

Deltek Ajera - DLZ Starter Guide



Asset Name	Description	Role
Ajera Series: What's New in Ajera 9.2 - Starter Guide	This clickguide highlights the latest updates for Ajera 9.2. This includes limiting transaction entry to a phase by activity type, emailing client statements, applying client Receipts by Invoice Number and Printing uploaded expense report attachments. [Keywords and Related Searches - clickguide, online course, elearning, self-paced, transaction entry, what's new, client invoice number, invoice number, client receipts, receipts, upload attachments]	Controller,HR Specialist,Super User,System Administrator,Business Developer,Client Executive,Project Manager,Principal
Ajera Series: Bank Registers, Credit Cards and Reconciling - Starter Guide	This clickguide takes you through the functionalities of credit cards, credit card workflow and review and bank accounts. [Keywords and Related Searches - clickguide, online course, elearning, entries, workflow, register, statement, pay, credit card, provider, closing statement period, credit card import log, credit card vendor, bank account setup, account, reconcile, bank reconciliation report]	Controller,Super User
Ajera Series: Client Invoices - Starter Guide	This clickguide takes you through the functionalities of the client invoicing workflow, how to work within client invoices to make needed changes and how to identify AR reports, AR inquiries and AR widgets. [Keywords and Related Searches - clickguide, online course, elearning, wip, ar, reports, widget accounts, prepayments, overhead projects, deposits, refund, cash receipt forecast]	Super User,Client Executive
Ajera Series: Client Receipts - Starter Guide	This clickguide takes you through the functionalities of the client receipt workflow, the different types of client receipt operations and client receipt reports, inquiries and widgets. [Keywords and Related Searches - clickguide, online course, elearning, prepayments, refunds, accounts receivable, ar, credit memo]	Super User,Client Executive
Ajera Series: Inquiry Basics - Starter Guide	This clickguide takes you through the step-by-step exercises that show you how to filter data in inquiries provided in Ajera by setting conditions on an inquiry, linking one inquiry to another and setting conditions on links between inquiries. [Keywords and Related Searches - clickguide, online course, elearning, inquiry table layout, inquiry toolbar, database, client invoice, custom inquiries]	Controller,HR Specialist,Super User,Business Developer,Project Manager,Principal
Ajera Series: Invoice Formats - Starter Guide	This clickguide takes you through the functionalities of the built in features of Invoice Formats to set up modified invoice formats in Ajera, add a custom text header and footer, customize column headings, include signature lines, subtotals, supporting details and many other common options. [Keywords and Related Searches - clickguide, online course, elearning, invoices, standard formats, invoice designer, invoice format, custom]	Super User,Client Executive
Ajera Series: Project Command Center - Starter Guide	This clickguide takes you through the functionalities of the Project command center. You will know how you can benefit from actively managing your projects in Ajera instead of letting them manage you and how to create templates so projects can be quickly created. [Keywords and Related Searches - clickguide, online course, elearning, pcc, invoice adjustment, plan report, billing types, wbs, time & expense]	Super User,Project Manager,Principal

Deltek Ajera - DLZ Starter Guide



Asset Name	Description	Role
Ajera Series: Reports - Starter Guide	This clickguide takes you through the functionalities for reports in Ajera, as well as managing reports that will help you better track the firm's revenue, costs and provide useful dashboards for your employees. [Keywords and Related Searches - clickguide, online course, elearning, standard reports, table widget, chart widget, dashboard, reports]	CEO,Controller,HR Specialist,Super User,Business Developer,Client Executive,Project Manager,Principal
Ajera Series: Expense Entry - Starter Guide	In this clickguide, you will learn how to enter and approve expense reports, how to enter mobile expense reports and how to enter In-house expenses. [Keywords and Related Searches - clickguide, online course, elearning, reports, in-house, activity setup, touch expense, expenses, report attachment]	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Series: Accounts Payable - Starter Guide	This clickguide takes you through learning about vendor types, vendor invoices and vendor payments. [Keywords and Related Searches - clickguide, online course, elearning, ap, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot, ap account]	Super User,System Administrator
Ajera Series: Security and Setup - Starter Guide	This clickguide takes you through the functionalities of setup commands for clients, vendors, employees and contacts as well as activities and billing rate tables and security roles. [Keywords and Related Searches - clickguide, online course, elearning, contacts, employee, vendor, copany preferences, clients, setup]	Controller,HR Specialist,Super User,System Administrator
Ajera Series: Monthly Reconciliation - Starter Guide	This clickguide takes you through the functionality of control accounts and evaluating the month. [Keywords and Related Searches - clickguide, online course, elearning, trial balance, control account, reconciling control accounts, reconciling gross wages, evaluating your month]	Controller,Super User
Ajera Series: Year End Reconciliation and Review - Starter Guide	This clickguide takes you through the control accounts reconciliation, closing the fiscal year and government forms. [Keywords and Related Searches - clickguide, online course, elearning, government reporting, w 2, w-2, 1099, close year, year-end]	Controller,Super User
Ajera Series: Time Entry - Starter Guide	This clickguide takes you through the roles and company preferences settings related to time entry, entering and approving time in traditional timesheets, and entering and approving time in browser based timesheets. [Keywords and Related Searches - clickguide, online course, elearning, enter time, project time approval, timesheet, mobile time entry, time and expense entry, timesheet by employee, project time approval, timesheet approval]	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal

Deltek Ajera - DLZ Starter Guide



Asset Name	Description	Role
Ajera Series: Payroll Processing - Starter Guide	This clickguide takes you through payroll processing, considerations and setup, In-house payroll and outsourced payroll. [Keywords and Related Searches - clickguide, online course, elearning, in-house payroll, outsource, third-party payroll, adp, quickbooks, paychecks]	HR Specialist,Super User
Ajera Series: Table Widgets - Starter Guide	This clickguide takes you through editing and creating Table Widgets in Ajera to display important information, and assign it to the employees who need it the most. [Keywords and Related Searches - clickguide, online course, elearning, settings, reporting, tab, copy widget, widget gallery, widget customization, dashboard]	CEO,Controller,HR Specialist,Super User,Business Developer,Client Executive,Project Manager,Principal
Ajera Series: Chart Widgets - Starter Guide	This clickguide takes you through editing and creating Chart Widgets in Ajera to display important information and assign it to the employees who need it the most. [Keywords and Related Searches - clickguide, online course, elearning, design, design mode, preferences, add widget, table, layout, security, dashboard, edit]	Controller,HR Specialist,Super User,Business Developer,Project Manager,Principal
Ajera Series: Schedule Manager - Starter Guide	This clickguide takes you through the functionalities of the schedule manager. You will learn how to schedule employees on projects, manage schedules, and analyze project performance and employee workload using the Schedule Manager in conjunction with the Project Command Center in Ajera. [Keywords and Related Searches - clickguide, online course, elearning, pcc, employee, projects, setup, budget variance report]	Super User,Business Developer,Project Manager,Principal

