

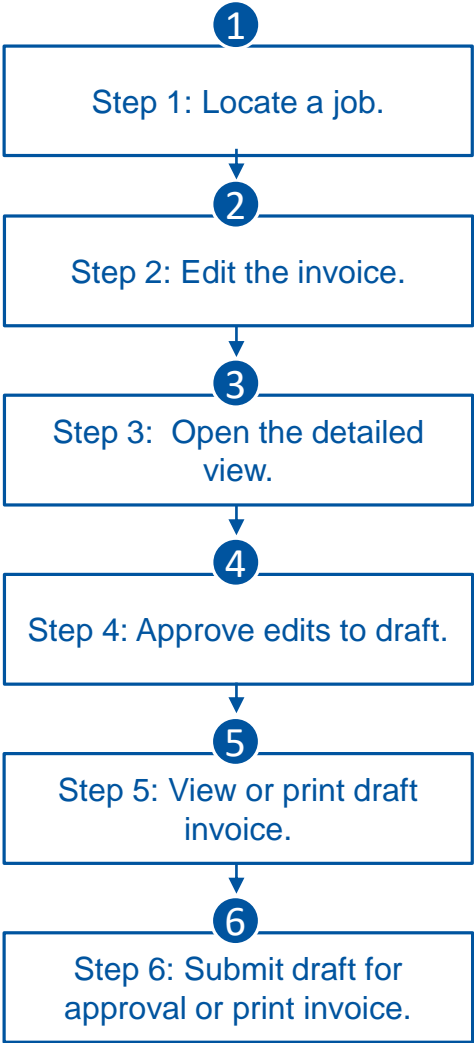
Deltek.

Maconomy Essentials

iAccess WIP Invoicing
Click Guide



WIP Invoicing



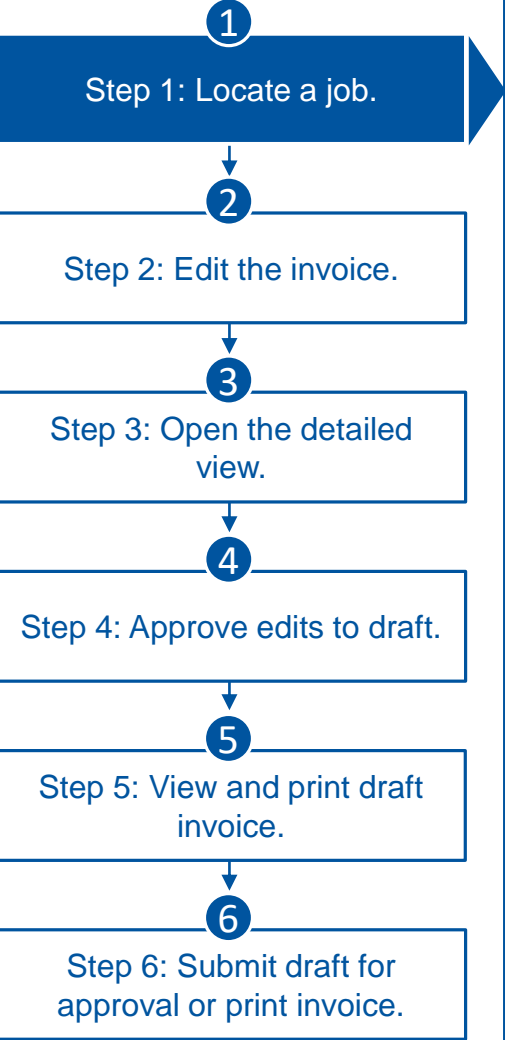
Overview of click-thru procedure

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

WIP Invoicing



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MAIN MENU

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Budgeting

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My Time and Material... ▾

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Save Revert Edit

Draft Other Actions ▾

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

Chr. &Hansen 10001

James Grotto

1020000

shgtest1 (Chr. & Hansen)

James Grotto

1020000-01

test (Chr. Hansen)

James Grotto

1020000-02

test (Chr. Hansen)

James Grotto

0.00

DKK 0.00

DKK 0.00

Selection Billing Price

DKK 0.00

0.00

DKK 146,264...

