

Deltek.

Maconomy Essentials

iAccess Vendor Invoice Management
Click Guide



iAccess Vendor Invoice Management

1

Step 1: Find, view, and assign a vendor invoice for allocation.

2

Step 2: Attach and view documents on a vendor invoice.

3

Step 3: Start and reply to a conversation.

4

Step 4: Allocate or reallocate a vendor invoice.

5

Step 5: Submit a vendor invoice allocation.

SELF SERVICE

Weekly Time Sheets

Daily Time Sheets

Expenses

Mileage

Per Diem

Favorites

Absence

APPROVALS

Approval Center

Absence Approval

Allowance Approval

JOBS

Jobs

Draft Invoices

Invoices

CUSTOMERS

Customers

Customer Reports

Customer Invoicing

ACCOUNTS PAYABLE

Purchase Orders

Invoice Allocation

HUMAN RESOURCES

Employees

REPORTING

Invoice Allocation

My Invoices for Alloca...

MD1000

Medicoindustrien 20000

Type: Invoice

Status: Awaits Approval

Invoice Date: 10/2/19

Vendor: Medicoindustrien 20000

Due Date: 11/1/19

Responsible For Allocation

James Grotto

Purchase Order No.

0

Amount Excl. Tax

DK-25%

Amount Incl. Tax

ALLOCATION

Purchase Line
Type

There are no records to

+ Add Allocation Line

Save Revert Attach Document Other Actions

Submitted

INVOICE

MESSAGES



Commentary on Luke 16.docx
20.08 KB

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.

iAccess Vendor Invoice Management

1
Step 1: Find, view, and assign a vendor invoice for allocation.

2
Step 2: Attach and view documents on a vendor invoice.

3
Step 3: Start and reply to a conversation.

4
Step 4: Allocate or reallocate a vendor invoice.

5
Step 5: Submit a vendor invoice allocation.

Deltek iAccess

SELF SERVICE

Weekly Time Sheets

Daily Time Sheets

E

M

P

Favorites

Absence

APPROVALS

Approval Center

Absence Approval

Allowance Approval

JOBS

Jobs

Draft Invoices

Invoices

CUSTOMERS

Customers

Customer Reports

Customer Invoicing

ACCOUNTS PAYABLE

Purchase Orders

Invoice Allocation

HUMAN RESOURCES

Employees

REPORTING

Invoice Allocation

All Invoices

INV_002

Supplier A -0120000

Status: Allocation Started

Vendor: Supplier A -0120000

1 The Street

AAA 999 London

United Kingdom

Phone: 4444444444

supplier@info.com

Due Date: 2/18/20

Responsible For Allocation

James Grotto

2009

Purchase Order No.

0

| | Invoice | Allocated | Unallocated |
|------------------|--------------|--------------|-------------|
| Amount Excl. Tax | DKK 1,000.00 | DKK 1,000.00 | DKK 0.00 |
| DK-25% | DKK 250.00 | DKK 250.00 | DKK 0.00 |
| Amount Incl. Tax | DKK 1,250.00 | DKK 1,250.00 | 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 |
|--------------------|-----|------|----------|-------------|-------------------|-------------------|----------|--------------|------------------|
| G/L | | | | 53310 | | Supplie | 1.00 | DKK 1,000.00 | DKK 1,000.00 |

+ Add Allocation Line

To find and view a vendor invoice for allocation:

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 assign a vendor invoice for allocation.