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Series: Monthly Reconciliation - Virtual Live Class	<p>In this 1.5-hour course, you will learn the process and the need for reconciling. We will go through the steps needed to reconcile your trial balance, cash accounts, accounts receivable, WIP, AP, salaries payable and prepayments. We will also discuss closing the fiscal year to prevent changes to reconciled data and making prior year adjusting entries, as well as evaluating your year and planning for the upcoming year. We will also cover preparing government forms.</p> <p>[Keywords and Related Searches - instructor led class, training, trial balance, reconciling, control accounts, cash accounts, reconciling gross wages, evaluating your month, accounts payable control account, cash control account, bank register, report, payroll check activity report, cash, wip, ap, ar, salaries payable, reconciliation, control accounts, sub ledger, ledger, general ledger, gl]</p>	Controller,Super User
Ajera Series: Table Widgets - Virtual Live Class	<p>In this 1.5-hour course, you will learn how to edit and create Table Widgets in Ajera to display important information, and assign it to the employees who need it the most.</p> <p>[Keywords and Related Searches - instructor led class, training, settings, reporting, tab, tables, print, import, export, setup, copy widget, add, design mode, reports, widget gallery, widget customization, dashboard]</p>	Controller,Super User,Business Developer,Client Executive,Project Manager,Principal
Ajera Series: Chart Widgets - Virtual Live Class	<p>In this 1.5-hour course, you will learn how to edit and create Chart Widgets in Ajera to display important information and assign it to the employees who need it the most.</p> <p>[Keywords and Related Searches - instructor led class, training, design, design mode, as of date, preferences, add widget, add tab, copy, delete widget, table, layout, dashboard, security]</p>	CEO,Controller,Super User,Business Developer,Client Executive,Project Manager,Principal
Ajera Series: Bank Registers, Credit Cards, and Reconciling - Virtual Live Class	<p>In this 1.5-hour course, you will learn the importance of regular reconciliation of your bank register along with the proper way to reconcile a credit card register in Ajera. You will also know more about the processes involved with working in a bank register and a credit card register.</p> <p>[Keywords and Related Searches - instructor led class, training, entries, workflow, register, statement, pay, credit card provider, closing statement period, credit card import log, credit card vendor, bank account setup, account, reconcile, bank reconciliation report, cc, company credit card]</p>	Controller,Super User
Ajera Series: Inquiry Basics Conditions and Links - Virtual Live Class	<p>In this 1.5-hour course, you will go through step-by-step exercises that show you how to filter data in inquiries provided in Ajera by setting conditions on an inquiry, linking one inquiry to another and setting conditions on links between inquiries.</p> <p>[Keywords and Related Searches - instructor led class, training, inquiry table layout, inquiry toolbar, standard inquiries, general process, custom inquiries, client invoice, condition, security setup, database, sql, link]</p>	Controller,HR Specialist,Super User,System Administrator,Business Developer,Client Executive,Project Manager,Principal

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Series: Inquiry Formulas - Virtual Live Class	<p>In this 1.5-hour course, you will learn how to use basic formulas to customize your Ajera inquiries. You will explore SQL functions that enables you to acquire more focused information in your inquiries. You will be shown how to filter amount columns using field criteria in a formula, use a string function to parse through a data field and use key fields in link columns.</p> <p>[Keywords and Related Searches - instructor led class, training, advanced formulas, structured query language, sql, basic syntax]</p>	Controller,Super User,System Administrator,Client Executive,Project Manager,Principal
Ajera Series: Invoice Formatting and Customization - Virtual Live Class	<p>In this 2-hour course, you will learn how to use the built in features of Invoice Formats to set up modified invoice formats in Ajera - add a custom text header and footer, customize column headings, include signature lines, subtotals, supporting details and many other common options.</p> <p>[Keywords and Related Searches - instructor led class, training, invoice format, invoice summary, fee type, time and expense, time & expense, supporting detail, custom invoice designer, standard formatting, setting security]</p>	Super User,Client Executive
Ajera Series: Financial Statement Designer - Virtual Live Class	<p>In this 1.5-hour course, you will learn about Financial Statement Designs and groups. You will also learn the window elements - Financial Statement Design toolbar, Workbook Properties and Content List options. This class will also provide a step by step instructions for its properties and options.</p> <p>[Keywords and Related Searches - instructor led class, training, designer toolbar, financial statement, designs, statement groups, worksheet, workbook properties, balance sheet group, fsd]</p>	Controller,Super User,System Administrator
Ajera Series: Project Command Center - Virtual Live Class	<p>In this 2-hour course, you will know how you can benefit from actively managing your projects in Ajera instead of letting them manage you. You will also learn how to create templates so projects can be quickly created.</p> <p>[Keywords and Related Searches - instructor led class, training, project templates, general layout, commitment management, project billings, business development, adjust project billings, marketing final disposition, budgeting, snapshot report, progress report, projects, pcc, wbs]</p>	Super User,Business Developer,Project Manager,Principal
Ajera Standard Workflow Overview - Infographic	<p>This covers navigating Vendors and it's functions for setting up Vendor.</p> <p>[Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, vendor type, vendor's business type, vendor receives, general tab, 1099 info tab, insurance tab]</p>	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,Client Executive,Project Manager,Principal

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Series: In House Payroll Pays, Taxes, Deductions, Fringes and Wage Table Setup - Infographic	<p>This covers descriptions and functions for each options for In House Payroll Pays, Taxes, Deductions, Fringes and Wage Table setup in Ajera.</p> <p>[Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, pays, accrual pays, vacation and sick accrual, tax, deductions, fringes, wage tables, calculation methods, employee tax exempt, W-2 form]</p>	HR Specialist,Super User
Ajera Series: Projects From Scratch - Infographic	<p>This covers definitions, functions of project command center and how to setup projects from scratch in Ajera.</p> <p>[Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, new project, billing sub tab, invoice sub tab, revenue sub tab, contacts sub tab, balance sub tab, permissions sub tab, attachments sub tab, notes sub tab, add phrases to project, add phases to the project, manage tab, pcc]</p>	Super User,Business Developer,Project Manager,Principal
Ajera Series: Entering Consultant Entries In Ajera - Infographic	<p>This covers the steps on how to enter consultant entries in Ajera, with definitions for each tab and fields.</p> <p>[Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, vendor invoices, activity setup for consultant, vendor invoice layout, commitment consultant entry, consultants, commitment numbers]</p>	Super User,System Administrator,Business Developer,Project Manager,Principal
Ajera Series: Time Entry - Virtual Live Class	<p>In this 1-hour course, you will know more about the roles and company preferences settings related to time entry, entering and approving time in traditional timesheets, and entering and approving time in browser based timesheets.</p> <p>[Keywords and Related Searches - instructor led class, training, enter time, project time approval, timesheet, timesheets, mobile time entry, time and expense entry, time & expense entry, timesheets by employee, time by project, time, project time approval, timesheet approval, browser based timesheets]</p>	Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Series: Payroll Processing - Virtual Live Class	<p>In this 2-hour course, you will learn about the effective cost, setup payroll from beginning to end, and payroll processing. You will also know more about reviewing and editing paychecks, paying employees and generating direct deposits, outsourcing payroll accruals, and reviewing applicable payroll reports.</p> <p>[Keywords and Related Searches - instructor led class, training, effective cost, outsource payroll accruals, payroll reports, edit paychecks, paying employees, direct deposit, in-house payroll, outsource payroll, third-party payroll, adp, quickbooks, paychecks]</p>	HR Specialist,Super User

