

The background of the slide features two broad, diagonal stripes. A light blue stripe runs from the top-left corner towards the bottom-right, and a darker blue stripe runs from the bottom-left corner towards the top-right, intersecting the first stripe.

Deltek

Maconomy Web Client



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Contents

Overview of the Maconomy Web Client.....	1
Getting Started.....	2
Starting the Maconomy Web Client and Logging In.....	2
Maconomy Web Client Menu.....	7
Lookups.....	9
Info Bubbles.....	9
Using the Keyboard.....	10
Filter and Sort Table Columns.....	12
Customize Table Columns.....	12
Tree Tables.....	14
Exporting Tables to Spreadsheets.....	15
Assistants.....	16
Notifications.....	16
Conversations.....	34
Ask Dela.....	37
Reports.....	41
Self Service.....	42
Time Sheets.....	42
My Plan.....	57
Expenses and Mileage.....	60
Favorites.....	82
Absence.....	86
Employee Record.....	97
Employee Dashboard.....	106
Approvals.....	109
Approval Center.....	109
Absence Approval.....	134
Allowance Approval.....	137
Time Sheet Overview.....	139
Time Sheet Status.....	142
Expense Sheet Status.....	144
Approve Job Budgets.....	147

Approve Tasks.....	149
Time Sheet Audit.....	150
Absence Management.....	151
Periodic Allowance	151
Employee Allowance.....	153
Absence Approver Overview.....	160
Secretary Absence Overview.....	165
CRM.....	170
Contact Companies.....	170
Opportunities.....	182
Pipeline.....	200
CRM Reporting.....	203
Jobs.....	204
Job Portfolio Dashboard.....	204
Jobs Submenu.....	204
Draft Invoices.....	350
Job Invoices.....	361
Job Administration Submenu.....	367
Resource Plans.....	386
Job Reporting.....	386
Job Analyzers Submenu.....	386
Resource Management.....	405
Resource Management.....	405
Resource Assignments.....	405
Subscription Orders.....	407
Subscription Orders.....	407
Show Subscription Invoices	408
Show Subscription Invoices.....	408
Update Subscription Orders.....	409
Update Subscription Orders.....	409
Sales Orders.....	410
Sales Orders.....	410
Credit Orders.....	417
Manual Invoices.....	424

Manual Credit Memos.....	429
Show Sales Order Invoices.....	434
General Ledger.....	439
Financial Operations Submenu.....	439
G/L Cockpit Submenu.....	462
Fixed Assets Submenu.....	521
G/L Analyzers Submenu.....	566
Financial Reporting.....	578
Accounts Receivable	579
Customers.....	579
Company Customers.....	590
Customer Invoicing.....	603
Customer Entries.....	613
Batch Invoicing Submenu.....	614
Collections Submenu.....	633
Customer Payments.....	643
Customer Reporting.....	648
Accounts Payable.....	649
AP Cockpit Submenu.....	649
Vendors.....	650
Company Vendors	670
Purchase Orders.....	687
Purchase Processes.....	698
Invoice Allocation.....	699
Self Invoicing.....	710
Vendor Invoice Journals.....	711
Vendor Open Entry Reconciliation.....	711
Payments Submenu.....	711
Vendor Remittance Emails.....	712
Vendor Remittance Email Logs.....	717
Vendor Reporting	720
E-Invoicing Submenu.....	720
Reporting.....	725
BI Launch Pad.....	725

Standard Reports	725
Country Reports	747
Human Resources.....	748
Employees.....	748
Team Absence Overview.....	767
Base Salary Calculations Submenu.....	768
Gross Pay Calculations Submenu.....	771
Employee Overhead Maintenance.....	774
Access Control.....	776
Users.....	776
Setup.....	788
Absence Submenu.....	788
Access Control Submenu.....	794
Accounts Receivable Submenu.....	800
Conversations Submenu.....	810
CRM Submenu.....	813
Contact Management Setup.....	820
Document Archives Submenu.....	821
E-Forms Submenu.....	824
E-Invoicing Submenu.....	829
Employees Submenu.....	840
Fixed Assets Submenu.....	863
General Ledger Submenu.....	873
Import Submenu.....	882
Job Cost Submenu.....	885
Layouts Submenu.....	934
Notes Submenu.....	938
Notifications Submenu.....	942
People Planner Submenu.....	950
Sales Orders Submenu.....	951
Subscription Orders Submenu.....	974
Supplements Submenu.....	987
System Setup Submenu.....	991
Talent Management Submenu.....	1121

Utilities Submenu.....	1125
Documentation Feedback.....	1127

Overview of the Maconomy Web Client

The Maconomy web client is designed for streamlined access to time and expense activities, absence management and setup, employee information, approvals, jobs, job budgets, job risks, progress evaluations, job invoices, job journals, job collections, job transfers, customer information, purchase orders, e-forms, job cost setup, reports, and so on.

The user interface is based on Maconomy concepts while featuring a simple, easy-to-use tab design that allows you to click between workspaces. The browser-based application is optimized for in-office as well as remote access use. Look-ups provide quick and easy searches for data and favorites.

Getting Started

This section discusses overall navigation and concepts to get you started with the Maconomy web client.

There are several basic features that are used throughout the application.

Starting the Maconomy Web Client and Logging In

The login dialog box displays when you start the web client.

To start the web client and log in:

1. Click the link to launch the application.
2. Enter your user name and password.

Note: If you have multiple roles and want to log in with a specific role, use the following syntax when entering your username: [username]#[rolename].

3. Click **Log in**.

Note: Maconomy sessions expire after a certain period of inactivity. The default time is 20 minutes, but this is configurable. If your session has timed out, Maconomy redirects you to the login screen and informs you that your session has expired. You will need to log in again and navigate back to the workspace where you were working prior to the timeout.

4. If two-factor authentication (2FA) is enabled in the system and you are logging in for the first time, you need to enroll your 2FA device. Perform the following steps:

- a) Scan the QR code that displays with the 2FA app required by your company.

Note: If you are using an OTP app on your tablet, tap the QR code.

- b) In the **One-Time Passcode** field, enter the one-time password from your 2FA app.

- c) Click **Log in**.

Your 2FA device is now configured, and you are now logged in successfully to the system. Maconomy also stores a cookie in the system so that you do not have to enter a one-time password until the cookie expires (typically in 30 days' time).

5. If 2FA is enabled in the system and your device is already configured, Maconomy may occasionally require you to enter a new OTP before you can log in. Perform the following steps:

- a) In the **One-Time Passcode** field, enter the one-time password from your 2FA app.

- b) Click **Log in**.

6. If 2FA is enabled in the system but you need to enroll a new device, perform the following steps:

- a) Instead of entering a one-time password, click **Reconfigure two-factor authentication device**.
Maconomy sends a reconfigure token to your registered email address.
- b) In the **Token** field, enter the token from the email.
- c) Click **Reconfigure**.
- d) Repeat steps 4a-4c.

Multiple Languages

If your company has enabled more than one language, the Maconomy login page features a dropdown list of all these languages.

You can select the language you want to use. For example, if you select **Español**, the login page switches to Spanish, as do all the parts of the user interface (menu, workspaces, and so on) after you log in.

Once logged in, you can still change the language by clicking the avatar icon, then clicking **My Settings**.

Change Your Settings

You can customize Maconomy settings, or revert to default settings.

To edit any of your settings:

1. Click the avatar icon found on the top right corner of your application.
2. Click **My Settings**.
The My Settings dialog box displays.
3. Edit the fields in the dialog box.
4. Click **Ok** to update your settings, or **Cancel** to undo your changes.

My Settings Dialog Box

The My Settings dialog box contains several tabs with fields and options:

Formats Tab

Field	Description
Language	Select a language from the dropdown. The list of available options is dependent on the languages enabled for your company. Once you select a language, Maconomy updates the Region field with the default value for that language. You can still edit the Region field if needed.
Region	Select a region from the dropdown.

Field	Description
	<p>The list of available options is dependent on the regions enabled for your company.</p> <p>Once you select a region, Maconomy updates the following fields with the default values for that region:</p> <ul style="list-style-type: none">▪ Date Format▪ Time Format▪ Number Format <p>You can still edit these fields if needed.</p>
Date Format	Select a format from the dropdown.
Time Format	Select a format from the dropdown.
Number Format	To specify your preferred digit and decimal separators, select a format from the dropdown.
Number of Decimals	Select a value from the dropdown. You can specify 0-10 decimal places.
Preview	This field allows you to preview your specified formats.

Miscellaneous Tab

Field	Description
Show field borders	<p>Select this checkbox if you want to display borders around all editable fields.</p> <p>By default, this functionality is disabled.</p>
Enable multiple column sorting	<p>Select this checkbox to enable sorting on multiple columns in tables.</p> <p>By default, this functionality is disabled.</p>
Show recent places	<p>Select this checkbox if you want the menu to list Recent Places, or the last three workspaces you accessed.</p> <p>By default, this functionality is disabled.</p>
Show narrow margins	<p>Select this checkbox if you want narrow side margins on your workspaces.</p> <p>By default, this functionality is disabled.</p>
Show menu search field	<p>Select this checkbox to display the search field on the menu.</p> <p>By default, the search field is hidden.</p>

Field	Description
Interpret hour entry as minutes when above	<p>Use this field if you need to track time in increments of minutes as well as hours.</p> <p>Enter the number which Maconomy should use as the limit at which time switches from being registered as hours to being registered as minutes.</p> <p>For example, if you specify the value 8, any number entered that is equal to or below 8 is interpreted as hours, and any number above 8 is interpreted as minutes. Registered time will then appear as follows:</p> <ul style="list-style-type: none"> 6 = 6:00 hours 8 = 8:00 hours 30 = 0:30 minutes <div> <p>Note: You can also enter time in decimals, so that 0.5 is interpreted as 0:30, or 0.9 is interpreted as 0:54. The Interpret hour entry as minutes when above setting does not affect decimal entries.</p> </div>

Colors Tab

Copy to come.

Others

Field	Description
Default	Click this action to restore default values for all the fields in the My Settings dialog box.

Change Your Password

You can change your password as needed.

To change your password:

1. Click the avatar icon found on the top right corner of your application.
2. Select **Change Password**.
3. Enter your old password.

Note: Passwords are case-sensitive.

4. Enter your new password.
5. Enter the new password again to confirm.
6. Click **OK**.
Maconomy prompts you to confirm the change.

Reset Your Password

You can reset your password from the login screen.

To reset your password:

1. Click **Forgot your password?**.
2. Enter your user name, and click **Reset**.
Maconomy sends a password reset token to your registered e-mail address.
3. Enter the token.
4. In the **New Password** and **Confirm New Password** fields, enter your new password.
5. Click **Log in**.

Changing Roles

Access control in Maconomy allows users to have multiple roles, with each role defining access to specific functionalities, workspaces, and data. To switch from one role to another without having to reenter your login credentials, follow either of the two procedures under this section.

Change Your Role Using Menu Action

To change your role using the action in the menu:

1. Click the avatar icon found on the top right corner of your application.
2. Click **Change Role**.
3. In the Change Role dialog box that displays, select the role you want to use.
4. Click **Ok**.
Maconomy restarts and reloads the browser page to display the application for your newly selected role.

Change Your Role Using the Notifications Icon

To change your role using the Notifications icon:

1. Click the bell icon found on the top right corner of your application.
Maconomy displays the dropdown that lists all your notifications, grouped by role.
2. Go to the tab that lists the notifications for the role you want to use.
3. Click a notification.
Maconomy restarts and reloads the browser page to display the application for your newly selected role. It also takes you directly to the workspace targeted by your selected notification.

Display Your Picture

Companies can opt to display pictures of their employees in Maconomy.

Employees use a third-party web service to upload their image and associate that image with their work email address.

If enabled in Maconomy, the application displays the employee image in these places:

- Top right corner of the menu, in place of the avatar icon
- Employee Record workspace
- Employees workspace

Employee Setup to Display Picture

To enable your picture to appear in Maconomy, you must set it up in a third party account, such as Gravatar. After, it will appear automatically in Maconomy.

To set up your Gravatar picture:

Set up your Gravatar account with a profile picture.

<https://en.gravatar.com/>



Note: If you do not have a Gravatar picture, a generic image with your initials displays in Maconomy.



Maconomy Web Client Menu



The menu lists the different workspaces available in the application, and includes icons for viewing notifications, settings, and the online help.

Click a menu item to navigate to a specific workspace.

The following table describes additional icons found in the menu:

Icon	Description
	Click to hide/display the menu of workspaces. The menu is further subdivided into menu groups and submenus. Expand these as needed to drill down to a specific workspace.
	<p>Click the My Analyzer Reports icon to display the tabs that list the following Analyzer reports:</p> <p>My Reports tab</p> <p>This tab lists all your saved reports. Click any report to open the relevant report workspace, or click on the row tool to run the report in the background.</p> <p>The following actions are available at the bottom of the tab:</p> <ul style="list-style-type: none"> ▪ Refresh

Icon	Description
	<ul style="list-style-type: none"> ▪ Import - Click this action to import another user's customized report to your application. <p>Finished Reports tab</p> <p>This tab lists the following:</p> <ul style="list-style-type: none"> ▪ Currently running reports ▪ Failed reports ▪ Cancelled reports ▪ Finished report outputs <p>Select a report or report output to view it in the relevant report workspace.</p> <p>The following actions are available at the bottom of the tab:</p> <ul style="list-style-type: none"> ▪ Refresh ▪ Delete all ▪ Filter <p>The following actions are available for each report listed in the dropdown:</p> <ul style="list-style-type: none"> ▪ Cancel - This is enabled only for reports that are currently running. ▪ Delete ▪ Rerun <p>Note: This icon only displays if you have access to at least one of the following: a web Analyzer workspace, a finished Analyzer report, or an Analyzer report listed under Recent Places in the menu.</p>
	<p>Click the speech bubble icon, and Maconomy displays a dropdown that lists your unread messages. Select one to read and/or reply to that message.</p>
	<p>Click the bell icon, and Maconomy displays a dropdown that lists your pending notifications. Select one to take action.</p> <p>Note: If you have more than one role, the dropdown will group your notifications according to your roles (with each role having its own tab). If you select a notification for a different role, Maconomy restarts and reloads the browser page to display the application for your newly selected role. It also takes you directly to the workspace targeted by your selected notification.</p>

Icon	Description
	<p>Click this icon to display the Help dropdown, which contains links to the following:</p> <ul style="list-style-type: none"> ▪ The web client user guide ▪ The Maconomy Help Center ▪ The Maconomy Reference Guide
	<p>Click the avatar icon to display your username, your current role (if applicable), and the dropdown list that includes the following options/actions:</p> <ul style="list-style-type: none"> ▪ My Settings - Click this option to open the dialog box that lets you customize your settings, or revert to default Maconomy settings. For more information about your customization options, see My Settings Dialog Box. ▪ Change Password ▪ Change Role - This action displays only if you have more than one role. Click this action to switch to a different role. ▪ About Deltek Maconomy ▪ Log Out

Lookups

Many of the time and expense sheet table columns include lookups, which allow you to select from a group of records based on your access rights, system defaults, and the use of validations.

Some of the fields in the time and expense sheet tables enable a quick find and favorites lookup, as follows.

- **Search as You Type** - Enter all or part of a number or name in the Job or Task fields, and Maconomy displays a lookup list with potential matching records. Scroll and click to select.
- **Favorites** - Click **Favorites** to display a list of favorites from which to choose.

Info Bubbles

Info bubbles provide more information about the contents of a field, and are available by default in the header or table part of some workspaces.

If you want to display additional info bubbles, or customize an info bubble's format and/or the information it contains, you can customize the layout for the relevant workspace.

If additional information on your workspaces is available, the **More...** link opens the related workspace.

To view a field's info bubble, click once on that field. Note that you can only view info bubbles for fields displayed with blue font.

Using the Keyboard

You can use any of the following keyboard shortcuts when working in Maconomy.

Workspace Shortcuts

Shortcut	Function
CTRL+F (or COMMAND+F on Mac OS)	Press this shortcut to move your cursor to the Search field of a workspace, if applicable. If your cursor is already in the Search field, press this shortcut to toggle between the List and Detail views.
CTRL+S (or COMMAND+S on Mac OS)	Press this shortcut to save your changes.

Search Filter Shortcuts

In the default Detail view, use the following shortcuts for the search filter and the **Search** field.

Shortcut	Function
SHIFT+ALT+DOWN ARROW	If your cursor is in the Search field, press this shortcut to display the dropdown for the search filter options. To close the dropdown, press ESC.
ALT+DOWN ARROW	If your cursor is in the Search field, press this shortcut to display the dropdown for the Search field (if applicable). To close the dropdown, press ESC.
DOWN ARROW / UP ARROW	Press either arrow key to select a different value from the displayed dropdown. To choose the selected value, press ENTER.

List View Filter Row Shortcuts

When in list view, use the following shortcuts for any of the fields on the filter row.

Shortcut	Function
SHIFT+ALT+DOWN ARROW	If your cursor is in a filter row field, press this shortcut to display the dropdown for operator options. To close the dropdown, press ESC.

Shortcut	Function
ALT+DOWN ARROW	If your cursor is in a filter row field, press this shortcut to display the dropdown for that field (if applicable). To close the dropdown, press ESC.
DOWN ARROW / UP ARROW	Press either arrow key to select a different value from the displayed dropdown. To choose the selected value, press ENTER.

Table Shortcuts

Use the following shortcuts when working in tables.

Shortcut	Function
DOWN ARROW / UP ARROW	Press either arrow key to select a different table line.
DOWN ARROW	After adding a table line, press this key to save that line and add another line.
UP ARROW	If you added a table line but have not filled out any of its fields, press this key to quickly delete the line.
ALT+RIGHT ARROW	In tree tables, select a parent line, then press this shortcut to expand that parent line and display its sublines.
ALT+LEFT ARROW	In tree tables, select a parent line, then press this shortcut to collapse that parent line and hide its sublines.

Field Shortcuts

Use the following shortcuts when filling out fields.

Shortcut	Function
CTRL+G (or COMMAND+G on Mac OS)	Press this shortcut to open the advanced search for a field (if applicable).
ENTER	Press this key to save your changes.
ESC	Press this key to undo your unsaved edit to a field value.
ALT+DOWN ARROW	Press this shortcut to display the dropdown for a field (if applicable). To close the dropdown, press ESC.
DOWN ARROW / UP ARROW	Press either arrow key to select a different value from the displayed dropdown.

Shortcut	Function
	To choose the selected value, press ENTER.

Filter and Sort Table Columns

You can filter and sort column information in the table part of some workspaces.

Filter Table Columns

Use the Filter feature to only display rows that satisfy the criteria set in the filter row of a table column.

To filter the information for a column, click the Filter icon to display the filter row in the table and then enter the filter criteria for the column.

Sort Table Columns

To sort column information, click the column header. You can sort column information in ascending and descending order.

When you sort the rows in a tree table by clicking the column header, Maconomy sorts the table lines while maintaining the hierarchical structure of parent and sublines. That is, sublines are sorted while remaining under their parent line.

Sorting the rows in a tree table does not change how the add/insert line actions behave. If you add a line, Maconomy inserts the new line at the bottom of the table. If you insert a line, Maconomy inserts the new line above the currently selected line; the inserted line follows the hierarchy and is displayed on the same level as the currently selected line.

Customize Table Columns

You can customize columns in all tables and list views. Your user preferences are saved on the server, and are available to you even if you switch browsers and/or devices.

Specifically, you can:

- Resize columns to display contents better, or optimize screen space.
- Rearrange columns directly on the table, or using the Customize Columns dialog box.
- Add or remove columns using the dialog box.
- Revert to default settings for a table or list view.

All tables and list views include a gear icon that you click to open the Customize Columns dialog box.

Resize and Rearrange Columns

You can resize table columns to display information better. You can also customize the arrangement of columns, either in the table itself or by using the Customize Columns dialog box.

To resize and rearrange columns:

1. Go to the table or list view you want to customize.
2. To resize columns:

- a) Hover your pointer on the margin of a column name until you see the icon for adjusting width.
 - b) Click and drag the margin to your preferred width, then release the mouse button.
3. To rearrange columns directly in the table:
 - a) Click and drag the column name to your preferred location, then release the mouse button.
4. To rearrange columns using the Customize Columns dialog box:
 - a) On the row of column names, click the gear action to open the Customize Columns dialog box.
 - b) In the Visible Columns list, click and drag the column name to your preferred location on the list.
 - c) Click **Apply** to save your changes and close the dialog box.

Add or Remove Columns

Use the Customize Columns dialog box to add or remove columns from any table.

To add or remove table columns:

1. Go to the table or list view you want to customize.
2. On the row of column names, click the gear action to open the Customize Columns dialog box.
3. To add columns, you can drag a column name from the Available columns list to your preferred position for it in the Visible columns list.
Or you can perform the following steps:
 - a) From the Available Columns list, hover your pointer over the end of a column name until you see the arrow for the **Add Column** action.
 - b) Click the arrow for the **Add Column** action to move that column name to the Visible Columns list.
 - c) If needed, rearrange the columns on the Visible Columns list as detailed in the previous procedure.
4. To remove columns:
 - a) From the Visible Columns list, hover your pointer over the end of a column name until you see the **X** or **Remove Column** action.
 - b) Click the **Remove Column** action to move that column name to the Available Columns list.
5. Click **Apply** to save your changes and close the dialog box.

Restore Default Column Settings

You can use the Customize Columns dialog box to undo all your customizations for a specific table.

To restore default column settings:

1. Go to the table or list view you want to customize.
2. On the row of column names, click the gear action to open the Customize Columns dialog box.
3. Click the **Restore Defaults** action.
4. Click **Apply** to save your changes and close the dialog box.

Tree Tables

Tree tables are hierarchical tables with parent lines that have sublines nested underneath them. Maconomy is able to display such tables in several workspaces. Arrows on the leftmost table column allow you to expand and collapse parent lines as needed.

This functionality allows Maconomy to accurately display lines for job budgets that utilize a work breakdown structure (WBS).

Note: While the tree tables functionality is enabled by default in select workspaces, it is not available and cannot be made available in read-only tables (such as those in the Approval Center workspace), filters-as-tables (such as those in the Absence workspace), and list views.

Actions in Tree Tables

Tree tables feature an action toolbar that allows users to move lines up/down, and outdent/indent them.

One limitation is that users cannot easily move a subline from one parent line to another. Drag-and-drop functionality is not supported. You will have to use the four actions in combination to move a subline under a different parent line.

The toolbar contains the following actions:

Action	Description
↑ Move up	<p>Click this action to move the current line above the previous line in the table.</p> <p>When you perform this action on a parent line, Maconomy moves the related sublines along with that parent line. The parent and its sublines also skip over any intervening sublines.</p> <p>When you perform this action on a sum line with no sublines, that sum line also skips over any intervening sublines.</p>
↓ Move down	<p>Click this action to move the current line below the next line in the table.</p>

Action	Description
	<p>When you perform this action on a parent line, Maconomy moves the related sublines along with that parent line. The parent and its sublines also skip over any intervening sublines.</p> <p>When you perform this action on a sum line with no sublines, that sum line also skips over any intervening sublines.</p>
← Outdent	<p>Click this action to outdent the current subline, and remove it from under its parent line.</p> <p>Clicking this action takes the subline out of its current hierarchy, and converts it into a normal line.</p>
→ Indent	<p>Click this action to indent the current line, and make it a subline of the parent line immediately above it.</p>

Actions in Non-Hierarchical Tables

The following actions are found in most of the non-hierarchical tables in Maconomy:

Action	Description
↑ Move up	Click this action to move the current line above the previous line in the table.
↓ Move down	Click this action to move the current line below the next line in the table.

Exporting Tables to Spreadsheets

Users can export table data to spreadsheets using the **Export to Excel** action.

Specifically, you can:

- Go into any table or list view and export the data to a spreadsheet (.xlsx or .csv).
- Export filtered rows as is, whether you are exporting from a list view or while using inline filters.
- Export only visible columns, in the order that they appear in your application.


Note: Hierarchical line information from tree tables are not reflected in the exported spreadsheet.

Export Table to a Spreadsheet

You can export table data to a spreadsheet, with the option to filter the table rows before the actual export.

To export a table to a spreadsheet:

1. Go to the table or list view that you want to export.

2. If you only want to export specific rows, filter the table rows before performing the export.
3. Click the  **Export to Excel** action found at the top right corner of the table or list

view.

The Export dialog box displays.

4. In the **File format** field, select a format from the dropdown list.
5. In the **Filename** field, specify a filename for the exported spreadsheet. You can opt for the default filename or specify one of your own.
6. If you are exporting a list view: in the **Number of rows to export** field, specify the number of rows you want to include in the exported spreadsheet.

Note:

- By default, the **Number of rows to export** field specifies the number of rows currently loaded locally. If you do not edit this value, Maconomy will export only those rows.
- The maximum number of rows you can export is 10,000.

7. Click **Ok**.
Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.

Note: If you exported a list view and specified more rows than the number loaded locally, Maconomy will perform a reload before the actual export.

Assistants

Assistants are side panels that expand from the rightmost portion of a workspace tab, and these serve as an easily accessible location for secondary but still important information about the current record, transaction, or line.

These side panels can also contain conversation and document viewer panes.

Assistants are available by default in some workspaces, and as a customization option for the other workspaces.

Notifications

This section provides information on various notifications in Maconomy. Some notifications have been available from 2.6.1.

Self Service

Notifications quickly inform the concerned employees when they need to perform a specific action. Some notifications have been available from 2.6.1.

Click the bell icon on the top right corner of the screen to view the dropdown that lists your pending actions.

Weekly Time Sheets

Notification	Description
SubmitTimeSheet	Appears for the user to indicate the pending submission of time sheets. This notification points to the relevant time sheet.
RejectedTimeSheetApprovalHierarchy	Appears for the user to indicate that a submitted time sheet has been rejected. This notification points to the relevant time sheet.
RejectedTimeSheetLines	Appears for the user to indicate that a submitted time sheet line has been rejected. This notification points to the relevant time sheet, with the rejected line highlighted.
TimeSheetNotCreated	Appears for the user to indicate a time sheet is not submitted for the week. By default, all missing time sheets within the last two months are included. This notification points to the Weekly Time Sheets workspace.

Daily Time Sheets

Notification	Description
SubmitDailyTimeSheet	Appears for the user to indicate the pending submission of daily time sheets. This notification points to the relevant daily time sheet.
DailyTimeSheetNotCreated	Appears for the user to indicate a time sheet is not submitted for the day. By default, all missing time sheets within the last two months are included. This notification points to the Daily Time Sheets workspace.

Expense Sheets

Notification	Description
SubmitExpenseSheet	Appears for the user to indicate the pending submission of expense sheets. This notification points to the relevant expense sheet.
RejectedExpenseSheet	Appears for the user to indicate that a submitted expense sheet has been rejected. This notification points to the relevant expense sheet.
RejectedExpenseSheetLines	Appears for the user to indicate that a submitted expense sheet line has been

Notification	Description
	rejected. This notification points to the relevant expense sheet, with the rejected line highlighted.

Mileage Sheets

Notification	Description
SubmitMileageSheet	Appears for the user to indicate the pending submission of mileage sheets. This notification points to the relevant mileage sheet.
RejectedMileageSheet	Appears for the user to indicate that a submitted mileage sheet has been rejected. This notification points to the relevant mileage sheet.
RejectedMileageSheetLines	Appears for the user to indicate that a submitted mileage sheet line has been rejected. This notification points to the relevant mileage sheet, with the rejected line highlighted.

Absence

Notification	Description
ApprovedAbsenceCalendarLines	Appears for the absence requester to indicate that the absence request is approved. It also indicates the relevant request in the Absence workspace.
RejectedAbsenceCalendarLines	Appears for the absence requester to indicate that the absence request has been rejected. This notification will point to the relevant request in the Absence workspace.
SubmitAllowanceRequestAbsenceEntries	Appears to alert employees that they have created but not submitted an allowance request.
ApprovedAllowanceRequestAbsenceEntries	Similar to "Approved Absence," but for Allowance requests.
RejectedAllowanceRequestAbsenceEntries	Similar to "Approved Absence," but for Allowance requests.

Approvals

Notifications quickly inform the concerned employees when they need to perform a specific action. Some notifications have been available from 2.6.1.

Click the bell icon on the top right corner of the screen to view the dropdown that lists your pending actions.

Approval Center

Notification	Description
ApproveTimeSheetHeaderApprovalHierarchy	Appears for the user designated as approver of a weekly time sheet submitted for approval. If the substitute approver approves the weekly time sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveTimeSheetHeaderApprovalHierarchyByType	Appears for all users assigned the employee type designated as approver of a weekly time sheet submitted for approval. If another approver/substitute approver approves the weekly time sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveTimeSheetHeaderSubstituteApprovalHierarchy	Appears for the user designated as substitute approver of a weekly time sheet submitted for approval. If the approver approves the weekly time sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveTimeSheetHeaderSubstituteApprovalHierarchyByType	Appears for all users assigned the employee type designated as substitute approver of a weekly time sheet submitted for approval. If another approver/substitute approver approves the weekly time sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveTimeSheetLineApprovalHierarchy	Appears for the user designated as approver of a weekly time sheet line submitted for approval. If the substitute approver approves the weekly time sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveTimeSheetLineApprovalHierarchyByType	Appears for all users assigned the employee type designated as approver of a weekly time sheet line submitted for approval. If another

Notification	Description
	approver/substitute approver approves the weekly time sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveTimeSheetLineSubstituteApprovalHierarchy	Appears for the user designated as substitute approver of a weekly time sheet line submitted for approval. If the approver approves the weekly time sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveTimeSheetLineSubstituteApprovalHierarchyByType	Appears for all users assigned the employee type designated as substitute approver of a weekly time sheet line submitted for approval. If another approver/substitute approver approves the weekly time sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveExpenseSheetHeader	Appears for the user designated as approver of an expense sheet submitted for approval. If the substitute approver approves the expense sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveExpenseSheetHeaderByType	Appears for all users assigned the employee type designated as approver of an expense sheet submitted for approval. If another approver/substitute approver approves the expense sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveExpenseSheetHeaderSubstitute	Appears for the user designated as substitute approver of an expense sheet submitted for approval. If the approver approves the expense sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveExpenseSheetHeaderSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of an expense sheet submitted for approval. If another approver/substitute approver approves the expense sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.

Notification	Description
ApproveExpenseSheetLine	Appears for the user designated as approver of an expense sheet line submitted for approval. If the substitute approver approves the expense sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveExpenseSheetLineByType	Appears for all users assigned the employee type designated as approver of an expense sheet line submitted for approval. If another approver/substitute approver approves the expense sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveExpenseSheetLineSubstitute	Appears for the user designated as substitute approver of an expense sheet line submitted for approval. If the approver approves the expense sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveExpenseSheetLineSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of an expense sheet line submitted for approval. If another approver/substitute approver approves the expense sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveMileageSheetHeader	Appears for the user designated as approver of a mileage sheet submitted for approval. If the substitute approver approves the mileage sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveMileageSheetHeaderByType	Appears for all users assigned the employee type designated as approver of a mileage sheet submitted for approval. If another approver/substitute approver approves the mileage sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveMileageSheetHeaderSubstitute	Appears for the user designated as substitute approver of a mileage sheet submitted for approval. If the approver approves the mileage sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.

Notification	Description
ApproveMileageSheetHeaderSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of a mileage sheet submitted for approval. If another approver/substitute approver approves the mileage sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveMileageSheetLine	Appears for the user designated as approver of a mileage sheet line submitted for approval. If the substitute approver approves the mileage sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveMileageSheetLineByType	Appears for all users assigned the employee type designated as approver of a mileage sheet line submitted for approval. If another approver/substitute approver approves the mileage sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveMileageSheetLineSubstitute	Appears for the user designated as substitute approver of a mileage sheet line submitted for approval. If the approver approves the mileage sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveMileageSheetLineSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of a mileage sheet line submitted for approval. If another approver/substitute approver approves the mileage sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApprovePurchaseOrderHeader	Appears for the user designated as approver of a purchase order submitted for approval. If a substitute approver approves the purchase order first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApprovePurchaseOrderHeaderByType	Appears for all users assigned the employee type designated as approver of a purchase order submitted for approval. If another approver/substitute approver approves the purchase order first, this notification disappears

Notification	Description
	from the list. This notification points to the Approval Center workspace.
ApprovePurchaseOrderHeaderSubstitute	Appears for the user designated as substitute approver of a purchase order submitted for approval. If the approver approves the purchase order first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApprovePurchaseOrderHeaderSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of a purchase order submitted for approval. If another approver/substitute approver approves the purchase order first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApprovePurchaseOrderHeaderEmployeeGroup	Copy to come.
ApprovePurchaseOrderHeaderSubstituteEmployeeGroup	Copy to come.
ApprovePurchaseOrderLine	Appears for the user designated as approver of a purchase order line submitted for approval. If the substitute approver approves the purchase order line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApprovePurchaseOrderLineByType	Appears for all users assigned the employee type designated as approver of a purchase order line submitted for approval. If another approver/substitute approver approves the purchase order line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApprovePurchaseOrderLineSubstitute	Appears for the user designated as substitute approver of a purchase order line submitted for approval. If the approver approves the purchase order line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApprovePurchaseOrderLineSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of a purchase order line submitted for approval. If another approver/substitute approver approves the purchase order line first, this notification

Notification	Description
	disappears from the list. This notification points to the Approval Center workspace.
ApprovePurchaseOrderLineEmployeeGroup	Copy to come.
ApprovePurchaseOrderLineSubstituteEmployeeGroup	Copy to come.
ApproveVendorInvoiceJournal	Appears for the user designated as approver of a vendor invoice submitted for approval. If a substitute approver approves the vendor invoice first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveVendorInvoiceJournalByType	Appears for all users assigned the employee type designated as approver of a vendor invoice submitted for approval. If another approver/substitute approver approves the vendor invoice first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveVendorInvoiceJournalSubstitute	Appears for the user designated as substitute approver of a vendor invoice submitted for approval. If the approver approves the vendor invoice first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveVendorInvoiceJournalSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of a vendor invoice submitted for approval. If another approver/substitute approver approves the vendor invoice first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveVendorInvoiceJournalEmployeeGroup	Copy to come.
ApproveVendorInvoiceJournalSubstituteEmployeeGroup	Copy to come.
ApproveInvoiceAllocationLine	Appears for the user designated as approver of an invoice allocation line submitted for approval. If the substitute approver approves the invoice allocation line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveInvoiceAllocationLineByType	Appears for all users assigned the employee type designated as approver of an invoice allocation line submitted for approval. If

Notification	Description
	another approver/substitute approver approves the invoice allocation line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveInvoiceAllocationLineSubstitute	Appears for the user designated as substitute approver of an invoice allocation line submitted for approval. If the approver approves the invoice allocation line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveInvoiceAllocationLineSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of an invoice allocation line submitted for approval. If another approver/substitute approver approves the invoice allocation line first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveInvoiceAllocationLineEmployeeGroup	Copy to come.
ApproveInvoiceAllocationLineSubstituteEmployeeGroup	Copy to come.
ApproveInvoiceDraftsApprover	Appears for the user designated as approver of a job invoice draft submitted for approval. If the substitute approver approves the job invoice draft first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveInvoiceDraftsApproverByType	Appears for all users assigned the employee type designated as approver of a job invoice draft submitted for approval. If another approver/substitute approver approves the job invoice draft first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveInvoiceDraftsSubstitute	Appears for the user designated as substitute approver of a job invoice draft submitted for approval. If the approver approves the job invoice draft first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveInvoiceDraftsSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of a job invoice draft submitted for approval. If another approver/substitute approver approves the job invoice draft first, this notification disappears

Notification	Description
	from the list. This notification points to the Approval Center workspace.
ApproveJob	Appears for the user designated as approver of a job submitted for approval. If a substitute approver approves the job first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveJobByType	Appears for all users assigned the employee type designated as approver of a job submitted for approval. If another approver/substitute approver approves the job first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveJobSubstitute	Appears for all users assigned the employee type designated as approver of a job submitted for approval. If another approver/substitute approver approves the job first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveJobSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of a job submitted for approval. If another approver/substitute approver approves the job first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveEmployee	Appears for the user designated as approver of an employee submitted for approval. If a substitute approver approves the employee first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveEmployeeByType	Appears for all users assigned the employee type designated as approver of an employee submitted for approval. If another approver/substitute approver approves the employee first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveEmployeeSubstitute	Appears for the user designated as substitute approver of an employee submitted for approval. If the approver approves the employee first, this notification disappears from

Notification	Description
	the list. This notification points to the Approval Center workspace.
ApproveEmployeeSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of an employee submitted for approval. If another approver/substitute approver approves the employee first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveCustomer	Appears for the user designated as approver of a customer submitted for approval. If a substitute approver approves the customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveCustomerByType	Appears for all users assigned the employee type designated as approver of a customer submitted for approval. If another approver/substitute approver approves the customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveCustomerSubstitute	Appears for the user designated as substitute approver of a customer submitted for approval. If the approver approves the customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveCustomerSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of a customer submitted for approval. If another approver/substitute approver approves the customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveCompanyCustomer	Appears for the user designated as approver of a company customer submitted for approval. If a substitute approver approves the company customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveCompanyCustomerByType	Appears for all users assigned the employee type designated as approver of a company customer submitted for approval. If another

Notification	Description
	approver/substitute approver approves the company customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveCompanyCustomerSubstitute	Appears for the user designated as substitute approver of a company customer submitted for approval. If the approver approves the company customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveCompanyCustomerSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of a company customer submitted for approval. If another approver/substitute approver approves the company customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveJobBudget	Appears for the project manager of the job to indicate that job budgets are ready for approval. By default, the project manager is assigned as approver. This notification points to the Approval Center workspace.
ApproveJobBudgetByType	Appears for the user assigned the employee type as approver, to indicate that job budgets are ready for approval. This is triggered when approval hierarchies are used for job budgets. This notification points to the Approval Center workspace.
ApproveJobBudgetSubstitute	Appears for the user assigned as substitute approver in the approval hierarchy, to indicate that job budgets are ready for approval. This is triggered when approval hierarchies are used for job budgets. This notification points to the Approval Center workspace.
ApproveJobBudgetSubstituteByType	Appears for the user assigned the employee type specified as substitute approver, to indicate that job budgets are ready for approval. This is triggered when approval hierarchies are used for job budgets. This notification points to the Approval Center workspace.
ApproveQuotationHeader	Appears for the user designated as approver of a job quote submitted for approval. If another approver/substitute approver approves the job

Notification	Description
	quote first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveQuotationHeaderSubstitute	Appears for the user designated as substitute approver of a job quote submitted for approval. If another approver/substitute approver approves the job quote first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveQuotationHeaderByType	Appears for all users assigned the employee type designated as approver of a job quote submitted for approval. If another approver/substitute approver approves the job quote first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveQuotationHeaderSubstituteByType	Appears for all users assigned the employee type designated as substitute approver of a job quote submitted for approval. If another approver/substitute approver approves the job quote first, this notification disappears from the list. This notification points to the Approval Center workspace.
ApproveUserInformation	Appears for the user designated as the approver of an employee information submitted for approval. This notification points to the Approval Center workspace.
ApproveUserInformationByType	Appears for the user designated as the approver of an employee information by type that is submitted for approval. This notification points to the Approval Center workspace.
ApproveUserInformationSubstitute	Appears for the user designated as the approver of an employee information substitute submitted for approval. This notification points to the Approval Center workspace.
ApproveUserInformationSubstituteByType	Appears for the user designated as the approver of an employee information substitute by type submitted for approval. This notification points to the Approval Center workspace.
ApproveVendor	Copy to come.
ApproveVendorByType	Copy to come.
ApproveVendorSubstitute	Copy to come.

Notification	Description
ApproveVendorSubstituteByType	Copy to come.
ApproveVendorEmployeeGroup	Copy to come.
ApproveVendorSubstituteEmployeeGroup	Copy to come.
ApproveCompanyVendor	Copy to come.
ApproveCompanyVendorByType	Copy to come.
ApproveCompanyVendorSubstitute	Copy to come.
ApproveCompanyVendorSubstituteByType	Copy to come.

Absence Approval

Notification	Description
ApproveAbsenceCalendarLines	Copy to come.
ApproveAbsence	Appears for the manager to indicate an absence request for approval. The notification points to the relevant request.

Allowance Approval

Notification	Description
ApproveAllowanceRequestAbsenceEntries	Copy to come.
ApproveAbsenceAllowance	Appears for the manager to indicate an allowance request for approval. The notification points to the relevant request.

Job Budgeting

Notification	Description
RejectedJobBudget	Copy to come.

Jobs

Notifications quickly inform the concerned employees when they need to perform a specific action. Some notifications have been available from 2.6.1.

Click the bell icon on the top right corner of the screen to view the dropdown that lists your pending actions.

Job Home

Notification	Description
SubmitJob	Appears for the user to indicate the pending submission of jobs. This notification points to the relevant job in the Jobs workspace.
RejectedJob	Appears for the user to indicate that a submitted job has been rejected. This notification points to the relevant job in the Jobs workspace.

Draft Invoices

Notification	Description
SubmitInvoiceDraft	Appears for the user after an invoice selection is approved to indicate that draft invoices are ready for completion. This notification points to the Draft Invoices workspace.
RejectedInvoiceDrafts	Appears for the user to indicate a submitted draft invoice has been rejected. This notification points to the Draft Invoices workspace.
PrintJobInvoice	Appears for the user after a job invoice draft/ draft credit note is approved to indicate that the approved drafts need to be printed. This notification points to the Draft Invoices workspace.

Job Quotes

Notification	Description
RejectedQuotationHeader	Copy to come.
RejectedJobQuote	Appears for a user who submitted the job quote to indicate the quote has been rejected. This notification points to the relevant job quote in the Quotes workspace.

Job On Account Invoicing

Notification	Description
InvoicingPlanDue	Appears for the user to indicate an invoicing plan is due in five days or less. This notification points to the Invoice on Account workspace.

Risk Management

Notification	Description
JobRiskDue	Appears for the user to indicate that an owned job risk line is due in 20 days. This notification points to the relevant job in the Risk Management workspace.

Accounts Receivable

Notifications quickly inform the concerned employees when they need to perform a specific action. Some notifications have been available from 2.6.1.

Click the bell icon on the top right corner of the screen to view the dropdown that lists your pending actions.

Customers

Notification	Description
SubmitCustomer	Appears for the user to indicate the pending submission of customer information. This notification points to the Customers workspace.
RejectedCustomer	Appears for the user to indicate that submitted customer information has been rejected. This notification points to the Customers workspace.

Invoices

Notification	Description
CreditControl:CollectionActivity	Copy to come.

Accounts Payable

Notifications quickly inform the concerned employees when they need to perform a specific action. Some notifications have been available from 2.6.1.

Click the bell icon on the top right corner of the screen to view the dropdown that lists your pending actions.

Vendor

Notification	Description
RejectedVendor	Copy to come.
SubmitVendor	Copy to come.

Company Vendor

Notification	Description
RejectedCompanyVendor	Copy to come.
SubmitCompanyVendor	Copy to come.

Invoice Allocation

Notification	Description
VendorInvoicesForAllocation	Appears for the user responsible for the allocation to indicate that a vendor invoice is ready for allocation. This notification points to the Invoice Allocation workspace.
RejectedVendorInvoice	Appears for the user to indicate that a submitted vendor invoice has been rejected. This notification points to the Invoice Allocation workspace.

Purchase Orders

Notification	Description
RejectedPurchaseOrder	Appears for the user to indicate that a submitted PO has been rejected. This notification points to the relevant PO.

Human Resources

Notifications quickly inform the concerned employees when they need to perform a specific action. Some notifications have been available from 2.6.1.

Click the bell icon on the top right corner of the screen to view the dropdown that lists your pending actions.

Employee Information

Notification	Description
RejectedEmployee	Appears for the user to indicate that the submitted employee has been rejected. This notification points to the employee information of the rejected employee.

Access Control

Notifications quickly inform the concerned employees when they need to perform a specific action. Some notifications have been available from 2.6.1.

Click the bell icon on the top right corner of the screen to view the dropdown that lists your pending actions.

Users

Notification	Description
RejectedUserInformation	Appears for users whose employee information was rejected.
SubmitUserInformation	Appears for users whose employee information was submitted.

Conversations

Employees can engage in conversations about specific records from within Maconomy workspaces.

The conversations functionality is available by default in select workspaces. If added to any other workspace as a customization, the functionality works the same as described here.

Any workspace with conversations enabled includes a dedicated Conversations assistant on their right-hand side.

Subscribing/Unsubscribing to a Conversation

Adding a message to any conversation automatically subscribes you to that conversation, enabling you to receive notifications for messages added to it. Click **Unsubscribe** if you wish to stop receiving notifications for a specific conversation.

Note: You can also unsubscribe using the available action in the Conversations dropdown. See the next section for details.

If you want to add participants/subscribe others to a specific conversation, use either of two methods:

- Click the **+Add Participant** action, and select a user from the dropdown list. This action is only available if the conversation already contains messages.
- In the input area, mention a specific person by typing **@[name]** as part of your message. Mentioning a person automatically subscribes them to the conversation.

Notes:

- If you delete a message where you mention another user, Maconomy deletes the message but retains the user as a subscriber to the conversation.
- You cannot unsubscribe other users from a conversation, so be careful when adding participants.

The Conversations Dropdown

The top right corner of the screen includes a Notifications icon for unread messages. Click this speech bubble icon to expand the Conversations dropdown, which lists your unread messages.

From within this Conversations dropdown, you can perform any of the following actions:

- Click a record on the list to go directly to the conversation for that record. Maconomy will direct you to the end of the conversation thread, or to the first unread message in the thread.
- Hover your pointer at the end of a record line, then click the vertical ellipsis to expand the actions dropdown list. You can then choose to unsubscribe from the conversation for that specific record, or mark all your unread messages for that conversation/record as read.
- Use the action at the bottom of the Conversations dropdown to mark all your unread messages for all conversations as read.
- Open the Conversation Center.

The Conversation Center

Use the Conversation Center to view, tag, and respond to any conversation in which you are a participant. To access it, click the speech bubble icon on the top right corner of the screen, then the Conversation Center link.

From within this Conversation Center, you can perform any of the following actions:

- Get an overview of conversations and messages, and search against these lists.
- View conversations to which they are subscribed, even if they do not have access to the record or transaction associated with that conversation.
- Pin, mute, or unsubscribe from conversations.


Note that this workspace can only list up to 5,000 messages per conversation, with the latest message at the top. This is a general limitation of Maconomy.

Fields

Field	Description
Search	<p>Enter any search term here to look for a specific message in any conversation in which you are subscribed.</p> <p>Maconomy will list all the messages that fit your search criterion on the left-hand pane, and rename that pane "Messages". All unread messages are marked with a blue dot.</p> <p>If you click a message, Maconomy then displays the relevant conversation on the right-hand pane with the message you selected briefly highlighted to help you spot it.</p> <p>If you clear this field, the left-hand pane reverts to being labeled "Conversations".</p>

Conversations Pane

This pane lists the conversations in which you are subscribed, depending on which filter is currently active. It lists your pinned conversations (if any) first, arranged according to which conversation contains the most recent message. It then lists all your other conversations, arranged according to which conversation contains the most recent message. Both these lists are collapsible.

Field	Description
Show	<p>Select an option from the dropdown list to filter the conversations listed in the pane. Options are:</p> <ul style="list-style-type: none"> ▪ Default - Lists all your unmuted conversations. This is the field's default value. ▪ Unread - Lists your unread conversations only. ▪ Muted - Lists your muted conversations only. ▪ All - Lists all your conversations, including those that you muted.
	<p>If you hover your pointer over the rightmost end of a conversation line, this vertical ellipsis displays.</p> <p>Click this icon to view the actions you can apply to that conversation line. Available actions are:</p> <ul style="list-style-type: none"> ▪ Pin (or Unpin, if you already pinned the conversation) ▪ Mute (or Unmute, if you already muted the conversation) - When you click this action, you will no longer receive notifications about the conversation unless you are mentioned in a message. ▪ Unsubscribe <p>These options are employee-specific. Any option you choose will apply to you only.</p>

Messages Pane

After you select a conversation on the left-hand pane, this right-hand pane lists all the messages in that conversation.

Messages Area





This contains all the messages in the conversation you selected. In this area, you can:

- Mark specific messages as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.
- Delete the last message you sent, within 15 minutes of sending it. Just click the **Delete** action to the right of that message.
- Go directly to the record or transaction relevant to the current conversation. Hover your pointer over the conversation title until you see an arrow at the end of the title. Click that arrow to navigate to the relevant record or transaction.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane **Send** action. Each message has a 255-character limit.

Pane Actions

Action	Description
 + Add Participant	Click this action to add a user to the current conversation. The selected user will be subscribed automatically to the conversation.
 Conversation Title	Click the conversation title to navigate to the relevant workspace for the open conversation.
	Click the vertical ellipsis icon on the top right corner of the pane to perform any of the following actions: <ul style="list-style-type: none">▪ Pin (or Unpin, if you already pinned the conversation)▪ Mute (or Unmute, if you already muted the conversation)▪ Unsubscribe
	Click this action to send a message.

Reply to a Conversation Using the Conversation Center

You can use the Conversation Center to reply to messages.

To reply to a conversation:

1. Click the speech bubble icon on the top right corner of the menu.
2. Click **Conversation Center**.
3. Search for a message on the **Search** field, or select a message from your pinned or recent conversations.
4. In the input area, type your reply. If needed, mention a specific person by typing **@[name]** as part of the text.
5. Click the paper plane **Send** action or press ENTER to send the message.


Ask Dela

Ask Dela is an innovative, OpenAI-powered digital assistant that transforms how you interact with the vast amount of data in your Maconomy system.

Designed to make your workflow smoother, Dela lets you query your data in natural language. Whether you are reviewing records or searching for detailed information, Ask Dela streamlines your access to insights, saving you time and enhancing productivity.

As you engage with Ask Dela, you can request more detailed information, follow up on your initial queries, and receive comprehensive responses. You can provide feedback to improve Ask Dela by liking or disliking the responses. You can also copy Dela's responses by clicking the **Copy** icon.

Ask Dela supports conversations about multiple records. You can also ask questions about a record that is currently open in the web client, and Dela will provide answers specifically about it.

At the top right corner of the screen, click  to access Ask Dela. You can drag the left side of the chat window to resize it. To clear your chat history, click the **New Thread** action.

Security and Access Control

Ask Dela respects application, record, and field-level security settings in Maconomy.

Note: Microsoft and OpenAI do not store the customer's Maconomy data.

Ask Dela is disabled by default and must be enabled via a system parameter.

System administrators can limit access to the digital assistant to specific users only. User role actions are available to support this functionality. A user role action can also grant system administrators access to see chats for all users in the Threads reference workspace.

For more information about enabling Ask Dela and granting access to users, refer to the *Deltek Maconomy System Admin Guide*.

When you access Dela for the first time, you must accept the following disclaimer that displays in the chat window:

Dela is generated by an artificial intelligence tool. It is provided subject to the Maconomy Product terms, and Deltek does not independently verify the accuracy of each Dela chat. Users should independently review and verify the accuracy of the Dela chat.

In this version, Ask Dela provides convenient access to details about the following records:

- Employees
- Customers
- Vendors
- Contact Companies
- Contact Persons
- Jobs
- Job invoices
- Purchase order lines
- Vendor invoices
- Vendor invoice allocation lines
- Timesheets and timesheet lines
- Opportunities

The current version of Dela utilizes information only from the filter list of the aforementioned dialogs.

Note: To receive answers from Dela about the records listed above, you must have the appropriate access to the corresponding Maconomy dialogs. Without the necessary permissions, Dela is unable to provide the requested information.

Use Ask Dela

Explore guidelines for optimal usage of Ask Dela in Maconomy, including tips for clear communication, leveraging conversational context, and understanding current limitations for effective interaction.

Guidelines for Using Ask Dela

To ensure the best experience, follow these guidelines:

- **Be Specific with Questions:** Ask clear, detailed questions about individual records for accurate responses.
- **Provide Context:** Give record names, IDs, or other identifiers for precise information retrieval.
- **Structure Prompts Logically:** Organize prompts logically for easy comprehension and keep prompts relative and to the point.
- **Use Proper Terminology:** Speak Maconomy's language and refer to data points by their actual field names.
- **Verify Responses:** Double-check responses, especially for crucial decisions or data, as occasional inaccuracies may occur.
- **Understand Limitation:** Recognize that complex calculations or queries beyond its scope may not be handled.
- **Check Data Access:** Ensure that your permissions align with requested data.
- **Use for Intended Purpose:** Stick to record and job inquiries and avoid unrelated questions.
- **Maintain Clear Context:** Reset conversation context if needed to receive relevant responses.
- **Adapt Prompts:** Learn from past interactions and adjust prompts accordingly.
- **Test and Learn:** Experiment with different prompt styles for optimal results.
- **Report Issues:** Report persistent inaccuracies to Deltek Support Services for improvements.
- **Clear Conversation History:** If Ask Dela loses context or provides an unrelated response, consider clearing the conversation history or rephrasing your question to reset the context. Ask Dela remembers the context of the last ten questions. It remembers the questions and answers, and it remembers the specific record for the last answer. Click the **New Thread** action to clear the conversation.

Current Limitations of Ask Dela

While Ask Dela brings significant advancements to your Maconomy experience, it is important to be aware of the following limitations:

- **No Support for Dictionaries:** Dictionaries for different languages are currently not applied when using Ask Dela.
- **Limitation on Answer Scope:** Ask Dela can retrieve a large number of records as a response to an inquiry. However, it can only list a maximum of 25 records in its response. If your inquiry evokes an answer with more than 25 records, Dela will either list the first 25 records it retrieves, or ask you to provide a more detailed inquiry to narrow down the results that can be listed. Dela also does not currently support providing answers related to values on any fields in Maconomy.
- **Inability to Perform Actions:** Ask Dela does not currently support performing actions in the web client, such as submitting a record for you.
- **Limitation of Full Conversation History Retention:** Although Ask Dela retains the conversation history within the dialog, it is important to note that it remembers the context of the last ten questions.
- **Limitations on Supported Data Tables and Fields:** Certain data tables and fields are not supported, including user-defined tables and user-defined fields.
- **Limitations on Answering 'How To' Inquiries:** Ask Dela only provides generic guidelines when you ask simple "how to" inquiries, such as how to register a timesheet.
- **Limitations on Accuracy of Responses:** Dela may provide inaccurate responses pertaining to nonexistent records in Maconomy. Deltek does not independently verify the accuracy of each response. Users should independently review and verify the accuracy of these responses or seek additional advice from a qualified professional before relying on these responses.

Sample Prompts

Review sample prompts to learn how to converse with Ask Dela effectively.

Request	Sample Prompt
Job Participation	List the jobs that Jim Jarrett has worked on in 2024.
Activity Status	What is the most recent activity for Jim Jarrett?
Role Inquiry	Who is the PM for the Innovative Visual Merchandising Solutions job?
Pricing Information Inquiry	What are the available fields for pricing in the table for Job 1010001?
Cost Inquiry	What are the total registered costs on the Danish Design Emporium job?

Reports

Analyzer

Users can utilize the web Analyzer report templates to customize layouts from which they can generate report outputs that fit their specific work requirement. These report templates are available in various standalone workspaces in Maconomy.

BPM

BPM reports are also available in standalone workspaces. These enable you to easily access reports used by your company. You can configure your application to work with Silent Sign In so that users can automatically log in to BPM.

To customize the reports available to your users from within Maconomy, you can remove any of the default report workspaces, add other standard reports, or create custom reports and add these to the menu.

Note: Viewing BPM reports with Chrome is not officially supported for iPads on iOS 11 and 12. You can view the reports with the supported browsers listed in the [Deltek Product Support Compatibility Matrix](#).

When using Safari 13.0.4 (or earlier), the report workspaces do not automatically display the embedded BPM reports. To resolve this issue, go to **Safari » Preferences » Privacy** and disable **Prevent cross-site tracking**.

Self Service

This section covers conceptual information, procedures, and field descriptions for all self-service workspaces.

Time Sheets


The Time Sheet workspaces allow you to enter work hours on time sheets and submit them for processing.

Time Sheet Concepts

Use time sheets to enter:

- Job, Task, Description, and Hours for each charge on a time sheet.
- Hours for each day in a period.

When you record hours worked, you can:

- Enter or edit time sheet data on an open time sheet.
- Click  to view time sheet totals.
- Add any number of time sheet rows to record hours worked.
- Enter a description for time entered.
- Submit a time sheet for approval.

Notifications

Notifications quickly inform the concerned employees when they need to perform a specific action. Click the bell icon on the top right corner of the screen to view the dropdown that lists your pending actions.

The following notifications are included:

- **Submit Time Sheet** - Appears for the user to indicate the pending submission of time sheets. This notification points to the relevant time sheet.
- **Submit Daily Time Sheet** - Appears for the user to indicate the pending submission of daily time sheets. This notification points to the relevant daily time sheet.
- **Rejected Time Sheet** - Appears for the user to indicate that a submitted time sheet has been rejected. This notification points to the relevant time sheet.
- **Rejected Time Sheet Lines** - Appears for the user to indicate that a submitted time sheet line has been rejected. This notification points to the relevant time sheet, with the rejected line highlighted.

- **Daily Time Sheets not Created** - Appears for the user to indicate a time sheet is not submitted for the day. By default, all missing time sheets within the last two months are included. This notification points to the Daily Time Sheets workspace.
- **Weekly Time Sheets not Created** - Appears for the user to indicate a time sheet is not submitted for the week. By default, all missing time sheets within the last two months are included. This notification points to the Weekly Time Sheets workspace.

Note: Approvals/rejections in Maconomy rely on the approval hierarchies set up in your company's core Maconomy installation.

Timesheet Workspaces

Use the daily and weekly Time Sheet workspaces to enter personal time sheet information, which may include job, task, time, and other values for each labor charge on a time sheet.

Each time sheet workspace displays fields and a table. The fields list the general time sheet data, including period, number of hours, status information, totals, and related comments, while the table displays specific labor charge and time details.


Weekly Time Sheet Fields

This section describes the fields and actions on the Weekly Time Sheet workspace.

Header Fields

Field	Description
Employee	This field displays the employee name and number related to this time sheet. If you have the necessary permissions, this field displays as a dropdown list and you can select the name of other employees to view/edit their time sheets.
Time Sheet Status	<p>The time sheet status displays as follows:</p> <ul style="list-style-type: none"> ▪ Due - This time sheet is in the process of being completed and has not been submitted. You can enter time sheet data and edit time sheet data. ▪ Submitted - The time sheet is submitted for processing, but is not approved. You can open the time sheet, but you cannot enter or edit time sheet data unless your security access allows you to resubmit time sheets. ▪ Approved - The Header portion is approved but that certain lines may need approval from the project manager. ▪ Fully Approved - The time sheet is approved and is ready for posting. ▪ Rejected - The time sheet can have this status if one or more of the lines have been rejected by the approver.

Header Actions

Action	Description
Date Selector	Click this link to access the calendar, then select the appropriate week to enter time sheet information. You can also use the arrows on either side of the link to navigate to a different week.
	Click this action to refresh data in the current workspace.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Create	Click this action to create a time sheet.
Submit	Click this action to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.
Other Actions	<p>In the Weekly Time Sheets workspace, this dropdown list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Reopen - Select this action to reopen a closed/approved time sheet. ▪ Print ▪ Copy From - Select this action to copy lines from a weekly time sheet, and add these lines to the weekly time sheet you are currently working on.

Registration Tab





This section describes the fields and actions on the Registration tab of the Weekly Time Sheets workspace.





Table Fields

Field	Description
Keep	Select this field to automatically copy this line from the previous period at the creation of time sheets. New lines created will inherit this status, which means that they will automatically be copied to all new time sheets until you remove the mark from this field on the lines in question.
Favorite	In this field, you can select a favorite.

Field	Description
	<div> Note: Choosing a favorite may change other details specified for the time sheet line, such as the job or task. </div>
Job No.	Use this or the Job Name field to specify the job for which you are charging time. Filling out one field will auto-populate the other.
Job Name	Use this or the Job No. field to specify the job for which you are charging time. Filling out one field will auto-populate the other.
Task	This field is available if the phase you selected has associated tasks.
Mon - Sun	Use these fields to specify the hours worked per day.
Total	This field displays the total hours for this line.
Status	This field displays the time sheet line's approval status.

Table Actions

Action	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For time sheet lines, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Insert Time Sheet Line ▪ Delete Time Sheet Line ▪ Create favorite - Select to save the current line as a favorite. Afterwards, this line appears in the Favorites workspace.
+ Add Time Sheet Line	Click this action to add another entry line to the bottom of the time sheet.
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	<p>Click to maximize the table view.</p> <p>Click to restore the default display size of the table.</p>

Action	Description
	
	Click to open the Customize Columns dialog box.
 	Click Collapse / Expand to toggle the expand / hide detail feature in weekly time sheets.

Summary Lines

The lower section of the Time Sheet form displays time sheet totals for the whole time sheet.

Field	Description
Total	This field displays the combined total hours for the week.
Regular	<p>This field displays the difference between the total number of hours entered and registered overtime for the day.</p> <p>Note: This field is shown only when the Exclude Overtime from Balance check box is selected on the employee's record.</p>
Fixed	The fixed number of hours as defined by your administrator on your employee card. This may just be for reference, or a separate setting may also require you enter a minimum of the fixed hours before you submit the time sheet.
Balance	The difference between the number of hours you entered and the Fixed number that are required of you per your employee card.
Overtime	<p>This field shows the calculated overtime for the day.</p> <p>This is calculated as the sum of all time sheet lines that have a selected Overtime Spec. where the Include in Regular Time field is deselected.</p> <p>Note: This field is shown only when the Exclude Overtime from Balance checkbox is selected on the employee's record.</p>
Check-in Time	This field shows the employee's total check-in time registered for the current week.
Check-in Balance	This field shows the employee's total remaining balance for the current week.
Invoiceable %	This field displays the total hours entered in the table that are against billable activities, represented as a percentage.



Descriptions Assistant

This section describes the fields and actions on the Descriptions assistant in the Weekly Time Sheets workspace.

Assistant Fields

Field	Description
Week	Enter a description for the current week.
Monday - Sunday	Enter a description for a specific day in the current week.

Assistant Actions

Action	Description
 	Click to maximize the assistant. Click to restore the default display size of the assistant.

Check-in Tab

This section describes the fields and actions on the Check-in tab of the Weekly Time Sheets workspace.

Card Fields

Field	Description
Total Check-in Time, Monday-Sunday	This field displays the total check-in time registered for each day.
Total Check-in Time, Week	This field displays the total check-in time registered for the week.
Total Check-in Balance, Monday-Sunday	This field displays the remaining check-in balance for each day.
Total Check-in Balance, Week	This field displays the total check-in balance for the week.





Monday-Sunday Tables



This section describes the fields and actions on the Monday-Sunday tables under the Check-in tab of the Weekly Time Sheets workspace.

Table Fields

Field	Description
Checked In	Enter a check-in time. If you enter a very precise time that includes the seconds, such as 11:15:25, Maconomy automatically removes the seconds and registers the check-in time as 11:15:00.
Checked Out	Enter a check-out time. If you enter a very precise time that includes the seconds, such as 11:15:25, Maconomy automatically removes the seconds and registers the check-out time as 11:15:00.
Minutes Checked In	This field displays the duration of the entry in minutes.
Hours Checked In	This field displays the duration of the entry in hours.

Table Actions

Action	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For check-in entry lines, choose from the following actions: <ul style="list-style-type: none"> ▪ Delete Daily Check-in Entry ▪ Revert
+ Add Daily Check-in Entry	Click this action to add another entry line to the bottom of the time sheet.
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click to maximize the table view. Click to restore the default display size of the table.

Action	Description
	
	Click to open the Customize Columns dialog box.


Daily Time Sheet Fields

This section describes the daily time sheet fields and actions.

Header Fields

Field	Description
Employee	This field displays the employee name and number related to this time sheet. If you have the necessary permissions, this field displays as a dropdown list and you can select the name of other employees to view/edit their time sheets.
Time Sheet Status	The time sheet status displays as follows: <ul style="list-style-type: none"> ■ Due - This time sheet is in the process of being completed and has not been submitted. You can enter time sheet data and edit time sheet data. ■ Submitted - The time sheet is submitted for processing, but is not approved. You can open the time sheet, but you cannot enter or edit time sheet data unless your security access allows you to resubmit time sheets. ■ Approved - The Header portion is approved but that certain lines may need approval from the project manager. ■ Fully Approved - The time sheet is approved and is ready for posting. ■ Rejected - The time sheet can have this status if one or more of the lines have been rejected by the approver.

Header Actions

Action	Description
Date Selector	Click this link to access the calendar, then select the appropriate day to enter time sheet information. You can also use the arrows on either side of the link to navigate to a different day.
	Click this icon to refresh data in the current workspace.

Action	Description
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Create	Click this action to create a time sheet.
Submit	Click this action to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.
Other Actions	<p>In the Daily Time Sheets workspace, this dropdown list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Reopen - Select this action to reopen a closed/approved time sheet. ▪ Print ▪ Copy From - Select this action to copy lines from a daily time sheet, and add these lines to the daily time sheet you are currently working on.

Registration Tab







This section describes the fields and actions on the Registration tab of the Daily Time Sheets workspace.



Table Fields

Field	Description
Keep	Select this field to automatically copy this line from the previous period at the creation of time sheets. New lines created will inherit this status, which means that they will automatically be copied to all new time sheets until you remove the mark from this field on the lines in question.
Favorite	<p>In this field, you can select a favorite.</p> <div> <p>Note: Choosing a favorite may change other details specified for the time sheet line, such as the job or task.</p> </div>
Customer	Use this field to specify the customer for whom you are charging time.
Job No.	<p>Use this or the Job Name field to specify the job for which you are charging time.</p> <p>Filling out one field will auto-populate the other.</p>

Field	Description
Job Name	Use this or the Job No. field to specify the job for which you are charging time. Filling out one field will auto-populate the other.
Task	This field is available if the phase you selected has associated tasks.
Daily Description	Enter a description of the task specified on the current line.
Hours	Enter the hours of work spent on this task for this day.
Status	This field displays the time sheet line's approval status.

Table Actions

Action	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For time sheet lines, choose from the following actions: <ul style="list-style-type: none"> ▪ Insert Time Sheet Line ▪ Delete Time Sheet Line ▪ Create favorite - Select to save the current line as a favorite. Afterwards, this line appears in the Favorites workspace.
+ Add Time Sheet Line	Click this action to add another entry line to the bottom of the time sheet.
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click to maximize the table view. Click to restore the default display size of the table.
	Click to open the Customize Columns dialog box.

Action	Description
 	Click Collapse / Expand to toggle the expand / hide detail feature in daily time sheets.

Summary Lines

The lower section of the Time Sheet form displays time sheet totals for the whole time sheet.

Field	Description
Total	This field displays the total hours for each day as well as the total hours for the week.
Regular	<p>This field displays the difference between the total number of hours entered and registered overtime for the day.</p> <p>Note: This field is shown only when the Exclude Overtime from Balance check box is selected on the employee's record.</p>
Fixed	The fixed number of hours as defined by your administrator on your employee card. This may just be for reference, or a separate setting may also require you enter a minimum of the fixed hours before you submit the time sheet.
Balance	The difference between the number of hours you entered and the Fixed number that are required of you per your employee card.
Overtime	<p>This field shows the calculated overtime for the day.</p> <p>This is calculated as the sum of all time sheet lines that have a selected Overtime Spec. where the Include in Regular Time field is deselected.</p> <p>Note: This field is shown only when the Exclude Overtime from Balance check box is selected on the employee's record.</p>
Check-in Time	This field displays the employee's total check-in time registered for the current day.
Check-in Balance	This field displays the employee's total remaining balance for the current day
Invoiceable %	This field displays the total hours entered in the table that are against billable activities, represented as a percentage.




Check-in Tab




This section describes the fields and actions on the Check-in tab of the Daily Time Sheets workspace.

Tab Fields

Field	Description
Total, Check-in Time	This field displays the total check-in time registered for the current day.
Total, Check-in Balance	This field displays the total remaining balance for the current day.
Checked In	Enter a check-in time. If you enter a very precise time that includes the seconds, such as 11:15:25, Maconomy automatically removes the seconds and registers the check-in time as 11:15:00.
Checked Out	Enter a check-out time. If you enter a very precise time that includes the seconds, such as 11:15:25, Maconomy automatically removes the seconds and registers the check-out time as 11:15:00.
Minutes Checked In	This field displays the duration of the entry in minutes.
Hours Checked In	This field displays the duration of the entry in hours.

Tab Actions

Action	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For check-in entry lines, choose from the following actions: <ul style="list-style-type: none"> Delete Daily Check-in Entry Revert
+ Add Daily Check-in Entry	Click this action to add another entry line to the bottom of the time sheet.
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.

Action	Description
	Click to maximize the table view.
	Click to restore the default display size of the table.
	Click to open the Customize Columns dialog box.

Time Sheet Procedures

This section describes all the steps you need to work with time sheets.

Use daily or weekly time sheets to do the following:

Enter Data in a Time Sheet

You can enter time on jobs in a weekly or daily time sheet.

To enter data on a time sheet:

1. Go to the **Weekly Time Sheets** or **Daily Time Sheets** workspace.
2. Select the time sheet and click on a row to enter your hours.
3. To add a time sheet line, you can do one of the following:
 - On the current time sheet line, click the **Row Tools** icon, and then click **Insert Time Sheet Line**.
Maconomy inserts a blank line under the line currently selected.
 - Click **+ Add Time Sheet Line** to add a line to the bottom of the time sheet.
4. Fill out the fields on the new time sheet line as needed.
5. To enter time on a different time sheet line:
 - a) Click the **Date Selector** at the top of the workspace.
 - b) In the calendar widget that opens, select the date or week for which you want to register time.
Maconomy then displays the time sheet you selected.
 - c) Enter time sheet lines as needed
6. To add descriptions to a weekly time sheet:
 - a) Expand the Descriptions assistant on the right side of the Weekly Time Sheets workspace.
 - b) Enter a description for the week and/or for any of the days in that week.

7. Click **Save** or press ENTER.

Copy from a Weekly Time Sheet

You can create additional lines on a weekly time sheet by using the **Copy From** action. This action copies lines from the weekly time sheet you specify, and adds the lines to the time sheet you are currently editing. While task and job information are carried over, registered time is reset to zero. Lines that pertain to blocked activities or blocked/closed jobs are not copied.

To copy lines from a weekly time sheet:

1. Go to **Weekly Time Sheets**.
2. Select the weekly time sheet you want to edit.
3. From the **Other Actions** drop-down list, select **Copy From**.
The Copy Time Sheet dialog box displays.
4. To select the weekly time sheet from which you want to copy lines, you can either specify the week's start date or the week number.
By default, the fields in the dialog box specify the previous week, but you can easily change the values.
5. Click **Copy Time Sheet**.
Maconomy adds the copied lines to the current weekly time sheet and automatically saves your changes.

Copy from a Daily Time Sheet

You can copy lines from an existing daily time sheet.

To copy from a daily time sheet:

1. Go to **Daily Time Sheets**.
2. Select the daily time sheet you want to edit.
3. From the **Other Actions** drop-down list, select **Copy From**.
The Copy Time Sheet dialog box displays.
4. Specify the date of the daily time sheet from which you want to copy lines.
5. Click **Copy Time Sheet**.
Maconomy adds the copied lines to the current time sheet and automatically saves your changes.

Edit a Time Sheet

You can edit hours for time sheets that are not yet submitted.

To edit a time sheet:


1. Go to **Weekly Time Sheets** or **Daily Time Sheets**.

2. Select the time sheet you would like to edit, and double-click the line. The line displays as editable text.
3. Edit the hours field as needed.
4. To add descriptions to a weekly time sheet:
 - a) Expand the Description assistant on the right side of the Weekly Time Sheets workspace.
 - b) Enter a description for the week and/or for any of the days in that week.
5. Click **Save** or press ENTER.


View Time Sheet Totals

You can change the time sheet view to display totals for the time sheet hours.

To view time sheet totals:

1. Go to the **Weekly Time Sheets** or **Daily Time Sheets** workspace.
2. Click the **Date Selector** at the top of the workspace and select a time sheet.
3. Click  to expand the time sheet totals that display.

The following totals display:

- **Fixed** - The fixed number of hours as defined by your administrator on your employee card. This may just be for reference, or a separate setting may also require you enter a minimum of the fixed hours before you submit the time sheet.
 - **Balance** - The difference between the number of hours you entered and the **Fixed** number that are required of you per your employee card.
 - **Invoiceable** - The total hours entered in the table that are against billable activities.
 - **Invoiceable %** - The above represented as a percentage.
4. Click  to hide the time sheet totals.

View Time Sheet Status

View the time sheet status to determine next actions as needed.

To view time sheet status:

1. Go to **Weekly Time Sheets** or **Daily Time Sheets**.
2. View the Time Sheet status at the top right corner of the time sheet. Time Sheet status displays as follows:
 - **Due** - This time sheet is in the process of being completed and has not been submitted. You can enter time sheet data and edit time sheet data.

- **Submitted** - The time sheet is submitted for processing, but is not approved. You can open the time sheet, but you cannot enter or edit time sheet data unless your security access allows you to resubmit time sheets.
- **Approved** - The Header portion is approved but certain lines may need approval from the project manager.
- **Fully Approved** - The time sheet is approved and is ready for posting.
- **Rejected** - The time sheet can have this status if one or more of the lines have been rejected by the approver.

Print a Time Sheet

Use these steps to print a time sheet

To print a time sheet:

1. Go to **Weekly Time Sheets** or **Daily Time Sheets**.
2. Select a time sheet.
3. From the **Other Actions** drop-down list, select **Print**.
The time sheet prints at your default printer.

Submit a Time Sheet

After you enter a time sheet's data, you can submit the time sheet for approval and processing.

To submit a time sheet:

1. Go to **Weekly Time Sheets** or **Daily Time Sheets**.
2. Open a time sheet, review the time sheet for accuracy, and make changes if necessary. Maconomy automatically saves your changes.
3. Click **Submit**.

My Plan

My Plan is a web-based solution that offers employees access to the projects and tasks to which they are assigned (or their time is allocated).

My Plan is available to Maconomy users via a dedicated workspace under the Self Service menu section. It is only available if the company-specific **Enable People Planner Web** system parameter is enabled in the corresponding Workspace Client application.

Note that the supervisor view in My Plan is not part of the current implementation, but is scheduled for a future release.

My Plan Concepts



You can use this workspace to:

- Create a booking
- Edit an existing booking
- Delete a booking

My Plan Fields

This section describes the fields and actions on the My Plan workspace.

Workspace Actions and Icons

Field	Description
	Click this action to refresh data in the current workspace.
Date Selector	Click this link to access the calendar widget, then select the date/date range for which you want to create or edit bookings. You can also use the arrows on either side of the link to navigate to a different date/date range.
Day	Click to switch to the day calendar view.
Week	Click to switch to the week calendar view.
Month	Click to switch to the month calendar view.
	Click the gear icon to select a user data limitation from the available options. To set up the options list, use the People Planner Windows Application.
Show full day / Show business hours	Click if you want the day/week calendar view to display the full day, or business hours only.

My Plan Procedures

This section describes the steps you need to follow to work in the My Plan workspace.

Create a Booking

Employees can create bookings to allocate time for tasks assigned to them.

To create a booking for yourself:

1. Go to **Self Service » My Plan**.
2. If needed, switch to your preferred calendar view. Choose from the following options:
 - Day
 - Week
 - Month
3. Double-click your preferred time slot on the calendar.

Note: To create an all-day appointment, double-click the **all day** slot at the top of either the **Day** or **Week** view, or double-click a day in the **Month** view.

4. In the Create Booking dialog box that opens, fill out the fields as needed. Only the **Hours** field is mandatory.

Note: To create an all-day appointment that spans multiple days, specify the first date in the **Start** field and the last date in the **Finish** field.

5. Click **Create**.
Maconomy displays your new booking on the calendar view.

Edit a Booking

You can drag existing bookings to a different date, or drag the top and bottom margins of a booking to extend or shorten its duration. To update other details, you can use this procedure.

To edit a booking:

1. Go to **Self Service » My Plan**.
2. If needed, switch to your preferred calendar view. Choose from the following options:
 - Day
 - Week
 - Month
3. Double-click the booking you want to edit. You can also click the vertical ellipsis on the top right corner of the booking, and then select **Update bookings** from the actions drop-down list.
4. In the Edit Booking dialog box that opens, edit the fields as needed.
5. Click **Save**.
Maconomy displays your updated booking on the calendar view.

Delete a Booking

You can also remove bookings from your calendar as needed.

To delete a booking:

1. Go to **Self Service » My Plan**.
2. If needed, switch to your preferred calendar view. Choose from the following options:
 - Day
 - Week
 - Month
3. On the top right corner of the booking you want to delete, click the vertical ellipsis, and then select **Delete bookings**.
4. In the confirmation dialog box that displays, click **Delete**.
Maconomy removes the booking from your calendar view.

Expenses and Mileage

The Expenses and Mileage workspaces are tracking tools that allow you to enter work-related expenses and submit them for processing.

Expense and Mileage Concepts

You can enter:

- Job, Task, Description, for expenses you submit.
- A justification for specific expense sheet lines, if required.
- Associate a receipt with an expense sheet line.
- Mileage incurred with work-related travel on the job.

When you record expenses, you can:

- Enter or edit expense information for an open posting period.
- Submit your expenses and / or mileage to a designated administrator for approval and reimbursement.

Notifications

Notifications quickly inform the concerned employees when they need to perform a specific action. Click the bell icon on the top right corner of the screen to view the dropdown that lists your pending actions.

The following notifications are included:

- **Submit Expense Sheet** - Appears for the user to indicate the pending submission of expense sheets. This notification points to the relevant expense sheet.

- **Submit Mileage Sheet** - Appears for the user to indicate the pending submission of mileage sheets. This notification points to the relevant mileage sheet.
- **Rejected Expense Sheet** - Appears for the user to indicate that a submitted expense sheet has been rejected. This notification points to the relevant expense sheet.
- **Rejected Expense Sheet Lines** - Appears for the user to indicate that a submitted expense sheet line has been rejected. This notification points to the relevant expense sheet, with the rejected line highlighted.
- **Rejected Mileage Sheet** - Appears for the user to indicate that a submitted mileage sheet has been rejected. This notification points to the relevant mileage sheet.
- **Rejected Mileage Sheet Lines** - Appears for the user to indicate that a submitted mileage sheet line has been rejected. This notification points to the relevant mileage sheet, with the rejected line highlighted.


Expense Fields



This section describes the fields and actions on the Expenses workspace.

Header Fields

Field	Description
Expense Sheet No.	This field displays the number of this expense report.
Status	<p>This field displays the status of the current expense sheet. It can have one of the following values:</p> <ul style="list-style-type: none"> ▪ New ▪ Approved ▪ Rejected ▪ Submitted ▪ In Progress
Copy from Expense Sheet	If you copied lines from another expense sheet, this field displays that expense sheet's number.

Header Actions

Action	Description
+ New Expense Sheet	Click this action to create an expense sheet.
	Click this action to refresh data in the current workspace.

Action	Description
 	Click to display the list view. Click to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Submit	Click this action to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes. <div> Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow. </div>
Approve	Click this action to approve the current record. <div> Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow. </div>
Reject...	Click this action to reject the current record. <div> Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies. </div>
Other Actions	In the Expenses workspace, this drop-down list includes the following actions: <ul style="list-style-type: none"> ▪ Reopen ▪ Print ▪ Copy From - Select this action to copy lines from an expense sheet, and add these lines to the expense sheet you are currently working on. ▪ Duplicate - Select this action to duplicate an existing expense sheet, and create a new expense sheet. ▪ Attach Receipts ▪ Undo Approval/Reject ▪ Delete Expense Sheet

Registrations Tab

This section describes the fields and actions on the Registrations tab of the Expenses workspace.


Field	Description
Job	This field displays the name and number of the job for which the expenses in the current record were incurred.
Employee	This field displays the name of the employee whose expense entries are listed in the workspace.
Period	This field displays the period during which this expense occurs.
Currency	This field displays the specified currency for the expense sheet. Specifying a value in the Exchange Rate field overrides the default exchange rate Maconomy uses for this currency. Maconomy then applies the specified exchange rate to the lines of the expense sheet that use this currency.
Total Amount	This field displays the following information: <ul style="list-style-type: none"> ▪ The base currency used by the employee's company ▪ The total amount (including tax) for the lines in the table part
Exchange Rate	This field displays the exchange rate for the specified currency. If a user does not specify an exchange rate, Maconomy uses the default rate for the currency. If a user changes the value of this field, Maconomy uses that value instead.
Settlement Status	This field displays whether the related vendor entries have been settled (paid).







Table Fields

Field	Description
Entry Date	Enter a date for this expense.
Favorite	In this field, you can select a favorite. Note: Choosing a favorite may change other details specified for the expense sheet line, such as the job or task.
Job No.	Use this or the Job Name field to specify the job for which you are incurring the expense. Filling out one field will auto-populate the other.
Job Name	Use this or the Job No. field to specify the job for which you are incurring the expense.

Field	Description
	Filling out one field will auto-populate the other.
Task	Enter the task assigned to the specified expense.
Description	Enter a description for the task specified on the current line.
Quantity	Specify the number of units of the current activity for which an expense is incurred.
Unit Price	Enter the price per unit.
Tax Code 1-3	In these fields, select a G/L tax code to apply to the current line.
Tax Amount 1-3	These fields display the taxed amount according to the selected code in the Tax Code 1-3 fields.
Currency	Enter the currency in which the expense was incurred.
Amount	This field displays the total expense amount for the current activity in the currency chosen in the Currency field. The amount is calculated as the value in the Quantity field multiplied by the value in the Unit Price field.
Just. Req.	This field is checked if the user is required to enter a justification for that expense line. Whether this field is checked depends on setup performed outside of the Maconomy web client.
Receipt	Use this field to attach a receipt to the current expense sheet line. You can attach a document from your local storage, or select one from those already uploaded to the Receipts tab of this workspace.

