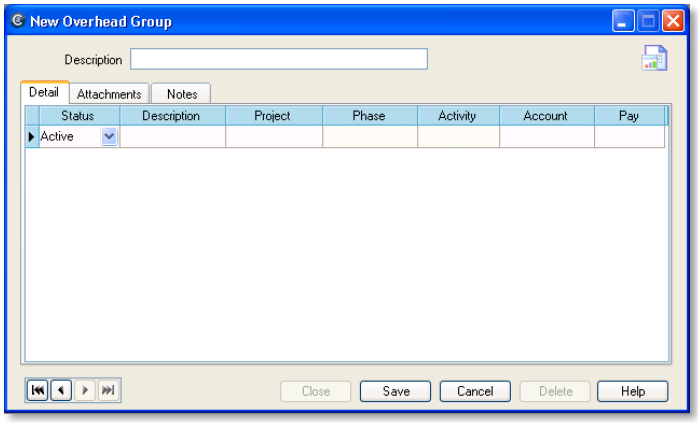
Use overhead groups to set up specific overhead project, phase, activity, or account information so that it defaults onto employee timesheets, simplifying timesheet entry.

You must also use overhead groups if you want to track indirect time on employee utilization time reports.

You can set up multiple overhead groups. For example, if you are using departments, you may want an overhead group for each department so that you can charge different expense accounts for time.

When you set up an overhead group, you create overhead group items. These items appear in the Overhead area of an employee's timesheet. When you create an overhead group item, you link a pay to it. The pay determines the way in which Ajera reports the time on an employee's paycheck stub (or, if you use a payroll service, in the payroll file).

You choose which items appear on an employee's timesheet by assigning the employee to an overhead group.



Quick Facts	
Do what	Click **Setup » Overhead Groups**.
What you will see	If you select **Architectural** or **Engineering** as your type of firm during installation, Ajera automatically sets up a predefined overhead group. See Chapter 6 for a list of the items in the predefined overhead group.

Quick Facts	
What to do next	1. Make a list of overhead items that you want to appear on timesheets. Include the overhead project, phase, and activity if you want to use an overhead project to track indirect cost and to report employee utilization. 2. Review Ajera's predefined overhead groups and change them, as needed. 3. Set up any additional overhead groups that you need. 4. To verify your information, click **Report**  **» Overhead Group**.
For more information, see: **Ajera Help » Contents » Overhead groups**	

Set Up Clients

When you set up clients, you enter client names, addresses, contact and phone information, and client types. Going forward, this information is available in Ajera whenever you need to reference it or use it.

You can use client types to group similar clients together for reporting purposes. Client types can also help you find client information more easily for marketing purposes.

Quick Facts	
Do what: **Set up client types**	Click **Setup » Client Types**.
What you will see	If you select **Architectural** or **Engineering** as your type of firm during installation, Ajera automatically sets up certain predefined client types. See Chapter 6 for a list of the predefined client types.
What to do next	1. Make a list of your client types and descriptions. 2. Review Ajera's predefined client types and change them, as needed. 3. Enter any additional client types needed by your firm. 4. To verify your information, click **Report**  **» Client Type**.
Now do what: **Set up clients**	Click **Setup » Clients**.
	1. Make a list of your clients, and include general information (such as addresses, phone numbers, email addresses, and contacts), client types, and any notes about the clients. 2. Set up your clients, selecting a client type for each client. 3. To verify your information, click **Report**  **» Client List**.
For more information, see: ▪ **Ajera Help » Contents » Types** ▪ **Ajera Help » Contents » Clients**	

Set Up Employees

When you set up employees, you enter employee names, addresses, contact and phone information, payroll options, and employee types. Going forward, this information is available in Ajera whenever you need to reference it or use it.

You can use employee types to group similar employees together for billing and reporting purposes. For example, you might choose to bill out all employees with an employee type of Drafter at the same hourly rate.

Quick Facts	
Do what: Set up employee types	Click **Setup » Employee Types**.
What you will see	If you select **Architectural** or **Engineering** as your type of firm during installation, Ajera automatically sets up certain predefined employee types. See Chapter 6 for a list of the predefined employee types.
What to do next	1. Make a list of your employee types and descriptions. 2. Review Ajera's predefined types and change them, as needed. 3. Enter any additional employee types needed by your firm. 4. To verify your information, click **Report** » **Employee Type**.
Now do what: Set up employees	Click **Setup » Employees**.
	1. Make a list of your employees with their pay information. 2. Enter your employee information. 3. The following pages highlight some significant employee options. Review the options and make the appropriate selections for your firm. 4. To verify your information, click **Report** » **Employee Setup**.
For more information, see: ▪ **Ajera Help » Contents » Types** ▪ **Ajera Help » Contents » Employees**	

Significant Settings

These fields in **Setup » Employees** are especially important.

General Tab

Field	Description
Name	Enter the employee's name. The employee name appears in all employee-related reports.
Supervisor	If the employee's supervisor will be modifying or approving the employee's timesheet, select the employee's supervisor. The person selected here will be able to modify or approve the timesheet in the Timesheet by Employee window.
Employee Type	Select the employee's type (for example: principal, admin, or designer) from the Employee Type list. Employees can change their employee type when they enter timesheets if the **Allow Changes to Employee Type** option is selected in Company Preferences. The employee type determines billing rates and can be printed on client invoices.
Department	This field is unavailable in ajeraCore unless you have the Departments add-on. If you are using departments, select the employee's department from the list. This ensures that all employee-related information is tracked to the correct department.
Manager Type	Select the appropriate Manager Type check boxes: Principal, Supervisor, Project Manager, Accounting Manager, Marketing Contact . The manager type determines the employee's access to their and other employees' projects, reports, timesheets, expense reports, and tasks, and determines which account Ajera uses for the employee's entered time.

Time & Expense Entry Tab

Field	Description
Overhead Group	Select the appropriate overhead group for the employee. The overhead group determines which overhead categories appear on the employee's timesheet.

Field	Description
Use Expense Reports	Select this check box and complete the other fields as needed, if you want the employee to enter expense reports. If you do not select this check box, tabs for entering expense reports do not appear on the Time & Expense List window for the employee.

Pay Information Tab

Field	Description
Role	If the employee will be accessing Ajera, enter the employee's login ID, password, and security group in these fields. The security group determines the employee's access to specific parts of Ajera, such as timesheets, expense reports, and so on. If you want your employees to enter their own timesheets, be sure to select the security group of **Employee**. This security group allows them access to Ajera. Select the **Administrator** security group for at least one employee. This person will be responsible for maintaining your system and will have access to all options, tasks, reports, employee user IDs, and passwords.
Pay Rates Table	
Pay Period	Select the frequency at which this employee will be paid.
Hourly check box **Pay Rate**	If the employee is paid based on hours worked, select the **Hourly** check box and enter the hourly pay rate in the **Regular Pay Rate** field.
Salary	If the employee is paid a salary, enter the amount paid each pay period.
Overtime markup	If the employee is paid overtime for any hours worked over the employee's normal hours, enter the overtime percentage. For example, enter 50% if the employee is paid time and a half.
Additional Pays Table	
	This table is unavailable in ajeraCore unless you have the Payroll add-on.

