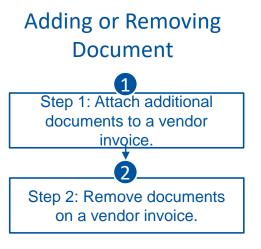
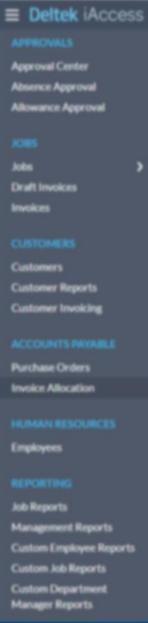
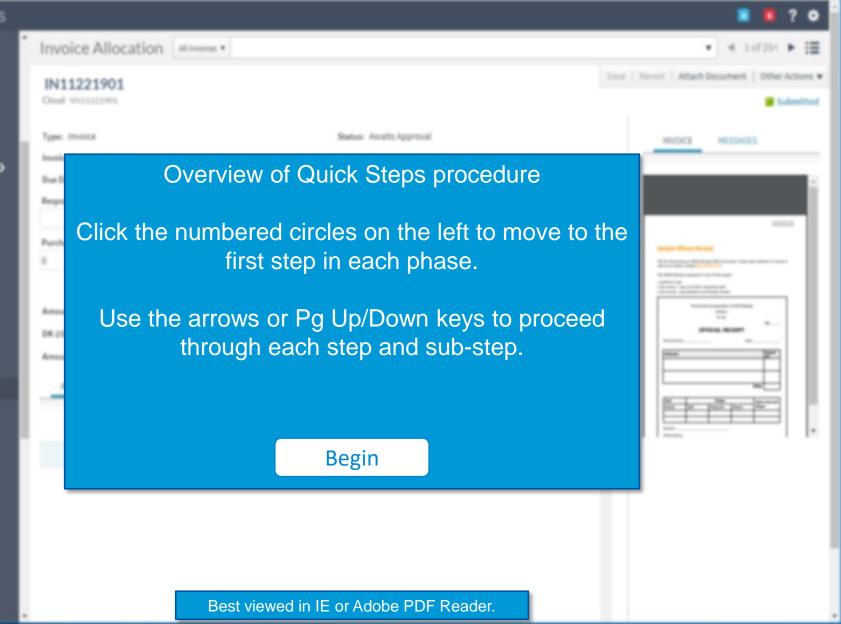
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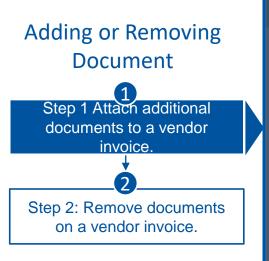
Maconomy Essentials