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Series: Expense Entry - Virtual Live Class	In this 1.5-hour course, you will learn how to enter and approve expense reports, how to enter mobile expense reports and how to enter In-house expenses. [Keywords and Related Searches - instructor led class, training, mobile, expense report, In-house, reports, activity setup, report attachments, touch expense]	Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Series: Accounts Payable - Virtual Live Class	In this 1.5-hour course discusses how to enter and change Vendor Invoices and the workflow related to recurring Vendor Invoices. It will also cover purchase orders, paying vendor invoices and vendor reports. [Keywords and Related Searches - instructor led class, training, vendor, vendor credits, vendor invoices, purchase orders, paying vendor, vendor reports, vendor payments, vendor types, ap]	Super User,Principal
Ajera Series: Client Invoices - Virtual Live Class	In this 1.5-hour course, you will learn client invoicing workflow, how to work within client invoices to make needed changes and how to identify AR reports, AR inquiries and AR widgets. [Keywords and Related Searches - instructor led class, training, inquiries, widgets, ar reports, monthly receivable balances, billing review, invoicing, billing, accounts receivable, ar]	Super User,Client Executive
Ajera Series: Client Receipts - Virtual Live Class	In this 1-hour course, you will learn the client receipt workflow, the different types of client receipt operations and client receipt reports, inquiries and widgets. [Keywords and Related Searches - instructor led class, training, workflow, receipt operations, inquiries and widgets, receipt register, cash receipt forecast, prepayments, refunds, miscellaneous receipts, accounts receivable, AR, credit memo]	Super User,Client Executive
Ajera Series: Entering Receipts Client Receipt and Prepayments - Infographic	This covers entering receipts in Ajera, entering a client receipt and prepayments. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, client prepayments, overpayment, amount, aba, in balance, pay by phase, pay, client receipt, miscellaneous receipt, credit memo, refund]	Super User
Ajera Series: Outsource Payroll - Infographic	This covers Payroll service, running an outsource payroll and deleting an outsourced payroll in Ajera. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, payroll service, payroll vendor, vendor invoice, outsource payroll]	HR Specialist,Super User

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Series: Editing In-House Payroll - Infographic	This covers editing an In house payroll paycheck, editing pays on a paycheck, editing taxes on a paycheck, editing deductions on a paycheck, editing fringes on paycheck and editing direct deposit information on a paycheck. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, paycheck, pays, pay type, taxes, deductions, calculation, fringes, direct deposits]	HR Specialist, Super User
Ajera Setting Up Ajera - Infographic	This covers setting up information in Ajera. Setup Clients, Vendors, Employees, Contacts, Chart of Accounts, Roles and Preferences [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, company preferences, chart of accounts, preferences, roles, setup pays, setup tax, setup employees, setup clients, setup vendors, contacts]	Controller, Super User
Ajera Charts of Accounts - Infographic	This covers the list of ledger account names and associated numbers arranged in the order in which they normally appear on financial statements. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, gl accounts, ledger account, assets, equity, revenue, expense, multi-company, account type, gl accounts]	Controller, Super User
Ajera General and Address Preferences - Infographic	This covers company preferences on how company works in Ajera; general and address preferences. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, company preferences, general information, beginning balances, fiscal year current year, address preferences, company address]	Controller, Super User
Ajera Balance Sheet - Infographic	This covers the list of ledger account names and associated numbers arranged in the order in which they normally appear on financial statements. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, gl accounts, ledger account, assets, equity, revenue, expense, multi-company, account type, gl accounts]	Controller, Super User
Ajera Income Statement Accounts - Infographic	This covers income statement accounts and also identify appropriate revenue and expense accounts from chart of accounts. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, revenue accounts, income accounts, chart of accounts, payroll expense account, employee time, principal time, company preferences]	Controller, Super User
Ajera Project Preferences - Infographic	This covers Project preferences found in Company Preferences in Ajera and explains the different fields contained in this Tab. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, expense budgets, employee cost, expense budgets, billing rate tables, average labor budget rates, project beginning balances, revenue methods, company preferences]	Super User, Project Manager, Principal

This document serves as a guide on the available learning assets for the given product. Note that additional assets may have been added since this document was produced.

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Scheduling Preferences - Infographic	This covers set up preferences in Company Preferences for color-coding the employee schedules in Schedule Manager. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, company preferences, schedule manager, background]	Super User,Project Manager,Principal
Ajera Billing Preferences - Infographic	This covers the Company Preference settings for billing clients in Ajera. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, client invoice options, finance charges, labor, expense, consultant markups, invoice header text, invoice footer text, company preferences]	Super User,Client Executive
Ajera Payroll Preferences - Infographic	This covers the payroll preferences, payroll service and payroll process. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, payroll type, payroll service, outsourced payroll, process payroll, payroll costing method, dpe, overhead distribution, direct personnel expense, direct deposit paystub, company preferences]	Controller,HR Specialist,Super User
Ajera Time and Expense Entry Preferences - Infographic	This covers time and expense entry preferences found in Company Preferences in Ajera. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, time entry, expense entry, approvals, time, expense, company preferences, mobile expense report attachment category, multilevel timesheet approval]	Super User
Ajera System Preferences - Infographic	This covers system settings that enables you to specify what type of information employees us to login Ajera. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, login, password, server, configuration, company preferences, system settings, login type, password expiration, active directory]	System Administrator
Ajera Alert Email Settings and Integration Preferences - Infographic	This covers the functions for alert email settings, Collaboration integration and integration preferences. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, configure alert settings, alert email settings, collaboration integration, kona integration, integration preferences, setting up the PIM, crm integration, update connection information, vantagepoint api info, test crm settings, syncing list information, company preferences]	System Administrator,Business Developer

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Project Manager Pathway Series: Closing Your Projects - Virtual Live Class	In this 2-hour course provides an overview of steps to take during setting up and managing of a project to make closing your projects easier. [Keywords and Related Searches - instructor led class, training, over-contract wip entries, moving entries, clear wip, project command center, restrict resources, projects, pcc, wip, close project, cap wip, restrict resources, entry status]	Super User,Project Manager,Principal
Ajera Project Manager Pathway Series: Project Command Center Budgeting - Virtual Live Class	In this 2-hour course, you will learn how you can benefit from creating an accurate budget for your project that allows you to manage your projects more efficiently. [Keywords and Related Searches - instructor led class, training, project templates, work breakdown, budgeting review, adding resources, progress report, plan report, budget, wbs, projects, resources, budgets, tasks, manage, pcc]	Super User,Project Manager,Principal
Ajera Project Manager Pathway Series: Schedule Manager - Virtual Live Class	In this 1-hour course, you will be reviewing standard reports in Ajera, as well as creating, changing and deleting report views. Additionally, an overview of working with widgets that will help you better track revenue, costs and utilization in addition to providing useful dashboards for your employees. [Keywords and Related Searches - instructor led class, training, standard reports, report views, views, table widget, chart widget, dashboard]	Super User,Project Manager,Principal
Ajera Project Manager Pathway Series: Reports and Widgets - Virtual Live Class	In this 2 hour course, you will learn the variety of reports, inquiries and widgets that can be used in Ajera to better track and manage projects. [Keywords and Related Searches - instructor led class, training, project widgets, project inquiries, risk analysis, profitability, utilization]	Super User,Project Manager,Principal
Ajera Project Manager Pathway Series: Understanding Project Reporting Widgets and Analysis - Virtual Live Class	In this 1.5 hour course, you will learn the variety of reports, inquiries and widgets that can be used in Ajera to better track and manage projects. [Keywords and Related Searches - instructor led class, training, project widgets, project inquiries, risk analysis, profitability, utilization]	Super User,Business Developer,Project Manager,Principal
Ajera Standard Workflow Overview Series: Setup Clients - Infographic	This covers the steps and provides the functions of relevant fields in setting up clients in Ajera. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, clients, setup, settings, new client, client type, client address, client number, client's website, printing client statement, client's outstanding balances, client's name]	Super User,Business Developer,Client Executive,Principal
Ajera Standard Workflow Overview Series: Setup Contacts - Infographic	This covers the steps and provides the descriptions or functions of relevant fields in setting up contacts in Ajera. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, contacts, setup, general, address, phone numbers, contact]	HR Specialist,Super User,Business Developer,Client Executive,Principal