	If you are processing payroll in-house, set up additional pays for the employee, as needed.

Field	Description
Payroll taxes fields and check boxes	**Based on the employee's W-4, set up taxes for the employee.**

Payroll Taxes Tab

This table applies only to Ajera, or to ajeraCore with the Payroll add-on.

Field	Description
Payroll taxes fields and check boxes	**Based on the employee's W-4, set up taxes for the employee.**

Deduction/Fringes Tab

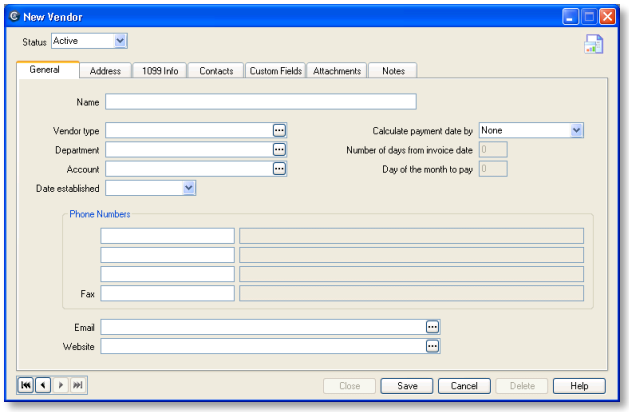
This table applies only to Ajera, or to ajeraCore with the Payroll add-on.

Field	Description
Deductions/fringes fields and check boxes	Set up deductions, direct deposits (including banks, account numbers, and routing numbers), and fringe benefits for the employee.

Set Up Vendors

When you set up vendors, you enter vendor names, addresses, contact and phone information, and vendor types. Going forward, this information is available in Ajera whenever you need to reference it or use it.

You can use vendor types to group vendors together for reporting purposes. For example, all vendors with a vendor type of **Consultant** appear on the Consultant Pay When Paid report.



Quick Facts	
Do what: **Set up vendor types**	Click **Setup » Vendor Types**.
What you will see	If you select **Architectural** or **Engineering** as your type of firm during installation, Ajera automatically sets up certain predefined vendor types. See Chapter 6 for a list of the predefined vendor types.
What to do next	1. Make a list of your vendor types and descriptions. 2. Review Ajera's predefined vendor types and change them, as needed. 3. Enter any additional vendor types needed by your firm. 4. To verify your information, click **Report** » **Vendor Type**.
Now do what: **Set up vendors**	Click **Setup » Vendors.**

Quick Facts	
	1. Make a list of your vendors, including general information (such as address, phone number, email address, and contacts), vendor types, and any notes. 2. Set up your vendors. If you use Ajera to ajeraCore with the Consultant Management add-on and want to track consultant budgets, be sure to set up vendors with a vendor type used for consultants. (In **Setup » Vendor Types**, verify that the **Consultant** check box is selected for the vendor type). 3. To verify your information, click **Report**  **» Vendor List**.
For more information, see: ▪ **Ajera Help » Contents » Types** ▪ **Ajera Help » Contents » Vendors**	

Enter Beginning Balances

Enter beginning balances to reflect your financial position at the time that you start using Ajera, as defined by the beginning balance date you enter in **Company » Preferences**.



Before you enter beginning balances in Ajera, you must complete and reconcile all transactions through the beginning balance date in your old system.

If you start using Ajera at the beginning of the fiscal year, you should have no beginning balances to enter because you will have reconciled your accounts at year end.

During this phase of your implementation, before your beginning balance date, enter the beginning balances that support in-house payroll and billing:

- Payroll (if you use Ajera, or ajeraCore with the Payroll add-on)
- Unpaid client invoices
- Unbilled work-in-progress (WIP)
- Client prepayments
- Projects (billed amount information only)

If you want, you can enter these beginning balances during the next phase of your implementation, after your beginning balance date:

- Trial balance
- Bank balances
- Vendor year-to-date paid amounts for 1099s
- Open vendor invoices

You must enter any WIP, accounts payable, and accounts receivable balances, but you can do this after your beginning balance date.

To complete the beginning balance process, reconcile and then finalize your beginning balances.

You do not have to finish entering beginning balances before your beginning balance date.

If Deltek Data Services converted your data from your old system to Ajera, the Deltek data specialist entered your beginning balances for you. Review the beginning balances in Ajera and verify that they are correct.

Enter Payroll Balances

Quick Facts	
Complete these steps only if you use Ajera, or ajeraCore with the Payroll add-on. If your beginning balance date is mid-year, enter the year-to-date payroll amounts for each employee. This ensures that pays, taxes, deductions, and fringes calculate correctly going forward. This information is also needed for year-end reports and W-2 forms.	
Do what	Click **Company » Beginning Balances » Payroll**.
What to do next	1. Collect employee payroll amounts for each quarter of the current year before the date you plan to begin processing in-house payroll in Ajera. If you are not starting at the beginning of a quarter, you will also need to gather monthly employee payroll amounts for the current quarter. 2. For each quarter, enter a Beginning Balance Paycheck for each employee. 3. If you are not starting at the beginning of a quarter, also enter a Beginning Balance Paycheck for each employee for each month of the current quarter.
For more information, see: **Ajera Help » Contents » Beginning balances » Entering for in-house payroll**	

Enter Billing Balances

Quick Facts	
Unpaid client invoices If you enter an amount for your Accounts Receivable account in your trial balance, you need to enter the client invoices that make up that amount.	
Do what	Click **Company » Beginning Balances » Unpaid Client Invoices**.
What to do next	1. Collect the client invoices that make up the balance you entered for Accounts Receivable in your trial balance. 2. Enter all open client invoices through your beginning balance date. 3. To verify your information, click **Report**  **» Beginning Balance Unpaid Client Invoices**.

