



## Examples of Intercompany Transactions in ajeraComplete

ajeraComplete users have the ability to setup multiple companies within one Ajera database. This allows a single firm that has multiple unique companies to share clients, vendors, resources and to conduct to and from transactions from company to company. There are multiple types of transactions that can take place. Below, you will find examples of shared resources, vendor invoices, cash receipts and expense entry as well as steps for reconciliation.

This example is of a firm, Accutera Architects, which has three unique companies. Company one is Accutera Architects, company two is LLC 2 and company three is LLC 3.

### Shared Resource on a Project

Pat Hill, an employee for Accutera Architects, enters time on 5/1 to a project belonging to LLC 2 (figure 1). The salaries payable for the employee stays with Accutera Architects along with an intercompany due from. The cost for the employee is charged to LLC 2 along with the work in progress and intercompany due to, as seen in the report (figure 2).

(Figure 1) Shared Resource on a Project

Project	Phase	Activity	Employee Type	Mon 04/30	Tue 05/01	Wed 05/02	Thu 05/03	Fri 05/04	Sat 05/05	Sun 05/06	Total
03-121 Glison Lofts	Space Planning	Billable Time	Administration	1.00							1.00
Project belonging to LLC 2	Space Planning	Billable Time	Administration		2.00						2.00
LLC 3 project	Basic Services / Sche...	Billable Time	Principal			3.00					3.00
Direct				1.00	2.00	3.00	0.00	0.00	0.00	0.00	6.00
Overhead											Δ
Comp Time											0.00
General											4.00
Holiday											0.00
Marketing											0.00



(Figure 2) Shared Resource on a Project

**Manage Time & Expense**

**Employee: Pat D. Hill**

**Timesheet Date: 05/06/2012**

Date	Project Description	Phase Description	Activity Description	Employee Type	Hours Type	Hours	Cost Amount	Spent Amount
4/30/2012	03-121 Glison Lofts	Space Planning	Billable Time	Administration		1.00	21.92	50.00
5/1/2012	Project belonging to LLC 2	Space Planning	Billable Time	Administration		2.00	43.84	100.00
5/2/2012	LLC 3 project	Interior Design	Billable Time	Principal		3.00	65.77	645.00
5/4/2012	04-999 Z-Overhead	Administration	Administration	Administration		4.00	87.69	0.00
<b>Sub Total</b>						<b>10.00</b>	<b>219.22</b>	<b>795.00</b>
<b>Total</b>						<b>10.00</b>	<b>219.22</b>	<b>795.00</b>

**General Ledger Recap - Accrual**

**Session: 1744**

**Debit**

**Credit**

**Accutera Architects**

**Accounting Date: 04/30/2012**

1310 Work In Progress- Labor	50.00	
2310 Salaries Payable		21.92
Architectural - 4210 Unbilled Professional Fees		50.00
Architectural - 5120 Billable Salaries - Employee	21.92	

**Accounting Date: 05/01/2012**

2310 Salaries Payable		43.84
Inter-company Due From	43.84	

**Accounting Date: 05/02/2012**

2310 Salaries Payable		65.77
Inter-company Due From	65.77	

**Accounting Date: 05/04/2012**

2310 Salaries Payable		87.69
Admin - 7120 Indirect Salaries - Employee	87.69	

**Company Total**

**269.22**

**269.22**

**LLC2**

**Accounting Date: 05/01/2012**

1310 Work In Progress- Labor	100.00	
Inter-company Due To		43.84
Architectural - 4210 Unbilled Professional Fees		100.00
Architectural - 5120 Billable Salaries - Employee	43.84	

**Company Total**

**143.84**

**143.84**



Vendor Invoices

A vendor invoice from Global Blueprinting was sent to Accutera Architects but includes charges for a project belonging to LLC 2 (figure 3). The payable remains with Accutera Architects along with the intercompany due from. The cost, inter company due to and work in progress entries belong to LLC 2, as shown in the report (figure 4).

