

Ajera dashboard

Quickly see what's important to you.

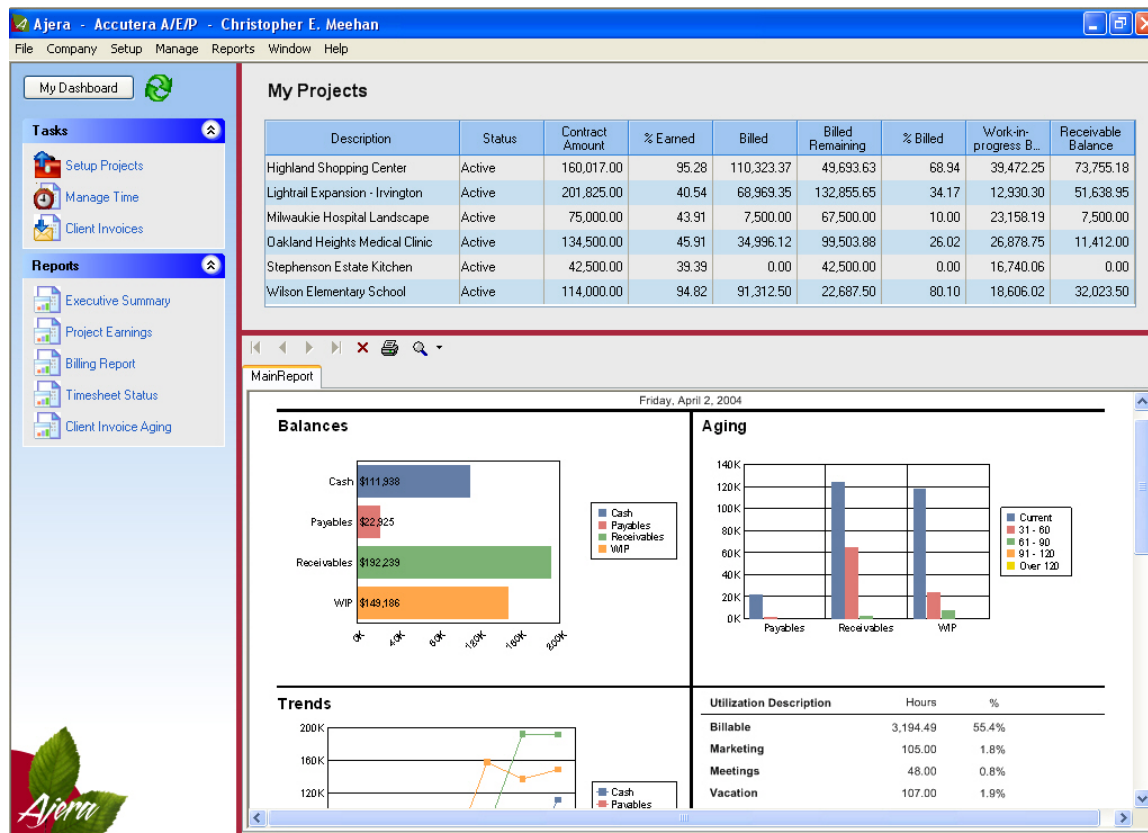
The dashboard is your main window into Ajera. Much like your personal internet start-up page, you can customize your Ajera dashboard to best suit your needs.

You can customize it to include:

- Graphs and reports of key information for your company.
- A customized snapshot of current information for your projects.
- Buttons for the tasks and reports you use frequently so that you can access them quickly.

At a glance

- Immediately view up-to-date graphs and reports of key information for your company.
- View a customized snapshot of your current projects.
- Use quick links to view reports you produce frequently.



Project Earnings



	Contract Amount	Earned Amount	%	Billed Amount	%	WIP Amount	Write-off Amount	A/R	Cost Amount	Profit Amount	%
James N. Singer	79,487	37,124	47	11,788	15	23,173	10	10,210	33,921	3,203	9
Kris N. Kingsley	69,890	43,471	62	23,450	34	20,341	30	18,715	33,225	10,246	24
Mary T. Boyle	653,465	441,512	68	334,767	51	105,673	9,420	163,314	407,307	34,206	8
Report Total	802,842	522,107	65	370,005	46	149,186	9,459	192,239	474,452	47,655	9

Mary T. Boyle
 Drill down to projects.