Table Actions

Action	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Registrations tab, choose from the following actions:</p> <ul style="list-style-type: none"> ■ Insert Expense Sheet Line ■ Delete Expense Sheet Line ■ Create favorite ■ Attach Receipt To Line ■ View Receipt

Action	Description
	Click this action to add another entry line to the bottom of the expense sheet.
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click to maximize the table view. Click to restore the default display size of the table.
	Click to open the Customize Columns dialog box.

Justification Part Fields

Note: Whether these fields are enabled depends on setup performed outside of the Maconomy web client.

Field	Description
Heading	The values available in the drop-down list depend on the task specified on the expense sheet line. Select the appropriate value for the expense. For example, if you specified "Hotel" in the Task field on the expense sheet line, select the value "Hotel Name" here. If the Just. Req. field is checked, this field is required.
Value	The values available in the drop-down list depend on the task specified on the expense sheet line. Select the appropriate value for the expense. For example, if you specified "Hotel" in the Task field on the expense sheet line, select the name of the hotel here. If the Just. Req. field is checked, this field is required.
Date	Enter the date the specific expense was incurred. If the Just. Req. field is checked, this field is required.

Document Assistant

Use this assistant to view and download documents.


Receipts Tab






This section describes the fields and actions on the Receipts tab of the Expenses workspace.

Table Fields

Field	Description
Document Name	<p>This field displays the file name of any document uploaded to the Receipts tab. This tab serves as an archive for the current expense sheet, and you can attach any of the documents listed here to the lines of the expense sheet.</p> <p>Click on the file name to download the document.</p> <p>If you attach a document straight from your local storage, Maconomy automatically uploads this document to the Receipts tab as well.</p>
Type	This field displays the document's file type/format-for example, .doc, .xls, .ppt, and so on. This field is automatically filled in by Maconomy and cannot be changed manually.
Size	This field displays the document's file size (in bytes).
Changed On	This field displays the date when the file/document was last modified. If the file has not been modified, this field displays the date when the file was uploaded to the Receipts tab/attached to an expense sheet line.
Changed By	This field displays the name of the last user to upload the file/document to the Receipts tab, or attach the file to an expense sheet line.
Remark	Enter any additional remarks in this field.
Attached to Expense Sheet Line	This field is selected if the document specified in the line is attached to an expense sheet line.

Table Actions

Action	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Receipts tab, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Update Receipt - Click this action to change the file attached to the expense sheet. ▪ Delete Receipt ▪ View Receipt - Click this action to view the file attached to the expense sheet.

Action	Description
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click to maximize the table view. Click to restore the default display size of the table.
	Click to open the Customize Columns dialog box.

Document Assistant

Use this assistant to view and download documents.

Expense Procedures


This section describes the steps you need to work with expenses.

Create an Expense Sheet

Use these steps to create an expense sheet.

To add a new expense sheet:

1. Go to the Expenses workspace.
2. Click **+ New Expense Sheet**.
The Create Expense Sheet dialog box displays.
3. Select an employee name from the dropdown list. Specify your name, or that of another employee (if you are registering by proxy).
4. Enter a description. This is a free-text field.
5. Enter the job for which the expense was incurred.
6. Enter the currency in which the expense was incurred.
7. Click **Create**.
Maconomy automatically displays the expense sheet you just created.

8. To add lines to the expense sheet, click  **Add Expense Sheet Line.**
9. Fill out the line fields as needed.
10. Click **Save**.
11. If the **Just. Req.** field is selected for the line, expand the Expense Justification assistant on the right side of the workspace and fill out the fields there as well.
12. Click **Save**.

Copy from an Expense Sheet

You can copy lines from an existing expense sheet. This action copies job and task numbers, but resets quantities and amounts to zero.

To copy from an expense sheet:

1. Go to the Expenses workspace.
2. Select the expense sheet you want to edit.
3. From the **Other Actions** drop-down list, select **Copy From**.
The Copy From Expense Sheet dialog box displays.
4. Select the expense sheet from which you want to copy lines.
5. Click **Copy from Expense Sheet**.
Maconomy adds the copied lines to the Registrations tab of the current expense sheet and automatically saves your changes.


Edit an Expense Sheet

Use these steps to edit an expense sheet.

To edit an expense sheet:

1. Go to the Expenses workspace.
2. Use the search filter and/or the **Search** field to select an existing expense report to edit.

Note: You can only edit reports that are not yet submitted/have been reverted to unsubmitted status.

3. Edit the fields as needed.
4. Click **Save** or press ENTER.
5. To add additional lines to the expense sheet, click  **Add Expense Sheet Line.**
6. Fill out the line fields as needed.
7. Click **Save** or press ENTER.

8. If the **Just. Req.** field is selected for the line, expand the Expense Justification assistant on the right side of the workspace and fill out the fields there as well.
9. Click **Save** or press ENTER.

Duplicate an Expense Sheet

Use these steps to duplicate an existing expense sheet. The **Duplicate...** action copies header information, job and task numbers, and quantities and amounts.

To duplicate an expense sheet:

1. Go to the Expenses workspace.
2. Use the search filter and/or the **Search** field to select an expense sheet.
3. From the **Other Actions** drop-down list, select **Duplicate...**
In the dialog box that opens, Maconomy displays the following message: A new expense sheet will be created with a copy of the current fields and lines.
4. Click **Duplicate**.
Maconomy navigates to the new expense sheet duplicated from the original, and displays the following message: A new expense sheet ([expense sheet no.]) has been created from [expense sheet no. of the original].
5. Click **OK**.

Attach a Receipt to an Expense Sheet Line

When associating a receipt with an expense sheet line, you have two options. You can attach the receipt directly from your local drive, or you can choose to associate an expense sheet line with an existing receipt.

To attach a receipt to an expense sheet line:

1. Go to the Expenses workspace.
2. Use the search filter and/or the **Search** field to select an expense sheet.
3. In the Registrations tab, select the line you want to update.
4. To attach a receipt from your local drive:
 - a) Click **Row Tools » Attach Receipt To Line**.
 - b) In the dialog box that opens, click **Select files** to open your file explorer.
 - c) Select the file you want to upload.
 - d) Click **Open**, or press ENTER.
Maconomy lists the file you selected in the dialog box. You can opt to delete it, and select another file.

Note: Instead of performing steps b-d, you can opt to select the file from your file browser window, then drag and drop it into the Attach Document To Line dialog box.

- e) Click **Ok**.
Maconomy attaches the receipt to the expense sheet line, and also adds the file to the Receipts tab of the Expenses workspace.

Note: If you want to enter additional remarks for a specific receipt, you can fill out the **Remark** field for that receipt in the Receipts tab. Click **Save**, or press ENTER to save the information.

- 5. To attach a receipt listed in the Receipts tab:
 - a) In the **Receipt** field, select a file from the dropdown list.
 - b) Click **Save**.
Maconomy attaches the file to the expense sheet line.

Add Receipts to the Receipts Tab

To add several receipts at once, perform a batch upload from the Receipts tab.

To upload several receipts:

- 1. Go to the **Expenses workspace » Receipts tab**.
- 2. Use the search filter and/or the **Search** field to select an expense sheet.
- 3. From the **Other Actions** dropdown list, select **Attach Receipts**.
- 4. In the dialog box that opens, click **Select files** to open your file explorer.
- 5. Select the files you want to upload.
- 6. Click **Open**, or press ENTER.
Maconomy lists the files you selected in the dialog box. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 4-6, you can opt to select the files from your file browser window, then drag and drop them into the Attach Document dialog box.

- 7. Click **Ok**.
Maconomy uploads the files and lists them in the Receipts tab.

Note: If you want to enter additional remarks for a specific receipt, you can fill out the **Remark** field for that receipt in the Receipts tab. Click **Save**, or press ENTER to save the information.

View a Receipt

You can view any receipt attached to an expense sheet line in the Registrations tab, or listed in the Receipts tab.

To view a receipt:

- 1. Go to the Expenses workspace.

2. Under the Registrations or Receipts tab, select a line.
3. To download the receipt attached to that line, you can do one of the following:
 - On the line, click **Row Tools » View Receipt**.
 - Expand the Document assistant on the right side of the workspace, and click the download action.
 - If you are on the Receipts tab, click the filename displayed in the **Document** field.

Maconomy downloads the file to your computer/device.

Delete an Expense Sheet

Use these steps to delete an expense sheet.

To delete an expense sheet:

1. Go to the Expenses workspace.
2. Use the search filter and/or the **Search** field to select an existing expense report to delete.

Note: You can only delete reports that are not yet submitted.

3. From the **Other Actions** drop-down list, select **Delete Expense Sheet**.
A confirmation dialog box appears.
4. Click **Delete** to confirm deletion, or **Cancel** to exit without deleting.

Print an Expense Sheet

Use these steps to print an expense sheet.

To print an expense sheet:

1. Go to the Expenses workspace.
2. Use the search filter and/or the **Search** field to select an expense sheet.
3. From the **Other Actions** drop-down list, select **Print**.
The expense sheet prints at your default printer.

Submit an Expense Sheet

Use these steps to submit an expense sheet.

To submit an expense sheet:

1. Go to the Expenses workspace.
2. Use the search filter and/or the **Search** field to select an existing expense sheet.

Note: You can only submit open expense sheets.

3. Click **Submit**.

Approve or Reject an Expense Sheet

Use these steps to review and approve or reject new/updated expense sheets submitted for your approval. You can also approve (and reject) expense sheets in the Approval Center workspace.

To approve/reject an expense sheet:

1. Go to the Expense workspace.
2. Use the search filter and/or the **Search** field to select an expense sheet.
3. To approve the expense sheet:
 - a) Click **Approve**.

Note: Maconomy approves the header and any of the lines that the user is also responsible for approving.

4. To reject the expense sheet:
 - a) Click **Reject**....
Maconomy displays the Reject Line dialog box.
 - b) Enter a rejection reason. This is a required field.
 - c) Click **Reject**.

Mileage Fields




This section describes the fields and actions on the Mileage workspace.

Header Fields

Field	Description
Description	Copy to come.
Mileage Sheet No.	This field displays the number of this mileage sheet.
Status	<p>This field displays the status of the current mileage sheet. It can have one of the following values:</p> <ul style="list-style-type: none"> ■ New ■ Approved ■ Rejected ■ Submitted ■ In Progress

Field	Description
Copy from Mileage Sheet	If you copied lines from another mileage sheet, this field displays that mileage sheet's number.

Header Actions

Action	Description
+ New Mileage Sheet	Click this action to create a mileage sheet.
	Click this action to refresh data in the current workspace.
 	Click to display the list view. Click to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Submit	Click this action to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.
Approve	Click this action to approve the current record. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.
Reject...	Click this action to reject the current record. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies.
Other Actions	In the Mileage workspace, this drop-down list includes the following actions:

Action	Description
	<ul style="list-style-type: none"> ▪ Reopen ▪ Print ▪ Copy From - Select this action to copy lines from an mileage sheet, and add these lines to the mileage sheet you are currently working on. ▪ Duplicate - Select this action to duplicate an existing mileage sheet, and create a new mileage sheet. ▪ Attach Documents ▪ Undo Approval/Reject ▪ Delete Mileage Sheet

Registrations Tab

This section describes the fields and actions on the Registrations tab of the Mileage workspace.





Field	Description
Job	This field displays the name and number of the job for which the mileage expenses in the current record were incurred.
Employee	This field displays the name of the employee whose mileage entries are listed in the workspace.
Period	This field displays the period during which the mileage expenses in the current record were incurred.
Total Amount	<p>This field displays the following information:</p> <ul style="list-style-type: none"> ▪ The base currency used by the employee's company ▪ The total amount (including tax) for the lines in the table




Table Fields

Field	Description
Entry Date	Enter a date for this mileage expense.
Favorite	<p>In this field, you can select a favorite.</p> <div> <p>Note: Choosing a favorite may change other details specified for the mileage sheet line, such as the job or task.</p> </div>
Job No.	<p>Use this or the Job Name field to specify the job for which you are incurring the mileage expense.</p> <p>Filling out one field will auto-populate the other.</p>

Field	Description
Job Name	Use this or the Job No. field to specify the job for which you are incurring the mileage expense. Filling out one field will auto-populate the other.
Quantity	Specify the number of units of the current activity for which a mileage expense is incurred.
Amount	This field displays the total expense amount for the current activity in the currency chosen in the Currency field. The mileage rate is derived by setup in the system.
Vehicle	In this field, select a vehicle from the drop-down list.
From	Enter the starting point of the mileage expense. This is a free-text field.
To	Enter the ending point of the mileage expense. This is a free-text field.
Document	Use this field to attach a document to the current mileage sheet line. You can attach a document from your local storage, or select one from those already uploaded to the Documents tab of this workspace.

Table Actions

Action	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Registrations tab, choose from the following actions: <ul style="list-style-type: none"> ■ Insert Mileage Sheet Line ■ Delete Mileage Sheet Line ■ Create favorite ■ Attach Document to Line ■ View Document
	Click this action to add another entry line to the bottom of the mileage sheet.
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.

Action	Description
 	<p>Click to maximize the table view.</p> <p>Click to restore the default display size of the table.</p>
	<p>Click to open the Customize Columns dialog box.</p>

Document Assistant

Use this assistant to view and download documents.

Documents Tab







This section describes the fields and actions on the Documents tab of the Mileage workspace.

Tab Fields

Field	Description
Document Name	<p>This field displays the file name of any document uploaded to the Documents tab. This tab serves as an archive for the current mileage sheet, and you can attach any of the documents listed here to the lines of the mileage sheet.</p> <p>Click on the file name to download the document.</p> <p>If you attach a document straight from your local storage, Maconomy automatically uploads this document to the Documents tab as well.</p>
Type	<p>This field displays the document's file type/format-for example, .doc, .xls, .ppt, and so on. This field is automatically filled in by Maconomy and cannot be changed manually.</p>
Size	<p>This field displays the document's file size (in bytes).</p>
Changed On	<p>This field displays the date when the file/document was last modified. If the file has not been modified, this field displays the date when the file was uploaded to the Documents tab/attached to a mileage sheet line.</p>
Changed By	<p>This field displays the name of the last user to upload the file/document to the Documents tab, or attach the file to a mileage sheet line.</p>
Remark	<p>Enter any additional remarks in this field.</p>

Field	Description
Attached to Line	This field is selected if the document specified in the line is attached to a mileage sheet line.

Tab Actions

Action	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Documents tab, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Update Document ▪ Delete Document ▪ View Document
	<p>Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	<p>Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.</p>
 	<p>Click to maximize the table view.</p> <p>Click to restore the default display size of the table.</p>
	<p>Click to open the Customize Columns dialog box.</p>

Document Assistant

Use this assistant to view and download documents.


Mileage Procedures

This section describes the steps you need to work with mileage sheets.

Create a Mileage Sheet

Use these steps to add a new mileage sheet.

To create a mileage sheet:

1. Go to the Mileage workspace.
2. Click **+ New Mileage Sheet**.
The Create Mileage Sheet dialog box displays.
3. Select an Employee Name from the drop-down list. Specify your name, or that of another employee (if you are registering by proxy).
4. Enter a Description. This is a free-text field.
5. Select the Job for which the mileage expense was incurred.
6. Click **Create**.
Maconomy automatically displays the mileage sheet you just created.
7. To add lines to the mileage sheet, click  **Add Mileage Sheet Line**.
8. Fill out the line fields as needed.
9. Click **Save**.

Copy from a Mileage Sheet

You can copy lines from an existing mileage sheet. This action copies job and task numbers, but resets quantities and amounts to zero.

To copy from a mileage sheet:

1. Go to the Mileage workspace.
2. Select the mileage sheet you want to edit.
3. From the **Other Actions** drop-down list, select **Copy From**.
The Copy From Mileage Sheet dialog box displays.
4. Select the mileage sheet from which you want to copy lines.
5. Click **Copy From Mileage Sheet**.
Maconomy adds the copied lines to the current mileage sheet and automatically saves your changes.

Edit a Mileage Sheet


Use these steps to edit a mileage sheet.

To edit a mileage sheet:

1. Go to the Mileage workspace.

2. Use the search filter and/or the **Search** field to select an existing mileage sheet to edit.

Note: You can only edit mileage sheets that are not yet submitted.

3. Edit the fields as needed.
4. Click **Save** or press ENTER.
5. Click  **Add Mileage Sheet Line** to add additional lines to this mileage sheet.

6. Edit the fields as needed.
7. Click **Save** or press ENTER.

Duplicate a Mileage Sheet

Use these steps to duplicate an existing mileage sheet.

To duplicate a mileage sheet:

1. Go to the Mileage workspace.
2. Use the search filter and/or the **Search** field to select a mileage sheet.
3. From the **Other Actions** drop-down list, select **Duplicate...**
In the dialog box that opens, Maconomy displays the following message: A new mileage sheet will be created with a copy of the current fields and lines.
4. Click **Duplicate**.
Maconomy navigates to the new mileage sheet duplicated from the original, and displays the following message: A new mileage sheet ([mileage sheet no.]) has been created from [mileage sheet no. of the original].
5. Click **OK**.

Attach a Document to a Mileage Sheet Line

When associating a document with a mileage sheet line, you have two options. You can attach the document directly from your local drive, or you can choose to associate a mileage sheet line with an existing document.

To attach a document to a mileage sheet line:

1. Go to the Mileage workspace.
2. Use the search filter and/or the **Search** field to select a mileage sheet.
3. In the Registrations tab, select the line you want to update.
4. To attach a document from your local drive:
 - a) Click **Row Tools » Attach Document to Line**.
 - b) In the dialog box that opens, click **Select files** to open your file explorer.
 - c) Select the file you want to upload.

- d) Click **Open**, or press ENTER.
Maconomy lists the file you selected in the dialog box. You can opt to delete it, and select another file.

Note: Instead of performing steps b-d, you can opt to select the file from your file browser window, then drag and drop it into the Attach Document To Line dialog box.

- e) Click **Ok**.
Maconomy attaches the document to the mileage sheet line, and also adds the file to the Documents tab of the Mileage workspace.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents tab. Click **Save**, or press ENTER to save the information.

5. To attach a document listed in the Documents tab:
- In the **Document** field, select a file from the dropdown list.
 - Click **Save**.
Maconomy attaches the file to the mileage sheet line.

Add Documents to the Documents Tab

To add several documents at once, perform a batch upload from the Documents tab.

To upload several documents:

- Go to **Mileage workspace » Documents tab**.
- Use the search filter and/or the **Search** field to select a mileage sheet.
- From the **Other Actions** dropdown list, select **Attach Documents**.
- In the dialog box that opens, click **Select files** to open your file explorer.
- Select the files you want to upload.
- Click **Open**, or press ENTER.
Maconomy lists the files you selected in the dialog box. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 4-6, you can opt to select the files from your file browser window, then drag and drop them into the Attach Document dialog box.

7. Click **Ok**.
Maconomy uploads the files and lists them in the Documents tab.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents tab. Click **Save**, or press ENTER to save the information.

View a Document

You can view any document attached to a mileage sheet line in the Registrations tab, or listed in the Documents tab.

To view a document:

1. Go to the Mileage workspace.
2. Under the Registrations or Documents tab, select a line.
3. To download the document attached to that line, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - Expand the Document assistant on the right side of the workspace, and click the download action.
 - If you are on the Documents tab, click the filename displayed in the **Document** field.

Maconomy downloads the file to your computer/device.

Delete a Mileage Sheet

Use these steps to delete a mileage sheet.

To delete a mileage sheet:

1. Go to the Mileage workspace.
2. Use the search filter and/or the **Search** field to select an existing mileage sheet to delete.

Note: You can only delete reports that are not yet submitted.

3. From the **Other Actions** drop-down list, select **Delete Mileage Sheet**.
A confirmation dialog box appears.
4. Click **Delete** to confirm deletion, or **Cancel** to exit without deleting.

Print a Mileage Sheet

Use these steps to print a mileage sheet.

To print a mileage sheet:

1. Go to the Mileage workspace.
2. Use the search filter and/or the **Search** field to select a mileage sheet.
3. From the **Other Actions** drop-down list, select **Print**.
The mileage sheet prints at your default printer.

Submit a Mileage Sheet

Use these steps to submit a mileage sheet.

To submit a mileage sheet:

1. Go to the Mileage workspace.
2. Use the search filter and/or the **Search** field to select an existing mileage sheet.

Note: You can only submit open mileage sheets.

3. Click **Submit**.

Approve or Reject a Mileage Sheet

Use these steps to review and approve or reject new/updated mileage sheets submitted for your approval. You can also approve (and reject) mileage sheets in the Approval Center workspace.

To approve/reject a mileage sheet

1. Go to the Mileage workspace.
2. Use the search filter and/or the **Search** field to select a mileage sheet.
3. To approve the mileage sheet:

- a) Click **Approve**.

Note: Maconomy approves the header and any of the lines that the user is also responsible for approving.

4. To reject the mileage sheet:

- a) Click **Reject...**

Note: Maconomy displays the Reject Line dialog box.

- b) Enter a rejection reason. This is a required field.
- c) Click **Reject**.

Favorites

Favorites are saved combinations of a project and a task that enable you to have easy access to them when entering time and expense information.




Favorite Concepts

You can access your current Maconomy Favorites as well as create additional Favorites.



Favorites Fields







This section describes the fields and actions on the Favorites workspace.

Favorites Fields

Field	Description
Favorite	Enter a name for this Favorite. This is a free-text field.
Job No.	Click  to select a job number with which this Favorite is associated.
Job Name	Click  to select a job name with which this Favorite is associated.
Task	Click  to select a task with which this Favorite is associated.
Time	This field indicates that the Favorite is available on time sheets.
Expense	This field indicates that the Favorite is available on Expense Sheets.
Mileage	This field indicates that the Favorite is available on Mileage Sheets.

Favorites Actions

Action	Description
	Click this action to refresh data in the current workspace.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
	<p>The Row Tools icon allows you to add lines/information to the lines of a record. Available actions at this level vary from one workspace to another.</p> <p>For Favorite lines, choose from the following actions:</p> <ul style="list-style-type: none"> ■ Insert Favorite ■ Delete Favorite

Action	Description
	Click this action to add another entry line to the bottom of the Favorites list.
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click to maximize the table view. Click to restore the default display size of the table.
	Click to open the Customize Columns dialog box.

Favorites Procedures



This section describes the steps you need to follow to work with favorites.

Use favorites to do the following:

Create a Favorite

Use these steps to create a favorite.

To create a favorite:

1. Go to the Favorites workspace.
2. Click  **Add Favorite**.
3. In the **Favorite** field, enter a name for this Favorite. This is a free-text field.
4. In the **Job No.** or **Job Name** field, click  to select a job with which this Favorite is associated.
5. If you want to undo your changes, click **Revert**, or click **Row Tools » Revert** on the line itself. Otherwise, click **Save**.

Create a Favorite from a Time/Expense/Mileage Sheet Line

Use these steps to create a favorite from within a time/expense/mileage sheet.


To create a favorite:

1. Go to one of the following workspaces:
 - Weekly Time Sheets
 - Daily Time Sheets
 - Expenses
 - Mileage
2. On the line you want to make a Favorite, click **Row Tools » Create Favorite**. Your changes are saved automatically, and the line is added to Favorites.

Use Favorites

Use these steps to use favorites in Time, Expense, and Mileage Sheets.

To use favorites:

1. Go to one of the following workspaces:
 - Weekly Time Sheets
 - Daily Time Sheets
 - Expenses
 - Mileage
2. From within the Time, Expense, or Mileage Sheet, click  in the **Job**, **Job Name**, or **Task** field. A list of Favorites displays.
3. Scroll and select the Favorite to use on this line.

Delete a Favorite

Use these steps to delete a favorite.

To delete a favorite:

1. Go to the Favorites workspace.
2. Select an existing Favorite to delete.
3. Click **Row Tools » Delete** on the line. A confirmation dialog box appears.
4. Click **Delete** to confirm deletion, or **Cancel** to exit without deleting.

Absence

Use the Absence workspace to easily create and submit absence-related requests for approval, and view your available and booked absence time.

Absence Concepts

This workspace enables the following processes:

- Creating and submitting a new absence request
- Creating and submitting allowance requests (such as requests for additional time-in-lieu)
- Viewing a period summary of the employee's own absences
- Viewing approved and rejected absence requests
- Viewing approved and rejected allowance requests

Note: For both absence and allowance requests, you can view all requests of all statuses (unsubmitted, submitted, approved, or rejected).

This workspace provides an overview of your total approved absence requests and remaining allowance balance for the current date and period. You can also review your allowance for the vacation period using the Allowance History tab.

General Process

In general, you request absences by creating a request with the start and end dates, and type of absence (such as vacation). An absence approver is notified of such a request, and they can approve or reject the request, and give a reason.

You have a certain number of allowed absence days in a vacation period, and you can only request time that is available in a period.

Note: For complete Absence Management functionality information, including setup, refer to the *Deltak Maconomy Reference Guide* and *Deltak Maconomy Concepts Guide*.

General Process for Everyday Use

This section shows the everyday process you use for managing absences.

This is the everyday process for Absence Management:

- Employees request absences and view their overall absence information as needed.
 - Use the Absence Requests workspace for this step.
 - A notification is sent to the approver.
- Absence approvers accept or reject the request. They can view all employee absence information to help make the decision.
 - Approvers use the Absence Approval workspace for this step.
 - A notification is sent to the employee.

Notifications

Notifications quickly inform the concerned employees when they need to perform a specific action. Click the bell icon on the top right corner of the screen to view the dropdown that lists your pending actions.

The following notifications are included:

- **Approved Absence-** Appears for the absence requester to indicate that the absence request is approved. It also indicates the relevant request in the Absence workspace.
- **Rejected Absence-** Appears for the absence requester to indicate that the absence request has been rejected. This notification will point to the relevant request in the Absence workspace.
- **Submit Allowance Request-** Appears to alert employees that they have created but not submitted an allowance request.
- **Approved Allowance Request-** Similar to "Approved Absence," but for Allowance requests.
- **Rejected Allowance Request** - Similar to "Rejected Absence," but for Allowance requests.


Absence Fields

Use this tab to easily create and submit absence requests for approval, and view your available and booked absence time. Available time is shown in the header and in the Period Overview tab.

Card Part Fields

Field	Description
Employee	This field displays the name and number of the employee currently logged in.
Date Selected	This field displays the date you selected using the left/right arrows or the calendar widget found in the top portion of the workspace.

Card Part Actions

Button	Description
Date Range Display	Click this link to access the calendar. Select the appropriate date range to enter absence information. You can also use the arrow buttons on either side of the link to navigate to a different date range.
	Click this icon to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.

Button	Description
Revert	Click this action button to undo changes made to the current record, or to any of its lines.

Period Summary Tab

Use the Period Summary tab to see booked and available absence time to help gauge when is the best time for planned absences.

This tab shows your absence allowance, as well as used, carried forward, and remaining time for the selected vacation period for each relevant absence type.

Tab Fields

Field	Description
Allowance	<p>This portion shows the time that has been granted for absence bookings for the whole period, broken down according to the following:</p> <ul style="list-style-type: none"> ■ Illness ■ Leave ■ Vacation ■ Time in Lieu <p>These numbers does not change as you book absences. It only changes if your manager changes your allowance.</p>
Carried Forward	<p>This portion shows time that is carried forward from another absence period for each absence type, broken down according to the following:</p> <ul style="list-style-type: none"> ■ Illness ■ Leave ■ Vacation ■ Time in Lieu
Available	<p>This portion shows how much time you have left for booking in this vacation period, broken down according to the following:</p> <ul style="list-style-type: none"> ■ Illness ■ Leave ■ Vacation ■ Time in Lieu <p>It uses this formula: Available = Allowance + Carried Forward (to this period) - Booked - Carried Forward To Following Period.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: There is no field to show the last term.</p> </div>

Field	Description
	For example, if you started the period with 25 days of allowance, but then booked 5 days of vacation, this number shows 20.
Booked	<p>This portion shows time that is planned, approved, and scheduled, broken down according to the following:</p> <ul style="list-style-type: none"> ▪ Illness ▪ Leave ▪ Vacation ▪ Time in Lieu

Absence Requests Tab







This section describes the fields and actions on the Absence Requests tab of the Absence workspace.

Tab Fields

Field	Description
First Day of Absence	This field displays the first day of the absence request period in this request. This field is editable only when you are creating a new absence request. Click the calendar icon in the field to select a date, or enter the date manually.
First Day is Half Day	<p>When registering absence in days: Select this check box if the first day of the absence request period is a half-day.</p> <p>When registering absence in hours (only available if you are running Maconomy 2.4 GA or later in the backend): If the number of hours you enter for the first day is equivalent to a half-day, Maconomy selects this check box automatically.</p>
Hours, First Day	This field is available only if you are running Maconomy 2.4 GA or later in the backend, and the vacation period setup requires registration in hours. In this field, specify the number of hours of absence on the first day.
Last Day of Absence	In this field, specify the last day of the absence request period. Click the calendar icon in the field to select a date, or enter the date manually.
Last Day is Half Day	<p>When registering absence in days: Select this check box if the last day of the absence request period is a half-day.</p> <p>When registering absence in hours (only available if you are running Maconomy 2.4 GA or later in the backend): If the number of hours you enter for the last day is equivalent to a half-day, Maconomy selects this check box automatically.</p>

Field	Description
Hours, Last Day	This field is available only if you are running Maconomy 2.4 GA or later in the backend, and the vacation period setup requires registration in hours. In this field, specify the number of hours of absence on the last day.
Duration	<p>When registering absence in days:</p> <p>This field displays the total number of days spanned by the absence request period (from the first day to the last day, including non-working days). It also displays the time unit used.</p> <p>When registering absence in hours (only available if you are running Maconomy 2.4 GA or later in the backend):</p> <p>This field displays the total number of working hours spanned by the absence request period (from the first day to the last day), thus making the value the same as that of the Working Time field. It also displays the time unit used.</p> <p>Maconomy fills out this field automatically after you save the absence request.</p>
Working Time	<p>This field displays the total number of working days (or hours) spanned by the absence request period. It also displays the time unit used.</p> <p>Maconomy fills out this field automatically after you save the absence request.</p> <p>If the absence was registered in hours, this field will have the same value as the Duration field.</p>
Absence Type	<p>Select the applicable absence type from the drop-down list. The system administrator can configure the list of available options. For example, the drop-down list could include the following absence types:</p> <ul style="list-style-type: none"> ■ Illness ■ Time in Lieu ■ Vacation <p>This is a required field.</p>
Remarks	Enter any additional remarks in this field.
Submitted	This check box is selected if the current absence request line has been submitted.
Approved	This check box is selected if the current absence request line has been approved.
Rejected	This check box is selected if the current absence request line has been rejected.

Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Absence Requests tab, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Submit Request ▪ Reopen Request ▪ Delete Request
+ New Absence Request	Click this action to create an absence request.
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	<p>Click to maximize the table view.</p> <p>Click to restore the default display size of the table.</p>
	Click to open the Customize Columns window.

Allowance Requests Tab

Create and submit allowance requests if you need to add absence time to your available pool of time. For example, if you put in extra hours on a project, you might ask for compensation of those hours as time-in-lieu, and you can state the reason in the **Reason** field on the request.

After the request is submitted, it is approved or rejected. If it is approved, the approver can put restrictions on the allowance, such as that the newly allowed time-in-lieu day is only available for the next two weeks.







Note: An *allowance request* is different from an *absence request*. The former will add days to the employee's pool of available absence, while the latter is used to book an actual absence period.

Use the Allowance Requests tab to create a new allowance request, specifying the number of days, the absence type, and a reason for requesting this allowance. For example, request five time-in-lieu days with a reason as well as the job number for a project on which you work.

Tab Fields

Field	Description
Entry Date	<p>This field displays the date on which the allowance request was entered. Maconomy then suggests this to the approver as the "From Date" for the new allowance's validity period.</p> <p>When creating or editing an allowance request, you can change the date specified in this field.</p>
Absence Type	<p>In this field, specify the absence type for which you are requesting an allowance. Select a value from the drop-down list.</p> <p>The system administrator can configure the list of available options. For example, the drop-down list could include the following absence types:</p> <ul style="list-style-type: none"> ▪ Leave ▪ Time in Lieu ▪ Vacation <p>This is a required field.</p>
Time Registered	<p>Enter the number of days (or hours) you want to add to your allowance.</p> <p>During allowance approval, the approver can change the value you entered for this field.</p>
Time Unit	<p>Select the time unit you want to use. You can only select hours as the time unit if you are running Maconomy 2.4 GA or later in the backend.</p> <p>During allowance approval, the approver can change the number you entered for the Time Registered field, but cannot change the time unit you specified.</p>
Reason	Enter a reason for the allowance request.
Valid Till	This field displays the date through which the allowance is available. This field will only have a value once the request is approved.
Submitted	This check box is selected if the current allowance request line has been submitted.
Approved	This check box is selected if the current allowance request line has been approved.
Rejected	This check box is selected if the current allowance request line has been rejected.

Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Allowance Requests tab, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Submit Request ▪ Reopen Request ▪ Delete Request
+ New Allowance Request	Click this action to create an allowance request.
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	<p>Click to maximize the table view.</p> <p>Click to restore the default display size of the table.</p>
	Click to open the Customize Columns window.

Absence Procedures

This section describes the steps you need to follow to work with absences.

Use Maconomy absence management to do the following:

Create an Absence Request

Use these steps to create an absence request.

To create an absence request:

1. Under the Self Service menu section, go to **Absence workspace » Absence Requests subtab**.
2. Click **Add Absence Request....**

3. In the wizard that displays:
 - a) In the **Absence Type** field, select an absence type from the dropdown list. This is a required field.
 - b) If you are registering absence in hours:
 1. In the **Starting Date** field, specify the first date of the absence period.
 2. If the date you specified is not a full day absence, clear the **Full Day** checkbox.
 3. In the **Hours** field that displays, specify the number of hours of absence on the first day.
 4. In the **Ending Date** field, specify the last day of the absence period.
 5. If the date you specified is not a full day absence, clear the **Full Day** checkbox.
 6. In the **Hours** field that displays, specify the number of hours of absence on the last day.
 - c) If you are registering absence in days:
 1. In the **Starting Date** field, specify the first date of the absence period.
 2. If the date you specified is a half-day, select the **Half Day** checkbox.
 3. In the **Ending Date** field, specify the last day of the absence period.
 4. If the date you specified is a half-day, select the **Half Day** checkbox.
 - d) Enter additional remarks if needed.
4. Click **Create**.

Edit an Absence Request

Use these steps to edit an absence request.

To edit an absence request:

1. Under the Self Service menu section, go to **Absence workspace » Absence Requests subtab**.
2. Edit the lines as needed.

Note: If the employee's absence request is already submitted, click the **Reopen** icon to edit the line again.

3. Click **Save**.

Edit or Reopen an Absence Request

Use these steps to edit and/or reopen an absence request which has already been submitted or approved.

To reopen an absence request:

1. Under the Self Service menu section, go to **Absence workspace » Absence Requests subtab**.
2. On the line you want to reopen, click the icon in the **Reopen** field.
3. Edit the fields as needed.
4. Click **Save**.

Submit an Absence Request

Once you have created an absence request, you can submit it for approval.

To submit an absence request:

1. Under the Self Service menu section, go to **Absence workspace » Absence Requests subtab**.
2. In the Absence Requests subtab, click the icon in the **Submit** field on the line you want to submit.

Delete an Absence Request

Use these steps to delete an absence request.

To delete an absence request:

1. Under the Self Service menu section, go to **Absence workspace » Absence Requests subtab**.
2. On the line you want to delete, click **Row Tools » Delete Request**.
3. In the confirmation dialog that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Allowance Procedures

This section describes the steps you need to work with allowances.

Use allowance management to do the following:

Add an Allowance Request

Use these steps to request new allowance for a specific absence type.

To create an allowance request:

1. Under the Self Service menu section, go to **Absence workspace » Allowance Requests subtab**.
2. Click **+ Add Allowance Request....**
3. In the the wizard that displays:
 - a) Select an absence type. This is a required field.
 - b) Select an entry date. This is a required field.
 - c) In the **Request** field, select the number of hours to add as allowance. This is a required field.
 - d) Specify why the allowance is added for the employee if needed.
4. Click **Create**.

Edit an Allowance Request

Use these steps to edit allowance requests.

To edit an allowance request:

1. Under the Self Service menu section, go to **Absence workspace » Allowance Requests subtab**.
2. Edit the lines as needed.
3. Click **Save**.

Edit or Reopen an Allowance Request

Use these steps to edit and/or reopen an allowance request which has already been submitted but has not yet been used.

To reopen an allowance request:

1. Under the Self Service menu section, go to **Absence workspace » Allowance Requests subtab**.
2. On the line you want to reopen, click the icon in the **Reopen** field.
3. Edit the fields as needed.
4. Click **Save**.

Submit an Allowance Request

Once you have created a request for allowance, you can submit it for approval.

To submit an allowance request:

1. Under the Self Service menu section, go to **Absence workspace » Allowance Requests subtab**.
2. Click the icon in the **Submit** field on the line you want to submit.
If the request is approved, Maconomy adds the requested number of hours (or days) to your pool of available hours (or days) for the chosen absence type. You can then use those hours (or days) to book absence in the Absence Requests tab.

Delete an Allowance Request

Use these steps to delete allowance requests.

To delete an allowance request:

1. Under the Self Service menu section, go to **Absence workspace » Allowance Requests subtab**.
2. On the line you want to delete, click **Row Tools » Delete Request**.
3. In the confirmation dialog that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.
Maconomy deletes the line and automatically refreshes the workspace.

Employee Record

The Employee Record workspace lets you review and update your own data.

Employee Record Concepts

Use the various tabs of the Employee Record workspace to view and/or make changes to your personal data. Specifically, you can update the following:

- Preferred name
- Contact information
- Bank details
- List of skills
- Emergency contacts
- Parental status
- Education and qualifications
- Work eligibility

Employee Record Fields

This section describes the fields and actions on the Employee Record workspace.

Card Part Fields

Field	Description
Employee Name	This field displays your employee name.
Employee No.	This field displays your employee number.

Employment Island

Field	Description
Position	This field displays your position/job title.
Company	These fields display the name and number of the company in which you are employed.
Location	This field displays the specified value for the Location dimension, if applicable.

Related Employees Island


Field	Description
Supervisor	This field displays the name and employee number of your manager.
Secretary	This field displays the name and employee number of the secretary to whom you are assigned.
Absence Approver	This field displays the name and number of the employee responsible for approving your absences.

Address Island

Field	Description
Name 2-4	These fields display your address. Update the information as needed.
Zip Code	This field displays the zip code of the postal district for your address. Update the information as needed.
Postal District	This field displays the postal district of your address. Update the information as needed.
Country	This field displays the country in which you reside. Update the information as needed.
Name 5	This field displays any additional information regarding your address. Update the information as needed.

Field	Description
Phone	This field displays your primary phone number. Update the information as needed.
E-mail	This field displays your work e-mail address.

Card Part Actions

Button	Description
	Click this icon to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.

Emergency Contacts Tab







This section describes the fields and actions on the Emergency Contacts tab of the Employee Record workspace.

Tab Fields

Field	Description
Dependent	When you add an emergency contact, select this check box if the person is your dependent.
Emergency Contact	Select this check box if the person is your emergency contact.
Name	In this field, enter the emergency contact's name.
Address 1-4	In these fields, enter the emergency contact's address.
Zip Code	In this field, you can enter the zip code of the postal district for your emergency contact's address.
Postal District	In this field, you can specify the postal district for your emergency contact's address.
Country	In this field, you can specify the country where your emergency contact resides.
Home Phone	In this field, you can specify your emergency contact's home phone number.

Field	Description
Mobile Phone	In this field, you can specify your emergency contact's mobile phone number.
Email	In this field, you can specify your emergency contact's e-mail address.
Relationship	In this field, enter the emergency contact's relationship to you.

Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Emergency Contacts tab, choose from the following actions:</p> <ul style="list-style-type: none"> ■ Insert Emergency Contact ■ Delete Emergency Contact
+ Add Emergency Contact	Click this action to add another emergency contact to your list.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	Click this icon to open the Customize Columns window.


Parental Status Tab

This section describes the fields and actions on the Parental Status tab of the Employee Record workspace.

Tab Fields

Field	Description
Parental Status Type	<p>Select one of the following values from the drop-down list:</p> <ul style="list-style-type: none"> Solo Parent With Spouse <p>Companies set up the options that appear in the drop-down list. Define values for the Parental Status popup type in the sub-tab of the Popup Fields single dialog in the Workspace Client.</p>
Description	<p>In this field, enter additional information about your parental status. This is a free-text field.</p>

Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Parental Status tab, choose from the following actions:</p> <ul style="list-style-type: none"> Insert Parental Status Delete Parental Status
+ Add Parental Status	<p>Click this action to update your personal information with your parental status.</p>

Education and Qualifications Tab


This section describes the fields and actions on the Education and Qualifications tab of the Employee Record workspace.

Tab Fields

Field	Description
Country	<p>Choose the country where you obtained the qualification from the drop-down list.</p>
Qualification Type	<p>Choose the type of qualification from the drop-down list.</p> <p>Companies set up the options that appear in the drop-down list. Define values for the Qualification Type popup type in the sub-tab of the Popup Fields single dialog in the Workspace Client.</p>

Field	Description
Qualification Suffix	Enter the qualification suffix.
Education Institution	Choose the institution where you received your qualification from the drop-down list. Companies define their own values for this drop-down list, with the options changing depending on the country specified in the Country field. You can also type in the name of the institution.
Education Subject	Enter the subject in which you received your qualification.
Qualification Level	Choose your qualification level from the drop-down list. Companies set up the options that appear in the drop-down list. Define values for the Qualification Level popup type in the sub-tab of the Popup Fields single dialog in the Workspace Client.
Qualification Date	Click the calendar icon to choose the date on which you became qualified.
Expiry Date	Click the calendar icon to choose the date on which this qualification expires.
Document Check Date	Click the calendar icon to choose the date on which your education and qualifications document was checked.
Document Check Person Empl. No.	Choose the employee number of the person who performed the document check from the drop-down list. If you specify a value here, Maconomy auto-populates the Document Check Person field (and vice versa).
Document Check Person	Choose the name of the employee who performed the document check from the drop-down list. If you specify a value here, Maconomy auto-populates the Document Check Person Empl. No. field (and vice versa).
Qualification Held	This field calculates and displays the number of years you have had this qualification.

Tab Actions

Button	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Education and Qualifications tab, choose from the following actions:

Button	Description
	<ul style="list-style-type: none"> ■ Insert Education and Qualification ■ Delete Education and Qualification
+ Add Education and Qualification	Click this action to add to your list of educational qualifications.

Work Eligibility Tab


This section describes the fields and actions on the Work Eligibility tab of the Employee Record workspace.

Tab Fields

Field	Description
Eligibility Country	This field displays the country in which you are eligible to work.
Eligibility Status	Choose your eligibility status from the drop-down list. The values available in the drop-down list are dependent on the Eligibility Status option list specified for the country you selected in the Eligibility Country field.
Eligibility Type	Choose your eligibility type from the drop-down list. Companies set up the options that appear in the drop-down list. Define values for the Eligibility Type popup type in the sub-tab of the Popup Fields single dialog in the Workspace Client.
Eligibility Document	Choose your eligibility document from the drop-down list. The values available in the drop-down list are dependent on the Eligibility Document option list specified for the country you selected in the Eligibility Country field.
Document Number	In this field, enter the document number for your eligibility document.
Start Date	Click the calendar icon to choose the date when your eligibility period begins.
Expiry Date	Click the calendar icon to choose the date when your eligibility period begins.
Issuer	In this field, enter the name of the organization that issued your eligibility document.
Issuing Sponsor	In this field, enter the name of the sponsor who issued your eligibility document.
Document Check Date	Click the calendar icon to choose the date on which your eligibility document was checked.

Field	Description
Document Check Person No.	In this field, choose the employee number of the person who performed the document check from the drop-down list. If you specify a value here, Maconomy auto-populates the Document Check Person field (and vice versa).
Document Check Person	In this field, choose the name of the employee who performed the document check from the drop-down list. If you specify a value here, Maconomy auto-populates the Document Check Person No. field (and vice versa).

Tab Actions

Button	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Work Eligibility tab, choose from the following actions: <ul style="list-style-type: none"> ▪ Insert Work Eligibility ▪ Delete Work Eligibility
+ Add Work Eligibility	Click this action to add to your work eligibility information.

Employee Skills Tab


This section describes the fields and actions on the Employee Skills tab of the Employee Record workspace.

Tab Fields

Field	Description
Skill Type	This field displays the classification of the specified skill. Examples of skill types are Languages, Travel Preferences, or Technical. Companies set up all skill-related information in the Skills single dialog in the Workspace Client. When you specify a value for the Skill No. field, Maconomy auto-populates this field with the corresponding skill type.
Skill No.	Choose the skill number from the drop-down list. Companies set up the values that appear in the drop-down list (and other skill-related information) in the Skills single dialog in the Workspace Client. When you specify a value for this field, Maconomy auto-populates the Skill Type and Skill Name fields.
Skill Name	This field displays the name of the skill that is associated with the specified skill number.

Field	Description
	Companies set up all skill-related information in the Skills single dialog in the Workspace Client. When you specify a value for the Skill No. field, Maconomy auto-populates this field with the corresponding skill name.
Level	Choose your proficiency level in this skill from the drop-down list. If automatic level specification is enabled in the Skills single dialog in the Workspace Client, Maconomy auto-populates this field.
Skill Acquired	Click the calendar icon to choose the date on which you acquired this skill.
Level Acquired	Click the calendar icon to choose the date on which you attained the level you specified for this skill.

Tab Actions

Button	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Employee Skills tab, the following action is available: <ul style="list-style-type: none"> ▪ Delete Employee Skill
+ Add Employee Skill	Click this action to add to your list of skills.

Employee Record Procedures

This section describes the steps you need to follow to update your personal data.

Use the Maconomy Employee Record workspace to do the following:

Update Your Information

Use these steps to update your personal data.

To update your personal information:

1. Go to the Employee Record workspace.
2. Update the card fields as needed.
3. Click **Save** or press ENTER.
4. If you need to make changes in any of the tabs, navigate to a specific tab.
5. To add line information, click the **+ Add...** action.
6. Fill out the line fields as needed.
7. Click **Save** or press ENTER.

8. To edit existing line information, click a line field and edit as needed.
9. Click **Save** or press ENTER.

Employee Dashboard

The Employee Dashboard workspace highlights an employee's key performance indicators (KPI).

Employee Dashboard Concepts

This workspace displays a chart related to employee utilization, such as billable and productive time.

By default, billable and productive hours are determined by assigning an employee utilization level to a time activity on a registered job entry, such as billable time and productive time. You can create these employee utilization level types in the Popup Fields workspace.

Absence statistics are also displayed here. Additionally, you can use selection criteria to filter to a specific month and year to view data for that time. You can also customize the layout to add **From** and **To Date** fields to the selection criteria to further specify what data you would like to view.

Note: This workspace displays the data of the currently logged in user only. You cannot choose to view any other employee's information in this workspace.

This workspace is listed under the Self Service menu group in the web client.

Employee Dashboard Fields

This section describes the fields and actions on the Employee Dashboard workspace.

Header Fields

Field	Description
Employee	This field displays the name and employee number of the employee.
Position	This field displays the employee's role in the company.

Selection Criteria Panel

Field	Description
Month	Select the appropriate month range to display your data for the specified time interval, beginning from and including the first day of the start month up to and including the last day of the end month.
Year	Select the appropriate year range to display your data for the specified time interval, beginning from and including the first day of the start year up to and including the current day of the current year.

KPI Boxes

Field	Description
Billable Utilization	<p>This box displays the billable utilization of an employee represented as a percentage based on your chosen selection criteria.</p> <p>By default, this is computed as follows:</p> <p>The registered job entries assigned a time activity which has an employee utilization that is billable divided by all registered job entries assigned a time activity.</p> <p>You can customize this according to your needs.</p>
Productive Utilization	<p>This box displays the productive utilization of an employee represented as a percentage based on your chosen selection criteria.</p> <p>By default, this is computed as follows:</p> <p>The registered job entries assigned a time activity which has an employee utilization that is productive divided by all registered job entries assigned a time activity.</p> <p>You can customize this according to your needs.</p>

Charts


Field	Description
Utilization by Month	This chart displays the employee's billable and productive utilization for the months indicated in the selection criteria.

Absence Status Card Fields

Field	Description
Allowance	<p>This portion shows the time that has been granted for absence bookings up to the end date of the specified period in the selection criteria, broken down according to the following:</p> <ul style="list-style-type: none"> ■ Illness ■ Leave ■ Vacation ■ Time in Lieu <p>These numbers do not change as you book absences. It only changes if your manager changes your allowance.</p>
Carried Forward	<p>This portion shows time that is carried forward from another absence period for each absence type, up to the end date of the specified period in the selection criteria, broken down according to the following:</p> <ul style="list-style-type: none"> ■ Illness ■ Leave

Field	Description
	<ul style="list-style-type: none"> Vacation Time in Lieu
Available	<p>This portion shows how much time you have left for booking up to the end date of the specified period in the selection criteria for the vacation period, broken down according to the following:</p> <ul style="list-style-type: none"> Illness Leave Vacation Time in Lieu <p>The value is computed as follows: Available = Allowance + Carried Forward (to this period) - Booked - Carried Forward To Following Period.</p> <div> Note: There is no field to show the last term. </div> <p>For example, if you started the period with 25 days of allowance, but then booked five days of vacation, this number shows 20.</p>
Booked	<p>This portion shows time that is planned, approved, and scheduled up to the end date of the specified period in the selection criteria, broken down according to the following:</p> <ul style="list-style-type: none"> Illness Leave Vacation Time in Lieu

Header Actions

Action	Description
	Click this action to refresh data in the current workspace.

Approvals

This section covers conceptual information, procedures, and field descriptions for all approval and approval-related workspaces.

Approval Center

The Approval Center workspace allows you to approve or reject approval items from within Maconomy.

Approval Center Concepts

Approval items are those for which approval hierarchies are set up in the Workspace Client. Specifically, you can approve/reject the following:

- Time sheets
- Time sheet lines
- Expense and mileage sheets
- Expense and mileage sheet lines
- Purchase orders
- Purchase order lines
- Vendor invoices
- Vendor invoice allocation lines
- Job invoice drafts
- Jobs
- Job budgets
- Job quotes
- Employees
- Customers/company customers

This workspace supports approvals for project managers and other employee types responsible for approvals (for example, resource managers), and is available in the menu if the user logged in has the requisite access rights (as defined by access groups).


Approval Center Fields

This section describes the fields and actions on the Approval Center workspace. Regular employees without the requisite permissions do not have access to this workspace or any of its tabs.

Selection Criteria Panel

Field	Description
Show My Approvals As	Select/clear the checkbox next to the role to show/hide the approval items for which you are an approver/substitute approver/super approver.
Job	Specify a job name or number to view only the approval items associated with that job. Note: The drop-down lists include all the jobs to which you have access, not just those for which you have pending approvals.
Show Rejected Lines	Select/clear the checkbox to show/hide rejected approval items.

Header Actions

Button	Description
	Click this action to refresh data in the current workspace.

Time Sheets Tab



This section describes the fields and actions on the Time Sheets tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.




Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Employee	This field displays the name of the employee who filed the weekly timesheet.
Week	This field displays the week number.

Field	Description
Unit	This field displays the time unit used for filing time (hours or days).
Internal	This field displays the total time registered on internal jobs for the week.
External	This field displays the total time registered on external jobs for the week.
Invoiceable	This field displays the total invoiceable time registered for the week.
Non-Invoiceable	This field displays the total non-invoiceable time registered for the week.
Fixed	This field displays the employee's total of fixed expected working hours (or days) for the week.
Balance	This field displays the balance between fixed expected working hours (or days) and the total hours (or days) registered for the week.
Total	This field displays the sum of invoiceable and non-invoiceable time.
Status	This field displays the time sheet's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the table.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.

Action	Description
 	<p>Click this action to maximize the table view.</p> <p>Click this action to restore the default display size of the table.</p>
	<p>Click this action to open the Customize Columns window.</p>

Time Sheet Lines Tab






This section describes the fields and actions on the Time Sheet Lines tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.

Table Fields

Field	Description
Open Wizard	<p>Click this action to view more information about the approval item specified on the line.</p> <p>The wizard that displays also lets you approve/reject the approval item.</p>
Employee	This field displays the name of the employee who filed the weekly timesheet line.
Week	This field displays the week number within which the timesheet line falls.
Job No.	This field displays the number of the job associated with the timesheet line.
Job Name	This field displays the name of the job associated with the timesheet line.
Task	This field displays the title or name of the task for which the employee registered time.
Description	This field displays entry information about the work for which the employee registered time.
Total	This field displays the total hours (or days) worked for the week for the job and task specified on the line.
Invoiceable	If the time registered on the line is invoiceable, this field is selected.
Status	This field displays the line's current approval status.

Field	Description
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the table.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Expense Sheets Tab




This section describes the fields and actions on the Expense Sheets tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.



Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.

Field	Description
Employee	This field displays the name of the employee who incurred the expenses.
Expense Sheet	This field displays the expense sheet number.
Type	This field displays the type of expense. Possible values are: <ul style="list-style-type: none"> ▪ Normal ▪ Mileage
From Date	This field displays the start date of the expense sheet.
To Date	This field displays the end date of the expense sheet.
Description	This field displays a brief description of the expenses incurred.
Total Amount	This field displays the currency and total amount of the expenses.
Status	This field displays the expense sheet's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this action to maximize the table view. Click this action to restore the default display size of the table.

Action	Description
	
	Click this action to open the Customize Columns window.

Expense Sheet Lines Tab






This section describes the fields and actions on the Expense Sheet Lines tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.

Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Employee	This field displays the name of the employee who incurred the expense specified on the line.
Description	This field displays the entry text provided on the expense sheet line.
Type	This field displays the type of expense. Possible values are: <ul style="list-style-type: none"> Normal Mileage
Job No.	This field displays the number of the job for which the expense was incurred.
Job Name	This field displays the name of the job for which the expense was incurred.
Task	This field displays the description of the task for which the expense was incurred.
Quantity	This field displays the number of units of the activity for which the expense was incurred.
Total Amount	This field displays the currency and total amount of the expense.
Status	This field displays the line's current approval status.
Approve	Click this action to approve the line.

Field	Description
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.
View Receipt	If a receipt is attached to the expense sheet line, click the link in this field to download the file.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Purchase Orders Tab






This section describes the fields and actions on the Purchase Orders tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.

Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.

Field	Description
Requisitioner	This field displays the name of the employee who requested the item or service specified on the purchase order.
Purchase Order	This field displays the number of the purchase order.
Vendor	This field displays the name of the vendor who will supply the item/service requested.
Amount	This field displays the currency and total cost of the item/service requested.
Status	This field displays the purchase order's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this icon to restore the default display size of the table.
	Click this action to open the Customize Columns window.






Purchase Order Lines Tab

This section describes the fields and actions on the Purchase Order Lines tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.

Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Requisitioner	This field displays the name of the employee who requested the item or service specified on the purchase order line.
Purchase Order	This field displays the purchase order number.
Job No.	This field displays the number of the job for which the purchase order line was registered.
Job Name	This field displays the name of the job for which the purchase order line was registered.
Task	This field displays the name of the task for which the purchase order line was registered.
Vendor	This field displays the name of the vendor who will provide the item/activity requested.
Line Remarks	This field displays any reasons provided to justify the purchase order.
Quantity	This field displays the number of units of the item/activity requested.
Price	This field displays the currency and total cost of the item/activity requested.
Status	This field displays the line's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Vendor Invoices Tab






This section describes the fields and actions on the Vendor Invoices tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.

Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Vendor	This field displays the name of the vendor who provided the item/activity.
Invoice No.	This field displays the invoice number.
Description	This field displays the brief description entered during registration.
Amount Incl. Tax	This field displays the currency and price (including tax/any discounts) of the allocated item/activity.

Field	Description
Due Date	This field displays the date on which payment is due for the vendor invoice.
Purch. Order No.	If the vendor invoice relates to a purchase order placed with the vendor, this field displays the number of that purchase order.
Status	This field displays the vendor invoice's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.
View Invoice	If a copy of the invoice document is attached to the vendor invoice, click the link in this field to download the file to your computer/device.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.






Invoice Allocation Lines Tab

This section describes the fields and actions on the Allocation Lines tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.

Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Vendor	This field displays the name of the vendor who provided the item/activity.
Invoice No.	This field displays the invoice number.
Job No.	This field displays the number of the job to which the cost is allocated.
Job Name	This field displays the name of the job to which the cost is allocated.
Task	If the cost is allocated to a specific task listed under the job, this field displays the name of that task.
Entry Description	This field displays the brief description entered during registration.
Quantity	This field displays the allocated number of units of the item/activity.
Amount Excl. Tax	This field displays the currency and price (less tax/any discounts) of the allocated item/activity.
Status	This field displays the line's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.
View Invoice	If a copy of the invoice document is attached to the vendor invoice, click the link in this field to download the file to your computer/device.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this icon to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Draft Invoices Tab





This section describes the fields and actions on the Draft Invoices tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.


Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Job No.	This field displays the number of the job performed.
Job Name	This field displays the name of the job performed.
Payment Customer	This field displays the name of the payment customer who is the receiver of the final invoice. This may not be the same as the delivery customer (the customer on the job).
Blanket Draft	This field is selected if the draft invoice is a blanket draft.

Field	Description
Invoice Type	This field displays the type of invoice. Possible values are: <ul style="list-style-type: none"> ▪ T&M ▪ On Account ▪ T&M and On Account ▪ Pre-Invoice
Billing Price	This field displays the currency and total price of the invoice, excluding tax.
Write Up/Down	This field displays the currency and total amount written up/down on the job entries for invoicing, excluding tax.
Status	This field displays the line's current approval status.
View Draft	Click this icon to download the PDF of the draft invoice to your computer/device.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.

Action	Description
	Click this action to open the Customize Columns window.






Jobs Tab

This section describes the fields and actions on the Jobs tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.

Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Job No.	This field displays the number of the job.
Job Name	This field displays the name of the job.
Job State	This field displays the job's current state. The list of possible values is customized by the company. This field is only relevant if: <ul style="list-style-type: none"> Approval hierarchies are set up to use multiple stage approvals. The company uses the Job State functionality.
Customer	This field displays the name of the customer for whom the company performed the job.
Project Manager	This field displays the name of the project manager for the job.
Status	This field displays the job's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Job Budgets Tab




This section describes the fields and actions on the Job Budgets tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.



Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Job No.	This field displays the number of the job.
Job Name	This field displays the name of the job.
Customer	This field displays the name of the customer for whom the company performed the job.
Project Manager	This field displays the name of the project manager for the job.

Field	Description
Job State	<p>This field displays the job's current state. The list of possible values is customized by the company.</p> <p>This field is only relevant if:</p> <ul style="list-style-type: none"> Approval hierarchies are set up to use multiple stage approvals. The company uses the Job State functionality.
Budget Type	The selected job budget has a type from the list that is setup in the Popup Fields entry for Job Budget Types.
Status	<p>This field displays the job budget's current approval status.</p> <p>This can be one of the following:</p> <ul style="list-style-type: none"> Submitted Partly Approved Approved Rejected Released
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	<p>Click this action to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	<p>Click this action to maximize the table view.</p> <p>Click this action to restore the default display size of the table.</p>

Action	Description
	
	Click this action to open the Customize Columns window.






Job Quotes Tab

This section describes the fields and actions on the Job Quotes tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver), and no rejected lines for a tab, Maconomy hides the tab.

Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Job No.	This field displays the number of the relevant job.
Job Name	This field displays the name of the relevant job.
Customer	This field displays the name of the customer for whom your company will perform the relevant job.
Project Manager	This field displays the name of the project manager for the relevant job.
Quote Price	This field displays the currency and the price for the job quote.
Status	This field displays the current approval status of the job quote.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Employees Tab






This section describes the fields and actions on the Employees tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.

Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Employee	This field displays the name of the employee for approval.
Position	This field displays the employee's position.
Supervisor	This field displays the name of the employee's supervisor.
Absence Approver	This field displays the name of the designated absence approver for the employee.

Field	Description
Company	This field displays the name of the company to which the employee is assigned. This is relevant for multi-company organizations.
Status	This field displays the employee's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.


Customers Tab





This section describes the fields and actions on the Customers tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.

Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Customer No.	This field displays the customer number.
Customer	This field displays the name of the customer for approval.
Account Manager	This field displays the name of the account manager assigned to the customer.
Currency	This field displays the currency used by the customer.
Customer State	This field displays the customer's current state. The list of possible values is customized by the company. This field is only relevant if: <ul style="list-style-type: none"> Approval hierarchies are set up to use multiple stage approvals. The company uses the Customer State functionality.
Status	This field displays the customer's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Table Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	Click this action to export the rows from the current table to a spreadsheet.

Action	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this icon to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Users Tab






This section describes the fields and actions on the Users tab of the Approval Center workspace. If you have no pending items for approval (whether as an approver, substitute approver, or super approver) and no rejected lines for a tab, Maconomy hides the tab.

Table Fields

Field	Description
Open Wizard	Click this action to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Username	This field displays the username of the employee for approval.
Employee	This field displays the name of the employee for approval.
Company	This field displays the company of the employee for approval.
Type	This field displays the employee type.
Valid From	This field displays the employee type.
Valid To	This field displays the date through which the employee's access is valid.
Password Expiry Date	This field displays the date when the employee's password expires.

Field	Description
Status	This field displays the customer's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Tab Actions

Action	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this icon to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Approval Center Procedures

This section describes the steps you need to follow to work with approval items in the Approval Center workspace.

Approve or Reject an Item

Use these steps to approve or reject an approval item.

To approve or reject an approval item:

1. Go to one of the various tabs in the Approval Center workspace.
2. If you need to view more information about the approval item you are reviewing, click the **Open Wizard** action on the line for that approval item.
3. To approve the item:
 - a) Click the **Approve** action on the line.
4. To reject the item:
 - a) Click the **Reject** action on the line.
 - b) In the Reject Line dialog box that displays, enter a reason for the rejection.
This is a required field.
 - c) Click **Reject**.
Maconomy automatically saves your changes, and refreshes the page.
5. To undo approval or rejection of an item:
 - a) Click the **Undo** action on the line.
Maconomy automatically saves your changes, and refreshes the page.

Approve All Items

You also have the option to approve all the items in a tab.

To approve all items:

1. Go to one of the various tabs in the Approval Center workspace .
2. Click the **Approve All** action.
3. In the confirmation dialog box that displays, click **Approve All**.
Maconomy automatically saves your changes, and refreshes the page.

View a Receipt

You can view receipts attached to approval items in the Expense Sheet Lines tab.

To view a receipt attached to a line:

1. Go to the **Approval Center workspace » Expense Sheet Lines tab**.
2. Click the link in the **View Receipt** field of the line.
The file is downloaded to your computer/device.

View Attachments on a Vendor Invoice

You can view documents attached to approval items.

To view a document attached to a line:

1. Go to **Approval Center » Vendor Invoices** , or to **Approval Center » Invoice Allocation Lines**.
2. Click the link in the **View Invoice** field of the line.
The file is downloaded to your computer/device.

View Attachment on a Draft Invoice

Approvers can review documents attached to approval items in the Draft Invoices tab.

To view a document attached to a draft invoice:

1. Go to **Approval Center » Draft Invoices**.
2. Click the action in the **View Draft** field of the line.
The file is downloaded to your computer/device.

Absence Approval

This workspace allows managers to easily approve employee absence requests.

Absence Approval Concepts

Managers can view the absence requests pending approval, and review information such as duration of absence, whether or not the absence is submitted for approval, and if the absence information is synchronized with timesheets. They can also approve or reject an absence in this view.

You can also monitor and review monthly absence requests for all employees for whom you are absence approver in the Monthly Overview tab. Each day of the selected month is displayed in this tab, and each day on which an employee is absent is color-coded to reflect the approval status of the absence request.

Note: Configuration and back office tasks such as managing absence balances at year end are not supported by the Maconomy web client.

Absence Approval Fields

This section describes the fields and actions on the Absence Approval workspace.

Header Fields




Field	Description
Employee Name	This field displays the name of the employee who filed the absence request.
Absence Request Summary	This field contains the absence type and the date range of the absence request.

Absence Request Tab Fields

Field	Description
Absence Type	This field displays the reason for the absence request, such as vacation or illness.
Duration	This field displays the total number of working hours spanned by the absence request period (from the first day to the last day). It also displays the time unit used. This field displays only when you are using the Hours time unit.
Working Time	This field displays the total number of days spanned by the absence request period (from the first day to the last day, including non-working days). It also displays the time unit used. This field displays only when you are using the Day time unit.
Synchronized with Time Sheets	This field displays whether time sheet lines have been created automatically upon approval for the entire absence period.
First Day	When absence was registered in days: This field displays whether the first day of this absence request period is a full or half day. When absence was registered in hours: This field displays whether the first day of this absence request period is a full day, or the number of hours of absence if less than a day.
Last Day	When absence was registered in days: This field displays whether the last day of this absence request period is a full or half day. When absence was registered in hours: This field displays whether the last day of this absence request period is a full day, or the number of hours of absence if less than a day.
Remarks	This field displays any remarks added to the absence request.

Field	Description
Rejection Reason	If the current absence request is rejected, this field displays the reason for its rejection.

Header Actions

Action	Description
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Approve	Click this action to approve an absence request.
Reject...	Click this action to reject an absence request.
Other Actions	In the Absence Approval workspace, this drop-down list includes the following actions: <ul style="list-style-type: none"> ▪ Submit ▪ Reopen

Absence Approval Procedures

This section describes the steps you need to follow to work with absence approval.

Approve or Reject an Absence Request

Use these steps to approve or reject an absence request

To approve or reject an absence request:

1. Go to the Absence Approval workspace.
2. Use the search filter and/or the **Search** field to select an absence request for approval.

You can also select an absence request from the list of notifications in the top right corner.

3. To approve the request:
 - a) Click **Approve**.
4. To reject the request:
 - a) Click **Reject**.
 - b) In the Reject dialog box that displays, enter a rejection reason.
This is a required field.
 - c) Click **Reject**.

Allowance Approval

This workspace allows managers to easily approve allowance requests for employees.

Allowance Approval Concepts

Managers can view allowance requests pending approval, and approve/reject them.

Allowance Approval Fields

This section describes the fields and actions on the Allowance Approval workspace.

Header Fields




Field	Description
Employee Name	This field displays the name of the employee who filed the allowance request.
Allowance Request Summary	This field contains the absence type, the quantity, and time unit of the allowance request.

Allowance Request Card Fields

Field	Description
Absence Type	This field displays the absence type for which the employee is requesting an allowance.
Time Requested	<p>This field displays the number of days (or hours) the employee specified in the allowance request. It also displays the time unit used.</p> <p>During allowance approval, the approver can change the number the employee entered for the Time Registered field, but not the time unit specified.</p>

Field	Description
Entry Date	This field displays the date on which the allowance request was entered. Maconomy then suggests this to the approver as the "From Date" for the new allowance's validity period.
Reason	This field displays the reason provided by the employee for the allowance request.

Header Actions

Action	Description
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Approve	Click this action to approve an allowance request.
Reject	Click this action to reject an allowance request.

Allowance Approval Procedures

This section describes the steps you need to follow to work with allowance approval.

Approve or Reject an Allowance Request

Use these steps to approve or reject an allowance request.

To approve or reject an allowance request:

1. Go to the Allowance Approval workspace.
2. Use the search filter and/or the **Search** field to select an allowance request for approval. You can also select an allowance request from the list of notifications in the top right corner.
3. To approve the request:

- a) Click **Approve....**
Maconomy displays the Approve Allowance Request dialog box.
 - b) In the **Entry Date** field, click the calendar action to specify a date.
 - c) In the **Valid Till** field, click the calendar action to specify a date.
This is a required field.
 - d) If needed, edit the **Time Registered** field.
You can edit the number, but not the time unit specified.
 - e) Click **Approve**.
4. To reject the request:
- a) Click **Reject....**
 - b) In the Reject dialog box, enter a rejection reason.
This is a required field.
 - c) Click **Reject**.

Time Sheet Overview

The Time Sheet Overview workspace provides supervisors (or secretaries) with the ability to review the timesheet status of all employees under their supervision.

Time Sheet Overview Concepts

You can:

- View your employees' timesheets for a particular week, including split weeks timesheets.
- View timesheet status to determine whether supervisor action is required.
- View detailed information regarding a timesheet in the wizard.
- Email employees about timesheets.
- Open an employee's timesheet for editing.

By default, the workspace opens to the date of the previous week and displays timesheets sorted by employee name. All timesheets are read-only, but clicking the **Create/Edit** action on a line redirects you to the Weekly Time Sheets workspace to create or edit the employee's timesheet.

This workspace supports approvals for project managers and other employee types responsible for time sheet approvals (for example, secretaries), and is available in the menu if the user logged in has the requisite access rights (as defined by access groups). It is listed under the Approvals menu group.

Time Sheet Overview Fields







This section describes the fields and actions on the Time Sheet Overview workspace. Regular employees without the requisite permissions do not have access to this workspace.

Table Fields

Field	Description
Open Time Sheet	Click this action to view more information about the timesheet specified on the line. The wizard that displays also lets you submit the timesheet, if needed.
Create/Edit	Click this action to open a timesheet in the Weekly Time Sheets workspace for editing. If the employee has not yet created a timesheet, Maconomy automatically creates one.
Employee	This field displays the name of the employee who filed the weekly timesheet. Click the name to send an email to the employee.
Internal	This field displays the total time registered on internal jobs for the week.
External	This field displays the total time registered on external jobs for the week.
Invoiceable	This field displays the total hours entered in the table that are against billable activities.
Non-Invoiceable	This field displays the total hours entered in the table that are against non-billable activities.
Fixed	This field displays the fixed number of hours as defined by your administrator on the employee card. This may just be for reference, or a separate setting may also require the employee to enter a minimum of the fixed hours before submission.
Balance	This field displays the difference between the number of hours entered by the employee and the fixed number that is required of them per their employee card.
Total	This field displays the total hours for the week.
Status	This field displays the time sheet line's approval status as follows: <ul style="list-style-type: none"> ■ Open ■ Not Created ■ Due ■ Submitted

Field	Description
	<ul style="list-style-type: none"> Approved Partially Approved Rejected
Approve	Click the action in this field to approve the timesheet header.
Reject	Click the action in this field to reject the timesheet header.
Undo	Click the action in this field to undo approval/rejection of the timesheet header.

Table Actions

Action	Description
	Click this action to refresh data in the current workspace.
Date Range Display	Click this Date Selector to access the calendar, then select the appropriate week to view your employees' timesheet information.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Time Sheet Overview Procedures

This section describes the steps you need to follow to work with approval items in the Time Sheet Overview workspace.

Approve or Reject a Timesheet

Use these steps to approve or reject a timesheet.

Note: The option to reject timesheets is available only when approval hierarchies is enabled.

To approve or reject a timesheet:

1. Under the Approvals menu group, go to the Time Sheet Overview workspace.
2. If you need to view more information about the timesheet you are reviewing, click the **Open Time Sheet** action on the line for that timesheet.
3. To approve the item:
 - a) Click the **Approve** action on the line.
4. To reject the item:
 - a) Click the **Reject** action on the line.
 - b) In the Reject dialog box that displays, enter a reason for the rejection.
This is a required field.
 - c) Click **Reject**.
Maconomy automatically saves your changes, and refreshes the page.
5. To undo approval or rejection of an item:
 - a) Click the **Undo** action on the line.
Maconomy automatically saves your changes, and refreshes the page.

Time Sheet Status

This workspace allows controllers and those with similar responsibilities to see at a glance all non-approved timesheets and follow up with the relevant employees and supervisors.

Time Sheet Status Concepts

This workspace helps ensure that all hours are posted before invoicing.

You can use this workspace to do the following:

- View the list of all timesheets for a time period you define, including split week timesheets.
- Filter that list by any of the other available criteria: timesheet approval status, employee or company number, supervisor, dimensions, and so on.
- Determine whether a timesheet is not yet created for the employee, and add that on behalf of the employee. This is based on the week calendars and the employees assigned to work during that week.

- Identify the timesheets with missing lines, and create those on behalf of employee.
- Submit timesheets on behalf of the employee.
- Approve or reject timesheet headers and lines on behalf of a designated approver (or all approvers).

Time Sheet Status Procedures

This section describes the steps you need to follow to work with approval items in the Time Sheet Status workspace.

Approve or Reject Timesheets

Use these steps to approve or reject timesheets for which you have approval access.

To approve or reject a timesheet:

1. Under the Approvals menu section, go to the Time Sheet Status workspace.
2. In the Selection Criteria panel, use the available criteria to display the timesheets you want to review.
3. To approve a timesheet:
 - a) Click the **Approve** icon on the line.
Maconomy approves all items (timesheet header or lines) that you can approve.
4. To reject a timesheet:
 - a) Click the **Reject** icon on the line.
 - b) In the wizard that displays, enter a reason for the rejection. This is a required field.
 - c) Click **Reject**.
Maconomy rejects the timesheet header.
5. To undo approval or rejection
 - a) Click the **Undo** icon on the line.

Approve or Reject Timesheet Lines

Use these steps to approve or reject timesheet lines.

To approve or reject timesheet lines:

1. Under the Approvals menu group, go to the Time Sheet Status workspace.
2. In the Selection Criteria panel, use the available criteria to display the timesheets you want to review.
3. In the table, click on a line.
4. Expand the Time Sheet assistant found on the right side of the workspace to view the timesheet's details.

5. To approve the item:
 - a) Click the **Approve** action on the line.
 - b) To approve all items you can approve (timesheet header or lines), click **Approve** on the top right corner of the assistant.
6. To reject the item:
 - a) Click the **Reject** action on the line.
 - b) To reject the header, click **Reject...** on the top right corner of the assistant.
 - c) In the Reject dialog box that displays, enter a reason for the rejection.
This is a required field.
 - d) Click **Reject**.
7. To undo approval or rejection of an item:
 - a) Click the **Undo** action on the line.
 - b) To undo approval or rejection of the header, click **Undo** on the top right corner of the assistant.

Create a Timesheet/Timesheet Lines for an Employee

If an employee has not yet created a timesheet for the current week, you can create one on their behalf. If the employee's timesheet is missing lines, you can also add those on their behalf.

To create a timesheet or timesheet lines for an employee:

1. Under the Approvals menu group, go to the Time Sheet Status workspace.
2. In the Selection Criteria panel, use the available criteria to display the timesheets you want to review.
3. In the table, click the **Create** action on a line to automatically create a timesheet for the employee.
4. To add timesheet lines to the created timesheet (or to an existing timesheet), expand the Time Sheet assistant found on the right side of the workspace to display the details.
5. Click the **+** action.
6. Enter details on the line as needed.
7. Repeat steps 5-6 as needed.
8. Click **Save**.
9. Once you have created all the needed timesheet lines, click **Submit** to submit the timesheet lines for approval.

Expense Sheet Status

This workspace provides a comprehensive overview of submitted expense and mileage sheets for controllers and others with similar responsibilities.

Expense Sheet Status Concepts

Use this workspace to view expense and mileage sheets that require approval.

Specifically, you can:

- Filter and review approval status and receipts for all expense/mileage sheets for which you have access.
- Approve or reject the expense/mileage sheet header directly in the table.
- Utilize the assistant to view detailed information about the expense/mileage sheet and modify, approve, or reject individual lines.

Expense Sheet Status Procedures

This section describes the steps you need to follow to work with approval items in the Expense Sheet Status workspace.

Approve or Reject Expense/Mileage Sheets

Use these steps to approve or reject expense and/or mileage sheets for which you have approval access.

To approve or reject an expense or mileage sheet:

1. Under the Approvals menu group, go to the Expense Sheet Status workspace.
2. In the Selection Criteria panel, use the available criteria to display the expense and/or mileage sheets you want to review.
3. To approve an item:
 - a) Click the **Approve** action on the line.
Maconomy approves all items (expense/mileage header or lines) that you can approve.
4. To reject an item:
 - a) Click the **Reject** action on the line.
 - b) In the Reject dialog box that displays, enter a reason for the rejection.
This is a required field.
 - c) Click **Reject**.
Maconomy rejects the expense/mileage sheet header.
5. To undo approval or rejection
 - a) Click the **Undo** action on the line.

Approve or Reject Expense/Mileage Sheet Lines

Use these steps to approve or reject expense and/or mileage sheet lines.

To approve or reject expense/mileage sheet lines:

1. Under the Approvals menu group, go to the Expense Sheet Status workspace.
2. In the Selection Criteria panel, use the available criteria to display the expense and/or mileage sheets you want to review.
3. In the table, click on an expense or mileage sheet.
4. Expand the assistant found on the right side of the workspace to view the sheet's details in the Registrations tab.
5. To approve the item:
 - a) Click the **Approve** action on the line.
 - b) To approve all items you can approve (expense/mileage sheet header or lines), click **Approve** on the top right corner of the assistant.
6. To reject the item:
 - a) Click the **Reject** action on the line.
 - b) To reject the header, click **Reject...** on the top right corner of the assistant.
 - c) In the Reject dialog box that displays, enter a reason for the rejection.
This is a required field.
 - d) Click **Reject**.
7. To undo approval or rejection of an item:
 - a) Click the **Undo** action on the line.
 - b) To undo approval or rejection of the header, click **Undo** on the top right corner of the assistant.

View a Receipt

You can view any receipt attached to an expense or mileage sheet in the assistant found in the Receipts tab.

To view a receipt:

1. Under the Approvals menu group, go to the Expense Sheet Status workspace.
2. In the Expense Sheets table, select a line.
3. Expand the assistant on the right side of the workspace.
4. In the Receipts tab, click on a line to display the receipt in the document viewer.

Approve Job Budgets

Use the Approve Job Budgets workspace to review all job budgets for which you have access.

Approve Job Budgets Concepts

You can submit, approve, or reopen budgets in batches.

You can also create budget revisions and/or assign revision codes to several budgets at once.

This workspace is available under the Approvals menu group for users with the requisite permissions.

Users must be granted access to submit, approve, or reopen budgets in this workspace. This can be done by selecting the **Submit**, **Approve**, and **Reopen** checkboxes under Job Budgets for each user in **Access Control » Users » Actions**.

Approve Job Budgets Procedures

This section describes the steps you need to follow to work with approval items in the Approve Job Budgets workspace.

Submit Budgets

You can submit one or more budgets on different jobs for approval in this workspace.

To submit a budget:

1. Go to **Approvals » Approve Job Budgets**.
2. Use the Selection Criteria panel to specify the budgets you want to view in the workspace.
3. Toggle on **Show Lines** to display the lines in the table.
4. To submit one or more budgets:
 - a) Select the **Submit** checkbox on each line you want to include; OR
 - b) From the **Mark Lines** dropdown list, click **Mark for Submission** to automatically select budgets that can be submitted.
5. From the **Other Actions** dropdown list, click **Submit Budgets**.

Approve Budgets

You can approve one or more budgets for different jobs in this workspace.

To approve a budget:

1. Go to **Approvals » Approve Job Budgets**.

2. Use the Selection Criteria panel to specify the budgets you want to view in the workspace.
3. Toggle on **Show Lines** to display the lines in the table.
4. To approve one or more budgets:
 - a) Select the **Approve** checkbox on each line you want to include; OR
 - b) From the **Mark Lines** dropdown list, click **Mark for Approval** to automatically select budgets that can be approved.
5. From the **Other Actions** dropdown list, click **Approve Budgets**.

Reopen Budgets

You can reopen one or more budgets that have already been approved.

To reopen a budget:

1. Go to **Approvals » Approve Job Budgets**.
2. Use the Selection Criteria panel to specify the budgets you want to view in the workspace.
3. Toggle on **Show Lines** to display the lines in the table.
4. To reopen one or more budgets:
 - a) Select the **Reopen** checkbox on each line you want to include; OR
 - b) From the **Mark Lines** dropdown list, click **Mark for Reopening** to automatically select budgets that can be reopened.
5. From the **Other Actions** dropdown list, click **Reopen Budgets**.

Create Budget Revision

You can create budget revisions to track changes on the budget.

To create a budget revision:

1. Go to **Approvals » Approve Job Budgets**.
2. Use the Selection Criteria panel to specify the budgets you want to view in the workspace.
3. Toggle on **Show Lines** to display the lines in the table.
4. To create a budget revision for one or more budgets:
 - a) Select the **New Revision** checkbox on each line you want to include; OR
 - b) From the **Mark Lines** dropdown list, click **Mark for New Revision** to automatically select budgets for which a revision can be created.
5. From the **Other Actions** dropdown list, click **New Revisions....**

6. In the dialog box that displays, select the **Include Changed Only** checkbox if you want a revision to be added only when there are changes to the budget since the last revision was created.
7. Click **New Revisions**.

Assign Revision Code

You can assign a revision code to one or more budgets.

You must create a revision on the budget before giving it a revision code.

To assign a revision code to a budget:

1. Go to **Approvals » Approve Job budgets**.
2. Use the Selection Criteria panel to specify the budgets you want to view in the workspace.
3. Toggle on **Show Lines** to display the lines in the table.
4. To assign a revision code to one or more budgets:
 - a) Select the **Assign Code** checkbox on each line you want to include; OR
 - b) From the **Mark Lines** dropdown list, click **Mark for Revision Code** to automatically select budgets for which a revision code can be assigned.
5. From the **Other Actions** dropdown list, click **Assign Revision Code....**
6. In the dialog box that displays:
 - a) In the **Revision Code** field, enter a revision code number.
 - b) Select the **Assign Approved** checkbox if you want to add a revision code to the latest approved revision of the budget.
 - c) Select the **Overwrite Code** checkbox if you want to overwrite any existing revision code on the budget.
7. Click **Assign Revision Code**.

