

Deltek.

Maconomy Essentials

iAccess Invoice on Account
Quick Steps



Invoice on Account

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print 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

Invoice on Account

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

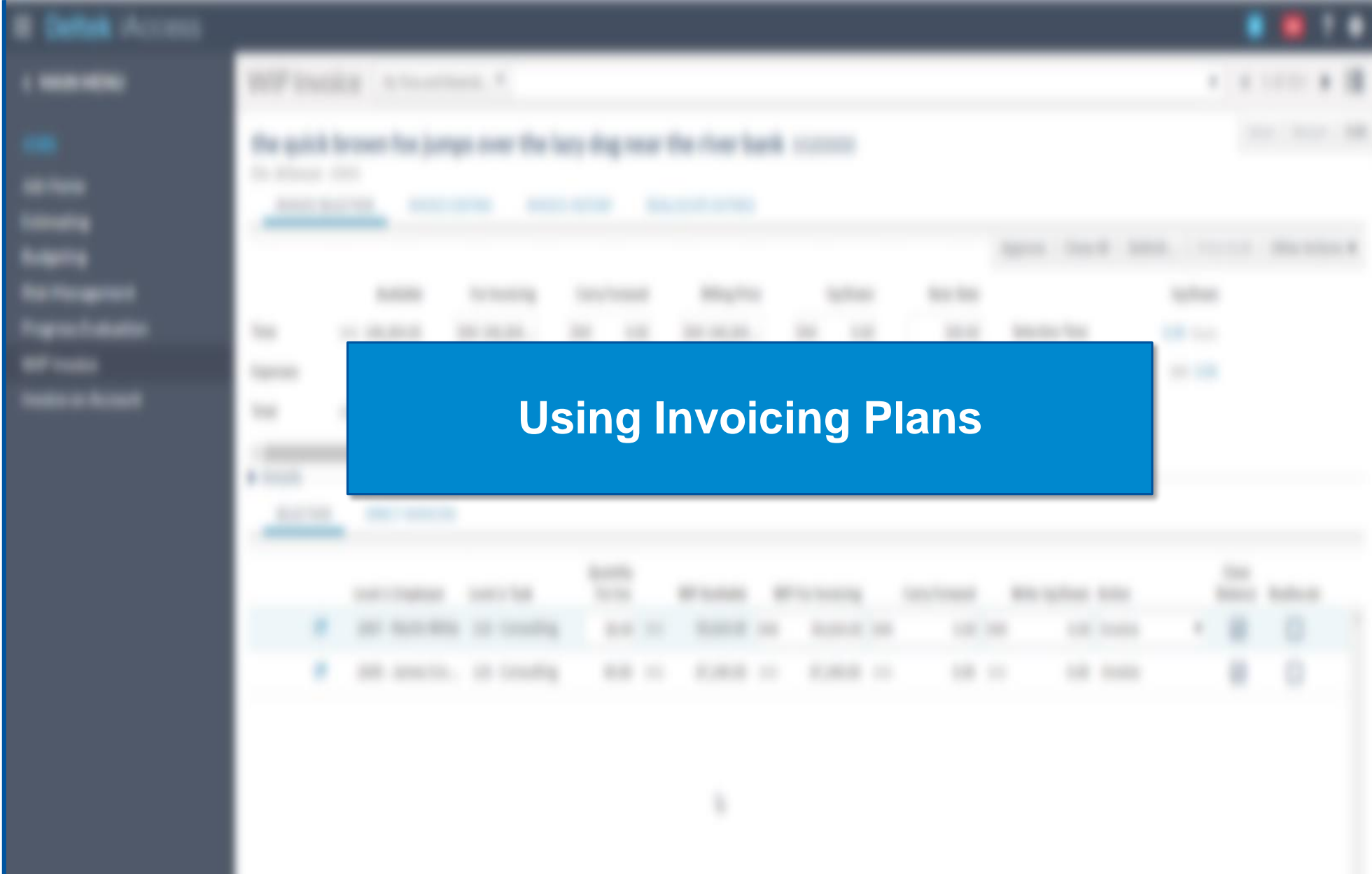
Step 5: Submit draft for approval or print invoice.