How much is being written off?

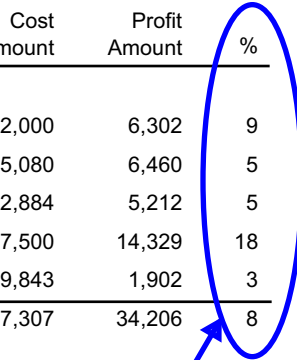
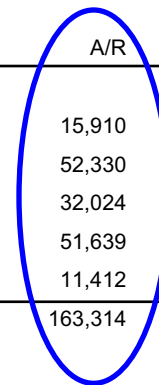
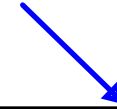
View a manager's percent profitable.

Project Earnings



		Contract Amount	Earned Amount	%	Billed Amount	%	WIP Amount	Write-off Amount	A/R	Cost Amount	Profit Amount	%	
Mary T. Boyle													
03-121	Glison Lofts	A	75,000	68,303	91	56,904	76	11,401	-2	15,910	62,000	6,302	9
03-138	Highland Shopping Center	A	128,140	121,540	95	82,585	64	35,857	188	52,330	115,080	6,460	5
03-148	Wilson Elementary School	A	114,000	108,096	95	91,313	80	18,606		32,024	102,884	5,212	5
03-152	Lightrail Expansion - Irvington	A	201,825	81,829	41	68,969	34	12,930	9,234	51,639	67,500	14,329	18
04-107	Oakland Heights Medical Clinic	A	134,500	61,745	46	34,996	26	26,879		11,412	59,843	1,902	3
Project Manager Total			653,465	441,512	68	334,767	51	105,673	9,420	163,314	407,307	34,206	8

Any collection issues?



Drill down to phase detail.



Value of time spent at billing rates



Which projects are most profitable?



Project Earnings



How are we doing on billing vs. fees spent?

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			Contract Amount	Earned Amount	%	Billed Amount	%	WIP Amount	Write-off Amount	A/R	Cost Amount	Profit Amount	%
Mary T. Boyle													
04-107 Oakland Heights Medical Clinic													
	A												
Schematic Design	A		26,900	24,279	90	26,584	99			3,000	26,087	-1,808	-7
Design Documents	A		20,175	12,871	64	8,396	42	2,300		8,396	11,775	1,096	9
Construction Documents	A		60,525	24,595	41	16	0	24,579		16	21,981	2,614	11
Bidding & Negotiation	A		6,725										
Construction Administration	A		20,175										
Project Total			134,500	61,745	46	34,996	26	26,879	0	11,412	59,843	1,902	3

Drill down to detail.

Project Earnings

		Contract Amount	Earned Amount	%	Billed Amount	%	WIP Amount	Write-off Amount	A/R	Cost Amount	Profit Amount	%
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Mary T. Boyle