Approve Tasks

Use this workspace to approve change on tasks, if your Maconomy setup requires approval when someone creates or edits a task.

Approve Tasks Concepts

You can manage and/or approve tasks individually or in batches in this workspace.

Utilize the available selection criteria to filter the task list by dimensions, approval status, and so on.

You can define whether tasks need to be approved, and whether approval is needed for tasks with time or amount activities by using the **Task Approval** field in **Setup » System Setup » System Information » Job Cost**.

This workspace is available under the Approvals menu group for users with the requisite permissions.

To grant access to approve tasks in the Approve Tasks workspace, select the **Can Approve Tasks** checkbox for the user in **Access Control » Users » Actions**.

Time Sheet Audit

Use this workspace to review information for resubmitted timesheets.

Time Sheet Audit Concepts

When users are required to submit an explanation upon resubmission of a modified timesheet, you can use this workspace to view the details.

This includes the user who made the change, the date it was modified, and the reason for modifying the timesheet. You can also view created and deleted timesheet lines on a timesheet that has already been submitted.

The Time Sheet Audit workspace can be found under the Approvals menu group and is available by default for users with the requisite permissions.

Absence Management

This section covers conceptual information, procedures, and field descriptions for all absence management-related workspaces.

Periodic Allowance

Absence administrators can manage employee allowances in batches for a specific vacation calendar in this workspace.

Periodic Allowance Concepts

Aside from managing employee allowances, you can also use this workspace to view the details of each employee's allowance for the current and previous period.

Periodic Allowance Procedures

This section describes the steps you need to work with to manage employee absences in batches.

Create Batch Absence Allowance

Use these steps to provide absence allowance for several employees at once.

To create batch absence allowance:

1. Under the Absence Management menu group, go to the Periodic Absence workspace.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant vacation calendar.
3. Use the available criteria in the Selection Criteria Panel to select an absence type, period, range of employees and/or companies for which you are creating allowance.
4. In the Employee Yearly Allowance table, toggle on **Show Lines**.
5. Click **Create Batch Allowance**.
6. In the Create Adjustment dialog box that displays, enter the number of days to add to the allowance.
7. (Optional) Select the **Include Negative Absence Balance from Previous Period in Adjustment** checkbox to allow the system to consider any negative balances while calculating the employees' allowances.
8. Click **Create Adjustment**.

Edit Batch Allowance

You can edit absence allowance on individual lines in the table if needed.

To edit an employee's allowance:

1. Under the Absence Management menu group, go to the Periodic Absence workspace.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant vacation calendar.
3. Use the available criteria in the Selection Criteria Panel to select an absence type, period, range of employees and/or companies for which you are editing allowance.
4. Click **Apply**.
5. In the Employee Yearly Allowance table, toggle on **Show Lines**.
6. Edit each employee's absence allowance in the **Total Allowance**, **Current Period** and/or **Total Carry Forward**, **Current** fields as needed.
7. Click **Save**.

Submit Batch Absence Allowance

Once you have created an absence allowance for the period, you can submit this for approval.

To submit periodic allowance:

1. Under the Absence Management menu group, go to the Periodic Absence workspace.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant vacation calendar.
3. Use the available criteria in the Selection Criteria Panel to select an absence type, period, range of employees and/or companies for which you are submitting allowance.
4. Click **Apply**.
5. In the Employee Yearly Allowance table, toggle on **Show Lines**.
6. Review the lines as needed.
7. Click **Submit**.
8. In the confirmation dialog box that displays, click **Ok**.

Approve Batch Absence Allowance

Use these steps to approve absence allowance for employees in batches.

To approve absence allowance:

1. Under the Absence Management menu group, go to the Periodic Absence workspace.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant vacation calendar.

3. Use the available criteria in the Selection Criteria Panel to select an absence type, period, range of employees and/or companies for which you are approving allowance.
4. Click **Apply**.
5. In the Employee Yearly Allowance table, toggle on **Show Lines**.
6. Click **Approve**.
7. In the confirmation dialog box that displays, click **Ok**.

Employee Allowance

You can create and manage absence and allowance for individual employees in this workspace.

Employee Allowance Concepts

Use this workspace to review an employee's approved allowance and absences. You can also manage allowance and absence requests on behalf of an employee.

This workspace provides an overview of the employee's approved allowance and absences for the selected date and period.

The Absence and Allowance table enables you to review approved absences for the current employee. You can also add and manage employee allowance for the selected vacation period.

The Allowance Requests table displays submitted allowance requests from the employee. Use this table to approve or reject a request, as well as to create and/or manage allowance requests on behalf of the employee.

Similarly, the Absence Requests table lets you review submitted absence requests, and approve or reject them. You can also create or manage absence requests on behalf of the employee.

Employee Allowance Procedures

This section describes the steps you need to work with employee allowances.

Create an Allowance

Use these steps to add allowance for any absence type for an employee. You can either add new allowance for the year or choose to carry over allowance from the previous period.

To add an allowance:

1. Under the Absence Management menu group, go to **Employee Allowance » Absence and Allowance**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the date and period for which you are creating the allowance.
4. Click the **+** action.

5. In the Add Allowance dialog box that displays:
 - a) In the **Entry Type** field, use the radio buttons to indicate what kind of allowance is being added. This is a required field.
 1. **New Allowance**: Select this if you are adding more allowance, such as the planned yearly allowance for an absence type.
 2. **Carry Forward**: Select this to transfer a part of or all the employee's unused allowance from the previous period.
 - b) Select an absence type. This is a required field.
 - c) Select an entry date. This is a required field.
 - d) In the **Valid Till** field, specify the end date of validity of the allowance. This is a required field.

Note: If the specified date in the **Valid Till** field is either the last day of the vacation calendar or a date beyond it, Maconomy allows any unused allowance to be carried forward to the next period.

- e) In the **Time** field, select the number of hours to add as allowance. This is a required field.
 - f) Specify why the allowance is added for the employee, if needed.
6. Click **Create**.

Edit or Reopen an Allowance

Use these steps to edit and/or reopen allowances. You can reopen allowances that have already been submitted or approved.

To edit an allowance:

1. Under the Absence Management menu group, go to **Employee Allowance » Absence and Allowance**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the date and period for which you are editing the allowance.
4. If the line is already submitted or approved, click the action in the **Reopen** field.
5. Edit the information in the lines as needed.
6. Click **Save**.

Submit an Allowance

Once you have added an allowance, you can submit it for approval.

To submit an allowance:

1. Under the Absence Management menu group, go to **Employee Allowance » Absence and Allowance**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the date and period for which you are submitting the allowance.
4. On the line you want to submit, click the action in the **Submit** field.
Maconomy submits the line and automatically refreshes the workspace.

Approve an Allowance

Use these steps to approve an allowance.

To approve an allowance:

1. Under the Absence Management menu group, go to **Employee Allowance » Absence and Allowance**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the date and period for which you are reviewing the allowance.
4. On the line you want to approve, click the action in the **Approve** field.
Maconomy approves the request and automatically refreshes the workspace.

Delete an Allowance

Use these steps to delete allowances.

To delete an allowance:

1. Under the Absence Management menu group, go to **Employee Allowance » Absence and Allowance**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the date and period for which you are deleting the allowance.
4. On the line you want to delete, click **Row Tools » Delete Allowance**.
5. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Approve or Reject an Allowance Request

Use these steps to approve or reject an allowance request.

To approve or reject an allowance request:

1. Under the Absence Management menu group, go to **Employee Allowance » Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the date and period for which you are reviewing allowance requests.
4. To approve the allowance request:
 - a) Click the action in the **Approve** field on the line.
 - b) In the Approve dialog box that displays, enter an entry date, end date of validity of the allowance, and adjust the time registered. These are the required fields.
 - c) Click **Approve**.
5. To reject the allowance request:
 - a) Click the action in the **Reject** field on the line.
 - b) In the Reject dialog box that displays, enter a rejection reason if needed.
 - c) Click **Reject** to confirm rejection or **Cancel** to exit without rejecting the request.

If the request is approved, Maconomy adds the requested number of hours (or days) to the selected employee's pool of available hours (or days) for the chosen absence type, which they can then use to book absence in the Absence workspace.

Edit or Reopen an Allowance Request

Use these steps to edit and/or reopen allowance requests. You can only reopen allowance requests that have already been submitted but have not yet been approved. You cannot reopen an allowance request that has already been approved. Instead, you can reopen or delete the allowance entry that appears upon approval of request.

To edit an allowance request:

1. Under the Absence Management menu group, go to **Employee Allowance » Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the period for which you are editing the allowance request.
4. If the line is already submitted, click the action in the **Reopen** field.
5. Edit the information in the lines as needed.

6. Click **Save**.

Submit an Allowance Request

Use these steps to submit an allowance request for approval.

To submit an allowance request:

1. Under the Absence Management menu group, go to **Employee Allowance » Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the period for which you are submitting the allowance request.
4. On the link you want to submit, click the action in the **Submit** field.

Delete an Allowance Request

Use these steps to delete allowance requests.

To delete an allowance request:

1. Under the Absence Management menu group, go to **Employee Allowance » Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the period for which you are deleting an allowance request.
4. On the line you want to delete, click **Row Tools » Delete Request**.
5. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Create an Allowance Request

Although employees usually create allowance requests in the Absence workspace, you can use these steps to request new allowance for a specific absence type on behalf of the selected employee.

To request additional allowance:

1. Under the Absence Management menu group, go to **Employee Allowance » Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the period for which you are adding an allowance request.

4. Click the **+** action.
5. In the New Allowance Request dialog box that displays:
 - a) Select an absence type. This is a required field.
 - b) Select an entry date. This is a required field.
 - c) In the **Request** field, select the number of hours to add as allowance. This is a required field.
 - d) Specify why the allowance is requested for the employee if needed.
6. Click **Create**.

Approve or Reject an Absence Request

Use these steps to approve or reject an absence request.

To approve or reject an absence request:

1. Under the Absence Management menu group, go to **Employee Allowance » Absence Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the period for which you are reviewing absence requests.
4. To approve the absence request, click the action in the **Approve** field on the line.
5. To reject the absence request:
 - a) Click the action in the **Reject** field on the line.
 - b) In the Reject dialog box that displays, enter a rejection reason, if needed.
 - c) Click **Reject** to confirm rejection or **Cancel** to exit without rejecting the request.

Edit or Reopen an Absence Request

Use these steps to edit and/or reopen absence requests. Submitted and/or approved requests must be reopened before you can edit them.

To edit an absence request:

1. Under the Absence Management menu group, go to **Employee Allowance » Absence Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the period for which you are editing an absence request.
4. If the line has already been submitted or approved, click the action in the **Reopen** field.
5. Edit the information in the lines as needed.

6. Click **Save**.

Submit an Absence Request

Once you have created an absence request, you can submit it for approval.

To submit an absence request:

1. Under the Absence Management menu group, go to **Employee Allowance » Absence Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the period for which you are submitting an absence request.
4. On the line you want to submit, click the action in the **Submit** field.

Warning: Maconomy displays an error message if the employee does not have sufficient allowance available for this absence request.

Delete an Absence Request

Use these steps to delete absence requests.

To delete an absence request:

1. Under the Absence Management menu group, go to **Employee Allowance » Absence Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.
3. In the Selection Criteria panel, select the period for which you are deleting an absence request.
4. On the line you want to delete, click **Row Tools » Delete Request**.
5. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Create an Absence Request

Although employees typically create absence requests in the Absence workspace, you can use these steps to create an absence request on behalf of the selected employee.

To create an absence request:

1. Under the Absence Management menu section, go to **Employee Allowance » Absence Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee.

3. In the Selection Criteria panel, select the period for which you are creating an absence request.
4. Click the **+** action.
The New Absence Request dialog box displays.
5. In the **Absence Type** field, select an absence type from the dropdown list. This is a required field.
6. If you are registering absence in hours:
 - a) In the **Starting Date** field, specify the first date of the absence period.
 - b) If the date you specified is not a full day absence, clear the **Full Day** checkbox.
 - c) In the **Hours** field that displays, specify the number of hours of absence on the first day.
 - d) In the **Ending Date** field, specify the last day of the absence period.
 - e) If the date you specified is a not a full day absence, clear the **Full Day** checkbox.
 - f) In the **Hours** field that displays, specify the number of hours of absence on the last day.
7. If you are registering absence in days:
 - a) In the **Starting Date** field, specify the first date of the absence period.
 - b) If the date you specified is a half-day, select the **Half Day** checkbox.
 - c) In the **Ending Date** field, specify the last day of the absence period.
 - d) If the date you specified is a half-day, select the **Half Day** checkbox.
8. Enter additional remarks if needed.
9. Click **Create**.

Absence Approver Overview

This workspace provides a full overview of the absence of an individual employee.

Absence Approver Overview Concepts

Absence approvers can see an employee's absence and allowance balance for a vacation period.

You can utilize the Requests tab to do the following:

- View an individual employee's remaining allowance for the selected date.
- View an individual booked and remaining allowance for the selected period.
- Review and manage absence and allowance requests on behalf of an individual employee.
- Review an individual employee's allowance history.

You can also monitor and review monthly absence requests for all employees for whom you are absence approver in the Monthly Overview tab. Each day of the selected month is displayed in this tab, and each day on which an employee is absent is color-coded to reflect the approval status of the absence request.

Absence Approver Overview Procedures

This section describes the steps you need to work with regarding employee absence and allowance requests.

Create an Absence Request

Although employees typically create absence requests in the Absence workspace, you can use these steps to create an absence request on behalf of the selected employee.

To create an absence request:

1. Under the Absence Management menu group, go to **Absence Approver Overview » Requests » Absence Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are absence approver.
3. In the Selection Criteria panel, select the date and period for which you are creating an absence request.
4. Click the **+** action to open the New Absence Request dialog box.
5. In the **Absence Type** field, select an absence type from the dropdown list. This is a required field.
6. If you are registering absence in hours:
 - a) In the **Starting Date** field, specify the first date of the absence period.
 - b) If the date you specified is not a full day absence, clear the **Full Day** checkbox.
 - c) In the **Hours** field that displays, specify the number of hours of absence on the first day.
 - d) In the **Ending Date** field, specify the last day of the absence period.
 - e) If the date you specified is a not a full day absence, clear the **Full Day** checkbox.
 - f) In the **Hours** field that displays, specify the number of hours of absence on the last day.
7. If you are registering absence in days:
 - a) In the **Starting Date** field, specify the first date of the absence period.
 - b) If the date you specified is a half-day, select the **Half Day** checkbox.
 - c) In the **Ending Date** field, specify the last day of the absence period.
 - d) If the date you specified is a half-day, select the **Half Day** checkbox.
8. Enter additional remarks if needed.

9. Click **Create**.

Edit or Reopen an Absence Request

Use these steps to edit and/or reopen absence requests. Submitted requests must be reopened before you can edit them.

To edit an absence request:

1. Under the Absence Management menu group, go to **Absence Approver Overview » Requests » Absence Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are absence approver.
3. In the Selection Criteria panel, select the date and period for which you are editing the absence request.
4. If the line has already been submitted or approved, click the action in the **Reopen** field.
5. Edit the information on the line as needed.
6. Click **Save**.

Submit an Absence Request

Once you have created an absence request, you can submit it for approval.

To submit an absence request:

1. Under the Absence Management menu group, go to **Absence Approver Overview » Requests » Absence Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are absence approver.
3. In the Selection Criteria panel, select the date and period for which you are submitting the absence request.
4. On the line you want to submit, click the action in the **Submit** field.

Warning: Maconomy displays an error message if the employee does not have sufficient allowance available for this absence request.

Delete an Absence Request

Use these steps to delete absence requests.

To delete an absence request:

1. Under the Absence Management menu group, go to **Absence Approver Overview » Requests » Absence Requests**.

2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are absence approver.
3. In the Selection Criteria panel, select the date and period for which you are deleting the absence request.
4. On the line you want to delete, click **Row Tools » Delete Request**.
5. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add an Allowance Request

Although employees usually create allowance requests in the Absence workspace, you can use these steps to request new allowance for a specific absence type on behalf of the selected employee.

To request additional allowance:

1. Under the Absence Management menu group, go to **Absence Approver Overview » Requests » Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are absence approver.
3. In the Selection Criteria panel, select the period for which you are adding an allowance request.
4. Click the **+** action.
5. In the New Allowance Request dialog box that displays:
 - a) Select an absence type.
This is a required field.
 - b) Select an entry date.
This is a required field.
 - c) In the **Request** field, select the number of hours to add as allowance.
This is a required field.
 - d) Specify why the allowance is requested for the employee if needed.
6. Click **Create**.

Edit or Reopen an Allowance Request

Use these steps to edit and/or reopen allowance requests. You can only reopen allowance requests that have already been submitted but have not yet been approved. You cannot reopen

an allowance request that has already been approved. Instead, you can reopen or delete the allowance entry that appears upon approval of request.

To edit an allowance request:

1. Under the Absence Management menu group, go to **Absence Approver Overview » Requests » Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are absence approver.
3. In the Selection Criteria panel, select the period for which you are editing the allowance request.
4. If the line has already been submitted, click the action in the **Reopen** field.
5. Edit the information on the line as needed.
6. Click **Save**.

Submit an Allowance Request

Use these steps to submit an allowance request for approval.

To submit an allowance request:

1. Under the Absence Management menu group, go to **Absence Approver Overview » Requests » Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are absence approver.
3. In the Selection Criteria panel, select the period for which you are submitting the allowance request.
4. On the line you want to submit, click the action in the **Submit** field.

Delete an Allowance Request

Use these steps to delete allowance requests.

To delete an absence request:

1. Under the Absence Management menu group, go to **Absence Approver Overview » Requests » Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are absence approver.
3. In the Selection Criteria panel, select the period for which you are deleting the allowance request.
4. On the line you want to delete, click **Row Tools » Delete Request**.
5. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Secretary Absence Overview

A secretary assigned to one or more employees can raise and manage absence or allowance requests on their behalf in the Secretary Absence Overview workspace.

Secretary Absence Overview Concepts

This workspace lets you view the available absence balance for an individual employee, as well as granted allowance in a selected vacation period.

Secretary Absence Overview Procedures

This section describes the steps you need to work with to absence and allowance requests you can manage on behalf of employees.

Create an Absence Request

Although employees typically create absence requests in the Absence workspace, you can use these steps to create an absence request on behalf of the selected employee.

To create an absence request:

1. Under the Absence Management menu group, go to **Secretary Absence Overview » Absence Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are secretary.
3. In the Selection Criteria panel, select the date and period for which you are creating an absence request.
4. Click the **+** action to open the New Absence Request dialog box.
5. In the **Absence Type** field, select an absence type from the dropdown list. This is a required field.
6. If you are registering absence in hours:
 - a) In the **Starting Date** field, specify the first date of the absence period.
 - b) If the date you specified is not a full day absence, clear the **Full Day** checkbox.
 - c) In the **Hours** field that displays, specify the number of hours of absence on the first day.
 - d) In the **Ending Date** field, specify the last day of the absence period.
 - e) If the date you specified is a not a full day absence, clear the **Full Day** checkbox.
 - f) In the **Hours** field that displays, specify the number of hours of absence on the last day.
7. If you are registering absence in days:

- a) In the **Starting Date** field, specify the first date of the absence period.
- b) If the date you specified is a half-day, select the **Half Day** checkbox.
- c) In the **Ending Date** field, specify the last day of the absence period.
- d) If the date you specified is a half-day, select the **Half Day** checkbox.
8. Enter additional remarks if needed.
9. Click **Create**.

Edit or Reopen an Absence Request

Use these steps to edit and/or reopen absence requests. Submitted requests must be reopened before you can edit them.

To edit an absence request:

1. Under the Absence Management menu group, go to **Secretary Absence Overview » Absence Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are secretary.
3. In the Selection Criteria panel, select the date and period for which you are editing the absence request.
4. If the line has already been submitted or approved, click the action in the **Reopen** field.
5. Edit the information in the lines as needed.
6. Click **Save**.

Submit an Absence Request

Once you have created an absence request, you can submit it for approval.

To submit an absence request:

1. Under the Absence Management menu group, go to **Secretary Absence Overview » Absence Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are secretary.
3. In the Selection Criteria panel, select the date and period for which you are submitting the absence request.
4. On the line you want to submit, click the action in the **Submit** field.

Warning: Maconomy displays an error message if the employee does not have sufficient allowance available for this absence request.

Delete an Absence Request

Use these steps to delete absence requests.

To delete an absence request:

1. Under the Absence Management menu group, go to **Secretary Absence Overview » Absence Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are secretary.
3. In the Selection Criteria panel, select the date and period for which you are deleting the absence request.
4. On the line you want to delete, click **Row Tools » Delete Request**.
5. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add an Allowance Request

Although employees usually create allowance requests in the Absence workspace, you can use these steps to request new allowance for a specific absence type on behalf of the selected employee.

To request additional allowance:

1. Under the Absence Management menu group, go to **Secretary Absence Overview » Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are secretary.
3. In the Selection Criteria panel, select the period for which you are adding an allowance request.
4. Click the **+** action.
5. In the New Allowance Request dialog box that displays:
 - a) Select an absence type.
This is a required field.
 - b) Select an entry date. T
This is a required field.
 - c) In the **Request** field, select the number of hours to add as allowance.
This is a required field.
 - d) Specify why the allowance is requested for the employee if needed.
6. Click **Create**.

Edit or Reopen an Allowance Request

Use these steps to edit and/or reopen allowance requests. You can only reopen allowance requests that have already been submitted but have not yet been approved. You cannot reopen an allowance request that has already been approved. Instead, you can reopen or delete the allowance entry that appears upon approval of request.

To edit an allowance request:

1. Under the Absence Management menu group, go to **Secretary Absence Overview workspace » Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are secretary.
3. In the Selection Criteria panel, select the period for which you are editing the allowance request.
4. If the line has already been submitted, click the action in the **Reopen** field.
5. Edit the information in the lines as needed.
6. Click **Save**.

Submit an Allowance Request

Use these steps to submit an allowance request for approval.

To submit an allowance request:

1. Under the Absence Management menu group, go to **Secretary Absence Overview Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are secretary.
3. In the Selection Criteria panel, select the period for which you are submitting the allowance request.
4. On the line you want to submit, click the action in the **Submit** field.

Delete an Allowance Request

Use these steps to delete allowance requests.

To delete an absence request:

1. Under the Absence Management menu group, go to **Secretary Absence Overview » Allowance Requests**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an employee for whom you are secretary.
3. In the Selection Criteria panel, select the period for which you are deleting the allowance request.

4. On the line you want to delete, click **Row Tools » Delete Request**.
5. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

CRM

This section covers conceptual information, procedures, and field descriptions for all CRM-related workspaces.

Contact Companies

Use this workspace to create and maintain information about your contact companies, such as their business details.

Contact Companies Concepts

Contact Companies are those companies and organizations with which you or your company wants to get in contact.

Contact Companies can thus both include contact companies as well as existing customers. A contact company is usually a company while a contact person is usually an employee at a contact company to whom you direct your contacts. The contact management module makes it possible to register a wide number of information about your contact companies and persons. The module is integrated with the Accounts Receivable module, and a customer can therefore also occur as a Contact Company.

You can use this workspace to:

- Create new contact companies to build future business opportunities with.
- Add and view sales opportunities, including an overview of outstanding and closed ones.
- Create and update important sales events and specify contact persons for each event.
- Assign employees to lead sales-related engagements with your contact companies.
- Attach, view, and update documents linked to your contact companies.

Contact Companies Fields




This section describes the fields and actions on the Contact Companies workspace.

Header Fields

Field	Description
Contact Company Name	This field displays the name of the contact company.

Header Actions

Button	Description
+New Contact Company	Click this action to create a new contact company.

Button	Description
	Click this action to refresh data in the current workspace.
 	Click to display the list view. Click to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Create Customer	Click this action to create a customer that will be included in the contact company information.
Other Actions	<p>This dropdown list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Attach Documents - Select this action to attach documents to the contact company. ▪ Delete Contact Company - Select this action to delete the contact company.

Information Tab

This section describes the fields and actions on the Information tab of the Contact Companies workspace.

Tab Fields

Field	Description
Contact Company	This field displays the name of a contact company.
Address	This field displays the complete address of a contact company.
Sales Person	This field displays the name of the sales person assigned to the contact company.
Company	This field displays the name of the company.
Customer	This field displays the name of a customer, and only appears if a customer based on the contact company was created.







Contact Persons Table

This section describes the fields and actions on the Contact Persons table of the Information tab of the Contact Companies workspace.

Table Fields

Field	Description
Name	This field displays the name of a contact person for the current contact company.
Position	This field displays a contact person's position.
Phone	This field displays a contact person's phone number.
Email	This field displays a contact person's email address.

Table Actions

Button	Description
+Add Contact Person	Click this action to add a contact person to a contact company.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.
	The Row Tools icon allows you to add lines/information to the lines of a record. For contact person lines, choose from the following actions: <ul style="list-style-type: none"> ▪ Delete Contact Person - Click this action to delete the contact person from the contact company.

Button	Description
	<ul style="list-style-type: none"> ▪ Revert - This action appears when you are adding a new contact person and allows you to undo your changes.





Employees Table



This section describes the fields and actions on the Employees table of the Information tab of the Contact Companies workspace.

Table Fields

Field	Description
Employee No.	Select an employee number from the dropdown list. If you select an employee number, Maconomy auto-populates the Name field.
Name	Select an employee from the dropdown list. If you select an employee, Maconomy auto-populates the Employee No. field.
Role	This field displays the role of an employee in engaging with the current contact company.

Table Actions

Button	Description
+Add Employee	Click this action to create and assign an employee to a contact company.
↑ Move up	Click this action to move the current line above the previous line in the table.
↓ Move down	Click this action to move the current line below the next line in the table.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.

Button	Description
	Click this action to open the Customize Columns dialog box.
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For employee lines, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Delete Contact Company Employee - Click this action to remove the employee from the contact company. ▪ Revert - This action appears when you are adding a new employee to the contact company and allows you to undo your changes.

Opportunities Table

This section describes the fields and actions on the Opportunities table of the Contact Companies workspace.

KPI Boxes





Field	Description
Open	This box displays the total number of open opportunities linked with the current contact company.
Won	This box displays the total number of opportunities that were successfully closed and resulted in a sale with the current contact company.
Lost	This box displays the total number of opportunities that were closed but did not result in a sale with the current contact company.



Table Fields

Field	Description
Opportunity No.	This field displays the identification number of an opportunity.
Description	This field displays the description of an opportunity.
Contact Company	This field displays the contact company where the opportunity is linked to.
Sales Rep.	This field displays the name of the employee assigned as the sales representative for an opportunity.
Sales Estimate	This field displays the estimated value of an opportunity.

Field	Description
Probability	This field displays the probability percentage rating for whether the opportunity will result in a sale.
Weighted Sales Estimate	This field displays the weighted value of the opportunity. The value is equivalent to the probability percentage multiplied by the sales estimate.
Expected Closing Date	<p>This field displays the expected date an opportunity will be closed. Click the calendar icon to select or change the date.</p> <p>The date is changed to the actual closing date automatically once you close the opportunity either as won or lost.</p>
Status	<p>This field displays an opportunity's status, which can be any of the following:</p> <ul style="list-style-type: none"> ▪ Open - This status indicates that you can still edit an opportunity and its corresponding details as it develops. ▪ Won - This status indicates that a closed opportunity was successfully settled and resulted in a sale. ▪ Lost - This status indicates that a closed opportunity did not result in a sale. <p>You cannot change the details once an opportunity is closed; however, you can reopen it to make revisions.</p>
Phase	This field displays the current phase of the opportunity. The phase changes as the sale progress.

Table Actions

Button	Description
+Add Opportunity	Click this action to create a new opportunity linked to the current contact company.
	<p>Click this action to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	<p>Click this action to maximize the table view.</p> <p>Click this action to restore the default display size of the table.</p>

Button	Description
	Click this action to open the Customize Columns dialog box.
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For opportunity lines, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Delete Opportunity - Click this action to remove an opportunity. ▪ Revert - This action appears when you are adding a new opportunity and allows you to undo your changes.


Events Tab






This section describes the fields and actions on the table of the Events tab in the Contact Companies workspace.

Table Fields

Field	Description
Description	This field displays the description of an event linked to the current contact company.
Contact Mode	This field displays the preferred way to reach out to the current contact company.
Contact Person	This field displays the name of the contact person for the event.
Employee	This field displays the name of the employee who is the main contact for the event.
Planned Starting Date	This field displays the date when an event is estimated to begin. Click the calendar icon to select or change the date.
Planned Ending Date	This field displays the date when an event is estimated to end. Click the calendar icon to select or change the date.

Table Actions

Button	Description
+ Add Event	Click this action to create a new event linked to the current contact company.
	<p>Click this action to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>

Button	Description
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.
	The Row Tools icon allows you to add lines/information to the lines of a record. For event lines, choose from the following actions: <ul style="list-style-type: none"> ▪ Delete Event - Click this action to remove the event. ▪ Revert - This action appears when you are adding a new event and allows you to undo your changes.

Documents Tab







This section describes the fields and actions on the table of the Documents tab in the Contact Companies workspace.

Table Fields

Field	Description
Document	This field displays the name of an attached file, which you can also click to download the attachment.
Document Type	This field displays the document type of the attachment.
Size	This field displays the file size of the attachment.
Remarks 1	This field displays a description or any notes about the attachment.

Table Actions

Button	Description
Attach Documents	Click this action to attach a document to the current contact company.

Button	Description
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.
	The Row Tools icon allows you to add lines/information to the lines of a record. For document lines, choose from the following actions: <ul style="list-style-type: none"> ▪ Update Document - Click this action to change the attachment. ▪ Delete Document - Click this action to remove the attachment.

Document Assistant

Use this assistant to view and download documents.

Contact Companies Procedures

This section describes the steps you need to follow to work with contact companies

Create a Contact Company

Once you identify key companies you like to be in business with, you can start recording their initial details in the Contact Companies workspace. Use these steps to add a new contact company.

To create a contact company:

1. Under the CRM menu group, go to **Contact Companies**.

2. Click **+New Contact Company**.
3. In the New Contact Company dialog box that displays:
 - a) Enter a contact company name.
 - b) Enter the complete address, including the zip code, postal district, and country.
 - c) Enter a phone number.
 - d) Enter an email address.
 - e) Select a sales person.
 - f) Select a company.
4. Click **Create**.
Maconomy automatically navigates to the contact company you just created.

Create a Customer

Use these steps to add a new customer based on the contact company.

To create a customer:

1. Under the CRM menu group, go to **Contact Companies**.
2. Use the search filter and/or the **Search** field to select a contact company.
3. Click **Create Customer**.
A confirmation dialog box displays. After you proceed, the new customer is added in the contact company's information.

Create a Contact Person

You can include the contact information of key people you will reach out to in a contact company's record.

To create a contact person:

1. Under the CRM menu group, go to **Contact Companies » Information tab**.
2. Use the search filter and/or the **Search** field to select a contact company.
3. Click the Contact Persons table.
4. Click **+ Add Contact Person**.
A new contact person line appears.
5. Enter the name of the new contact person.
6. Enter the contact person's position or select an option from the dropdown list.
7. Enter a phone number.
8. Enter an email address.
9. Click **Save**.

Add an Employee to a Contact Company

Use these steps to designate existing employees to manage your company's interactions with current and potential customers.

To add an existing employee to a contact company:

1. Under the CRM menu section, go to **Contact Companies » Information tab**.
2. Use the search filter and/or the **Search** field to select a contact company.
3. Click the Employees table.
4. Click **+Add Employee**.
A new employee line appears.
5. Select either an employee number or an employee name from the dropdown lists.
If you select an employee number, Maconomy auto-populates the **Name** field (and vice versa).
6. Enter the role of the employee in the customer engagement.
7. Click **Save**.

Add an Opportunity

Use these steps to easily track past, ongoing, and future opportunities with your customers in the Opportunities tab of the Contact Company workspace.

To add an opportunity:

1. Under the CRM menu group, go to **Contact Companies » Opportunities tab**.
2. Use the search filter and/or the **Search** field to select a contact company.
3. Click **+Add Opportunity**.
4. Enter an opportunity number.
5. Enter a description.
6. In the **Sales Rep.** field, select an employee from the dropdown list.
7. Enter the estimated value of the opportunity.
8. Enter the probability percentage of the opportunity to result in a sale.
9. In the **Expected Closing Date** field, click the calendar icon to specify the date you expect to close the opportunity.
10. Click **Save**.

Add an Event

As your company's relationship with a customer progress, you can log your activities with them in the Events tab of the Contact Companies workspace. For example, you want to record a discovery call, including who took the call for your company and who they reached out to.

To add an event:

1. Under the CRM menu group, go to **Contact Companies » Events tab**.
2. Use the search filter and/or the **Search** field to select a contact company.
3. Click **+Add Event**.
A new event line appears.
4. Enter a description.
5. In the **Contact Mode** field, select the preferred way to connect with the customer from the dropdown list.
6. In the **Contact Person** field, select a contact person from the dropdown list.
7. In the **Employee** field, select an employee from the dropdown list.
8. In the **Planned Starting Date** field, click the calendar icon to specify the target start date.
9. In the **Planned Ending Date** field, click the calendar icon to specify the target end date.
10. Click **Save**.

Attach a Document

Use these steps to upload and attach documents to a contact company record.

To attach a document:

1. Under the CRM menu group, go to **Contact Companies » Documents tab**.
2. Use the search filter and/or the **Search** field to select a contact company.
3. Click **Attach Documents**.
4. In the dialog box that opens, click **Select files** to open your file explorer.
5. Select a file that you want to upload.
6. Click **Ok**.
7. In the **Remarks 1** field, enter notes about the attachment, if any.
8. Click **Save**.

View a Document

You can view any document listed in the Documents tab or subtab of a workspace.

To view a document:

1. Go to the workspace where you want to view a document.

2. Use the search filter and **Search** field to select a record or transaction.
3. Drill down to the Documents tab or subtab, and select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Opportunities

Use this workspace to manage your company's sales opportunities.

Opportunities Concepts

You can use this workspace to:

- Create new sales opportunities and link these to a contact company.
- Enter and edit the information about your opportunities, including sales estimates.
- Add contact persons for each opportunity and assign roles to employees for each sales activity.
- Settle and close each opportunity that you won or lost.
- Enter information about events related to your sales activities.
- Create and recalculate the budgets for your opportunities.
- Attach, view, and update documents.

Opportunities Fields




This section describes the fields and actions on the Opportunities workspace.

Header Fields

Field	Description
Opportunity Name	This field displays the name of a sales opportunity.

Header Actions

Button	Description
+New Opportunity	Click this action to create a new sales opportunity.

Button	Description
	Click this action to refresh data in the current workspace.
 	<p>Click this action to display the list view.</p> <p>Click this action to display the detailed view.</p>
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Close as Won	<p>Click this action if the opportunity resulted in a sale.</p> <p>When an opportunity is closed as won, the following fields are changed automatically:</p> <ul style="list-style-type: none"> The Probability field is updated to 100. The Status field is updated to Won. <p>Select a closing date to officially close the opportunity, and you must reopen a closed opportunity to make any changes.</p>
Close as Lost	<p>Click this action if the opportunity did not result in a sale.</p> <p>When an opportunity is closed as lost, the following fields are changed automatically:</p> <ul style="list-style-type: none"> The Probability field is updated to 0. The Status field is updated to Lost. <p>Select a closing date to officially close the opportunity, and you must reopen a closed opportunity to make any changes.</p>
Other Actions	<p>This dropdown list includes the following actions:</p> <ul style="list-style-type: none"> Reopen - Select this action to reopen a closed opportunity and make it editable. Attach Documents - Select this action to attach documents to an opportunity. Delete Opportunity - Select this action to delete an opportunity.

Information Tab

This section describes the fields and actions on the Information tab of the Opportunities workspace.

Charts

Field	Description
Probability	This chart displays a sales opportunity's probability percentage to result in a successful sale. If the opportunity was closed as won, the probability percentage changes to 100 automatically.
Estimated Value	This chart displays a comparison between the sales estimate and weighted sales estimate for the current opportunity.

Card Fields

Field	Description
Status	This field displays an opportunity's status, which can be any of the following: <ul style="list-style-type: none"> ▪ Open - This status indicates that you can still edit an opportunity and its corresponding details as it develops. ▪ Won - This status indicates that a closed opportunity was successfully settled and resulted in a sale. ▪ Lost - This status indicates that a closed opportunity did not result in a sale. <p>You cannot change the details once an opportunity is closed; however, you can reopen it to make revisions.</p>
Phase	This field displays the current phase of an opportunity. The phase changes as the sale progress.
Currency	This field displays the currency of the sales opportunity.
Probability	This field displays the probability percentage rating for whether the opportunity will result in a sale. The value must be between 0 and 100.
Sales Estimate	This field displays the estimated value of the opportunity.
Weighted Sales Estimate	This field displays the weighted value of the opportunity. The value is equivalent to the probability percentage multiplied by the sales estimate.
Sales Rep.	This field displays the name of the employee assigned as the sales representative for the current opportunity.

Field	Description
Company	This field displays the company responsible for the current opportunity.
Contact Company	This field displays the contact company that the opportunity is linked to.
Country	This field displays the country where the contact company is located.
Contact Person 1	This field displays the name of the primary contact person.
Start Date & Expected Ending Date	Click the calendar icon to select the date you began to work on and expect to close an opportunity.
Closing Date	This field displays the actual date you closed the opportunity.







Contact Persons Table

This section describes the fields and actions on the Contact Persons table of the Opportunities workspace.

Table Fields

Field	Description
Contact Person No.	<p>This field displays the number associated to the contact person for the current opportunity.</p> <p>If you are adding a new contact person, select the number associated to your contact person from the dropdown list. If you select a contact person number, Maconomy auto-populates the Name field.</p>
Name	<p>This field displays the name of the contact person for the current opportunity.</p> <p>If you are adding a new contact person, select the contact person's name from the dropdown list. If you select a contact person, Maconomy auto-populates the Contact Person No. field</p>
Position	<p>This field displays a contact person's position.</p> <p>If you are adding a new contact person, Maconomy auto-populates this field after you save either the contact person's name or identification number.</p>
Phone Number	<p>This field displays the phone number of the contact person if it is available.</p> <p>If you are adding a new contact person, Maconomy auto-populates this field after you save either the contact person's name or identification number.</p>
Email	<p>This field displays the email address of the contact person if it is available.</p> <p>If you are adding a new contact person, Maconomy auto-populates this field after you save either the contact person's name or identification number.</p>

Table Actions

Button	Description
+Add Contact Person	Click this action to create a new contact person for the current opportunity.
↑ Move up	Click this action to move the current line above the previous line in the table.
↓ Move down	Click this action to move the current line below the next line in the table.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.
	The Row Tools icon allows you to add lines/information to the lines of a record. For opportunity contact person lines, choose from the following actions: <ul style="list-style-type: none"> ▪ Insert Opportunity Contact Person - Click this action to add a new contact person. ▪ Delete Opportunity Contact Person - Click this action to delete a contact person. ▪ Revert - This action appears when you are adding a new opportunity contact person and allows you to undo your changes.





Employees Table



This section describes the fields and actions on the Employees table of the Opportunities workspace.

Table Fields

Field	Description
Employee No.	This field displays an employee's identification number. If you are adding a new employee to the current opportunity, select the number associated to your employee from the dropdown list. If you select an employee number, Maconomy auto-populates the Name field.
Name	This field displays the name of the employee who is assigned to the sales opportunity. If you are adding a new employee to the current opportunity, select an employee from the dropdown list. If you select an employee, Maconomy auto-populates the Employee No. field.
Role	This field displays the role of an employee in the current opportunity.

Table Actions

Button	Description
+Add Employee	Click this action to create and assign an employee to the current opportunity.
↑ Move up	Click this action to move the current line above the previous line in the table.
↓ Move down	Click this action to move the current line below the next line in the table.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.

Button	Description
	Click this action to open the Customize Columns dialog box.
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For employee lines, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Insert Opportunity Employee - Click this action to add a new employee to the current opportunity. ▪ Delete Opportunity Employee - Click this action to remove the employee from the current opportunity. ▪ Revert - This action appears when you are adding a new opportunity employee and allows you to undo your changes.







Events Tab

This section describes the fields and actions on the table of the Events tab in the Opportunities workspace.

Table Fields

Field	Description
Description	This field displays a description of the current event.
Contact Mode	This field displays the preferred method of contact to conduct the event.
Contact Person No.	This field displays the identification number of the contact person.
Employee	This field displays the name of the employee assigned to the current event.
Planned Starting Date	This field displays the date when an event is estimated to begin. Click the calendar icon to select or change the date.
Planned Ending Date	This field displays the date when an event is estimated to end. Click the calendar icon to select or change the date.
Status Changing Event	If you select this checkbox, the event becomes a status changing event. You can assign the new status in the New Event Flow Status field.
New Event Flow Status	Select the event flow status for the current event flow.
Closed	If you select this checkbox, you can no longer make any changes to the event.

Table Actions

Button	Description
+Add Event	Click this action to create a new event for the current opportunity.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.
	The Row Tools icon allows you to add lines/information to the lines of a record. For event lines, choose from the following actions: <ul style="list-style-type: none"> ▪ Delete Event - Click this action to remove an event from the current opportunity. ▪ Revert - This action appears when you are adding a new event and allows you to undo your changes.

Budget Tab

This section describes the fields and actions on the Budget tab of the Opportunities workspace.

Tab Fields

Field	Description
Hours	This field displays the estimated number of employee hours spent for the opportunity. The Time field shows the total budgeted hours entered in the Quantity field of all job budget lines in the Time tab. There is no value for the Amount and Total fields because the budget figure for amount activities cannot be estimated in hours.
Cost	These fields display the budgeted cost of the jobs.

Field	Description
	The costs of the time activities, amount activities, and the total of all the job budget lines in the tabs are displayed in the Time , Amount , and Total fields, respectively.
Billing Price	These fields display the billing price of the jobs. The billing prices of the time activities, amount activities, and the total of all the job budget lines in the sub-tabs are displayed in the Time , Amount , and Total fields, respectively.
GM	These fields display the job's budgeted gross margin in the base currency for all time activities, amount activities, and for the whole job. The gross margin is equivalent to a job's billing price less the actual cost. It is calculated for a job's time activities, amount activities, and total.
GM %	These fields display the job's budgeted gross margin percent, which is the gross margin percentage of the billing price. The gross margin percent is calculated for the job's time activities, amount activities, and total for the whole job.

Tab Actions

Button	Description
Create Budget	Click this action to copy the budgets of all budget types for the selected template job to the new opportunity budget.
Remove Budget	Click this action to remove a budget from the current opportunity.
Recalculate	Click this action to recalculate the prices for on the budget for the current opportunity.

Full Budget Table


This section describes the fields and actions on the Full Budget table of the Opportunities workspace.




Table Fields

Field	Description
Description	This field displays a description about the job budget line.
Line Type	This field displays the type of the current job budget line. You can select any of the following values: <ul style="list-style-type: none"> Sum/Text Time Outlay

Field	Description
	<ul style="list-style-type: none"> Amount Milestone
Task	This field displays the task assigned to the job budget line.
Employee Category	This field displays the assigned employee category to the job budget.
Quantity	This field displays the budgeted quantity for the current job budget line.
Cost	This field displays the budgeted cost in the base currency of the job budget line.
Total Cost	This field displays the total estimated cost in the base currency of the budget line. The total cost is equivalent to the cost multiplied by the quantity.
Billing Price	This field displays the budgeted billing price in the currency of the current job for the budget line.
Total Billing Price	This field displays the total budgeted billing price in the job currency for all budget lines. The total billing price is equivalent to the billing price multiplied by the quantity.
Markup	<p>This field displays the budgeted gross margin percent for the job budget line.</p> <p>Update the information as needed.</p>

Table Actions

Button	Description
+Add Job Budget Line	Click this action to add a new line to the current job budget.
↑ Move up	Click this action to move the current line above the previous line in the table.
↓ Move down	Click this action to move the current line below the next line in the table.
← Outdent	<p>Click this action to outdent the current subline, and remove it from under its parent line.</p> <p>Clicking this action takes the subline out of its current hierarchy, and converts it into a normal line.</p>
→ Indent	Click this action to indent the current line, and make it a subline of the parent line immediately above it.
	Click this action to export the rows from the current table to a spreadsheet.

Button	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
 	<p>Click this action to maximize the table view.</p> <p>Click this action to restore the default display size of the table.</p>
	Click this action to open the Customize Columns dialog box.

Time Table





This section describes the fields and actions on the Time tab of the Opportunities workspace.

Table Fields

Field	Description
Description	This field displays a description about the job budget line.
Line Type	This field displays the type of the current job budget line. You can update the information in this field on the Full Budget table.
Task	This field displays the task assigned to the job budget line.
Employee Category	This field displays the assigned employee category to the job budget.
Quantity	This field displays the budgeted number of hours for the current job budget line. The value in this field is totaled in the Hours field by the Time field.
Cost	This field displays the budgeted quantity for the current job budget line.
Total Cost	This field displays the budgeted cost in the base currency of the job budget line.
Billing Price	This field displays the total estimated cost in the base currency of the budget line. The total cost is equivalent to the cost multiplied by the quantity.
Total Billing Price	This field displays the budgeted billing price in the currency of the current job for the budget line.

Field	Description
GM	This field displays the total budgeted billing price in the job currency for all budget lines. The total billing price is equivalent to the billing price multiplied by the quantity.
Markup	This field displays the budgeted gross margin percent for the job budget line.

Table Actions

Button	Description
+Add Job Budget Line	Click this action to add a new line to the current job budget.
↑ Move up	Click this action to move the current line above the previous line in the table.
↓ Move down	Click this action to move the current line below the next line in the table.
← Outdent	Click this action to outdent the current subline, and remove it from under its parent line. Clicking this action takes the subline out of its current hierarchy, and converts it into a normal line.
→ Indent	Click this action to indent the current line, and make it a subline of the parent line immediately above it.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.

Amount Table





This section describes the fields and actions on the Amount table of the Opportunities workspace.

Table Fields

Field	Description
Description	This field displays a description about the job budget line.
Line Type	This field displays the type of the current job budget line. You can update the information in this field on the Full Budget table.
Task	This field displays the task assigned to the job budget line.
Employee Category	This field displays the assigned employee category to the job budget.
Quantity	This field displays the budgeted quantity for the activity in the current job budget line. The value in this field is totaled in the Hours field by the Time field.
Cost	This field displays the budgeted cost for the activity in the current job budget line.
Total Cost	This field displays the budgeted cost for the activity in the base currency of the job budget line.
Billing Price	This field displays the total estimated cost of the activity in the base currency of the budget line. The total cost is equivalent to the cost multiplied by the quantity.
Total Billing Price	This field displays the budgeted billing price of the activity in the currency of the current job for the budget line.
GM	This field displays the total budgeted billing price of the activity in the job currency for all budget lines. The total billing price is equivalent to the billing price multiplied by the quantity.
Markup	This field displays the budgeted gross margin percent for the job budget line.

Table Actions

Button	Description
+Add Job Budget Line	Click this action to add a new line to the current job budget.
↑ Move up	Click this action to move the current line above the previous line in the table.
↓ Move down	Click this action to move the current line below the next line in the table.

Button	Description
← Outdent	Click this action to outdent the current subline, and remove it from under its parent line. Clicking this action takes the subline out of its current hierarchy, and converts it into a normal line.
→ Indent	Click this action to indent the current line, and make it a subline of the parent line immediately above it.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.

Documents Tab






This section describes the fields and actions on the table of the Documents tab in the Opportunities workspace.

Table Fields

Field	Description
Document	This field displays the name of an attached file, which you can also click to download the attachment.
Document Type	This field displays the document type of the attachment.
Size	This field displays the file size of the attachment.
Remarks 1	This field displays a description or any notes about the attachment.

Table Actions

Button	Description
Attach Documents	Click this action to attach a document to the current sales opportunity.

Button	Description
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.

Document Assistant

Use this assistant to view and download documents.

Opportunities Procedures

This section describes the steps you need to follow to work with sales opportunities.

Create an Opportunity

Use these steps to enter information about a potential sale.

To create an opportunity:

1. Under the CRM menu group, go to **Opportunities**.
2. Click **+ New Opportunity**.
3. Enter a description of the new sales opportunity.
4. In the **Currency** field, select the currency from the dropdown list.
5. Enter a sales estimate.
6. Enter the probability percentage of the new opportunity to result in a sale.
7. In the **Sales Date & Expected Ending Date** fields, click the calendar icons to select dates.
8. In the **Sales Rep.** field, select a sales representative from the dropdown list.

9. In the **Company** field, select a company from the dropdown list.
10. In the **Country** field, select a country from the dropdown list.
11. Click **Create**.

Close an Opportunity

You can close an opportunity either as won or lost depending on whether it resulted in a sale or not. Once you close an opportunity, you cannot make any changes unless you reopen it.

To close an opportunity:

1. Under the CRM menu group, go to **Opportunities**.
2. Use the search filter and/or the **Search** field to select an opportunity.
3. Click either **Close as Won** or **Close as Lost**.
Select a closing date to officially close the opportunity, and you must reopen a closed opportunity to make any changes.

Reopen an Opportunity

Once an opportunity is closed, you must reopen the opportunity to make any additional changes.

To reopen an opportunity:

1. Under the CRM menu group, go to **Opportunities**.
2. Use the search filter and/or the **Search** field to select a closed opportunity.
3. From the **Other Actions** dropdown list, select **Reopen**.

Add a Contact Person

Use these steps to include information about your important contacts for all your sales opportunities.

To add a contact person:

1. Under the CRM menu group, go to **Opportunities » Information tab**.
2. Use the search filter and/or the **Search** field to select a closed opportunity.
3. Click the Contact Persons table.
4. Click **+Add Contact Person**.
A new contact person line appears.
5. Select the contact person's identification number or name.
6. Click **Save**.
The position, phone number, and email address of the contact person are automatically filled in if available.

Add an Employee

You can assign employees to work on specific sales opportunities.

To add an employee:

1. Under the CRM menu group, go to **Opportunities » Information tab**.
2. Use the search filter and/or the **Search** field to select a closed opportunity.
3. Click the Employees table.
4. Click **+Employee**.
A new employee line appears.
5. Enter or select an employee number or name from the dropdown list.
6. Enter the role of the employee.
7. Click **Save**.

Add an Event

Use these steps to add important events to your opportunities throughout the sales process.

To add an event:

1. Under the CRM menu group, go to **Opportunities » Events tab**.
2. Click **+Add Event**.
A new event line appears.
3. Enter a description for the event.
4. Enter the preferred contact mode.
5. In the **Contact Person No.** field, select a contact person identification number from the dropdown list.
6. In the **Employee Name** field, select an employee from the dropdown list.
7. In the **Planned Starting Date** field, click the calendar icon to select a date.
8. In the **Planned Ending Date** field, click the calendar icon to select a date.
9. If the event is a status changing event, select the **Status Changing Event** checkbox.
10. In the **New Event Flow** field, select an event flow from the dropdown list.
11. Select the **Closed** checkbox if you want no changes to be made to the event.
12. Click **Save**.

Create a Budget

Use these steps to copy detailed budgets from template jobs to your open sales opportunities.

To create a budget:

1. Under the CRM menu group, go to **Opportunities » Budget tab**.
2. Use the search filter and/or the **Search** field to select an opportunity.
3. Click **Create Budget**.
4. Select a template job.
5. Click **Create**.
This action copies the budgets of the selected template job to the new opportunity budget.

Remove a Budget

Use these steps to remove a budget from a sales opportunity.

To remove a budget:

1. Under the CRM menu group, go to **Opportunities » Budget tab**.
2. Use the search filter and/or the **Search** field to select an opportunity.
3. Click **Remove Budget**.

Recalculate a Budget

Use these steps to recalculate the estimated budget for a sales opportunity.

To create a budget:

1. Under the CRM menu group, go to **Opportunities » Budget tab**.
2. Use the search filter and/or the **Search** field to select an opportunity.
3. Click **Recalculate**.

Attach a Document

Use these steps to upload and attach documents to a sales opportunity.

To attach a document:

1. Under the CRM menu group, go to **Opportunities » Documents tab**.
2. Use the search filter and/or the **Search** field to select a contact company.
3. Click **Attach Documents**.
4. In the dialog box that opens, click **Select files** to open your file explorer.

5. Select a file that you want to upload.
6. Click **Ok**.
7. In the **Remarks 1** field, enter notes about the attachment, if any.
8. Click **Save**.

View a Document

You can view any document listed in the Documents tab or subtab of a workspace.

To view a document:

1. Go to the workspace where you want to view a document.
2. Use the search filter and **Search** field to select a record or transaction.
3. Drill down to the Documents tab or subtab, and select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Pipeline

This workspace shows key numbers from your opportunities, such as your sales estimate for specific periods.

Pipeline Concepts


You can:

- Filter open or closed opportunities according to company, contact company, sales representative, and expected closing date.
- Review the details of open or closed opportunities, such the assigned sales representatives and statuses.
- View the monthly, quarterly, and total sales estimates from your opportunities.
- View sales estimates of your sales representatives.

Pipeline Fields

This section describes the fields and actions on the Pipeline workspace.

Header Actions

Button	Description
	Click this action to refresh data in the current workspace.

Selection Criteria Panel

Use the available criteria to filter the opportunities that Maconomy displays for the contact company you selected. The application filters the opportunities as soon as you change any of the criteria fields.

Field	Description
Company	To show the sales opportunities for a specific company, select a company from the dropdown list.
Contact Company	To show the sales opportunities for a specific contact company, select a contact company from the dropdown list.
Sales Rep.	To show the sales opportunities assigned to a specific salesperson, select a sales representative from the dropdown list.
Expected Closing Date	Click the calendar icons to select the expected closing dates and view sales opportunities in that specific time frame.
Include Open	Select this checkbox to include open opportunities in your search. This checkbox is selected by default.
Include Won	Select this checkbox to include opportunities closed as won in your search. This checkbox is selected by default.
Include Lost	Select this checkbox to include opportunities closed as lost in your search.

KPI Boxes

Field	Description
Total Sales Estimate	This box displays the total sales estimate based on the specified criteria.
This Quarter	This box displays the total sales estimate for the current quarter based on the specified criteria.
No. of Opportunities	This box displays the total number of opportunities available in the specified criteria.





Charts

Field	Description
Sales Estimate by Closing Month	This chart displays the monthly sales estimate with a comparison of the weighted sales estimate and total sales based on the specified criteria.
Sales Estimate by Sales Rep.	This chart displays the weighted sales estimate and total sales of sales representatives based on the specified criteria.

Opportunities Table Fields

Field	Description
Opportunity No.	This field displays the sales opportunity number.
Description	This field displays a description of a sales opportunity.
Contact Company	This field displays the contact company where the sales opportunity belongs.
Sales Rep.	This field displays the name of the sales representative assigned to the sales opportunity.
Sales Estimate	This field displays the estimated sale from the opportunity.
Probability	This field displays the probability percentage rating for whether the opportunity will result in a sale.
Weighted Sales Estimate	This field displays the weighted value of the opportunity. The value is equivalent to the probability percentage multiplied by the sales estimate.
Expected Closing Date	This field displays the expected closing date for open opportunities and the actual closing date for closed opportunities.
Status	This field displays the status of the sales opportunity, which can be any of the following: <ul style="list-style-type: none"> ■ Open ■ Won ■ Lost
Phase	This field displays the current phase of the opportunity. The phase changes as the sale progress.

Opportunities Table Actions

Button	Description
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.

CRM Reporting

For information on CRM reporting workspaces, refer to the [BPM Standard Reports Guide](#).

Jobs

This section covers conceptual information, procedures, and field descriptions for all job and job-related workspaces.

Job Portfolio Dashboard

The Job Portfolio Dashboard displays various job-related data and statistics for the current user.

This includes relevant key performance indicators (KPIs) and relevant charts for the jobs you choose to view.

Job Portfolio Dashboard Concepts

This workspace displays specific data associated with a project manager, customer, and so on.

Use the selection criteria to limit the data displayed to specific jobs. All data in this workspace is displayed in the base currency.

Jobs Submenu

The Maconomy web client supports the full process of working with jobs. Various workspaces located under the Jobs submenu are available to provide support for each step in the workflow to aid you in budgeting, invoicing, and so on.

Dashboard

The Dashboard workspace highlights important job-related data for project managers, department or program managers, and other stakeholders.

It shows relevant graphs and key performance indicators (KPI) for the selected job.

Dashboard Concepts

The workspace utilizes a specific layout and displays different data depending on the job type of the selected job. The three job types are:

- Fixed price
- Time and material
- Non-invoiceable

This workspace is listed under the Jobs submenu. It can be viewed by project managers and other users assigned the requisite roles or access rights.




Dashboard Fields

This section describes the fields and actions on the Dashboard workspace.

Header Fields

Field	Description
Job	This field displays the name and number of the job you selected.
Company	This field displays the name and number of the company in charge of the job you selected.

Header Actions

Action	Description
	Click this action to refresh data in the current workspace.
	Click to display the list view.
	Click to display the detailed view.

Fixed Price Job Dashboard

This section describes the KPI boxes and charts you can view in the Dashboard workspace if you selected a fixed price job.

Field	Description
Project Manager	This field displays the name and employee number of the project manager for the job you selected.
Invoicing Method	This field displays the invoicing method for the job you selected (either fixed price, or time and material). If you selected a non-invoiceable job, Maconomy does not display this field.

KPI Boxes

Field	Description
EAC Margin	This box displays the budgeted gross margin represented as a percentage on the fixed price of the job currently selected. The value is computed as follows: $((\text{Fixed Price} - \text{Cost from latest working budget}) / \text{Fixed Price}) * 100$

Field	Description
	<p>Maconomy displays the box in a different color, depending on the value shown:</p> <ul style="list-style-type: none"> ▪ Green - Above 50% ▪ Yellow - Between 25-50% ▪ Red - Below 25%
Baseline Deviation, Hours	<p>This box displays the deviation (in hours) from the baseline budget, based on the latest progress evaluation for the job currently selected.</p> <p>If the value is a positive number, Maconomy displays this box in red.</p> <p>If the job currently selected has no baseline budget, Maconomy leaves this box blank.</p>
Customer Balance Due	<p>This box displays the amount due from the customer, in base currency.</p> <p>If the value is a positive number, Maconomy displays the box in red.</p> <p>Otherwise, Maconomy displays the box in green.</p>
Revenue Recognized	<p>This box displays the revenue recognized, in base currency.</p>
Risk Profile	<p>This box displays the overall risk profile level specified for the job currently selected.</p>
Approved Risk Fund	<p>This box displays the sum of costs from budget lines on risk-related tasks, in base currency. This is from the latest approved job budget revision.</p>
Weighted Assigned Risk Fund	<p>This box displays the sum of costs under the Assigned Risk Fund column for all job risk lines entered for the current job in the Job Risk Registers single dialog of the Workspace Client. This is displayed in the base currency specified for the job.</p>
Fixed Price	<p>This box displays the fixed price of the job currently selected, in the currency specified for that job.</p>
Invoiced On Account	<p>This box displays the total amount invoiced on account, in the currency specified for the job currently selected.</p>
Open Billing	<p>This box displays the total open billing price for the job currently selected, in the currency specified for that job.</p>
Completion	<p>This box displays the completion percentage as indicated in the latest approved progress evaluation for the job currently selected.</p>

Charts

Field	Description
Progress	This chart displays Actual, EAC, and Baseline Hours for the job currently selected, based on the progress evaluations created for that job within the last six months. This information is also available in the History tab of the Progress Evaluation workspace.

Time and Material Job Dashboard

This section describes the KPI boxes and charts you can view in the Dashboard workspace if you selected a time and material job.

Field	Description
Project Manager	This field displays the name and employee number of the project manager for the job you selected.
Invoicing Method	This field displays the invoicing method for the job you selected (either fixed price, or time and material). If you selected a non-invoiceable job, Maconomy does not display this field.

KPI Boxes

Field	Description
Invoiced Margin	This box displays the gross margin percentage on invoiced entries for the job currently selected. Maconomy displays the box in a different color, depending on the value shown: <ul style="list-style-type: none"> Green - Above 50% Yellow - Between 25-50% Red - Below 25%
Open Billing	This box displays the total open billing price for the job currently selected, in the currency specified for that job.
Customer Balance Due	This box displays the amount due from the customer, in base currency. If the value is a positive number, Maconomy displays this box in red. Otherwise, Maconomy displays this box in green.
Write Up/Down	This box displays the amount by which the billing price has been written up or down for the job currently selected, in the currency specified for that job. If the value is a negative number, Maconomy displays the box in red. Otherwise, Maconomy displays the box in green.

Field	Description
Revenue Recognized	This box displays the revenue recognized, in the currency specified for the job currently selected.
Time Pending Approval	This box displays the total registered billing price on time sheets that have been submitted but not transferred for posting, in the currency specified for the job currently selected.
Expenses Pending Approval	This box displays the total registered billing price on expense sheets that have been submitted but not transferred for posting, in the currency specified for the job currently selected.
Mileage Pending Approval	This box displays the total registered billing price on mileage sheets that have been submitted but not transferred for posting, in the currency specified for the job currently selected.

Charts

Field	Description
Progress	This chart displays Actual, EAC, and Baseline Hours for the job currently selected, based on the progress evaluations created for that job within the last six months. This information is also available in the History tab of the Progress Evaluation workspace.
Actuals	This chart displays total cost and revenue for each of the last 12 months.

Non-Invoiceable Job Dashboard

This section describes the KPI boxes and charts you can view in the Dashboard workspace if you selected a non-invoiceable job.

Field	Description
Project Manager	This field displays the name and employee number of the project manager for the job you selected.

KPI Boxes

Field	Description
Hours Budgeted	This box displays the total number of hours budgeted in the current budget for the job.
Hours Registered	This box displays the total number of hours registered for the job. If the total is greater than the hours budgeted, Maconomy displays the box in red. Otherwise, Maconomy displays the box in green.
Cost Budgeted	This box displays the total cost budgeted in the current budget for the job.

Field	Description
Cost Registered	This box displays the total cost registered for the job. If the total is greater than the cost budgeted, Maconomy displays the box in red. Otherwise, Maconomy displays the box in green.

Charts

Field	Description
Time	This chart displays the total hours budgeted and the total hours registered for the job, broken down by task.
Costs, External	This chart displays the total cost budgeted and the total cost registered for Amount activities related to the job, broken down by task.

Job Home

The Job Home workspace allows you to create and maintain job information.

Job Home Concepts

You can:

- Create jobs or subjobs and maintain the relevant master data.
- View and maintain customer, employee, and pricing information.
- Assign employees and favorites to jobs.
- View job entries and invoices issued on the job.
- Create plans for invoicing for each job.
- Attach and maintain documents related to the job.
- Generate reports for jobs, employees, and profitability.
- Filter and view selected jobs using selection criteria.
- View information about open jobs and all pending actions that must be performed before you close the job.




This workspace is listed under the Jobs submenu.

Job Home Fields

This section describes the fields and actions on the Job Home workspace.

Header Fields

Header Actions

Action	Description
+ New Job	Click this action to create a job.
	Click this action to refresh data in the current workspace.
 	Click to display the list view. Click to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Submit	Click this action to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes. <div> Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow. </div>
Approval	In the Job Home workspace, this dropdown list includes the following actions: <ul style="list-style-type: none"> Approve Reject.... Undo Approval/Reject
Other Actions	In the Job Home workspace, this dropdown list includes the following actions: <ul style="list-style-type: none"> Close Reopen

Action	Description
	<ul style="list-style-type: none"> ▪ Copy... ▪ Send for Resourcing - Click this action to send the current job to People Planner. This action only displays if: <ul style="list-style-type: none"> ▪ The company-specific Enable People Planner Web system parameter is enabled. ▪ The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the current job.

Information Tab

This section describes the fields and actions on the Information tab of the Job Home workspace.

Resourcing Card Fields

This card and the fields under it only display if:

- The company-specific **Enable People Planner Web** system parameter is enabled.
- The **Use Imported Budget Line Resource Allocation** job parameter attribute is enabled on the current job.

Field	Description
Budget Type	This field displays the People Planner budget type used for the current job.
Sent for Resourcing	This field displays the date and time information about the current job was last sent to People Planner.
Transfer	If this field is set to Yes , Maconomy sends the current job to People Planner when People Planner runs the scheduled background task for importing projects. Update the field value as needed.

Customer Tab

This section describes the fields and actions on the Customer tab of the Jobs workspace.

Copy to come.






Setup of Bill to Customers Table

This section describes the fields and actions on the Setup of Bill to Customers Table of the Customer tab in the Job Home workspace.

Table Fields

Copy to come.

Table Actions

Action	Description
+	Click this action to create a bill to customer.
Show Blocked Lines	Copy to come.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Subjobs Tab

This section describes the fields and actions on the Subjobs tab of the Jobs workspace.

Copy to come.


Subjobs Table





This section describes the fields and actions on the Subjobs table of the Subjobs tab in the Job Home workspace.

Table Fields

Copy to come.

Table Actions

Action	Description
+	Copy to come.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.

Action	Description
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.







Tasks Tab


This section describes the fields and actions on the Tasks tab of the Job Home workspace.

Table Fields

Copy to come.

Table Actions

Action	Description
+	Click this action to add a task.
	Click this action to move the current line above the previous line in the table.
	Click this action to move the current line below the next line in the table.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.

Action	Description
	Click this action to open the Customize Columns window.








Employees Tab

This section describes the fields and actions on the Employees tab of the Job Home workspace.

Table Fields

Copy to come.

Table Actions








Action	Description
+	Click this action to add an employee.
	Click this action to move the current line above the previous line in the table.
	Click this action to move the current line below the next line in the table.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Prices Tab

This section describes the fields and actions on the Prices tab of the Job Home workspace.

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Table Actions

Action	Description
+	Copy to come.
	Click this action to move the current line above the previous line in the table.
	Click this action to move the current line below the next line in the table.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.



Job Specific Prices Table





This section describes the fields and actions on the Job Specific Prices table of the Job Home workspace.

Table Fields

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Table Actions

Action	Description
+	Click this action to add a price list line.
	Click this action to move the current line above the previous line in the table.
	Click this action to move the current line below the next line in the table.

Action	Description
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Exchange Rates Tab

This section describes the fields and actions on the Exchange Rates tab of the Job Home workspace.

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Documents Tab

This section describes the fields and actions on the Documents tab of the Job Home workspace.

Tab Fields

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Tab Actions






Action	Description
Attach Documents	Click this action to attach a document to the current job.

Table Fields

Field	Description
Document	This field displays the file name of the document attached to the job. The field is automatically filled in by Maconomy and cannot be changed manually. Click on the file name to download the document.
Type	This field displays the file type/format of the document attached to the job (for example: .doc, .xls, .ppt, and so on). The field is automatically filled in by Maconomy and cannot be changed manually.
Size	This field displays the file size (in bytes) of the document attached to the job.

Field	Description
Changed On	This field displays the date on which the file/document was last modified. If the file has not been modified, the field shows the date on which the file was attached to the job.
Changed By	This field displays the name of the last user to upload the file/document to the current job.
Remark	Enter any additional remarks in this field.

Table Actions

Action	Description
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Document Assistant

Use this assistant to view and download documents.








Invoicing Plan Tab

This section describes the fields and actions on the Invoicing Plan tab of the Job Home workspace.

Table Fields

Copy to come.

Table Actions




Action	Description
+	Click this action to add an invoicing plan line.
	Click this action to move the current line above the previous line in the table.
	Click this action to move the current line below the next line in the table.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.



Entries Tab

This section describes the fields and actions on the Entries tab of the Job Home workspace.

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Table Actions

Action	Description
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this action to maximize the table view. Click this action to restore the default display size of the table.

Action	Description
	
	Click this action to open the Customize Columns window.

Document Assistant

Use this assistant to view and download documents.


Subscription Orders Tab





This section describes the fields and actions on the Subscription Orders tab of the Job Home workspace. The Subscription Orders tab is displayed when there are subscription orders linked to jobs only. Use the info bubbles to view more information related to the subscription order or to view the subscription order in the Subscription Orders workspace.

Table Fields

Field	Description
Subscription Order No.	This field displays the subscription order number.
Sales Rep.	This field displays the name and number of the employee who serves as the sales representative for the subscription order.
Order Date	This field displays the date when the subscriptions were ordered.
Customer Name	This field displays the name of the customer who ordered the subscriptions.
Task	This field displays the name of the task.
Approved	This field indicates whether the subscription order is approved.
Blocked	This field indicates whether the subscription order is blocked.

Table Actions

Action	Description
	Click this action to export the rows from the current table to a spreadsheet.

Action	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Sales Orders Tab






This section describes the fields and actions on the Sales Orders tab of the Job Home workspace. The Sales Orders tab is displayed when there are sales orders linked to jobs only. Use the info bubbles to view more information related to the sales order or to view the sales order in the Sales Orders workspace.

Table Fields

Field	Description
Order No.	This field displays the sales or credit order number.
Order Type	This field displays the order type, which can either be sales order or credit order.
Sales Rep.	This field displays the name and number of the employee who serves as the sales representative for the sales or credit order.
Total	This field displays the total value for the sales or credit order.
Order Date	This field displays the date the order was placed.
Customer	This field displays either the name of the customer who ordered the items for sales orders or the name of the customer to whom the order is credited for credit orders.
Bill to Customer	This field displays the bill-to customer's name to whom the payment information for the order is addressed.

Field	Description
Approved	This field indicates whether the sales or credit order is approved.
Invoiced	This field indicates whether the sales or credit order is invoiced.

Table Actions

Action	Description
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.


Pending Actions Tab





This section describes the fields and actions on the Pending Actions tab of the Job Home workspace.

Copy to come.

Pending Actions Table Fields

Table Actions

Action	Description
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.

Action	Description
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns window.

Jobs Procedures

This section describes the steps you need to follow to work with jobs.

Create a Job

Use these steps to add a job.

To create a job:

1. Under the Jobs menu group, go to **Jobs > Job Home**.
2. Click **+ New Job**.
3. In the New Job wizard that displays, select a template job.
4. Click **Continue**.
5. Select a customer.
This is a required field.
6. Select a company.
7. Enter a job name.
8. Select a project manager.
9. Select a location.
10. Select a job group.
11. Click **Create**.

Edit a Job

Use these steps to edit a job or subjob.

To edit a job or subjob:

1. Under the Jobs menu group, go to **Jobs > Job Home**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job
3. Click the tab you want to update.
4. Edit the fields as needed.
5. If you want to revert your changes, click **Revert**. Otherwise, click **Save**.

Create a Subjob

Use these steps to add a new subjob in the Subjobs tab.

To create a subjob:

1. Under the Jobs menu group, go to **Jobs > Job Home > Subjobs**.
2. Click **New Subjob....**
3. In the New Subjob dialog box that displays:
 - a) Enter a subjob name.
 - b) Select a project manager.
 - c) Select a location.
 - d) Select a job group.
 - e) Select a customer.
This is a required field.
 - f) Select a template job.
This is a required field.
4. Click **Create**.
When a subjob is created, the Main-Job tab becomes visible. Maconomy automatically navigates to the subjob you just created within this tab, and saves your changes.

Detach a Subjob

Use these steps to remove a subjob from a main job in the Subjobs tab.

To detach a subjob:

1. Under the Jobs menu group, go to **Jobs > Job Home > Subjobs**.
2. In the table, on the line you want to remove, click **Row Tools » Detach Subjob**.
3. In the confirmation dialog box that displays, click **Delete** to confirm detachment or **Cancel** to exit with removing the subjob.

Attach Documents to a Job

To add one or more documents to a job, perform an upload in the Documents tab.

To upload one or more documents:

1. Under the Jobs menu group, go to **Jobs » Job Home » Documents**.
2. Use the search filter or the **Search** field at the top of the workspace to select a job.
3. Click **Attach Documents**.
4. In the Attach Document dialog box that opens, click **Select files...** to open your file explorer.
5. Select the files you want to upload.
6. Click **Open** or press ENTER.
Maconomy lists the file/s you selected in the dialog box. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 4-6, you can opt to select the file/s from your file browser window, then drag and drop them into the Attach Document dialog box.

7. Click **Ok**.
Maconomy uploads the file/s and lists them in the Documents tab.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents tab. Click **Save** or press ENTER to save the information.

View a Document

You can view any document listed in the Documents tab.

To view a document:

1. Under the Jobs menu group, go to **Jobs > Job Home > Documents**.
2. Select the line for the document you want to view.
3. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Submit a Job

Use these steps to submit a new or updated job.

To submit a job:

1. Under the Jobs menu group, go to **Jobs » Job Home**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. Click **Submit**.

Approve or Reject a Job

Use these steps to review and approve or reject new/updated job information submitted for your approval. You can also approve (and reject) jobs in the Approval Center workspace.

To approve or reject a job:

1. Under the Jobs menu group, go to **Jobs » Job Home**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. To approve the job:
 - a) From the **Approval** dropdown list, click **Approve**.
4. To reject the job:
 - a) From the **Approval** dropdown list, click **Reject....**
 - b) In the dialog box that displays, enter a rejection reason.
This is a required field.
 - c) Click **Reject**.
5. To undo approval or rejection:
 - a) From the Approval dropdown list, click **Undo Approval/Reject**.

Close a Job

Use these steps to close a job.

To close a job:

1. Under the Jobs menu group, go to **Jobs » Job Home**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. From the **Other Actions** dropdown list, select **Close**.

Note: If you attempt to close a job with activities that must be completed beforehand, Maconomy displays an error message. You can go to the Pending Actions tab for more information regarding the job and its activities that need to be done.

Reopen a Job

Use these steps to reopen a job.

To reopen a job:

1. Under the Jobs menu group, go to **Jobs > Job Home**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. From the **Other Actions** dropdown list, select **Reopen**.

Copy a Job

Use these steps to copy a job.

To copy a job:

1. Under the Jobs menu group, go to **Jobs > Job Home**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. From the **Other Actions** dropdown list, select **Copy...**
4. In the dialog box that displays:
 - a) In the **New Job No.** field, enter a job number.
 - b) If you want to include budget texts when copying the job, select the **Include Budget Texts** checkbox.
 - c) If you want to include item lines when copying the job, select the **Include Item Lines** checkbox.
5. Click **Copy**.

Create a Task

Use these steps to create tasks for the job.

To create tasks:

1. Under the Jobs menu group, go to **Jobs > Job Home > Tasks**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. In the table, click the **+** action.
4. Enter a task name.
This field is required.
5. Enter a task description.
6. If you wish to block the task, select the **Blocked** checkbox.
7. Select an activity from which the task is derived.
8. If you wish to allow overwriting of activities this task, select the **Overwrite Activity** checkbox.

9. If you wish to use daily descriptions on this task, select the **Use Daily Descriptions** checkbox.
10. Click **Save**.

Add an Employee to a Job

Use these steps to add an employee to the job.

To add an employee:

1. Under the Jobs menu group, go to **Jobs > Job Home > Employees**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. In the table, click the **+** action.
4. Select an employee number.
This is a required field.
5. In the **Valid From** field, click the calendar widget to select a date.
6. In the **Valid To** field, click the calendar widget to select a date.
7. In the **Standard Task** field, select a task to associate with the employee.
8. Click **Save**.

Estimating

In terms of functionality, the Estimating workspace is similar to the Budgeting workspace. What makes the Estimating workspace different is how it lets users view the different budgets for a job.

When you select a job, the workspace displays the default budget for that job; to view another budget, you simply select another budget type from a dropdown. This capability is similar to how users work with job budgets in the Workspace Client, and is especially useful to companies that utilize several types of job budgets, including customized types for specific purposes.

Estimating Concepts

You can:

- Select the job whose budgets you want to view/edit.
- Edit a budget.
- Review and approve budgets.
- Reopen a budget.
- View budget revision history for a selected job.

This workspace is listed under the Jobs submenu.




Estimating Fields

This section describes the fields and actions on the Estimating workspace.

Header Fields

Field	Description
Job	This field displays the name and number of the job you selected.
Company	This field displays the name and number of the company in charge of the job you selected.

Header Actions

Action	Description
	Click this action to refresh data in the current workspace.
 	Click to display the list view. Click to display the detailed view.
Save	Click this action to save changes to the current budget. After saving changes, the budget status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current budget, or to any of its lines.

Budget Tab

This section describes the fields and actions on the Budget tab in the Estimating workspace.

After selecting a job and specifying a budget type, use this tab to view details regarding the budget you specified, and edit as needed. If you have the requisite access rights, you can also approve budgets submitted for your review.

Field	Description
Show Budget	Select a job budget type from the dropdown list.
Fixed Price, Time	This field displays the budgeted amount of employee time on a fixed price job, as entered in the table. This field value is displayed in either days or hours, depending on the specified time unit for the job.

Field	Description
	<p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price, Cost	<p>These fields display the budgeted fixed cost price of the job. Total costs are displayed for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total cost of time activities ▪ Amount - Total cost of amount activities ▪ Total - Total cost of all budgeted lines <p>Note: These fields are shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, these fields are automatically hidden in the tab.</p>
Fixed Price	<p>This field displays the total budgeted fixed billing price based on the job setup.</p> <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price, Gross Margin, Total	<p>This field displays the budgeted gross margin on the job for expenses that are included in the fixed price of the job. This is calculated by subtracting the value in the Fixed Price, Cost field from the Fixed Price, Total field.</p> <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price, Gross Margin %, Total	<p>This field displays the budgeted gross margin represented as a percentage on the fixed price of the job.</p> <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
T&M, Time	<p>This field displays the budgeted amount of employee time on a job that is billed separately from the fixed price. The value in this field is displayed either in days or hours, depending on the specified time unit for the job.</p> <p>Note: This field is only shown for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
T&M, Cost	<p>These fields display the budgeted billing prices of the job. Total costs are displayed for the following:</p>

Field	Description
	<ul style="list-style-type: none"> ▪ Time - Total cost of time activities ▪ Amount - Total cost of amount activities ▪ Total - Total cost of all budget lines <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
Billing Price	<p>These fields display the budgeted billing prices based on lines created in the table. Total billing prices are displayed for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total billing price for T&M time activities ▪ Amount - Total billing price for T&M amount activities ▪ Total - Total billing price for all T&M budget lines <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
T&M, Gross Margin	<p>These fields display the budgeted gross margin (that is, billing price less cost) on the job for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total budgeted gross margin for all time activities ▪ Amount - Total budgeted gross margin for all amount activities ▪ Total - Total budgeted gross margin for all budget lines <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
T&M, Gross Margin %	<p>These fields display the budgeted gross margin represented as a percentage on the job for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total budgeted gross margin % for all time activities ▪ Amount - Total budgeted gross margin % for all amount activities ▪ Total - Total budgeted gross margin % for all budget lines <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
Grand Total, Time	<p>This field displays the total budgeted amount of employee time entered in the table.</p> <p>This field value is displayed in either days or hours, depending on the specified time unit for the job.</p>

Field	Description
	<p>Note: This field is shown only on a fixed price job where some budget lines are excluded from the fixed price.</p>
Grand Total, Cost	<p>This field displays the total for budgeted costs entered in the table. If the current job is set up to track costs separately for fixed price items and billed costs, this field combines the costs for both.</p> <p>Note: This field is shown in the tab only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden.</p>
Grand Total, Billing Price	<p>This field displays the total for budgeted billing prices entered in the table. If the current job is set up to track costs separately for fixed price items and billed costs, this field combines the costs for both.</p> <p>Note: This field is shown in the tab only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden.</p>
Grand Total, Fixed Price	<p>This field displays the total budgeted fixed billing price for the current job.</p> <p>Note: This field is shown in the tab only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden.</p>
Grand Total, Gross Margin	<p>This field displays the total budgeted gross margin for budget lines entered in the table.</p> <p>Note: This field is shown in the tab only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden.</p>
Grand Total, Gross Margin %	<p>This field displays the overall budgeted gross margin for budget lines entered in the table, represented as a percentage on the sum of all fixed and billing prices for the job.</p> <p>Note: This field is shown in the tab only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden.</p>
Grand Total, Currency, Cost	<p>This field displays the total for budgeted costs entered in the table, in the job currency.</p> <p>If the current job is set up to track costs separately for fixed price items and billed costs, this field combines the costs for both.</p>

Field	Description
	<p>Note: This field is shown in the tab only when the following criteria are met:</p> <ul style="list-style-type: none"> The job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. The job currency differs from the base currency.
Grand Total, Currency, Billing Price	<p>This field displays the total for budgeted billing prices entered in the table, in the job currency.</p> <p>If the current job is set up to track costs separately for fixed price items and billed costs, this field combines the costs for both.</p> <p>Note: This field is shown in the tab only when the following criteria are met:</p> <ul style="list-style-type: none"> The job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. The job currency differs from the base currency.
Grand Total, Currency, Gross Margin	<p>This field displays the total budgeted gross margin for budget lines entered in the table, in the job currency.</p> <p>Note: This field is shown in the tab only when the following criteria are met:</p> <ul style="list-style-type: none"> The job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. The job currency differs from the base currency.

Tab Actions

Action	Description
Submit Budget	<p>Click this action to submit a budget for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.</p> <p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.</p>
Approve Budget	<p>Click this action to approve the current budget.</p> <p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.</p>

Action	Description
Reject Budget...	Click this action to reject the current budget. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies.
Reopen Budget	Click this action to reopen an approved budget.
Undo Reject	Click this action to undo rejection of a budget.
Other Actions	In the Estimating workspace, this dropdown list includes the following actions: <ul style="list-style-type: none"> ▪ Remove All Lines - Click this action to delete all lines in the table. ▪ Recalculate Budget - Click this action to recalculate prices on the budget lines currently displayed. ▪ Copy Budget... - Click this action to copy the current budget. ▪ Transfer to Quotes - Click this action to create a new quote revision for the job budget you are currently viewing. To view the new quote revision, go to the Quotes workspace.

