

Deltek

# Maconomy Essentials

*Approving or Rejecting  
a Vendor Invoice*  
Click Guide



# Approving or Rejecting a Vendor Invoice

1

Step 1: Approve from the Invoice Allocation workspace.

2

Step 2: Approve or reject an item in the Approval Center.

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## Invoice Allocation

All Invoices ▾

◀ 14 of 50+ ▶ ≡

INV\_001

BUCH & HOLM A/S 20016

Save Revert Approve for Posting Attach Document Other Actions ▾

Submitted

Type: Invoice

Status: Awaits Approval

Invoice Date: 10/7/19

Vendor: BUCH & HOLM A/S 20016

Due Date: 11/6/19

Responsible For Allocation

James Grotto

Purchase Order No.

0

Amount Excl. Tax

DK-25%

Amount Incl. Tax

### ALLOCATION

Purchase Line

Type

Job Cost

## Overview of click guide 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

## INVOICE

DATE: July 8, 2011

INVOICE # 4

FOR: Laundry Service

DESCRIPTION	AMOUNT
07/2011 (42 x \$11)	\$ 462.00
08/2011 (71 pieces x \$ 50)	35.50
09/2011 (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!

Best viewed in IE or Adobe PDF Reader.

# Approving or Rejecting a Vendor Invoice

1

Step 1: Approve from the Invoice Allocation workspace.

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Step 2: Approve or reject an item in the Approval Center.

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All Invoices

14 of 50+

INV\_001

BUCH & HOLM A/S 20016

Type: Invoice

Invoice Date: 10/7/19

Due Date: 11/6/19

Responsible For Allocation

James Grotto

Purchase Order No.

0

	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

Purchase Line Type	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantity	Unit Price	Amount Excl. Tax
Job Cost	Stammer ...	materialer				BUCH &	1.00	DKK 800.00	DKK 800.00

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

Select a vendor invoice from the filter list.

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

## 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-SAW  
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
TOTAL	\$ 567.50

# Approving or Rejecting a Vendor Invoice

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## Invoice Allocation

All Invoices

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

Status: Awaits Approval

Vendor: BUCH & HOLM A/S 20016  
Denmark

	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

Purchase Line Type	Job	Task	Employee	Account No.	Local Account No.	Entry Description	Quantity	Unit Price	Amount Excl. Tax
Job Cost	Stammer ...	materialer				BUCH &	1.00	DKK 800.00	DKK 800.00

+ Add Allocation Line

D

Click **Approve for Posting**.

Approve for Posting

Attach Document

Other Actions

Submitted

C

If you wish to view the invoice image or other documents related to the invoice, these are shown in the Invoice pane and Documents sub-tab.

### 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-SAW  
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
TOTAL	\$ 567.50

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

THANK YOU FOR YOUR BUSINESS!

# Approving or Rejecting a Vendor Invoice

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Step 1: Approve from the Invoice Allocation workspace.

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Step 2: Approve or reject an item in the Approval Center.

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Management Reports

Custom Employee Reports

Custom Job Reports

Custom Department Manager Reports













## Approval Center

Job

A Under the Approvals menu, go to the Approval Center workspace.

B

In the Vendor Invoices tab, select an approval item.

	Vendor	Invoice No.	Description	Amount Incl. Tax	Due Date	Purch. Order No.	Status	Approve	Reject	Undo	View Invoice
	In Vitro A/S	JD1001	MD - Test of conversatio...	DKK 500.00	11/29/19	0	Submitted				PrintLay...
	Medicoindustrien	MD1000	Medicoindustrien	DKK 100.00	11/1/19	0	Submitted				Commen...
	Supplier A	INV_001	Supplier A	EUR 1,565.00	2/16/20	0	Submitted				Sample V...
	ALERE A/S	MD22A1	ALERE A/S	DKK 1,000.00	11/6/19	0	Submitted				Error log ...

You can also click the blue Notifications icon to expand your list of unread messages. These include items that need your approval in the Approval Center.

iAccess then navigates to the Approval Center workspace, and opens the Vendor Invoices tab.

Follow the steps on the next slides to continue approving or rejecting an item.

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Step 1: Approve from the Invoice Allocation workspace.

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Step 2: Approve or reject an item in the Approval Center.

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Show Super Approver Lines

Show Rejected Lines

TIME SHEETS 216

TIME SHEET LINES 12

EXPENSE SHEETS 1

PURCHASE ORDERS 5

VENDOR INVOICES 4

INVOICE ALLOCATION LINES 1

JOB BUDGETS 1

PER DIEM 5

Approve all

	Vendor	Invoice No.	Description	Amount Incl. Tax	Due Date	Purch. Order No.	Status	Approve	Reject	Undo	View Invoice
	In Vitro A/S	JD1001	MD - Test of conversatio... DKK	500.00	11/29/19	0	Submitted	👍	👎		PrintLay...
	Medicoindustrien	MD1000	Medicoindustrien DKK	100.00	11/1/19	0	Submitted	👍	👎		Commen...
	Supplier A	INV-001	Supplier A EUR	1,565.00	2/16/20	0	Submitted	👍	👎		Sample V...
	ALERE A/S	22A1	ALERE A/S DKK	1,000.00	11/6/19	0	Submitted	👍	👎		Error log ...

