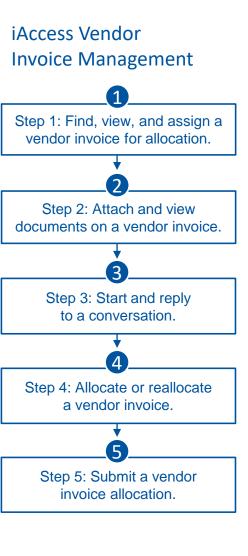
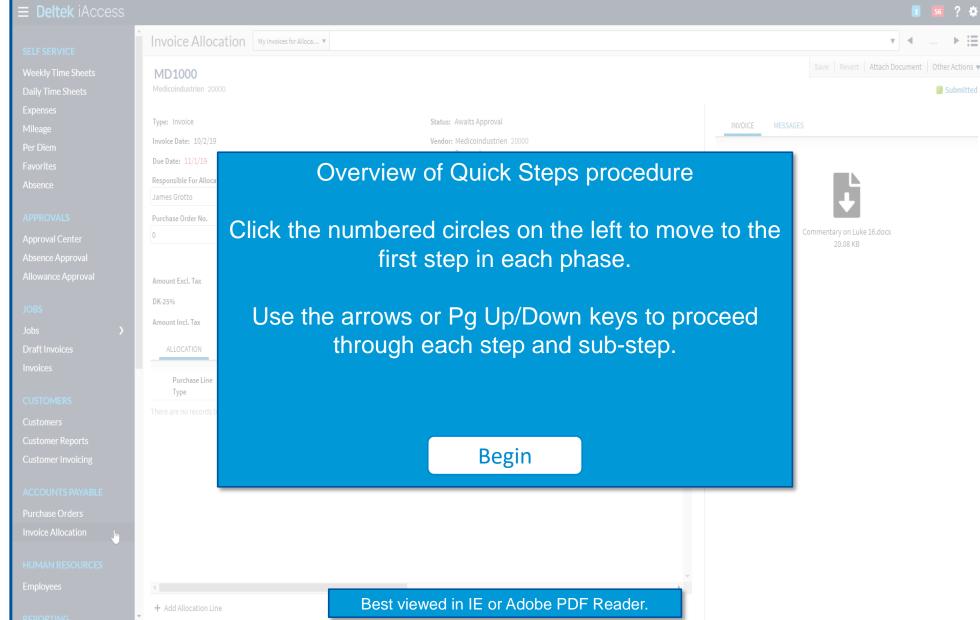
## Deltek.

# **Maconomy Essentials**

*iAccess Vendor Invoice Management*Quick Steps







**■ Deltek** iAccess

Weekly Time Sheets

**Daily Time Sheets** 

**Favorites** 

Invoice Allocation

To find and view a vendor invoice

for allocation:

INV\_002 Supplier A -0120000 All Invoices ▼

Step 1: Find, view, and assign a vendor invoice for allocation.

Step 2: Attach and view documents on a vendor invoice.

Step 3: Start and reply to a conversation.

Step 4: Allocate or reallocate a vendor invoice.

Step 5: Submit a vendor

invoice allocation.

Responsible For Allocation Absence Phone: 4444444444 ▼ 2009 James Grotto supplier@info.com Purchase Order No. Approval Center Absence Approval Invoice Allocated Unallocated Allowance Approval Amount Excl. Tax DKK 1,000.00 DKK 1,000.00 DKK 0.00 DK-25% DKK 250.00 DKK 250.00 DKK 0.00 Amount Incl. Tax DKK 1,250.00 DKK 1,250.00 DKK 0.00 Jobs **Draft Invoices** DOCUMENTS 1 ALLOCATION Invoices Purchase Line Local Account Entry Amount Excl. Account No. Description Unit Price ▼ 53310 ▼ Supplie 1.00 DKK 1,000.00 DKK 1,000.00 Customers **Customer Reports Customer Invoicing** Purchase Orders Under the Accounts Payable Invoice Allocation menu, go to the Invoice Follow the steps on the next slide to Allocation workspace. assign a vendor invoice for allocation. Employees + Add Allocation Line

Status: Allocation Started

Vendor: Supplier A -0120000 1 The Street

> AAA 999 London United Kingdom

**4** 4 of 5 ▶ **!** 

Open

Save Revert Submit for Approval Attach Document Other Actions ▼

Select a vendor invoice from

the filter list.

