



Deltek INSIGHT > 2019

AJ-03

Ajera Tips and Tricks

Damon Shratter, Deltek

Ajera Tips & Tricks

Damon is currently a Deltek University Sr. Curriculum Manager for Vantagepoint and a certified Sr. Instructor for Ajera with extensive experience and skills in Training and Development. Damon works in Deltek's Portland, OR office. He has been responsible for Customer Support, new hire training and client training on various Ajera topics.

Prior to coming to Deltek, Damon has been a teacher at the Secondary and Post-Secondary levels, a trainer at various corporations as well as an instructor in the Army as an adjunct faculty member for the National Cryptologic School.

Damon has a B.S. in Biology/Chemistry, a B.S. in Secondary Education and an M.A. in Education from the University of Alabama at Birmingham

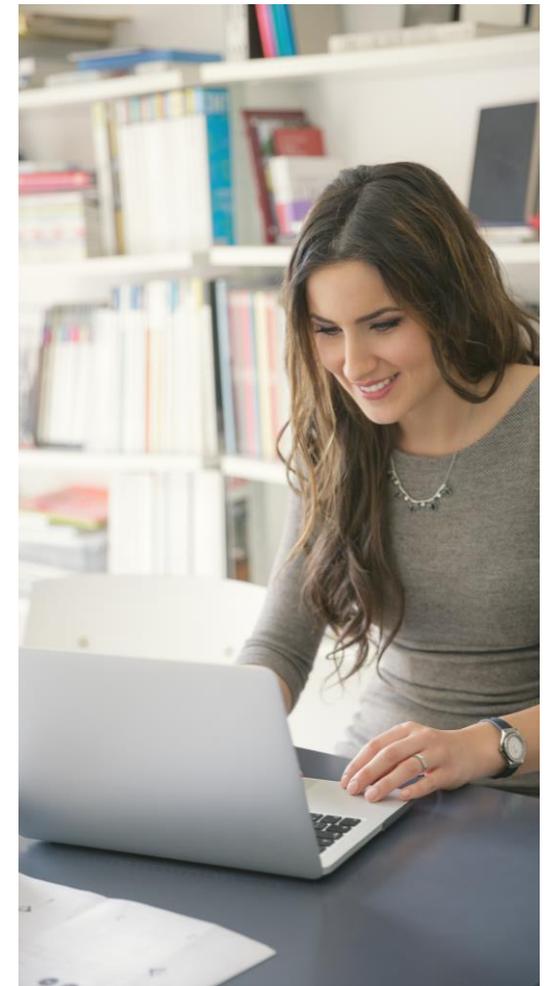
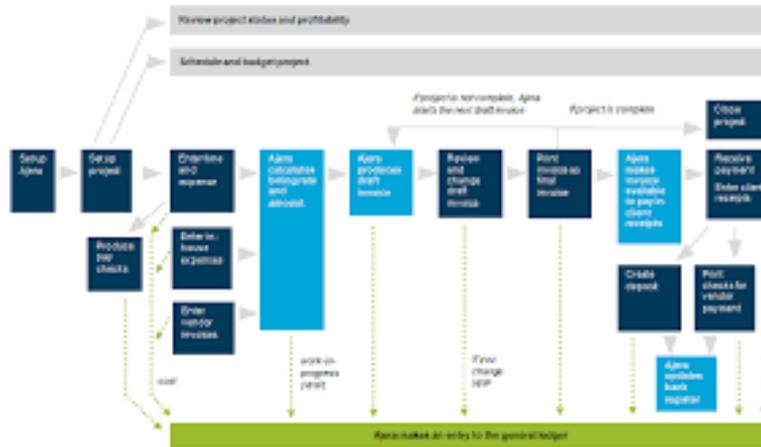
Ajera Tips & Tricks

This session is designed to increase your comfort level working in Ajera and give tips and tricks to take back to the office and share with other users. You will learn about common issues that are submitted into Ajera Support - everything from finding missing WIP, fixing incorrect Billing Rates, creating a Widget to show Accrual information and changing employee pay rates. You will also have the opportunity to ask questions.



Ajera Tips & Tricks

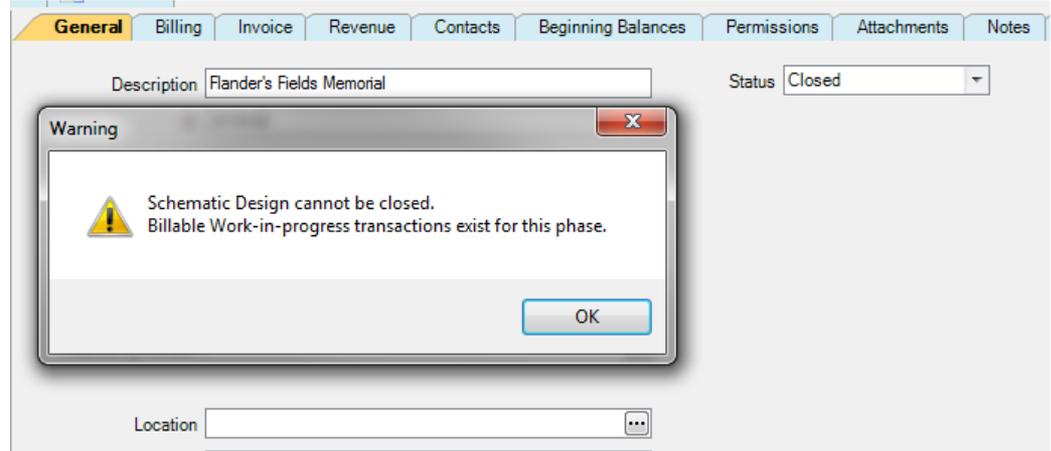
All operations and workflows discussed in this session are based on recommended “best practices” for Ajera. Although alternate methods may be available, the long-term impact is not predictable if using a non-standard workflow or operation.



Missing WIP

Ajera Tips & Tricks

If you cannot find the WIP entries to a project that you want to close or bill out directly in the invoice for the project, these are the most common steps to take.



Ajera Tips & Tricks

Project Command Center - Includes Marketing, Preliminary, Active, Hold, Work Hold, Billing Hold

Search ID Description Client

Acctg Action	ID	Description	Project Status	Notes	Billing Type	Hours Budget	Hours Actual	Contract Amount	Spent	Spent Profit	Billed	Billed Remaining	Billed Prof
<input type="checkbox"/>	2018-02	Flander's Fields Memo.	Active		Percent Co.	690.00	46.50	87,402.89	11,631.89	-1,313.77	6,218.25	81,184.64	-6,727.39
<input type="checkbox"/>	2018-04-05	Chilliwack Dam	Preliminary		Percent Co.	1,135.00	0.00	129,023.60	0.00	0.00	0.00	129,023.60	0.00
<input type="checkbox"/>	2018-05-24	May flowers	Preliminary		Percent Co.	542.00	0.00	65,156.89	2,500.00	0.00	0.00	65,156.89	-2,500.00
<input type="checkbox"/>	M04-163	Virginia Avenue Busin.	Preliminary		Percent Co.	952.15	0.00	90,000.00	0.00	0.00	0.00	90,000.00	0.00

