Deltek

Maconomy Essentials

Customer Lookups
Click Guide

Customer Lookups

1 Step 1: Create and maintain customer details in the Information tab.

2 Step 2: Review open jobs in the Jobs tab.

3 Step 2: Review customer invoices in the Invoices tab.

4 Step 4: View and print a customer's open balance in the Open Entry Statement tab.

APPROVALS

Approval Center
Absence Approval
Allowance Approval

JOBS

Jobs ›
Draft Invoices
Invoices

CUSTOMERS

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Customer Reports
Customer Invoicing

ACCOUNTS PAYABLE

Purchase Orders
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REPORTING

Job Reports
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Customers Active Customers ▾ | ◀ 1 of 25+ ▶ | + New Customer

Save | Revert | Submit | Other Actions ▾

☐ Open

Cloud Customer 01
-0110001

INFORMATION | JOBS | SUBSCRIPTION ORDERS | INVOICES | REMINDER LETTERS | INTEREST CHARGE NOTICES | DOCUMENTS | OPEN ENTRY STATEMENT

Address: 10 The Street
The Area
TTTTTT Can
Australia
Attn.: Bob Sn
Phone: 1234
michaelmon

▾ Responsible Staff
Our Contact: Cloud PN
Employee 7: Cloud PN

▾ Details
Currency: DKK
Customer Type: None

Bill to Customer: Cloud Customer 01 -0110001

CRM Integration: None
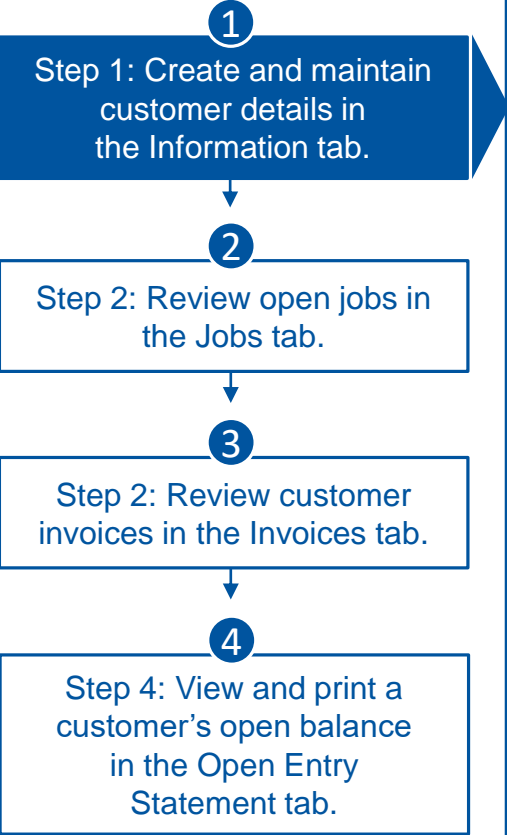
EN11111903

communications 16

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

Best viewed in IE or Adobe PDF Reader.

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Deltek iAccess

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- Jobs
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CUSTOMERS
- Customers
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ACC
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- Invoi

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Customers

Cloud Custom
-0110001

INFORMATION

Address: 10 The Street
The Area
TTTTTT Cambs
Australia
Attn.: Bob Smith
Phone: 123456789
michaelmorales@deltek.com

Bill to Customer: Cloud Customer 01 -0110001

Attn.: Bob Smith

OPEN ENTRY STATEMENT

1 of 25+

+ New Customer

Save   Revert   Submit   Other Actions ▾

Edit

Attach Documents

▼ Responsible Staff

Our Contact: Cloud PM EN11111903
Employee 7: Cloud PM EN11111903

Account Manager: None

Sales Person: Cloud PM EN11111903

▼ Details

Language: Danish
Customer Group: All

Sales Price List: Standard
Specification 1: IT/Telecommunications 16

B Use the Information tab to display customer-related information in your Maconomy system, including contact details and assigned staff.

C From the **Other Actions** drop-down list, select **Edit** to update the customer's records when needed.

A Under the Customers menu, go to the Customers workspace.

Follow the steps on the next slide to continue looking up information using the Information tab.

