

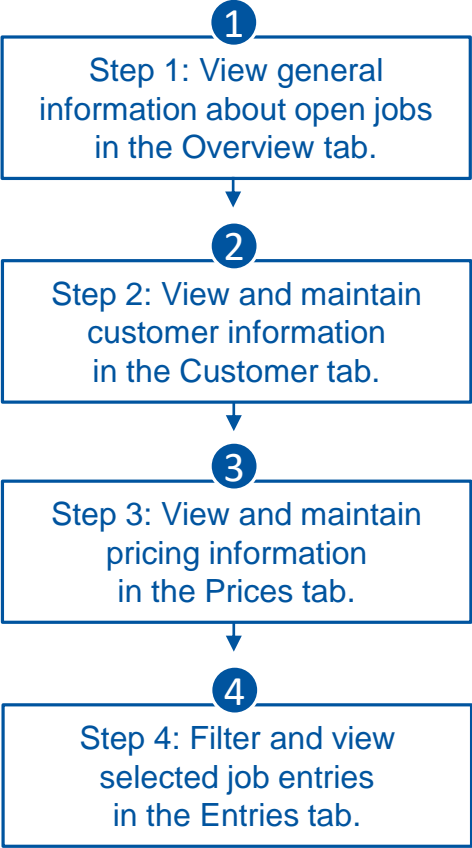
Deltek

Maconomy Essentials

Job Lookups
Click Guide



Job Lookups



Job Home

All Jobs ▾

◀ 1 of 25+ ▶

+ New Job ≡

Project A 10000

Merck 10007

OVERVIEWDETAILSCUSTOMERSUB-JOBSTASKSEMPLOYEESPRICESDOCUMENTS1INVOICING PLANENTRIESPENDING ACTIONSREPORTS

Margin %, Invoiced

Billing Price Up/Down

Open WIP

Customer Balance, Due

Project Manager: Les

Invoicing Method: Tim

Budget vs Actuals

Budget DKK 2

Actuals DKK

Invoiced DKK

Risks

Risk Profiles: None

Approved Risk Fund: DKK 0.00

Weighted Assigned Risk Fund: DKK 0.00

Overview of click guide procedure

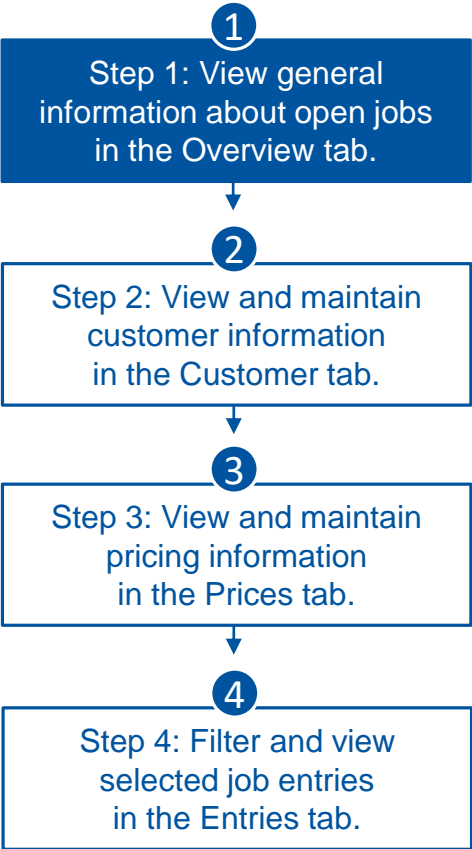
Click the numbered circles on the left to move to the first step in each phase.

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.

Job Lookups



Job Home

Estimating

...

Overview

...

Project A 100

Merck 10007

Project Manager: Les Project Manager LESTST2

Invoicing Method: Time and Material

Margin %, Invoiced

90.91 %

Billing Price Up/Down

DKK 1,000.00

Open WIP

DKK 500.00

Customer Balance, Due

DKK 500.00

1

Step 1: View general information about open jobs in the Overview tab.

