

Deltek.

# Maconomy Essentials

*Customer Lookups*  
Quick Steps



# Customer Lookups

1  
Step 1: Create and maintain customer details in the Information tab.

2  
Step 2: Review open jobs in the Jobs tab.

3  
Step 2: Review customer invoices in the Invoices tab.

4  
Step 4: View and print a customer's open balance in the Open Entry Statement tab.

- APPROVALS
  - Approval Center
  - Absence Approval
  - Allowance Approval
- JOBS
  - Jobs
  - Draft Invoices
  - Invoices
- CUSTOMERS
  - Customers
  - Customer Reports
  - Customer Invoicing
- ACCOUNTS PAYABLE
  - Purchase Orders
  - Invoice Allocation
- REPORTING
  - Job Reports
  - Management Reports
  - Custom Employee Reports
  - Custom Job Reports
  - Custom Department Manager Reports

Customers Active Customers 1 of 25+ + New Customer

### Cloud Customer 01

-0110001

Save Revert Submit Other Actions

Open

INFORMATION JOBS SUBSCRIPTION ORDERS INVOICES REMINDER LETTERS INTEREST CHARGE NOTICES DOCUMENTS OPEN ENTRY STATEMENT

Address: 10 The Street The Area TTTTTT Car Australia Attn.: Bob St Phone: 1234 michaelmor

Bill to Customer: Cloud Customer 01 -0110001 CRM Integration: None

Responsible Staff Our Contact: Cloud P Employee 7: Cloud P

Details Currency: DKK Customer Type: None

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

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## APPROVALS

- Approval Center
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- Allowance Approval

## JOBS

- Jobs
- Draft Invoices
- Invoices

## CUSTOMERS

- Customers
- Customer Reports
- Invoicing

## ACCOUNTING

- Purchasing
- Invoicing

## REPORTING

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

## Customers

### Cloud Customer 01 -0110001

INFORMATION

Address: 10 The Street  
The Area  
TTTTTT Cams  
Australia  
Attn.: Bob Smith  
Phone: 123456789  
michaelmorales@deltek.com

#### Responsible Staff

Our Contact: Cloud PM EN11111903  
Employee 7: Cloud PM EN11111903

#### Details

Customer Group: All

Use the Information tab to display customer-related information in your Maconomy system, including contact details and assigned staff.

A

Under the Customers menu, go to the Customers workspace.

C

From the **Other Actions** drop-down list, select **Edit** to update the customer's records when needed.

Edit

Attach Documents

Follow the steps on the next slide to continue looking up information using the Information tab.

# Customer Lookups

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## APPROVALS

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- Allowance Approval

## JOBS

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- Draft Invoices
- Invoices

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- Custom Department Manager Reports

Customers

Active Customers

Cloud Customer 01

-0110001

INFORMATION

JOBS

SUBSCRIPTION ORDERS

INVOICES

REMINDER LETTERS

INTEREST

STATEMENT

Address

10 The Street

The Area

Name 4

TTTTTT

Cambs

Australia

Name 5

Attn.

Bob Smith

Phone

123456789

michaelmorales@deltek.com

Bill To Customer

Cloud Customer 01

-0110001

Attn.

Bob Smith

Responsible Staff

Our Contact

Cloud PM

EN11111903

Account Manager

Sales Person

Cloud PM

EN11111903

Employee 7

Cloud PM

EN11111903

Details

Currency

DKK

Language

Danish

Sales Price List

Standard

Customer Type

Customer Group

All

Specification 1

IT/Telecommunications

16

D

Update the customer record as needed.

E

If you want to revert your changes, click **Cancel**. Otherwise, click **Save** or press **ENTER**.

Cancel

Save

Open

# Customer Lookups

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## JOB

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- Draft Invoices
- Invoices

## CUSTOMERS

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- Customer Reports
- Customer Invoicing

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- Purchase Orders
- Invoice Allocation

## REPORTING

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

## Customers

### Cloud Customer 01

-0110001

INFORMATION

JOB

Job No.	Job Name	Project Manager	Bud. Billing, Base	Open Billing, Base	Inv. Billing, Base	Billing Up/Down, Base	Closed
1020030	Example Job		DKK 465,000.00	DKK 50,000.00	DKK 25,000.00	DKK 25,000.00	

Use the Jobs tab to view information about jobs the specified customer is associated with, including budgeted, open, and invoiced billing prices.

