



“The Force is Strong With This One”
Darth Vader, Star Wars Episode IV, 1977

Quick Start Guide

This section is designed for users that wish to get started with Workamajig using the minimal setup requirements. These recommendations will omit certain advanced functionality to minimize the amount of time required to implement Workamajig.



We have loaded your system with industry standard workflow templates, estimate & invoice layouts, GL accounts and more. These settings should be used if you want to get started quicker.

Workamajig Desktop

When first logging into Workamajig, you can preview the Desktop Setting Video that will help you to customize your Workamajig environment.

The Desktop consist of the Jiggy Bar and the Desktop Area.

The Jiggy Bar has four main components:



This icon is the **Help Guide** in Workamajig. There is a Table of Contents that is designed exactly like the Menu button for easier reference. There is also a keyword search to find information quickly.

View our Tubes under the **Wideos**. Don't forget popcorn!

Getting Started...

Read this **Quick Start Guide** carefully and setup of the following areas from:

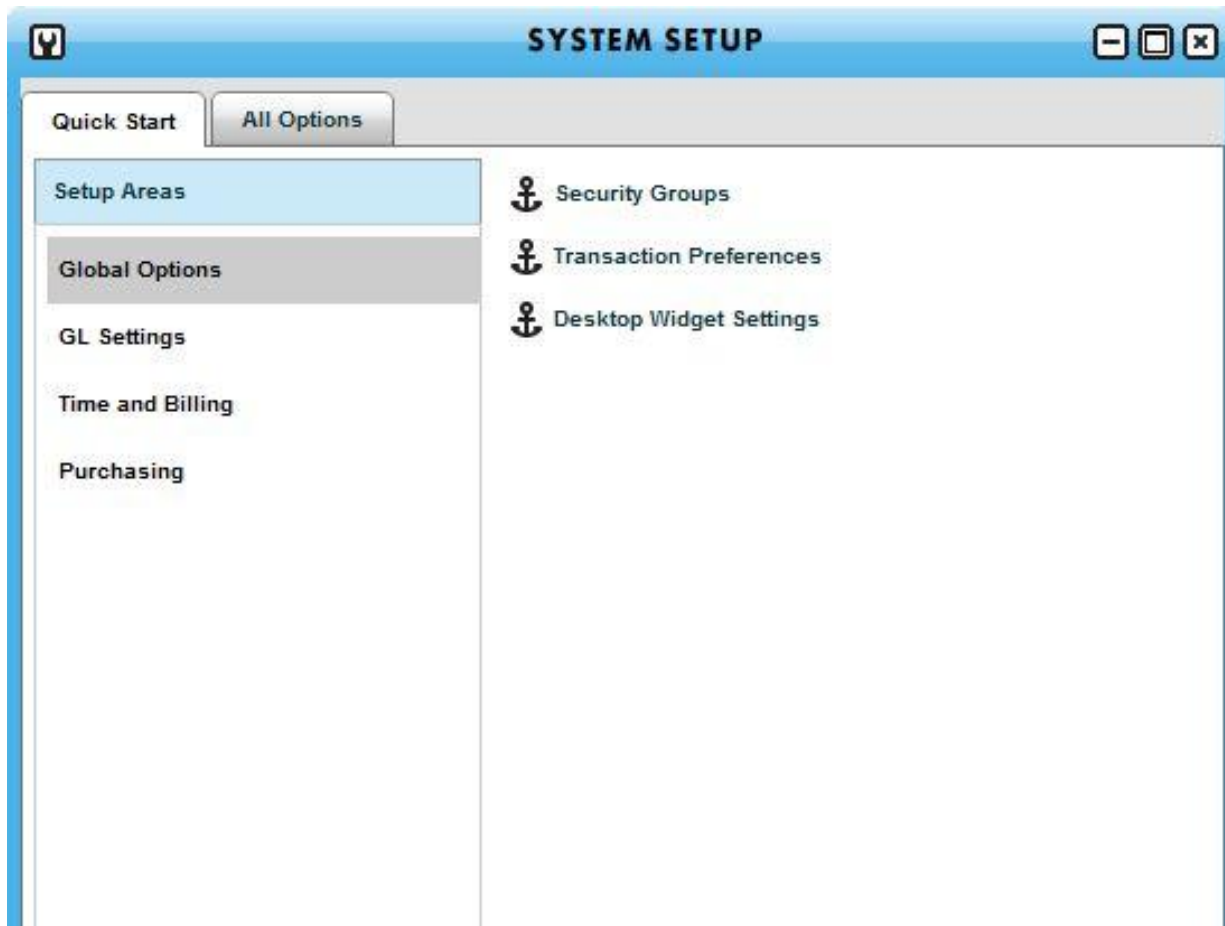
Menu > Admin > System Setup > Quick Start



This is the Menu button. This menu will bring you to a dropdown menu where you can select Admin > System Setup.

