

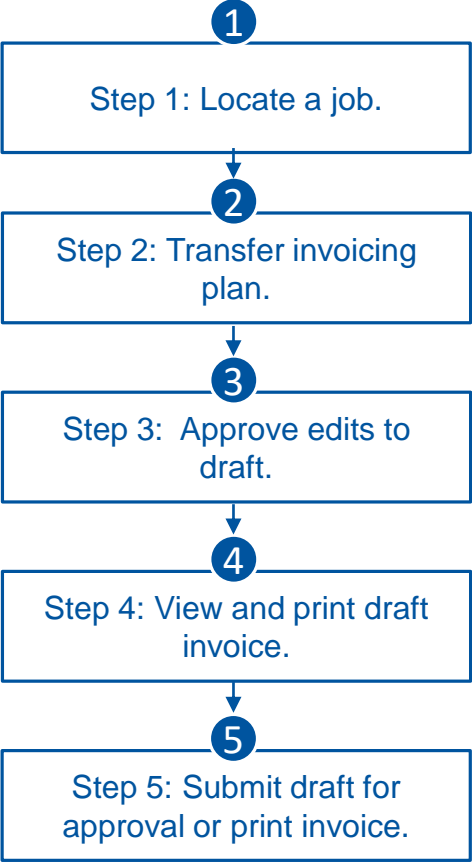
Deltek.

Maconomy Essentials

iAccess Invoice on Account
Click Guide



Invoice on Account



Overview of click-thru 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 on Account

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

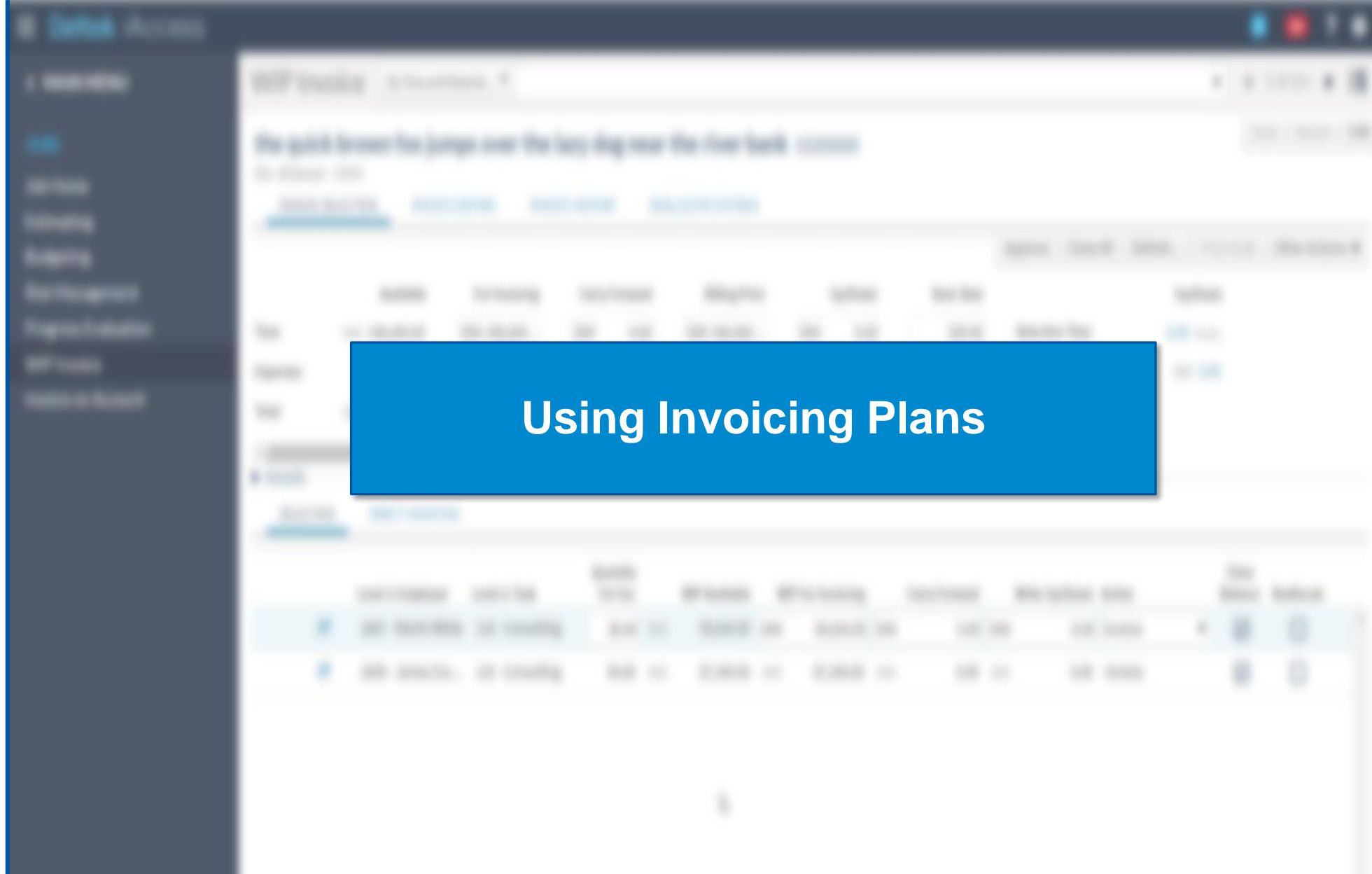
Step 5: Submit draft for approval or print invoice.