Project Info Manage Invoices Progress **Snapshot** Plan

2018-02 Flander's Fields Memorial Wednesday, June 20, 2018

Snapshot Dollars

Contract \$87,402.89

Billed \$6,218.25 + WIP \$3,113.64 = \$9,331.89

Spent \$11,631.89

Snapshot Hours

Budget 690.00

Billed 22.50 + WIP 24.00 = 46.50

Spent 46.50

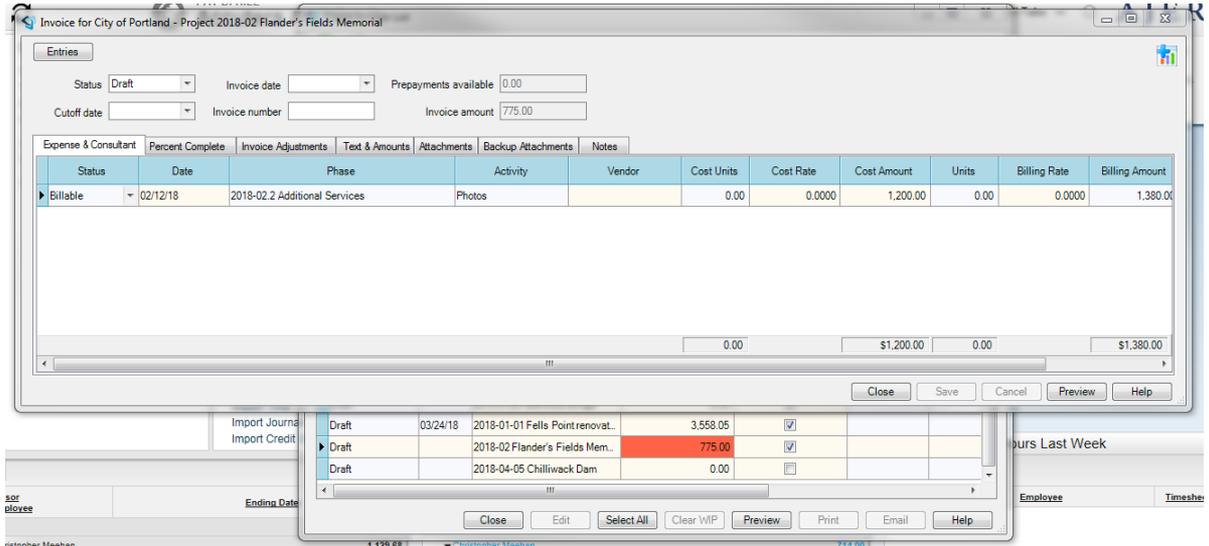
Project	Description	Dollars				Hours			
		Contract	Billed	WIP	Spent	Budget	Billed	WIP	Spent
2018-02	Flander's Fields Memorial	87,403	6,218	3,114	11,632	690	23	24	47
2018-02.1	Basic Services	77,403	4,493	1,734	8,527	590	23	24	47
2018-02.11	Schematic Design	5,310	219	1,295	1,514	45	10	4	14
2018-02.12	Design Development	11,925	2,549	88	4,937	75	13	4	17
2018-02.13	Construction Docs	42,500	0	88	88	300	0	4	4
2018-02.14	Bidding & Negotiation	11,682	1,725	88	1,813	125	0	4	4
2018-02.15	Construction Admin	5,987	0	175	175	45	0	8	8
2018-02.2	Additional Services	10,000	1,725	1,380	3,105	100	0	0	0
	Cap WIP Labor Adjustment	0	0	0	0	0	0	0	0
	Cap WIP Expense Adjustment	0	0	0	0	0	0	0	0
	Cap WIP Consultant Adjustment	0	0	0	0	0	0	0	0

Close Save Cancel Help

All WIP amounts by phase can be seen on the Snapshot Report.

Ajera Tips & Tricks

Edit the Invoice for the Project in question.



Ajera Tips & Tricks

If the entries are connected to a Time and Expense billing type phase, they will show on those tabs in the invoice. If they are not or are in addition to, go to the Fee billing type tab and select a Phase where the entries were listed.

Invoice for City of Portland - Project 2018-02 Flander's Fields Memorial

Status: Draft, Invoice date: [], Prepayments available: 0.00
Cutoff date: [], Invoice number: [], Invoice amount: 775.00

Expense & Consultant	Percent Complete	Invoice Adjustments	Text & Amounts	Attachments	Backup Attachments	Notes
2018-02.1 Basic Services / 2018-02.11 Schematic Design			Expense 240.00			
2018-02.1 Basic Services / 2018-02.11 Schematic Design			Consultant 2,500.00			
2018-02.1 Basic Services / 2018-02.12 Design Development			Labor 7,924.63			
2018-02.1 Basic Services / 2018-02.12 Design Development			Expense 2,500.00			
2018-02.1 Basic Services / 2018-02.12 Design Development			Consultant 1,500.00			
2018-02.1 Basic Services / 2018-02.13 Construction Docs			Labor 15,000.00			
2018-02.1 Basic Services / 2018-02.13 Construction Docs			Expense 20,000.00			
2018-02.1 Basic Services / 2018-02.13 Construction Docs			Consultant 7,500.00			
2018-02.1 Basic Services / 2018-02.14 Bidding & Negotiation			Labor 5,356.67			
2018-02.1 Basic Services / 2018-02.14 Bidding & Negotiation			Expense 6,325.00			
2018-02.1 Basic Services / 2018-02.15 Construction Admin			Labor 986.50			
2018-02.1 Basic Services / 2018-02.15 Construction Admin			Expense 5,000.00			
			\$77,402.89	\$0.00	\$4,493.25	\$358.26

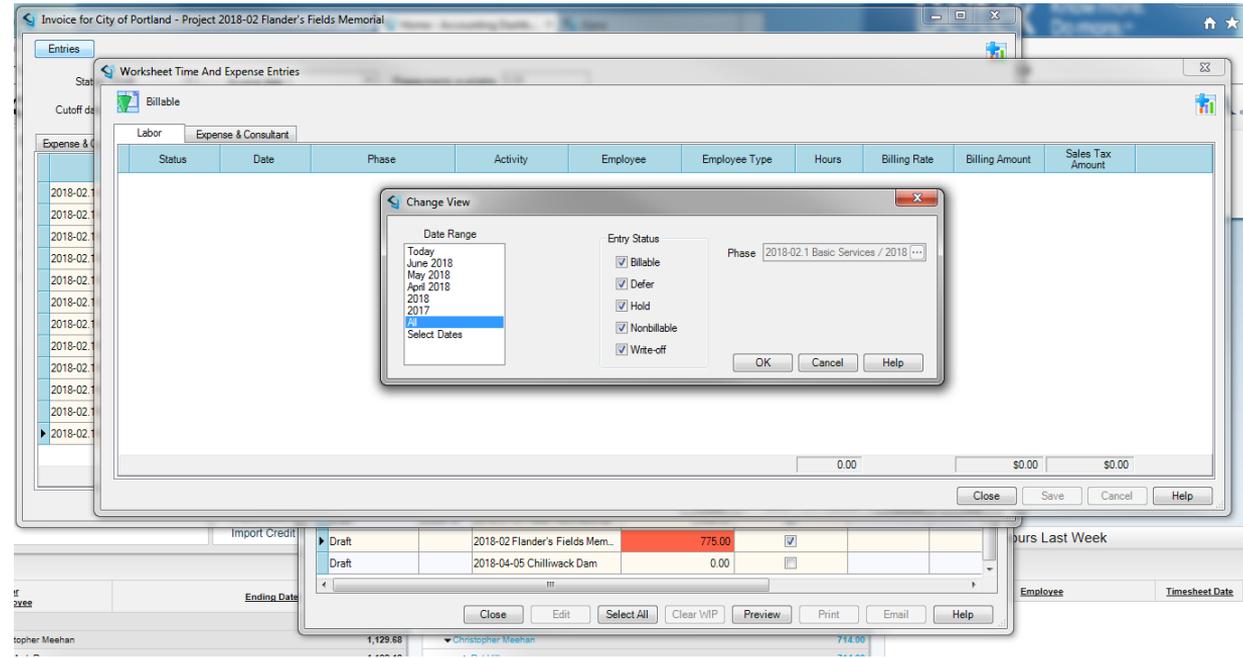
Close Save Cancel Preview Help

Status	Invoice Number	Invoice Amount	Checkbox
Draft	2018-02 Flander's Fields Mem...	775.00	<input checked="" type="checkbox"/>
Draft	2018-04-05 Chilliwack Dam	0.00	<input type="checkbox"/>

Close Edit Select All Clear WIP Preview Print Email Help

Ajera Tips & Tricks

Go to the Entries button and change the View to include all Statuses.



Ajera Tips & Tricks

Entries on Hold may need to be changed to either Nonbillable or Write off.

The screenshot displays the 'Worksheet Time And Expense Entries' window in the Ajera software. The window title is 'Worksheet Time And Expense Entries' and it shows a table with the following columns: Status, Date, Phase, Activity, Employee, Employee Type, Hours, Billing Rate, Billing Amount, and Sales Tax Amount. The table contains one row with the following data: Status: Hold, Date: 05/30/18, Phase: 2018-02.1 Basic Services / 20, Activity: Billable Time, Employee: Pat D. Hill, Employee Type: Administration, Hours: 8.00, Billing Rate: 21.9222, Billing Amount: 175.38, and Sales Tax Amount: 0.00. Below the table, there are summary fields for Hours (8.00), Billing Amount (\$175.38), and Sales Tax Amount (\$0.00). The window has buttons for Close, Save, Cancel, and Help. In the background, another window is visible with a table of entries, including one for '2018-02 Flander's Fields Mem...' with a value of 775.00.

Ajera Tips & Tricks

In order to determine whether the entries should be changed to non-billable or write off, it is important to remember the difference between the two:

Non-billable

Project-related but not being billed. The project still shows the cost amount but no spent amount. The non-billable costs are included on your project reports when you select to show cost, and they affect the profit calculation for the project.