Step 1: Find, view, and assign a vendor invoice for allocation.

\_2

Step 2: Attach and view documents on a vendor invoice.

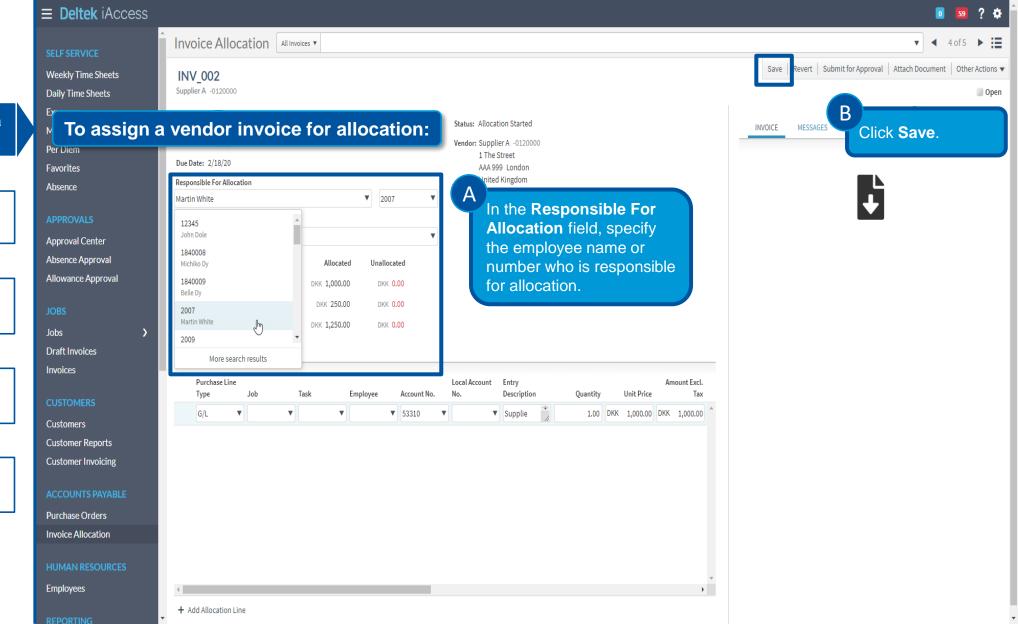
3

Step 3: Start and reply to a conversation.

\_4

Step 4: Allocate or reallocate a vendor invoice.

\_5



Step 1: Find, view, and assign a vendor invoice for allocation.

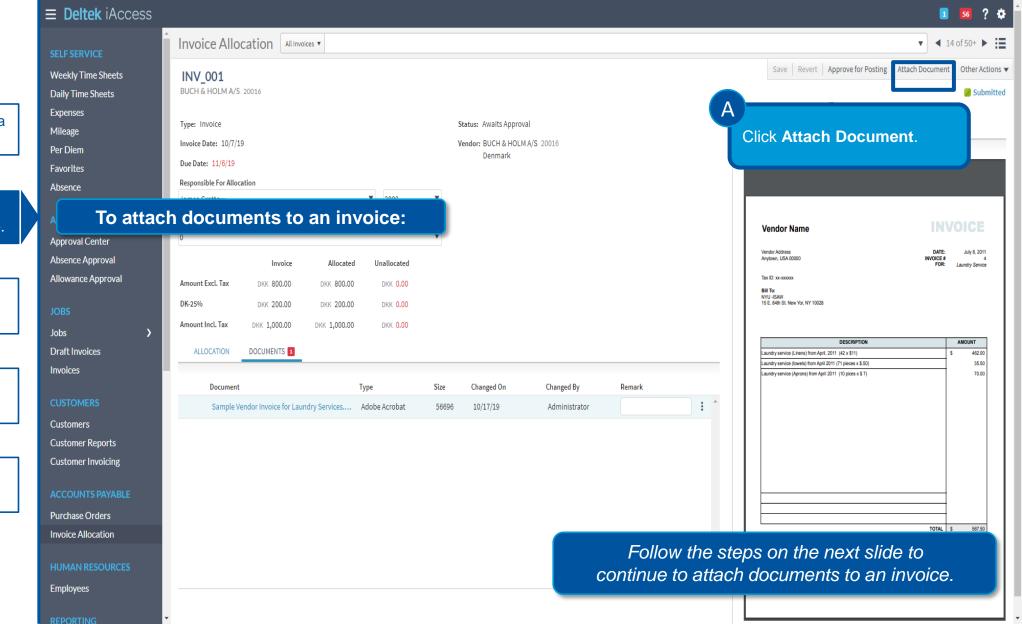
Step 2: Attach and view documents on a vendor invoice.