DKK 0.00

Open for Selection: Yes

Details

SELECTION DIRECT INVOICING

	Level 1: Employee	Level 2: Task	Quantity For Inv.		WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Close Balance	Reallocate
🔗	2007 - Martin White	110 - Consulting	28.00	DKK	59,024.00	DKK 59,024.00	DKK 0.00	DKK 0.00	Invoice	☑	☐
🔗	2009 - James Gro...	110 - Consulting	40.00	DKK	87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	☑	☐

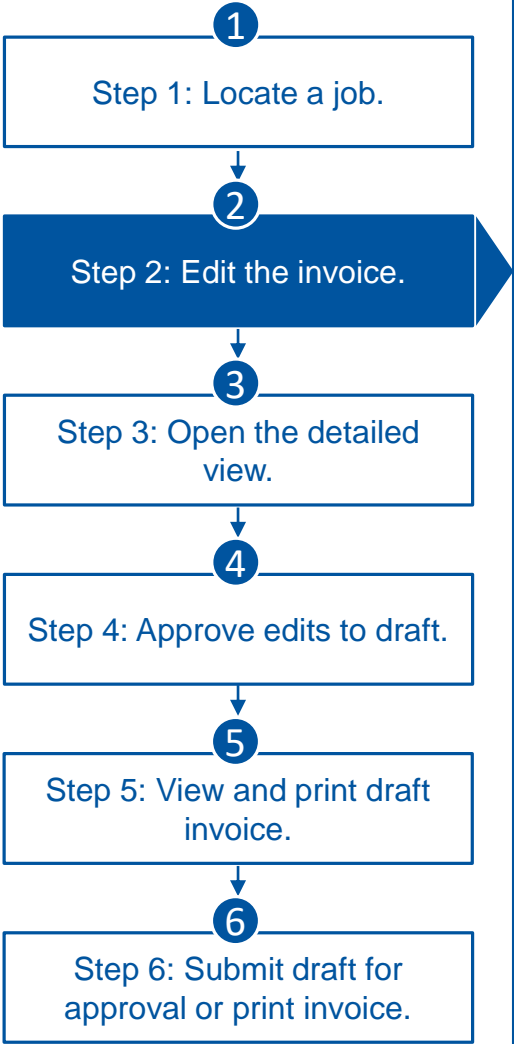
A

Click to access the WIP Invoice workspace.

B

Search for the job you want to invoice.

WIP Invoicing



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◀ MAIN MENU

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

Chr. &Hansen 10001

INVOICE SELECTION

INVOICE EDITING

INVOICE HISTORY

REALLOCATE ENTRIES

Approve

Close All

Delimit...

Print Draft

Other Actions ▾

	Available	For Invoicing	Carry Forward	Billing Price	Up/Down	Real. Rate	Up/Down
Time	DKK 146,264.00	DKK 146,264...	DKK 0.00	DKK 146,264...	DKK 0.00	100.00	Selection Time 0.00 hours
Expenses	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00		Selection Billing Price DKK 0.00
Total	DKK 146,264.00	DKK 146,264...	DKK 0.00	DKK 146,264...	DKK 0.00		Open for Selection: Yes

