

Ajera and PORTFOLIO

Getting Started Guide

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Introduction

This chapter introduces you to Axiom and Ajera/PORTFOLIO, and it provides general guidelines for getting started. It describes how to obtain help, training, and consulting services.

Welcome!

Welcome to Axiom's Ajera/PORTFOLIO - a new standard in accounting and project management software. Developed from over 20 years of architectural and engineering (A/E) experience, Ajera software helps solve many billing and reporting problems A/E firms have today and delivers the tools necessary to manage your firm more productively and profitably, now and in the future.

You will find Ajera to be intuitive accounting and project management software, offering unparalleled ease-of-use and capabilities. You will be able to securely access information, run reports and drill down to the task level of projects, invoice quickly, manage consultants, and complete your payroll all in one integrated solution. When you invest in Axiom software, you begin a relationship with a company that invests in you and your success

Before you start

Getting started and using Ajera successfully is based on the same criteria that you follow for being successful with your projects.

- Planning
- Gathering information
- Putting the right team together
- Executing your plan

To ensure your success:

- Follow the chapters in this guide, using the checklists in Chapters 3 and 5 to track your progress.
- Allow adequate time for planning, training, and setting up Ajera.
- Establish a start date for using Ajera, including a timeline for making it happen.
- Define the responsibilities of all participants if more than one person will be involved.

Getting help


Axium offers many different forms of assistance so that you can use Ajera with confidence to carry out your daily activities. The following are available:

- Ajera's Help
- Axium Solution Center
- Client Services
- Training
- Your Axium Consulting Partner

Using Ajera's help

If you have questions about setting up or using Ajera, first look in the Help.

Ajera contains the following types of help:

Use the	To do this
Contents	Browse through and open topics. It is similar to a table of contents in a printed book; it is a roadmap to all the information in Help. In the menu bar, click Help and select Contents .
Index	Quickly locate a specific topic. It is similar to an index in a printed book; it lets you locate topics by keyword. In the menu bar, click Help and select Index .
How do I help	See specific topics for the window you are viewing. Click the How do I  button on the upper right of the window.
Window and field help	See window and field descriptions for the window you are viewing. Click the Help button on the lower right of the window.
Glossary	Look up a definition for a specific term. In the menu bar, click Help and select Contents . Select the Glossary tab.

In addition, several help topics contain a **Show Me** button, which you can click to see a demonstration of how to perform a task.

Printing help topics

You can print one topic or several related topics of a book.

To print	Do this
A topic	In the Help topic, click the Print button, or right-click and select Print .
Several related topics	<ol style="list-style-type: none">1 On the Contents tab, click a book.2 Click the Print button, or right-click and select Print.

Using the Axiom Solution Center

The Axiom Solution Center provides secure, 24 / 7 access for you to:

- Obtain product and services information.
- Review your profile and account information.
- Submit questions to our Client Services team.
- Search the Knowledge Base for answers to your product questions.
- Review online lessons which demonstrate how to perform specific tasks.

Accessing the Axiom Solution Center

To access the Axiom Solution Center:

- 1 From the Ajera **Help** menu, select **Axiom Solution Center**, or from your internet browser, go to www.axiumae.com/solutioncenter.
- 2 On the Login window, type your User Name and Password.

Note: To obtain a user name and password, click **First time logging in**. A message appears asking you to enter your Axiom Client Number (as it appears on the *Registration Codes* document included with your shipment) and your e-mail address.

- 3 Navigate to the information you need.

Using the Knowledge Base

Through the Axiom Solution Center, you can search the Knowledge Base for answers to your product questions. The Knowledge Base is constantly being expanded and updated by our support professionals.

Access it by clicking **Support** in the Axiom Solution Center, or by clicking the **Knowledge Base** button in Ajera's help.

Contacting client services

Axiom is committed to providing first rate service and support, giving added value to your software investment. Our support professionals are ready to answer your questions and resolve your issues.

- Go to Axiom Solution Center > Support > Support Requests.
- E-mail ajera_support@axiumae.com.
- Call 800.844.0769.

Obtaining Ajera training

Ensure that you get the most benefit from your software by investing in training. Axiom offers several training options to fit your needs:

- Self-paced, computer-based training from the convenience of your desktop
- Web-based, instructor-led sessions
- Personalized training from an Axiom representative or consulting partner, on-site or via the web

For more information, contact Axiom's Professional Services department at 800.637.2727.

Obtaining Ajera consulting services

Our consulting partners are available to provide training and consulting services. They receive the highest level of training, and in turn, provide you with exceptional service.

For more information, contact Axiom's Professional Services department at 800.637.2727.

Getting started

2

This chapter describes the tasks you need to perform before beginning your work in Ajera. It also briefly describes how to use this guide.

You will perform the following tasks:

- Install Ajera.
- Access sample data.
- Order checks and forms to use with Ajera.
- Plan to back up your work.

Follow this guide

The quickest and most efficient way to start using Ajera is to follow the steps in this manual. It is your project guide, helping you to successfully set up and use Ajera.

For the best results, be sure to complete each chapter in order. Each chapter guides you through specific tasks that you need to perform:

Chapter	Task
2 - Getting started	Get familiar with this guide and with Ajera.
3 - Quick start for project billing	Enter time and expenses, and produce client invoices.
4 - Workflow	Enter daily work activities.
5 - Financial reporting	Set up Ajera to produce your financial reports.

The power of Ajera

There are options that are not discussed in this guide that allow you to further customize Ajera. We recommend that you follow the steps in this guide to get Ajera up and running, then use the help and training lessons to take advantage of all of Ajera's features.

Install Ajera

You need to install Ajera before getting started. Follow the instructions in the *Installation Guide*. You can access it in the Axium Solution Center at Training > Ajera and PORTFOLIO documentation.

Note: When you install Ajera, you need the registration codes included in your shipment. They are also available by going to www.axiumae.com/solutioncenter. Click **Account information**, and then click **Products**.

Axium sends emails about the availability of important software updates. Please review the security settings at your company. Ensure that the spam filter does not block email from Axium and that the junk filter is set to allow email from Axium.

Access a sample company

You can explore and experiment with a sample company, which has been set up in Ajera. Use it to:

- Learn Ajera.
- Review industry standards, which are reflected in the sample company's setup.

In fact, you may even want to switch back and forth between the sample company and your own company in Ajera. The Ajera training lessons often refer to the sample company as they explain concepts and procedures.

To access the sample company, on the Ajera Login window:

- 1 Enter **Sample\pdh** in the Login ID field.
- 2 Enter **pdh** as the password. The password is case sensitive.

To later access your own company's data, simply log in by typing your own login ID and password.

Order checks and forms

Order these items to use with your Ajera software for paying vendors and employees:

- Preprinted checks
- 1099-MISC forms
- W-2 forms

To order checks and forms, contact one of these suppliers:

Nelco
800.266.4669
www.taxforms.com.

CFI (Computer Forms Incorporated)
800.547.8027
www.computerforms.biz

Be sure to specify that your order is for Ajera.

Back up

Plan to back up your work on a regular basis. We also recommend that you make sure that your Ajera data is included in your system backups.

