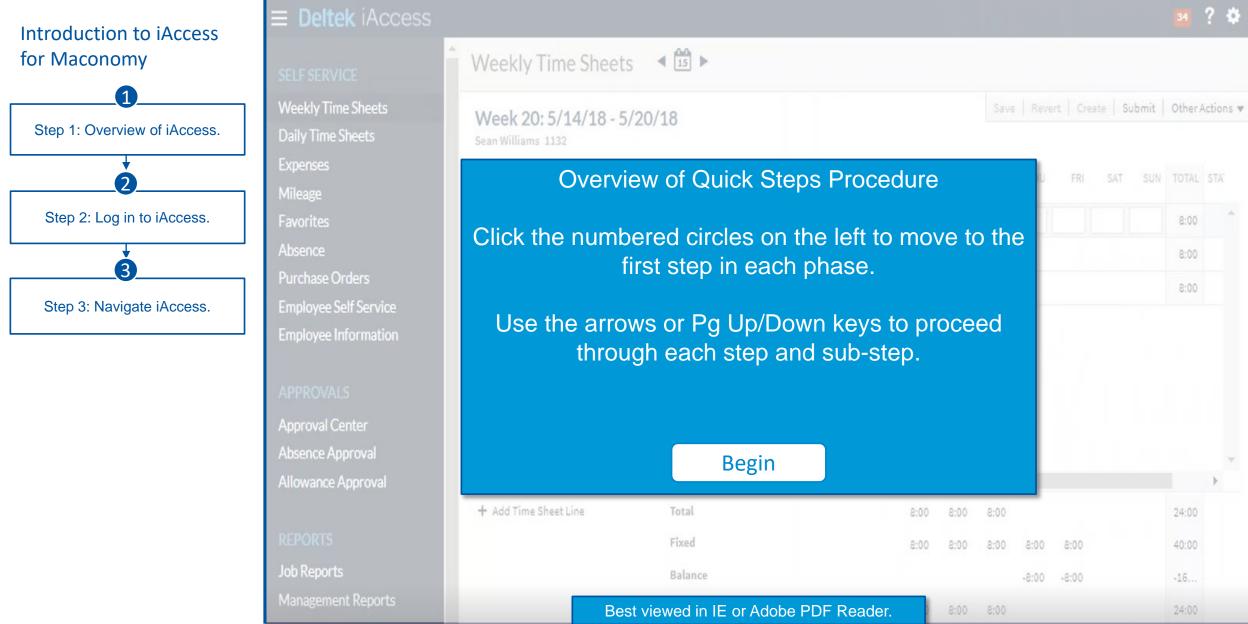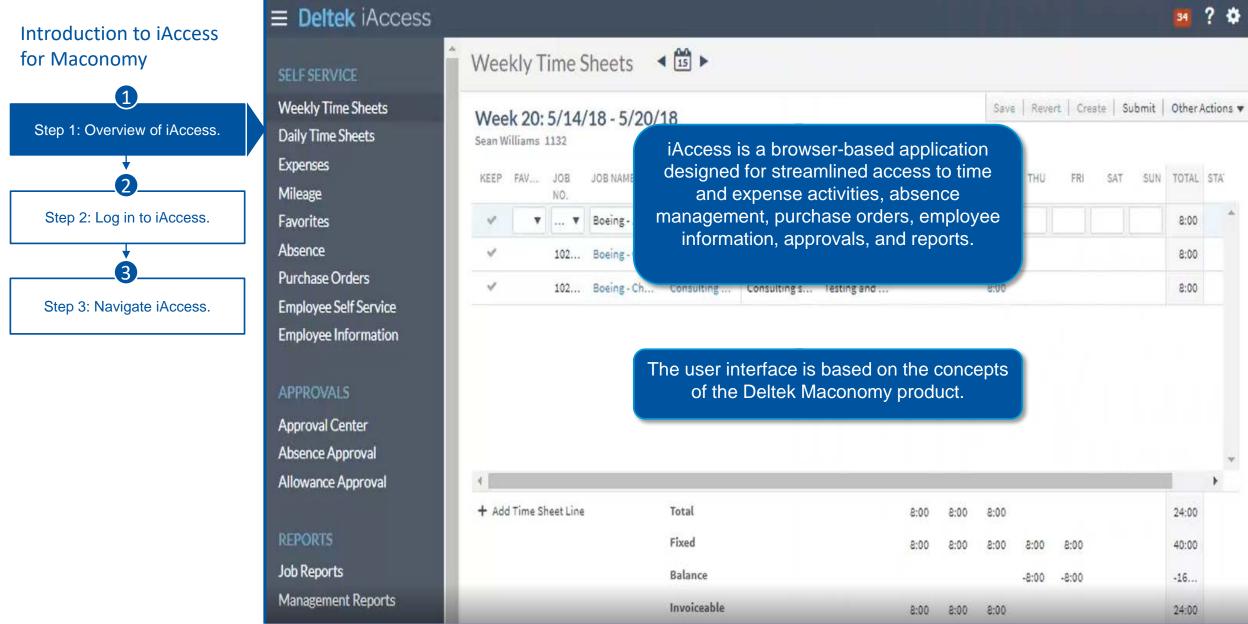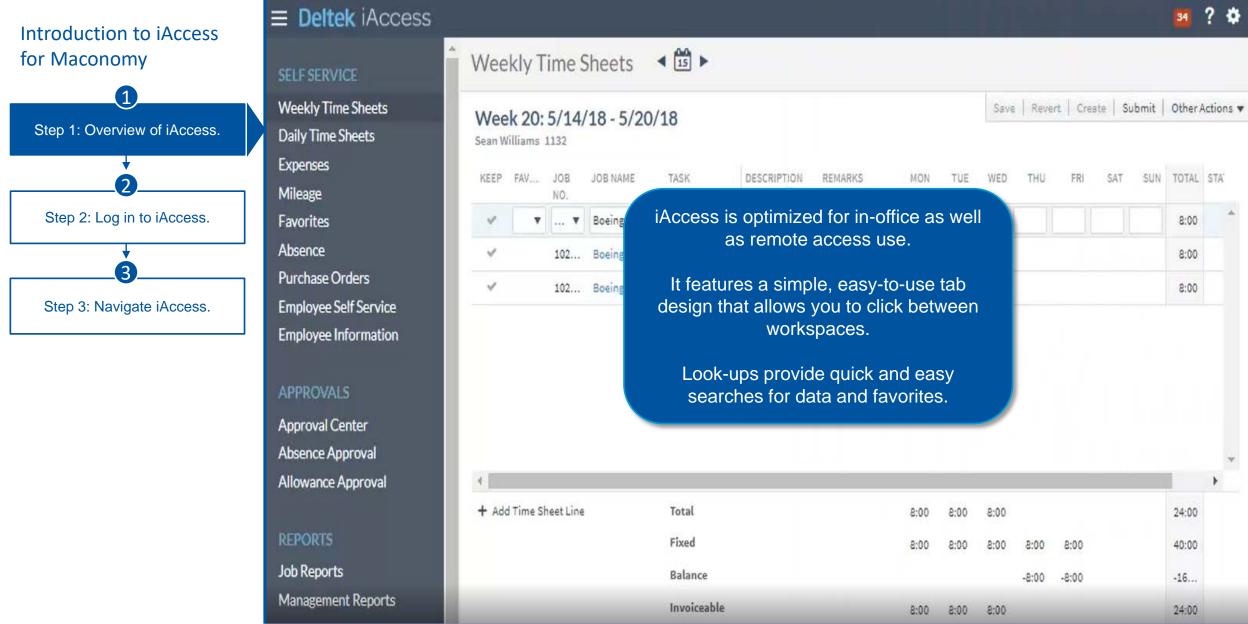# Deltek