2

Step 2: View and maintain customer information in the Customer tab.

3

Step 3: View and maintain pricing information in the Prices tab.

4

Step 4: Filter and view selected job entries in the Entries tab.

B

In the Overview tab, use the dashboard for a quick view of the status of your selected job, including at-a-glance billing information.

A

Under the Jobs menu, go to the Job Home workspace.

This field displays the margin percentage on invoiced job entries.

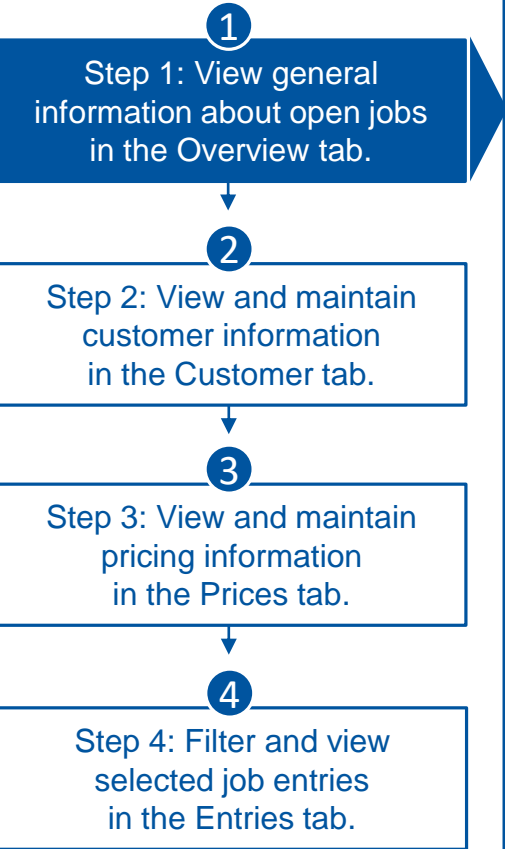
This field displays the amount by which the billing price has been written up or down.

This field displays the work in progress of a job, based on the sum of open entries on the job.

This field displays the amount due for payment in accounts receivables for the customer.

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

Job Lookups



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Save

Revert

Other Actions

Open

Margin %, Invoiced

90.91 %

Billing Price Up/Down

DKK 1,000.00

Open WIP

DKK 500.00

Customer Balance, Due

DKK 500.00

Project Manager: Les Project Manager LESTST2

Invoicing Method: Time and Material

Budget vs Actuals

	Cost	Sales
Budget	DKK 22,000.00	DKK 26,000.00
Actuals	DKK 600.00	DKK 600.00
Invoiced	DKK 100.00	DKK 1,100.00

Dates

Start and End Dates: 1/1/19 - 12/31/19

Last Invoice Date: 2/6/20

Pending Approval

Time: DKK 701,162.50

Expenses: DKK 351.00

Mileage: DKK 0.00

Risks

Risk Profile: None

Approved Risk Fund: DKK 0.00

Weighted Assigned Risk Fund: DKK 0.00

Use the bottom portion of the Overview tab for a more detailed view of the job status.

This island allows you to track planned, actual, and invoiced amounts on the job.

This island displays key dates relevant to a job like start date, end date, and the date you last issued an invoice.

This island displays the value of time, expense, and mileage entries against the job that have not yet been approved.

This island summarizes any risk information you may have entered against the Job.

Job Lookups

1

Step 1: View general information about open jobs in the Overview tab.

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Step 2: View and maintain customer information in the Customer tab.

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Step 3: View and maintain pricing information in the Prices tab.

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Step 4: Filter and view selected job entries in the Entries tab.

A

Use the Customer tab to identify customer-related information, including the billing address and payment terms.

B

From the **Other Actions** drop-down list, select **Edit** to update the customer information.