Quick Facts	
For more information, see: **Ajera Help » Contents » Beginning balances » Entering for unpaid client invoices**	
Unbilled work-in-progress If you enter an amount for work-in-progress accounts in your beginning balance trial balance or have work-in-progress prior to the beginning balance date that you want to include on invoices, you must enter any labor, expense, and consultant items that make up that amount.	
Do what	Click **Company » Beginning Balances » Unbilled work-in-progress**.
What to do next	1. Compile a list of the items that make up the balance you entered for work-in-progress in your trial balance. 2. Enter amounts for any work-in-progress through your beginning balance date. 3. To verify your information, click **Report** » **Beginning Balance Unbilled Work-in-progress**.
For more information, see: **Ajera Help » Contents » Beginning balances » Entering for unbilled WIP**	
Client prepayments If you receive prepayments (retainers) from clients prior to your beginning balance date, or if you have client overpayments waiting to be applied to a future invoice, enter the outstanding balance per client. Amounts entered here should equal the amount entered for the client prepayments account in your trial balance.	
Do what	Click **Setup » Clients**.
What to do next	1. Enter the prepayment beginning balance on the General tab of the Client window. 2. To verify your information, click **Report** » **Beginning Balance Client Prepayments**.
For more information, see: **Ajera Help » Contents » Beginning balances » Entering for client prepayments**	

Enter Project Balances

Quick Facts	
You can enter project-to-date totals now or at a later time. These totals affect project reports and invoices but do not affect account balances. Enter totals for each phase. Ajera calculates project totals based on the phase totals.	
Do what	Click **Setup » Projects**.
What to do next	1. Make a list of the totals for hours, cost, earned, and billed for all of your active projects through your beginning balance date. 2. For each project and phase, enter this information on the Beginning Balances subtab in the Project Command Center. 3. When you entered unpaid client invoices earlier, you increased the billed amounts for your projects and phases. On the Beginning Balances subtab, for each project and phase, reduce the billed amounts by the amount of any client invoices that are unpaid as of your beginning balance date. 4. When you entered unbilled WIP earlier, you increased the earned amounts for your projects and phases. On the Beginning Balances subtab, for each project and phase, reduce the earned amounts by the amount of any unbilled WIP as of your beginning balance date. 5. To verify your information, click **Report**  **» Project List**.
For more information, see: **Ajera Help » Contents » Beginning balances » Entering for projects**	

Enter Other Balances

Enter Trial Balance

Quick Facts	
A trial balance is a list of all accounts in the general ledger, with each account's current balance.	
Do what	Click **Company » Beginning Balances » Trial Balances**.
What to do next	1. From your current system or from your accountant, obtain a trial balance as of your beginning balance date, on both a cash and accrual accounting basis. 2. Enter the beginning balances for your company's chart of accounts. You have the option of entering cash balances is addition to accrual balances. 3. To verify your information, click **Report**  **» Beginning Balance Trial Balance**.
For more information, see: **Ajera Help » Contents » Beginning balances »** ▪ **Entering a trial balance for accrual basis** ▪ **Entering a trial balance for cash basis**	

Enter Bank Account Balance

Quick Facts	
Do what	Click **Company » Beginning Balances » Bank Account**.
What to do next	1. Review your last reconciled bank statement prior to your beginning balance date. 2. Enter the ending balance of your last bank statement. This amount is used to determine the current balance that appears on your bank register. If the bank account does not yet have a beginning balance, enter zero here. 3. Enter all outstanding items since your last bank statement, through your beginning balance date. 4. To verify your information, click **Report**  **» Beginning Balance Bank Account**.

Quick Facts
For more information, see: **Ajera Help » Contents » Beginning balances » Entering for bank accounts**

Enter Vendor Paid Amounts

Quick Facts	
If you are required to send 1099s to any of your vendors, you need to enter the amount you have paid each vendor year-to-date.	
Do what	Click **Company » Beginning Balances » Vendor 1099 Paid**.
What to do next	1. Compile a list with the amount you have paid each vendor that requires a 1099, from the beginning of the calendar year through your beginning balance date. Do not include amounts that you entered as uncleared items when entering beginning bank account balances. 2. Enter year-to-date paid amounts for each 1099 vendor. 3. To verify your information, click **Report**  **» Beginning Balance Vendor 1099**.
For more information see: **Ajera Help » Contents » Beginning balances » Entering for vendors 1099 paid**	

Enter Open Vendor Invoices

Quick Facts	
If you enter an amount for your Accounts Payable account in your trial balance, you need to enter the vendor invoices that make up that amount.	
Do what	Click **Company » Beginning Balances » Open Vendor Invoices**.
What to do next	1. Compile the vendor invoices that make up the balance you entered for Accounts Payable in your trial balance. 2. Enter all open vendor invoices through your beginning balance date. 3. To verify your information, click **Report**  **» Beginning Balance Open Vendor Invoices**.

Quick Facts

For more information, see:

Ajera Help » Contents » Beginning balances » Entering for open vendor invoices

Reconcile Beginning Balances

Quick Facts	
What to do	To reconcile beginning balances, follow these steps: 1. Reconcile the trial balance. 2. Reconcile bank accounts. 3. Reconcile payments to 1099 vendors. 4. Reconcile open vendor invoices. 5. Reconcile unpaid client invoices and prepayments. 6. Reconcile unbilled work-in-progress.
For more information, see: **Ajera Help » Contents » Reconciliation**	

Verify Control Account Balances

Control accounts are accounts for cash, receivables, work-in-progress, payables, and client prepayments. You already entered these totals and supporting detail for these accounts. You must verify that the total of the detail you entered is the same as the amount you entered in your trial balance.

Quick Facts	
Do what	Click **Company » Beginning Balances » Trial Balance**.
What to do next	To verify your information, click **Report**  **» Beginning Balance Control Account Verification**. The Difference column on the report should be all zeros.
For more information, see: **Ajera Help » Contents » Beginning balances » Verifying control account balances**	

Finalize Beginning Balances



Before performing this step, make sure that you have verified your balances and have printed financial reports for your accountant to review.

After you finalize your beginning balances, Ajera removes the Beginning Balances option from your Company menu.

Quick Facts	
Do what	Click **Company » Preferences**.
What to do next	1. On the General tab, select the **Beginning Balances Complete** check box. 2. Click **Save**. If you need to change any beginning balance entries, clear the **Beginning Balances Complete** check box, and you will have access to the beginning balances tasks.
For more information, see: **Ajera Help » Contents » Beginning balances » Finalizing beginning balances**	

Train on Tasks and Processes

Throughout your implementation, use the sample data provided by Deltek to learn about the common tasks that you plan to perform in Ajera.

Develop workflows for your firm's processes, such as:

- Time and expense
- Billing, accounts receivable, and accounts payable
- Payroll
- Reconciliation

Entering Time

Ajera's timesheets can be accessed by all employees without exposing your financial data.

Quick Facts	
Do what	Click **Manage » Time & Expense**.
What to do next	1. Verify that employees can enter their own timesheets by making sure that you selected the **Employee** security group on **Setup » Employees » Pay Info tab** for each employee. This security group allows them access to Ajera. 2. On the My Timesheets tab, employees enter time for work on active projects and submit timesheets for approval. 3. Supervisors and managers review and approve time online. 4. Time entered in Ajera is automatically ready for payroll processing, whether you process payroll in-house or send the payroll file to a payroll service.
For more information, see: **Ajera Help » Contents »Time**	

Entering Expenses

Employees can quickly enter expense reports with all the detail needed for Ajera to apply those expenses to projects and phases.

Quick Facts	
Do what	Click **Manage » Time & Expense**.