For more information, from the **Contents** tab in Help, select **About Ajera > Backing up**.

Quick start for project billing

3

This chapter guides you through the steps needed to quickly start billing your clients and producing project reports using Ajera.

Use this checklist to track completed tasks as you go through this chapter.

Step	Task	Completed by	Completion date
Company information			
1	Company preferences		
2	Departments (optional)		
3	Security		
4	Pays		
5	Payroll items		
6	Overhead groups		
7	Employees		
Project information			
1	Activities		
2	Projects <ul style="list-style-type: none">• Clients• Billing rate tables• Invoice formats		
Client invoices			
1	Beginning work-in-progress (WIP)		
2	Current time & expense		
3	Invoices		
Project reports			

Company information

Follow the steps in this section to quickly set up your company in Ajera.

Step 1 - Set up company preferences

By setting up company preferences, you identify basic company information, such as addresses, phone numbers, and account numbers. You also define default options for your company that control the way you want to process invoices, payroll, and timesheets.

Ajera automatically enters the most commonly used options for your type of firm. However, there are a few decisions to make and options to set up before entering data and billing projects. This section will guide you through a series of questions and tasks to help you define and set up these options.

Select **Company > Preferences**.

LEARN For more information:

- Select **Help > Contents > Company Preferences**.
- Review the *Setting Up Company Preferences* training lesson.

General tab

GATHER On what date do you plan to start entering current project and financial data?

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.

Note: If you need to change the Beginning Balance Date after you start entering data, contact Axium Client Services.

ENTER Enter this date in the Beginning Balances Date field.

GATHER Will you be tracking project or financial information by department? For example, you have multiple disciplines or sites and you want to track costs and revenue.

ENTER If Yes, select the **Use departments** check box.

Address tab

ENTER Enter your company's address information. This information can be printed on your client invoices and statements.

Project tab (PORTFOLIO only)

LEARN For information about setting up consultant budgets:

- Select **Help > Contents > Projects > Consultant Management**.

GATHER Do you want to track amounts budgeted and paid to consultants for a project?

ENTER If Yes, select the **Warn if over invoiced** or **Don't allow over invoicing** option for Consultant Budgets.

LEARN For information about budgeting:

- Select **Help > Contents > Projects > About budgeting a project**.

GATHER Gather your company cost and billing averages that you want to use for budgeting.

ENTER Enter average cost and billing rates for budgeting labor.

Billing tab

- LEARN For information about setting up finance charges:
- Select **Help > Contents > Finance charges > Setting up finance charges**.
- GATHER Are you going to bill your clients for finance charges on outstanding balances?
- ENTER If Yes, select the **Create finance charges** check box and enter information for the way you want to process finance charges.
-
- GATHER Are you going to bill your clients for sales tax?
- ENTER If Yes, select the **Apply sales tax** check box.
-
- LEARN For information about setting up billing markups:
- Select **Help > Contents > Billing rate tables > Setting up billing rates > Setting up labor markups, Setting up expense markups, and Setting up consultant markups**.
 - Review the *Setting Up Billing Rate Tables* training lesson.
- GATHER Ajera allows you to mark up your cost by a percentage to bill your clients. For example, your markup percents for labor may include Direct Personnel Expense (DPE), overhead, and profit. Your markup percents for expenses and consultants may include General & Administrative (G&A) and profit.
- Note:** DPE consists of taxes and fringe benefits paid on behalf of employees. Overhead consists of general operating expenses.
- Do you mark up your cost by a percent to bill your clients?
- ENTER If Yes, to indicate labor, expense, and consultant markups for billing, select the check box next to each markup you want to use and enter the description for it.

Payroll tab

LEARN	<p>For more information about setting up payroll preferences:</p> <ul style="list-style-type: none"> • Select Help > Contents > Company preferences > Setting up payroll preferences. • Review the <i>Setting Up Company Preferences</i> training lesson.
GATHER	<p>Will you process payroll in-house or use a payroll service?</p>
ENTER	<p>In the Payroll Type field, select Process Payroll to process your payroll in-house, or select Payroll Service to use a payroll service provider. You can also select None to have no payroll processing in Ajera.</p> <p>Note: If you select None or Payroll Service, you must ensure that your payroll information is entered in Ajera. For more information, select Help > Index > About payroll variance and accurate financial reporting.</p> <p>-----</p>
LEARN	<p>For information about setting up cost markups:</p> <ul style="list-style-type: none"> • Select Help > Contents > Company preferences > Setting up payroll preferences > DPE and Overhead fields. • Review the <i>Setting Up Company Preferences</i> training lesson.
GATHER	<p>To more accurately reflect project cost, Ajera allows you to include Direct Personnel Expense (DPE) and overhead in your project reports.</p> <p>Note: DPE consists of taxes and fringe benefits paid on behalf of employees. Overhead consists of general operating expenses.</p> <p>Do you want to include DPE and overhead in your project costs?</p>
ENTER	<p>If Yes, enter the percentages in the DPE % and Overhead % fields.</p>

If you are using a payroll service or processing payroll in-house:

- LEARN For more information about setting up payroll preferences:
- Select **Help > Contents > Company preferences > Setting up payroll preferences**.
 - Review the *Setting up Company Preferences* training lesson.
- GATHER Do you want to use wage tables to set up different pay rates for employees based on employee type and/or type of work performed?
- ENTER If yes, select the **Use Wage Tables** check box
-

If you are processing payroll in-house:

- LEARN For more information about setting up payroll preferences:
- Select **Help > Contents > Company preferences > Setting up payroll preferences**.
 - Review the *Setting up Company Preferences* training lesson.
- GATHER Do you have any projects that require certified payroll reporting?
- ENTER If yes, select the **Certified payroll** check box.
-
- ENTER In the Payroll Start Date field, enter the date when you want to start processing your payroll by using the time entered on timesheets.

Time & Expense Entry tab

GATHER What do you want as the first day of the week on timesheets?

ENTER Select the day from the list in the **Week starts on** field.

.....

GATHER Do your employees work as different employee types and need to change the type on the timesheet? For example, a principal may also work as a designer.

ENTER If Yes, select the **Allow changes to employee type** check box.

.....

GATHER Do you want start and stop times written to your employee's timesheets?

Note: Some government agency audits require start and stop time to be recorded on timesheets.

ENTER If Yes, select the **Track start & stop times** check box.

.....

GATHER Do you want to allow a supervisor and/or accounting manager to change an employee's timesheet?

ENTER If Yes, select the appropriate **Allow Timesheet Changes By** check box.

.....

GATHER Do you want to allow a supervisor and/or accounting manager to change an employee's expense report?

ENTER If Yes, select the appropriate **Allow Expense Report Changes By** check box.

GATHER Do you want a supervisor and/or accounting manager to approve an employee's expense report before it can be paid or billed to the client?

ENTER If Yes, select the appropriate **Expense Report Approval** check box.

Step 2 - Set up departments

If you selected to use departments in Step 1, you will now need to set them up to track project information by department.

Note: If you decide not to use departments now, you can always add them later.

Select **Company > Departments**.