Step 3: Start and reply to a conversation.

Step 4: Allocate or reallocate

\_5

a vendor invoice.



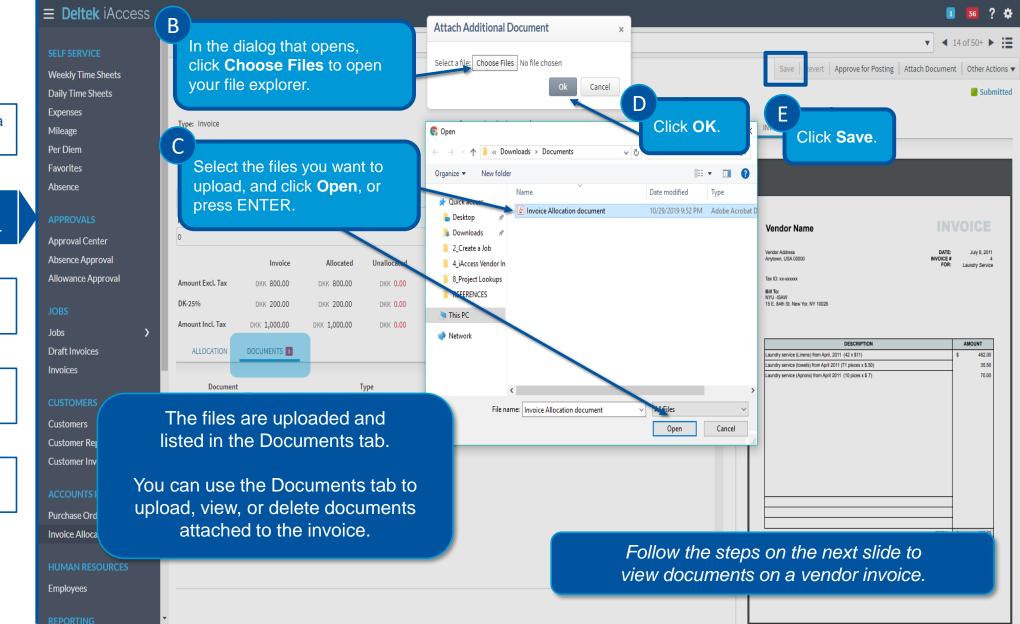
Step 1: Find, view, and assign a vendor invoice for allocation.

Step 2: Attach and view documents on a vendor invoice.

Step 3: Start and reply to a conversation.

Step 4: Allocate or reallocate

a vendor invoice.