Quick Facts	
What to do next	1. Verify that employees can enter their own expenses by making sure that you selected the **Use expense reports** check box on **Setup » Employees » Time & Expense Entry tab** for each employee. 2. On the My Expenses tab, employees enter expenses for work on active projects and submit expense reports for approval. 3. Supervisors and managers review and approve expenses online. 4. Ajera automatically creates a vendor invoice for each expense report, which you pay just as you would any other vendor invoice.
For more information, see: **Ajera Help » Contents » Expense reports**	

Managing Vendor Invoices and Payments

When you receive invoices from your vendor, enter them into Ajera to reflect these costs in your financial reports and to bill your projects. You can choose to pay the invoices as you enter them or at a later date.

Ajera also automatically creates vendor invoices for employee expense reports, which you can pay as you would any other vendor invoice.

Vendor Invoices

Quick Facts	
Do what	Select **Manage » Vendor Invoices**.
What to do next	1. Enter vendor invoices. 2. If needed, create recurring vendor invoices in **Manage » Recurring » Vendor Invoices**. The invoices appear in the **Manage » Vendor Invoice**s or **Vendor Payments** window. 3. If you use Ajera, or ajeraCore with the Consultant Management add-on, and if your Ajera setup allows, you can better manage your consultant and expense commitments and prevent overpayment by specifying the commitment budget item that is being invoiced. If you use commitment management, you must enter open invoices that are dated before your beginning balance date as part of the Beginning Balances task.

Quick Facts
For more information, see: **Ajera Help » Contents »** ▪ **Vendor invoices** ▪ **Projects » Consultant management**

Vendor Payments

Quick Facts	
Do what	Select **Manage » Vendor payments**.
What to do next	Select vendor invoices to pay.
For more information, see: **Ajera Help » Contents » Vendor payments**	

Managing In-house Expenses

Enter in-house costs, such as mileage, to a project so that you can bill for these costs.

Quick Facts	
Do what	Select **Manage » In-house Expenses**.
What to do next	Enter in-house expenses.
For more information, see: **Ajera Help » Contents » In-house expenses**	

Managing Client Receipts and Related Items

Manage client receipts, miscellaneous receipts, credit memos, deposits, and prepayments from the **Manage » Client Receipts** window.

Quick Facts	
Do what	Select **Manage » Client Receipts**.
What to do next	▪ Apply a payment from a client to one or more outstanding invoices. ▪ You can also record prepayments or retainers and apply them to invoices at a later date.

Quick Facts	
	▪ You can enter credit memos if you are unable to collect the entire amount of the invoice.
For more information, see: **Ajera Help » Contents » Client receipts**	

Managing Client Invoices

As you enter project time and expenses, Ajera automatically tracks them to a client invoice.

Quick Facts	
Do what	Select **Manage » Client Invoices**.
What to do next	▪ When you are ready to invoice the client, you can review and make changes to invoice entries or hold them to bill later. To review invoices, you may want to use billing review stages (see **Ajera Help » Contents » Billing review**). ▪ For fee-type projects, such as percent complete or fixed fee projects, you can also specify the amount or percentage to bill for each phase of the project. ▪ Preview the invoices before printing them. You can print one invoice at a time or select multiple invoices to print all at once. ▪ If you have invoices that you billed before starting Ajera that have not been paid, enter them as part of the Beginning Balances task.
For more information, see: **Ajera Help » Contents » Client invoices**	

Managing the Bank Register

As you enter your client receipts and vendor payments, Ajera enters these items in the bank register. Ajera also automatically creates credit card items from items entered on employee expense reports.

Quick Facts	
Do what	Select **Manage » Bank Register**.

Quick Facts	
What to do next	1. On the Register tab: ▪ Enter miscellaneous bank adjustments, such as interest and service charges, and record transfers between your bank accounts. ▪ Enter credit card entries. 2. On the Reconcile tab: ▪ View and change your bank entries as needed. ▪ View and change your credit card entries as needed. 3. On the Reconcile tab, enter your ending balance and date. Ajera marks all items through the statement ending date as reconciled. 4. Use the **Reconciled** and **Cleared** checkboxes to indicate which items are still outstanding.
For more information, see: ▪ **Ajera Help » Contents » Bank register** ▪ **Ajera Help » Contents » Credit cards**	

Running Payroll

In-house Payroll

To run payroll in-house, you must have Ajera, or ajeraCore with the Payroll add-on.

Quick Facts	
Do what	Select **Manage » Payroll**.
What to do next	Create a payroll.
For more information, see: **Ajera Help » Contents » Payroll » Processing payroll in-house » Running payroll**	

Outsourced Payroll

Quick Facts	
Do what	Select **Manage » Payroll**.

Quick Facts	
What to do next	1. Create a payroll file. 2. Send the file to your payroll service.
For more information, see: **Ajera Help » Contents » Payroll » Using a payroll service**	

Reconcile Month-end

Developing precise procedures for reconciliation should be a top priority for you. It guarantees that your reports are accurate and your data is in balance.



We recommend that you reconcile monthly.

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 amount of the check.

However, if, for example, 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) is no longer in balance with your Accounts Payable account on your Trial Balance report.

Quick Facts	
What to do	Determine if your Trial Balance report is in balance and then balance each of the control accounts to your Trial Balance report. To reconcile Ajera, follow these steps: 1. Reconcile the Trial Balance. 2. Reconcile cash accounts. 3. Reconcile accounts receivable. 4. Reconcile prepayments. 5. Reconcile work-in-progress accounts. 6. Reconcile accounts payable. 7. Reconcile salaries payable. 8. Reconcile gross wages for accrual accounting.
For more information, see: **Ajera Help » Contents » Reconciliation**	

Tailor Ajera to your Firm's Needs

Work with your Deltek consultant to identify additional set-up steps that will tailor Ajera to your firm’s business practices.

For example, you may decide to:

- Create custom fields (see **Ajera Help » Contents » Custom fields**).
- Set up recurring journal entries or recurring vendor invoices (see **Ajera Help » Contents » Journal entries » Recurring journal entries** or **Ajera Help » Contents » Vendor invoices » Recurring vendor invoices**).
- Re-create your firm's client invoice designs (see **Ajera Help » Contents » Invoice formats**).
- Re-create your firm's financial statement designs (see **Ajera Help » Contents » Financial Statement Designer**).
- Set up consultant and expense commitments if you use Ajera or ajeraCore with the Consultant Management add-on (see **Ajera Help » Contents » Projects » Consultant management**).

Learn to Perform Inquiries

Use the Inquiry process to access and retrieve information from the Ajera database and display it in a tabular format.

Ajera comes with 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 see more detail with just one click.

You use each standard inquiry as a starting point for creating an inquiry that includes the exact information that you want to see, in the way in which you want to see it.

Use the sample data provided by Deltek to learn how to interpret and change the information in inquiries.

Quick Facts	
Do what	1. Click **Inquiry » <standard inquiry name>**. 2. Review the standard inquiries and become acquainted with their contents.
For more information, see: **Ajera Help » Contents » Inquiries**	

Set Up Project Templates

If you have Ajera (not ajeraCore), you can set up a project from a project template. A template gives you a head start, allowing you to avoid any redundant data entry. It also helps to maintain standards for budgeting, naming conventions, and work breakdown structure.