iAccess Vendor Invoice Management

1
Step 1: Find, view, and assign a vendor invoice for allocation.

2
Step 2: Attach and view documents on a vendor invoice.

3
Step 3: Start and reply to a conversation.

4
Step 4: Allocate or reallocate a vendor invoice.

5
Step 5: Submit a vendor invoice allocation.

Deltek iAccess

SELF SERVICE

Weekly Time Sheets

Daily Time Sheets

Expense Management

Per Diem

Favorites

Absence

APPROVALS

Approval Center

Absence Approval

Allowance Approval

JOBS

Jobs

Draft Invoices

Invoices

CUSTOMERS

Customers

Customer Reports

Customer Invoicing

ACCOUNTS PAYABLE

Purchase Orders

Invoice Allocation

HUMAN RESOURCES

Employees

REPORTING

Invoice Allocation

All Invoices

INV_002

Supplier A -0120000

Due Date: 2/18/20

Responsible For Allocation

Martin White

2007

12345

John Dole

1840008

Michiko Dy

1840009

Belle Dy

2007

Martin White

2009

More search results

Allocated

Unallocated

DKK 1,000.00

DKK 0.00

DKK 250.00

DKK 0.00

DKK 1,250.00

DKK 0.00

Status: Allocation Started

Vendor: Supplier A -0120000

1 The Street

AAA 999 London

United Kingdom

Save

Revert

Submit for Approval

Attach Document

Other Actions

Open

INVOICE

MESSAGES

Click Save.

Download

Purchase Line

Type

Job

Task

Employee

Account No.

Local Account No.

Entry Description

Quantity

Unit Price

Amount Excl. Tax

G/L

53310

Supplie

1.00

DKK 1,000.00

DKK 1,000.00

+ Add Allocation Line

To assign a vendor invoice for allocation:

A
In the Responsible For Allocation field, specify the employee name or number who is responsible for allocation.

iAccess Vendor Invoice Management



1

56

?

⚙

≡

Deltak iAccess

SELF SERVICE

Weekly Time Sheets

Daily Time Sheets

Expenses

Mileage

Per Diem

Favorites

Absence

Approval Center

Absence Approval

Allowance Approval

JOB

Jobs

Draft Invoices

Invoices

CUSTOMERS

Customers

Customer Reports

Customer Invoicing

ACCOUNTS PAYABLE

Purchase Orders

Invoice Allocation

HUMAN RESOURCES

Employees

REPORTING

Invoice Allocation

All Invoices

14 of 50+

Save

Revert

Approve for Posting

Attach Document

Other Actions

Submitted

INV_001

BUCH & HOLM A/S 20016

Type: Invoice

Invoice Date: 10/7/19

Due Date: 11/6/19

Responsible For Allocation

Status: Awaits Approval

Vendor: BUCH & HOLM A/S 20016 Denmark

To attach documents to an invoice:

| | 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

| Document | Type | Size | Changed On | Changed By | Remark |
|---|---------------|-------|------------|---------------|--------|
| Sample Vendor Invoice for Laundry Services... | Adobe Acrobat | 56696 | 10/17/19 | Administrator | |

Vendor Name

INVOICE

Vendor Address
Anytown, USA 00000

DATE: July 6, 2011
INVOICE # 4
FOR: Laundry Service

Tax ID: xx-xxxxxx

Bill To:
NYU -ISAW
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 |

Follow the steps on the next slide to continue to attach documents to an invoice.

iAccess Vendor Invoice Management

1
Step 1: Find, view, and assign a vendor invoice for allocation.

2
Step 2: Attach and view documents on a vendor invoice.

3
Step 3: Start and reply to a conversation.

4
Step 4: Allocate or reallocate a vendor invoice.

5
Step 5: Submit a vendor invoice allocation.

Deltek iAccess

SELF SERVICE

Weekly Time Sheets

Daily Time Sheets

Expenses

Mileage

Per Diem

Favorites

Absence

APPROVALS

Approval Center

Absence Approval

Allowance Approval

JOBS

Jobs

Draft Invoices

Invoices

CUSTOMERS

Customers

Customer Rep

Customer Inv

ACCOUNTS

Purchase Ord

Invoice Allocat

HUMAN RESOURCES

Employees

REPORTING

Type: Invoice

| | Invoice | Allocated | Unallocated |
|------------------|--------------|--------------|-------------|
| Amount Excl. Tax | DKK 800.00 | DKK 800.00 | DKK 0.00 |
| DKK-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

