Deltek.

Maconomy Essentials

Job Lookups
Quick Steps



Step 1: View general information about open jobs in the Overview tab.

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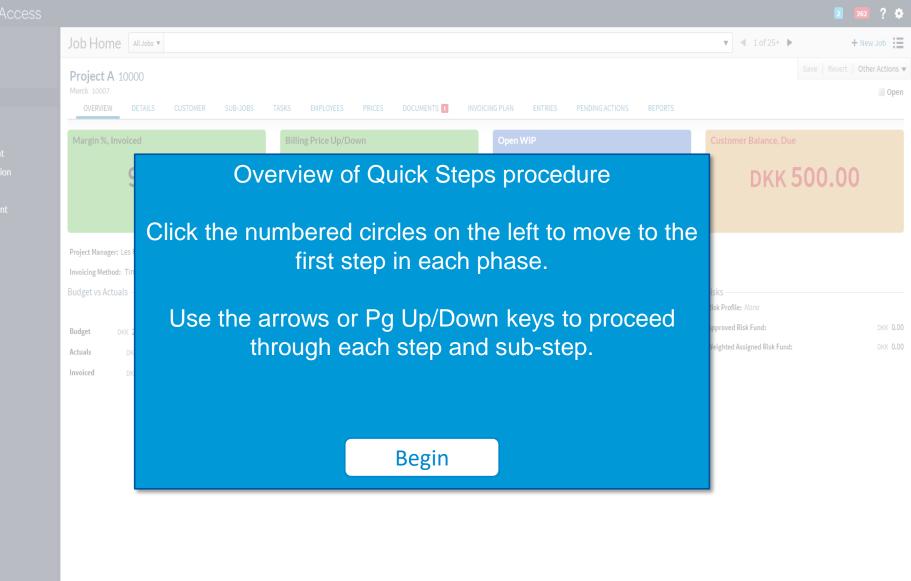
Step 2: View and maintain customer information in the Customer tab.

3

Step 3: View and maintain pricing information in the Prices tab.

4

Step 4: Filter and view selected job entries in the Entries tab.



Best viewed in IE or Adobe PDF Reader.

Step 1: View general information about open jobs in the Overview tab. Step 2: View and maintain customer information in the Customer tab. Step 3: View and maintain pricing information in the Prices tab. Step 4: Filter and view selected job entries

in the Entries tab.

■ Deltek iAccess В Job Home **C** MAIN MENU + New Job In the Overview tab, use the dashboard for a Save Revert Other Actions ▼ Project A 100 quick view of the status of your selected job, Open Job Home including at-a-glance billing information. OVERVIEW NG PLAN Estimating Margin %, Invoiced Billing Price Up/Down Open WIP Customer Balance, Due 90.91% **DKK 500.00** DKK 1,000.00 Under the Jobs **DKK 500.00** menu, go to the Job Home workspace. Manager: Les Project Manager LESTST2 Invoicing Method: Time and Material This field displays This field displays This field displays This field displays the margin the amount by which the work in progress the amount due for the billing price percentage on of a job, based on payment in accounts has been written invoiced job entries. receivables for the sum of open up or down. entries on the job. the customer.

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

Step 1: View general information about open jobs in the Overview tab.

