

# Managing in-house expenses

**Goal:** Learn how to enter and manage in-house expenses in Ajera, so you can bill them efficiently.

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In-house expenses are costs that are incurred while working on a project but for which you do not receive an invoice directly from a vendor.

You want to include these expenses in the total cost of the project and bill them to the client.

Examples of in-house expenses include:

- Photocopies from your in-house copy machine.
- Mileage for a company-owned vehicle.

This lesson shows you how to enter in-house expenses in groups (called *logs*) in Ajera and how to find and change an in-house expense.

## Step 1: Enter an expense log

Let's enter a group (called *log*) of in-house expenses.

1. Click **Manage > In-house Expenses**.
2. You use the **New** tab to enter in-house expense logs. You use the **Existing** tab to view or change in-house expense logs you already entered.
3. Enter general information about the expense log on the **New** tab.

Enter information here that is descriptive of the expenses in the log.  
A log can contain as many or as few expenses as you want.

If you leave this field blank, Ajera automatically calculates the amount as you enter the expenses.

If you want, you can click this button to add an attachment to the expense log.

4. Enter expenses for the log into the table. Complete one row for each expense.

Date	Project	Phase	Activity	Units	Cost Rate	Cost Amount	Billing Units	Billing Rate	Billing Amount	Notes
10/03/11	04-107 Oakland...	4 Constructio...	Photocopies	100.00	0.1500	15.00	100.00	0.2000	20.00	
10/10/11	04-107 Oakland...	4 Constructio...	Photocopies	120.00	0.1500	18.00	120.00	0.2000	24.00	
10/17/11	04-107 Oakland...	4 Constructio...	Photocopies	200.00	0.1500	30.00	200.00	0.2000	40.00	
10/24/11	04-107 Oakland...	4 Constructio...	Photocopies	50.00	0.1500	7.50	50.00	0.2000	10.00	
10/31/11	04-107 Oakland...	4 Constructio...	Photocopies	75.00	0.1500	11.25	75.00	0.2000	15.00	
				In balance						

Photocopies are unit-based expenses, so you enter a number in this column and press the Tab key.

Ajera automatically uses the default cost and billing rates specified for the activity, unless you specified an override cost or billing rate in the billing rate table used for the project.

In this lesson, the Photocopies activity is set up to use a cost rate of 15 cents and the project uses no override rates.

**Step 1: Enter an expense log (continued)**

- It's easy to change a transaction. Let's change the billing units and billing rate for an expense.

Date	Project	Phase	Activity	Units	Cost Rate	Cost Amount	Billing Units	Billing Rate	Billing Amount
I 10/03/11	04-107 Oakland...	4 Constructio...	Photocopies	100.00	0.1500	15.00	75.00	0.1500	


You've changed the units from 100 to 75 and the rate from 0.2 to 0.15.

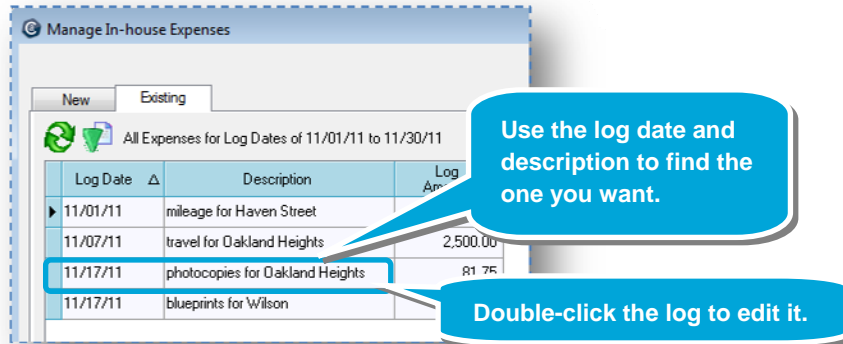
You then realize that you want to change it back to the default rates. To do that, simply click the **Reset** button on the bottom of the window.

- Click **Save**.

## Step 2: Change an expense log

Later in the week, you realize you need to find the log and change an expense in it.

1. From the **Manage** menu, click **In-house Expenses > Existing**.
2. If the window does not contain the expense log you want, click the **Change View**  button and change the expense logs that appear in the window.