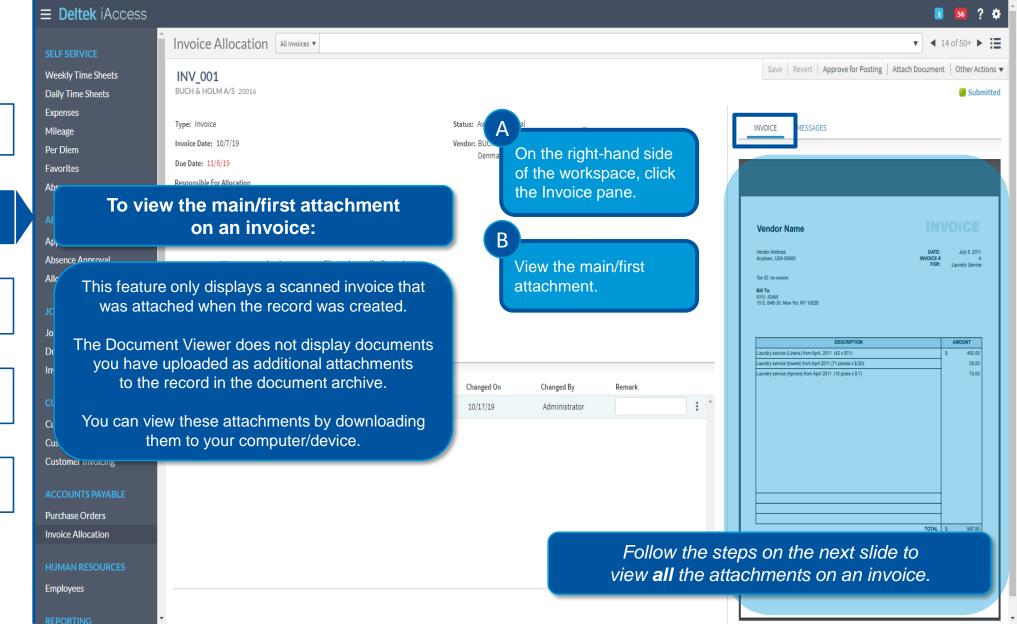
Step 1: Find, view, and assign a vendor invoice for allocation.

Step 2: Attach and view documents on a vendor invoice.

Step 3: Start and reply to a conversation.

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Step 4: Allocate or reallocate a vendor invoice.



Step 1: Find, view, and assign a vendor invoice for allocation.

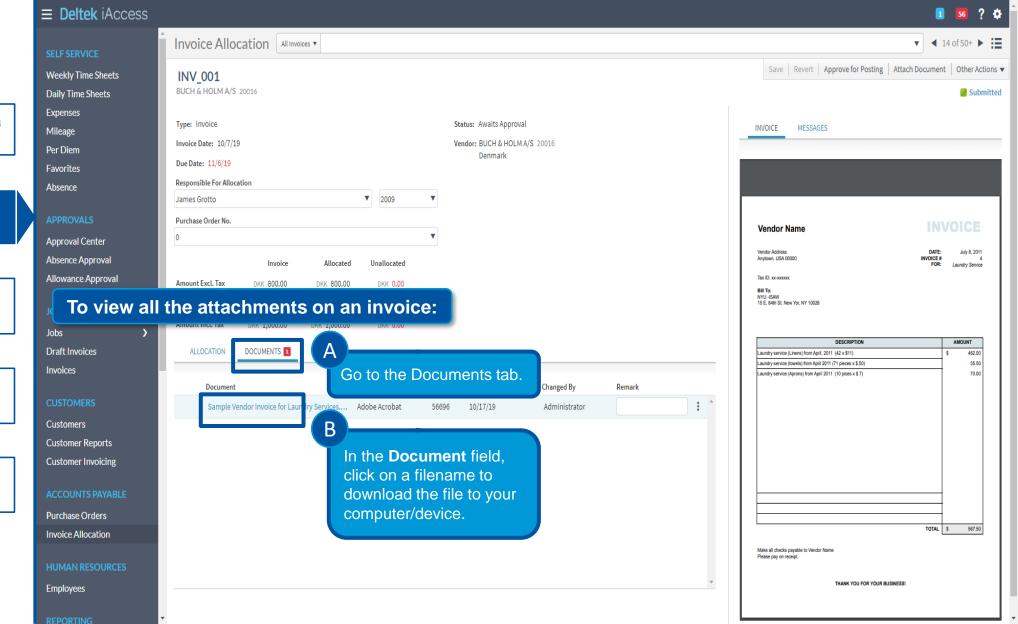
Step 2: Attach and view documents on a vendor invoice.