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Standard Workflow Overview Series: Setup Roles - Infographic	This highlights how to setup roles in Ajera and provides the definitions for its important tabs. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, access, security, administrator, schedule manager]	Super User, System Administrator
Ajera Standard Workflow Overview Series: Setup Vendors - Infographic	This covers navigating Vendors and it's functions for setting up Vendor. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, vendor type, vendor's business type, vendor receives, general tab, 1099 info tab, insurance tab]	Super User, Business Developer, Project Manager, Principal
Ajera Standard Workflow Overview Series: Entering In House Expenses In Ajera through Import - Infographic	This covers the process on how to enter In house expenses in Ajera through import. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, in house, import, expense entry, expense, expense log]	HR Specialist, Super User, Principal
Ajera Standard Workflow Overview Series: Entering In House Expense in Ajera - Infographic	This covers the process on how to enter In house expenses in Ajera. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, expense entry, expense log, expense]	Controller, HR Specialist, Super User, System Administrator, Business Developer, Client Executive, Project Manager, Principal
Ajera Standard Workflow Overview Series: Running In House Payroll - Infographic	This covers the running of in-house Payroll in Ajera. It provides in depth definition for each options and functions. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, payroll, in-house, paycheck, company preferences, certified payroll, payroll Costing Method, new payroll, pay period, pay employees reprint, direct deposit, payroll list]	HR Specialist, Super User
Ajera Standard Workflow Overview Series: Projects from Copy - Infographic	This covers the steps and functions of relevant fields in creating a project in Ajera by copying another project. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, project, pcc, copy, wbs, project command center]	Super User, Project Manager, Principal
Ajera Standard Workflow Overview Series: Projects from a Template - Infographic	This covers the steps and functions of relevant fields in creating a project in Ajera from a template. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, project, pcc, templates, wbs, project command center, setup]	Super User, Project Manager, Principal

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Standard Workflow Overview Series: Entering Time through a Browser - Infographic	This infographic outlines the steps and provides the descriptions or functions of relevant fields in entering time in Ajera through the browser.	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Standard Workflow Overview Series: Entering Time In Ajera Import - Infographic	This covers the steps and functions of relevant fields in entering time in Ajera through importing time. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, time entry, timesheet, importing time, browser based timesheets, approve submitted timesheet]	HR Specialist,Super User
Ajera Standard Workflow Overview Series: Entering Expenses In Ajera Vendor Invoice - Infographic	This covers the steps and functions in entering time in Ajera through vendor invoices. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, expense entry, purchase order]	Super User,Business Developer,Project Manager,Principal
Ajera Standard Workflow Overview Series: Entering Expenses In Ajera Mobile - Infographic	This covers the steps in setting up mobile expense reports and functions of relevant fields in entering expense Mobile App. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, expense entry, expense report, mobile entry, deltek touch expense, mobile app]	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Standard Workflow Overview Series: Entering Time In Ajera Time Sheet - Infographic	This covers the steps and functions of relevant fields in entering time in Ajera through timesheets. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, timesheet, time entry, project time, timer, approving time, time by project]	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Standard Workflow Overview Series: Entering Time in Ajera Mobile - Infographic	This covers entering time in Ajera mobile, adding time to a timesheet in mobile timesheets, and also provides the functions of relevant fields in Ajera Mobile. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, time, time entry, mobile, mobile time, timesheet, adding time]	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Advanced User Series: Formulas for Inquiries and Widgets - Virtual Live Class	In this 2-hour course, you will learn about the relationship between Ajera Database Tables. You will also be able to identify the basic syntax structure and intent of formulas, and produce formulas to display information wanted within an Inquiry or Widget. [Keywords and Related Searches - recorded session, online video, training video, sql, inquiry, widget, formula, script, sql script, axschema, schema, microsoft sql server management studio, database, tables, views, select, cast, join, case]	Super User
Ajera Reconciliation Troubleshooting: Trial Balance - Virtual Live Class	In this 1-hour course, you will learn the most common items that may cause Trial Balance reconciliation problems, and how to troubleshoot a non-balancing Trial balance in Ajera. [Keywords and Related Searches - instructor led class, training, reconciliation, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot]	Controller,Super User
Ajera Reconciliation Troubleshooting: Cash Account - Virtual Live Class	In this 1-hour course, you will learn the most common items that may cause Cash Balance reconciliation problems, as well as troubleshooting a non-reconciling Cash accounts in Ajera. [Keywords and Related Searches - instructor led class, training, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot, cash account]	Controller,Super User
Ajera Reconciliation Troubleshooting: Accounts Receivable - Virtual Live Class	In this 1-hour course, you will learn the most common items that may cause Accounts Receivable reconciliation problems, and learn how to troubleshoot non-reconciling accounts Receivable in Ajera. [Keywords and Related Searches - instructor led class, training, ar, gl, ledger, sub ledger]	Controller,Super User
Ajera Reconciliation Troubleshooting: Prepayment - Virtual Live Class	This 1-hour course, you will learn the most common items that may cause Prepayment account reconciliation problems, as well as troubleshooting a In this non-reconciling Prepayment account in Ajera. [Keywords and Related Searches - instructor led class, training, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot, prepayment account]	Controller,Super User

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Reconciliation Troubleshooting: Work In Progress (WIP) - Virtual Live Class	In this 1-hour course, you will learn most common items that may cause WIP reconciliation problems, and how to troubleshoot non-reconciling WIP accounts in Ajera [Keywords and Related Searches - instructor led class, training, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot, work in progress, wip accounts]	Controller, Super User
Ajera Reconciliation Troubleshooting: Accounts Payable - Virtual Live Class	In this 1-hour course, you will learn most common items that may cause AP reconciliation problems, and how to troubleshoot a non-reconciling AP account in Ajera. [Keywords and Related Searches - instructor led class, training, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot, ap account]	Controller, Super User
Ajera Reconciliation Troubleshooting: Salaries Payable - Virtual Live Class	In this 1-hour course, you will learn the most common items that may cause Salaries Payable account reconciliation problems. It also covers reconciling your salaries payable account and troubleshooting a non-reconciling salaries payable account in Ajera. [Keywords and Related Searches - instructor led class, training, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot, salaries payable account]	Controller, Super User
Ajera Series: Beginning Balances - Self-Paced Learning	In this 1.5-hour course, you will focus on the company sub menu, Beginning Balances. It focuses on trial balance, bank accounts, Vendor 1099 Paid, open vendor invoices, unbilled Work-in-progress and payroll. [Keywords and Related Searches - elearning, online learning, online course, self-paced, trial balance, bank accounts, vendor 1099, vendor invoices, wip, work in progress, payroll]	Controller, Super User
Ajera Standard Workflow Overview Series: Setup Employees - Infographic	This covers the steps and provides the functions of relevant fields in setting up employees in Ajera. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, employees, employee pay, employee tax, employee fringe, employee deduction, contacts, employee record, payroll service employee, employee specific attachment]	HR Specialist, Super User
Ajera Project Manager Pathway Series: Business Development Setup and Reporting - Virtual Live Class	In this 1.5-hour course, you will learn how to use the business development features in Ajera, including, how to track opportunities through various stages, how to forecast future project workloads, and analyzing your marketing investment and the performance of your firm. [Keywords and Related Searches - instructor led class, training, bd, marketing, opportunities, pipeline]	Super User, Business Developer, Project Manager, Principal

