Deltek

Roles and Setup Features Series

Quick Reference Guide

Deltek. Ajera

Roles and Setup Features Series

Quick Reference Guide

Click on the topics to go directly to that page.

Roles in Ajera

Deltek.

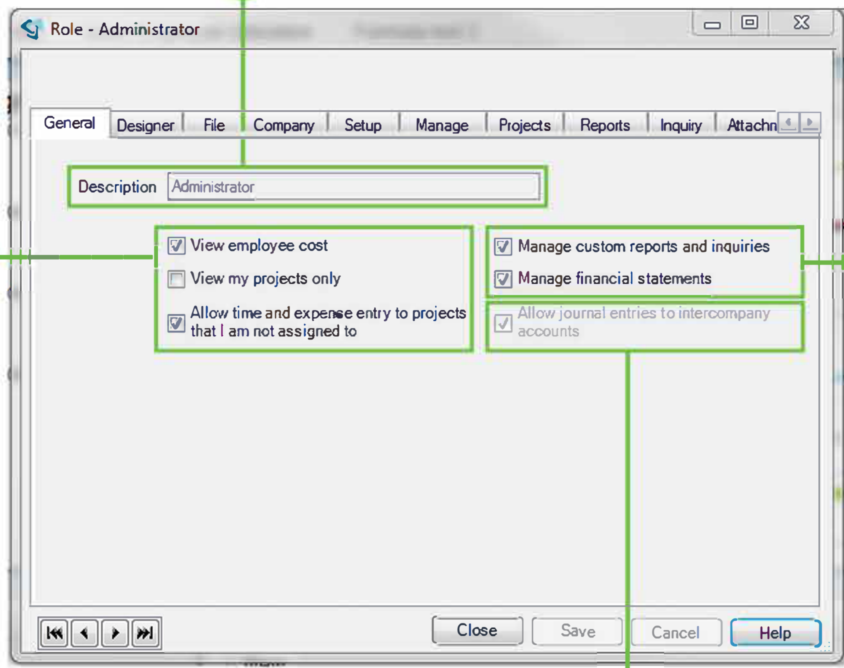
General Tab

Description – Name of the Role. 1

View Employee Cost - Select it if you want employees in this Role to see cost amounts on standard reports/ Inquiries/Widgets, in the PCC and in Client Invoices. 2

View my projects only -This check box does not affect reports

Allow time and expense entry to projects that I am not assigned to - If selected, employee can enter time and expense entries to projects they are not assigned to as a resource.



3 **Manage custom reports and inquiries** – Check this box to "manage" custom reports and allow access to all inquiries, change existing inquiries, and create custom inquiries.

Manage financial statements - Select this check box to allow employees in this role to design, preview, and print financial statements (FSD) and to create, preview, and print statement groups.

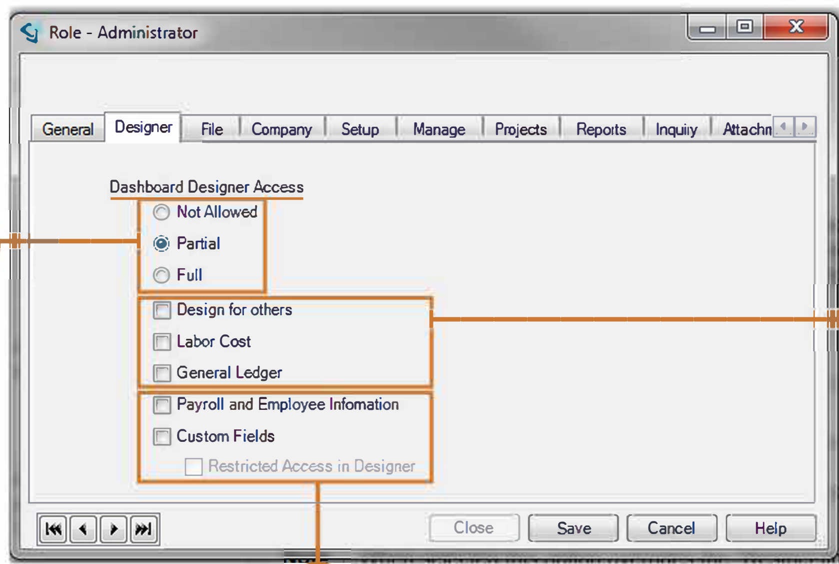
4 **Allow Journal Entries to intercompany accounts** – Multicompany only - Select this check box to allow employees in this role to enter journal entries to intercompany accounts.

Designer Tab

1 **Not Allowed** - Restricts Role members from changing any dashboards, including their own.

Partial - Allows Role members to change dashboards for themselves and, potentially, others. Go to the next step to set specific access options.

Full - gives Role members full dashboard design.



2 **Design for Others** - Enables Role members to create widgets and dashboards for.

Labor Costs - Enables Role members to view employee cost, even if the View Employee Cost check box is cleared on the Company > Role > General tab.

General Ledger - enables Role members to view general ledger detail, balances, and accounts.

3 **Payroll and Employee Information** - enables role members to view payroll and employee information, including pay and personal information.

Custom Fields - Enables role members to view information in custom fields.

Restricted Access in Designer - Select this check box to allow role members to view custom fields that may contain sensitive information.

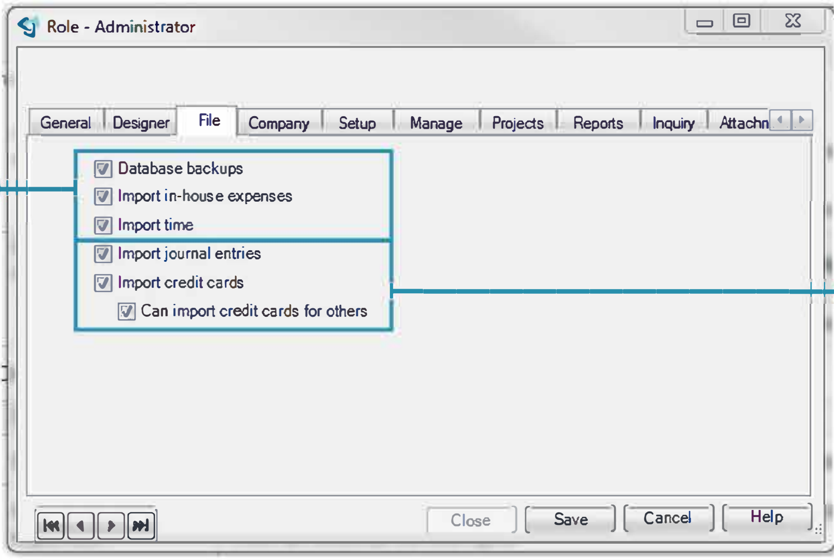
Roles in Ajera

File Tab

Database Backups - Select this check box if you want employees in this role to be able to back up the database.

Import In-House Expenses - Select this check box if you want employees in this role to be able to import in-house expenses from an external file into Ajera.

Import Time - Select this check box if you want employees in this role to be able to import time from an external file into.



Import Journal Entries - Select this check box if you want employees in this role to be able to import journal entries from an external file into Ajera.

Import Credit Cards - Select this check box if you want employees in this role to be able to import credit card information from an external file into Ajera.

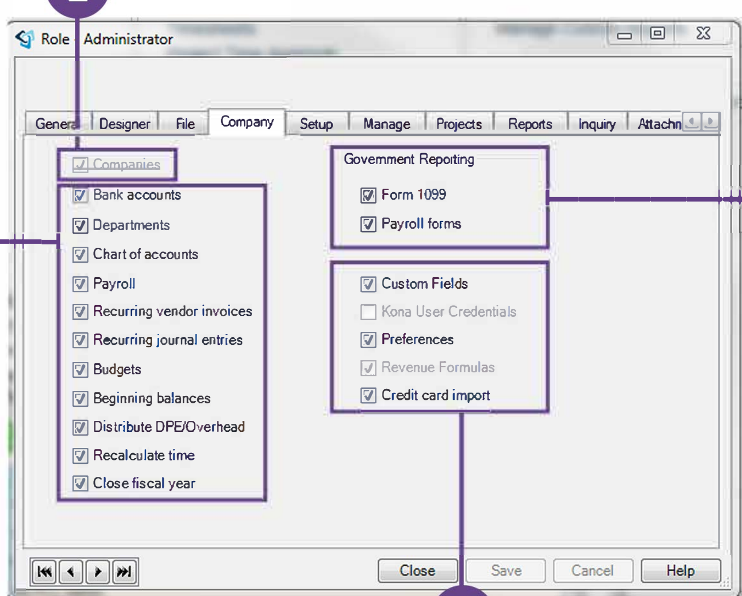
Can Import Credit Cards for others - Select this checkbox if you want employee to import credit card transaction for others.

Company Tab

Companies – Available only if using multi-company – Allows for access to the setup, editing and deactivating of companies.

If these boxes are checked, allows the employee with this Role to set up and maintain these areas of Ajera found in the Company sub – menu. No partial access control.

If you clear a check box, employees in this Role can still see and select the item from a list window.