Full Budget Table

This section describes the fields and actions on the Full Budget table of the Budget tab in the Estimating workspace.

Table Fields

Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Description	Enter a description for the job budget line. If the field is blank, Maconomy automatically derives the description from the task assigned to the budget line.
Line Type	From the dropdown list, select the applicable type of activity for the budget line. In the Full Budget table, the dropdown list includes the following activity types: <ul style="list-style-type: none"> ▪ Time ▪ Outlay ▪ Amount ▪ Milestone ▪ Sum/Text

Field	Description
Task	From the dropdown list, select the task to which you want to assign the budget line.
Empl. Category	<p>If the current budget line relates to an employee, select the applicable employee category from the dropdown list for this field.</p> <div> <p>Note: This field is not shown for the following types of jobs:</p> <ul style="list-style-type: none"> Those for which the Use Imported Budget Line Resource Allocation job parameter attribute is enabled. Those that utilized detailed time budgeting </div>
Employee	<p>If the current budget line relates to an employee, select the employee name from the dropdown list for this field.</p> <div> <p>Note: This field is not shown for the following types of jobs:</p> <ul style="list-style-type: none"> Those for which the Use Imported Budget Line Resource Allocation job parameter attribute is enabled. Those that utilized detailed time budgeting </div>
Incl. in FP	<p>This checkbox is selected if the entry that applies to the current job budget line is included in the fixed price of a job.</p> <div> <p>Note: This field is shown only when the current job is a fixed price job that is set up such that there are lines included in the fixed price and other lines not included in the fixed price. This field is editable only if the current job is set up such that inclusion is done by task (for example, controlled by the budget).</p> </div>
Qty.	<p>Enter the budgeted quantity for the current budget line.</p> <div> <p>Note: This field is not editable for all Sum/Text lines.</p> </div>
Cost	<p>Enter the cost for one unit of the activity for the current budget line.</p> <div> <p>Note: This field is not editable for all Sum/Text lines.</p> </div>
Total Cost	<p>This field displays the product of the amount specified in the Cost field multiplied by the number specified in the Qty field.</p> <div> <p>Note: This field is not editable for all Sum/Text lines.</p> </div>
Billing Price	<p>Enter the billing price for the activity on the current budget line.</p> <div> <p>Note: This field is only editable for the following:</p> </div>






Field	Description
	<ul style="list-style-type: none"> Budget lines on a T&M job Budget lines that are not included in the fixed price where the job is a fixed price job <p>This field is not editable and remains blank for the following:</p> <ul style="list-style-type: none"> Sum/Text lines Budget lines included in the fixed price where the job is a fixed price job
Total Billing Price	<p>This field displays the product of the amount specified in the Billing Price field multiplied by the number specified in the Qty field.</p> <p>Note: This field is not editable and remains blank for the following:</p> <ul style="list-style-type: none"> Sum/Text lines Budget lines included in the fixed price where the job is a fixed price job
GM	<p>This field displays the gross margin. Maconomy calculates the gross margin by subtracting the amount in the Total Cost field from the amount in the Total Billing Price field.</p> <p>Note: This field is hidden for lines included in the fixed price where the job is a fixed price job.</p>
Markup	<p>This field displays the markup percentage.</p> <p>Note: This field is hidden for lines included in the fixed price where the job is a fixed price job.</p>
	<p>Click the Row Tools icon to perform any of the following actions:</p> <ul style="list-style-type: none"> Insert Budget Line Delete Budget Line

Table Actions

Action	Description
+ Add Budget Line	Click this action to add a new line to the current job budget.
	Click this action to export the rows from the current table to a spreadsheet.

Action	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.

Time Table

This section describes the fields and actions on the Time table of the Budget tab in the Estimating workspace.

Table Fields

Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Description	Enter a description for the job budget line. If the field is blank, Maconomy automatically derives the description from the task assigned to the budget line.
Line Type	From the dropdown list, select the applicable type of activity for the budget line. In the Time table, the dropdown list includes the following activity types: <ul style="list-style-type: none"> Time Sum/Text
Task	From the dropdown list, select the task to which you want to assign the budget line.
Empl. Category	If the current budget line relates to an employee, select the applicable employee category from the dropdown list for this field. <div> <p>Note: This field is not shown for the following types of jobs:</p> <ul style="list-style-type: none"> Those for which the Use Imported Budget Line Resource Allocation job parameter attribute is enabled. </div>

Field	Description
	<ul style="list-style-type: none"> Those that utilized detailed time budgeting
Employee	<p>If the current budget line relates to an employee, select the employee name from the dropdown list for this field.</p> <p>Note: This field is not shown for the following types of jobs:</p> <ul style="list-style-type: none"> Those for which the Use Imported Budget Line Resource Allocation job parameter attribute is enabled. Those that utilized detailed time budgeting
Incl. in FP	<p>This checkbox is selected if the entry that applies to the current job budget line is included in the fixed price of a job.</p> <p>Note: This field is shown only when the current job is a fixed price job that is set up such that there are lines included in the fixed price and other lines not included in the fixed price. This field is editable only if the current job is set up such that inclusion is done by task (for example, controlled by the budget).</p>
Qty.	<p>Enter the budgeted number of hours or days (depending on the specified time unit for the job) for the current budget line.</p> <p>Note: This field is not editable for all Sum/Text lines.</p>
Cost	<p>Enter the cost for one unit of the activity for the current budget line.</p> <p>Note: This field is not editable for all Sum/Text lines.</p>
Total Cost	<p>This field displays the product of the amount specified in the Cost field multiplied by the number specified in the Qty field.</p> <p>Note: This field is not editable for all Sum/Text lines.</p>
Billing Price	<p>Enter the billing price for the activity on the current budget line.</p> <p>Note: This field is only editable for the following:</p> <ul style="list-style-type: none"> Budget lines on a T&M job Budget lines that are not included in the fixed price where the job is a fixed price job <p>This field is not editable and remains blank for the following:</p> <ul style="list-style-type: none"> Sum/Text lines






Field	Description
	<ul style="list-style-type: none"> Budget lines included in the fixed price where the job is a fixed price job
Total Billing Price	<p>This field displays the product of the amount specified in the Billing Price field multiplied by the number specified in the Qty field.</p> <p>Note: This field is not editable and remains blank for the following:</p> <ul style="list-style-type: none"> Sum/Text lines Budget lines included in the fixed price where the job is a fixed price job
GM	<p>This field displays the gross margin. Maconomy calculates the gross margin by subtracting the amount in the Total Cost field from the amount in the Total Billing Price field.</p> <p>Note: This field is hidden for lines included in the fixed price where the job is a fixed price job.</p>
Markup	<p>This field displays the markup percentage.</p> <p>Note: This field is hidden for lines included in the fixed price where the job is a fixed price job.</p>
	<p>Click the Row Tools icon to perform any of the following actions:</p> <ul style="list-style-type: none"> Insert Budget Line Delete Budget Line

Table Actions

Action	Description
+ Add Job Budget Line	Click this action to add a new line to the current job budget.
	<p>Click this action to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	<p>Click this action to maximize the table view.</p> <p>Click this action to restore the default display size of the table.</p>

Action	Description
	
	Click this action to open the Customize Columns dialog box.

Amount Table

This section describes the fields and actions on the Amount table of the Budget tab in the Estimating workspace.

Table Fields

Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Description	Enter a description for the job budget line. If the field is blank, Maconomy automatically derives the description from the task assigned to the budget line.
Line Type	From the dropdown list, select the applicable type of activity for the budget line. In the Amount table, the dropdown list includes the following activity types: <ul style="list-style-type: none"> Outlay Amount Sum/Text
Task	From the dropdown list, select the task to which you want to assign the budget line.
Incl. in FP	This checkbox is selected if the entry that applies to the current job budget line is included in the fixed price of a job. Note: This field is shown only when the current job is a fixed price job that is set up such that there are lines included in the fixed price and other lines not included in the fixed price. This field is editable only if the current job is set up such that inclusion is done by task (for example, controlled by the budget).
Qty.	Enter the budgeted quantity for the current budget line. Note: This field is not editable for all Sum/Text lines.

Field	Description
Cost	<p>Enter the cost for one unit of the activity for the current budget line.</p> <p>Note: This field is not editable for all Sum/Text lines.</p>
Total Cost	<p>This field displays the product of the amount specified in the Cost field multiplied by the number specified in the Qty field.</p> <p>Note: This field is not editable for all Sum/Text lines.</p>
Billing Price	<p>Enter the billing price for the activity on the current budget line.</p> <p>Note: This field is only editable for the following:</p> <ul style="list-style-type: none"> Budget lines on a T&M job Budget lines that are not included in the fixed price where the job is a fixed price job <p>This field is not editable and remains blank for the following:</p> <ul style="list-style-type: none"> Sum/Text lines Budget lines included in the fixed price where the job is a fixed price job
Total Billing Price	<p>This field displays the product of the amount specified in the Billing Price field multiplied by the number specified in the Qty field.</p> <p>Note: This field is not editable and remains blank for the following:</p> <ul style="list-style-type: none"> Sum/Text lines Budget lines included in the fixed price where the job is a fixed price job
GM	<p>This field displays the gross margin. Maconomy calculates the gross margin by subtracting the amount in the Total Cost field from the amount in the Total Billing Price field.</p> <p>Note: This field is hidden for lines included in the fixed price where the job is a fixed price job.</p>
Markup	<p>This field displays the markup percentage.</p> <p>Note: This field is hidden for lines included in the fixed price where the job is a fixed price job.</p>






Field	Description
	Click the Row Tools icon to perform any of the following actions: <ul style="list-style-type: none"> Insert Budget Line Delete Budget Line

Table Actions

Action	Description
+ Add Job Budget Line	Click this action to add a new line to the current job budget.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.

Revisions Tab

This section describes the fields and actions on the Revisions tab in the Estimating workspace.

This tab displays all the approved revisions and changes made to the current working budget. This also allows you to print any revision of the working budget. Note that you cannot change any of the fields in this tab. If you are working on a fixed price job, the tab displays separate budget information for expenses that are included in the fixed prices budget (under Fixed Price), and for expenses that are separately billed (under T&M).

Table Fields

Field	Description
Budget Type	This field displays the budget type of the current revision.
Revision No.	This field displays the revision number of the current job budget.

Field	Description
Cost Price, Base	This field displays the budgeted cost of the current revision in the base currency, at the time when the revision was created.
Billing Price, Base	This field displays the budgeted billing price of the current revision in the base currency, at the time when the revision was created.
Date Submitted	This field displays the date the current revision was submitted.
Submitted By	This field displays the name of the employee who submitted the current revision.

Working Budget (Revision No. __) Card

This card displays information about the latest revision of the working budget for the current job.

Field	Description
Fixed Price, Time	<p>This field displays the budgeted amount of employee time on a fixed price job, as entered in the tables of the Budget tab. This field value is displayed in either days or hours, depending on the specified time unit for the job.</p> <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price, Cost	<p>These fields display the budgeted fixed cost price of the job. Total costs are displayed for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total cost of time activities ▪ Amount - Total cost of amount activities ▪ Total - Total cost of all budgeted lines <p>Note: These fields are shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, these fields are automatically hidden in the tab.</p>
Fixed Price	<p>This field displays the total budgeted fixed billing price based on the job setup.</p> <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price, Gross Margin, Total	<p>This field displays the budgeted gross margin on the job for expenses that are included in the fixed price of the job. This is calculated by subtracting the value in the Fixed Price, Cost field from the Fixed Price, Total field.</p>






Field	Description
	<p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price, Gross Margin %, Total	<p>This field displays the budgeted gross margin represented as a percentage on the fixed price of the job.</p> <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
T&M, Time	<p>This field displays the budgeted amount of employee time on a job that is billed separately from the fixed price. The value in this field is displayed either in days or hours, depending on the specified time unit for the job.</p> <p>Note: This field is only shown for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
T&M, Cost	<p>These fields display the budgeted billing prices of the job. Total costs are displayed for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total cost of time activities ▪ Amount - Total cost of amount activities ▪ Total - Total cost of all budget lines <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
Billing Price	<p>These fields display the budgeted billing prices based on lines created in the tables of the Budget tab. Total billing prices are displayed for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total billing price for T&M time activities ▪ Amount - Total billing price for T&M amount activities ▪ Total - Total billing price for all T&M budget lines <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
T&M, Gross Margin	<p>These fields display the budgeted gross margin (that is, billing price less cost) on the job for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total budgeted gross margin for all time activities ▪ Amount - Total budgeted gross margin for all amount activities

Field	Description
	<ul style="list-style-type: none"> Total - Total budgeted gross margin for all budget lines <div> Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price. </div>
T&M, Gross Margin %	<p>These fields display the budgeted gross margin represented as a percentage on the job for the following:</p> <ul style="list-style-type: none"> Time - Total budgeted gross margin % for all time activities Amount - Total budgeted gross margin % for all amount activities Total - Total budgeted gross margin % for all budget lines <div> Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price. </div>
Grand Total, Time	<p>This field displays the total budgeted amount of employee time entered in the tables of the Budget tab.</p> <p>This field value is displayed in either days or hours, depending on the specified time unit for the job.</p> <div> Note: This field is shown only on a fixed price job where some budget lines are excluded from the fixed price. </div>
Grand Total, Cost	<p>This field displays the total for budgeted costs entered in the tables of the Budget tab.</p> <p>If the current job is set up to track costs separately for fixed price items and billed costs, this field combines the costs for both.</p> <div> Note: This field is shown in the tab only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden. </div>
Grand Total, Billing Price	<p>This field displays the total for budgeted billing prices entered in the tables of the Budget tab.</p> <p>If the current job is set up to track costs separately for fixed price items and billed costs, this field combines the costs for both.</p> <div> Note: This field is shown in the tab only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden. </div>
Grand Total, Fixed Price	<p>This field displays the total budgeted fixed billing price for the current job.</p>

Field	Description
	<p>Note: This field is shown in the tab only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden.</p>
Grand Total, Gross Margin	<p>This field displays the total budgeted gross margin for budget lines entered in the tables of the Budget tab.</p> <p>Note: This field is shown in the tab only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden.</p>
Grand Total, Gross Margin %	<p>This field displays the overall budgeted gross margin for budget lines entered in the tables of the Budget tab, represented as a percentage on the sum of all fixed and billing prices for the job.</p> <p>Note: This field is shown in the tab only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden.</p>
Grand Total, Currency, Cost	<p>This field displays the total for budgeted costs entered in the tables of the Budget tab, in the job currency.</p> <p>If the current job is set up to track costs separately for fixed price items and billed costs, this field combines the costs for both.</p> <p>Note: This field is shown in the tab only when the following criteria are met:</p> <ul style="list-style-type: none"> The job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. The job currency differs from the base currency.
Grand Total, Currency, Billing Price	<p>This field displays the total for budgeted billing prices entered in the tables of the Budget tab, in the job currency.</p> <p>If the current job is set up to track costs separately for fixed price items and billed costs, this field combines the costs for both.</p> <p>Note: This field is shown in the tab only when the following criteria are met:</p> <ul style="list-style-type: none"> The job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. The job currency differs from the base currency.
Grand Total, Currency, Gross Margin	<p>This field displays the total budgeted gross margin for budget lines entered in the tables of the Budget tab, in the job currency.</p>

Field	Description
	<p>Note: This field is shown in the tab only when the following criteria are met:</p> <ul style="list-style-type: none"> The job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. The job currency differs from the base currency.
Submitted	This field displays the date the latest budget revision was submitted, and the name of the user who submitted it.
Approved	This field displays the date the latest budget revision was approved, and the name of the user who approved it.
Revision No.	This field displays the version number of the latest budget revision.

Tab Actions

Action	Description
Print Budget	Click this action to print the current budget revision.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.

Full Budget Table

This section describes the fields and actions on the Full Budget table of the Revisions tab in the Estimating workspace.





Table Fields

Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Description	This field displays the description for the job budget line.
Line Type	This field displays the activity type for the job budget line.
Task	This field displays the specified task for the job budget line.
Empl. Category	<p>If the current budget line relates to an employee, this field displays the employee category selected for the budget line.</p> <p>Note: This field is not shown for the following types of jobs:</p> <ul style="list-style-type: none"> Those for which the Use Imported Budget Line Resource Allocation job parameter attribute is enabled. Those that utilized detailed time budgeting
Employee	<p>If the current budget line relates to an employee, this field displays the name of the employee specified for the budget line.</p> <p>Note: This field is not shown for the following types of jobs:</p> <ul style="list-style-type: none"> Those for which the Use Imported Budget Line Resource Allocation job parameter attribute is enabled. Those that utilized detailed time budgeting
Incl. in FP	<p>This checkbox is selected if the entry that applies to the current job budget line is included in the fixed price of a job.</p> <p>Note: This field is shown only when the current job is a fixed price job that is set up such that there are lines included in the fixed price and other lines not included in the fixed price.</p>
Qty.	This field displays the budgeted quantity for the current budget line.

Field	Description
Cost	This field displays the cost for one unit of the activity for the current budget line.
Total Cost	This field displays the product of the amount specified in the Cost field multiplied by the number specified in the Qty field.
Billing Price	This field displays the billing price for the activity on the current budget line.
Total Billing Price	This field displays the product of the amount specified in the Billing Price field multiplied by the number specified in the Qty field.
GM	<p>This field displays the gross margin. Maconomy calculates the gross margin by subtracting the amount in the Total Cost field from the amount in the Total Billing Price field.</p> <p>Note: This field is hidden for lines included in the fixed price where the job is a fixed price job.</p>
Markup	<p>This field displays the markup percentage.</p> <p>Note: This field is hidden for lines included in the fixed price where the job is a fixed price job.</p>

Table Actions

Action	Description
	<p>Click this action to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
 	<p>Click this action to maximize the table view.</p> <p>Click this action to restore the default display size of the table.</p>
	Click this action to open the Customize Columns dialog box.

Time Table

This section describes the fields and actions on the Time table of the Revisions tab in the Estimating workspace.





Table Fields

Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Description	This field displays the description for the job budget line.
Line Type	This field displays the activity type for the job budget line.
Task	This field displays the specified task for the job budget line.
Empl. Category	<p>If the current budget line relates to an employee, this field displays the employee category selected for the budget line.</p> <div> <p>Note: This field is not shown for the following types of jobs:</p> <ul style="list-style-type: none"> Those for which the Use Imported Budget Line Resource Allocation job parameter attribute is enabled. Those that utilized detailed time budgeting </div>
Employee	<p>If the current budget line relates to an employee, this field displays the name of the employee specified for the budget line.</p> <div> <p>Note: This field is not shown for the following types of jobs:</p> <ul style="list-style-type: none"> Those for which the Use Imported Budget Line Resource Allocation job parameter attribute is enabled. Those that utilized detailed time budgeting </div>
Incl. in FP	<p>This checkbox is selected if the entry that applies to the current job budget line is included in the fixed price of a job.</p> <div> <p>Note: This field is shown only when the current job is a fixed price job that is set up such that there are lines included in the fixed price and other lines not included in the fixed price.</p> </div>
Qty.	This field displays the budgeted number of hours or days (depending on the specified time unit for the job) for the current budget line.

Field	Description
Cost	This field displays the cost for one unit of the activity for the current budget line.
Total Cost	This field displays the product of the amount specified in the Cost field multiplied by the number specified in the Qty field.
Billing Price	This field displays the billing price for the activity on the current budget line.
Total Billing Price	This field displays the product of the amount specified in the Billing Price field multiplied by the number specified in the Qty field.
GM	<p>This field displays the gross margin. Maconomy calculates the gross margin by subtracting the amount in the Total Cost field from the amount in the Total Billing Price field.</p> <p>Note: This field is hidden for lines included in the fixed price where the job is a fixed price job.</p>
Markup	<p>This field displays the markup percentage.</p> <p>Note: This field is hidden for lines included in the fixed price where the job is a fixed price job.</p>

Table Actions

Action	Description
	<p>Click this action to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
 	<p>Click this action to maximize the table view.</p> <p>Click this action to restore the default display size of the table.</p>
	Click this action to open the Customize Columns dialog box.

Amount Table

This section describes the fields and actions on the Amount table of the Revisions tab in the Estimating workspace.





Table Fields

Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Description	This field displays the description for the job budget line.
Line Type	This field displays the activity type for the job budget line.
Task	This field displays the specified task for the job budget line.
Incl. in FP	<p>This checkbox is selected if the entry that applies to the current job budget line is included in the fixed price of a job.</p> <p>Note: This field is shown only when the current job is a fixed price job that is set up such that there are lines included in the fixed price and other lines not included in the fixed price.</p>
Qty.	This field displays the budgeted quantity for the current budget line.
Cost	This field displays the cost for one unit of the activity for the current budget line.
Total Cost	This field displays the product of the amount specified in the Cost field multiplied by the number specified in the Qty field.
Billing Price	This field displays the billing price for the activity on the current budget line.
Total Billing Price	This field displays the product of the amount specified in the Billing Price field multiplied by the number specified in the Qty field.
GM	<p>This field displays the gross margin. Maconomy calculates the gross margin by subtracting the amount in the Total Cost field from the amount in the Total Billing Price field.</p> <p>Note: This field is hidden for lines included in the fixed price where the job is a fixed price job.</p>
Markup	This field displays the markup percentage.

Field	Description
	<p>Note: This field is hidden for lines included in the fixed price where the job is a fixed price job.</p>

Table Actions

Action	Description
	<p>Click this action to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
 	<p>Click this action to maximize the table view.</p> <p>Click this action to restore the default display size of the table.</p>
	<p>Click this action to open the Customize Columns dialog box.</p>

Estimating Procedures

This section describes the steps you need to follow to work with budgets using the Estimating workspace.

Edit a Budget

You can edit a budget to add or modify information regarding your expenses on the job. However, if it has already been submitted or approved, the budget will be reopened and will go through the approval process again.

To edit budget lines:

1. Under the Jobs menu section, go to **Jobs » Estimating workspace » Budget tab**.
2. Use the search filter and/or the **Search** field to select a job.
3. In the **Show Budget** field, select a job budget type from the dropdown list.
4. Click the table you want to update.
5. Edit the lines in the table as needed.
6. If you want to revert your changes, click **Revert**. Otherwise click **Save** or press ENTER.

Submit a Budget

When you have finalized all details in the budget, you can submit it for approval.

To submit a budget:

1. Under the Jobs menu section, go to **Jobs » Estimating workspace » Budget tab**.
2. Use the search filter and/or the **Search** field to select a job.
3. Click **Submit Budget**.

Approve or Reject a Budget

Use these steps to review and approve or reject new/updated budgets submitted for your approval. You can also approve (and reject) budgets in the Approval Center workspace.

To approve or reject a budget:

1. Under the Jobs menu section, go to **Jobs » Estimating workspace » Budget tab**.
2. Use the search filter and/or the **Search** field to select a budget.
3. To approve the budget:
 - a) Click **Approve Budget**.
4. To reject the budget:
 - a) Click **Reject Budget....**
Maconomy displays the Reject Line dialog box.
 - b) Enter a rejection reason. This is a required field.
 - c) Click **Reject**.

Reopen a Budget

To modify information in a budget that has already been submitted, you must reopen it for editing.

To reopen a budget:

1. Under the Jobs menu section, go to **Jobs » Estimating workspace » Budget tab**.
2. Use the search filter and/or the **Search** field to select a job.
3. Click **Reopen Budget**.

Copy a Budget

Use these steps to copy budget lines from a job budget to the job budget you are currently working on.

To copy lines from another budget:

1. Under the Jobs menu section, go to **Jobs » Estimating workspace » Budget tab**.

2. Use the search filter and/or the **Search** field to select a job.
3. In the **Show Budget** field, select a job budget type from the dropdown list.
4. From the Other Actions dropdown list, select **Copy Budget**.
The Copy From Job Budget dialog box displays.
5. In the **Copy from Job No.** field, specify the number of the job from which you want to copy lines. You can also select a job from the dropdown list.
6. In the **Copy from Budget** field, select a job budget type from the dropdown list.
7. If needed, specify the following information:
 - a) The revision number from which you want to copy budget lines
 - b) Whether you want to overwrite duplicate lines
 - c) Whether you want to copy new lines only
8. Click **Copy**.
Maconomy copies budget lines from the job you specified, and adds them to the table of the current budget type/job budget.

Budgeting

The Budgeting workspace allows you to create and revise budgets for the jobs you work on.

This workspace dynamically adapts to the configuration of your job, and displays the Working Budget, Baseline, or Contract tabs only if relevant.

Additionally, the Job setup and the budget type determines which budget information is shown in the card and tables. For example, for fixed price projects, the fixed price, as determined in the Contract tab, appears in the budget cards and gross margin calculations are based on the cost in the budget and the fixed price. All billing price information is automatically hidden in the card and table, unless you choose to add a budget line for an item that is excluded from the fixed price budget. For time & material jobs, gross margin calculations are based on the cost and sales on the lines in the budget.

Budgeting Concepts

Various functionality is available in this workspace, depending on your budget type.

You can:

- Specify the fixed price of a job in the Contract tab. This is done either as a fixed price budget or a quote, depending on the job setup.
- Work with working budgets and baseline budgets for T&M and fixed price jobs. The fields shown in the cards and the tables adapt to the invoicing method (for example, information about cost and sales prices).
- On fixed price jobs, track budgeted costs and gross margins included or excluded from a fixed price job budget separately.
- On lines included in the fixed price, view only the relevant budget fields. The billing price and gross margin fields are automatically hidden.

- Easily view amounts in the relevant currency. The amounts are shown in base currency, but if the currency on the job is different from the base, overall currency amounts are shown dynamically.
- Work with jobs where a budget matrix (Detailed Time Budget) is enabled.
- Review and approve budgets.
- View revision history to trace all changes on the budget.
- Filter and view selected job budgets in the list view.

The layout of the workspace dynamically adapts to the configuration of your job, based on the job parameter setup.

The Baseline tab displays only if you enable the **Baseline Comparison** attribute in the **Planning** job parameter.

The Contract tab displays the fixed price budget type, as defined by the **Fixed Price Budget Type** attribute, if you:

- In the **Pricing Principle** job parameter, set the value of the **Invoicing Method** attribute to **Fixed Price**; OR
- For T&M jobs with a cap, in the **Revenue Recognition** job parameter, set the value of the **Handling of Overruns** attribute to **Yes**; OR
- For T&M jobs with a cap, in the **Revenue Recognition** job parameter, set the value of the **Recognize Revenue by Completion Percentage** attribute to **Yes**; AND
- In the **Pricing Principle** job parameter, set the value of the **Fixed Price Basis** attribute to **Budget**.

The Contract tab displays the quote if you set the value of the **Fixed Price Basis** attribute to **Quote**.

For fixed price projects, the fixed price, as determined in the Contract tab, appears in the budget cards with gross margin calculations, based on the cost in the budget and the fixed price from the Contract tab. Additionally, all billing price information is automatically hidden in the card and table, unless you choose to add a budget line for an item that is excluded from the fixed price budget.

For time & material jobs, gross margin calculations are based on the cost and sales on the lines in the budget.

The amounts in the card are shown in base currency, but if the currency on the job is different from the base, overall currency amounts are shown dynamically.

This workspace is available under **Jobs » Jobs**.

Budgeting Fields




This section describes the fields and actions on the Budgeting workspace.

Header Fields

Field	Description
Job	This field displays the job name and number to which the budget is applied.

Field	Description
Customer	This field displays the customer name and number to which the budget is applied.

Header Actions

Action	Description
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.

Working Budget Tab

This section describes the fields and actions on the Working Budget tab of the Budgeting workspace.

Use this tab to view details regarding your working budget. Depending on your job setup, certain fields are displayed only when relevant to the current job budget. This budget is also known as the current planning budget in the Workspace Client.

Field	Description
Fixed Price, Time	<p>This field displays the budgeted amount of employee time on a fixed price job, as entered in the sub-tab. The value in this field is displayed either in days or hours, depending on the time unit used on the job.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all expenses, such as T&M jobs, this field is automatically hidden in the tab.</p> </div>
Fixed Price, Cost	<p>This field displays the budgeted fixed cost price of the job. Total costs are displayed for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total cost of time activities

Field	Description
	<ul style="list-style-type: none"> ▪ Amount - Total cost of amount activities ▪ Total - Total cost of all budget lines ▪ Total Currency - Total cost of all budget lines in the job currency. This field is shown only when the job currency differs from the base currency. <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price	<p>This field displays the total budgeted fixed billing price based on the job setup. Total fixed price values are displayed for the following:</p> <ul style="list-style-type: none"> ▪ Total - Total budgeted fixed price based on the job setup in the base currency. ▪ Total Currency - Total budgeted fixed price based on the job setup in the job currency. Note that this field is shown only when the job currency differs from the base currency. <p>Note: These fields are shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price, Gross Margin, Total	<p>This field displays the budgeted gross margin on the job for expenses that are included in the fixed price of the job. This is calculated by subtracting the value in the Fixed Price, Cost field from the Fixed Price, Total field.</p> <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price, Gross Margin %, Total	<p>This field displays the budgeted gross margin represented as a percentage on the fixed price of the job.</p> <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
T&M, Time	<p>This field displays the budgeted amount of employee time on a job that is billed separately from the fixed price. The value in this field is displayed either in days or hours, depending on the time unit used on the job.</p> <p>Note: This field is shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>

Field	Description
T&M, Cost	<p>This field displays the budgeted billing prices of the job. Total costs are displayed for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total cost of time activities ▪ Amount - Total cost of amount activities ▪ Total - Total cost of all budget lines ▪ Total Currency - Total cost of all budget lines in the job currency. This field is shown only when the job currency differs from the base currency. <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
Billing Price	<p>This field displays the budgeted billing prices based on lines created in the sub-tab. Total billing prices are displayed for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total billing price of T&M time activities ▪ Amount - Total billing price of T&M amount activities ▪ Total - Total billing price of all budget lines ▪ Total Currency - Total billing price of all budget lines in the job currency. This field is shown only when the job currency differs from the base currency. <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
T&M, Total	<p>This field displays the total of all the budgeted costs and billing prices entered in the sub-tab.</p> <p>Note: This field is shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
T&M, Total, Currency	<p>This field displays the total of all the budgeted costs and billing prices entered in the sub-tab in the job currency.</p> <p>Note: This field is shown only when the job currency is different from the base currency.</p>
T&M, Gross Margin	<p>This field displays the budgeted gross margin on the job for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total budgeted gross margin for all time activities ▪ Amount - Total budgeted gross margin for all amount activities ▪ Total - Total budgeted gross margin for all budget lines

Field	Description
	<p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
T&M, Gross Margin %	<p>This field displays the budgeted gross margin represented as a percentage on the job for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total budgeted gross margin % for all time activities ▪ Amount - Total budgeted gross margin % for all amount activities ▪ Total - Total budgeted gross margin % for all budget lines <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
Grand Total	<p>This field displays the total of all the budgeted costs and billing prices entered in the sub-tab.</p> <p>If the current job is set up to track costs separately for fixed price items and billed costs, this field combines the costs for both.</p> <p>Note: This field is shown in the tab only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden.</p>
Grand Total, Currency	<p>This field displays the total of all the budgeted costs entered in the sub-tab in the job currency.</p> <p>Note: This field is shown in the tab only when the job currency is different from the base currency. It is also shown only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden.</p>
Resource Allocation Complete	<p>Use the radio buttons to indicate whether you are done with resource allocations for the job relevant to the budget you are viewing.</p> <p>If this field is set to Yes, Maconomy updates the existing working budget with quantities, costs, and revenues based on the resource allocations.</p> <p>This field only displays if:</p> <ul style="list-style-type: none"> ▪ The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. ▪ The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current budget.
Submitted	<p>This field displays the date the current budget was submitted, and the name of the employee who submitted it.</p>

Field	Description
Approved	This field displays the date the current budget was approved, and the name of the employee who approved it.

Tab Actions

Button	Description
Create Working Budget	Click this action button to create a working budget for the job.
Submit Budget	Click this action button to submit a budget for approval. After submission, the record status is updated, and this action is disabled until you make additional changes. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.
Reject Budget...	Click this action button to reject the current budget. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies.
Approve Budget	Click this action button to approve the current budget. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.
Reopen Budget	Click this action button to reopen an approved budget.
Undo Reject	Click this action button to undo rejection of a budget. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies.
Resourcing	This drop-down list includes the following actions: <ul style="list-style-type: none"> ▪ Send for Resourcing - Click this action to send the current job budget to People Planner. ▪ Retrieve Resourcing for Forecast - When you click this action, Maconomy retrieves resource allocation information for the current job budget from People Planner. When you click the Resource Forecast icon on a sub-tab line, the Resource Forecast wizard then displays the updated data that Maconomy retrieved from People Planner.

Button	Description
	<p>This drop-down list and the actions in it only display if:</p> <ul style="list-style-type: none"> The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current budget.
Other Actions	<p>In the Budgeting workspace, this drop-down list includes the following actions:</p> <ul style="list-style-type: none"> Remove All Lines - Click this action button to delete all lines in the sub-tab. Recalculate Budget - Click this action button to recalculate prices on the budget lines currently displayed. Copy Budget - Click this action button to copy the current budget. Transfer to Quote - Click this action to create a new quote revision for the job budget you are currently viewing. To view the new quote revision, go to the Quotes workspace.


Full Budget Sub-Tab

This section describes the fields and actions on the Full Budget sub-tab of the Working Budget tab in the Budgeting workspace.

Sub-Tab Fields






Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Resource Booking	<p>Click the icon to display the Resource Bookings wizard, which contains the embedded People Planner Budgeting Assistant web component.</p> <p>The Budgeting Assistant web component displays resource planning related specifically to the current budget line.</p> <p>This icon only displays if:</p> <ul style="list-style-type: none"> The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current budget line.

Field	Description
	<p>For more information about this web component and its related procedures, search on "Budgeting Assistant" in the Deltek People Planner Web Components Guide.</p> <div> <p>Note: While you can view the web components embedded in Maconomy on your tablet, some actions are only available via right-click menus, and the right-click function is not supported on tablets. Deltek recommends that you view these web components on desktop browsers.</p> </div>
	Click this icon to assign skills to the current budget line.
Resource Forecast	<p>Click the icon to display the Resource Forecast wizard, which contains Maconomy data retrieved from People Planner.</p> <p>This icon only displays if:</p> <ul style="list-style-type: none"> The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current budget line. The current line is not a sum/text line.
Price Breakdown	<p>Click to display the price breakdown of the selected budget line.</p> <div> <p>Note: This field is shown only when the current job uses a budget matrix. When you add hours in the budget matrix, Maconomy creates lines for each utilized resource in the price breakdown wizard that opens. You can modify the details regarding hours and prices for each line.</p> </div>
Description	Enter a description for the job budget line. If the field is blank, Maconomy automatically derives the description from the Task assigned to the budget line.
Line Type	<p>Select the applicable type of activity for the budget line. The drop-down list include the following activity types:</p> <ul style="list-style-type: none"> Time Outlay Amount Milestone Sum/Text
Task	Select from the drop-down list which task the budget line should be assigned to.

Field	Description
Employee Category	<p>Select an employee category to the job budget from the drop-down list.</p> <p>Note: This field is shown only when required on a job. If you are working on a job that utilizes employees in a different way, this field is hidden in the sub-tab. For example, if you are working on a job with a budget matrix, which provides employee information on a different level, this field is hidden.</p>
Employee	<p>If the current budget line relates to an employee, select the employee from the drop-down list.</p> <p>Note: This field is shown only when required on a job. If you are working on a job that utilizes employees in a different way, this field is hidden in the sub-tab. For example, if you are working on a job with a budget matrix, which provides employee information on a different level, this field is hidden.</p>
Incl. in FP	<p>This check box is selected if the entry that applies to the line is included in the fixed price of a job.</p> <p>Note: This field is shown only when the current job setup bills items to a fixed price amount.</p>
Quantity	Enter the budgeted quantity for the budget line. For time activities, this field is in hours or days, depending on the time unit on the job.
Cost	Enter the cost of the activity on the budget line.
Total Cost	This field displays the total amount of the Cost multiplied by the number in the Quantity field.
Billing Price	Enter the billing price of the activity on the budget line. The value for non-invoiceable activities must be zero.
Total Billing Price	This field displays the total amount of the Billing Price multiplied by the number in the Quantity field.
Gross Margin	This field displays the gross margin. Maconomy calculates the gross margin by subtracting the cost in the Total Cost field from the billing price in the Total Billing Price field.
Markup	This field displays the markup percentage.

Sub-Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Full Budget sub-tab, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Insert Budget Line ▪ Delete Budget Line ▪ Revert
+ Add Budget Line	Click this action button to add another budget line to the bottom of the budget.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	Click this icon to open the Customize Columns window.


Time Sub-Tab

This section describes the fields and actions on the Time sub-tab of the Working Budget tab in the Budgeting workspace.

Sub-Tab Fields






Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Resource Booking	<p>Click the icon to display the Resource Bookings wizard, which contains the embedded People Planner Budgeting Assistant web component.</p> <p>The Budgeting Assistant web component displays resource planning related specifically to the current budget line.</p> <p>This icon only displays if:</p>

Field	Description
	<ul style="list-style-type: none"> The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current budget line. <p>For more information about this web component and its related procedures, search on "Budgeting Assistant" in the Deltek People Planner Web Components Guide.</p> <div> <p>Note: While you can view the web components embedded in Maconomy on your tablet, some actions are only available via right-click menus, and the right-click function is not supported on tablets. Deltek recommends that you view these web components on desktop browsers.</p> </div>
	Click this icon to assign skills to the current budget line.
Resource Forecast	<p>Click the icon to display the Resource Forecast wizard, which contains Maconomy data retrieved from People Planner.</p> <p>This icon only displays if:</p> <ul style="list-style-type: none"> The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current budget line. The current line is not a sum/text line.
Description	Enter a description for the job budget line. If the field is blank, Maconomy automatically derives the description from the Task assigned to the budget line.
Line Type	<p>Select the applicable type of activity for the budget line. The drop-down list include the following activity types:</p> <ul style="list-style-type: none"> Time Outlay Amount Milestone Sum/Text
Task	Select from the drop-down list which task the budget line should be assigned to.
Employee Category	Select an employee category to the job budget from the drop-down list.

Field	Description
	<p>Note: This field is shown only when required on a job. If you are working on a job that utilizes employees in a different way, this field is hidden in the sub-tab. For example, if you are working on a job with a budget matrix, which provides employee information on a different level, this field is hidden.</p>
Employee	<p>If the current budget line relates to an employee, select the employee from the drop-down list.</p> <p>Note: This field is shown only when required on a job. If you are working on a job that utilizes employees in a different way, this field is hidden in the sub-tab. For example, if you are working on a job with a budget matrix, which provides employee information on a different level, this field is hidden.</p>
Incl. in FP	<p>This check box is selected if the entry that applies to the line is included in the fixed price of a job.</p> <p>Note: This field is shown only when the current job setup bills items to a fixed price amount.</p>
Quantity	Enter the budgeted quantity for the budget line. For time activities, this field is in hours or days, depending on the time unit on the job.
Cost	Enter the cost of the activity on the budget line.
Total Cost	This field displays the total amount of the Cost multiplied by the number in the Quantity field.
Billing Price	Enter the billing price of the activity on the budget line. The value for non-invoiceable activities must be zero.
Total Billing Price	This field displays the total amount of the Billing Price multiplied by the number in the Quantity field.
Gross Margin	This field displays the gross margin. Maconomy calculates the gross margin by subtracting the cost in the Total Cost field from the billing price in the Total Billing Price field.
Markup	This field displays the markup percentage.

Sub-Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Time sub-tab, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Insert Job Budget Line ▪ Delete Job Budget Line ▪ Revert
Change Resources	<p>Click this action button to update the current resources.</p> <div> <p>Note: This action is available only on jobs that use a budget matrix. A wizard displays to enable you to update resources. When you add resources for a budget matrix job, each resource is shown as a column in the table after you close the wizard. You can enter values for each resource.</p> </div>
+ Add Job Budget Line	Click this action button to add another job budget line to the bottom of the budget.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	Click this icon to open the Customize Columns window.

Amount Sub-Tab

This section describes the fields and actions on the Amount sub-tab of the Working Budget tab in the Budgeting workspace.



Sub-Tab Fields




Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Resource Booking	<p>Click the icon to display the Resource Bookings wizard, which contains the embedded People Planner Budgeting Assistant web component.</p> <p>The Budgeting Assistant web component displays resource planning related specifically to the current budget line.</p> <p>This icon only displays if:</p> <ul style="list-style-type: none"> ▪ The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. ▪ The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current budget line. <p>For more information about this web component and its related procedures, search on "Budgeting Assistant" in the Deltek People Planner Web Components Guide.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Note: While you can view the web components embedded in Maconomy on your tablet, some actions are only available via right-click menus, and the right-click function is not supported on tablets. Deltek recommends that you view these web components on desktop browsers.</p> </div>
Resource Forecast	<p>Click the icon to display the Resource Forecast wizard, which contains Maconomy data retrieved from People Planner.</p> <p>This icon only displays if:</p> <ul style="list-style-type: none"> ▪ The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. ▪ The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current budget line. ▪ The current line is not a sum/text line.
Description	<p>Enter a description for the job budget line. If the field is blank, Maconomy automatically derives the description from the Task assigned to the budget line.</p>
Line Type	<p>Select the applicable type of activity for the budget line. The drop-down list include the following activity types:</p> <ul style="list-style-type: none"> ▪ Time ▪ Outlay ▪ Amount ▪ Milestone ▪ Sum/Text

Field	Description
Task	Select from the drop-down list which task the budget line should be assigned to.
Incl. in FP	<p>This check box is selected if the entry that applies to the line is included in the fixed price of a job.</p> <div> <p>Note: This field is shown only when the current job setup bills items to a fixed price amount.</p> </div>
Quantity	Enter the budgeted quantity for the budget line.
Cost	Enter the cost of the activity on the budget line.
Total Cost	This field displays the total amount of the Cost multiplied by the number in the Quantity field.
Billing Price	Enter the billing price of the activity on the budget line. The value for non-invoiceable activities must be zero.
Total Billing Price	This field displays the total amount of the Billing Price multiplied by the number in the Quantity field.
Gross Margin	This field displays the gross margin. Maconomy calculates the gross margin by subtracting the cost in the Total Cost field from the billing price in the Total Billing Price field.
Markup	This field displays the markup percentage.

Sub-Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Amount sub-tab, choose from the following actions:</p> <ul style="list-style-type: none"> ■ Insert Budget Line ■ Delete Budget Line ■ Revert
+ Add Budget Line	Click this action button to add another budget line to the bottom of the budget.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>

Button	Description
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	<p>Click this icon to open the Customize Columns window.</p>

Baseline Tab

This section describes the fields and actions on the Baseline tab of the Budgeting workspace.

Use this tab to create a baseline budget comparison against your working budget.

Note: This tab and its fields are only available depending on job setup, and if baseline comparison is enabled on the current job.

Field	Description
Fixed Price, Time	<p>This field displays the budgeted amount of employee time on a fixed price job, as entered in the sub-tab. The value in this field is displayed either in days or hours, depending on the time unit used on the job.</p> <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all expenses, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price, Cost	<p>This field displays the budgeted fixed cost price of the job. Total costs are displayed for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total cost of time activities ▪ Amount - Total cost of amount activities ▪ Total - Total cost of all budget lines ▪ Total Currency - Total cost of all budget lines in the job currency. This field is shown only when the job currency differs from the base currency. <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price	<p>This field displays the total budgeted fixed billing price based on the job setup. Total fixed price values are displayed for the following:</p>

Field	Description
	<ul style="list-style-type: none"> ▪ Total - Total budgeted fixed price based on the job setup in the base currency. ▪ Total Currency - Total budgeted fixed price based on the job setup in the job currency. Note that this field is shown only when the job currency differs from the base currency. <p>Note: These fields are shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price, Gross Margin, Total	<p>This field displays the budgeted gross margin on the job for expenses that are included in the fixed price of the job. This is calculated by subtracting the value in the Fixed Price, Cost field from the Fixed Price, Total field.</p> <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
Fixed Price, Gross Margin %, Total	<p>This field displays the budgeted gross margin represented as a percentage on the fixed price of the job.</p> <p>Note: This field is shown only if the job is set up with a fixed price. If you are working on a job that is set up to bill all costs, such as T&M jobs, this field is automatically hidden in the tab.</p>
T&M, Time	<p>This field displays the budgeted amount of employee time on a job that is billed separately from the fixed price. The value in this field is displayed either in days or hours, depending on the time unit used on the job.</p> <p>Note: This field is shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
T&M, Cost	<p>This field displays the budgeted billing prices of the job. Total costs are displayed for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total cost of time activities ▪ Amount - Total cost of amount activities ▪ Total - Total cost of all budget lines ▪ Total Currency - Total cost of all budget lines in the job currency. This field is shown only when the job currency differs from the base currency. <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>

Field	Description
Billing Price	<p>This field displays the budgeted billing prices based on lines created in the sub-tab. Total billing prices are displayed for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total billing price of T&M time activities ▪ Amount - Total billing price of T&M amount activities ▪ Total - Total billing price of all budget lines ▪ Total Currency - Total billing price of all budget lines in the job currency. This field is shown only when the job currency differs from the base currency. <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
T&M, Total	<p>This field displays the total of all the budgeted costs and billing prices entered in the sub-tab.</p> <p>Note: This field is shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
T&M, Total, Currency	<p>This field displays the total of all the budgeted costs and billing prices entered in the sub-tab in the job currency.</p> <p>Note: This field is shown only when the job currency is different from the base currency.</p>
T&M, Gross Margin	<p>This field displays the budgeted gross margin on the job for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total budgeted gross margin for all time activities ▪ Amount - Total budgeted gross margin for all amount activities ▪ Total - Total budgeted gross margin for all budget lines <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>
T&M, Gross Margin %	<p>This field displays the budgeted gross margin represented as a percentage on the job for the following:</p> <ul style="list-style-type: none"> ▪ Time - Total budgeted gross margin % for all time activities ▪ Amount - Total budgeted gross margin % for all amount activities ▪ Total - Total budgeted gross margin % for all budget lines <p>Note: These fields are shown only for T&M jobs or fixed price jobs where some budget lines are excluded from the fixed price.</p>

Field	Description
Grand Total	<p>This field displays the total of all the budgeted costs and billing prices entered in the sub-tab.</p> <p>If the current job is set up to track costs separately for fixed price items and billed costs, this field combines the costs for both.</p> <div> Note: This field is shown in the tab only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden. </div>
Grand Total, Currency	<p>This field displays the total of all the budgeted costs entered in the sub-tab in the job currency.</p> <div> Note: This field is shown in the tab only when the job currency is different from the base currency. It is also shown only when the job is set up to track costs for a fixed price, or is a fixed price job that also has billable expenses. If you are working on a T&M job, this field is automatically hidden. </div>
Resource Allocation Complete	<p>Use the radio buttons to indicate whether you are done with resource allocations for the job relevant to the budget you are viewing.</p> <p>If this field is set to Yes, Maconomy updates the existing working budget with quantities, costs, and revenues based on the resource allocations.</p> <p>This field only displays if:</p> <ul style="list-style-type: none"> The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current budget.
Submitted	<p>This field displays the date the current budget was submitted, and the name of the employee who submitted it.</p>
Approved	<p>This field displays the date the current budget was approved, and the name of the employee who approved it.</p>

Tab Actions

Button	Description
Create Baseline Budget	Click this action button to create a baseline budget for the job.
Submit Budget	<p>Click this action button to submit a budget for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.</p> <div> Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow. </div>

Button	Description
Reject Budget...	<p>Click this action button to reject the current budget.</p> <p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies.</p>
Approve Budget	<p>Click this action button to approve the current budget.</p> <p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.</p>
Reopen Budget	Click this action button to reopen an approved budget.
Undo Reject	<p>Click this action button to undo rejection of a budget.</p> <p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies.</p>
Other Actions	<p>In the Budgeting workspace, this drop-down list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Remove All Lines - Click this action button to delete all lines in the sub-tab. ▪ Recalculate Budget - Click this action button to recalculate prices on the budget lines currently displayed. ▪ Copy Budget - Click this action button to copy the current budget.

Full Budget Sub-Tab

This section describes the fields and actions on the Full Budget sub-tab of the Baseline tab in the Budgeting workspace.



Sub-Tab Fields



Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Resource Forecast	<p>Click the icon to display the Resource Forecast wizard, which contains Maconomy data retrieved from People Planner.</p> <p>This icon only displays if:</p> <ul style="list-style-type: none"> ▪ The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application.

Field	Description
	<ul style="list-style-type: none"> The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current budget line. The current line is not a sum/text line.
Description	Copy to come.
Line Type	Copy to come.
Task	Copy to come.
Incl. in FP	Copy to come.
Qty	Copy to come.
Cost	Copy to come.
Total Cost	Copy to come.
Billing Price	Copy to come.
Total Billing Price	Copy to come.
GM	Copy to come.
Markup	Copy to come.

Sub-Tab Actions

Button	Description
+ Add Budget Line	Copy to come.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>

Button	Description
	
	Click this icon to open the Customize Columns window.

Time Sub-Tab

This section describes the fields and actions on the Time sub-tab of the Baseline tab in the Budgeting workspace.





Sub-Tab Fields

Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Resource Forecast	Click the icon to display the Resource Forecast wizard, which contains Maconomy data retrieved from People Planner. This icon only displays if: <ul style="list-style-type: none"> The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current budget line. The current line is not a sum/text line.
Description	Copy to come.
Line Type	Copy to come.
Task	Copy to come.
Incl. in FP	Copy to come.
Qty	Copy to come.
Cost	Copy to come.

Field	Description
Total Cost	Copy to come.
Billing Price	Copy to come.
Total Billing Price	Copy to come.
GM	Copy to come.
Markup	Copy to come.

Sub-Tab Actions

Button	Description
+ Add Job Budget Line	Copy to come.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Amount Sub-Tab

This section describes the fields and actions on the Amount sub-tab of the Baseline tab in the Budgeting workspace.






Sub-Tab Fields

Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Resource Forecast	<p>Click the icon to display the Resource Forecast wizard, which contains Maconomy data retrieved from People Planner.</p> <p>This icon only displays if:</p> <ul style="list-style-type: none"> The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current budget line. The current line is not a sum/text line.
Description	Enter a description for the job budget line. If the field is blank, Maconomy automatically derives the description from the task assigned to the budget line.
Line Type	<p>Select the applicable type of activity for the budget line. The drop-down list include the following activity types:</p> <ul style="list-style-type: none"> Time Outlay Amount Milestone Sum/Text
Task	Select from the drop-down list which task the budget line should be assigned to.
Incl. in FP	<p>This check box is selected if the entry that applies to the line is included in the fixed price of a job.</p> <div> <p>Note: This field is only shown when the current job setup bills items to a fixed price amount.</p> </div>
Quantity	Enter the budgeted quantity for the budget line.
Cost	Enter the cost of the activity on the budget line.
Total Cost	This field displays the total amount of the Cost multiplied by the number in the Quantity field.
Billing Price	Enter the billing price of the activity on the budget line. The value for non-invoiceable activities must be zero.
Total Billing Price	This field displays the total amount of the Billing Price multiplied by the number in the Quantity field.

Field	Description
Gross Margin	This field displays the gross margin. Maconomy calculates the gross margin by subtracting the cost in the Total Cost field from the billing price in the Total Billing Price field.
Markup	This field displays the markup percentage.

Sub-Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Amount sub-tab, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Insert Budget Line ▪ Delete Budget Line ▪ Revert
+ Add Budget Line	Click this action button to add another budget line to the bottom of the budget.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	Click this icon to open the Customize Columns window.

Contract Tab

This section describes the fields and actions on the Contract tab of the Budgeting workspace.

Use this tab to create a contract budget.

Note: This tab is shown only for fixed price jobs where the fixed price basis is either Budget or Quote. It is also shown for T&M jobs with **Handling of Overruns** or **Recognize Revenue by Completion Percentage** enabled.

The fields are dynamic and display different information depending on the current job's setup.

Fixed Price Jobs Based on Quote

Attention: The following fields are shown only for fixed price jobs based on an approved quote. You can edit the quote in this tab.

Tab Fields

Field	Description
Current	This field displays the current price of the fixed price job.
New	Enter a new fixed price value in this field.
Submitted	This field displays the date the current quote was submitted, and the name of the employee who submitted it.
Approved	This field displays the date the current quote was approved, and the name of the employee who approved it.
Revision Number	This field displays the latest revision of the current quote.

Tab Actions

Button	Description
Submit Quote	Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.
Approve Quote	Click this action button to approve the current quote. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.
Reopen Quote	Click this action button to reopen an approved budget.

Fixed Price Jobs Based on Budget

Attention: The following fields are shown only when you are working on fixed price jobs or T&M jobs with **Handling of Overruns** or **Recognize Revenue by Completion Percentage** enabled, based on an approved budget. Maconomy displays the budget type indicated in the job setup.

Tab Fields

Field	Description
Fixed Price	This field displays the fixed price for the current job in the following: <ul style="list-style-type: none"> ▪ Base - the base currency of the job ▪ Currency - the job currency
Base	This field displays the total fixed price amount of the Billing Price multiplied by the number in the Quantity field.
Currency	This field displays the total fixed price amount of the Billing Price multiplied by the number in the Quantity field in the job currency.
Total	This field displays the total fixed price of the current job in the following: <ul style="list-style-type: none"> ▪ Base - the base currency of the job ▪ Currency - the job currency

Tab Actions

Button	Description
Create Contract Budget	Click this action button to create a contract budget for the job.
Submit Budget	Click this action button to submit a budget for approval. After submission, the record status is updated, and this action is disabled until you make additional changes. <div> Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow. </div>
Reject Budget...	Click this action button to reject the current budget. <div> Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies. </div>
Approve Budget	Click this action button to approve the current budget. <div> Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow. </div>
Reopen Budget	Click this action button to reopen an approved budget.
Undo Reject	Click this action button to undo rejection of a budget.






Button	Description
	<p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies.</p>
Other Actions	<p>In the Budgeting workspace, this drop-down list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Remove All Lines - Click this action button to delete all lines in the sub-tab. ▪ Recalculate Budget - Click this action button to recalculate prices on the budget lines currently displayed. ▪ Copy Budget - Click this action button to copy the current budget.

Table Fields

Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Description	Enter a description for the job budget. If the field is blank, Maconomy automatically derives the description from the task assigned to the budget line.
Line Type	<p>Select the applicable type of activity for the budget line. The drop-down list include the following activity types:</p> <ul style="list-style-type: none"> ▪ Time ▪ Outlay ▪ Amount ▪ Milestone ▪ Sum/Text
Task	Select a task from the drop-down list to assign to the budget line.
Quantity	Enter the budgeted quantity for the budget line. For time activities, this field is in hours or days, depending on the time unit on the job.
Billing Price	Enter the billing price of the activity on the budget line. The value for non-invoiceable activities must be zero.
Total Billing Price	This field displays the total amount of the Billing Price multiplied by the number in the Quantity field.

Table Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Full Budget tab, choose from the following actions:</p> <ul style="list-style-type: none"> ■ Insert Budget Line ■ Delete Budget Line ■ Revert
+ Add Budget Line	Click this action button to add another budget line to the bottom of the budget.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	Click this icon to open the Customize Columns window.

Revisions Tab

This section describes the fields and actions on the Revisions tab of the Budgeting workspace.

This tab displays all the approved revisions and changes made to the job budget. This also allows you to print any revision of the job budgets. Note that you cannot change any of the fields in this tab. If you are working on a fixed price job, the tab displays separate budget information for expenses that are included in the fixed prices budget (under Fixed Price), and for expenses that are separately billed (under T&M).




Field	Description
Budget Type	This field displays the budget type of the current revision.
Revision No.	This field displays the revision number of the current job budget.
Cost Price, Base	This field displays the budgeted cost of the current revision in the base currency at the time when the revision was created.



Field	Description
Billing Price, Base	This field displays the budgeted billing price of the current revision in the base currency at the time when the revision was created.
Date Submitted	This field displays the date the current revision was submitted.
Submitted By	This field displays the name of the employee who submitted the current revision.

Revision Number Island

Field	Description
Fixed Price, Time	<p>This field displays the budgeted amount of employee time on a fixed price job, as entered in the sub-tab. The value in this field is displayed either in days or hours, depending on the time unit used on the job.</p> <div style="border: 1px solid #0070C0; padding: 5px;"> <p>Note: This field is shown only if the job is set up to track time activities for a fixed price. If you are working on a job that is set up to bill all expenses, such as T&M jobs, this field is automatically hidden in the tab.</p> </div>
Fixed Price, Cost	<p>This field displays the budgeted fixed price of the current revision. Total costs are displayed for the following:</p> <ul style="list-style-type: none"> ■ Time - Total cost of time activities ■ Amount - Total cost of amount activities ■ Total - Total cost of all budget lines ■ Total, Currency - Total cost of all budget lines in the job currency. This field is shown only when the job currency differs from the base currency.

Tab Actions

Button	Description
Print Budget	Click this action button to print the current budget revision.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>

Button	Description
	
	Click this icon to open the Customize Columns window.

Full Budget Sub-Tab

This section describes the fields and actions on the Full Budget sub-tab of the Revisions tab in the Budgeting workspace.


Sub-Tab Fields




Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Price Breakdown	Click to display the price breakdown of the selected budget line. <div> Note: This field is shown only when the current job uses a budget matrix. When you add hours in the budget matrix, Maconomy creates lines for each utilized resource in the price breakdown wizard that opens. You can modify the details regarding hours and prices for each line. </div>
Description	Enter a description for the job budget line. If the field is blank, Maconomy automatically derives the description from the Task assigned to the budget line.
Line Type	Select the applicable type of activity for the budget line. The drop-down list include the following activity types: <ul style="list-style-type: none"> Time Outlay Amount Milestone Sum/Text
Task	Select from the drop-down list which task the budget line should be assigned.
Employee Category	Select an employee category to the job budget from the drop-down list. <div> Note: This field is shown only when required on a job. If you are working on a job that utilizes employees in a different way, this field is hidden in the </div>

Field	Description
	sub-tab. For example, if you are working on a job with a budget matrix, which provides employee information on a different level, this field is hidden.
Employee	<p>If the current budget line relates to an employee, select the employee from the drop-down list.</p> <p>Note: This field is shown only when required on a job. If you are working on a job that utilizes employees in a different way, this field is hidden in the sub-tab. For example, if you are working on a job with a budget matrix, which provides employee information on a different level, this field is hidden.</p>
Incl. in FP	<p>This check box is selected if the entry that applies to the line is included in the fixed price of a job.</p> <p>Note: This field is shown only when the current job setup bills items to a fixed price amount.</p>
Quantity	Enter the budgeted quantity for the budget line. For time activities, this field is in hours or days, depending on the time unit on the job.
Cost	Enter the cost of the activity on the budget line.
Total Cost	This field displays the total amount of the Cost multiplied by the number in the Quantity field.
Billing Price	Enter the billing price of the activity on the budget line. The value for non-invoiceable activities must be zero.
Total Billing Price	This field displays the total amount of the Billing Price multiplied by the number in the Quantity field.
Gross Margin	This field displays the gross margin. Maconomy calculates the gross margin by subtracting the cost in the Total Cost field from the billing price in the Total Billing Price field.
Markup	This field displays the markup percentage.

Sub-Tab Actions

Button	Description
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>

Button	Description
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	<p>Click this icon to open the Customize Columns window.</p>

Time Sub-Tab

This section describes the fields and actions on the Time sub-tab of the Revisions tab in the Budgeting workspace.



Sub-Tab Fields



Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Description	Enter a description for the job budget line. If the field is blank, Maconomy automatically derives the description from the Task assigned to the budget line.
Line Type	<p>Select the applicable type of activity for the budget line. The drop-down list include the following activity types:</p> <ul style="list-style-type: none"> Time Outlay Amount Milestone Sum/Text
Task	Select from the drop-down list which task the budget line should be assigned.
Employee Category	<p>Select an employee category to the job budget from the drop-down list.</p> <p>Note: This field is shown only when required on a job. If you are working on a job that utilizes employees in a different way, this field is hidden in the sub-tab. For example, if you are working on a job with a budget matrix, which provides employee information on a different level, this field is hidden.</p>

Field	Description
Employee	<p>If the current budget line relates to an employee, select the employee from the drop-down list.</p> <p>Note: This field is shown only when required on a job. If you are working on a job that utilizes employees in a different way, this field is hidden in the sub-tab. For example, if you are working on a job with a budget matrix, which provides employee information on a different level, this field is hidden.</p>
Incl. in FP	<p>This check box is selected if the entry that applies to the line is included in the fixed price of a job.</p> <p>Note: This field is shown only when the current job setup bills items to a fixed price amount.</p>
Quantity	Enter the budgeted quantity for the budget line. For time activities, this field is in hours or days, depending on the time unit on the job.
Cost	Enter the cost of the activity on the budget line.
Total Cost	This field displays the total amount of the Cost multiplied by the number in the Quantity field.
Billing Price	Enter the billing price of the activity on the budget line. The value for non-invoiceable activities must be zero.
Total Billing Price	This field displays the total amount of the Billing Price multiplied by the number in the Quantity field.
Gross Margin	This field displays the gross margin. Maconomy calculates the gross margin by subtracting the cost in the Total Cost field from the billing price in the Total Billing Price field.
Markup	This field displays the markup percentage.

Sub-Tab Actions

Button	Description
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>

Button	Description
	
	Click this icon to open the Customize Columns window.

Amount Sub-Tab

This section describes the fields and actions on the Amount sub-tab of the Revisions tab in the Budgeting workspace.





Sub-Tab Fields

Note: On parent lines in tree tables, only the **Description** field is editable. On non-parent sum lines in tree tables, only the **Description**, **Line Type**, and **Task** fields are editable.

Field	Description
Description	Enter a description for the job budget line. If the field is blank, Maconomy automatically derives the description from the Task assigned to the budget line.
Line Type	<p>Select the applicable type of activity for the budget line. The drop-down list include the following activity types:</p> <ul style="list-style-type: none"> ▪ Time ▪ Outlay ▪ Amount ▪ Milestone ▪ Sum/Text
Task	Select from the drop-down list which task the budget line should be assigned.
Incl. in FP	<p>This check box is selected if the entry that applies to the line is included in the fixed price of a job.</p> <p>Note: This field is only shown when the current job setup bills items to a fixed price amount.</p>
Quantity	Enter the budgeted quantity for the budget line.
Cost	Enter the cost of the activity on the budget line.

Field	Description
Total Cost	This field displays the total amount of the Cost multiplied by the number in the Quantity field.
Billing Price	Enter the billing price of the activity on the budget line. The value for non-invoiceable activities must be zero.
Total Billing Price	This field displays the total amount of the Billing Price multiplied by the number in the Quantity field.
Gross Margin	This field displays the gross margin. Maconomy calculates the gross margin by subtracting the cost in the Total Cost field from the billing price in the Total Billing Price field.
Markup	This field displays the markup percentage.

Sub-Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Budgeting Procedures

This section describes the steps you need to follow to work with budgets.

Create a Budget

You can create several budgets for your job, such as a working budget to manage estimates to completion, and a baseline budget to compare your progress. You can also specify the fixed price

of your job in the Contract tab. This is done in a contract budget, or defined by a quote depending on the setup of your job.

To create a budget:

1. Under the Jobs menu section, go to **Jobs » Budgeting workspace**.
2. Use the search filter and/or the **Search** field to select a job.
3. Depending on the budget you wish to create, click **Working Budget**, **Baseline**, or **Contract**. The available tabs depend on the setup of your job.
4. Click **Create Working / Baseline / Contract...**
5. To add budget lines, click **+ Add Budget Line**.
6. Enter information in the lines as needed.
7. Click **Save**.

Edit a Budget

You can edit a budget to add or modify information regarding your expenses on the job. However, if it has already been submitted or approved, the budget will be reopened and will go through the approval process again.

To edit budget lines:

1. Under the Jobs menu section, go to **Jobs » Budgeting workspace**.
2. Use the search filter and/or the **Search** field to select a job.
3. Click the tab you want to update.
4. Edit the lines in the table as needed.
5. If you want to revert your changes, click **Revert**. Otherwise, click **Save** or press ENTER.

Submit a Budget

When you have finalized all details in the budget, you can submit it for approval.

To submit a budget:

1. Under the Jobs menu section, go to **Jobs » Budgeting workspace**.
2. Use the search filter and/or the **Search** field to select a job.
3. Click **Submit Budget**.

Approve or Reject a Budget

Use these steps to review and approve or reject new/updated budgets submitted for your approval. You can also approve (and reject) budgets in the Approval Center workspace.

To approve or reject a budget:

1. Under the Jobs menu section, go to **Jobs » Budgeting workspace**.
2. Use the search filter and/or the **Search** field to select a budget.
3. To approve the budget:
 - a) Click **Approve Budget**.
4. To reject the budget:
 - a) Click **Reject Budget....**
Maconomy displays the Reject Line wizard.
 - b) Enter a rejection reason. This is a required field.
 - c) Click **Reject**.

Reopen a Budget

To modify information in a budget that has already been submitted, you must reopen it for editing.

To reopen a budget:

1. Under the Jobs menu section, go to **Jobs » Budgeting workspace**.
2. Use the search filter and/or the **Search** field to select a job.
3. Click **Reopen Budget**.

Copy a Budget

Use these steps to copy a budget.

To copy a budget:

1. Under the Jobs menu section, go to **Jobs » Budgeting workspace**.
2. Use the search filter and/or the **Search** field to select a job.
3. From the **Other Actions** drop-down list, select **Copy Budget**.

Assign Skill Requirement to a Budget Line

Use these steps to assign skills to a budget line.

To assign a skill:

1. Under the Jobs submenu, go to **Budgeting Workspace » Working Budget » Full Budget subtab** or **Time subtab**.

2. Click the **Assign Skills** icon on a budget line.

Note: This icon is available only on time lines.

3. In the wizard that opens, click **+ Add Skills Requirement**.
4. Add information in the following fields:
 - **Skill Number**
 - **Skill Name**
 - **Level**
 - **Requirement Type**
5. Press ENTER to save the line.
6. To select an existing skill requirement to add to the budget line, click on a skill on the list.
7. Click **Save**.

Resourcing

Use the Resourcing workspace to access the embedded People Planner Resourcing web component.

This workspace is found under the **Jobs menu group » Jobs submenu**. It is only available if the company-specific **Enable People Planner Web** system parameter is enabled in **Setup » System Setup » System Parameters**.

Resourcing Concepts

This workspace allows project managers and others with similar roles to perform their project planning tasks in Maconomy.

While the Resourcing web component has undergone minor updates to better align with Maconomy, its functionality remains the same.

For more information about this web component and related procedures, search on "The Resourcing Workspace" in the [Deltek People Planner Web Components Guide](#).

Note: While you can view the web components embedded in Maconomy on your tablet, some actions are only available via right-click menus, and the right-click function is not supported on tablets. Deltek recommends that you view these web components on desktop browsers.

Purchasing From Budget

Use this workspace to raise purchase orders and requisitions from budget lines on a job.

Purchasing From Budget Concepts

You can create and maintain purchase orders for a specific job.

In this workspace, you can create purchase orders manually for lines on the current budget, although you can also create them from the Budgeting or Estimating workspaces. The Purchases assistant provides details on the purchases you make.

Purchasing From Budget Procedures

This section describes the steps you need to follow to work with purchase orders and requisitions on budget lines.

Create Purchase Orders

Use these steps to create purchase orders on lines for the current budget.

To create a purchase order:

1. Go to **Jobs » Jobs » Purchasing From Budget**.
2. Use the search filter at the top of the workspace to select a job.
3. In the table, select the lines for which you want to create purchase orders.
4. Click **Create Purchase Orders**.
5. In the notification that displays, click **Ok**.
You can view the created purchase order in the Purchases assistant.

Create Requisitions

Use these steps to create requisitions on lines for the current budget.

To create a requisition:

1. Go to **Jobs » Jobs » Purchasing From Budget**.
2. Use the search filter at the top of the workspace to select a job.
3. In the table, select the lines for which you want to create requisitions.
4. Click **Create Requisitions**.
5. In the notification that displays, click **Ok**.

Quotes

The Quotes workspace enables you to create, edit, and print job quotes as well as order confirmations. In addition, this workspace supports quote revisions, and the approval hierarchy functionality for job quotes.

Quotes Concepts

You can:

- Add, insert, copy, and delete quote lines.
- Add a quote based on a budget.
- Submit, and approve or reject quotes.
- Review and restore quote revisions.
- Print quotes, draft quotes, and order confirmations.

The Quotes tab displays your quotes and relevant account information, including calculations. In this tab you can print, submit, approve, and accomplish other administrative tasks in relation to your quotes and order confirmations. The Quote Revisions tab displays all versions of your quote lines. These capabilities are parallel to what is in the Workspace Client.

The Quotes workspace is included in the Jobs section of the menu.



Quotes Fields


This section describes the fields and actions on the Quotes workspace.

Card Part Fields

Field	Description
Job	This field displays the job name and number to which the quote is added.
Customer	This field displays the customer name and number.

Card Part Actions

Button	Description
	Click this icon to refresh data in the current workspace.
	Click to display the list view. Click to display the detailed view.

Button	Description
	
Save	Click this action button to save changes to the current record. After saving changes, the budget status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.

Quote Tab

This section describes the fields and actions on the Quote tab of the Quotes workspace.

Tab Fields

Field	Description
New Quote Price	This field displays the total price of the quote in the job's specified currency.
Invoice Discount	This field displays the invoice discount for the job in the job's specified currency.
Tax	This field displays the taxed amount according to the selected code in the Tax Code field.
Balance Due	This field displays the total order confirmation price in the job's specified currency. It is the sum of the values in the New Quote Price , Invoice Discount , and Tax fields.
Effective Quote Price	This field displays the effective quote price of the job. The quote must be approved whenever the quote price is changed for the price to reflect in this field.
Budget Type	This field displays the budget type of the selected job budget.
Billing Price	This field displays the currency and total price of the job quote, excluding tax.
Deviation	This field shows the difference between the billing and quote prices.
Remarks 1-3	Enter additional information related to the job quote in these fields.

Tab Actions

Button	Description
Submit Quote	<p>Click this action button to submit a quote for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.</p> <div> <p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.</p> </div>
Approve Quote	<p>Click this action button to approve a quote.</p> <p>This action is available for users with requisite access rights only.</p>
Reopen Quote	<p>Click this action to reopen the job quote.</p> <p>Once reopened, you can add, edit, or delete quote lines.</p>
Other Actions	<p>In the Quotes workspace, this drop-down list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Print Quote - Click this action to print an approved job quote. ▪ Print Draft Quote - Click this action to generate a PDF of the selected job quote. You may review the PDF on screen, or save and print a copy. ▪ Print Order Confirmation - Click this action to print a job order confirmation. ▪ Delete Quote Lines - Click this action to delete quote lines. ▪ Copy Quote... - Click this action to copy a quote by using either the job number or the revision number. Once you have selected the lines, these are added to the current quote. ▪ Restore Quote Revision - Click this action to restore a quote revision.

Quote Lines Sub-Tab







This section describes the fields and actions on the Quotes Lines sub-tab of the Quote tab in the Quotes workspace.

Sub-Tab Fields

Field	Description
Description	Enter a description of the quote line.
Qty	Enter the quantity of the item included in your job quote.

Field	Description
Billing Price	Enter the billing price of the item included in your job quote.
Total Billing Price	This field displays the total billing price in the currency of your job invoice, and is automatically calculated. You cannot edit this field.
Tax Code	Select a tax code to apply to the current line.
Subtotal	Select this check box to display the subtotal of your quote.
Total Price Only	Select this check box to display the total price of your quote.

Sub-Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add or delete quote lines to your job.</p> <p>For lines in the Quote tab, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Insert Quote Line - Click this action to insert a quote line. ▪ Delete Quote Line - Click this action to delete a quote line.
+ Add Quote Line	Click this action to add a quote line to your job.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	Click this icon to open the Customize Columns window.






Quote Revisions Tab

This section describes the fields and actions on the Quote Revisions tab of the Quotes workspace.

Tab Fields

Field	Description
Revision No.	This field displays the revision number of your quote.
New Quote Price	This field displays the total price of the quote in the job's specified currency.
Invoice Discount %	This field displays the invoice discount for the job in percentage.
Tax	This field displays the tax applied to your invoice.

Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Quotes Procedures

This section describes the steps you need to follow to work with quotes.

Create a Quote

You can add quotes to a job based on the price estimates and product quantity in your job budget.

To create a quote:

1. Under the Jobs menu section, go to **Jobs » Quotes**
2. Use the search filter and/or the **Search** field to select a job.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents tab. Click **Save**, or press ENTER to save the information.

3. To add quote lines, click **+ Add Quote Line**.
4. Enter the necessary details for your quote line.
5. Click **Save**.

Edit a Quote

You can modify the information in an existing quote, with exception to those which you have submitted, and those which the project manager has approved or rejected.

To edit a quote:

1. Under the Jobs menu section, go to **Jobs » Quotes**.
2. Use the search filter and/or the **Search** field to select the job quote you want to update.
3. Edit the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save** or press ENTER.

Delete a Quote

You can remove quote lines as needed.

To delete a quote:

1. Under the Jobs menu section, go to **Jobs > Quotes**.
2. Use the search filter and/or the **Search** field to select a job.

Note: When the project manager has approved or rejected the job quote, you cannot delete lines.

3. From the **Other Actions** drop-down list, select **Delete Quote Lines**. A confirmation window appears.
4. Click **Delete** to confirm deletion, or **Cancel** to exit without deleting.

Copy a Quote

Use these steps to copy quotes.

To copy a quote:

1. Under the Jobs menu section, go to **Jobs > Quotes**.
2. Use the search filter and/or the **Search** field to select a job quote.
3. From the **Other Actions** drop-down list, select **Copy Quote...**

Submit a Quote

Use these steps to submit your new or edited job quotes for approval.

To submit a quote:

1. Under the Jobs menu section, go to **Jobs > Quotes**.
2. Use the search filter and/or the **Search** field to select the job quote you want to submit for approval.

Note: You can only submit open job quotes.

3. Click **Submit Quote**.

Approve or Reject a Quote

Use these steps to approve or reject a quote. You can view all approved job quotes in the Quotes Revisions tab.

To approve/reject a quote:

1. Under the Jobs menu section, go to **Jobs > Quotes**
2. Use the search filter and/or the **Search** field to select the job quote for your approval.
3. To approve the job quote:
 - a) Click **Approve**.
4. To reject the job quote:
 - a) Click **Reject...**
Maconomy displays the Reject Line wizard.
 - b) Enter a rejection reason. This is a required field.
 - c) Click **Reject**.

Reopen a Quote

When you reopen a quote, you can edit a submitted job quote.

To reopen a quote:

1. Under the Jobs menu section, go to **Jobs > Quotes**.
2. Use the search filter and/or the **Search** field to select a job quote.
3. Click **Reopen Quote**.

Print a Quote

Use these steps to print a job quote, draft quote, or an order confirmation.

To print a quote, draft quote, or an order confirmation:

1. Under the Jobs menu section, go to **Jobs > Quotes**.
2. Use the search filter and/or the **Search** field to select a job quote.
3. From the **Other Actions** drop-down list, select **Print Quote**, **Print Draft Quote**, or **Print Order Confirmation**.

Restore Quote Revisions

Use these steps to restore quote revisions.

To restore quote revisions:

1. Under the Jobs menu section, go to **Jobs > Quotes**.
2. Use the search filter and/or the **Search** field to select a job quote.
3. From the **Other Actions** drop-down list, select **Restore Quote Revision...**

Time & Expense Approval

The Time & Expense Approval Workspace allows project managers to manage time and expense sheet lines for jobs. It supports time and expense approval hierarchies, enabling users to handle approvals and track the progress of submissions.

Time & Expense Approval Concepts

You can:

- View and manage time and expense sheet lines, including unsubmitted entries, under “Time” and “Expense” tabs.
- Perform batch or line-level approvals/rejections, with the option to undo actions.
- Filter entries using criteria such as date, employee, task, and other parameters.

- View the approval hierarchy for each submission, including the next approver, project manager information, and submission date.
- View information cards for time totals, project costs, expenses, and approval statuses.
- View daily descriptions, attached documents, and expense justifications if applicable.

The **Status** field is for approval hierarchies only, but the **Approval**, **Project Manager** field can be added manually.

Time & Expense Approval Procedures

This section describes the steps you need to follow to work with time sheet and expense sheet lines within the Time & Expense Approval workspace.

Approve a Time Sheet Line

Use these steps to approve a time sheet line. Only entries with a **Submitted** status can be approved.

To approve a time sheet line:

1. Under the Jobs menu section, go to **Jobs submenu » Time & Expense Approval workspace » Time tab**.
2. Use the search filter at the top of the workspace or the list view to select a job.
3. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit, and then click **Apply**.
4. On the line you want to approve, click the icon in the **Approve** field.
Maconomy approves the request and automatically refreshes the workspace.
5. To undo the action:
 - a) Click **Undo**.Maconomy automatically saves your changes.

Reject a Time Sheet Line

Use these steps to reject a time sheet line. Only entries with a **Submitted** status can be rejected.

To reject a time sheet line:

1. Under the Jobs menu section, go to **Jobs submenu » Time & Expense Approval workspace » Time tab**.
2. Use the search filter at the top of the workspace or the list view to select a job.
3. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit, and then click **Apply**.
4. On the line you want to reject, click the icon in the **Reject** field.

Maconomy rejects the line. You are required to enter a reason in the Rejection Comment window.

5. To undo the action:

- a) Click **Undo**.

Maconomy automatically saves your changes.

Batch Approve Time Sheet Lines

Use these steps to perform batch approvals of time sheet lines. Only entries with a **Submitted** status can be approved.

To batch approve time sheet lines:

1. Under the Jobs menu section, go to **Jobs submenu » Time & Expense Approval workspace » Time tab**.
2. Use the search filter at the top of the workspace or the list view to select a job.
3. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit, and then click **Apply**.
4. Click **Mark All for Approval**.
5. Click **Carry out Approval**.
6. To select individual lines for batch approval:
 - a) In the **New Approval Status** field of the lines that you want to approve, select **Approved**.
 - b) Click **Carry out Approval**.

Maconomy approves the lines and refreshes the workspace.

Batch Reject Time Sheet Lines

Use these steps to perform batch rejections of time sheet lines. Only entries with a **Submitted** status can be rejected.

To batch reject time sheet lines:

1. Under the Jobs menu section, go to **Jobs submenu » Time & Expense Approval workspace » Time tab**.
2. Use the search filter at the top of the workspace or the list view to select a job.
3. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit, and then click **Apply**.
4. Click **Other Actions**, and then select **Mark All for Rejection**.
5. Click **Carry out Approval**.
6. To select individual lines for batch rejection:

- a) In the **New Approval Status** field of the lines that you want to approve, select **Rejected**.
- b) Click **Carry out Approval**.

Maconomy rejects the lines and refreshes the workspace.

Approve an Expense Sheet Line

Use these steps to approve an expense sheet line. Only entries with a **Submitted** status can be approved.

To approve an expense sheet line:

1. Under the Jobs menu section, go to **Jobs submenu » Time & Expense Approval workspace » Expense tab**.
2. Use the search filter at the top of the workspace or the list view to select a job.
3. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit, and then click **Apply**.
4. On the line you want to approve, click the icon in the **Approve** field.
Maconomy approves the lines and automatically refreshes the workspace.
5. To undo the action:
 - a) Click **Undo**.Maconomy automatically saves your changes.

Reject an Expense Sheet Line

Use these steps to reject an expense sheet line. Only entries with a **Submitted** status can be rejected.

To reject an expense sheet line:

1. Under the Jobs menu section, go to **Jobs submenu » Time & Expense Approval workspace » Expense tab**.
2. Use the search filter at the top of the workspace or the list view to select a job.
3. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit, and then click **Apply**.
4. On the line you want to reject, click the icon in the **Reject** field.
Maconomy rejects the line. You are required to enter a reason in the Rejection Comment window.
5. To undo the action:
 - a) Click **Undo**.Maconomy automatically saves your changes.

Batch Approve Expense Sheet Lines

Use these steps to perform batch approvals of expense sheet lines. Only entries with a **Submitted** status can be approved.

To batch approve expense sheet lines:

1. Under the Jobs menu section, go to **Jobs submenu » Time & Expense Approval workspace » Expense tab**.
2. Use the search filter at the top of the workspace or the list view to select a job.
3. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit, and then click **Apply**.
4. Click **Mark All for Approval**.
5. Click **Carry out Approval**.
6. To select individual lines for batch approval:
 - a) In the **New Approval Status** field of the lines that you want to approve, select **Approved**.
 - b) Click **Carry out Approval**.Maconomy approves the lines and refreshes the workspace.

Batch Reject Expense Sheet Lines

Use these steps to perform batch rejections of expense sheet lines. Only entries with a **Submitted** status can be rejected.

To batch reject expense sheet lines:

1. Under the Jobs menu section, go to **Jobs submenu » Time & Expense Approval workspace » Expense tab**.
2. Use the search filter at the top of the workspace or the list view to select a job.
3. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit, and then click **Apply**.
4. Click **Other Actions**, and then select **Mark All for Rejection**.
5. Click **Carry out Approval**.
6. To select individual lines for batch rejection:
 - a) In the **New Approval Status** field of the lines that you want to approve, select **Rejected**.
 - b) Click **Carry out Approval**.Maconomy rejects the lines and refreshes the workspace.