Note: There are two options for invoicing via the Invoice on Account workspace:

- Using Invoicing Plans
- Ad-hoc Invoicing

Both scenarios are covered here.

Invoice on Account
Using Invoicing Plans



Invoice on Account Using Invoicing Plans

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print invoice.

- < MAIN MENU
- JOB**
- Job Home
- Estimating
- Budgeting
- Risk Management
- Progress Evaluation
- WIP Invoice
- Invoice on Account**

Invoice on Account

All Invoiceable Jobs

1 of 1

1020000
the quick brown fox jumps over the lazy dog near the river bank (Chr. &Hansen)
James Grotto

INVOICE ON ACCOUNT
INVOICING PLAN
INVOICE EDITING
INVOICE HISTORY

For Invoicing: DKK 0.00

Preferred Invoice Date:

	DKK	DKK	DKK	DKK
Time	0.00	0.00	0.00	0.00
Amount	0.00	0.00	10,000.00	10,000.00
Total	0.00	0.00	10,000.00	10,000.00
Incl. in Fixed Price	0.00	0.00	10,000.00	10,000.00
Fixed Price				DKK 0.00

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
There are no records to show in this grid.											

A Click to access the Invoice on Account workspace.

B Search for the job you want to invoice.

Invoice on Account Using Invoicing Plans

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print invoice.

MAIN MENU

JOBS

Job Home

Estimating

Budgeting

Risk Management

Progress Evaluation

WIP Invoice

Invoice on Account

Invoice on Account

All Invoiceable Jobs fox

1 of 1

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Chr. &Hansen 10001

INVOICE ON ACCOUNT INVOICING PLAN INVOICE EDITING INVOICE HISTORY

Approve Print Draft Print Invoice Transfer Invoicing Plan.. Other Actions

For Invoicing	DKK	0.00	For Invoicing	On Drafts		
Preferred Invoice Date			Time	DKK 0.00	DKK 0.00	
Invoice Currency	DKK		Amount	DKK 0.00	DKK 0.00	DKK
Open for Selection: Yes			Total	DKK 0.00	DKK 0.00	DKK 10,000.00 DKK 10,000.00
			Incl. in Fixed Price	DKK 0.00	DKK 0.00	DKK 10,000.00 DKK 10,000.00
			Fixed Price			DKK 0.00

A Click Transfer Invoicing Plan.

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
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There are no records to show in this grid.

Invoice on Account Using Invoicing Plans

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print invoice.

Invoice on Account

the quick brown fox j

Chr. & Hansen 10001

INVOICE ON ACCOUNT

For Invoicing

DKK

Preferred Invoice Date

Invoice Currency

DKK

Open for Selection: Yes

Specification

Standard Text

Code

Description

Quantity

Curr.

Inv. Curr.

Tax Code

Trans.

Fro...

Task

Task Description

Incl. In

Fixe...

Bill To Customer

Bill To Customer

Appropriation

There are no records to show in this grid.

Transfer Invoicing Plan

Invoice On Account Plan

Enter The Cut-Off Date For Transferring Invoicing Plan Lines

Cut-Off Date

Transfer Invoicing Plan Cancel

B Click the calendar icon.

C Select a cut-off date.

Calendar showing February 2020. The date 1 is selected.

Print	Invoiced	New Total	Other Actions
	DKK 0.00	DKK 0.00	DKK 0.00
	DKK 0.00	DKK 10,000.00	DKK 10,000.00
	DKK 0.00	DKK 0.00	DKK 10,000.00
	DKK 0.00	DKK 10,000.00	DKK 10,000.00
	DKK 0.00	DKK 0.00	DKK 0.00

Invoice on Account Using Invoicing Plans

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print invoice.

Invoice on Account

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INVOICE ON ACCOUNT

For Invoicing

DKK

Preferred Invoice Date



Invoice Currency

DKK

Open for Selection: Yes

Transfer Invoicing Plan

Invoice On Account Plan

Enter The Cut-Off Date For Transferring Invoicing Plan Lines

Cut-Off Date

2/1/20



Transfer Invoicing Plan

Cancel

D

Click Transfer Invoicing Plan.