These forms are found in the Reports Column.

Form 1099 - If this box is checked, it allows the employee with this Role to produce the 1099 MISC form. Only available if using in-house payroll – If this box is checked, allows the employee with this Role to produce Form 940, Form 941, Form W2 and a Form W4.

Custom Fields – Allows the employee with this Role the ability to create and maintain custom fields.

Kona User Credentials – Only available if integrating with Kona for Business - allow users to enter their Kona user credentials to be able to see the Kona Widget.

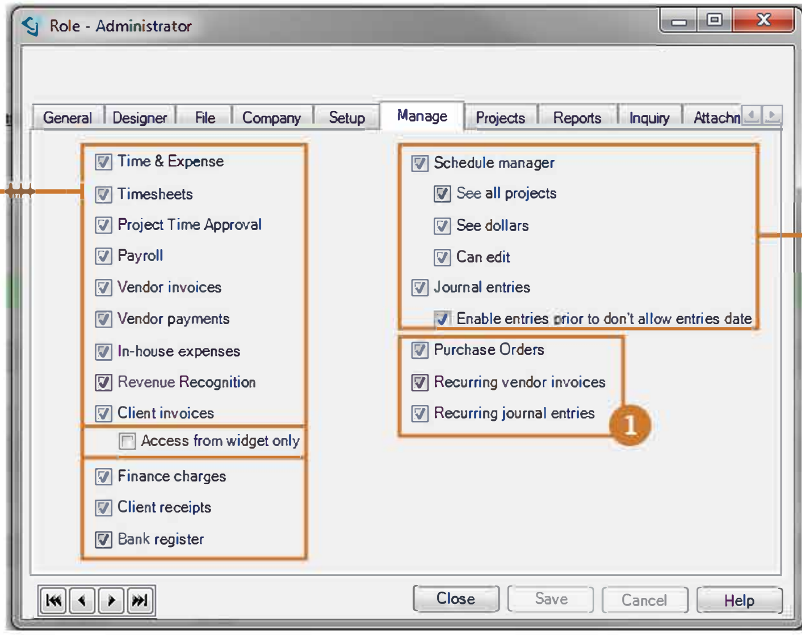
Preferences – Allows the employee the access to Set up and maintain your company preferences, which include options for accounts, billing, payroll, and time entry.

Credit Card Import - Check to allow users to setup import credit card settings, not to actually import credit card files.

Manage Tab

If these boxes are checked, allows the employee with this Role to set up and maintain these areas of Ajera found in the Manage Column. No partial access control.

When you select the **Client Invoices** check box above, this check box appears. If selected, the Manage menu task does not show but the Open column on a Client Invoice base widget is available.



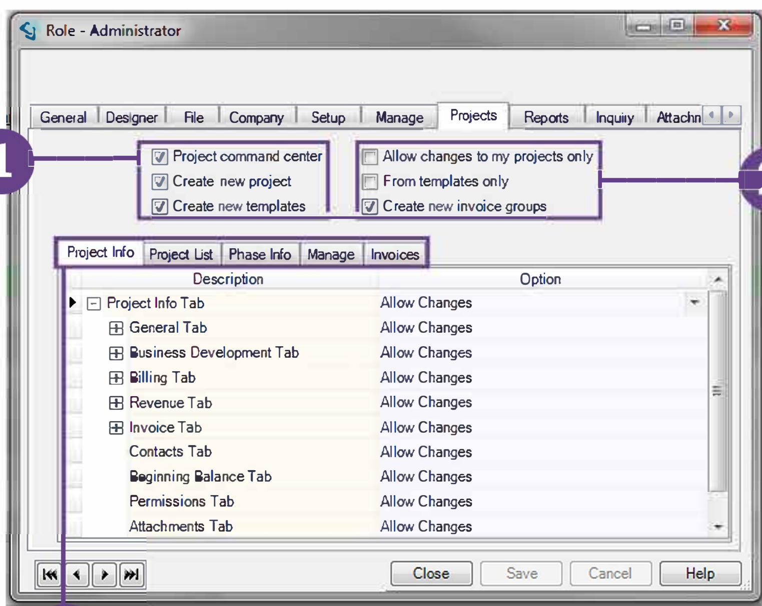
Import Journal Entries - Select this check box if you want employees in this role to be able to import journal entries from an external file into Ajera.
Import Credit Cards - Select this check box if you want employees in this role to be able to import credit card information from an external file into Ajera.
Can Import Credit Cards for others - Select this checkbox if you want employee to import credit card transaction for others.

If you clear a check box, employees in this Role can still see and select the item from a list window.

When you select the Journal entries check box above, this check box appears. This option allows members to enter journal entries prior to the "don't allow date" in Company Preferences.

Projects Tab

Project command center - Allow members of this Role to access the PCC. When you select this check box, the other options on the window are available for you to select areas of the PCC that you want to be available to employees in the Role.
Create new project - Allow this Role to create new projects.
Create new templates - Allow this Role to create new project templates.



3 Projects Sub-Tabs

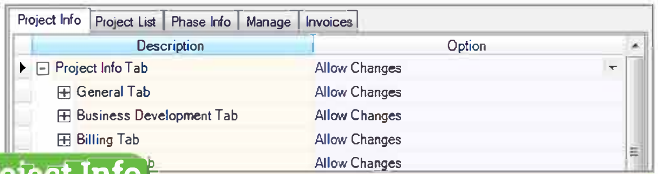
Allow changes to my projects only - Appears only if the View my projects only check box on the General tab is cleared. Allow this Role to make changes only to their own projects.
From templates only - Allow this Role to create new projects from templates only but not build a project from scratch.
Create new invoice groups - Allow this Role to create a new invoice group in a project.

Selecting a check box on the Project tab establishes which employees can access the Project Command Center (PCC) and which tasks they can perform within it. You can set the level of access that the Role has for specific tabs, sub tabs, and fields in the PCC. The options you select also determine which columns and fields appear when you click Customize in the PCC.

Ajera Standard Workflow Overview Series:

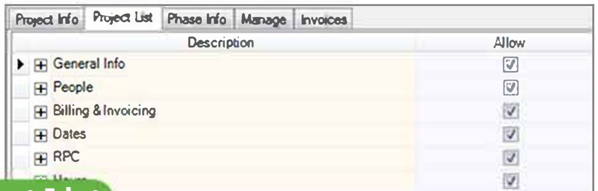
Roles in Ajera

Project Sub - Tabs



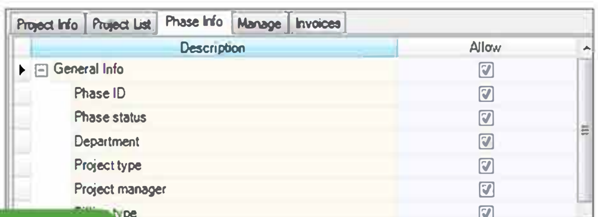
Project Info

The Project Info tab- Determine what sub tabs appear on the Project Command Center > Project Info tab. You can enable the General, Business Development, Billing, Revenue, Invoice, Contacts, Beginning Balance, Attachments, and Notes tabs.



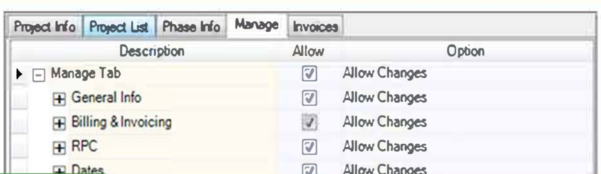
Project List

The Project List tab- Allow access to specific categories of information on the Project Command Center > Project List.



Phase Info

The Phase Info tab- Allow access to specific categories of information on the Project Command Center > Phase Info tab.



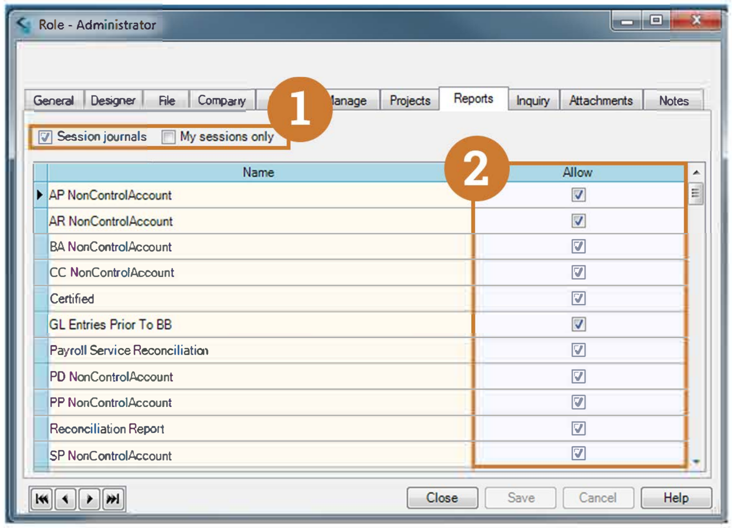
Manage Tab

The Manage tab- Determine what columns of information are accessible on the Project Command Center > Manage tab.