Maconomy Essentials

Introduction to iAccess for Maconomy

Quick Steps

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Week 20: 5/14/18 - 5/20/18

Save | Revert | Create | Submit | Other Actions ▼

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Sean Williams 1132

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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

FRI SAT SUN TOTAL STA

8:00

8:00

8:00

+ Add Time Sheet Line   Total   8:00 8:00 8:00   24:00

REPORTS

Fixed   8:00 8:00 8:00 8:00 8:00   40:00

Job Reports

Balance   -8:00 -8:00   -16...
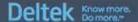
Management Reports

Best viewed in IE or Adobe PDF Reader.

8:00 8:00   24:00

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KEEP	FAV...	JOB NO.	JOB NAME			THU	FRI	SAT	SUN	TOTAL	STA
✓	▼	... ▼	Boeing -							8:00	
✓		102...	Boeing -							8:00	
✓		102...	Boeing - Ch...	Consulting ...	Consulting s...	Testing and ...	8:00			8:00	

+ Add Time Sheet Line

			THU	FRI	SAT	SUN	TOTAL
Total	8:00	8:00	8:00				24:00
Fixed	8:00	8:00	8:00	8:00	8:00		40:00
Balance				-8:00	-8:00		-16...
Invoiceable	8:00	8:00	8:00				24:00