Note: There are two options for invoicing via the Invoice on Account workspace:

- Using Invoicing Plans
- Ad-hoc Invoicing

This Click Guide Covers both scenarios.

Invoice on Account Using Invoicing Plans



Invoice on Account Using Invoicing Plans

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print invoice.

MAIN MENU

JOBS

Job Home

Estimating

Budgeting

Risk Management

Progress Evaluation

WIP Invoice

Invoice on Account

Invoice on Account

All Invoiceable Jobs fox

1020000

the quick brown fox jumps over the lazy dog near the river bank (Chr. &Hansen)
James Grotto

the quick brown fox ju

Chr. &Hansen 10001

INVOICE ON ACCOUNT

INVOICING PLAN

INVOICE EDITING

INVOICE HISTORY

For Invoicing

DKK

0.00

Preferred Invoice Date

For Invoicing

DKK 0.00

DKK 0.00

DKK 0.00

DKK 0.00

Time

Amount

DKK 0.00

DKK 0.00

DKK 10,000.00

DKK 10,000.00

Total

DKK 0.00

DKK 0.00

DKK 10,000.00

DKK 10,000.00

Incl. in Fixed Price

DKK 0.00

DKK 0.00

DKK 10,000.00

DKK 10,000.00

Fixed Price

DKK 0.00

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
--------------------	-------------	----------	---------------------------	---------------------------------	----------	---------------	------	------------------	------------------	------------------	--------------------------------

There are no records to show in this grid.

B

Search for the job you want to invoice.

A

Click to access the Invoice on Account workspace.

Invoice on Account Using Invoicing Plans

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print invoice.

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< MAIN MENU

JOBSToolsJob HomeEstimatingBudgetingRisk ManagementProgress EvaluationWIP InvoiceInvoice on Account

Invoice on AccountAll Invoiceable Jobsfox

the quick brown fox jumps over the lazy dog near the river bank 1020000Chr. &Hansen 10001

INVOICE ON ACCOUNTINVOICING PLANINVOICE EDITINGINVOICE HISTORY

ApprovePrint DraftPrint InvoiceTransfer Invoicing Plan..Other Actions

For InvoicingDKK0.00Preferred Invoice DateInvoice CurrencyDKKOpen for Selection: Yes

Time	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 10,000.00	DKK 10,000.00
Amount	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 10,000.00	DKK 10,000.00
Total	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 10,000.00	DKK 10,000.00
Incl. in Fixed Price	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 10,000.00	DKK 10,000.00
Fixed Price					DKK 0.00	

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
There are no records to show in this grid.											

A Click Transfer Invoicing Plan.

Invoice on Account Using Invoicing Plans

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print invoice.

< MAIN MENU

JOBS

Job Home

Estimating

Budgeting

Risk Management

Progress Evaluation

WIP Invoice

Invoice on Account

Invoice on Account

the quick brown fox j

Chr. & Hansen 10001

INVOICE ON ACCOUNT

For Invoicing

DKK

Preferred Invoice Date

Invoice Currency

DKK

Open for Selection: Yes

Specification

Standard Text

Code

Description

Quantity

Unit

Inv. Code Tax Code

Trans.

Fro...

Task

Task Description

Incl. In

Fixe...

Bill To Customer

Bill To Customer

Appropriation

There are no records to show in this grid.

Transfer Invoicing Plan

Invoice On Account Plan

Enter The Cut-Off Date For Transferring Invoicing Plan Lines

Cut-Off Date



Feb 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

B

Click the calendar icon.