Write-off

Reflected on the project and the financials as a write-off. The project still shows the cost and spent amounts. When you write off an amount by changing the status of the work-in-progress (WIP) item, it appears on your project and financial reports as a write-off.

Ajera Tips & Tricks

Once all changes have been made, the WIP will be removed.

Project Info Manage Invoices Progress Snapshot Plan

2018-02 Flander's Fields Memorial Thursday, June 21, 2018

Snapshot Dollars

Contract \$87,402.89

Billed \$6,218.25 + WIP \$0.00 = \$6,218.25

Spent \$11,631.89

Snapshot Hours

Budget 690.00

Billed 22.50 + WIP 0.00 = 22.50

Spent 46.50

Project	Description	Dollars				Hours			
		Contract	Billed	WIP	Spent	Budget	Billed	WIP	Spent
2018-02	Flander's Fields Memorial	87,403	6,218	0	11,632	690	23	0	47
2018-02.1	Basic Services	77,403	4,493	0	8,527	590	23	0	47
2018-02.11	Schematic Design Detail	5,310	219	0	1,514	45	10	0	14
2018-02.12	Design Development Detail	11,925	2,549	0	4,937	75	13	0	17
2018-02.13	Construction Docs Detail	42,500	0	0	88	300	0	0	4
2018-02.14	Bidding & Negotiation Detail	11,682	1,725	0	1,813	125	0	0	4
2018-02.15	Construction Admin Detail	5,987	0	0	175	45	0	0	8
2018-02.2	Additional Services Detail	10,000	1,725	0	3,105	100	0	0	0
	Cap WIP Labor Adjustment Detail	0	0	0	0	0	0	0	0
	Cap WIP Expense Adjustment Detail	0	0	0	0	0	0	0	0
	Cap WIP Consultant Adjustment Detail	0	0	0	0	0	0	0	0

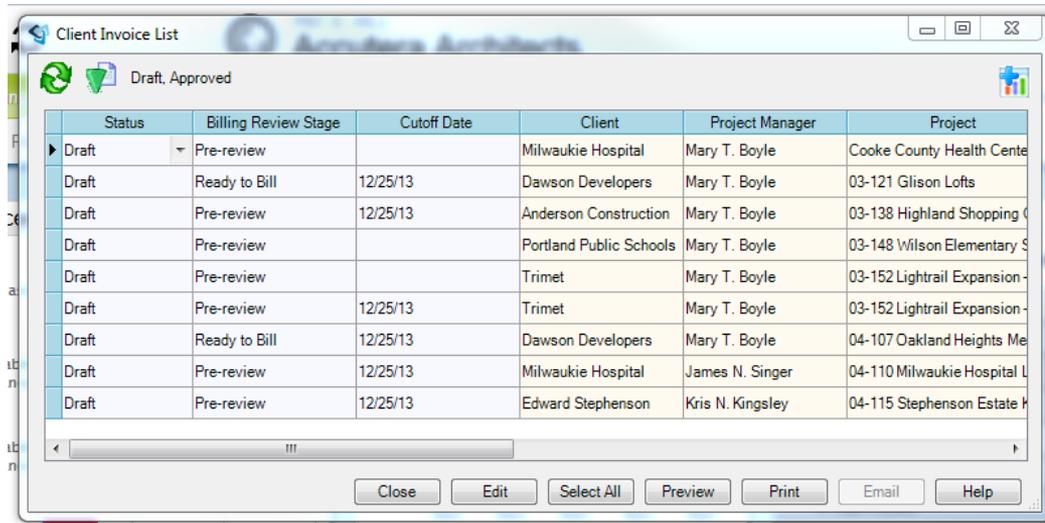
Questions?



Change Billing Rates

Ajera Tips & Tricks

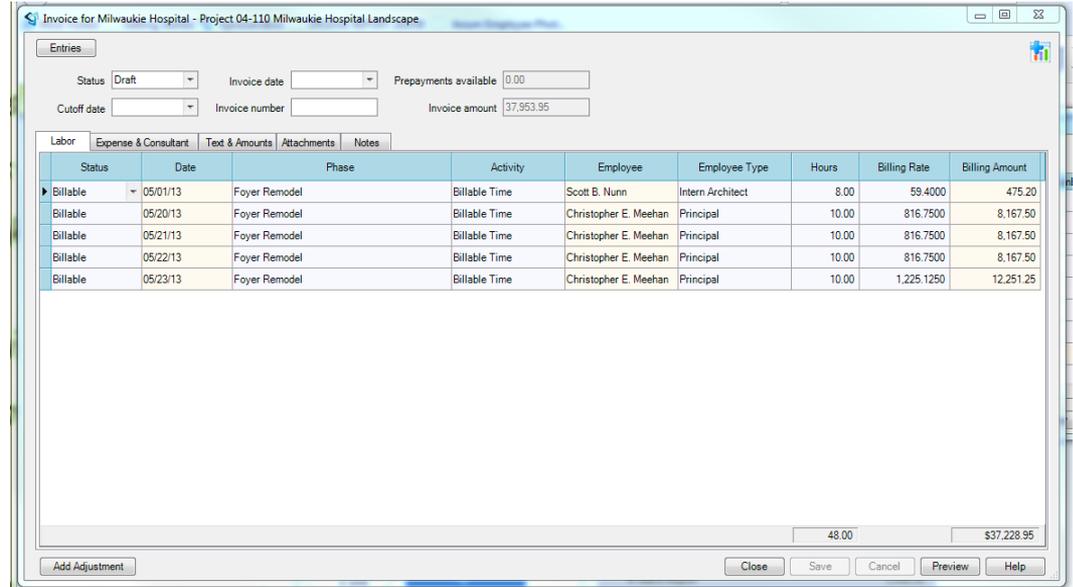
From the Client Invoice List, select the invoice that you need to review and click on “edit”.



Ajera Tips & Tricks

For the Time and Expense Billing Type, the entries are listed by the type of Entry, either Labor or Expense/Consultant.

If you are using a Percent Complete or Fixed Fee billing type on the project, you will need to go to the Entries button for the phase wanted.



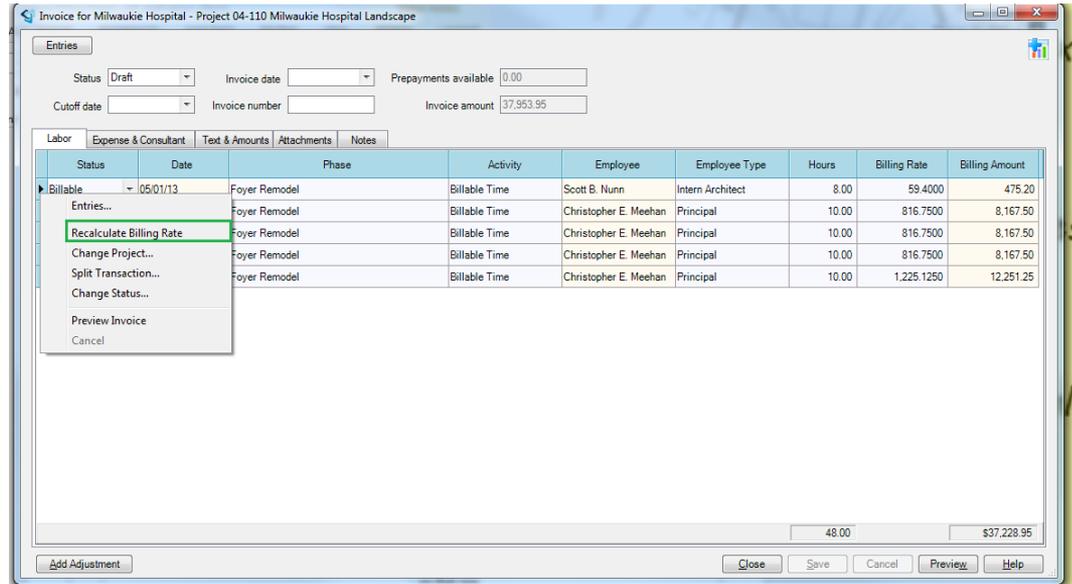
The screenshot shows a software window titled "Invoice for Milwaukee Hospital - Project 04-110 Milwaukee Hospital Landscape". The window has a tab labeled "Entries" and several input fields at the top: Status (Draft), Invoice date, Prepayments available (0.00), Cutoff date, Invoice number, and Invoice amount (37,953.95). Below these fields are tabs for "Labor", "Expense & Consultant", "Text & Amounts", "Attachments", and "Notes". The "Labor" tab is active, displaying a table with the following data:

Status	Date	Phase	Activity	Employee	Employee Type	Hours	Billing Rate	Billing Amount
Billable	05/01/13	Foyer Remodel	Billable Time	Scott B. Nunn	Intern Architect	8.00	59.4000	475.20
Billable	05/20/13	Foyer Remodel	Billable Time	Christopher E. Meehan	Principal	10.00	816.7500	8,167.50
Billable	05/21/13	Foyer Remodel	Billable Time	Christopher E. Meehan	Principal	10.00	816.7500	8,167.50
Billable	05/22/13	Foyer Remodel	Billable Time	Christopher E. Meehan	Principal	10.00	816.7500	8,167.50
Billable	05/23/13	Foyer Remodel	Billable Time	Christopher E. Meehan	Principal	10.00	1,225.1250	12,251.25

At the bottom of the table, there are summary fields showing a total of 48.00 hours and a total billing amount of \$37,228.95. Below the table are buttons for "Add Adjustment", "Close", "Save", "Cancel", "Preview", and "Help".