iAccess is a browser-based application designed for streamlined access to time and expense activities, absence management, purchase orders, employee information, approvals, and reports.
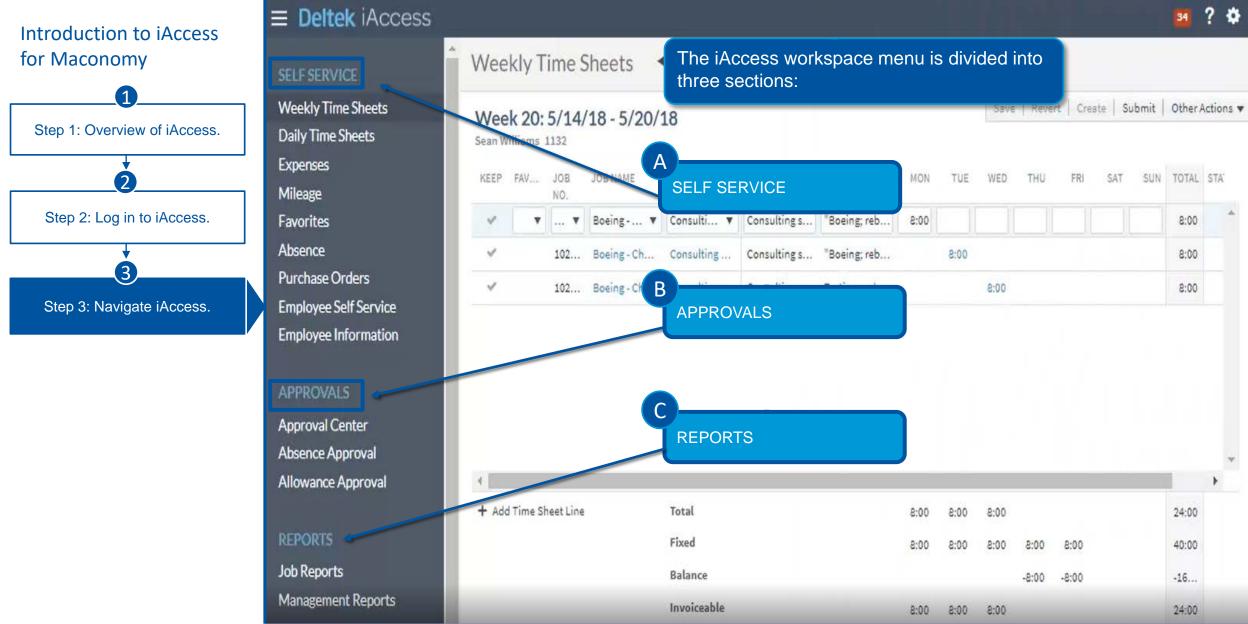
The user interface is based on the concepts of the Deltek Maconomy product.

Introduction to iAccess for Maconomy

iAccess is optimized for in-office as well as remote access use.

It features a simple, easy-to-use tab design that allows you to click between workspaces.

Look-ups provide quick and easy searches for data and favorites.

Introduction to iAccess for Maconomy

1 Step 1: Get overview of iAccess for Maconomy.

2 Step 2: Log in to iAccess.

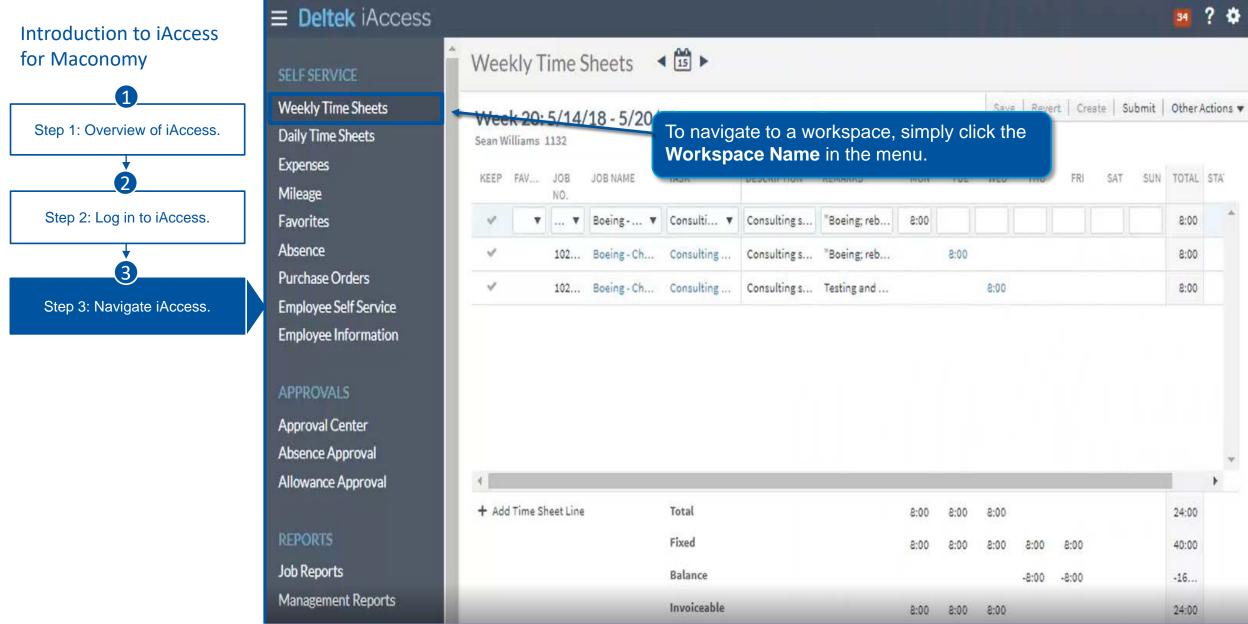**3** Step 3: Navigate iAccess.

