

Deltek.

Maconomy Essentials

iAccess Expense Sheets
Quick Steps



iAccess Expense Sheets

1

Step 1: Create and edit an expense sheet.

2

Step 2: Copy from an expense sheet.

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Step 3: Delete an expense sheet.

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Step 4: Duplicate an expense sheet.

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Step 5: Submit an expense sheet.

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Step 6: Attach a receipt to an expense sheet line.

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Step 7: Add receipts to the receipts tab.

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+ New Expense Sheet

Save | Revert | Submit | Other Actions

Job

Currency

Exchange Rate

Employee

Total Amount

Settlement Status

Period

REC

Unit Price,
Currency Unit Price, Base Currency

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

Best viewed in IE or Adobe PDF Reader.

+ Add Expense Sheet Line

iAccess Expense Sheets

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All Search

To create an expense sheet:

B

Click + New Expense Sheet.

A

Under the Self Service menu, go to the Expenses workspace.

2021/1

10700000

Job

None

Employee

Currency

None

Total Amount

NOK 125.00

Exchange Rate

0.00

Settlement Status

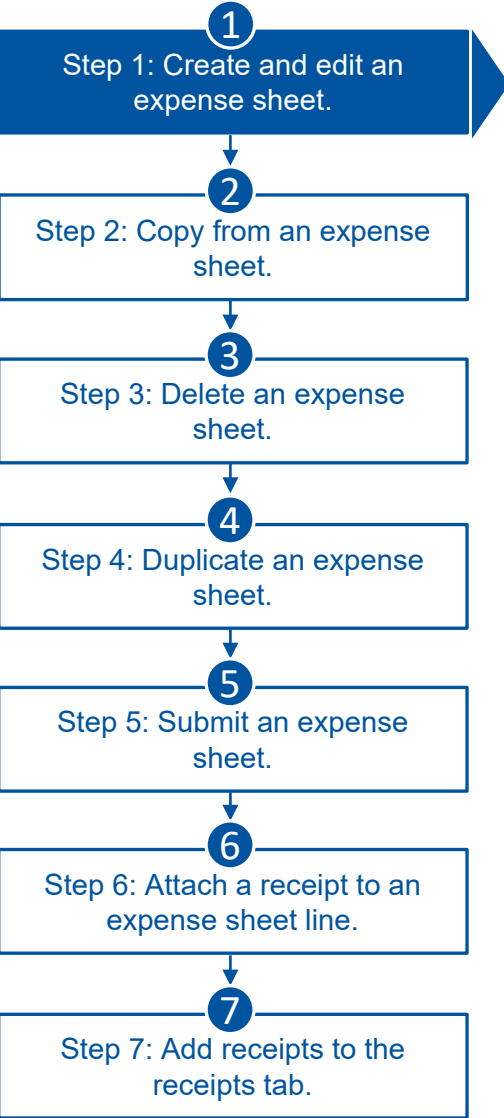
Paid

Entry Date	Favorite	Job No.	Job Name	Task	Description	Reference	Quantity	Unit Price, Currency	Unit Price, Base Currency
3/5/21		1020000	Consulting	Andre divers...	Andre diverse utlegg	1	1.00	NOK 125.00	125.00 NOK

Follow the steps on the next slide to continue creating an expense sheet.

+ Add Expense Sheet Line

iAccess Expense Sheets



A In the Create Expense Sheet wizard, enter a description and a project for which the expense was incurred.

B Adding a project is optional. Leave it blank if entering an expense sheet for multiple projects.

C Select an employee name from the drop-down list. Specify your name, or that of another employee (if you are registering by proxy).

D Enter the currency in which the expense was incurred.

E Click **Create**.

F iAccess automatically displays the expense sheet you just created.

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All Search

To add lines to the expense sheet:

Save

Revert

Submit

Other Actions

Open

Click Save.