Step 3: Start and reply to a conversation.

4: Allocato

Step 4: Allocate or reallocate a vendor invoice.

\_\_\_\_\_5



Step 1: Find, view, and assign a vendor invoice for allocation.

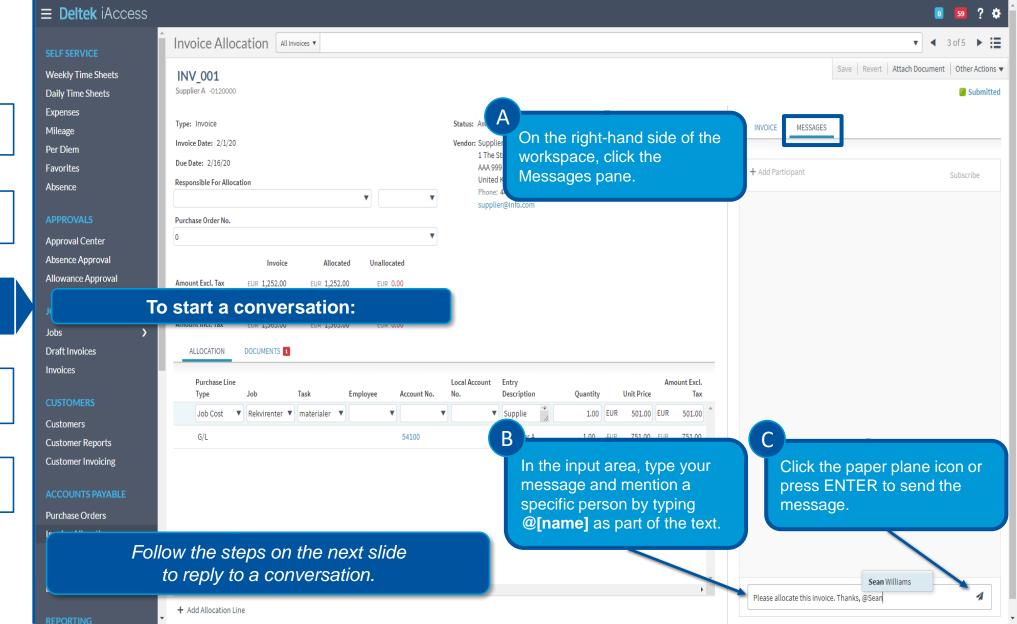
Step 2: Attach and view

Step 2: Attach and view documents on a vendor invoice.

Step 3: Start and reply to a conversation.

Step 4: Allocate or reallocate a vendor invoice.

\_\_\_\_5



Step 1: Find, view, and assign a vendor invoice for allocation.