(Figure 3) Vendor Invoices

New		Existing									
Vendor	Global Blueprinting	Description	Blueprinting services for May								
Company	Accutera Architects	Date to pay	05/31/12								
Invoice number	May1 2012A	Accounting date	05/01/12								
Invoice date	05/01/12	Amount	1,648.50								
<input type="checkbox"/> Inter-company invoice											
Project	Phase	Activity	Units	Unit Description	Cost Rate	Cost Amount	Billing Units	Billing Rate	Billing Amount	Company	Account
03-121 Gilson Lofts	Space Planning	Blueprints	100.00	print	1.5000	150.00	100.00	2.0000	200.00	Accutera Architects	5230 Billable Reproduction
Project belonging to LLC 2	Space Planning	Blueprints	999.00	print	1.5000	1,498.50	999.00	2.0000	1,998.00	LLC2	5230 Billable Reproduction



(Figure 4) Vendor Invoices

**Manage Vendor Invoices**

**Vendor: Global Blueprinting**

Invoice number: May1 2012A      Blueprinting services for May 1  
 Invoice date: 05/01/2012      Accounting date: 05/01/2012

Date	Project Description	Phase Description	Activity Description	Cost Units	Cost Rate	Cost Amount	Billed Units	Billed Rate	Billed Amount
5/1/2012	03-121 Glison Lofts	Space Planning	Blueprints	100.00	1.50	150.00	100.00	2.00	200.00
5/1/2012	Project belonging to LLC 2	Space Planning	Blueprints	999.00	1.50	1,498.50	999.00	2.00	1,998.00
<b>Invoice Total</b>						<b>1,648.50</b>			<b>2,198.00</b>
<b>Session Total</b>						<b>1,648.50</b>			<b>2,198.00</b>

**General Ledger Recap - Accrual**

Session: 1760

Debit      Credit

**Accutera Architects**

Accounting Date: 05/01/2012

1320 Work In Progress - Expenses	200.00	
2210 Accounts Payable		1,648.50
Inter-company Due From	1,498.50	
Architectural - 4220 Unbilled Expenses		200.00
Architectural - 5230 Billable Reproduction & Printing	150.00	
<b>Company Total</b>	<b>1,848.50</b>	<b>1,848.50</b>

**LLC2**

Accounting Date: 05/01/2012

1320 Work In Progress - Expenses	1,998.00	
Inter-company Due To		1,498.50
Architectural - 4220 Unbilled Expenses		1,998.00
Architectural - 5230 Billable Reproduction & Printing	1,498.50	
<b>Company Total</b>	<b>3,496.50</b>	<b>3,496.50</b>
<b>Session Total</b>	<b>5,345.00</b>	<b>5,345.00</b>



Employee Expense Reports

Pat belongs to Accutera Architects, but has expense report items for a project belonging to LLC 2 (figure 5). When the expense report is processed, the payable & intercompany due from entries are created for Accutera. The cost for the expense, intercompany due to and work in progress is charged to LLC 2, as shown in the report (figure 6).

(Figure 5) Employee Expense Reports

Employee: Pat D. Hill		Report Dates		Report Amounts					
Description: all three companies		Begin Date:	End Date: 04/27/12	Advance Amount: 22.00	Total Amount: 165.00				
Notes:									
Date	Project	Phase	Expense Item	Payee	Units	Unit Rate	Amount	Reference	Credit Card
04/15/12	03-121 Glison Lofts	Space Planning	Travel	add	0.00	0.0000	25.00	123	
04/16/12	Project belonging to LLC 2	Space Planning	Travel		0.00	0.0000	50.00	cc	VISA - Washingto..
04/17/12	LLC 3 project	Basic Services /..	Travel	add	0.00	0.0000	75.00		
04/18/12			Travel		0.00	0.0000	15.00		VISA - Washingto..
*									



