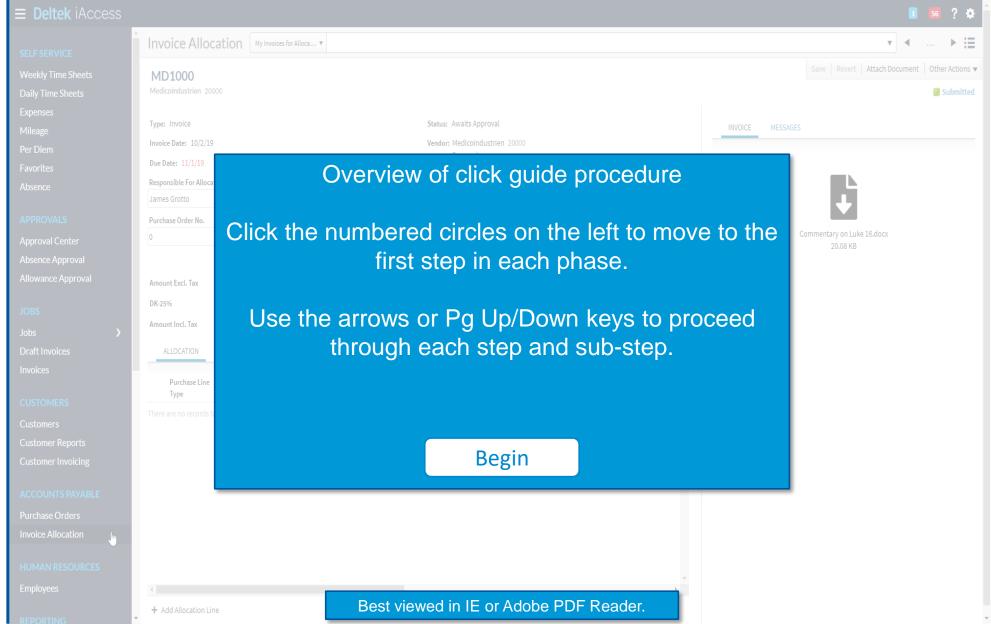
Deltek.

Maconomy Essentials

*iAccess Vendor Invoice Management*Click Guide



iAccess Vendor **Invoice Management** Step 1: Find, view, and assign a vendor invoice for allocation. Step 2: Attach and view documents on a vendor invoice. Step 3: Start and reply to a conversation. Step 4: Allocate or reallocate a vendor invoice. Step 5: Submit a vendor invoice allocation.



■ Deltek iAccess

Weekly Time Sheets

Daily Time Sheets

Favorites

Invoice Allocation

To find and view a vendor invoice

for allocation:

INV_002 Supplier A -0120000 All Invoices ▼

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

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Step 4: Allocate or reallocate a vendor invoice.

Step 5: Submit a vendor

invoice allocation.

Responsible For Allocation Absence Phone: 4444444444 ▼ 2009 James Grotto supplier@info.com Purchase Order No. Approval Center Absence Approval Invoice Allocated Unallocated Allowance Approval 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 Jobs **Draft Invoices** DOCUMENTS 1 ALLOCATION Invoices Purchase Line Local Account Entry Amount Excl. Account No. Description Unit Price ▼ 53310 ▼ Supplie 1.00 DKK 1,000.00 DKK 1,000.00 Customers **Customer Reports Customer Invoicing** Purchase Orders Under the Accounts Payable Invoice Allocation menu, go to the Invoice Follow the steps on the next slide to Allocation workspace. assign a vendor invoice for allocation. Employees + Add Allocation Line

Status: Allocation Started

Vendor: Supplier A -0120000 1 The Street

> AAA 999 London United Kingdom

4 4 of 5 ▶ **!**

Open

Save Revert Submit for Approval Attach Document Other Actions ▼

Select a vendor invoice from

the filter list.