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Deltek Ajera Browser - Based Expense Reports - Infographic	<p>This covers an overview of the browser-based expense report features. It also covers adding attachments and expense report approval/reject.</p> <p>[Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, expenses, browser, expense reports, expense approvals, separate security, expense report action, report notes, approvals]</p>	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Reconciliation Troubleshooting: Trial Balance - Recorded Session	<p>In this 1-hour course, you will learn the most common items that may cause Trial Balance reconciliation problems, and how to troubleshoot a non-balancing Trial balance in Ajera.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot]</p>	Controller,Super User
Ajera Reconciliation Troubleshooting: Prepayment - Recorded Session	<p>In this 1-hour course, you will learn the most common items that may cause Prepayment account reconciliation problems, as well as troubleshooting a non-reconciling Prepayment account in Ajera.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot]</p>	Controller,Super User
Ajera Reconciliation Troubleshooting: Cash Account - Recorded Session	<p>In this 1-hour course, you will learn the most common items that may cause Cash Balance reconciliation problems, as well as troubleshooting a non-reconciling Cash accounts in Ajera.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot, cash account]</p>	Controller,Super User
Ajera Reconciliation Troubleshooting: Accounts Receivable - Recorded Session	<p>In this 1 -hour course, you will learn the most common items that may cause Accounts Receivable reconciliation problems, and learn how to troubleshoot non-reconciling accounts Receivable in Ajera.</p> <p>[Keywords and Related Searches - recorded session,online video, training video, ar, reconciliation, accounts receivable, gl, ledger, sub ledger]</p>	Controller,Super User
Ajera Reconciliation Troubleshooting: Work In Progress (WIP) - Recorded Session	<p>In this 1-hour course, you will learn most common items that may cause WIP reconciliation problems, and how to troubleshoot non- reconciling WIP accounts in Ajera.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot, work in progress]</p>	Controller,Super User

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Reconciliation Troubleshooting: Salaries Payable - Recorded Session	In this 1-hour course, you will learn the most common items that may cause Salaries Payable account reconciliation problems. It also covers reconciling your salaries payable account and troubleshooting a non-reconciling salaries payable account in Ajera. [Keywords and Related Searches - recorded session, online video, training video, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot]	Controller,Super User
Ajera Reconciliation Troubleshooting: Accounts Payable - Recorded Session	In this 1-hour course, you will learn the most common items that may cause Accounts Payable reconciliation problems, and troubleshooting a non-reconciling accounts payable in Ajera. [Keywords and Related Searches - recorded session, online video, training video, ap, non-balancing, sub-ledger, ledger, gl, general ledger, troubleshoot, ap account]	Controller,Super User
Ajera Series: Inquiry Basics Conditions and Links - Recorded Session	In this 1.5-hour course, you will go through step-by-step exercises that show you how to filter data in inquiries provided in Ajera by setting conditions on an inquiry, linking one inquiry to another and setting conditions on links between inquiries. [Keywords and Related Searches - recorded session, online video, training video, inquiry table layout, inquiry toolbar, standard inquiries, general process, custom inquiries, client invoice, condition, security setup, database]	Controller,HR Specialist,Super User,System Administrator,Business Developer,Client Executive,Project Manager,Principal
Ajera Series: Time Entry - Recorded Session	In this 1-hour course, you will know more about the roles and company preferences settings related to time entry, entering and approving time in traditional timesheets, and entering and approving time in browser based timesheets. [Keywords and Related Searches - recorded session, online video, training video, enter time, project time approval, timesheet, timesheets, mobile time entry, time and expense entry, time & expense entry, timesheets by employee, time by project, time, project time approval, timesheet approval, browser based timesheets]	Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Series: Table Widgets - Recorded Session	In this 1.5-hour course, you will learn how to edit and create Table Widgets in Ajera to display important information, and assign it to the employees who need it the most. [Keywords and Related Searches - recorded session, online video, training video, settings, reporting, tab, tables, print, import, export, setup, copy widget, add, design mode, reports, widget gallery, widget customization, dashboard]	CEO,Controller,Super User,Business Developer,Client Executive,Project Manager,Principal
Ajera Series: Accounts Payable - Recorded Session	In this 1.5-hour course, you will learn how to enter and change Vendor Invoices and the workflow related to recurring Vendor Invoices. You will also learn about purchase orders, paying vendor invoices and vendor reports. [Keywords and Related Searches - recorded session, online video, training video, vendor, vendor credits, vendor invoices, purchase orders, paying vendor, vendor reports, vendor payments, vendor types, accounts payable, ap]	Super User,Principal

This document serves as a guide on the available learning assets for the given product. Note that additional assets may have been added since this document was produced.

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Series: Client Invoices - Recorded Session	<p>In this 1.5-hour course, you will learn client invoicing workflow, how to work within client invoices to make needed changes and how to identify AR reports, AR inquiries and AR widgets.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, invoice list, wip status, ar, reports, ar inquiries, ar widgets accounts, billing rate, aging report, adjustments deposits, credit memos, prepayment reports, prepayments, standard inquiries, marketing projects, overhead projects, split transaction, invoice adjustment, voided deposit, deposits, refund, cash receipt forecast]</p>	Super User,Client Executive
Ajera Series: Client Receipts - Recorded Session	<p>In this 1-hour course, you will learn the client receipt workflow, the different types of client receipt operations and client receipt reports, inquiries and widgets.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, receipts, prepayments, refunds, miscellaneous receipts, accounts receivable, ar, credit memo]</p>	Super User,Client Executive
Ajera Series: Navigation and General Workflow in Ajera - Recorded Session	<p>In this 1-hour course, you will learn about the Ajera workflow, navigation, common terminology and concepts, tools available for support and government compliance.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, basic, terminology, basic concepts, browser requirements, login, setup, tools, support, government compliance, project command center, time and expenses, billing rate tables, expense reports, invoices, payroll, project lifecycle, prepayment, DPE, learning center, manage column, project workflow, project lifecycle, lifecycle]</p>	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Series: Project Command Center - Recorded Session	<p>In this 2-hour course, you will know how you can benefit from actively managing your projects in Ajera instead of letting them manage you. You will also learn how to create templates so projects can be quickly created.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, project templates, general layout, commitment management, project billings, business development, adjust project billings, marketing final disposition, budgeting, snapshot report, progress report, PCC, project command center, WBS]</p>	Super User,Business Developer,Project Manager,Principal
Ajera Project Manager Pathway Series: Understanding Project Reporting Widgets and Analysis - Recorded Session	<p>In this 2-hour course, you will learn the variety of reports, inquiries and widgets that can be used in Ajera to better track and manage projects.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, project reporting, project widgets, project inquiries, risk analysis, profitability, utilization]</p>	Super User,Business Developer,Project Manager,Principal

