Deltek

Maconomy Essentials

*Approving or Rejecting
a Vendor Invoice*
Quick Steps

Approving or Rejecting a Vendor Invoice

1

Step 1: Approve from the Invoice Allocation workspace.

2

Step 2: Approve or reject an item in the Approval Center.

Deltek iAccess

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Invoice Allocation | All Invoices ▼ | | 14 of 50+

Save | Revert | Approve for Posting | Attach Document | Other Actions ▼

INV_001
BUCH & HOLM A/S 20016

🟩 Submitted

INVOICE   MESSAGES

Type: Invoice

Invoice Date: 10/7/19

Due Date: 11/6/19

Responsible For Alloca

James Grotto

Purchase Order No.

0

Amount Excl. Tax

DK-25%

Amount Incl. Tax

Status: Awaits Approval

Vendor: BUCH & HOLM A/S 20016

ALLOCATION

Purchase Line Type

Job Cost ▼

+ Add Allocation Line

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.

INVOICE

DATE: July 8, 2011
INVOICE #: 4
FOR: Laundry Service

DESCRIPTION | AMOUNT
402.00
35.50
70.00

TOTAL | $ 507.50

Make all checks payable to Vendor Name
Please pay on receipt.

THANK YOU FOR YOUR BUSINESS!

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Invoice Allocation   [All Invoices ▾ | _____ ▾]   ◀ 14 of 50+ ▶   ☰

Save | Revert | Approve for Posting | Attach Document | Other Actions ▾

INV_001
BUCH & HOLM A/S 20016

● Submitted

B Select a vendor invoice from the filter list.

Type: Invoice

Invoice Date: 10/7/19

Due Date: 11/6/19

A/S 20016

Denmark

Responsible For Allocation

[James Grotto ▾]   [2009 ▾]

Purchase Order No.

[0 ▾]

	Invoice	Allocated	Unallocated
Amount Excl. Tax	DKK 800.00	DKK 800.00	DKK 0.00
DK-25%	DKK 200.00	DKK 200.00	DKK 0.00
Amount Incl. Tax	DKK 1,000.00	DKK 1,000.00	DKK 0.00

ALLOCATION   DOCUMENTS **1**

Purchase Line Type	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantity	Unit Price	Amount Excl. Tax
Job Cost ▾	Stammer... ▾	materialer ▾	▾	▾	▾	BUCH &	1.00	DKK 800.00	DKK 800.00

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

+ Add Allocation Line

INVOICE   MESSAGES

Vendor Name   **INVOICE**

Vendor Address
Anytown, USA 00000   DATE: July 8, 2011
                           INVOICE #   4
                           FOR: Laundry Service

Tax ID: xx-xxxxxx

Bill To:
NYU -ISAW
15 E. 84th St. New Yor, NY 10028

DESCRIPTION	AMOUNT
Laundry service (Linens) from April, 2011 (42 x $11)	$ 462.00
Laundry service (towels) from April 2011 (71 pieces x $.50)	35.50
Laundry service (Aprons) from April 2011 (10 pices x $ 7)	70.00

TOTAL $ 567.50

Follow the steps on the next slide to continue approving a vendor invoice for allocation.

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Step 1: Approve from the Invoice Allocation workspace.

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Step 2: Approve or reject an item in the Approval Center.

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REPORTING

Invoice Allocation   All Invoices ▾ [   ] ▾   ◀ 14 of 50+ ▶ ☰

D Click **Approve for Posting.**

Alert   **Approve for Posting**   Attach Document   Other Actions ▾

INV_001
BUCH & HOLM A/S 20016

🟢 Submitted

Type: Invoice

Invoice Date: 10/7/19

Due Date: 11/6/19

Status: Awaits Approval

Vendor: BUCH & HOLM A/S 20016
Denmark

INVOICE   MESSAGES

Responsible For Allocation

| James Grotto ▾ | 2009 ▾ |

Purchase Order No.

| 0 ▾ |

C

If you wish to view the invoice image or other documents related to the invoice, these are shown in the Invoice pane and Documents sub-tab.

	Invoice	Allocated	Unallocated
Amount Excl. Tax	DKK 800.00	DKK 800.00	DKK 0.00
DK-25%	DKK 200.00	DKK 200.00	DKK 0.00
Amount Incl. Tax	DKK 1,000.00	DKK 1,000.00	DKK 0.00

ALLOCATION   **DOCUMENTS** 1

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Job Cost ▾	Stammer ... ▾	materialer ▾	▾	▾	▾	BUCH &	1.00	DKK 800.00	DKK 800.00

➕ Add Allocation Line

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Vendor Address
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DATE: July 8, 2011
INVOICE # 4
FOR: Laundry Service

Tax ID: xx-xxxxxx

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TOTAL $ 567.50

Make all checks payable to Vendor Name
Please pay on receipt.

THANK YOU FOR YOUR BUSINESS!