Adding or Removing Document During Allocation and Approval Quick Steps









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APPROVALS	Invoice Allocation All Invoices •	▼ ◀ 1 of 25+ ▶ 🔚
Approval Center Absence Approval	IN11221901 Cloud VN11121901	ck the filter list.
Allowance Approval		
JOBS	Type: Invoice Invoice Date: 11/22/19 Vendor: Cloud VN11121901	INVOICE MESSAGES
Jobs >	Australia	
Draft Invoices Invoices	Responsible For Allocation michaelmorales@deltek.com	
IIIvoices		STATUTE
CUSTOMERS	Purchase Order No.	Sample Official Receipt
Customers	•	The GC should save an of Otical Receipt OP to the owner / Invest-upon collection of income in cash or by cheaps / Antopay (Bull-encline 12.3). The Official Receipt to program in a set of three copies : • collatore is copy
Customer Reports	Invoice Allocated Unallocated	OC's wood - copy to be find in sequential order OC's wood - copy of bother in the Revised roucher The Owners incorporation of XOX Building
Customer Invoicing	Amount Excl. Tax DKK 800.00 DKK 800.00 DKK 0.00 DK 550' DKK 0.00 DKK 0.00 DKK 0.00	Addess: 56 No. No OFFICIAL RECEIPT
ACCOUNTS PAYABLE	DK-25% DKK 200.00 DKK 200.00 DKK 0.00 Amount Incl. Tax DKK 1,000.00 DKK 0.00 DKK 0.00	Pacalent form Date Particulars demonst
Purchase Orders		
Invoice Allocation	ALLOCATION DOCUMENTS I	T0TAL
HUMAN RESOURCES	menu, go to the Invoice Employee Account No. No. Description Quantity	
Employees	Allocation workspace.	Choi Mayi
REPORTING		
Job Reports		
Management Reports		
Custom Employee Reports		
Custom Job Reports		
Custom Department Manager Reports		
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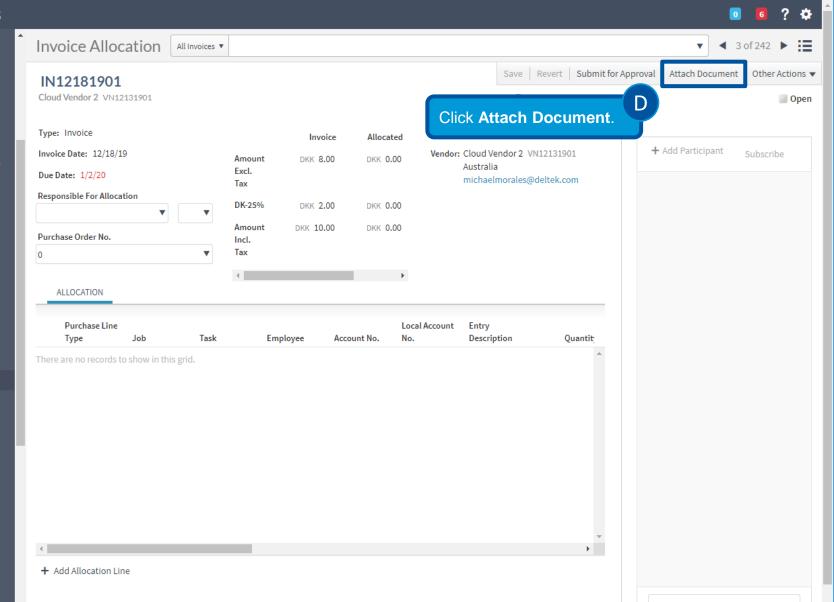
∃ Deltek iAccess
APPROVALS
Approval Center
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JOBS
Jobs >
Draft Invoices
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CUSTOMERS
Customers
Customer Reports
Customer Invoicing
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Job Reports
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Custom Employee Reports
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Manager Reports