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Project Manager Pathway Series: Project Command Center and Accounts Receivable - Recorded Session	In this 1.5-hour course, you will get an overview of the Project Command Center and how the project setup, billing type, billing rate table and invoice format interact to create the Client Invoice. [Keywords and Related Searches - recorded session, online video, training video, invoice adjustment, plan, snapshot report, progress report, plan report, billing types, time and expense billing, time & expense, billing, fee billing, setup projects, project templates, project setups, budget, billing review, ar, accounts receivable, wbs, work breakdown structure]	Super User,Client Executive,Project Manager,Principal
Ajera Project Manager Pathway Series: Business Development Setup and Reporting - Recorded Session	In this 1-hour-20-minute course, you will learn how to use the business development features in Ajera, including, how to track opportunities through various stages, how to forecast future project workloads, and analyzing your marketing investment and the performance of your firm. [Keywords and Related Searches - recorded session, online video, training video, project reporting, project widgets, project inquiries, risk analysis, profitability, utilization, bd, marketing, business development, opportunities, pipeline]	Super User,Business Developer,Project Manager,Principal
Ajera Project Manager Pathway Series: Project Command Center Budgeting - Recorded Session	In this 2-hour course, you will learn how you can benefit from creating an accurate budget for your project that allows you to manage your projects more efficiently. [Keywords and Related Searches - recorded session, online video, training video, project templates, work breakdown, budgeting review, adding resources, progress report, plan report, budget, work breakdown structure, WBS, projects, resources, budgets, tasks, manage, pcc, project command center]	Super User,Project Manager,Principal
Ajera Project Manager Pathway Series: Schedule Manager - Recorded Session	In this 1-hour course, you will learn how to use the Schedule Manager in conjunction with the Project Command Center in Ajera to schedule employees on projects, manage schedules, and analyze project performance and employee workload. [Keywords and Related Searches - recorded session, online video, training video, budgeted hours, available hours, project hours, time & expense, budget variance report,inquiry, widget, phase resource, task, project, scheduling employees, work schedule]	Super User,Project Manager,Principal
Ajera Project Manager Pathway Series: Closing Your Projects - Recorded Session	This 1.5-hour course provides an overview of steps to take during setting up and managing of a project to make closing your projects easier. [Keywords and Related Searches - recorded session, online video, training video, over-contract wip entries, moving entries, clear wip, project command center, restrict resources, entry status, pcc, close project, cap wip]	Super User,Project Manager,Principal

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Series: Year End Reconciliation and Review - Recorded Session	<p>In this 2-hour course, you will learn how to simplify year-end closing and increase your confidence with year-end procedures. You will be walked through all the steps required for year-end closing, including printing W-2s and 1099s. You will also learn Control Account reconciliation followed by methods to reconcile In-house payroll if needed. We will also show you the importance of backup schedules, data integrity, DPE and Overhead and cover reports that can be used on a yearly basis to insure profitability and peak employee utilization.</p> <p>[Keywords and Related Searches - instructor led class, training, year-end, reconciliation, government reporting, w 2, w-2, 1099, close year, year end]</p>	Controller, Super User
Ajera Series: Payroll Processing - Recorded Session	<p>In this 2-hour course, you will learn about the effective cost, setup payroll from beginning to end, and payroll processing. You will also know more about reviewing and editing paychecks, paying employees and generating direct deposits, outsourcing payroll accruals, and reviewing applicable payroll reports.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, payroll, in-house payroll, outsource payroll, third-party payroll, adp, quickbooks, paychecks]</p>	HR Specialist, Super User
Ajera Series: Invoice Formatting and Customization Setup - Recorded Session	<p>In this 2-hour course, you will learn how to use the built in features of Invoice Formats to set up modified invoice formats in Ajera - add a custom text header and footer, customize column headings, include signature lines, subtotals, supporting details and many other common options.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, invoices, standard formats, custom invoice designer, custom invoice, invoice format, custom]</p>	Super User, Client Executive
Ajera Series: Financial Statement Designer - Recorded Session	<p>In this 1.5 -hour course, you will learn the step by step instructions for its properties and options as well as window elements Financial Statement Design toolbar, Workbook Properties and Content List options.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, designer toolbar, financial statement, designs, statement groups, worksheet, workbook properties, balance sheet group, reports, financial reports, FSD]</p>	CEO, Controller, Super User, System Administrator
Ajera Standard User Series: Effective Cost - Self-Paced Learning	<p>In this 30-minute course, you will review the reasons to potentially use Effective Cost in Ajera along with the basics of setup and the workflow involved. This is not designed to replace discussing your company needs with a Consultant.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, self-paced, payroll variance, effective cost, variance, workflow, setup]</p>	CEO, Controller, HR Specialist, Super User

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Standard Users: Direct Personal Expense and Overhead Review - Self-Paced Learning	<p>In this 30-minute course, you will gain understanding of DPE and overhead. You will also learn how to calculate your firm's DPE and overhead, distribute these ratios to a historical section of your data, and factor DPE and overhead into profit calculations in project reports.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, self-paced, dpe, oh, burdened cost, training, profit calculation, project reports]</p>	Controller,HR Specialist,Super User
Ajera Series: Expense Entry - Self Paced Learning	<p>In this self - paced course, you will learn how to enter and approve expense reports, how to enter mobile expense reports and how to enter In-house expenses. The SPL contains infographics, videos and a clickguide about entering expenses in Ajera.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, self-paced, expense reports, in-house expenses, mobile expense reports]</p>	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Series: Schedule Manager - Self Paced Learning	<p>In this 1-hour course, you will know how to use the Schedule Manager in conjunction with the Project Command Center in Ajera to schedule employees on projects, manage schedules, and analyze project performance and employee workload.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, self-paced, security and setup schedule, schedule project, reporting on budgets and schedules, project command center, manage schedules, set up company preferences, reporting]</p>	Super User,Project Manager,Principal
Ajera Series: Recurring Vendor Invoices - Self Paced Learning	<p>In this 1-hour course, you will focus on setting up and creating a recurring vendor invoice. You will also learn about the methods available for paying created invoices.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, self-paced, training, online course, vendor invoices, invoices, ap, accounts payable, recurring]</p>	Super User
Ajera Advanced User Series: Formulas for Inquiries and Widgets - Recorded Session	<p>In this 2-hour course, you will learn about the relationship between Ajera Database Tables. You will also be able to identify the basic syntax structure and intent of formulas, and produce formulas to display information wanted within an Inquiry or Widget.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, sql, inquiry, widget, formula, script, sql script, axschema, schema, microsoft sql server management studio, database, tables, views, select, cast, join, case]</p>	Super User,System Administrator

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Series: Expense Entry - Clickguide	<p>This clickguide discusses on how to enter and approve expense reports, how to enter mobile expense reports, how to navigate browser based expense reports and how to enter In-house expenses.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, self-paced, expenses, expense reports, in-house, mobile, mobile expense, browser]</p>	CEO,Controller,HR Specialist,Super User,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Series: Security and Setup - Virtual Live Class	<p>In this 2-hour course discusses the ways to set up security and other areas in the Setup Column in Ajera to achieve consistent results in Ajera.</p> <p>[Keywords and Related Searches - instructor led class, training, roles, contacts, employee, vendor, company preferences, clients]</p>	Super User,System Administrator
Ajera Series: Year End Reconciliation and Review - Recorded Session	<p>This recorded session will help you simplify year-end closing and increase your confidence with year-end procedures. It walks you through all the steps required for year-end closing, including printing W-2s and 1099s. We focus on Control Account reconciliation followed by methods to reconcile In-house payroll if needed. We will also show you the importance of backup schedules, data integrity, DPE and Overhead and cover reports that can be used on a yearly basis to insure profitability and peak employee utilization.</p>	
Ajera Series: Year End Reconciliation and Review - Virtual Live Class	<p>In this 2-hour course, you will learn how to simplify year-end closing and increase your confidence with year-end procedures. You will be walked through all the steps required for year-end closing, including printing W-2s and 1099s. You will also learn Control Account reconciliation followed by methods to reconcile In-house payroll if needed. We will also show you the importance of backup schedules, data integrity, DPE and Overhead and cover reports that can be used on a yearly basis to insure profitability and peak employee utilization.</p> <p>[Keywords and Related Searches - instructor led class, training, year-end, reconciliation, government reporting, w 2, w-2, 1099, close year, year end]</p>	Controller,Super User
Ajera Project Manager Pathway Series: Reports and Widgets - Recorded Session	<p>In this 2-hour course, you will be reviewing standard reports in Ajera, as well as creating, changing and deleting report views. Additionally, an overview of working with widgets that will help you better track revenue, costs and utilization in addition to providing useful dashboards for your employees.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, standard reports, reports, widgets, report views, views, table widget, chart widget, dashboard]</p>	CEO,Super User,Project Manager,Principal