Read this Quick Start Guide carefully and setup of the following areas from:

Menu > Admin > System Setup > Quick Start





From **Menu > Admin > System Setup**

Global Options

Security Groups

- Workamajig uses security groups to control what people can do within the system. Each user who logs into the system should be assigned to a security group. If a person is not assigned a security group, they will not be able to use any of the functions within the system. If you are an administrator in the system, you're given all rights automatically by the system. Administrators in Workamajig have super power...
- The list of security options contains the normal options for full users within the system as well as security rights for client and vendor login. The security rights for clients appear at the bottom of the list.
- To add the security group :
In the Group Name text box, enter a name for the security group.
- Select the different options that you would like the security group to have available to them from the list below.
Click the Save button.



Dataset Tab


- The Dataset selection will allow the chosen Security Group with the rights to create Custom Report to use specific Datasets and report information out of the system.

Transaction Preferences

- Use the default Method for project numbering or select a method and starting number to fit your requirements.
- Set the appropriate Next Number for documents like POs, invoices, etc.

Desktop Widget Settings

- Widgets are cool little applets (little application windows) that you can display on your Desktop that will allow you to view company data at a glance. The Widgets will also interact with you dynamically *real time*:
-  Charts style Widgets will display data of your company performance and employees. Information will look like a pie/line charts or a bar graph.
-  The Runner... Or is he dancing? Who knows... All Widgets with The Runner icon will be personal to you and allow "real time" interaction with you. Items like My Timesheet, My Tasks, My Active Projects.
- Widget Settings: By default, you have access to your personal information on your Desktop.

- **How to customize:** From the System Tray, select the  Configure Desktop option and you will see the list of Widgets that you have access to. For additional Widgets, you can ask your Administrator to give you access to more.
- Then, simply drag and drop the widget to the Desktop to view data.
- When you drag and drop Widgets to the Desktop, the system will automatically create your Main Desktop that you may edit as needed. You may also create various Desktops that you can flip through to change views.

GL Settings

GL Accounts

- Update the GL Account Numbers and Description, if necessary.
- General Ledger accounts forms the basis for tracking your financial records in the system. There are different types of GL Accounts that assist in tracking different types of financial information. They also control how and where records will appear on financial statements. The type of account combined with the Account Number control the order in which items will appear on your reports. You can also create rollup accounts that will roll up amounts from sub accounts for summarized reporting. You cannot post values directly to a rollup account.

Control Accounts

- The general ledger Control Accounts page is used to define many of the default GL accounts used within the system. Many of the GL accounts you select here will default on to new transactions that you enter in the system. They're also used to control where certain types of transactions will post in the ledger. You can also control options such as should transactions post the ledger, closing dates, and the beginning of your fiscal year.

GL Tracking Options

- The GL Tracking Options will define how you want the system to keep track of your financial transactions and eventually allow you to report financial data from a Company, Office, Department or GL Class standpoint.

Check Formats

- When adding a new check format, the default check format settings closely match the most common format for a 3-part laser check (Check-Stub-Stub).
- You can obtain computer checks at Deluxe Checks at 800-336-4168. The check form number is 80971. Specify the priority service code K08810 to get 20% off of the first order.
- Adjust the default check-stub-stub format and fine tune the check layout, if necessary.

Time and Billing

□ Services

- A Service is a specific function that you perform when working on Projects. A Service... A Task... What's the difference???
- Tasks are phases, milestones, steps in order to accomplish your Projects. In simple words, they are elements of the schedule.
- Services are different functions that will apply to all of the Tasks.
- We recommend that you set up one exclusive rate per Service. For example, if you have a Senior Copywriting rate and a Junior Copywriting rate, they should be setup as two separate Services. By the way, we shouldn't see your employee's name here...