Project A 10000

Merck 10007

OVERVIEW DETAILS CUSTOMER

Customer: Merck 10007
Germany

Bill to Customer: Merck 10007
Germany

Website: None

Website: None

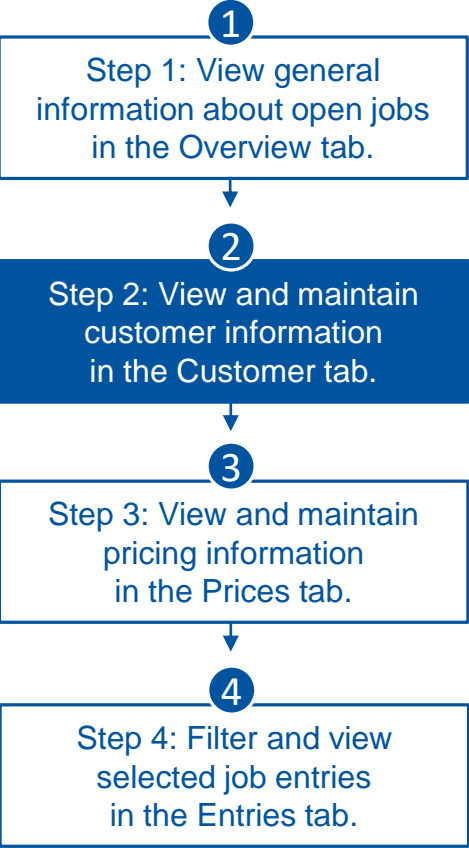
Job Specific Address: No

Setup Of Bill To Customers

Bill To Customer	Name	Blocked	Setup, %	Maximum Billing Price	Priority	Invoice Currency	Prev. Invoiced, %	Payment Terms	Language	Date Of Last Invoice	Last Invoice N
10003	Novo Nordisk A/S, Bagsværd	<input type="checkbox"/>	0.00	DKK 0.00	1	DKK	1,100.00	0.00	Net 15 days	Danish	0
10007	Merck	<input type="checkbox"/>	100.00	DKK 0.00	1	DKK	1,100.00	100.00	Net 60 days	Danish	2/6/20 1010008

Follow the steps on the next slides to continue looking up information using the Customer tab.

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Merck

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PENDING A

Customer

Merck

10007

Name 2

Name 3

Name 4

Zip Code

Postal District

Germany

Name 5

Attn.

Attn.

Phone

Phone

E-mail

Website

Bill To Customer

Merck

10007

Germany

Attn.

Attn.

Phone

Phone

E-mail

Website

Job Specific Address

No

Cancel

Save

Open

Update the customer record as needed.

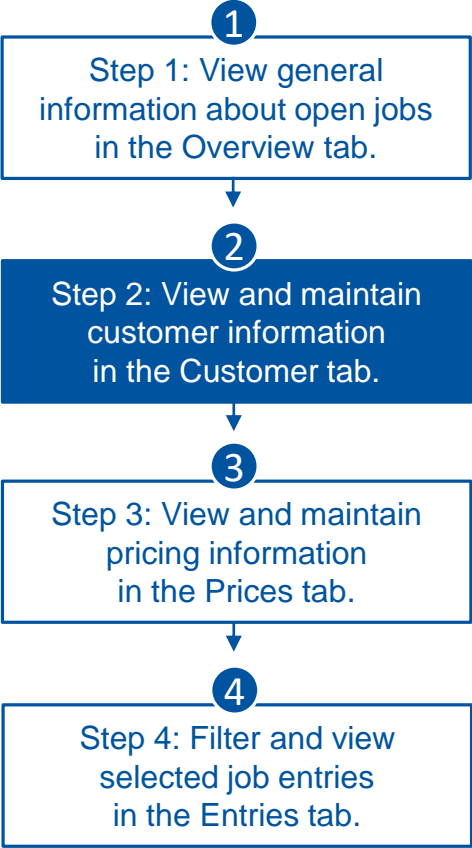
If you want to revert your changes, click **Cancel**. Otherwise, click **Save** or press ENTER.