Deltek Know more. Do more.™

English (United States) ▼

To log in to iAccess for Maconomy:

iAccess for Maconomy

USER NAME

Enter User Name

PASSWORD

Enter Password

Login

A Enter your **username**.

B Enter your **password**.

C Click **Login**.

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The iAccess workspace menu is divided into three sections:

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B — APPROVALS

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C — REPORTS

Save | Revert | Create | Submit | Other Actions ▼

KEEP	FAV...	JOB NO.	JOB NAME				MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL	STA'
✓	▼	... ▼	Boeing - ... ▼	Consulti... ▼	Consulting s...	"Boeing; reb...	8:00							8:00	
✓		102...	Boeing - Ch...	Consulting ...	Consulting s...	"Boeing; reb...		8:00						8:00	
✓		102...	Boeing - Ch...						8:00					8:00	

➕ Add Time Sheet Line

	MON	TUE	WED	THU	FRI		TOTAL
Total	8:00	8:00	8:00				24:00
Fixed	8:00	8:00	8:00	8:00	8:00		40:00
Balance				-8:00	-8:00		-16...
Invoiceable	8:00	8:00	8:00				24:00

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Save | Revert | Create | Submit | Other Actions ▼

> To navigate to a workspace, simply click the **Workspace Name** in the menu.

KEEP	FAV...	JOB NO.	JOB NAME	TASK	DESCRIPTION	REMARKS	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL	STA
✓	▼	... ▼	Boeing - ... ▼	Consulti... ▼	Consulting s...	"Boeing; reb...	8:00							8:00	
✓		102...	Boeing - Ch...	Consulting ...	Consulting s...	"Boeing; reb...		8:00						8:00	
✓		102...	Boeing - Ch...	Consulting ...	Consulting s...	Testing and ...			8:00					8:00	

		MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
✚ Add Time Sheet Line	Total	8:00	8:00	8:00					24:00
	Fixed	8:00	8:00	8:00	8:00	8:00			40:00
	Balance				-8:00	-8:00			-16...
	Invoiceable	8:00	8:00	8:00					24:00

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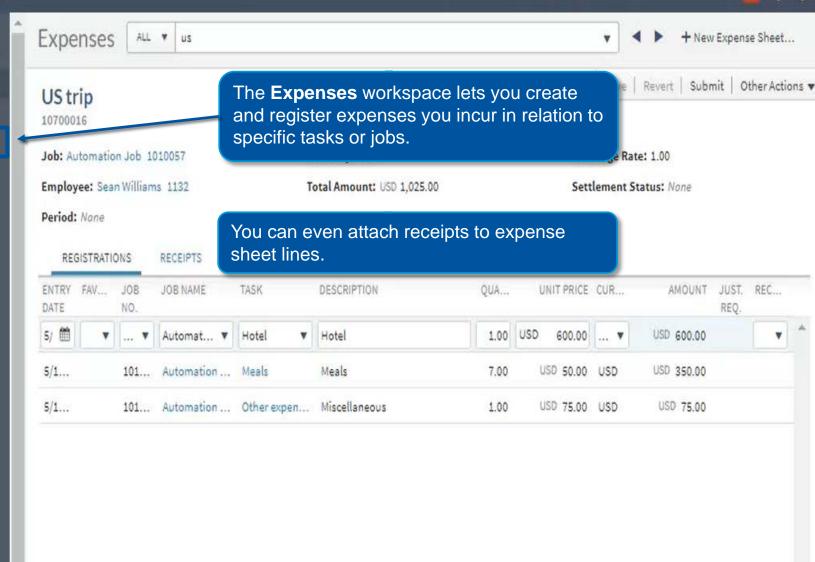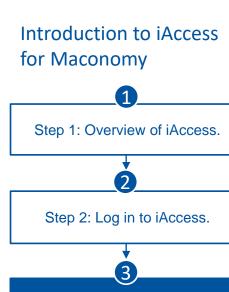
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Week 20: 5/14/18 - 5/20/18

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KEEP	FAV...	JOB NO.	JOB NAME				FRI	SAT	SUN	TOTAL	STA
✓	▼	... ▼	Boeing - ... ▼							8:00	
✓		102...	Boeing - Ch...							8:00	
✓		102...	Boeing - Ch...	Consulting ...	Consulting s...	Testing and ...	8:00			8:00	

Save | Revert | Create | Submit | Other Actions ▼

+ Add Time Sheet Line

	FRI	SAT	SUN	TOTAL
Total	8:00	8:00	8:00		24:00
Fixed	8:00	8:00	8:00	8:00	8:00	40:00
Balance				-8:00	-8:00	-16...
Invoiceable	8:00	8:00	8:00		24:00

The **Weekly Time Sheets** workspace allows you to register your time for the week.

You can also specify details, such as the relevant **Job** or **Task**, and a **Description**.