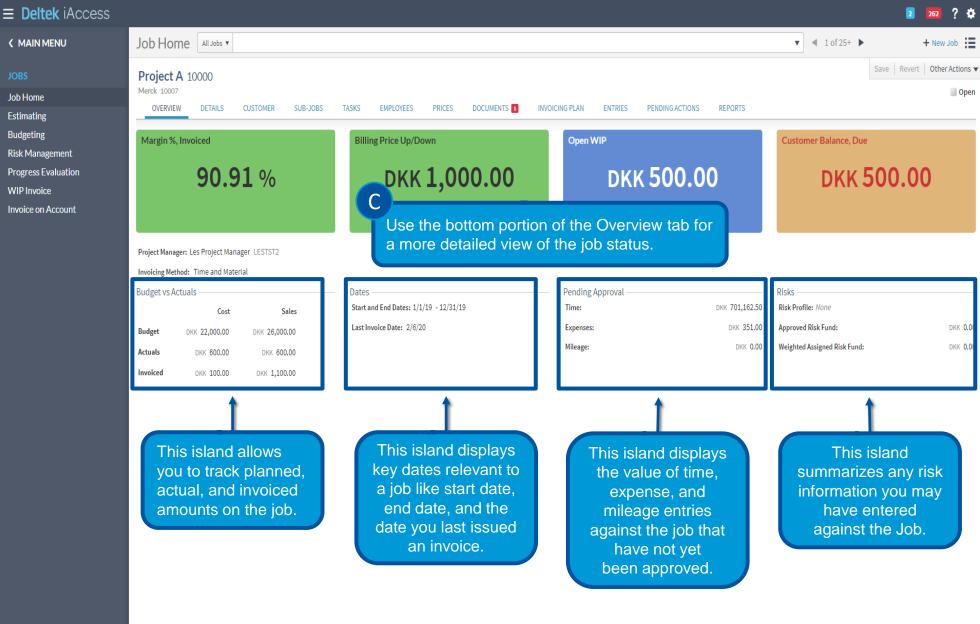
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Step 2: View and maintain customer information in the Customer tab.

3

Step 3: View and maintain pricing information in the Prices tab.

4



Step 1: View general information about open jobs in the Overview tab.

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Job Home

Estimating

Budgeting

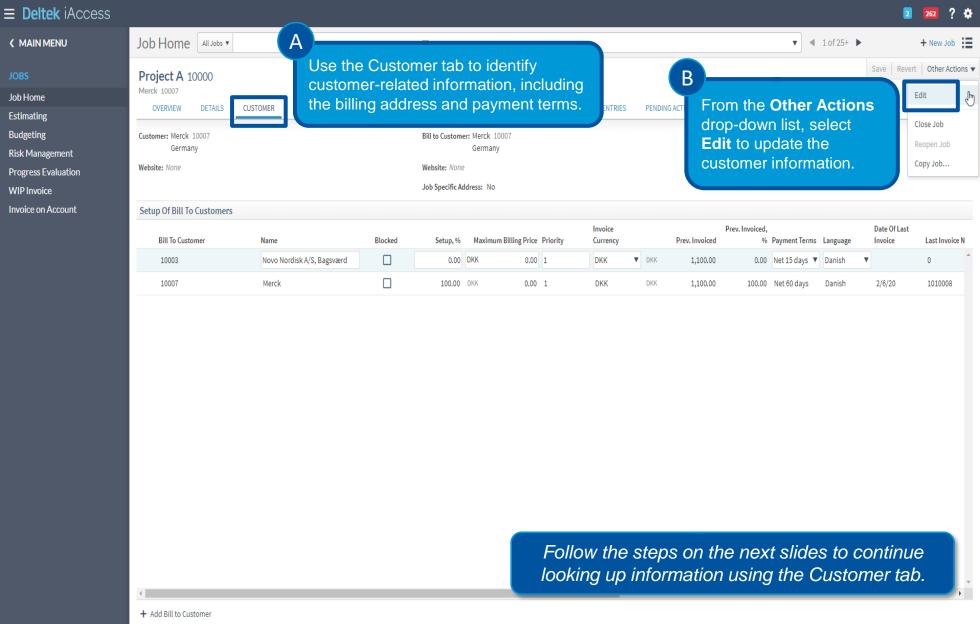
WIP Invoice Invoice on Account

Risk Management

Step 2: View and maintain customer information

in the Customer tab.

Step 3: View and maintain pricing information in the Prices tab.



Step 1: View general information about open jobs in the Overview tab.