Setup Of Bill To Customers

Bill To Customer	Name	Blocked	Setup, %	Maximum Billing Price	Priority	Invoice Currency	Prev. Invoiced	Prev. Invoiced, %	Payment Terms	Language	Date Of Last Invoice	Last Invoice
10003	Novo Nordisk A/S, Bagsværd	<input type="checkbox"/>	0.00	DKK	0.00	DKK	1,100.00	0.00	Net 15 days	Danish		
10007	Merck	<input type="checkbox"/>	100.00	DKK								

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

Job Lookups



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Merck 10007

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Customer: Merck 10007
Germany

Bill to Customer: Merck 10007
Germany

Payment Terms: Net 60 days

Website: None

Invoice Layout: Employee/Task

Job Specific Address: No

Detailed Invoice Specification: None

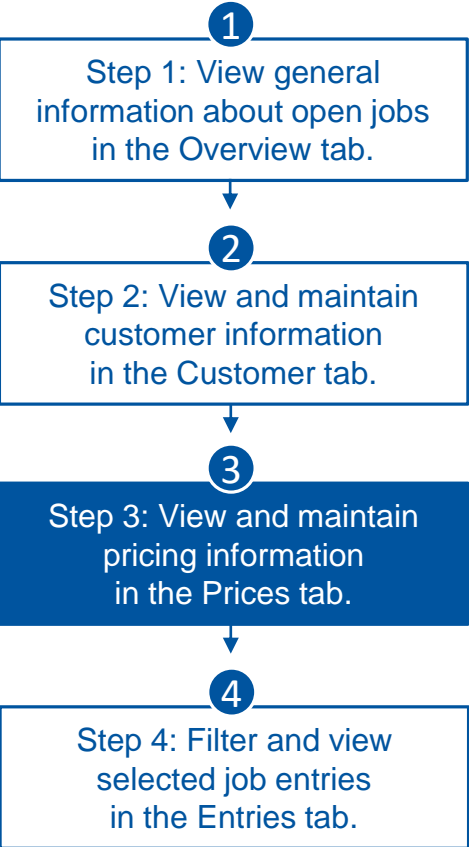
Setup Of Bill To Customers

Bill To Customer	Name	Blocked	Setup, %	Maximum Billing Price	Priority	Invoice Currency	Prev. Invoiced	Prev. Invoiced, %	Payment Terms	Language	Date Of Last Invoice	Last Invoice N
10003	Novo Nordisk A/S, Bagsværd	<input type="checkbox"/>	0.00	DKK 0.00	1	DKK ▾	1,100.00	0.00	Net 15 days ▾	Danish ▾		0
10007	Merck	<input type="checkbox"/>	100.00	DKK 0.00	1	DKK	1,100.00	100.00	Net 60 days	Danish	2/6/20	1010008

+ Add Bill to Customer

E Click + Add Bill to Customer to setup any split billing requirements as needed.

Job Lookups



Job Home

Project A 10000

Merck 10007

OVERVIEW DETAILS CUSTOMER SUB-JOBS TASKS EMPLOYEES PRICES

Job Currency: DKK

Invoice Currency: DKK

Job Surcharge Rule: None

Fixed Markup (Amts.): No

Cost price list: Standard

Currency, cost price list: DKK

Sales price list: Standard

Currency, sales price list: DKK

JOB SPECIFIC PRICES

Task	Task Description	Activity Type	Employee	Employee Category No.	Billing Price	Markup %	Overtime Spec.	Overtime Charge ...
There are no records to show in this grid.								

+ Add Price List Line

A

Use the Prices tab to identify price-related information, including currency and price lists.