Print Draft | Print Invoice | Transfer Invoicing Plan... | Other Actions

Invoiced New Total

Time DKK 0.00

Amount DKK 0.00

Total DKK 0.00

Incl. in Fixed Price DKK 0.00

Fixed Price

DKK 10,000.00 DKK 10,000.00

DKK 0.00 DKK 0.00

DKK 0.00 DKK 0.00

DKK 0.00 DKK 0.00

DKK 0.00

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
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There are no records to show in this grid.

Invoice on Account Using Invoicing Plans

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print invoice.

MAIN MENU

JOBS

Job Home

Estimating

Budgeting

Risk Management

Progress Evaluation

WIP Invoice

Invoice on Account

Invoice on Account

All Invoiceable Jobs fox

1 of 1

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INVOICE ON ACCOUNT INVOICING PLAN INVOICE EDITING INVOICE HISTORY

Approve

A

Click Approve.

For Invoicing	DKK	15,000.00	For Invoicing	On Drafts		
Preferred Invoice Date			Time	DKK 0.00	DKK 0.00	
Invoice Currency	DKK		Amount	DKK 15,000.00	DKK 0.00	DKK 10,000.00
Open for Selection: Yes			Total	DKK 15,000.00	DKK 0.00	DKK 10,000.00
			Incl. in Fixed Price	DKK 15,000.00	DKK 0.00	DKK 10,000.00
			Fixed Price			DKK 25,000.00

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
	Monthly	1.00	DKK 5,000.00	DKK 5,000.00	DK-25%	✓			✓		
	Monthly 2	1.00	DKK 5,000.00	DKK 5,000.00	DK-25%	✓			✓		
	Monthly 3	1.00	DKK 5,000.00	DKK 5,000.00	DK-25%	✓			✓		

Invoice on Account Using Invoicing Plans

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print invoice.

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INVOICE ON ACCOUNT

INVOICING PLAN

INVOICE EDITING

INVOICE HISTORY

Submit Draft

Close Editing

Reopen Editing

Print Draft

Print Invoice

Other Actions

Invoice

Invoice Name

Payment Terms

Net 30 days

Preferred Inv. Date

Due Date: None

Blanket Draft: No

A Go to the Invoice Editing tab.

C Click Print Draft to print a PDF of the draft invoice.

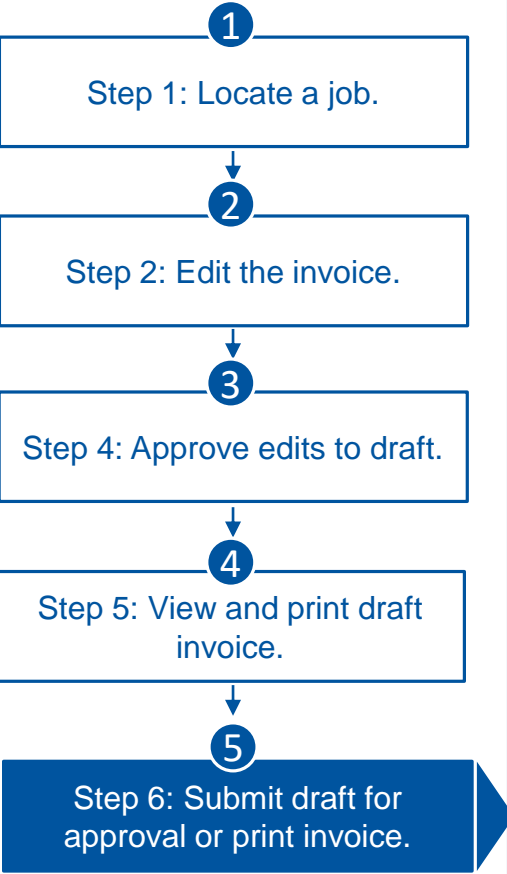
B Review details and make any necessary adjustments.