Document

Type

Attach Additional Document

Select a file: Choose Files No file chosen

Ok Cancel

Open

Organize New folder

Quick access

Desktop

Downloads

2_Create a Job

4_iAccess Vendor In

8_Project Lookups

REFERENCES

This PC

Network

Name

Date modified

Type

Invoice Allocation document

10/29/2019 9:52 PM

Adobe Acrobat D

File name: Invoice Allocation document

All Files

Open Cancel

Save Revert Approve for Posting Attach Document Other Actions

Submitted

Vendor Name

INVOICE

Vendor Address
Anytown, USA 00000

DATE: July 8, 2011
INVOICE # 4
FOR: Laundry Service

Tax ID: xxx-xxxxxx

BILL TO:
NYU -ISAW
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 |

B

In the dialog that opens, click **Choose Files** to open your file explorer.

C

Select the files you want to upload, and click **Open**, or press ENTER.

D

Click **OK**.

E

Click **Save**.

The files are uploaded and listed in the Documents tab.

You can use the Documents tab to upload, view, or delete documents attached to the invoice.

Follow the steps on the next slide to view documents on a vendor invoice.

iAccess Vendor Invoice Management

1

Step 1: Find, view, and assign a vendor invoice for allocation.

2

Step 2: Attach and view documents on a vendor invoice.

3

Step 3: Start and reply to a conversation.

4

Step 4: Allocate or reallocate a vendor invoice.

5

Step 5: Submit a vendor invoice allocation.

SELF SERVICE

Weekly Time Sheets

Daily Time Sheets

Expenses

Mileage

Per Diem

Favorites

Absence

Allocation

Approval

Application

Absence Approval

Allocation

Approval

Application

Approval

Application

Approval

Application

Approval

Application

Approval

Application

Approval

Application

Approval

Application

Approval

Application

Approval

Application

ACCOUNTS PAYABLE

Purchase Orders

Invoice Allocation

HUMAN RESOURCES

Employees

REPORTING

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

Status: Approved

Vendor: BUCH & HOLM A/S

Denmark

Save Revert Approve for Posting Attach Document Other Actions

Submitted

A

On the right-hand side of the workspace, click the Invoice pane.

B

View the main/first attachment.

To view the main/first attachment on an invoice:

This feature only displays a scanned invoice that was attached when the record was created.

The Document Viewer does not display documents you have uploaded as additional attachments to the record in the document archive.

You can view these attachments by downloading them to your computer/device.

| Changed On | Changed By | Remark |
|------------|---------------|--------|
| 10/17/19 | Administrator | |

INVOICE

MESSAGES

Vendor Name

INVOICE

Vendor Address
Anytown, USA 00000

DATE: July 6, 2011
INVOICE # 4
FOR: Laundry Service

Tax ID: xx-xxxxxx

Bill To:
NYU - SAV
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 |

Follow the steps on the next slide to view **all** the attachments on an invoice.

iAccess Vendor Invoice Management

1

Step 1: Find, view, and assign a vendor invoice for allocation.

2

Step 2: Attach and view documents on a vendor invoice.

3

Step 3: Start and reply to a conversation.

4

Step 4: Allocate or reallocate a vendor invoice.

5

Step 5: Submit a vendor invoice allocation.

SELF SERVICE

Weekly Time Sheets

Daily Time Sheets

Expenses

Mileage

Per Diem

Favorites

Absence

APPROVALS

Approval Center

Absence Approval

Allowance Approval

Jobs

Draft Invoices

Invoices

CUSTOMERS

Customers

Customer Reports

Customer Invoicing

ACCOUNTS PAYABLE

Purchase Orders

Invoice Allocation

HUMAN RESOURCES

Employees

REPORTING

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

Save Revert Approve for Posting Attach Document Other Actions

Submitted

INVOICE MESSAGES

Vendor Name

INVOICE

Vendor Address
Anytown, USA 00000

DATE: July 6, 2011
INVOICE # 4
FOR: Laundry Service

Tax ID: xx-xxxxxx

Bill To:
NYU -SAY
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!