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

_2

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

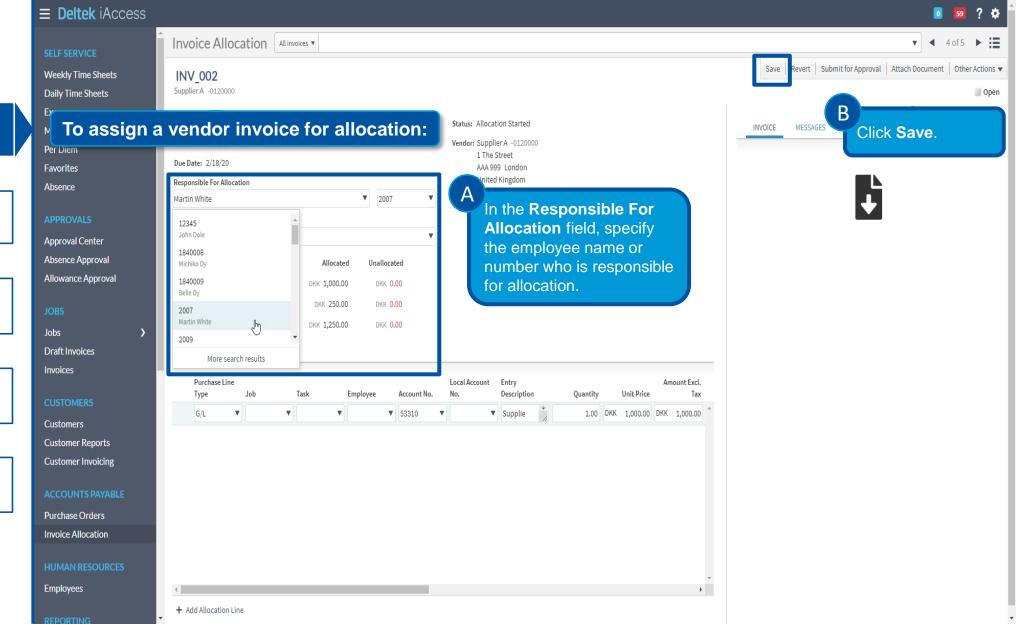
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Step 3: Start and reply to a conversation.

_4

Step 4: Allocate or reallocate a vendor invoice.

_5



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

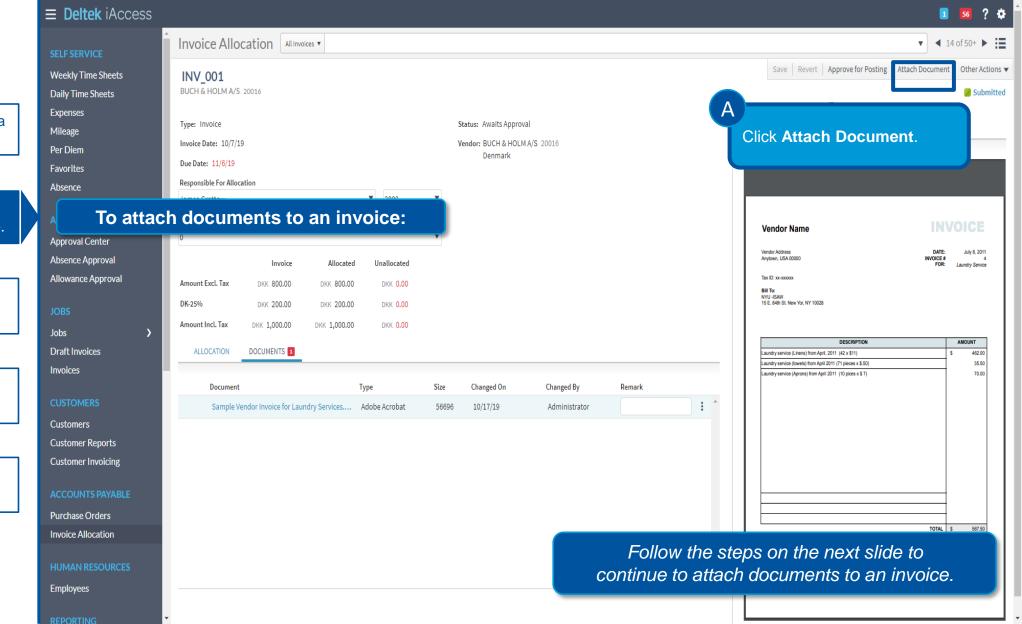
Step 2: Attach and view documents on a vendor invoice.

Step 3: Start and reply to a conversation.

Step 4: Allocate or reallocate

_5

a vendor invoice.

