

Deltek.

Maconomy Essentials

iAccess WIP Invoicing
Quick Steps



WIP Invoicing

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 or print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

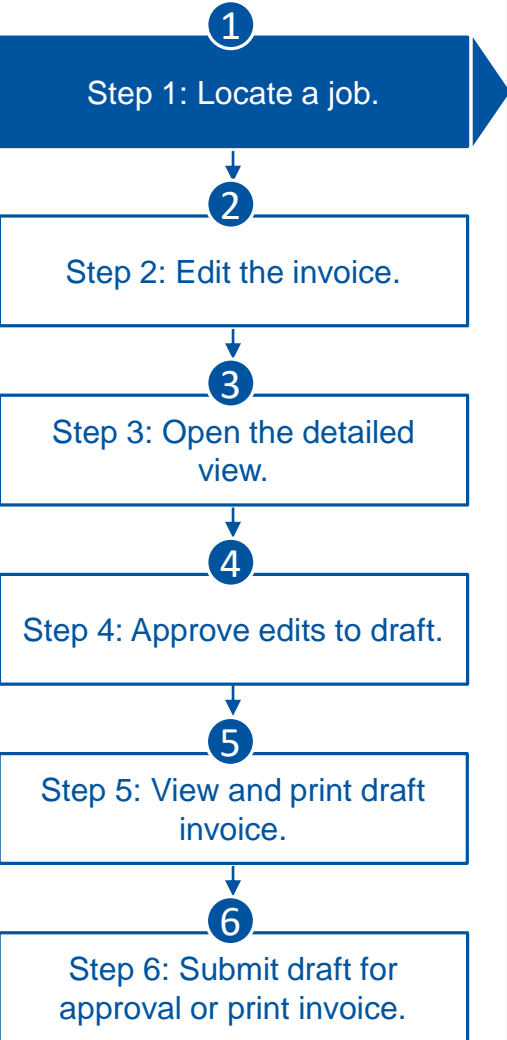
Overview of Quick Steps procedure

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

WIP Invoicing



MAIN MENU

JOBS

Job Home

Estimating

Budgeting

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Invoice on Account

WIP Invoice

My Time and Material...

Save Revert Edit

the quick brown fox jumps over the lazy dog near the river bank 1020000

Chr. &Hansen 10001

INVOICE SELECTION INVOICE EDITING INVOICE HISTORY REALLOCATE ENTRIES

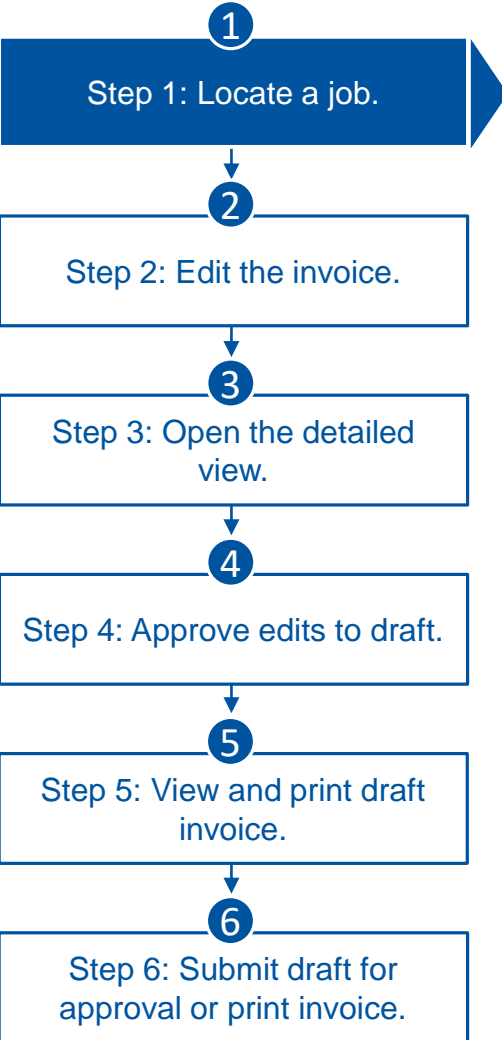
Approve Close All Delimit... Print Draft Other Actions

	Available	For Invoicing	Carry Forward	Billing Price	Up/Down	Real. Rate	Up/Down
Time	DKK 146,264.00	DKK 146,264...	DKK 0.00	DKK 146,264...	DKK 0.00	100.00	Selection Time 0.00 hours
Expenses	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00		Selection Billing Price DKK 0.00
Total	DKK 146,264.00	DKK 146,264...	DKK 0.00	DKK 146,264...	DKK 0.00		Open for Selection: Yes

A Click to access the WIP Invoice workspace.

