

Deltek.

Maconomy Essentials

iAccess Vendor Invoice Management
Quick Steps



iAccess Vendor Invoice Management

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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.

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Step 4: Allocate or reallocate a vendor invoice.

5

Step 5: Submit a vendor invoice allocation.

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My Invoices for Alloca...

Save | Revert | Attach Document | Other Actions

Submitted

MD1000

Medicoindustrien 20000

Type: Invoice

Status: Awaits Approval

Invoice Date: 10/2/19

Vendor: Medicoindustrien 20000

Due Date: 11/1/19

Responsible For Allocation

James Grotto

Purchase Order No.

0

Amount Excl. Tax

DK-25%

Amount Incl. Tax

ALLOCATION

Purchase Line Type

There are no records to display.

+ Add Allocation Line

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



Commentary on Luke 16.docx
20.08 KB

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Save Revert Submit for Approval Attach Document Other Actions

Open

To find and view a vendor invoice for allocation:

B

Select a vendor invoice from the filter list.

INV_002

Supplier A -0120000

Status: Allocation Started

Vendor: Supplier A -0120000

1 The Street

AAA 999 London

United Kingdom

Phone: 4444444444

supplier@info.com

Due Date: 2/18/20

Responsible For Allocation

James Grotto

2009

Purchase Order No.

0

	Invoice	Allocated	Unallocated
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

ALLOCATION DOCUMENTS 1

Purchase Line Type	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantity	Unit Price	Amount Excl. Tax
G/L				53310		Supplie	1.00	DKK 1,000.00	DKK 1,000.00

A

Under the Accounts Payable menu, go to the Invoice Allocation workspace.

Follow the steps on the next slide to assign a vendor invoice for allocation.

iAccess Vendor Invoice Management

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Step 5: Submit a vendor invoice allocation.

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Save Revert Submit for Approval Attach Document Other Actions

Open

To assign a vendor invoice for allocation:

A In the Responsible For Allocation field, specify the employee name or number who is responsible for allocation.

B Click Save.



Responsible For Allocation

Martin White 2007

	Allocated	Unallocated
12345 John Dole		
1840008 Michiko Dy		
1840009 Belle Dy	DKK 1,000.00	DKK 0.00
2007 Martin White	DKK 250.00	DKK 0.00
2009	DKK 1,250.00	DKK 0.00

More search results

Purchase Line Type	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantity	Unit Price	Amount Excl. Tax
G/L				53310		Supplie	1.00	DKK 1,000.00	DKK 1,000.00

+ Add Allocation Line

iAccess Vendor Invoice Management

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Save Revert Approve for Posting **Attach Document** Other Actions

Submitted

INV_001

BUCH & HOLM A/S 20016

Type: Invoice

Status: Awaits Approval

Invoice Date: 10/7/19

Vendor: BUCH & HOLM A/S 20016
Denmark

Due Date: 11/6/19

Responsible For Allocation

To attach documents to an invoice:

	Invoice	Allocated	Unallocated
Amount Excl. Tax	DKK 800.00	DKK 800.00	DKK 0.00
DK-25%	DKK 200.00	DKK 200.00	DKK 0.00
Amount Incl. Tax	DKK 1,000.00	DKK 1,000.00	DKK 0.00

ALLOCATION DOCUMENTS 1

Document	Type	Size	Changed On	Changed By	Remark
Sample Vendor Invoice for Laundry Services...	Adobe Acrobat	56696	10/17/19	Administrator	

A Click Attach Document.

Vendor Name INVOICE

Vendor Address: Anytown, USA 00000 DATE: July 6, 2011
INVOICE #: 4
FOR: Laundry Service

Tax ID: xx-xxxxxx

Bill To: NYU-SAW
15 E. 64th St. New York, NY 10028

DESCRIPTION	AMOUNT
Laundry service (Linens) from April, 2011 (42 x \$11)	\$ 402.00
Laundry service (towels) from April 2011 (71 pieces x \$ 5.50)	35.50
Laundry service (Aprons) from April 2011 (10 pieces x \$ 7)	70.00
TOTAL	\$ 507.50

Follow the steps on the next slide to continue to attach documents to an invoice.

iAccess Vendor Invoice Management

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Step 3: Start and reply to a conversation.

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Step 4: Allocate or reallocate a vendor invoice.

5
Step 5: Submit a vendor invoice allocation.

B In the dialog that opens, click **Choose Files** to open your file explorer.