04-107 Oakland Heights Medical Clinic

Construction Documents	A	60,525	24,595	41	16	0	24,579		16	21,981	2,614	11
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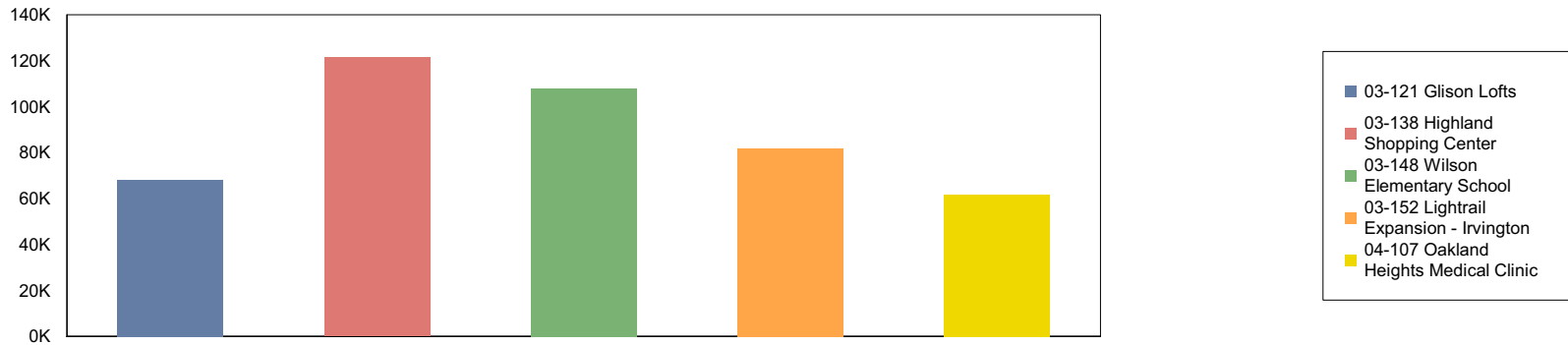
Detail		Hours/Units	Cost Rate	Cost Amount	Earned Rate	Earned Amount	Billed Units	Billed Rate	Billed Amount
<u>Labor</u>									
Billed Fee									
	Subtotal	0.00		0.00		0.00	0.00		0.00
	Billed Fee Total	0.00		0.00		0.00	0.00		0.00
Principal									
Project Management									
	Mark A. Royce	03/09/2004	1.00	155.46	215.00	215.00			
	Mark A. Royce	03/10/2004	6.00	155.48	215.00	1,290.00			
	Subtotal	7.00		1,088.32		1,505.00	0.00		0.00
Project Manager									
Billable Time									
	Mary T. Boyle	03/09/2004	4.00	111.05	115.00	460.00			
	Mary T. Boyle	03/10/2004	4.00	111.05	115.00	460.00			
	Mary T. Boyle	03/11/2004	4.00	111.05	115.00	460.00			
	Subtotal	12.00		1,332.64		1,380.00	0.00		0.00
Senior Architect									
Billable Time									
	Mark A. Royce	03/12/2004	6.00	155.48	105.00	630.00			
Architect									
Billable Time									
	Roger S. Tesch	03/15/2004	3.00	82.18	90.00	270.00			
	Roger S. Tesch	03/16/2004	3.00	82.18	90.00	270.00			
	Roger S. Tesch	03/17/2004	3.00	82.18	90.00	270.00			
	Roger S. Tesch	03/18/2004	5.00	82.18	90.00	450.00			
	Roger S. Tesch	03/19/2004	6.00	82.18	90.00	540.00			
	Roger S. Tesch	03/22/2004	7.00	82.18	90.00	630.00			
	Roger S. Tesch	03/23/2004	7.00	82.18	90.00	630.00			





Mary T. Boyle

Budget Spent



Project summary	Status	Total Earned			Labor Earned			Expense Earned			Consultant Earned		
		Contract	Spent	Variance	Contract	Spent	Variance	Contract	Spent	Variance	Contract	Spent	Variance
03-121 Glison Lofts	A	75,000	68,303	6,697	70,000	63,600	6,400	5,000	4,702	298			
03-138 Highland Shopping Center	A	128,140	121,540	6,600	124,000	119,005	4,995	4,140	2,535	1,605			
03-148 Wilson Elementary School	A	114,000	108,096	5,904	73,000	76,606	-3,606	2,000	973	1,027	39,000	30,517	8,483
03-152 Lightrail Expansion - Irvington	A	201,825	81,829	119,996	167,575	65,258	102,317	5,250	2,921	2,329	29,000	13,650	15,350
04-107 Oakland Heights Medical Clinic	A	134,500	61,745	72,755	100,000	37,660	62,340	4,000	2,695	1,305	30,500	21,390	9,110
Project Manager Total		653,465	441,512	211,953	534,575	362,129	172,446	20,390	13,826	6,564	98,500	65,557	32,943

Drill down to phase detail.



Employee Utilization



Track individual utilization to target.

See how overhead time is spent.