LEARN For more information:


- Select **Help > Contents > Departments**.
- Review the *Setting Up Chart of Accounts & Departments* training lesson.

GATHER Make a list of your departments, including a description for each department that you want to print on reports.

Note: If you decided to include DPE and Overhead in your project cost in Step 1, you can specify different percents by department.

ENTER 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.

VERIFY Verify your information by clicking the **Report**  button and printing the Department List report.

Step 3 - Set up security

The security options determine the tasks and reports in Ajera that are available to each group of employees. Ajera has already set up some predefined security groups for you.

We recommend that you get started without making any changes to these groups. Once you are comfortable using Ajera, review and modify the groups, or add new ones to meet the access needs of your staff.

Note: If you are processing payroll in-house, due to the sensitive nature of payroll information, you will want to set up a security group for employees allowed to process payroll.

Select **Company > Security**.

LEARN For more information:

- Select **Help > Contents > Security**.
- Review the *Securing Your Ajera Data* training lesson.

Step 4 - Set up pays

You set up pays to track and report hours entered in Ajera.

You can begin by reviewing and changing the types of pays that Ajera automatically creates for you.


Ajera automatically sets up a Regular, Vacation, Sick, Vacation and Sick Accrual, Holiday, and Automobile pay. It also sets up the following pays as inactive, which you can activate if you want to use them: Overtime, Double Time, Other Time, Other 1, Other 2, and Other 3.

You set up additional pays, as needed, to meet your company's payroll requirements.


You then associate pays to overhead items that employees use when entering time, as described on page 27. You can set up any additional pays specific to an individual employee when setting up employees, as described on page 28.

Select **Company > Payroll > Pays**.

If you are processing payroll in-house:


- LEARN For information about setting up pays:
- Select **Help > Contents > Payroll > Processing payroll in-house > Setting up payroll > Setting up pays, Setting up pays to accrue hours, and Assigning GL accounts for payroll.**
 - Review the *Processing U.S. Payroll - Setting Up Pays* training lesson.
- GATHER List the types of pay that you use to process your payroll.
- ENTER
- Review the pays that Ajera created for you. Assign financial accounts to them, and make other changes, as needed.
 - Set up any additional pays that you need, including pays you want to use to accrue hours.
- VERIFY Verify your information by clicking the **Report**  button and printing the Pays report.
-

If you are using a payroll service:


- LEARN For information about setting up pays:
- Select **Help > Contents > Payroll > Using a payroll service > Setting up pays.**
 - Review the *Setting Up Pays - Payroll Services* training lesson.
- GATHER List the pays you use to process your payroll. Include the ID that your payroll service uses for each pay.
- ENTER
- Review the pays that Ajera created for you. Make changes to them, as needed.
 - Set up any additional pays that you need to process your payroll.
- VERIFY Verify your information by clicking the **Report**  button and printing the Pays report.



Step 5 - Set up payroll items

If you are processing payroll in-house or using a payroll service:

- LEARN** For information about setting up wage rate tables:
- Select **Help > Index > Wage rate table > Setting up.**
 - Review the *Setting Up Wage Rate Tables* training lesson.
- GATHER** You use wage rate tables to pay employees different rates based on the project they are working on, the type of work they are performing, or their employee type. For example, you may be required to pay prevailing wages to a survey crew working on a union project.
- Make a list of any wage rates that you plan to use.
- ENTER**
- Set up wage rate tables, as needed.
- VERIFY** Verify your information by clicking the **Report**  button and printing the Wage Rate Table report.
-

If you are processing payroll in-house:

- LEARN** For information about setting up taxes:
- Select **Help > Contents > Payroll > Processing payroll in-house > Setting up payroll > Setting up taxes.**
 - Review the *Setting Up Taxes - In-house Payroll* training lesson.
- GATHER** List the local or special taxes you use to process your payroll.
- ENTER**
- Ajera automatically sets up Federal taxes, for which you can change the description and the associated financial accounts, as needed.
 - Set up any state, local, or other taxes that you need.
- VERIFY** Verify your information by clicking the **Report**  button and printing the Taxes report.

- LEARN For information about setting up deductions:
- Select **Help > Contents > Payroll > Processing payroll in-house > Setting up payroll > Setting up deductions.**
 - Review the *Setting Up Deductions - In-house Payroll* training lesson.
- GATHER List the types of deductions you use to process your payroll.
- ENTER
- Ajera automatically sets up these commonly-used deductions: 401k, Section 125, Insurance, and Automobile. Review these deductions and change them as needed.
 - Set up any deductions that you need.
- VERIFY Verify your information by clicking the **Report**  button and printing the Deductions report.
-
- LEARN For information about setting up fringes (fringe benefits):
- Select **Help > Contents > Payroll > Processing payroll in-house > Setting up payroll > Setting up fringes.**
 - Review the *Setting Up Fringes - In-house Payroll* training lesson.
- GATHER List the types of fringe benefits you use to process your payroll.
- ENTER
- Ajera automatically sets up these commonly-used fringes: 401k Matching and Insurance. Review these fringes, and change them as needed.
 - Set up any fringes that you need.
- VERIFY Verify your information by clicking the **Report**  button and printing the Fringes report


Step 6 - Set up overhead groups

To simplify timesheet entry, you can use overhead groups. This feature allows you to set up specific overhead items (such as Vacation, Sick, Holiday, and Administration) which appear on employee timesheets. Ajera uses overhead groups to provide reports about how billable your employees are, and how they are spending their nonbillable time.

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

Note: To track how billable your employees are, set up a project with a billing type of Overhead. For information about setting up a project, see “Step 2 - Set up projects” on page 32.

Select **Setup > Overhead Groups**.

LEARN	<p>For more information:</p> <ul style="list-style-type: none"> • Select Help > Contents > Overhead groups. • Review the <i>Setting Up Overhead Groups</i> training lesson.
GATHER	<p>Make a list of overhead items 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 report employee utilization.</p>
ENTER	<p>Review the overhead groups listed in the appendix that Ajera automatically sets up (if you selected the architectural or engineering settings), and make changes to them as needed.</p> <p>Set up any new overhead groups that you need.</p>
VERIFY	<p>Verify your information by clicking the Report  button and printing the Overhead Group report.</p>

Step 7 - Set up employees

To get going quickly, enter the following information for your active employees. You can go back later and enter optional information, such as addresses, phone numbers, and contacts.

Select **Setup > Employees**.

LEARN For more information:

- Select **Help > Contents > Employees > Setting up employees**.
- Review the *Setting Up Employees* training lesson.

GATHER Make a list of your employees with their pay information.

General tab

- ENTER
- Enter the employee's name.
 - If the employee's supervisor will be changing or approving the employee's timesheet, select the employee's supervisor.
 - Select the employee's type from the Employee Type list. (For example: principal, admin, or designer). It can be changed when entering timesheets. The employee type can be used to determine billing rates and can be printed on client invoices.
 - If using departments, select the employee's department from the list.
 - Select the appropriate Manager Type check boxes.

Time & Expense Entry tab

- ENTER
- Select the appropriate overhead group for the employee.
-

GATHER

- Do you want the employee to be able to enter expense reports?