Approving or Rejecting a Vendor Invoice

Deltek iAccess

Approval Center

Job

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Custom Job Reports

Custom Department Manager Reports

1
Step 1: Approve from the Invoice Allocation workspace.

2
Step 2: Approve or reject an item in the Approval Center.

A
Under the Approvals menu, go to the Approval Center workspace.

B
In the Vendor Invoices tab, select an approval item.

Show Super Approver Lines

...ETS **1**   PURCHASE ORDERS **3**   VENDOR INVOICES **4**

Approve all

	Vendor	Invoice No.	Description		Amount Incl. Tax	Due Date	Purch. Order No.	Status	Approve	Reject	Undo	View Invoice
	In Vitro A/S	JD1001	MD - Test of conversatio...	DKK	500.00	11/29/19	0	Submitted	👍	👎		PrintLay...
	Medicoindustrien	MD1000	Medicoindustrien	DKK	100.00	11/1/19	0	Submitted	👍	👎		Commen...
	Supplier A	INV_001	Supplier A	EUR	1,565.00	2/16/20	0	Submitted	👍	👎		Sample V...
	ALERE A/S	MD22A1	ALERE A/S	DKK	1,000.00	11/6/19	0	Submitted	👍	👎		Error log ...

You can also click the blue Notifications icon to expand your list of unread messages. These include items that need your approval in the Approval Center.

iAccess then navigates to the Approval Center workspace, and opens the Vendor Invoices tab.

Follow the steps on the next slides to continue approving or rejecting an item.

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1

Step 1: Approve from the Invoice Allocation workspace.

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Step 2: Approve or reject an item in the Approval Center.

Approval Center

Job

[▼]   [▼]

○ Show Substitute Lines   ○ Show Super Approver Lines   ○ Show Rejected Lines

TIME SHEETS **216**   TIME SHEET LINES **12**   EXPENSE SHEETS **1**   PURCHASE ORDERS **3**   **VENDOR INVOICES 4**   INVOICE ALLOCATION LINES **1**   JOB BUDGETS **1**   PER DIEM **3**

Approve all

	Vendor	Invoice No.	Description		Amount Incl. Tax	Due Date	Purch. Order No.	Status	Approve	Reject	Undo	View Invoice
↗	In Vitro A/S	JD1001	MD - Test of conversatio...	DKK	500.00	11/29/19	0	Submitted	👍	👎		PrintLay...
↗	Medicoindustrien	MD1000	Medicoindustrien	DKK	100.00	11/1/19	0	Submitted	👍	👎		Commen...
↗	Supplier A	INV-001	Supplier A	EUR	1,565.00	2/16/20	0	Submitted	👍	👎		Sample V...
↗	ALERE A/S	22A1	ALERE A/S	DKK	1,000.00	11/6/19	0	Submitted	👍	👎		Error log ...

C

Click the **View Details** icon to view more information about the approval item.

Follow the steps on the next slides to continue approving or rejecting an item.

Approving or Rejecting a Vendor Invoice

1

Step 1: Approve from the Invoice Allocation workspace.

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Step 2: Approve or reject an item in the Approval Center.

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Invoice Allocation

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Custom Department Manager Reports

Approval Cen...

Job

Show Substitut...

TIME SHEETS **216**

↗
↗
↗
↗

Vendor Invoice   ✕

Vendor: In Vitro A/S 20020   **Entry Date:** 10/30/19

Invoice No.: JD1001   **Invoice Date:** 10/30/19

Company: Company 10 10   **Due Date:** 11/29/19

Job: *None*   **Amount Incl. Tax:** DKK 500.00

Description: **Purch. Order No.:** 0
MD - Test of conversation functionality

                                         Submitted By: Gert Freeman

📄⬇
PrintLayoutErrors.txt
67.00 B

ALLOCATION   **DOCUMENTS 1**

Job	Task	Employee	Remarks	Quantit
Project A	205			1.00 D

↗ Invoice Allocation   [Reject] [Approve] [Close]

iAccess displays the Vendor Invoice wizard where you can review, approve, or reject a vendor invoice for allocation.

Approve	Reject	Undo	View Invoice
👍	👎		PrintLay...
👍	👎		Commen...
👍	👎		Sample V...
👍	👎		Error log ...

[Approve all]

Follow the steps on the next slides to continue approving or rejecting an item.

Approving or Rejecting a Vendor Invoice

1

Step 1: Approve from the Invoice Allocation workspace.

2

Step 2: Approve or reject an item in the Approval Center.

D

To approve a vendor invoice from the list view, click the **Approve** icon on the line.

Follow the steps on the next slide to reject an item.