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Series: Expense Entry - Recorded Session	<p>In this 1.5-hour course, you will learn how to enter and approve expense reports, how to enter mobile expense reports and how to enter In-house expenses.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, mobile, expense report, In-house, reports, activity setup, report attachments, touch expense, expenses]</p>	Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Series: Inquiry Formulas - Recorded Session	<p>In this 1.5-hour course, you will learn how to use basic formulas to customize your Ajera inquiries. You will explore SQL functions that enables you to acquire more focused information in your inquiries. You will be shown how to filter amount columns using field criteria in a formula, use a string function to parse through a data field and use key fields in link columns.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, advanced formulas, structured query language, sql, basic syntax, inquiry, reporting, report, queries]</p>	Controller,Super User,System Administrator,Client Executive,Project Manager,Principal
Ajera Series: Bank Registers, Credit Cards, and Reconciling - Recorded Session	<p>In this 1.5-hour course, you will learn the importance of regular reconciliation of your bank register along with the proper way to reconcile a credit card register in Ajera. You will also know more about the processes involved with working in a bank register and a credit card register.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, entries, workflow, register, statement, pay, credit card provider, closing statement period, credit card import log, credit card vendor, bank account setup, account, reconcile, bank reconciliation report]</p>	Controller,Super User
Ajera Series: Chart Widgets - Recorded Session	<p>In this 1-hour course, you will learn how to edit and create Chart Widgets in Ajera to display important information and assign it to the employees who need it the most.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, design, design mode, as of date, preferences, add widget, add tab, copy, delete widget, table, layout, edit, security, dashboard]</p>	CEO,Controller,Super User,Business Developer,Client Executive,Project Manager,Principal
Ajera Series: Security and Setup - Recorded Session	<p>In this 2-hour course discusses the ways to set up security and other areas in the Setup Column in Ajera to achieve consistent results in Ajera.</p> <p>[Keywords and Related Searches - recorded session, online video, training video, contacts, employee, vendor, company preferences, clients, setup]</p>	Super User,System Administrator

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Project Manager Pathway Series: Project Command Center and Accounts Receivable - Virtual Live Class	In this 1.5-hour course, you will get an overview of the Project Command Center and how the project setup, billing type, billing rate table and invoice format interact to create the Client Invoice. [Keywords and Related Searches - instructor led class, training, invoice adjustment, plan, snapshot report, progress report, plan report, billing types, time and expense billing, time & expense, billing, fee billing, setup projects, project templates, project setups, budget, billing review, ar, accounts receivable, wbs, invoice]	Super User,Client Executive,Project Manager,Principal
Families First - Coronavirus Response Act(Ajera)	This Infographic covers the recommended process for setting up Ajera for the emergency sick pay and expanded family and medical leave requirements for both hourly and salary employees due to CoVid19. [Keywords and Related Searches: Ajera, sick pay, emergency, medical leave, family, coronavirus, CoVid19, payroll]	HR Specialist
Ajera Core + Payroll Certification Exam	The Deltek Professional Ajera Core + Payroll Certification Exam validates skills within the Ajera Core + Payroll product suite. Successful completion of the Certification exam is required to receive the Professional Certification. Deltek Training is not required to be certified. Passing the exams confirms you have practical application knowledge required to be a Deltek Ajera Core + Payroll Certified User. If you do not have access to the Read & Sign document, right-click on the below link and open in a new Tab on your browser to use the alternate entry form: https://education.deltek.com/web/dlz_request_form/product_certification/ If you are using alternate access, there will be a fee associated with the Certification Exam. After paying the fee, you will receive an email with information on accessing the Certification Exam. [Keywords and Related Searches - Ajera, Core, certification, test, exam, study guide, agreement, recommended training, study suggestions, sample questions, badge, certification badge, product certification]	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal
Ajera Core + Consulting Certification Exam	The Deltek Professional Ajera Core + Consulting Certification Exam validates skills within the Ajera Core + Consulting product suite. Successful completion of the Certification exam is required to receive the Professional Certification. Deltek Training is not required to be certified. Passing the exams confirms you have practical application knowledge required to be a Deltek Ajera Core + Consulting Certified User If you do not have access to the Read & Sign document, right-click on the below link and open in a new Tab on your browser to use the alternate entry form: https://education.deltek.com/web/dlz_request_form/product_certification/ If you are using alternate access, there will be a fee associated with the Certification Exam. After paying the fee, you will receive an email with information on accessing the Certification Exam. [Keywords and Related Searches - Ajera, Core, certification, test, exam, study guide, agreement, recommended training, study suggestions, sample questions, badge, certification badge, product certification]	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Core Certification Exam	<p>The Deltek Professional Ajera Core Certification Exam validates skills within the Ajera Core product suite. Successful completion of the Certification exam is required to receive the Professional Certification. Deltek Training is not required to be certified. Passing the exams confirms you have practical application knowledge required to be a Deltek Ajera Core Certified User. If you do not have access to the Read & Sign document, right-click on the below link and open in a new Tab on your browser to use the alternate entry form: https://education.deltek.com/web/dlz_request_form/product_certification/ If you are using alternate access, there will be a fee associated with the Certification Exam. After paying the fee, you will receive an email with information on accessing the Certification Exam. [Keywords and Related Searches - Ajera, Core, certification, test, exam, study guide, agreement, recommended training, study suggestions, sample questions, badge, certification badge, product certification]</p>	<p>CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal</p>
Ajera Master Certification Exam	<p>The Deltek Professional Ajera Master Certification Exam validates skills within the Ajera product suite. Successful completion of the Certification exam is required to receive the Professional Certification. Deltek Training is not required to be certified. Passing the exams confirms you have practical application knowledge required to be a Deltek Ajera Certified User. If you do not have access to the Read & Sign document, right-click on the below link and open in a new Tab on your browser to use the alternate entry form: https://education.deltek.com/web/dlz_request_form/product_certification/ If you are using alternate access, there will be a fee associated with the Certification Exam. After paying the fee, you will receive an email with information on accessing the Certification Exam. [Keywords and Related Searches - Ajera, certification, test, exam, study guide, agreement, recommended training, study suggestions, sample questions, badge, certification badge, product certification]</p>	<p>CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal</p>
Ajera CRM Integration and Setup Portal	<p>The training videos contained in the Portal are related to Ajera CRM/CRM Plus, not the Simple CRM that can be used with Ajera. It is not intended for Ajera users who also use DPS or Deltek Vantagepoint as a CRM source (training can be found in the DLZ for these under other Ajera courses). This training has three recorded walkthroughs, designed to be completed at your own pace. The first course covers Ajera CRM Integration Setup specifically, walking you through an orientation of the Integration Tab, followed by tips for integration. The second course covers the general workflow used in Integrating Ajera and the Ajera CRM. Finally we offer the CRM Orientation course, which will allow you to become familiar with the areas of the Ajera CRM. These videos are best viewed in Internet Explorer or Edge Browsers. The completion time may vary per user. [Keywords and Related Searches: Ajera CRM, CRM, Integration, CRM Integration, CRM Overview, Ajera CRM Overview, CRM Plus, Customer Relationship Management, support materials]</p>	
Ajera CRM Orientation - Video	<p>This video provides an overall orientation to the Ajera CRM, and will familiarize the viewer with the different components found within the Ajera CRM. [Keywords and Related Searches: Ajera CRM, CRM, Integration, CRM Integration, CRM Overview, Ajera CRM Overview, CRM Plus, Customer Relationship Management]</p>	