ENTER

- If yes, select the **Use expense reports** check box, and complete the other fields, as needed.

Pay Information tab

- ENTER
- If the employee will be accessing Ajera, enter the employee's Login ID, Password, and Security Group in the Security fields.

Note: Select the Administrator security group for at least one employee who will be responsible for maintaining your system. The administrator has access to all options, tasks, reports, and to all employee user IDs and passwords.

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.
 - From the Pay periods field, select the frequency that this employee will be paid.
 - If the employee is paid based on the hours worked, select the Hourly check box and enter the hourly pay rate in the Regular pay rate field.
 - If the employee is paid a salary, enter the amount paid each pay period in the Pay Period Salary amount field.
 - If the employee will be paid overtime for any hours worked over the employee's normal hours, enter the appropriate percent in the Overtime markup field. For example, enter 50% if the employee is paid time and a half.
- VERIFY
- Verify your information by clicking the **Report**  button and printing the Employee Setup report.
-
- LEARN
- For information about setting up additional pays for an employee:
- Select **Help > Contents > Employees > Setting up employees for in-house payroll**.
 - Review the *Setting Up Employee Detail for In-house Payroll* training lesson.
- ENTER
- If you are processing payroll in-house, set up additional pays for the employee, as needed.

Payroll Taxes tab (In-house Payroll only)

- LEARN For information about setting up taxes for an employee:
- Select **Help > Contents > Employees > Setting up employees for in-house payroll.**
 - Review the *Setting Up Employee Detail for In-house Payroll* training lesson.
- GATHER Obtain W-4 forms for employees.
- ENTER Set up taxes for the employee.

Deductions/Fringes tab (In-house Payroll only)

- LEARN For information about setting up deductions, direct deposits, and fringe benefits for an employee:
- Select **Help > Contents > Employees > Setting up employees for in-house payroll.**
 - Review the *Setting Up Employee Detail for In-house Payroll* training lesson.
- GATHER Obtain information about any deductions or fringe benefits for employees. Also gather any direct deposit information for employees, such as banks, account numbers, and routing numbers.
- ENTER Set up deductions, direct deposits, and fringe benefits for the employee.

Project information

In Ajera, the way you set up your project, phases, and activities determines how your project reports, client invoices, and financial reports appear.


This section describes the information you need to successfully enter time and expenses and produce invoices. There are many other options available to further define how you want to manage your project data. We recommend that you explore these additional options after you are comfortable with the entry and billing process.

Step 1 - Set up activities

Ajera uses activities to track project cost and billing by types of labor tasks, expenses, and consultants. For example, you may want to break down labor by tasks, such as CAD, project management, and so on. You can track expenses, such as copies, reproductions, mileage, and so on.

When you install Ajera selecting Architectural or Engineering as the type of firm, a list of activities is created for you based on the type of firm that you select. See the appendix to review the activities that are set up for you.

Select **Setup > Activities**.

- | | |
|--------|--|
| LEARN | <p>For more information:</p> <ul style="list-style-type: none"> • Select Help > Contents > Activities. • Review the <i>Setting Up Activities</i> training lesson. |
| GATHER | Make a list of the activities you plan to use in Ajera. |
| ENTER | Modify the default activity list or create your own list for any activities you want to use for billing and reporting. |
| VERIFY | Verify your information by clicking the Report  button and printing the Activity report. |

Step 2 - Set up projects

When you set up a project in Ajera, you define key information about the project that affects the way you bill the client.

Ajera provides you with the ability to track extensive information about your projects, which you can explore later. To quickly start billing, enter the following information for your active projects.

Select **Setup > Projects**.

LEARN For more information:

- Select **Help > Contents > Projects > Setting up projects**.
- Review the *Setting Up Projects* training lessons.

GATHER Make a list of your active projects and phases.

In this step, you first enter information for the project and then for each phase of the project.

For each project:

Project Info tab > General subtab

- ENTER
- Enter the project description.
 - If using project IDs, enter the project ID.
 - If using departments, select the department from the list.

Project Info tab > Billing subtab

LEARN For information about selecting a billing type, select **Help > Contents > Projects > Setting up projects > Setting up a project or template**.

ENTER Select a billing type (time & expense, fixed fee, percent complete, unit price, percent of construction cost, nonbillable, marketing, or overhead) from the list.

- LEARN For information about setting up billing rate tables:
- Select **Help > Contents > Billing rate tables**.
 - Review the *Setting Up Billing Rate Tables* training lesson.
- GATHER Billing rate tables are used to determine the billing rates and amounts for labor, expenses, and consultants. As part of setting up a project, you indicate the rate table that you want to use for that project.
- Make a list of the billing rates and markup percents that you plan to use for labor, expenses, and consultants on your projects.
- ENTER For a quick start, we recommend that you set up your rate tables as you need them. Click the button in the Rate Table field, and then click the **New** button on the Billing Rate Table List window.

-
- ENTER If billing sales tax for this project, select the **Apply sales tax** check box, and enter the tax code and tax rate.

Project Info tab > Invoice subtab

- LEARN For information about setting up clients:
- Select **Help > Contents > Clients > Setting up clients**.
 - Review the *Setting Up Clients* training lesson.
- ENTER For a quick start, we recommend that you set up your clients as you need them. Click the button in the Client field, and then click the **New** button on the Client List window.

-
- LEARN For information about setting up invoice formats, select **Help > Contents > Invoice formats**.

- ENTER We recommend that you select one of Ajera's predefined formats from the Invoice Format list until you are comfortable using Ajera. You can then review and modify these invoice formats, or add new ones, to suit the needs of your company.

For each phase:

LEARN For information about adding phases to a project, select **Help > Contents > Projects > Setting up projects > Setting up phases**.

Project Info tab > General subtab

ENTER

- Enter the phase description.
- If using phase IDs, enter the phase ID.
- If using departments, and the phase department is different from that of the project, select the department from the list.

Project Info tab > Billing subtab

ENTER

- If the billing type for the phase is different from that of the project, select a billing type (time & expense, fixed fee, percent complete, unit price, percent of construction cost, nonbillable, marketing, or overhead) from the list.
- If the rate table for the phase is different from that of the project, select a rate table.

If you have not yet set up the rate table you want to use for the phase, click the button in the Rate Table field, click the **New** button on the Billing Rate Table List window, and complete the fields.
- If the tax rate and code for the phase are different from that of the project, enter them.
- 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.

Manage tab

- ENTER • Depending on the billing type of the phase, do the following:

For this billing type	Enter
Time and Expense	Contract amounts (optional).
Fixed Fee Percent Complete Unit Price Percent of Construction	Contract amounts (required).

Project Info tab > Beginning Balances subtab

- ENTER • For accurate project reports and invoices, you may also want to enter totals for hours, cost, earned, and billed for all your active projects through your beginning balance date.

Entering your unpaid client invoices in chapter 5 will increase the billed amounts for your project/phases. Reduce the billed amounts here by the amount of any client invoices that were unpaid as of your beginning balance date for this project/phase.

In this chapter and in chapter 5, you will be entering your unbilled WIP. This will increase the earned amounts for your project/phases.

