

Deltek.

# Maconomy Essentials

*Per Diem IA workspace in iAccess and WSC*  
Quick Steps



# Per Diem IA workspace in iAccess and WSC

1

Step 1: Create a per diem sheet in iAccess.

2

Step 2: Reopen a per diem sheet in iAccess.

3

Step 3: Create a per diem sheet in the Workspace Client.

4

Step 4: Reopen a per diem sheet in the Workspace Client.

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## CUSTOMERS

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Customer Invoicing

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Per Diem My Open Per Diem Sh... Search for Per Diem Sheets

+ New Per Diem Sheet

### February Per Diem

10700016

Job  
Test CRF 1020011  
Employee  
James Grotto 107

Total Amount  
SEK 480.00

#### REGISTRATIONS

Favorite

Favorite

Save Revert Submit Other Actions

Submitted

## 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

Number Of Days	Reimbursement	Line Zeroed
2.00	168.00	
3.00	312.00	

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To create a per diem sheet in iAccess:

A

Under the Self Service menu, go to the Per Diem workspace.

+ New Per Diem Sheet

B

Click + New Per Diem Sheet to open the Create Per Diem window.

## February Per Diem

10700016

Job

1020011

Jam

Total Amount

SEK 480.00

Favorite	Job No.	Country	Start Date	Started	Closing Date	Finished	Breakfast	Lunch	Dinner	Nights	Number Of Days	Reimbursement	Line Zipped
	1020011	Sverige	2/17/22	7:00 AM	2/18/22	8:00 PM	2.00	2.00	2.00	1.00	2.00	168.00	
	1020011	Sverige	2/21/22	7:00 AM	2/23/22	8:00 PM	3.00	3.00		2.00	3.00	312.00	

Follow the steps on the next slide to continue creating a per diem sheet.

# Per Diem IA workspace in iAccess and WSC

1 Step 1: Create a per diem sheet in iAccess.

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Per Diem My Open Per Diem Sh... Search for Per Diem Sh...

## February Per Diem

10700016

Job  
Test CRF 1020011

Employee  
James Grotto 107

### REGISTRATIONS

Favorite	Job No.	Country							
	1020011	Sverige	2/17/22	7:00 AM	2/18/22	8:00 PM	2.00	2.00	
	1020011	Sverige	2/21/22	7:00 AM	2/23/22	8:00 PM	3.00	3.00	

### Create Per Diem Sheet

Per Diem

Employee  
James Grotto 107

Description  
March Per Diem

Job  
Test CRF 1020011

Create Cancel

C Enter a description for the per diem.

D If all lines on the Per Diem sheet are for the same job, use the job name and number search fields to locate that job. Otherwise, you may leave these fields blank.

E Click **Create**.

iAccess closes the Create Per Diem Sheet window and displays the new per diem on the screen.

*Follow the steps on the next slide to continue creating a per diem sheet.*

# Per Diem IA workspace in iAccess and WSC

1 Step 1: Create a per diem sheet in iAccess.

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- Jobs >
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## CUSTOMERS

- Customers
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- Customer Reports >

Per Diem My Open Per Diem Sh... Search for Per Diem Sheets

March Per Diem 107700017

Job: Test CRF 1020011  
Employee: James Grotto 107

REGISTRATIONS

Favorite	Job No.	Country	Start Date	Started	Closing Date	Finished	Breakfast	Lunch	Dinner	Nights	Number Of Days	Reimbursement	Line Zeroed
	1020011	Sverige	3/1/22	8:00 AM	3/1/22	5:00 PM	1.00	1.00	0.00	0.00	0.00	0.00	

Now, enter individual trip entries in the lines under the Registrations tab.

F Click + Add Per Diem Sheet Line to start a trip entry.

G Enter the country where the trip took place.

H Enter your trip start date.

I Enter the time your trip started.

Follow the steps on the next slide to continue filling out your trip entry.

