

Deltek.

Maconomy Essentials

*Adding or Removing Document During
Allocation and Approval*

Quick Steps



Adding or Removing Document

1

Step 1: Attach additional documents to a vendor invoice.

2

Step 2: Remove documents on a vendor invoice.

Overview of Quick Steps procedure

Click the numbered circles on the left to move to the first step in each phase.

Use the arrows or Pg Up/Down keys to proceed through each step and sub-step.

[Begin](#)

Best viewed in IE or Adobe PDF Reader.

Adding or Removing Document

1
Step 1 Attach additional documents to a vendor invoice.

2
Step 2: Remove documents on a vendor invoice.

APPROVALS

- Approval Center
- Absence Approval
- Allowance Approval

JOBS

- Jobs
- Draft Invoices
- Invoices

CUSTOMERS

- Customers
- Customer Reports
- Customer Invoicing

ACCOUNTS PAYABLE

- Purchase Orders
- Invoice Allocation

HUMAN RESOURCES

- Employees

REPORTING

- Job Reports
- Management Reports
- Custom Employee Reports
- Custom Job Reports
- Custom Department Manager Reports

Invoice Allocation

All Invoices

Vendor No.	Name	Invoice No.	Description	Type	Amount Incl. Tax, Currency	Invoice Date
..X..	..X..	..X..	..X..	=	>=	=
VN1121901	Cloud	IN11221901	Vendor Invoice 01	Invoice	DKK 1,000.00	11/22/19
VN12131901	Cloud Vendor 2	IN12131902	Cloud Vendor 2	Invoice	DKK 333.00	12/13/19
VN12131901	Cloud Vendor 2	IN12131901	WSCM Vendor Invoice 01	Invoice	DKK 10.00	12/18/19
VN1121901	Cloud	IN1121901	Cloud	Invoice	DKK 500.00	12/18/19
VN12131901	Cloud Vendor 2	IN12131901	Journal 01	Invoice	DKK 1,000.00	12/21/19
VN12131901	Cloud Vendor 2	WSC Vendor Invoic...	Cloud Vendor 2	Invoice	DKK 100.00	12/18/19
VN1121901	Cloud	IN12181905	Cloud	Invoice	DKK 1,000.00	12/24/19
20003	SCION DTU	MD1002	SCION DTU	Invoice	DKK 200.00	10/9/19
20004	Plesner Svane Grønberg	MD1003	Plesner Svane Grønberg	Invoice	DKK 300.00	10/7/19
20004	Plesner Svane Grønberg	MD1004	Plesner Svane Grønberg	Invoice	DKK 400.00	10/8/19
20009	Europæiske Rejseforsikring	MD1005	Europæiske Rejseforsikring	Invoice	DKK 550.00	10/4/19
20338	CAVIDI	MD1006	CAVIDI	Invoice	EUR 560.00	10/8/19
20000	Medicoindustrien	MD1000	Medicoindustrien	Invoice	DKK 100.00	10/2/19
20016	BUCH & HOLM A/S	INV_001	BUCH & HOLM A/S	Invoice	DKK 1,000.00	10/7/19
20003	SCION DTU	MD1000	SCION DTU	Invoice	DKK 125.00	10/2/19
20006	OLE DICH ApS	1100	Test VRM	Invoice	DKK 2,000.00	4/5/18
20006	OLE DICH ApS	2150	Test VRM	Invoice	DKK 2,001.00	4/5/18
20006	OLE DICH ApS	2151	Test VRM	Invoice	DKK 2,002.00	4/5/18
20006	OLE DICH ApS	2152	Test VRM	Invoice	DKK 2,003.00	4/5/18

C
Select a vendor invoice from the filter list.

Adding or Removing Document

1
Step 1 Attach additional documents to a vendor invoice.

2
Step 2: Remove documents on a vendor invoice.

APPROVALS

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- Allowance Approval

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HUMAN RESOURCES

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REPORTING

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Invoice Allocation

All Invoices

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Save Revert Submit for Approval **Attach Document** Other Actions

IN12181901

Cloud Vendor 2 VN12131901

Click Attach Document.