To view all the attachments on an invoice:

A

Go to the Documents tab.

B

In the **Document** field, click on a filename to download the file to your computer/device.

iAccess Vendor Invoice Management

1

Step 1: Find, view, and assign a vendor invoice for allocation.

2

Step 2: Attach and view documents on a vendor invoice.

3

Step 3: Start and reply to a conversation.

4

Step 4: Allocate or reallocate a vendor invoice.

5

Step 5: Submit a vendor invoice allocation.

SELF SERVICE

Weekly Time Sheets

Daily Time Sheets

Expenses

Mileage

Per Diem

Favorites

Absence

APPROVALS

Approval Center

Absence Approval

Allowance Approval

JOBS

Jobs

Draft Invoices

Invoices

CUSTOMERS

Customers

Customer Reports

Customer Invoicing

ACCOUNTS PAYABLE

Purchase Orders

REPORTING

Invoice Allocation

All Invoices

INV_001

Supplier A -0120000

Type: Invoice

Invoice Date: 2/1/20

Due Date: 2/16/20

Responsible For Allocation

Purchase Order No.

0

Status: AW

Vendor: Supplier

1 The St

AAA 999

United K

Phone: 4

supplier@info.com

| | Invoice | Allocated | Unallocated |
|------------------|--------------|--------------|-------------|
| Amount Excl. Tax | EUR 1,252.00 | EUR 1,252.00 | EUR 0.00 |

| | | | |
|------------------|--------------|--------------|----------|
| Amount incl. Tax | EUR 1,303.00 | EUR 1,303.00 | EUR 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 | Rekvirenter | materialer | | | | Supplie | 1.00 | EUR 501.00 | EUR 501.00 |
| G/L | | | | 54100 | | | 1.00 | EUR 751.00 | EUR 751.00 |

A

On the right-hand side of the workspace, click the Messages pane.

B

In the input area, type your message and mention a specific person by typing @[name] as part of the text.

C

Click the paper plane icon or press ENTER to send the message.

Follow the steps on the next slide to reply to a conversation.

Sean Williams

Please allocate this invoice. Thanks, @Sean

iAccess Vendor Invoice Management

1
Step 1: Find, view, and assign a vendor invoice for allocation.

2
Step 2: Attach and view documents on a vendor invoice.

3
Step 3: Start and reply to a conversation.

4
Step 4: Allocate or reallocate a vendor invoice.

5
Step 5: Submit a vendor invoice allocation.

SELF SERVICE

Weekly Time Sheets
Daily Time Sheets
Expenses
Mileage
Per Diem
Favorites
Absence

APPROVALS

Approval Center
Absence Approval
Allowance Approval

JOBS

Jobs

DR

Dr

CU

CU

CUSTOMER REPORTS

Customer Reports

CUSTOMER INVOICING

Customer Invoicing

ACCOUNTS PAYABLE

Purchase Orders
Invoice Allocation

HUMAN RESOURCES

Employees

REPORTING

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

| | Invoice | Allocated | Unallocated |
|------------------|------------|------------|-------------|
| Amount Excl. Tax | DKK 800.00 | DKK 800.00 | DKK 0.00 |

| | | | |
|------------------|--------------|--------------|----------|
| Amount incl. Tax | DKK 1,000.00 | DKK 1,000.00 | DKK 0.00 |
|------------------|--------------|--------------|----------|

A

Click the blue Notifications icon to expand your list of unread messages.

B

Expand a vendor invoice from the list and click on the comment.

To reply to a conversation:

Others can mention you in a conversation to notify that you have a vendor invoice for allocation.

Follow the steps on the next slide to continue replying to a conversation.

Vendor Invoice INV_003, Supplier A (1)

@James Grotto - please allocate th... Gert Freeman

Refresh Read All Conversations

Participants: James Grotto, Sean Williams + Add Participant Unsubscribe

THURSDAY, OCTOBER 17, 2019

@Sean Williams - I have allocated this to the Stammer project. Can you double check?