Customer Lookups

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Step 2: Review open jobs in the Jobs tab. ②

Step 2: Review customer invoices in the Invoices tab. ③

Step 4: View and print a customer's open balance in the Open Entry Statement tab. ④

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Customers Active Customers ▾

◄ 1 of 25+ ►   + New Customer ☰

Cloud Customer 01

-0110001

☐ Open

Cancel Save

INFORMATION   JOBS   SUBSCRIPTION ORDERS   INVOICES   REMINDER LETTERS   INTER...   ...STATEMENT

Address
10 The Street
The Area
Name 4
TTTTTT ▾   Cambs ▾
Australia ▾
Name 5
Attn.
Bob Smith
Phone
123456789
michaelmorales@deltek.com

Bill To Customer
Cloud Customer 01 ▾   -0110001 ▾
Attn.
Bob Smith

▼ Responsible Staff

Our Contact
Cloud PM ▾   EN11111903 ▾

Account Manager
▾   ▾

Sales Person
Cloud PM ▾   EN11111903 ▾

Employee 7
Cloud PM ▾   EN11111903 ▾

▼ Details

Currency
DKK ▾

Language
Danish ▾

Sales Price List
▾   Standard ▾

Customer Type
▾

Customer Group
All ▾

Specification 1
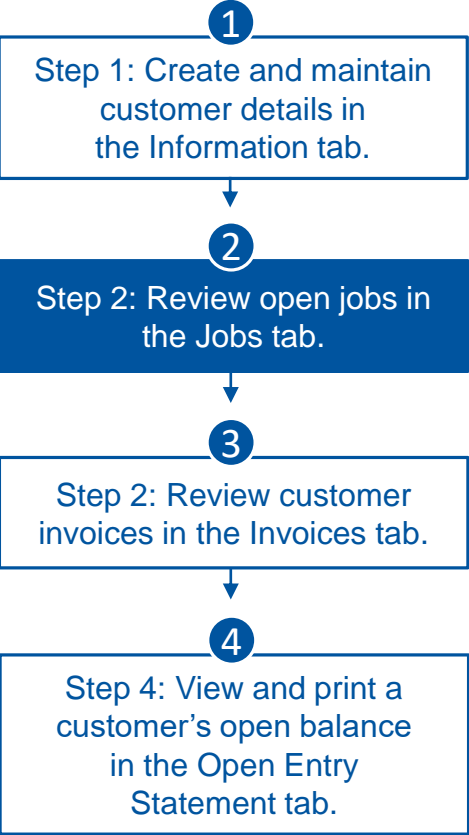IT/Telecommunications ▾   16 ▾

D Update the customer record as needed.

E If you want to revert your changes, click **Cancel**. Otherwise, click **Save** or press ENTER.

Customer Lookups

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- Jobs ›
- Draft Invoices
- Invoices

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Customers   Active Custo...   ▼   ◄ 1 of 25+ ►   ＋ New Customer ☰

Save Revert Submit Other Actions ▾

☐ Open

Cloud Customer 01
-0110001

INFORMATION   JOBS   ...U...   ...TATEMENT

A Use the Jobs tab to view information about jobs the specified customer is associated with, including budgeted, open, and invoiced billing prices.

Job No.	Job Name	Project Manager		Bud. Billing, Base		Open Billing, Base		Inv. Billing, Base		Billing Up/Down, Base	Closed
1020030	Example Job		DKK	465,000.00	DKK	50,000.00	DKK	25,000.00	DKK	25,000.00	

Example Job
1020030

Customer
Cloud Customer 01 -0110001

Project Manager
Brooke Taylor 2128

More...

B Click the job name to view more information about a job.

Customer Lookups

1

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Customers | Active Customers ▼ | | ▼ | ◀ 1 of 25+ ▶ | + New Customer | ☰

Save | Revert | Submit | Other Actions ▼

☐ Open

Cloud Customer 01
-0110001

INFORMATION | JOBS | SUBSCRIPTION ORDERS | INVOICES | REMINDER LETTERS | INTEREST CHARGE NOTICES | DOCUMENTS | OPEN ENTRY STATEMENT

	Origin	Invoice Date	Invoice No.	Debit/Credit		Total Amount	Due Date	Company No.	Job No.	Job Name	Project Manager
↗	Job Cost Invoice	2/14/20	1010009	Debit	DKK	15,000.00	2/29/20	10	1020030	Example Job	Brooke Taylor
↗	Job Cost Invoice	2/14/20	1010010	Debit	DKK	10,000.00	2/29/20	10	1020030	Example Job	Brooke Taylor

A

Use the Invoices tab to view invoices issued to the Customer.