C Select the files you want to upload, and click **Open**, or press ENTER.

D Click **OK**.

E Click **Save**.

The files are uploaded and listed in the Documents tab. You can use the Documents tab to upload, view, or delete documents attached to the invoice.

Follow the steps on the next slide to view documents on a vendor invoice.

Deltek iAccess

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Type: Invoice

	Invoice	Allocated	Unallocated
Amount Excl. Tax	DKK 800.00	DKK 800.00	DKK 0.00
DKK-25%	DKK 200.00	DKK 200.00	DKK 0.00
Amount Incl. Tax	DKK 1,000.00	DKK 1,000.00	DKK 0.00

ALLOCATION DOCUMENTS 1

Document Type

Attach Additional Document

Select a file: Choose Files No file chosen

Ok Cancel

Open

Vendor Name

Vendor Address
Anytown, USA 00000

DATE: July 8, 2011
INVOICE # 4
FOR: Laundry Service

Tax ID: xx-xxxxxx

Bill To:
NYU -ISAW
15 E. 84th St. New York, NY 10028

DESCRIPTION	AMOUNT
Laundry service (Linens) from April, 2011 (42 x \$11)	\$ 462.00
Laundry service (towels) from April 2011 (71 pieces x \$ 50)	35.50
Laundry service (Aprons) from April 2011 (10 pieces x \$ 7)	70.00

Save Revert Approve for Posting Attach Document Other Actions Submitted

iAccess Vendor Invoice Management

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Step 5: Submit a vendor invoice allocation.

The screenshot shows the iAccess Vendor Invoice Management interface. The main area displays an invoice allocation record for 'INV_001' from 'BUCH & HOLM A/S 20016'. The record includes details such as 'Type: Invoice', 'Invoice Date: 10/7/19', and 'Due Date: 11/6/19'. A 'Document Viewer' is open on the right side of the workspace, displaying the main/first attachment of the invoice. The document viewer shows the vendor name, address, and a table of invoice items with descriptions and amounts.

To view the main/first attachment on an invoice:

This feature only displays a scanned invoice that was attached when the record was created. The Document Viewer does not display documents you have uploaded as additional attachments to the record in the document archive. You can view these attachments by downloading them to your computer/device.

A On the right-hand side of the workspace, click the Invoice pane.

B View the main/first attachment.

DESCRIPTION	AMOUNT
Laundry service (Linens) from April, 2011 (42 x \$11)	\$ 402.00
Laundry service (towels) from April 2011 (71 pieces x \$ 5.50)	35.50
Laundry service (Aprons) from April 2011 (10 pieces x \$ 7)	70.00
TOTAL	\$ 507.50

Follow the steps on the next slide to view **all** the attachments on an invoice.

iAccess Vendor Invoice Management

1 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 5: Submit a vendor invoice allocation.

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All Invoices

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Save Revert Approve for Posting Attach Document Other Actions

Submitted

INV_001

BUCH & HOLM A/S 20016

Type: Invoice

Status: Awaits Approval

Invoice Date: 10/7/19

Vendor: BUCH & HOLM A/S 20016
Denmark

Due Date: 11/6/19

Responsible For Allocation

James Grotto

2009

Purchase Order No.

0

	Invoice	Allocated	Unallocated
Amount Excl. Tax	DKK 800.00	DKK 800.00	DKK 0.00

To view all the attachments on an invoice:

ALLOCATION

DOCUMENTS 1

A

Go to the Documents tab.

Document

Sample Vendor Invoice for Laundry Services...

B

In the Document field, click on a filename to download the file to your computer/device.

Adobe Acrobat

56696

10/17/19

Changed By

Remark

Administrator

INVOICE MESSAGES

Vendor Name

Vendor Address
Anytown, USA 00000

DATE: July 6, 2011
INVOICE # 4
FOR: Laundry Service

Tax ID: xx-xxxxxx

Bill To:
NYU-LSNY
15 E. 64th St. New York, NY 10028

DESCRIPTION	AMOUNT
Laundry service (Linens) from April, 2011 (42 x \$11)	\$ 402.00
Laundry service (towels) from April 2011 (71 pieces x \$ 5.0)	35.50
Laundry service (Aprons) from April 2011 (10 pieces x \$ 7)	70.00
TOTAL	\$ 507.50

Make all checks payable to Vendor Name
Please pay on receipt.