Release Expense Sheet Lines

You can release an expense sheet line if it is visible to you and the following requirements are met: if you are the expense sheet owner's supervisor, the checkbox **Transfer Non-Approved Time Sheets** has been selected in the window System Information, and/or you can release expense sheets in the window Actions.

To release expense sheet lines:

1. Under the Jobs menu section, go to **Jobs submenu » Time & Expense Approval workspace » Expense tab**.
2. Use the search filter at the top of the workspace or the list view to select a job.
3. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit, and then click **Apply**.
4. Click **Other Actions**, and then select **Mark All for Release**.
5. Click **Carry out Approval**.
6. To select individual lines for batch release:
 - a) In the **New Approval Status** field of the lines that you want to approve, select **Released**.
 - b) Click **Carry out Approval**.

Maconomy releases the lines and refreshes the workspace.

Release Time Sheet Lines

You can release a time sheet line if it is visible to you and the following requirements are met: if you are the time sheet owner's supervisor, the checkbox **Transfer Non-Approved Time Sheets** has been selected in the window System Information, and/or you can release time sheets in the window Actions.

To release time sheet lines:

1. Under the Jobs menu section, go to **Jobs submenu » Time & Expense Approval workspace » Time tab**.
2. Use the search filter at the top of the workspace or the list view to select a job.
3. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit, and then click **Apply**.
4. Click **Other Actions**, and then select **Mark All for Release**.
5. Click **Carry out Approval**.
6. To select individual lines for batch release:
 - a) In the **New Approval Status** field of the lines that you want to approve, select **Released**.
 - b) Click **Carry out Approval**.

Maconomy releases the lines and refreshes the workspace.

Risk Management

The Risk Management Workspace allows project managers and the like to manage risks related to a specific job.

Risk Management Concepts

You can:

- Estimate costs for risks that you associate with a specific job, and compare these costs to the approved risk fund in your job budget.
- View and edit existing risks.
- Copy risks from another job.

This workspace is listed under the Jobs submenu.




Risk Management Fields

This section describes the fields and actions on the Risk Management workspace.

Card Part Fields

Field	Description
Job	This field displays the name and number of the job you selected.
Company	This field displays the name and number of the company in charge of the job you selected.

Card Part Actions

Button	Description
	Click this icon to refresh data in the current workspace.
 	Click to display the list view. Click to display the detailed view.
Save	Click this action button to save changes to the current record.
Revert	Click this action button to undo unsaved changes made to the current record, or to any of its lines.

Risks Tab

Use this tab to create, modify, and view risks associated with a specific job.

Selection Criteria Panel

Use the available criteria to filter the risks that Maconomy displays for the job you selected. The application filters the risk lines as soon as you change any of the criteria fields.

Field	Description
Show Open Only	Toggle on to show open risk lines only.
Status	To show the risk lines with a specific status, select an option from the drop-down list. Available options are customized in the Popup Fields single dialog of the Workspace Client.
Category	To show the risk lines from a specific category, select an option from the drop-down list. Available options are customized in the Popup Fields single dialog of the Workspace Client.
Type	To show the risk lines of a specific type, select an option from the drop-down list. Available options are customized in the Popup Fields single dialog of the Workspace Client.

Risks Tab Fields

Field	Description
Risk Profile	This field is used by the project manager to specify the overall job risk profile. To edit the field value, select a different risk level from the drop-down list. Available options are customized in the Popup Fields single dialog of the Workspace Client.
Approved Risk Fund	This field displays the sum of all amounts entered on job budget lines for risk-related tasks, in base currency. These job budget lines are from the latest approved budget (typically the working budget).
Assigned Risk Fund	This field displays the sum of all costs entered in the Assigned Risk Fund column of the Risks Details sub-tab. The sum is displayed in base currency.

Field	Description
Weighted Assigned Risk Fund	This field displays the sum of all costs entered in the Assigned Risk Fund column of the Risks Details sub-tab, multiplied by the values in the Probability % column of that sub-tab. The sum is displayed in base currency.


Risks Tab Actions


Button	Description
Copy Risks from Job	Click this action to copy risk lines from another job.

Risks Details Sub-Tab




This section describes the fields and actions on the Risks Details sub-tab of the Risks tab in the Risk Management workspace.



Sub-Tab Fields

Field	Description
	Click the arrow to enter additional information about the current risk line. <ul style="list-style-type: none"> ▪ Description - Enter a brief description of the risk. ▪ Mitigation - You can provide details about how you plan to mitigate the risk. ▪ Resolution - You can provide details about how you plan to resolve the risk.
Name	Enter a name for the risk.
Status	To specify a risk status, select an option from the drop-down list. Available options are customized in the Popup Fields single dialog of the Workspace Client.
Closed	This field displays a check mark for closed risk lines.
Category	To specify a risk category, select an option from the drop-down list. Available options are customized in the Popup Fields single dialog of the Workspace Client.
Type	To specify a risk type, select an option from the drop-down list. Available options are customized in the Popup Fields single dialog of the Workspace Client.
Probability %	Enter a probability percentage for the risk. You can enter a value of 0-100.

Field	Description
Owner	Specify the employee assigned to the risk. If you added the risk line, Maconomy assigns the risk to you by default. This field is required.
Due Date	Specify a due date for the risk.
Assigned Risk Fund	Assign a cost to the risk line in base currency.
Changed By	This field displays the name of the employee who last updated the risk line.
Changed On	This field displays the date the risk line was last updated.
	<p>The Row Tools icon allows you to perform additional actions on the current risk line.</p> <p>For open risk lines, the following actions are available:</p> <ul style="list-style-type: none"> ■ Insert Job Risk ■ Delete Job Risk ■ Close <p>For closed risk lines, the following actions are available:</p> <ul style="list-style-type: none"> ■ Insert Job Risk ■ Reopen

Sub-Tab Actions

Button	Description
+ Add Job Risk	Click this action to add a risk line for the job currently selected.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>

Button	Description
	
	Click this icon to open the Customize Columns window.

Risk Management Procedures

This section describes the steps you need to follow when working on job risk lines.

Add a Risk Line

You can add a line for each risk that you associate with a job. Estimate the cost for each risk, and compare these costs to the approved risk fund for the job.

To add a risk line:

1. Under the Jobs menu section, go to **Jobs » Risk Management**.
2. Use the search filter and/or the **Search** field to select the job to which you want to add a risk line.
3. Click **+ Add Job Risk**.
Maconomy adds a line to the Risks Details table.
4. Fill out the line fields.
5. Click **Save**, or press ENTER.

Copy Risk Lines from Another Job

When adding risk lines to a job, you also have the option to copy those from another job. Note that copying risk lines from another job deletes all existing risks already specified for the target job.

To copy risk lines from another job:

1. Under the Jobs menu section, go to **Jobs » Risk Management**.
2. Use the search filter and/or the **Search** field to select the job to which you want to add risk lines (that is, the target job).
3. Click **Copy Risks from Job**.
The Copy Risks wizard displays.
4. In the **From Job No.** field, select a job from the drop-down.
5. Click **Copy Risks from Job**.
Maconomy copies the risks into the target job.

Note: Once under the target job, the copied risks are updated as follows:

- Any closed risks are now listed as open under the target job.
- The **Owner** field is updated with the employee number of the user who copied the risks from the other job (usually the project manager of the target job).
- The **Due Date** field is now blank. Specify a new due date for each risk line.

Edit a Risk Line

At any point in a job's life cycle, you can go in and edit any of the risks associated with the job.

To edit a risk line:

1. Under the Jobs menu section, go to **Jobs » Risk Management**.
2. Use the search filter and/or the **Search** field to select the job whose risk lines you want to edit.
3. Under the Risks Details table, select the risk line you want to edit.
4. Edit the line fields as needed.
5. Click **Save**, or press ENTER.

Close a Risk Line

You can close a risk for any of various reasons: if its due date has passed, if it took place and was handled/addressed, if it is no longer relevant, and so on.

To close a risk line:

1. Under the Jobs menu section, go to **Jobs » Risk Management**.
2. Use the search filter and/or the **Search** field to select a job.
3. On the risk line you want to close, click **Row Tools » Close**.
4. In the dialog that displays, click **Close**.
Maconomy selects the **Closed** field on the risk line.

Reopen a Risk Line

If you change your mind about any risk lines you closed, you can reopen them.

To reopen a closed risk line:

1. Under the Jobs menu section, go to **Jobs » Risk Management**.
2. Use the search filter and/or the **Search** field to select a job.
3. On the risk line you want to reopen, click **Row Tools » Reopen**.
4. In the dialog that displays, click **Reopen**.
Maconomy clears the **Closed** field on the risk line.

Delete an Open Risk Line

Deleting a risk line is irreversible. If you are unsure about whether you should delete a line, you can close it instead.

To delete an open risk line:

1. Under the Jobs menu section, go to **Jobs » Risk Management**.
2. Use the search filter and/or the **Search** field to select a job.
3. On the open risk line you want to delete, click **Row Tools » Delete Job Risk**.
4. In the dialog that displays, click **Delete**.
Maconomy deletes the risk line and refreshes the page.

Progress Evaluation

The Progress Evaluation workspace allows project managers and the like to create an overview of how jobs are progressing, and see whether they are on track in terms of time and cost estimates.

Progress Evaluation Concepts

You can:

- Enter your estimates for remaining work on each task in the working budget. You can specify this in terms of remaining time or costs.
- View the details of previous progress evaluations prepared for a job.
- Submit and approve progress evaluations.



This workspace is listed under the new Jobs submenu.


Progress Evaluation Fields

This section describes the fields and actions on the Progress Evaluation workspace.

Copy to come.

Card Part Actions

Button	Description
	Click this icon to refresh data in the current workspace.
	Click to display the list view. Click to display the detailed view.

Button	Description
	
Save	Click this action button to save changes to the current record.
Revert	Click this action button to undo unsaved changes made to the current record, or to any of its lines.

Progress Evaluation Tab

This section describes the fields and actions on the Progress Evaluation tab of the Progress Evaluation workspace.

Copy to come.

Resourcing island

This island and the fields under it only display if:

- The company-specific **Enable People Planner Web** system parameter is enabled in your Workspace Client application.
- The **Use Imported Budget Line Resource Allocation** job parameter attribute is enabled on the current job.

Field	Description
Last Sent for Resourcing	This field displays the date and time information about the current job's progress evaluation was last sent to People Planner.
Last Retrieved from Resourcing	This field displays the date and time resource allocation information related to the current job's progress evaluation was last retrieved from People Planner.
Resource Allocation Complete	This field indicates whether you are done with resource allocations for the current job. Update the field value as needed.

Tab Actions

Button	Description
New Progress Evaluation	Copy to come.
Approval	Copy to come.
Resourcing	This drop-down list includes the following actions: <ul style="list-style-type: none"> ▪ Send for Resourcing - Click this action to send the job to People Planner.

Button	Description
	<ul style="list-style-type: none"> ▪ Retrieve Resourcing for Forecast - When you click this action, Maconomy retrieves resource allocation from People Planner. <p>When you click the Resource Forecast icon on a sub-tab line, the Resource Forecast wizard then displays the updated data that Maconomy retrieved from People Planner.</p> <p>This drop-down list and the actions in it only display if:</p> <ul style="list-style-type: none"> ▪ The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. ▪ The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the current job.
Other Actions	<p>In the Progress Evaluation workspace, this drop-down list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Calculate Pending Registrations - Copy to come.

Tasks Sub-Tab

This section describes the fields and actions on the Tasks sub-tab of the Progress Evaluation tab in the Progress Evaluation workspace.





Sub-Tab Fields

Field	Description
Resource Booking	<p>Click this icon to display the Resource Booking wizard, which contains the embedded People Planner Progress Evaluation Assistant web component.</p> <p>The Progress Evaluation web component displays resource planning related specifically to the current progress evaluation line.</p> <p>This icon only displays if:</p> <ul style="list-style-type: none"> ▪ The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. ▪ The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current line. <p>For more information about this web component and its related procedures, search on "Progress Evaluation Assistant" in the Deltak People Planner Web Components Guide.</p> <div style="border: 1px solid #0070C0; padding: 5px;"> <p>Note: While you can view the web components embedded in Maconomy on your tablet, some actions are only available via right-click menus, and the right-click function is not supported on tablets.</p> </div>

Field	Description
	Deltek recommends that you view these web components on desktop browsers.
Resource Forecast	<p>Click the icon to display the Resource Forecast wizard, which contains Maconomy data retrieved from People Planner.</p> <p>This icon only displays if:</p> <ul style="list-style-type: none"> The company-specific Enable People Planner Web system parameter is enabled in your Workspace Client application. The Use Imported Budget Line Resource Allocation job parameter attribute is enabled on the job related to the current progress evaluation line.
Description	Copy to come.
Activity Type	Copy to come.
Total Baseline	Copy to come.
Actual	Copy to come.
Suggested ETC	Copy to come.
ETC	Copy to come.
Current Estimate	Copy to come.
Previous Estimate	Copy to come.
Deviation Previous	Copy to come.
Deviation Baseline	Copy to come.
Completion	Copy to come.
Rounding Difference	Copy to come.
Booking Type	Copy to come.

Field	Description
Belongs to Planning Budget	Copy to come.

Sub-Tab Actions





Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.



History Tab

This section describes the fields and actions on the History tab of the Progress Evaluation workspace.

Copy to come.

Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.





Button	Description
	
	Click this icon to open the Customize Columns window.

Hours Sub-Tab

This section describes the fields and actions on the Hours sub-tab of the History tab in the Progress Evaluation workspace.

Copy to come.

Sub-Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to maximize the table view.
	Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.




Cost Sub-Tab

This section describes the fields and actions on the Cost sub-tab of the History tab in the Progress Evaluation workspace.

Copy to come.

Sub-Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet.

Button	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	Click this icon to open the Customize Columns window.

Progress Evaluation Procedures

This section describes the steps you need to follow to work with progress evaluations.

Create a Progress Evaluation

If you are a project manager (or someone with a similar function), you can perform progress evaluations at various points during the life cycle of a job. This allows you to analyze how the various tasks are progressing and adjust your estimates if needed.

To create a progress evaluation on a job:

1. Under the Jobs menu section, go to **Jobs » Progress Evaluation » Progress Evaluation tab**.
2. Use the search filter and/or the **Search** field to select the job on which you want to perform a progress evaluation.
3. Click **Reopen Budget**, then **New Progress Evaluation**.
Maconomy displays the New Progress Evaluation wizard.
4. In the **Estimate Date** field, click the calendar icon to select a date. You can also type in the date.
5. Click **New Progress Evaluation**.
Maconomy updates the line fields in the Planning Budget Lines sub-tab. These lines correspond to the tasks/lines of your working budget for the job.
If the job is using **Time** as the unit of measure, the **Actual** field displays the number of hours or days spent on each task as of the estimate date specified. The values of the other fields on each line are also updated accordingly.
If the job is using **Cost Price** as the unit of measure, the **Actual** field displays the amount spent on each task as of the estimate date specified. The values of the other fields on each line are also updated accordingly.
6. If you need to adjust your estimates on a task, click the **ETC** field on the line and enter a new value. Repeat this step for each task that you need to update.

7. Press ENTER.

Maconomy saves your changes and refreshes the page. The application also updates the other field values on the line/s based on the new value/s you entered on the **ETC** field.

8. Click **Approve Budget** to finish working on the progress evaluation.

Any updates you made in the Progress Evaluation workspace are reflected in the job's working budget.

WIP Invoice

The WIP Invoice workspace allows you to create and maintain WIP invoices for your jobs.

WIP Invoice Concepts

You can:

- Prepare invoices and credit memos.
- View and edit foundation and specifications on draft invoices.
- Reallocate entries on WIP invoices.
- Review and approve invoices for posting.
- View historical invoices.

This workspace is listed under the Jobs section of the menu.


WIP Invoice Fields



This section describes the fields and actions on the WIP Invoice workspace.

Card Part Fields

Field	Description
Invoice	This field displays the invoice number.
Job	This field displays the name and number of the job being invoiced.
Customer	This field displays the name and number of the customer being invoiced.

Card Part Actions

Button	Description
	Click this icon to refresh data in the current workspace.

Button	Description
 	Click to display the list view. Click to display the detailed view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.

Invoice Selection Tab

This section describes the fields and actions on the Invoice Selection tab of the WIP Invoice workspace.




Copy to come.



Selection Subtab

This section describes the fields and actions on the Selection subtab of the WIP Invoice workspace.

Copy to come.

Subtab Actions

Button	Description
Only Lines with Open Entries	Toggle on/off to display open activities only on a job.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.






Button	Description
	
	Click this icon to open the Customize Columns window.

Direct Invoicing Subtab

This section describes the fields and actions on the Direct Invoicing subtab of the WIP Invoice workspace.

Copy to come.

Subtab Actions

Button	Description
+ Add Invoice Selection Line	Copy to come.
Only Lines with Open Entries	Toggle on/off to display open activities only on a job.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Entries assistant

This section describes the fields and actions on the Entries assistant.

Copy to come.

Assistant Actions

Button	Description
Entries within Delimitation Only	<p>Toggle on/off to display entries identified by the Delimit action made in the Invoice Selection tab. The default value displayed in this field depends on whether the Keep delimitation when changing invoice selection system parameter is enabled. For more details about this parameter, refer to its field description in the <i>Maconomy Reference Guide</i>.</p> <p>If you have excluded certain entries for invoices, such as by using the Delimit action, toggling on this action does not display entries that are carried forward.</p>

Conversation Assistant

This section describes the fields and actions on the Conversation assistant.

For more information, see [Conversations](#) under the Getting Started section of this user guide.

Messages Area


This contains all the messages about the current record or transaction. If you want to delete the last message you sent, simply click the trash can icon to the right of that message. You can delete a message within 15 minutes of sending it.

You can also mark specific messages in the conversation as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane icon to send. Each message has a 255-character limit.

Assistant Actions

Action	Description
+ Add Participant	Click this action to add a user to the current conversation. The selected user will be subscribed automatically to the conversation.
Subscribe / Unsubscribe	Click this action to subscribe to/unsubscribe from the current conversation.
	Click the paper plane icon to send your message.

Invoice Editing Tab






This section describes the fields and actions on the Invoice Editing tab of the WIP Invoice workspace.

Tab Fields

Field	Description
Draft Number	Copy to come.
Bill To Customer	Copy to come.
Bill To Customer Name	Copy to come.
Billing Price	Copy to come.
Billing Price Up/Down	Copy to come.
Created On	Copy to come.
Created By	Copy to come.
Submitted	Copy to come.
Approved	Copy to come.
Blanket Draft	Copy to come.

Tab Actions

Button	Description
Submit Draft	Copy to come.
Close Editing	Copy to come.
Reopen Editing	Copy to come.
Other Actions	<p>In the Invoice Editing tab, this drop-down list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Show Summary ▪ Show Detailed Specification ▪ Restore Editing, Detailed Specification

Button	Description
	<ul style="list-style-type: none"> Remove Other Drafts Attach Document Restore Editing, Summary Copy Editing from Invoice... Copy Editing from Draft... Text Wrapping...
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	<p>Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.</p>
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	<p>Click this icon to open the Customize Columns window.</p>

Documents Sub-Tab


This section describes the fields and actions on the Documents sub-tab of the Invoice Editing tab in the WIP Invoice workspace.

Sub-Tab Fields

Field	Description
Document	<p>This field displays the file name of the document attached to the draft invoice. The field is automatically filled in by Maconomy and cannot be changed manually.</p> <p>Click on the file name to download the document.</p>
Type	<p>This field displays the file type/format of the document attached to the draft invoice (for example: .doc, .xls, .ppt, and so on). The field is automatically filled in by Maconomy and cannot be changed manually.</p>
Size	<p>This field displays the file size (in bytes) of the document attached to the draft invoice.</p>

Field	Description
Changed On	This field displays the date on which the file/document was last modified. If the file has not been modified, the field shows the date on which the file was attached to the draft invoice.
Changed By	This field displays the name of the last user to upload the file/document to the current draft invoice.
Remark	Enter any additional remarks in this field.

Sub-Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Documents sub-tab, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Update Document ▪ Delete Document ▪ View Document

Conversation Assistant

This section describes the fields and actions on the Conversation assistant.

For more information, see [Conversations](#) under the Getting Started section of this user guide.

Messages Area

This contains all the messages about the current record or transaction. If you want to delete the last message you sent, simply click the trash can icon to the right of that message. You can delete a message within 15 minutes of sending it.


You can also mark specific messages in the conversation as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane icon to send. Each message has a 255-character limit.

Assistant Actions

Action	Description
+ Add Participant	Click this action to add a user to the current conversation. The selected user will be subscribed automatically to the conversation.

Action	Description
Subscribe / Unsubscribe	Click this action to subscribe to/unsubscribe from the current conversation.
	Click the paper plane icon to send your message.

Document Assistant

Use this assistant to view and download documents.

Invoice History Tab






This section describes the fields and actions on the Invoice History tab of the WIP Invoice workspace.

Tab Fields

Field	Description
Invoice No.	Copy to come.
Type	Copy to come.
Invoice Date	Copy to come.
Bill to Customer	Copy to come.
Amount Incl. Tax	Copy to come.
Billing Price Up/Down	Copy to come.
Due Date	Copy to come.
Payment Status	<p>This field displays the following payment statuses of invoices, pre-invoices, and credit memos:</p> <ul style="list-style-type: none"> ■ Due - Copy to come. ■ Not Due - Copy to come. ■ N/A - Copy to come. ■ Paid - Copy to come. ■ Reconciled - Copy to come.

Field	Description
	<ul style="list-style-type: none"> ▪ Not Reconciled - Copy to come. ▪ Partially Reconciled - The amount due for the job invoice is partially paid. The status is color-coded yellow if the invoice has a remaining balance and red if there are payments made but the balance is due. This is in the currency of your invoice.
Remainder	This field displays the remaining balance of your invoice, pre-invoice, or credit memo, in the currency of your invoice.

Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.






Reallocate Entries Tab

This section describes the fields and actions on the Reallocate Entries tab of the WIP Invoice workspace.

Copy to come.

Tab Actions

Button	Description
Select all Entries	Copy to come.
Deselect all Entries	Copy to come.
Reallocate Entries To	Copy to come.

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Messages Pane

This section describes the fields and actions on the Messages pane of the WIP Invoice workspace. For more information about the functionality, see "Conversations" under the Getting Started section of this online help.

Messages Area

This contains all the messages about the selected WIP invoice. If you want to delete the last message you sent, simply click the **Delete** icon to the right of that message. You can delete a message within 15 minutes of sending it.

You can also mark specific messages in the conversation as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane icon to send. Each message has a 255-character limit.

Pane Actions

Action	Description
+ Add Participant	Click this action to add a user to the conversation for the selected WIP invoice.
Subscribe/ Unsubscribe	Click this action to subscribe to/unsubscribe from the conversation for the selected WIP invoice.
Send	Click the paper plane icon to send your message.

WIP Invoice Procedures

This section describes the steps you need to follow to work with WIP invoices.

Create a WIP Invoice

Use these steps to create a draft WIP invoice.

To create a WIP draft invoice:

1. Under the Jobs menu section, go to **Jobs » WIP Invoice**.
2. Use the search filter and/or the Search field at the top of the workspace to select a job.
3. In the Invoice Selection tab, enter information about the invoice as needed.
4. Select entries for invoicing as needed.
5. Click **Save**.
6. Click **Approve** to create the draft invoice and approve it for editing.

Edit a Draft WIP Invoice

Use these steps to edit a draft WIP invoice.

To edit a WIP invoice:

1. Under the Jobs menu section, go to **Jobs » WIP Invoice**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. In the Invoice Editing tab, select the draft you want to update.
4. Edit information on the draft invoice as needed.
5. Click **Close Editing** when editing is completed.
6. Click **Submit Draft** to submit the draft for approval.

Submit a WIP Draft Invoice

To create a WIP invoice for a job, you must first submit the draft for approval. Note that this applies only if you have set up approval hierarchies for draft invoices.

To submit a draft invoice:

1. Under the Jobs menu section, go to **WIP Invoice » Invoice Editing tab**.
2. Use the search filter and/or the **Search** field to select a draft invoice.
3. Click **Save**.
4. Click **Submit Draft**.

Approve or Reject a WIP Draft Invoice

To issue a WIP invoice, you must first approve the draft. Note that this applies only if you have set up approval hierarchies for draft invoices.

To approve or reject a draft invoice:

1. Under the Jobs menu section, go to **WIP Invoice » Invoice Editing tab**.
2. Use the search filter and/or the **Search** field to select a draft invoice.
3. To approve the draft invoice:
 - a) Click **Approve**.
4. To reject the draft invoice:
 - a) Click **Reject...**
Maconomy displays the Reject Draft Invoice wizard.
 - b) Enter a rejection reason. This is a required field.
 - c) Click **Reject**.

Attach Documents to a Draft Invoice

Use these steps to attach documents to a draft invoice.

To attach documents to a draft invoice:

1. Under the Jobs menu section, go to **Jobs sub-menu » WIP Invoice workspace » Invoice Editing tab**.
2. Select a draft invoice from the filter list.
3. From the **Other Actions** drop-down list, select **Attach Document**.
4. In the dialog that opens, click **Select files** to open your file explorer.
5. Select the file/s that you want to upload.
6. Click **Open**, or press ENTER.
Maconomy lists the file/s you selected in the dialog. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 4-6, you can opt to select the file/s from your file browser window, then drag and drop them into the Attach Document dialog.

7. Click **Ok**.
Maconomy saves your changes, and lists the new attachment/s in the Documents sub-tab.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents sub-tab. Click **Save**, or press ENTER to save the information.

View a Document

You can view any document listed in the Documents subtab.

To view a document:

1. Under the Jobs menu section, go to **Jobs » WIP Invoice » Invoice Editing**.
2. Select a draft invoice from the filter list.
3. In the Documents subtab, select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Print a Draft WIP Invoice

Use these steps to print a draft WIP invoice.

To print a draft WIP invoice:

1. Under the Jobs menu section, go to **Jobs » WIP Invoice**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. In the Invoice Selection or Invoice Editing tab, click **Print Draft**.

Print a WIP Invoice

Once a draft invoice is approved, you can print the WIP invoice.

To print a WIP invoice:

1. Under the Jobs menu section, go to **Jobs » WIP Invoice**.
2. Use the search filter and/or the **Search** field to select a job.
3. In the Invoice Selection or Invoice Editing tab, click **Print Invoice**.

Add or Remove Bill to Customers

Use these steps to add or remove bill to customers for a project, allowing you to define or modify the customer list for split billing and allocate the corresponding percentages for invoicing.

To add or remove bill to customers:

1. Under the Jobs menu group, go to **Jobs » WIP Invoice » Split Billing** tab.
2. In the header, use the search filter or **Search** field to select a job/project.

3. Click any of the following tabs:
 - Selection on Bill to Customers
 - On Account Information
 - Setup of Bill to Customers
4. To add a bill to customer:
 - a) In the table, click **Add Bill to Customer**
 - b) In the **Bill to Customer** field, use the dropdown arrow to select a customer or start typing to choose from the filtered results.
5. To remove a bill to customer:
 - a) In the table, click the Row Tools icon in the same line as the customer you want to remove, then select **Delete Bill to Customer**.

Approve Split Billing Entries for Invoicing

Use this procedure to approve specific split billing lines for invoicing, ensuring that the selected bill to customers and their corresponding amounts are ready for further processing (invoicing or editing).

To approve split billing lines for invoicing:

1. Under the Jobs menu group, go to **Jobs » WIP Invoice » Split Billing** tab.
2. In the header, use the search filter or **Search** field to select a job/project.
3. Click **Approve Invoicing**.
Maconomy creates a draft invoice, which can be edited before being finalized or printed.

Transfer Split Billing Entries to Invoice Selection

Use these steps to move split billing entries to the invoice selection for processing. Before using this action, ensure that an entry is already registered on the invoice, as it will update the amount registered on the invoice based on the split billing adjustment.

To transfer split billing entries to invoice selection:

1. Under the Jobs menu group, go to **Jobs » WIP Invoice » Split Billing » Selection on Bill to Customers** tab.
2. Adjust the total invoiced amount.

Note: You can do this by modifying the value of **Selected % for Invoicing** or **Selected Currency**, among other options.

3. Click **Other Actions**, then select **Transfer to Invoice Selection**

Remove All Draft Invoices

Use these steps to delete all existing draft invoices at once. This action reopens the invoice selection, allowing it to be edited and approved again.

To remove all draft invoices:

1. Under the Jobs menu group, go to **Jobs » WIP Invoice » Split Billing** tab.
2. In the header, use the search filter or **Search** field to select a job/project.
3. Click **Other Actions**, then select **Remove All Drafts**.

Calculate Setup Percentage

Use these steps to automatically calculate the split billing percentages for all bill to each customers.

To calculate the setup percentage:

1. Under the Jobs menu group, go to **Jobs » WIP Invoice » Split Billing** tab.
2. In the header, use the search filter or **Search** field to select a job/project.
3. Click **Other Actions**, then select **Calculate Setup Percentage**.
Maconomy distributes the total billing amount across the bill to customers based on the specified parameters or values entered.

Start a Conversation

You can use the conversations functionality to correspond about a specific record or transaction with other employees in your company.

To start a conversation:

1. Go to the relevant workspace, and drill down to a tab or subtab if needed.
2. Select a record or transaction from the filter list.
3. Expand the Conversation assistant found on the right side of the workspace.
4. In the input area, type your message. If needed, mention a specific person by typing **@[name]** as part of the text.
5. Click the paper plane icon or press ENTER to send the message.

Reply to a Conversation

Use the speech bubble icon in the top right corner of the menu to quickly view and respond to conversations.

To reply to a conversation:

1. To expand the Message Center, click the speech bubble icon.

2. From the dropdown list, expand a record or transaction and click on the message to which you want to reply.
Maconomy navigates to the relevant workspace.
3. Expand the Conversation assistant found on the right side of the workspace.
4. In the input area, type your reply. If needed, mention a specific person by typing **@[name]** as part of the text.
5. Click the paper plane icon or press ENTER to send the message.

Invoice on Account

The Invoice on Account workspace allows you to create and maintain on account invoices for your jobs.

Invoice on Account Concepts

You can:

- Prepare invoices and credit memos.
- Create invoicing plans and transfer invoice lines for on account invoices.
- View and edit foundation and specifications on draft invoices.
- Review and approve invoices for posting.
- View historical invoices.

This workspace is listed under the Jobs section of the menu.



Invoice on Account Fields


This section describes the fields and actions on the Invoice on Account workspace.

Card Part Fields

Copy to come.

Card Part Actions

Button	Description
	Click this icon to refresh data in the current workspace.
	Click to display the list view. Click to display the detailed view.






Button	Description
	
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Submit	Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.
Approve	Click this action button to approve the current record. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.
Reject...	Click this action button to reject the current record. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies.
Other Actions	In the Invoice on Account workspace, this drop-down list includes the following actions: <ul style="list-style-type: none"> ▪ Show Summary ▪ Show Detailed Specification ▪ Restore Editing, Detailed Specification ▪ Remove Other Drafts ▪ Restore Editing, Summary ▪ Copy Editing from Invoice... ▪ Copy Editing from Draft... ▪ Text Wrapping... ▪ Undo Approval/Reject

Invoice on Account Tab

This section describes the fields and actions on the Invoice on Account tab of the Invoice on Account workspace.

Copy to come.

Specification Table Actions

Button	Description
+ Add Job Invoice On Account Entry	Copy to come.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Conversation Assistant

This section describes the fields and actions on the Conversation assistant.

For more information, see [Conversations](#) under the Getting Started section of this user guide.

Messages Area


This contains all the messages about the current record or transaction. If you want to delete the last message you sent, simply click the trash can icon to the right of that message. You can delete a message within 15 minutes of sending it.

You can also mark specific messages in the conversation as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane icon to send. Each message has a 255-character limit.

Assistant Actions






Action	Description
+ Add Participant	Click this action to add a user to the current conversation. The selected user will be subscribed automatically to the conversation.
Subscribe / Unsubscribe	Click this action to subscribe to/unsubscribe from the current conversation.
	Click the paper plane icon to send your message.

Invoicing Plan Tab

This section describes the fields and actions on the Invoicing Plan tab of the Invoice on Account workspace.

Copy to come.

Tab Actions

Button	Description
+ Add Invoicing Plan Line	Copy to come.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Invoice Editing Tab






This section describes the fields and actions on the Invoice Editing tab of the Invoice on Account workspace.

Tab Fields

Field	Description
Draft Number	Copy to come.
Bill To Customer	Copy to come.
Bill To Customer Name	Copy to come.
Billing Price	Copy to come.
Billing Price Up/Down	Copy to come.
Created On	Copy to come.
Created By	Copy to come.
Submitted	Copy to come.
Approved	Copy to come.
Blanket Draft	Copy to come.

Tab Actions

Button	Description
Submit Draft	Copy to come.
Close Editing	Copy to come.
Reopen Editing	Copy to come.
Other Actions	<p>In the Invoice Editing tab, this drop-down list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Show Summary ▪ Show Detailed Specification ▪ Restore Editing, Detailed Specification

Button	Description
	<ul style="list-style-type: none"> Remove Other Drafts Attach Document Restore Editing, Summary Copy Editing from Invoice... Copy Editing from Draft... Text Wrapping...
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	<p>Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.</p>
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	<p>Click this icon to open the Customize Columns window.</p>

Documents Sub-Tab


This section describes the fields and actions on the Documents sub-tab of the Invoice Editing tab in the Invoice on Account workspace.

Sub-Tab Fields

Field	Description
Document	<p>This field displays the file name of the document attached to the draft invoice. The field is automatically filled in by Maconomy and cannot be changed manually.</p> <p>Click on the file name to download the document.</p>
Type	<p>This field displays the file type/format of the document attached to the draft invoice (for example: .doc, .xls, .ppt, and so on). The field is automatically filled in by Maconomy and cannot be changed manually.</p>
Size	<p>This field displays the file size (in bytes) of the document attached to the draft invoice.</p>

Field	Description
Changed On	This field displays the date on which the file/document was last modified. If the file has not been modified, the field shows the date on which the file was attached to the draft invoice.
Changed By	This field displays the name of the last user to upload the file/document to the current draft invoice.
Remark	Enter any additional remarks in this field.

Sub-Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Documents sub-tab, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Update Document ▪ Delete Document ▪ View Document

Conversation Assistant

This section describes the fields and actions on the Conversation assistant.

For more information, see [Conversations](#) under the Getting Started section of this user guide.

Messages Area

This contains all the messages about the current record or transaction. If you want to delete the last message you sent, simply click the trash can icon to the right of that message. You can delete a message within 15 minutes of sending it.


You can also mark specific messages in the conversation as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane icon to send. Each message has a 255-character limit.

Assistant Actions

Action	Description
+ Add Participant	Click this action to add a user to the current conversation. The selected user will be subscribed automatically to the conversation.

Action	Description
Subscribe / Unsubscribe	Click this action to subscribe to/unsubscribe from the current conversation.
	Click the paper plane icon to send your message.

Document Assistant

Use this assistant to view and download documents.

Invoice History Tab






This section describes the fields and actions on the Invoice History tab of the Invoice on Account workspace.

Tab Fields

Field	Description
Invoice No.	Copy to come.
Type	Copy to come.
Invoice Date	Copy to come.
Bill to Customer	Copy to come.
Amount Incl. Tax	Copy to come.
Billing Price Up/Down	Copy to come.
Due Date	Copy to come.
Payment Status	<p>This field displays the following payment statuses of invoices, pre-invoices, and credit memos:</p> <ul style="list-style-type: none"> ■ Due - Copy to come. ■ Not Due - Copy to come. ■ N/A - Copy to come. ■ Paid - Copy to come. ■ Reconciled - Copy to come.

Field	Description
	<ul style="list-style-type: none"> ▪ Not Reconciled - Copy to come. ▪ Partially Reconciled - The amount due for the job invoice is partially paid. The status is color-coded yellow if the invoice has a remaining balance and red if there are payments made but the balance is due. This is in the currency of your invoice.
Remainder	This field displays the remaining balance of your invoice, pre-invoice, or credit memo, in the currency of your invoice.

Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Invoice on Account Procedures

This section describes the steps you need to follow to work with invoices on account.

Create an Invoice on Account

There are two ways to create an invoice on account in the web client. You can either create one directly in the workspace, or use an invoicing plan.

To create an invoice on account:

1. Under the Jobs menu section, go to **Jobs » Invoice on Account**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.

3. Create an invoice on account using either of the following options:
 - Click **Transfer Invoicing Plan....**
 - In the table under the Invoice on Account tab, click **+Add Job Invoice on Account Entry** and enter information in the fields as needed.
4. Click **Approve** to create the invoice on account.

Edit a Draft Invoice on Account

Use these steps to make changes on a draft invoice on account.

To edit a draft invoice on account:

1. Under the Jobs menu section, go to **Jobs » Invoice on Account**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. In the Invoice Editing tab, select the draft you want to update.
4. Edit information on the draft invoice as needed.
5. Click **Close Editing**.

Print a Draft Invoice on Account

Use these steps to print a draft invoice on account.

To print a draft invoice on account:

1. Under the Jobs menu section, go to **Jobs » Invoice on Account**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. In the Invoice Editing tab, click **Print Draft**.

Print an Invoice on Account

Once a draft invoice is completed, you can print the invoice on account.

To print an invoice on account:

1. Under the Jobs menu section, go to **Jobs » Invoice on Account**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. In the Invoice on Account or Invoice Editing tab, click **Print Invoice**.

Submit a Draft Invoice on Account

To create an invoice on account for a job, you must first submit the draft for approval. Note that this applies only if you have set up approval hierarchies for draft invoices.

To submit a draft invoice:

1. Under the Jobs menu section, go to **Invoice on Account » Invoice Editing tab**.
2. Use the search filter and/or the **Search** field to select a draft invoice.
3. Click **Save**.
4. Click **Submit Draft**.

Approve or Reject a Draft Invoice on Account

To issue an invoice on account, you must first approve the draft. Note that this applies only if you have set up approval hierarchies for draft invoices.

To approve or reject a draft invoice:

1. Under the Jobs menu section, go to **Invoice on Account » Invoice Editing tab**.
2. Use the search filter and/or the **Search** field to select an invoice.
3. To approve the draft invoice:
 - a) Click **Approve**.
4. To reject the draft invoice:
 - a) Click **Reject...**
Maconomy displays the Reject Draft Invoice wizard.
 - b) Enter a rejection reason. This is a required field.
 - c) Click **Reject**.

Attach Documents to a Draft Invoice

Use these steps to attach documents to a draft invoice.

To attach documents to a draft invoice:

1. Under the Jobs menu section, go to **Jobs sub-menu » Invoice on Account workspace » Invoice Editing tab**.
2. Select a draft invoice from the filter list.
3. From the **Other Actions** drop-down list, select **Attach Document**.
4. In the dialog that opens, click **Select files** to open your file explorer.
5. Select the file/s that you want to upload.
6. Click **Open**, or press ENTER.

Maconomy lists the file/s you selected in the dialog. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 4-6, you can opt to select the file/s from your file browser window, then drag and drop them into the Attach Document dialog.

7. Click **Ok**.
Maconomy saves your changes, and lists the new attachments in the Documents sub-tab.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents sub-tab. Click **Save**, or press ENTER to save the information.

View a Document

You can view any document listed in the Documents subtab.

To view a document:

1. Under the Jobs menu section, go to **Jobs » Invoice on Account » Invoice Editing**.
2. Select a draft invoice from the filter list.
3. In the Documents subtab, select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Add or Remove Bill to Customers

Use these steps to add or remove bill to customers for a project, allowing you to define or modify the customer list for split billing and allocate the corresponding percentages for invoicing.

To add or remove bill to customers:

1. Under the Jobs menu group, go to **Jobs » Invoice on Account » Split Billing** tab.
2. In the header, use the search filter or **Search** field to select a job/project.
3. Click any of the following tabs:
 - Selection on Bill to Customers
 - On Account Information
 - Setup of Bill to Customers
4. To add a bill to customer:

- a) In the table, click **Add Bill to Customer**
Maconomy adds a new line to the table.
- b) In the **Bill to Customer** field, use the dropdown arrow to select a customer or start typing to choose from the filtered results.
5. To remove a bill to customer:
 - a) In the table, click the Row Tools icon in the same line as the customer you want to remove, then select **Delete Bill to Customer**.

Approve Split Billing Entries for Invoicing

Use this procedure to approve specific split billing lines for invoicing, ensuring that the selected bill to customers and their corresponding amounts are ready for further processing (invoicing or editing).

To approve split billing lines for invoicing:

1. Under the Jobs menu group, go to **Jobs » Invoice on Account » Split Billing** tab.
2. In the header, use the search filter or **Search** field to select a job/project.
3. Click **Approve Invoicing**.
Maconomy creates a draft invoice, which can be edited before being finalized or printed.

Transfer Split Billing Entries to Invoice Selection

Use these steps to move split billing entries to the invoice selection for processing. Before using this action, ensure that an entry is already registered on the invoice, as it will update the amount registered on the invoice based on the split billing adjustment.

To transfer split billing entries to invoice selection:

1. Under the Jobs menu group, go to **Jobs » Invoice on Account » Split Billing » Selection on Bill to Customers** tab.
2. Adjust the total invoiced amount.

Note: You can do this by modifying the value of **Selected % for Invoicing** or **Selected Currency**, among other options.

3. Click **Other Actions**, then select **Transfer to Invoice Selection**

Remove All Draft Invoices

Use these steps to delete all existing draft invoices at once. This action reopens the invoice selection, allowing it to be edited and approved again.

To remove all draft invoices:

1. Under the Jobs menu group, go to **Jobs » Invoice on Account » Split Billing** tab.
2. In the header, use the search filter or **Search** field to select a job/project.

3. Click **Other Actions**, then select **Remove All Drafts**.

Calculate Setup Percentage

Use these steps to automatically calculate the split billing percentages for all bill to each customers.

To calculate the setup percentage:

1. Under the Jobs menu group, go to **Jobs » Invoice on Account » Split Billing** tab.
2. In the header, use the search filter or **Search** field to select a job/project.
3. Click **Other Actions**, then select **Calculate Setup Percentage**.
Maconomy distributes the total billing amount across the bill to customers based on the specified parameters or values entered.

Start a Conversation

You can use the conversations functionality to correspond about a specific record or transaction with other employees in your company.

To start a conversation:

1. Go to the relevant workspace, and drill down to a tab or subtab if needed.
2. Select a record or transaction from the filter list.
3. Expand the Conversation assistant found on the right side of the workspace.
4. In the input area, type your message. If needed, mention a specific person by typing **@[name]** as part of the text.
5. Click the paper plane icon or press ENTER to send the message.

Reply to a Conversation

Use the speech bubble icon in the top right corner of the menu to quickly view and respond to conversations.

To reply to a conversation:

1. To expand the Message Center, click the speech bubble icon.
2. From the dropdown list, expand a record or transaction and click on the message to which you want to reply.
Maconomy navigates to the relevant workspace.
3. Expand the Conversation assistant found on the right side of the workspace.
4. In the input area, type your reply. If needed, mention a specific person by typing **@[name]** as part of the text.
5. Click the paper plane icon or press ENTER to send the message.

Job Invoice Allocation

You can match and allocate job entries against invoices on account in this workspace.

Job Invoice Allocation Concepts

This workspace displays information about a job and information that is relevant for job invoice allocation.

Job invoice allocation is similar to the process of creating a zero invoice, but with the difference that no invoice is created.

Job invoice allocation is an internal process, primarily used to ensure that entries and invoices on account are closed properly. The process affects only job entries and invoices on account that are included in the fixed price, and is only available for jobs that have been set up for invoice allocation.

All of the amounts in the workspace are shown in the currency of the job.

VAT is not considered.

For main jobs that you set up with main job invoicing, this workspace includes entries from subjobs.

For a job that has been set up to use job invoice allocation to handle the fixed price (or retainer) part of the job, the actual allocation takes place in one of the following ways:

- You can set up jobs so that the job invoice allocation takes place as part of job closure. With this setup, you can close a fixed-price job when the fixed price equals the amount invoiced. If the revenue recognized differs from the fixed price, Maconomy generates a revenue adjustment for the difference. This revenue adjustment uses the standard task for revenue recognition set up on the job's task list.
- You can manually select the invoices on account and job entries for allocation, then submit and approve the job invoice allocation using the actions that are available in this workspace.

You can also track invoices and credit memos for the selected job in the Allocation History tab.

Job Invoice Allocation Fields

This section describes the fields and actions on the Job Invoice Allocation workspace.

Copy to come.

Draft Invoices

The Draft Invoices workspace lists all the draft invoices to which you have access, and lets you perform various actions.

Draft Invoices Concepts

You can:

- Edit a draft invoice, or finalize it.

- Submit a finalized invoice.
- Approve an invoice.
- Print an invoice.




Draft Invoices Fields

This section describes the fields and actions on the Draft Invoices workspace.

Card Part Fields

Field	Description
Job	This field displays the name and number of the job being invoiced.
Customer	This field displays the name of the customer being invoiced.
Type	This field displays the invoice type.
Invoice Name	Enter a name for the draft invoice.
Payment Terms	Select the payment terms to apply to the invoice.
Preferred Invoice Date	Select the preferred invoice date. This must be within the open posting interval. If you do not choose a date, Maconomy automatically enters the date when the invoice was printed.
Due Date	This field displays the date on which payment is due for the invoice.
Blanket Draft	This field displays whether the current record is included in a blanket draft.
Selected for Invoicing	This field displays the total price of invoice lines selected for invoicing.
To be adjusted on draft, Summary	This field displays the amount to be adjusted based on the changes you make to the draft invoice.
Price Breakdown	This field displays the price to be paid. Click the amount to display an info bubble with the details of the breakdown.
Up/Down	This field displays the amount by which the invoiceable amount has been written up or down, expressed in the currency of the job.
Billing Address	This field displays the address of the bill to customer. Update the information as needed.

Card Part Actions

Button	Description
	Click this icon to refresh data in the current workspace.
 	Click to display the list view. Click to display the detailed view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Submit Draft	Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes. <div> Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow. </div>
Print Draft	Click this action button to print the draft invoice.
Approval	Choose an approval action from the dropdown list: <ul style="list-style-type: none"> ▪ Approve - Click this action button to approve the current record. ▪ Reject... - Click this action button to reject the current record. ▪ Undo Approval/Reject - Click this action button to undo approval/rejection of the current record. <div> Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow. </div>
Editing	Choose an action from the dropdown list: <ul style="list-style-type: none"> ▪ Close Editing - Click this action button to close editing on the draft invoice. ▪ Reopen Editing - Click this action button to reopen an approved draft invoice for editing.

Button	Description
	<ul style="list-style-type: none"> ▪ Restore Editing, Detailed Specification - Click this action button to restore the detailed specification of a previous edit of the invoice. If the previous edit has a document archive, it is assigned to the current edit. ▪ Restore Editing, Summary - Click this action button to restore the summary draft of a previous edit of the invoice. If the previous edit has a document archive, it is assigned to the current edit. ▪ Copy Editing from Invoice... - Click this action button to specify an invoice from which lines should be copied to the current draft invoice. ▪ Copy Editing from Draft... - Click this action button to specify a combination of job number, bill-to customer, and appropriation to point out an approved invoice editing from which the lines are copied to the current draft invoice.
Other Actions	<p>In the Draft Invoices workspace, this dropdown list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Show Summary - Click this action button to display the lines from the summary draft. ▪ Show Detailed Specification - Click this action button to display lines from the detailed specification. ▪ Remove Other Drafts - Click this action button to remove all previous drafts of the current draft invoice. ▪ Attach Document - Click this action button to attach documents to the record.

Draft Editing Subtab







This section describes the fields and actions on the Draft Editing subtab of the Draft Invoices workspace.

Subtab Fields

Field	Description
Standard Text Code	Select a code from the list of standard invoicing texts specified on the job.
Description	Enter a description for the line.
Quantity	Enter the number of units to be sold on the current line.

Field	Description
	<div> Note: You can enter either a positive or negative value in this field. </div>
Billing Price	Enter the billing price for the current line. When you change the price or the quantity, the total amount is updated accordingly.
Total Price Only	Select this check box to display only the total billing price. If you select this check box, the values in the Quantity and Billing Price fields are reset to zero and cannot be changed on the line.

Subtab Actions

Button	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Draft Editing subtab, choose from the following actions: <ul style="list-style-type: none"> ■ Insert Invoice Line ■ Delete Invoice Line ■ Revert
+ Add Invoice Line	Click this action button to add an invoice line to the bottom of the tab.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.






Foundation Subtab

This section describes the fields and actions on the Foundation subtab of the Draft Invoices workspace.

Subtab Fields

Field	Description
Date	This field displays the entry date of the current line.
Task Description	This field displays a description of the task on the current line.
Employee	This field displays the employee assigned to the job entry on the current line.
Quantity	This field displays the quantity to be invoiced from the current line.
Billing Price	This field displays the unit billing price.
Quantity Up/Down	This field shows the potential write-up/-down quantity on the job entry line.
Billing Price Up/Down	This field shows the potential write-up/-down billing price on the job entry line.

Subtab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.




Documents Subtab




This section describes the fields and actions on the Documents subtab of the Draft Invoices workspace.

Subtab Fields

Field	Description
Document	This field displays the file name of the document attached to the draft invoice. The field is automatically filled in by Maconomy and cannot be changed manually. Click on the file name to download the document.
Type	This field displays the file type/format of the document attached to the draft invoice (for example: .doc, .xls, .ppt, and so on). The field is automatically filled in by Maconomy and cannot be changed manually.
Size	This field displays the file size (in bytes) of the document attached to the draft invoice.
Changed On	This field displays the date on which the file/document was last modified. If the file has not been modified, the field shows the date on which the file was attached to the draft invoice.
Changed By	This field displays the name of the last user to upload the file/document to the current draft invoice.
Remark	Enter any additional remarks in this field.

Subtab Actions

Button	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Documents sub-tab, choose from the following actions: <ul style="list-style-type: none"> ▪ Update Document ▪ Delete Document ▪ View Document
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.

Button	Description
	Click this icon to maximize the table view.
	Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Conversation Assistant

This section describes the fields and actions on the Conversation assistant.

For more information, see [Conversations](#) under the Getting Started section of this user guide.

Messages Area


This contains all the messages about the current record or transaction. If you want to delete the last message you sent, simply click the trash can icon to the right of that message. You can delete a message within 15 minutes of sending it.

You can also mark specific messages in the conversation as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane icon to send. Each message has a 255-character limit.

Assistant Actions

Action	Description
+ Add Participant	Click this action to add a user to the current conversation. The selected user will be subscribed automatically to the conversation.
Subscribe / Unsubscribe	Click this action to subscribe to/unsubscribe from the current conversation.
	Click the paper plane icon to send your message.

Document Assistant

Use this assistant to view and download documents.

Draft Invoices Procedures

This section describes the steps you need to follow to work with draft invoices.

Edit a Draft Invoice

Use these steps to edit a draft invoice.

To edit a draft invoice:

1. Under the Jobs menu section, go to the Draft Invoices workspace.
2. Use the search filter and/or the **Search** field to select a draft invoice.
3. In the Draft Editing tab, select the line you want to update.
4. Edit information on the draft invoice as needed.
5. From the **Editing** dropdown list, click **Close Editing** when editing is completed.
6. (Optional) To submit the draft invoice for approval, click **Submit Draft**.

Print a Draft Invoice

Use this workspace to print a draft invoice.

To print a WIP draft invoice:

1. Under the Jobs menu section, go to the Draft Invoices workspace.
2. Use the search filter and/or the **Search** field to select an invoice.
3. Click **Print Draft**.

Submit a Draft Invoice

To create an invoice for a job, you must first submit the draft for approval. Note that this applies only if you have set up approval hierarchies for draft invoices.

To approve or reject a draft invoice:

1. Under the Jobs menu section, go to the Draft Invoices workspace.
2. Use the search filter and/or the **Search** field to select a draft invoice.
3. Click **Submit Draft**.

Attach Documents to a Draft Invoice

Use these steps to attach documents to a draft invoice.

To attach documents to a draft invoice:

1. Under the Jobs menu section, go to the Draft Invoices workspace.

2. Select a draft invoice from the filter list.
3. From the **Other Actions** dropdown list, select **Attach Document**.
4. In the dialog that opens, click **Select files** to open your file explorer.
5. Select the file/s that you want to upload.
6. Click **Open**, or press ENTER.
Maconomy lists the file/s you selected in the dialog. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 4-6, you can opt to select the file/s from your file browser window, then drag and drop them into the Attach Document dialog.

7. Click **Ok**.
Maconomy saves your changes, and lists the new attachments in the Documents subtab.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents subtab. Click **Save** or press ENTER to save the information.

Approve or Reject a Draft Invoice

To issue an invoice, you must first approve the draft. Note that this applies only if you have set up approval hierarchies for draft invoices.

To approve or reject a draft invoice:

1. Under the Jobs menu section, go to the Draft Invoices workspace.
2. Use the search filter and/or the **Search** field to select a draft invoice.
3. To approve the draft invoice:
 - a) From the **Approval** dropdown list, click **Approve**.
4. To reject the draft invoice:
 - a) From the **Approval** dropdown list, click **Reject....**
Maconomy displays the Reject Draft Invoice wizard.
 - b) Enter a rejection remark. This is a required field.
 - c) Click **Reject**.
5. To undo approval or rejection of a draft invoice:
 - a) From the **Approval** dropdown list, click **Undo Approval/Reject**.

View a Document

You can view any document listed in the Documents subtab.

To view a document:

1. Under the Jobs menu section, go to the Draft Invoices workspace.
2. Select a draft invoice from the filter list.
3. In the Documents subtab, select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Start a Conversation

You can use the conversations functionality to correspond about a specific record or transaction with other employees in your company.

To start a conversation:

1. Go to the relevant workspace, and drill down to a tab or subtab if needed.
2. Select a record or transaction from the filter list.
3. Expand the Conversation assistant found on the right side of the workspace.
4. In the input area, type your message. If needed, mention a specific person by typing **@[name]** as part of the text.
5. Click the paper plane icon or press ENTER to send the message.

Reply to a Conversation

Use the speech bubble icon in the top right corner of the menu to quickly view and respond to conversations.

To reply to a conversation:

1. To expand the Message Center, click the speech bubble icon.
2. From the dropdown list, expand a record or transaction and click on the message to which you want to reply.
Maconomy navigates to the relevant workspace.
3. Expand the Conversation assistant found on the right side of the workspace.

4. In the input area, type your reply. If needed, mention a specific person by typing **@[name]** as part of the text.
5. Click the paper plane icon or press ENTER to send the message.

Job Invoices

The Job Invoices workspace enables you to easily view an existing job invoice and create a credit memo based on it.

Job Invoices Concepts

You can:

- Review invoices and associated job entries.
- Edit the bill-to-customer address before reprinting an invoice.
- Create, submit, and approve a credit memo based on the selected invoice.
- Filter and view selected invoices or credit memos using selection criteria.

This workspace is listed under the Jobs section of the menu.



Job Invoices Fields


This section describes the fields and actions on the Job Invoices workspace.

Card Part

Field	Description
Invoice Number	This field displays the invoice number.
Customer	This field displays the name and number of the customer being invoiced.
Job	This field displays the name and number of the job being invoiced.

Card Part Actions

Button	Description
	Click this icon to refresh data in the current workspace.
	Click to display the list view. Click to display the detailed view.

Button	Description
	
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.

Crediting Tab

This section describes the fields and actions on the Crediting tab of the Job Invoices workspace.

Tab Fields

Note: This tab and its fields are only when working on invoices. You can create a credit memo based on the current invoice.

Field	Description
Debit/Credit	This field displays whether the current record is an invoice or a credit memo. Possible values are: <ul style="list-style-type: none"> ▪ Debit - This is displayed if the current record is an invoice. ▪ Credit - This is displayed if the current record is a credit memo.
Invoice Type	This field displays the type of invoice. Possible values are: <ul style="list-style-type: none"> ▪ T&M ▪ On Account ▪ T&M and On Account ▪ Pre-Invoice ▪ 0-Invoice
Invoice Date	This field displays the date the invoice was issued.
Due Date	This field displays the date on which payment is due for the credit memo.
Payment Status	This field displays the following payment statuses of invoices, pre-invoices, and credit memos: <ul style="list-style-type: none"> ▪ Due - Copy to come. ▪ Not Due - Copy to come.

Field	Description
	<ul style="list-style-type: none"> ▪ N/A - Copy to come. ▪ Paid - Copy to come. ▪ Reconciled - Copy to come. ▪ Not Reconciled - Copy to come. ▪ Partially Reconciled- The amount due for the job invoice is partially paid. The status is color-coded yellow if the invoice has a remaining balance and red if there are payments made but the balance is due. This is in the currency of your invoice.
Remainder	This field displays the remaining balance of your invoice, pre-invoice, or credit memo, in the currency of your invoice.
Price Breakdown	This field displays the price to be paid. Click the amount to display an info bubble with the details of the breakdown.
Job Invoicing	Copy to come.
Billing Address	This field displays the address of the bill-to customer. Update the information as needed.

Details Island

Note: This island is collapsed by default.

Field	Description
Invoice Name	This field displays the invoice name. Update the information as needed.
Job	This field displays the job number on the credit memo.
Blanket Invoice	This field displays whether the current record is included in a blanket invoice.
Time Unit	This field displays the time unit used for prices on time activities on the job.
Created	This field displays the date the credit memo was created, and the name of the employee who created it.
Approved	This field displays the date the credit memo was approved, and the name of the employee who approved it.
Printed	This field displays the date the credit memo was printed, and the name of the employee who printed it.
Invoiced on Account	This field displays the amount invoiced on account on the current credit memo.

Field	Description
	Note: This field is shown only for credit memos based on invoices on account.
Amount Reconciled	This field displays the amount reconciled on the current credit memo. Note: This field is shown only for credit memos based on invoices on account.
Tax 1-3 Reconciled	These fields display the tax amount reconciled on the current credit memo. Note: This field is shown only for credit memos based on invoices on account.
Fully Reconciled	This field displays whether the current credit memo is fully reconciled. Note: This field is shown only for credit memos based on invoices on account.

Tab Actions

Button	Description
Create Credit Memo Selection...	Click this action button to create a credit memo.
Approve Credit Memo Selection	Click this action button to approve the current credit memo for editing. The specification of the draft credit memo is shown in the New Specification subtab.

Attention: The following actions are available only after credit memo approval.

Button	Description
Print Draft	Click this action button to print the draft credit memo.
Print Credit Memo	Click this action button to print the credit memo.
Submit Draft	Click this action button to submit the draft memo.
Approve Draft	Click this action button to approve the draft memo.
Reopen Editing	Click this action button to reopen an approved credit memo for editing.
Close Editing	Click this action button to close editing on the draft memo.

New Specification Sub-Tab

This section describes the fields and actions on the New Specification sub-tab under the Crediting tab of the Job Invoices workspace.

Sub-Tab Fields

Field	Description
Standard Text Code	This field displays the text code, if the current line is based on a standard invoicing text code.
Description	This field displays information regarding the current line.
Quantity	This field displays the quantity for invoicing on the current line.
Billing Price	This field displays the billing price per unit.
Billing Price Total	This field displays the total billing price in for the current line. This field displays the amount invoiced before tax, and any discount and on account reductions on T&M invoices.
Total Price Only	Select this field to exclude unit price and quantity from time and/or amount activities on the current line.

Invoices Procedures

This section describes the steps you need to follow to work with credit memos.

Create a Credit Memo

When you post invoices on a job, you can also craft a credit memo to give partial or full credit on an invoice, credit individual job entries, or perform crediting for a certain date range. In this workspace, you can choose an existing invoice and create a credit memo based on it.

Before you can create a credit memo, you must perform invoice selection. Depending on the job setup, you can do this in either the WIP Invoice workspace or Invoice on Account workspace.

To create a credit memo:

1. Under the Jobs menu section, go to **Invoices > Crediting tab**.
2. Click **Create Credit Memo Selection...**
The Create Credit Memo Selection wizard displays.
3. If the invoice contains T&M entries, choose whether you want to restore job entries.
4. Select the preferred date for your credit memo.
5. Click **Create** to create the credit memo selection.

6. Click **Approve Credit Memo Selection** to create the credit memo specification. You can now edit the specification in the New Specification sub-tab.
7. Click **Close Editing** when editing is completed.

Note: This only applies if approval hierarchies are not used.

Print a Draft Credit Memo

Use these steps to print a draft memo.

To print a draft memo:

1. Under the Jobs menu section, go to **Invoices > Crediting tab**.
2. Use the search filter and/or the **Search** field to select a credit memo.
3. Click **Print Draft**.

Submit a Draft Credit Memo

To credit an invoice on a job, you must first submit the draft for approval. Note that this applies only if you have set up approval hierarchies for draft invoices.

To submit a draft memo:

1. Under the Jobs menu section, go to **Invoices > Crediting tab**.
2. Use the search filter and/or the **Search** field to select a credit memo.
3. In the New Specification sub-tab, fill out the fields as needed.
4. Click **Save**.
5. Click **Submit Draft**.

Approve a Draft Credit Memo

To issue a credit memo, you must first approve the draft. Note that this applies only if you have set up approval hierarchies for draft invoices.

To approve a draft memo:

1. Under the Jobs menu section, go to **Invoices > Crediting tab**.
2. Use the search filter and/or the **Search** field to select a credit memo.
3. Click **Approve Draft**.

Print a Credit Memo

Once a draft memo is completed, you can print the credit memo.

To print a credit memo:

1. Under the Jobs menu section, go to **Invoices > Crediting tab**.
2. Use the search filter and/or the **Search** field to select a credit memo.
3. Click **Print Credit Memo**.

Job Administration Submenu

Various job cost-related functionalities are available in the web client. Several workspaces are available under this submenu to support these features.

Job Journal

Use this workspace to create job entries that primarily involve time spent by your employees on jobs.

Job Journal Concepts

You can use this workspace to create job entries for photocopies, film, or other materials used on the job.

Job entries are entered in a job journal for future posting. You can change the information in the job journal until it is posted.

Job Journal Fields

This section describes the fields and actions on the Job Journal workspace.

Copy to come.

Document Assistant

Use this assistant to view and download documents.

Job Journal Procedures

This section describes the steps you need to follow to work with job journals.

Create a Job Journal

Use these steps to add a job journal.

To add a job journal:

1. Under the Jobs menu group, go to **Job Administration » Job Journal**.
2. Click **+New Journal**.
3. In the New Job Journal dialog box that displays, select a company.
4. Click **Create**.

Submit a Job Journal

Use these steps to submit a job journal.

To submit a journal:

1. Under the Jobs menu group, go to **Job Administration » Job Journal**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job journal.
3. Click **Submit**.

Post a Job Journal

Use these steps to post a job journal.

To post a job journal:

1. Under the Jobs menu group, go to **Job Administration » Job Journal**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job journal.
3. Click **Post...**
4. In the dialog box that displays, select a layout.
5. Click **Post**.
Maconomy downloads a PDF copy of the journal to your device.

Import a Job Journal

Use these steps to import a job journal.

To import a job journal:

1. Under the Jobs menu group, go to **Job Administration » Job Journal**.
2. Click **Import....**
3. In the dialog box that displays, click **Import**.
4. In the dialog box that opens, click **Select files...** to open your file explorer.
5. Select a file you want to upload.
6. Click **Ok**. A notification displays after the import is completed.
7. Use the search filter and/or the **Search** field to select the job journal you have imported.

Attach Document to a Job Journal

Use these steps to attach a document to a job journal.

To attach a document:

1. Under the Jobs menu group, go to **Job Administration » Job Journal**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job journal.
3. Click **Attach Document**.
4. In the Attach Document dialog box that opens, click **Select files** to open your file explorer.
5. Select a file to upload.
6. Click **Ok**.

View a Document

You can view any document listed in the Documents tab or subtab of a workspace.

To view a document:

1. Go to the workspace where you want to view a document.
2. Use the search filter and **Search** field to select a record or transaction.
3. Drill down to the Documents tab or subtab, and select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.

- Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Delete Job Journal Lines

You can delete a single entry, or all entries on a job journal if needed.

To delete journal lines:

1. Under the Jobs menu group, go to **Job Administration » Job Journal**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job journal.
3. To delete a single line:
 - a) In the table, on the line you want to delete, click **Row Tools » Delete**.
 - b) In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.
4. To delete all lines on the job journal:
 - a) Click **Delete All Journal Lines**.
 - b) In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Job Journal Line

You can add journal lines for future posting in this workspace.

To add a journal line:

1. Under the Jobs menu group, go to **Job Administration » Job Journal**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job journal.
3. In the table, click the **+** action.
4. Enter or select a job.
This is a required field.
5. Enter information in the other fields as needed.
6. Click **Save**.

Job Reallocation Submenu

The Maconomy web client supports the reallocation of jobs. Three workspaces are available under this submenu to support this functionality.

Job Reallocation

Use this workspace to reallocate job entries.

Job Reallocation Concepts

In this workspace, you can view the full details of the original job entry.

When you approve and post a reallocation, Maconomy creates an offset entry that is equivalent to the original entry and creates an entry for each job reallocation line.

This workspace allows you to create reallocation entries. When you create a reallocation entry, you can modify the quantity or the total cost amount to be reallocated. You can also change either the quantity or the unit cost price of new entries, provided that the total cost amount remains the same as the original entry. The billing prices of the new entries are adjusted so that the gross margin is also the same as the original entry.

Job Reallocation Fields

This section describes the fields and actions in the Job Reallocation workspace.

Copy to come.

Job Reallocation Procedures

This section describes the steps you need to follow to reallocate job entries.

Reallocate an Individual Job Entry

Use these steps to reallocate a single job entry.

To reallocate a job entry:

1. Under the Jobs menu group, go to **Job Administration » Job Reallocation**.
2. Use the search filter and/or **Search** field at the top of the workspace to select a job entry.
3. In the table, add or review reallocation lines as needed.
4. Click **Approve Reallocation....**
5. In the dialog box that displays, enter a reallocation date.
This is a required field.
6. Click **Approve**.

Add a Job Reallocation Entry

Use these steps to add a reallocation to a job entry.

To add a job reallocation entry:

1. Under the Jobs menu group, go to **Job Administration » Job Reallocation**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job entry.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Save**.

Note: A warning message displays if you add a closed job entry. Click **Ok** to confirm or **Cancel** to exit without saving the job entry.

Delete a Job Reallocation Entry

Use these steps to delete a reallocation from a job entry.

To delete a job reallocation entry:

1. Under the Jobs menu group, go to **Job Administration » Job Reallocation**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job entry.
3. In the table, on the line you want to delete, click **Row Tools » Delete Job Reallocation Entry**.
4. In the confirmation dialog box that displays, click **Delete** to confirm or **Cancel** to exit without deletion.

Job Reallocation by Job

Use this workspace to reallocate job entries, one job at a time.

Job Reallocation by Job Concepts

The functionality in this workspace is similar to that in the Batch Job Reallocation workspace, except that it displays entries for a specific job only.

Overviews of the total hours, revenue, and costs for reallocation are highlighted in the workspace for easy reference.

In this workspace, you can:

- Select job entries you want to reallocate.

- Utilize selection criteria to view specific job entries associated with certain activity numbers, employee numbers, and so on.
- Review and/or change the dimensions to which the job entries should be reallocated.

Job Reallocation by Job Fields

This section describes the fields and actions in the Job Reallocation by Job workspace.

Copy to come.

Job Reallocation by Job Procedures

This section describes the steps you need to follow to reallocate entries for a specific job.

Reallocate a Job Entry

Use these steps to reallocate one or more job entries on a specified job.

To reallocate job entries:

1. Under the Jobs menu group, go to **Job Administration » Job Reallocation by Job**.
2. Use the search filter and/or **Search** field at the top of the workspace to select a job.
3. In the Selection Criteria panel, use the available criteria to display the job entries you want to reallocate.
4. To select job entries for reallocation:
 - Click the **Mark for Reconciliation** action to select all displayed job entries; OR
 - Select the **Reallocate** checkbox on each job entry line you want to reallocate.

Note: You cannot reallocate accrual entries or entries that are approved for invoicing. An error message will display when you try to select entries like these.

5. Click **Reallocate To....**
6. In the wizard that displays:
 - a) Enter information in the fields as needed.
 - b) Click **Continue**.
 - c) Enter information in the fields as needed.
 - d) Click **Approve Reallocation**.
7. In the warning message that displays, click **Ok** to confirm or **Cancel** to exit without reallocating the job entries.

Batch Job Reallocation

You can reallocate job entries in batches in this workspace.

Batch Job Reallocation Concepts

When you post a reallocation, Maconomy creates an offset entry that is equivalent to the original entry.

This workspace features key performance indicators (KPIs) that display the total time, billing price, and cost price for reallocation based on selected entries in the table.

You can:

- Use selection criteria to display which entries will be reallocated.
- Select entries to reallocate to other dimensions such as jobs, employees, and so on.
- Specify whether created entries upon reallocation should retain the original transaction number, have a specific transaction number, or use a transaction number series.

Batch Job Reallocation Fields

This section describes the fields and actions in the Batch Job Reallocation workspace.

Copy to come.

Batch Job Reallocation Procedures

This section describes the steps you need to follow to work with reallocating job entries in batches.

Reallocate Job Entries by Batch

Use these steps to reallocate job entries from different jobs in one batch.

To batch reallocate job entries:

1. Under the Jobs menu group, go to **Job Administration » Batch Job Reallocation**.
2. In the Selection Criteria panel, use the available criteria to display the job entries you want to reallocate.
3. Toggle on **Show Lines** to display the results.
4. In the confirmation dialog box that displays, click **Ok**.
5. To select job entries for reallocation:
 - Click the **Mark for Reconciliation** action to select all displayed job entries; OR
 - Select the **Reallocate** checkbox on each job entry line you want to reallocate.

Note: You cannot reallocate entries that are approved for invoicing. An error message displays if one or more of the selected entries have this status.

6. Click **Approve Reallocation....**
7. In the wizard that displays:
 - a) Enter information in the fields as needed.
 - b) Click **Continue**.
 - c) Enter information in the fields as needed.
 - d) Click **Approve Reallocation**.
8. In the warning message that displays, click **Ok** to confirm or **Cancel** to exit without reallocating the job entries.

Revenue Recognition Submenu

You can adjust revenue, work-in-progress, and employee distribution on jobs. Workspaces that support these features are available under the Revenue Recognition submenu.

Job Revenue Recognition

The Job Revenue Recognition workspace allows you to recognize revenue on jobs, either one at a time or in batches.

Job Revenue Recognition Concepts

The workspace provides at-a-glance summaries of the current recognized revenue, new revenue recognized, and the total adjustment value in enterprise currency.

These summaries automatically refresh as you adjust revenue on the job(s). If you have jobs that are set up to use detailed revenue recognition, you can edit details using the Revenue Recognition Details assistant.

Job Revenue Recognition Fields

This section describes the fields and actions on the Job Revenue Recognition workspace.

Copy to come.

Job Revenue Recognition Procedures

This section describes the steps you need to follow to recognize revenue on jobs.

Calculate Revenue Recognition

Use these steps to recognize revenue on one or more jobs. You can manually change the details of the recognized revenue for each job if needed or recognize revenue by batch.

To calculate revenue recognition:

1. Under the Jobs menu group, go to **Job Administration » Revenue Recognition » Job Revenue Recognition**.
2. In the Selection Criteria panel, use the available criteria to display the jobs for revenue recognition.
3. Toggle on **Show Lines** to display the results.
4. (Optional) Edit information on each line as needed.
5. To select jobs for revenue recognition:
 - From the **Calculate** dropdown list, click **Mark for Calculation** to select all displayed jobs, OR
 - Select the **Calculate** checkbox on each job for which revenue should be recognized.
6. From the **Calculate** dropdown list, click **Calculate Revenue Recognition....**
7. In the dialog box that displays, enter a revenue recognition date.
This is a required field.
8. Select or clear the other checkboxes as needed.
9. Click **Calculate**.

Approve Revenue Recognition

Use these steps to approve revenue recognition on jobs.

To approve revenue recognition:

1. Under the Jobs menu group, go to **Job Administration » Revenue Recognition » Job Revenue Recognition**.
2. In the Selection Criteria panel, use the available criteria to display the jobs for approval.
3. Toggle on **Show Lines** to display the results.
4. To select jobs for approval:
 - From the **Approve** dropdown list, click **Mark for Approval** to select all displayed jobs; OR
 - Select the **Approve** checkbox on each job you want to approve for revenue recognition.
5. From the **Approve** dropdown list, click **Approve Recognition....**
6. In the dialog box that displays, enter information in the following fields:
 - a) Enter a value in the **Triviality Limit** field.

- b) Select a currency.

This is a required field.

- 7. Click **Approve**.

Evaluation of WIP

Use this workspace to reevaluate the work-in-progress (WIP) on a job.

Evaluation of WIP Concepts

You can choose to specify a fixed amount or percentage of the WIP to be recognized as revenue for the job.

The process of reevaluation the WIP of a job is similar to the revenue recognition process in the Job Revenue Recognition workspace. However, whereas Maconomy calculates revenue recognition using a completion percentage based on a job budget, the evaluation in this workspace is based solely on the sum of open entries for the job.

Evaluation of WIP Fields

This section describes the fields and actions on the Evaluation of WIP workspace.

Copy to come.

Employee Revenue Distribution

You can use the Employee Revenue Distribution workspace to review and manually redistribute revenue earned by employees on a job.

Employee Revenue Distribution Concepts

Although Maconomy automatically calculates and provides an equal realization rate among employees, you can change the rate for selected employees in this workspace.

When you do this, Maconomy adjusts the revenue to be recognized for the other employees to maintain the same total amount recognized on the job.

Employee Revenue Distribution Fields

This section describes the fields and actions on the Employee Revenue Distribution workspace.

Copy to come.

Employee Revenue Distribution Procedures

This section describes the steps you need to follow to redistribute the revenue earned by employees on the job.

Adjust Employee Revenue Distribution

Use these steps to redistribute the revenue earned by employees on the job.

To redistribute employee revenue:

1. Under the Jobs menu group, go to **Job Administration » Revenue Recognition » Employee Revenue Distribution**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. In the table, edit the fields on each line as needed.
4. Click **Calculate....**
5. Select a cut-off date.
6. Select an entry date.
This is a required field.
7. Click **Calculate**.
Maconomy saves your changes. For each change that you make for an individual employee, Maconomy adjusts the revenue to be recognized for the other employees, to maintain the same total recognized amount on the job.

Submit Employee Revenue Distribution on a Job

Use these steps to submit employee revenue distribution on a job.

To submit employee revenue distribution:

1. Under the Jobs menu group, go to **Job Administration » Revenue Recognition » Employee Revenue Distribution**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. Edit information in the fields as needed.
4. Click **Submit**.

Approve Employee Revenue Recognition on a Job

Use these steps to approve employee revenue distribution on a job.

To approve employee revenue distribution:

1. Under the Jobs menu group, go to **Job Administration » Revenue Recognition » Employee Revenue Distribution**.

2. Use the search filter and/or the **Search** field at the top of the workspace to select a job.
3. Click **Approve**.

Batch Job Invoice Allocation

Use this workspace to perform job invoice allocation for multiple jobs in a batch.

Batch Job Invoice Allocation Concepts

Overviews of the number of jobs, total cost price, and total billing price for allocation is displayed at the top of the workspace to provide an at-a-glance view of the totals based on the lines displayed in the Jobs table.

The functionality of this workspace is similar to that of the Job Invoice Allocation workspace, with the difference that your actions apply to all of the jobs that match the selection criteria.

Batch Job Invoice Allocation Fields

This section describes the fields and actions on the Batch Job Invoice Allocation workspace.

Copy to come.

Job Parameter Selection

You can apply parameters of different types to a job in this workspace.

Job Parameter Selection Concepts

The Job Parameters table displays the selected parameter types for the selected job. The Job Parameter Attributes assistant shows the current and new values for each attribute of the specific parameter type.

When you create a job, Maconomy derives job parameters for the job in question based on the setup in the Job Parameter Selection Rules workspace. This applies to the assigned selection criteria specifications and the specified priorities of the relevant job parameter selection rules. However, you can manually change the job parameters that Maconomy displays in the **New Parameter Name** field in the table of this workspace. If you change one or more parameter names, use the **Change Job Parameters** action to make the new parameters effective for that job.

When you change a job information field (such as the job name), Maconomy automatically rederives the job parameters according to the setup in the Job Parameter Selection Rules workspace. However, in the Job Parameter Derivation Fields workspace, you can specify that Maconomy should only rederive job parameters when certain fields are changed, such as the job name or a job pop-up. Or, for performance reasons, you can specify that Maconomy should never rederive job parameters. In this case, you would rederive the job parameters manually, if needed, using the **Rederive Job Parameters** action in this workspace.

Job Parameter Selection Fields

This section describes the fields and actions in the Job Parameter Selection workspace.

Copy to come.

Job Collections

Use this workspace group jobs together into collections. Jobs in the same collection must share some characteristics, such as the same company number, department, and currency.

Job Collections Concepts

Various tasks can be set up to work across all jobs within a collection.

For example, you can specify on a job in a job collection that it shares its invoices on account with all of the other jobs in the collection. This means that the invoices on account on the job are available for reconciliation against invoices on other jobs in the collection.

When you invoice a job that belongs to a job collection where some of the jobs share their invoices on account, you can regard the invoices on account from these other jobs and from the job itself as one big pool from which to reconcile. However, you can still instead select specific invoices on account for reconciliation.

This enables you to use job collections as retainers by invoicing the retainer as invoices on account from one job in the collection (set up to share its invoices on account) and then set up the collection with the jobs that should be covered by the retainer.

The setup of job collections is flexible so that you can add and subtract jobs from a collection at any time.

In addition, you can set up the jobs in a job collection as fixed-price jobs, and for these jobs the on-account reconciliation among the jobs in the collection works as it does for time-and-material jobs. The job collection can contain a mix of fixed-price jobs and time-and-material jobs.

You can set up a job to allow on-account reconciliation across different bill-to customers.

You can specify on a job collection that the jobs in the collection should be blanket invoiced separately. This means that they should not be blanket invoiced together with jobs that do not belong to that job collection. This enables you to blanket invoice the jobs that are covered by a retainer.

Job Collections Fields

This section describes the fields and actions on the Job Collections workspace.

Copy to come.

Job Collections Procedures

This section describes the steps you need to follow to work with job collections.

Create a Job Collection

Use these steps to add a job collection.

To add a job collection:

1. Under the Jobs menu group, go to **Job Administration » Job Collections**.
2. Click **+New Job Collection**.
3. In the Create Job Collection dialog box that displays:
 - a) In the **Job Collection No.** field, enter a number for your collection.
 - b) In the **Create with details from Job No.** field, select a job.
This is a required field.
4. Click **Create Job Collection**.

Add Open Jobs to a Collection

You can add open jobs to a collection.

To add open jobs:

1. Under the Jobs menu group, go to **Job Administration » Job Collections**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job collection.
3. From the Other Actions dropdown list, click **Add Open Jobs**.
Maconomy displays the number of jobs to be added to the collection.
4. Click **Ok**.

Delete a Job Collection

Use these steps to delete a job collection.

To delete a job collection:

1. Under the Jobs menu group, go to **Job Administration » Job Collections**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job collection.
3. From the **Other Actions** dropdown list, click **Delete Job Collection**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Create a Job Collection Member

Use these steps to add a member to the job collection.

To add a job collection member:

1. Under the Jobs menu group, go to **Job Administration » Job Collections**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job collection.
3. In the Job Collection Members table, click the **+** action.
4. In the **Job No.** field, select a job.
This is a required field.
5. Enter information in the other fields as needed.
6. Click **Save**.

Delete a Job Collection Member

Use these steps to remove a job collection member.

To remove a job collection member:

1. Under the Jobs menu group, go to **Job Administration » Job Collections**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job collection.
3. In the Job Collection Members table, on the line you want to delete, click **Row Tools » Delete Job Collection Member**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Job Transfer Submenu

You can transfer jobs to a new set of dimensions and review approved transfers in the web client.

The Job Transfer and Job Transfer History workspaces are available under this submenu to support this functionality.

Job Transfer

Use this workspace to transfer one or more jobs to a new set of dimensions.

Job Transfer Concepts

When you transfer a job, Maconomy transfers all open entries to the new job, so that financial statistics are still tracked correctly.

In this workspace, you can:

- Use selection criteria to choose the jobs to transfer.
- Define the set of dimensions to which the jobs will be transferred and the date on which the transfer should occur.
- Submit and approve job transfers.

When a job transfer is approved, Maconomy creates a job transfer journal. When you post this journal, Maconomy:

- Creates new job entries that are associated with the new dimensions. The entry date of the new job entries is the transfer date that you specified in the Transfer Date field, or the entry date of the original entry, if that date is after the transfer date.
- Closes the original job entries that are associated with the old dimensions. The G/L entry date of the new entries is the entry date, or the first date in the open G/L posting interval for the job's company and the job's executing company, if that date is after the entry date.

Invoice Lines

When you transfer an open job entry to new dimensions, Maconomy automatically creates a job invoice line associated with the new dimensions. The invoice date of the invoice line is the G/L entry date of the new job entry.

This means that when you transfer a job, Maconomy transfers the invoicing basis of the job to new dimensions, but does not transfer the actual entries of the job. The entries associated with the new dimensions do not contain any entered amounts or quantities, but instead contain an invoicing basis of open billing prices. This means that you cannot reallocate the new entries after you transfer them. For this reason, a job transfer should be considered as a sale of an invoicing basis, rather than an actual reallocation of the job.

If you transfer a partially invoiced job entry that contains proposed values, Maconomy subtracts the previously invoiced quantity from the proposed quantity before it applies the proposed quantity. For example, an original job entry contains 40 hours with an invoice proposal of 30 hours, of which 25 hours have already been invoiced. When the job entry is transferred, it includes the remaining 15 registered hours, but only 5 hours are proposed for invoicing. Note that the amount to invoice cannot be less than zero and no amount greater than zero can be credited if the job entry includes a negative quantity.

