

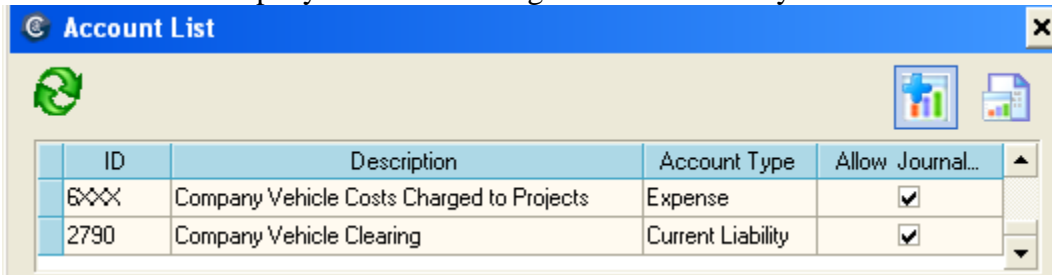
Overview

Objectives and Goals

- 1) Provide one point of entry for employees to record both personal mileage and company vehicle mileage.
- 2) Avoid Ajera reimbursing an employee for company vehicle mileage upon completion of an employee expense report with charges of this nature.
- 3) Avoid negatively impacting the quality of data warehoused in Ajera.

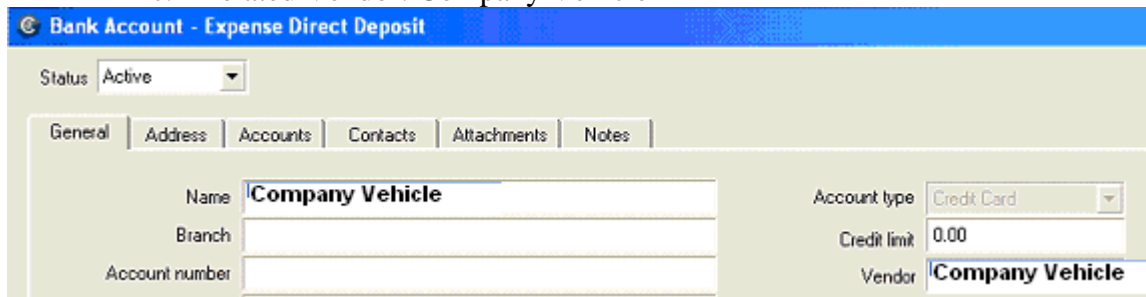
Setups Required

- 1) G/L Accounts
 - a. Company Vehicle Costs Charged - Expense
 - b. Company Vehicle Clearing – Current Liability



ID	Description	Account Type	Allow Journal...
6000	Company Vehicle Costs Charged to Projects	Expense	<input checked="" type="checkbox"/>
2790	Company Vehicle Clearing	Current Liability	<input checked="" type="checkbox"/>

- 2) Bank Account
 - a. Type: Credit Card
 - b. Name: Company Vehicle
 - c. Related Vendor: Company Vehicle



Status: Active

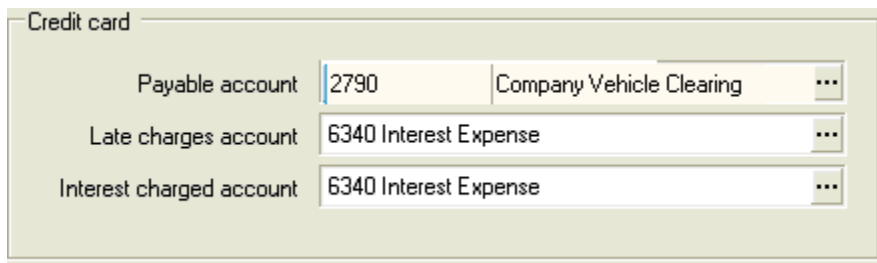
General | Address | Accounts | Contacts | Attachments | Notes

Name: **Company Vehicle**

Account type: Credit Card

Credit limit: 0.00

Vendor: **Company Vehicle**



Credit card

Payable account: 2790 Company Vehicle Clearing

Late charges account: 6340 Interest Expense

Interest charged account: 6340 Interest Expense

- 3) Vendor
 - a. Description: Company Vehicle
 - b. Vendor Type: Credit Card

The screenshot shows a software window titled "Vendor - Expense Direct Deposit". The status is "Active". The "Name" field contains "Company Vehicle". The "Vendor type" is set to "Company Vehicle". There are also fields for "Calculate payment date by" (set to "None"), "Number of days from invoice date" (set to 0), and "Day of the month to pay" (set to 0). The "General" tab is selected, and other tabs include "Address", "1099 Info", "Contacts", "Attachments", and "Notes".

- 4) Employee
 - a. Check the "Use Expense Reports" Box
 - b. Vendor Type: Employee
 - c. Assign Credit Card "Company Vehicle"

The screenshot shows a software window titled "Employee - Kenneth C. Harris". The status is "Active". The "Use expense reports" checkbox is checked. The "Credit card 1" field is set to "Company Vehicle". The "Vendor type" is set to "Employee". There are also fields for "Calculate payment date by" (set to "None") and "Number of days from invoice date" (set to 0). The "General" tab is selected, and other tabs include "Address", "Time & Expense Entry", "Pay Information", "Payroll Taxes", "Deductions/Fringes", "Contacts", and "Attachments".

Global Steps

- 1) Direct employee to fill out the expense report per normal policies and procedures with one addition. The credit card "Company Vehicle" should be assigned to each line item that is associated with a company vehicle.
- 2) After expense reports for the period have been submitted and the approval/review process is completed, use Manage Bank register to enter an "Offset" transaction that will zero out the sum of all expense reports for the period. The offset transaction is coded to the Company Vehicle Offset.
- 3) Reconcile the bank for the period to "clear" the outstanding expense transactions for the period along with the offset transaction. By entering and clearing the

Ajera Work Around Procedure

Charging Company Vehicle Costs via Expense Reports (alternative to mileage log)

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offset transaction, no vendor invoice will be created by Ajera upon completion of the reconciliation.