Invoices

The Show Invoices tab checkbox - Allow Role members to view the PCC Invoices inquiry on the Invoices tab. They can use this inquiry to review, preview, and track client invoices in the PCC during the billing review process.

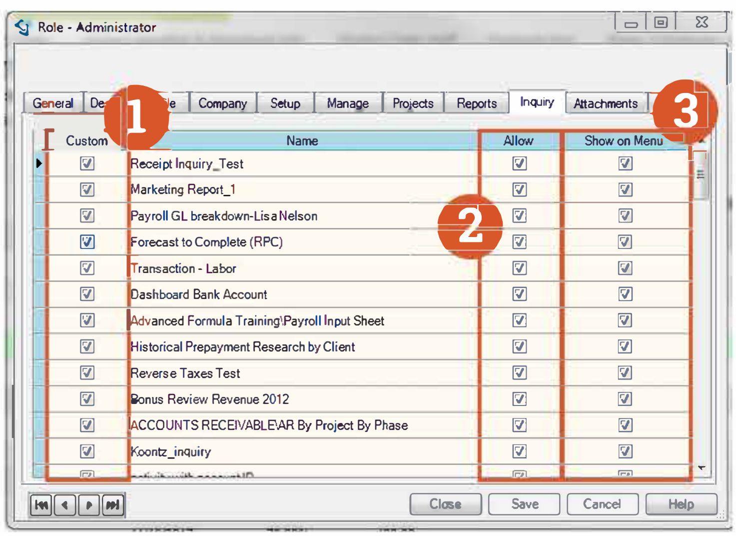
Reports Tab



1. **Session journals** – Allows the Role to view and print session journals.
Checking the Session journals box enables the **My sessions only** check box. This enables the Role to view and print only session journals for an employee's own sessions.

2. To allow the Role to preview and print a report, click Allow. To select all check boxes, right-click and click "Select All". To clear them all, right-click and click "Deselect All".

Inquiry Tab



1. A checkmark here indicates that an Inquiry is a custom created inquiry.

2. **Allow** – Role members cannot see the inquiry on the Reports > Standard Inquiries or Custom Inquiries menu, but can access it through a link.

3. **Show on Menu** - Role members can see this inquiry on the Reports > Standard Inquiries or Custom Inquiries menu. When you select this check box, Ajera automatically selects the Allow check box.

Setup Employees

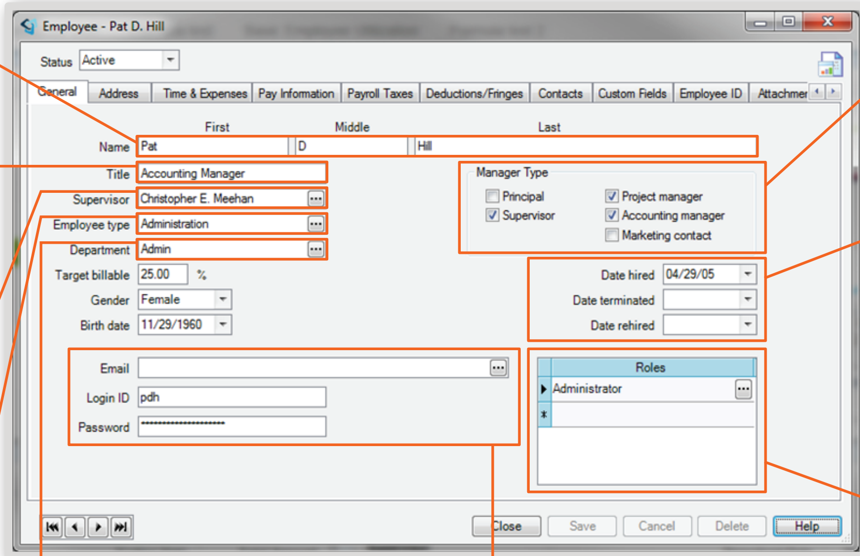
General Tab: Functionality Controls

1
Name
The first, middle and last name of the Employee

2
Title
The job title of the employee

3
Supervisor
The name of the employee's supervisor

4
Employee Type
Required-The type for the Employee



5
Department
Required if you are using Departments. The employee's Department.

6
Email
Employee's Email Address

Login ID
ID the employee uses to log into Ajera

Password
The employee's password to log into Ajera

7
Manager Type
If the employee is a Manager, select the applicable checkboxes

8
Date Hired
The employee's hire date.

Date Terminated
The employee's termination date.

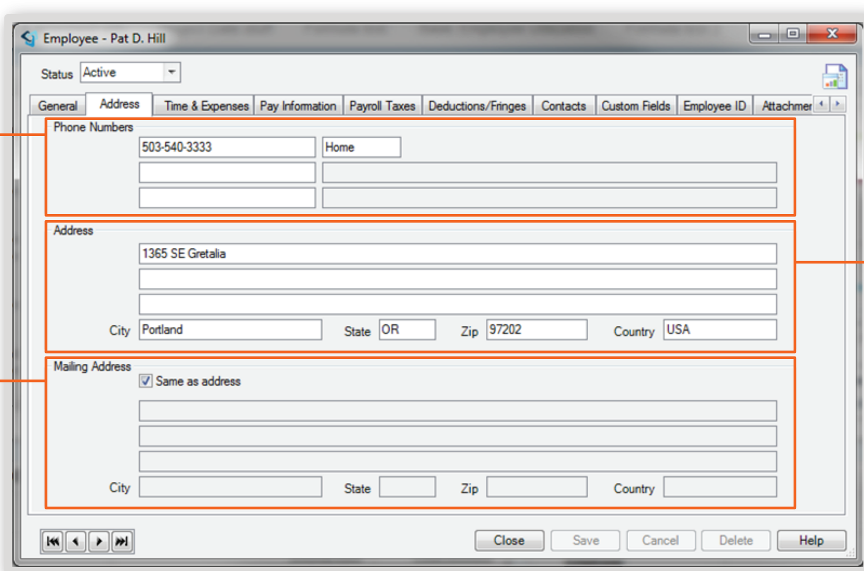
Date Rehired
If the employee was rehired, the rehire date.

9
Roles
The security access for the employee. If you assign multiple roles to an employee, the tasks and information that person can access is determined by the role with the greatest access.

Address Tab: Employee Address Information

1
Phone Numbers
Contact Phone numbers for the employee

3
Mailing Address
The employee's mailing address, if different from the Address. If the same, mark "same as address" checkbox.

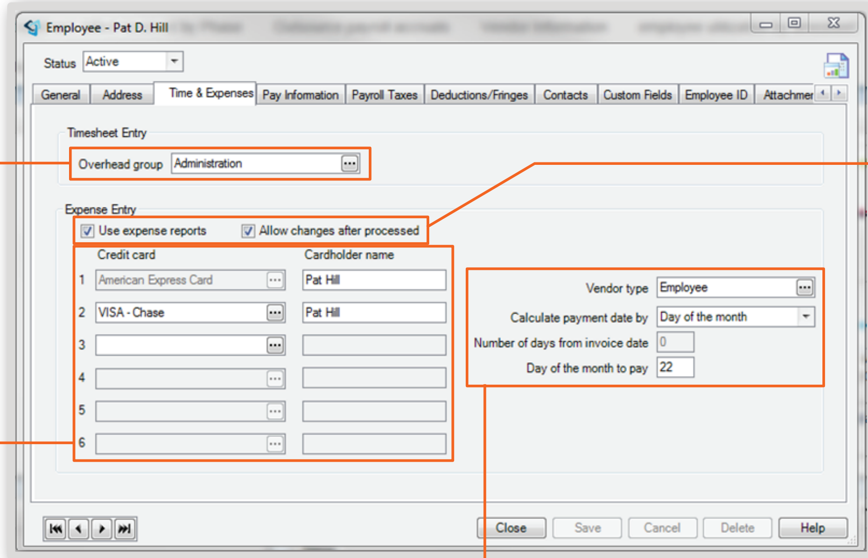


2
Address
The employee's home address.

Ajera Standard Workflow Overview Series:

Setup Employees

Time and Expense Tab: Time and Expense Entry Information



1

Overhead Group

Enter the employee's Overhead Group. The overhead group determines which overhead categories appear on the employee's timesheet.

3

Credit Card

Enter the Company Credit Cards that the employee is authorized to use for expense reports.

Cardholder Name

name that appears on the credit card. This is what is matched to in the Credit Card Import.

2

Use Expense Reports

Allows the employee to use expense reports. If not checked, the Expense Reports Tab will not appear in the Time and Expense List window for the employee.