G/L Postings

The G/L postings that occur as a result of a job transfer depend on the capitalization method that you selected for the job:

- If a job is capitalized at cost price, only the accounts for work in progress receive postings.
- If a job is capitalized at billing price, postings are also made to the accounts for open cost and open billing price and to the two accounts for internally transferred cost and sales.

In the time gap between transferring a job and posting the resulting transfer journal, you cannot approve invoice selections or reallocate entries for the job.

If a job has open entries that you selected for reallocation, you cannot transfer the job. You must complete the reallocations or deselect the entries before you continue with the job transfer. This rule ensures that no work-in-progress entries occur in the original dimensions after you transfer the job entries to the new dimensions.

If you selected the **Automatic posting of job transfers** system parameter, Maconomy posts the transfer journal automatically, and no time gap occurs.

Job Transfer Fields

This section describes the fields and actions on the Job Transfer workspace.

Copy to come.

Job Transfer Procedures

This section describes the steps you need to follow to transfer jobs.

Job Transfer History

Use this workspace to review all job transfers.

Job Transfer History Concepts

For each job, you see information about each of the approved transfers that were made, including the transfer date, whether the transfer has been posted, the assigned posting date, and the dimensions to which the job has been transferred.

You can also see the job group and name of the company assigned to the selected job.

The Job Transfers table displays information about all of the approved transfers that have been made on the job in question. Thus, this workspace provides an overview of any transfers, such as transfer date, whether or not the transfer in question has been posted, the assigned posting date, and the dimensions to which the job has been transferred.

You can transfer a job to other dimensions in the Job Transfer workspace.

Job Transfer History Fields

This section describes the fields and actions on the Job Transfer History workspace.

Copy to come.

Roll Forward Jobs

This workspace includes information about jobs to be rolled forward.

Roll Forward Jobs Concepts

Jobs marked as recurring can be rolled forward in this workspace.

Rolling a job forward means that it is copied, and on the new job, the year is increased, and the job name is updated to include the year.

You can also optionally close the old job from this workspace. If there are job actions that prevent the job from being closed, you can view what needs to be completed for job closure in the Pending Actions assistant.

A job can only be rolled forward once, but the new job can be rolled forward next year.

Roll Forward Jobs Fields

This section describes the fields and actions on the Roll Forward Jobs workspace.

Copy to come.

Roll Forward Jobs Procedures

This section describes the steps you need to follow to work with rolling jobs forward.

Roll a Job Forward

Use this procedure to roll a job forward, which means it is copied to a new job for the next year.

Note: You can only roll forward a job if it is marked as recurring, is not closed, and have not been rolled forward yet. You can also close the old job using this procedure. You can only roll a job forward once, but the new job can be rolled forward next year.

To roll a job forward:

1. Under the Jobs menu group, go to **Job Administration » Roll Forward Jobs**.
2. Use the Selection Criteria panel to specify the jobs you want to view in the workspace.
3. Toggle on **Show Lines** to display the lines in the table.
4. To roll forward a job:
 - Select the **Roll Forward** checkbox on each line you want to include; OR
 - Click **Mark All for Roll Forward**.
5. Click **Roll Forward and Close**.
Maconomy closes the old job and rolls forward all selected jobs.

Resource Plans

Use the Resource Plans workspace to access the embedded People Planner Resource Plans web component.

This workspace is found under the Jobs menu group. It is only available if the company-specific **Enable People Planner Web** system parameter is enabled in **Setup » System Setup » System Parameters**.

Resource Plans Concepts

This workspace allows resource managers and others with similar roles to perform project planning tasks on multiple jobs at a time in Maconomy.

The Resource Plans workspace utilizes the same layout as when working on one job. However, it provides more flexibility to easily view assignments or bookings across several jobs to help you plan and prioritize accordingly.

For more information about the Resource Plans web component and related procedures, search on "Resource Plans" in the [Deltak People Planner Web Components Guide](#).

Job Reporting

For information on Job reporting workspaces, refer to the [BPM Standard Reports Guide](#).

Job Analyzers Submenu

The Maconomy web client supports the Analyzer report functionality. The application includes two report templates that are available via dedicated workspaces: a basic and an advanced report template for querying job data.

Both of these report workspaces are found under the Job Analyzers submenu.

Job Analyzer Concepts

Use the Job Analyzer report workspaces to make ad hoc queries to the database and view the query results in table form.

Specifically, you can:

- Customize and run a report.
- Run saved reports.
- Edit saved reports.
- Export your report output to a spreadsheet.
- View finished reports, immediately after the report run or at any time after the fact.

Job Analyzer Workspaces

Job Analysis Advanced Workspace

Advanced Maconomy users such as project controllers and back office users can use this report template workspace to generate customized reports that capture very specific information from or related to the jobs to which they have access.

For each report template workspace, you can create and save as many customized reports as you need and access these saved reports afterwards using the search filter and field at the top of the workspace.

Column Groups

The Job Analysis Advanced report allows users to add columns from the following groups:

- Job
 - Under this group are the following subgroups:
 - Job Group
 - Budget
 - Status
 - Employees
 - Description
 - Company
 - Ship to Customer
 - Bill to Customer
 - Main/Sub Jobs
 - Registration
 - Pricing
 - Revenue Recognition
 - Job Totals
 - Extra Fields
- Employee
- Dates
- Registration Specific
- Task, Activity, Description
- Vendor
- G/L Dimensions, Entry
- Budgeted (Working Budget)
- Budgeted (Current Budget)
- Purchase Orders

- Accrued
- Registered
 - Executing Company
- Open
- Work in Progress
 - Capitalize at Cost
 - Capitalization at billing price
- Invoiced
 - Executing Company
- Invoice Bill to Customer
- Write Up/Down
- Revenue Recognized
- Planned Invoicing
- Invoiced on Account
- Transferred
 - Transferred From
 - Transferred To

Analyzer Report Fields

This section describes the fields and actions on a web Analyzer workspace.

Header Fields

Field	Description
Report title	Enter a title for the report you are customizing. You can also edit the title of an existing custom saved or finished report.

Header Actions

Button	Description
+ New Report	Click this action to create a customized report.
Run	Click this action to run the current customized report.
Save	Click this action to save your latest changes to your customized report.
Revert	Click this action to undo your latest edits to your customized report. Maconomy reverts to the last saved version.

Button	Description
Other Actions	<p>In a web Analyzer workspace, this dropdown list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Delete - Select this action to delete the current customized report. ▪ Import - Select this action to import another user's customized report to your application. ▪ Export - Select this action to export the current customized report and download it to your local storage. You can share this downloaded report layout file with other users, so they can import it into their application and run it themselves.

Column and Row Selection Tab

This section describes the fields and actions on the Column and Row Selection tab of a web Analyzer workspace.

Column Selection Pane


Use this pane to begin building your report or query. Select the columns you want to include in your customized report.



Pane Actions

Button	Description
+ Add column	Click this action to open the Select Columns dialog, where you can start adding columns to your customized report.

Pane Fields

Once you add columns to your report, the following fields and icons display on the pane.

Field	Description
	If you want to move the current column to a different location in the report, click this icon then drag and drop the column line to its new location.
Column Name	This field displays the name of the current column.
Subtotal	<p>Select this check box if you want your customized report to include subtotals for the current column.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p>Note: After you add a value column to the report, this check box is grayed out for all non-value columns that come after the value column.</p> </div>
Column Title	If you want to rename the current column, enter your preferred name in this field.

Field	Description
	Maconomy automatically updates the column name in the Preview pane.
	Click this icon to delete the current column from your customized report.
	Click this icon to add a new column after the current column line.

Column Sort Order Selection Pane



Use this pane to sort the columns in your report.


Pane Actions

Button	Description
+ Add sort order column	<p>Click this action to open the Select Columns dialog, where you can select the column/s against which you want Maconomy to sort the rows in your report.</p> <p>The Select Columns dialog only lists the columns already added to your report.</p> <p>You can specify more than one sort column. Maconomy sorts rows against the first sort column specified, then against the next one on the pane list, and so on.</p>

Pane Fields

Once you add sort columns to your report, the following fields and icons display on the pane.

Field	Description
	If you want to move the current sort column elsewhere on the pane list, click this icon then drag and drop the column line to its new location.
Column Name	This field displays the name of the current sort column.
Sort Order	<p>Use this field to specify the order in which you want to sort rows against the current sort column.</p> <p>Available values are:</p> <ul style="list-style-type: none"> ▪ Ascending - this is the default value. ▪ Descending
	Click this icon to delete the current sort column line.

Field	Description
	If you want to add an additional sort column, click this icon to add a new sort column line after the current line.

Row Selection Pane





Use this pane to specify criteria for selecting the records to display in your report output.



Pane Actions

Button	Description
+ Add row	Click this action to open the Select Columns dialog, where you can start adding the columns to which you want to apply selection criteria or filters.

Pane Fields

Once you select columns to filter for your report, the following fields display on the pane.

Field	Description
	If you want to move the current column and its restrictions to a different location in the pane, click this icon and drag and drop the column line to its new location.
	Click this icon to delete the current column and its restrictions.
	Click this icon to add a new column after the current column line.
Column Name	This field displays the name of the current column.
	If you want to move the current restriction to a different location under the relevant column, click this icon and drag and drop the restriction line to its new location.
Restrictions	<p>In the first field, select an operator from the dropdown list. The dropdown includes some or all of the following options:</p> <ul style="list-style-type: none"> ▪ = Equal to ▪ x...y Between ▪ < Less than ▪ > Greater than ▪ ≤ Less than or equal to

Field	Description
	<ul style="list-style-type: none"> ▪ \geq Greater than or equal to ▪ \neq Not equal to ▪ \emptyset Is empty ▪ $\neg\emptyset$ Is not empty <p>In the second field, type or select the value you want to use to filter values for the current column.</p>
	Click this icon to delete the current restriction line.
	If you want to specify more than one restriction for the current column, click this icon to add a new restriction after the current restriction line.

Row Range Selection Pane


Use this pane to limit the number of rows displayed in your finished report.

Pane Actions

Button	Description
+ Add row range	Click this icon to display the row for restricting the number of rows displayed in your finished report.

Pane Fields

Once you click the **+ Add row range** action, the following fields and icons display on the pane.

Field	Description
Row Start	In this field, specify the row where you want your finished report to start. The default value is 1 .
Row Count	In this field, specify the number of rows you want the finished report to display. The default value is 100 .
	Click this icon to delete the specified row range values for the current report.

Preview Pane

Use this pane to preview the report you are customizing. If you are viewing a saved report or a finished report output, this pane also displays a preview for that. Switch to the full screen view



using the




Full screen preview icon on the top right corner of the pane.

Finished Report Tab

This section describes the fields and actions on the Finished Report tab of a web Analyzer workspace.

After you run a report, use this tab to view the output.

Tab Actions

Button	Description
	Click this icon to export the report output to a spreadsheet. Maconomy exports the report output, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to maximize the report output view to full screen.
	Click this icon to restore the default display size of the report output.

Job Analysis Basic Workspace

This report template workspace is a simpler version of the Job Analysis Advanced workspace. It can be utilized by project managers and similar users to generate less complex customized reports about the jobs to which they have access.

For each report template workspace, you can create and save as many customized reports as you need and access these saved reports afterwards using the search filter and field at the top of the workspace.

Column Groups

The Job Analysis Basic report allows users to add columns from the following groups:

- Job
- Customer
- Entry Information
- Employee
- Registration
- Open
- Work in Progress
- Invoiced
- Invoice on Account
- Write Up/Down

- Revenue Recognized
- Budgeted (Working Budget)
- Budgeted (Current Budget)

Analyzer Report Fields

This section describes the fields and actions on a web Analyzer workspace.

Header Fields

Field	Description
Report title	Enter a title for the report you are customizing. You can also edit the title of an existing custom saved or finished report.

Header Actions

Button	Description
+ New Report	Click this action to create a customized report.
Run	Click this action to run the current customized report.
Save	Click this action to save your latest changes to your customized report.
Revert	Click this action to undo your latest edits to your customized report. Maconomy reverts to the last saved version.
Other Actions	<p>In a web Analyzer workspace, this dropdown list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Delete - Select this action to delete the current customized report. ▪ Import - Select this action to import another user's customized report to your application. ▪ Export - Select this action to export the current customized report and download it to your local storage. You can share this downloaded report layout file with other users, so they can import it into their application and run it themselves.

Column and Row Selection Tab

This section describes the fields and actions on the Column and Row Selection tab of a web Analyzer workspace.

Column Selection Pane




Use this pane to begin building your report or query. Select the columns you want to include in your customized report.

Pane Actions

Button	Description
+ Add column	Click this action to open the Select Columns dialog, where you can start adding columns to your customized report.

Pane Fields

Once you add columns to your report, the following fields and icons display on the pane.

Field	Description
	If you want to move the current column to a different location in the report, click this icon then drag and drop the column line to its new location.
Column Name	This field displays the name of the current column.
Subtotal	<p>Select this check box if you want your customized report to include subtotals for the current column.</p> <div> <p>Note: After you add a value column to the report, this check box is grayed out for all non-value columns that come after the value column.</p> </div>
Column Title	<p>If you want to rename the current column, enter your preferred name in this field.</p> <p>Maconomy automatically updates the column name in the Preview pane.</p>
	Click this icon to delete the current column from your customized report.
	Click this icon to add a new column after the current column line.

Column Sort Order Selection Pane




Use this pane to sort the columns in your report.

Pane Actions

Button	Description
+ Add sort order column	<p>Click this action to open the Select Columns dialog, where you can select the column/s against which you want Maconomy to sort the rows in your report.</p> <p>The Select Columns dialog only lists the columns already added to your report.</p> <p>You can specify more than one sort column. Maconomy sorts rows against the first sort column specified, then against the next one on the pane list, and so on.</p>

Pane Fields

Once you add sort columns to your report, the following fields and icons display on the pane.

Field	Description
	If you want to move the current sort column elsewhere on the pane list, click this icon then drag and drop the column line to its new location.
Column Name	This field displays the name of the current sort column.
Sort Order	Use this field to specify the order in which you want to sort rows against the current sort column. Available values are: <ul style="list-style-type: none"> ▪ Ascending - this is the default value. ▪ Descending
	Click this icon to delete the current sort column line.
	If you want to add an additional sort column, click this icon to add a new sort column line after the current line.

Row Selection Pane



Use this pane to specify criteria for selecting the records to display in your report output.





Pane Actions

Button	Description
+ Add row	Click this action to open the Select Columns dialog, where you can start adding the columns to which you want to apply selection criteria or filters.

Pane Fields

Once you select columns to filter for your report, the following fields display on the pane.

Field	Description
	If you want to move the current column and its restrictions to a different location in the pane, click this icon and drag and drop the column line to its new location.
	Click this icon to delete the current column and its restrictions.

Field	Description
	Click this icon to add a new column after the current column line.
Column Name	This field displays the name of the current column.
	If you want to move the current restriction to a different location under the relevant column, click this icon and drag and drop the restriction line to its new location.
Restrictions	<p>In the first field, select an operator from the dropdown list. The dropdown includes some or all of the following options:</p> <ul style="list-style-type: none"> ▪ = Equal to ▪ x...y Between ▪ < Less than ▪ > Greater than ▪ ≤ Less than or equal to ▪ ≥ Greater than or equal to ▪ ≠ Not equal to ▪ ∅ Is empty ▪ ¬∅ Is not empty <p>In the second field, type or select the value you want to use to filter values for the current column.</p>
	Click this icon to delete the current restriction line.
	If you want to specify more than one restriction for the current column, click this icon to add a new restriction after the current restriction line.

Row Range Selection Pane


Use this pane to limit the number of rows displayed in your finished report.

Pane Actions

Button	Description
+ Add row range	Click this icon to display the row for restricting the number of rows displayed in your finished report.

Pane Fields

Once you click the **+ Add row range** action, the following fields and icons display on the pane.

Field	Description
Row Start	In this field, specify the row where you want your finished report to start. The default value is 1 .
Row Count	In this field, specify the number of rows you want the finished report to display. The default value is 100 .
	Click this icon to delete the specified row range values for the current report.

Preview Pane

Use this pane to preview the report you are customizing. If you are viewing a saved report or a finished report output, this pane also displays a preview for that. Switch to the full screen view






using the **Full screen preview** icon on the top right corner of the pane.

Finished Report Tab

This section describes the fields and actions on the Finished Report tab of a web Analyzer workspace.

After you run a report, use this tab to view the output.

Tab Actions

Button	Description
	Click this icon to export the report output to a spreadsheet. Maconomy exports the report output, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to maximize the report output view to full screen. Click this icon to restore the default display size of the report output.
	

Job Analyzer Procedures

This section describes the steps you need to follow to work with job Analyzer reports.

Customize and Run a Report

You can build your query by adding any of the columns available for your selected report template workspace, filter rows if you want to view even more specific information (and minimize performance issues), and preview the report before running it.

To customize and run a report:

1. Go to the workspace for the report template you want to use.
2. In the **Report title** field in the header, enter a name for your report.
3. Under the Column and Row Selection tab, go to the Column Selection pane and click **+ Add column**.
Maconomy opens the Select Columns dialog.
4. To customize the columns in your report:
 - a) You can use the filter and/or the search field at the top of the Select Columns dialog to quickly find each column you want to add to your report. Otherwise, expand the column groups to find the columns you need.
The filter lists the following options:
 - **Non Value Columns** - contain information such as dates, times, job or customer number, and names.
 - **Value Columns** - contain numeric information such as prices and amounts which can be summed up.
 - **All Columns**
 - b) Click a column name to select it; you can select several at once.

Note: To undo column selection, just click a column name again to deselect it.
 - c) Click **Ok**.
Maconomy lists all your selected columns in the Column Selection pane and displays them in the Preview pane as well.
 - d) If you need to make changes to the columns you specified, you can use the icons on each column line to move a column to a different location in the report, delete a column, or add additional columns.
 - e) If you want your report to include subtotals for specific columns, select the **Subtotal** check box on the relevant column lines.
 - f) If you want to rename any of your selected columns, just enter a name in the **Column Title** field.
All changes you make are automatically and immediately reflected in the Preview pane as well.

Note: At this point, you can already run the report even without saving your changes.
 - g) Click **Save**.

5. If you want to include only selected rows in your report, you can apply filters on certain columns.
 - a) Go to the Row Selection pane.
 - b) Click **+ Add row**.
The Select Columns dialog displays.
 - c) Again, you can use the filter and/or the search field or expand the column groups to find the column you need.
 - d) Click a column name to select it.
 - e) Click **Ok**.
 - f) On the column line, specify the restrictions you want to apply for that column. Use the fields for selecting operators and specifying filter values to do this.

Note: As long as the restrictions you set are valid, you can already run your report even without saving your changes.

- g) Click **Save**.
 - h) Repeat these steps for each column to which you want to apply a filter.
6. To run your saved report, click **Run**.
Maconomy navigates to the Finished Report tab and displays the report output.

Note: If a report takes too long to run or you want to make some changes and rerun it, just click the **Cancel** action displayed on your screen.

If you already navigated to a different workspace, you can cancel the report by clicking the



My Analyzer Reports icon, going to the Finished Reports tab in the

dropdown, and selecting **Cancel** from the actions dropdown available for that report.


Run a Saved Report

At any given time, you can easily access a saved report and rerun it to view updated results.

To run a saved report:

1. Go the report workspace you want to use.
2. In the search filter at the top of the workspace, select **My Reports**.
3. In the search field, type the name of the saved report you need and select it from the dropdown.
4. Click **Run**.
Maconomy navigates to the Finished Report tab and displays the report output.

Note: If a report takes too long to run or you want to make some changes and rerun it, just click the **Cancel** action displayed on your screen.


If you already navigated to a different workspace, you can cancel the report by clicking the  **My Analyzer Reports** icon, going to the Finished Reports tab in the

dropdown, and selecting **Cancel** from the actions dropdown available for that report.

Edit a Saved Report

You can access any of your saved reports, and edit it as needed.

To edit a saved report:

1. Go the report workspace you want to use.
2. In the search filter at the top of the workspace, select **My Reports**.
3. In the search field, type the name of the saved report you need and select it from the dropdown.
4. To add columns:
 - a) Go to the Column Selection pane.
 - b) Click **+ Add column** or the **+** icon on a specific column line.
The Select Columns dialog displays.
 - c) You can use the filter and/or the search field at the top of the Select Columns dialog to quickly find each column you want to add to your report. Otherwise, expand the column groups to find the columns you need.
 - d) Click a column name to select it; you can select several at once.
 - e) Click **Ok**.
Maconomy displays your updated set of columns in the Column Selection pane and displays them in the Preview pane as well.
5. To delete a column, click the trash can icon on the column line.
6. To change the column sequence, click the  icon on a column line and drag the column to its new position.
Enter the result of your step here (optional).
7. If you want your report to include subtotals for specific columns, select the **Subtotal** check box on the relevant column lines.
8. If you want to rename any of your selected columns, just enter a name in the **Column Title** field.
All changes you make are automatically and immediately reflected in the Preview pane as well.
9. If you want to include only selected rows in your report, you can apply filters on certain columns.
 - a) Go to the Row Selection pane.
 - b) Click **+ Add row**.

The Select Columns dialog displays.

- c) Again, you can use the filter and/or the search field or expand the column groups to find the column you need.
 - d) Click a column name to select it.
 - e) Click **Ok**.
 - f) On the column line, specify the restrictions you want to apply for that column. Use the fields for selecting operators and specifying filter values to do this.
 - g) Click **Save**.
 - h) Repeat these steps for each column to which you want to apply a filter.
10. Click **Save**.

Sort Rows in a Report

Once a report contains columns, you can sort the rows in that report by specifying columns and indicating whether you want to sort rows in ascending or descending order, depending on their value for those columns.

To sort the rows in a report:

1. Go the report workspace you want to use.

Note: If you are currently customizing an unsaved report, proceed to step 4.

2. In the search filter at the top of the workspace, select **My Reports**.
3. In the search field, type the name of the saved report you need and select it from the dropdown.
Maconomy displays the report on the workspace.
4. Go to **Column and Row Selection tab » Column Sort Order Selection pane**.
5. Click **+ Add sort order column**.
6. In the Select Columns dialog that displays, select the column/s against which you want Maconomy to sort the rows in your report.
7. Click **Ok**.
8. In the **Sort order** pane field for each specified column, indicate whether you want the rows sorted in ascending or descending order.

Note: At this point, you can already run the report even without saving your changes.

9. Click **Save**.

Restrict Rows in a Report

When working with large reports, you can opt to limit the number of rows displayed in the finished report.

To restrict the number of rows displayed in a report:

1. Go to the report workspace you want to use.

Note: If you are currently customizing an unsaved report, proceed to step 4.

2. In the search filter at the top of the workspace, select **My Reports**.
3. In the search field, type the name of the saved report you need and select it from the dropdown.
Maconomy displays the report on the workspace.
4. Go to **Column and Row Selection tab » Row Range Selection pane**.
5. Click **+ Add row range**.
6. In the **Row Start** field, specify the row where you want the finished report to start.
7. In the **Row Count** field, specify the number of rows you want the finished report to display.

Note: At this point, you can already run the report even without saving your changes.

8. Click **Save**.

Export a Report Output

After running a report, you can download the output in spreadsheet form.

To export your report output:

1. Go to the Finished Report tab.
2. Click the  **Export to Excel** icon.

The Export dialog displays.


3. In the **File format** field, select a format from the dropdown list.
4. In the **Filename** field, specify a filename for the exported spreadsheet. You can opt for the default filename or specify one of your own.
5. Click **Ok**.
Maconomy exports the report output, and immediately downloads the resulting spreadsheet to your local drive.

View a Finished Report

At any given time, you can access old report outputs to view them or to export them to a spreadsheet. You can open a report output using either of two ways.

Option 1

To view a report output using the notification icon:

1. Click the  **My Analyzer Reports icon » Finished Reports tab.**
2. Select a report output from the dropdown that displays.
Maconomy opens the relevant report workspace and displays the report output.

Option 2

To view a report output using the search filter and field:

1. Go to the relevant report workspace.
2. In the search filter at the top of the workspace, select **Finished Reports**.
3. In the search field, type the name of the finished report you need and select it from the dropdown.
Maconomy navigates to the Finished Report tab of the workspace and displays the report output.

Resource Management

This section covers conceptual information, procedures, and field descriptions for all resource management workspaces.

Resource Management

Use the Resource Management workspace to access the embedded People Planner Resource Management web component.

This workspace is found under the Resource Management menu group. It is only available if the company-specific **Enable People Planner Web** system parameter is enabled in **Setup » System Setup » System Parameters**.

Resource Management Concepts

This workspace allows team leaders, supervisors, department managers and others who have company-wide responsibilities similar to those performed by these roles to carry out their resource planning tasks in Maconomy.

While the Resource Management web component has undergone minor updates to better align with Maconomy, its functionality remains the same.

For more information about this web component and related procedures, search on "Resource Management" in the [Deltak People Planner Web Components Guide](#).

Note: While you can view the web components embedded in Maconomy on your tablet, some actions are only available via right-click menus, and the right-click function is not supported on tablets. Deltak recommends that you view these web components on desktop browsers.

Resource Assignments

Use the Resource Assignments workspace to access the embedded People Planner Resource Assignments web component.

This workspace is found under the Resource Management menu group. It is only available if the company-specific **Enable People Planner Web** system parameter is enabled in **Setup » System Setup » System Parameters**.

Resource Assignments Concepts

The Resource Assignments workspace enables People Planner users to work with a flat listing of assignments (as opposed to accessing them under a project or a resource).

The component includes the majority of applicable controls that are native to other components to allow you to filter, group, and sort assignments to best support your workflow.

For more information about this web component and related procedures, search on "Resource Assignments" in the [Deltak People Planner Web Components Guide](#).

Note: While you can view the web components embedded in Maconomy on your tablet, some actions are only available via right-click menus, and the right-click function is not supported on tablets. Deltek recommends that you view these web components on desktop browsers.

Subscription Orders

This section covers conceptual information, procedures, and field descriptions for all subscription-related workspaces.

Subscription Orders

Use this workspace to track and maintain information about subscription-based products, including delivery schedules and customer contract agreements.

Subscription Orders Concepts

You can use this workspace to:

- Create new customer subscriptions and update existing ones.
- Review, modify, and approve subscription orders.
- Prepare subscription orders for crediting.

Show Subscription Invoices

The Show Subscription Invoices workspace provides quick access to all your subscription invoices and credit memos.

Show Subscription Invoices

The Show Subscription Invoices workspace provides quick access to all your subscription invoices and credit memos.

Show Subscription Invoices Concepts

You can:

- Use the search filter to view only your subscription invoices, credit memos, or both.
- Print copies of your invoices and/or credit memos.
- Reprint invoices or credit memos in batches.

Update Subscription Orders

Update Subscription Orders

At any given time, you can generate invoices or credit memos for approved subscription orders in this workspace.

Update Subscription Orders Concepts

You can:

- Look up range of subscription orders and select several ones that meet the selection criteria to create invoices or credit memos in one go.
- Print draft and final subscription invoices or credit memos and have the option to reprint existing subscription invoices.

For users with requisite permissions, this workspace is available by default.

Sales Orders

This section covers conceptual information, procedures, and field descriptions for all sales-related workspaces.

Sales Orders

Use this workspace to confirm customer orders and initiate the order fulfillment process by creating sales orders.

Sales Orders Concepts

Specifically, you can do the following tasks in this workspace:

- Create new and modify existing sales orders.
- View and update customer account information, including delivery and payment details.
- Review, approve, and invoice sales orders.
- Print sales orders, invoices, and order confirmations.
- Copy sales orders to create new ones.


Sales Orders Fields



This section describes the fields and actions on the Sales Orders workspace.

Header Fields

Field	Description
Sales Order Number	This field displays the identification number of the sales order, which is allocated automatically by Maconomy and cannot be modified.
Customer Name	This field displays the name of the customer who ordered the items.
Customer Number	This field displays the customer identification number.

Header Actions

Button	Description
+ New Sales Order	Click this action to create a new sales order.
	Click this action to refresh data in the current workspace.

Button	Description
 	<p>Click this action to display the list view.</p> <p>Click this action to display the detailed view.</p>
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Approve	<p>Click this action to approve the current sales order. Once approved, the sales order can be invoiced</p> <div> <p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.</p> </div>
Print Invoice	Click this action to print the sales invoice.
Other Actions	<p>This dropdown list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Print Draft - Select this action to print the sales order draft. ▪ Print Order Confirmation - Select this action to print the order confirmation for the current sales order. ▪ Release to Invoice - Select this action to invoice an approved sales order. Then job item journals with job entries are created which can be invoiced in Job Cost if the Invoice in Job Cost checkbox is also selected. ▪ Copy Order... - Select this action to copy a sales order. You can choose to copy all the information from the current sales order to the new one or change any of the details.

Sales Orders Fields

Field	Description
Customer	<p>This field displays the ship-to customer's name and identification number, including the address where orders will be delivered. Once order lines are created for the sales order, you can no longer update the customer's primary details.</p> <p>This field also displays the customer's attention person to whom the shipment is addressed, and the customer's phone number and email address. Contact details may be updated as needed.</p>

Field	Description
	If you are creating a new sales order, Maconomy retrieves the customer information from the Customers workspace, but you can make the necessary changes.
Reference	This field displays the customer contact with whom you spoke about the sale, if applicable.
Bill to Customer	<p>This field displays the bill-to customer's name to whom the payment information for the order is addressed. It also includes the bill-to customer's address, attention person, and additional contact details.</p> <p>You can only update the bill-to customer name or identification number. After you select a name or number, Maconomy retrieves the bill-to customer's contact information from the Customers workspace automatically.</p>
Sales Rep.	This field displays the name and number of the employee who serves as the sales representative for the current sales order. Maconomy automatically assigns the representative who commonly sells to the current customer, but you can update this field as needed.
Total	This field displays the amount to be paid by the customer for the current sales order. Click the amount to display an info bubble with details of the breakdown.

Order Details Card

Field	Description
Job	This field displays the job that is linked to the sales order.
Task	This field displays the task related to the sales order if it is linked to a job.
Invoice in Job Cost	Select this checkbox to invoice the sales order in Job Cost. You can only select this checkbox if the sales order is assigned to an open job and no items have been delivered.
Payment Terms	This field displays the applicable payment terms for the current customer. Select a payment term from the dropdown list to update the field.
Tax No.	This field displays the customer's tax number.
Preferred Invoice Date	This field displays the customer's preferred invoice date.
Currency	This field displays the currency of the sales order. You cannot modify this field once order lines or charges are added to the sales order.
Approved	This field indicates whether the sales order is approved.
Language	This field displays the language to be used when printing sales orders. If applicable, Maconomy retrieves the language from the customer

Field	Description
	information in the Customers workspace, but you can update this field as needed.
Company	This field displays the name and number of the company responsible for the sales order.

Dimensions Card

Field	Description
Location	This field displays the value for the Location dimension, if applicable.
Entity	This field displays the value for the Entity dimension, if applicable.
Project	This field displays the value for the Project dimension, if applicable.
Purpose	This field displays the value for the Purpose dimension, if applicable.
Specification 2-3	This field displays the values for the Specification 2 to 3 dimensions, if applicable.
Location Specification 1-3	This field displays the values for the Local Specification 1 to 3 dimensions, if applicable.

Order Lines Table







This section describes the fields and actions on the Order Lines table in the Sales Orders workspace.

Table Fields

Field	Description
Item No.	Select an order item number from the dropdown list.
Description	This field displays either the item's description that is added automatically when you enter an item number or an item's description that you enter manually.
Quantity	Enter the quantity of items the customer ordered. If you entered an amount greater than what is available in your inventory, Maconomy specifies that the order cannot be completed until a certain date.
Unit Price	Enter the price per unit.

Field	Description
Discount %	Enter the discount percentage that the customer is entitled to for the current order line. If you enter a discount percentage, Maconomy auto-populates the Discount field.
Discount	Enter the total discount the customer is entitled to for the current order line, if applicable. If you enter the total discount, Maconomy auto-populates the Discount % field.
Discount Description	Enter any remarks about the discount.
Extended Price	This field is equivalent to the product of the item quantity multiplied by the unit price and dividing the sum by the pricing unit. Any discount is then deducted to get the extended price.
Order Date	This field displays the date the order was placed. If you added a new order line but did not include a date in this field, Maconomy auto-populates it with the current date.
Task	Select a task from the dropdown list if the sales order is linked to a job.

Table Actions

Button	Description
+Add Order Line	Click this action to add an order line to the current sales order.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.
	The Row Tools icon allows you to add lines/information to the lines of a record. For order lines, choose from the following actions:

Button	Description
	<ul style="list-style-type: none"> ▪ Insert Order Line - Click this action to insert an order line to the current sales order. ▪ Delete Order Line - Click this action to remove the order line from the current sales order. ▪ Revert - This action appears when you are adding a new order line and allows you to undo your changes.

Sales Orders Procedures

This section describes the steps you need to follow to work with sales orders.

Create a Sales Order

Use these steps to create a new sales order that includes important customer details and order lines.

To create a sales order:

1. Under the Sales Orders menu group, go to **Sales Orders**.
2. Click **+ New Sales Order**.
The New Sales Order dialog box displays.
3. Select a customer name or number.
If you do not select a customer and assign the sales order to a job, the customer from the job is automatically used for the sales order.
4. Select a company name or number.
5. Select a job if you want to assign the sales order to a job.
6. Select a task if the sales order is assigned to a job.
7. Select the **Invoice in Job Cost** checkbox to invoice the sales order in Job Cost.
8. Click **Create**.
Maconomy automatically navigates to the sales order you just created, and saves your changes.
9. To add an order line, click **+Add Order Line**.
10. Fill out the fields as needed.
11. Click **Save** or press ENTER.

Approve a Sales Order

You must approve a sales order before it can be invoiced.

To approve a sales order:

1. Under the Sales Orders menu group, go to **Sales Orders**.
2. Use the search filter and/or the **Search** field to select a sales order to approve.
3. Click **Approve**.

Invoice a Sales Order

A sales order must be approved before it can be invoiced. You can view all approved invoices in the Show Sales Order Invoices workspace.

To invoice a sales order:

1. Under the Sales Orders menu group, go to **Sales Orders**.
2. Use the search filter and/or the **Search** field to select a sales order to approve.
3. From the **Other Actions** dropdown list, select **Release to Invoice**.

Print an Invoice

Use these steps to print an invoice.

To print an invoice:

1. Under the Sales Orders menu group, go to **Sales Orders**.
2. Use the search filter and/or the **Search** field to select a sales order.
3. Click **Print**.
The invoice prints at your default printer.

Print a Draft Sales Order or an Order Confirmation

Use these steps to print a draft sales order or an order confirmation.

To print a draft sales order or an order confirmation:

1. Under the Sales Orders menu group, go to **Sales Orders**.
2. Use the search filter and/or the **Search** field to select a sales order.
3. From the **Other Actions** dropdown list, select **Print Draft** or **Print Order Confirmation**.
The draft sales order or order confirmation prints at your default printer.

Copy a Sales Order

Use these steps to copy the sales order you are currently working on. You can choose to copy all the sales order information as it is or change any of the details of the duplicate

To copy a sales order:

1. Under the Sales Orders menu group, go to **Sales Orders**.
2. Use the search filter and/or the **Search** field to select a sales order to copy.
3. From the **Other Actions** dropdown list, select **Copy Order...**
The Copy Sales Order dialog box displays.
4. If needed, specify the following information:
 - a) Select a customer.
 - b) Select a company.
 - c) Select a job.
 - d) Select a task.
 - e) Select a currency.
5. Click **Copy**.
Maconomy assigns a new sales order number to the duplicate.

Credit Orders

Use this workspace to manage customer returns and orders that do not require payment at the time of delivery by creating credit orders.

Credit Orders Concepts

Specifically, you can:

- Create and modify credit orders.
- Enter and review customer and pricing information.
- Review and approve credit orders.
- Print credit memos and drafts.
- Copy credit orders to create new ones.




Credit Orders Fields

This section describes the fields and actions on the Credit Orders workspace.

Header Fields

Field	Description
Credit Order Number	This field displays the identification number of the credit order, which is allocated automatically by Maconomy and cannot be modified.
Customer Name	This field displays the name of the customer to whom the order is credited.
Customer Number	This field displays the customer identification number.

Header Actions

Button	Description
+New Credit Order	Click this action to create a new credit order.
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Approve	Click this action to approve the current credit order. A credit order must be approved before you can carry out delivery and invoicing. <div>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.</div>
Print Credit Memo	Click this action to print the credit memo. You cannot use this action if the Credit in Job Cost checkbox is selected.
Other Actions	In the Credit Orders workspace, this dropdown list includes the following actions:

Button	Description
	<ul style="list-style-type: none"> ▪ Print Draft - Select this action to print the credit order draft. ▪ Transfer to Job - Select this action to transfer the credit order to Job Cost. ▪ Copy Credit Order... - Select this action to copy a credit order. You can choose to copy all the information from the current credit order to the new one or change any of the details.

Credit Order Fields

Field	Description
Customer	<p>This field displays the information of the customer who returned the items, including their contact details and attention person to whom the shipping information is directed. Once order lines are created, you can no longer update the customer's name and/or identification number.</p> <p>If you are creating a new credit order, Maconomy retrieves the customer information from the Customers workspace, but you can make the necessary changes.</p>
Reference	<p>This field displays the customer contact with whom you spoke about the credit order, if applicable.</p>
Bill to Customer	<p>This field displays the bill-to customer's name to whom the payment information for the order is addressed. It also includes the bill-to customer's address, attention person, and additional contact details.</p> <p>You can only update the bill-to customer name or identification number. After you select a name or number, Maconomy retrieves the bill-to customer's contact information from the Customers workspace automatically.</p>
Sales Rep.	<p>This field displays the name and number of the employee who serves as the sales representative for the current credit order. Maconomy automatically assigns a representative who commonly sells to the current customer, but you can update this field as needed.</p>
Total	<p>This field displays the amount to be paid by the customer for the current credit order. Click the amount to display an info bubble with the details of the breakdown.</p>
Date Credited	<p>This field displays the date the credit order was credited and cannot be modified.</p>

Order Details Card

Field	Description
Job	<p>This field displays the job that is linked to the credit order.</p>

Field	Description
Task	This field displays the task related to the credit order if it is linked to a job.
Credit in Job Cost	Select this checkbox to credit the order in Job Cost. You can only select this checkbox if the credit order is assigned to an open job. Once selected, you cannot use the Print Credit Memo action.
Payment Terms	This field displays the applicable payment terms for the current customer and cannot be modified.
Tax No.	This field displays the customer's tax number.
Preferred Credit Memo Date	This field displays the customer's preferred credit memo date.
Currency	This field displays the currency of the credit order. You cannot modify this field once order lines or charges are added to the credit order.
Approved	This field indicates whether the credit order is approved.
Language	This field displays the language to be used when printing credit orders. If applicable, Maconomy retrieves the language from the customer information in the Customers workspace, but you can update this field as needed.
Company	This field displays the name and number of the company responsible for the credit order.

Dimensions Card

Field	Description
Location	This field displays the value for the Location dimension, if applicable.
Entity	This field displays the value for the Entity dimension, if applicable.
Project	This field displays the value for the Project dimension, if applicable.
Purpose	This field displays the value for the Purpose dimension, if applicable.
Specification 2-3	This field displays the values for the Specification 2 to 3 dimensions, if applicable.
Location Specification 1-3	This field displays the values for the Local Specification 1 to 3 dimensions, if applicable.

Order Lines Table







This section describes the fields and actions on the Order Lines table in the Credit Orders workspace.

Table Fields

Field	Description
Item No.	Enter or select the item number to be credited.
Description	This field displays either the item's description that is added automatically when you enter an item number or an item's description that you enter manually.
Credited	This field displays the number of units to be credited. You cannot modify this field if the item is a bill of materials (BOM), and the order line is already created.
Unit Price	Enter the price per unit. Maconomy automatically adds a price if the credit order is assigned to a price list and the item is included in the price list.
Discount %	Enter the discount percentage that the customer is entitled to for the current order line. If you enter a discount percentage, Maconomy auto-populates the Discount field.
Discount	Enter the total discount the customer is entitled to for the current order line, if applicable. If you enter the total discount, Maconomy auto-populates the Discount % field.
Discount Description	Enter any remarks about the discount.
Extended Price	This field is equivalent to the product of the item quantity multiplied by the unit price and dividing the sum by the pricing unit. Any discount is then deducted to get the extended price.
Order Date	This field displays the date the order was placed. If you added a new order line but did not include a date in this field, Maconomy auto-populates it with the current date.
Task	Enter a task if the credit order is linked to a job.

Table Actions

Button	Description
+Add Credit Order Line	Click this action to add a new order line to the current credit order.

Button	Description
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.
	The Row Tools icon allows you to add lines/information to the lines of a record. For order lines, choose from the following actions: <ul style="list-style-type: none"> ▪ Insert Order Line - Click this action to insert an order line to the current credit order. ▪ Delete Order Line - Click this action to remove the order line from the current credit order. ▪ Revert - This action appears when you are adding a new order line and allows you to undo your changes.

Credit Orders Procedures

This section describes the steps you need to follow to work with credit orders.

Create a Credit Order

Use these steps to create a new credit order that includes important customer details and order lines.

To create a credit order:

1. Under the Credit Orders menu group, go to **Credit Orders**.
2. Click **+New Credit Order**.
The New Credit Order dialog box displays.
3. Select a customer name or number.

4. Select a company name or number.
5. Select a job if you want to link a credit order to a job.
6. Select a task if the credit order is assigned to a job.
7. Select the **Credit in Job Cost** checkbox credit the order in Job Cost.
8. Click **Create**.
Maconomy automatically navigates to the credit order you just created, and saves your changes.
9. To add a credit order line, click **+Add Credit Order Line**.
10. Fill out the fields as needed.
11. Click **Save** or press ENTER.

Approve a Credit Order

You must approve a credit order before it can be invoiced.

To approve a sales order:

1. Under the Sales Orders menu group, go to **Credit Orders**.
2. Use the search filter and/or the **Search** field to select a credit order to approve.
3. Click **Approve**.

Print a Credit Memo

Use these steps to print a credit memo that you can issue to your customer.

To print an invoice:

1. Under the Sales Orders menu group, go to **Credit Orders**.
2. Use the search filter and/or the **Search** field to select a credit order.
3. Click **Print Credit Memo**.
The credit memo prints at your default printer.

Print a Draft Credit Order

Use these steps to print a draft credit order.

To print a draft credit order:

1. Under the Sales Orders menu group, go to **Credit Orders**.
2. Use the search filter and/or the **Search** field to select a credit order.
3. From the **Other Actions** dropdown list, select **Print Draft**.
The draft credit order prints at your default printer.

Copy a Credit Order

Use these steps to copy the credit order you are currently working on. You can choose to copy all the credit order information as it is or change any of the details of the duplicate.

To copy a credit order:

1. Under the Sales Orders menu group, go to **Credit Orders**.
2. Use the search filter and/or the **Search** field to select a credit order to copy.
3. From the **Other Actions** dropdown list, select **Copy Credit Order...**
The Copy Credit Order dialog box displays.
4. If needed, specify the following information:
 - a) Select a customer.
 - b) Select a company.
 - c) Select a job.
 - d) Select a task.
 - e) Select a currency.
5. Click **Copy**.
Maconomy assigns a new credit order number to the duplicate.

Manual Invoices

In the Manual Invoices workspace, you can record sales invoices for customers that contain their order summaries, any balances, and applicable payment terms.

Manual Invoices Concepts

You can:

- Look up sales invoices for specific orders.
- View sale information, including order lines, and edit the transaction details.
- Generate and print sales invoices that you can issue to customers.

Manual Invoices Fields




This section describes the fields and actions on the Manual Invoices workspace.

Header Fields

Field	Description
Invoice Number	This field displays the identification number of the sales invoice, which is allocated automatically by Maconomy and cannot be modified.

Field	Description
Customer Name	This field displays the name of the customer who ordered the items.
Customer Number	This field displays the customer identification number.

Header Actions

Button	Description
+ New Invoice	Click this action to create a new invoice.
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Print Invoice	Click this action to print the current sales invoice. You can only print invoices with item lines or charges and have been approved.

Manual Invoices Fields

Field	Description
Customer	<p>This field displays the ship-to customer's name and identification number, including the address where orders will be delivered. Once invoice lines are created, you can no longer update the customer's primary details.</p> <p>This field also displays the customer's attention person to whom the shipment is addressed, and the customer's phone number and email address. Contact details may be updated as needed.</p> <p>If you are creating a new invoice, Maconomy retrieves the customer information from the Customers workspace, but you can make the necessary changes.</p>
Reference	This field displays the customer contact with whom you spoke about the sale, if applicable.

Field	Description
Bill to Customer	<p>This field displays the bill-to customer's name to whom the payment information for the order is addressed. It also includes the bill-to customer's address, attention person, and additional contact details.</p> <p>You can only update the bill-to customer name or identification number. After you select a name or number, Maconomy retrieves the bill-to customer's contact information from the Customers workspace automatically.</p>
Sales Rep.	<p>This field displays the name and number of the employee who serves as the sales representative for the current invoice. Maconomy automatically assigns the representative who commonly sells to the current customer, but you can update this field as needed.</p>
Total	<p>This field displays the amount to be paid by the customer for the current sales order. Click the amount to display an info bubble with the details of the breakdown.</p>

Invoice Details Card

Field	Description
Job	This field displays the job that is linked to the sales invoice.
Task Name	This field displays the task related to the sales invoice if it is linked to a job.
Payment Terms	This field displays the applicable payment terms for the current customer and cannot be modified.
Tax No.	This field displays the customer's tax number.
Invoice Date	This field displays the invoice date.
Due Date	This field displays the date when the payment for the current sales invoice is due.
Currency	This field displays the currency of the sales order. You cannot modify this field once invoice lines or charges are added.
Language	This field displays the language to be used when printing invoices. If applicable, Maconomy retrieves the language from the customer information in the Customers workspace, but you can update this field as needed.
Company	This field displays the name and number of the company responsible for the sales invoice.

Dimensions Card

Field	Description
Location	This field displays the value for the Location dimension, if applicable.
Entity	This field displays the value for the Entity dimension, if applicable.
Project	This field displays the value for the Project dimension, if applicable.
Purpose	This field displays the value for the Purpose dimension, if applicable.
Specification 2-3	This field displays the values for the Specification 2 to 3 dimensions, if applicable.
Location Specification 1-3	This field displays the values for the Local Specification 1 to 3 dimensions, if applicable.

Invoice Lines Table







This section describes the fields and actions on the Order Lines table in the Manual Invoices workspace.

Table Fields

Field	Description
Item No.	Select an item number from the dropdown list.
Description	This field displays either the item's description that is added automatically when you select an item number.
Quantity	Enter the quantity of the items ordered.
Unit Price	Enter the price per unit.
Discount %	Enter the discount percentage that the customer is entitled to for the current invoice line. If you enter a discount percentage, Maconomy auto-populates the Discount field.
Discount	Enter the total discount the customer is entitled to for the current invoice line, if applicable. If you enter the total discount, Maconomy auto-populates the Discount % field.
Discount Description	Enter any remarks about the discount.

Field	Description
Extended Price	This field is equivalent to the product of the item quantity multiplied by the unit price and dividing the sum by the pricing unit. Any discount is then deducted to get the extended price.
Task	Select a task from the drop-down list if the sales invoice is linked to a job.

Table Actions

Button	Description
+Add Invoice Line	Click this action to add an invoice line.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.
	The Row Tools icon allows you to add lines/information to the lines of a record. For sales invoice lines, choose from the following actions: <ul style="list-style-type: none"> ▪ Insert Invoice Line - Click this action to insert an invoice line to the current sales invoice. ▪ Delete Invoice Line - Click this action to remove the invoice line from the current sales invoice. ▪ Revert - This action appears when you are adding a new invoice line and allows you to undo your changes.

Manual Invoices Procedures

This section describes the steps you need to follow to work with sales invoices.

Create an Invoice

Use these steps to create an invoice to request payment from customers for the items they ordered.

To create an invoice:

1. Under the Sales Orders menu group, go to **Manual Invoices**.
2. Click **+New Invoice**.
The New Invoice dialog box displays.
3. Select a customer name or number. This field is required.
4. Select a company name or number.
5. Click **Create**.
Maconomy automatically navigates to the invoice you just created, and saves your changes.
6. To add an invoice line, click **+Add Invoice Line**.
7. Fill out the fields as needed.
8. Click **Save** or press ENTER.

Print an Invoice

Use these steps to print a sales invoice.

To print a sales invoice:

1. Under the Sales Orders menu group, go to **Manual Invoices**.
2. Use the search filter and/or the **Search** field to select a sales invoice.
3. Click **Print Invoice**.
The sales invoice prints at your default printer.

Manual Credit Memos

Use the Manual Credit Memos workspace to adjust customer payments for returned items or those with pricing disputes, and print credit memos that you can issue to customers.

Manual Credit Memos Concepts

You can:

- Look up credit memos for specific customers.
- View credit information, including credit memo lines, and edit the transaction details.

- Generate and print credit memos.




Manual Credit Memos Fields

This section describes the fields and actions on the Manual Credit Memos workspace.

Header Fields

Field	Description
Credit Memo Number	This field displays the identification number of the credit memo, which is allocated automatically by Maconomy and cannot be modified.
Customer Name	This field displays the name of the customer who needs to be credited for the current credit memo.
Customer Number	This field displays the customer identification number.

Header Actions

Button	Description
+New Credit Memo	Click this action to create a new credit memo.
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Print Credit Memo	Click this action to print the current credit memo. You can only print credit memos with credit memo lines or charges and have been approved.

Manual Credit Memo Fields

Field	Description
Customer	This field displays the information of the customer who returned the items, including their contact details and attention person to whom the shipping

Field	Description
	<p>information is directed. Once credit memo lines are created, you can no longer update the customer's name and/or identification number.</p> <p>If you are creating a new credit memo, Maconomy retrieves the customer information from the Customers workspace, but you can make the necessary changes.</p>
Reference	This field displays the customer contact with whom you spoke about the credit memo, if applicable.
Bill to Customer	<p>This field displays the bill-to customer's name to whom the payment information for the credit memo is addressed. It also includes the bill-to customer's address, attention person, and additional contact details.</p> <p>You can only update the bill-to customer name or identification number. After you select a name or number, Maconomy retrieves the bill-to customer's contact information from the Customers workspace automatically.</p>
Sales Rep.	This field displays the name and number of the employee who serves as the sales representative for the current credit memo. Maconomy automatically assigns the representative who commonly sells to the current customer, but you can update this field as needed.
Total	This field displays the amount to be paid by the customer for the current credit memo. Click the amount to display an info bubble with the details of the breakdown.
Payment Terms	This field displays the applicable payment terms for the current customer and cannot be modified.

Credit Memo Details Card

Field	Description
Job	This field displays the job that is linked to the credit memo.
Task Name	This field displays the job that is linked to the credit memo.
Tax No.	This field displays the customer's tax number.
Credit Memo Date	This field displays the credit memo date.
Due Date	This field displays the date when the payment for the current credit memo is due.
Currency	This field displays the currency of the credit memo.
Language	This field displays the language to be used when printing credit memos. If applicable, Maconomy retrieves the language from the customer

Field	Description
	information in the Customers workspace, but you can update this field as needed.
Company	This field displays the name and number of the company responsible for the credit memo.

Dimensions Card

Field	Description
Location	This field displays the value for the Location dimension, if applicable.
Entity	This field displays the value for the Entity dimension, if applicable.
Project	This field displays the value for the Project dimension, if applicable.
Purpose	This field displays the value for the Purpose dimension, if applicable.
Specification 2-3	This field displays the values for the Specification 2 to 3 dimensions, if applicable.
Location Specification 1-3	This field displays the values for the Local Specification 1 to 3 dimensions, if applicable.

Credit Memo Lines Table







This section describes the fields and actions on the Credit Memo Lines table in the Manual Credit Memos workspace.

Table Fields

Field	Description
Item No.	Select an item number from the dropdown list.
Description	This field displays either the item's description that is added automatically when you select an item number.
Credited	Enter the number of credited items.
Unit Price	Enter the price per unit.
Discount %	Enter the discount percentage that the customer is entitled to for the current invoice line. If you enter a discount percentage, Maconomy auto-populates the Discount field.

Field	Description
Discount	Enter the total discount the customer is entitled to for the current invoice line, if applicable. If you enter the total discount, Maconomy auto-populates the Discount % field.
Discount Description	Enter any remarks about the discount.
Extended Price	This field is equivalent to the product of the item quantity multiplied by the unit price and dividing the sum by the pricing unit. Any discount is then deducted to get the extended price.
Task	Select a task from the dropdown list if the credit order is linked to a job.

Table Actions

Button	Description
+ Add Credit Memo Line	Click this action to add a credit memo line.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.
	The Row Tools icon allows you to add lines/information to the lines of a record. For credit memo lines, choose from the following actions: <ul style="list-style-type: none"> ▪ Insert Credit Memo Line - Click this action to insert a credit memo line to the current credit memo. ▪ Delete Credit Memo Line - Click this action to remove the credit memo line from the current credit memo.

Button	Description
	<ul style="list-style-type: none"> ▪ Revert - This action appears when you are adding a new credit memo line and allows you to undo your changes.

Manual Credit Memos Procedures

This section describes the steps you need to follow to work with credit memos.

Create a Credit Memo

Refund a customer or adjust the payment for orders using a credit memo.

To create an invoice:

1. Under the Sales Orders menu group, go to **Manual Credit Memos**.
2. Click **+New Credit Memo**.
The New Credit Memo dialog box displays.
3. Select a customer name or number. This field is required.
4. Select a company name or number.
5. Click **Create**.
Maconomy automatically navigates to the credit memo you just created, and saves your changes.
6. To add a credit memo line, click **+ Add Credit Memo Line**.
7. Fill out the fields as needed.
8. Click **Save** or press ENTER.

Print a Credit Memo

Use these steps to print a credit memo.

To print a credit memo:

1. Under the Sales Orders menu group, go to **Manual Credit Memos**.
2. Use the search filter and/or the **Search** field to select a credit memo.
3. Click **Print Credit Memo**.
The credit memo prints at your default printer.

Show Sales Order Invoices

The Show Sales Order Invoices workspace provides quick access to all your sales invoices and credit memos.

Show Sales Order Invoices Concepts

You can:

- Use the search filter to view only your sales invoices, credit memos, or both.
- Print copies of your invoices and/or credit memos.
- Reprint invoices or credit memos in batches.




Show Sales Order Invoices Fields

This section describes the fields and actions on the Show Sales Order Invoices workspace.

Header Fields

Field	Description
Invoice or Credit Memo Number	This field displays the identification number of a sales invoice or credit memo, which is allocated automatically by Maconomy and cannot be modified.
Customer Name	This field displays the name of the customer to whom the items were delivered or who returned the items in credit memo.
Customer Number	This field displays the customer identification number.

Header Actions

Button	Description
	Click this action to refresh data in the current workspace.
	Click this action to display the list view.
	Click this action to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Print Copy	Click this action to print the sales invoice or credit memo.
Generate Credit Order	Click this action to generate a credit order.

Show Sales Order Invoices Fields

Field	Description
Customer	This field displays the name of the customer to whom the items were delivered or who returned the items in credit memo.
Order No.	This field displays the identification number of the sales or credit order. Click the order number to display an info bubble with the link to the Sales Orders or Credit Orders workspace.
Debit/Credit	This field indicates whether the customer was debited or credited for the order.
Billing Address	This field displays the bill-to customer's billing address.
Job	This field displays the job that is linked to the sales or credit order.
Task	This field displays the task related to the sales or credit order if it is linked to a job.
Total	This field displays the price to be paid by the customer for the current sales or credit order. Click the amount to display an info bubble with the details of the breakdown.
Payment Status	<p>This field displays the following payment statuses of the sales invoice or credit memo:</p> <ul style="list-style-type: none"> ▪ Due - The invoice is partially paid, and the current date is past the invoice due date. ▪ Not Due - The invoice is partially paid, and the current date is not past the invoice due date. ▪ Paid - The invoice is fully paid. This status is also available for an invoice that is credited. ▪ Reconciled - The invoice or credit memo is fully paid. ▪ Not Reconciled - The credit memo is not reconciled or has been partially reconciled only.
Remainder, Standard	This field displays the remaining amount in the customer's standard currency that the customer needs to reconcile.
Invoice Date or Credit Memo Date	This field displays the date of the sales invoice or credit memo.
Due Date	This field displays the date the sales invoice or credit memo is due.

Invoice Line Table Fields

The Invoice Line Table is only displayed when you are viewing sales invoices in the Show Sales Order Invoices workspace. The values in these fields are retrieved from invoice order lines in the Sales Orders workspace and can only be modified in that workspace.

Field	Description
Item No.	This field displays the order item number.
Description	This field displays the item's description.
Quantity	This field displays the quantity of the items ordered.
Unit Price	This field displays the price per unit.
Discount %	This field displays the discount percentage that the customer is entitled to if there are any.
Discount	This field displays the total discount the customer is entitled to for the current order line.
Extended Price	This field displays the product of the invoiced quantity multiplied by the unit price and dividing the sum by the pricing unit. Any discount is then deducted to get the extended price.
Task	This field displays the task related to the sales order if it is linked to a job.

Details Table Fields

The Details Table is only displayed when you are viewing credit memos in the Show Sales Order Invoices workspace. The values in these fields are retrieved from the order lines in the Credit Orders workspace and can only be modified in that workspace.

Field	Description
Item No.	This field displays the item number of the credited order.
Description	This field displays the item's description.
Quantity	This field displays the quantity of the credited items.
Unit Price	This field displays the price per unit.
Discount %	This field displays the discount percentage that the customer is entitled to if there are any.
Discount	This field displays the total discount the customer is entitled to for the current order line.

Field	Description
Discount Description	This field displays remarks about the discount.
Extended Price	This field displays the product of the credited quantity multiplied by the unit price and dividing the sum by the pricing unit. Any discount is then deducted to get the extended price.
Task	This field displays the task related to the credit order if it is linked to a job.

Show Sales Order Invoices Procedures

This section describes the steps you need to follow to work with invoices and credit memos.

Print an Invoice or a Credit Memo

Use these steps to print an invoice or a credit memo.

To print an invoice or credit memo:

1. Under the Sales Orders menu group, go to **Show Sales Order Invoices**.
2. Use the search filter and/or the **Search** field to select a sales invoice or credit memo.
3. Click **Print Copy**.
The invoice or credit memo prints at your default printer.

General Ledger

This section covers conceptual information, procedures, and field descriptions for all general ledger-related workspaces.

Financial Operations Submenu

Various general ledger financial operations are available in the web client. Several workspaces are available under this submenu to support these features.

General Journal

The General Journal workspace enables you to make entries to a general journal.

General Journal Concepts

You can make general journal entries to:

- General ledger transactions
- Customer transactions, such as payments
- Vendor transactions, such as expenses and payments to vendors

You can change a journal until it is posted.

General Journal Procedures

This section describes the steps you need for the General Journal workspace.

Import a General Journal

Use these steps to import a general journal.

To import a general journal:

1. Under the Jobs menu group, go to **Financial Operations » General Journal**.
2. Click **Import...**
3. In the dialog box that displays, click **Import**.
4. In the dialog box that opens, click **Select files...** to open your file explorer.
5. Select a file you want to upload.
6. Click **Ok**. A notification displays after the import is completed.
7. Use the search filter and/or the **Search** field to select the general journal you have imported.

Journal Copying

The Journal Copying workspace allows you to copy journals in batches.

Journal Copying Concepts

In this workspace, you can:

- Copy general journals
- View repeated journals
- View reversed journals
- View templates

Posting

This workspace allows you to post any non-automatically generated journals in the system.

Posting Concepts

In this workspace, you can:

- View list of posted journals
- Filter list of posted journals
- Post selected journals

Reconciliation

The Reconciliation workspace allows you to reconcile entries with the general ledger.

Reconciliation Concepts

In this workspace, you can:

- Reconcile certain account entries with the general ledger.
- View unreconciled entries.

Reallocation

The Reallocation workspace allows you to reallocate entries that are allocated in the wrong account.

Reallocation Concepts

In this workspace, you can:

- Change the allocation combination on a range of G/L entries.
- Specify the range of entries that you want to reallocate and the dimension values to which they should be reallocated.
- Specify whether the entries that a reallocation creates should keep their current transaction numbers, be assigned a specific transaction number, or be assigned numbers from a transaction number series.
- Specify the entries that you want to reallocate.
- Create one or more reallocation journals, using the **Create Journal** action, which you can post in the Posting workspace.

Currency Revaluation

The Currency Revaluation workspace allows you to revalue general ledger accounts for foreign exchange transactions to match balance sheets with exchange rate changes.

Currency Revaluation Concepts

In this workspace, you can:

- Create general ledger entries
- Group offset entries by currency
- Post company exchange variances
- Post enterprise exchange rate variances

Tax

The Tax workspace allows you work on tax settlements.

Tax Concepts

In this workspace, you can:

- Create tax settlement
- Print tax settlement
- Approve tax settlement

Year-End Closing

The Year-End Closing workspace allows you to close and recalculate your fiscal year-end.

Year End Closing Concepts

In this workspace, you can:

- Close fiscal year-end
- View history of the fiscal year-end
- View year-end closing information
- Print year-end closing details

Opening Balances

This section covers conceptual information, procedures, and field descriptions the Opening Balances workspace. This is the start of your concept.

Opening Balances Concepts

In this workspace, you can:

- View the reporting company, fiscal, year, and other log-related information for sequence numbering purposes.
- Create opening balances.

Opening Balances Fields

This section includes the fields and descriptions for the Opening Balances workspace.

Selection Criteria Island

Field	Description
Reporting Company	In these fields, specify the range of companies for which Maconomy should display log entries in the Logs island.
Fiscal Year	In these fields, specify the range of companies for which Maconomy should display log entries in the Logs island.
Show Logs	If you select this check box, the Logs island will display all log entries that satisfy the selection criteria. If you leave this blank, the Logs island will remain empty.


Logs Island





Field	Description
Reporting Company	This field displays the reporting company of the created opening balance entries for the specific log entry.
Fiscal Year	This field displays the fiscal year for which the opening balance entries were created.
Entries Created	This field displays the number of opening balance entries created for the specific log entry.
Created by	This field displays the user who created the opening balance entries.
Created Date	This field displays the date of creation.
Created Time	This field displays the time of creation.

Entries Island

Field	Description
Local Account No.	This field displays the local account number.
Customer No.	This field displays the number of the customer.
Vendor No.	This field displays the number of the vendor.
Amount, Base	Copy to come.
Sequence No.	This field displays the sequence number.
Combined Sequence No.	This field displays the combined sequence number.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.

Button	Description
Creating Opening Balances	If you click this action, Maconomy creates opening balance entries with sequence numbers for the company and fiscal year specified in the Opening Balances workspace, and for the local account and transaction type specified in the Sequence Number Criteria workspace.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Opening Balances Procedures

This section describes the steps you need for the Opening Balances workspace.

Create Opening Balances

Use these steps to create opening balances.

To create opening balances:

1. Under the GL Transactions menu section, go to the **Opening Balances** workspace.
2. Click **Create Opening Balances**.
3. Enter the applicable information in the required fields.
4. Click **Create Opening Balances**.

Sequence Numbers

This section covers conceptual information, procedures, and field descriptions the Sequence Numbers workspace.

Sequence Numbers Concepts

In this workspace, you can:

- View sequence numbers added to finance entries.

- View opening balance entries with sequence entries.
- Assign sequence numbers.

Sequence Numbers Fields

This section describes the fields and actions on the Sequence Numbers workspace.

Selection Criteria Island






Field	Description
Reporting Company	In these fields, specify the range of companies for which Maconomy should display log entries in the Logs island.
Fiscal Year	In these fields, specify the range of fiscal years for which Maconomy should display log entries in the Logs island.
Period	In these fields, specify the fiscal year period interval of the selected fiscal years for which Maconomy should display log entries in the Logs island. If you are not restarting the sequence for each period, the value for the Period field in the log entries is '0'.
Transaction Type	If you specify a value for this field, only the log entries for the specified transaction type are displayed in the Logs card.
Show Logs	If you select this check box, the Logs island will display all log entries that satisfy the selection criteria. If you leave this blank, the Logs island will remain empty.

Logs Island

Field	Description
Reporting Company	This field displays the reporting company of the finance entries assigned a sequence number.
Fiscal Year	This field displays the fiscal year of the finance entries.
Period	This field displays the fiscal year period of the finance entries.
Transaction Type	This field displays the transaction type of the finance entries. If your setup specifies that a new sequence should not be used for each transaction type, this field is left blank.
First Seq. No	This field displays the first sequence number assigned to finance entries belonging to the company, fiscal year, fiscal year period, and transaction type on the same log entry.

Field	Description
Last Seq. No	This field displays the last sequence number assigned to finance entries belonging to the company, fiscal year, fiscal year period, and transaction type on the same log entry.
Created by	This field displays the user who performed the assignment of sequence numbers.
Created Date	This field displays the date of the assignment.
Created Time	This field displays the time of the assignment.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Assign Sequence Numbers	If you click this action, Maconomy assigns sequence numbers to the finance entries that meet the company and fiscal year criteria as well as the local account and transaction type criteria.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Sequence Numbers Procedures

This section describes the steps you need for the Sequence Numbers workspace.

Assign Sequence Numbers

Use these steps to assign sequence numbers.

To assign sequence numbers:

1. Under the GL Transactions menu section, go to the **Sequence Numbers** workspace.
2. Click **Assign Sequence Numbers**.
The **Assign Sequence Numbers** popup displays.
3. Enter information in the applicable fields.
4. Click **Assign Sequence Numbers**.

Intercompany Invoicing

This section contains the following workspaces:

- Intercompany Invoicing
- Open Entry Intercompany Account Statement
- Interest Calculation of Intercompany Entries

Intercompany Invoicing

This section covers conceptual information, procedures, and field descriptions the Intercompany Invoicing workspace.

This workspace contains the following tabs:

- Intercompany Invoicing
- Invoice History

Intercompany Invoicing Concepts

In this workspace, you can:






- Search and view intercompany invoice information.
- Mark and unmark intercompany invoices.
- Print intercompany invoices.
- View invoice history.
- Reprint invoice.
- Reopen company entries.


- Reverse intercompany invoices.

Intercompany Invoicing Fields

This section includes the fields and descriptions for the Intercompany Invoicing workspace.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Mark All for Invoicing	Click this action button to select all intercompany invoicing entries for invoicing.
Unmark All for Invoicing	Click this action button to deselect all intercompany invoicing entries for invoicing.
Print Invoices	Click this action button to print invoice.
Show Lines	Toggle on/off to show/hide intercompany entry lines.
Reprint Invoice	Click this action button to reprint invoices.
Reopen Intercompany Entries	Click this action button to reopen intercompany entries.
Reverse Intercompany Entries	Click this action button to reverse intercompany invoices.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.

Button	Description
	Click this icon to open the Customize Columns window.

Intercompany Invoicing Tab

This section includes the fields and descriptions for the Intercompany Invoicing tab of the Intercompany Invoicing workspace.

Selection Criteria Island

Field	Description
Intercompany Type	In this field, you can select an intercompany type. The Intercompany Entries sub-tab will only show intercompany entries of the selected type. The intercompany type is the type of transaction which caused an intercompany entry. See the field "Intercompany Name" in the Intercompany Accounts window for a description of the individual intercompany types.
Entry Date	In these fields, you can specify a range of entry dates. The Intercompany Entries sub-tab will only show intercompany entries where the entry date is within the specified range.
Responsible Company	In these fields, you can specify a range of responsible companies. The Intercompany Entries sub-tab will only show intercompany entries pertaining to a responsible company within the specified range.
Job No.	In these fields, you can specify a range of job numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to jobs within the specified range.
Employee No.	In these fields, you can specify a range of employee numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to employees within the specified range.
Activity No.	In these fields, you can specify a range of activity numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to activities within the specified range.
Task	In these fields, you can specify a range of task names. The Intercompany Entries sub-tab will only show intercompany entries pertaining to tasks within the specified range.
Customer No.	In these fields, you can specify a range of task names. The Intercompany Entries sub-tab will only show intercompany entries pertaining to tasks within the specified range.
Vendor No.	In these fields, you can specify a range of vendor numbers. The table part will only show intercompany entries pertaining to vendors within the specified range.

Field	Description
Asset No.	In these fields, you can specify a range of asset numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to assets within the specified range.
Item No.	In these fields, you can specify a range of item numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to items within the specified range.
Location	In these fields, you can specify a range of item numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to items within the specified range.
Entity	The functionality of these fields is similar to that of the field "Location" above.
Project	The functionality of these fields is similar to that of the field "Location" above.
Purpose	The functionality of these fields is similar to that of the field "Location" above.
Spec. 2-3	The functionality of these fields is similar to that of the field "Location" above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field "Location" above.

Information Island

Field	Description
Address	Copy to come.
Amount, Base, Executing	Copy to come.
Invoice Date	Copy to come.
Invoice Text	Copy to come.

Intercompany Entries Island

Field	Description
Responsible Company	This field shows the number of the company which was the responsible company on the transaction that caused the current intercompany entry.
Responsible Company Name	This field shows the name of the company shown in the field "Responsible Company" on the current line.

Field	Description
Entry Date	This field shows the name of the company shown in the field "Responsible Company" on the current line.
Date Posted	This field shows the date on which the registration that caused the current intercompany entry was posted.
Transaction No.	This field shows the transaction number of the registration that caused the current intercompany entry.
Transaction Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.
Entry Description	This field shows the entry description on the registration that caused the current intercompany entry.
Marked for Invoicing	Copy to come.
Amount, Base, Executing	This field shows the amount of the intercompany entry in the base currency of the company selected in the card part.
Amount, Base, Responsible	This field shows the amount of the intercompany entry in the base currency of the company shown in the field "Company No." on the current line.
Amount, Currency	This field shows the amount of the intercompany entry in the currency of the registration that caused the creation of the current intercompany entry. The currency in question is shown in the field "Currency." The amount corresponds to the amount in currency on the registration that caused the current intercompany entry.
Amount, Executing, Enterprise	This field shows the amount of the intercompany entry in the enterprise currency of the system. The amount corresponds to the amount in enterprise currency on the registration that caused the current intercompany entry.
Amount, Responsible, Enterprise	Copy to come.
Item Tax Code	Copy to come.
Tax Code, Invoice	Copy to come.
Tax Code, Vendor Invoice	Copy to come.
Intercompany Type	This field shows the type of intercompany transaction that caused the current intercompany entry. See the field "Intercompany Name" in the

Field	Description
	Intercompany Accounts window for a description of the individual intercompany types.
Account No., Executing	When a registration involving two different companies is posted, Maconomy posts an intercompany balancing entry in the executing company and one in the responsible company, using the Intercompany Accounts window to look up the account to which each entry should be posted. Each entry is then assigned to the intercompany entry that is created as a result of the intercompany transaction. For each intercompany entry in the Intercompany Entries sub-tab, this field shows the account number to which the intercompany balancing entry was posted in the executing company. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Account No., Responsible	When a registration involving two different companies is posted, Maconomy posts an intercompany balancing entry in the executing company and one in the responsible company, using the Intercompany Accounts window to look up the account to which each entry should be posted. Each entry is then assigned to the intercompany entry that is created as a result of the intercompany transaction. For each intercompany entry in the Intercompany Entries sub-tab, this field shows the account number to which the intercompany balancing entry was posted in the responsible company. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Journal Type	This field shows the type of journal in which the registration that caused the current intercompany entry was entered.
Journal No.	This field shows the type of journal in which the registration that caused the current intercompany entry was entered.
Journal Line No.	This field shows the type of journal in which the registration that caused the current intercompany entry was entered.
Basis Account	Copy to come.
Basis Local Account	Copy to come.
Account Name	Copy to come.
Location	This field shows the location of the current intercompany entry.

Field	Description
Location Description	The functionality of this field is similar to that of the field "Location" above.
Entity	This field shows the name of the entity shown in the field "Entity" above..
Entity Description	The functionality of this field is similar to that of the field "Location" above.
Project	The functionality of this field is similar to that of the field "Location" above.
Project Description	This field shows the name of the project shown in the field "Project" above.
Purpose	The functionality of this field is similar to that of the field "Location" above.
Purpose Description	This field shows the name of the purpose shown in the field "Purpose" above.
Spec. 2-3	The functionality of these fields is similar to that of the field "Location" above.
Spec. 2-3 Description	These fields show the names of the Spec. 2-3 values shown in the fields "Local Spec. 2-3" above
Local Spec. 1-3	The functionality of these fields is similar to that of the field "Location" above.
Local Spec. 1-3 Description	These fields show the names of the Local Spec. 1-3 values shown in the fields "Local Spec. 1-3" above.
Job No.	This field shows the number of the job to which the current intercompany entry pertains, that is, the job specified on the registration that caused the current intercompany entry, if any.
Job Name	This field shows the name of the job shown in the field "Job No." on the current line.
Employee No.	This field shows the number of the employee to whom the current intercompany entry pertains, that is, the employee specified on the registration that caused the current intercompany entry, if any.
Employee Name	This field shows the name of the employee shown in the field "Employee No." on the current line.
Activity No.	This field shows the number of the activity to which the current intercompany entry pertains, that is, the activity specified on the registration that caused the current intercompany entry, if any.
Activity Name	This field shows the name of the activity shown in the field "Activity No." on the current line.

Field	Description
Task	This field shows the name of the task to which the current intercompany entry pertains, that is, the task specified on the registration that caused the current intercompany entry, if any.
Task Description	This field shows the description of the task shown in the field "Task" on the current line.
Customer No.	This field shows the number of the customer to whom the current intercompany entry pertains, that is, the customer specified on the registration that caused the current intercompany entry, if any.
Customer Name	This field shows the name of the customer shown in the field "Customer No." on the current line.
Vendor No.	This field shows the number of the vendor to which the current intercompany entry pertains, that is, the vendor specified on the registration that caused the current intercompany entry, if any.
Vendor Name	This field shows the name of the vendor shown in the field "Vendor No." on the current line.
Entry No.	If the current intercompany entry was created as a result of a registration which also caused the creation of an A/P or A/R entry (for instance, if one company has sent an invoice to a customer belonging to another company), the entry number assigned to the A/P or A/R entry in question is displayed in this field. For further information on the entry number assigned to A/P and A/R entries, please see the description of the field "Entry No." in the Show G/L Entries window.
Asset No.	This field shows the number of the asset to which the current intercompany entry pertains, that is, the asset specified on the registration that caused the current intercompany entry, if any.
Asset Name	This field shows the name of the asset shown in the field "Asset No." on the current line.
Item No.	This field shows the number of the item to which the current intercompany entry pertains, that is, the item specified on the registration that caused the current intercompany entry, if any.
Description	This field shows the description of the item shown in the field "Item No." on the current line.

Invoice History Tab

This section includes the fields and descriptions for the Invoice History tab of the Intercompany Invoicing workspace.

Invoice History Tab

Field	Description
Invoice No.	This field shows the number of the current invoice.
Invoice Date	This field shows the invoice date of the current invoice. This invoice date corresponds to the one specified in the Intercompany Invoicing window when the current invoice was created.
Company No.	This field shows the company number.
Customer No.	This field shows the customer number.
Customer Name	This field shows the customer number.

Intercompany Invoicing Procedures

This section describes the steps you need for the Intercompany Invoicing workspace.

Reopen Intercompany Entries

Use these steps to reopen intercompany entries.

To reopen an intercompany entry:

1. Under the GL Transactions menu section, go to **Intercompany Invoicing » Invoice History** tab.
2. Click **Reopen Intercompany Entries**.
The **Warning** popup displays.

Note: All intercompany entries related to the selected invoice will be reopened.

3. Click **Ok**.

Reverse Intercompany Entries

Use these steps to reverse intercompany entries.

To reverse intercompany entries:

1. Under the GL Transactions menu section, go to **Intercompany Invoicing » Invoice History** tab.

2. Click **Reverse Intercompany Entries**.
The **Reverse Intercompany** popup displays.
3. Review information in the available fields.
4. Click **Reverse Intercompany Invoice**.

Open Entry Intercompany Account Statement

This section covers conceptual information, procedures, and field descriptions the Open Entry Intercompany Account Statement workspace.

Open Entry Intercompany Account Statement Concepts

In this workspace, you can:

- View open intercompany entries.
- Calculate interest.
- Group entries.

Open Entry Intercompany Account Statement Fields

This section describes the fields and actions on the Open Entry Intercompany Account Statement workspace.

Open Entry Intercompany Account Statement Island

Field	Description
Company 1	In this field, specify the number of a company. When the field "Show Lines" is toggled on, the Intercompany Entries island will show the intercompany entries between this company and the one specified in the field "Company 2" below.
Interest Date	In this field, you can specify a date for interest calculation. When the action "Calculate Interest" is selected, the interest calculation will only include intercompany entries with an entry or interest date earlier than or equal to the date specified in this field. For further information about the interest calculation procedure, see the action "Calculate Interest."
Company 2	In this field, specify the number of a company. When the field "Show Lines" is marked, the Intercompany Entries sub-tab will show the intercompany entries between this company and the one specified in the field "Company 1" above.
Grouping Date	In this field, you can specify a date for grouping intercompany entries. When you select the "Group Entries" action, the grouping procedure will only include intercompany entries with an entry or interest date earlier than or equal to the date specified in this field. For further information about the grouping procedure, see the "Group Entries" action.
Net Amount, Currency	This field shows the open balance between the two companies specified in the island Selection Criteria. The amount is expressed in the currency displayed in the field "Currency" below.






Field	Description
	A positive amount means a balance in favor of the company in the field "Company 1," whereas a negative amount means a balance in favor of the company in the field "Company 2."

Intercompany Entries Island

Field	Description
Executing Company	This field shows the number of the executing company of the current intercompany entry.
Responsible Company	This field shows the number of the executing company of the current intercompany entry.
Entry Date	This field shows the entry date of the current intercompany entry.
Date Posted	This field shows the date when the current intercompany entry was posted.
Entry Description	This field shows a description of the current intercompany entry.
Amount Currency	This field shows the amount of the current intercompany entry, expressed in the currency specified in the field "Currency."
Interest Date	This field shows the interest date of the current intercompany entry, if interest has been calculated for the entry.
Transaction No.	This field shows the transaction number of the intercompany entry.
Transaction Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.
Journal Type	This field shows the type of journal in which the registration that gave rise to the current intercompany entry was entered.
Journal No.	This field shows the number of the journal in which the registration that caused the current intercompany entry was entered.
Journal Line No.	This field shows the number of the line in the above journal on which the registration that caused the current intercompany entry was entered.
Location	This field shows the number of the location to which the current intercompany entry pertains.
Entity	The functionality of this field is similar to that of the field "Location" above.
Project	The functionality of this field is similar to that of the field "Location" above.

Field	Description
Purpose	The functionality of this field is similar to that of the field "Location" above.
Spec. 2-3	The functionality of this field is similar to that of the field "Location" above.
Local Spec. 1-3	The functionality of this field is similar to that of the field "Location" above.
Job No.	This field shows the number of the job to which the current intercompany entry pertains, that is, the job specified on the registration that caused the current intercompany entry, if any.
Customer No.	This field shows the number of the customer to which the current intercompany entry pertains, that is, the customer specified on the registration that caused the current intercompany entry, if any.
Vendor No.	This field shows the number of the vendor to which the current intercompany entry pertains, that is, the vendor specified on the registration that caused the current intercompany entry, if any.
Entry No.	If the current intercompany entry was created as a result of a registration which also caused the creation of an A/P or A/R entry (for instance, if one company has sent an invoice to a customer belonging to another company), the entry number assigned to the A/P or A/R entry in question is displayed in this field. For further information on the entry number assigned to A/P and A/R entries, please see the description of the field "Entry No." in the Show G/L Entries window.
Employee No.	This field shows the number of the employee to which the current intercompany entry pertains, that is, the employee specified on the registration that caused the current intercompany entry, if any.
Activity No.	This field shows the number of the activity to which the current intercompany entry pertains, that is, the activity specified on the registration that caused the current intercompany entry, if any.
Task	This field shows the name of the task to which the current intercompany entry pertains, that is, the task specified on the registration that caused the current intercompany entry, if any.
Item No.	This field shows the number of the item to which the current intercompany entry pertains, that is, the item specified on the registration that caused the current intercompany entry, if any.
Asset No.	This field shows the number of the asset to which the current intercompany entry pertains, that is, the asset specified on the registration that caused the current intercompany entry, if any.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Calculate Interest	Click this action button to calculate interest.
Group Entries	Click this action button to group entries.
Show Lines	Toggle on/off to show/hide intercompany entry lines.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Open Entry Intercompany Account Statement Procedures

This section describes the steps you need for the Open Entry Intercompany Account Statement workspace.

Group Entries

Use these steps to group entries.

To group entries:

1. Under the G/L Transactions menu section, go to the **Open Entry Intercompany Account Statement** workspace.
2. In the **Intercompany Entries** island, toggle on **Show Lines**.
3. Click **Group Entries**.

Calculate Interest

Use these steps to calculate interest.

To calculate interest:

1. Under the G/L Transactions menu section, go to the **Open Entry Intercompany Account Statement** workspace.
2. In the **Intercompany Entries** island, toggle on **Show Lines**.
3. Click **Calculate Interest**.

Interest Calculation of Intercompany Entries

This section covers conceptual information, procedures, and field descriptions the Interest Calculation of Intercompany Entries workspace.

Interest Calculation of Intercompany Entries Concepts

In this workspace, you can:

- View sequence numbers added to finance entries.
- Calculate interest.
- Group entries.

