

# Beginning balances – unbilled WIP

**Goal:** Enter, by project, beginning balances for unbilled time and expenses (referred to as work-in-progress or WIP). In this way, you can bill these entries in Ajera and keep your financial reports in balance.

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If you billed **all** your time and expense from your old system, you can skip this lesson.

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

## The process



## Step 1: Enter unbilled WIP

1. Click **Company > Beginning Balances > Unbilled Work-in-progress**.
2. On the Labor tab, complete a row in the table for each item of unbilled labor.

The screenshot shows a software window titled "Beginning Balances - Unbilled Work-in-progress". It has two tabs: "Labor" (selected) and "Expense & Consultant". Below the tabs is a table with the following data:

Status	Date	Project	Phase	Activity	Employee	Employee Type	Hours Type	Hours	Billing Amount
Billable	08/02/10	03-148 Wilson Elemen...	Design Development	Billable Time	Mark A. Royce	Principal	Regular	22.00	2,527.50
Billable	08/02/10	03-148 Wilson Elemen...	Design Development	Billable Time	Roger S. Tesch	Architect	Regular	35.00	3,150.00
Billable	08/02/10	03-148 Wilson Elemen...	Construction Documen...	Billable Time	Paul J. French	Drafter	Regular	30.00	1,950.00
Billable							Regular		

Callout boxes provide the following instructions:

- Enter the status of the item: Billable, Defer, or Hold.
- Enter the date.
- Enter the project information.
- Enter the employee.
- The Employee Type and Hours Type fields are optional. Enter as needed, based on the billing arrangements with your clients.
- Scroll to enter the hours and billing amount.

At the bottom right of the window, there is a total field showing "0.00" and buttons for "Close", "Save", "Cancel", "Delete", and "Help".

### Step 1: Enter unbilled WIP (continued)


3. Click the **Expense & Consultant** tab, and complete a row in the table for each unbilled expense or consultant item.
4. As always, be sure to save your work.

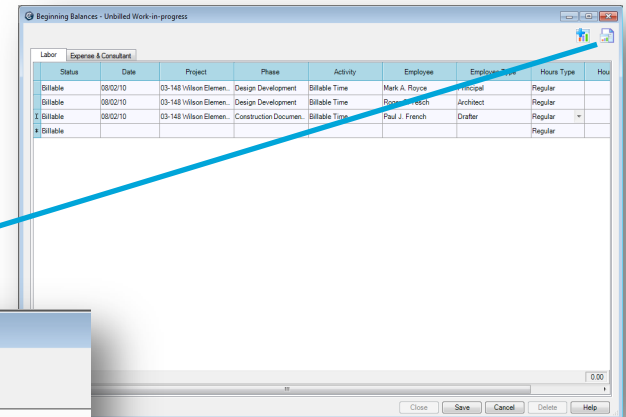
The screenshot shows a software window titled "Beginning Balances - Unbilled Work-in-progress". At the top, there are two tabs: "Labor" and "Expense & Consultant", with the latter being selected and highlighted by a blue box. Below the tabs is a table with the following data:

Status	Date	Project	Phase	Activity	Units	Billing Amount
Billable	08/02/10	03-148 Wilson Elemen...	Construction Documen...	Reproduction	0.00	16.00
Billable	07/29/10	03-148 Wilson Elemen...	Design Development	Electrical Consultant	0.00	5,265.00
Billable	07/29/10	03-148 Wilson Elemen...	Construction Documen...	Electrical Consultant	0.00	312.00
Billable						

At the bottom of the window, there are two summary boxes: one for "Units" showing "0.00" and one for "Billing Amount" showing "\$5,593.00". Below these are five buttons: "Close", "Save", "Cancel", "Delete", and "Help".