Reduce the earned amounts here by the amount of any WIP that was unpaid as of your beginning balance date for this project/phase.

Note: In Chapter 5, you will enter all the remaining beginning balances needed to reflect your financial position at the time you start using Ajera.

- VERIFY Verify your information by printing the Project List report from the **Reports > List** menu.

Client invoices

You are now ready to start entering information into Ajera that will print on your first client invoices. You will need to divide this information into two categories:

- Beginning work-in-progress - the time and expense incurred before your beginning balance date in Ajera
- Current time & expenses - the time and expense incurred after your beginning balance date in Ajera

Step 1 - Enter beginning work-in-progress

To start your billing quickly, you will need to enter your unbilled work-in-progress (WIP). These entries consist of any billable labor, expenses, or consultant amounts that have been incurred toward the project prior to your beginning balance date but have not yet been invoiced to your client.

Note: If you billed all of your labor and expenses from your old system, skip this step.

Select **Company > Beginning Balances > Work-in-progress**

LEARN For more information:

- Select **Help > Contents > Beginning Balances > Entering for unbilled WIP**.
- Review the *Beginning Balances - Unbilled WIP* training lesson.

ENTER Enter your unbilled work-in-progress.

Step 2 - Enter current time & expenses

In this step, you enter the time and expenses which were incurred after your beginning balance date in Ajera. For a quick start, enter only those that you need to get started for your billing; you can later enter all remaining time and expenses as part of your workflow entry in Chapter 4.

ENTER Enter current timesheets, in-house expenses, and vendor invoices and payments, following the instructions in Chapter 4 - Workflow.

Step 3 - Manage invoices

As you enter project time and expenses in Ajera, they are automatically tracked to a client invoice. When you are ready to invoice the client, you can review and make changes to these entries or hold them to bill later.

For fee type projects, such as percent complete or fixed fee, you can also specify the amount or percent to bill for each phase of the project.

With Ajera, you can preview invoices before printing them. You can print one invoice at a time, or select multiple invoices to print all at once.

Select **Manage > Client Invoices**.

LEARN For more information:

- Select **Help > Contents > Client invoices**
- Review the *Managing Client Invoices*, *Changing T&E Client Invoices*, and *Changing Fee-based Client Invoices* training lessons.

ENTER You are now ready to preview and print invoices.

Project reports

Ajera provides industry-standard project reports to give you current information about the status of your projects.

You can customize these reports to meet your needs, and you can save multiple customized views of the same report to meet the needs of everyone in your company.

LEARN

- For report descriptions and more information about printing and customizing reports, select **Help > Contents > Reports**.

Note: After you review reports and decide which ones you want to use in managing your projects and company, you can use security groups to restrict access to them.

This chapter guides you through the tasks needed to enter your daily work activities.

You will learn how to:

- Enter timesheets.
- Enter expense reports.
- Enter in-house expenses.
- Enter and pay vendor invoices.
- Invoice clients and enter receipts.
- Process payroll.
- Manage your bank accounts.
- Review session journals.

Timesheets

Ajera's easy-to-use timesheets can be accessed by all your employees without exposing your financial data. Ajera allows employees to select from only active projects to ensure accurate information. Supervisors and managers can review and approve time online. And without entering time again, you can either process payroll in-house or send your time to a payroll service.

Note: If you want employees to enter their own timesheets, be sure that you selected the Employee security group on Setup > Employees > Pay Info tab for each employee you set up. This security group allows them access to Ajera.

Select **Manage > Time & Expense**.

LEARN

For more information:

- Select **Help > Contents > Time**.
- Review the *Entering Time* and *Approving Time* training lessons.

ENTER

Enter timesheets.

Expense reports

Employees can quickly enter expense reports with all the detail needed for Ajera to apply those expenses to projects and even phases. Supervisors and managers can review and approve expense reports online. To make paying expense reports as simple as possible, Ajera automatically creates a vendor invoice for each expense report, which you pay just as you would any other vendor invoice.

Select **Manage > Time & Expense**.

LEARN

For more information:

- Select **Help > Contents > Expense reports**.
- Review the *Entering Expense Reports* and *Approving and Paying Expense Reports* training lessons.

ENTER

Enter expense reports.

In-house expenses

In Ajera, you can enter in-house costs, such as copies or mileage, to a project so that you can bill them.

Select **Manage > In-house Expenses**.

LEARN

For more information:

- Select **Help > Contents > In-house expenses**.
- Review the *Managing In-house Expenses* training lesson.

ENTER


Enter your in-house expenses.

Bank accounts

Set up bank accounts to identify general bank information, such as the account number and mailing address. You will use this bank account information in the tasks that follow.

You can also set up credit card accounts to track and manage your company credit cards.

Select **Company > Bank Accounts**.

- | | |
|--------|---|
| LEARN | <p>For more information:</p> <ul style="list-style-type: none"> • Select Help > Contents > Bank accounts > Setting up a bank account. • Review the <i>Setting Up Bank Accounts</i> training lesson. |
| GATHER | <p>Make a list of your bank accounts and credit cards, including for each:</p> <ul style="list-style-type: none"> • Name of the financial institution and account number • General information, such as address, phone number, and contacts • If you are processing 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. |
| ENTER | <p>Enter information for your bank accounts and credit cards.</p> |
| VERIFY | <p>Verify your information by clicking the Report  button and printing the Bank Account Setup report.</p> |

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.

With PORTFOLIO, you can better manage your consultants and prevent overpayment by specifying the consultant budget item being invoiced. For information about setting up Consultant Management, select **Help > Contents > Projects > Consultant Management**.

Note: You will need to enter open invoices that are dated prior to your beginning balance date in the Beginning Balances task. See “Beginning balances” on page 53.

In addition, Ajera can automatically create vendor invoices for expense reports, which you can choose to pay as you would any other vendor invoice.

Set up vendors

For a quick start, we recommend that you set up your vendors when you need them from the Manage > Vendor Invoices menu by selecting the **New** button on the Vendor List window.

LEARN

For more information:

- Select **Help > Contents > Vendors > Setting up vendors**.
- Review the *Setting Up Vendors* training lesson.

ENTER

Set up the vendors that you currently need.

If you are tracking consultant budgets for a vendor, be sure to set up the vendor with a vendor type used for consultants. (From **Setup > Vendor Types**, click the vendor type, and verify that the **Consultant** check box is selected).

Manage vendor invoices

Select **Manage > Vendor Invoices**.

LEARN

For more information:

- Select **Help > Contents > Vendor invoices**.
- Review the *Managing Vendor Invoices* training lesson.

ENTER

Enter vendor invoices.

Manage vendor payments

Select **Manage > Vendor Payments**.

LEARN

For more information:

- Select **Help > Contents > Vendor payments**.
- Review the *Managing Vendor Payments* training lesson.

ENTER

Select invoices to pay.

Client invoices and receipts

Manage client invoices

As you enter project time and expenses in Ajera, they are automatically tracked to a client invoice. When you are ready to invoice the client, you can review and make changes to these entries or hold them to bill later. For fee type projects, such as percent complete or fixed fee, you can also specify the amount or percent to bill for each phase of the project.