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Â	Invoi	ce Allocation	All Invoices 🔻					◀ 3 of	242 🕨	
	Ve	endor No.	Name	Invoice No.	Description	Туре	Amount	-	Invoice Date	e
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۰.	V	N11121901	Cloud	IN11221901	Vendor Invoice 01	Invoice	DKK	1,000.00	11/22/19	•
	V	N12131901	Cloud Vendor 2	IN12131902	Cloud Vendor 2	Invoice	DKK	333.00	12/13/19	
	FB V	N12131901	Cloud Vendor 2		voice 01	Invoice	DKK	10.00	12/18/19	
		N11121901	eloda	ect a vendor i		Invoice	DKK	500.00	12/18/19	
	V	N12131901	Cloud Vendor 2	n the filter list	ournal 01	Invoice	DKK	1,000.00	12/21/19	
	V	N12131901	Cloud Vendor 2	WSC Vendor Invoic	Cloud Vendor 2	Invoice	DKK	100.00	12/18/19	
	V	N11121901	Cloud	IN12181905	Cloud	Invoice	DKK	1,000.00	12/24/19	
	2	0003	SCION DTU	MD1002	SCION DTU	Invoice	DKK	200.00	10/9/19	
	2	0004	Plesner Svane Grønborg	MD1003	Plesner Svane Grønborg	Invoice	DKK	300.00	10/7/19	
	2	0004	Plesner Svane Grønborg	MD1004	Plesner Svane Grønborg	Invoice	DKK	400.00	10/8/19	
	2	0009	Europæiske Rejseforsikring	MD1005	Europæiske Rejseforsikring	Invoice	DKK	550.00	10/4/19	
	2	0338	CAVIDI	MD1006	CAVIDI	Invoice	EUR	560.00	10/8/19	
P.	2	0000	Medicoindustrien	MD1000	Medicoindustrien	Invoice	DKK	100.00	10/2/19	
	2	0016	BUCH & HOLM A/S	INV_001	BUCH & HOLM A/S	Invoice	DKK	1,000.00	10/7/19	
	2	0003	SCION DTU	MD1000	SCION DTU	Invoice	DKK	125.00	10/2/19	
	2	0006	OLE DICH ApS	1100	Test VRM	Invoice	DKK	2,000.00	4/5/18	
	2	0006	OLE DICH ApS	2150	Test VRM	Invoice	DKK	2,001.00	4/5/18	
	2	0006	OLE DICH ApS	2151	Test VRM	Invoice	DKK	2,002.00	4/5/18	
	2	0006	OLE DICH ApS	2152	Test VRM	Invoice	DKK	2,003.00	4/5/18	
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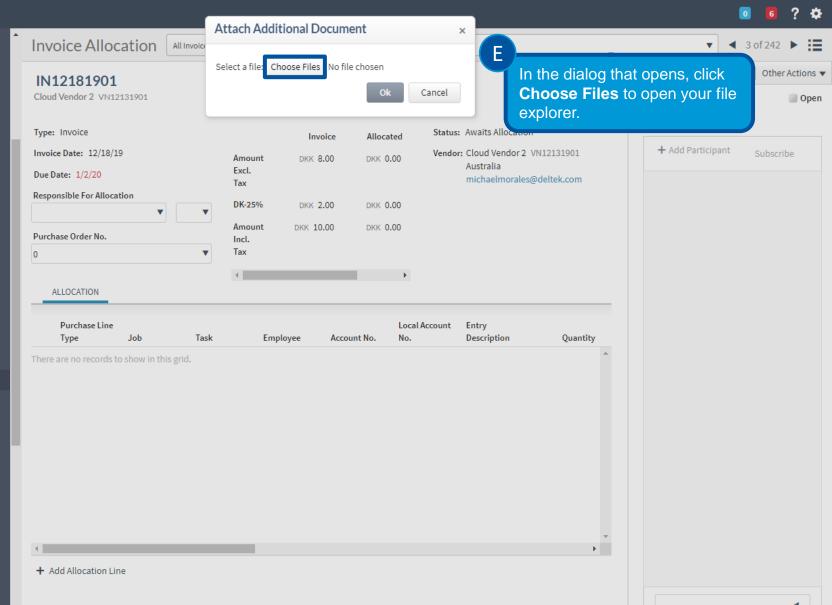
∃ Deltek iAccess Approval Center Absence Approval Allowance Approval Jobs > Draft Invoices Invoices Customers Customer Reports Customer Invoicing Purchase Orders Invoice Allocation Employees REPORTING Job Reports Management Reports Custom Employee Reports Custom Job Reports **Custom Department** Manager Reports