Quick Facts	
Do what	Select **Setup » Projects**.
What you will see	Project Command Center (PCC). If you select **Architectural** or **Engineering** as your type of firm, Ajera automatically sets up predefined templates: ▪ Top-down ▪ Bottom-up ▪ Quick project ▪ Top-down with Business Development ▪ Bottom-up with Business Development
What to do next	1. Make a list of project templates that you want to use in Ajera. Include the phases, budgeting, invoice groups, and billing groups that you want to use to track and manage your project and the project type. 2. Review the predefined templates and change them, as needed. 3. Set up any additional project templates that you need. 4. To verify your information, click **Report**  **» Project List** or **Phase List**.
For more information, see: **Ajera Help » Contents » Projects » Setting up projects » Setting up a project or template**	

Chapter 4: After Your Beginning Balance Date

This chapter describes the implementation steps that you follow immediately after going live on Ajera. Phase 3 usually involves the implementation point person, managing principal or lead project manager, and financial manager or CPA.

Go Live on Ajera

When you switch over from your old system to Ajera, your Deltek consultant will work with you as you perform your first month of accounting and project management in Ajera.

During the previous phase, before your beginning balance date, you used sample data to learn about Ajera and develop and validate your Ajera processes.

During this phase, after your beginning balance date, you perform the same tasks and processes, but this time using your firm's “live” data.

The validation and testing you performed in the previous phase should have identified any problems. If you have any questions, discuss them with your Deltek consultant promptly.

Complete Your First Work Cycle

During your first work cycle, you perform all of the tasks and processes you have trained to do, such as:

- Entering time
- Entering expenses
- Managing vendor invoices and payments
- Managing in-house expenses
- Managing client receipts and related items
- Managing client invoices
- Managing the bank register
- Running your first payroll
- Reconciling your first month-end

See Chapter 3 for general guidelines on how to complete these tasks and processes. For questions about your specific implementation and workflows, contact your Deltek consultant.

Enter Remaining Beginning Balances

During the previous phase, you entered beginning balances for in-house payroll, unpaid client invoices, unbilled WIP, client prepayments, and projects (billed amount only).

During this phase, you finish entering, reconciling, and finalizing your beginning balances, if you were not able to do so in the previous phase. These balances include:

- Trial balance
- Bank balances
- Year-to-date paid amounts for vendor 1099s
- Open vendor invoices

See Chapter 3 for guidelines for entering the remaining beginning balances. For questions about your specific implementation and workflows, contact your Deltek consultant.

Roll Out Ajera to Your Staff

After you perform your first month of accounting and project management, make sure that your firm's employees have the appropriate access to Ajera, then train them on the processes they need to perform.

- Many employees will use Ajera solely to enter their own timesheets and expense reports, and should have access to only these functions.
- Project managers may have access to the Project Command Center and reports related to their own projects. Project managers may need special focused training on the Project Command Center to learn how to enter their project data and read their project reports correctly.

  Work with your project managers to determine the information and tasks they can access and to develop workflows in Ajera for them.
- Accountants may have access to all of Ajera.

Work with your implementation team members to determine each role's access to Ajera.

Chapter 5: Advanced Features

Ajera provides many special-purpose features that can help you manage your financials and projects more efficiently. This chapter describes these features, some of which you may want to incorporate into your own workflow. Phase 4 usually involves the implementation point person and the lead project manager or the project manager team.

Timesheet Approval

You can use Ajera to have multiple people review and approve an employee's timesheet. For example, a project manager can approve the time an employee charges to a specific project, while the employee's supervisor can approve the employee's timesheet as a whole.

If you are a project manager and your role has access to the Manage Time & Expense feature, you can view:

- Detailed time by employee for your projects.
- Hours by date for each employee working on your projects.
- The timesheet of each employee working on your projects.

For more information, see: **Ajera Help » Contents » Time » Viewing project time**

Train Your PMs on Report Reading

Ensure that your project managers' security settings give them access to the reports they need. Some of these reports include:

- Snapshot
- Hours Distribution by Project
- Executive Summary
- Project Earnings
- Project Profit

For more information, see: **Ajera Help » Contents » Reports » Report descriptions**

Billing Review

This feature is only available with Ajera (not ajeraCore).

Billing review is the approval process that occurs before a client invoice is billed.

In Ajera, you can create billing review stages to mirror the billing review process followed at your firm. Use billing review stages to track where an invoice is in the review process, or to notify a reviewer that an invoice is ready for review.

Reviewers can pass a client invoice from reviewer to reviewer, keeping all of the review notes and attachments linked to the invoice.

For more information, see: **Ajera Help » Contents » Billing review**

Earned Value Analysis

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

Ajera uses a rate table to determine earned value. The potential billable value is set up in the rate table. Each project can have a different rate table and each rate table can include rates by activity, employee, and employee type. In this way, the earned value can be unique to a project, phase, activity, employee, and employee type.

Effect on General Ledger

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

On Accrual-basis Financial Reports

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

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

In Cash-Basis Accounting

In cash-basis accounting, revenue is not reported until you receive payment from the client for the work performed. When you enter the cash receipt, entries are made to the Cash and Revenue accounts. No accounting entries are made to the Work-in-Progress, Unbilled Revenue (Earned), or Accounts Receivable account.

On Project Management Reports

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

Estimating Projects

This feature is only available with Ajera (not ajeraCore).

Use the Ajera project estimating and management features (on the Manage tab of the Project Command Center) to quickly estimate projects for proposal purposes, then refine the estimates to working budgets and schedules if you win the contract. You also have instant access to project-specific reports.

Here are some typical tasks that you can perform:

- Set up the project
- Build the budget
- Record the job as won
- Manage the project
- Review the client invoice
- Close the project

For more information, see: **Ajera Help » Contents » Projects » About estimating and managing projects with ajeraComplete**

Planning Resources

This feature is only available with Ajera (not ajeraCore).

Ajera's resource planning features (on the Manage tab of the Project Command Center) let you assign employees to projects.

You can start scheduling a project using unspecified resources, or resources identified only by employee type. As the project progresses, you can replace the generic resources with actual employees, assigned to the project for a number of hours or a percentage of the workload.

You can also opt to assign and manage only critical resources, not all resources on the project.

For more information, see: **Ajera Help » Contents » Projects » Adding a resource**

Schedule Manager

This feature is only available with Ajera (not ajeraCore).

Use the Schedule Manager to schedule employees on projects, manage schedules, and analyze project performance and employee workload.

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

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

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

For more information, see: **Ajera Help » Contents » Projects » Scheduling Manager » About scheduling employees on projects**

Tasks

This feature is only available with Ajera (not ajeraCore).

Add tasks to your phases or projects when you want to track the individual work items that make up a phase or project.

Employees report their progress on tasks, and project managers use this information to perform bottom-up estimates of the percent completes of projects and phases.