Current period date range: 03/01/2004 to 03/31/2004

April 02, 2004

Year-to-date range: 01/01/2004 to 12/31/2004

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	Billable	%	Indirect	%	Total	Billable	Marketing	Meetings	Vacation	Holiday	Sick	Continuing Education	Admin	Other
Mark A. Royce														
James N. Singer														
						<i>Employee Type: Project Manager</i>								
						<i>Hire Date: 09/09/1994</i>								<i>Status: Active</i>
Current Hours	153	80	38	20	191	153					2		36	
YTD Hours	421	77	127	23	548	421			16		6		105	
	Targeted: 70.0%					76.8			2.9		1.1		19.2	
Kris N. Kingsley														
						<i>Employee Type: Project Manager</i>								
						<i>Hire Date: 02/14/2000</i>								<i>Status: Active</i>
Current Hours	108	59	76	41	184	108	12	7					57	
YTD Hours	366	72	141	28	507	366	12	7			3		119	
	Targeted: 70.0%					72.2	2.4	1.4			0.6		23.5	
Mary T. Boyle														
						<i>Employee Type: Project Manager</i>								
						<i>Hire Date: 03/06/2002</i>								<i>Status: Active</i>
Current Hours	140	76	44	24	184	140		6					38	
YTD Hours	463	85	81	15	543	463		6					75	
	Targeted: 90.0%					85.2		1.1					13.7	
Paul J. French														
						<i>Employee Type: Drafter</i>								
						<i>Hire Date: 07/17/1997</i>								<i>Status: Active</i>
Current Hours	151	81	35	19	186	151							35	
YTD Hours	485	87	74	13	558	485					3		71	
	Targeted: 80.0%					86.8					0.5		12.6	
Roger S. Tesch														
						<i>Employee Type: Architect</i>								
						<i>Hire Date: 10/10/1994</i>								<i>Status: Active</i>
Current Hours	133	72	51	28	184	133			3		24		24	
YTD Hours	453	83	92	17	545	453			3		32		57	
	Targeted: 80.0%					83.1			0.6		5.9		10.5	
Scott B. Nunn														
						<i>Employee Type: Intern Architect</i>								
						<i>Hire Date: 01/04/2004</i>								<i>Status: Active</i>
Current Hours	162	84	32	16	194	162							32	
YTD Hours	417	80	103	20	519	417					6		97	
	Targeted: 70.0%					80.3					1.2		18.6	
Group Total														
Current Hours	847	75	276	25	1,123	847	12	13	3		26		222	
YTD Hours	2,603	81	617	19	3,220	2,603	12	13	19		50		523	
Percent	Targeted: 76.7%					80.9	0.4	0.4	0.6		1.6		16.2	

Supervisor targeted vs. actual

Employee Timesheet



Accutera A/E/P

Project/Phase ID Suppressed
Print Percent Billable
Status to print: (All)

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Paul J. French

Status: Active

Timesheet date: 03/28/2004

Employees can tell where they stand.

Target percent billable 80.00% Timesheet percent billable 70.00%

Project	Phase	Activity	Employee Type	Mon-22	Tue-23	Wed-24	Thu-25	Fri-26	Sat-27	Sun-28	Total
Lightrail Expansion Irvington	Construction Documentation	Billable Time	Drafter				7.00	6.00			13.00
*Oakland Heights Medical Clinic	Construction Documents	Meetings	Drafter			5.00					5.00
Stephenson Estate Kitchen	Remodel Design	Billable Time	Drafter	5.00	5.00						10.00
Direct Total				5.00	5.00	5.00	7.00	6.00	0.00	0.00	28.00
Overhead											
Z-Overhead	General	Administration	Drafter	3.00	3.00	3.00	1.00	2.00			12.00
Overhead Total				3.00	3.00	3.00	1.00	2.00	0.00	0.00	12.00
Regular Total				8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
Timesheet Total				8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00

Billable project time

Nonbillable / overhead time

Employee Signature

Date

Supervisor Signature

Date

Include an optional signature block.

	Name	Date
Employee submitted	Paul J. French	4/29/04
Supervisor approved	Mark A. Royce	4/2/04
Accounting approved	Patricia D. Hill	4/2/04

Check to see who approved a timesheet and when.

*Notes:

Paul J. French Timesheet date: 03/28/2004

Oakland Heights Medical Clinic

Construction Documents / Meetings / Drafter

03/24/2004 5.00 Regular

Employee Note: Meeting with client to discuss changes to original scope.

Print notes from time entries.