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Job Home

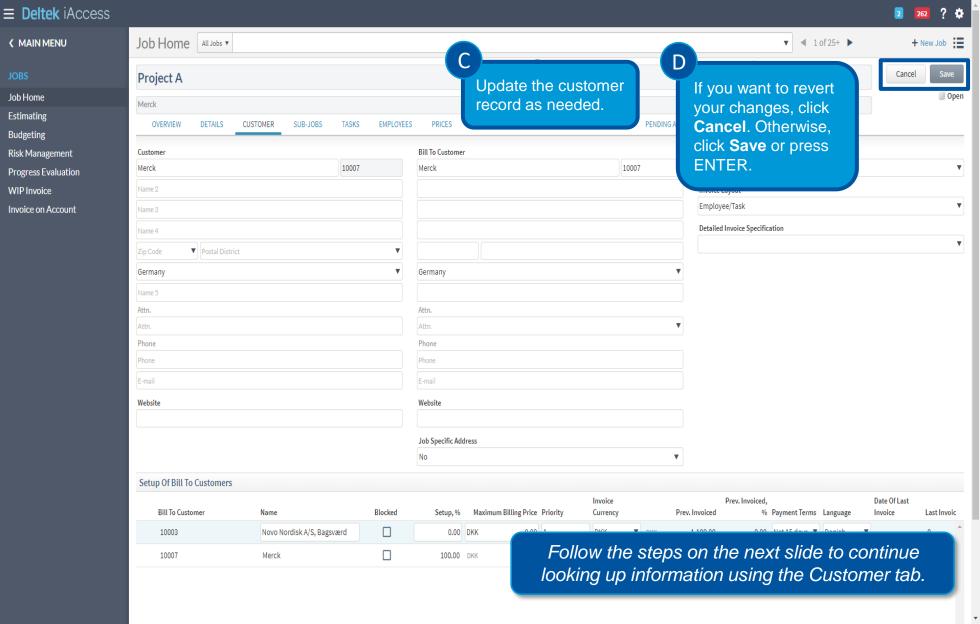
Estimating

Budgeting

WIP Invoice

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Step 1: View general information about open jobs in the Overview tab.

〈 MAIN MENU

Job Home

Estimating

Budgeting

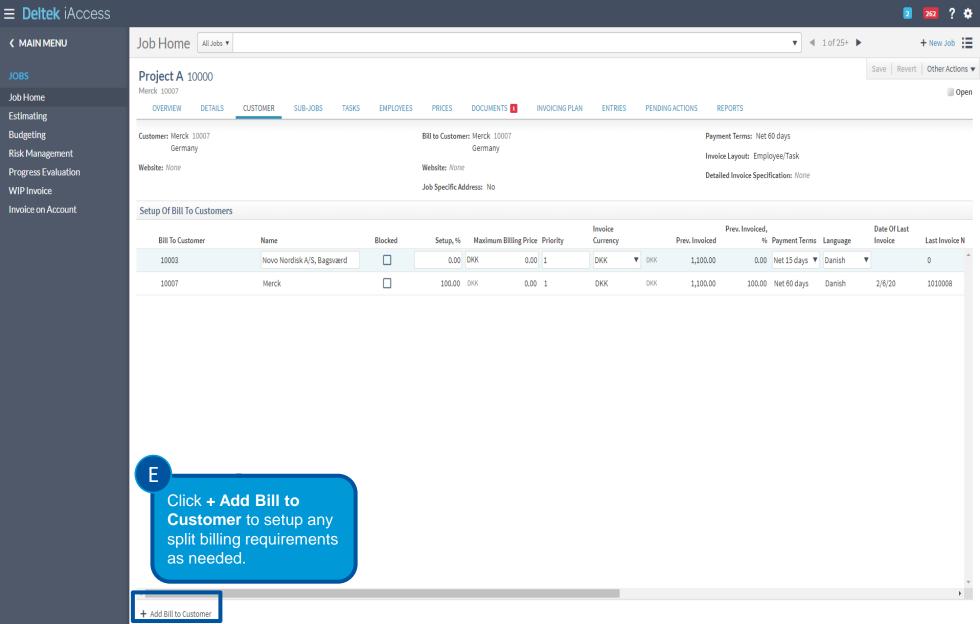
WIP Invoice Invoice on Account

Risk Management

Progress Evaluation

Step 2: View and maintain customer information in the Customer tab.