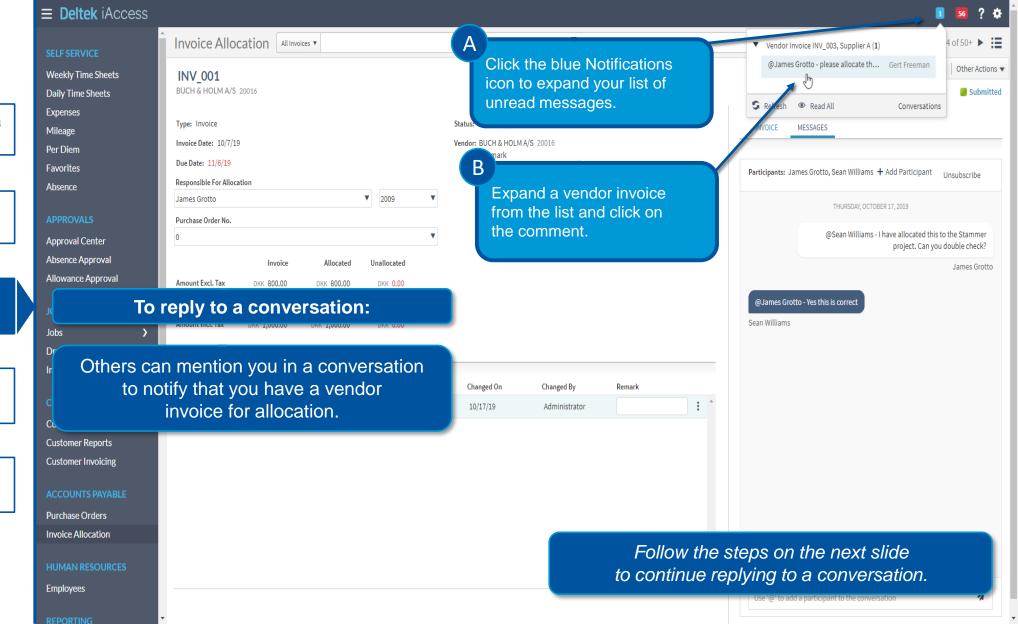
\_\_\_\_\_2

Step 2: Attach and view documents on a vendor invoice.

Step 3: Start and reply to a conversation.

Step 4: Allocate or reallocate a vendor invoice.

\_5



## iAccess Vendor **Invoice Management** Step 1: Find, view, and assign a vendor invoice for allocation. Step 2: Attach and view documents on a vendor invoice. Step 3: Start and reply to a conversation. Step 4: Allocate or reallocate a vendor invoice. Step 5: Submit a vendor invoice allocation.

**■ Deltek** iAccess

Weekly Time Sheets

Daily Time Sheets Expenses

Mileage

Per Diem

**Favorites** 

Absence

Jobs Draft Invoices Invoices

Customers

**Customer Reports** 

**Customer Invoicing** 

Purchase Orders

Invoice Allocation

Employees

Approval Center
Absence Approval

Allowance Approval

Invoice Allocation All Invoices 

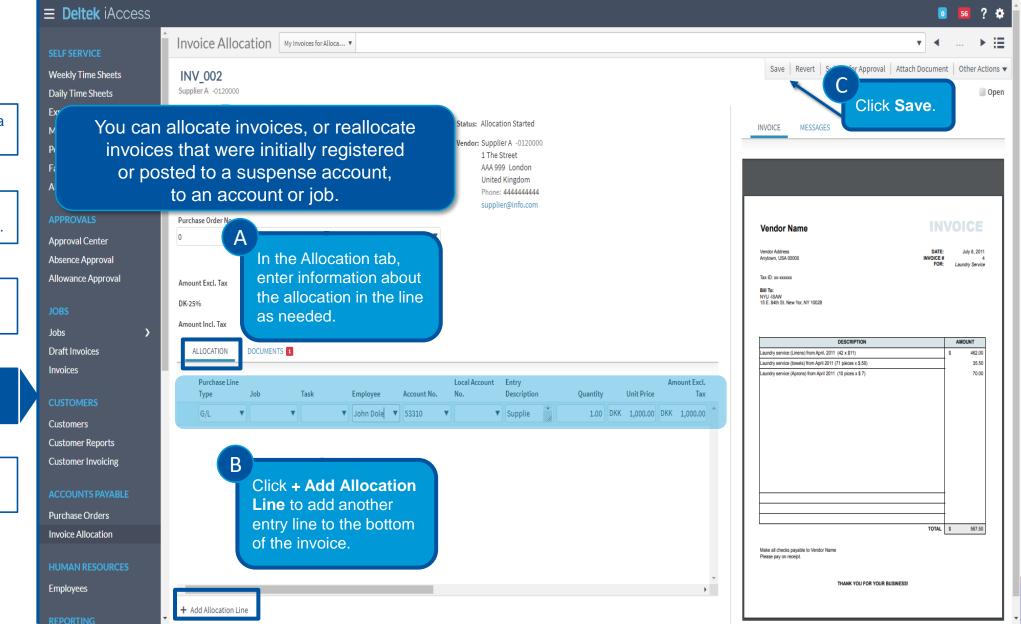
All Invoices Save Revert | Submit for Approval | Attach Document | Other Actions ▼ **INV 003** Supplier A -0120000 Type: Invoice Status: Awaits Allocation Participants: James Grotto, Gert Freeman + Add Participant Invoice Date: 2/3/20 iAccess then navigates to the Invoice Due Date: 2/18/20 Allocation workspace, and opens the MONDAY, FEBRUARY 3, 2020 Responsible For Allocation Messages pane for that vendor invoice. ▼ 2009 James Grotto @James Grotto - please allocate this invoice. Thanks! Purchase Order No. Gert Freeman ALLOCATION DOCUMENTS 1 Local Account Entry Amount Excl. Purchase Line Description Unit Price Tax Ta Account No. In the input area, type your Click the paper plane icon or message and mention a press ENTER to send the specific person by typing message. @[name] as part of the text. + Add Allocation Line Will work on this today. Thanks, @Gert Gert Freeman