Type: Invoice

Invoice Allocated

Invoice Date: 12/18/19

Amount Excl. Tax	DKK 8.00	DKK 0.00
------------------	----------	----------

Vendor: Cloud Vendor 2 VN12131901
Australia
michaelmorales@deltek.com

Due Date: 1/2/20

Responsible For Allocation

DK-25%	DKK 2.00	DKK 0.00
--------	----------	----------

Purchase Order No.

Amount Incl. Tax	DKK 10.00	DKK 0.00
------------------	-----------	----------

0

ALLOCATION

Purchase Line Type	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantit
--------------------	-----	------	----------	-------------	-------------------	-------------------	---------

There are no records to show in this grid.

+ Add Allocation Line

+ Add Participant Subscribe

Use '@' to add a participant to

Adding or Removing Document

1

Step 1 Attach additional documents to a vendor invoice.

2

Step 2: Remove documents on a vendor invoice.

APPROVALS

- Approval Center
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- Allowance Approval

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Invoice Allocation

IN12181901

Cloud Vendor 2 VN12131901

Type: Invoice

Invoice Date: 12/18/19

Due Date: 1/2/20

Responsible For Allocation

Purchase Order No.

0

Attach Additional Document

Select a file: **Choose Files** No file chosen

Ok

Cancel

E

In the dialog that opens, click **Choose Files** to open your file explorer.

	Invoice	Allocated	Status: Awaits Allocation
Amount Excl. Tax	DKK 8.00	DKK 0.00	Vendor: Cloud Vendor 2 VN12131901 Australia michaelmorales@deltek.com
DK-25% Tax	DKK 2.00	DKK 0.00	
Amount Incl. Tax	DKK 10.00	DKK 0.00	

ALLOCATION

Purchase Line Type	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantity
--------------------	-----	------	----------	-------------	-------------------	-------------------	----------

There are no records to show in this grid.

+ Add Allocation Line

+ Add Participant

Subscribe

Use '@' to add a participant to

Adding or Removing Document

1
Step 1 Attach additional documents to a vendor invoice.

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Step 2: Remove documents on a vendor invoice.

APPROVALS

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The screenshot shows the Deltek iAccess interface with a vendor invoice page in the background. An 'Open' file dialog box is overlaid on the page. The dialog box shows the file 'Official Receipt' selected. Callout F points to the selected file, callout G points to the 'Open' button, and callout H points to the 'Official Receipt PDF' file name field. The background page shows the invoice details for 'IN121819' and a table with columns for 'Purchase Order Type' and 'Quantity'.

Open

<< Click Guides > Official Receipt

Search Official Receipt

Organize New folder

Name Date modified Type

Quick access

This PC

3D Objects

Desktop

Documents

Downloads

Music

Pictures

Videos

Windows (C:)

Network

File name: Official Receipt PDF All Files

Open Cancel

Official Receipt

Select the file/s you want to upload.

Click Open, or press ENTER.

Invoice Allocation

IN121819

Cloud Vendor 2

Type: Invoice

Invoice Date: 12/20/20

Due Date: 1/2/2021

Responsible For A

Purchase Order N

0

ALLOCATION

Purchase Order Type

Quantity

There are no records to show in this grid.

+ Add Allocation Line

Revert Submit for Approval Attach Document Other Actions

Open

+ Add Participant Subscribe

Use '@' to add a participant to

Adding or Removing Document

1
Step 1 Attach additional documents to a vendor invoice.

2
Step 2: Remove documents on a vendor invoice.

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Invoice Allocation

IN12181901

Cloud Vendor 2 VN12131901

Type: Invoice

Invoice Date: 12/18/19

Due Date: 1/2/20

Responsible For Allocation

Purchase Order No.

0

Attach Additional Document

Select a file: Choose Files Official Receipt.pdf

Ok

Cancel

H
Click Ok.