	Level 1: Employee	Level 2: Task	Quantity For Inv.	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Close Balance	Reallocate
	2007 - Martin White	110 - Consulting	28.00 DKK	59,024.00	DKK 59,024.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2009 - James Gro...	110 - Consulting	40.00 DKK	87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WIP Invoicing



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My Time and Material...

1 of 25+

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

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

B
Search for the job you want to invoice.

INVOICE SELECTION

1020000-01
shgtest1 (Chr. & Hansen)
James Grotto
1020000-02
test (Chr. Hansen)
James Grotto

Time	DKK 146,264.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	Selection Billing Price	DKK 0.00
Expenses	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00		
Total	DKK 146,264.00	DKK 146,264.00	DKK 0.00	DKK 146,264.00	DKK 0.00	DKK 0.00	Open for Selection:	Yes

Details

SELECTION DIRECT INVOICING

	Level 1: Employee	Level 2: Task	Quantity For Inv.	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Close Balance	Reallocate
	2007 - Martin White	110 - Consulting	28.00 DKK	59,024.00	DKK 59,024.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2009 - James Gro...	110 - Consulting	40.00 DKK	87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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You can also click here to view the full list of available jobs.

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Chr. &Hansen 10001

INVOICE SELECTION INVOICE EDITING INVOICE HISTORY REALLOCATE ENTRIES

Approve Close All Delimit... Print Draft Other Actions

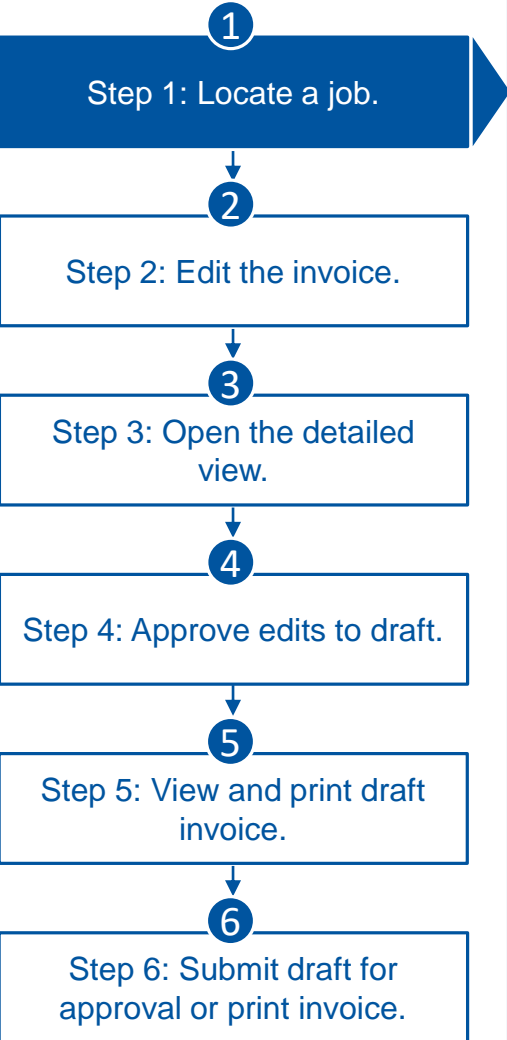
	Available	For Invoicing	Carry Forward	Billing Price	Up/Down	Real. Rate	Up/Down
Time	DKK 146,264.00	DKK 146,264...	DKK 0.00	DKK 146,264...	DKK 0.00	100.00	Selection Time 0.00 hours
Expenses	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00		Selection Billing Price DKK 0.00
Total	DKK 146,264.00	DKK 146,264...	DKK 0.00	DKK 146,264...	DKK 0.00		Open for Selection: Yes

Details

SELECTION DIRECT INVOICING

	Level 1: Employee	Level 2: Task	Quantity For Inv.	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Close Balance	Reallocate
	2007 - Martin White	110 - Consulting	28.00 DKK	59,024.00	DKK 59,024.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2009 - James Gro...	110 - Consulting	40.00 DKK	87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WIP Invoicing



MAIN MENU

JOBS

- Job Home
- Estimating
- Budgeting
- Risk Management
- Progress Evaluation
- WIP Invoice
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WIP Invoice