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5/16/18

Sean Williams 1132

Submit | Other Actions ▼ ▼

🟥 Due

The **Daily Time Sheets** workspace allows you to register daily time and specify details similar to those in the **Weekly Time Sheets** workspace.

KEEP	FAVORITE	CUSTOMER	JOB NO.	JOB NAME	TASK	DAILY DESCRIPTION	HOURS	STATUS
✓		Boeing	1020007	Boeing - Change man...	Consulti...		6:00	
✓	▼	AT&T ▼	0003 ▼	TLX-PDM-QA ▼	Syst... ▼		2:00	⋮

+ Add Time Sheet Line

Total	8:00	∧
Fixed	8:00	
Balance		
Invoiceable	8:00	

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Expenses | ALL ▾ | us | ▾ | ◀ ▶ | + New Expense Sheet...

Revert | Submit | Other Actions ▾

US trip
10700016

Job: Automation Job 1010057

Employee: Sean Williams 1132

Period: None

Total Amount: USD 1,025.00

e Rate: 1.00

Settlement Status: None

The **Expenses** workspace lets you create and register expenses you incur in relation to specific tasks or jobs.

You can even attach receipts to expense sheet lines.

REGISTRATIONS | RECEIPTS

ENTRY DATE	FAV...	JOB NO.	JOB NAME	TASK	DESCRIPTION	QUA...	UNIT PRICE	CUR...	AMOUNT	JUST. REQ.	REC...
5/ ▾	▾	... ▾	Automat... ▾	Hotel ▾	Hotel	1.00	USD 600.00	... ▾	USD 600.00		▾
5/1...		101...	Automation ...	Meals	Meals	7.00	USD 50.00	USD	USD 350.00		
5/1...		101...	Automation ...	Other expen...	Miscellaneous	1.00	USD 75.00	USD	USD 75.00		

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Mileage ALL ▼ Search for Mileage Sheets ▼ ◀ ▶ + New Mileage Sheet...

Save | Revert | Submit | Other Actions ▼

Customer Meeting
10700014

Job: Metlife - Management support 1020

Employee: Sean Williams 1132

REGISTRATIONS DOCUMENTS

ENTRY DATE	FAVORITE	JOB NO.	JOB NAME	QUANT...	AMOUNT	VEHICLE	FROM	TO	DOCU...
5... 🗓	▼	10... ▼	Metlife - Man... ▼	3.00	USD 1.32	Own Car ▼	Home	Office	▼ ⋮
5/15/18		1020006	Metlife - Manage...	3.00	USD 1.32	Own Car	Office	Home	

+ Add Mileage Sheet Line

> If you need to specifically file mileage-related expenses, the **Mileage** workspace lets you create and register mileage sheets.

> You can also attach supporting documents to your mileage sheet lines.

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Favorites

Save | Revert | Edit

FAVORITE	JOB NO.	JOB NAME	TASK	TIME	EXPENSE	MILEAGE
Dunhill				✓	✓	✓
Travel Expenses	0002	Project iACCESS	Travel airfare, taxi etc.		✓	✓
Project iACCESS, Invoicing ...	0002 ▼	Project iACCESS ▼	Invoicing on Account ▼		✓	✓ ⋮

+ Add Favorite

In the **Favorites** workspace, you can create and save combinations of project and task information. You can then use these fields to quickly fill out fields during time and expense registration.

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Save | Revert | Edit

2018: 1/1/18 - 12/31/18

Employee: Sean Williams 1132

Date Selected: 5/15/18

ABSENCE REQUESTS   ALLOWANCE REQUESTS   PERIOD SUMMARY

FIRST DAY OF ABSENCE	½ DAY	HOU... FIRST DAY	LAST DAY OF ABSENCE	½ DAY	HOU... LAST DAY	DURATION	WORKING TIME	ABSENCE TYPE	REMARKS	SUB...	API
3/1/18	✓	8.00	3/10/18 📅	✓	0.00	56.00 Hours	56.00 Hours	Vacation ▼	Days off		
5/15/18	✓	8.00	5/15/18	✓	8.00	8.00 Hours	8.00 Hours	Illness			

Use the **Absence** workspace to create and submit absence requests for approval.

You can also view your available and booked absence time.