Interest Calculation of Intercompany Entries Fields


This section describes the fields and actions on the Interest Calculation of Intercompany Entries workspace.

Selection Criteria Island

Field	Description
Company No.	<p>In this field, you can specify a company number. If you specify a company number, the actions "Calculate Interest" and "Group Entries" will only take into consideration intercompany entries on which the company in question is involved, either as the responsible or as the settling company. If you do not enter a company number, selecting an action will cause the action to be run for all combinations of responsible and executing company for which intercompany entries exist in the system.</p> <p>Please note that access restrictions to companies also apply when using the actions in this workspace. This means that the actions will only include entries with an executing company to which the current user has access. If, for instance, interest is being calculated for two companies, only one of which is accessible to the user, Maconomy only calculates interest for the entries for which that company is the executing company. If the user had access to both companies, Maconomy would also calculate the interest for the entries where the other</p>

Field	Description
	company is responsible, and set off the interest calculations of the two companies against each other as described for the "Calculate Interest" action.
Grouping Date	In this field, you can specify a date for grouping intercompany entries. When you select the "Group Entries" action, the grouping procedure will only include intercompany entries with an entry or interest date earlier than or equal to the date specified in this field. For further information about the grouping procedure, see the "Group Entries" action.
Interest Date	In this field, you can specify a date for interest calculation. When you select the "Calculate Interest" action, the interest calculation will only include intercompany entries with an entry or interest date earlier than or equal to the date specified in this field. For further information about the interest calculation procedure, see the "Calculate Interest" action.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Calculate Interest	Click this action button to calculate interest.
Group Entries	Click this action button to group entries.

Interest Calculation of Intercompany Entries Procedures

This section describes the steps you need for the Interest Calculation of Intercompany Entries workspace.

Group Entries

Use these steps to group entries.

To group entries:

1. Under the G/L Transactions menu section, go to the **Open Entry Intercompany Account Statement** workspace.
2. In the **Intercompany Entries** island, toggle on **Show Lines**.
3. Click **Group Entries**.

Calculate Interest

Use these steps to calculate interest.

To calculate interest:

1. Under the G/L Transactions menu section, go to the **Open Entry Intercompany Account Statement** workspace.
2. In the **Intercompany Entries** island, toggle on **Show Lines**.
3. Click **Calculate Interest**.

G/L Cockpit Submenu

This G/L Cockpit submenu contains workspaces that provide finance users quick access to workspaces to chart of accounts, account ledgers information, company information, and dimensions reports.

Companies

This section provides users the ability to update and create new company information. The Companies submenu includes the following workspaces:

- Company Home
- Number Series
- Parameters
- Transactions
- Sequence Numbering
- Allocation Combinations
- Local Dimension

Company Home

This section covers conceptual information, procedures, and field descriptions to the Company Home workspace. This is the start of your concept.

Company Home Concepts

In this workspace, you can:







- View and search for company information.
- Update company information.
- Add new company.
- Print company information.

- Delete company information.

Company Home Fields

This section includes fields and descriptions of the Company Home workspace.

Card Part Actions

Button	Description
+ New Company	Click this button to create a new company.
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click to save changes.
Revert	Click this action to undo changes made.
Print	Click to print company information.
Delete	Click to delete company information.
+ Add Global Location Numbers	Click this button to add global location numbers.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Information Tab

This section includes fields and descriptions for the Information tab of the Company Home workspace.

Information Island

Field	Description
Address	Enter the current company's address.
Phone	Enter the current company's telephone number.
Giro	Enter the current company's giro account number. This applies in countries with a national giro system.
Bank	Enter the name of the current company's bank.
Company Reg. No.	Enter the registration number of the current company.
Credit Card No.	In this field, you can enter the company's number with a payment service.
Tax No.	Enter the current company's tax registration number. The number must be printed on invoices and credit memos to other EU member states. It also appears on reports to the tax authorities.

Employees Island

Field	Description
Employee 1-5	In these fields, you can enter the numbers of five employees in the current company. This can be useful if you want a list of relevant contacts in the current company.

General Ledger Island

Field	Description
Posting Period Setup No.	In this field, you must specify a "Posting Period Setup" number.
Journal Setup No.	In this field, you must specify a "Journal Setup" number.
Fiscal Year Template	In this field, specify the fiscal year template to be used for the current company.

Field	Description
Fiscal Year	In this field, you specify the fiscal year to be used by the current company. The fiscal year must be entered with the start date for the fiscal year in accordance with the date format used, for example, 01/01/2002.
Jobs Overrun Entry Date	<p>When having jobs set up with overrun handling, overrun is checked on jobs when posting journals on the jobs. In case of an overrun, an overrun entry is posted to the job. The default date for the entry created is current date, in other words, the date that the journal is posted.</p> <p>In this field you can control the entry date by company for entries generated on jobs where over run handling is set up.</p>
Separate Transaction Numbers	<p>This means that separate transaction number series will automatically be created for the current company, regardless of whether a parent company exists or not. If a standard company is specified in the System Information workspace in the Set-Up module, the transaction number series created for the current will correspond to the number series created for the standard company. Note that the number series from the standard company is not reset when transferred to the current company. The company specific number series can be viewed in the Trans. No. Series workspace and the System Numbers and Number Series workspaces in the Set-Up module.</p> <p>If this field is not marked, a parent company must be specified. When a company does not use separate transaction numbers, the transaction numbers are taken from the company specified in the island Parent Company in this workspace.</p> <p>This field is marked by default.</p>
Blocked	Here you can specify that the company cannot be used for new entries. If the box is checked, you cannot assign the company to new transactions or information cards. However, the company is used if it is assigned to non-posted G/L entries before the box is checked. You can make statistics for a blocked company.

Intercompany Settlement Island

Field	Description
Customer	<p>In this field, you can specify the number of the customer in the Accounts Receivable system that should represent the current company in connection with intercompany invoicing.</p> <p>The field is used when intercompany invoicing is run in the Intercompany Invoicing workspace. When another company runs an intercompany invoicing involving intercompany entries for which the current company is responsible, Maconomy creates an invoice assigned to the customer in this field. At the same time, Maconomy creates a vendor invoice in the current company, assigning this vendor invoice to the vendor specified in the field "Vendor No." on the information card of the company running the intercompany invoicing. This way, the company running the intercompany invoicing can bill the current company for internally</p>

Field	Description
	<p>exchanged goods or services and the invoicing is automatically registered in the relevant companies.</p> <p>For further information on the use of this field and the exact intercompany invoicing procedure, please see the description of the "Print Invoice" action in the Intercompany Invoicing workspace. See also the description of the field "Vendor" below.</p>
Vendor	<p>In this field, you can specify the number of the vendor in the Accounts Payable system that should represent the current company in connection with intercompany invoicing.</p> <p>This field is used when the current company runs intercompany invoicing in the Intercompany Invoicing workspace. When the current company runs an intercompany invoicing, Maconomy creates a vendor invoice for each responsible company being billed. The vendor on each of these vendor invoices is the vendor in this field. At the same time, Maconomy creates an invoice for each of the companies billed, assigning each invoice to the customer specified in the field "Customer" on the information card of the respective companies. This way, the current company can bill the individual responsible companies for internally exchanged goods or services and the invoicing is automatically registered in the relevant companies.</p> <p>For further information on the use of this field and the exact intercompany invoicing procedure, please see the description of the "Print Invoice" action in the Intercompany Invoicing workspace, as well as the description of the field "Customer" above.</p>
Parent Budget Company	<p>If a parent budget company exists, specify the name and number of that company here. When price-projecting a budget, a journal for each company in the budget model is created. If differences occur when price-projecting, the differences are posted on the difference account specified in the Create Budget Model workspace in the Budget module. If you specify a parent budget company in this field, the difference is posted on that company.</p>
Parent Company	<p>If the current company is affiliated with a parent company, the name and number of the parent company are entered in this field. If you specify a parent company, the fiscal year and fiscal year template of the parent company are also used by the current company. If you change the fiscal year template of a parent company, the template is also changed on all subcompanies. You cannot change the fiscal year of a company assigned to a parent company.</p> <p>If the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are never created between the current company and other companies with the same parent company. For more information about this, see the description of the system parameter "Create intercompany entries for companies with same parent company."</p>
Settling Company, Customer	<p>In this field, you can enter the name and number of the company to be used as settling company for global customers. The field must be completed. If no settling company is specified on the customer information card, the customer is called a "global customer." In such cases, the company specified in this field on the</p>

Field	Description
	company information card of the responsible company is used as the customer's settling company. In principle, all companies in the system can be used as settling companies. The responsible company will, for instance, be the company shown in the card part of the General Journal workspace or in the Company island in the Sales Orders workspace as the company that gives rise to a sales order. The responsible company will frequently be derived by the user; it is the company automatically shown in the Company island when a general journal or sales order is created by the user.
Settling Company, Vendor	In this field, you can enter the name and number of the company to be used as settling company for global vendors. The field must be completed. If no settling company is specified on the vendor information card, the vendor is called a "global vendor." In such cases, the company specified in this field on the company information card of the responsible company is used as the vendor's settling company. In principle, all companies in the system can be used as settling companies. The responsible company will, for instance, be the company shown in the card part of the General Journal workspace or in the Company island in the Item Purchase Orders workspace as the company that gives rise to an item purchase order. The responsible company will frequently be derived by the user; it is the company that is automatically shown in the Company island when a general journal or an item purchase order is created by the user.

Dimensions Island

Field	Description
Location	In this field, you can enter a dimension value for the Location dimension, if you want this value to be derived from the current company.
Entity	The functionality of this field is similar to that of the field "Location." above.
Project	The functionality of this field is similar to that of the field "Location." above.
Purpose	The functionality of this field is similar to that of the field "Location." above.
Spec. 1-10	The functionality of this field is similar to that of the field "Location." above.
Local Spec. 1-10 List	The functionality of this field is similar to that of the field "Location." above.
Parent Company	If the current company is affiliated with a parent company, the name and number of the parent company are entered in this field. If you specify a parent company, the fiscal year and fiscal year template of the parent company are also used by the current company. If you change the fiscal year template of a parent company, the template is also changed on all subcompanies.

Field	Description
	You cannot change the fiscal year of a company assigned to a parent company.
Local Chart of Accounts	Copy to come.
Dimension Combination Description	<p>In this field, you can enter the number of a dimension combination of the type "Dimension Derivation" created in the Dimension Combinations workspace.</p> <p>If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current company. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the company information card.</p>

Currency & Exchange Rate Tables Island

Field	Description
Base Currency	In this field, you can specify a currency created in the Popup Fields workspace. The base currency is the currency in which the current company wants to register its information and base its reporting throughout the system. This makes it possible to, for example, present tax accounts in the selected currency.
EU Reporting Currency	In this field, you can specify the currency in which the current company is to perform reporting to the Sales List System and Intrastat, that is, the national currency for the current company. The EU reporting currency is only used in the EU Statistics module, where all amounts are shown in the base currency of the current company as well as in the EU reporting currency. When creating reporting files for the Sales List System and Intrastat, Maconomy displays all amounts in the currency specified in this field.
Sales	Select the exchange rate table to use for all sales-related currency conversions in the current company.
Purchasing	Select the exchange rate table to use for all purchase-related currency conversions in the current company.
Duty	Select the exchange rate table to use for all currency conversion calculations of duty on purchased items in the current company.
Finance Budget	Select the exchange rate table to use for all finance budget conversions in the current company.
Miscellaneous	Select the exchange rate table to use for other types of currency conversion in the current company.

Print Control Island

Field	Description
Statistics 1-4	In these fields you can enter an optional code that you can include in your search criteria for statistical purposes when printing.

Global Location Numbers Island

Field	Description
Global Location No.	In this field, you can specify a global location number, thus assigning the global location number to the company specified in the Information tab.
Description	In this field, you can specify a description of the current global location number and its use, for instance the name of the department, building, and so on to which the number applies.
Blocked	If you mark this field, the current global location number is blocked and can no longer be specified on new vendor invoices. You can unblock a location number at any time by unmarking this field.
Registration Code	In this field, you can specify a registration code to be applied to vendor invoices going to the current location.
Allocation Responsible	In this field, you can specify an allocation responsible to be applied to vendor invoices going to the current location.
Remarks 1-5	In these fields, you can enter various remarks and additional information about the current global location number and its use.
Created by	This field shows the name of the user who created the current line.
Created on	This field shows the date on which the current line was created.
Created by	This field shows the name of the last user to change information on the current line.
Changed on	This field shows the last date on which information on the current line was made.
Version	This field shows a number corresponding to the version of the information on the line. Maconomy automatically increases the version number by one every time the information on the line is changed. It is not possible to retrieve previous versions.

Additional Information Tab

This section includes fields and descriptions for the Additional Information tab of the Company Home workspace.

Additional Information Island

Field	Description
Tax Settlement Unit Table	In this field you can specify the name of a tax settlement unit table. Maconomy will, if specified, use the tax settlement unit table to find a tax settlement unit for finance entries in this company.
Settlement	In this field, you can specify which tax reporting unit is to be used for tax reporting to the national tax authorities. You must specify a reporting unit in this field in order to be able to post tax related entries. If multiple tax codes are enabled, the "Settlement" field will be replaced by the following fields: "Tax Settlement Unit 1,," "Tax Settlement Unit 2," and, if enabled, "Tax Settlement Unit 3." For further information on multiple tax codes, please see the description in "Tax Codes."
Reconciliation	In this field, you can specify which tax reporting unit you want used for tax reconciliation.

Tax Island

Field	Description
G/L Tax Table	In this field, you can specify which G/L tax table to use for the current company.
Tax Table	In this field, you can specify the name of a tax table created in the Tax Tables workspace.
Tax Type, Tax Exempt	In this field, you can specify a tax type to be used when invoicing items or activities without a tax code. When posting invoices, Maconomy usually copies a tax type from the selected tax code to the G/L entry that concerns item sales. If you have not specified a tax code for a given item or job journal line, Maconomy copies the tax type from this field to the G/L entry created for the current item sale when posting the invoice. Item sales without a tax code occurs when, for example, tax on a given item should not be calculated.
Standard Vendor Tax Code	In this field, you can specify a G/L tax code created in the G/L Tax Codes workspace. This G/L tax code is used when entering vendor invoices in the Vendor Invoices and Invoice Allocation workspaces, as it will be suggested on vendor invoices belonging to the current company. If you do not enter a standard vendor tax code, Maconomy attempts to find a G/L tax code by using a G/L tax table when you enter vendor invoices for the current company. For a detailed description of this procedure, please see the field "Tax Code" in the table part of the Vendor Invoices workspace.

Field	Description
	If multiple tax codes are enabled, the "Standard Vendor Tax Code" field will be replaced by the following fields: "Standard Vendor Tax Code 1," "Standard Vendor Tax Code 2," and, if enabled, "Standard Vendor Tax Code 3." For further information on multiple tax codes, please see the description in "Tax Codes."

Prefix Specifications Island

Field	Description
Transaction Numbers	In this field, you can specify a prefix for the company's transaction number series. The prefix can be used for differentiating the current company's transaction number series from those of other companies, if the Maconomy multi-company model is used. Any prefix entered must be larger than or equal to zero.
System Numbers	In this field, you can specify a prefix for the company's system numbers. The prefix can be used for differentiating the current company's system numbers from those of other companies, if the Maconomy multi-company model is used. Any prefix entered must be larger than or equal to zero.
Number Series	In this field, you can specify a prefix for the company's number series. The prefix can be used for differentiating the current company's number series from those of other companies, if the Maconomy multi-company model is used. Any prefix entered must be larger than or equal to zero.

Sequence Island

Field	Description
Reporting Company	Select this check box if the company is a reporting company. Only reporting companies can be used when assigning sequence numbers to finance entries and creating opening balances.
Excl. Transaction Type Group	If you select a transaction type group, finance entries with transaction types listed in the group are disregarded when Maconomy assigns sequence numbers to finance entries. These finance entries are also disregarded in the creation of opening balance entries.
Sequence Numbering	Select a value from the drop-down list to specify the numbering system to use for the company: by transaction number, or by entry. If you select By Transaction Number , Maconomy provides all entries that have the same transaction number with the same sequence number. If you select By Entry , Maconomy provides each entry with a unique sequence number.
New Sequence per	Period - If you select this check box, Maconomy restarts the sequence for each fiscal year period. Transaction Type - If you select this check box, Maconomy creates a sequence for each transaction type.

Field	Description
Length of Sequence No.	In this field, you specify the number of digits for the sequence number part of the combined sequence number. If a sequence number has fewer digits than the number you specify in this field, Maconomy pads the sequence number with leading zeroes. For example, if you specify '6' in this field and the sequence number is '4123', then the sequence number part of the combined sequence number is '004123'.
Transaction Type on Opening Balance Combined Sequence No.	If the New Seq. per Trans. Type check box is selected, Maconomy includes the transaction type in the combined sequence number. Maconomy also needs to know which value to use in the combined sequence numbers for opening balance entries. The value you specify in this field is used as the transaction type in the combined sequence numbers for opening balance entries.

Extra Fields Island

Field	Description
Text 1-20	In these text fields, you can enter various information about the current company. These are regular text fields, and there are no restrictions as to the type of text that you enter.
Date 1-5	In these date fields, you can enter dates relevant to the company.
Integer 1-5	In these integer fields, you can enter integer information pertaining to the current company.

Miscellaneous Island

Field	Description
Compensation Model Description	Copy to come.
Price Register	In this field, you can enter the name of a price register.
Country List Description	Copy to come.
Company Supplement	Enter the company supplement to use in the company.
BPM	Enter the BPM supplement to use in the company.

Company Home Procedures

This section describes the steps you need for the Company Home workspace.

Add New Company

Use these steps to add a new company.

To add a new company:

1. Under the General Ledger menu section, go to **G/L Cockpit » Company Home**.
2. Click **+ New Company**.
The **New Company - Step 1 of 3** popup displays.
3. Enter applicable information in the required fields.
4. Click **Continue**.
The **New Company - Step 2 of 3** popup displays.
5. Enter the applicable information in the required fields.
6. Click **Continue**.
The **New Company - Step 3 of 3** popup displays.
7. Enter applicable information in the required fields.
8. Click **Create**.

Print Company Information

Use these steps to print company information.

To print company information:

1. Under the General Ledger menu section, go to **G/L Cockpit » Company Home**.
2. Select the company information you want to print.
3. Click **Print**.

Delete Company Information

Use these steps to delete company information.

To delete company information:

1. Under the General Ledger menu section, go to **G/L Cockpit » Company Home**.
2. Select the company information you want to delete.
3. Click **Delete**.

Number Series

This section covers conceptual information and field descriptions to the Number Series workspace.

Number Series Concepts

In this workspace, you can:

- View transaction numbers.
- View system numbers.
- View number series.
- Save numbers.




Number Series Fields




This section describes the fields and actions on the Number Series workspace.

Numbers Island

Field	Description
Transaction Numbers	Copy to come.
System Numbers	Copy to come.
Number Series	Copy to come.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
	Click this icon to export the rows from the current table to a spreadsheet.

Button	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Transaction Number Series Tab

This section includes fields and descriptions for the Transaction Number Series tab of the Number Series workspace.

Transaction Number Series Tab

Field	Description
Number Series	Copy to come.
Prefix	Copy to come.
Next No. Suffix	Copy to come.
Last Number	Copy to come.
No. of Digits	Copy to come.

System Numbers Tab

This section includes fields and descriptions for the System Numbers tab of the Number Series workspace.

System Numbers Tab

Field	Description
Name	This is the name of the number series. The name cannot be changed. Below is a list of Maconomy's number series, with a description of where they are used.

Field	Description
Prefix	In this field, you can specify the text for the first part of the compound number in the current system number series. If a prefix has been specified for the current company in the field "System Numbers" in the workspace Company Information, the company prefix will be placed in front of the prefix in this field.
Next Number	Copy to come.
Suffix	In this field, you can specify the last part of the compound number in the current system number series.
Last Number	In this field, you can specify the highest number that the current system number series may reach. If you select 0 as the last number, there will be no upper limit.
No. of Digits	In this field, you enter the number of digits of which numbers in the current series should consist, not including prefix and suffix. If the number in the field "Next Number" contains fewer digits, Maconomy will add the necessary number of zeroes between the prefix and the number in the field "Next Number" to make the next number reach this number of digits. The zeroes are not added in this workspace, but will appear on the actual system numbers assigned to entries in Maconomy. If you select 0 as "Last Number," the number of digits in "Next Number" is allowed to surpass the number of digits specified in the field "No. of Digits."
Number of Active Providers	Copy to come.

Number Series Tab

This section includes fields and descriptions for the Number Series tab of the Number Series workspace.

Number Series Tab

Field	Description
Number Series	Copy to come.
Prefix	This field shows the text for the first part of the compound number in the current number series. If a prefix has been specified for the current company in the field "Number Series" in the workspace Company Information, the company prefix will be placed in front of the prefix in this field.
Next Number	This field shows the next number in the current series. "Next Number" must be an integer. If you select 0 as the number, the current number series will not be

Field	Description
	used. When the number series has been in use, Maconomy automatically updates "Next Number."
Suffix	This field shows the last part of the compound number in the current number series.
Last Number	In this field, you select the highest number that the number in the current number series may reach. If you select 0 as "Last Number," there will be no upper limit to the numbers in the current number series.
No. of Digits	In this field, you enter the number of digits of which numbers in the current series should consist, not including prefix and suffix. If the number in the field "Next Number" contains fewer digits, Maconomy will add the necessary number of zeroes between the prefix and the number in the field "Next Number" to make the next number reach this number of digits. The zeroes are not added in this workspace, but will appear on the actual numbers assigned to entries in Maconomy. If you select 0 as "Last Number," the number of digits in "Next Number" is allowed to surpass the number of digits specified in the field "No. of Digits."

Parameters

This section covers conceptual information and field descriptions to the Parameters workspace.

Parameters Concepts

Use this workspace to review company-specific values for system parameters.

Parameters Fields

This section includes the fields and descriptions for the Parameters workspace.

Parameters Island

Field	Description
Company	This field shows the number and name of company for which the parameter setting apply.




Remarks Island

Field	Description
Remarks 1-3	In these fields, you can enter company-specific information about the current system parameter.

User Island

Field	Description
Version	Copy to come.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Company	Click this checkbox if you want the company to use local accounts for unrealized exchange rate variances
System	Click this checkbox if you want the system to use local accounts for unrealized exchange rate variances
	Click this icon to maximize the table view.

Transactions

This section covers conceptual information, procedures, and field descriptions to the Transactions workspace.

Transactions Concepts







In this workspace you can:

- Create a journal setup.
- Copy journal setup.
- Validate journal setup.
- Create posting period setup.
- Copy posting period setup.
- Validate posting period setup.

Transactions Fields

This section includes the fields and descriptions for the Transactions workspace.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Create Journal Setup	Click this action button to create a journal setup.
Copy	Click this checkbox if you want the system to use local accounts for unrealized exchange rate variances
Validate	This action copies lines from the journal setup selected in the "From Journal Setup" field. All lines are copied, and existing lines of the same name are silently overwritten.
Create Posting Period Setup	Click this action button to create a posting period setup.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Journal Setup Tab

This section includes fields and descriptions for the Journal Setup tab of the Transactions workspace.

Selection Criteria Island

Field	Description
Journal Setup No.	Here you can specify a number for the journal setup.

Transactions Island

Field	Description
Journal Setup No.	Here you can specify a number for the journal setup.
Name	Here you can specify a name for the journal setup.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of the access level to be assigned to the journal setup.

User Island

Field	Description
Created on	Copy to come.
Created by	Copy to come.
Version	Copy to come.
Changed on	Copy to come.
Changed by	Copy to come.

Journal Types Island

Field	Description
Journal Types	The journal type. You cannot delete or rename this.

Field	Description
Transaction Type	In this field, you can enter the number of the transaction types to be used by the current journal type.
Group No.	In this field, you can enter the number of the transaction types group to be used by the current journal type.
Use Transaction Number Series	In this field, you can see if the journal type uses Transaction Number Series. If the field is not marked, you should not spend time on defining default transaction number series for the types that are included in the current setup, as they will never be used.
Manual Journal	Shows whether the user can select or enter a transaction type when creating the journal. If this field is not marked, the user is not able to specify a transaction type in this journal; the system will derive the transaction type (the default transaction type of the journal).
Default Transaction Type Mandatory	Shows whether the journal must have a default transaction type, since the system will use it when deriving the transaction type. Note the correlation between this field and the Manual Journal field; they are mutually exclusive. When one is marked, the other cannot be, and vice versa. If this field is marked, the group on the same line must have a default transaction type.

Used by Island

Field	Description
Company No.	Copy to come.
Name	Copy to come.

Transaction Types Island

Field	Description
Transaction Type	Here you can enter a transaction type to include in the group.
Description	This fields shows the description of the transaction type (if a description exists.).
Username	Here you can enter the name of a user who can create transactions of the current type and with the current transaction number series.
Number Series	Here you can enter the transaction number series associated with the current transaction type and current user, in the current group.

Field	Description
Is Default Transaction Type	When marked, this field means that the current transaction type is the default transaction type for the current user in the current group. This is used to derive the transaction type in different dialogs.

Posting Period Setup Tab

This section includes fields and descriptions for the Posting Period Setup tab of the Transactions workspace.

Selection Criteria Island

Field	Description
Posting Period Setup No.	Here you can specify a number for the posting period setup.

Transactions Island

Field	Description
Posting Period Setup No.	Here you can specify a number for the posting period setup.
Name	Here you can specify a name for the posting period setup.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of the access level to be assigned to the posting period setup.

User Island

Field	Description
Created on	Copy to come.
Created by	Copy to come.
Version	Copy to come.
Changed on	Copy to come.
Changed by	Copy to come.

Posting Periods Island

Field	Description
Name	In this field, you can enter a name for the posting period setup line.
Description	In this field, you can enter a description of the posting period setup line.
G/L Start	In this field, you can enter the start date of the open G/L posting period.
G/L End	In this field, you can enter the end date of the open G/L posting period.
Job Cost Start	In this field, you can enter the start date of the open job cost posting period.
Job Cost End	In this field, you can enter the end date of the open job cost posting period.
Accrual End	In this field, you can enter the end date of the open job cost posting period.
Transaction Type Group No.	In this field, you can enter the number of the transaction type group covered by this posting period setup line. Each transaction type in the group will use the posting periods specified on this line.
Created by, Created on, Version	These fields show by whom and when the line was created and changed. The "Version" is the number of times the line has been changed.

Used by Island

Field	Description
Company No.	Copy to come.
Name	Copy to come.

Transaction Types Island

Field	Description
Transaction Type	Here you can enter a transaction type to include in the group.
Description	This fields shows the description of the transaction type (if a description exists.).
Username	Here you can enter the name of a user who can create transactions of the current type and with the current transaction number series.

Field	Description
Number Series	Here you can enter the transaction number series associated with the current transaction type and current user, in the current group.
Is Default Transaction Type	When marked, this field means that the current transaction type is the default transaction type for the current user in the current group. This is used to derive the transaction type in different dialogs.

Transactions Procedures

This section describes the steps you need for the Transactions workspace.

Create Journal Setup

Use these steps to create a journal setup.

To create a journal setup:

1. Under the General Ledger menu section, go to **G/L Cockpit » Company Home » Transactions**.
2. Click **Create Journal Setup**.
The **Create Journal Setup** popup displays.
3. Enter applicable information in the required fields.
4. Click **Create Journal Setup**.

Copy Journal Setup

Use these steps to copy a journal setup.

To copy a journal setup:

1. Under the General Ledger menu section, go to **G/L Cockpit » Company Home » Transactions**.
2. Click **Copy Journal Setup**.
The **Copy Journal Setup** popup displays.
3. Enter applicable information in the required fields.
4. Click **Copy Journal Setup**.

Create Posting Period Setup

Use these steps to create a posting period setup.

To create a posting period setup:

1. Under the General Ledger menu section, go to **G/L Cockpit » Company Home » Transactions**.

2. Click **Create Posting Period Setup**.
The **Create Posting Period Setup** popup displays.
3. Enter applicable information in the required fields.
4. Click **Create Posting Period Setup**.

Copy Posting Period Setup

Use these steps to copy a posting period setup.

To copy a posting period setup:

1. Under the General Ledger menu section, go to **G/L Cockpit » Company Home » Transactions**.
2. Click **Copy Posting Period Setup**.
The **Copy Posting Period Setup** popup displays.
3. Enter applicable information in the required fields.
4. Click **Copy Posting Period Setup**.

Sequence Numbering

This section covers conceptual information, procedures, and field descriptions to the Sequence Numbering workspace.

Sequence Numbering Concepts

This workspace allows customers to view sequence numbers added to finance entries, and view opening balance entries with sequence numbers.

Sequence Numbering Fields

This section includes the fields and descriptions for the Sequence Numbering workspace.

Sequence Numbering Island




Field	Description
Reporting Company	Enter the name or number of the reporting company for Maconomy to consider when assigning sequence numbers to finance entries.
Excl. Transaction Type Group	Copy to come.
Sequence Numbering	Copy to come.
New Sequence per Period	Copy to come.




Field	Description
Transaction Type	Copy to come.
Length of Sequence No.	Copy to come.
Transaction Type on Opening Balance Combined Seq. No	Copy to come.

Sequence No. Accounts Island

Field	Description
From Local Account	Copy to come.
To Local Account	Copy to come.
Split Opening Balance by	Copy to come.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
+ Add Sequence Number Setup	Click this action button to add a sequence number setup line.
↑ Move up	Click this action to move the current line above the previous line in the table.
↓ Move down	Click this action to move the current line below the next line in the table.
	Click this icon to export the rows from the current table to a spreadsheet.

Button	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Allocation Combinations

This section covers conceptual information, procedures, and field descriptions to the Allocation Combinations workspace.

Allocation Combinations Concepts

In this workspace, you can:

- View allocation combination information.
- Create a company allocation combination.
- Print allocation combination.

Allocation Combinations Fields

This section includes the fields and descriptions for the Allocation Combinations workspace.

Selection Criteria Island

Field	Description
Account No.	In this field, you can enter an account number. Only allocation combinations containing the account number are shown in the Finance Allocation Lines sub-tab. If no account number has been entered, all accounts containing the specified "Location," "Entity," "Project," "Purpose," "Spec. 1-3," and "Local Spec. 1-3" will be shown.
Local Account No.	The functionality of this field is similar to the functionality of the field "Account No."
Employee No.	The functionality of this field is similar to the functionality of the field "Account No."

Field	Description
Tax Code 1	In this field, you can specify a tax code (that is, a tax percentage). You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters "Show Three Tax Levels" and/or "Show Two Tax Levels" must be marked in the System Parameters workspace. When multiple tax codes are enabled, the "Tax Code" field will be replaced by the following fields: "Tax Code 1," "Tax Code 2," and, if enabled, "Tax Code 3." For further information on multiple tax codes, please see the description in "Tax Codes."
Show Lines Applying to G/L	If you mark this field, only allocation combination lines where the field "Applies to G/L" is marked are shown in the Finance Allocation Lines sub-tab.
Show Lines Applying to Job	If you mark this field, only allocation combination lines where the field "Applies to Jobs" is marked are shown in the Finance Allocation Lines sub-tab.
Location	In this field, you can enter a location. If no location has been entered, all accounts containing the specified dimension information are shown.
Entity	The functionality of this field is similar to the functionality of the field "Location" above.
Project	The functionality of this field is similar to the functionality of the field "Location" above.
Purpose	The functionality of this field is similar to the functionality of the field "Location" above.
Specification 1- 10	The functionality of this field is similar to the functionality of the field "Location" above.
Local Specification 1 - 10	The functionality of this field is similar to the functionality of the field "Location" above.







Company Allocation Lines Island

Field	Description
Account No. From	<p>This field and the field "Account No. To" represent a range of accounts which, together with any other ranges specified for the other dimensions, represents an allowed G/L allocation combination. If the range of accounts is not filled in, all accounts are included.</p> <p>For job cost registrations, the P&L account specified in the table part of the activity on the registration must be within this range of account numbers for the registration to comply with the current allocation combination.</p>
Account No. To	See the description of the field "Account No. From" above.

Field	Description
Local Account No. From	This field and the field "Local Account No. To" represent a range of local accounts which, together with any other ranges specified for the other dimensions, represents an allowed G/L allocation combination. If the range of local accounts is not filled in, all local accounts are included.
Local Account No. To	See the description of the field "Local Account No. From" above.
Location From	This field and the field "Location To" represent a range of locations. If the range of locations is not filled in, all locations are included.
Location To	See the description of the field "Location From" above.
Entity From	This field and the field "Entity To" represent a range of entities. If the range of entities is not filled in, all entities are included.
Entity To	See the description of the field "Entity From" above.
Project From	This field and the field "Project To" represent a range of projects. If the range of projects is not filled in, all projects are included.
Project To	See the description of the field "Project From" above.
Purpose From	This field and the field "Purpose To" represent a range of purposes. If the range of purposes is not filled in, all purposes are included.
Purpose To	See the description of the field "Purpose From" above.
Spec. 1 - 10 From	These fields and the fields "Spec. 2-3 From" represent a range of specifications. If the range of specifications is not filled in, all specifications are included.
Spec. 1 - 10 To	See the description of the field "Spec. 1-10 From" above.
Local Spec. 1 - 10 From	These fields and the fields "Local Spec. 1-3 To" represent a range of local specifications. If the range of locations is not filled in, all local specifications are included.
Local Spec. 1 - 10 To	See the description of the field "Local Spec. 1-3 From" above.
Access Level	In this field, you specify the name of the access level to be assigned to the current allocation combination. If an access level is specified, only users who have been granted access to this access level or higher can create entries on which the allocation combination matches the current line. In this workspace, a user can only see a given allocation combination line if he or she has been granted access to the access level

Field	Description
	<p>specified for line in question, or a higher level. Please note, however, that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to allocation combinations may depend on other factors. For further information about the standard access control configuration, please see "Introduction to the Access Control System" in the Set-Up module.</p> <p>If you do not enter a value, all users can create entries with allocation combinations matching the current line.</p>
Remarks	In this field, you can enter any remarks to the current allocation combination line.
Employee No. From	This field and the field "Employee No. To" represent a range of employee numbers that, together with any other ranges specified for the other dimensions, represents an allowed G/L allocation combination. If the range of employee numbers is not filled in, all employees are included.
Employee No. To	See the description of the field "Employee No. From" above.
Tax Code From	<p>This field and the "Tax Code To" field represent a range of G/L tax codes that represents an allowed G/L allocation combination, along with any other range specified for the other dimensions. If the range of tax codes is not filled in, all tax codes are included.</p> <p>If multiple tax codes are enabled, the "Tax Code From" field will be replaced by the following fields: "Tax Code 1 From," "Tax Code 2 From," and, if enabled, "Tax Code 3 From." For further information on multiple tax codes, please see the description in "Tax Codes."</p>
Tax Code To	See the description of the "Tax Code From" field above.
Transaction Type Group No.	This field represents a transaction type group. An allocation group is only allowed if the transaction type belongs to this transaction type group.
Applies to G/L	Mark this field if the current allocation combination line should apply when registering G/L related information. If the field is marked, the allocation combination will apply to all registrations on which you specify an account number.
Applies to Jobs	Mark this field if the current allocation combination line should apply when registering information related to the Job Cost module. If the field is marked, the allocation combination will apply in all registrations on which you enter a job number.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Create Company Allocation Combination	Click to create a company allocation combination.
Print	Click to print company information.
Delete	Click to delete company information.
+ Add Company Allocation Line	Click to add a company allocation line.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Allocation Combinations Procedures

This section includes the fields and descriptions for the Allocation Combinations workspace.

Create Company Allocation Combination

Use these steps to create a company allocation combination.

To create a company allocation combination:

1. Under the General Ledger menu section, go to **G/L Cockpit » Allocation Combinations**.
2. Click **+ Create Company Allocation Combination**.
The **Create Company Allocation Combination** popup displays.
3. Enter applicable information in the required fields.
4. Click **Create**.

Local Dimension

This section covers conceptual information, procedures, and field descriptions to the Local Dimension workspace.

Local Dimension Concepts

In this workspace, you can:

- View local dimension information.
- Create local specifications.
- Copy local specifications.
- Delete lines.

Local Dimension Fields

This section includes the fields and descriptions for the Local Dimension workspace.

Selection Criteria Island

Field	Description
Local Spec. 1 - 10 List	Copy to come.

Local Dimension Island (Local Specification 1 - 10)

Field	Description
List Name	Copy to come.
Description	Copy to come.
Standard Name	Copy to come.

Access Level Island (Local Specification 1 - 10)

Field	Description
Access Level	Copy to come.

User Island (Local Specification 1 - 10)

Field	Description
Version	Copy to come.

Values Island (Local Specification 1 - 10)

Field	Description
Name	Copy to come.
Description	Copy to come.
Blocked	Copy to come.
Statistics 1-4	Copy to come.
Dim. Comb. No	Copy to come.
Derived Account No.	Copy to come.
Overwrite Account No.	Copy to come.
Derived Local Account No.	Copy to come.






Field	Description
Overwrite Local Account	Copy to come.
Derived Location	Copy to come.
Overwrite Location	Copy to come.
Derived Entity	Copy to come.
Overwrite Entity	Copy to come.
Derived Project	Copy to come.
Overwrite Project	Copy to come.
Derived Purpose	Copy to come.
Overwrite Purpose	Copy to come.
Derived Spec. 1 - 10	Copy to come.
Overwrite Spec. 1 - 10	Copy to come.
Derived Local Spec. 1 - 10	Copy to come.
Overwrite Local Spec. 1 - 10	Copy to come.
Selected Value 1 - 10	Copy to come.
Option List 1 -10	Copy to come.
Remarks 1 - 5	Copy to come.


Used by Tab

Field	Description
Company No.	Copy to come.

Field	Description
Name	Copy to come.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Create Local Specification (1 - 10)	Click to create a local specification.
Copy Local Specification (1 - 10)	Click to copy a local specification.
Delete All Lines	Click to delete all lines.
+ Add Entry	Click to add a local specification entry in Local Specifications 1-3.
+ Add Local Specification	Click to add a local specification entry in Local Specification 4-10.
Print	Click to print company information.
Delete	Click to delete company information.
+ Add Company Allocation Line	Click to add a company allocation line.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.

Button	Description
	Click this icon to open the Customize Columns window.

Local Dimension Procedures

This section includes the fields and descriptions for the Local Dimension workspace.

Create Local Specification

Use these steps to create a local specification (1-10).

To create local specification:

1. Under the General Ledger menu section, go to **G/L Cockpit » Companies » Local Dimension**.
2. Click **Create Local Specification (1-10)**.
The **Create Local Specification (1-10)** popup displays.
3. Enter applicable information in the required fields.
4. Click **Create Local Specification**.

Copy Local Specification

Use up to 35 words to describe the task. Write complete sentences.

To create local specification:

1. Under the General Ledger menu section, go to **G/L Cockpit » Companies » Local Dimension**.
2. Click **Copy Local Specification (1-10)**.
The **Copy Local Specification (1-10)** popup displays.
3. Enter applicable information in the required fields.
4. Click **Copy Local Specification**.

Chart of Accounts Submenu

Use this submenu to set up local chart of accounts and the associated local accounts. The Chart of Accounts submenu contains the following workspaces:

- Accounts
- Local Chart of Accounts
- Local Accounts

Accounts

This section covers conceptual information, procedures, and field descriptions to the Accounts workspace.

Accounts Concepts

In this workspace, you can:

- View account information.
- Create new accounts.
- Create dimension combinations.
- Print account information.
- Delete created accounts.

Accounts Fields

This section includes the fields and descriptions for the Accounts workspace.

Accounts Island

Field	Description
Department	Copy to come.
Currency	Copy to come.
Currency Account	Copy to come.
Reconciliation	Copy to come.
Quantity	Copy to come.
Quantity 2	Copy to come.
Account Group	Copy to come.
Account Type	Copy to come.
P&L/Balance Sheet	This field shows whether this local account is a P&L or Balance Sheet account. This is derived from the (global) account.
Blocked	Select this check box to control whether the local account is blocked.

Field	Description
Item Tax Code	Copy to come.
Allocation Code	Copy to come.

Dimensions Island

Field	Description
Local Account	Enter the number or name of this local account.
Derived Location	Enter a value specified for the Location dimension if you want this value to be derived from the current local account.
Overwrite Allocation	Select this check box to control whether the location can be overwritten by the derived location specified on this account.
Derived Entity	The functionality of this field is similar to the Derived Location field above.
Overwrite Entity	The functionality of this field is similar to the Overwrite Location field above.
Derived Project	The functionality of this field is similar to the Derived Location field above.
Overwrite Project	The functionality of this field is similar to the Overwrite Location field above.
Derived Purpose	The functionality of this field is similar to the Derived Location field above.
Overwrite Purpose	The functionality of this field is similar to the Overwrite Location field above.
Derived Spec. 1-10	The functionality of this field is similar to the Derived Location field above.
Overwrite Spec. 1-10	The functionality of this field is similar to the Overwrite Location field above.
Derived Local Spec. 1-10	The functionality of this field is similar to the Derived Location field above.
Overwrite Local Spec. 1-10	The functionality of this field is similar to the Overwrite Location field above.
Dimension Combination No.	Enter a dimension combination number of the Dimension Derivation type.

Registration & Finance Entry Island

Field	Description
Employee	Copy to come.
Tax Code	Copy to come.
Location	Copy to come.
Entity	Copy to come.
Project	Copy to come.
Purpose	Copy to come.
Spec. 1-10	Copy to come.
Local Spec. 1-10	Copy to come.
Transfer	Copy to come.

Print Control Island



Field	Description
Statistics 1-4	Enter an optional code that you can include in your search criteria for statistical purposes when printing.
Invert Sign	Copy to come.

Remarks Island

Field	Description
Remarks 1-5	Enter any remarks as appropriate.

Card Part Actions

Button	Description
+ New Account	Click this button to create a new account.

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Create Dimension Combination	Click this action to create dimension combination.
Print	Click to print company information.
Delete	Click this button to delete account information.

Accounts Procedures

This section describes the steps you need for the Accounts workspace.

Create New Account

Use these steps to create a new account.

To create a new account:

1. Under the General Ledger menu section, go to **G/L Cockpit » Chart of Accounts » Accounts**.
2. Click **+ New Account**.
The **New Account** popup displays.
3. Enter information in the required fields.
4. Click **Create**.

Create Dimension Combination

Use these steps to create dimension combination.

To create a dimension combination:

1. Under the General Ledger menu section, go to **G/L Cockpit » Chart of Accounts » Accounts**.
2. Click **Create Dimension Combination**.
The **Create Dimension Combination** popup displays.
3. Enter information in the required fields.

4. Click **Create Dimension Combination**.

Local Chart of Accounts

This section covers conceptual information, procedures, and field descriptions to the Local Chart of Accounts workspace.

Local Chart of Accounts Concepts

In this workspace, you can:

- View local chart of account information.
- Create new local chart of accounts.
- Add local account lines.
- Delete lines.

Local Chart of Accounts Fields

This section includes the fields and descriptions for the Local Chart of Accounts workspace.

Information Island







Field	Description
Description	Copy to come.
Access Level	Copy to come.

Local Accounts Island

Field	Description
Local Account Number	Copy to come.
Description	Copy to come.
Account No.	Copy to come.
Account Name	Copy to come.
Overwrite Account	Copy to come.
P&L/Balance Sheet	Copy to come.

Field	Description
Group	Copy to come.
Blocked	Copy to come.

Card Part Actions

Button	Description
+ New Local Chart of Accounts	Click this button to add a new local chart of accounts.
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Delete	Click to create a local specification.
Delete All Lines	Click to delete local chart of account.
+ Add Local Account	Click to delete all lines.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Local Chart of Accounts Procedures

This section describes the steps you need for the Local Chart of Accounts workspace.

Create New Local Chart of Accounts

Use these steps to create new local chart of accounts.

To create new local chart of accounts:

1. Under the General Ledger menu section, go to **G/L Cockpit » Chart of Accounts » Local Chart of Accounts**.
2. Click **+ New Local Chart of Accounts**.
The **New Local Chart of Accounts** popup displays.
3. Enter information in the applicable fields.
4. Click **Create**.

Add Local Account Line

Use these steps to add a local account line.

To add a local account line:

1. Under the General Ledger menu section, go to **G/L Cockpit » Chart of Accounts » Local Chart of Accounts**.
2. Click **+ Add Local Account**.
A new local account line is added.
3. Enter information in the required fields.
4. Click **Save**.

Local Accounts

This section covers conceptual information, procedures, and field descriptions to the Local Accounts workspace.

Local Accounts Concepts

In this workspace, you can:

- View local account information.
- Create new local account.
- Create dimension combination for local accounts.
- Delete created local accounts.

Local Accounts Fields

This section includes the fields and descriptions for the Local Accounts workspace.

Information Island

Field	Description
Local Chart of Accounts	Copy to come.
Account	Copy to come.
Blocked	Copy to come.

Account Information Island

Field	Description
Account Type	Copy to come.
P&L/Balance Sheet	Copy to come.
Group	Copy to come.
Currency	Copy to come.
Currency Amount	Copy to come.
Finance Reconciliation	Copy to come.
Bank Reconciliation	Copy to come.
Department	Copy to come.

Dimensions Island

Field	Description
Local Account	Enter the number or name of this local account.
Derived Location	Enter a value specified for the Location dimension if you want this value to be derived from the current local account.

Field	Description
Overwrite Allocation	Select this check box to control whether the location can be overwritten by the derived location specified on this account.
Derived Entity	The functionality of this field is similar to the Derived Location field above.
Overwrite Entity	The functionality of this field is similar to the Overwrite Location field above.
Derived Project	The functionality of this field is similar to the Derived Location field above.
Overwrite Project	The functionality of this field is similar to the Overwrite Location field above.
Derived Purpose	The functionality of this field is similar to the Derived Location field above.
Overwrite Purpose	The functionality of this field is similar to the Overwrite Location field above.
Derived Spec. 1-10	The functionality of this field is similar to the Derived Location field above.
Overwrite Spec. 1-10	The functionality of this field is similar to the Overwrite Location field above.
Derived Local Spec. 1-10	The functionality of this field is similar to the Derived Location field above.
Overwrite Local Spec. 1-10	The functionality of this field is similar to the Overwrite Location field above.
Dimension Combination No.	Enter a dimension combination number of the Dimension Derivation type.



Print Control Island

Field	Description
Statistics 1-4	Enter an optional code that you can include in your search criteria for statistical purposes when printing.
Invert Sign	Copy to come.

Remarks Island

Field	Description
Remarks 1-5	Enter any remarks as appropriate.

Card Part Actions

Button	Description
+ New Local Account	Click this button to create a new local account.
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Create Dimension Combination	Click this action to create dimension combination.
Print	Click to print company information.
Delete	Click this button to delete account information.

Local Accounts Procedures

This section describes the steps you need for the Local Accounts workspace.

Create New Local Account

Use these steps to create a new local account.

To create a new local account:

1. Under the General Ledger menu section, go to **G/L Cockpit » Chart of Accounts » Local Accounts**.
2. Click **+ New Local Account**.
The **New Local Account** popup displays.
3. Enter information in the required fields.
4. Click **Create**.

Create Dimension Combination

Use these steps to create dimension combination.

To create dimension combination:

1. Under the General Ledger menu section, go to **G/L Cockpit » Chart of Accounts » Local Accounts**.

2. Click **Create Dimension Combination**.
The **Create Dimension Combination** popup displays.
3. Enter information in the required fields.
4. Click **Create Dimension Combination**.

Account Ledger

This section covers conceptual information and field descriptions to the Account Ledger workspace.

Account Ledger Concepts

Use this workspace to view an account's opening and closing balances for an accounting period, and see the entries that affected the account balance.

Account Ledger Fields

This section includes the fields and descriptions for the Account Ledger workspace.

Selection Criteria Island

Field	Description
Local Account No.	Here you can enter the local account number.
Company No.	Here you can enter the company number.
Location	Here you can enter a range of location values.
Entity	The functionality of this field is similar to that of the field "Location" above.
Project	The functionality of this field is similar to that of the field "Location" above.
Purpose	The functionality of this field is similar to that of the field "Location" above.
Spec. 1-10	The functionality of this field is similar to that of the field "Location" above.
Local Spec. 1-10	The functionality of this field is similar to that of the field "Location" above.

Information Island

Field	Description
Period	Here you enter the starting month the ending month to define the period for which you wish to see a balance.

Field	Description
Year	Here you enter the starting year and the ending year to define the period for which you wish to see a balance.
Date	Here you enter the starting date and the ending date to define the period for which you wish to see a balance.
Currency	In this field, you can specify the currency in which totals in this workspace are to be displayed.
Exchange Rate Date	In this field, you can specify an exchange rate date.
Amounts	Copy to come.




Entries Island

Field	Description
Entry Date	This is the entry date. The entries are sorted by entry date. Entries with the same date are sorted by transaction number.
Description	This is the entry text.
Transaction No.	<p>This is the entry's transaction number. Depending on where the entry occurs, the transaction number was entered manually or allocated by Maconomy.</p> <p>If the number originates in a general or vendor invoice journal, it is manually entered.</p> <p>If the number originates in an A/R, A/P, invoice, reallocation, inventory, job, or client account regulation journal, it is entered automatically.</p>
Transaction Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.
Debit, Base	This is the entry amount in the base currency of the company specified on the entry if the entry is a debit entry.
Credit, Base	This is the entry amount in the base currency of the company specified on the entry if the entry is a credit entry.
Balance, Rep. Currency	This is the balance on the current account after the posting of the current entry.
Debit, Account	This is the entry amount in the standard currency of the account, if the entry is a debit entry.
Credit, Account	This is the entry amount in the standard currency of the account, if the entry is a credit entry.

Field	Description
Balance, Account	In this field, Maconomy displays the balance of the current account after the posting of the current entry.
Debit, Enterprise	This is the entry amount is enterprise base currency if the entry is a debit entry.
Credit, Enterprise	This is the entry amount is enterprise base currency if the entry is a credit entry.
Balance, Enterprise	In this field, Maconomy displays the balance of the current account after the posting of the current entry.
Amount, Original	This is the amount that was specified in the field "Currency Amount" when the current entry was created.
Quantity	This is the quantity registered to the entry.
Quantity Balance	This is the account's quantity balance after posting.
Quantity 2 Balance	This is the account's quantity 2 balance after posting.
Company No.	This is the number of the company to which the current entry is assigned.
Local Account No.	Copy to come.
Location	This is the Location to which the current entry is assigned.
Entity	This is the Entity to which the current entry is assigned.
Project	This is the Project to which the current entry is assigned.
Purpose	This is the Purpose to which the current entry is assigned.
Spec. 1-10	These are the Specification values to which the current entry is assigned.
Local Spec. 1-10	These are the Local Specification values to which the current entry is assigned.
Date Posted	This is the date when the entry was posted in the general ledger.
Journal No.	This is the number of the posting journal in which the entry is posted.
EU Tax Code	This is the EU tax code of the entry.

Field	Description
Prior periods	This field displays the prior period assigned to the current entry.
View Document	Copy to come.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
	Click this icon to maximize the table view.

Entries Tab

The following tabs are displayed in the Entries tab of the Account Ledger and Dimension Report workspaces. Any of these tabs will be shown depending on the transaction of the record.

Asset Adjustment Tab

Copy to come.

Automatic General Journal Tab

Copy to come.

Bank Reconciliation Tab

Copy to come.

Collection Tab

Copy to come.

Customer Payment Tab

Copy to come.

Customer Reconciliation Tab

Copy to come.

Debtor Provision Tab

Copy to come.

Delivery Vendor Payment Tab

Copy to come.

Expense Sheet Tab

Copy to come.

General Journal Tab

Copy to come.

General Journal Template Tab

Copy to come.

Gross Pay Tab

Copy to come.

Intercompany Invoice Tab

Copy to come.

Interest Note Tab

Copy to come.

Invoice On Account Tab

Copy to come.

Item Transaction (Purchase) Tab

Copy to come.

Job Accrual Tab

Copy to come.

Job Credit Memo Tab

Copy to come.

Job Invoice Tab

Copy to come.

Job Invoice Reallocation Tab

Copy to come.

Job Reallocation Tab

Copy to come.

Job Revenue Recognitions Tab

Copy to come.

Job Transfer Tab

Copy to come.

Mileage Sheet Tab

Copy to come.

Order Credit Memo Tab

Copy to come.

Order Invoice Tab

Copy to come.

Reallocated Finance Entry Tab

Copy to come.

Reminder Letter Tab

Copy to come.

Tax Settlement Tab

Copy to come.

Vendor Payment Tab

Copy to come.

Vendor Reconciliation Tab

Copy to come.

Vendor Invoice Tab

Copy to come.

Local Account Ledger

Use this workspace for the management and analysis of local accounts, offering filtering options by account number, location, period, and currency.

Local Account Ledger Concepts

Use this workspace for the management and analysis of local accounts, offering filtering options by account number, location, period, and currency. This workspace includes information on finance entries, transactions, and journal origins, with dynamic tables based on selected entries, providing comprehensive insights to support detailed financial analysis and reporting.

Local Account Ledger Fields

Copy to come.

Dimension Report

This section covers conceptual information and field descriptions to the Dimension Report workspace.

Dimension Report Concepts

Use this workspace to specify dimension reports so that you can compare G/L and Budget entries

Dimension Report Fields

This section includes the fields and descriptions for the Dimension Report workspace.

Selection Criteria Island

Field	Description
Account No.	Here you can enter the account number.
Local Account No.	The functionality of this field is similar to that of the field "Account No." above.
Company No.	The functionality of this field is similar to that of the field "Account No." above.
Intercomp. Company	The functionality of this field is similar to that of the field "Account No." above.
Customer No.	The functionality of this field is similar to that of the field "Account No." above.
Vendor No.	The functionality of this field is similar to that of the field "Account No." above.
Job No.	The functionality of this field is similar to that of the field "Account No." above.
Activity No.	The functionality of this field is similar to that of the field "Account No." above.

Field	Description
Task	The functionality of this field is similar to that of the field "Account No." above.
Employee No.	The functionality of this field is similar to that of the field "Account No." above.
Asset No.	The functionality of this field is similar to that of the field "Account No." above.
Item No.	The functionality of this field is similar to that of the field "Account No." above.
Location	The functionality of this field is similar to that of the field "Account No." above.
Entity	The functionality of this field is similar to that of the field "Account No." above.
Project	The functionality of this field is similar to that of the field "Account No." above.
Purpose	The functionality of this field is similar to that of the field "Account No." above.
Spec. 1-10	The functionality of this field is similar to that of the field "Account No." above.
Local Spec. 1-10	The functionality of this field is similar to that of the field "Account No." above.

Information Island

Field	Description
Month	Here you enter the starting month the ending month to define the period for which you wish to see a balance.
Year	Here you enter the starting year and the ending year to define the period for which you wish to see a balance.
Date	Here you enter the starting date and the ending date to define the period for which you wish to see a balance.
Currency	In this field, you can specify the currency in which totals in this workspace are to be displayed.
Exchange Rate Date	In this field, you can specify an exchange rate date.
Amounts	Copy to come.






Finance Entries Island

Field	Description
Account No.	Copy to come.
Account Name	Copy to come.
Local Account No.	Copy to come.
Entry Date	This is the entry date. The entries are sorted by entry date. Entries with the same date are sorted by transaction number.
Entry Description	This is the entry text.
Transaction No.	<p>This is the entry's transaction number. Depending on where the entry occurs, the transaction number was entered manually or allocated by Maconomy.</p> <p>If the number originates in a general or vendor invoice journal, it is manually entered.</p> <p>If the number originates in an A/R, A/P, invoice, reallocation, inventory, job, or client account regulation journal, it is entered automatically.</p>
Transaction Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.
Debit, Company	This is the entry amount in the base currency of the company specified on the entry if the entry is a debit entry.
Credit, Company	This is the entry amount in the base currency of the company specified on the entry if the entry is a credit entry.
Balance, Currency	This is the balance on the current account after the posting of the current entry.
Debit, Account	This is the entry amount in the standard currency of the account, if the entry is a debit entry.
Credit, Account	This is the entry amount in the standard currency of the account, if the entry is a credit entry.
Debit, Enterprise	This is the entry amount is enterprise base currency if the entry is a debit entry.
Credit, Enterprise	This is the entry amount is enterprise base currency if the entry is a credit entry.
Balance, Enterprise	In this field, Maconomy displays the balance of the current account after the posting of the current entry.
Amount, Original	This is the amount that was specified in the field "Currency Amount" when the current entry was created.

Field	Description
Quantity	This is the quantity registered to the entry.
Quantity Balance	This is the account's quantity balance after posting.
Quantity 2	This is the quantity 2 registered to the entry.
Quantity 2 Balance	This is the account's quantity 2 balance after posting.
Company No.	This is the number of the company to which the current entry is assigned.
Location	This is the Location to which the current entry is assigned.
Entity	This is the Entity to which the current entry is assigned.
Project	This is the Project to which the current entry is assigned.
Purpose	This is the Purpose to which the current entry is assigned.
Spec. 1-10	These are the Specification values to which the current entry is assigned.
Local Spec. 1-10	These are the Local Specification values to which the current entry is assigned.
Date Posted	This is the date when the entry was posted in the general ledger.
Journal No.	This is the number of the posting journal in which the entry is posted.
EU Tax Code	This is the EU tax code of the entry.
Prior periods	This field displays the prior period assigned to the current entry.
Intercompany Company	Copy to come.
Customer No.	Copy to come.
Vendor No.	Copy to come.
Job No.	Copy to come.

Field	Description
Asset No.	Copy to come.
Task	Copy to come.
Employee No.	Copy to come.
Activity No.	Copy to come.
Item No.	Copy to come.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Entries Tab

The following tabs are displayed in the Entries tab of the Account Ledger and Dimension Report workspaces. Any of these tabs will be shown depending on the transaction of the record.

Asset Adjustment Tab

Copy to come.

Automatic General Journal Tab

Copy to come.

Bank Reconciliation Tab

Copy to come.

Collection Tab

Copy to come.

Customer Payment Tab

Copy to come.

Customer Reconciliation Tab

Copy to come.

Debtor Provision Tab

Copy to come.

Delivery Vendor Payment Tab

Copy to come.

Expense Sheet Tab

Copy to come.

General Journal Tab

Copy to come.

General Journal Template Tab

Copy to come.

Gross Pay Tab

Copy to come.

Intercompany Invoice Tab

Copy to come.

Interest Note Tab

Copy to come.

Invoice On Account Tab

Copy to come.

Item Transaction (Purchase) Tab

Copy to come.

Job Accrual Tab

Copy to come.

Job Credit Memo Tab

Copy to come.

Job Invoice Tab

Copy to come.

Job Invoice Reallocation Tab

Copy to come.

Job Reallocation Tab

Copy to come.

Job Revenue Recognitions Tab

Copy to come.

Job Transfer Tab

Copy to come.

Mileage Sheet Tab

Copy to come.

Order Credit Memo Tab

Copy to come.

Order Invoice Tab

Copy to come.

Reallocated Finance Entry Tab

Copy to come.

Reminder Letter Tab

Copy to come.

Tax Settlement Tab

Copy to come.

Vendor Payment Tab

Copy to come.

Vendor Reconciliation Tab

Copy to come.

Vendor Invoice Tab

Copy to come.

Finance Entries

This section covers conceptual information and field descriptions for the Finance Entries workspace.

Finance Entries Concepts

Use this workspace to view G/L entries that include information about dimensions, and any information about the import of G/L data. You cannot change the data in this workspace.

Finance Entries Fields

Copy to come.

Vendor Entries

This section covers conceptual information and field descriptions for the Vendor Entries workspace.

Vendor Entries Concepts

Use this workspace to review information about vendor entries.

Vendor Entries Fields

Copy to come.

Job Entries

Use this workspace to analyze job entry origin and posting details, as well as reallocation and more.

Job Entries Concepts

Use this workspace to analyze job entry origin and posting details, as well as reallocation and more.

This is a building block workspace (a workspace used for building other more complicated workspaces). It displays a list of job entries, and for each job entry, it provides detailed information about the origin of that entry, such as what kind of journals were involved in the creation of the job entry. In addition, it displays the number of other types of entries, such as finance entries, customer entries, and vendor entries, that were involved in the same transaction.

Job Entries Fields

Copy to come.

Intercompany Entries

Use this workspace to view all of the intercompany entries created in Maconomy.

Intercompany Entries Concepts

Use this workspace to view all of the intercompany entries created in Maconomy.

The Intercompany Entries workspace is primarily used in the Financial Analysis workspace to display the intercompany entries that are included in a specific transaction.

Intercompany Entries Fields

Copy to come.

Fixed Assets Submenu

The Fixed Assets submenu contains workspaces that support fixed asset-related tasks.

Assets Submenu

This submenu contains the following workspaces:

- Asset Home

- Asset Ledgers
- Asset Histories
- Asset Sale
- Asset Transfer

Asset Home

This section covers conceptual information, procedures, and field descriptions to the Asset Home workspace.

Asset Home Concepts



In this workspace, you can:





- Create new assets.
- Reuse assets.
- Search and view asset information.
- Print asset information.
- Attach documents.
- Delete assets.

Asset Home Fields

This section includes fields and descriptions of the Asset Home workspace.

Card Part Actions

Button	Description
+ New Asset	Click to add new asset.
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Reuse Asset	Click to add new tax depreciation table.
Other Actions	Click this drop-down and select on the following actions:

Button	Description
	<ul style="list-style-type: none"> Print Asset Attach Document Delete Asset
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Information Tab

This section includes fields and descriptions for the Information tab of the Asset Home workspace.

Asset Home Island

Field	Description
Asset No.	This field displays the asset number.
Asset Group	This field displays the asset group the asset is in.
Asset Sub-Group	This field displays the asset's sub-group.
Description	This is the description of the asset.
Model	This is the model of the asset.
Located	This is where the asset is located.
Serial No.	Here you can enter the serial number of the asset. It is purely for reference.

Field	Description
Internal Serial No.	Here you can enter the serial number you use internally, if applicable. It is purely for reference.
Company	In this field you can indicate the name and number of the company to which the current asset is attached.
Responsible	Here you enter the name and number or initials of the person who is responsible for the asset.
Employee	If you specify an employee name and number in this field, this employee name and number will be transferred to the G/L entry every time a posting related to this asset takes place.
Acquisition Responsible	In this field you enter the name or initials of the person who is responsible for buying the asset.
Acquired	In this field you enter the date the asset was acquired. It is also the date the depreciation takes effect.
Liquidation Responsible	This field shows the name of the person who was responsible for selling or transferring the asset.
Closed	This field shows the date the asset was either sold or transferred to another asset, if applicable.
Transferred To	This field shows the number of the new asset to which the asset was transferred, if applicable.

Amounts Island

Field	Description
Net Book Value	This field shows the net book value information.
Financial Information	This field shows the financial information.
Tax Depreciation Information	This field shows the tax depreciation information.

History Island

Field	Description
Acquisition Responsible	In this field you enter the name or initials of the person who is responsible for buying the asset.
Acquired	In this field you enter the date the asset was acquired. It is also the date the depreciation takes effect.

Field	Description
Liquidation Responsible	This field shows the name of the person who was responsible for selling or transferring the asset.
Closed	This field shows the date the asset was either sold or transferred to another asset, if applicable.
Transferred To	This field shows the number of the new asset to which the asset was transferred, if applicable.

Setup Tab

This section includes fields and descriptions for the Setup tab of the Asset Home workspace.

Setup Island

Field	Description
Assessed Value	If you specify an employee name and number in this field, this employee name and number will be transferred to the G/L entry every time a posting related to this asset takes place.
Market Value	In this field you enter the asset's market value, if it is a property.
Lien	In this field you enter the mortgage value, if applicable.
Insured Value	In this field you enter the insured value, if applicable.
Policy No.	If the asset is insured, enter your policy number here.
Internal Markup	In this field you enter the internal markup if the asset is bought within the company.
Internal Purchase	Mark this field if the asset is bought within the company.

Contact Island

Field	Description
Responsible	Here you enter the name and number or initials of the person who is responsible for the asset.
Employee	If you specify an employee name and number in this field, this employee name and number will be transferred to the G/L entry every time a posting related to this asset takes place.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of an access level.

Technical Data Island

Field	Description
Technical Data 1-3	Here you enter various technical data about the asset.

Remarks Island

Field	Description
Remarks 1-10	Here you can enter any comments about the asset.

Dimensions Tab

This section includes fields and descriptions for the Dimensions tab of the Asset Home workspace.

Company Island

Field	Description
Company	In this field you can indicate the name and number of the company to which the current asset is attached.
Currency	This field displays the currency used as base currency in the company specified in the field "Company No." above.

Job Information Island

Field	Description
Job No.	The job number for the job you want to associate with the selected asset. If the asset entry has the type depreciation, and Post Depreciation as Job Entry is set, a job entry with this job number is created.
Task Name	The task that is added to asset entries, when these are created for the selected asset. If the asset entry has the type depreciation, and Post Depreciation as Job Entry is set, a job entry with this task is created.

Field	Description
Post Depreciation as Job Entry, if job specified	When depreciating an asset, if this value is set, a job entry is posted.

Dimensions Island

Field	Description
Location	Here you enter a value for the Location dimension. If no value is entered or derived, the default value from the System Parameter window in the set-up module is used. See the chapter "Introduction to the G/L module" for a description of dimension derivations.
Entity	The functionality of this field is similar to that of the field "Location" above.
Project	The functionality of this field is similar to that of the field "Location" above.
Purpose	The functionality of this field is similar to that of the field "Location" above.
Specification 2-3	The functionality of this field is similar to that of the field "Location" above.
Local Specification 1-3	The functionality of this field is similar to that of the field "Location" above.

Depreciation Setup Tab

This section includes fields and descriptions for the Depreciation Setup tab of the Asset Home workspace.

Book Depreciation Information Island

Field	Description
Disallow Automatic Book Depreciation	Select this check box to disallow the automatic book depreciation in the Depreciations tab of the Registrations section. When this check box is selected, you are required to depreciate the assets manually in the Adjustments tab of the Registrations section.
Depreciation Method	Here you enter the depreciation method. You can choose between the methods that are defined in the Depreciation Methods pop-up field. If nothing is entered, the value will be copied from the asset group.
Depreciation Start Date	This field shows the date when the asset starts to depreciate. It must be earlier or the same as the depreciation base date.

Field	Description
Depreciation Period	Here you enter the number of months the asset is to be depreciated over. If nothing is entered, the value will be copied from the asset group.
Depreciation Base Date	This field shows the date when you purchased the asset.
Periods After Depreciation Base Date	This field shows the number of months the asset is to be depreciated after the depreciation base date.
Last Depreciation	This is the date the asset was last depreciated.

Tax Depreciation Information Island

Field	Description
Disallow Automatic Tax Depreciation	Select this check box to disallow the automatic tax depreciation in the Adjustments tab of the Registrations section. When this check box is selected, you are required to depreciate the assets in the Depreciations tab of the Registrations section.
Asset Cost Factor	Enter the taxable value of the asset, which can be more than the cost price. This field allows you to adjust the taxable value. It is independent from the other fields in the Tax Depreciation Information island.
Yearly Percentage	This field shows the yearly percentage according to the number specified in the Years field.
First Year Factor	Enter the first year factor that balances the asset depreciation in the first year's limit. The value in this field extends the depreciation into an additional fiscal year in the end. The default value 100% indicates that there is no change to the amount.
First Year Percentage	This field shows the first year percentage when the Yearly Percentage field is further restricted by the First Year Factor field for the first year only.
Table	Enter or select the Tax Depreciation Table name to use in the table-based depreciation. Note: You cannot use the tax depreciation table in combination with the Years, First Year Factor, or Strict Yearly Limit fields.
Years	Specify the number of years to depreciate the asset using the straight line depreciation.

Field	Description
Strict Yearly Limit	Specify whether the yearly percentage is set as a limit for each year. Delayed depreciation cannot be added on top of the yearly percentage. This field is deselected by default, which allows depreciation if the accumulated yearly depreciation do not exceed the accumulated yearly percentage.

Documents Tab

This section includes fields and descriptions for the Documents tab of the Asset Home workspace.

Documents Tab

Field	Description
Document	This field shows the document name.
Type	This field shows the document type.
Size	This field shows the document size.
Changed on	This field shows the date where the document was changed.
Changed by	This field shows who changed the document information.
Remark	Here you can enter remarks about the document.

Asset Home Procedures

This section describes the steps you need for the Asset Home workspace.

Create a New Asset

Use these steps to create a new asset.

To create a new asset:

1. Under the General Ledger menu section, go to **Fixed Assets » Assets » Asset Home**.
2. Click **+ New Asset**.
The **Create Asset** popup displays.
3. Enter the applicable information in the required fields.
4. Click **Continue**.

5. Enter the additional information in the required fields.
6. Click **Create**.

Asset Ledgers

This section covers conceptual information, procedures, and field descriptions to the Asset Ledgers workspace.

Asset Ledgers Concepts

You can view asset ledger information in this workspace.

Asset Ledgers Fields

This section includes fields and descriptions of the Asset Ledgers workspace.

Selection Criteria Island

Field	Description
Entry Date	Here you define the period for which you wish to see transactions.
Asset Transaction Type	Here you enter the asset transaction type you wish to see. If you leave the pop-up blank, the table part will show all asset transaction types.
Sub-Type	This field shows "Internal Sale" or "Transfer" if the transaction is for a sale or transfer to another asset.
Include Unapproved	If you mark this field, the table part will also display entries which have not yet been approved. Note that if you have marked this field, the field "Amount, Enterprise" in the table part of the window will display the value zero on all unapproved asset entries, as the contents of that field are not calculated until the asset adjustment in question has been approved.







Asset Entries Island

Field	Description
Adjustment No.	This field shows the adjustment number the transaction is for.
Line No.	This field shows the transaction line number in the asset adjustment.
Date	This field shows the entry date for the adjustment in question.
Transaction No.	This field shows the transaction number of the adjustment.

Field	Description
Transaction Type	This field shows the transaction type of the adjustment.
Amount, Adjustment Currency	This field shows the amount of the transaction in question in the base currency of the company to which the asset in question is assigned.
Amount, Asset Base	This field displays the amount of the transaction in the currency of the company to which the asset entry in question is/was assigned.
Amount, Asset Enterprise	This field shows the amount of the transaction in question in the system's enterprise currency.
Pct. Sold	This field shows the percentage sold, if applicable.
Gain/Loss, Adjustment Base	This field shows any losses/gains generated as a result of the transaction in question. The amount is displayed in base currency.
Gain/Loss, Adjustment Enterprise	This field shows any losses/gains generated as a result of the transaction in question. The amount is displayed in enterprise currency.
Entry Description	This field shows any comments relating to the transaction.
Asset Transaction Type	This field shows the asset transaction type.
Sub-Type	This field shows "Internal Sale" or "Transfer" if the transaction is for a sale or transfer to another asset.
Company No.	This field displays the number of the company assigned to the current transaction.
Location	This field displays a value for the Location dimension. The value is transferred from the asset adjustment.
Entity	The functionality of this field is similar to that of the field "Location" above.
Project	The functionality of this field is similar to that of the field "Location" above.
Purpose	The functionality of this field is similar to that of the field "Location" above.
Spec 2-3	The functionality of this field is similar to that of the field "Location" above.
Local Spec. 1-3	The functionality of this field is similar to that of the field "Location" above.

Field	Description
Transferred to Asset No.	This is the new asset number, if applicable.
Approved	This field is marked if the transaction is approved.
Journal No.	This is the journal number. It is shown once the asset adjustment is approved.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Asset Histories

This section covers conceptual information, procedures, and field descriptions to the Asset Histories workspace.

Asset Histories Concepts

You can view asset histories in this workspace.

Asset Histories Fields

This section includes the fields and descriptions for the Asset Histories workspace.



Selection Criteria Island





Field	Description
Entry Date	In this field, specify the entry date to select a asset history.

Changes Island

Field	Description
Date	This is the date the change was entered.
Field Name	This is the name of the field which was changed.
Changed by	This is the name of the user who entered the change.
Changed From	This is the content of the field before it was changed.
Changed To	This is the content of the field after the change.
Entry Description	In this field you must enter the reason for the change.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.

Button	Description
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Asset Sale

This section covers conceptual information, procedures, and field descriptions to the Asset Sale workspace.

Asset Sale Concepts

In this workspace, you can:

- View asset sales.
- Approve asset sales.

Asset Sale Fields

This section includes the fields and descriptions for the Asset Sale workspace.

Asset Sale Island

Field	Description
Asset No.	This field displays the asset number.
Asset Group	This field displays the asset group the asset is in.

Field	Description
Asset Sub-Group	This field displays the asset's sub-group.
Description	This is the description of the asset.
Model	This is the model of the asset.
Located	This is where the asset is located.



Company Island

Field	Description
Company	This field displays the name and number of the company assigned to the current asset.

Asset Adjustment Island

Field	Description
Automatic Approval	Check this box to enable automatic approval for asset adjustments.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Approve Sale	Click this action to approve an asset sale.

Asset Sale Procedures

This section describes the steps you need for the Asset Sale workspace.

Approve Asset Sales

Use these steps to approve asset sale.

To approve an asset sale:

1. Under the General Ledger menu section, go to **Fixed Assets » Registration » Asset Sale**.
2. Click **Approve Sale**.

Asset Transfer

This section covers conceptual information, procedures, and field descriptions to the Asset Transfer workspace.

Asset Transfer Concepts

In this workspace, you can:

- View asset transfer information.
- Approve asset transfer.

Asset Transfer Fields

This section includes the fields and descriptions for the Asset Transfer workspace.

Asset Transfer Island

Field	Description
Asset No.	This field displays the asset number.
Asset Group	This field displays the asset group the asset is in.
Asset Sub-Group	This field displays the asset's sub-group.
Description	This is the description of the asset.
Model	This is the model of the asset.
Located	This is where the asset is located.



Company Island

Field	Description
Company	This field displays the name and number of the company assigned to the current asset.

Asset Adjustment Island

Field	Description
Automatic Approval	Check this box to enable automatic approval for asset adjustments

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Approve Transfer	Click this action to approve an asset transfer.

Asset Transfer Procedures

This section describes the steps you need for the Asset Transfer workspace.

Approve Asset Transfer

Use these steps to approve asset transfers.

To approve an asset transfer:

1. Under the General Ledger menu section, go to **Fixed Assets » Registration » Asset Sale**.
2. Click **Approve Transfer**.

Asset Transactions Submenu

This submenu contains the following workspaces:

- Asset Adjustment
- Asset Internal Sale
- Asset Relocation
- Depreciations
- Unassigned Vendor Invoices

Asset Adjustment

This section covers conceptual information, procedures, and field descriptions to the Asset Adjustment workspace.

Asset Adjustment Concepts

In this workspace, you can:

- View asset adjustment information.
- Create new asset adjustment.
- Approve asset adjustment.
- Print asset adjustment.
- Delete asset adjustment.

Asset Adjustment Fields

This section includes the fields and descriptions for the Asset Adjustment workspace.

Asset Adjustment Island

Field	Description
My Adjustment	This dropdown displays asset information for the selected asset adjustments.
All Adjustments	This dropdown shows asset information for the selected asset adjustments, including all adjustments.
Search for Asset Adjustments	Enter asset information in this field.

Journal Island

Field	Description
Asset Adjustment No.	This field shows the number given to the asset adjustment. The number is taken from the Asset Adjustment system numbers.
Company	This field shows the name and number of the company to which the asset is attached.

Transaction Numbering Island

Field	Description
Transaction Type	This field shows a default transaction type to be used when creating the lines. The default transaction type that is set up for the asset adjustment in the given company will be shown initially.
Number Series	This field shows a transaction number series created in the popup field "Transaction No. Series" in the window Popup Fields in the Set-Up module. If you select a number series, Maconomy will automatically number your journal lines.

Status Island

Field	Description
Created by	This field shows the user name of the person who created the asset adjustment and the date on which it was created.
Created Date	This field shows the date on which the asset adjustment was created.
Approved by	This field shows the user name of the person who approved the asset adjustment and the date on which it was approved.
Approved Date	This field shows the date on which the asset adjustment was approved.







Entries Island

Field	Description
Date	This field shows the date on which the adjustment was entered.
Transaction No.	The number of the transaction that generated the asset adjustment.
Transaction Type	This field is the transaction type of the entry line.
Asset No.	This field shows the number of the asset to which the adjustment pertains.
Asset Transaction Type	This field shows the asset transaction type.
Amount, Adjustment	This field shows the amount of the adjustment in question in the base currency of the company to which the asset in question is assigned.
Amount, Asset Base	This field shows the amount of the adjustment in the currency of the company to which the asset entry in question is/was assigned.
Sub-Type	This field shows one of the following values:

Field	Description
	<p>Sale or Transfer if the transaction is related to a sale or transfer of an asset to another group.</p> <p>Relocation or Internal Sale if the transaction relates to an internal asset relocation or sale to another department in the company.</p>
Asset Group	This field shows the group to which the asset belongs.
Asset Sub-Group	This field shows the sub-group to which the asset belongs.
Pct. Sold	This field shows the sales percentage, if applicable.
Entry Description	This field shows the text for the entry.
Company No.	This field shows the number of the company for which the asset is registered.
Location	This field shows the Location value that Maconomy transfers from the asset.
Entity	This field shows the entity dimension value which is assigned to the current entry.
Project	This field shows the project dimension value which is assigned to the current entry.
Purpose	This field shows the purpose dimension value which is assigned to the current entry.
Spec. 2-3	This field shows the values in the dimensions Specification 2-3 assigned to the current entry.
Local Spec. 1-3	This field shows the values in the dimensions Local Specification 1-3 assigned to the current entry.
New Asset Group	This column shows the new asset group, if the asset adjustment is for a sale or transfer to another asset .
New Asset Number	This is the new asset number, if the asset adjustment is for transfer to another asset group.

Card Part Actions

Button	Description
+ New Asset Adjustment	Click this button to create a new asset adjustment.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.

Button	Description
Revert	Click this action to undo changes made.
Approve	Click this action to approve asset adjustment.
Print Asset Adjustment	Click this action to print asset adjustment.
Delete Asset Adjustment	Click this action to delete asset adjustment.
	Click to refresh data in the current workspace.
	Click to display the list view.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Asset Adjustment Procedures

This section describes the steps you need for the Asset Adjustment workspace.

Create New Asset Adjustment

Use these steps to create a new asset adjustment.

To create a new asset adjustment:

1. Under the General Ledger menu section, go to **Fixed Assets » Registration » Asset Adjustment**.
2. Click **+ New Asset Adjustment**.
The **Create Asset Adjustment** popup displays.
3. Enter information in the required fields.
4. Click **Create**.

Approve Asset Adjustment

Use these steps to approve an asset adjustment.

To approve an asset adjustment:

1. Under the General Ledger menu section, go to **Fixed Assets » Registration » Asset Adjustment**
2. Select the asset adjustment you want to approve.
3. Click **Approve**.

Print Asset Adjustment

Use these steps to print an asset adjustment.

To print an asset adjustment:

1. Under the General Ledger menu section, go to **Fixed Assets » Registration » Asset Adjustment**.
2. Select the asset adjustment you want to print.
3. Click **Print**.

Delete Asset Adjustment

Use these steps to delete an asset adjustment.

To delete an asset adjustment:

1. Under the General Ledger menu section, go to **Fixed Assets » Registration » Asset Adjustment**.
2. Select the asset adjustment you want to delete.
3. Click **Delete Asset Adjustment**.

Asset Internal Sale

This section covers conceptual information, procedures, and field descriptions to the Asset Internal Sale workspace.

Asset Internal Sale Concepts

In this workspace, you can:

- View internal asset sales.
- Approve internal asset sales.

Asset Internal Sale Fields

This section includes the fields and descriptions for the Asset Internal Sale workspace.

Selection Criteria

Field	Description
Asset No.	In this field, you can enter the range of asset numbers to be included in the asset sale.
Asset Group	In this field, you can select the asset group to be included in the asset sale.
Asset Sub-Group	In this field, you can select the asset sub-group to be included in the asset sale.
Job No.	In this field, you can select the asset sub-group to be included in the asset relocation.
Activity	In this field, you can select the activity that is currently associated with the fixed asset.
Company No.	<p>In these fields, you can enter a range of values for the dimension Company to be included in the asset sale.</p> <p>If this field is completed, Maconomy performs a normal dimension derivation procedure. See the description of the multi-company model in the G/L module for further information about dimension derivation in Maconomy.</p> <p>A new asset is created with the specified dimension values in the specified company. Furthermore, intercompany balancing will be created between the two companies when the asset journal is posted, unless the system parameter "Create inter- company entries for companies with same parent company" is not marked, and the two companies involved are both assigned to the same parent company.</p> <p>If the field is not completed, the dimension value for the asset being sold will remain unchanged. The dimension value is copied from the asset's information card in the window Assets.</p>
Task	In this field, you can select the task that is currently associated with the fixed asset.

New Information Island

Field	Description
Company No.	Select the company number with which you now want to associate the fixed asset.
Job No.	Select the job number with which you now want to associate the fixed asset.
Activity	Select the activity with which you now want to associate the fixed asset.


Field	Description
Task	Select the task with which you now want to associate the fixed asset.
Location	<p>In this field, you can enter a new value for the dimension Location. The new value will be assigned to the asset that is relocated.</p> <p>If this field has been completed, Maconomy performs a normal dimension derivation procedure. See the description of the multi-company model in the G/L module for further information about dimension derivation in Maconomy.</p> <p>If assets are relocated from one location to another, Maconomy will create an asset adjustment and an asset journal.</p> <p>If the field is not completed, Maconomy keeps the dimension value for the asset being relocated. The dimension value is copied from the asset's information card in the window Assets.</p>
Entity	The functionality of this field is similar to that of the field "Location."
Project	The functionality of this field is similar to that of the field "Location."
Purpose	The functionality of this field is similar to that of the field "Location."
Spec. 2-3	The functionality of this field is similar to that of the field "Location."
Local Spec. 1-3	The functionality of this field is similar to that of the field "Location."

