

Beginning balances – open vendor invoices

Goal: Enter unpaid or partially paid vendor invoices that occurred before your beginning balance date so you can pay them through Ajera and keep your financial reports in balance.

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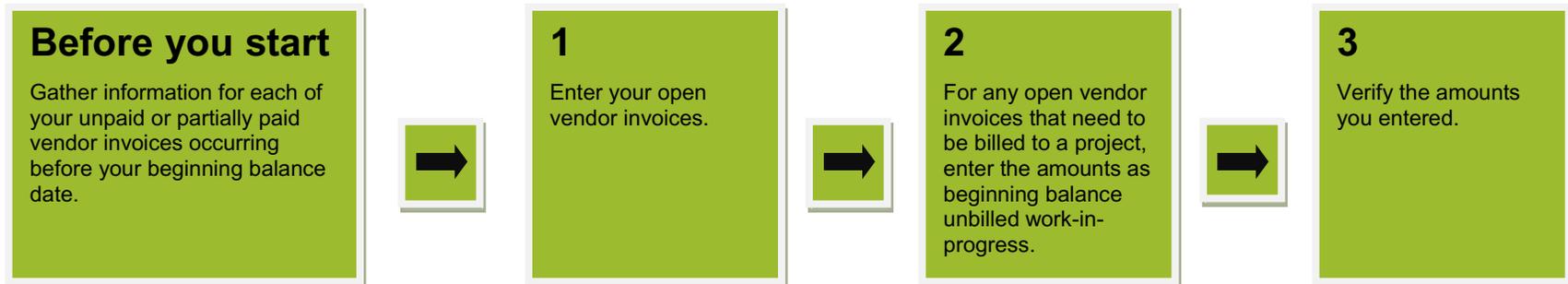
If you have unpaid or partially paid vendor invoices prior to your beginning balance date, you enter them as beginning balances.

If any of these unpaid items still need to be billed to a project, you also need to enter the billable amount through [Company > Beginning Balances > Unbilled Work-in Progress](#).

After you enter any unpaid or partially paid vendor invoices, you verify the information you enter in Ajera against that of your old system by running the [Beginning Balance Open Vendor Invoice](#) report.

For an overview of the entire process, be sure to see the [Beginning balances introduction](#) quick lesson.

The process



Step 1: Enter open vendor invoices

1. Click **Company > Beginning Balances > Open Vendor Invoices**.
2. Enter general information for the invoice.

The screenshot shows the 'Beginning Balances - Open Vendor Invoices' window. It features a 'New' tab and an 'Existing' tab. The 'New' tab is active, and the 'Vendor' field is set to 'Elemenz Engineering'. The 'Invoice number' is 2119, the 'Invoice date' is 08/04/10, and the 'Date to pay' is 09/01/10. The 'Amount' is 5,707.00. The 'On hold' checkbox is checked. The 'Notes' field is empty. Below the form is a table with columns: Project, Phase, Activity, Units, Cost Rate, Cost, Account, and Department. The 'Remaining' amount is 5,707.00. The window has buttons for Close, Edit, Save, Cancel, Delete, Reset, Pay, and Help.

You use the New tab to enter vendor invoices.

You would use the Existing tab to change invoices you already entered.

If payment of the invoice is on hold, select this check box.

Select the vendor.

Enter the invoice number.

Change the invoice date and date to pay, as needed.

If you enter an invoice amount in the Amount field, the total of all the distributions you enter in the table must equal this invoice amount before you can save the invoice.

If you do not enter an invoice amount, Ajera calculates it for you as you enter the invoice distributions.

For partially paid invoices, enter only the outstanding amount.

Step 1: Enter open vendor invoices (continued)

3. Enter the distributions for the invoice.

When you enter these vendor invoices, you can either enter the project distribution or just distribute the cost to a financial account.

In this example, the invoice contains two distributions for two phases on the Wilson Elementary School project.

4. Repeat the instructions in this step for each of your open vendor invoices.

On each line in the table, enter a distribution for the invoice.