Step 3: View and maintain pricing information in the Prices tab.



Step 1: View general information about open jobs in the Overview tab.

Job Home

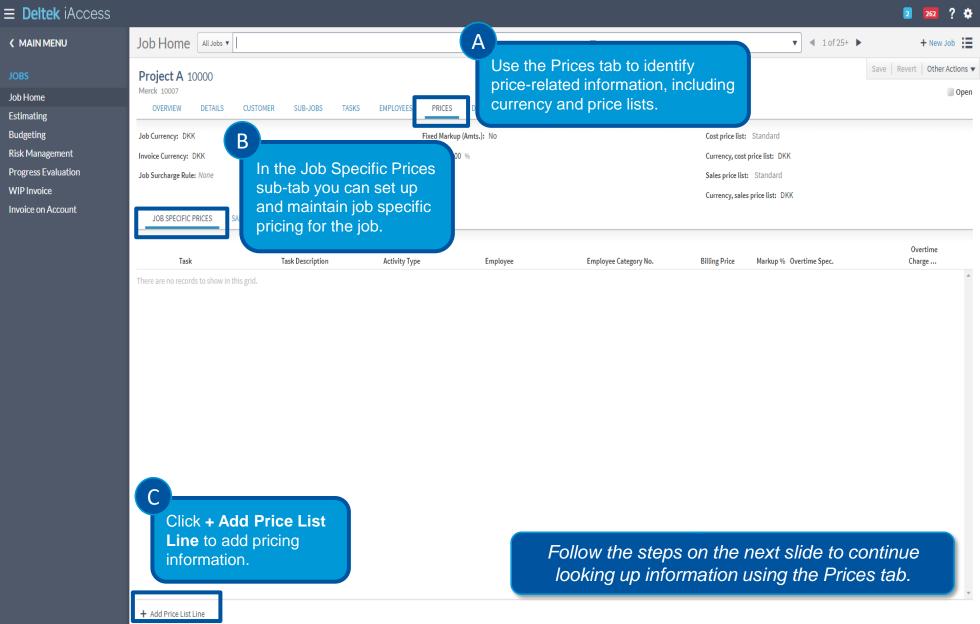
Estimating

Budgeting

WIP Invoice

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Step 3: View and maintain pricing information in the Prices tab.



Step 1: View general information about open jobs in the Overview tab.