Manage In-house Expenses

New Existing

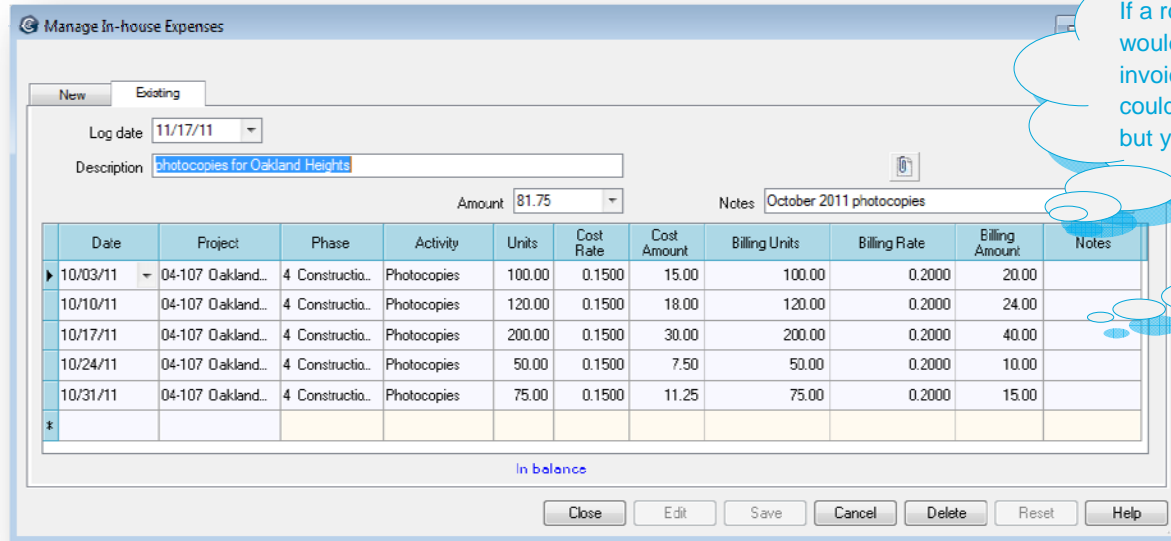
All Expenses for Log Dates of 11/01/11 to 11/30/11

Log Date	Description	Log Amount
11/01/11	mileage for Haven Street	
11/07/11	travel for Oakland Heights	2,500.00
11/17/11	photocopies for Oakland Heights	81.75
11/17/11	blueprints for Wilson	

Use the log date and description to find the one you want.

Double-click the log to edit it.

3. After you double-click the log, the individual expenses in the log appear.



Manage In-house Expenses

New Existing

Log date: 11/17/11

Description: photocopies for Oakland Heights

Amount: 81.75

Notes: October 2011 photocopies

Date	Project	Phase	Activity	Units	Cost Rate	Cost Amount	Billing Units	Billing Rate	Billing Amount	Notes
10/03/11	04-107 Oakland...	4 Constructio..	Photocopies	100.00	0.1500	15.00	100.00	0.2000	20.00	
10/10/11	04-107 Oakland...	4 Constructio..	Photocopies	120.00	0.1500	18.00	120.00	0.2000	24.00	
10/17/11	04-107 Oakland...	4 Constructio..	Photocopies	200.00	0.1500	30.00	200.00	0.2000	40.00	
10/24/11	04-107 Oakland...	4 Constructio..	Photocopies	50.00	0.1500	7.50	50.00	0.2000	10.00	
10/31/11	04-107 Oakland...	4 Constructio..	Photocopies	75.00	0.1500	11.25	75.00	0.2000	15.00	
*										

In balance

Close Edit Save Cancel Delete Reset Help

If a row were shaded in the table, it would mean that you had issued a final invoice for an expense. In that case, you could not change or delete the expense, but you could change or add notes.

None of the rows here are shaded, so you can change an expense.

## Step 2: Change an expense log (continued)

- Change the units for an expense.

Amount: 81.75      Notes: October 2011 photocopies

Date	Project	Phase	Activity	Units	Cost Rate	Cost Amount	Billing Units	Billing Rate	Billing Amount	Notes
10/03/11	04-107 Oakland...	4 Constructio...	Photocopies	150.00	0.1500	22.50	150.00	0.2000	30.00	
10/10/11	04-107 Oakland...	4 Constructio...	Photocopies	120.00	0.1500	18.00	120.00			
10/17/11	04-107 Oakland...	4 Constructio...	Photocopies	200.00	0.1500	30.00	200.00			
10/24/11	04-107 Oakland...	4 Constructio...	Photocopies	50.00	0.1500	7.50	50.00			
10/31/11	04-107 Oakland...	4 Constructio...	Photocopies	75.00	0.1500	11.25	75.00			
*										

Over 7.50

You've changed the units and tabbed out of the column. Ajera automatically updates the billing units.

However, Ajera does not update the expense log total, so the expense log is out of balance.

To bring the expense log back in balance, delete the number in the Amount field and press the Enter key.

Amount: 89.25

Date	Project	Phase	Activity	Units	Cost Rate	Cost Amount	Billing Units	Billing Rate	Billing Amount	Notes
10/03/11	04-107 Oakland...	4 Constructio...	Photocopies	150.00	0.1500	22.50	150.00	0.2000	30.00	
10/10/11	04-107 Oakland...	4 Constructio...	Photocopies	120.00	0.1500	18.00	120.00	0.2000	24.00	
10/17/11	04-107 Oakland...	4 Constructio...	Photocopies	200.00	0.1500	30.00	200.00	0.2000	40.00	
10/24/11	04-107 Oakland...	4 Constructio...	Photocopies	50.00	0.1500	7.50	50.00	0.2000	10.00	
10/31/11	04-107 Oakland...	4 Constructio...	Photocopies	75.00	0.1500	11.25	75.00	0.2000	15.00	
*										

In balance

Ajera updates the expense log amount, and the expense log is now in balance.

- If you wanted to delete an expense, you would select it and click the **Delete** button. However, this expense log is fine, so you click **Save**.

### Summary

You now know how easy it is to enter, find, and change an in-house expense log.