C

Click the **View Details** icon to view more information about the approval item.

Follow the steps on the next slides to continue approving or rejecting an item.

Step 1: Approve from the Invoice Allocation workspace.

## Step 2: Approve or reject an item in the Approval Center.

*Follow the steps on the next slides to continue approving or rejecting an item.*

# Approving or Rejecting a Vendor Invoice

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Step 1: Approve from the Invoice Allocation workspace.

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Show Rejected Lines

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TIME SHEET LINES 12

EXPENSE SHEETS 2

PURCHASE ORDERS 5

VENDOR INVOICES 5

INVOICE ALLOCATION LINES 1

PER DIEM 1

	Vendor	Invoice No.	Description	Amount Incl. Tax	Due Date	Purch. Order No.	Status	Approve	Reject	Undo	View Invoice
	ALERE A/S	MD1111	ALERE A/S	DKK	12,345.00	11/26/19	0	Submitted	👍	👎	
	In Vitro A/S	JD1001	MD - Test of conversatio...	DKK	500.00	11/29/19	0	Submitted	👍	👎	PrintLay...
	Medicoindustrien	MD1000	Medicoindustrien	DKK	100.00	11/1/19	0	Submitted	👍	👎	Commen...
	Supplier A	INV_001	Supplier A	EUR	1,565.00	2/16/20	0	Submitted	👍	👎	Sample V...
	ALERE A/S	MD22A1	ALERE A/S	DKK	1,000.00	11/6/19	0	Submitted	👍	👎	Error log ...

D

To approve a vendor invoice from the list view, click the **Approve** icon on the line.

Approve all

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



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TIME SHEET LINES 12

Vendor	In	Amount Incl. Tax	Due Date	Purch. Order No.	Status	Approve	Reject	Undo	View Invoice
ALERE A/S	MD1111	12,345.00	11/26/19	0	Submitted	👍	👎		
In Vitro A/S		500.00	11/29/19	0	Submitted	👍	👎		Print Lay...
Medicoindustrien		100.00	11/1/19	0	Submitted	👍	👎		Commen...
Supplier A		1,565.00	2/16/20	0	Submitted	👍	👎		Sample V...
ALERE A/S		1,000.00	11/6/19	0	Submitted	👍	👎		Error log ...

## Reject Line

Rejection

Remarks

Reject

Cancel

F

Enter a reason for the rejection. This is a required field.

G

Click **Reject**.

iAccess automatically saves your changes, and refreshes the page.

E

To reject an item, click the **Reject** icon on the line. The Reject Line wizard displays.

Follow the steps on the next slide to undo the approval or rejection of an item.

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PURCHASE ORDERS 3

VENDOR INVOICES 4

INVOICE ALLOCATION LINES 1

PER DIEM 1

Vendor	Invoice No.	Description	Amount Incl. Tax	Due Date	Purch. Order No.	Status	Approve	Reject	Undo	View Invoice
ALERE A/S	MD1111	ALERE A/S	DKK 12,345.00	11/26/19	0	Rejected	👍		↺	
In Vitro A/S	JD1001	MD - Test of conversatio...	DKK 500.00	11/29/19	0	Submitted	👍	👎		PrintLay...
Medicoindustrien	MD1000	Medicoindustrien	DKK 100.00	11/1/19	0	Submitted	👍	👎		Commen...
Supplier A	INV_001	Supplier A	EUR 1,565.00	2/16/20	0	Submitted	👍	👎		Sample V...
ALERE A/S	MD22A1	ALERE A/S	DKK 1,000.00	11/6/19	0	Submitted	👍	👎		Error log ...

H

To undo approval or rejection of an item, click **Undo**.

Approve all

iAccess automatically saves your changes. When you refresh the browser page, the approved/rejected line is hidden. However, rejected lines remain displayed if you toggle on the Show Rejected Lines field.

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INV\_001

BUCH & HOLM A/S 20016

Type: Invoice

Status: Awaits Approval

Invoice Date: 10/7/19

Vendor: BUCH & HOLM A/S 20016

Due Date: 11/6/19

Denmark

Responsible For Allocation

James Grotto

Purchase Order No.

0

Amount Excl. Tax

DKK 800.00

DK-25%

DKK 200.00

Amount Incl. Tax

DKK 1,000.00

DKK 1,000.00

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

Job Cost

Stammer ...

materialer

BUCH &

1.00

DKK 800.00

DKK 800.00

+ Add Allocation Line

Save

Revert

Approve for Posting

Attach Document

Other Actions

Submitted

INVOICE

MESSAGES

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!

This concludes the Approving or Rejecting a Vendor Invoice click guide.