Allow Changes After Processed

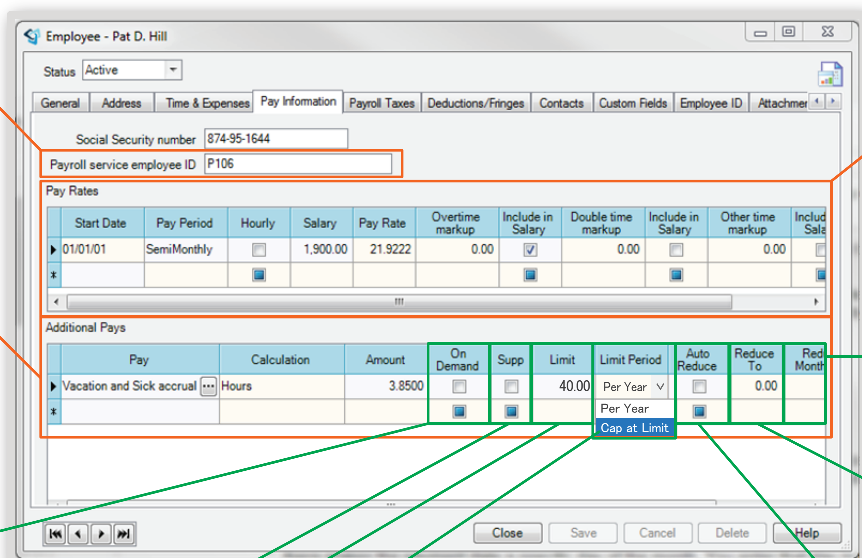
Allows employees to be able to edit and change their own expense reports.

4

Vendor Information (Optional)

Information related to the employee vendor invoice creation from a processed expense report.

Pay Information Tab: Payroll Pay Information



1

Payroll Service Employee ID

If using outsourced payroll, the employee ID that you send to the payroll provider.

3

Any other pays that the employee might receive on a repeating basis that are not part of the Regular or Overtime pay amounts.

4

On Demand

Use this to control when the pay is included on a paycheck.

5

Supp

Use this to automatically include the pay in a Supplemental paycheck.

6

Limit

Any maximum annual amount or number of hours for this pay.

10

Per Year

Use this option to set the limit period as per year.

Cap at Limit

When selected, the accrual hours will continue to accrue based on the balance (instead of YTD limit)

Note:

This new method is only available when Payroll type = Process Payroll - If using the new limit period of Cap at Limit, the Auto Reduce option is disabled/not available

2

Enter information for Regular and Overtime pay for the employee. These are the pays tied to the payroll Expense accounts setup in Company > Preferences

9

Reduce Month/ Day

The month and Day the reduction occurs.

8

Reduce To

When using the Auto-Reduce function for the number of hours to retain on the reduce date.

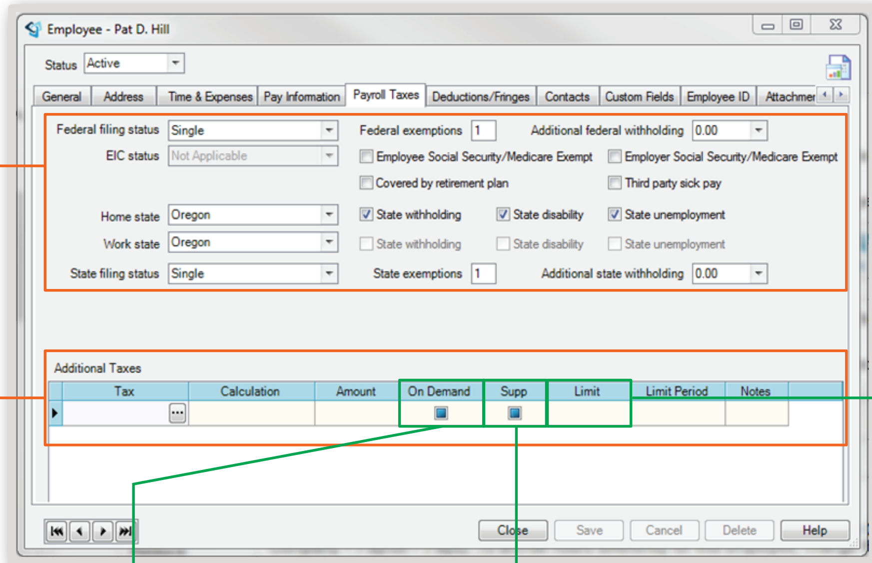
7

Auto-Reduce

Used for automatically removing accrual hours on a specified date.

Setup Employees

Payroll Taxes Tab: Payroll Tax Information



1 Information from the employee's W 2 form for calculating payroll taxes.

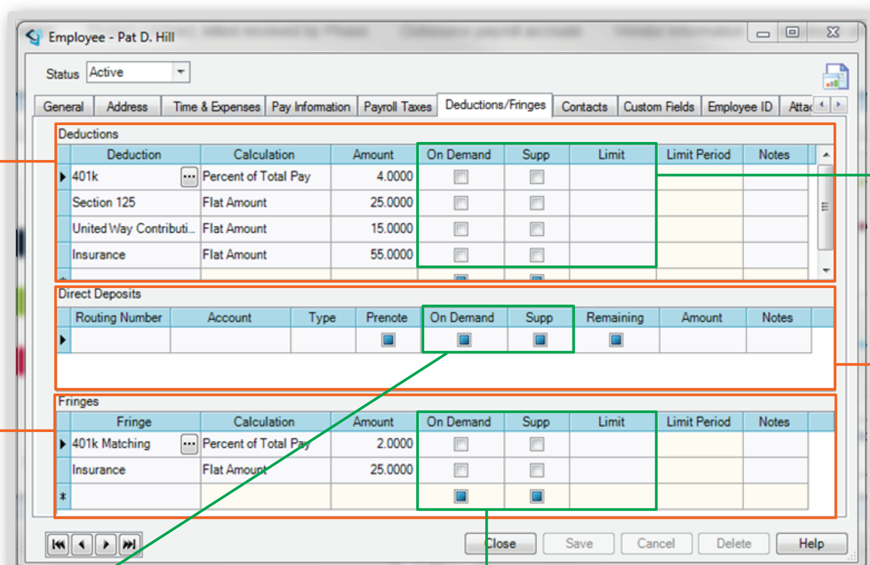
2 Any State and/or Local taxes that may need to be calculated on the employee's paycheck.

3 **On Demand** Use this to control when the tax is included on a paycheck.

4 **Supp** Use this to automatically include the tax in a Supplemental paycheck.

5 **Limit** Any maximum annual amount for this tax.

Deductions/Fringes Tab: Payroll Deductions, Fringes and Direct Deposit Information



1 Input Employee Deduction information. The order that appears on the paycheck is based upon the order they appear in the main deduction list.

2 The "On Demand", "Supp", and "Limit" check boxes have the same meaning here as on the previous entry Tabs.

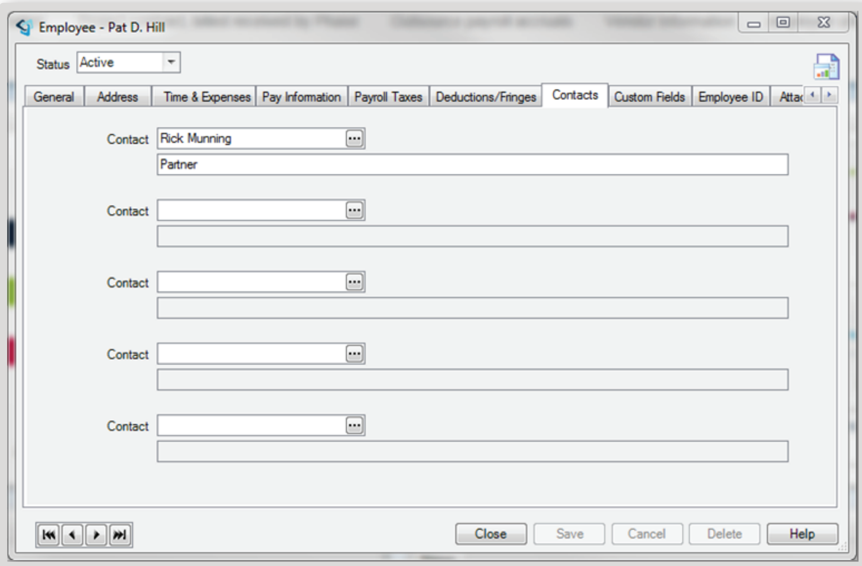
3 If an employee is using Direct Deposit, the bank account information is listed here. More than one account may be chosen. Any specific dollar amounts should be entered as accounts first, and then the remaining amount bank account should be checked "remaining".

4 The "On Demand" and "Supp" check boxes have the same meaning here as on the previous entry Tabs.

5 Input Employee Fringes information. The order that appears on the paycheck is based upon the order they appear in the main fringes list.