(Figure 6) Employee Expense Reports

**Manage Time & Expense**

**Employee: Pat D. Hill**

**Expense Report Date: 04/27/2012**

Date	Project Description	Phase Description	Expense Item	Reference	Credit Card	Personal	Cost Amount	Spent Amount
4/15/2012	03-121 Glison Lofts	Space Planning	Travel	123		<input type="checkbox"/>	25.00	28.75
4/16/2012	Project belonging to LLC 2	Space Planning	Travel	cc	VISA - Washington Mutual	<input type="checkbox"/>	50.00	57.50
4/17/2012	LLC 3 project	Interior Design	Travel			<input type="checkbox"/>	75.00	86.25
4/18/2012			Travel		VISA - Washington Mutual	<input type="checkbox"/>	15.00	0.00
4/27/2012			Advance			<input type="checkbox"/>	-22.00	0.00
<b>Sub Total</b>							<b>143.00</b>	<b>172.50</b>
<b>Total</b>							<b>143.00</b>	<b>172.50</b>

**General Ledger Recap - Accrual**

**Session: 1750**

**Debit**

**Credit**

**Accutera Architects**

**Accounting Date: 04/15/2012**

1320 Work In Progress - Expenses	28.75	
2210 Accounts Payable		25.00
Architectural - 4220 Unbilled Expenses		28.75
Architectural - 5220 Billable Travel	25.00	

**Accounting Date: 04/16/2012**

2240 Washington Mutual Visa Payable		50.00
Inter-company Due From	50.00	

**Accounting Date: 04/17/2012**

2210 Accounts Payable		75.00
Inter-company Due From	75.00	

**Accounting Date: 04/18/2012**

2240 Washington Mutual Visa Payable		15.00
Admin - 8440 Firm Related Travel - Air & Hotels	15.00	

**Accounting Date: 04/27/2012**

1220 Employee Receivables		22.00
2210 Accounts Payable	22.00	

**Company Total**

**215.75**

**215.75**

**LLC2**

**Accounting Date: 04/16/2012**

1320 Work In Progress - Expenses	57.50	
Inter-company Due To		50.00
Architectural - 4220 Unbilled Expenses		57.50
Architectural - 5220 Billable Travel	50.00	

**Company Total**

**107.50**

**107.50**



### Flexible Reconciliation Options

Below is an example of using the Bank Register to easily transfer funds from the LLC2 bank to Accutera’s bank, reconciling both the **due to** and **due from** entries.

LLC 2 owes Accutera \$1592.34 for the value of time/expenses Pat Hill had in May. This is a due to entry for LLC and a due from entry for Accutera. The moving of funds to reconcile due to and due from between accounts can occur as directly through the Bank Register as an Intercompany Bank Transfer (figure 7). The session journal indicates a credit to cash for LLC 2, a debit relieving the intercompany due to account as well as a debit to cash for Accutera and a credit relieving the intercompany due from account (figure 8).

(Figure 7) Flexible Reconciliation Options

Register		Reconcile		
Date	05/31/12	Type	Inter Company Transfer	
To	Washington Mutual	Reference	may due to	
Company	Account	Department	Debit Amount	Credit Amount
LLC2	llc 2 cash			1,592.34
▶ LLC2	Inter-company Due To		1,592.34	
Accutera Architects	1110 Bank Account - Checking		1,592.34	
Accutera Architects	Inter-company Due From			1,592.34



(Figure 8) Flexible Reconciliation Options

**Manage Bank Registers****llc2 bank**

Date	Type	Vendor/Employee	Check number	Reference	Payments	Deposits	Voided	Cleared
5/31/2012			0	may due to	1,592.34		<input type="checkbox"/>	<input type="checkbox"/>
<b>Bank Total</b>					<b>1,592.34</b>	<b>0.00</b>		

**Washington Mutual**

Date	Type	Vendor/Employee	Check number	Reference	Payments	Deposits	Voided	Cleared
5/31/2012			0	may due to		1,592.34	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bank Total</b>					<b>0.00</b>	<b>1,592.34</b>		
<b>Total</b>					<b>1,592.34</b>	<b>1,592.34</b>		