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Job Home

Estimating

Budgeting

WIP Invoice

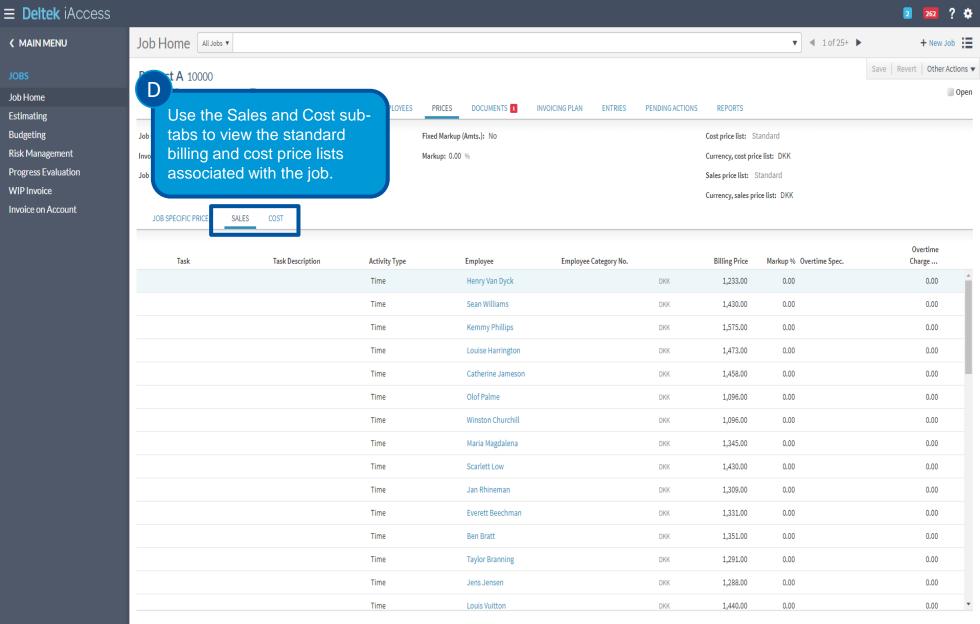
Risk Management

Invoice on Account

Step 2: View and maintain customer information in the Customer tab.

Step 3: View and maintain pricing information in the Prices tab.





Step 1: View general information about open jobs in the Overview tab.

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Job Home

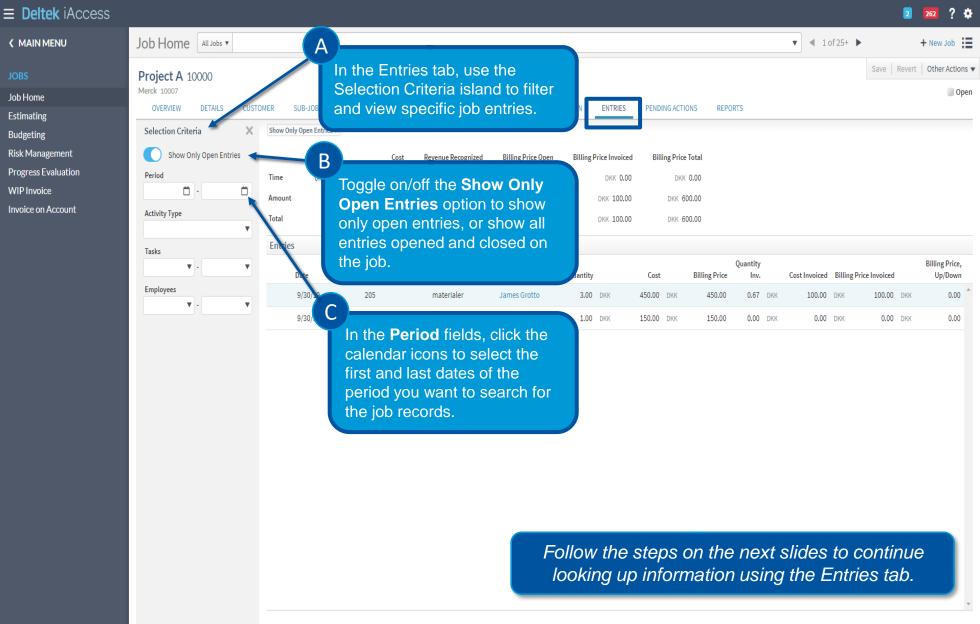
Estimating

Budgeting

WIP Invoice

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Step 1: View general information about open jobs in the Overview tab.