Ajera Tips & Tricks

Select the row for the entry in question. Right-click with the mouse to open the menu choices on that row. Choose “Recalculate Billing Rates”



Ajera Tips & Tricks

If the Billing Rate/Billing Amount changes to what you want, then you are done with that entry and can click on “save”.

If the Billing Rate/Billing amount does not change, or changes to an amount you do not want then the following procedure is recommended for changing the billing rates.

Ajera Tips & Tricks

Go to the phase on the project with the entries and on the billing tab, click on the ellipses next to the billing rate table field.

The screenshot displays the Project Command Center software interface. At the top, a search bar and filters for 'ID', 'Description', and 'Client' are visible. Below is a table with columns: Acctg Action, ID, Description, Billing Type, Hours Budget, Hours Actual, Contract Amount, Spent, Spent Profit, Spent Profit %, Billed, Billed Profit, Work-in-progress Balance, Billed + WIP Profit %, and Rec Ba. The table lists three projects: 03-152 Lightrail Expansion-Ir., 04-107 Oakland Heights Medi., and 04-110 Milwaukee Hospital Lan. The 04-110 project is selected. Below the table, a 'Project Info' tab is active, showing 'Milwaukee Hospital Landscape' and 'Foyer Remodel'. The 'Billing' sub-tab is selected, showing 'Billing Type' as 'Time & Expense' and 'Rate Table' as 'Standard Markups'. An ellipsis next to 'Standard Markups' is clicked, opening a 'Billing Rate Table List' dialog box. This dialog box contains a list of options: 'ECI test', 'Portland Public School Rates', 'Standard Markups' (which is selected), and 'Standard Rates'. At the bottom of the dialog are buttons for 'Close', 'Select', 'Edit', 'New', 'Copy', 'Delete', and 'Help'. The main interface also has buttons for 'New', 'Delete', and 'Show Gantt' on the right, and 'New Phase', 'New Invoice Group', and 'New Adjustment' at the bottom.

Ajera Tips & Tricks

After clicking on the “edit” button for the Billing Rate Table selected, the Billing Rate Table will open and can be adjusted to meet the billing rates needed. After all changes have been made, “save” the billing rate table.

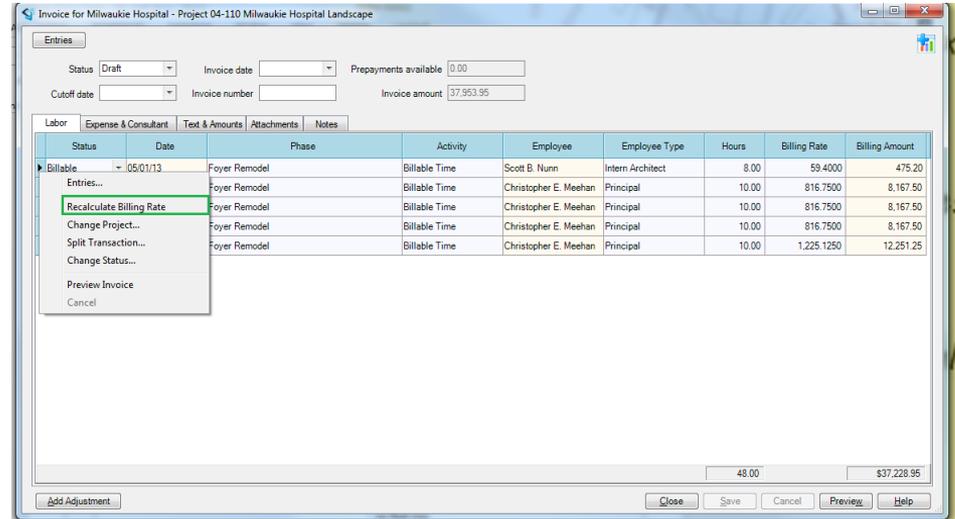
The screenshot displays the 'Billing Rate Table - Standard Markups' window. It features several sections for configuration:

- Status:** Active
- Description:** Standard Markups
- Date Ranges:** A table with columns 'From' and 'Through'. The first row shows '01/03/13'.
- Labor Markups:** Includes fields for DPE (35.00 %), Overhead (150.00 %), and Profit (10.00 %). There are also checkboxes for 'Accumulate'.
- Premium Hours Markups:** Includes a field for Overtime (50.00 %).
- Table:** A table with columns: Employee, Employee Type, Activity, Billing Rate, Override Cost Rate, Maximum, DPE, and Overhead. The first row lists 'Christopher E. Me...' with a Billing Rate of 0.0000 and a DPE of 35.00.

At the bottom, there are navigation buttons: Close, Save, Copy, Cancel, Delete, and Help.

Ajera Tips & Tricks

Go back to the invoice and after selecting the row wanted, right – click with your mouse and choose “recalculate billing rates”. The billing rate and the billing amount will change in accordance with the changes made in the Billing Rate Table.



Questions?



Accrual Hours Widget

Ajera Tips & Tricks

A user must be given access to the Design Mode in their Role.

The amount of access in the Design Mode is also controlled in the Role.

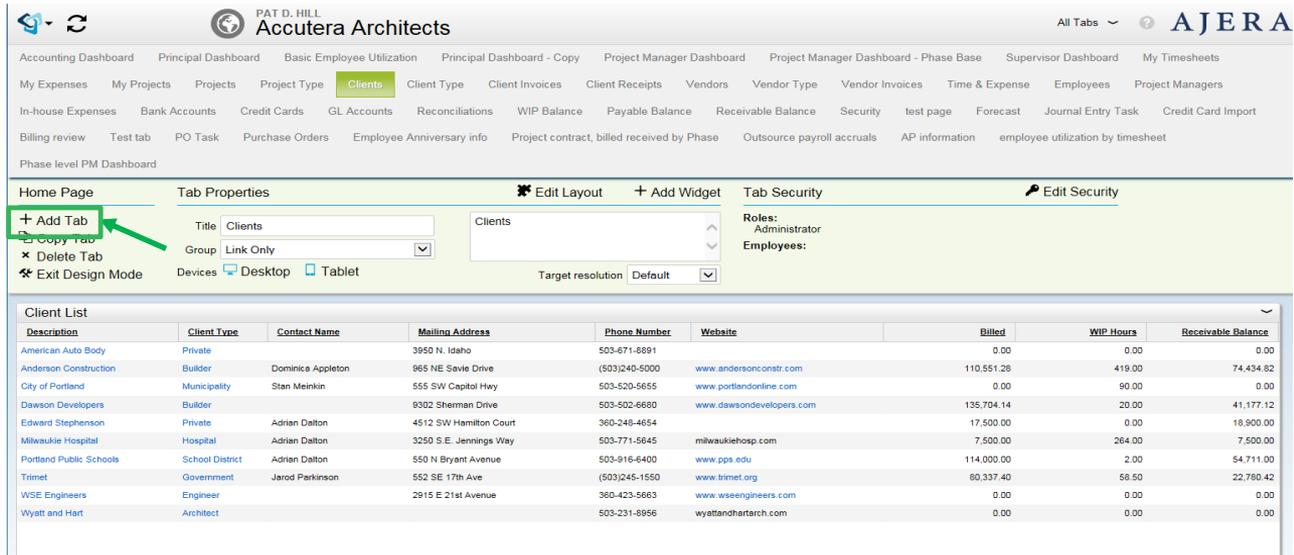
The screenshot displays the Ajera software interface for 'PAT D. HILL Accutera Architects'. The top navigation bar includes a 'Design Mode' icon (a blue square with a white gear and a pencil) which is highlighted with a green box and a green arrow. Other icons in the bar include a refresh symbol, a globe, and the 'AJERA.' logo. The main interface is divided into several panels: 'Favorites' (listing Employees, Preferences, Roles, Time & Expense, Client Invoices, Vendor Invoices, Client Invoice Aging, Vendor Invoice Aging), 'Setup' (listing Clients, Vendors, Employees, Contacts, General, Company, Utility), 'Manage' (listing Time & Expense, Payroll, Schedule, Project Command Center, Client Invoices, Finance Charges, Client Receipts, Vendor Invoices, Vendor Payments, In-house Expenses, Purchase Orders, Bank Register, Journal Entries, Recurring Vendor Invoices, Recurring Journal Entries, Import Expenses, Import Time, Import Credit Cards), 'Reports' (listing Session Journals, Manage Custom Reports, Quick Reports, Manage Financial Statements, Reconciliation Report, Project, Employee, Client, Vendor, Financial, Bank Register, Payroll, Setup, List, Government Reporting, Custom Inquiries, Standard Inquiries), and 'Help' (listing Ajera Learning Center and Help, Release Notes, About Ajera, Customer Care Connect, Ajera Users Association, Send Data to Deltek, Deltek Support Assist, QA Tools). On the right side, there is a 'Billing review' section with a table showing 'Receivable Balance' and 'Accounting Action'.