DRAFT EDITING

FOUNDATION

Standard Text Code	Description	Quantity	Billing Price	Billing Price Total	Total Price Only
	Monthly 1	0.00 DKK	0.00 DKK	5,000.00	✓
	Monthly 2	0.00 DKK	0.00 DKK	5,000.00	✓
	Monthly 3	0.00 DKK	0.00 DKK	5,000.00	✓

Invoice on Account



- MAIN MENU
- JOB
- Job Home
- Estimating
- Budgeting
- Risk Management
- Progress Evaluation
- WIP Invoice
- Invoice on Account

Invoice on Account All Invoiceable Jobs fox

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INVOICE ON ACCOUNT INVOICING PLAN INVOICE EDITING INVOICE HISTORY

Submit Draft Close Editing Reopen Editing Print Draft Print Invoice Other Actions

To complete invoice editing, you can:

- Click **Submit Draft** (if Approval Hierarchies are in place)
- OR
- Click **Print Invoice** (if Approval Hierarchies are NOT in place)

Click **Submit Draft**. This submits the draft invoice for approval.

OR

Click **Print Invoice**. This prints the finalized invoice and automatically posts entries to the General Ledger.

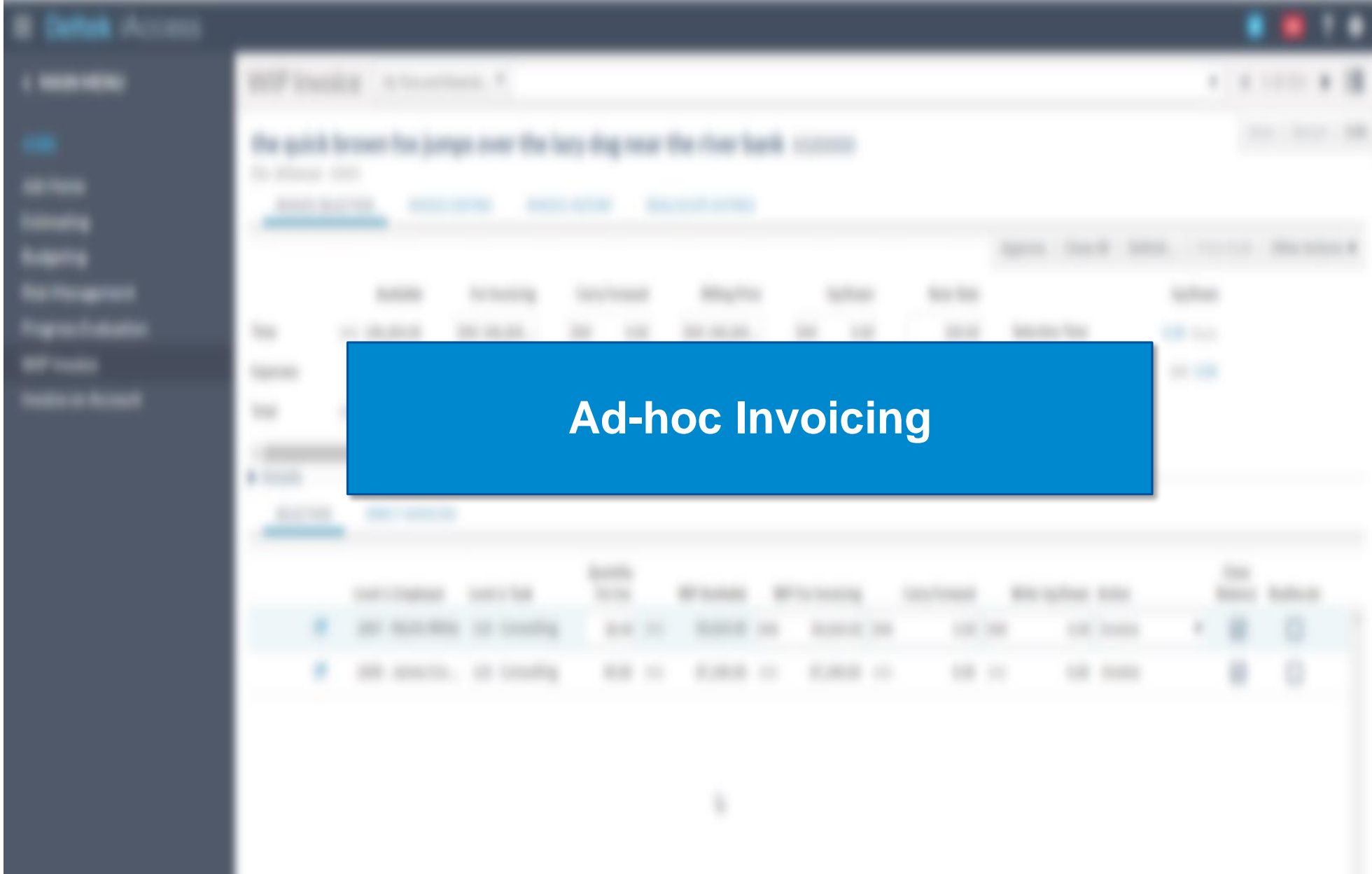
DKK 15,000.00
DKK 0.00
DKK 18,750.00
DKK 0.00