THANK YOU FOR YOUR BUSINESS!

iAccess Vendor Invoice Management

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INV_001

Supplier A -0120000

Type: Invoice

Invoice Date: 2/1/20

Due Date: 2/16/20

Responsible For Allocation

Purchase Order No.

0

Status: AW

Vendor: Supplier

1 The St

AAA 999

United K

Phone: 4

supplier@info.com

	Invoice	Allocated	Unallocated
Amount Excl. Tax	EUR 1,252.00	EUR 1,252.00	EUR 0.00
Amount incl. Tax	EUR 1,303.00	EUR 1,303.00	EUR 0.00

ALLOCATION DOCUMENTS 1

Purchase Line	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantity	Unit Price	Amount Excl. Tax
Job Cost	Rekvirenter	materialer				Supplier	1.00	EUR 501.00	EUR 501.00
G/L				54100			1.00	EUR 751.00	EUR 751.00

+ Add Allocation Line

Save Revert Attach Document Other Actions

Submitted

INVOICE MESSAGES

+ Add Participant

Subscribe

To start a conversation:

A On the right-hand side of the workspace, click the Messages pane.

B In the input area, type your message and mention a specific person by typing @[name] as part of the text.

C Click the paper plane icon or press ENTER to send the message.

Follow the steps on the next slide to reply to a conversation.

Sean Williams
Please allocate this invoice. Thanks, @Sean

iAccess Vendor Invoice Management

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Step 4: Allocate or reallocate a vendor invoice.

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Step 5: Submit a vendor invoice allocation.

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INV_001

BUCH & HOLM A/S 20016

Type: Invoice
Invoice Date: 10/7/19
Due Date: 11/6/19

Responsible For Allocation
James Grotto 2009

Purchase Order No.
0

	Invoice	Allocated	Unallocated
Amount Excl. Tax	DKK 800.00	DKK 800.00	DKK 0.00
Amount incl. Tax	DKK 1,000.00	DKK 1,000.00	DKK 0.00

Status: [blank]
Vendor: BUCH & HOLM A/S 20016

Changed On	Changed By	Remark
10/17/19	Administrator	[blank]

A
Click the blue Notifications icon to expand your list of unread messages.

B
Expand a vendor invoice from the list and click on the comment.

To reply to a conversation:

Others can mention you in a conversation to notify that you have a vendor invoice for allocation.

Follow the steps on the next slide to continue replying to a conversation.

Vendor Invoice INV_003, Supplier A (1)

@James Grotto - please allocate th... Gert Freeman

Refresh Read All Conversations

Participants: James Grotto, Sean Williams + Add Participant Unsubscribe

THURSDAY, OCTOBER 17, 2019

@Sean Williams - I have allocated this to the Stammer project. Can you double check?
James Grotto

@James Grotto - Yes this is correct
Sean Williams

Use '@' to add a participant to the conversation

iAccess Vendor Invoice Management

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5 Step 5: Submit a vendor invoice allocation.

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INV_003

Supplier A -0120000

Type: Invoice

Invoice Date: 2/3/20

Due Date: 2/18/20

Responsible For Allocation

James Grotto

2009

Purchase Order No.

0

Incl.

Tax

iAccess then navigates to the Invoice Allocation workspace, and opens the Messages pane for that vendor invoice.

ALLOCATION DOCUMENTS 1

Purchase Line Type	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantity	Unit Price	Amount Excl. Tax	Te
--------------------	-----	------	----------	-------------	-------------------	-------------------	----------	------------	------------------	----

There are no records to show in this grid.

+ Add Allocation Line

Save Revert Submit for Approval Attach Document Other Actions

Open

Participants: James Grotto, Gert Freeman + Add Participant Unsubscribe

MONDAY, FEBRUARY 3, 2020

@James Grotto - please allocate this invoice. Thanks!

Gert Freeman

C In the input area, type your message and mention a specific person by typing @[name] as part of the text.

D Click the paper plane icon or press ENTER to send the message.

Will work on this today. Thanks, @Gert

Gert Freeman

iAccess Vendor Invoice Management

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

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5 Step 5: Submit a vendor invoice allocation.