	Invoice		
Amount Excl. Tax	DKK 8.00	DKK 8.00	
DK-25% Tax	DKK 2.00	DKK 2.00	
Amount Incl. Tax	DKK 10.00	DKK 10.00	

ALLOCATION DOCUMENTS

Document	Type	Size	Changed On	Changed By	Remark
----------	------	------	------------	------------	--------

There are no records to show in this grid.

Adding or Removing Document

1
Step 1 Attach additional documents to a vendor invoice.

2
Step 2: Remove documents on a vendor invoice.

APPROVALS

- Approval Center
- Absence Approval
- Allowance Approval

JOBS

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- Invoices

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ACCOUNTS PAYABLE

- Purchase Orders
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HUMAN RESOURCES

- Employees

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Invoice Allocation

All Invoices ▾

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IN12181901

Cloud Vendor 2 VN12131901

Save

Revert

Submit for Approval

Attach Document

Other Actions ▾

Click Save.

Type: Invoice

Invoice

Status: Awaits Allocation

Invoice Date: 12/18/19

Amount Excl. Tax

DKK 8.00

DKK

Vendor: Cloud Vendor 2

VN12131901

Australia

michaelmorales@deltek.com

Due Date: 1/2/20

Responsible For Allocation

Amount Incl. Tax

DKK 10.00

DKK

Purchase Order No.

ALLOCATION

DOCUMENTS 1

Document

Type

Size

Changed On

Changed By

Remark

Official Receipt.pdf

Adobe Acrobat

55283

2/11/20

Administrator

The file/s are uploaded and listed in the Documents tab.

Adding or Removing Document

1

Step 1: Attach additional documents to a vendor invoice.

2

Step 2 Remove documents on a vendor invoice.

APPROVALS

Approval Center

Absence Approval

Allowance Approval

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Draft Invoices

Invoices

CUSTOMERS

Customers

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Employees

REPORTING

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Management Reports

Custom Employee Reports

Custom Job Reports

Custom Department

Manager Reports

Invoice Allocation

All Invoices

Save Revert Sub

Click the filter list.

B

actions

Open

IN12181901

Cloud Vendor 2 VN12131901

Type: Invoice

Invoice

Allocat

Status: Awaits Allocation

Invoice Date: 12/18/19

Amount Excl.

DKK 8.00

DKK 0.00

Vendor: Cloud Vendor 2 VN12131901

Tax

Responsible For Allocation

DK-25%

DKK 2.00

DKK 0.00

Australia

michaelmorales@deltek.com

Purchase Order No.

0

Amount Incl.

DKK 10.00

Tax

ALLOCATION

DOCUMENTS 1

Purchase Line

Type

Job

Task

Employee

Account No.

Local Account

No.

Entry

Description

There are no records to show in this grid.

A

Under the Accounts Payable menu, go to the Invoice Allocation workspace.