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- Customer Reports >

Per Diem My Open Per Diem Sh... Search for Per Diem Sheets

March Per Diem 10700017

Job: Test CRF 1020011 Total Amount: SEK 0.00

Employee: James Grotto 107

### REGISTRATIONS

Favorite	Job No.	Country	Start Date	Started	Closing Date	Finished	Breakfast	Lunch	Dinner	Nights	Number Of Days	Reimbursement	Line Zeroed
	1020011	Sverige	3/1/22	8:00 AM	3/1/22	5:00 PM	1.00	1.00	0.00	0.00	0.00	0.00	

J Enter your trip end date.

K Enter the time the trip ended.

L In the **Breakfast, Lunch, and Dinner** fields, specify the number of meals to be deducted from the total allowance.

M In the **Nights** field, specify the number of nights to be deducted from the allowance.

Follow the steps on the next slide to continue filling out your trip entry.

+ Add Per Diem Sheet Line

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Per Diem

My Open Per Diem Sh... Search for Per Diem Sheets

+ New Per Diem Sheet

March Per Diem

10700017

Job

Test CRF 1020011

Employee

James Grotto 107

### REGISTRATIONS

Favorite	Job No.	Country	Start Date	Started	Closing	Days	Reimbursement	Line Zeroed
	1020011	Sverige	3/1/22	8:00 AM	3/1/22	00	0.00	

N

To save the trip entry line, click **Save** or press ENTER.

Repeat steps on slides 5 – 7 for each job-country combination for your per diem sheet.

O

Once done, click **Submit** to submit your per diem sheet for approval.





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Draft Invoices

Job Invoices

Job Reports >

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Customers

Customer Invoicing

Collections

## Per Diem

My Per Diem Sheets Search for Per Diem Sheets

2 of 2

+ New Per Diem Sheet

### February Per Diem

10700016

Job

Test CRF

1020011

Total Amount

SEK

480.00

Employee

James Grotto

107

### REGISTRATIONS

Favorite	Job No.	Country	Start Date	Started	Closing Date	Finished	Breakfast	Lunch	Dinner	Number Of Days	Reimbursement	Line Zeroed
	1020011	Sverige	2/17/22	7:00 AM	2/18/22	8:00 PM	2.00	2.00	2.00			
	1020011	Sverige	2/21/22	7:00 AM	2/23/22	8:00 PM	3.00	3.00	3.00	2.0		

Cancel

Save

E Once done editing, click **Save** to save your changes and close edit mode.

You can then go on to resubmit the per diem sheet for approval.

+ Add Per Diem Sheet Line

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Step 4: Reopen a per diem sheet  
in the Workspace Client.

Deltek Maconomy - Administrator

File Edit Window Help

Time & Expenses

TIME EXPENSES MILEAGE PER DIEM FAVORITE

LIST OF PER DIEM SHEETS + New Per Diem Sheet

Show:  My Open Per Diem Sheets  All My Per Diem Sheets  Open Per Diem Sheets

Now showing: 0 results << Prev Next >> No of results to show: 25

Per Diem Sheet No.	Description	Employee No.	Employee Name	Total Amount	Created	Submitted	Approved	Fully Approved	Settlement Status	Remarks 1
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PER DIEM SHEET

Per Diem Sheet

Per Diem Sheet

Job

Status

Submitted

Approved

Remarks

Settlement Status

REGISTRATIONS

Favorite	Job No.	Country	Start Date	Started	Finish Date	Finished	Breakfast	Lunch	Dinner	Nights	Reimbursement	Line Zeroed
----------	---------	---------	------------	---------	-------------	----------	-----------	-------	--------	--------	---------------	-------------

