Beginning balances – projects

Goal: Enter project-to-date totals as beginning balances so you can start using Ajera to accurately bill your clients and manage project profitability.

For any projects that are in progress, you can easily enter your project-to-date totals for hours, cost, spent, and billed amounts.

These project totals affect your client invoices and project management reports, but do not affect financial account balances.

For an overview of the entire process, be sure to see the *Beginning balances introduction* quick lesson.

The process

Before you start

Gather totals for hours, cost, spent, and billed amounts for your active projects.

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Enter beginning balances for all your active projects.

1. Click **Setup** > **Projects**.

2. Select the project and then the phase where you want to enter beginning balances.

3. Click the **Beginning Balances** subtab.

   The Beginning Balances subtab does not appear if you already selected the **Project beginning balances complete** check box on the Company > Preferences > Project tab.

4. For all your active projects, enter totals for hours, cost, spent, and billed through your beginning balance date. You enter totals for each phase, and Ajera produces project totals by calculating the phase totals. Be sure to save your work.
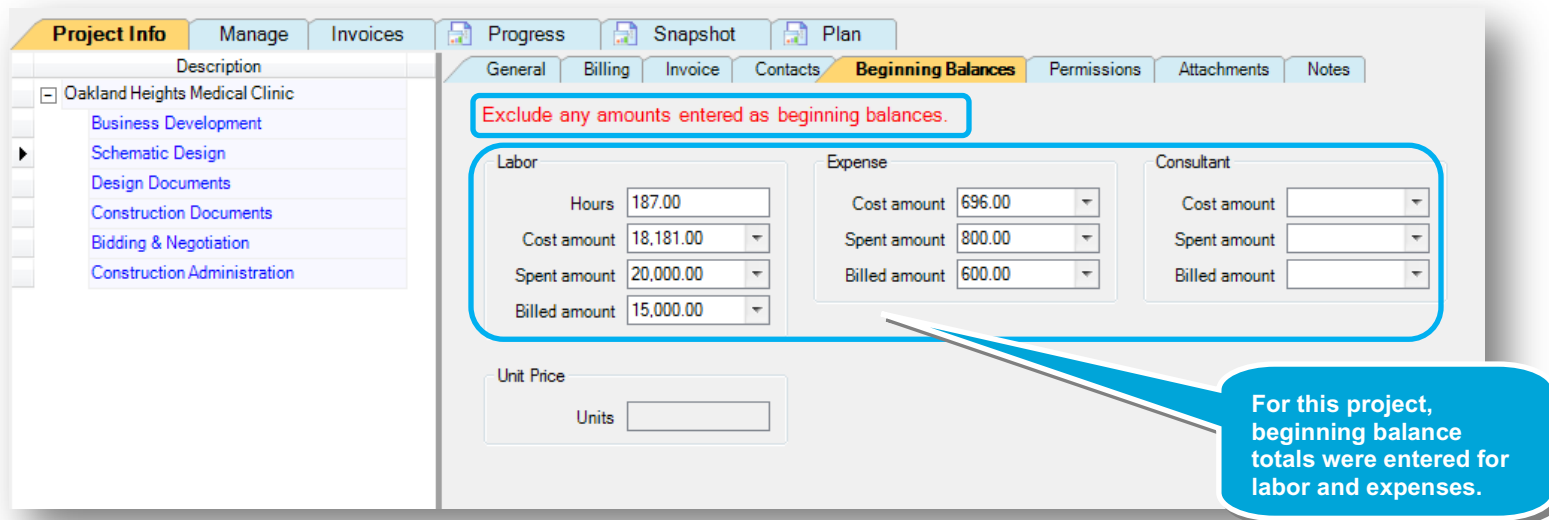
Spent amounts

Spent amounts are your time and expenses at billing rates. Enter any spent amounts that you have billed. Be sure to exclude the spent amounts for unbilled time and expenses (called *work-in-progress* or *WIP*) that you enter as beginning balances (see the *Beginning balances – unbilled WIP* quick lesson).

Billed amounts

The billed amount you enter includes only invoices that were billed and paid. Be sure to exclude the billed amounts of unpaid client invoices that you enter as beginning balances (see the *Beginning balances – unpaid client invoices and prepayments* quick lesson). Note that you must enter a billed amount for any future invoices to calculate the correct Percent Billed and Remaining amounts.

If you need to show prior billed-to-date on client invoices or you bill based on percent complete, enter project-to-date billed amounts when you set up your projects. You enter totals for each phase, and Ajera produces project totals by accumulating the phase totals.

For this project, beginning balance totals were entered for labor and expenses.

Summary

In this lesson, you learned how to enter totals for hours, cost, spent, and billed for your active projects, through your beginning balance date.

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

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