+ Add Allocation Line

+ Add Participant

Subscribe

Adding or Removing Document

1
Step 1: Attach additional documents to a vendor invoice.

2
Step 2 Remove documents on a vendor invoice.

APPROVALS

- Approval Center
- Absence Approval
- Allowance Approval

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Invoice Allocation

All Invoices

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Vendor No.	Name	Invoice No.	Description	Type	Amount Incl. Tax, Currency	Invoice Date
..X..	..X..	..X..	..X..	=	>=	=
VN11121901	Cloud	IN11221901	Vendor Invoice 01	Invoice	DKK 1,000.00	11/22/19
VN12131901	Cloud Vendor 2	IN12131902	Cloud Vendor 2	Invoice	DKK 333.00	12/13/19
 VN12131901	Cloud Vendor 2	IN12131901	WSC Vendor Invoice 01	Invoice	DKK 10.00	12/18/19
VN11121901	Cloud			Invoice	DKK 500.00	12/18/19
VN12131901	Cloud Vendor 2		Journal 01	Invoice	DKK 1,000.00	12/21/19
VN12131901	Cloud Vendor 2	WSC Vendor Invoic...	Cloud Vendor 2	Invoice	DKK 100.00	12/18/19
VN11121901	Cloud	IN12181905	Cloud	Invoice	DKK 1,000.00	12/24/19
20003	SCION DTU	MD1002	SCION DTU	Invoice	DKK 200.00	10/9/19
20004	Plesner Svane Grønberg	MD1003	Plesner Svane Grønberg	Invoice	DKK 300.00	10/7/19
20004	Plesner Svane Grønberg	MD1004	Plesner Svane Grønberg	Invoice	DKK 400.00	10/8/19
20009	Europæiske Rejseforsikring	MD1005	Europæiske Rejseforsikring	Invoice	DKK 550.00	10/4/19
20338	CAVIDI	MD1006	CAVIDI	Invoice	EUR 560.00	10/8/19
20000	Medicoindustrien	MD1000	Medicoindustrien	Invoice	DKK 100.00	10/2/19
20016	BUCH & HOLM A/S	INV_001	BUCH & HOLM A/S	Invoice	DKK 1,000.00	10/7/19
20003	SCION DTU	MD1000	SCION DTU	Invoice	DKK 125.00	10/2/19
20006	OLE DICH ApS	1100	Test VRM	Invoice	DKK 2,000.00	4/5/18
20006	OLE DICH ApS	2150	Test VRM	Invoice	DKK 2,001.00	4/5/18
20006	OLE DICH ApS	2151	Test VRM	Invoice	DKK 2,002.00	4/5/18
20006	OLE DICH ApS	2152	Test VRM	Invoice	DKK 2,003.00	4/5/18

C
Select a vendor invoice from the filter list.

Adding or Removing Document

1

Step 1: Attach additional documents to a vendor invoice.

2

Step 2 Remove documents on a vendor invoice.

APPROVALS

Approval Center
Absence Approval
Allowance Approval

JOBS

Jobs
Draft Invoices
Invoices

CUSTOMERS

Customers
Customer Reports
Customer Invoicing

ACCOUNTS PAYABLE

Purchase Orders
Invoice Allocation

HUMAN RESOURCES

Employees

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Job Reports
Management Reports
Custom Employee Reports
Custom Job Reports
Custom Department
Manager Reports

Invoice Allocation

All Invoices

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Save Revert Submit for Approval Attach Document Other Actions

Open

IN12181901

Cloud Vendor 2 VN12131901

Type: Invoice

Invoice

Allocat

Status: Awaits Allocation

Invoice Date: 12/18/19

Amount
Excl.
Tax

DKK 8.00

DKK 0.00

Vendor: Cloud Vendor 2 VN12131901

Australia

michaelmorales@deltek.com

Due Date: 1/2/20

Responsible For Allocation

DK-25%

DKK 2.00

DKK 0.00

Purchase Order No.

0

Amount
Incl.
Tax

DKK 10.00

DKK 0.00

ALLOCATION

DOCUMENTS 1

D

Open the Documents tab.

Document

Type

Remark

Official Receipt.pdf

Adobe Acrobat

55283 2/12/20

Administrator

Adding or Removing Document

1

Step 1: Attach additional documents to a vendor invoice.

2

Step 2 Remove documents on a vendor invoice.

APPROVALS

Approval Center

Absence Approval

Allowance Approval

JOBS

Jobs

Draft Invoices

Invoices

CUSTOMERS

Customers

Customer Reports

Customer Invoicing

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Custom Employee Reports

Custom Job Reports

Custom Department

Manager Reports

Invoice Allocation

All Invoices

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Save Revert Submit for Approval Attach Document Other Actions

Open

IN12181901

Cloud Vendor 2 VN12131901

Type: Invoice

Invoice

Allocat

Status: Awaits Allocation

Invoice Date: 12/18/19

Amount
Excl.
Tax

DKK 8.00

DKK 0.0

Vendor: Cloud Vendor 2 VN12131901
Australia
michaelmorales@deltek.com

Due Date: 1/2/20

Responsible For Allocation

DK-25%

DKK 2.00

DKK 0.0

Purchase Order No.

Amount
Incl.
Tax

DKK 10.00

DKK 0.0

ALLOCATION

DOCUMENTS 1

Document	Type	Size	Changed On	Changed By	Remark
Official Receipt.pdf	Adobe Acrobat	55283	2/12/20	Administrator	

Row Tools icon
Delete Document

Click Delete Document.