Details

SELECTION

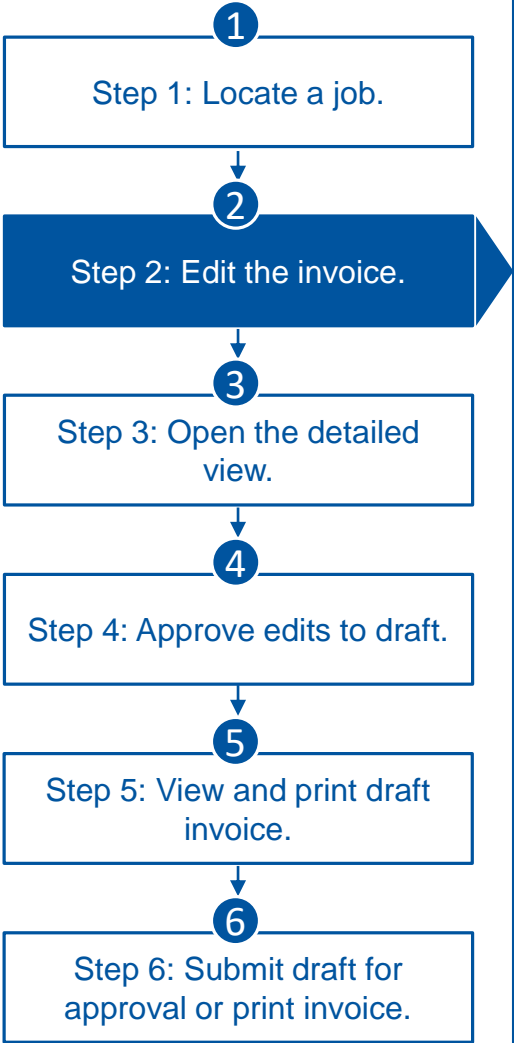
DIRECT INVOICING

	Level 1: Employee	Level 2: Task	Quantity For Inv.	WIP Amount	WIP For Invoicing	Carry Forward	WIP Up/Down	Action	Close Balance	Reallocate
	2007 - Martin White	110 - Consulting	28.00	DKK 59,024.00	DKK 59,024.00	DKK 0.00	DKK 0.00	Invoice ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2009 - James Gro...	110 - Consulting	40.00	DKK 87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B View the number of hours available for invoicing.

A Select the line you want to invoice.

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Save Revert Edit

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Chr. &Hansen 10001

INVOICE SELECTION

INVOICE EDITING

INVOICE HISTORY

REALLOCATE ENTRIES

Approve

Close All

Delimit...

Print Draft

Other Actions

	Available	For Invoicing	Carry Forward	Billing Price	Up/Down	Real. Rate	Up/Down
Time	DKK 146,264.00	DKK 146,264.00					0.00 hours
Expenses	DKK 0.00	DKK 0.00					DKK 0.00
Total	DKK 146,264.00	DKK 146,264.00	DKK 0.00	DKK 146,264.00	DKK 0.00		

Open for Selection: Yes

C

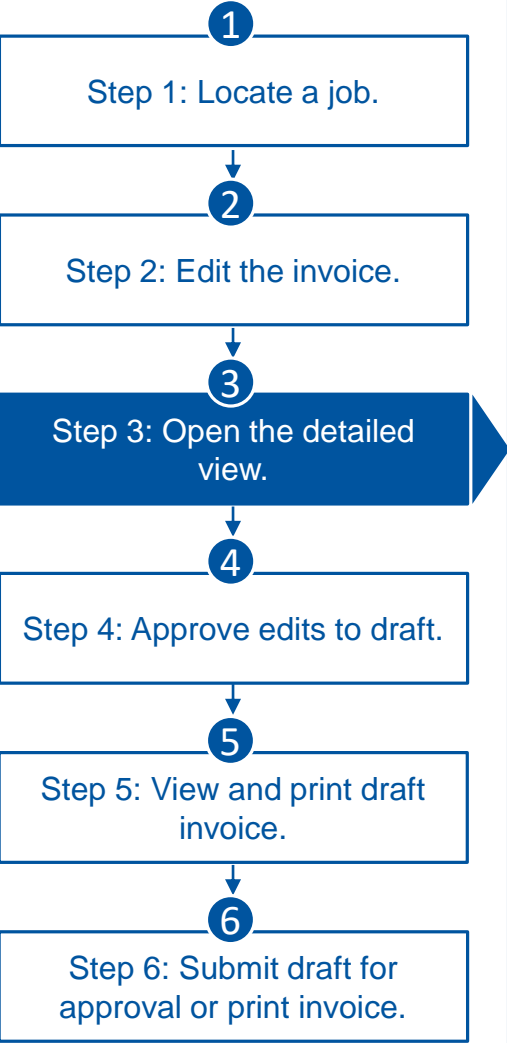
Edit the quantity to invoice.