+ New Absence Request

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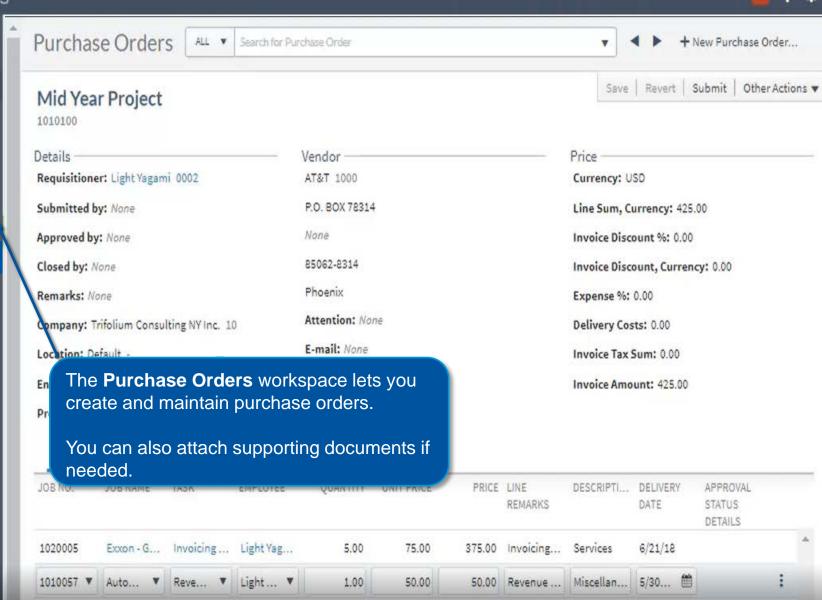Employee Information
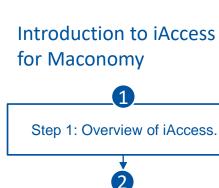
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Purchase Orders   ALL ▼ Search for Purchase Order   ▼ ◀ ▶ + New Purchase Order...

Save | Revert | Submit | Other Actions ▼

Mid Year Project
1010100

Details
Requisitioner: Light Yagami 0002
Submitted by: None
Approved by: None
Closed by: None
Remarks: None
Company: Trifolium Consulting NY Inc. 10
Location: Default -

Vendor
AT&T 1000
P.O. BOX 78314
None
85062-8314
Phoenix
Attention: None
E-mail: None

Price
Currency: USD
Line Sum, Currency: 425.00
Invoice Discount %: 0.00
Invoice Discount, Currency: 0.00
Expense %: 0.00
Delivery Costs: 0.00
Invoice Tax Sum: 0.00
Invoice Amount: 425.00

The **Purchase Orders** workspace lets you create and maintain purchase orders.

You can also attach supporting documents if needed.

JOB NO.	JOB NAME	TASK	EMPLOYEE	QUANTITY	UNIT PRICE	PRICE	LINE REMARKS	DESCRIPTI...	DELIVERY DATE	APPROVAL STATUS DETAILS
1020005	Exxon - G...	Invoicing ...	Light Yag...	5.00	75.00	375.00	Invoicing...	Services	6/21/18	
1010057 ▼	Auto... ▼	Reve... ▼	Light ... ▼	1.00	50.00	50.00	Revenue ...	Miscellan...	5/30... 📅	⋮

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Save | Revert | Edit

Sean Williams
1132

Employment

Position: Project Manager

Company: Trifolium Consulting NY Inc. 10

Location: Management Consulting 1000

Related Employees

Supervisor: Fay Miller 1049

Secretary: None

Absence Approver: None

Address

Orange Street 25

Postal District: Brooklyn

Country: NY

Phone: None

Mobile: None

E-mail: SeanWilliams.PSOEMAIL@pso.com

Use the tabs of the **Employee Self Service** workspace to view and update your personal data.

EMERGENCY CONTACTS

DEPEN...	EMERG... CONTACT	NAME	ADDRESS 1	ADDRESS 2	ADDRESS 3	ADDRESS 4	ZIP CODE	POSTAL DISTRICT	COUNTRY	HOME PHONE	MOBILE PHONE	EMAIL	RELATI...	
✔	✔	Anne ...	Orang...				11... ▼	Br... ▼	NY ▼	63457...	49989...	anne...	Wife	⋮