C

PH Expense

10700004

Job
Currency project 1020003

Currency
USD

Employee
Liz Hunter 111

Total Amount
NOK 0.00

Period

None

Settlement Status

None

REGISTRATIONS

RECEIPTS

Entry Date	Favorite	Job No.	Job Name	Task	Description	Reference	Quantity	Unit Price, Currency	Unit Price, Base Currency
1/6/22		1020003	Currency ...				1.00	USD 0.00	0.00 USD

B

Fill out the fields as needed.

A

Click + Add Expense Sheet Line.

+ Add Expense Sheet Line

iAccess Expense Sheets

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Search for Expense Sheets

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+ New Expense Sheet

PH Expense

10700004

Job
Currency project 1020003

Currency
USD

Employee
Liz Hunter 111

Total Amount
NOK 0.00

Period
None

Click Save.

E

Save

Revert

Submit

Other Actions

Open

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REGISTRATIONS

RECEIPTS

Unit Price, Base	Unit Price, Currency	Currency	Amount, Currency	Amount, Base	Tax Code	Tax, Currency	Tax, Base	Just. Req.	Exchange Rate	Receipt	Status
0.00	USD	0.00 USD	USD 0.00	0.00		USD 0.00	0.00		51.00		

If the **Just. Req.** field is selected for the line, fill out the fields in the Expense Justification pane.

D

iAccess Expense Sheets

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Step 5: Submit an expense sheet.

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Step 7: Add receipts to the receipts tab.

To edit an expense sheet:

You can only edit reports that are not yet submitted or have been reverted to unsubmitted status.

A Use the **Search Tool** to select an existing expense report to edit.

B From the **Other Actions** drop-down list, select **Edit**.

Follow the steps on the next slide to continue editing the expense sheet.

The screenshot shows the Deltak iAccess interface. The top navigation bar includes the Deltak logo and 'iAccess'. The main content area is titled 'Expenses' and features a search bar with a dropdown menu set to 'All' and a search input field containing 'Search for Expense Sheets'. Below the search bar, there are navigation controls for '1 of 3' items and a '+ New Expense Sheet' button. A table of expense sheets is displayed, with the first row highlighted. The table columns include 'Unit Price, Base', 'Unit Price, Currency', 'Currency', 'Amount, Currency', 'Amount, Base', 'Tax Code', and 'Tax, Currency'. The first row shows values: 0.00, USD, 0.00, USD, USD, 0.00, 0.00, USD. To the right of the table, there are buttons for 'Save', 'Revert', 'Submit', and 'Other Actions'. The 'Other Actions' dropdown menu is open, showing options: 'Edit', 'Reopen', 'Print', 'Copy From...', 'Duplicate...', 'Attach Receipts', and 'Delete Expense Sheet'. The left sidebar contains a navigation menu with sections: 'SELF SERVICE' (Weekly Time Sheets, PH Expense), 'SUPERVISOR' (Favorite, Absence, Time Sheet, Team Absence Overview), 'APPROVALS' (Approval Center, Absence Approval, Allowance Approval), 'JOBS' (Jobs, Draft Invoices, Job Invoices, Job Reports), and 'CUSTOMERS' (Customers, Customer Invoicing, Collections, Customer Reports).

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All Search for Expense Sheets

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+ New Expense Sheet

PH Expense

Cancel Save

10700004

Job
Currency project 1020003

Currency
USD

Exchange Rate
51.00

Employee
Liz Hunter 111

Total Amount
NOK 0.00

Settlement Status

Period
[Calendar icon] - [Calendar icon]

C Enter the start and end dates for this expense. Then, edit the other fields as needed.

D Click Save.

REGISTRATIONS RECEIPTS

Entry Date	Favorite	Job No.	Job Name	Task	Description	Reference	Quantity	Unit Price, Base	Unit Price, Currency	Currency
1/6/22	[Calendar icon]	1020003	Currency...	Hotell	Hotell		1.00	0.00	USD 0.00	USD

Follow the steps on the next slide to continue editing the expense sheet.

+ Add Expense Sheet Line

iAccess Expense Sheets

1

Step 1: Create and edit an expense sheet.

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Step 2: Copy from an expense sheet.