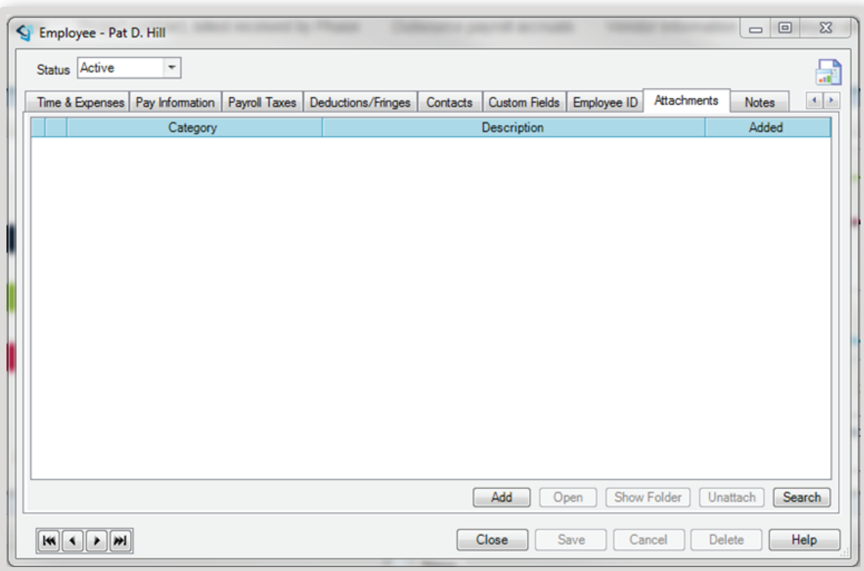
6 The "On Demand", "Supp", and "Limit" check boxes have the same meaning here as on the previous entry Tabs.

Contacts Tab:
Employee Contacts Information



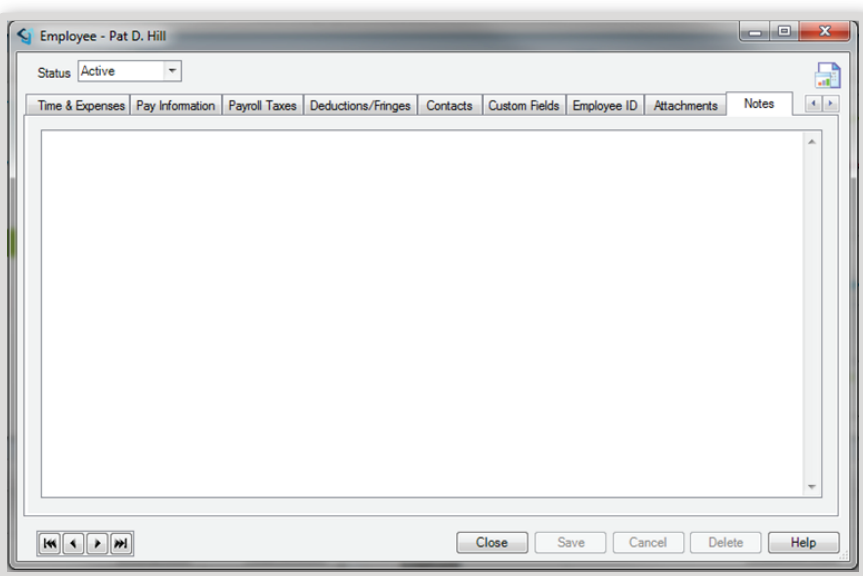
Personal Contacts for the employee are entered on this Tab. For a contact to be added, they must be part of the main Contacts list.

Attachments Tab:
Employee Specific Attachments



The Attachments tab is for any related information you may need to access related to this employee. A linked file must be in a shared location for other people to open it (for example, on a shared network location or a website).

Notes Tab:
Employee Specific Notes

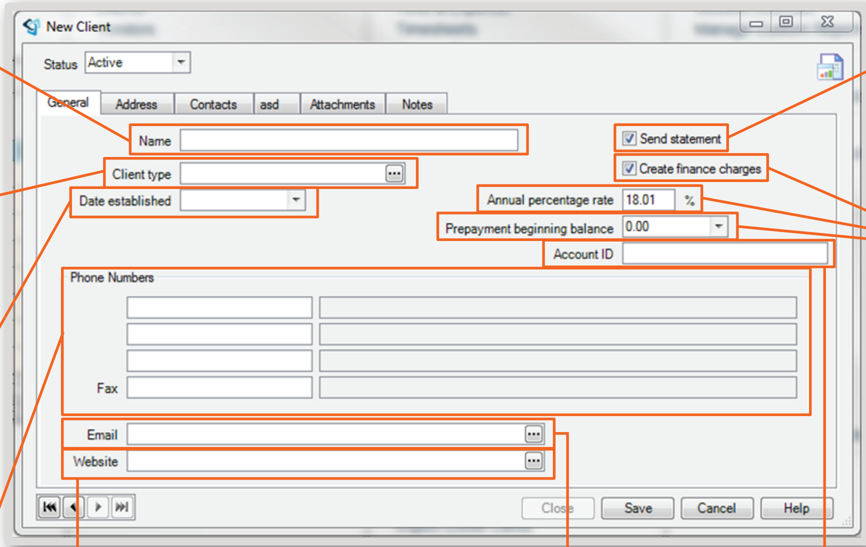


Notes about the employee.

Ajera Standard Workflow Series:

Setup Clients

General Tab



1 **Name**
The client's name

2 **Client Type**
The client type used for reporting purposes.

3 **Date Established**
enter the date you started doing business with the client.

4 **Phone Numbers**
List phone numbers for this client. Once a number is entered, the field to the right becomes available for notation.

5 **Website**
The client's website address.

6 **Email**
The general email for the client

7 **Account ID**
An account ID you have associated to the client.

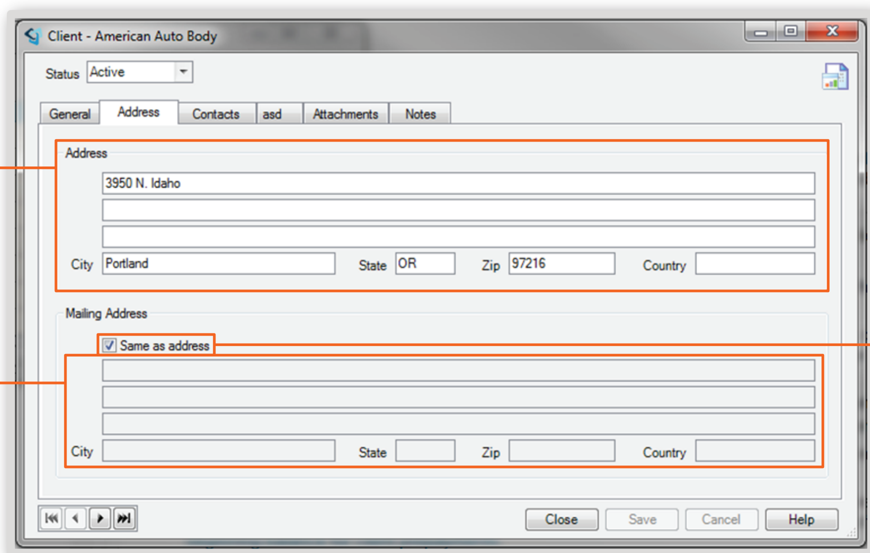
8 **Prepayment Beginning Balances**
Prepayments you have from the client still usable from prior to using Ajera. Once a receipt is entered in Ajera for this client, this field locks.

9 **Annual Percentage Rate**
enter the percentage rate you want to charge this client if different from the general rate setup in company preferences.

10 **Create Finance Charges**
If you set up finance charges on in Company > Preferences, the Create finance charges check box appears. If you do not want to create finance changes on any of this client's outstanding balances, clear this check box.

11 **Send Statement**
Select if you want to automatically include this client when printing client statements. Otherwise, clear it.

Address Tab

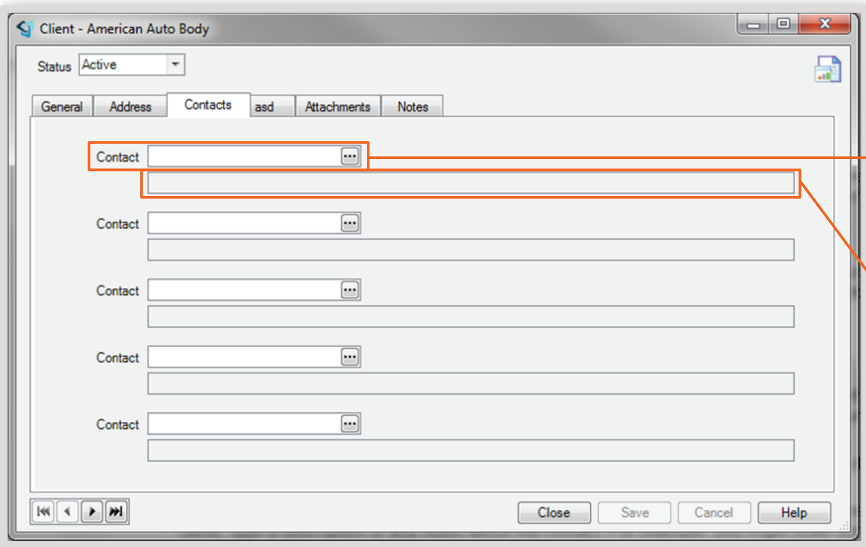


1 **Address**
Enter the street address for the client.

2 **Same As Address**
Check this if the address and the mailing address are the same.