Due Date: None
Blanket Draft: No

DRAFT EDITING FOUNDATION

Standard Text Code	Description	Quantity	Billing Price	Billing Price Total	Total Price Only
	Monthly 1	0.00 DKK	0.00 DKK	5,000.00	✓
	Monthly 2	0.00 DKK	0.00 DKK	5,000.00	✓
	Monthly 3	0.00 DKK	0.00 DKK	5,000.00	✓

Invoice on Account
Ad-hoc Invoicing



Invoice on Account Ad-hoc Invoicing

1

Step 1: Locate a job.

2

Step 2: Enter the amount to invoice.

3

Step 3: Review lines under Specification section.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

MAIN MENU

JOBS

Job Home

Estimating

Budgeting

Risk Management

Progress Evaluation

WIP Invoice

Invoice on Account

A

Click to access the Invoice on Account workspace.

B

Search for the job you want to invoice.

Invoice on Account

All Invoiceable Jobs fox

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INVOICE ON ACCOUNT

INVOICING PLAN

INVOICE EDITING

INVOICE HISTORY

For Invoicing DKK 0.00

Preferred Invoice Date

For Invoicing

Time	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00
------	----------	----------	----------	----------

Amount	DKK 0.00	DKK 0.00	DKK 10,000.00	DKK 10,000.00
--------	----------	----------	---------------	---------------

Total	DKK 0.00	DKK 0.00	DKK 10,000.00	DKK 10,000.00
-------	----------	----------	---------------	---------------

Incl. in Fixed Price	DKK 0.00	DKK 0.00	DKK 10,000.00	DKK 10,000.00
----------------------	----------	----------	---------------	---------------

Fixed Price				DKK 0.00
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Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
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There are no records to show in this grid.

Invoice on Account Ad-hoc Invoicing

1

Step 1: Locate a job.

2

Step 2: Enter the amount to invoice.

3

Step 3: Review lines under specification section.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

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MAIN MENU

JOBS

- Job Home
- Estimating
- Budgeting
- Risk Management
- Progress Evaluation
- WIP Invoice
- Invoice on Account**

Invoice on Account

My Fixed Price Jobs

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Save Revert Edit

INVOICING PLAN INVOICE EDITING INVOICE HISTORY

Approve Print Draft Print Invoice Transfer Invoicing Plan... Other Actions

	On Drafts	Invoiced	New Total
DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00
Amount	DKK 5,000.00	DKK 10,000.00	DKK 15,000.00
Total	DKK 5,000.00	DKK 10,000.00	DKK 15,000.00
Incl. in Fixed Price	DKK 5,000.00	DKK 10,000.00	DKK 15,000.00
Fixed Price			DKK 0.00

For Invoicing: DKK 5,000.00

Preferred Invoice Date: [Calendar Icon]

Invoice Currency: DKK

Open for Selection: Yes

A Enter a value or amount to invoice.

B Press Enter.

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
		1.00	DKK 5,000.00	DKK 5,000.00	DK-25%				✓		
		1.00	DKK 0.00	DKK 0.00							

Invoice on Account Ad-hoc Invoicing

1

Step 1: Locate a job.