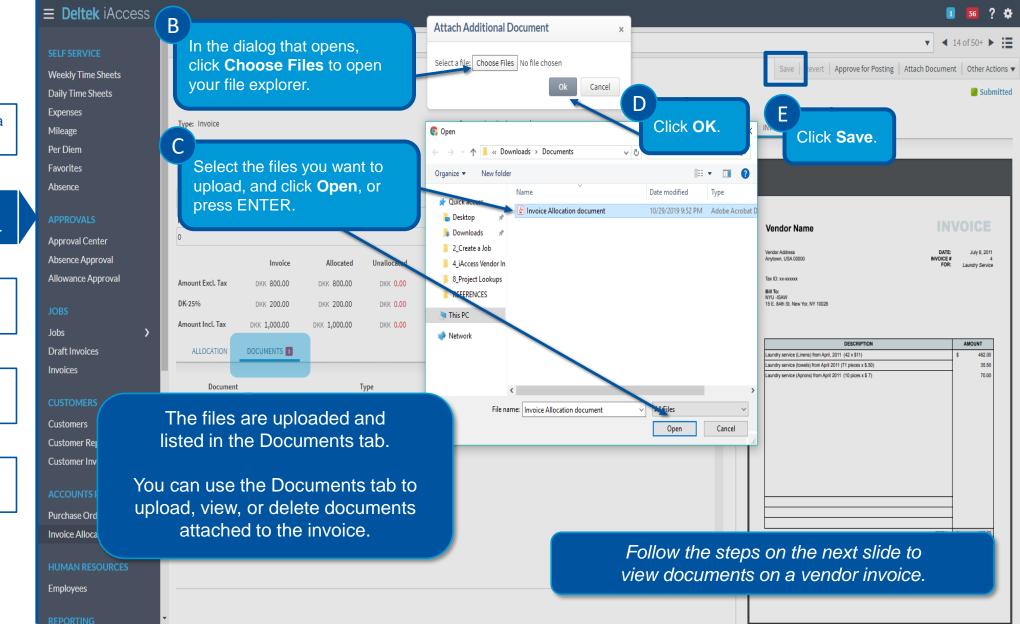


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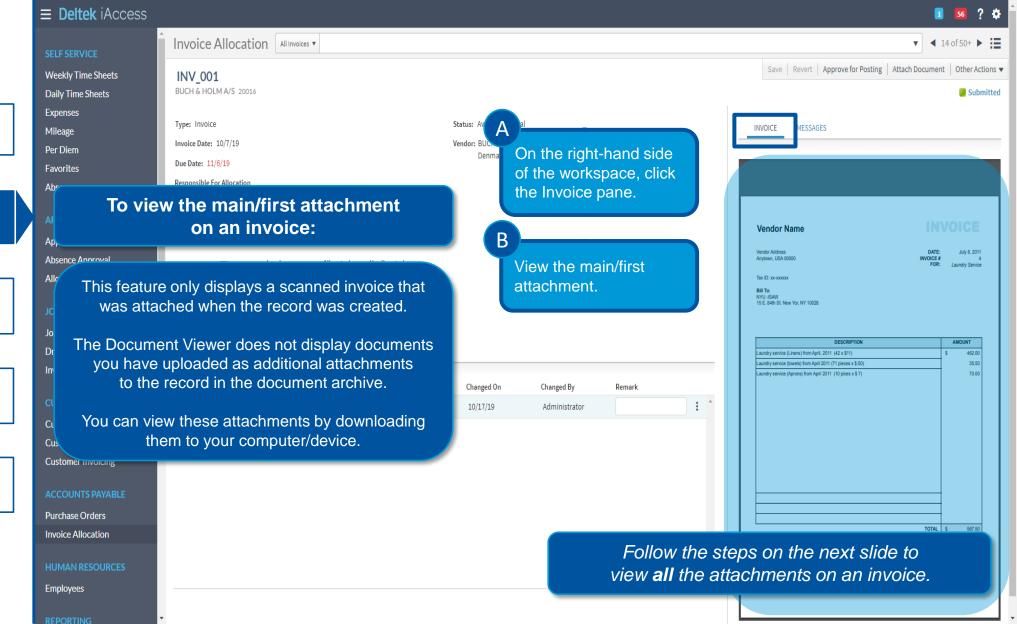
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_____4

Step 4: Allocate or reallocate a vendor invoice.