□ Sales Tax Rates

- Sales tax codes are used to automatically calculate sales tax amounts on project estimates and client invoices. Sales tax codes can also be linked to vendors so that you can automatically determine the amount of sales tax due at the end of the year. The Tax Payable GL Account is used when sales tax is collected on the Client Invoice. The Tax AP GL Account is used when sales tax is paid on vendor invoices for purchases.
- Create Sales Tax Rates, if necessary.

□ Invoice Layouts

- Invoice templates allow you to customize the look and layout of your client invoices. You can specify different logos, addresses and change the position of each element on the page.
- Adjust settings to the default invoice layouts, if necessary.

□ Estimate Layouts

- Estimate Layouts allow you to customize the look and organization of the estimates when printing. You can choose to show more or less details on an estimate, where elements are positioned and also the logo that appears on the estimate. When you create an estimate you can select from the available custom templates to customize the look of the estimate.
- Adjust settings to the default estimate layouts, if necessary.

Purchasing

□ Expense Report Items

- Expense report items are used on expense reports to categorize the types of expenses on the report. Expense report items are also used to determine the GL account entered on the vendor invoice if an expense report is converted to a vendor invoice.
- Update expense report items, if necessary.

□ Purchase Items

- Purchase Items allow you to categorize your purchases for future reporting. Purchase Items may also be used for tracking on-hand quantities of items for simple inventory tracking. Items are also used for tracking Work In Progress in the General Ledger.
- Update purchase items and default markup rates, if necessary.



All Options > Advanced Admin > System Setup Options

- For most users, the default settings in the following areas will work great. However, users may want to review these areas to further customize Workamajig:
 - Address Info
 - Project Status Codes
 - Project Types
 - Billing Items



From **Menu > Admin > Employees**
Employees Setup

□ Basic Info

- The employee screen is used to maintain all the information about your staff. Freelancers would not typically be entered as employees but would be added in the contact management section as a vendor and contact. The basic information screen contains high-level information about each staff person.

□ Login Info

- The login information for an employee is controlled with their login ID, password and active status in the system. If an employee has a login ID and they are marked as active, then you will be billed for the employee. The system tracks activation and deactivation of users to the specific day. If you are billed on a subscription basis, then your invoice will be prorated based on the dates when a user is activated and deactivated. Activation for part of a day is billed as a full day.
- Assign each employee to either Managers or Staff security group. Designate one or two users as the Administrator.

□ Billing Info

- Enter effective Hourly Cost of that employee. This is used to calculate the project profitability.
- Set the Time Approver to be themselves or their supervisor. This will automatically mark their timesheet as approved when they submit the timesheet for approval. **DO NOT FORGET THE TIME APPROVER!**
- Set the Expense Approver to be themselves or their supervisor but **DO NOT LEAVE THIS FIELD BLANK.**

- Enable the Auto Assign option so that this user is automatically assigned to every new project.
- Enter their Vendor ID if they will be submitting expense reports for reimbursements. You must also create a vendor record for each employee.
- Enter a very high value (ie. 1 million) in the limits for PO, Insertion Order, and Broadcast Order limit. This will allow that user to approve POs up to that limit.


Calendar Sharing

- Through calendar sharing you can designate which other staff members have access to either view or manage the employee's calendar.


Client and Vendor access

This is a fancy feature and you can certainly wait until you are comfortable with Workamajig and friends with your trainer so that we can help you with that.


Contacts can be added manually or imported into Workamajig.

Refer to the  **Help Guide > GEEKamajig for Nerds Only > Importing**. You can download a .TXT file already formatted with the proper column headers required for Workamajig imports.

Clients

- Add new clients from **Menu > Billing > **
 - Enter their Company Name and Client ID
 - Select Edit in Contact Management to add contacts related to that client

Vendors

- Add new clients from **Menu > Purchasing > **
 - Enter their Company Name and Vendor ID
 - Select Edit in Contact Management to add contacts related to that vendor

Creating Projects

Creating projects by copying from a project template is the preferred method for creating projects quickly and consistently. Typically, project templates are created for each Project Type where the workflow is different for each type.

There are default project templates already pre-loaded on your account. You can edit those project templates to customize them to fit your workflow or create new ones from scratch. The purpose of Project Templates is to standardize your workflow and the way you estimate each type of project.

If you are creating a new project template, remember to set the Project Status to Template. Also, take an additional step and edit the Accounting tab on the Project Setup screen and enable the Template option to designate that project as a project template.



