

Deltek.

# Maconomy Essentials

*iAccess Approvals*  
Quick Steps



# iAccess Approvals

1

Step 1: Use the Approval Center.

2

Step 2: Approve or reject absence requests.

3

Step 3: Approve or reject allowance requests.

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Weekly Time Sheets

Daily Time Sheets

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Per Diem

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Time Sheet Overview

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Absence Approval

Allowance Approval

## JOBS

Jobs >

Draft Invoices

Job Invoices

Job Reports >

## CUSTOMERS

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Customer Invoicing

Collections

Customer Reports >

## Approval Center

Job

Show Substitute Lines

Show Super Approver Lines

Show Rejected Lines

TIME SHEETS 4

JOB BUDGETS 1

	📄
	📄
	📄
	📄

**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.

	Approve	Reject	Undo	⚙️
	👍	👎		
	👍	👎		
	👍	👎		
	👍	👎		

Best viewed in IE or Adobe PDF Reader.

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Job

Show Substitute Lines

TIME SHEETS 4

JOB BUDGETS 1

	Employee	Week	Unit	Internal	External	Invoice														
	Steve Jobs	6	Hours			1:30														
	Steve Jobs	9	Hours			40:00	40:00													
	Steve Jobs	7	Hours			42:00	42:00	40:00	2:00	42:00	Submitted									
	Steve Jobs	8	Hours			40:00	40:00	40:00	-4:00	36:00	Submitted									

To use the Approval Center:

B

Click **Approve All** to quickly approve all the items in a tab.

C

If you need to view more information about an approval item you are reviewing, click the **View Details** icon on the line for that approval item.

D

To approve a single item, click the **Approve** icon on the line for that approval item.

A

Under the **APPROVALS** menu, go to the **Approval Center** workspace. Navigate to the tab for the approval item you need to review.

Follow the steps on the next slide to reject an approval item.

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Job

Rejection

Remarks

Show Substitute Lines

TIME SHEETS 4

JOB BUDGETS 4

Reject

Cancel

Employee	Week	Unit	Internal	External	Invoiceable	Non-invoiceable	Fixed	Balance	Total	Status	Approve	Reject	Undo	Settings
Steve Jobs	6	Hours		1:30	1:30		40:00	-38:30	1:30	Submitted	👍	👎		
Steve Jobs	9	Hours		40:00	40:00		40:00		40:00	Submitted	👍	👎		
Steve Jobs	7	Hours		42:00	42:00		40:00	2:00	42:00	Submitted	👍	👎		
Steve Jobs	8	Hours		36:00	36:00			-4:00	36:00	Submitted	👍	👎		

F  
In the wizard that displays, enter a reason for the rejection. This is required.

G  
Click **Reject**.

E  
To reject an item, click the **Reject** icon on the line for that approval item.

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### Absence Approval

Awaiting Approval

Search for Absence Requests

#### Sean Williams 101

Time in Lieu

12/10/21 - 12/10/21

Status

Submitted

Yes

Approved

No

Absence Type

Time in Lieu

Duration

1.00 Days

Working Time

1.00 Days

First Day of Absence

12/10/21

First Day is Half Day

No

Last Day of Absence

12/10/21

Last Day is Half Day

No

**To approve or reject absence requests:**

**A** Under the APPROVALS menu, go to the Absence Approval workspace.

**B** Select an absence request from the filter list, or from your notifications.

*Follow the steps on the next slide to approve the absence request.*

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### Absence Approval

Awaiting Approval | Search for Absence Requests

Sean Williams 101

Time in Lieu  
12/10/21 - 12/10/21

Status

Submitted	Yes	Reopened	No
Approved	No	Rejected	No

At

**To approve the absence request:**

First Day of Absence: 12/10/21  
Last Day of Absence: 12/10/21

Duration: 1.00 Days  
First Day is Half Day: No  
Last Day is Half Day: No

Working Time: 1.00 Days

Remarks: None

Rejection Reason: None

Synchronized with Time Sheets: No

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

C  
Click Approve.

Follow the steps on the next slide to reject the absence request.

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Absence Approval Awaiting Approval

Sean Williams 101

Time in Lieu  
12/13/21 - 12/13/21

Status

Submitted  
Yes

Approved  
No

Absence Type  
Time in Lieu

Duration  
1.00 Days

Working Time  
1.00 Days

Remarks  
None

Rejection Reason  
None

Synchronized with Time Sheets  
No

Reject Absence Request

Rejection

Rejection Reason

Reject

Cancel

To reject the absence request:

F  
Click Reject.

E  
In the wizard that displays, enter a rejection reason.

D  
Click Reject.

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

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Allowance Approval

Search for Allowance Requests

Sean Williams 101

Time in Lieu  
5.00 Days

Status

Submitted	Approved
Yes	No
Rejection Reason	None

Allowance Request

Entry Date	Absence Type	Time Registered
12/9/21	Time in Lieu	5.00 Days

Save Revert Approve... Reject... Edit

**To approve or reject allowance requests:**

A Under the APPROVALS menu, go to the Allowance Approval workspace.

B Select an allowance request from the filter list, or from your notifications.

*Follow the steps on the next slide to approve the allowance request.*



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### Allowance Approval

Sean Williams 101

Time in Lieu  
5.00 Days

Status

Submitted  
Yes

Rejection Reason  
None

Allowance Request

Entry Date  
12/9/21

Reason

To approve the allowance request:

### Approve Allowance Request

Request Details

Absence Type  
Time in Lieu

Entry Date  
12/9/21

Time Registered  
5.00 Days

Reason

Approval

Entry Date  
12/9/21

Valid Till

Quantity  
5.00 Days

Reason

Approve Cancel

C  
Click **Approve**.

D  
In the wizard that displays, go to the **Valid Till** field. Click the calendar icon to specify a date.

E  
If needed, edit the **Quantity** field. You can edit the number, but not the time unit specified.

F  
Click **Approve**.

Follow the steps on the next slide to reject the allowance request.

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### Allowance Approval Awaiting Approval

#### Sean Williams 101

Time in Lieu  
5.00 Days

Status

Submitted  
Yes

Rejection Reason  
None

Allowance Request

Entry Date  
12/9/21

Reason  
None

**To reject the allowance request:**

### Reject Allowance Request

Request Details

Absence Type  
Time in Lieu

Entry Date  
12/9/21

Time Registered  
5.00 Days

Reason

Rejection

Reason

\*

G  
Click Reject.

H  
In the wizard that displays, enter a rejection reason.

I  
Click Reject.

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## Approval Center

Job

Job selection dropdowns

Show Substitute Lines

Show Super Approver Lines

Show Rejected Lines

TIME SHEETS 4

JOB BUDGETS 1

Employee	Approve	Reject	Undo	Settings
Steve Jobs	👍	👎		⚙️
Steve Jobs	👍	👎		⚙️
Steve Jobs	👍	👎		⚙️
Steve Jobs	👍	👎		⚙️

This concludes the iAccess Approvals Quick Steps Procedure.