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+ New Expense Sheet

PH Expense

10700004

Job
Currency project 1020003

Currency
USD

Employee
Liz Hunter 111

Total Amount
NOK 0.00

Period
None

Click Save.

G

Save

Revert

Submit

Other Actions

Open

REGISTRATIONS

RECEIPTS

Entry Date	Favorite	Job No.	Job Name	Task	Description	Reference	Quantity	Unit Price	Base Currency
1/6/22		1020003	Currency ...				1.00	USD 0.00	0.00 USD

F

Fill out the fields as needed.

E

To add additional lines to the expense sheet, click + Add Expense Sheet Line.

Follow the steps on the next slide to continue editing the expense sheet.

+ Add Expense Sheet Line

iAccess Expense Sheets

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Step 2: Copy from an expense sheet.

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Step 3: Delete an expense sheet.

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Step 4: Duplicate an expense sheet.

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Step 5: Submit an expense sheet.

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Step 7: Add receipts to the receipts tab.

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+ New Expense Sheet

PH Expense

10700005

Job
Currency project 1020003

Currency
USD

Exchange Rate
5.50

Employee
Sean Williams 101

Total Amount
NOK 0.00

Settlement Status
None

Period
1/3/22 - 1/7/22

Click Save.

Save

Revert Submit Other Actions

Open

REGISTRATIONS RECEIPTS

Unit Price, Base	Unit Price, Currency	Currency	Amount, Currency	Amount, Base	Tax Code	Tax, Currency	Tax, Base	Just. Req.	Exchange Rate	Receipt	Status
0.00	USD	0.00 USD	USD 0.00	0.00		USD 0.00	0.00		5.50		

- Insert Expense Sheet Line
- Delete Expense Sheet Line
- Create favorite
- Attach Receipt To Line
- View Receipt

Optional: To save this project and task for future use, click the button. Then, click **Create favorite**.

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+ New Expense Sheet

Save Revert Submit Other Actions

PH Expense

10700004

Job

Currency project 1020003

A

From the Search Tool, select the expense sheet you want to copy to.

To copy from an expense sheet:

B

From the Other Actions drop-down list, select Copy From...

REGISTRATIONS RECEIPTS

Entry Date	Favorite	Job No.	Job Name	Task	Unit Price	Quantity	Amount	Unit Price	Quantity	Amount
1/6/22		1020003	Currency ...	Hotell	Hotell	1.00	0.00	USD	0.00	USD

Follow the steps on the next slide to continue copying from an expense sheet.

+ Add Expense Sheet Line

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1

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PH Expense

10700004

Job

Currency project 1020003

Employee

Liz Hunter 111

Period

1/3/22 -

REG

Copy From Expense Sheet

Select an expense sheet to copy from

Copy From

Copy From Expense Sheet

Cancel

Click Copy From Expense Sheet.

C

In the Copy From Expense Sheet wizard, select the expense sheet from which you want to copy lines.

D

iAccess adds the copied lines to the Registrations tab of the current expense sheet and automatically saves your changes.

Entry Date	Favorite	Job No.	Job Name	Task	Description	Reference	Quantity	Unit Price, Base	Unit Price, Currency	Currency
1/6/22		1020003	Currency ...	Hotell	Hotell		1.00	0.00	USD	0.00 USD

+ Add Expense Sheet Line

iAccess Expense Sheets

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Step 2: Copy from an expense sheet.

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+ New Expense Sheet

Save Revert Submit Other Actions

PH Expense

10700004

Job

Currency project 1020003

Employee

Liz Hunter 111

Period

1/3/22 - 1/7/22

A Use the Search Tool to select an existing expense report to delete.

Exchange Rate

51.00

Settlement Status

None

NOK 0.00

B From the Other Actions drop-down list, select Delete Expense Sheet.

To delete an expense sheet:

You can only delete reports that are not yet submitted.

Follow the steps on the next slide to continue deleting the expense sheet.

+ Add Expense Sheet Line

iAccess Expense Sheets

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Step 1: Create and edit an expense sheet.