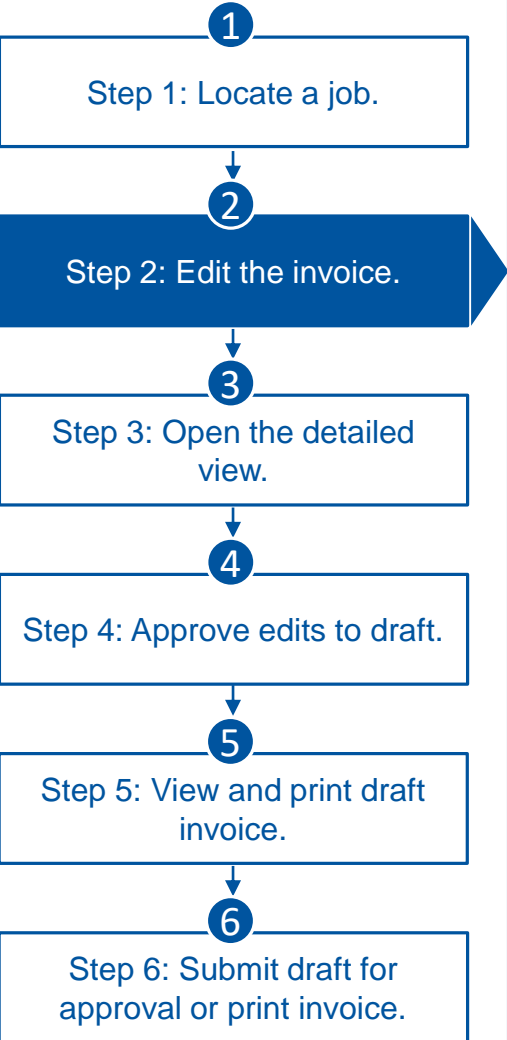
My Time and Material...

1 of 3

Job No.	Job Name	Customer	Project Manager	Invoicing Method	Open Billing Price		Invoiced	Billing Price Up/Down		Last	
<input type="checkbox"/>	1020010	MD - Project10B	Novozymes	MD - E10A	Time and Material	DKK	0.00	DKK	0.00	DKK	0.00
	1020010-C01	MD - NCR10A	Novozymes	MD - E10A	Time and Material	DKK	0.00	DKK	0.00	DKK	0.00
	1020046	MD - PageroCS	SIKAB	MD - E10A	Time and Material	DKK	0.00	DKK	0.00	DKK	0.00

All available jobs are displayed.

WIP Invoicing



Deltek iAccess

WIP Invoice My Time and Material... | 1 of 25+ | Save | Revert | Edit

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Chr. &Hansen 10001

INVOICE SELECTION | INVOICE EDITING | INVOICE HISTORY | REALLOCATE ENTRIES

	Available	For Invoicing	Carry Forward	Billing Price	Up/Down	Real. Rate	Up/Down
Time	DKK 146,264.00	DKK 146,264...	DKK 0.00	DKK 146,264...	DKK 0.00	100.00	Selection Time 0.00 hours
Expenses	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00		Selection Billing Price DKK 0.00
Total	DKK 146,264.00	DKK 146,264...	DKK 0.00	DKK 146,264...	DKK 0.00		Open for Selection: Yes

Approve | Close All | Delimit... | Print Draft | Other Actions

Details

SELECTION | DIRECT INVOICING

Level 1: Employee	Level 2: Task	Quantity For Inv.	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Close Balance	Reallocate
2007 - Martin White	110 - Consulting	28.00	DKK 59,024.00	DKK 59,024.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2009 - James Gro...	110 - Consulting	40.00	DKK 87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A Select the line you want to invoice.

B View the number of hours available for invoicing.

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INVOICE SELECTION INVOICE EDITING INVOICE HISTORY REALLOCATE ENTRIES

Approve Close All Delimit... Print Draft Other Actions

	Available	For Invoicing	Carry Forward	Billing Price	Up/Down	Real. Rate	Up/Down
Time	DKK 146,264.00	DKK 146,264.00					0.00 hours
Expenses	DKK 0.00	DKK 0.00					0.00 DKK
Total	DKK 146,264.00	DKK 146,264.00	DKK 0.00	DKK 146,264.00	DKK 0.00		Open for Selection: Yes

You can choose to either directly edit the quantity to invoice or select the number of hours to carry forward.

C Edit the quantity to invoice.

D Enter a value to carry forward (if needed).