C

Select a cut-off date.

Invoice on Account Using Invoicing Plans

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print invoice.

Invoice on Account

the quick brown fox j

Chr. & Hansen 10001

INVOICE ON ACCOUNT

For Invoicing

DKK

Preferred Invoice Date

Invoice Currency

DKK

Open for Selection: Yes

Transfer Invoicing Plan

Invoice On Account Plan

Enter The Cut-Off Date For Transferring Invoicing Plan Lines

Cut-Off Date

2/1/20

Transfer Invoicing Plan

Cancel

D

Click Transfer Invoicing Plan.

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
--------------------	-------------	----------	---------------------------	---------------------------------	----------	---------------	------	------------------	------------------	------------------	--------------------------------

There are no records to show in this grid.

Invoice on Account Using Invoicing Plans

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print invoice.

MAIN MENU

JOBS

Job Home

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WIP Invoice

Invoice on Account

Invoice on Account

All Invoiceable Jobs fox

the quick brown fox jumps over the lazy dog near the river bank 1020000

Chr. &Hansen 10001

INVOICE ON ACCOUNT

INVOICING PLAN

INVOICE EDITING

INVOICE HISTORY

Approve

A

Click Approve.

For Invoicing

DKK

15,000.00

For Invoicing

On Drafts

Preferred Invoice Date

Time

DKK 0.00

DKK 0.00

Invoice Currency

DKK

Amount

DKK 15,000.00

DKK 0.00

DKK 10,000.00

DKK 25,000.00

Open for Selection: Yes

Total

DKK 15,000.00

DKK 0.00

DKK 10,000.00

DKK 25,000.00

Incl. in Fixed Price

DKK 15,000.00

DKK 0.00

DKK 10,000.00

DKK 25,000.00

Fixed Price

DKK 0.00

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
	Monthly	1.00	DKK 5,000.00	DKK 5,000.00	DK-25%	✓			✓		
	Monthly 2	1.00	DKK 5,000.00	DKK 5,000.00	DK-25%	✓			✓		
	Monthly 3	1.00	DKK 5,000.00	DKK 5,000.00	DK-25%	✓			✓		

Invoice on Account Using Invoicing Plans

1

Step 1: Locate a job.

2

Step 2: Transfer invoicing plan.

3

Step 3: Approve edits to draft.

4

Step 4: View and print draft invoice.

5

Step 5: Submit draft for approval or print invoice.

MAIN MENU

JOBS

Job Home

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WIP Invoice

Invoice on Account

Invoice on Account

All Invoiceable Jobs fox

1 of 1

Save Revert Edit

the quick brown fox jumps over the lazy dog near the river bank 1020000

Chr. &Hansen 10001

INVOICE ON ACCOUNT

INVOICING PLAN

INVOICE EDITING

INVOICE HISTORY

Submit Draft

Close Editing

Reopen Editing

Print Draft

Print Invoice

Other Actions

Invoice

Invoice Name

Payment Terms

Net 30 days

Preferred Inv. Date

Due Date: None

Blanket Draft: No

Go to the Invoice Editing tab.

Click **Print Draft** to print a PDF of the draft invoice.

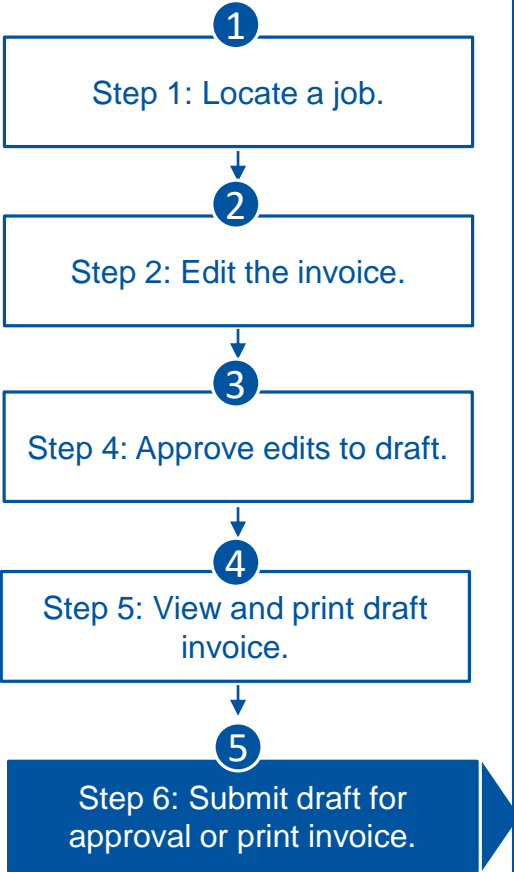
Review details and make any necessary adjustments.