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PH Expense

10700004

Job
Currency project 1020003

Employee
Liz Hunter 111

Period
1/3/22 - 1/7/22

Currency
USD
Total Amount
NOK 0.00

Exchange Rate
51.00

Delete [X]

Are you sure you want to delete this line?

Delete Cancel

C Click **Delete** to confirm deletion or **Cancel** to exit without deleting.

REGISTRATIONS

RECEIPTS

Entry Date	Favorite	Job No.	Job Name	Task	Description	Reference	Quantity	Unit Price, Base	Unit Price, Currency	Currency
1/6/22		1020003	Currency ...	Hotell	Hotell		1.00	0.00	USD	0.00 USD

+ Add Expense Sheet Line

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Step 1: Create and edit an expense sheet.

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Total Amount
NOK 0.00

Exchange Rate
51.00

Settlement Status
None

REGISTRATIONS RECEIPTS

Entry Date	Favorite	Job No.	Job Name	Task	Description	Reference	Quantity	Unit Price, Base	Unit Price, Currency	Amount, Currency
1/6/22		1020003	Currency ...	Hotell	Hotell		1.00	0.00	USD 0.00	USD

A

Select an expense sheet from the Search Tool.

B

From the Other Actions drop-down list, select Duplicate...

To duplicate an expense sheet:

The Duplicate... action copies header information, job and task numbers, and quantities and amounts.

Follow the steps on the next slide to continue duplicating the expense sheet.

+ Add Expense Sheet Line

iAccess Expense Sheets

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Step 1: Create and edit an expense sheet.

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Step 2: Copy from an expense sheet.

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Job

Currency project 1020003

Employee

Liz Hunter 111

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1/3/22 - 1/7/22

Total Amount

NOK 0.00

Exchange Rate

51.00

Settlement Status

REGISTRATIONS

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Entry Date	Favorite	Job No.	Job Name	Task	Description	Reference	Quantity	Unit Price, Base	Unit Price, Currency	Currency
1/6/22		1020003	Currency ...	Hotell	Hotell		1.00	0.00	USD	0.00 USD

Duplicate Expense Sheet

A new expense sheet will be created with a copy of the current fields and lines.

Duplicate Cancel

C In the Duplicate Expense Sheet wizard, click **Duplicate**.

iAccess navigates to the new expense sheet duplicated from the original.

Follow the steps on the next slide to continue duplicating the expense sheet.

+ Add Expense Sheet Line

iAccess Expense Sheets

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PH Expense

10700005

Job

Currency project 1020003

USD

Employee

Sean Williams 101

Total Amount

NOK 0.00

Period

1/3/22 - 1/7/22

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RECEIPTS

Entry Date	Favorite	Job No.	Job Name	Task	Description	Reference	Quantity	Unit Price, Base	Unit Price, Currency	Currency
1/7/22		1020003	Currency ...	Hotell	Hotell		1.00	0.00	USD	0.00 USD

Notification

A new expense sheet (10700005) has been created from 10700004

Ok

D In the Notification wizard, click Ok.

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Search for Expense Sheets

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+ New Expense Sheet

Save | Reverse | **Submit** | Other Actions

Open

PH Expense

10700004

Job

Currency project 1020003

Employee

Liz Hunter 111

Period

1/3/22 - 1/7/22

A

If you are not already in the expense sheet, use the **Search Tool** to select an existing expense report to submit.

B

Click **Submit**.

REGISTRATIONS

RECEIPTS

Entry Date	Favorite	Job No.	Job Name	Task	Description	Reference	Quantity	Unit Price, Base	Unit Price, Currency	Currency
1/6/22		1020003	Currency ...	Hotell	Hotell		1.00	0.00	0.00	USD

To submit an expense sheet:

You can only submit open expense sheets.

+ Add Expense Sheet Line

iAccess Expense Sheets

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Step 1: Create and edit an expense sheet.

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PH Expense


A Navigate to Expenses workspace » Registrations Tab.

REGISTRATIONS RECEIPTS

B

Select the line you want to add a receipt to.