B

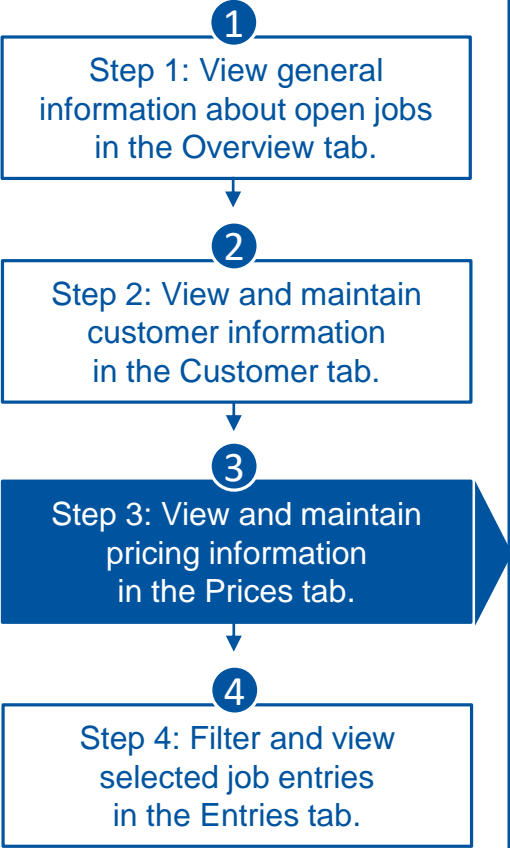
In the Job Specific Prices sub-tab you can set up and maintain job specific pricing for the job.

C

Click + Add Price List Line to add pricing information.

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

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+ New Job ≡

Save | Revert | Other Actions ▼

Open

EMPLOYEES

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REPORTS

Fixed Markup (Amts.): No

Cost price list: Standard

Markup: 0.00 %

Currency, cost price list: DKK

Sales price list: Standard

Currency, sales price list: DKK

JOB SPECIFIC PRICE

SALES

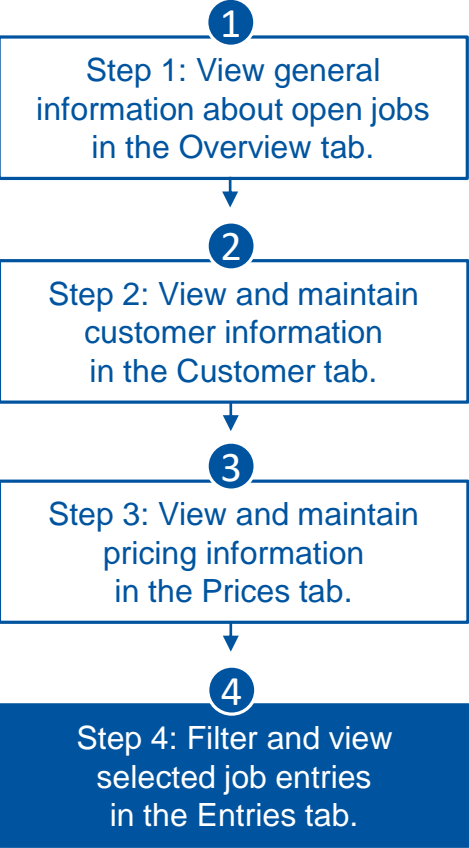
COST

Task	Task Description	Activity Type	Employee	Employee Category No.	Billing Price	Markup %	Overtime Spec.	Overtime Charge ...
		Time	Henry Van Dyck	DKK	1,233.00	0.00		0.00
		Time	Sean Williams	DKK	1,430.00	0.00		0.00
		Time	Kemmy Phillips	DKK	1,575.00	0.00		0.00
		Time	Louise Harrington	DKK	1,473.00	0.00		0.00
		Time	Catherine Jameson	DKK	1,458.00	0.00		0.00
		Time	Olof Palme	DKK	1,096.00	0.00		0.00
		Time	Winston Churchill	DKK	1,096.00	0.00		0.00
		Time	Maria Magdalena	DKK	1,345.00	0.00		0.00
		Time	Scarlett Low	DKK	1,430.00	0.00		0.00
		Time	Jan Rhineman	DKK	1,309.00	0.00		0.00
		Time	Everett Beechman	DKK	1,331.00	0.00		0.00
		Time	Ben Bratt	DKK	1,351.00	0.00		0.00
		Time	Taylor Branning	DKK	1,291.00	0.00		0.00
		Time	Jens Jensen	DKK	1,288.00	0.00		0.00
		Time	Louis Vuitton	DKK	1,440.00	0.00		0.00