	Level 1: Employee	Level 2: Task	Quantity For Inv.	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Balance	Reallocate
	2007 - Martin White	110 - Consulting	28.00	DKK 59,024.00	DKK 59,024.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2009 - James Gro...	110 - Consulting	40.00	DKK 87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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MAIN MENU

JOBS

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My Time and Material...

1 of 25+

Save Revert Edit

the quick brown fox jumps over the lazy dog near the river bank 1020000

Chr. & Hansen 10001

INVOICE SELECTION INVOICE EDITING INVOICE HISTORY REALLOCATE ENTRIES

Approve Close All Delimit... Print Draft Other Actions

	Available	For Invoicing	Carry Forward	Billing Price	Up/Down	Real. Rate	Up/Down
Time	DKK 146,264.00	DKK 146,264...	DKK 0.00	DKK 146,264...	DKK 0.00	100.00	Selection Time 0.00 hours
Expenses	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00		Selection Billing Price DKK 0.00
Total	DKK 146,264.00	DKK 146,264...	DKK 0.00	DKK 146,264...	DKK 0.00		Open for Selection: Yes

Details

A
Click the open icon.

	Level 1: Employee	Level 2: Task	For Inv.	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Close Balance	Reallocate
	2007 - Martin White	110 - Consulting	28.00 DKK	59,024.00	DKK 59,024.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2009 - James Gro...	110 - Consulting	40.00 DKK	87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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MAIN MENU

JOB

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WIP Invoice

Invoice on Account

Summary

	Quantity	Billing Price
Open	28.00	DKK 59,024.00
For Invoicing	28.00	DKK 59,020.00
Carry Forward		DKK 4.00
Write-Up/Down		DKK 0.00

Entries

Employee Name	Task Description	Quantity Open	Invoice Quantity	Write-Up/Down	WIP For Invoicing	Billing Price	Carry Forward	Action
Martin White	Consulting	8.00	8.00	DKK 0.00	DKK 16,860.00	DKK 2,108.00	DKK 4.00	
Martin White	Consulting	4.00	4.00	DKK 0.00	DKK 8,432.00	DKK 2,108.00	DKK 0.00	Invoice
Martin White	Consulting	8.00	8.00	DKK 0.00	DKK 16,864.00	DKK 2,108.00	DKK 4.00	Invoice
Martin White	Consulting	8.00	8.00	DKK 0.00	DKK 16,864.00	DKK 2,108.00	DKK 0.00	Invoice

[+ Add Job Entry](#)

Close

The **Summary** view lets you edit individual invoice quantities that comprise the line value in the main window.

A
Edit values as needed.

B
Click **+Add Job Entry** to add new entries to the list.

C
Click **Close** to save the edits to the invoice.

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My Time and Material...

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Save Revert Edit

the quick brown fox jumps over the lazy dog near the river bank 1020000

Chr. & Hansen 10001

INVOICE SELECTION INVOICE EDITING INVOICE HISTORY REALLOCATE ENTRIES

A
Click **Approve** to approve the edits you have made to the draft invoice.

Approve Close All Delimit... Print Draft Other Actions

	Available	For Invoicing	Carry Forward	WIP Available	WIP For Invoicing	Carry Forward	Real. Rate		Up/Down
Time	DKK 146,264.00	DKK 146,256...	DKK 8.00	DKK 146,256...	DKK 0.00	DKK 0.00	100.00	Selection Time	0.00 hours
Expenses	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00		Selection Billing Price	DKK 0.00
Total	DKK 146,264.00	DKK 146,256...	DKK 8.00	DKK 146,256...	DKK 0.00	DKK 0.00		Open for Selection:	Yes

Details

SELECTION DIRECT INVOICING

	Level 1: Employee	Level 2: Task	Quantity For Inv.	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Close Balance	Reallocate
	2007 - Martin White	110 - Consulting	28.00 DKK	59,024.00	DKK 59,016.00	DKK 8.00	DKK 0.00		<input type="checkbox"/>	<input type="checkbox"/>
	2009 - James Gro...	110 - Consulting	40.00 DKK	87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Chr. & Hansen 10001

INVOICE SELECTION INVOICE EDITING INVOICE HISTORY REALLOCATE ENTRIES

A Click Invoice Editing to view the draft invoice.