	Receivable Balance	Accounting Action
5	29,650.12	
5	74,434.82	
0	22,780.42	
0	11,527.00	
1	7,500.00	
0	18,900.00	
0	0.00	
0	0.00	
9	0.00	
0	0.00	
0	0.00	
0	0.00	
0	0.00	

At the bottom of the interface, there is a table with columns for 'New Project', 'Anderson Construction', 'Active', 'Commercial', 'Fixed Fee', 'Mary Boyle', and numerical values: 0.00, 8.00, 0.00, 0.00, 175.38, 175.38, 0.00.

Ajera Tips & Tricks

Sometimes it is best to create a new tab to create new widgets. This way, you do not interfere with Tabs that are currently being used by other employees.



The screenshot shows the AJERA software interface for Pat D. Hill Accutera Architects. The top navigation bar includes 'All Tabs' and the AJERA logo. Below the navigation bar, there are several tabs, with 'Clients' currently selected. The 'Add Tab' button is highlighted with a green arrow and a red box. The interface also shows a 'Client List' table with columns for Description, Client Type, Contact Name, Mailing Address, Phone Number, Website, Billed, WIP Hours, and Receivable Balance.

Description	Client Type	Contact Name	Mailing Address	Phone Number	Website	Billed	WIP Hours	Receivable Balance
American Auto Body	Private		3950 N. Idaho	503-671-8891		0.00	0.00	0.00
Anderson Construction	Builder	Dominica Appleton	965 NE Savie Drive	(503)240-5000	www.andersonconstr.com	110,551.28	419.00	74,434.82
City of Portland	Municipality	Stan Meinink	555 SW Capitol Hwy	503-520-5655	www.portlandonline.com	0.00	90.00	0.00
Dawson Developers	Builder		9302 Sherman Drive	503-502-6660	www.dawsondevelopers.com	135,704.14	20.00	41,177.12
Edward Stephenson	Private	Adrian Dalton	4512 SW Hamilton Court	360-245-4654		17,500.00	0.00	18,900.00
Milwaukie Hospital	Hospital	Adrian Dalton	3250 S.E. Jennings Way	503-771-5645	milwaukiehosp.com	7,500.00	264.00	7,500.00
Portland Public Schools	School District	Adrian Dalton	550 N Bryant Avenue	503-916-6400	www.pps.edu	114,000.00	2.00	54,711.00
Trimet	Government	Jarod Parkinson	552 SE 17th Ave	(503)245-1550	www.trimet.org	80,337.40	58.50	22,780.42
WSE Engineers	Engineer		2915 E 21st Avenue	360-423-5663	www.wseengineers.com	0.00	0.00	0.00
Wyatt and Hart	Architect			503-231-8956	wyattandhartarch.com	0.00	0.00	0.00

Ajera Tips & Tricks

PAT D. HILL
Accutera Architects

All Tabs AJERA

Accounting Dashboard Principal Dashboard Basic Employee Utilization Principal Dashboard - Copy Project Manager Dashboard Project Manager Dashboard - Phase Base Supervisor Dashboard My Timesheets My Expenses My Projects Projects Project Type Clients Client Type

Client Invoices Client Receipts Vendors Vendor Type Vendor Invoices Time & Expense Employees Project Managers In-house Expenses Bank Accounts Credit Cards GL Accounts Reconciliations WIP Balance Payable Balance Receivable Balance Security test page

Forecast Journal Entry Task Credit Card Import Billing review Test tab PO Task Purchase Orders Employee Anniversary Info Project contract, billed received by Phase Outsource payroll accruals AP information employee utilization by timesheet Phase level PM Dashboard

Home Page Tab Properties Edit Layout Add Widget Tab Security Edit Security

+ Add Tab Copy Tab Delete Tab Exit Design Mode

Title Clients Group Link Only Devices Desktop Tablet Target resolution Default

Roles: Administrator Employees:

Client List

Description	Client Type	Contact Name	Mailing Address	Phone Number	Website	Billed	WIP Hours	Receivable Balance
American Auto Body	Private		3950 N. Isano	503-871-8881		0.00	0.00	0.00
Anderson Construction	Builder	Dominica Appleton	965 NE Saville Drive	(503)240-5000	www.andersonconstr.com	110,551.28	419.00	74,434.82
City of Portland	Municipality	Stan Meenan	665 SW Capitol Hwy	503-520-5666	www.portlandonline.com	0.00	90.00	0.00
Dawson Developers	Builder		9302 Sherman Drive	503-502-8660	www.dawsondevelopers.com	135,704.14	20.00	41,177.12
Edward Stephenson	Private	Adrian Dalton	4512 SW Hammon Court	360-248-4624		17,500.00	0.00	15,900.00
Milwaukee Hospital	Hospital	Adrian Dalton	3280 S.E. Jennings Way	503-771-5645	milwaukeehospital.com	7,500.00	264.00	7,500.00
Portland Public Schools	School District	Adrian Dalton	650 N. Bryant Avenue	503-916-6400	www.pps.edu	114,000.00	2.00	84,711.00
Timet	Government	Janos Parkinson	852 SE 17th Ave	(503)240-1800	www.timet.org	80,307.40	88.80	32,790.42
WSC Engineers	Engineer		2915 E 21st Avenue	360-423-5863	www.wscengineers.com	0.00	0.00	0.00
Wyatt and Hall	Architect			503-231-8986	wyattandhall.com	0.00	0.00	0.00

Client List

Metric	Value
Billed	450,000
WIP Hours	0
Receivable Balance	200,000

Ajera Tips & Tricks

Choose the type of widget to create, in this case, a Table widget.

The screenshot displays the Ajera dashboard interface. At the top, there are navigation tabs: Home Page, Tab Properties, Edit Layout, Add Widget, Tab Security, and Edit Security. The 'Add Widget' tab is active, showing options to '+ Add Tab', 'Copy Tab', 'Delete Tab', and 'Exit Design Mode'. Below these are settings for 'Title' (Clients), 'Group' (Link Only), 'Devices' (Desktop, Tablet), and 'Target resolution' (Default).