2

Step 2: Enter the amount to invoice.

3

Step 3: Review lines under Specification section.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

	For Invoicing	On Drafts	Invoiced	New Total
Time	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00
Amount	DKK 5,000.00	DKK 0.00	DKK 10,000.00	DKK 15,000.00
Total	DKK 5,000.00	DKK 0.00	DKK 10,000.00	DKK 15,000.00
Incl. in Fixed Price	DKK 5,000.00	DKK 0.00	DKK 10,000.00	DKK 15,000.00
Fixed Price				DKK 0.00

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
		1.00	DKK 5,000.00	DKK 5,000.00	DK-25%				✓		
		1.00	DKK 0.00	DKK 0.00	DK-25%				✓		

B

Click + Add Invoice on Account Entry to add additional lines.

+ Add Job Invoice On Account Entry

Invoice on Account Ad-hoc Invoicing

1

Step 1: Locate a job.

2

Step 2: Enter the amount to invoice.

3

Step 3: Review lines under Specification section.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
		1.00	DKK 5,000.00	DKK 5,000.00	DK-25%				✓		
		1.00	DKK 5,000.00	DKK 5,000.00	DK-25%				✓		

A Review totals from changes.

B Click Approve.

Approve

Print Draft | Print Invoice | Transfer Invoicing Plan... | Other Actions

Invoiced	New Total
DKK 0.00	DKK 0.00
DKK 10,000.00	DKK 20,000.00
DKK 10,000.00	DKK 20,000.00
DKK 10,000.00	DKK 20,000.00
DKK 0.00	DKK 0.00

Invoice on Account Ad-hoc Invoicing

1

Step 1: Locate a job.

2

Step 2: Enter the amount to invoice.

3

Step 3: Review lines under Specification section.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

Invoice

Invoice Name

DKK 10,000.00

Billing Address: Chr. Hansen 10
2970 Hørsholm
Denmark

Created: 2/17/20 by Administrator

To be adjusted on draft,
Summary

DKK 0.00

Price Breakdown

DKK 12,500.00

Up/Down

DKK 0.00

Payment Terms

Net 30 days

Preferred Inv. Date

Due Date: None

Blanket Draft: No

Standard Text Code	Description	Quantity	Billing Price	Billing Price Total	Total Price Only
		0.00 DKK	0.00 DKK	5,000.00	✓
		0.00 DKK	0.00 DKK	5,000.00	✓

A

Click the Invoice Editing tab.

B

Click Print Draft to print a PDF of the draft invoice.

Invoice on Account Ad-hoc Invoicing

1

Step 1: Locate a job.

2

Step 2: Enter the amount to invoice.

3

Step 3: Review lines under Specification section.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

- MAIN MENU
- JOB
- Job Home
- Estimating
- Budgeting
- Risk Management
- Progress Evaluation
- WIP Invoice
- Invoice on Account

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Chr. & Hansen 10001

- INVOICE ON ACCOUNT
- INVOICING PLAN
- INVOICE EDITING
- INVOICE HISTORY

- Submit Draft
- Close Editing
- Reopen Editing
- Print Draft
- Print Invoice
- Other Actions

Invoice

To complete invoice editing, you can:

- Click **Submit Draft** (if Approval Hierarchies are in place)

OR

- Click **Print Invoice** (if Approval Hierarchies are NOT in place)

Click **Submit Draft**.
This submits the draft invoice for approval.

Click **Print Invoice**.
This prints the finalized invoice and automatically posts entries to the General Ledger.

Due Date: None

Blanket Draft: No

- DRAFT EDITING
- FOUNDATION

Standard Text Code	Description	Quantity	Billing Price	Billing Price Total	Total Price Only
	Monthly 1	0.00 DKK	0.00 DKK	5,000.00	✓
	Monthly 2	0.00 DKK	0.00 DKK	5,000.00	✓
	Monthly 3	0.00 DKK	0.00 DKK	5,000.00	✓

Invoice on Account

1

Step 1: Locate a job.

2

Step 2: Edit the invoice.

3

Step 3: Open the detailed view.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

This concludes Invoice on Account Quick Steps.