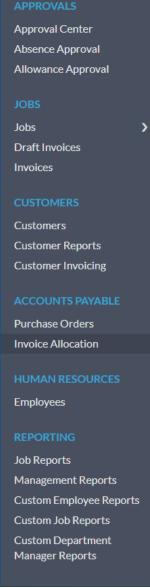
Use '@' to add a participant to 🖪

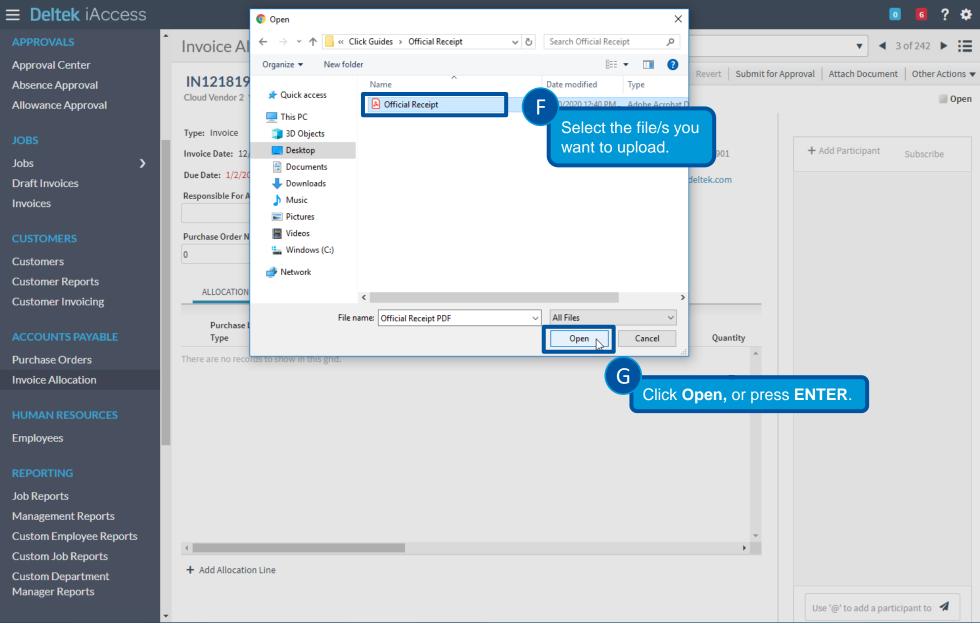


Deltek iAccess Approval Center Absence Approval Allowance Approval Jobs > Draft Invoices Invoices Customers Customer Reports Customer Invoicing Purchase Orders Invoice Allocation Employees Job Reports Management Reports Custom Employee Reports Custom Job Reports Custom Department Manager Reports