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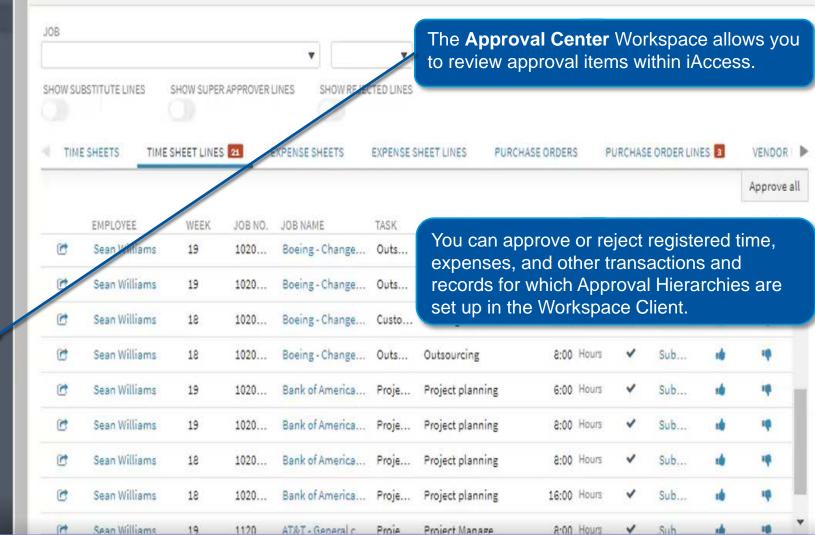
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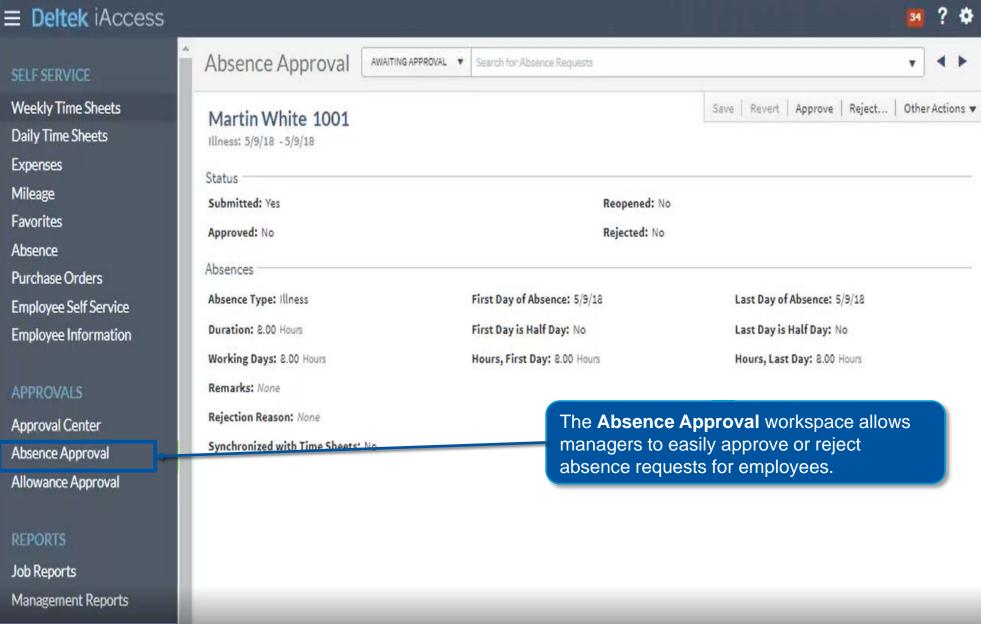
Job Reports

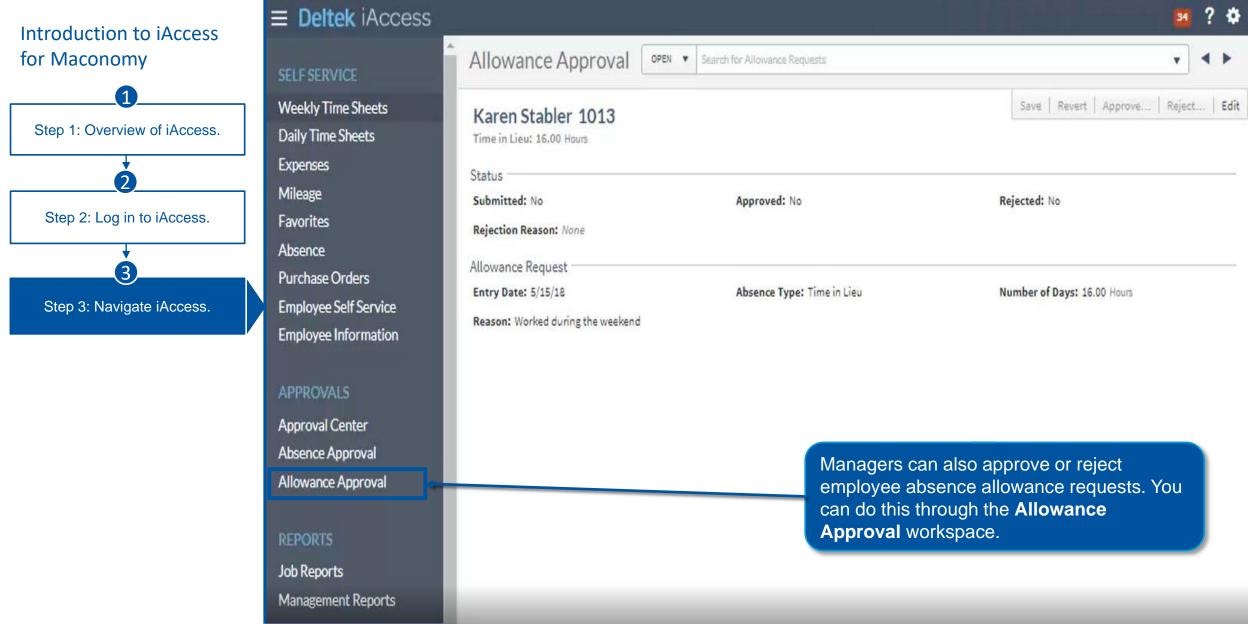Management Reports

Approval Center

JOB

▼   ▼

SHOW SUBSTITUTE LINES   SHOW SUPER APPROVER LINES   SHOW REJECTED LINES

◯   ◯   ◯

◀ TIME SHEETS   TIME SHEET LINES **21**   EXPENSE SHEETS   EXPENSE SHEET LINES   PURCHASE ORDERS   PURCHASE ORDER LINES **3**   VENDOR ▶