Ajera allows you to preview the invoices before printing them. You can print one invoice at a time, or select multiple invoices to print all at once.

Note: If you have invoices that you billed before starting Ajera that have not been paid, you need to enter them in the Beginning Balances task, as described in “Beginning balances” on page 53.

Select **Manage > Client Invoices**.

LEARN

For more information:

- Select **Help > Contents > Client invoices**.
- Review the *Managing Client Invoices*, *Changing T&E Invoices*, and *Changing Fee-based Invoices* training lessons.

ENTER

Change, preview, and print client invoices.

Manage client receipts

When you receive payment from the client, you can apply it to outstanding invoices by simply selecting the invoices being paid. You can also record prepayments or retainers and apply them to invoices at a later date, and enter credit memos if you are unable to collect the entire amount of the invoice.

Select **Manage > Client Receipts**.

LEARN

For more information:

- Select **Help > Contents > Client receipts**.
- Review the *Managing New Client Receipts and Deposits* and *Managing Existing Client Receipts* training lessons.

ENTER

Enter, change, and apply your client receipts.

Payroll

Depending on the option you selected to meet your payroll needs, you can now do one of the following:

- Process payroll in-house
- Use a payroll service

If you are processing payroll in-house:

- LEARN For more information:
- Select **Help > Contents > Payroll > Processing payroll in-house > Running payroll.**
 - Review the *Managing Payroll In-house* training lesson.
- ENTER Process your payroll.

If you are using a payroll service:

- LEARN For more information:
- Select **Help > Contents > Payroll > Using a payroll service.**
 - Review the *Managing Payroll Services* training lesson.
- ENTER Create a payroll file and send it to your payroll service.
-

Bank register and credit card tracking

Managing your bank accounts is easy with Ajera. As you enter your client receipts and vendor payments, these items are written to the bank register. You can also enter miscellaneous bank adjustments, such as interest and service charges, and record transfers between your bank accounts.

Reconciling your bank statement to the register is also a quick and easy task. Enter your ending balance and date. Ajera marks all items through the statement ending date as reconciled. Just indicate which items are still outstanding.

Select **Manage > Bank Registers**.

LEARN For more information:

- Select **Help > Contents > Bank register**.
- Review the *Managing Bank Register* training lesson.

ENTER Enter and change your bank entries.

Similarly, managing your credit cards is also an easy process with Ajera. Just like your bank accounts, you can track your credit card transactions and reconcile the statement.

In addition, Ajera can automatically create credit card items from items entered on expense reports.

LEARN For more information:

- Select **Help > Contents > Credit cards**.

ENTER Enter and change your credit card entries.

Session journals

Ajera tracks all of the data you enter and allows you to review it by session. If you are interrupted while performing a task, and you need to review what you have already entered, simply print the session journal or view it online.

Select **Reports > Session Journals**.

- LEARN For more information:
- Select **Help > Contents > Reports > Ajera Reports (Crystal Reports) > Viewing session journals**.
 - Review the *Navigating Through Ajera* training lesson.
- ENTER As needed, review session journals for a detailed look of work that was performed in Ajera.

Financial reporting

5

This chapter describes the tasks you need to perform before using Ajera for your financial reporting.

Chart your progress using this checklist to track completed tasks as you go through this chapter.

Task	Completed by	Completion Date
Chart of accounts		
Beginning balances		
Company budget		
Journal entries		
Financial reports		

At the end of this chapter, you will be ready to produce your financial reports, including a Trial Balance, Ledger, Balance Sheet, and Profit & Loss Statement.

Chart of accounts

The chart of accounts is a list of accounts which is grouped into assets, liabilities, equity, income, and expenses for company financial reporting.


When you install Ajera, a chart of accounts is created based on the type of firm (architectural or engineering) you selected. See “Chart of accounts” on page 64 to review the accounts that are set up for you. Our years of experience and work with industry consultants have created this full set of accounts that apply to your business.

Note: If you select Neither as your firm type, a chart of accounts is created with only the accounts required in company preferences. You can change the account descriptions and IDs.

To begin entering and billing project time and expenses, you will not need to make any additions or changes to the default chart of accounts.

If using an outside CPA for your financial reporting, you may want to review the chart of accounts with your CPA. Remember that you can change the description and ID of an account at any time.

Select **Company > Chart of Accounts**.

- | | |
|--------|--|
| LEARN | For more information: <ul style="list-style-type: none">• Select Help > Contents > Chart of accounts.• Review the <i>Setting Up Chart of Accounts & Departments</i> training lesson. |
| GATHER | If you are not using Ajera's architectural or engineering chart of accounts or if you plan to modify it, make a list of your account numbers and descriptions. |
| ENTER | Review, enter, or change your account information. |
| VERIFY | Verify your information by clicking the Report  button and printing the Chart of Accounts report. |

Beginning balances

Beginning balances are entered to reflect your financial position at the time you started using Ajera. You can enter them at any time during your startup. We recommend you start by entering your “Project information” on page 31, and then get comfortable with your workflow in Chapter 4 before beginning this step.

In this section, you will enter any of the following information that you might have, as of the beginning balance date you defined in “Step 1 - Set up company preferences” on page 16.

- Trial balance
- Bank balances
- Credit card balances
- Vendor year-to-date paid amounts for 1099s
- Open vendor invoices
- Unpaid client invoices
- Unbilled work-in-progress (WIP)
- Client prepayments
- Payroll (for processing payroll in-house only)

Note: You can continue using Ajera to process your current work while you are still entering beginning balances.

Enter trial balance

A trial balance is a listing of the balances for each account in your financial reports.

Note: You can enter both a cash and accrual trial balance.

Select **Company > Beginning Balances > Trial Balances**.

LEARN


For more information:

- Select **Help > Contents > Beginning balances > Entering a trial balance**.
- Review the *Beginning Balances - Trial Balance* training lesson.

GATHER

From your current system or from your CPA, obtain a trial balance as of your beginning balance date (for both a cash and accrual accounting basis).

ENTER Enter the beginning balances for your company's chart of accounts.

VERIFY Verify your information by clicking the **Report**  button and selecting the Beginning Balance Trial Balance report.

Enter bank account balances

Use this task to establish your beginning bank balances.

Select **Company > Beginning Balances > Bank Account**.


LEARN For more information:

- Select **Help > Contents > Beginning balances > Entering for bank accounts**.
- Review the *Beginning Balances - Bank Account* training lesson.

GATHER Obtain your last reconciled bank statement prior to your beginning balance date.

ENTER

- Enter the ending balance of your last bank statement.
Note: This amount is used to determine the current balance that appears on your bank register. If you are setting up a new bank account that does not yet have a beginning balance, enter zero here.
- Enter all outstanding items since your last bank statement through your beginning balance date.

VERIFY Verify your information by clicking the **Report**  button and printing the Beginning Balance Bank Account report.

Enter credit card balances

Use this task to establish your beginning credit card balances.


Select **Company > Beginning Balances > Bank Account**.

LEARN For more information:

- Select **Help > Contents > Beginning balances > Entering for credit cards**.