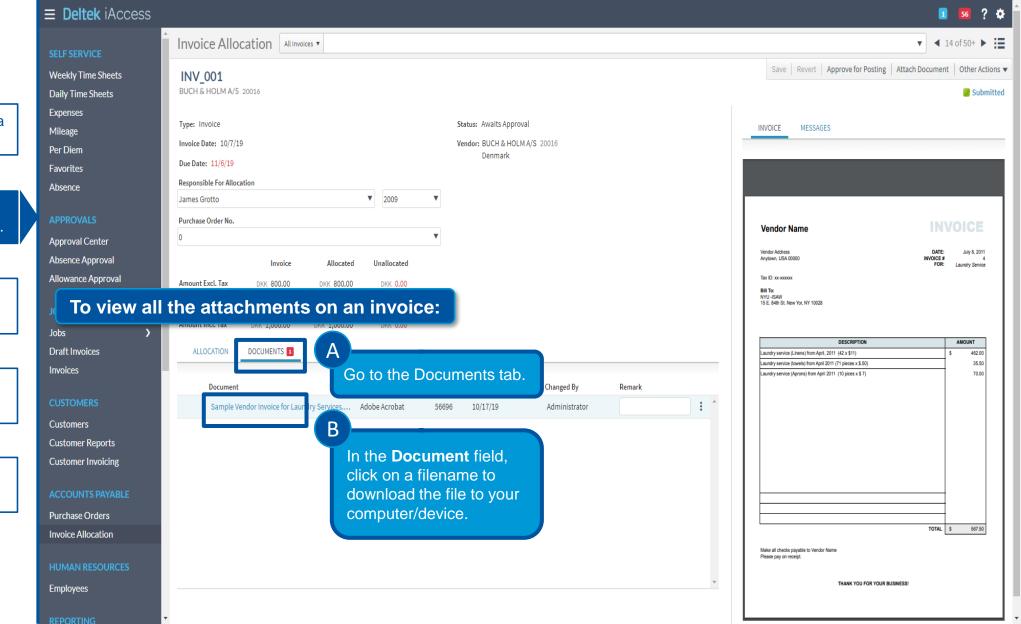
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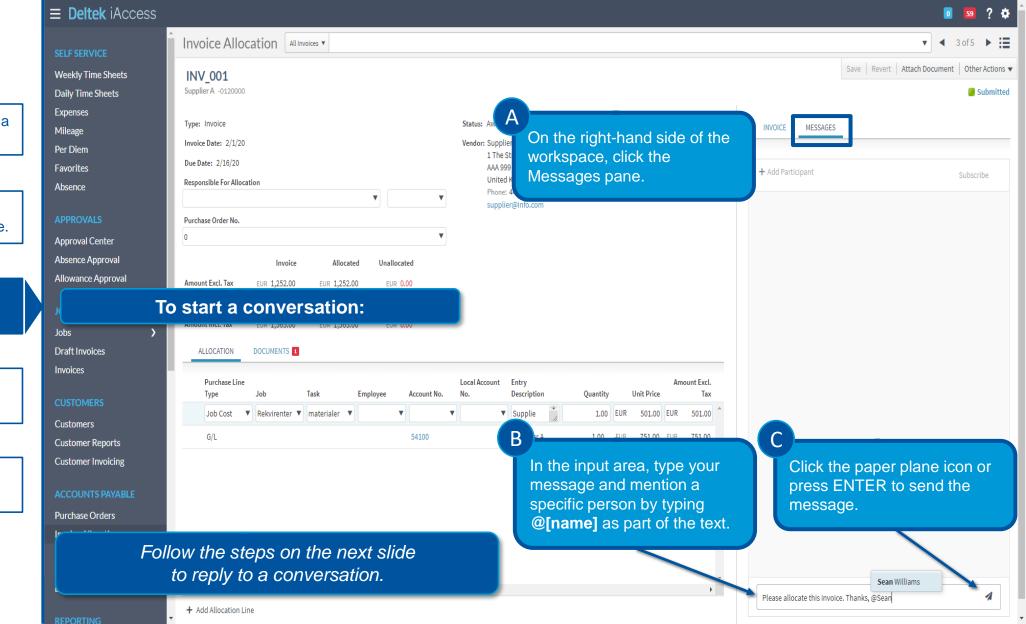
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Step 5: Submit