Step 1: Find, view, and assign a vendor invoice for allocation.

Step 2: Attach and view documents on a vendor invoice.

Step 3: Start and reply to a conversation.

Step 4: Allocate or reallocate a vendor invoice.





Step 1: Find, view, and assign a vendor invoice for allocation.

Mileage

Absence

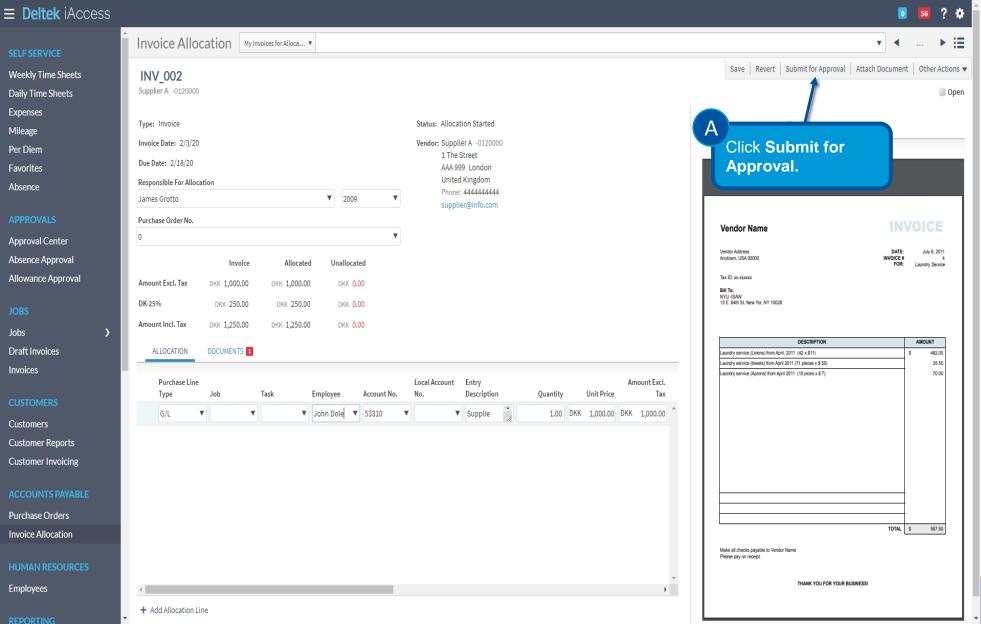
Jobs

Invoices

Step 2: Attach and view documents on a vendor invoice.

Step 3: Start and reply to a conversation.

Step 4: Allocate or reallocate a vendor invoice.





Step 1: Find, view, and assign a vendor invoice for allocation.

**Expenses** 

Mileage

Per Diem

**Favorites** 

Absence

Jobs

Invoices

Step 2: Attach and view documents on a vendor invoice.

Step 3: Start and reply to a conversation.

Step 4: Allocate or reallocate a vendor invoice.