You must be assigned to the Project Template under the Team tab of the Project Setup screen before you can select that project in the Project to Copy field when adding a new project. This is our number one support question...

You can also create estimates on the Project Template and copy them over when adding a new project. This way, your default estimating assumptions for that type of project can be copied over for each new project instead of having to create it from scratch each time.


Creating Project Templates

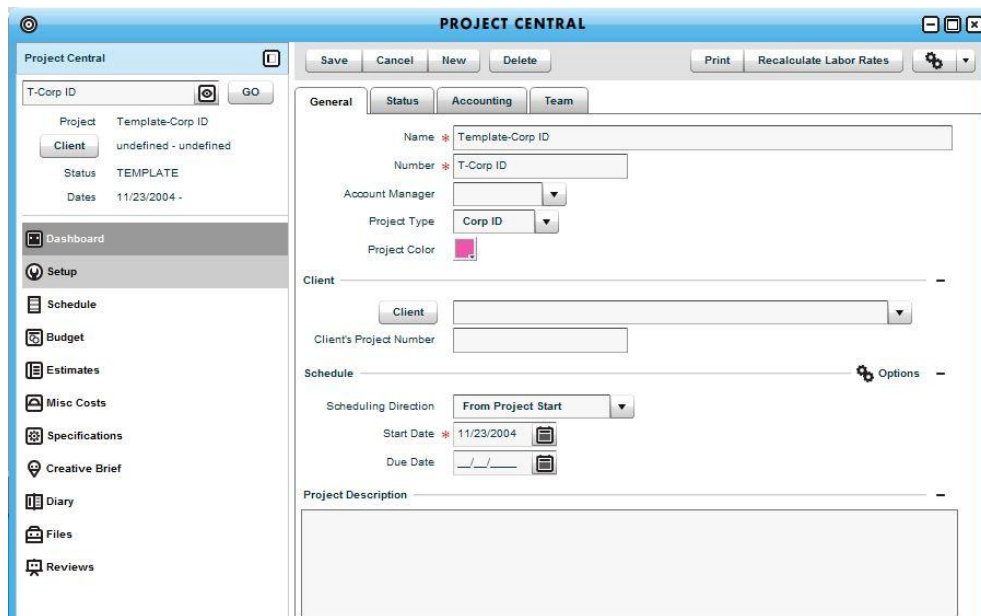
□ Project Templates from our Default

- From **Menu > Projects > Projects**, choose the All Projects option to see the default project templates.
- Double click the project template that you will be editing.
- Select the Project Setup menu button and select the Billing tab
 - Set the Get Rate From option for Labor to Services
 - Set the Get Rate From option for Purchases to Items
- Select the Team tab and assign every user to the project template
- Select the Schedule screen and select New Task to add more Tasks.
- Under the Details tab, you can decide if you want to track Budgets & Expenses for each Tasks.
- Highlight each Task and add predecessors for each Tasks under the Predecessors tab.
- Set the duration (days) for all of the Tasks. Remember that this is simply a Template. It is a skeleton that you will use for your other Projects of the same Type.
- Delete the tasks that will not be used in your workflow for budgeting or time tracking.
- Select the Budget & Estimates menu button and select Estimates
 - Create a default estimate using Task Only or Task and Service (optional).
 - Select the default Services used for that project type and enter any default hours and/or expenses typically expected for that type of project.

Once project templates are created, new projects can be created by simply copying from a project template.


Creating New Projects by Copying from Templates

- From **Menu > Projects > **
- Always Copy Tasks from Another Project (Templates or eventually Projects).
- Select the Project Template in the Project to Copy field and enable the Copy Estimate option. Important to note that if you are not on the Template TEAM, you will **NOT** be able to copy from that Template.
- Enter the rest of the applicable information like Project Name and Client for this new project and select SAVE to create the new project by copying from the project template.
- From the left navigation menu for that Project, you can select the Setup screen and review the General info tab.
- Setup > Accounting tab is used to setup the Billing and Labor Rates requirements for that Project.
- Select the Budget & Estimates menu button and edit the default estimate to match the specific requirements for the new project
- Select the Estimate Layout setting that you want to use for printing out the estimate.
- If you are the Internal Approver of the estimate, then select the Approve action to approve the estimate.
- Once approved, the estimate is now the approved budget for the project.
- The Project also has a Status tab from the Setup left navigation option. Activate the Project with an Active Project Status. You can review your Project Status Codes from Menu > Admin > System Setup > All Options > Global Options > Project Status Codes to review which Status is active. This is also customizable.
- Once the project is active, users will now see that Project on their Active Project list on their Desktop and also see their Tasks that they are assigned to on the Widget
- Once the project is completed, change the Project Status to Completed status. This will inactivate the project and remove those Projects from the user's Desktop.