B

Click the **View Details** icon to view more information about the selected invoice. The Invoice wizard displays.

Follow the step on the next slide to continue looking up information using the Invoices tab.

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Cloud Custom

-0110001

INFORMATION

↗

↗

Job Name | Project Manager | ▼

Example Job | Brooke Taylor

Example Job | Brooke Taylor

Invoice ✕

Invoice 1010009
Cloud Customer 01

Total: DKK 15,000.00   Job No.: 1020030

Invoice Date: 2/14/20   Job Name: Example Job

OVERVIEW | SPECIFICATION | FOUNDATION | ON ACCOUNT RECONCILIATION

Invoice

Invoice No.: 1010009

Type: On Account

Invoice Date: 2/14/20

Due Date: 2/29/20

Price Breakdown

Sales: DKK 15,000.00

Tax: DKK 0.00

Bill to Customer

Bill to Customer: Cloud Customer 01 -0110001

Workflow

Draft Created: 2/14/20 by Administrator

Invoice Approved: 2/14/20 by Administrator
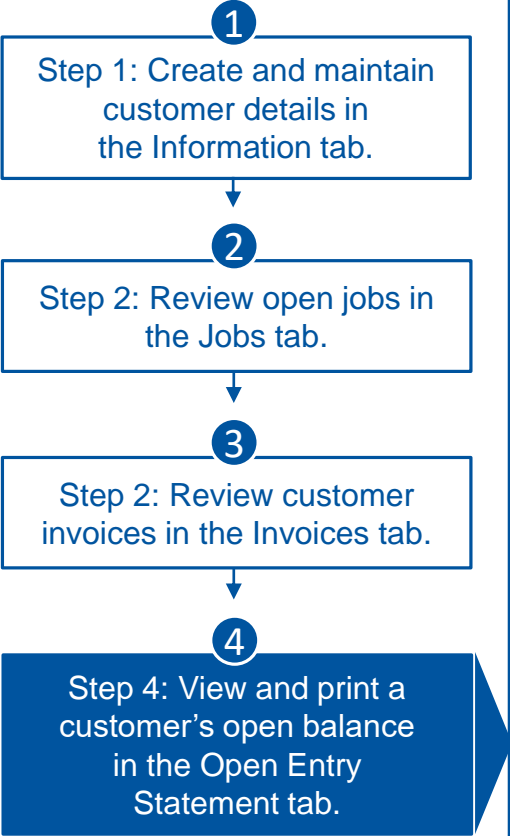
Invoice Printed: 2/14/20 by Administrator

C From the Invoice wizard, you can choose to print a copy of the invoice.

Print Invoice | Close

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INFORMATION   JOBS   SUBSCRIPTION ORDERS   ...ENTS   OPEN ENTRY STATEMENT

Save   Revert   Submit   Other Actions ▾

☐ Open

		Company No.	Company Customer	Address	Attn	Country	Debit, Currency		Credit, Currency	Print
	↗	10	Cloud Customer 01	10 The Street	Bob Smith	Australia	DKK	25,000.00 DKK	0.00	📄
	↗	CN11111901	Cloud Customer 01	10 The Street		Australia	0.00 DKK		0.00	📄

A Use the Open Entry Statement tab to view the open entries for a specific customer.

B Click the **View Details** icon to view more information about A/R entries.

C Click the **Print** icon on a line to print a PDF version of the open entry.

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⬇

Step 2: Review open jobs in the Jobs tab.

⬇

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⬇

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Customers   Active Customers ▾   ▾ ◀ 1 of 25+ ▶   + New Customer

Cloud Customer 01
-0110001

Save Revert Submit Other Actions ▾

☐ Open

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Address: 10 The Street
The Area
TTTTTT Cambs
Australia
Attn.: Bob Smith
Phone: 123456789
michaelmorales@deltek

Bill to Customer: Cloud Customer 01 -0110001

Attn.: Bob Smith

CRM Integration: None

▼ Responsible Staff

Our Contact: Cloud PM EN111119

Employee 7: Cloud PM EN111119

▼ Details

Currency: DKK

Customer Type: None

Customer Group: All

Specification 1: T, Telecommunications 16

This concludes the
Customer Lookups click guide.