D

Use the Sales and Cost sub-tabs to view the standard billing and cost price lists associated with the job.

Job Lookups



Job Home All Jobs

Project A 10000 Merck 10007

OVERVIEW DETAILS CUSTOMER SUB-JOB ENTRIES PENDING ACTIONS REPORTS

Selection Criteria

Show Only Open Entries

Period

Activity Type

Tasks

Employees

In the Entries tab, use the Selection Criteria island to filter and view specific job entries.

Toggle on/off the **Show Only Open Entries** option to show only open entries, or show all entries opened and closed on the job.

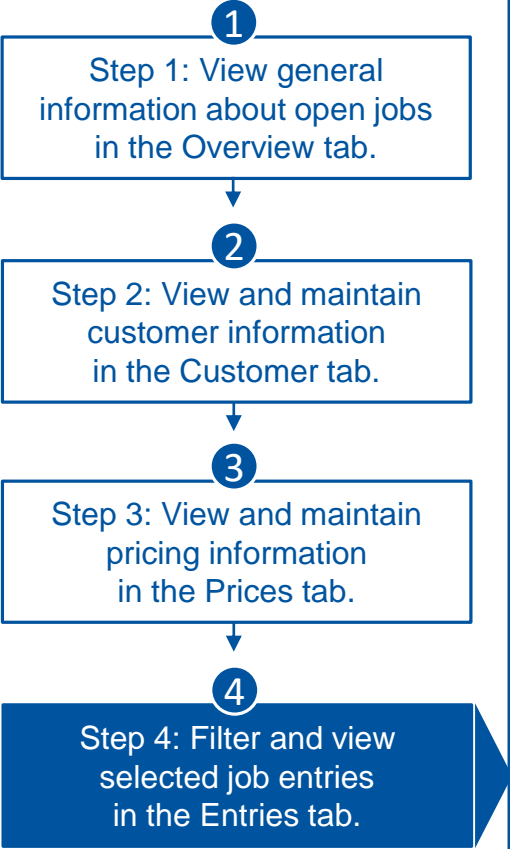
In the **Period** fields, click the calendar icons to select the first and last dates of the period you want to search for the job records.

Cost	Revenue Recognized	Billing Price Open	Billing Price Invoiced	Billing Price Total
DKK 0.00			DKK 0.00	DKK 0.00
DKK 100.00			DKK 600.00	DKK 600.00
DKK 100.00			DKK 600.00	DKK 600.00

Quantity	Cost	Billing Price	Quantity Inv.	Cost Invoiced	Billing Price Invoiced	Billing Price, Up/Down
3.00 DKK	450.00 DKK	450.00	0.67 DKK	100.00 DKK	100.00 DKK	0.00
1.00 DKK	150.00 DKK	150.00	0.00 DKK	0.00 DKK	0.00 DKK	0.00

Follow the steps on the next slides to continue looking up information using the Entries tab.

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+ New Job

Project A 10000

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OVERVIEWDETAILSCUSTOMERSUB-JOBSTASKSEMPLOYEESPRICESDOCUMENTS1INVOICING PLANENTRIESPENDING ACTIONSREPORTS

Selection Criteria

Show Only Open Entries

Period

Activity Type

Time

Amount

Summary

Time

0.00 Hours

DKK 0.00

DKK 0.00

DKK 0.00

DKK 0.00

DKK 0.00

DKK 600.00

DKK 100.00

DKK 500.00

DKK 100.00

DKK 600.00

DKK 600.00

DKK 100.00

DKK 500.00

DKK 100.00

DKK 600.00

Quantity

Cost

Billing Price

Quantity Inv.