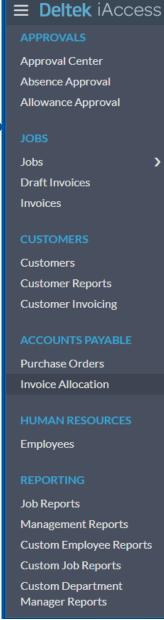


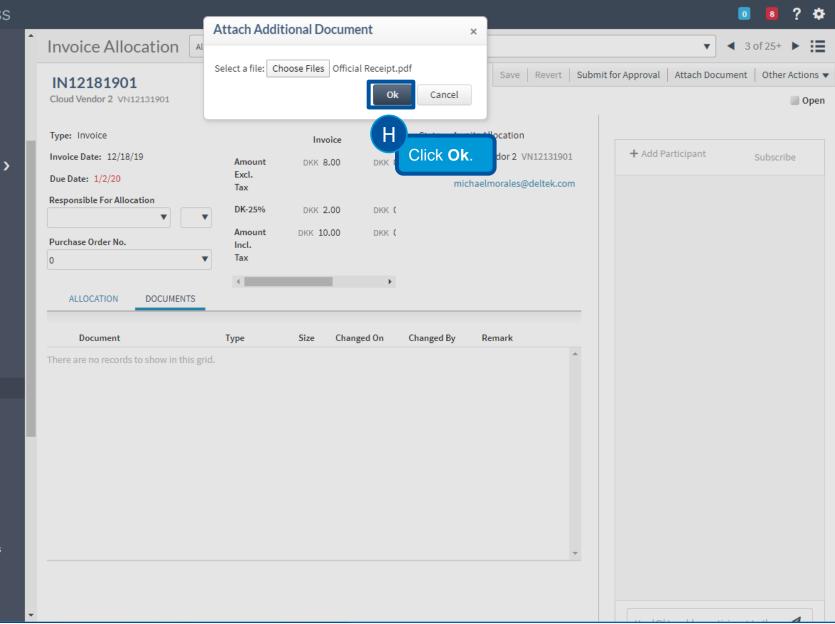




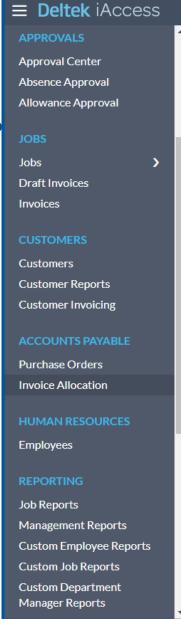


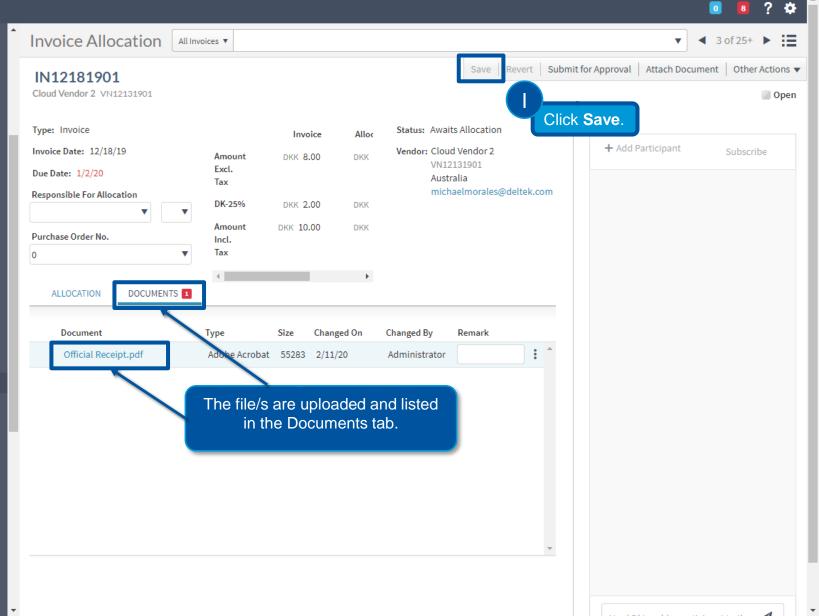


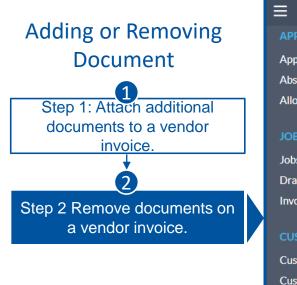












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APPROVALS	Invoice Allocation All Invoices •	▼ ◀ 3 of 25+ ▶ 🧮
Approval Center	Sava Pavort Sub	B Actions V
Absence Approval	IN12181901	he filter liet
Allowance Approval	Cloud Vendor 2 VN12131901	ne mer ist. 🖉 Open
JOBS	Type: Invoice Invoice Allocat Status: Awaits Allocation	
Jobs	Invoice Date: 12/18/19 Amount DKK 8.00 DKK 0.1 Vendor: Cloud Vendor 2 VN12131901 + Add Participant	t Subscribe
Draft Invoices	Due Date: 1/2/20 Excl. Australia Tax michaelmorales@deltek.com	
Invoices	Responsible For Allocation DK-25% DKK 2.00 DKK 0,1	
	Amount DKK 10.00 DKK 0,1	
CUSTOMERS	Purchase Order No. Incl.	
Customers	0 ▼ Tax	
Customer Reports		
Customer Invoicing	ALLOCATION DOCUMENTS 1	
ACCOUNTS PAYABLE	Purchase Line Local Account Entry Type Job Task Employee Account No. No. Description	
Purchase Orders	There are no records to show in this grid.	
Invoice Allocation		
HUMAN RESOURCES	Under the Accounts Payable	
	menu, go to the Invoice	
Employees	Allocation workspace.	
REPORTING		
Job Reports		
Management Reports		
Custom Employee Reports		
Custom Job Reports		
Custom Department Manager Reports	+ Add Allocation Line	
Manager Reports		participant to the conversation