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

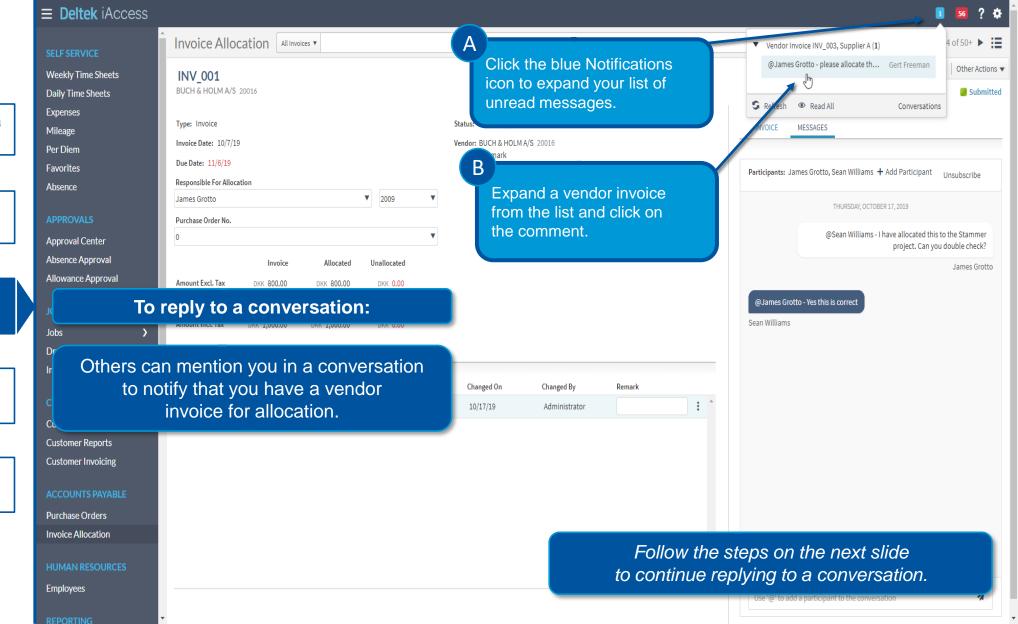
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Step 2: Attach and view documents on a vendor invoice.

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_6



iAccess Vendor **Invoice Management** Step 1: Find, view, and assign a vendor invoice for allocation. Step 2: Attach and view documents on a vendor invoice. Step 3: Start and reply to a conversation. Step 4: Allocate or reallocate a vendor invoice. Step 5: Submit a vendor invoice allocation.