PER DIEM SHEET LINE DETAILS

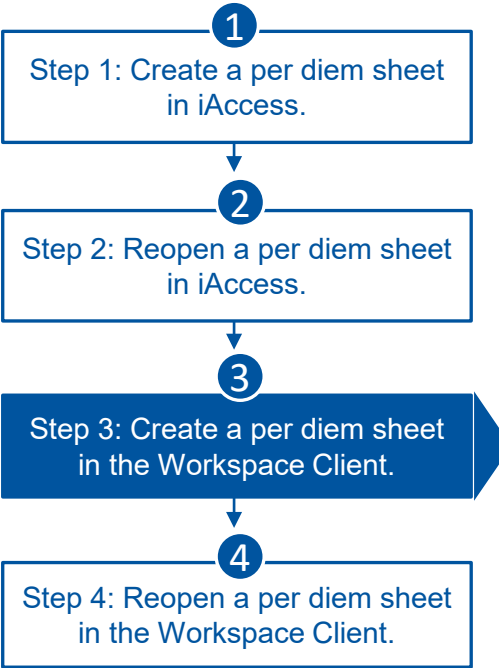
**To create a per diem sheet in the Workspace Client:**

A Go to the Time & Expenses workspace and open the Per Diem section of the workspace.

B In the List of Per Diem Sheets filter list, click + New Per Diem Sheet to open the Create Per Diem window.

Follow the steps on the next slide to continue creating a per diem sheet.

# Per Diem IA workspace in iAccess and WSC



**C** Enter a description of the per diem.

**D** If all lines on the Per Diem sheet are for the same job, use the job name and number search fields to locate that job. Otherwise, you may leave these fields blank.

**E** Click **Create**.

The application closes the window and displays information you entered on the Per Diem tab.

*Follow the steps on the next slide to enter trip entries for your per diem.*

Favorite	Job No.	Country	Start Date	Started	Finish Date	Finished	Breakfast	Lunch	Dinner	Nights	Reimbursement	Line Zeroed
----------	---------	---------	------------	---------	-------------	----------	-----------	-------	--------	--------	---------------	-------------

# Per Diem IA workspace in iAccess and WSC

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Step 3: Create a per diem sheet in the Workspace Client.

4

Step 4: Reopen a per diem sheet in the Workspace Client.

The screenshot shows the Deltek Maconomy interface with the 'PER DIEM' sub-tab selected. The interface includes a menu bar (File, Edit, Window, Help), a toolbar with 'New Per Diem Sheet', and a list of per diem sheets. A table displays the following data:

Per Diem Sheet No.	Description	Employee No.	Employee Name	Total Amount	Created	Submitted	Approved	Fully Approved	Settlement Status	Remarks 1
			James Grotto	0.00	2/18/2022					AllowancesWSC

Below the table, the 'Per Diem Sheet' details are shown:

- Per Diem Sheet: February 17 Per Diem
- Job: Sonett
- Employee: James Grotto (107)
- Total Amount: 0.00 SEK

The 'REGISTRATIONS' sub-tab is active, showing a table with the following data:

Favorite	Job No.	Country	Start Date	Started	Finish Date	Finished	Breakfast	Lunch	Dinner	Nights	Reimbursement	Line Zeroed
1	1020010	Sverige	2/17/2022	7:00:00 AM	2/18/2022	8:00:00 PM	2.00	2.00	2.00	1.00	0.00	

Callouts and instructions:

- F**: Click on a blank line in the sub-tab to start a trip entry.
- G**: Enter the country where the trip took place.
- H**: Enter your trip start date.
- I**: Enter the time your trip started.

Bottom callout: Follow the steps on the next slide to continue filling out your trip entry.

# Per Diem IA workspace in iAccess and WSC

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Deltek Maconomy - Administrator

File Edit Window Help

\*Time & Expenses x

TIME EXPENSES MILEAGE PER DIEM FAVORITES

LIST OF PER DIEM SHEETS + New Per Diem Sheet Close Filter List

Show:  My Open Per Diem Sheets  All My Per Diem Sheets  Open Per Diem Sheets  All Per Diem Sheets

Now showing 1 - 1 of 1 results << Prev Next >> No of results to show: 25

Per Diem Sheet No.	Description	Employee No.	Employee Name	Total Amount	Created	Submitted	Approved	Fully Approved	Settlement Status	Remarks 1
1	10700016	February 17 Per Diem	107	James Grotto	0.00	2/18/2022				AllowancesWSC

PER DIEM SHEET Submit Reopen

**Per Diem Sheet** Employee Total

Per Diem Sheet February 17 Per Diem 10700016 Employee James Grotto (107) Total Amount 0.00 SEK

Job Amazon Sonett 1020010

Settlement Status -

REGISTRATIONS

Favorite	Job No.	Country	Start Date	Started	Finish Date	Finished	Breakfast	Lunch	Dinner	Nights	Reimbursement	Line Zeroed
1	1020010	Sverige	2/17/2022	7:00:00 AM	2/18/2022	8:00:00 PM	2.00	2.00	2.00	1.00	0.00	

J Enter your trip end date.