D

Enter a value to carry forward (if needed).

	Level 1: Employee	Level 2: Task	Quantity For Inv.	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Balance	Reallocate
	2007 - Martin White	110 - Consulting	28.00	DKK 59,024.00	DKK 59,024.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2009 - James Gro...	110 - Consulting	40.00	DKK 87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Save | Revert | Edit

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

Chr. & Hansen 10001

INVOICE SELECTION | INVOICE EDITING | INVOICE HISTORY | REALLOCATE ENTRIES

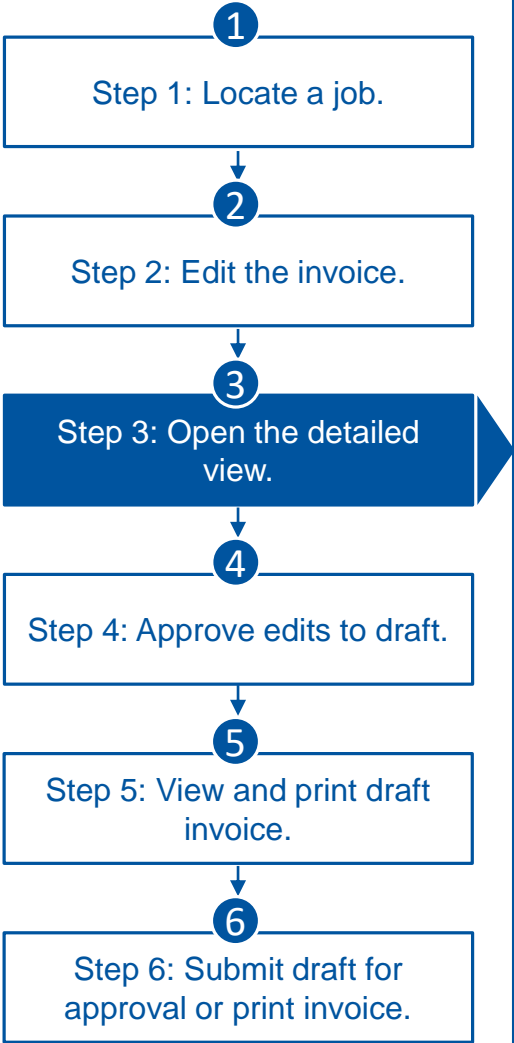
Approve | Close All | Delimit... | Print Draft | Other Actions

	Available	For Invoicing	Carry Forward	Billing Price	Up/Down	Real. Rate	Up/Down
Time	DKK 146,264.00	DKK 146,264...	DKK 0.00	DKK 146,264...	DKK 0.00	100.00	Selection Time 0.00 hours
Expenses	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00		Selection Billing Price DKK 0.00
Total	DKK 146,264.00	DKK 146,264...	DKK 0.00	DKK 146,264...	DKK 0.00		Open for Selection: Yes

Details

	Level 1: Employee	Level 2: Task	For Inv.	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Close Balance	Reallocate
	2007 - Martin White	110 - Consulting	28.00 DKK	59,024.00	DKK 59,024.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2009 - James Gro...	110 - Consulting	40.00 DKK	87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Summary

	Quantity	Billing Price
Open	28.00	DKK 59,024.00
For Invoicing	28.00	DKK 59,020.00
Carry Forward		DKK 4.00
Write-Up/Down		DKK 0.00

Entries

Employee Name	Task Description	Quantity Open	Invoice Quantity	Write-Up/Down	WIP For Invoicing	Billing Price	Carry Forward	Action
Martin White	Consulting	8.00	8.00 DKK	0.00 DKK	16,860.00 DKK	2,108.00 DKK	4.00	
Martin White	Consulting	4.00	4.00 DKK	0.00 DKK	8,432.00 DKK	2,108.00 DKK	0.00	Invoice
Martin White	Consulting	8.00	8.00 DKK	0.00 DKK	16,864.00 DKK	2,108.00 DKK	4.00	Invoice
Martin White	Consulting	8.00	8.00 DKK	0.00 DKK	16,864.00 DKK	2,108.00 DKK	0.00	Invoice