E
Click the Row Tools icon of the document you wish to remove.

Use '@' to add a participant to the conversation

Adding or Removing Document

1

Step 1: Attach additional documents to a vendor invoice.

2

Step 2 Remove documents on a vendor invoice.

Deltex iAccess

APPROVALS
Approval Center
Absence Approval
Allowance Approval

JOBS
Jobs
Draft Invoices
Invoices

CUSTOMERS
Customers
Customer Reports
Customer Invoicing

ACCOUNTS PAYABLE
Purchase Orders
Invoice Allocation

HUMAN RESOURCES
Employees

REPORTING
Job Reports
Management Reports
Custom Employee Reports
Custom Job Reports
Custom Department Manager Reports

Invoice Allocation

All Invoices

IN12181901
Cloud Vendor 2 VN12131901

Type: Invoice
Invoice Date: 12/18/19
Due Date: 1/2/20
Responsible For Allocation: [Dropdown]
Purchase Order No.: 0

	Invoice	Allocati	Status
Amount Excl. Tax	DKK 8.00	DKK 0.0	Vendor: Cloud Vendor 2 Australia michaelmorales@deltex.com
DK-25% Tax	DKK 2.00	DKK 0.0	
Amount Incl. Tax	DKK 10.00	DKK 0.0	

Delete

Are you sure you want to delete this line?

Delete Cancel

G Click Delete.

ALLOCATION **DOCUMENTS** 1

Document	Type	Size	Changed On	Changed By	Remark
Official Receipt.pdf	Adobe Acrobat	55283	2/12/20	Administrator	

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Save Revert Submit for Approval Attach Document Other Actions

Open

+ Add Participant Subscribe

Use '@' to add a participant to the conversation

Adding or Removing Document

1

Step 1: Attach additional documents to a vendor invoice.

2

Step 2 Remove documents on a vendor invoice.

APPROVALS

Approval Center

Absence Approval

Allowance Approval

JOBS

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Save Revert Submit for Approval Attach Document Other Actions

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IN12181901

Cloud Vendor 2 VN12131901

Type: Invoice

Invoice

Allocat

Status: Awaits Allocation

Invoice Date: 12/18/19

Amount Excl.

DKK 8.00

DKK 0.00

Vendor: Cloud Vendor 2 VN12131901

Australia

michaelmorales@deltek.com

Due Date: 1/2/20

Tax

Responsible For Allocation

DK-25%

DKK 2.00

DKK 0.00

Purchase Order No.

Amount Incl.

DKK 10.00

Tax

ALLOCATION DOCUMENTS

Document	Type	Size	Changed On	Changed By	Remark
----------	------	------	------------	------------	--------

There are no records to show in this grid.

The file/s are removed from the Documents tab.

+ Add Participant Subscribe

Use '@' to add a participant to the conversation

Adding or Removing Document

1

Step 1: Attach additional documents to a vendor invoice.

2

Step 2 Remove documents on a vendor invoice.

The screenshot shows the Delttek iAccess web application interface. The left sidebar contains a navigation menu with categories: APPROVALS (Approval Center, Absence Approval, Allowance Approval), JOBS (Jobs, Draft Invoices, Invoices), CUSTOMERS (Customers, Customer Reports, Customer Invoicing), ACCOUNTS PAYABLE (Purchase Orders, Invoice Allocation), and HUMAN RESOURCES (Employees). The main content area is titled 'Invoice Allocation' and displays details for invoice 'IN12181901' from 'Cloud Vendor 2'. It includes fields for Invoice Date (12/18/19), Due Date (1/2/20), and Responsible For. A table below shows the allocation status with columns for Document, Type, Size, Changed On, Changed By, and Remark. The table currently contains no records. Action buttons like 'Save', 'Revert', 'Submit for Approval', and 'Attach Document' are visible at the top right.

Document	Type	Size	Changed On	Changed By	Remark
There are no records to show in this grid.					

This concludes Adding or Removing Document During Allocation and Approval Quick Steps.