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INV_002
Supplier A -0120000

Purchase Order No: 0

Amount Excl. Tax: DK-25%

Amount Incl. Tax:

ALLOCATION DOCUMENTS 1

Purchase Line Type	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantity	Unit Price	Amount Excl. Tax
G/L			John Dole	53310		Supplie	1.00	DKK 1,000.00	DKK 1,000.00

+ Add Allocation Line

Status: Allocation Started

Vendor: Supplier A -0120000
1 The Street
AAA 999 London
United Kingdom
Phone: 4444444444
supplier@info.com

Save Revert Status for Approval Attach Document Other Actions

INVOICE MESSAGES

Vendor Name **INVOICE**

Vendor Address: Anytown, USA 00000 DATE: July 8, 2011
INVOICE #: 4
FOR: Laundry Service

Tax ID: xx-xxxxxx

Bill To: NYU-ISAAN
15 E. 84th St. New York, NY 10028

DESCRIPTION	AMOUNT
Laundry service (Linens) from April, 2011 (42 x \$11)	\$ 402.00
Laundry service (towels) from April 2011 (71 pieces x \$ 50)	35.50
Laundry service (Aprons) from April 2011 (10 pieces x \$ 7)	70.00
TOTAL	\$ 507.50

Make all checks payable to Vendor Name
Please pay on receipt.

THANK YOU FOR YOUR BUSINESS!

You can allocate invoices, or reallocate invoices that were initially registered or posted to a suspense account, to an account or job.

A In the Allocation tab, enter information about the allocation in the line as needed.

B Click + Add Allocation Line to add another entry line to the bottom of the invoice.

C Click Save.

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My Invoices for Alloca...

Save Revert Submit for Approval Attach Document Other Actions

INV_002

Supplier A -0120000

Type: Invoice

Status: Allocation Started

Invoice Date: 2/3/20

Vendor: Supplier A -0120000

Due Date: 2/18/20

1 The Street

AAA 999 London

United Kingdom

Phone: 4444444444

supplier@info.com

Responsible For Allocation

James Grotto

2009

Purchase Order No.

0

	Invoice	Allocated	Unallocated
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

ALLOCATION DOCUMENTS 1

Purchase Line Type	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantity	Unit Price	Amount Excl. Tax
G/L			John Dole	53310		Supplie	1.00	DKK 1,000.00	DKK 1,000.00

+ Add Allocation Line

A Click Submit for Approval.

Vendor Name

Vendor Address
Anytown, USA 00000

Tax ID: xx-xxxxxx

Bill To:
NYU-ISAIV
15 E. 84th St. New York, NY 10028

INVOICE

DATE: July 8, 2011
INVOICE # 4
FOR: Laundry Service

DESCRIPTION	AMOUNT
Laundry service (Liners) from April, 2011 (42 x \$11)	\$ 462.00
Laundry service (towels) from April 2011 (71 pieces x \$ 50)	35.50
Laundry service (Aprons) from April 2011 (10 pieces x \$ 7)	70.00
TOTAL	\$ 567.50

Make all checks payable to Vendor Name
Please pay on receipt.

THANK YOU FOR YOUR BUSINESS!

iAccess Vendor Invoice Management

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

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My Invoices for Alloca...

INV_002

Supplier A -0120000

Type: Invoice

Status: Allocation Started

Invoice Date: 2/3/20

Vendor: Supplier A -0120000

Due Date: 2/18/20

1 The Street

Responsible For Allocation

James Grotto

Purchase Order No.

0

Amount Excl. Tax DKK 1,000.00

DK-25% DKK 250.00

Amount Incl. Tax DKK 1,250.00 DKK 1,250.00 DKK 0.00

ALLOCATION

DOCUMENTS 1

Purchase Line Type	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantity	Unit Price	Amount Excl. Tax
G/L			John Dole	53310		Supplie	1.00	DKK 1,000.00	DKK 1,000.00

+ Add Allocation Line

Save Revert Submit for Approval Attach Document Other Actions

Open

INVOICE MESSAGES

This concludes iAccess Vendor Invoice Management Quick Steps.

INVOICE

DATE: July 8, 2011
INVOICE # 4
FOR: Laundry Service

DESCRIPTION	AMOUNT
Laundry service (Linens) from April, 2011 (42 x \$11)	\$ 462.00
Laundry service (towels) from April 2011 (71 pieces x \$ 50)	35.50
Laundry service (Aprons) from April 2011 (10 pieces x \$ 7)	70.00
TOTAL	\$ 567.50

Make all checks payable to Vendor Name
Please pay on receipt.

THANK YOU FOR YOUR BUSINESS!