**General Ledger Recap - Accrual**

Session: 1795	Debit	Credit
<b>Accutera Architects</b>		
<b>Accounting Date: 05/31/2012</b>		
1110 Bank Account - Checking	1,592.34	
Inter-company Due From		1,592.34
<b>Company Total</b>	<b>1,592.34</b>	<b>1,592.34</b>
<b>LLC2</b>		
<b>Accounting Date: 05/31/2012</b>		
Inter-company Due To	1,592.34	
llc 2 cash		1,592.34
<b>Company Total</b>	<b>1,592.34</b>	<b>1,592.34</b>
<b>Session Total</b>	<b>3,184.68</b>	<b>3,184.68</b>

Below is an example of using Vendor Invoice to reconcile the **due to** entries LLC 2 owes Accutera Architects.

LLC 2 owes Accutera \$1592.34 for the value of time/expenses Pat Hill had in May. An intercompany vendor invoice is entered for LLC 2 to pay Accutera and a check is printed right then (figure 9). The session journal indicates an in/out to Accounts Payable for LLC 2, a debit relieving the intercompany due to account and a credit to cash, as shown in the report (figure 10).





(Figure 9) Flexible Reconciliation Options

New Existing

Vendor: Accutera Description: Invoice to pay Accutera for Pat's time / exp in May  On hold

Company: LLC2 Date to pay: 05/31/12 Accounting date: 05/31/12

Invoice number: May2012 Amount: 1,592.34

Invoice date: 05/31/12 27 Inter-company invoice

Project	Phase	Activity	Units	Unit Description	Cost Rate	Cost Amount	Billing Units	Billing Rate	Billing Amount	Company	Account
						1,592.34				LLC2	Inter-company Due To

(Figure 10) Flexible Reconciliation Options

**Manage Vendor Invoices**

**Vendor: Accutera**

Invoice number: May2012 Invoice to pay Accutera for Pat's time / exp in May

Invoice date: 05/31/2012 Accounting date: 05/31/2012

Date	Project Description	Phase Description	Activity Description	Cost Units	Cost Rate	Cost Amount	Billed Units	Billed Rate	Billed Amount
5/31/2012				0.00	0.00	1,592.34	0.00	0.00	0.00
<b>Session Total</b>						<b>1,592.34</b>			<b>0.00</b>

**Bank name: llc2 bank**

Check Number	Check Date	Payment type	Vendor Name	Invoice Number	Invoice Date	Amount
3	5/31/2012	Check	Accutera	May2012	5/31/2012	1,592.34
<b>Vendor Total</b>						<b>1,592.34</b>
<b>Total</b>						<b>1,592.34</b>

**General Ledger Recap - Accrual**

Session: 1768		Debit	Credit
<b>LLC2</b>			
<b>Accounting Date: 05/31/2012</b>			
2210 Accounts Payable		1,592.34	1,592.34
Inter-company Due To		1,592.34	
llc 2 cash			1,592.34
<b>Company Total</b>		<b>3,184.68</b>	<b>3,184.68</b>
<b>Session Total</b>		<b>3,184.68</b>	<b>3,184.68</b>



Below is an example of using Client Receipts to reconcile the **due from** entries LLC 2 owes Accutera Architects

Accutera then enters an intercompany cash receipt into Ajera for the funds received from LLC 2 (figure 11). This will debit cash and credit the Intercompany due from LLC 2 (figure 12).