Deltek iAccess

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Approval Center

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Job

○ Show Substitute Lines   ○ Show Super Approver Lines   ○ Show Rejected Lines

TIME SHEETS **216**   TIME SHEET LINES **12**   EXPENSE SHEETS **2**   PURCHASE ORDERS **3**   VENDOR INVOICES **5**   INVOICE ALLOCATION LINES **1**   PER DIEM **1**

Approve all

	Vendor	Invoice No.	Description		Amount Incl. Tax	Due Date	Purch. Order No.	Status	Approve	Reject	Undo	View Invoice
↗	ALERE A/S	MD1111	ALERE A/S	DKK	12,345.00	11/26/19	0	Submitted	👍	👎		
↗	In Vitro A/S	JD1001	MD - Test of conversatio...	DKK	500.00	11/29/19	0	Submitted	👍	👎		PrintLay...
↗	Medicoindustrien	MD1000	Medicoindustrien	DKK	100.00	11/1/19	0	Submitted	👍	👎		Commen...
↗	Supplier A	INV_001	Supplier A	EUR	1,565.00	2/16/20	0	Submitted	👍	👎		Sample V...
↗	ALERE A/S	MD22A1	ALERE A/S	DKK	1,000.00	11/6/19	0	Submitted	👍	👎		Error log ...

Approving or Rejecting a Vendor Invoice

1

Step 1: Approve from the Invoice Allocation workspace.

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Step 2: Approve or reject an item in the Approval Center.

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☐ Show Substitute Lines

TIME SHEETS **216**   TIME SHEET LINES **12**   PER DIEM **1**

Approve all

Reject Line ✕

Rejection

Remarks

[required field] *

Reject   Cancel

F

Enter a reason for the rejection. This is a required field.

G

Click **Reject**.

iAccess automatically saves your changes, and refreshes the page.

E

To reject an item, click the **Reject** icon on the line. The Reject Line wizard displays.

Vendor	In...		Amount Incl. Tax	Due Date	Purch. Order No.	Status	Approve	Reject	Undo	View Invoice
ALERE A/S	MP1111	ALERE A/S DKK	12,345.00	11/26/19	0	Submitted	👍	👎		
In Vitro A/S			500.00	11/29/19	0	Submitted	👍	👎		PrintLay...
Medicoindustrien	N		100.00	11/1/19	0	Submitted	👍	👎		Commen...
Supplier A	I		1,565.00	2/16/20	0	Submitted	👍	👎		Sample V...
ALERE A/S	N		1,000.00	11/6/19	0	Submitted	👍	👎		Error log ...

Follow the steps on the next slide to undo the approval or rejection of an item.

Approving or Rejecting a Vendor Invoice

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Step 2: Approve or reject an item in the Approval Center.

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⬤ Show Substitute Lines   ⬤ Show Super Approver Lines   ⬤ Show Rejected Lines

TIME SHEETS **216**	TIME SHEET LINES **12**	EXPENSE SHEETS **2**	PURCHASE ORDERS **3**	VENDOR INVOICES **4**	INVOICE ALLOCATION LINES **1**	PER DIEM **1**

Approve all

H

To undo approval or rejection of an item, click **Undo**.

	Vendor	Invoice No.	Description		Amount Incl. Tax	Due Date	Purch. Order No.	Status	Approve	Reject	Undo	View Invoice
↗	ALERE A/S	MD1111	ALERE A/S	DKK	12,345.00	11/26/19	0	Rejected	👍		↺	
↗	In Vitro A/S	JD1001	MD - Test of conversatio...	DKK	500.00	11/29/19	0	Submitted	👍	👎		PrintLay...
↗	Medicoindustrien	MD1000	Medicoindustrien	DKK	100.00	11/1/19	0	Submitted	👍	👎		Commen...
↗	Supplier A	INV_001	Supplier A	EUR	1,565.00	2/16/20	0	Submitted	👍	👎		Sample V...
↗	ALERE A/S	MD22A1	ALERE A/S	DKK	1,000.00	11/6/19	0	Submitted	👍	👎		Error log ...

iAccess automatically saves your changes. When you refresh the browser page, the approved/rejected line is hidden. However, rejected lines remain displayed if you toggle on the Show Rejected Lines field.

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Invoice Allocation [All Invoices ▾] | ◄ 14 of 50+ ► ☰

Save | Revert | Approve for Posting | Attach Document | Other Actions ▾

INV_001
BUCH & HOLM A/S 20016

🟢 Submitted

Type: Invoice

Invoice Date: 10/7/19

Due Date: 11/6/19

Responsible For Allocation

James Grotto

Purchase Order No.

0

Status: Awaits Approval

Vendor: BUCH & HOLM A/S 20016
Denmark

INVOICE | MESSAGES

Inv...

Amount Excl. Tax   DKK 80...

DK-25%   DKK 20...

Amount Incl. Tax   DKK 1,000.00   DKK 1,000.00   DKK 0.00

ALLOCATION   DOCUMENTS 1

Purchase Line Type	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantity	Unit Price	Amount Excl. Tax
Job Cost ▾	Stammer... ▾	materialer ▾	▾	▾	▾	BUCH &	1.00	DKK 800.00	DKK 800.00

◄   ►

➕ Add Allocation Line

**This concludes
Approving or Rejecting
a Vendor Invoice Quick Steps.**

INVOICE

DATE: July 8, 2011
INVOICE #   4
FOR: Laundry Service

DESCRIPTION	AMOUNT
Laundry service (Linens) from April, 2011 (42 x $11)	$ 462.00
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