K Enter the time the trip ended.

L In the **Breakfast, Lunch, and Dinner** fields, specify the number of meals to be deducted from the total allowance.

Follow the steps on the next slide to continue filling out your trip entry.

PER DIEM SHEET LINE DETAILS

# Per Diem IA workspace in iAccess and WSC

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4 Step 4: Reopen a per diem sheet in the Workspace Client.

**M** In the **Nights** field, specify the number of nights to be deducted from the total allowance.

**N** To save the trip entry line, click **Save** or press ENTER.

**O** Once done, click **Submit** to submit your per diem sheet for approval.

Repeat steps on slides 12 – 14 for each job-country combination for your per diem sheet.

Favorite	Job No.	Country	Start Date	Started	Finish Date	Finished	Breakfast	Lunch	Dinner	Nights	Reimbursement	Line Zeroed
1	1020010	Sverige	2/17/2022	7:00:00 AM	2/18/2022	8:00:00 PM	2.00	2.00	2.00	1.00	0.00	

^ PER DIEM SHEET LINE DETAILS

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Step 4: Reopen a per diem sheet in the Workspace Client.

Deltek Maconomy - Administrator

File Edit Window Help

Time & Expenses

TIME EXPENSES MILEAGE PER DIEM FAVORITES

Show: February Per Diem (10700016) James Grotto

PER DIEM SHEET Submit Reopen

**Per Diem Sheet**

Per Diem Sheet February Per Diem 10700016

Job Test CRF 1020011

**Employee**

Employee James Grotto (107)

**Status**

Submitted Administrator (2/22/2022)

Approved -

Remarks -

Settlement Status -

**REGISTRATIONS**

Favorite	Job No.	Country	Start Date	Started	Finish Date	Finished	Breakfast	Lunch	Dinner	Nights	Reimbursement	Line
1	1020011	Sverige	2/17/2022	7:00:00 AM	2/18/2022	8:00:00 PM		2.00				
2	1020011	Sverige	2/21/2022	7:00:00 AM	2/23/2022	8:00:00 PM		3.00				

Deltek

Show Filter List

^ PER DIEM SHEET LINE DETAILS

**To reopen a per diem sheet in the Workspace Client:**

**A** In the Time & Expenses workspace » Per Diem section, use the filter to search for the per diem sheet you want to reopen.

**B** Click Reopen.

**C** Once done, click **Submit** to resubmit your per diem sheet for approval.

## Per Diem IA workspace in iAccess and WSC

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Step 3: Create a per diem sheet  
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in the Workspace Client.

Deltek Maconomy - Administrator

File Edit Window Help

Time & Expenses x

TIME EXPENSES MILEAGE PER DIEM FAVORITES

LIST OF PER DIEM SHEETS + New Per Diem Sheet Close Filter List

Show:  My Open Per Diem Sheets  All My Per Diem Sheets  Open Per Diem Sheets  All Per Diem Sheets

Now showing: 0 results << Prev Next >>

Per Diem Sheet No. Description

PER DIEM SHEET

Per Diem Sheet

Job

Status

Submitted

REGISTRATIONS

Favorite	Job No.	Country	Start Date	Started	Finish Date	Finished	Breakfast	Lunch	Dinner	Nights	Reimbursement	Line Zeroed
----------	---------	---------	------------	---------	-------------	----------	-----------	-------	--------	--------	---------------	-------------

PER DIEM SHEET LINE DETAILS

This concludes the Per Diem IA workspace in iAccess and WSC Quick Steps Procedure.