The screenshot shows a software window titled "Beginning Balances - Open Vendor Invoices". At the top, there are "New" and "Existing" tabs. Below the tabs, there are several input fields: "Vendor" (Elemenz Engineering), "Description" (empty), "On hold" (checkbox), "Invoice number" (2119), "Date to pay" (09/01/10), "Invoice date" (08/04/10), "Amount" (5,707.00), and "Notes" (empty). Below these fields is a table with the following data:

Project	Phase	Activity	Units	Cost Rate	Cost Amount	Account	Department
03-148 Wilson Ele...	Design Developm..	Electrical Consult..			3,057.00	5310 Billable Consult..	Architectural
03-148 Wilson Ele...	Construction Doc..	Electrical Consult..			2,650.00	5310 Billable Consult..	Architectural
?	...						

At the bottom of the window, there is a status bar that says "In balance" and a row of buttons: "Save", "Cancel", "Delete", "Reset", "Pay", and "Help".

When finished, be sure to save your work.

Step 2: Enter any amounts billable to a project

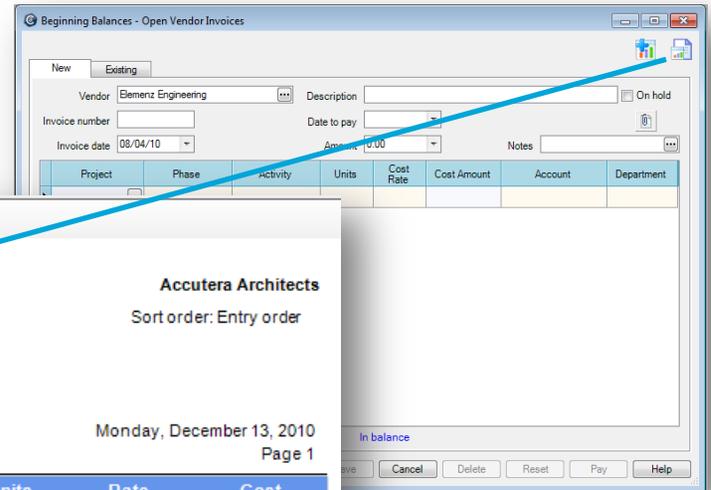
If any unpaid items needed to be billed to the project, you would also enter the billable amount through [Company > Beginning Balances > Unbilled Work-in Progress](#).

To learn more, see the [Beginning balances – unbilled work-in-progress](#) quick lesson.

Status	Date	Project	Phase	Activity	Employee	Employee Type	Hours Type	Hou
► Billable							Regular	0.00

Step 3: Verify the amounts you entered

1. Click the **Reports**  button.
2. Verify that the amounts you entered for each vendor invoice are correct.



To print the report, click the Print button.

To see detail for an invoice, expand it by clicking the plus icon.

Beginning Balance - Open Vendor Invoices

Accutera Architects
Sort order: Entry order

Monday, December 13, 2010
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Entry order	Units	Rate	Cost
[-] Entry order 2569			241.82
[-] Entry order 2575			234.78
[-] Entry order AS155789			13.91
[-] Entry order 1675			4,849.56
[+] Entry order 2119			5,707.00
Vendor: Elemenz Engineering Notes:			
Invoice Number: 2119	Date To Pay: 9/1/2010	Project Manager: Mary T. Boyle	
Invoice Date: 8/4/2010	On Hold: <input type="checkbox"/>	Principal In Charge: Mark A. Royce	
Invoice Amount: 5,707.00	Description:		
03-148 Wilson Elementary School			
Design Development			
<u>Consultant</u>			
Electrical Consultant	0.00	0.00	3,057.00
Consultant Total	0.00		3,057.00
Phase Total			3,057.00
Construction Documents			
<u>Consultant</u>			
Electrical Consultant	0.00	0.00	2,650.00
Consultant Total	0.00		2,650.00
Phase Total			2,650.00
Project Total			5,707.00
Invoice Total			5,707.00
Report Total			11,047.07
			Debit
			Credit
General Ledger Recap - Accrual			

The report lists the total for the invoice you entered.

The report lists the total of your outstanding invoices.

Summary

In this lesson, you learned how to enter your unpaid or partially paid vendor invoices so you can easily pay them, as needed, in the future.

Be sure to see the other quick lessons about beginning balances.