Because you use tasks to track the progress and scope of the labor on a project, you budget hours for a task, but not cost amounts or rates. You continue to track project costs through resources and phases. However, you can choose to roll up task hours to resources or phases, which then updates cost amounts.

For more information, see: **Ajera Help » Contents » Tasks**

Business Development

This feature is only available with Ajera (not ajeraCore).

Use the Business Development feature to plan and manage potential new business. With Business Development:

- All of your information about prospective work is in one centralized location, the Project Command Center.
- If you win a project, you can use the information you gathered during the proposal period as the basis for your project data in Ajera.
- You can track the progress of a potential project through every step of the business development process, from the initial lead to the final disposition.
- You can run inquiries and generate reports to analyze and fine-tune business development efforts.

For more information, see: **Ajera Help » Contents » Business Development**

Optional Phase: Additional Services

The following services are optional for both Standard and Enterprise implementation plans:

- Advanced Inquiry, Financial Statement Designer, Client Invoice Designer
- Data validation
- Peripheral system integration (for example, Newforma, SharePoint, Microsoft Project)
- Multiple consultants

These services are included in Enterprise implementation plans but optional for Standard implementation plans:

- Onsite consulting
- Business process restructuring
- Data cleansing in old system
- Government compliance consulting

Contact your Deltek consultant if you have questions about any of these services.

Chapter 6: Predefined Settings

When you install Ajera, you specify whether your firm's business is architecture, engineering, or neither. Ajera installs predefined settings tailored to your firm's business. This chapter lists the predefined settings.

About Predefined Settings

When you install Ajera, you indicate your type of firm: **Architectural**, **Engineering**, or **Neither**.

Based on your selection, Ajera installs predefined industry-standard settings so that you do not have to set up Ajera from scratch.

- If you choose **Architectural** or **Engineering**, Ajera also installs a predefined overhead group and security roles.
- If you have Ajera (not ajeraCore) you also have access to project templates and business development items.
- Based on the Payroll Type that you specify, Ajera may also install predefined payroll items, such as pays, taxes, deductions and fringes.

Before you specify your firm type, review these predefined settings to make sure that they are appropriate for your firm.

- Chart of accounts
- Types
- Activities

Chart of Accounts

Based on the type of firm that you specify, Ajera installs one of two predefined charts of accounts:

- Architectural or Engineering
- Neither (not architectural nor engineering)

You can add, change, or delete accounts, as needed.

Both charts include the following account ID ranges:

This series of account IDs	Is used for
5000 through 6999	Direct project cost accounts, and some gross margin accounts (for financial statements)
7000 through 8999	Expense types for capturing overhead. The 8600 through 8699 series captures marketing costs based on billing type.

Both charts also include account types, which Ajera uses as categories to group information on financial statements, such as balance sheets and profit and loss statements.

Predefined Chart of Accounts – Architectural or Engineering

ID (optional)	Description	Account type
1110	Bank Account - Checking	Current Asset
1120	Bank Account - Payroll	Current Asset
1130	Petty Cash	Current Asset
1140	Pending Deposits	Current Asset
1210	Accounts Receivable	Current Asset
1220	Employee Receivables	Current Asset
1230	Notes Receivable	Current Asset
1310	Work In Progress - Labor	Current Asset
1320	Work In Progress - Expenses	Current Asset
1330	Work In Progress - Consultants	Current Asset
1400	Allowance for Bad Debt	Current Asset
1410	Prepaid Expenses	Current Asset
1420	Short Term Investments	Current Asset
1490	Other Current Assets	Current Asset
1510	Land & Improvements	Non-current Asset
1520	Building & Improvements	Non-current Asset
1530	Vehicles	Non-current Asset
1540	Furniture & Fixtures	Non-current Asset
1550	Office Equipment	Non-current Asset
1560	Technical Equipment	Non-current Asset
1570	Software	Non-current Asset
1580	Leasehold Improvements	Non-current Asset
1620	Accumulated Depreciation - Building	Non-current Asset
1630	Accumulated Depreciation - Vehicles	Non-current Asset
1640	Accumulated Depreciation - Furniture & Fixtures	Non-current Asset
1650	Accumulated Depreciation - Office Equipment	Non-current Asset
1660	Accumulated Depreciation - Technical Equipment	Non-current Asset
1670	Accumulated Depreciation - Software	Non-current Asset
1680	Accumulated Amortization - Leasehold Improvement	Non-current Asset
1690	Accumulated Amortization - Goodwill	Non-current Asset
1710	Notes Receivable - Long Term	Non-current Asset
1810	Goodwill	Non-current Asset
1820	Deposits	Non-current Asset
1830	Life Insurance - Net Cash	Non-current Asset

ID (optional)	Description	Account type
1840	Long Term Investments	Non-current Asset
1890	Other Non-current Assets	Non-current Asset
2110	Notes Payable - Short Term	Current Liability
2120	Current Portion - Long Term Debt	Current Liability
2210	Accounts Payable	Current Liability
2220	Sales Tax Payable	Current Liability
2230	Credit Card Payable	Current Liability
2310	Salaries Payable	Current Liability
2320	Accrued Bonus & Incentives	Current Liability
2410	Federal Income Tax Withholding	Current Liability
2412	Federal Social Security Tax	Current Liability
2414	Federal Unemployment Insurance	Current Liability
2420	State Income Tax Withholding	Current Liability
2422	State Disability Insurance	Current Liability
2424	State Unemployment Insurance	Current Liability
2430	Workers' Compensation Insurance	Current Liability
2432	Employee Group Insurance	Current Liability
2434	Employee Loan Payable	Current Liability
2436	Cafeteria Plan Payable	Current Liability
2440	Employee Pension Plan	Current Liability
2442	Employees Education	Current Liability
2444	Other Employer Contributions	Current Liability
2450	Other Payroll Deductions	Current Liability
2510	Accrued Business Taxes Payable	Current Liability
2610	Interest Payable	Current Liability
2710	Client Prepayments	Current Liability
2790	Other Current Liabilities	Current Liability
2810	Notes Payable - Long Term	Non-current Liability
2820	Mortgage Payable	Non-current Liability
2990	Other Non-current Liabilities	Non-current Liability
3110	Capital	Equity
3210	Stock	Equity
3220	Capital in Excess of Par	Equity
3230	Dividends Paid	Equity
3240	Treasury Stock	Equity
3810	Retained Earnings	Retained Earnings
4110	Professional Fees Billed	Income
4120	Expenses Billed	Income