DRAFT EDITING

FOUNDATION

Standard Text Code	Description	Quantity	Billing Price	Billing Price Total	Total Price Only
	Monthly 1	0.00 DKK	0.00 DKK	5,000.00	✓
	Monthly 2	0.00 DKK	0.00 DKK	5,000.00	✓
	Monthly 3	0.00 DKK	0.00 DKK	5,000.00	✓

Invoice on Account



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MAIN MENU

JOBS

Job Home

Estimating

Budgeting

Risk Management

Progress Evaluation

WIP Invoice

Invoice on Account

Invoice on Account

All Invoiceable Jobs fox

1 of 1

Save Revert Edit

the quick brown fox jumps over the lazy dog near the river bank 1020000

Chr. &Hansen 10001

INVOICE ON ACCOUNT

INVOICING PLAN

INVOICE EDITING

INVOICE HISTORY

Submit Draft

Close Editing

Reopen Editing

Print Draft

Print Invoice

Other Actions

To complete invoice editing, you can:

Click **Submit Draft** (if Approval Hierarchies are in place)

OR

Click **Print Invoice** (if Approval Hierarchies are NOT in place)

Click **Submit Draft**. This submits the draft invoice for approval.

OR

Click **Print Invoice**. This prints the finalized invoice and automatically posts entries to the General Ledger.