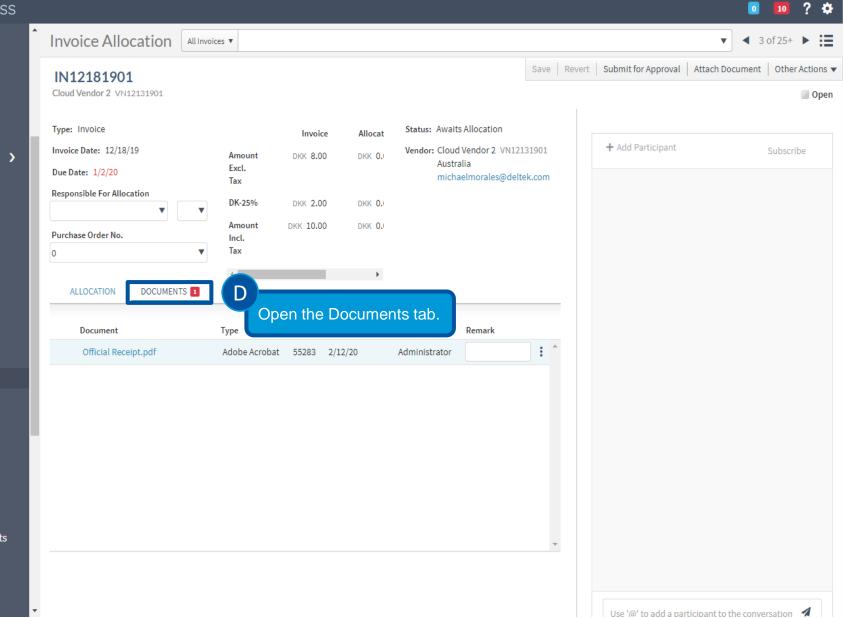
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JOBS	
Jobs >	
Draft Invoices	
Invoices	
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Management Reports	
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Custom Job Reports	
Custom Department Manager Reports	

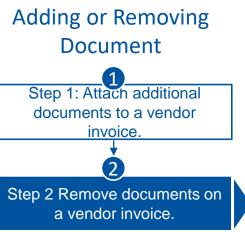
					Amo	ount Incl. Tax,	
Vendor No.	Name	Invoice No.	Description	Туре			Invoice Da
x		x		=	▼ >=		=
VN11121901	Cloud	IN11221901	Vendor Invoice 01	Invoice	DKK	1,000.00	11/22/19
VN12131901	Cloud Vendor 2	IN12131902	Cloud Vendor 2	Invoice	DKK	333.00	12/13/19
VN12131901	Cloud Vendor 2	1012101001	WSC Vender Invoice 01	Invoice	DKK	10.00	12/18/19
VN11121901		Select a vendor		Invoice	DKK	500.00	12/18/19
VN12131901	Cloud Vendor 2	rom the filter list	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 Grønborg	MD1003	Plesner Svane Grønborg	Invoice	DKK	300.00	10/7/19
20004	Plesner Svane Grønborg	MD1004	Plesner Svane Grønborg	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

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∃ Deltek iAccess Approval Center Absence Approval Allowance Approval Jobs З Draft Invoices Invoices Customers Customer Reports Customer Invoicing Purchase Orders Invoice Allocation Employees REPORTING Job Reports Management Reports Custom Employee Reports Custom Job Reports **Custom Department** Manager Reports