〈 MAIN MENU

Job Home

Estimating

Budgeting

WIP Invoice

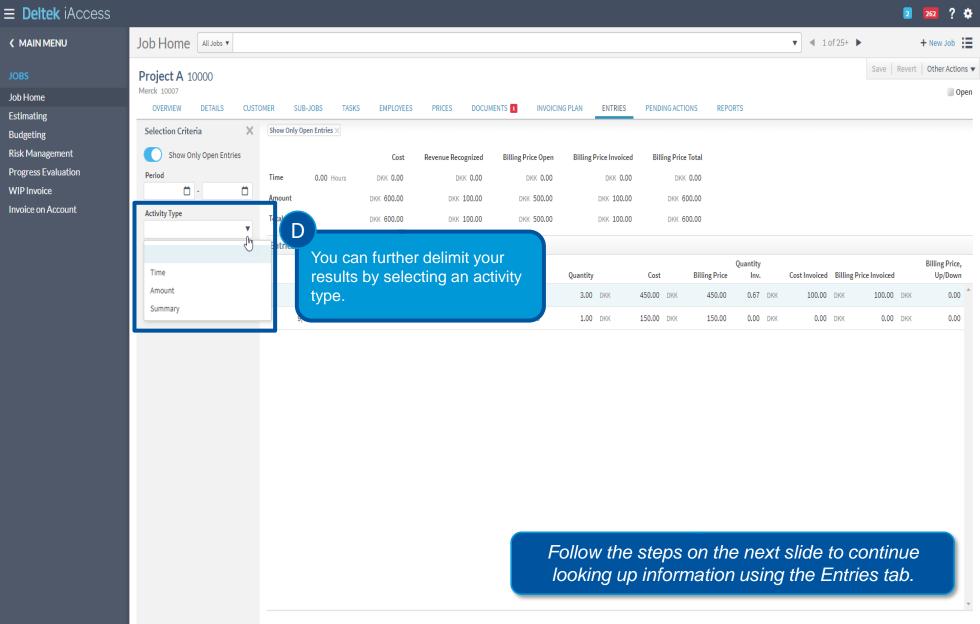
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Progress Evaluation

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Job Home

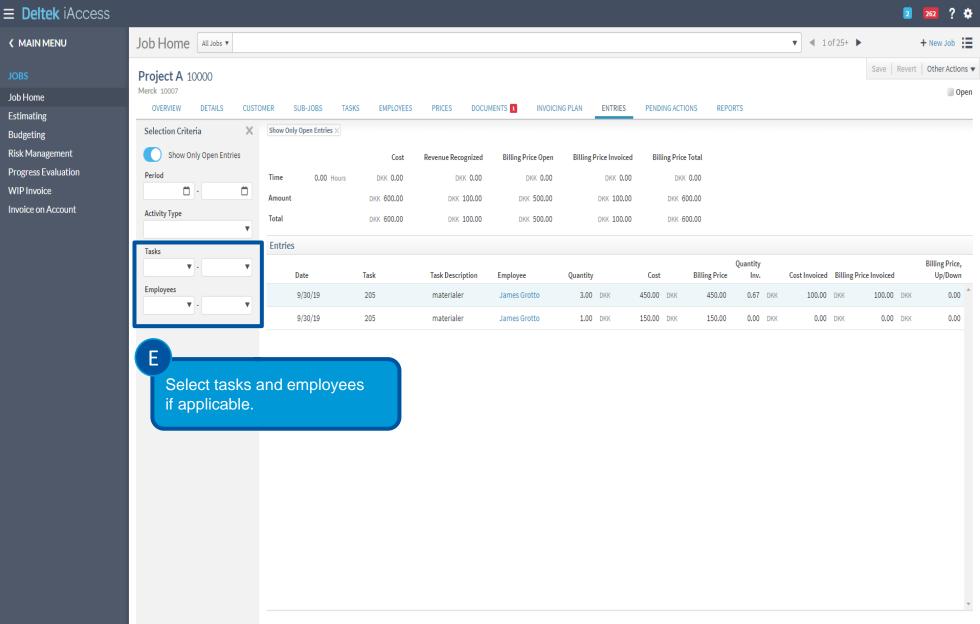
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Budgeting

WIP Invoice

Step 2: View and maintain customer information in the Customer tab.

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Step 2: View and maintain customer information in the Customer tab.

3

Step 3: View and maintain pricing information in the Prices tab.

4

Step 4: Filter and view selected jobs using selection criteria in the Entries tab.