3 If the mailing address is different than the street address for the client, uncheck the "Same as address" checkbox and enter the information here.

Setup Clients



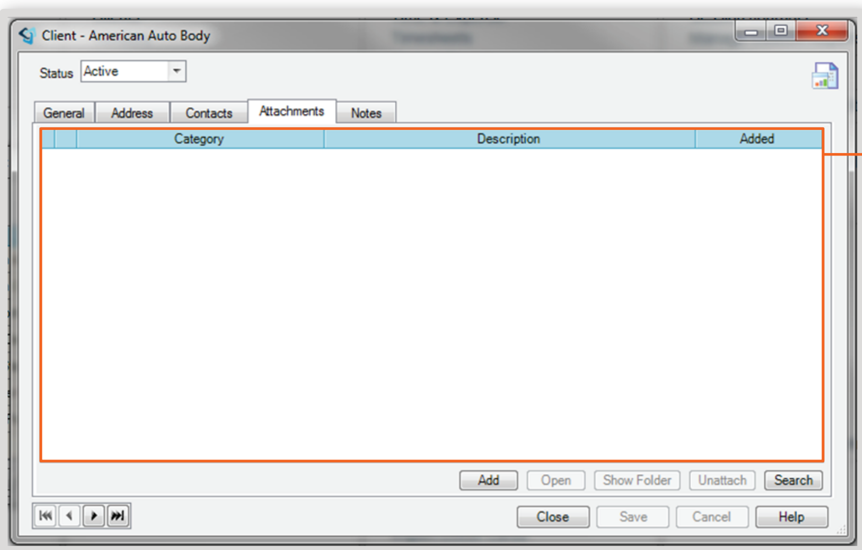
Contacts Tab

1

Contacts Tab
Contacts for the Client are entered on this Tab. For a contact to be added, they must be part of the main Contacts list.

2

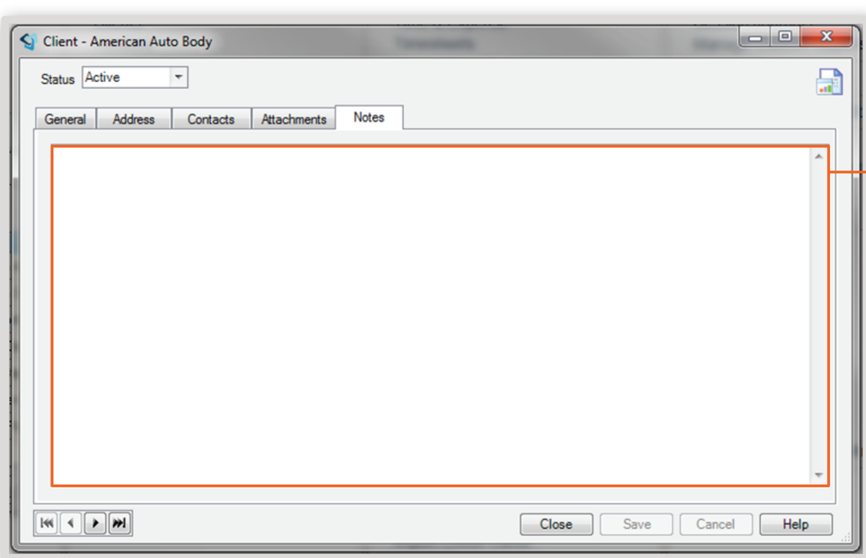
Once a contact name has been selected, on a row, the field below it will become available for any textual information.



Attachments Tab

1

The Attachments tab is for any related information you may need to access related to this client. A linked file must be in a shared location for other people to open it (for example, on a shared network location or a website).



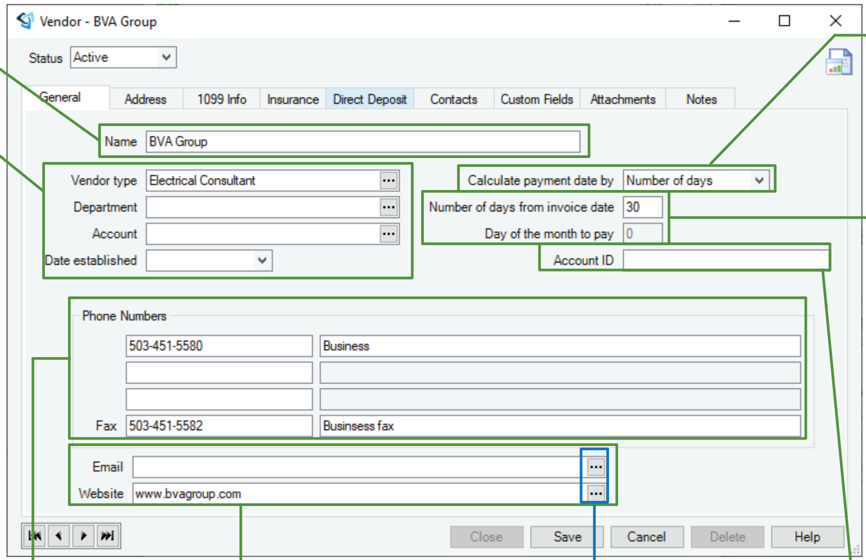
Notes Tab

1

Notes about the client

Setup Vendors

General Tab



1 **Name**
the vendor's name

2 **Vendor Type**
used for reporting purposes. Special types include credit card and consultants

Department
the department that you want to appear on an invoice distribution for non-project entries.

Account
the account that you want to appear on an invoice distribution for non-project entries.

Date established
the date when you started doing business with a vendor

3 **Calculate payment date by**
Select an option for calculating the due date:
Day of the month - assign the due date to a day of the month,
Number of days - assign the due date based on a specified number of days after the invoice date,
None - not automatically assign a due date.

4 **Number of days from invoice date**
if using the "Number of days" payment date above, specify the number of days in the Number of Days from Invoice Date field.

Day of the month to pay
if you selected Day of the Month in the Calculate Payment Date By field, type the day of the month as a number of 1 through 31.

5 **Account ID**
Account number associated with this vendor. This account ID will print on vendor checks.

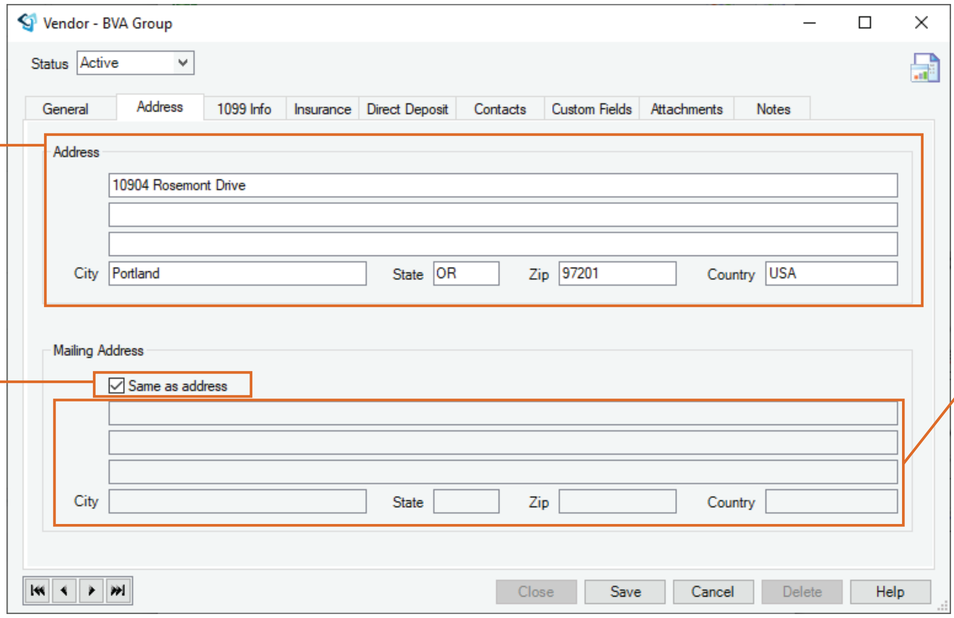
6 **Phone Numbers**
phone numbers for the vendor. To the right of a phone number, type a description of it.

7 **Email**
the vendor's email address

Website
the vendor's website address

8 Clicking on the ellipses in these fields will either launch the vendor's entered website, or create an email through Outlook to the email address entered.