Unit Price, Base	Unit Price, Currency	Currency	Amount, Currency	Amount, Base	Tax Code	Tax, Currency	Tax, Base	Just. Req.	Exchange Rate	Receipt	Status
0.00	USD	0.00	USD	0.00		USD	0.00	0.00	51.00		

C Click the  button and select **Attach Receipt To Line**.

- Insert Expense Sheet Line
- Delete Expense Sheet Line
- Create favorite
- Attach Receipt To Line**
- View Receipt

To attach a receipt to an expense sheet line from your local drive:

Follow the steps on the next slide to continue attaching a receipt to an expense sheet line.

You can attach the receipt directly from your local drive, or you can choose to associate an expense sheet line with an existing receipt.

iAccess Expense Sheets

1

Step 1: Create and edit an expense sheet.

2

Step 2: Copy from an expense sheet.

3

Step 3: Delete an expense sheet.

4

Step 4: Duplicate an expense sheet.

5

Step 5: Submit an expense sheet.

6

Step 6: Attach a receipt to an expense sheet line.

7

Step 7: Add receipts to the receipts tab.

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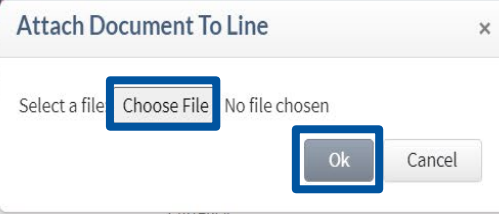
Customer Invoicing

Collections

Customer Reports

In the Attach Document To Line wizard, click **Choose File** to open your file explorer.

D



Click **Ok**.

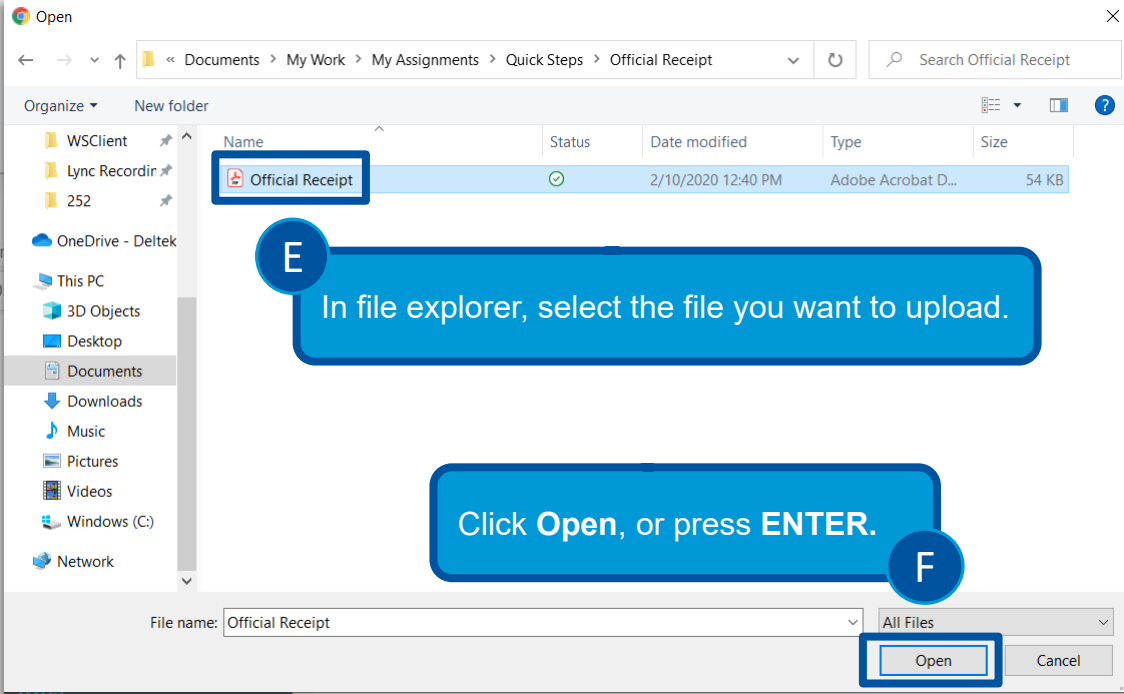
G

In file explorer, select the file you want to upload.