ID (optional)	Description	Account type
4130	Consultants Billed	Income
4140	Finance Charges Billed	Income
4210	Unbilled Professional Fees	Income
4220	Unbilled Expenses	Income
4230	Unbilled Consultants Fees	Income
4310	Miscellaneous Revenue	Income
4410	Professional Fees Write-off	Income
4420	Expenses Write-off	Income
4430	Consultants Write-off	Income
5110	Billable Salaries - Principal	Billable Cost
5120	Billable Salaries - Employee	Billable Cost
5210	Billable Reimbursable Expenses	Billable Cost
5220	Billable Travel	Billable Cost
5230	Billable Reproduction & Printing	Billable Cost
5240	Billable Models, Renderings, Photos	Billable Cost
5250	Billable Telephone	Billable Cost
5260	Billable Postage, Shipping, Delivery	Billable Cost
5310	Billable Consultant Expenses	Billable Cost
6110	Marketing Salaries - Principal	Nonbillable Cost
6120	Marketing Salaries - Employee	Nonbillable Cost
6130	Nonbillable Salaries - Principal	Nonbillable Cost
6140	Nonbillable Salaries - Employee	Nonbillable Cost
6210	Nonbillable Reimbursable Expenses	Nonbillable Cost
6220	Nonbillable Travel	Nonbillable Cost
6230	Nonbillable Reproduction & Printing	Nonbillable Cost
6240	Nonbillable Models, Renderings, Photos	Nonbillable Cost
6250	Nonbillable Telephone	Nonbillable Cost
6260	Nonbillable Postage, Shipping, Delivery	Nonbillable Cost
6310	Nonbillable Consultant Expenses	Nonbillable Cost
7110	Indirect Salaries - Principal	Expense
7120	Indirect Salaries - Employee	Expense
7130	Bonuses & Incentive Payments	Expense
7140	Payroll Variance	Expense
7150	Vacation and Sick	Expense
7160	Holiday	Expense
7170	Paid Medical Leave	Expense
7210	Employer's FICA Tax	Expense
7220	Federal Unemployment	Expense

ID (optional)	Description	Account type
7230	State Unemployment	Expense
7310	Workers' Compensation	Expense
7320	Health Care Insurance	Expense
7330	Life Insurance	Expense
7340	Disability Income Protection	Expense
7350	Other Insurance	Expense
7410	Pension Contribution	Expense
7420	Profit Sharing Contribution	Expense
7510	Professional Development	Expense
7520	Professional Registration & Dues	Expense
7530	Miscellaneous Payroll Benefits	Expense
7540	Employee Welfare	Expense
7610	Recruitment	Expense
7620	Outside Services	Expense
8110	Rent	Expense
8120	Utilities	Expense
8130	Janitorial Services	Expense
8140	Repairs & Maintenance	Expense
8210	Office Supplies	Expense
8220	Copier Supplies	Expense
8230	Design Supplies	Expense
8240	Computer Supplies	Expense
8250	Miscellaneous Software	Expense
8260	Miscellaneous Hardware	Expense
8270	Printing & Reproduction	Expense
8280	Periodicals & Books	Expense
8310	Accounting	Expense
8320	Legal	Expense
8330	Bank Charges	Expense
8335	Late Charges	Expense
8336	Interest Charges	Expense
8340	Telephone	Expense
8350	Cellular Telephones	Expense
8360	Fax	Expense
8370	Internet Access	Expense
8380	Postage, Shipping, Delivery	Expense
8410	Fuel & Maintenance	Expense
8420	Vehicle Insurance & Registration	Expense

ID (optional)	Description	Account type
8430	Parking & Tolls	Expense
8440	Firm Related Travel - Air & Hotels	Expense
8450	Meals	Expense
8460	Mileage	Expense
8470	Auto Lease & Rentals	Expense
8510	Business Insurance	Expense
8520	Professional Liability Insurance	Expense
8530	Interest Expense	Expense
8540	Business Taxes & Fines	Expense
8550	Federal & State Income Tax	Expense
8560	Penalties & Fines	Expense
8610	Advertising	Expense
8620	Marketing Supplies	Expense
8630	Specific Client Presentations	Expense
8640	Website Development & Maintenance	Expense
8650	Marketing Reproductions	Expense
8660	Conventions	Expense
8670	Public Relations	Expense
8680	Business Entertainment	Expense
8690	Marketing Travel	Expense
8695	Marketing Meals	Expense
8720	Depreciation - Building	Expense
8730	Depreciation - Automobiles	Expense
8740	Depreciation - Furniture & Fixtures	Expense
8750	Depreciation - Office Equipment	Expense
8760	Depreciation - Technical Equipment	Expense
8770	Depreciation - Software	Expense
8780	Amortization - Leasehold Improvements	Expense
8810	Political Contributions	Expense
8820	Charitable Donations	Expense
8840	Bad Debt	Expense
8850	Equipment Rental	Expense
9110	Interest Income	Other Income
9120	Vendor Write-off	Other Income
9210	Gain/loss Sale of Asset	Other Income
9310	Other Non-operating Income	Other Income
9410	Other Non-operating Expenses	Other Income
	Intercompany Due From	Current Asset

ID (optional)	Description	Account type
	Intercompany Due To	Current Liability
	Intercompany Other Income	Other Income

Predefined Chart of Accounts – Not Architectural or Engineering ("Neither")

ID (optional)	Description	Account type
1210	Accounts Receivable	Current Asset
1220	Employee Receivables	Current Asset
1310	Work In Progress - Labor	Current Asset
1320	Work In Progress - Expenses	Current Asset
1330	Work In Progress - Consultants	Current Asset
2210	Accounts Payable	Current Liability
2220	Sales Tax Payable	Current Liability
2310	Payroll Payables	Current Liability
2410	Federal Income Tax Withholding	Current Liability
2412	Federal Social Security Tax	Current Liability
2414	Federal Unemployment Insurance	Current Liability
2420	State Income Tax Withholding	Current Liability
2422	State Disability Insurance	Current Liability
2424	State Unemployment Insurance	Current Liability
2430	Workers' Compensation Insurance	Current Liability
2432	Employee Group Insurance	Current Liability
2434	Employee Loan Payable	Current Liability
2436	Cafeteria Plan Payable	Current Liability
2440	Employee Pension Plan	Current Liability
2442	Employees Education	Current Liability
2444	Other Employer Contributions	Current Liability
2450	Other Payroll Deductions	Current Liability
2710	Client Prepayments	Current Liability
3810	Retained Earnings	Retained Earnings
4110	Professional Fees Billed	Income
4120	Expenses Billed	Income
4130	Consultants Billed	Income
4140	Finance Charges Billed	Income
4210	Unbilled Professional Fees	Income
4220	Unbilled Expenses	Income
4230	Unbilled Consultants Fees	Income
4310	Miscellaneous Revenue	Income
4410	Professional Fees Write-off	Income
4420	Expenses Write-off	Income

ID (optional)	Description	Account type
4430	Consultants Write-off	Income
5110	Billable Salaries - Principal	Billable Cost
5120	Billable Salaries - Employee	Billable Cost
6110	Marketing Salaries - Principal	Nonbillable Cost
6120	Marketing Salaries - Employee	Nonbillable Cost
6130	Nonbillable Salaries - Principal	Nonbillable Cost
6140	Nonbillable Salaries - Employee	Nonbillable Cost
7110	Indirect Salaries - Principal	Expense
7120	Indirect Salaries - Employee	Expense
7140	Payroll Variance	Expense
7150	Vacation and Sick	Expense
7210	Employer's FICA Tax	Expense
7220	Federal Unemployment	Expense
7230	State Unemployment	Expense
7320	Health Care Insurance	Expense
7410	Pension Contribution	Expense
9120	Vendor Write-off	Other Income

Predefined Types

Based on the type of firm that you specify, Ajera installs these predefined types:

- Project types
- Client types
- Vendor types
- Contact types
- Employee types
- Utilization types

Use these predefined types to sort information on lists and reports in ways that make sense to you. You can change these types, as needed.