+ Add Job Entry

Close

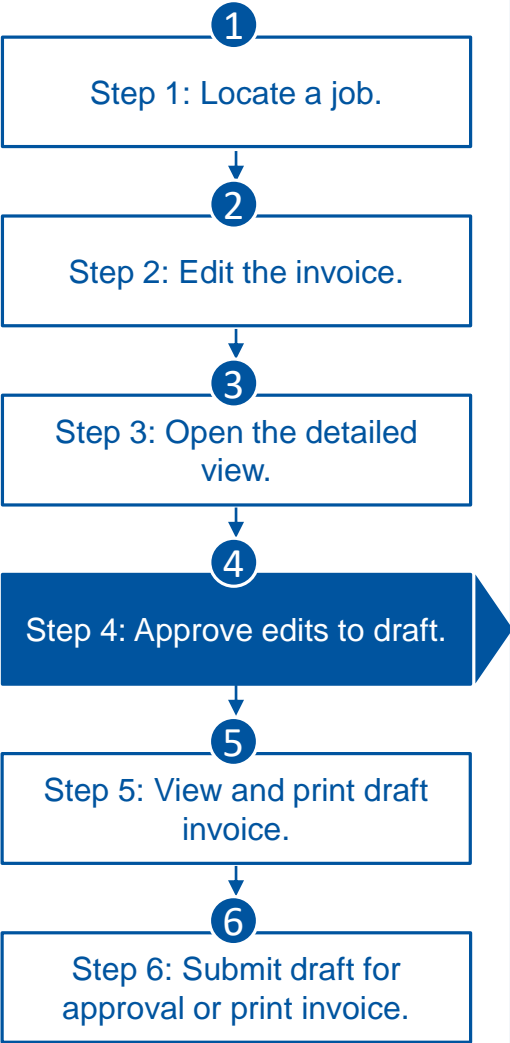
The **Summary** view lets you edit individual invoice quantities that comprise the line value in the main window.

A Edit values as needed.

B Click **+Add Job Entry** to add new entries to the list.

C Click **Close** to save the edits to the invoice.

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Save Revert Edit

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Chr. & Hansen 10001

INVOICE SELECTION

INVOICE EDITING

INVOICE HISTORY

REALLOCATE ENTRIES

Click **Approve** to approve the edits you have made to the draft invoice.

Approve

Close All

Delimit...

Print Draft

Other Actions

	Available	For Invoicing	Carried Forward	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Close Balance	Reallocate
Time	DKK 146,264.00	DKK 146,256.00	DKK 8.00	DKK 146,256.00	DKK 0.00	100.00		Selection Time	0.00 hours	
Expenses	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00			Selection Billing Price	DKK 0.00	
Total	DKK 146,264.00	DKK 146,256.00	DKK 8.00	DKK 146,256.00	DKK 0.00			Open for Selection:	Yes	