- GATHER** Obtain your last reconciled credit card statement prior to your beginning balance date.
- ENTER**
- Enter the ending balance of your last credit card statement.


Note: This amount is used to determine the current balance that appears on the credit card bank register. If you are setting up a new credit card that does not yet have a beginning balance, enter zero here.
 - Enter outstanding items since your last statement through your beginning balance date.

Note: Enter only items that are reflected in your trial balance payable account for the credit card. Enter all other outstanding items using Manage > Bank Register.
- VERIFY** Verify your information by clicking the **Report**  button and printing the Beginning Balance Bank Account report.

Enter vendor 1099 paid balances

Ajera prints 1099 forms to send your vendor at year-end. If you are required to send 1099s to any of your vendors, you will need to enter the amount you have paid year-to-date in Ajera.


Select **Company > Beginning Balances > Vendor 1099 Paid**.

- LEARN** For more information:
- Select **Help > Contents > Beginning balances > Entering for vendors 1099 paid**.
 - Review the *Beginning Balances - Vendor 1099 Paid* training lesson.
- GATHER** Obtain a list with the amount you have paid, from the beginning of the year through your beginning balance date, to each vendor that requires 1099s.
- Note:** Do not include amounts that you entered as uncleared items when entering beginning bank account balances.
- ENTER** Enter year-to-date paid amounts for each 1099 vendor.
- VERIFY** Verify your information by clicking the **Report**  button and printing the Beginning Balance Vendor 1099 Paid report.

Enter open vendor invoices

If you entered an amount for your Accounts Payable account in your trial balance, you need to enter the vendor invoices that made up that amount. Entering the invoices here ensures you will be able to pay them and keep your financial reports in balance.

Select **Company > Beginning Balances > Open Vendor Invoices**.


- LEARN For more information:
- Select **Help > Contents > Beginning balances > Entering for open vendor invoices**.
 - Review the *Beginning Balances - Open Vendor Invoices* training lesson.
- GATHER Obtain the vendor invoices that make up the balance you entered for Accounts Payable on your trial balance.
- ENTER Enter all open vendor invoices through your beginning balance date.
- VERIFY Verify your information by clicking the **Report**  button and printing the Beginning Balance Open Vendor Invoices report.

Enter unpaid client invoices

If you entered an amount for your Accounts Receivable account in your trial balance, you need to enter the client invoices that made up that amount. Entering the invoices here ensures you will be able to receive payment and keep your financial reports in balance.

Select **Company > Beginning Balances > Unpaid Client Invoices**.

- LEARN For more information:
- Select **Help > Contents > Beginning balances > Entering for unpaid client invoices**.
 - Review the *Beginning Balances - Unpaid Client Invoices and Prepayments* training lesson.
- GATHER Obtain the client invoices that make up the balance you entered for Accounts Receivable on your trial balance.
- ENTER Enter all open client invoices through your beginning balance date.

VERIFY Verify your information by clicking the **Report**  button and printing the Beginning Balance Unpaid Client Invoices report.

Enter unbilled work-in-progress (WIP)

If you entered an amount for your WIP accounts in your beginning balance trial balance or have items prior to the beginning balance date that you want to include on invoices, you need to enter any labor, expense, and consultant items that made up that amount. Entering it here ensures that you will be able to bill these entries when ready and keep your financial reports in balance.


Select **Company > Beginning Balances > Unbilled work-in-progress**.

LEARN For more information:

- Select **Help > Contents > Beginning balances > Entering for unbilled WIP**.
- Review the *Beginning Balances - Unbilled WIP* training lesson.

GATHER Obtain a list of the items that make up the balance you entered for work-in-progress on your trial balance.

ENTER Enter amounts for any work-in-progress through your beginning balance date that you did not enter in Chapter 3, Quick Start for Project Billing.

VERIFY Verify your information by clicking the **Report**  button and printing the Beginning Balance Unbilled Work-in-progress report.


Enter client prepayments

If you have received prepayments (retainers) from clients prior to your beginning balance date, enter the outstanding balance per client. Amounts entered here should equal the amount entered to the client prepayments account in your trial balance.

Select **Setup > Clients**.

LEARN For more information:

- Select **Help > Contents > Beginning balances > Entering for client prepayments**.
- Review the *Beginning Balances - Unpaid Client Invoices and Prepayments* training lesson.

- ENTER Enter the prepayment beginning balance on the General tab of the Client window.
- VERIFY Verify your information from **Company > Beginning Balances > Unpaid Client Invoices** by clicking the **Report**  button and printing the Beginning Balance Client Prepayments report.

Enter payroll balances

If you are starting mid-year, you must enter the year-to-date payroll amounts for each employee. In this way, you ensure that your pays, taxes, deductions, and fringes calculate correctly going forward. This information is also needed for your year-end reports and W-2 forms.

We recommend that you enter one paycheck per employee for each quarter. If starting mid-quarter, you also need to enter monthly paychecks for the partial quarter.


Select **Company > Beginning Balances > Payroll**.

- LEARN For more information, select **Help > Contents > Beginning Balances > Entering for in-house payroll**.
- GATHER Obtain payroll totals for each quarter occurring in 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 payroll totals for the current quarter.
- ENTER
- For each quarter, enter a paycheck for each employee.
 - If not starting at the beginning of a quarter, also enter a paycheck for each employee for each month of the current quarter.

Verify control account balances

Control accounts are: cash, receivables, work-in-progress, payable, and client prepayment accounts. In the previous tasks, you entered these totals in your trial balance and then the detail in the other beginning balances tasks. It is important that you verify that the total of the detail you entered is the same as the amount you entered in your trial balance.

Select **Company > Beginning Balances > Trial Balance**.

- LEARN For more information:
- Select **Help > Contents > Beginning balances > Verifying control account balances**.
 - Review the *Beginning Balances - Trial Balance* training lesson.
- VERIFY Click the **Report**  button and select the Beginning Balance Control Account Verification report. The Difference column on the report should be all zeros.

Finalize your beginning balances

After you finalize your beginning balances, Ajera removes the Beginning Balances option from your Company menu. Before you perform this step, make sure that you have verified your balances and have printed financial reports for your CPA or accountant to review.

Select **Company > Preferences**.

- ENTER On the **General** tab, select the **Beginning Balances Complete** check box. Click the **Save** button.


Note: 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.

Company budget (optional)

If you prepare financial budgets and want your financial reports to provide a comparison of actual amounts to budgeted amounts, complete the following tasks.

Note: You can track both cash and accrual budgets.

Select **Company > Budgets**.

- | | |
|--------|---|
| LEARN | For more information, select Help > Contents > Company Budgets > Entering a company budget . |
| GATHER | Obtain a list of your company budgets by account. |
| ENTER | Enter your budget information. |
| VERIFY | Verify your information by clicking the Report  button and printing the Company Budgets report. |

Journal entries

Journal entries allow you to enter information which affects your financial reports but is not recorded during your regular workflow. (For example, depreciation expenses and monthly allocations of prepaid expenses)

Select **Manage > Journal Entries**.