Project Types

Architectural	Engineering
Commercial	Commercial
Educational Facilities	Educational Facilities
Environmental Planning	Land Development
Interiors	Medical Facilities
Medical Facilities	Rapid Transit
Rapid Transit	Surveying
Residential	Wastewater Management
Overhead	Overhead

Client Types

Architectural or Engineering	
Architect	Municipality
Builder	Private
Engineer	Prospect
Government	School District

Architectural or Engineering	
Hospital	

Vendor Types

Architectural or Engineering	
Communications	General Office
Consultant	Government
Credit Card	Insurance
Employee	Professional Services

Contact Types

Architectural or Engineering	
Accountant	Client
Attorney	Employee
Banking	Vendor
Builder	

Employee Types

Architectural	Engineering
Principal	Principal
Project Manager	Project Manager
Senior Architect	Senior Engineer
Architect	Engineer
Drafter	Drafter
Technician	Intern Engineer
Project Administration	Project Administration

Architectural	Engineering
Marketing	Marketing
Administration	Administration

Utilization Types

Architectural, Engineering, or Neither
Billable
Marketing
Meetings
Vacation
Holiday
Sick
Continuing Education
Admin
Other

Predefined Activities

Ajera installs predefined activities for architectural and engineering firms.

Use activities to identify the type of work or expense billed to a project. Activities are descriptions, cost and billing rates, accounts, and so on.

You can specify cost and billing rate by activity. You can also summarize or subtotal reports and client invoices by activity.

You can create and change activities, as needed.

Architectural Activities

Activity	Type
Project Management	Labor
Billable Time	Labor
Meetings	Labor
Marketing	Labor
Vacation	Labor
Holiday	Labor
Sick	Labor
Paid Medical Leave	Labor
Continuing Education	Labor
Administration	Labor
Reproduction	Expense
Blueprints	Expense
Travel	Expense
Mileage	Expense
Telephone	Expense
Postage	Expense
Shipping & Delivery	Expense
Photos	Expense

Activity	Type
Models	Expense
Photocopies	Expense
Fees & Permits	Expense
Electrical Consultant	Consultant
Mechanical Consultant	Consultant
Structural Consultant	Consultant
Other Consultant	Consultant

Engineering Activities

Activity	Type
Project Management	Labor
Billable Time	Labor
Meetings	Labor
Marketing	Labor
Vacation	Labor
Holiday	Labor
Sick	Labor
Paid Medical Leave	Labor
Continuing Education	Labor
Administration	Labor
Reproduction	Expense
Blueprints	Expense
Travel	Expense
Mileage	Expense
Telephone	Expense

Activity	Type
Postage	Expense
Shipping & Delivery	Expense
Photos	Expense
Models	Expense
Photocopies	Expense
Fees & Permits	Expense
Architectural Consultant	Consultant
Geotechnical Consultant	Consultant
Mechanical Consultant	Consultant
Electrical Consultant	Consultant

Predefined Overhead Group

Ajera installs the same predefined overhead group for architectural and engineering firms.

Use an overhead group to set up specific overhead project, phase, activity, or account information so that it automatically appears on employee timesheets, simplifying timesheet entry. If you want to track indirect time on employee utilization reports, you need to use an overhead group.

Overhead Group Items

All of these items together are considered one overhead group.

Item
Vacation
Holiday
Sick
General
Marketing
Meetings
Continuing Education
Paid Medical Leave

Predefined Roles

Ajera installs the same predefined security roles for architectural, engineering, and “neither” firms.

Roles determine the tasks and reports in Ajera that are available to each group of employees.

The Administrator role is set up automatically as part of installation. This role sets up other roles.

We recommend that you start using Ajera without making any changes to these predefined roles. After you are comfortable using Ajera, review and modify the roles, or add new ones to meet the access needs of your staff.



If you are processing payroll in-house, you should set up a role for employees who are allowed to process payroll and see sensitive employee payroll information.

Roles
Administrator
Employee
Entry Clerks
Marketing
Principal
Project Managers

Predefined Project Items

This section applies only if you use Ajera (not ajeraCore).

If you specify that you are an architectural or engineering firm, your predefined settings include project templates. These templates provide a starting point for setting up new projects. The template types are:

- Top-down
- Bottom-up
- Quick project

In addition, Ajera automatically sets up the following items for architectural and engineering firms:

- Marketing stages
- Marketing final dispositions

Marketing Stages

Marketing Stage	Long Description
NBD	New Business Development
Lead	Lead
RFQ	Request for Qualification
RFP	Request for Proposal
Proposal	Proposal
Interview	Interview
Final Disposition	Final Disposition

Marketing Final Dispositions

Marketing Final Disposition
Fee
Qualifications/Experience
Project Team
Project Approach/Schedule
Design Concept
Existing Client Relationship

Predefined Payroll Items

When you set up Ajera, you select a payroll option in **Company » Preferences**:

- **Process Payroll** (available only if you use Ajera, or ajeraCore with the Payroll add-on)
- **Payroll Service**

Ajera installs predefined settings based on the option you select. For the **Process Payroll** option, Ajera installs predefined taxes, deductions, and fringes.

Ajera automatically links these predefined payroll items to the appropriate account in the chart of accounts.



If you decide to create your own chart of accounts or to change a predefined chart of accounts, be sure to verify that your payroll items are linked to the correct accounts.

Pay Types

Ajera installs these predefined settings for both the **Process Payroll** and **Payroll Service** options.

Active Pay	Inactive Pay
Regular	Double time
Vacation	Other time
Sick	Other 1
Vacation and Sick Accrual	Other 2
Holiday	Other 3
Continuing Education	
Paid Medical Leave	
Automobile (with a pay type of in/out other pay)	
Overtime	

Taxes

Ajera installs predefined tax settings only if you use Ajera, or ajeraCore with the Payroll add-on.

If you use the **Process Payroll** option, Ajera automatically sets up federal taxes for you. You can change the descriptions and accounts for the taxes, as needed.

Deductions

Ajera installs predefined deduction settings only if you use Ajera, or ajeraCore with the Payroll add-on, and use the **Process Payroll** option.

Deduction
401k
Section 125
Insurance
Automobile

Fringes

Ajera installs predefined fringe settings only if you use Ajera, or ajeraCore with the Payroll add-on, and use the **Process Payroll** option.

Fringe
401k Matching
Insurance

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Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. www.deltek.com