## Step 2: Verify the information you entered

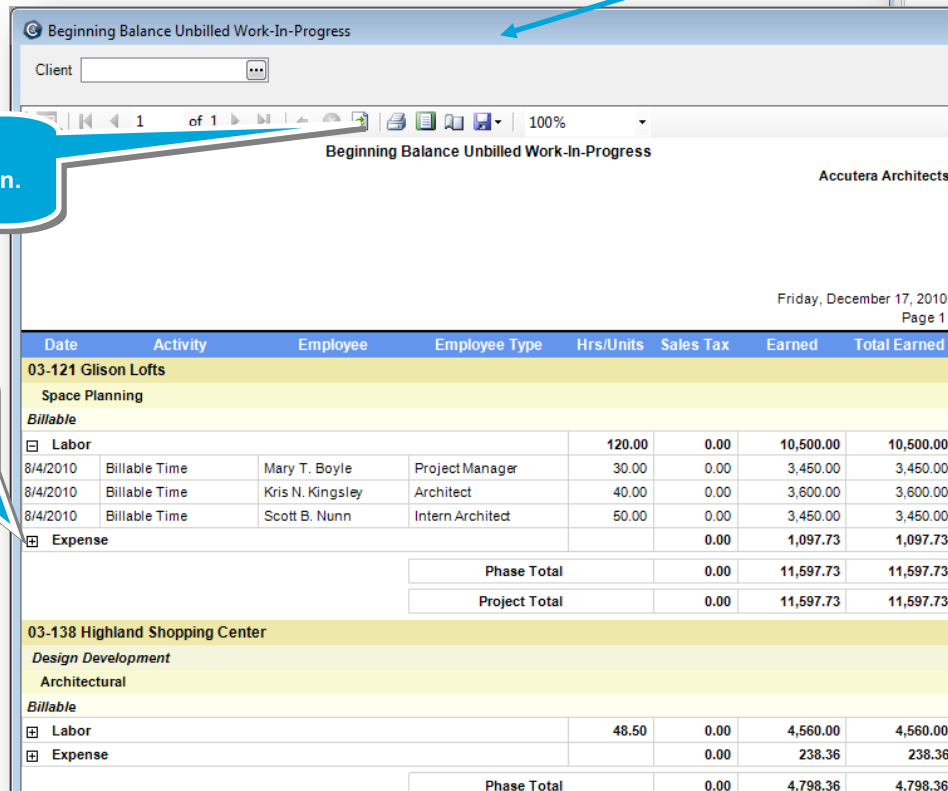
1. Click **Company > Beginning Balances > Unbilled Work-in-progress**.
2. Click the **Reports**  button, and select **Beginning Balance Unbilled Work-in-Progress**.
3. For each project, verify the amounts entered for employee time and expenses. The report totals should equal the amounts you entered to WIP accounts in your trial balance.



Status	Date	Project	Phase	Activity	Employee	Employee Type	Hours Type	Hours
Billable	08/02/10	03-143 Wilson Elemen.	Design Development	Billable Time	Mark A. Royce	Principal	Regular	
Billable	08/02/10	03-143 Wilson Elemen.	Design Development	Billable Time	Paul J. French	Architect	Regular	
Billable	08/02/10	03-143 Wilson Elemen.	Construction Document	Billable Time	Paul J. French	Draftsman	Regular	

To print the report, click the Print button.

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



Date	Activity	Employee	Employee Type	Hrs/Units	Sales Tax	Earned	Total Earned
<b>03-121 Glison Lofts</b>							
Space Planning							
<b>Billable</b>							
Labor				120.00	0.00	10,500.00	10,500.00
8/4/2010	Billable Time	Mary T. Boyle	Project Manager	30.00	0.00	3,450.00	3,450.00
8/4/2010	Billable Time	Kris N. Kingsley	Architect	40.00	0.00	3,600.00	3,600.00
8/4/2010	Billable Time	Scott B. Nunn	Intern Architect	50.00	0.00	3,450.00	3,450.00
Expense					0.00	1,097.73	1,097.73
Phase Total					0.00	11,597.73	11,597.73
Project Total					0.00	11,597.73	11,597.73
<b>03-138 Highland Shopping Center</b>							
Design Development							
Architectural							
<b>Billable</b>							
Labor				48.50	0.00	4,560.00	4,560.00
Expense					0.00	238.36	238.36
Phase Total					0.00	4,798.36	4,798.36

**Summary**  
 In this lesson, you learned how to enter beginning balances for unbilled WIP so you can bill your clients in detail for labor and expenses occurring before your beginning balance date.  
 Be sure to see the other quick lessons about beginning balances.