DKK 15,000.00

DKK 0.00

DKK 18,750.00

DKK 0.00

Due Date: None

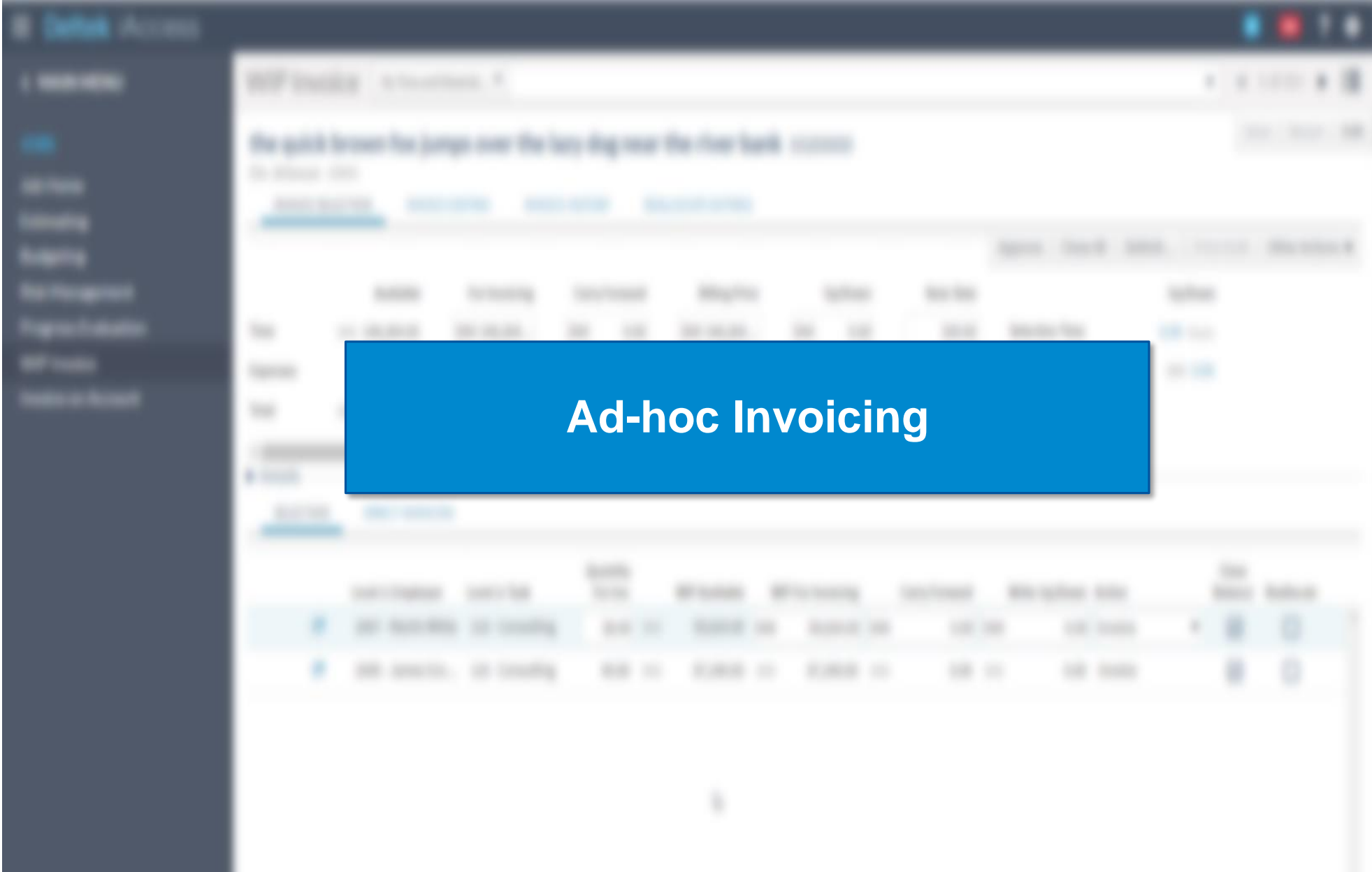
Blanket Draft: No

DRAFT EDITING

FOUNDATION

Standard Text Code	Description	Quantity	Billing Price	Billing Price Total	Total Price Only
	Monthly 1	0.00 DKK	0.00 DKK	5,000.00	✓
	Monthly 2	0.00 DKK	0.00 DKK	5,000.00	✓
	Monthly 3	0.00 DKK	0.00 DKK	5,000.00	✓

Invoice on Account
Ad-hoc Invoicing



Invoice on Account Ad-hoc Invoicing

1

Step 1: Locate a job.

2

Step 2: Enter the amount to invoice.

3

Step 3: Review lines under Specification section.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

MAIN MENU

JOBS

Job Home

Estimating

Budgeting

Risk Management

Progress Evaluation

WIP Invoice

Invoice on Account

Invoice on Account

the quick brown fox jumps over the lazy dog

Chr. &Hansen 10001

INVOICE ON ACCOUNT

INVOICING PLAN

INVOICE EDITING

INVOICE HISTORY

For Invoicing

DKK

0.00

Preferred Invoice Date

Time

For Invoicing

DKK 0.00

DKK 0.00

DKK 0.00

DKK 0.00

Amount

DKK 0.00

DKK 0.00

DKK 10,000.00

DKK 10,000.00

Total

DKK 0.00

DKK 0.00

DKK 10,000.00

DKK 10,000.00

Incl. in Fixed Price

DKK 0.00

DKK 0.00

DKK 10,000.00

DKK 10,000.00

Fixed Price

DKK 0.00

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
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There are no records to show in this grid.

All Invoiceable Jobs

fox

1020000

the quick brown fox jumps over the lazy dog near the river bank (Chr. &Hansen)

James Grotto

B

Search for the job you want to invoice.

A

Click to access the Invoice on Account workspace.

Invoice on Account

Ad-hoc Invoicing

1

Step 1: Locate a job.

2

Step 2: Enter the amount to invoice.

3

Step 3: Review lines under specification section.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

MAIN MENU

JOBS

Job Home

Estimating

Budgeting

Risk Management

Progress Evaluation

WIP Invoice

Invoice on Account

Invoice on Account

My Fixed Price Jobs

the quick brown fox jumps over the lazy dog near the river bank 1020000

Save Revert Edit

A Enter a value or amount to invoice.

B Press Enter.

For Invoicing DKK 5,000.00

Preferred Invoice Date

Invoice Currency DKK

Open for Selection: Yes

	On Drafts	Invoiced	New Total
Amount	DKK 0.00	DKK 10,000.00	DKK 15,000.00
Total	DKK 0.00	DKK 10,000.00	DKK 15,000.00
Incl. in Fixed Price	DKK 0.00	DKK 10,000.00	DKK 15,000.00
Fixed Price			DKK 0.00

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
		1.00	DKK 5,000.00	DKK 5,000.00	DK-25%				✓		
		1.00	DKK 0.00	DKK 0.00							

Invoice on Account Ad-hoc Invoicing

1

Step 1: Locate a job.

2

Step 2: Enter the amount to invoice.

3

Step 3: Review lines under Specification section.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

A Review totals from changes.

B Click Approve.