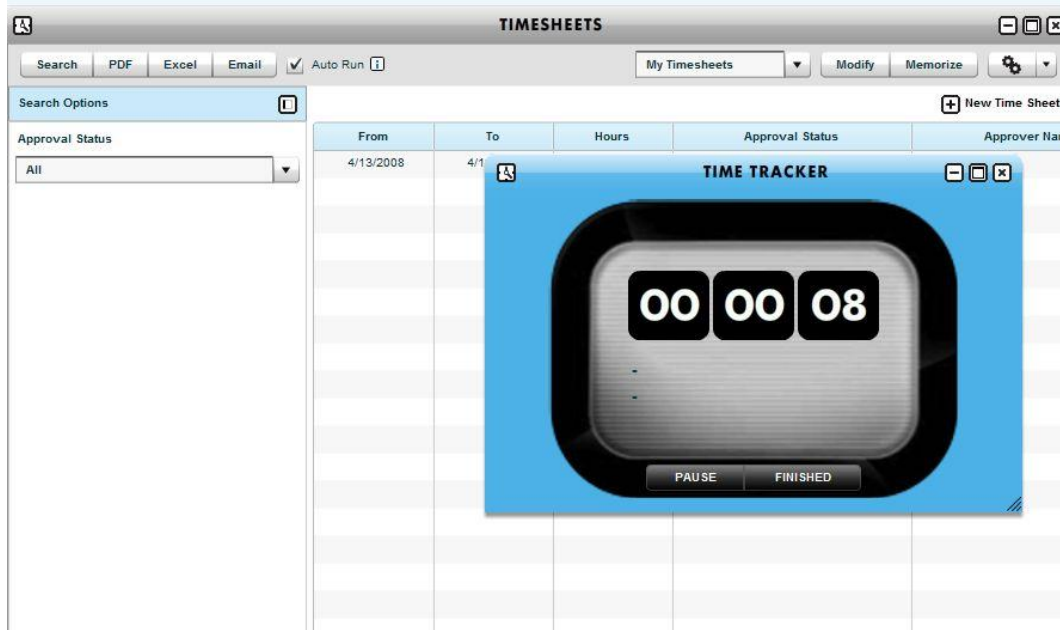
The screenshot shows the 'PROJECT CENTRAL' software interface. The main window is titled 'PROJECT CENTRAL' and has a tabbed interface with 'General', 'Status', 'Accounting', and 'Team' tabs. The 'General' tab is active, showing fields for Name (Template-Corp ID), Number (T-Corp ID), Account Manager (dropdown), Project Type (Corp ID), and Project Color (pink). Below these are fields for Client (dropdown), Client's Project Number, and Schedule (Scheduling Direction: From Project Start, Start Date: 11/23/2004, Due Date). A Project Description field is at the bottom. The left navigation menu includes Dashboard, Setup, Schedule, Budget, Estimates, Misc Costs, Specifications, Creative Brief, Diary, Files, and Reviews. The top of the window has buttons for Save, Cancel, New, Delete, Print, and Recalculate Labor Rates.

Time Entry



- From My Task Widget on the Desktop, select the  to add a new Time Entry. Choose the Start Timer to use our cool Time Tracker:



- From Menu > Timesheets >  to create a new timesheet.
 - You can also use a Grid Format timesheet to log time against multiple Projects at once for the week. Once the timesheet is completed for the week, select the Submit for Approval action. That timesheet will now be automatically approved or submitted for approval to your Time Approver and a new timesheet for next week will be created automatically for that user.
 - Timesheets must be submitted and approved before those hours can be billed out against projects.



Purchases and Expenses


- From **Menu > Purchasing > Purchase Orders > ** to create new POs. Once the PO is created, the user can select the Approve action to approve the PO. Then, select the Print action to print the PO to send to the vendor.
 - The approved PO can be prebilled in advance of receiving the actual vendor invoice.
- Users can also create POs from the Expenses tab of an approved Estimate.
- Once the Vendor Invoice is received, enter the Vendor Invoice under **Menu > Purchasing > Vendor Invoices > **.
 - Select the Order Number for the PO referenced on that vendor invoice.
 - Select the PO Lines received and select Save to create the vendor invoice lines based on the received PO.
 - Once saved, the vendor invoice is automatically approved.
- Supplies can be issued against projects as Misc Costs directly under the **Projects > Misc Costs** menu.
- Expense Reports can be created for staff reimbursements under the **Menu > Expense Reports**.