E

Click **Open**, or press **ENTER**.

F



The receipt is attached to the expense sheet line. It is also added to the Receipts tab of the Expenses workspace.

iAccess Expense Sheets

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Step 1: Create and edit an expense sheet.

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4

Step 4: Duplicate an expense sheet.

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Step 5: Submit an expense sheet.

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Step 6: Attach a receipt to an expense sheet line.

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Step 7: Add receipts to the receipts tab.

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All Search for Expense Sheets

2 of 4

+ New Expense Sheet

Save

Revert

Submit

Other Actions

Open

A

Navigate to the Expenses workspace and locate the expense sheet using the **Search Tool**.

D

Click the **Save**.

REGISTRATIONS

RECEIPTS 1

B

Click the Registrations tab.

C

In the **Receipt** field, select a file from the drop-down list.

Expense Sheet 10700004
Official Receipt.pdf
More search results

To attach an existing receipt to a line:

The receipt is attached to the expense sheet line.

iAccess Expense Sheets

1

Step 1: Create and edit an expense sheet.

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A

Navigate to **Expenses workspace » Receipts tab.**

To add several receipts to the Receipts tab:

B

From the **Other Actions** drop-down list, select **Attach Receipts**.

Follow the steps on the next slide to continue adding several receipts to the Receipts tab.

The screenshot shows the Deltek iAccess interface for the 'Expenses' workspace. The 'PH Expense' workspace is active, and the 'RECEIPTS' tab is selected, indicated by a red '1' in a box. A table lists a receipt: 'Official Receipt.pdf', 'Adobe Acrobat', '55283', and '1/3/22'. The 'Other Actions' menu is open, showing options like 'Edit', 'Reopen', 'Print', 'Copy From...', 'Duplicate...', 'Attach Receipts', and 'Delete Expense Sheet'. The 'Attach Receipts' option is highlighted with a blue box and a 'B' callout. A blue callout 'A' points to the 'RECEIPTS' tab. A blue callout 'B' points to the 'Attach Receipts' option. A blue callout at the top right says 'To add several receipts to the Receipts tab:'. A blue callout at the bottom right says 'Follow the steps on the next slide to continue adding several receipts to the Receipts tab.' The left sidebar shows the navigation menu with 'Expenses' selected under 'SELF SERVICE'.

iAccess Expense Sheets

1

Step 1: Create and edit an expense sheet.

2

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7

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All

Search for Expenses

Attach Document

Select a file

Choose Files

No file chosen

Ok

Cancel

In the Attach Document wizard, click **Choose Files** to open your file explorer.

Click **Ok**.

Open

Documents > My Work > My Assignments > Quick Steps > Official Receipt

Name	Status	Date modified	Type	Size
Official Receipt	✓	2/10/2020 12:40 PM	Adobe Acrobat D...	54 KB
Official Receipt_2	✓	2/10/2020 12:40 PM	Adobe Acrobat D...	54 KB
Official Receipt_3	✓	2/10/2020 12:40 PM	Adobe Acrobat D...	54 KB

File name: "Official Receipt" "Official Receipt_2" "Official Receipt_3"

All Files

Open

Cancel

In file explorer, select the files you want to upload.

Click **Open**, or press **ENTER**.

The files are uploaded and listed in the Receipts tab.

iAccess Expense Sheets

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All Search for Expense Sheets

2 of 4

+ New Expense Sheet

PH Expense

Save Revert Submit Other Actions

Open

10700004

Job

Currency

Exchange Rate

Currency project 1020003

USD

51.00

Employee

Total Amount

Settlement Status

Liz Hunter 111

Period

1/3/22 - 1/7/22

REGISTRATION

Entry D

1/6/22

1/7/22

1020000

Consulting

Parking

Parking

3.00

Price, Base

0.00

Unit Price, Currency

USD

Currency

0.00

Currency

USD

0.00

DKK

0.00

DKK

This concludes the iAccess Expense Sheets Quick Steps Procedure.

+ Add Expense Sheet Line