Address Tab



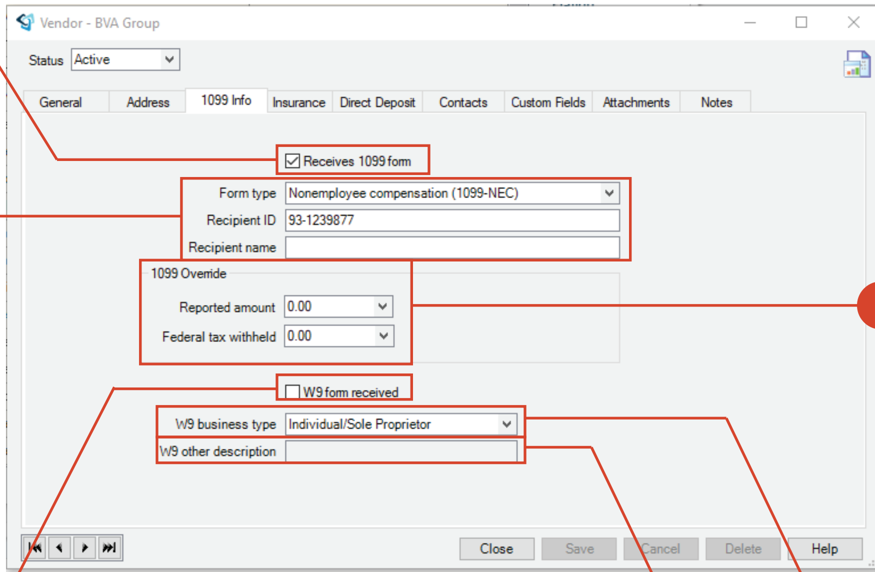
1 **Address**
enter the street address for the vendor.

2 **Same as address**
check this if the address and the mailing address are the same.

3 If the mailing address is different than the street address for the vendor, uncheck the "Same as address" checkbox and enter the information here.

Setup Vendors

1099 Info Tab



1 Receives 1099 form
if the vendor receives a Form 1099-MISC, or 1099 NEC select the Recieves 1099 form check box, and complete the remaining fields on the tab.

2 Form type
Enter the type of 1099 form that the vendor receives

Recipient ID
the federal ID number of the vendor

Recipient name
Ajera automatically prints the vendor name in the recipient's name box on the 1099 form. If you enter a name here, Ajera prints it on the first line. On the second line, it prints the vendor name prefaced with DBA.

1099 Override
use to print a specific amount on the vendor's 1099 rather than amount calculated by Ajera.

3 Reported amount
to print a specific amount on the 1099 form for this vendor instead of the amount Ajera automatically calculates, type it here.

Federal tax withheld
to print a specific amount for Federal income tax withheld on the 1099 form for this vendor, type it here.

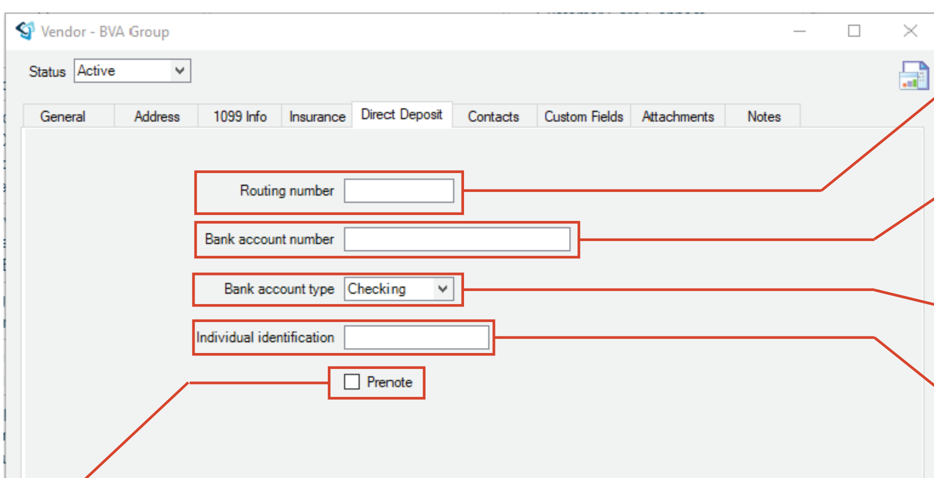
4 W9 form received
if you received a Form W-9 from the vendor, click the W9 form received check box.

5 W9 other description
If you selected "Other" for the business type, enter the vendor's business type in the W9 Other Description field.

6 W9 business type
if you check the box for recieved W9 form, select the vendor's type of business from the drop-down.

Direct Deposit

Enter the following information to set up direct deposit for payments for this Vendor.



1 Routing number
Type the routing number which identifies the vendor's bank.

2 Bank Account Number
Type the number of the account where the vendor wants the funds deposited.

3 Bank Account Type
Make a selecion to indicate if the bank account is a savings or checking account.

4 Individual Identification
Type an individual identification to use on direct deposit NACHA files. This field will print on every detail row in the NACHA file for the vendor.

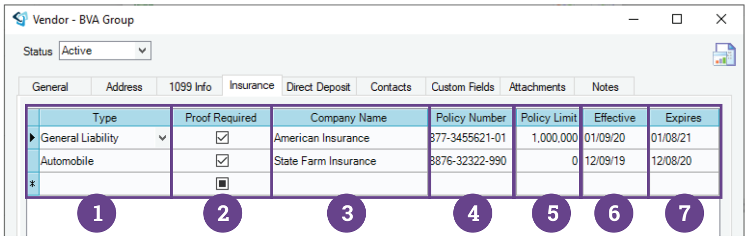
Note:
Per NACHA standards, this field should only be 15 characters and should not contain any special characters.

5 Prenote
this check box to send a pre-notification, instead of an actual direct deposit, to the bank where the funds are to be deposited. We recommend that you use this option to test the direct deposit for the vendor before making the actual direct deposit. After your bank approves the direct deposit, clear this box and start generating direct deposits for the vendor.

Ajera Standard Workflow Overview Series:

Setup Vendors

Insurance Tab



1 **Type**
select the type of insurance. The Other 1 and Other 2 options are available for you to track other insurance requirements.

2 **Proof Required**
select this check box to indicate that you require a proof of nsurance from this consultant.

3 **Company Name**
the name of the insurance company issuing the policy.

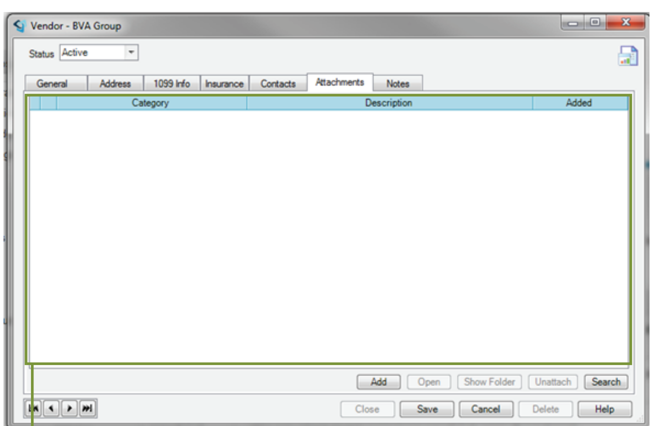
4 **Policy Number**
the number of the insurance policy.

5 **Policy Limit**
the amount the insurance policy covers.

6 **Effective**
the date the policy becomes effective.

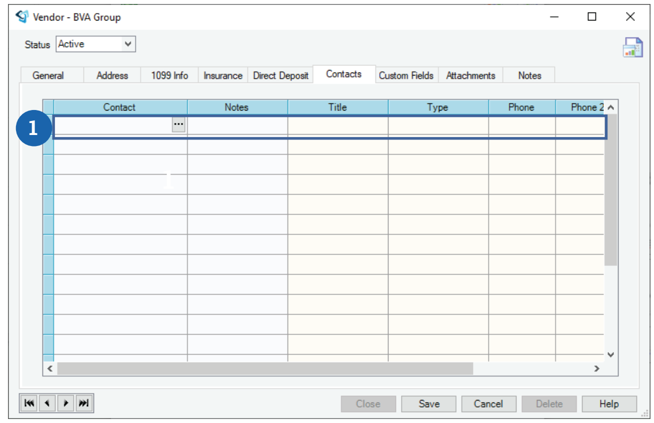
7 **Expires**
the date the policy expires.

Attachments Tab



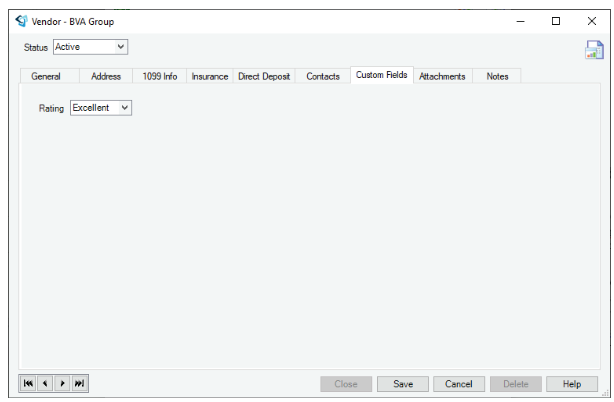
AttachmentsTab
the Attachments tab is for any related information you may need to access related to this vendor. A linked file must be in a shared location for other people to open it (for example, on a shared network location or a website).