The main content area shows a 'Client List' widget. It contains a table with the following data:

Description	Client Type	Contact Name	Mailing Address	Phone Number	Website	Billed	WIP Hours	Receivable Balance
American Auto Body	Private		3905 N. Idaho	503-871-8891		0.00	0.00	0.00
Anderson Construction	Builder	Dominica Appleton	965 NE Saville Drive	(503)240-8000	www.andersonconstr.com	110,551.25	419.00	74,434.62
City of Portland	Municipality	Stan Meinken	555 SW Capitol Hwy	503-420-8685	www.portlandonline.com	0.00	90.00	0.00
Dawson Developers	Builder		9302 Sherman Drive	503-502-6650	www.dawsonde.com	04.14	20.00	41,177.12
Edward Stephenson	Private	Adrian Datton	4512 SW Hamilton Court	360-245-4654		00.00	0.00	15,900.00
Milwaukee Hospital	Hospital	Adrian Datton	3250 S.E. Jennings Way	503-771-5645	milwaukeehosp.com	00.00	264.00	7,500.00
Portland Public Schools	School District	Adrian Datton	550 N Bryant Avenue	503-916-6400	www.pps.edu	00.00	2.00	54,711.00
Trimet	Government	Jared Parkinson	552 SE 17th Ave	(503)245-1550	www.trimet.org	37.40	55.50	22,750.42
WSE Engineers	Engineer		2915 E 21st Avenue	360-423-5663	www.wsaengr.com	0.00	0.00	0.00
Wyatt and Hart	Architect			503-231-9958	wyattandhart.com	0.00	0.00	0.00

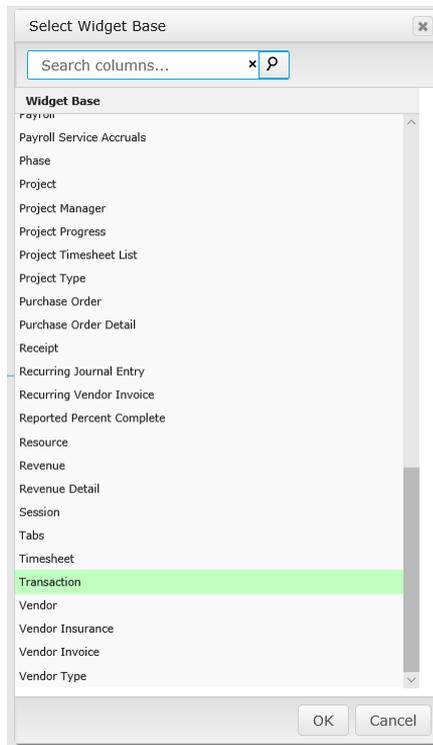
Below the table is a bar chart titled 'Client List' showing the same three metrics: Billed (approx. 450k), WIP Hours (0), and Receivable Balance (approx. 200k). The y-axis ranges from 0k to 500k.

An 'Add Widget' dialog box is open over the chart, showing options to 'Browse Gallery or create a widget using the options below'. The 'Reporting' category is selected, with sub-options: Revenue, Purchase Orders, Journal Entry, Credit Card Import Log, and Payroll Service Accruals. A 'Cancel' button is at the bottom right of the dialog.

Ajera Tips & Tricks

For this widget, choose the Transaction Base.

If you want to see the information available in a base, you can look in the Learning Center under widget bases or in the Schema supplied in Ajera.



Ajera Tips & Tricks

Add the standard columns for Employee, Pay Description, Pay Date, Activity Type, Pay Type, Date, Activity, Units/Hours and Transaction Type.

The Standard Columns do not show the formula symbol $f(x)$

Edit Columns

Add Columns

×	📄	👁	Employee	🔗	▼	📄	↑
×	📄	👁	Pay Description			📄	
×	📄	👁	Pay Date	🔗		📄	
×	📄	👁	Activity Type		▼		
×	📄	👁	Pay Type		▼	↓	
×	📄	👁	Date	🔗			
×	📄	👁	Accrual Hours			$f(x)$	
×	📄	👁	Vacation Hours Used			$f(x)$	
×	📄	👁	Sick Hours Used			$f(x)$	
×	📄	👁	Activity				
×	📄	👁	Units/Hours				
×	📄	👁	Transaction Type		▼		
×	📄	👁	Accrual Balance Total			$f(x)$	

Ajera Tips & Tricks

Sort the **Employee** column Ascending, filter it to “ <> ‘ ‘ “ and Group Expanded. Group the **Pay Description** Column Collapsed. Group Expanded on the **Pay Date** Column. Filter the **Activity Type** Column “ = Labor “ and Hide. Sort the **Pay Type** Column Descending and Filter “Is One Of” on your Accrual pay names and the pays for these Accruals. Filter the **Transaction Type** column on “= Entry”

Edit Columns

Add Columns

×	📄	👁	Employee	🔗	▼	📄	↑
×	📄	👁	Pay Description			📄	
×	📄	👁	Pay Date	🔗		📄	
×	📄	👁	Activity Type		▼		
×	📄	👁	Pay Type		▼	↓	
×	📄	👁	Date	🔗			
×	📄	👁	Accrual Hours		📄		
×	📄	👁	Vacation Hours Used		📄		
×	📄	👁	Sick Hours Used		📄		
×	📄	👁	Activity				
×	📄	👁	Units/Hours				
×	📄	👁	Transaction Type		▼		
×	📄	👁	Accrual Balance Total			📄	

Ajera Tips & Tricks

You next will need to add formula columns for the calculating of Accrual Hours, and the Hours used for the accruals.

This example has only one Accrual Hours for Employees, called “Vacation and Sick” – it could be named “PTO” or “PPL”. If you have more than one type of accrual hours, you will need to incorporate that into some of the formulas. This data also has two different types of accrual paid hours – “Vacation” and “Sick”. If you only have one, you will adjust the formulas to match.

Edit Columns

Add Columns

×	📄	👁	Employee	🔗	▼	📄	↑
×	📄	👁	Pay Description			📄	
×	📄	👁	Pay Date	🔗		📄	
×	📄	👁	Activity Type		▼		
×	📄	👁	Pay Type		▼	↓	
×	📄	👁	Date	🔗			
×	📄	👁	Accrual Hours			📄	
×	📄	👁	Vacation Hours Used			📄	
×	📄	👁	Sick Hours Used			📄	
×	📄	👁	Activity				
×	📄	👁	Units/Hours				
×	📄	👁	Transaction Type		▼		
×	📄	👁	Accrual Balance Total			📄	

Ajera Tips & Tricks

Here is the formula to calculate the Accrued Hours for each Employee.

Formula

Heading Percent

```
CASE WHEN [Pay Type] = 'Accrual'  
THEN [Units/Hours]  
ELSE 0  
END
```

Ajera Tips & Tricks

Here is the formula to calculate the Vacation hours used for each Employee.

Formula

Heading Percent

```
CASE WHEN  
[Activity] = 'Vacation'  
THEN [Units/Hours]  
ELSE 0  
END
```

Ajera Tips & Tricks

Here is the formula to calculate the Sick hours used for each Employee.

Formula

Heading Percent

```
CASE WHEN  
[Activity] = 'sick'  
THEN [Units/Hours]  
ELSE 0  
END
```

Ajera Tips & Tricks

Here is the formula to calculate balance for each employee for their Accrual Hours.

[Formula] = Accrual Hours

[Formula 1] = Vacation Used

[Formula 2] = Sick Used

Available Columns

Existing

- Employee [Employee]
- Pay Description [Pay Description]
- Pay Date [Pay Date]
- Activity Type [Activity Type]
- Pay Type [Pay Type]
- Date [Date]
- Accrual Hours [Formula]
- Vacation Hours Used [Formula 1]
- Sick Hours Used [Formula 2]
- Activity [Activity]
- Units/Hours [Units/Hours]
- Transaction Type [Transaction Type]