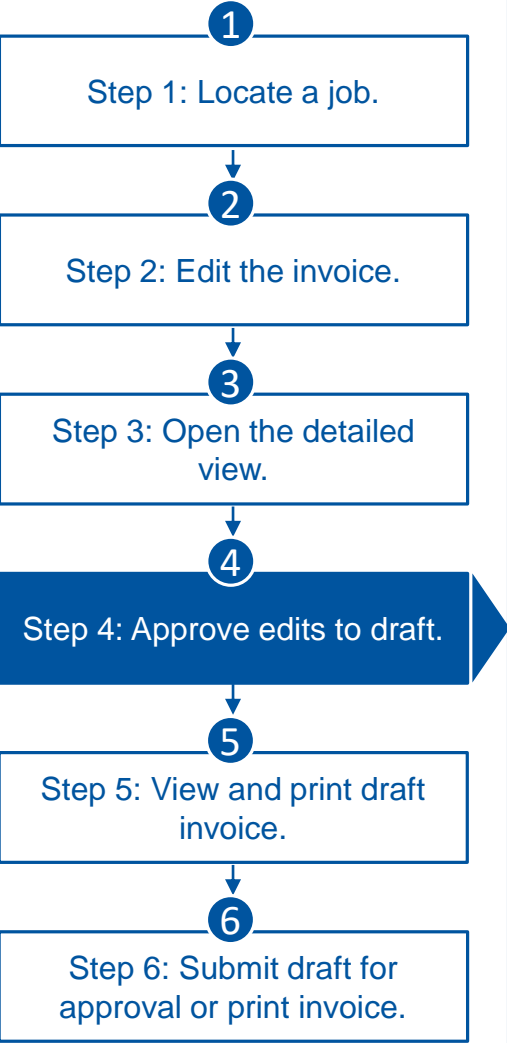
Details

SELECTION

DIRECT INVOICING

	Level 1: Employee	Level 2: Task	Quantity For Inv.	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Close Balance	Reallocate
	2007 - Martin White	110 - Consulting	28.00 DKK	59,024.00	DKK 59,016.00	DKK 8.00	DKK 0.00		<input type="checkbox"/>	<input type="checkbox"/>
	2009 - James Gro...	110 - Consulting	40.00 DKK	87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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INVOICE SELECTION

INVOICE EDITING

INVOICE HISTORY

REALLOCATE ENTRIES

A

Click **Invoice Editing** to view the draft invoice.

Approve

Close All

Delimit...

Print Draft

Other Actions

	Available				Up/Down	Real. Rate	Up/Down
Time	DKK 146,264.00				DKK 0.00	100.00	Selection Time 0.00 hours
Expenses	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00	DKK 0.00		Selection Billing Price DKK 0.00
Total	DKK 146,264.00	DKK 146,256...	DKK 8.00	DKK 146,256...	DKK 0.00		Open for Selection: Yes

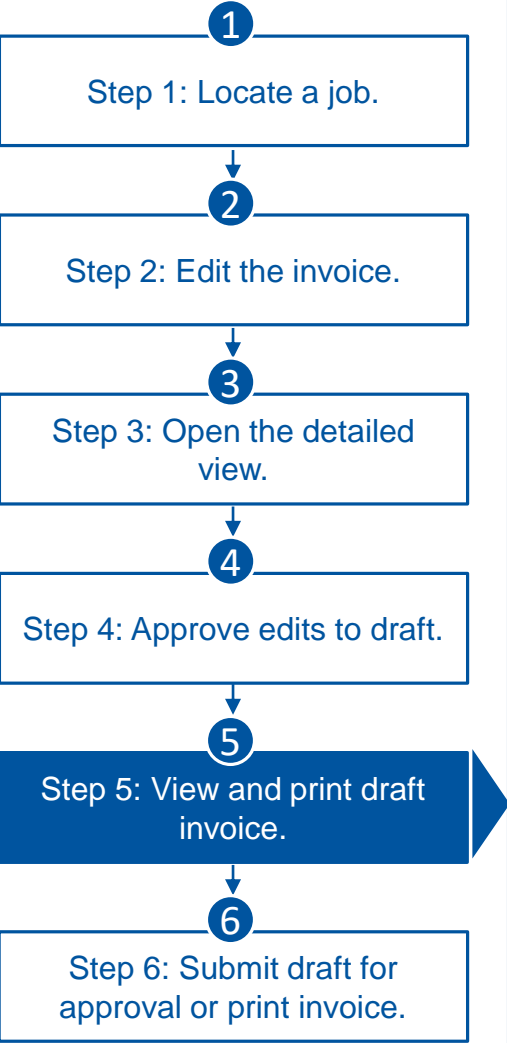
Details

SELECTION

DIRECT INVOICING

	Level 1: Employee	Level 2: Task	Quantity For Inv.	WIP Available	WIP For Invoicing	Carry Forward	Write-Up/Down	Action	Close Balance	Reallocate
	2007 - Martin White	110 - Consulting	28.00 DKK	59,024.00	DKK 59,016.00	DKK 8.00	DKK 0.00		<input type="checkbox"/>	<input type="checkbox"/>
	2009 - James Gro...	110 - Consulting	40.00 DKK	87,240.00	DKK 87,240.00	DKK 0.00	DKK 0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Chr. & Hansen 10001