Contacts Tab

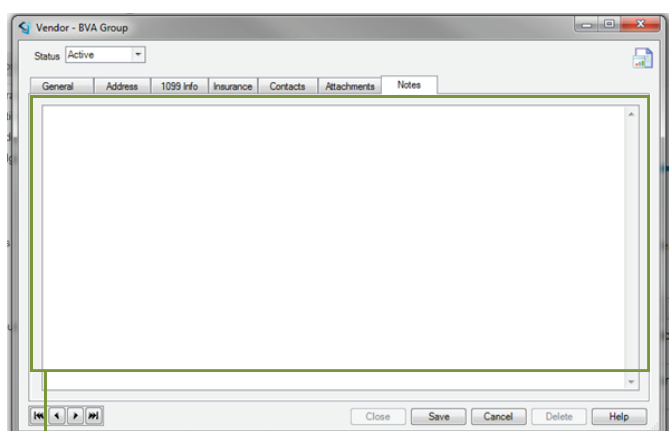


1 **Contacts Tab**
contacts for the vendor are entered on this Tab. For a contact to be added, they must be part of the main Contacts list.

Custom Fields Tab



Notes Tab

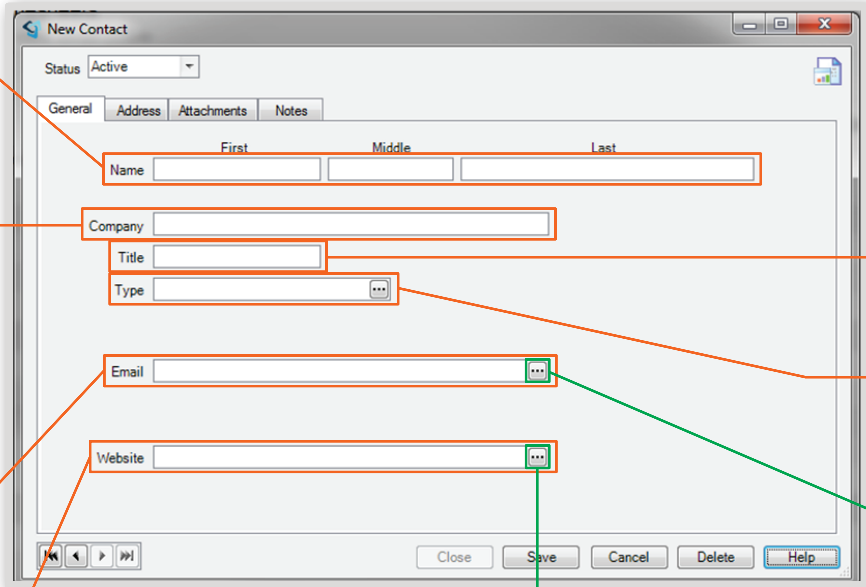


Notes Tab
any notes you want to record about this vendor.

Setup Contacts

Deltek.

General Tab



1

Name
The first, middle and last name of the contact.

2

Company
The name of the company associated to the contact. This does not link the contact to any Client or Vendor automatically.

3

Title
The title of the contact.

4

Type
The category you want to associate with a contact.

5

Email
The email address of the contact.

7

Website
The website associated to the contact or company if needed.

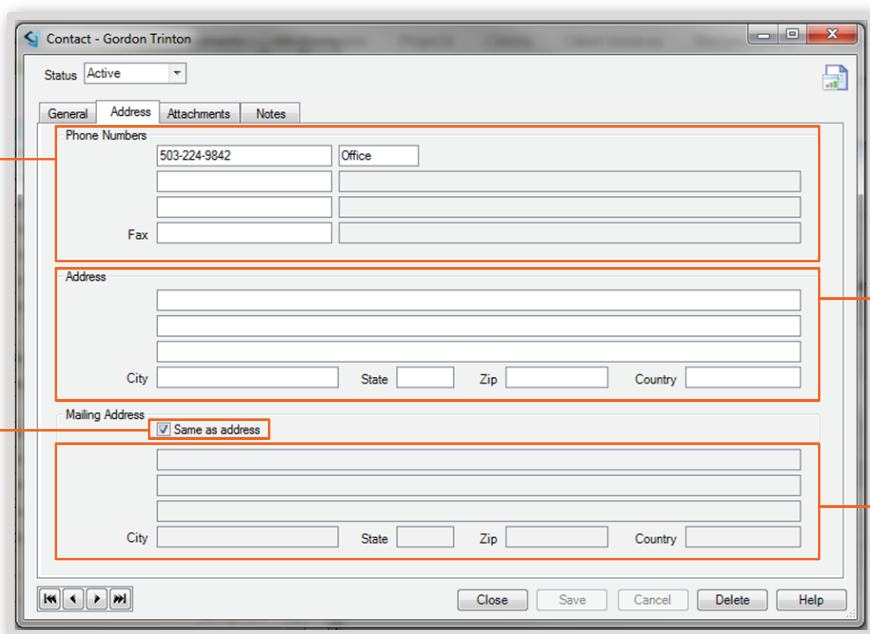
8

Clicking on this set of ellipses will automatically go to the website with this address.

6

Clicking on these ellipses will automatically create an email through Outlook for the entered address.

Address Tab



1

Phone Numbers
List phone numbers for this contact. Once a number is entered, the field to the right becomes available for notation.

2

Address
The Contacts' Address.

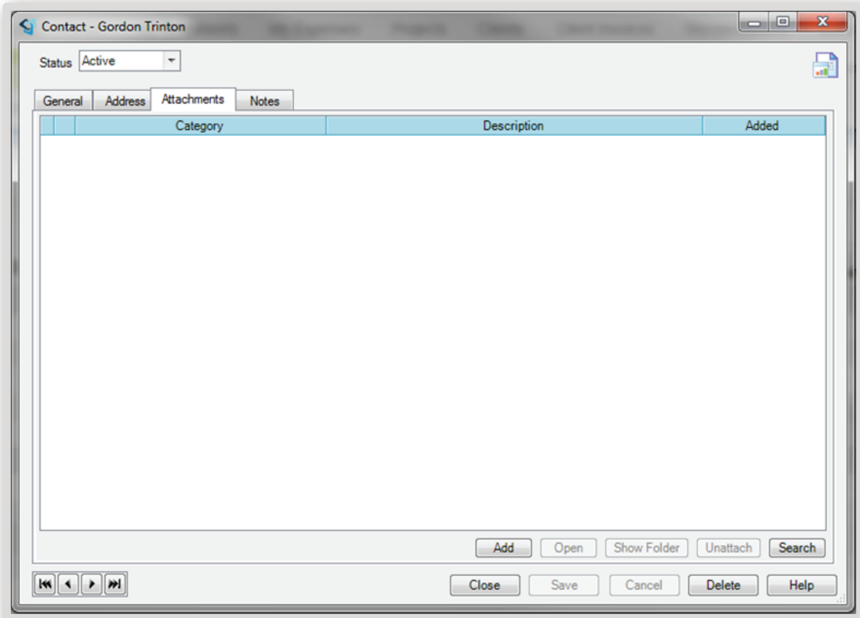
3

Same As Address
Check this if the address and the mailing address are the same. If the mailing address is different than the street address for the client, uncheck the "Same as address" checkbox and enter the information here.

4

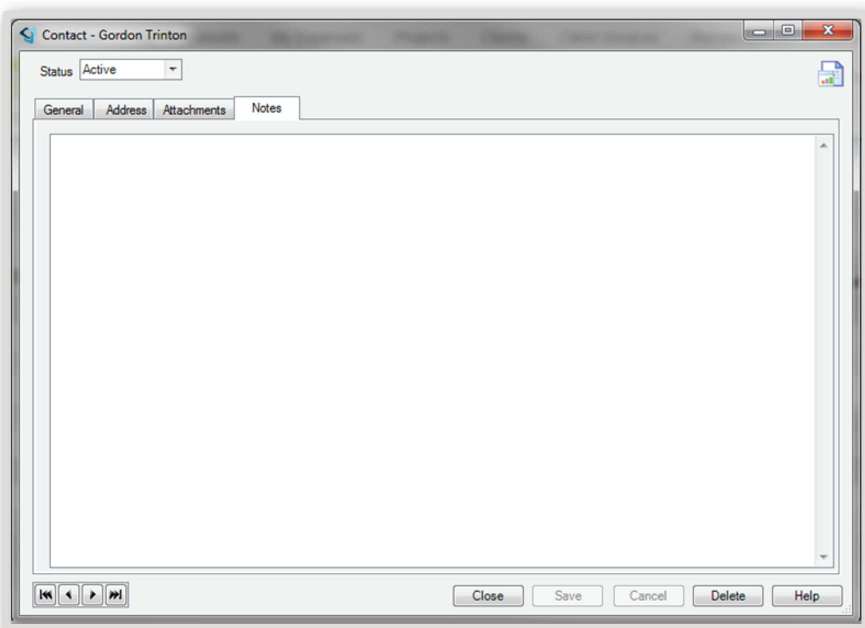
If the mailing address is different than the street address for the contact, uncheck the "Same as address" checkbox and enter the information here.

Attachments Tab



Attachments Tab - the Attachments tab is for any related information you may need to access related to this contact. A linked file must be in a shared location for other people to open it (for example, on a shared network location or a website).

Notes Tab



Notes about the contact