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera CRM Integration Workflow - Video	This video describes the general workflow used in Integrating Ajera and the Ajera CRM. [Keywords and Related Searches: Ajera CRM, CRM, Integration, CRM Integration, CRM Overview, Ajera CRM Overview, CRM Plus, Customer Relationship Management]	
Ajera CRM Integration Setup - Video	This video covers Ajera CRM Integration Setup specifically, walking you through an orientation of the Integration Tab, followed by tips for integration.	
Ajera Series: Add-on CRM Processing (Part 2) - Infographic	This infographic summarizes the discussion on CRM Processing Part 2, and focuses on the following CRM hubs: Contacts, Marketing Campaigns, and Activities. The calendar feature is also included in this infographic. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, CRM, Customer Relationship Management, hubs, contacts, marketing, activities]	Super User,Business Developer,Client Executive,Project Manager
Ajera Series: Add-on CRM Processing (Part 2) - Recorded Session	This 1 hour recorded session focuses on the following CRM hubs: Contacts, Marketing Campaigns, and Activities, as well as the Calendar feature of Deltek for Professional Services. The instructor will cover an overview of these hubs and the calendar, their functionality and actions users can perform within these features. This course is intended for CRM users, and personnel who maintain and manage CRM for the organization. [Keywords and Related Searches - recorded session, training, CRM, Customer Relationship Management, hubs, contacts, marketing, activities]	Super User,Client Executive,Project Manager
Ajera Series: Add-on CRM Processing Part 3 - Infographic	This infographic summarizes the discussion on CRM Processing Part 3, and focuses on the following CRM functionality: Reporting, Dashparts and Touch CRM. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, CRM, Customer Relationship Management, Touch, Dashparts, pipeline]	Super User,Business Developer,Client Executive,Project Manager
Ajera Series: Introduction to Add-on CRM - Infographic	This infographic summarizes the discussion on Introduction to CRM, and includes an overview of CRM hubs, CRM module types, and features. [Keywords and Related Searches - Infographic, cheat sheet, quick reference, print, CRM, hubs]	Super User,Business Developer,Client Executive,Project Manager
Ajera Series: Add-on CRM Processing Part 3 - Recorded Session	This 1 hour recorded session focuses on the following CRM features: Reporting, Dashparts, and Touch CRM. The instructor will cover the different CRM report types and their uses, as well as CRM-related dashparts. Touch CRM overview, features and functions will also be discussed. This course is intended for CRM users, and personnel who maintain and manage CRM for the organization. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, CRM, Customer Relationship Management, hubs, boilerplates, firms, employees, opportunities]	Super User,Business Developer,Client Executive,Project Manager
Ajera Series: Introduction to Add-on CRM - Recorded Session	This 45 minute recorded session focuses on CRM basics such as overview, CRM types, and functionality. This course is intended for CRM users, and personnel who maintain and manage CRM for the organization. [Keywords and Related Searches - recorded session, training, CRM, hubs]	Super User,Business Developer,Client Executive,Project Manager

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
Ajera Series: Add-on CRM Processing (Part 1) - Infographic	This infographic summarizes the discussion on CRM Processing Part 1, and focuses on the following CRM hubs: Opportunities, Firms, Employees, and Boilerplates. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, CRM, Customer Relationship Management, hubs, boilerplates, firms, employees, opportunities]	Super User,Business Developer,Client Executive,Project Manager
Ajera Series: Add-on CRM Processing Part 1 - Recorded Session	This 45 minute recorded session focuses on the following CRM hubs: Opportunities, Employees, Firms and Boilerplates. There is an overview of these hubs, their functionality and CRM actions users can perform within the hubs. This course is intended for CRM users, and personnel who maintain and manage CRM for the organization. [Keywords and Related Searches - infographic, print out, cheat sheet, quick reference, CRM, Customer Relationship Management, hubs, boilerplates, firms, employees, opportunities]	Super User,Business Developer,Client Executive,Project Manager
Ajera Project Manager Pathway Series: Schedule Manager - Virtual Live Class	In this 1-hour course, you will be reviewing standard reports in Ajera, as well as creating, changing and deleting report views. Additionally, an overview of working with widgets that will help you better track revenue, costs and utilization in addition to providing useful dashboards for your employees. [Keywords and Related Searches - instructor led class, training, standard reports, report views, views, table widget, chart widget, dashboard]	Super User,Project Manager,Principal
Deltek Ajera Online Help	Deltek Ajera Online Help provides help for all features across the application. This service can also be found and launched from the help menu in Ajera or using the "?" icon within different areas of Ajera. It provides you with comprehensive online help for all functionality across all areas of the product. It includes a built in search, plus a section on how to get the most out of using Online Help. [Keywords and Related Searches - online help, documentation, Ajera, getting started, what's new, basics, concepts, release notes]	CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal

Deltek Ajera - DLZ Standard



Asset Name	Description	Role
<p>Deltek Ajera Advanced Series: PM Dashboard - Applied Learning</p>	<p>This course provides you with up to 4 hours of hands-on experience, navigating through the Ajera system in a Learning Lab sandbox environment. This course covers how to create a Table Widget to Show Hours Variance on a Project by Phase, create a Table Widget to Show Cost Variance on a Project by Phase, create a Budget Variance Widget based on Employee Hours, create a Budget Variance Widget based on Employee Dollars, create an AR Aging Widget by Client limited to the Projects managed by the viewing Project Manager and Project Profit Amount by Project.</p> <p>Applied Learning courses consist of a full product environment for you to work in, and accompanying Guided Practice scenarios that you can download.</p> <p>[Keywords and Related Searches - self-paced learning, hands-on practice, payroll, guided, payroll processing, payroll configuration, sandbox, interactive, tutorial, vision, Learning Lab, Sandbox, Ajera, practice, environment, sample]</p>	<p>Project Manager,Principal</p>
<p>Deltek Ajera Advanced Series: Formulas for Inquiries and Widgets - Applied Learning</p>	<p>This course provides you with up to 4 hours of hands-on experience, navigating through the Ajera system in a Learning Lab sandbox environment. This course covers the Maximum letters available for entering a "state" in an Employee, Client or Vendor record, Maximum number of decimal places that a cost rate for an employee may contain, Use a simple SELECT Statement, Create a SELECT Statement with multiple Operators, Create a CASE Statement, Adding an Operator into a CASE Statement, Using JOIN and Top 1 Clauses in a SELECT Statement, Using a LEFT JOIN Clause in a Formula and Using a CAST Command within a Formula.</p> <p>Applied Learning courses consist of a full product environment for you to work in, and accompanying Guided Practice scenarios that you can download.</p> <p>[Keywords and Related Searches - self-paced learning, hands-on practice, payroll, guided, payroll processing, payroll configuration, sandbox, interactive, tutorial, vision, Learning Lab, Sandbox, Ajera, practice, environment, sample]</p>	<p>Super User,System Administrator</p>
<p>Ajera Learning lab</p>	<p>This course provides you with up to 4 hours of hands-on experience, navigating the Ajera interface in a Learning Lab sandbox environment. Please note that Learning Lab Courses require you to fill in and send a Request Form before the course can be made available to you. The Request Form will open on your screen when you click on the link to launch the course. [Keywords and Related Searches: Learning Lab, Sandbox, Ajera, practice, environment, sample]</p>	<p>CEO,Controller,HR Specialist,Super User,System Administrator,Business Developer,End User,Client Executive,Project Manager,Principal</p>