James Grotto

@James Grotto - Yes this is correct

Sean Williams

Use '@' to add a participant to the conversation

iAccess Vendor Invoice Management

1

Step 1: Find, view, and assign a vendor invoice for allocation.

2

Step 2: Attach and view documents on a vendor invoice.

3

Step 3: Start and reply to a conversation.

4

Step 4: Allocate or reallocate a vendor invoice.

5

Step 5: Submit a vendor invoice allocation.

SELF SERVICE

Weekly Time Sheets
Daily Time Sheets
Expenses
Mileage
Per Diem
Favorites
Absence

APPROVALS

Approval Center
Absence Approval
Allowance Approval

JOBS

Jobs
Draft Invoices
Invoices

CUSTOMERS

Customers
Customer Reports
Customer Invoicing

ACCOUNTS PAYABLE

Purchase Orders
Invoice Allocation

HUMAN RESOURCES

Employees

REPORTING

Invoice Allocation

All Invoices

INV_003

Supplier A -0120000

Type: Invoice

Invoice Date: 2/3/20

Due Date: 2/18/20

Responsible For Allocation

James Grotto

2009

Purchase Order No.

0

Incl.
Tax

ALLOCATION

DOCUMENTS 1

| Purchase Line | Job | Task | Employee | Account No. | Local Account No. | Entry Description | Quantity | Unit Price | Amount Excl. | Tax | Te |
|--|-----|------|----------|-------------|-------------------|-------------------|----------|------------|--------------|-----|----|
| Type | | | | | | | | | | | |
| There are no records to show in this grid. | | | | | | | | | | | |

+ Add Allocation Line

iAccess then navigates to the Invoice Allocation workspace, and opens the Messages pane for that vendor invoice.

C

In the input area, type your message and mention a specific person by typing @[name] as part of the text.

D

Click the paper plane icon or press ENTER to send the message.

Will work on this today. Thanks, @Gert

Gert Freeman

iAccess Vendor Invoice Management

1 Step 1: Find, view, and assign a vendor invoice for allocation.

2 Step 2: Attach and view documents on a vendor invoice.

3 Step 3: Start and reply to a conversation.

4
Step 4: Allocate or reallocate a vendor invoice.

5

Step 5: Submit a vendor invoice allocation.

SELF SERVICE

- Weekly Time Sheets
- Daily Time Sheets
- Expense Reports
- Mileage Claims
- Paid Expenses
- Fuel Card
- Airfare

APPROVALS

- Approval Center
- Absence Approval
- Allowance Approval

JOB

- Jobs
- Draft Invoices
- Invoices

CUSTOMERS

- Customers
- Customer Reports
- Customer Invoicing

ACCOUNTS PAYABLE

- Purchase Orders
- Invoice Allocation

HUMAN RESOURCES

- Employees

REPORTING

Invoice Allocation My Invoices for Allocation

INV_002
Supplier A -0120000

Status: Allocation Started
Vendor: Supplier A -0120000
1 The Street
AAA 999 London
United Kingdom
Phone: 4444444444
supplier@info.com

Purchase Order No.
0

Amount Excl. Tax
DKK-25%

Amount Incl. Tax

A In the Allocation tab, enter information about the allocation in the line as needed.

B Click + Add Allocation Line to add another entry line to the bottom of the invoice.

C Click Save.

Save Revert Submit for Approval Attach Document Other Actions Open

INVOICE MESSAGES

Vendor Name

Vendor Address
Anytown, USA 00000

Tax ID: xx-xxxxxx

Bill To:
NYU-USAW
15 E. 84th St. New York, NY 10028

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!

Purchase Line Type Job Task Employee Account No. Local Account No. Entry Description Quantity Unit Price Amount Excl. Tax

G/L [] [] John Dole 53310 [] Supplie 1.00 DKK 1,000.00 DKK 1,000.00

+ Add Allocation Line

iAccess Vendor Invoice Management

1

Step 1: Find, view, and assign a vendor invoice for allocation.