INVOICE SELECTION INVOICE EDITING INVOICE HISTORY REALLOCATE ENTRIES

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

Invoice

Invoice Name

Selected for Invoicing

DKK 137,828.00

Billing Address: Chr. Hansen 10
2970 Hørsholm
Denmark

To be adjusted on draft,
Summary

DKK 0.00

Created: 2/17/20 by Administrator

Payment Terms

To be adjusted on draft,
Detailed Spec.

0.00 DKK

Preferred Inv. Date

Price Breakdown

DKK 172,285.00

Due Date: None

Up/Down

DKK 0.00

Blanket Draft: No

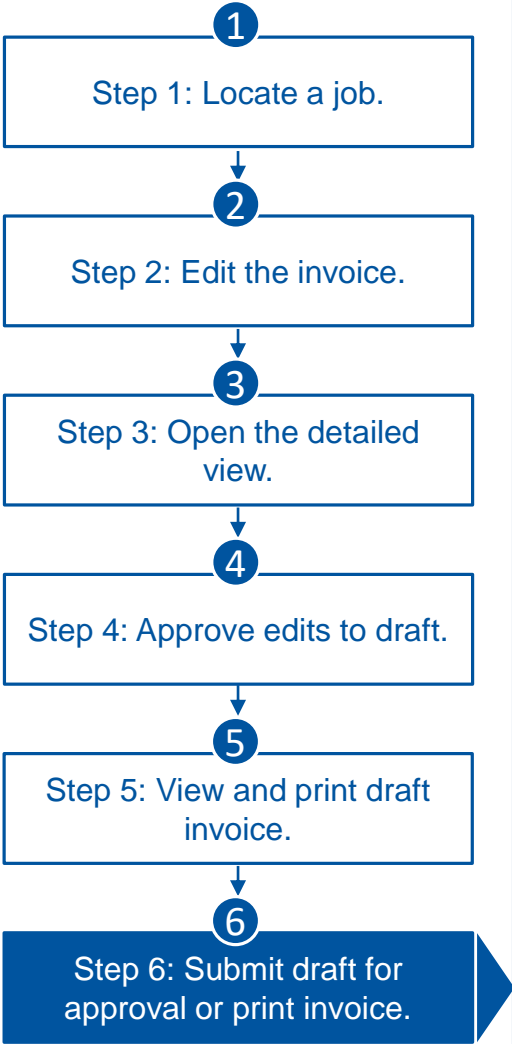
DRAFT EDITING FOUNDATION

Review details and make any necessary adjustments.

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

Standard Text Code	Description	Quantity	Billing Price	Billing Price Total	Total Price Only
1020000	the quick brown fox jumps over the lazy dog near ...	0.00 DKK	0.00 DKK	0.00	
		0.00 DKK	0.00 DKK	0.00	
	Martin White:	0.00 DKK	0.00 DKK	0.00	
	Consulting	24.00 DKK	2,108.00 DKK	50,588.00	

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Save Revert Edit

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

Chr. &Hansen 10001

INTRIES

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.

Payment Terms

Net 30 days

Preferred Inv. Date

Due Date: None

Blanket Draft: No

Summary

To be adjusted on draft, Detailed Spec. 0.00 DKK

Price Breakdown DKK 172,285.00

Up/Down DKK 0.00

DRAFT EDITING

FOUNDATION

Standard Text Code	Description	Quantity	Billing Price	Billing Price Total	Total Price Only
	1020000 the quick brown fox jumps over the lazy dog near ...	0.00 DKK	0.00 DKK	0.00	
		0.00 DKK	0.00 DKK	0.00	
	Martin White:	0.00 DKK	0.00 DKK	0.00	
	Consulting	24.00 DKK	2,108.00 DKK	50,588.00	

WIP Invoicing

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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.