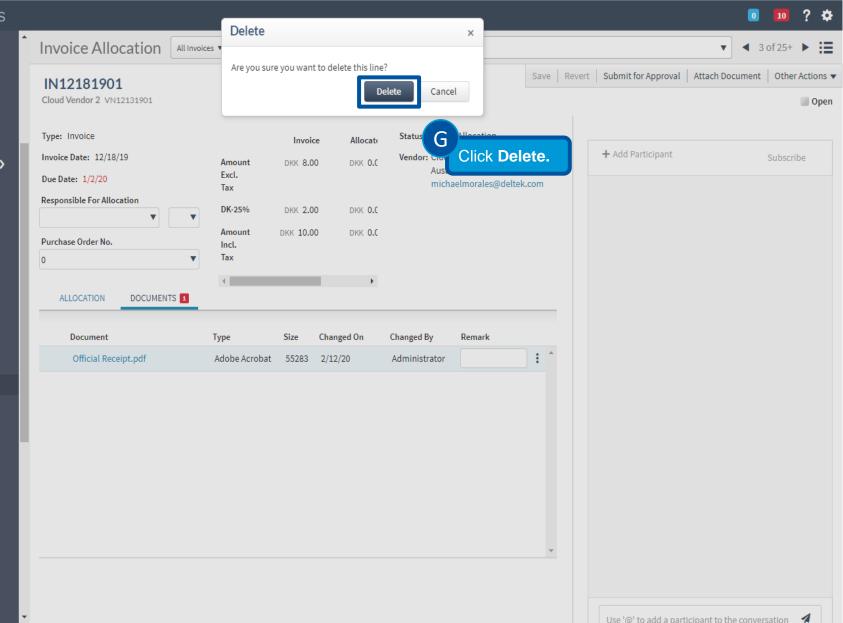


∃ Deltek iAccess Approval Center Absence Approval Allowance Approval Jobs Draft Invoices Invoices Customers Customer Reports Customer Invoicing Purchase Orders Invoice Allocation Employees REPORTING Job Reports Management Reports Custom Employee Reports Custom Job Reports Custom Department Manager Reports

Invoice Allocation	ivoices V							_ 3	10 ?
IN12181901 Cloud Vendor 2 VN12131901					Save	Revert	Submit for Approval	Attach Document	Other Action
Type: Invoice Invoice Date: 12/18/19 Due Date: 1/2/20 Responsible For Allocation Purchase Order No.	Amount Excl. Tax DK-25% Amount Incl. Tax	Invoice DKK 8.00 DKK 2.00 DKK 10.00	Allocat DKK 0,J DKK 0,J DKK 0,J	Status: Awaits Allocation Vendor: Cloud Vendor 2 VN12 Australia michaelmorales@del			+ Add Participant		Subscribe
ALLOCATION DOCUMENTS Document Official Receipt.pdf	Type Adobe Acrobat	55283 2/	anged On 12/20	Changed By Remark Administrator Delete Docum	ent	E	Click the Ro of the docun to remove.		
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∃ Deltek iAccess Approval Center Absence Approval Allowance Approval Jobs 3 Draft Invoices Invoices Customers Customer Reports Customer Invoicing Purchase Orders Invoice Allocation Employees Job Reports Management Reports Custom Employee Reports Custom Job Reports **Custom Department** Manager Reports





∃ Deltek iAccess Approval Center Absence Approval Allowance Approval Jobs Draft Invoices Invoices Customers Customer Reports Customer Invoicing Purchase Orders Invoice Allocation Employees REPORTING Job Reports Management Reports Custom Employee Reports Custom Job Reports Custom Department Manager Reports

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Invoice Allocation All Invoic	ices 🔻		▼ ◀ 3 of 25+ ► 🧮
IN12181901 Cloud Vendor 2 VN12131901		Save Re	evert Submit for Approval Attach Document Other Actions Open
Type: Invoice	Invoice Allocat	Status: Awaits Allocation	
Invoice Date: 12/18/19 Due Date: 1/2/20	Amount DKK 8.00 DKK 0.1 Excl. Tax	Vendor: Cloud Vendor 2 VN12131901 Australia michaelmorales@deltek.com	+ Add Participant Subscribe
Responsible For Allocation	DK-25% DKK 2.00 DKK 0.1		
Purchase Order No.	Amount DKK 10.00 DKK 0. Incl. 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 Documents tab		
			Use '@' to add a participant to the conversation

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■ Deltek iAccess Approval Center Absence Approval Allowance Approval Jobs **Draft Involces** Involces Customers **Customer Reports Customer Invoking Purchase Orders** Invoice Allocation Employees Job Reports Management Reports Custom Employee Reports **Custom Job Reports Custom Department** Manager Reports