2

Step 2: Attach and view documents on a vendor invoice.

3

Step 3: Start and reply to a conversation.

4

Step 4: Allocate or reallocate a vendor invoice.

5

Step 5: Submit a vendor invoice allocation.

SELF SERVICE

- Weekly Time Sheets
- Daily Time Sheets
- Expenses
- Mileage
- Per Diem
- Favorites
- Absence

APPROVALS

- Approval Center
- Absence Approval
- Allowance Approval

JOBS

- Jobs
- Draft Invoices
- Invoices

CUSTOMERS

- Customers
- Customer Reports
- Customer Invoicing

ACCOUNTS PAYABLE

- Purchase Orders
- Invoice Allocation

HUMAN RESOURCES

- Employees

REPORTING

Invoice Allocation

My Invoices for Alloca...

INV_002

Supplier A -0120000

Type: Invoice

Invoice Date: 2/3/20

Due Date: 2/18/20

Responsible For Allocation

James Grotto

2009

Purchase Order No.

0

Status: Allocation Started

Vendor: Supplier A -0120000

1 The Street
AAA 999 London
United Kingdom
Phone: 4444444444
supplier@info.com

| | Invoice | Allocated | Unallocated |
|------------------|--------------|--------------|-------------|
| Amount Excl. Tax | DKK 1,000.00 | DKK 1,000.00 | DKK 0.00 |
| DK-25% | DKK 250.00 | DKK 250.00 | DKK 0.00 |
| Amount Incl. Tax | DKK 1,250.00 | DKK 1,250.00 | 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 |
|--------------------|-----|------|-----------|-------------|-------------------|-------------------|----------|--------------|------------------|
| G/L | | | John Dole | 53310 | | Supplie | 1.00 | DKK 1,000.00 | DKK 1,000.00 |

Save Revert Submit for Approval Attach Document Other Actions

Open

A

Click Submit for Approval.

Vendor Name

INVOICE

Vendor Address
Anytown, USA 00000

DATE: July 8, 2011
INVOICE # 4
FOR: Laundry Service

Tax ID: xx-xxxxxx

Bill To:
NYU-ISAAN
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!

iAccess Vendor Invoice Management

1

Step 1: Find, view, and assign a vendor invoice for allocation.

2

Step 2: Attach and view documents on a vendor invoice.

3

Step 3: Start and reply to a conversation.

4

Step 4: Allocate or reallocate a vendor invoice.

5

Step 5: Submit a vendor invoice allocation.

SELF SERVICE

Weekly Time Sheets

Daily Time Sheets

Expenses

Mileage

Per Diem

Favorites

Absence

APPROVALS

Approval Center

Absence Approval

Allowance Approval

JOBS

Jobs

Draft Invoices

Invoices

CUSTOMERS

Customers

Customer Reports

Customer Invoicing

ACCOUNTS PAYABLE

Purchase Orders

Invoice Allocation

HUMAN RESOURCES

Employees

REPORTING

Invoice Allocation

My Invoices for Alloca...

INV_002

Supplier A -0120000

Type: Invoice

Invoice Date: 2/3/20

Due Date: 2/18/20

Responsible For Allocation

James Grotto

Purchase Order No.

0

Status: Allocation Started

Vendor: Supplier A -0120000

1 The Street

Amount Excl. Tax DKK 1,000.00

DK-25% DKK 250.00

Amount Incl. Tax DKK 1,250.00 DKK 1,250.00 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 |
|--------------------|-----|------|-----------|-------------|-------------------|-------------------|----------|--------------|------------------|
| G/L | | | John Dole | 53310 | | Supplie | 1.00 | DKK 1,000.00 | DKK 1,000.00 |

+ Add Allocation Line

This concludes the iAccess Vendor Invoice Management click guide.

Save Revert Submit for Approval Attach Document Other Actions

Open

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!