Once time and expenses are approved, users can create client invoices to bill out those projects.



Billing

- For Time and Materials Billing, go under **Menu > Billing > Time and Materials**. This will show you all unbilled items logged against the project.
 - Select the items to bill and select the Bill Selected Items action to create the invoice.
- For Fixed Fee Billing, go under **Menu > Billing > Fixed Fee**. This will allow you to create client invoices based on the approved project budget.
 - Select the % of Estimate, % of Task, or % of Service and Item option and select Create Invoice to create the client invoice.
- Once the client invoices are created, select the Invoice Layout setting to use for printing the client invoice.

Accounting Workflow

- Accounts Receivable**
 - Enter Receipts under **Menu > Billing > Receipts > ** to enter money received from Clients. Any open client invoices will automatically be looked up when applying the receipt.
- Accounts Payable**
 - Go to Select Invoices for Payment screen under the Purchasing menu to setup vendor payments.
 - Once payments are created, select the Print Checks menu under the Purchasing menu to print out the payments.

Bank Reconciliation

- Once the Bank Statement arrives, go to **Menu > Accounting > Account Reconciliation > ** to create a bank reconciliation statement
- Select  to create a new bank reconciliation. Select the bank account that you wish to reconcile. Enter the Beginning balance and ending Statement balance.
- Select the items to clear on this statement and select Save and Finalize to close the bank reconciliation.
- Select Print to print a copy of the bank reconciliation statement.

Posting General Ledger

- Go to Post Transactions under **Menu > Accounting > Post Transactions** and print the Preposting By Account Report and review the unposted transactions in that report.
- Once the review of the unposted entries is complete, select the Post button to post all unposted transactions through today's date.
- Once posted, the GL balances will be update and you will be ready to run your financial reports under the **Menu > Reports**.

After completing the basic setup and practicing the required workflow as detailed, a **Go-Live** date should be selected and communicated to everyone. By the Go-Live date, all currently open projects should be entered into Workamajig and preparations should also be made to be ready for Go-Live for the Accounting module as detailed below:

Go-Live Procedures

- Run the AR Aging Report, AP Aging Report, and the Trial Balance from your previous accounting system on the day you wish to transition accounting to Workamajig. Typically, we suggest users select a Friday after the most recent AP check run to minimize the amount of open transactions that must be carried over to Workamajig.
- Using the AR Aging Report, enter (or import) the AR invoices in summary. This means that you just enter one line on the invoice for the entire amount of the invoice. The GL Account on that invoice line should be the same as the AR account that it is posting to. This way, there is no net effect on the GL balance. The details are not necessary since it is already captured on the trial balance. You only need to match the Client, Invoice Date, and Amount. Run the AR Aging Report in Workamajig to make sure that it ties to the report from your previous accounting system.
- Repeat the same process for AP invoices, using the AP GL Account.
- Using the Trial Balance, enter a Journal Entry for your starting balances. Make sure that the debits and credits match the Trial Balance from your previous accounting system.
- Verify that the Require GL Accounts and Post to GL option is enabled under Menu > Admin > System Setup > GL Settings > GL Tracking Options.
- Post ALL Transactions. Run the Prepost by Account Report in the Post Transactions screen to verify that there are no unposted transactions. You are now live on accounting in Workamajig.



Users not implementing the Accounting Module in Workamajig can export approved vendor invoices and client invoices to external accounting systems. Users without the Workamajig Accounting module will need to export invoices to their external accounting system to manage the receivables and payables.

Exporting to External Accounting Systems

- From **Menu > Admin > Data Exchange** to export client invoices and vendor invoices.
 - Select Export Vendor Invoices to export vendor invoices
 - Each export option allows the user to choose:
 - The export format depending on the software that they are using
 - The option to include data that has already been downloaded; and
 - The option to flag selected data as download
 - Records that are flagged as downloaded will not be exported again
 - Once the user selects the export button, a link will allow the user to save that file on their computer
 - Switch to the external accounting system and select the saved file to import into the external accounting system