Approve

Print Draft

Print Invoice

Transfer Invoicing Plan...

Other Actions

For Invoicing DKK 10,000.00

Preferred Invoice Date

Invoice Currency DKK

	Invoiced	New Total
Time	DKK 0.00	DKK 0.00
Amount	DKK 10,000.00 DKK 0.00	DKK 10,000.00 DKK 20,000.00
Total	DKK 10,000.00 DKK 0.00	DKK 10,000.00 DKK 20,000.00
Incl. in Fixed Price	DKK 10,000.00 DKK 0.00	DKK 10,000.00 DKK 20,000.00
Fixed Price		DKK 0.00

Specification

Standard Text Code	Description	Quantity	Billing Price, Inv. Curr.	Billing Price Total, Inv. Curr.	Tax Code	Trans. Fro...	Task	Task Description	Incl. In Fixe...	Bill To Customer	Bill To Customer Appropriation
		1.00	DKK 5,000.00	DKK 5,000.00	DK-25%				✓		
		1.00	DKK 5,000.00	DKK 5,000.00	DK-25%				✓		

Invoice on Account Ad-hoc Invoicing

1

Step 1: Locate a job.

2

Step 2: Enter the amount to invoice.

3

Step 3: Review lines under Specification section.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

MAIN MENU

JOBS

- Job Home
- Estimating
- Budgeting
- Risk Management
- Progress Evaluation
- WIP Invoice
- Invoice on Account

Invoice on Account

My Fixed Price Jobs

the quick brown fox jumps over the lazy dog near the river bank 1020000

Chr. &Hansen 10001

INVOICE ON ACCOUNT INVOICING PLAN INVOICE EDITING INVOICE HISTORY

Invoice

Invoice Name

DKK 10,000.00

Billing Address: Chr. Hansen 10001

2970 Hørsholm

Denmark

Created: 2/17/20 by Administrator

Payment Terms

Net 30 days

To be adjusted on draft, Summary

DKK 0.00

Price Breakdown

DKK 12,500.00

Preferred Inv. Date

Up/Down

DKK 0.00

Due Date: None

Blanket Draft: No

DRAFT EDITING FOUNDATION

Standard Text Code	Description	Quantity	Billing Price	Billing Price Total	Total Price Only
		0.00 DKK	0.00 DKK	5,000.00	✓
		0.00 DKK	0.00 DKK	5,000.00	✓

A

Click the Invoice Editing tab.

B

Click **Print Draft** to print a PDF of the draft invoice.

Submit Draft Close Editing Reopen Editing Print Draft Print Invoice Other Actions

Invoice on Account

Ad-hoc Invoicing

1

Step 1: Locate a job.

2

Step 2: Enter the amount to invoice.

3

Step 3: Review lines under Specification section.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

MAIN MENU

JOBS

- Job Home
- Estimating
- Budgeting
- Risk Management
- Progress Evaluation
- WIP Invoice
- Invoice on Account

Invoice on Account

All Invoiceable Jobs fox

the quick brown fox jumps over the lazy dog near the river bank 1020000

Chr. &Hansen 10001

INVOICE ON ACCOUNT INVOICING PLAN INVOICE EDITING INVOICE HISTORY

Submit Draft

Close Editing

Reopen Editing

Print Draft

Print Invoice

Other Actions

Invoice

Invoice

Pay

Net

Pref

Due Date: None

Blanket Draft: No

DRAFT EDITING FOUNDATION

Standard Text Code	Description	Quantity	Billing Price	Billing Price Total	Total Price Only
	Monthly 1	0.00 DKK	0.00 DKK	5,000.00	✓
	Monthly 2	0.00 DKK	0.00 DKK	5,000.00	✓
	Monthly 3	0.00 DKK	0.00 DKK	5,000.00	✓

To complete invoice editing, you can:

- Click **Submit Draft** (if Approval Hierarchies are in place)
- OR
- Click **Print Invoice** (if Approval Hierarchies are NOT in place)

Click **Submit Draft**.
This submits the draft invoice for approval.

Click **Print Invoice**.
This prints the finalized invoice and automatically posts entries to the General Ledger.

Invoice on Account

1

Step 1: Locate a job.

2

Step 2: Edit the invoice.

3

Step 3: Open the detailed view.

4

Step 4: Approve edits to draft.

5

Step 5: View and print draft invoice.

6

Step 6: Submit draft for approval or print invoice.

This concludes the
WIP Invoicing click-thru.