Approve all

	EMPLOYEE	WEEK	JOB NO.	JOB NAME	TASK					
↱	Sean Williams	19	1020...	Boeing - Change...	Outs...					
↱	Sean Williams	19	1020...	Boeing - Change...	Outs...					
↱	Sean Williams	18	1020...	Boeing - Change...	Custo...					
↱	Sean Williams	18	1020...	Boeing - Change...	Outs...	Outsourcing	8:00 Hours	✔	Sub...	👍 👎
↱	Sean Williams	19	1020...	Bank of America...	Proje...	Project planning	6:00 Hours	✔	Sub...	👍 👎
↱	Sean Williams	19	1020...	Bank of America...	Proje...	Project planning	8:00 Hours	✔	Sub...	👍 👎
↱	Sean Williams	18	1020...	Bank of America...	Proje...	Project planning	8:00 Hours	✔	Sub...	👍 👎
↱	Sean Williams	18	1020...	Bank of America...	Proje...	Project planning	16:00 Hours	✔	Sub...	👍 👎
↱	Sean Williams	19	1120...	AT&T - General c...	Proje...	Project Manage...	8:00 Hours	✔	Sub...	👍 👎

> The **Approval Center** Workspace allows you to review approval items within iAccess.

> You can approve or reject registered time, expenses, and other transactions and records for which Approval Hierarchies are set up in the Workspace Client.

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AWAITING APPROVAL ▼   Search for Absence Requests

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Save | Revert | Approve | Reject... | Other Actions ▼

Martin White 1001
Illness: 5/9/18 - 5/9/18

Status

Submitted: Yes   Reopened: No

Approved: No   Rejected: No

Absences

Absence Type: Illness   First Day of Absence: 5/9/18   Last Day of Absence: 5/9/18

Duration: 8.00 Hours   First Day is Half Day: No   Last Day is Half Day: No

Working Days: 8.00 Hours   Hours, First Day: 8.00 Hours   Hours, Last Day: 8.00 Hours

Remarks: None

Rejection Reason: None

Synchronized with Time Sheets: No

The **Absence Approval** workspace allows managers to easily approve or reject absence requests for employees.

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OPEN ▼ | Search for Allowance Requests | ▼ ◀ ▶

Save | Revert | Approve... | Reject... | Edit

Karen Stabler 1013
Time in Lieu: 16.00 Hours

Status

Submitted: No   Approved: No   Rejected: No

Rejection Reason: *None*

Allowance Request

Entry Date: 5/15/18   Absence Type: Time in Lieu   Number of Days: 16.00 Hours

Reason: Worked during the weekend

> Managers can also approve or reject employee absence allowance requests. You can do this through the **Allowance Approval** workspace.

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↗ Job Profitability Budget

↗ Job Profitability Budget, by Task

↗ Job Profitability Comparison

↗ Job Profitability Periodic

↗ Job Profitability Transactions

↗ Job Budget to Actuals YTD

↗ Job Budget to Actuals, by Task

↗ Job Status, by Task & Employee

↗ WIP Aging

↗ Revenue Analysis

The Reports section consists of BPM reports grouped by category. This enables you to easily access reports used by your company.

The Job Reports workspace is a list of reports you can view and use.

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Management Reports

SELF SERVICE

Weekly Time Sheets

Daily Time Sheets

Expenses

Mileage

Favorites

Absence

Purchase Orders

Employee Self Service

Employee Information

APPROVALS

Approval Center

Absence Approval

Allowance Approval

REPORTS

Job Reports

Management Reports

↗ Utilization, by Employee

↗ Realization, by Employee

↗ Realization, by Account Manager

↗ Job Profitability Summary, by Job

↗ Customer Profitability, by Customer

↗ AR Aging

↗ Profit and Loss

↗ Profit and Loss, by Dimension

The Management Reports workspace is a list of reports that Managers can use to review employee and job statistics and utilization.

Introduction to iAccess for Maconomy

①

Step 1: Overview of iAccess.

②

Step 2: Log in to iAccess.

③

Step 3: Navigate iAccess.

☰ **Deltek** iAccess

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Week 20: 5/14/18 - 5/20/18

Sean Williams 1132

Save | Revert | Create | Submit | Other Actions ▼

KEEP	FAV...	JOB NO.	JOB NAME	TASK	DESCRIPTION	REMARKS	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL	STA'
														8:00	
														8:00	
														8:00	

> This concludes the
> Introduction to iAccess for Maconomy
> Quick Steps Procedure.

＋ Add Time Sheet Line	Total				8:00	8:00	8:00					24:00
Fixed					8:00	8:00	8:00	8:00	8:00			40:00
Balance								-8:00	-8:00			-16...
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