Daily Time Sheets Expenses

Mileage

Per Diem

Favorites

Absence

Jobs **Draft Invoices** Invoices

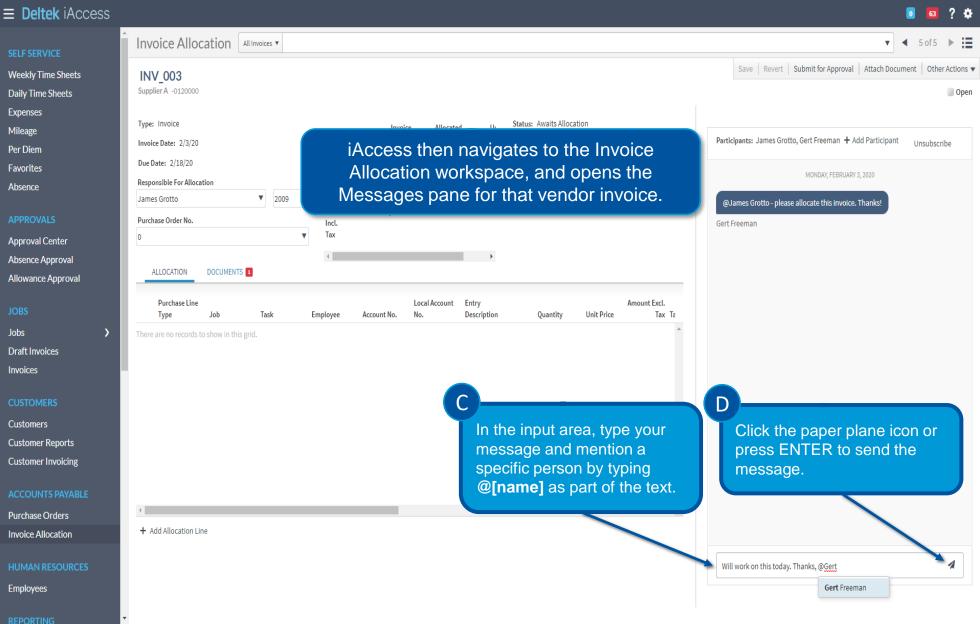
Customers

Purchase Orders

Invoice Allocation

Employees

Approval Center

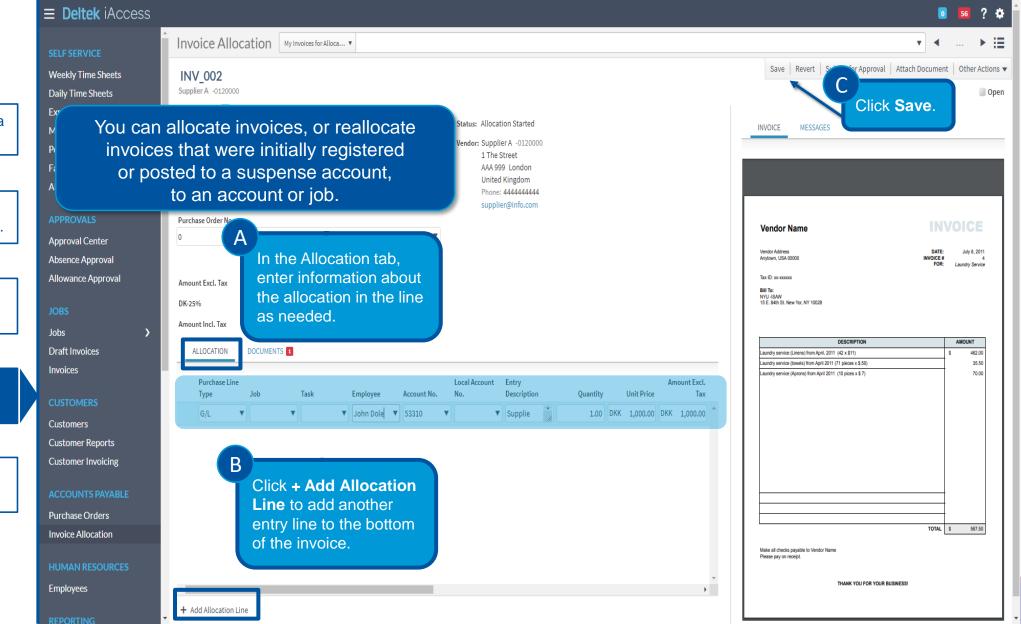


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Step 1: Find, view, and assign a vendor invoice for allocation.

Mileage

Absence

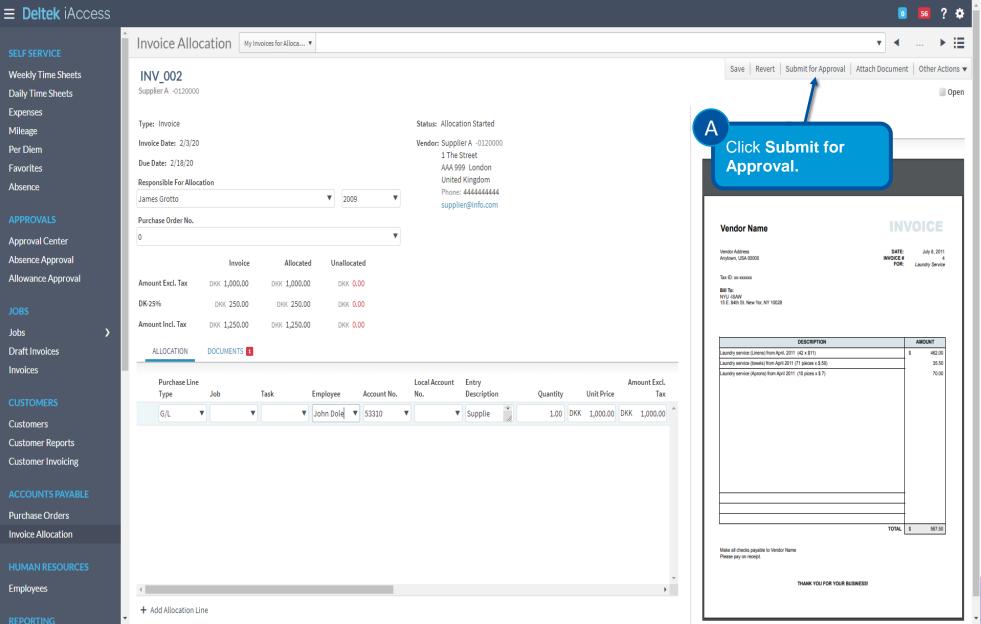
Jobs

Invoices

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

Expenses

Mileage

Per Diem

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Invoices

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