Click the job name to view more information about a job.

Example Job  
1020030  
Customer  
Cloud Customer 01 -0110001  
Project Manager  
Brooke Taylor 2128  
More...

# Customer Lookups

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- Invoices

## CUSTOMERS

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- Customer Invoicing

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- Invoice Allocation

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- Custom Department Manager Reports

## Customers

Active Customers

A

Use the Invoices tab to view invoices issued to the Customer.

### Cloud Customer 01

-0110001

- INFORMATION
- JOBS
- SUBSCRIPTION ORDERS
- INVOICES
- REMINDER LETTERS
- INTEREST CHARGE NOTICES
- DOCUMENTS
- OPEN ENTRY STATEMENT

View Details icon

B

Click the **View Details** icon to view more information about the selected invoice. The Invoice wizard displays.

Origin	Invoice Date	Invoice No.	Debit/Credit	Total Amount	Due Date	Company No.	Job No.	Job Name	Project Manager
Job Cost Invoice	2/14/20	1010009	Debit DKK	15,000.00	2/29/20	10	1020030	Example Job	Brooke Taylor
Job Cost Invoice	2/14/20	1010010	Debit DKK	10,000.00	2/29/20	10	1020030	Example Job	Brooke Taylor

Follow the step on the next slide to continue looking up information using the Invoices tab.

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- Invoices

## CUSTOMERS

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- Custom Department Manager Reports

## Customers

### Cloud Customer

-0110001

#### INFORMATION

### Invoice

Invoice 1010009

Cloud Customer 01

Total: DKK 15,000.00 Job No.: 1020030

Invoice Date: 2/14/20 Job Name: Example Job

OVERVIEW SPECIFICATION FOUNDATION ON ACCOUNT RECONCILIATION

Invoice

Invoice No.: 1010009

Type: On Account

Invoice Date: 2/14/20

Due Date: 2/29/20

Price Breakdown

Sales: DKK 15,000.00

Tax: DKK 0.00

Bill to Customer

Bill to Customer: Cloud Customer 01 -0110001

Workflow

Draft Created: 2/14/20 by Administrator

Invoice Approved: 2/14/20 by Administrator

Invoice Printed: 2/14/20 by Administrator

Print Invoice Close

C

From the Invoice wizard, you can choose to print a copy of the invoice.

1 of 25+ + New Customer

Save Revert Submit Other Actions

Open

Job Name	Project Manager
Example Job	Brooke Taylor
Example Job	Brooke Taylor

# Customer Lookups

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- Invoices

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- Purchase Orders
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Customers

Active Customers

1 of 25+

+ New Customer

### Cloud Customer 01

-0110001

INFORMATION JOBS SUBSCRIPTION ORDERS

OPEN ENTRY STATEMENT

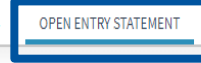
Save Revert Submit Other Actions

Open



B

Click the **View Details** icon to view more information about A/R entries.



A

Use the **Open Entry Statement** tab to view the open entries for a specific customer.



C

Click the **Print** icon on a line to print a PDF version of the open entry.

Company No.	Company Customer	Address	Name	Country	Debit, Currency	Credit, Currency	Print
10	Cloud Customer 01	10 The Street	Bob Smith	Australia	DKK 25,000.00	DKK 0.00	
CN11111901	Cloud Customer 01	10 The Street		Australia	DKK 0.00	DKK 0.00	



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Customers

Active Customers

1 of 25+

+ New Customer

## Cloud Customer 01

-0110001

Save | Revert | Submit | Other Actions

Open

INFORMATION | JOBS | SUBSCRIPTION ORDERS | INVOICES | REMINDER LETTERS | INTEREST CHARGE NOTICES | DOCUMENTS | OPEN ENTRY STATEMENT

Address: 10 The Street  
The Area  
TTTTTT Cams  
Australia  
Attn.: Bob Smith  
Phone: 123456789  
michaelmorales@deltek

Bill to Customer: Cloud Customer 01 -0110001

CRM Integration: None

Attn.: Bob Smith

Responsible Staff

Our Contact: Cloud PM EN111119

Employee 7: Cloud PM EN111119

Details

Currency: DKK

Customer Type: None

Customer Group: All

Specification 1: 17 Telecommunications 16

This concludes Customer Lookups Quick Steps.