LEARN	For more information: <ul style="list-style-type: none">• Select Help > Contents > Journal entries.• Review the <i>Managing Journal Entries</i> training lesson.
ENTER	Manage journal entries.
VERIFY	Verify your information by printing the Journal Entries report from the Reports > Financial menu.

Financial reports

Ajera provides standard financial reports to give you information about the status of your company. You can report this information for both cash and accrual accounting.

You can customize these reports to meet your needs. You can save multiple customized views of the same report to meet the needs of everyone in your company, your CPA, and your financial partners.

Select **Reports > Financial >** Trial balance
Ledger
Balance Sheet
Profit & Loss Statement

LEARN

- For more information about printing and customizing reports, select **Help > Contents > Reports.**

Appendix

A/E industry settings

A

When you install Ajera, you indicate your type of firm:

- Architectural
- Engineering
- Neither

Based on your type of firm, Ajera installs predefined, industry-standard settings, which include a chart of accounts, project types, employee types, and activities. Because these settings are specific to your industry, you don't have to start setting up Ajera from scratch.

Review this appendix for a detailed list of all the settings.

Chart of accounts

One of these predefined chart of accounts is created depending on the option you select for your type of firm when installing Ajera:

- Architectural and engineering
- Neither architectural nor engineering

Architectural and engineering

If you select Architectural or Engineering as your type of firm, a predefined chart of accounts specific to the A/E industry is created. You can add, change, or delete accounts if needed.

Account types are used as categories for grouping information on the Balance Sheet and Profit & Loss Statement.

Architectural and engineering chart of accounts

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

Architectural and engineering chart of accounts (continued)

ID (optional)	Description	Account type
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

Architectural and engineering chart of accounts (continued)

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

Architectural and engineering chart of accounts (continued)

ID (optional)	Description	Account type
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
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

Architectural and engineering chart of accounts (continued)

ID (optional)	Description	Account type
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

Architectural and engineering chart of accounts (continued)

ID (optional)	Description	Account type
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
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

Architectural and engineering chart of accounts (continued)

ID (optional)	Description	Account type
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
8430	Parking & Tolls	Expense

Architectural and engineering chart of accounts (continued)

ID (optional)	Description	Account type
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

Architectural and engineering chart of accounts (continued)

ID (optional)	Description	Account type
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

Neither architectural nor engineering

If you select Neither as your type of firm when you install Ajera, a basic chart of accounts is created. It contains only the accounts that are required for the Company Preferences information in Ajera. You can change the account descriptions and IDs, and add accounts, as needed.

Account types are used as categories for grouping information on the Balance Sheet and Profit & Loss Statement.

Chart of accounts for the Neither option

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

Chart of accounts for the Neither option (continued)

ID (optional)	Description	Account type
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
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

Chart of accounts for the Neither option (continued)

ID (optional)	Description	Account type
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

Project templates (PORTFOLIO only)

The architectural and engineering predefined settings contain these project templates you can use to set up new projects:

- Top-down
- Bottom-up
- Quick project

Types

The architectural and engineering predefined settings contain:

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

These predefined settings help you to sort information on lists and reports in ways that make sense for your A/E firm. Of course, you can later modify these settings as needed.

Project types

Project types are useful for reviewing and reporting project information. For example, you can more easily identify the types of projects that are most profitable.

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

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

Architectural and Engineering
Architect
Builder
Engineer
Government
Hospital
Municipality
Private
Prospect
School District

Vendor types

Vendor types are used to group vendors together for reporting. For example, vendors with a type of Consultant appear on the Consultant Pay When Paid report.

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

Employee types

Employee types are used to group employees for billing and reporting.

You can use employee types when you want to bill a common rate for certain employees. For example, you might want all employees with an employee type of Drafter to be billed out at \$65.00 per hour.

You can also print an invoice that is grouped or summarized by employee type.

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

Utilization types

Utilization types are used to group activities together for employee reporting. With the Employee Utilization report, you can monitor the ratio of billable to nonbillable time for each employee, and compare actual billable hours to the targeted billable percent.

You cannot add or delete utilization types. However, you can change the description for them.

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

Contact types

Contact types are used to group similar contacts together for reporting and easy retrieval.

Architectural and Engineering
Accountant
Attorney
Banking
Builder
Client
Employee
Vendor

Activities

Activities are used to identify the type of work or expense charged to a project. You can specify cost and billing rate by activity. You can have reports and client invoices summarized or subtotaled by activity.

You can create and edit activities, which include activity descriptions, cost and billing rates, accounts, and so on.

Architectural activities

The architectural default settings contain the following 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

The engineering default settings contain the following 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

Activity	Type
Telephone	Expense
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

Overhead Groups

Overhead groups are used to set up specific overhead project, phase, activity, or account information so it defaults onto employee timesheets, simplifying timesheet entry. If you want to track indirect time on employee utilization time reports, you need to use overhead groups.

The architectural and engineering settings contain one default overhead group with these items:

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

Payroll items

If you select the **Process Payroll** or **Payroll Service** option, Ajera automatically sets up several predefined types of pay. For the **Process Payroll** option, Ajera also sets up predefined taxes, deductions, and fringes.

These predefined payroll items are automatically linked to the appropriate account in the chart of accounts. If you created your own chart of accounts or modified the chart of accounts that you installed with Ajera, be sure to verify that your payroll items are linking to the correct accounts.

Pays

If you selected the **Process Payroll** or **Payroll Service** option, Ajera automatically sets up the following predefined pays.

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

Taxes

If you selected the **Process Payroll** option, Ajera automatically sets up Federal taxes for which you can change the description and the associated financial accounts.

Deductions

If you selected the **Process Payroll** option, Ajera sets up the following predefined deductions:

Deductions
401k
Section 125
Insurance
Automobile

Fringes

If you selected the **Process Payroll** option, Ajera sets up the following predefined fringes.

Fringes
401k Matching
Insurance

Business Development items

If you purchased PORTFOLIO Business Development, Ajera automatically sets up the following items:

- Marketing stages
- Marketing final dispositions

Marketing stages

Ajera automatically sets up these common, industry-standard marketing stages. You can add, change, or delete marketing stages to reflect the typical steps of the BD process at your firm.

Marketing stages	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

Ajera automatically sets up these common, industry-standard marketing final dispositions. You can add, change, or delete marketing final dispositions to reflect the typical reasons your firm wins, loses, or declines a project.

Note: Ajera does not automatically set up marketing final dispositions if you selected the Neither option for your type of firm.

Marketing final dispositions
Fee
Qualifications / Experience
Project Team
Project Approach / Schedule
Design Concept
Existing Client Relationship
Other - See Notes

Appendix

Custom fields

B

Although Ajera is designed specifically for your industry, you may need to record and track certain information that is unique to your company.

If needed, you can add custom fields for these setup tasks in Ajera:

- Activity
- Account
- Bank Account
- Client
- Contact
- Department
- Employee
- Project & Phase
- Vendor

Custom fields do not update other fields or appear on reports. They provide an excellent way for you to record and review customized information for specific setup tasks in Ajera.

Select **Company** > **Custom Fields**.

LEARN For more information, select **Help** > **Contents** > **Custom fields**.