Formula Tags ▶

General Information ▶

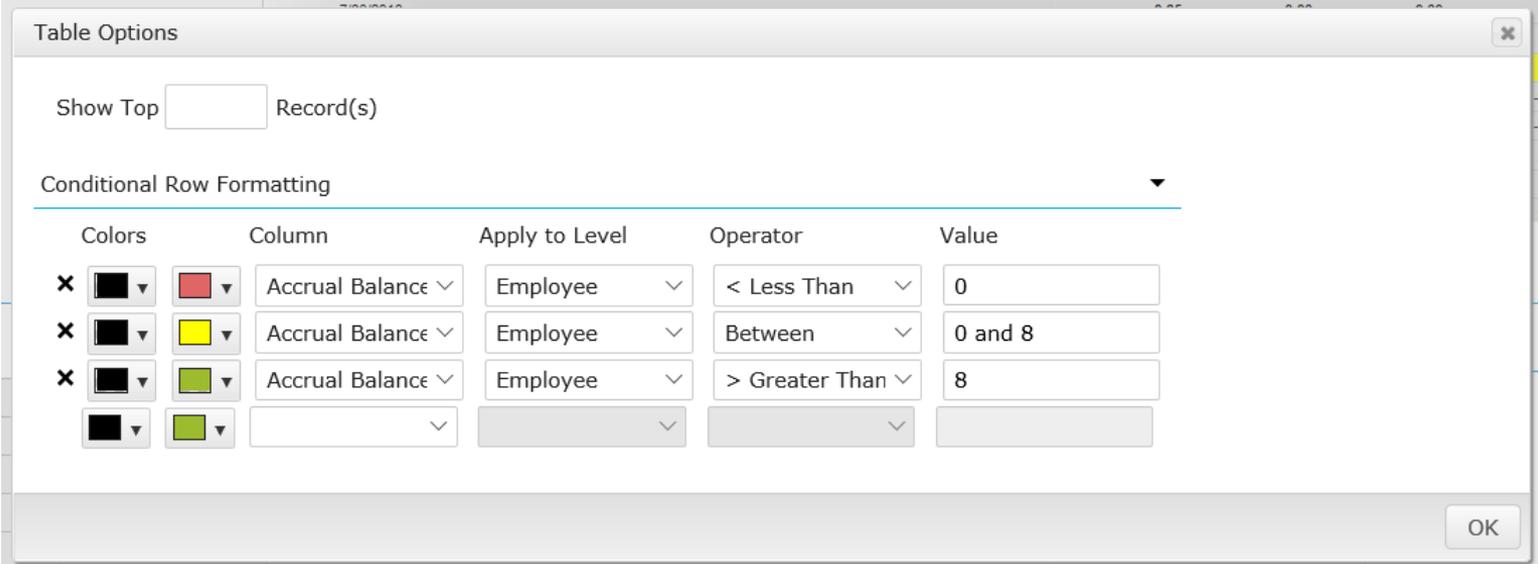
People ▶

Formula

Heading Percent

[Formula] - ([Formula 1] + [Formula 2])

Ajera Tips & Tricks



Here is the Conditional Formatting applied to the Widget by row on the Employee Grouping Level.

Ajera Tips & Tricks

The finished Widget

Employee Accrual Balance							
Employee	Pay Date	Pay Type	Date	Accrual Hours	Vacation Hours Used	Sick Hours Used	Accrual Balance Total
▼ Totals:				397.10	107.00	86.00	204.10
▼ Christopher Meehan				23.10	0.00	0.00	23.10
▼ 7/14/2019				19.25	0.00	0.00	19.25
▶ Vacation and Sick accrual				19.25	0.00	0.00	19.25
▼ 7/30/2019				3.85	0.00	0.00	3.85
▶ Vacation and Sick accrual				3.85	0.00	0.00	3.85
▼ James Singer				27.10	16.00	6.00	5.10
▼ No Pay Date				0.00	16.00	6.00	-22.00
▶ Vacation				0.00	16.00	6.00	-22.00
▼ 7/14/2019				23.25	0.00	0.00	23.25
▶ Vacation				0.00	0.00	0.00	0.00
▶ Vacation and Sick accrual				23.25	0.00	0.00	23.25
▼ 7/30/2019				3.85	0.00	0.00	3.85
▶ Vacation and Sick accrual				3.85	0.00	0.00	3.85
▼ Jan Engstrom				79.10	48.00	16.00	15.10
▼ No Pay Date				0.00	8.00	16.00	-24.00
▶ Vacation				0.00	8.00	16.00	-24.00
▼ 7/14/2019				75.25	0.00	0.00	75.25
▶ Vacation				0.00	0.00	0.00	0.00
▶ Vacation and Sick accrual				75.25	0.00	0.00	75.25
▼ 7/30/2019				3.85	40.00	0.00	-36.15
▶ Vacation				0.00	40.00	0.00	-40.00
▶ Vacation and Sick accrual				3.85	0.00	0.00	3.85
▼ Karen Winger				43.10	0.00	20.00	23.10
▼ No Pay Date				0.00	0.00	4.00	-4.00
▶ Vacation				0.00	0.00	4.00	-4.00
▼ 7/14/2019				39.25	0.00	0.00	39.25
▶ Vacation				0.00	0.00	0.00	0.00
▶ Vacation and Sick accrual				39.25	0.00	0.00	39.25
▼ 7/30/2019				3.85	0.00	16.00	-12.15
▶ Vacation				0.00	0.00	16.00	-16.00
▶ Vacation and Sick accrual				3.85	0.00	0.00	3.85
▼ Kris Kingsley				26.10	0.00	3.00	23.10

Ajera Tips & Tricks



By adding the standard column for “Employee Key”, and putting the filter on it of “Current User”, you can set the widget to display only the logged in Employee’s Accrual Balance.

Employee Accrual Balance							
Employee	Pay Date	Pay Type	Date	Accrual Hours	Vacation Hours Used	Sick Hours Used	Accrual Balance Total
▼ Totals:				397.10	107.00	86.00	204.10
▼ Christopher Meehan				23.10	0.00	0.00	23.10
▼ 7/14/2019				19.25	0.00	0.00	19.25
▶ Vacation and Sick accrual				19.25	0.00	0.00	19.25
▼ 7/30/2019				3.85	0.00	0.00	3.85
▶ Vacation and Sick accrual				3.85	0.00	0.00	3.85
▼ James Singer				27.10	16.00	6.00	5.10
▼ No Pay Date				0.00	16.00	6.00	-22.00
▶ Vacation				0.00	16.00	6.00	-22.00
▼ 7/14/2019				23.25	0.00	0.00	23.25
▶ Vacation				0.00	0.00	0.00	0.00
▶ Vacation and Sick accrual				23.25	0.00	0.00	23.25
▼ 7/30/2019				3.85	0.00	0.00	3.85
▶ Vacation and Sick accrual				3.85	0.00	0.00	3.85
▼ Jan Engstrom				79.10	48.00	16.00	15.10
▼ No Pay Date				0.00	8.00	16.00	-24.00
▶ Vacation				0.00	8.00	16.00	-24.00
▼ 7/14/2019				75.25	0.00	0.00	75.25
▶ Vacation				0.00	0.00	0.00	0.00
▶ Vacation and Sick accrual				75.25	0.00	0.00	75.25
▼ 7/30/2019				3.85	40.00	0.00	-36.15
▶ Vacation				0.00	40.00	0.00	-40.00
▶ Vacation and Sick accrual				3.85	0.00	0.00	3.85
▼ Karen Winger				43.10	0.00	20.00	23.10
▼ No Pay Date				0.00	0.00	4.00	-4.00
▶ Vacation				0.00	0.00	4.00	-4.00
▼ 7/14/2019				39.25	0.00	0.00	39.25
▶ Vacation				0.00	0.00	0.00	0.00
▶ Vacation and Sick accrual				39.25	0.00	0.00	39.25
▼ 7/30/2019				3.85	0.00	16.00	-12.15
▶ Vacation				0.00	0.00	16.00	-16.00
▶ Vacation and Sick accrual				3.85	0.00	0.00	3.85
▼ Kris Kingsley				26.10	0.00	3.00	23.10

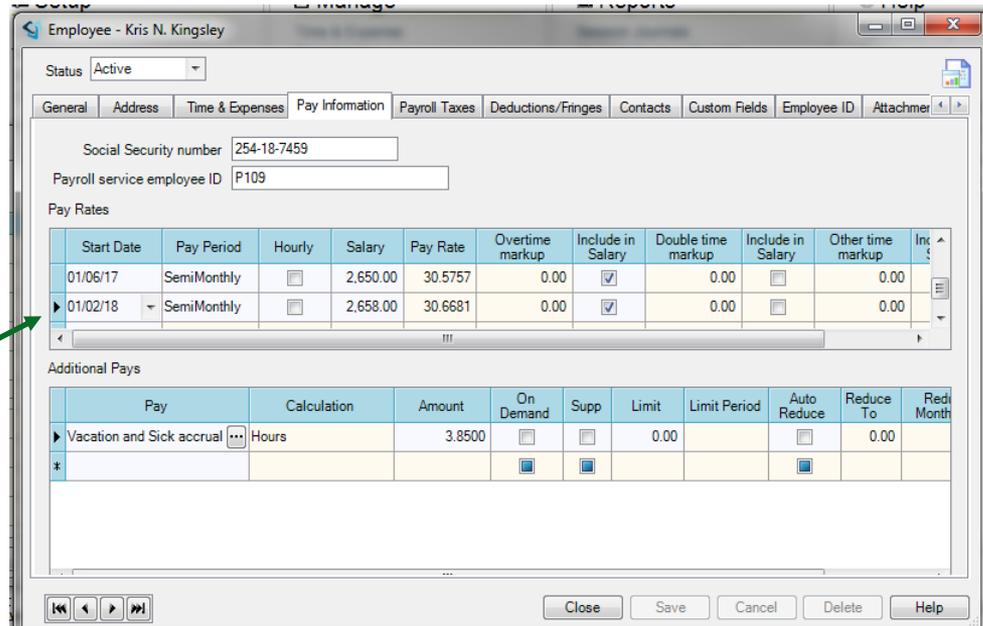
Questions?