(Figure 11) Flexible Reconciliation Options

New		Deposits	Existing	Prepayments
Type	Inter Company	Received from	LLC2	
Receipt company	Accutera Architects			
Receipt date	05/31/12	Method	Check	ID May2012
Amount	1,592.34	ABA		
		Notes		

  

Account	Department	Amount
Inter-company Due From		1,592.34

(Figure 12) Flexible Reconciliation Options

**Manage Client Receipts**

**General Ledger Recap - Accrual**

Session: 1801		Debit	Credit
<b>Accutera Architects</b>			
Accounting Date: 05/31/2012			
1140 Pending Deposits		1,592.34	
Inter-company Due From			1,592.34
	<b>Company Total</b>	<b>1,592.34</b>	<b>1,592.34</b>
	<b>Session Total</b>	<b>1,592.34</b>	<b>1,592.34</b>



## Easy Drill Through Reporting with a New Reconciliation Report

This report (figure 13) will show your intercompany accounts showing you what portion of the account balances are due to or due from other companies. For example Accutera's due from account has \$3060.61 due from LLC 2 and 2118.45 due from LLC 3. The reconciliation report allows for one click drilling into the detail of an entry.

(Figure 13) Easy Drill Through Reporting with a New Reconciliation Report

Date range from: 05/01/2012 to 05/31/2012				Page 1
Company Account Due To-DueFrom Company	Beginning Balance	Debit	Credit	Ending Balance
<b>Accutera Architects</b>	<b>-1,887.40</b>	<b>6,612.38</b>	<b>4,471.23</b>	<b>253.75</b>
<u>Intercompany Due From</u>	<b>308.45</b>	<b>4,870.61</b>		<b>5,179.06</b>
<input type="checkbox"/> <b>LLC 2</b>	<b>130.77</b>	<b>2,929.84</b>		<b>3,060.61</b>
05/01/2012 Invoice Global Blueprinting may 1 2012A		1,498.50		
05/02/2012 In-house Expense		112.50		
05/06/2012 Timesheet Pat Hill		43.84		
05/08/2012 In-house Expense		625.00		
05/15/2012 Invoice RFG Partnership		100.00		
05/21/2012 Expense Report Pat Hill		550.00		
<input type="checkbox"/> <b>LLC 3</b>	<b>177.68</b>	<b>1,940.77</b>		<b>2,118.45</b>
<u>Intercompany Due To</u>	<b>-2,195.85</b>	<b>1,741.77</b>	<b>4,471.23</b>	<b>-4,925.31</b>
<input type="checkbox"/> <b>Accutera Architects</b>	<b>0.00</b>	<b>1,741.77</b>		<b>1,741.77</b>
<input type="checkbox"/> <b>LLC 2</b>	<b>0.00</b>		<b>3,957.00</b>	<b>-3,957.00</b>
<input type="checkbox"/> <b>LLC 3</b>	<b>-2,195.85</b>		<b>514.23</b>	<b>-2,710.08</b>



## Company Information Added into Inquiry for Easy Custom Reporting

Our flexible Inquiry tool (figure 14) allows for easily customizable reports that can incorporate multiple companies. These Inquiries can be used for simplified reconciliation processes or any specialized reporting needs.

(Figure 14) Company Information Added Into Inquiry for Easy Custom Reporting

### Multi-Company Receipt GL Entry

Type	Acting Date	Amount	Accrual Department	Accrual Account	Receipt Company Name	Project Company Name
Receipt	05/21/12	430.88	Company	Bank Account - Checking	Accutera Architects	Accutera Architects
Receipt	05/21/12	(430.88)	Company	Accounts Receivable	Accutera Architects	Accutera Architects
Receipt	05/21/12	312.00	Company	Bank Account - Checking	Accutera Architects	LLC 2
Receipt	05/21/12	(312.00)	Company	Inter-company Due To	Accutera Architects	LLC 2
Receipt	05/21/12	645.00	Company	Bank Account - Checking	Accutera Architects	LLC 2
Receipt	05/21/12	(645.00)	Company	Inter-company Due To	Accutera Architects	LLC 2
Receipt	05/21/12	3,000.00	Company	Chase Interiors Bank Account - C	LLC 2	LLC 2
Receipt	05/21/12	(3,000.00)	Company	Pending Deposits	LLC 2	LLC 2