Cost Invoiced

Billing Price Invoiced

Billing Price, Up/Down

3.00 DKK

450.00 DKK

450.00

0.67 DKK

100.00 DKK

100.00 DKK

0.00

1.00 DKK

150.00 DKK

150.00

0.00 DKK

0.00 DKK

0.00 DKK

0.00

D

You can further delimit your results by selecting an activity type.

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

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1

Step 1: View general information about open jobs in the Overview tab.

2

Step 2: View and maintain customer information in the Customer tab.

3

Step 3: View and maintain pricing information in the Prices tab.

4

Step 4: Filter and view selected job entries in the Entries tab.

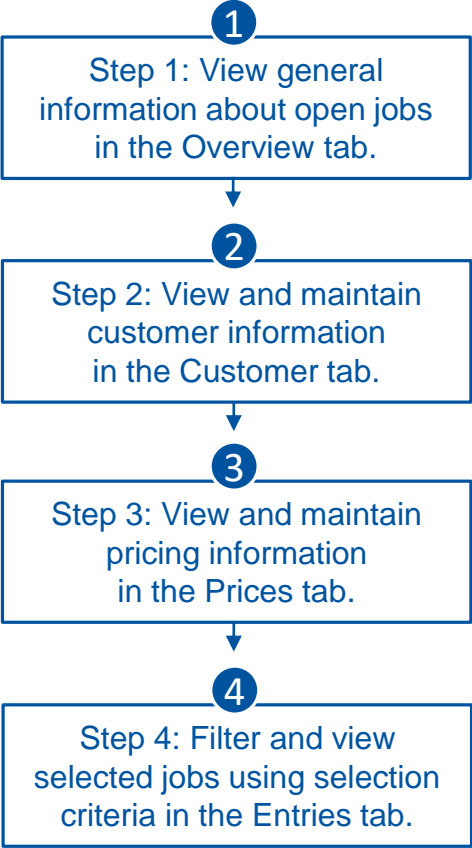
		Cost	Revenue Recognized	Billing Price Open	Billing Price Invoiced	Billing Price Total
Time	0.00 Hours	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00
Amount		DKK 600.00	DKK 100.00	DKK 500.00	DKK 100.00	DKK 600.00
Total		DKK 600.00	DKK 100.00	DKK 500.00	DKK 100.00	DKK 600.00

Date	Task	Task Description	Employee	Quantity	Cost	Billing Price	Quantity Inv.	Cost Invoiced	Billing Price Invoiced	Billing Price, Up/Down
9/30/19	205	materialer	James Grotto	3.00 DKK	450.00 DKK	450.00	0.67 DKK	100.00 DKK	100.00 DKK	0.00
9/30/19	205	materialer	James Grotto	1.00 DKK	150.00 DKK	150.00	0.00 DKK	0.00 DKK	0.00 DKK	0.00

E

Select tasks and employees if applicable.

Job Lookups



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+ New Job ⋮

Project A 10000

Merck 10007

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INVOICING PLAN

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Margin %, Invoiced

90.9%

Billing Price Up/Down

Open WIP

Customer Balance, Due

DKK 500.00

Project Manager: Les Project Man

Invoicing Method: Time and Mate

Budget vs Actuals

Cost

Profiles: None

Last Invoice Date: 2/6/20

Expenses: DKK 351.00

Approved Risk Fund: DKK 0.00

Mileage: DKK 0.00

Weighted Assigned Risk Fund: DKK 0.00

Budget	DKK 22,000.00	DKK 26,000.00
Actuals	DKK 600.00	DKK 600.00
Invoiced	DKK 100.00	DKK 1,100.00

This concludes the Job Lookups click guide.