Pay Rate Changes

Ajera Tips & Tricks

New pay rates should always be entered as new rows within the Pay Information window.



Ajera Tips & Tricks

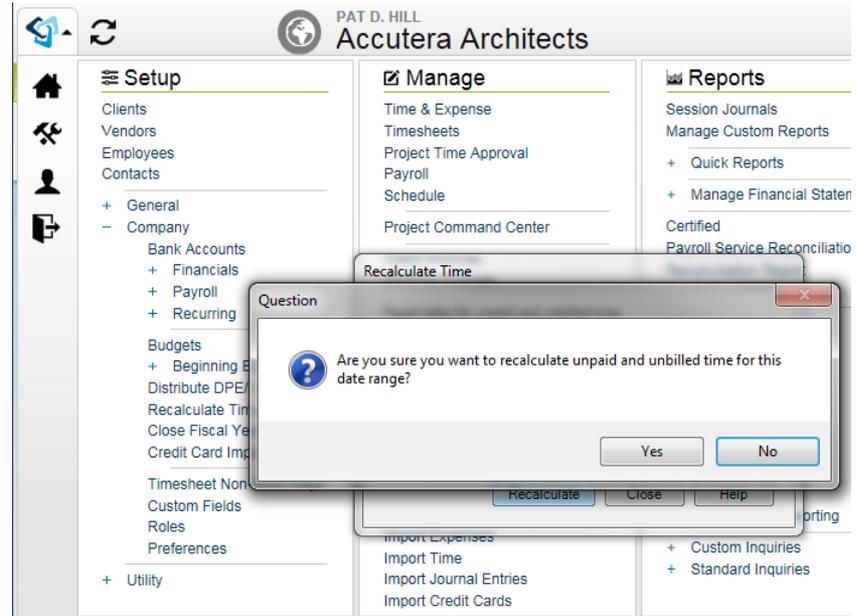
After the change is made and saved in the Employee record, go to Recalculate time and enter the information needed to change all entries within the time period.

The screenshot displays the software interface for 'PAT D. HILL Accutera Architects'. The left sidebar contains a navigation menu with icons for Home, Tools, User, and Reports. The main content area is divided into three panels: 'Setup', 'Manage', and 'Reports'. The 'Setup' panel is expanded to show a tree view of system settings, including 'General', 'Company', 'Bank Accounts', 'Financials', 'Payroll', 'Recurring', 'Budgets', 'Beginning Balances', 'Distribute DPE/Overhead', 'Recalculate Time', 'Close Fiscal Year', 'Credit Card Import', 'Timesheet Non-Work Days', 'Custom Fields', 'Roles', and 'Preferences'. A green arrow points to the 'Recalculate Time' option in the 'Setup' panel. The 'Manage' panel shows options like 'Time & Expense', 'Timesheets', 'Project Time Approval', 'Payroll', 'Schedule', and 'Project Command Center'. The 'Reports' panel shows 'Session Journals', 'Manage Custom Reports', 'Quick Reports', 'Manage Financial Sta', 'Certified', and 'Payroll Service Reconcilia'. A 'Recalculate Time' dialog box is open in the foreground, featuring a title bar, a subtitle 'Reset rates for unpaid and unbilled time', and a date range selector set to 'From 01/02/18 through 01/12/18'. Below the date range, there are radio buttons for 'All employees', 'By employee', and 'By department'. The 'By employee' option is selected, and the name 'Kis N. Kingsley' is entered in the adjacent text field. At the bottom of the dialog box, there are three buttons: 'Recalculate', 'Close', and 'Help'. A purple arrow points to the 'Recalculate' button.

Ajera Tips & Tricks

Only unbilled and unpaid entries can be recalculated.

If the time-frame entries have been paid or billed, and your concern is not the project cost but the payroll side, it will most likely be better to manually make the change on the next paycheck.



Ajera Tips & Tricks

Calculate the amount needed to cover the difference between the old pay rate and the new pay rate.

Take the difference and multiply by the number of hours:

$$.0924 \times 80 \text{ hrs} = 7.392$$

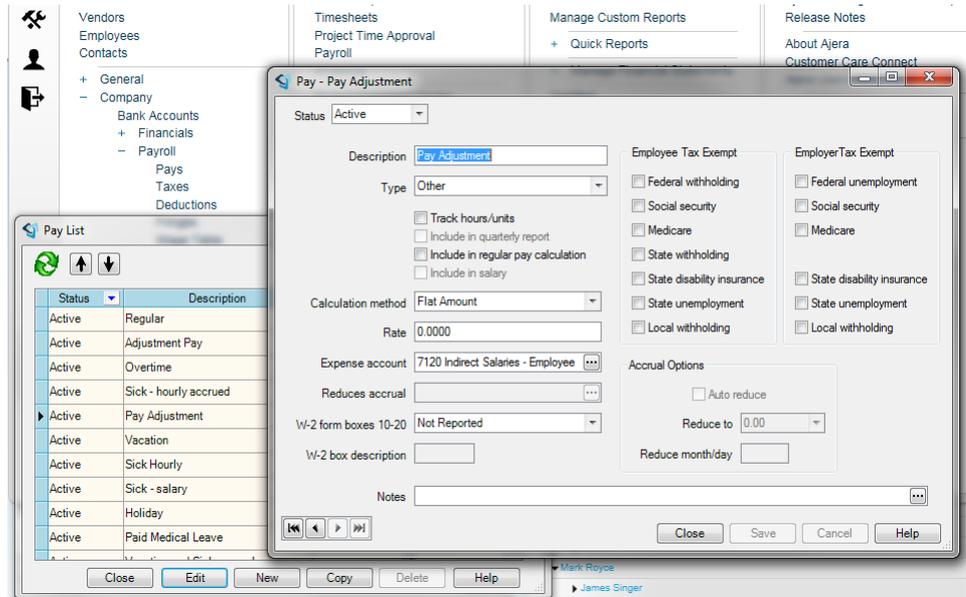
In this example:

$$30.6681 - 30.5757 = .0924$$

7.392, or actually, \$7.39 needs to be added to the next paycheck.

Ajera Tips & Tricks

If not already set up, create an adjustment pay.



Ajera Tips & Tricks

Edit the paycheck for the employee, go to the Pays tab and, using the adjustment pay, enter the calculated amount.

Edit Paycheck - Kris N. Kingsley

Description: Regular Payroll Period beginning date: 01/01/18 Pay period: Bi Weekly
Pay date: 01/19/18 Period ending date: 01/12/18 Status: Processed

Allow tax override

Paycheck Pays Taxes Deductions Fringes Direct Deposits

Pay	Hours	Rate	Amount						
Regular	80.00		2,650.00						
Vacation and Sick accrual	3.85								
Pay Adjustment									
q Project Phase Activity Calculation Basis Hours Rate Amount				Flat Amount					
g									7.34
*									
*									

Total pay 2,650.00 Taxes 588.28 Deductions 116.00 Net 1,945.72

Close Save Cancel Delete Pay Help

Ajera Tips & Tricks

After saving the change, the paycheck is available to pay and contains the corrected amount.

The amount will hit the ledger account chosen and will not be associated to a project.

Edit Paycheck - Kris N. Kingsley

Description: Regular Payroll Period beginning date: 01/01/18 Pay period: Bi Weekly
Pay date: 01/19/18 Period ending date: 01/12/18 Status: Processed
 Allow tax override

Paycheck Pays Taxes Deductions Fringes Direct Deposits

Description	Hours	Rate	Amount	Year to Date
Regular	80.00		2,650.00	2,650.00
Pay Adjustment			7.39	7.39
Vacation and Sick accrual	3.85 ac			38.50 ac
Total pay	80.00		2,657.39	2,657.39
Federal withholding			217.82	217.82
Social security			164.14	164.14
Medicare			38.39	38.39
Oregon State Withholding			168.00	168.00
Oregon SDI - Employee			1.36	1.36
Total taxes			589.71	589.71
401k			106.30	106.30
Section 125			10.00	10.00
Total deductions			116.30	116.30
Net pay			1,951.38	1,951.38

Close Save Cancel Delete Pay Help

Questions?





Next Steps

1. Complete the session survey in the mobile app.
2. Utilize the Post-Event Toolkit to share what you've learned.
3. You can download Continuing Education credit information from your certificate hub link. The link is in the mobile app and will be emailed to you after the conference.

Downloading Presentations?

- Available presentation PDFs are in the Insight Attendee Portal (Schedule Builder) and in the mobile app.
- Online and mobile app access to this year's presentations expires on March 1, 2020.