	Available				Up/Down	Real. Rate		Up/Down
Time	DKK 146,264.00				DKK 0.00	100.00	Selection Time	0.00 hours
Expenses	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00		Selection Billing Price	DKK 0.00
Total	DKK 146,264.00	DKK 146,256...	DKK 8.00	DKK 146,256...	DKK 0.00		Open for Selection:	Yes

Details

SELECTION DIRECT INVOICING

	Level 1: Employee	Level 2: Task	Quantity For Inv.	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Close Balance	Reallocate
	2007 - Martin White	110 - Consulting	28.00	DKK 59,024.00	DKK 59,016.00	DKK 8.00	DKK 0.00		<input type="checkbox"/>	<input type="checkbox"/>
	2009 - James Gro...	110 - Consulting	40.00	DKK 87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Save Revert Edit

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Chr. &Hansen 10001

INVOICE SELECTION INVOICE EDITING INVOICE HISTORY REALLOCATE ENTRIES

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

Invoice

Invoice Name

Selected for Invoicing DKK 137,828.00

To be adjusted on draft, Summary DKK 0.00

To be adjusted on draft, Detailed Spec. 0.00 DKK

Price Breakdown DKK 172,285.00

Up/Down DKK 0.00

Billing Address: Chr. Hansen 10
2970 Hørsholm
Denmark

Created: 2/17/20 by Administrator

Payment Terms

Preferred Inv. Date

Due Date: None

Blanket Draft: No

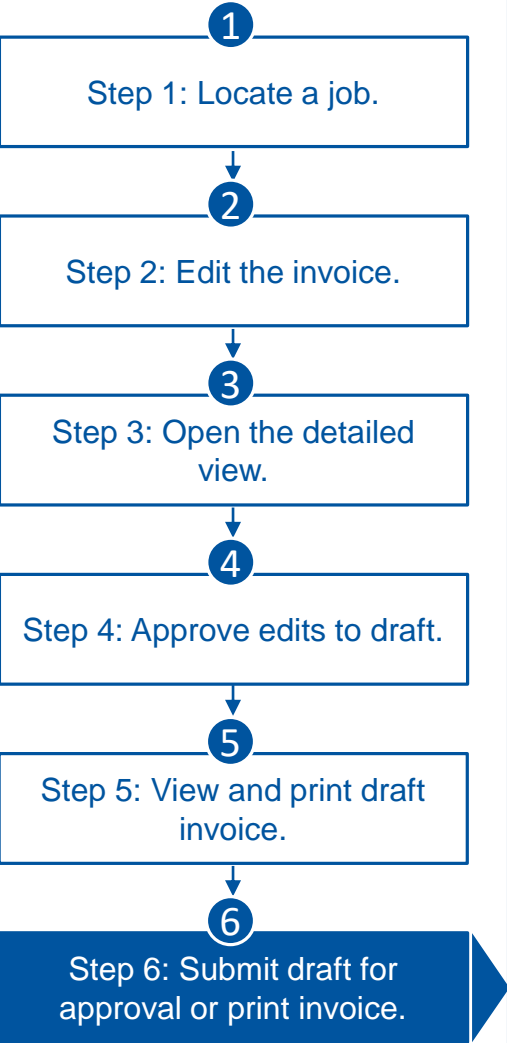
DRAFT EDITING FOUNDATION

A Review details and make any necessary adjustments.

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

Standard Text Code	Description	Quantity	Billing Price	Billing Price Total	Total Price Only
	1020000 the quick brown fox jumps over the lazy dog near ...	0.00 DKK	0.00 DKK	0.00	
		0.00 DKK	0.00 DKK	0.00	
	Martin White:	0.00 DKK	0.00 DKK	0.00	
	Consulting	24.00 DKK	2,108.00 DKK	50,588.00	

WIP Invoicing



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- Job Home
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WIP Invoice

My Time and Material...

Save Revert Edit

the quick brown fox jumps over the lazy dog near the river bank 1020000

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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)

Submit Draft

Close Editing

Reopen Editing

Print Draft

Print Invoice

Other Actions

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.

Payment Terms: Net 30 days

Preferred Inv. Date: []

Due Date: None

Blanket Draft: No

Summary: To be adjusted on draft, Detailed Spec. 0.00 DKK

Price Breakdown: DKK 172,285.00

Up/Down: DKK 0.00

DRAFT EDITING FOUNDATION

Standard Text Code	Description	Quantity	Billing Price	Billing Price Total	Total Price Only
	1020000 the quick brown fox jumps over the lazy dog near ...	0.00 DKK	0.00 DKK	0.00	
		0.00 DKK	0.00 DKK	0.00	
	Martin White:	0.00 DKK	0.00 DKK	0.00	
	Consulting	24.00 DKK	2,108.00 DKK	50,588.00	

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This concludes
WIP Invoicing Quick Steps.