Posting Island

Field	Description
Entry Date	In this field, you enter the entry date for the asset sale. The entry date will be registered along with the asset's standard information as acquisition date on the new asset. Maconomy automatically suggests today's date as entry date. The date specified must be within the open posting period.
Entry Description	In this field, you can enter an entry description text.
Transaction Type	In this field, you can enter a transaction type. You can select all existing transaction types valid for the asset journal. It has no effect on the fields "Transaction Number Series" and "Transaction No." If the field "Transaction Type" is empty, the system will derive a transaction type. If you select a specific transaction type, this will be validated when pressing OK and will be copied to the newly created asset entries, adjustments, and journals. The validation will test if the given transaction type is allowed for the (company number, user, asset journal) combination. The sale is allowed only if a valid transaction type was entered by the user or derived by the system.

Field	Description
Transaction Number Series	<p>In this field, you can select a transaction number series for the asset journals created in connection with the asset sale. If a transaction number series is specified in this field, the next available transaction number in the transaction number series is automatically assigned to the asset entries by Maconomy.</p> <p>All entries created as a result of the asset sale will be assigned consecutive transaction numbers which will be drawn from the transaction number series of the respective companies to which the assets are assigned. If no Transaction Number Series is set, and no Transaction No. either, the system will try to derive a Transaction Number Series.</p> <p>Please note that no transaction number series will be selected if a transaction number is manually entered in the field "Transaction Number."</p>
Transaction No.	In this field, you can select a transaction number for the asset journals created in connection with the asset sale.
Responsible	In this field, you can enter the name of a new responsible person for the asset.
Post	If this field is marked, all asset selections created are automatically approved and posted in connection with a sale of assets.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Approve Internal Sales	Click this action to approve internal asset sales.

Asset Internal Sale Procedures

This section describes the steps you need for the Asset Internal Sale workspace.

Approve Asset Internal Sale

Use these steps to approve asset internal sales.

To approve an asset internal sale:

1. Under the General Ledger menu section, go to **Fixed Assets » Registration » Asset Internal Sale**.
2. Click **Approve Internal Sales**.

Asset Relocation

This section covers conceptual information, procedures, and field descriptions to the Asset Relocation workspace.

Asset Relocation Concepts

In this workspace, you can:

- View asset relocation information.
- Approve asset relocation.

Asset Relocation Fields

This section includes the fields and descriptions for the Asset Relocation workspace.

Selection Criteria Island

Field	Description
Asset No.	In this field, you can enter the range of asset numbers to be included in the asset relocation.
Asset Group	In this field, you can select the asset group to be included in the asset relocation.
Asset Sub-Group	In this field, you can select the job number that is currently associated with the fixed asset.
Job No.	In this field, you can select the asset sub-group to be included in the asset relocation.
Activity	In this field, you can select the asset sub-group to be included in the asset relocation.

Field	Description
Company No.	<p>In these fields, you can enter a range of values for the dimension Company to be included in the asset sale.</p> <p>If this field is completed, Maconomy performs a normal dimension derivation procedure. See the description of the multi-company model in the G/L module for further information about dimension derivation in Maconomy.</p> <p>A new asset is created with the specified dimension values in the specified company. Furthermore, intercompany balancing will be created between the two companies when the asset journal is posted, unless the system parameter "Create inter- company entries for companies with same parent company" is not marked, and the two companies involved are both assigned to the same parent company.</p> <p>If the field is not completed, the dimension value for the asset being sold will remain unchanged. The dimension value is copied from the asset's information card in the window Assets.</p>
Task	In this field, you can select the task that is currently associated with the fixed asset.

New Information Island

Field	Description
Company No.	Select the company number with which you now want to associate the fixed asset.
Job No.	Select the job number with which you now want to associate the fixed asset.
Activity	Select the activity with which you now want to associate the fixed asset.
Task	Select the task with which you now want to associate the fixed asset.
Transfer Dimension From Employee	If this field is marked, all dimension are transferred from employee.
Location	<p>In this field, you can enter a new value for the dimension Location. The new value will be assigned to the asset that is relocated.</p> <p>If this field has been completed, Maconomy performs a normal dimension derivation procedure. See the description of the multi-company model in the G/L module for further information about dimension derivation in Maconomy.</p> <p>If assets are relocated from one location to another, Maconomy will create an asset adjustment and an asset journal.</p>


Field	Description
	If the field is not completed, Maconomy keeps the dimension value for the asset being relocated. The dimension value is copied from the asset's information card in the window Assets.
Entity	The functionality of this field is similar to that of the field "Location."
Project	The functionality of this field is similar to that of the field "Location."
Purpose	The functionality of this field is similar to that of the field "Location."
Spec. 2-3	The functionality of this field is similar to that of the field "Location."
Local Spec. 1-3	The functionality of this field is similar to that of the field "Location."

Posting Island

Field	Description
Entry Date	In this field, you enter the entry date for the asset sale. The entry date will be registered along with the asset's standard information as acquisition date on the new asset. Maconomy automatically suggests today's date as entry date. The date specified must be within the open posting period.
Entry Description	In this field, you can enter an entry description text.
Transaction Type	In this field, you can enter a transaction type. You can select all existing transaction types valid for the asset journal. It has no effect on the fields "Transaction Number Series" and "Transaction No." If the field "Transaction Type" is empty, the system will derive a transaction type. If you select a specific transaction type, this will be validated when pressing OK and will be copied to the newly created asset entries, adjustments, and journals. The validation will test if the given transaction type is allowed for the (company number, user, asset journal) combination. The sale is allowed only if a valid transaction type was entered by the user or derived by the system.
Transaction Number Series	<p>In this field, you can select a transaction number series for the asset journals created in connection with the asset relocation. If a transaction number series is specified in this field, the next available transaction number in the transaction number series is automatically assigned to the asset entries by Maconomy.</p> <p>All entries created as a result of the asset relocation will be assigned consecutive transaction numbers which will be drawn from the transaction number series of the respective companies to which the assets are assigned. If no Transaction Number Series is set, and no Transaction No. either, the system will try to derive a Transaction Number Series.</p>

Field	Description
	Please note that no transaction number series will be selected if a transaction number is manually entered in the field "Transaction Number."
Transaction No.	In this field, you can select a transaction number for the asset journals created in connection with the asset relocation. All entries created as a result of the asset relocation will be assigned the same transaction number. If no number is entered, the system will try to derive one from the Transaction Type. Please note that no transaction number series will be selected, if a transaction number is manually entered in this field.
Responsible	In this field, you can enter the name of a new responsible person for the asset.
Post	If this field is marked, all asset selections created are automatically approved and posted in connection with a relocation of assets.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Approve Relocation	Click this action to approve an asset relocation.

Asset Relocation Procedures

This section describes the steps you need for the Asset Relocation workspace.

Approve Asset Relocation

Use these steps to approve relocation.

To approve an asset relocation:

1. Under the General Ledger menu section, go to **Fixed Assets » Registration » Asset Sale**.
2. Click **Approve Transfer**.

Depreciations

This section covers conceptual information, procedures, and field descriptions to the Depreciations workspace.

Depreciations Concepts

In this workspace, you can:

- View depreciation information.
- Calculate depreciation.

Depreciations Fields

This section includes the fields and descriptions for the Depreciations workspace.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can limit the target group to cover only a range of locations.
Entity	The functionality of this field is similar to that of the field "Location."
Project	The functionality of this field is similar to that of the field "Location."
Purpose	The functionality of this field is similar to that of the field "Location."
Spec. 2-3	The functionality of this field is similar to that of the field "Location."
Local Spec. 1-3	The functionality of this field is similar to that of the field "Location."

Selection Criteria

Field	Description
Asset Group	In this field, you can limit the target group to cover only one asset group. If you leave the pop-up blank, the adjustment will include all asset groups.
Asset Sub-Group	In these fields, you can limit the target group to cover only a range of asset sub-groups. If you do not enter values in these fields, the adjustment will include all asset sub-groups.
Asset No.	In these fields, you can limit the target group to cover only a range of assets.


Field	Description
Company No.	In these fields, enter a range of company numbers for which you wish to see asset adjustments. Maconomy creates one adjustment for each company in the specified range.

Posting Island

Field	Description
Entry Date	In this field, you enter an entry date. All entries created in connection with the current asset adjustment will be assigned this entry date. Maconomy will automatically suggest the date of today in this field. The suggested date can be changed manually.
Trans. Type	In this field, you enter the transaction type for the depreciation adjustment. The transaction type validated, and in case of invalid transaction type a warning will be issued. If you do not enter a transaction type, the system will try to derive one. The value in this field has no effect on the fields Transaction Number Series and Transaction Number.
Number Series	<p>In this field, you can select a transaction number series for the asset journals created in connection with the current asset adjustment. Transaction number series are created in the window Popup Fields in the Set-Up module. If a transaction number series is specified in this field, the next available transaction number in the transaction number series is automatically assigned to the asset journals.</p> <p>All entries created as a result of the asset adjustment will be assigned the same transaction number.</p> <p>Please note that no transaction number series will be selected if a transaction number is manually entered in the field "Transaction Number." If neither this field nor Transaction Number has a value, the system will try to derive a Transaction Number Series.</p>
Trans. No.	<p>In this field, you can select a transaction number for the asset journals created in connection with the asset adjustment. All entries created as a result of the asset adjustment will be assigned the same transaction number.</p> <p>Please note that no transaction number series will be selected if a transaction number is manually entered in this field.</p> <p>A transaction number can be reused, if the field "Reuse Trans. No." is marked in the window System Information in the Set-Up module.</p>
Entry Description	In this field, you can enter a note to the adjustment.
Book Depreciation	Select this field to include the regular book depreciation in the calculation.

Field	Description
Tax Depreciation	Select this field to enable Maconomy to always automatically depreciate the greatest amount possible within the limitations you specified on the compensation model.
Automatic Approval	<p>This field controls the approval of the asset adjustment created for the depreciation, as follows:</p> <p>If Automatic Approval is selected, the asset adjustment will be approved automatically.</p> <p>If Automatic Approval is not selected, the asset adjustment will be created, but not approved, so it can be edited.</p> <p>By default, Automatic Approval is selected. If Automatic Posting is selected, the asset adjustment will be approved automatically and the asset depreciation journal will be posted automatically.</p>
Automatic Posting	If you mark this field, asset adjustments will automatically be approved and posted in connection with creation of the current asset depreciations.

Card Part Actions

Button	Description
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Calculate Depreciation	Click this action to calculate depreciation.
	Click to refresh data in the current workspace.

Depreciations Fields

This section includes the fields and descriptions for the Depreciations workspace.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can limit the target group to cover only a range of locations.
Entity	The functionality of this field is similar to that of the field "Location."
Project	The functionality of this field is similar to that of the field "Location."

Field	Description
Purpose	The functionality of this field is similar to that of the field "Location."
Spec. 2-3	The functionality of this field is similar to that of the field "Location."
Local Spec. 1-3	The functionality of this field is similar to that of the field "Location."

Selection Criteria

Field	Description
Asset Group	In this field, you can limit the target group to cover only one asset group. If you leave the pop-up blank, the adjustment will include all asset groups.
Asset Sub-Group	In these fields, you can limit the target group to cover only a range of asset sub-groups. If you do not enter values in these fields, the adjustment will include all asset sub-groups.
Asset No.	In these fields, you can limit the target group to cover only a range of assets.
Company No.	In these fields, enter a range of company numbers for which you wish to see asset adjustments. Maconomy creates one adjustment for each company in the specified range.


Posting Island

Field	Description
Entry Date	In this field, you enter an entry date. All entries created in connection with the current asset adjustment will be assigned this entry date. Maconomy will automatically suggest the date of today in this field. The suggested date can be changed manually.
Trans. Type	In this field, you enter the transaction type for the depreciation adjustment. The transaction type validated, and in case of invalid transaction type a warning will be issued. If you do not enter a transaction type, the system will try to derive one. The value in this field has no effect on the fields Transaction Number Series and Transaction Number.
Number Series	In this field, you can select a transaction number series for the asset journals created in connection with the current asset adjustment. Transaction number series are created in the window Popup Fields in the Set-Up module. If a transaction number series is specified in this field, the next available transaction number in the transaction number series is automatically assigned to the asset journals. All entries created as a result of the asset adjustment will be assigned the same transaction number.

Field	Description
	Please note that no transaction number series will be selected if a transaction number is manually entered in the field "Transaction Number." If neither this field nor Transaction Number has a value, the system will try to derive a Transaction Number Series.
Trans. No.	In this field, you can select a transaction number for the asset journals created in connection with the asset adjustment. All entries created as a result of the asset adjustment will be assigned the same transaction number. Please note that no transaction number series will be selected if a transaction number is manually entered in this field. A transaction number can be reused, if the field "Reuse Trans. No." is marked in the window System Information in the Set-Up module.
Entry Description	In this field, you can enter a note to the adjustment.
Book Depreciation	Select this field to include the regular book depreciation in the calculation.
Tax Depreciation	Select this field to enable Maconomy to always automatically depreciate the greatest amount possible within the limitations you specified on the compensation model.
Automatic Approval	This field controls the approval of the asset adjustment created for the depreciation, as follows: If Automatic Approval is selected, the asset adjustment will be approved automatically. If Automatic Approval is not selected, the asset adjustment will be created, but not approved, so it can be edited. By default, Automatic Approval is selected. If Automatic Posting is selected, the asset adjustment will be approved automatically and the asset depreciation journal will be posted automatically.
Automatic Posting	If you mark this field, asset adjustments will automatically be approved and posted in connection with creation of the current asset depreciations.

Card Part Actions

Button	Description
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Calculate Depreciation	Click this action to calculate depreciation.

Button	Description
	Click to refresh data in the current workspace.

Depreciations Procedures

This section describes the steps you need for the Depreciations workspace.

Calculate Depreciation

Use these steps to calculate depreciation.

To calculate depreciation:

1. Under the General Ledger menu section, go to **Fixed Assets » Registration » Depreciation Adjustment**.
2. Click **Calculate Depreciation**.

Unassigned Vendor Invoices

This section covers conceptual information, procedures, and field descriptions to the Unassigned Vendor Invoices workspace.

Unassigned Vendor Invoices Concepts

In this workspace, you can:

- View unassigned vendor invoice information.
- Create assets from draft.

Unassigned Vendor Invoices Fields

This section includes the fields and descriptions for the Unassigned Vendor Invoices workspace.

Information Island

Field	Description
Vendor No.	This field displays the vendor number.
Entry Description	In this field, enter a description.
Quantity	This field displays the quantity.

Field	Description
Unit Price	This field displays the price per unit.
Tax Code	This field displays the tax code.
Tax	This field displays the tax amount.
Amount Excl. Tax	This field displays the amount excluding tax.

Company Island

Field	Description
Company	This field displays the number of the company.

Job Island

Field	Description
Job	This field displays the job name.
Employee	This field displays the employee name.
Task	This field displays the task name.

Purchase Order Island




Field	Description
Purchase Order Island	This field displays the purchase order number.




Asset Drafts Island

Field	Description
Asset Group	If Asset Number is filled, Asset Group will be automatically filled in. If no Asset Number is given, Asset Group is mandatory.
Asset Sub-Group	Use this field to enter an asset sub-group. This allows you to work with a sub-division of the traditional asset groups.
Asset Transaction Type	Copy to come.

Field	Description
Number of Assets	The number of assets to be created, only available when Asset Transaction Type is Acquisition.
Employee No.	This field displays the employee number if an employee number is selected.
Asset No.	This field is mandatory if adjustment is to an existing fixed asset; otherwise it is left blank.
Description	This field displays the description of the asset.
Cost, Currency	This field displays the acquisition price for the asset.
Acquired	This field displays the asset acquisition date.
Responsible	This field displays the person responsible for the asset draft.
Model	This field displays the asset model.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Create Assets from Drafts	Click this action to create assets from drafts.
Add Asset Draft	Click this action to add an asset draft.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.

Button	Description
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Unassigned Vendor Invoices Procedures

This section describes the steps you need for the Unassigned Vendor Invoices workspace.

Create Assets from Drafts

Use these steps to create assets from drafts.

To create assets from drafts:

1. Under the General Ledger menu section, go to **Fixed Assets » Registration » Unassigned Vendor Invoices**.
2. Click **Create Assets from Draft**.
The **Create Assets from Draft** popup displays.
3. Enter information in the required fields.
4. Click **Create**.

Lookup Submenu

This submenu contains the following workspaces:

- Asset Entries
- Print Asset Listing
- Show Asset Adjustment

Asset Entries

This section covers conceptual information, procedures, and field descriptions to the Asset Entries workspace.



Asset Entries Concepts

Use this workspace to view asset entries and dimensions information.

Asset Entries Fields

This section includes fields and descriptions of the Asset Entries workspace.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.

Information Tab

This section includes fields and descriptions for the Information tab of the Asset Entries workspace.

Information Island

Field	Description
Asset No.	This field shows the number of the asset to which the adjustment pertains
Asset Group	This field shows the group to which the asset belongs.
Asset Sub-Group	This field shows the sub-group to which the asset belongs.
New Asset Number	This is the new asset number, if the asset adjustment is for transfer to another asset group.
New Asset Group	This column shows the new asset group, if the asset adjustment is for a sale or transfer to another asset.

Entries Island

Field	Description
Entry Date	This field shows the date on which the entry was entered.
Entry Description	This field shows the text for the entry.
Transaction	Copy to come.
Journal	Copy to come.

Amounts Island

Field	Description
Adjustment Currency	This field shows the amount of the adjustment in question in the base currency of the company to which the asset in question is assigned.
Asset Base	This field shows the amount of the adjustment in the currency of the company to which the asset entry in question is/was assigned.
Enterprise	Copy to come.

Asset Adjustment Island

Field	Description
Asset Adjustment No.	This field shows the asset adjustment number.
Asset Adjustment Line	This field shows the asset adjustment line number.
Asset Transaction Type	This field shows the asset transaction type.
Asset Transaction Sub-Type	This field shows the asset transaction sub-type.
Pct. Sold	This field shows the sales percentage, if applicable.
Approved	This field is marked if the transaction is approved.

Dimensions Tab

This section includes fields and descriptions for the Dimensions tab of the Asset Entries workspace.

Company Island

Field	Description
Company	This field shows the name and number of the company to which the asset is attached.

Job Information Island

Field	Description
Post Depreciation as Job Entry, if job specified	This field shows the name and number of the company to which the asset is attached.

Field	Description
Job No.	This field shows the job number for the job you want to associate with the selected asset. If the asset entry has the type depreciation, and Post Depreciation as Job Entry is set, a job entry with this job number is created.
Activity	This field shows the activity that is added to asset entries, when these are created for the selected asset. You can only use amount activities. If the asset entry has the type depreciation, and Post Depreciation as Job Entry is set, a job entry with this activity is created.
Task Name	This field shows the activity that is added to asset entries, when these are created for the selected asset. You can only use amount activities. If the asset entry has the type depreciation, and Post Depreciation as Job Entry is set, a job entry with this activity is created.

Dimensions Island

Field	Description
Location	This field shows the Location value that Maconomy transfers from the asset.
Entity	This field shows the entity dimension value which is assigned to the current entry.
Project	This field shows the project dimension value which is assigned to the current entry.
Purpose	This field shows the purpose dimension value which is assigned to the current entry.
Specification 2-3	These fields show the values in the dimensions Specification 2 - 3 assigned to the current entry.
Local Specification 1-3	These fields show the values in the dimensions Local Specification 1-3 assigned to the current entry.

Print Asset Listing

This section covers conceptual information, procedures, and field descriptions to the Print Asset Listing workspace.

[Print Asset Listing Concepts](#)

Use this workspace to view and print asset listing.

Print Asset Listing Fields

This section includes the fields and descriptions for the Print Asset Listing workspace.


Selection Criteria Island

Field	Description
Asset No.	In these fields you enter an interval of asset numbers. The print will only include assets with numbers within the entered interval. If you do not enter a delimitation for asset numbers, the print will include all assets.
Asset Group	Here you can limit the target group to one asset group. If you leave the pop-up blank, the list will include all asset groups.
Asset Sub-Group	Here you can enter a range of asset sub-groups.
Period	Here you can enter an interval of dates of asset transactions.
Company No.	In these fields, you can enter a range of company numbers. The printout will only include transactions regarding assets assigned to a company within the specified range.

Currency Island

Field	Description
Reporting Currency	<p>In this field, you can specify the currency in which figures on the printout should be displayed. All report figures will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field "Exchange Rate Date" below. In the conversion, the currency table for sales is used in the case of customers while the currency table for purchases is used in the case of vendors.</p> <p>In the case of G/L accounts, the currency table for sales is used if the account has a debit balance, while the currency table for purchases is used if the account is a credit balance. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.</p>
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field "Reporting Currency".

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Print	Click this action to print asset listing.

Print Asset Listing Procedures

This section describes the steps you need for the Print Asset Listing workspace.

Print an Asset Listing

Use these steps to print asset listing.

To print asset listing:

1. Under the General Ledger menu section, go to **Fixed Assets » Print Asset Listing**.
2. Click **Print**.
The **Print Control** popup displays.
3. Select the applicable information in the **Number Format** and **Layout** fields.
4. Click **Print**.

Show Asset Adjustments

This section covers conceptual information, procedures, and field descriptions to the Show Asset Adjustments workspace.

Show Asset Adjustments Concepts

In this workspace, you can view:

- Asset adjustments.
- Asset transaction numbering.
- Asset status.
- Asset entries.

Show Asset Adjustments Fields

This section includes the fields and descriptions for the Show Asset Adjustment tab.

Show Asset Adjustments

Field	Description
Today's Adjustments	This dropdown displays asset information for the selected asset adjustments made on the current date.
All Adjustments	This dropdown shows asset information for the selected asset adjustments, including all adjustments.
Search for Asset Adjustments	Enter asset information in this field.

Journal Island

Field	Description
Asset Adjustment No.	This field shows the number given to the asset adjustment. The number is taken from the Asset Adjustment system numbers.
Company	This field shows the name and number of the company to which the asset is attached.

Transaction Numbering Island

Field	Description
Transaction Type	This field shows a default transaction type to be used when creating the lines. The default transaction type that is set up for the asset adjustment in the given company will be shown initially.
Number Series	This field shows a transaction number series created in the popup field "Transaction No. Series" in the window Popup Fields in the Set-Up module. If you select a number series, Maconomy will automatically number your journal lines.







Asset Entries Island

Field	Description
Date	This field shows the date on which the adjustment was entered.
Transaction No.	The number of the transaction that generated the asset adjustment.
Transaction Type	The number of the transaction that generated the asset adjustment.

Field	Description
Asset No.	This field shows the number of the asset to which the adjustment pertains.
Asset Transaction Type	This field shows the asset transaction type.
Amount, Adjustment	This field shows the amount of the adjustment in question in the base currency of the company to which the asset in question is assigned.
Amount, Asset Base	This field shows the amount of the adjustment in the currency of the company to which the asset entry in question is/was assigned.
Sub-Type	This field shows one of the following values: Sale or Transfer if the transaction is related to a sale or transfer of an asset to another group Relocation or Internal Sale if the transaction relates to an internal asset relocation or sale to another department in the company.
Asset Group	This field shows the group to which the asset belongs.
Asset Sub-Group	This field shows the sub-group to which the asset belongs.
Pct. Sold	This field shows the sales percentage, if applicable.
Entry Description	This field shows the text for the entry.
Company No.	This field shows the number of the company for which the asset is registered.
Location	This field shows the Location value that Maconomy transfers from the asset.
Entity	This field shows the entity dimension value which is assigned to the current entry.
Project	This field shows the project dimension value which is assigned to the current entry.
Purpose	This field shows the purpose dimension value which is assigned to the current entry.
Spec. 2-3	This field shows the values in the dimensions Specification 2-3 assigned to the current entry.
Local Spec. 1-3	This field shows the values in the dimensions Local Specification 1 assigned to the current entry.
New Asset Group	This column shows the new asset group, if the asset adjustment is for a sale or transfer to another asset.

Field	Description
New Asset Number	This is the new asset number, if the asset adjustment is for transfer to another asset group.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
	Click to display the list view.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

G/L Analyzers Submenu

The Maconomy web client supports the Analyzer report functionality. The application includes a General Ledger report template that is available via a dedicated workspace.

This report workspace is found under the G/L Analyzers submenu.

G/L Analyzers Concepts

Use the G/L Analyzer report workspace to make ad hoc queries to the database and view the query results in table form.

Specifically, you can:

- Customize and run a report.
- Run saved reports.
- Edit saved reports.

- Export your report output to a spreadsheet.
- View finished reports, immediately after the report run or at any time after the fact.

G/L Analyzer Workspaces

G/L Entries Analyzer Workspace

Maconomy users such as finance and accounting managers can use this report template workspace to generate customized reports that capture very specific information from or related to the general ledgers and entries to which they have access.

For each report template workspace, you can create and save as many customized reports as you need and access these saved reports afterwards using the search filter and field at the top of the workspace.

Column Groups

The G/L Entries report allows users to add columns from the following groups:

- Account
 - Under this group are the following column subgroups:
 - Account Information
 - Derived Dimensions
- Local Account
- Entry Information
- Entry
- Company
- Dimensions
- Control Account
 - Under this group are the following column subgroups:
 - Customer
 - A/R Entry
 - Vendor
 - A/P Entry
 - Job Dimensions
 - Employee
 - Item
 - Asset
- Tax

- Posting
 - Under this group is the following column subgroup:
 - Journal Information
- Import Information
- Intercompany Posting
- Export Information

Analyzer Report Fields

This section describes the fields and actions on a web Analyzer workspace.

Header Fields

Field	Description
Report title	Enter a title for the report you are customizing. You can also edit the title of an existing custom saved or finished report.

Header Actions

Button	Description
+ New Report	Click this action to create a customized report.
Run	Click this action to run the current customized report.
Save	Click this action to save your latest changes to your customized report.
Revert	Click this action to undo your latest edits to your customized report. Maconomy reverts to the last saved version.
Other Actions	<p>In a web Analyzer workspace, this dropdown list includes the following actions:</p> <ul style="list-style-type: none"> ■ Delete - Select this action to delete the current customized report. ■ Import - Select this action to import another user's customized report to your application. ■ Export - Select this action to export the current customized report and download it to your local storage. You can share this downloaded report layout file with other users, so they can import it into their application and run it themselves.

Column and Row Selection Tab

This section describes the fields and actions on the Column and Row Selection tab of a web Analyzer workspace.

Column Selection Pane




Use this pane to begin building your report or query. Select the columns you want to include in your customized report.

Pane Actions

Button	Description
+ Add column	Click this action to open the Select Columns dialog, where you can start adding columns to your customized report.

Pane Fields

Once you add columns to your report, the following fields and icons display on the pane.

Field	Description
	If you want to move the current column to a different location in the report, click this icon then drag and drop the column line to its new location.
Column Name	This field displays the name of the current column.
Subtotal	<p>Select this check box if you want your customized report to include subtotals for the current column.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p>Note: After you add a value column to the report, this check box is grayed out for all non-value columns that come after the value column.</p> </div>
Column Title	<p>If you want to rename the current column, enter your preferred name in this field.</p> <p>Maconomy automatically updates the column name in the Preview pane.</p>
	Click this icon to delete the current column from your customized report.
	Click this icon to add a new column after the current column line.

Column Sort Order Selection Pane




Use this pane to sort the columns in your report.

Pane Actions

Button	Description
+ Add sort order column	<p>Click this action to open the Select Columns dialog, where you can select the column/s against which you want Maconomy to sort the rows in your report.</p> <p>The Select Columns dialog only lists the columns already added to your report.</p> <p>You can specify more than one sort column. Maconomy sorts rows against the first sort column specified, then against the next one on the pane list, and so on.</p>

Pane Fields

Once you add sort columns to your report, the following fields and icons display on the pane.

Field	Description
	If you want to move the current sort column elsewhere on the pane list, click this icon then drag and drop the column line to its new location.
Column Name	This field displays the name of the current sort column.
Sort Order	<p>Use this field to specify the order in which you want to sort rows against the current sort column.</p> <p>Available values are:</p> <ul style="list-style-type: none"> ▪ Ascending - this is the default value. ▪ Descending
	Click this icon to delete the current sort column line.
	If you want to add an additional sort column, click this icon to add a new sort column line after the current line.

Row Selection Pane







Use this pane to specify criteria for selecting the records to display in your report output.

Pane Actions

Button	Description
+ Add row	Click this action to open the Select Columns dialog, where you can start adding the columns to which you want to apply selection criteria or filters.

Pane Fields

Once you select columns to filter for your report, the following fields display on the pane.

Field	Description
	If you want to move the current column and its restrictions to a different location in the pane, click this icon and drag and drop the column line to its new location.
	Click this icon to delete the current column and its restrictions.
	Click this icon to add a new column after the current column line.
Column Name	This field displays the name of the current column.
	If you want to move the current restriction to a different location under the relevant column, click this icon and drag and drop the restriction line to its new location.
Restrictions	<p>In the first field, select an operator from the dropdown list. The dropdown includes some or all of the following options:</p> <ul style="list-style-type: none"> ▪ = Equal to ▪ x...y Between ▪ < Less than ▪ > Greater than ▪ ≤ Less than or equal to ▪ ≥ Greater than or equal to ▪ ≠ Not equal to ▪ ∅ Is empty ▪ ¬∅ Is not empty <p>In the second field, type or select the value you want to use to filter values for the current column.</p>
	Click this icon to delete the current restriction line.
	If you want to specify more than one restriction for the current column, click this icon to add a new restriction after the current restriction line.

Row Range Selection Pane


Use this pane to limit the number of rows displayed in your finished report.

Pane Actions

Button	Description
+ Add row range	Click this icon to display the row for restricting the number of rows displayed in your finished report.

Pane Fields

Once you click the **+ Add row range** action, the following fields and icons display on the pane.

Field	Description
Row Start	In this field, specify the row where you want your finished report to start. The default value is 1 .
Row Count	In this field, specify the number of rows you want the finished report to display. The default value is 100 .
	Click this icon to delete the specified row range values for the current report.

Preview Pane

Use this pane to preview the report you are customizing. If you are viewing a saved report or a finished report output, this pane also displays a preview for that. Switch to the full screen view





using the **Full screen preview** icon on the top right corner of the pane.

Finished Report Tab

This section describes the fields and actions on the Finished Report tab of a web Analyzer workspace.

After you run a report, use this tab to view the output.

Tab Actions

Button	Description
	Click this icon to export the report output to a spreadsheet. Maconomy exports the report output, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to maximize the report output view to full screen. Click this icon to restore the default display size of the report output.

Button	Description
	

GL Entries Analyzer Procedures

This section describes the steps you need to follow to work with General Ledger Analyzer reports.

Customize and Run a Report

You can build your query by adding any of the columns available for your selected report template workspace, filter rows if you want to view even more specific information (and minimize performance issues), and preview the report before running it.

To customize and run a report:

1. Go to the workspace for the report template you want to use.
2. In the **Report title** field in the header, enter a name for your report.
3. Under the Column and Row Selection tab, go to the Column Selection pane and click **+ Add column**.
Maconomy opens the Select Columns dialog.
4. To customize the columns in your report:
 - a) You can use the filter and/or the search field at the top of the Select Columns dialog to quickly find each column you want to add to your report. Otherwise, expand the column groups to find the columns you need.
The filter lists the following options:
 - **Non Value Columns** - contain information such as dates, times, job or customer number, and names.
 - **Value Columns** - contain numeric information such as prices and amounts which can be summed up.
 - **All Columns**
 - b) Click a column name to select it; you can select several at once.

Note: To undo column selection, just click a column name again to deselect it.
 - c) Click **Ok**.
Maconomy lists all your selected columns in the Column Selection pane and displays them in the Preview pane as well.
 - d) If you need to make changes to the columns you specified, you can use the icons on each column line to move a column to a different location in the report, delete a column, or add additional columns.

- e) If you want your report to include subtotals for specific columns, select the **Subtotal** check box on the relevant column lines.
- f) If you want to rename any of your selected columns, just enter a name in the **Column Title** field.
All changes you make are automatically and immediately reflected in the Preview pane as well.

Note: At this point, you can already run the report even without saving your changes.

- g) Click **Save**.
5. If you want to include only selected rows in your report, you can apply filters on certain columns.
- a) Go to the Row Selection pane.
 - b) Click **+ Add row**.
The Select Columns dialog displays.
 - c) Again, you can use the filter and/or the search field or expand the column groups to find the column you need.
 - d) Click a column name to select it.
 - e) Click **Ok**.
 - f) On the column line, specify the restrictions you want to apply for that column. Use the fields for selecting operators and specifying filter values to do this.

Note: As long as the restrictions you set are valid, you can already run your report even without saving your changes.

- g) Click **Save**.
 - h) Repeat these steps for each column to which you want to apply a filter.
6. To run your saved report, click **Run**.
Maconomy navigates to the Finished Report tab and displays the report output.

Note: If a report takes too long to run or you want to make some changes and rerun it, just click the **Cancel** action displayed on your screen.

If you already navigated to a different workspace, you can cancel the report by clicking the



My Analyzer Reports icon, going to the Finished Reports tab in the

dropdown, and selecting **Cancel** from the actions dropdown available for that report.


Run a Saved Report

At any given time, you can easily access a saved report and rerun it to view updated results.

To run a saved report:

1. Go the report workspace you want to use.
2. In the search filter at the top of the workspace, select **My Reports**.
3. In the search field, type the name of the saved report you need and select it from the dropdown.
4. Click **Run**.
Maconomy navigates to the Finished Report tab and displays the report output.

Note: If a report takes too long to run or you want to make some changes and rerun it, just click the **Cancel** action displayed on your screen.

If you already navigated to a different workspace, you can cancel the report by clicking the  **My Analyzer Reports** icon, going to the Finished Reports tab in the


dropdown, and selecting **Cancel** from the actions dropdown available for that report.

Edit a Saved Report

You can access any of your saved reports, and edit it as needed.

To edit a saved report:

1. Go the report workspace you want to use.
2. In the search filter at the top of the workspace, select **My Reports**.
3. In the search field, type the name of the saved report you need and select it from the dropdown.
4. To add columns:
 - a) Go to the Column Selection pane.
 - b) Click **+ Add column** or the **+** icon on a specific column line.
The Select Columns dialog displays.
 - c) You can use the filter and/or the search field at the top of the Select Columns dialog to quickly find each column you want to add to your report. Otherwise, expand the column groups to find the columns you need.
 - d) Click a column name to select it; you can select several at once.
 - e) Click **Ok**.
Maconomy displays your updated set of columns in the Column Selection pane and displays them in the Preview pane as well.
5. To delete a column, click the trash can icon on the column line.

6. To change the column sequence, click the  icon on a column line and drag the column to its new position.
Enter the result of your step here (optional).
7. If you want your report to include subtotals for specific columns, select the **Subtotal** check box on the relevant column lines.
8. If you want to rename any of your selected columns, just enter a name in the **Column Title** field.
All changes you make are automatically and immediately reflected in the Preview pane as well.
9. If you want to include only selected rows in your report, you can apply filters on certain columns.
 - a) Go to the Row Selection pane.
 - b) Click **+ Add row**.
The Select Columns dialog displays.
 - c) Again, you can use the filter and/or the search field or expand the column groups to find the column you need.
 - d) Click a column name to select it.
 - e) Click **Ok**.
 - f) On the column line, specify the restrictions you want to apply for that column. Use the fields for selecting operators and specifying filter values to do this.
 - g) Click **Save**.
 - h) Repeat these steps for each column to which you want to apply a filter.
10. Click **Save**.

Sort Rows in a Report

Once a report contains columns, you can sort the rows in that report by specifying columns and indicating whether you want to sort rows in ascending or descending order, depending on their value for those columns.

To sort the rows in a report:

1. Go the report workspace you want to use.
- Note:** If you are currently customizing an unsaved report, proceed to step 4.
2. In the search filter at the top of the workspace, select **My Reports**.
 3. In the search field, type the name of the saved report you need and select it from the dropdown.
Maconomy displays the report on the workspace.
 4. Go to **Column and Row Selection tab » Column Sort Order Selection pane**.
 5. Click **+ Add sort order column**.

6. In the Select Columns dialog that displays, select the column/s against which you want Maconomy to sort the rows in your report.
7. Click **Ok**.
8. In the **Sort order** pane field for each specified column, indicate whether you want the rows sorted in ascending or descending order.

Note: At this point, you can already run the report even without saving your changes.

9. Click **Save**.

Restrict Rows in a Report

When working with large reports, you can opt to limit the number of rows displayed in the finished report.

To restrict the number of rows displayed in a report:

1. Go the report workspace you want to use.

Note: If you are currently customizing an unsaved report, proceed to step 4.

2. In the search filter at the top of the workspace, select **My Reports**.
3. In the search field, type the name of the saved report you need and select it from the dropdown.
Maconomy displays the report on the workspace.
4. Go to **Column and Row Selection tab » Row Range Selection pane**.
5. Click **+ Add row range**.
6. In the **Row Start** field, specify the row where you want the finished report to start.
7. In the **Row Count** field, specify the number of rows you want the finished report to display.

Note: At this point, you can already run the report even without saving your changes.

8. Click **Save**.

Export a Report Output

After running a report, you can download the output in spreadsheet form.

To export your report output:

1. Go to the Finished Report tab.
2. Click the  **Export to Excel** icon.

The Export dialog displays.

3. In the **File format** field, select a format from the dropdown list.


4. In the **Filename** field, specify a filename for the exported spreadsheet. You can opt for the default filename or specify one of your own.
5. Click **Ok**.
Maconomy exports the report output, and immediately downloads the resulting spreadsheet to your local drive.

View a Finished Report

At any given time, you can access old report outputs to view them or to export them to a spreadsheet. You can open a report output using either of two ways.

Option 1

To view a report output using the notification icon:

1. Click the  **My Analyzer Reports icon » Finished Reports tab**.
2. Select a report output from the dropdown that displays.
Maconomy opens the relevant report workspace and displays the report output.

Option 2

To view a report output using the search filter and field:

1. Go to the relevant report workspace.
2. In the search filter at the top of the workspace, select **Finished Reports**.
3. In the search field, type the name of the finished report you need and select it from the dropdown.
Maconomy navigates to the Finished Report tab of the workspace and displays the report output.

Financial Reporting

For information on Financial reporting workspaces, refer to the [BPM Standard Reports Guide](#).

Accounts Receivable

This section covers conceptual information, procedures, and field descriptions for all customer and customer-related workspaces.

Customers

Account managers and the like can now use this workspace to create and maintain customer information.

Customer Concepts

Specifically, the Customers workspace allows you to do the following:

- Create records for new global customers and sub-customers.
- Maintain existing customers' information.
- Look up customer-specific information such as entries, jobs, subscription orders, and invoices.
- View/upload documents for a specific customer.
- Review and approve customer records.

Note: Maconomy CRM is not part of the Customers workspace. Instead, the Deltek CRM integration is supported. Some information is shown/hidden based on the setup (for example, the Customer Hierarchy, Reminder Letters, and Interest Charge Notices tabs are only visible if the Maconomy system has been configured to use these).

The Customers workspace does not support manual creation and/or maintenance of company customers as this is considered a back office function.

In addition, you can use the Customer Reports workspace to run BPM reports across multiple customers. These reports open in a separate browser tab.




Customers Fields

This section describes the fields and actions on the Customers workspace.

Card Part Fields

Card Part Actions

Button	Description
+ New Customer	Copy to come.

Button	Description
	Click this icon to refresh data in the current workspace.
 	Click to display the list view. Click to display the detailed view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Submit	Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.
Approve	Click this action button to approve the current record. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.
Reject...	Click this action button to reject the current record. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies.
Other Actions	In the Customers tab, this drop-down list includes the following actions: <ul style="list-style-type: none"> ▪ Attach Documents ▪ Undo Approval/Reject

Information Tab

This section describes the fields and actions on the Information tab of the Customers workspace.

Copy to come.






Customer Hierarchy Tab

This section describes the fields and actions on the Customer Hierarchy tab of the Customers workspace.

Tab Fields

Subcustomers Table Fields

Subcustomers Table Actions


Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.





Jobs Tab

This section describes the fields and actions on the Jobs tab of the Customers workspace.

Tab Fields

Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.






Button	Description
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Subscription Orders Tab

This section describes the fields and actions on the Subscription Orders tab of the Customers workspace.

Tab Fields

Tab Actions






Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Invoices Tab

This section describes the fields and actions on the Invoices tab of the Customers workspace.

Tab Fields

Tab Actions



Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.




Reminder Letters Tab

This section describes the fields and actions on the Reminder Letters tab of the Customers workspace.

Tab Fields

Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.






Button	Description
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Interest Charge Notices Tab

This section describes the fields and actions on the Interest Charge Notices tab of the Customers workspace.

Tab Fields

Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.






Documents Tab

This section describes the fields and actions on the Documents tab of the Customers workspace.

Tab Fields

Field	Description
Document	This field displays the file name of the document attached to the customer. The field is automatically filled in by Maconomy and cannot be changed manually. Click on the file name to download the document.
Type	This field displays the file type/format of the document attached to the customer (for example: .doc, .xls, .ppt, and so on). The field is automatically filled in by Maconomy and cannot be changed manually.
Size	This field displays the file size (in bytes) of the document attached to the customer.
Changed On	This field displays the date on which the file/document was last modified. If the file has not been modified, the field shows the date on which the file was attached to the customer.
Changed By	This field displays the name of the last user to upload the file/document to the current customer.
Remark	Enter any additional remarks in this field.

Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Document Assistant






Use this assistant to view and download documents.

Open Entry Statement Tab

This section describes the fields and actions on the Open Entry Statement tab of the Customers workspace.

Tab Fields

Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Customers Procedures

This section describes the steps you need to follow to work with customer information.

Create a Customer

Use these steps to add new customer information.

To create a customer:

1. Under the Accounts Receivable menu section, go to the Customers workspace.
2. Click **+ New Customer**.
The Create Customer wizard displays.

3. Enter the name of the customer. This is a required field.
4. Fill out the other fields as needed.
5. Click **Create**.
Maconomy saves your changes, and automatically displays the information for the customer you just created.

Edit Customer Information

Use these steps to edit selected fields in the Information and Customer Hierarchy tabs of the Customers workspace.

To edit customer information:

1. Under the Accounts Receivable menu section, go to the Customers workspace.
2. Go to either the Information tab or the Customer Hierarchy tab.
3. Edit the fields as needed.
4. Click **Save** or press ENTER.
Maconomy saves your changes, and refreshes the browser window.

Submit Customer Information

Use these steps to submit a new or updated customer record.

To submit a customer record:

1. Under the Accounts Receivable menu section, go to the Customers workspace.
2. Open the customer record you just created or edited.
3. Click **Submit**.

Approve or Reject Customer Information

Use these steps to review and approve or reject new/updated customer information submitted for your approval. You can also approve (and reject) customers in the Approval Center workspace.

To approve or reject a customer record:

1. Under the Accounts Receivable menu section, go to the Customers workspace.
2. Use the search filter and/or the **Search** field to select a customer record for your approval.
3. To approve the customer record:
 - a) Click **Approve**.
4. To reject the customer record:
 - a) Click **Reject....**
Maconomy displays the Reject Line wizard.

- b) Enter a rejection reason. This is a required field.
- c) Click **Reject**.

Attach Documents

Use these steps to associate certain documents with a specific customer.

To attach a document:

1. Under the Accounts Receivable menu section, go to the Customers workspace.
2. Use the search filter and/or the **Search** field to select a customer.
3. From the **Other Actions** drop-down list, select **Attach Documents**.
4. In the dialog that opens, click **Select files** to open your file explorer.
5. Select the file/s that you want to upload.
6. Click **Open**, or press ENTER.
Maconomy lists the file/s you selected in the dialog. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 4-6, you can opt to select the file/s from your file browser window, then drag and drop them into the Attach Document dialog.

7. Click **Ok**.
Maconomy saves your changes, and lists the file/s you attached in the Documents tab.

View Customer Documents

Use these steps to view a document associated with a specific customer.

To view a document:

1. Under the Accounts Receivable menu section, go to the Customers workspace.
2. Use the search filter and/or the **Search** field to select a customer.
3. In the Documents tab, select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Add a Customer to a Hierarchy

Use these steps to make a customer the sub-customer of another.

To add a customer to a hierarchy:

1. Under the Accounts Receivable menu section, go to the Customers workspace.
2. Use the search filter and/or the **Search** field to select a customer.
3. In the Customer Hierarchy tab of the workspace, click the **Insert in Hierarchy** action. The Insert in Hierarchy wizard displays.
4. In the **Customer** field, select a parent customer from the drop-down list.
5. Click **Insert**.
Maconomy saves your changes, and updates relevant fields under the Hierarchy and Parent Customer islands.

Remove a Customer from a Hierarchy

Use these steps to remove a customer from a hierarchy.

To remove a customer from a hierarchy:

1. Under the Accounts Receivable menu section, go to the Customers workspace.
2. Use the search filter and/or the **Search** field to select a customer.
3. In the Customer Hierarchy tab of the workspace, click the **Remove from Hierarchy** action.
4. In the Remove From Hierarchy confirmation dialog that displays, click **Remove**.
Maconomy saves your changes, and updates relevant fields under the Hierarchy and Parent Customer islands.

Add a Sub-Customer

Use these steps to make a customer the parent of another.

To add a sub-customer:

1. Under the Accounts Receivable menu section, go to the Customers workspace.
2. Use the search filter and/or the **Search** field to select a customer.
3. In the Customer Hierarchy tab of the workspace, click the **Add Sub-Customer** action. The Create Sub-Customer wizard displays.
4. Under the Customer island, enter the name of the sub-customer. This is a required field.
5. Fill out all the other fields as needed.
6. Click **Create**.
Maconomy saves your changes. When you refresh the browser page, you will see the sub-customer listed in the Sub-Customers table.

Company Customers

This section covers conceptual information, procedures, and field descriptions of the Company Customers workspace.

Company Customers Concepts




In this workspace, you can:




- View company customer information.
- Add new company customer.
- Print company customer information.
- Attach documents.
- Delete company customers.

Company Customers Fields

This section describes the fields and actions on the Company Customers workspace.

Card Part Actions

Button	Description
+ New Company Customer	
	Click to display the list view.
	Click to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Other Actions	Click this drop-down and select on the following actions: <ul style="list-style-type: none"> ▪ Print company customer information. ▪ Attach documents. ▪ Delete company customer information.
	Click this icon to export the rows from the current table to a spreadsheet.

Button	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Information Tab

This section includes fields and descriptions for the Information tab of the Company Customer workspace.

Information Tab

Field	Description
Address	This field shows the address of the company customer.
Contact Person	This field shows the contact person of the company customer.
Phone	In this field, you enter the customer's telephone number. The information is used for reference.
Email	Here you can enter the customer's electronic mail address. The field is used for reference.
Sales Person	In this field, you can enter the sales person of the company customer.
Account Manager	In this field, you can enter the account manager of the company customer.
Other Values	In this field, you can enter information to the following: Parent Customer Specification 1 Customer Group Bill to Customer

VAR and Tax Island

Field	Description
Tax No.	In this field, you enter the customer's number that relates to the field "Tax." If you have entered tax number validation rules for the customer's country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the tax number complies with these validation rules.
Company Tax Code	In this field, you can specify a company tax code created.
Tax	In this field, you specify whether to charge the customer tax on a normal basis. If the field is marked, Maconomy adds tax. The value can be changed on individual orders.
Company Reg. No	In this field, you can enter the customer's company registration number if you are dealing with a company. If you have entered company registration number validation rules for the customer's country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the company registration number complies with these validation rules. The completion of this field is optional.
Soc. Security No,	In this field, you can enter the customer's Social Security number if you are dealing with a private person.

Pricing Island

Field	Description
Currency	In this field, you select the customer's standard currency. All customer transactions are converted into the customer's standard currency. This means you can print and send account statements in the customer's own currency.
Job Price List	In this field, you can select a job price list for the calculation of prices.
Invoice Layout	In this field, you can enter an invoice layout rule. The specified rule will be suggested on every new job created with the current customer as the bill-to customer. The field must be completed, and Maconomy will automatically suggest the first rule created, when a new customer is created. Please see the description of the window Invoice Layout Rules in the Job Cost module for further information.
Detailed Invoice Specification	Use this field to select a detailed invoice specification.
Language	In this field, you select the language of the customer. The selected language is used, for example, on printouts of item descriptions on sales order documents and in connection with language texts.

Payment Terms Island

Field	Description
Payment Terms	Here you select the payment terms that will normally apply to the customer. These terms are used to calculate the date an invoice becomes due for payment.
Credit Limit, Company Level	In this field, you can enter the credit limit of the company customer per company level.
Customer Payment Mode	In this field you select the mode in which the customer will normally be paying.
Control Account	Here you can select a posting reference to a G/L account. All entries to the customer are posted to the General Ledger to the A/R control account specified here.
Company Reg. No	In this field, you can enter the customer's company registration number if you are dealing with a company.

Invoice Information Island

Field	Description
Show Customer Balances On Invoice	Select this field to indicate that you want to see the customer's prior and new balance on the job invoice printout.
Show Customer Statement On Invoice	Select this field to indicate that you want to see the customer statement on the job invoice printout.
Show Customer Aging On Invoice	Select this field to indicate that you want to see the A/R aging on the job invoice printout.

Interest Charge/Reminder Control Island

Field	Description
Interest Charge/Reminder Principle	In this field, you specify the interest charge/reminder principle to be used for the current customer. Interest charge/reminder principles are maintained in the window Interest Charge/Reminder Principles. For further information about interest charge/reminder principles, see the description of this window.
Reminder Text Group	In this field, you can specify the name of a reminder text group that you want to associate with the dispatch of reminder letters to the current customer. For further information about reminder texts, see the description of the windows Reminder Texts and Reminder Text Groups.

Field	Description
Previous Interest Charge Notice	This field displays the last interest charge date of the current customer. The date in this field is set on the basis of the date in the corresponding field on the assigned company-specific customer's payment information cards. The customer's last interest charge is therefore the last of the company-specific customer's registered interest charge dates.
Reminder Level	This field displays the reminder level of the customer. The customer's reminder level equals the highest reminder level specified on an entry for the current customer. The reminder level is raised by 1 for each time a reminder is sent to the customer. The field is automatically updated by Maconomy and cannot be changed in this window.
Reminder Date	This field displays the last reminder date of the current customer. If the current company-specific customer has been assigned to a parent customer, the date in this field will affect the date displayed in the corresponding field on the parent customer's payment information card.

E-Voicing Island

Field	Description
Electronic Address	Use this field to enter the e-mail address to which business documents should be delivered. This field is mandatory if e-invoicing is enabled.
Electronic Address Scheme	Use this field to specify the electronic address scheme (EAS) identifier for the e-mail address you specified. This field is mandatory if e-invoicing is enabled. For a list of the available codes, refer to the following URL: https://docs.peppol.eu/poacc/billing/3.0/codelist/eas/ .
Enable Invoicing	Mark this field if you want to enable invoicing.
Job Cost Invoice Peppol Mapping	Use this field to select a company customer-specific mapping for job cost invoices.
Job Cost Credit Memo Mapping	Use this field to select a company customer-specific mapping for job cost credit memos.
Order Invoice Mapping	Use this field to select a company customer-specific mapping for order invoices.
Order Credit Memo Mapping	Use this field to select a company customer-specific mapping for order credit memos.

Allowed Use Island

Field	Description
Intercompany Customer	Specify if the customer can be used as an intercompany customer.
G/L Budgets	Specify whether this customer can be used in a G/L or job budget. Maconomy validates when the job budget is created, a G/L budget line is created or changed, and when the G/L budget is approved.
Registrations	Specify whether this customer can be used in a general journal or in bank reconciliation. Maconomy validates when the line is created or changed, and when the journal is posted, or the bank reconciliation is approved.
Payments	Specify whether this customer can be used for payments. Maconomy only validates customer payments created in the customer payment window. The validation in the G/L journal and bank reconciliation windows is based on the Registrations field.
Reporting	Specify whether this customer can be used in standard customer reports.
Template/Parent Customer	Specify whether this customer may be used as a template or parent customer. A template customer can be entered into system information or company information. Maconomy suggests the template customer as parent customer when a new customer is created. Maconomy validates when the new customer is created.
Interests and Reminders	Specify whether this customer may be used as a template or parent customer. A template customer can be entered into system information or company information. Maconomy suggests the template customer as parent customer when a new customer is created. Maconomy validates when the new customer is created.
Jobs and Orders	Specify whether this customer may be used on a job, sales order, or subscription order. Maconomy validates when the sales order or subscription order is created or changed, and when the invoice is approved/printed. Maconomy also validates when the job is created. You can still use a customer on a template job even if they are not allowed for use on jobs.
Delivery	Specify whether deliveries on either sales or subscription orders in which the current customer acts as payment or delivery customer can be made to this customer.

Linking, Access Level, User

Field	Description
Linking Rule	In this field, you can specify the linking rule that you want to use for the current customer.

Field	Description
Company Specific Linking Rule	In this field, you can specify the linking rule that you want to use for the current company-specific customer.
Access Level	In this field, you can enter the name of the user access level to which the user is to have access.
Created by	This field shows the user and the date the company customer was created.
Changed by	This field shows the user and the date the company customer information was modified.

Jobs Tab

This section includes fields and descriptions for the Jobs tab of the Company Customer workspace.

Information Island

Field	Description
Job No.	This field displays the job number.
Job Name	This field displays the name of the job.
Project Manager	This field displays the project manager name.
Budgeted Billing Price, Base	This field shows the budgeted billing price in base currency.
Invoiced Billing Price, Base	This field shows the billing price invoiced for time activities in base currency.
Billing Up/Down, Base	This field shows the write up/down for amount activities in the base currency.
Closed	Use this field to specify that the job should be rolled forward. You can only select the action if the job is not already closed.

Subscription Orders Tab

This section includes fields and descriptions for the Subscription tab of the Company Customer workspace.

Subscription Orders Tab

Field	Description
Subscrip. Order No.	This field shows the number of the current subscription order.
Order Date	This field shows the order date of the subscription.
Job	This field displays the job information of the subscription order.
Blocked	If you mark this field, you block the subscription order, and it is no longer possible to deliver items or carry out invoicing for this particular order.

Entries Tab

This section includes fields and descriptions for the Entries tab of the Company Customer workspace.

Entries Tab

Field	Description
Transaction No.	This field shows the transaction number of the entry.
Transaction Type	This field shows the transaction type of the entries.
Journal No.	This field shows the number of the journal in which the entry was posted.
Entry Date	This field shows the date of the entry.
Entry Description	This field shows the description of the entry.
Entry Type	This field shows the type of the entry.
Open/Closed	This field shows whether the entry is open or closed.
Debit, Standard	This is the entry amount in standard currency if the entry is a debit entry.

Field	Description
Credit, Standard	This is the entry amount in standard currency if the entry is a credit entry.
Remainder, Standard	This field displays the amount which remains to be reconciled in the customer's standard currency.
Block Type	This field shows the block type of the entry.
Entity	This field shows the entity assigned to the current entry.
Project	This field shows the project assigned to the current entry.
Purpose	This field shows the purpose assigned to the current entry.
Spec. 2-3	These fields show the values in the dimensions Specification 2 -3 assigned to the current entry.
Local Spec. 1-3	These fields show the values in the dimensions Local Specification 1-3 assigned to the current entry.

Invoices Tab

This section includes fields and descriptions for the Invoices tab of the Company Customer workspace.

Invoices Tab

Field	Description
Origin	Copy to come.
Invoice Date	Copy to come.
Invoice No.	Copy to come.
Debit/Credit	Copy to come.
Total Amount	Copy to come.
Due Date	Copy to come.
Company No.	Copy to come.

Field	Description
Job No.	Copy to come.
Job Name	Copy to come.
Project Manager	Copy to come.

Reminder Letters Tab

This section includes fields and descriptions for the Reminder Letters tab of the Company Customer workspace.

Reminder Letters

Field	Description
Reminder Letter No.	The number of the reminder letter.
Reminder Date	The date the reminder letter was created and sent to the customer.
Due Date	This field shows when the reminder is due for payment (the date that the reminder must be paid.)
Reminder Level	This field displays the reminder level of the reminder letter. The reminder level of the letter is the highest level of one of the reminder letter lines.
Reminder Change	Copy to come.
Print Reminder	Copy to come.

Interest Charge Notices Tab

This section includes fields and descriptions for the Interest Charge Notices tab of the Company Customer workspace.

Interest Charge Notices Tab

Field	Description
Interest Charge Notice No.	The number of the interest charge notice.
Date	The date the notice was issued and sent to the customer.

Field	Description
Due Date	This field shows when the interest charge notice is due for payment (the date that the interest charge must be paid.)
Interest Charge	This field displays the interest charge set up for the customer that the notice is for.
Print Notice	Shows whether the notice has been printed.
Printed	Shows when the notice has been printed.

Documents Tab

This section includes fields and descriptions for the Documents tab of the Company Customer workspace.

Documents Tab

Field	Description
Document	This field shows the document name.
Type	This field shows the document type.
Size	This field shows the document size.
Changed on	This field shows the date on which the file was last modified.
Changed by	This field shows the name of the last user to import a file to the current line.
Remark	In this field, you can enter remarks to the file assigned to the line in question.

Open Entry Statement Tab

This section includes fields and descriptions for the Open Entry Statement tab of the Company Customer workspace.

Open Entry Statement Tab

Field	Description
Company No.	This field shows the company number.

Field	Description
Company Customer	This field shows the name of the company customer.
Address	This field shows the address of the company customer.
Attn.	This field shows the name of the attention person.
Country	This field displays the selected country of the company customer.
Debit, Currency	Copy to come.
Credit, Currency	Copy to come.
Print	Copy to come.

Periodic Statement Tab

This section includes fields and descriptions for the Periodic Statement tab of the Company Customer workspace.

Periodic Statement Tab

Field	Description
Opening/Closing Balance, Currency	This is the customer's current balance in the company customer's standard currency.
Opening/Closing Balance, Base	This is the customer's current balance in the base currency of the company customer.
Last Statement No.	This field shows the number of the last historical statement printed out for the company customer.
Date of Last Statement	This is the date on which the company customer's last historical statement was created. The field is automatically updated by Maconomy.
Balance, Currency	This field displays the company-specific customer's balance in the standard currency of the customer. Maconomy updates the balance when you post journals with customer entries. It cannot be changed.
Balance, Base	This field displays the customer's balance in the base currency of the customer's settling company. Maconomy automatically updates the balance when you post journals with customer entries. It cannot be changed.

Entries Island

Field	Description
Entry Date	This is the entry date of the entry line.
Description	This is the entry text of the entry line.
Transaction No.	This field shows the transaction number of the entry.
Transaction Type	This field shows the transaction type of the entries.
Debit, Standard	This is the entry amount in standard currency if the entry is a debit entry.
Credit, Standard	This is the entry amount in standard currency if the entry is a credit entry.
Remainder, Standard	This field displays the amount which remains to be reconciled in the customer's standard currency.
Open/Closed	This field shows whether the entry is open or closed.
Original Currency	Copy to come.
Original Amount	Copy to come.
Debit, Base	This is the entry amount in base currency if the entry is a debit entry.
Credit, Base	This is the entry amount in base currency if the entry is a credit entry.
Remainder, Base	This field displays the amount which remains to be reconciled in the customer's base currency.
Statement No.	Copy to come.
Level	Copy to come.
Interest Charge Amount, Currency	Shows the amount that has been charged as interest to the company-specific customer.
Assessment Date	Copy to come.
Date Posted	Copy to come.

Field	Description
Original Due Date	Copy to come.
Journal No.	Copy to come.
Date Reconciled	Copy to come.

Company Customers Procedures

This section describes the steps you need for the Company Customers workspace.

Add New Company Customer

Use these steps to add a new company customer.

To add a new company customer:

1. Under the Accounts Receivable menu section, go to the **Company Customer** workspace.
2. Click **+ New Company Customer**.
The **New Company Customer** popup displays.
3. Enter information in the required fields.
4. Click **Create**.

Customer Invoicing

The Customer Invoicing workspace allows you to combine several jobs on a single invoice for a customer.

Customer Invoicing Concepts

You can:

- Carry out invoice selection at any level: at the top level of a blanket invoice, at the job level, at the level of invoice selection lines, and/or at the level of specific job entries.
- Edit invoice drafts before printing.
- View and print historical invoices for a specific customer.




Customer Invoicing Fields

This section describes the fields and actions on the Customer Invoicing workspace.

Header Fields

Copy to come.

Header Actions

Action	Description
	Click this action to refresh data in the current workspace.
 	Click to display the list view. Click to display the detailed view.
Save	Click this action to save changes to the current record.
Revert	Click this action to undo unsaved changes made to the current record, or to any of its lines.

Invoice Selection Tab

This section describes the fields and actions on the Invoice Selection tab of the Customer Invoicing workspace.




Tab Fields



Tab Actions

Jobs Table Fields

Copy to come.

Job Table Actions

Action	Description
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this action to maximize the table view. Click this action to restore the default display size of the table.

Action	Description
	
	Click this action to open the Customize Columns window.

Conversation Assistant

This section describes the fields and actions on the Conversation assistant.

For more information, see [Conversations](#) under the Getting Started section of this user guide.

Messages Area


This contains all the messages about the current record or transaction. If you want to delete the last message you sent, simply click the trash can icon to the right of that message. You can delete a message within 15 minutes of sending it.

You can also mark specific messages in the conversation as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane icon to send. Each message has a 255-character limit.

Assistant Actions

Action	Description
+ Add Participant	Click this action to add a user to the current conversation. The selected user will be subscribed automatically to the conversation.
Subscribe / Unsubscribe	Click this action to subscribe to/unsubscribe from the current conversation.
	Click the paper plane icon to send your message.

Invoice Editing Tab

This section describes the fields and actions on the Invoice Editing tab of the Customer Invoicing workspace.

Tab Fields

Field	Description

Tab Actions

Action	Description
Submit Draft	
Approve Draft	
Close Editing	
Reopen Editing	
Print Draft	
Other Actions	<p>In the Invoice Editing tab, this dropdown list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Show Summary ▪ Show Detailed Specification ▪ Restore Editing, Detailed Specification ▪ Remove Other Drafts ▪ Attach Document ▪ Restore Editing, Summary ▪ Copy Editing from Invoice... ▪ Copy Editing from Draft...

Documents Table







This section describes the fields and actions on the Documents table of the Invoice Editing tab in the Customer Invoicing workspace.

Table Fields

Field	Description
Document	<p>This field displays the file name of the document attached to the draft invoice. The field is automatically filled in by Maconomy and cannot be changed manually.</p> <p>Click on the file name to download the document.</p>
Type	<p>This field displays the file type/format of the document attached to the draft invoice (for example: .doc, .xls, .ppt, and so on). The field is automatically filled in by Maconomy and cannot be changed manually.</p>
Size	<p>This field displays the file size (in bytes) of the document attached to the draft invoice.</p>
Changed On	<p>This field displays the date on which the file/document was last modified. If the file has not been modified, the field shows the date on which the file was attached to the draft invoice.</p>

Field	Description
Changed By	This field displays the name of the last user to upload the file/document to the current draft invoice.
Remark	Enter any additional remarks in this field.

Table Actions

Action	Description
	<p>The Row Tools action allows you to add lines/information to the lines of a record.</p> <p>For lines in the Documents table, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Update Document ▪ Delete Document ▪ View Document
	<p>Click this action to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	<p>Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.</p>
 	<p>Click this action to maximize the table view.</p> <p>Click this action to restore the default display size of the table.</p>
	<p>Click this action to open the Customize Columns window.</p>

Conversation Assistant

This section describes the fields and actions on the Conversation assistant.

For more information, see [Conversations](#) under the Getting Started section of this user guide.

Messages Area


This contains all the messages about the current record or transaction. If you want to delete the last message you sent, simply click the trash can icon to the right of that message. You can delete a message within 15 minutes of sending it.

You can also mark specific messages in the conversation as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane icon to send. Each message has a 255-character limit.

Assistant Actions

Action	Description
+ Add Participant	Click this action to add a user to the current conversation. The selected user will be subscribed automatically to the conversation.
Subscribe / Unsubscribe	Click this action to subscribe to/unsubscribe from the current conversation.
	Click the paper plane icon to send your message.

Document Assistant

Use this assistant to view and download documents.

Invoice History Tab






This section describes the fields and actions on the Invoice History tab of the Customer Invoicing workspace.

Table Fields

Field	Description
Invoice No.	
Debit/Credit	
Invoice Date	
Bill to Customer	
Amount Incl. Tax	
Billing Price Up/Down	

Field	Description
Due Date	
Payment Status	<p>This field displays the following payment statuses of invoices, pre-invoices, and credit memos:</p> <ul style="list-style-type: none"> ▪ Due - Copy to come. ▪ Not Due - Copy to come. ▪ N/A - Copy to come. ▪ Paid - Copy to come. ▪ Reconciled - Copy to come. ▪ Not Reconciled - Copy to come. ▪ Partially Reconciled - The amount due for the job invoice is partially paid. The status is color-coded yellow if the invoice has a remaining balance and red if there are payments made but the balance is due. This is in the currency of your invoice.
Remainder	<p>This field displays the remaining balance of your invoice, pre-invoice, or credit memo, in the currency of your invoice.</p>

Table Actions

Action	Description
	<p>Click this action to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	<p>Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.</p>
 	<p>Click this action to maximize the table view.</p> <p>Click this action to restore the default display size of the table.</p>
	<p>Click this action to open the Customize Columns window.</p>

Customer Invoicing Procedures

This section describes the steps you need to follow to work with customer invoicing.

Create a Customer Draft Invoice

Use these steps to create a customer draft invoice.

To create a customer draft invoice:

1. Under the Accounts Receivable menu group, go to **Customer Invoicing » Invoice Selection**.
2. Use the search filter and/or **Search** field at the top of the workspace to select a customer.
3. Enter information about the invoice as needed.
4. In the table, select the **Include checkbox** to include jobs for invoicing as needed.

Note: When you include two or more jobs in the draft, this automatically creates a blanket draft invoice.

5. Click **Save**.
6. Click **Approve** to create the draft invoice and approve it for editing.

Edit a Customer Draft Invoice

Use these steps to edit a customer draft invoice.

To edit a customer draft invoice:

1. Under the Accounts Receivable menu group, go to **Customer Invoicing » Invoice Editing**.
2. Use the search filter and/or **Search** field at the top of the workspace to select a customer.
3. Select the line for the draft you want to update.
4. Edit information on the draft invoice as needed.
5. Click **Close Editing** when editing is completed.
6. Click **Submit Draft** to submit the draft invoice for approval.

Print a Customer Draft Invoice

Use these steps to print a customer draft invoice.

To print a customer draft invoice:

1. Under the Accounts Receivable menu group, go to the Customer Invoicing workspace.

2. Use the search filter and/or the **Search** field at the top of the workspace to select a customer.
3. To print draft invoices:
 - In the Invoice Selection tab, from the **Other Actions** dropdown list, click **Print Drafts** to print all the customer's existing draft invoices; OR
 - In the Invoice Editing tab, click **Print Draft** to print the selected draft invoice.

Print a Customer Invoice

Once a draft invoice is completed, you can print the final customer invoice.

To print a customer invoice:

1. Under the Accounts Receivable menu group, go to **Customer Invoicing » Invoice Selection**.
2. Use the search filter and/or **Search** field at the top of the workspace to select a customer.
3. From the **Other Actions** dropdown list, click **Print Invoices** to print all existing invoices for the customer.

Attach Documents to a Draft Invoice

Use these steps to attach documents to a draft invoice.

To attach documents to a draft invoice:

1. Under the Accounts Receivable menu group, go to **Customer Invoicing » Invoice Editing**.
2. Use the search filter and/or **Search** field at the top of the workspace to select a customer.
3. From the **Other Actions** dropdown list, select **Attach Document**.
4. In the Attach Document dialog box that displays, click **Select files** to open your file explorer.
5. Select the file/s that you want to upload.
6. Click **Open** or press ENTER.
Maconomy lists the file/s you selected in the dialog. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 4-6, you can opt to select the file/s from your file browser window, then drag and drop them into the Attach Document dialog box.

7. Click **Ok**.
Maconomy saves your changes, and lists the new attachment in the Documents table.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents table. Click **Save** or press ENTER to save the information.

View a Document

You can view any document listed in the Documents subtab.

To view a document:

1. Under the Accounts Receivable menu group, go to **Customer Invoicing » Invoice Editing**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a customer.
3. In the Documents table, select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Start a Conversation

You can use the conversations functionality to correspond about a specific record or transaction with other employees in your company.

To start a conversation:

1. Go to the relevant workspace, and drill down to a tab or subtab if needed.
2. Select a record or transaction from the filter list.
3. Expand the Conversation assistant found on the right side of the workspace.
4. In the input area, type your message. If needed, mention a specific person by typing **@[name]** as part of the text.
5. Click the paper plane icon or press ENTER to send the message.

Reply to a Conversation

Use the speech bubble icon in the top right corner of the menu to quickly view and respond to conversations.

To reply to a conversation:

1. To expand the Message Center, click the speech bubble icon.
2. From the dropdown list, expand a record or transaction and click on the message to which you want to reply.
Maconomy navigates to the relevant workspace.
3. Expand the Conversation assistant found on the right side of the workspace.

4. In the input area, type your reply. If needed, mention a specific person by typing **@[name]** as part of the text.
5. Click the paper plane icon or press ENTER to send the message.

Customer Entries

Use this workspace to view customer entries.

Customer Entries







In this workspace, you can view customer entries including:


- Transactions
- Journals
- Order Invoices

Customer Entries Fields

This section describes the fields and actions on the Customer Entries workspace.

Card Part Actions

Button	Description
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.

Button	Description
	Click this icon to open the Customize Columns window.

Batch Invoicing Submenu

You can process draft invoices for a batch of jobs in the web client. Workspaces that support the invoicing process are available under the Batch Invoicing submenu.

Draft Invoice Creation

The Draft Invoice Creation workspace enables you to create draft invoices for a batch of jobs.

Draft Invoice Creation Concepts

Specifically, you can:

- Use selection criteria to create invoices for specific jobs
- Delimit entries by date
- Set a preferred invoice date
- Transfer an invoicing selection
- Calculate surcharges

In the table part, you can also specify individual jobs to exclude from draft creation, as well as review relevant details for each job. You can also individually print draft invoices by using the **Print Draft** action on each line.

You can process batch invoices either manually or through scheduled background tasks. If errors occur during batch invoicing, the system automatically skips the job causing the error and moves to the next one. The details of each error is registered as a notification for the user to review after the process is done.

The Draft Invoice Creation workspace is available by default to users with the requisite permissions.


Draft Invoice Creation Fields

This section describes the fields and actions on the Draft Invoice Creation workspace.

Selection Criteria Panel

Field	Description
Jobs with Open Billing Price Only	Select this checkbox to only display jobs with open billing price, that is, job entries that have not yet been invoiced.
Jobs with Amount for Invoice Only	Select this checkbox to only display jobs that contain entries with amounts for Invoicing on Account.
Jobs with Invoicing Plan Lines for Invoice on Account Only	Select this checkbox to only display jobs with an amount transferred from the invoicing plan.
Jobs with Failed Action Only	Select this checkbox to only display jobs with a failed action.
Job Number	Select the appropriate job number range to display the draft invoices for those specific jobs.
Job Group	To show the draft invoices for jobs with a specific job group, select an option from the drop-down list.
Customer Group	To show the draft invoices for jobs with a specific customer group, select an option from the drop-down list.
Project Manager	To show the draft invoices for jobs with a specific project manager assigned to them, select an option from the drop-down list.
Company	Select the appropriate company number range to display the draft invoices for those specific companies.
Customer	Select the appropriate customer range to display the draft invoices for those specific customers.
Bill to Customer	Select the bill to customer range to display the draft invoices for those specific bill to customers.

Card Part Actions

Button	Description
	Click this icon to refresh data in the current workspace.
Save	Click this action button to save changes to the current record.




Button	Description
Revert	Click this action button to undo unsaved changes made to the current record, or to any of its lines.
Delimit...	Click this action button to create an invoice selection for all open entries on the jobs displayed based on your specified selection criteria.
Transfer Invoicing Plans...	Click this action button to transfer any due lines in the invoicing plans of the specified jobs to the current invoice selection.
Create Drafts...	Click this action button to create draft invoices for all the specified jobs based on your selection criteria.
Print Drafts	Click this action button to print all draft invoices for the specified jobs.
Other Actions	<p>In the Draft Invoice Creation workspace, this drop-down list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Remove Drafts - Click this action button to delete any unwanted draft invoices. ▪ Undo Transfer Invoicing Plans - Click this action button to undo any transfers from the invoicing plan. ▪ Transfer Task Groups - Click this action button to update the task group information of the selected jobs to reflect the current work breakdown structure of the job budget. ▪ Apply Invoice Proposals - Click this action button to apply all values proposed by the project manager and/or the employee on the selected job entries. ▪ Calculate Invoice Surcharge - Click this action button to calculate surcharge based on the job surcharge rule specified on the jobs separately.



Table Fields

Field	Description
Show Lines	Toggle on/off to show/hide the lines matching the values specified in your selection criteria.
Show Totals	Toggle on/off to show/hide the total number of jobs applicable for draft invoice creation.
Create Draft	Select this checkbox to create a draft invoice for the current line. This checkbox is automatically selected after using the Delimit... action.
Drafts Exist	This field specifies whether a draft invoice exists for the current line.
Job Number	This field displays the job number.

Field	Description
Job Name	This field displays the job name.
Customer Number	This field displays the number of the customer associated with the job.
Customer Name	This field displays the name of the customer associated with the job.
Bill to Customer Number	This field displays the number of the bill to customer associated with the job.
Preferred Invoice Date	This field displays the invoice date specified when you created the draft invoice.
Amount for Invoicing	This field displays the amount sent for invoicing.
Amount for Invoice on Account	This field displays the amount sent for invoicing on account.
Invoiced Previously	This field displays the billing price total that was previously invoiced to the customer.
Last Invoice Date	This field displays the date of the last invoice made for the job.
Failed Action	This field specifies whether the selected action has failed.
Failed Action, Message	This field displays why the selected action failed.
Print Draft	Click this icon to print a draft invoice for the job on the current line.

Table Actions

Button	Description
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click to maximize the table view. Click to restore the default display size of the table.

Button	Description
	
	Click to open the Customize Columns window.

Draft Invoice Creation Procedures

This section describes all the steps you need to work to create draft invoices.

Create Draft Invoices

You can create draft invoices for multiple jobs in this workspace.

To create draft invoices:

1. Under the Batch Invoicing submenu, go to the Invoice Draft Creation workspace.
2. In the Selection Criteria panel, use the available criteria to display the jobs for which the draft invoices should be created.
3. Click **Apply**.
4. Toggle on **Show Lines** to display the results.
5. Click **Delimit...**
6. In the wizard that opens, specify information as needed.
7. Click **Delimit**.

Note: A warning message displays if draft invoices already exist on one of more jobs in the table. The system skips these jobs during draft invoice creation.

The **Create Draft** checkbox is selected on each applicable line in the table.
8. Click **Create Drafts**.
9. In the dialog that opens, choose a preferred invoice date to apply to all draft invoices.
10. Click **Create**.

The **Drafts Exist** checkbox is automatically selected on each line after batch draft invoice creation is done.

Note: If errors occur on jobs during invoice draft creation, these are automatically skipped by Maconomy. You can view which action failed and the cause of failure on the line in the table.

Draft Invoice Status

The Draft Invoice Status workspace provides an at-a-glance view of draft invoices in various stages. This helps you monitor all invoices and ensure that they progress to the next stage of the invoicing process in a timely manner.

Draft Invoice Status Concepts

Specifically, you can do the following:

- Utilize selection criteria to view specific draft invoices
- Easily view the status and next approver for a draft invoice
- Manually select individual draft invoices or process draft invoices in batches for submission, approval, or printing
- Print a draft invoice individually for each line in the table part using the **Print Draft** action

For users with the requisite permissions, this workspace is available by default.

Draft Invoice Status Fields


This section describes the fields and actions on the Draft Invoice Status workspace.

Selection Criteria Panel

Field	Description
Draft Status	<p>To show the draft invoices with a specific status, select an option from the drop-down list:</p> <ul style="list-style-type: none"> ▪ Not Approved ▪ Not Submitted ▪ Awaiting Approval ▪ Approved <p>This is a required field. By default, the selected status is Not Approved.</p>
Job Number	Select the appropriate job number range to display the draft invoices for those specific jobs.
Job Group	To show the draft invoices for jobs with a specific job group, select an option from the drop-down list.
Project Manager	To show the draft invoices for jobs with a specific project manager assigned to them, select an option from the drop-down list.
Company	Select the appropriate company number range to display the draft invoices for those specific companies.

Field	Description
Customer	Select the appropriate customer range to display the draft invoices for those specific customers.
Bill to Customer	Select the bill to customer range to display the draft invoices for those specific bill to customers.

Card Part Actions



Button	Description
	Click this icon to refresh data in the current workspace.
Save	Click this action button to save changes to the current record.
Revert	Click this action button to undo unsaved changes made to the current record, or to any of its lines.
Print Drafts	This dropdown list includes the following actions: <ul style="list-style-type: none"> ▪ Mark all for Draft Printing ▪ Unmark All for Draft Printing ▪ Print Drafts
Submit Drafts	This dropdown list includes the following actions: <ul style="list-style-type: none"> ▪ Mark all for Submission ▪ Unmark All for Submission ▪ Submit Drafts
Approve Drafts	This dropdown list includes the following actions: <ul style="list-style-type: none"> ▪ Mark all for Approval ▪ Unmark All for Approval ▪ Approve Drafts




Drafts Table Fields

Field	Description
Job Number	This field displays the job number.
Job Name	This field displays the job name.
Project Manager	This field displays the name of the project manager for the job.

Field	Description
Bill to Customer Number	This field displays the number of the bill to customer associated with the job.
Preferred Invoice Date	This field displays the invoice date specified when you created the draft invoice.
Type	This field displays the invoice type.
Amount for Invoicing	This field displays the amount sent for invoicing.
Up/Down	This field displays the amount by which the billing price has been written up/down for the job.
Status	This field displays the current approval status of the draft invoice.
Next Approver	This field displays the name of the next approver of the draft invoice.
Submit Draft	<p>Select this checkbox to include the line in the batch submission of draft invoices.</p> <div> <p>Note: You can only select this checkbox on draft invoices with the Open status. An error displays if you attempt to select this on draft invoices that have already been submitted, partially approved, or approved.</p> </div>
Print Draft	Select this checkbox to include the line in the batch printing of draft invoices.
Approve Draft	Select this checkbox to include the line in the batch approval of draft invoices.
Print Draft	Click this icon to print a draft invoice for the job on the current line.

Table Actions

Button	Description
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.

Button	Description
 	Click to maximize the table view. Click to restore the default display size of the table.
	Click to open the Customize Columns window.

Job Invoicing

The Job Invoicing workspace displays all fully approved draft invoices that are ready for printing.

Job Invoicing Concepts

This workspace provides the following:

- The ability to specify which draft invoices to include based on the preferred invoice date
- The ability to restrict the displayed invoice type in the workspace to 0-invoices or regular invoices only
- The ability to transfer the invoice date to the selected draft invoices
- The ability to print draft invoices and final invoices

For users with the requisite permissions, this workspace is available by default.

Job Invoicing Fields

This section describes the fields and actions on the Job Invoicing workspace.

Selection Criteria Panel


Field	Description
Job Number	Select the appropriate job number range to display the invoices for the specified draft invoices.
Job Group	To show the invoices for jobs with a specific job group, select an option from the drop-down list.
Customer Group	To show the invoices for jobs with a specific customer group, select an option from the drop-down list.
Project Manager	To show the invoices for jobs with a specific project manager assigned to them, select an option from the drop-down list.

Field	Description
Company	Select the appropriate company number range to display the draft invoices for those specific companies.
Customer	Select the appropriate customer range to display the draft invoices for those specific customers.
Bill to Customer	Select the bill to customer range to display the draft invoices for those specific bill to customers.
Invoice Date	Select the invoice date range to choose the invoices to display. This is based on the preferred invoice date indicated on the draft invoice.
Zero/Non-Zero	Specify whether you wish to view regular invoices only or zero-invoices only. If you leave this blank, the workspace displays both invoice types.

Card Part Fields

Field	Description
Show Lines	Toggle on/off to show/hide the lines matching the values specified in your selection criteria.
Layout	This field displays the layout used for the invoices.
Number of Drafts	This field displays the total number of draft invoices on the job.
Amount for Invoicing	This field displays the total amount for invoicing.

Card Part Actions


Button	Description
	Click this icon to refresh data in the current workspace.
Save	Click this action button to save changes to the current record.
Revert	Click this action button to undo unsaved changes made to the current record, or to any of its lines.
Transfer Invoice Date...	Click this action button to transfer the preferred invoice date to the draft invoices in the table.
Print Drafts	Click this action button to print all draft invoices for the specified draft invoices.
Print Invoices	Click this action button to print all invoices for the specified jobs.
Mark all for Invoicing	Click this action button to select all displayed lines for invoicing.





Button	Description
Unmark all for Invoicing	Click this action button to deselect all displayed lines for invoicing.

Drafts Table Fields

Field	Description
View Details	Click this icon to open the draft invoice. This will open the draft invoice in the Draft Invoices workspace in a new browser tab.
Invoice	Select this checkbox to include the line in the batch printing of draft invoices or invoices.
Job Number	This field displays the job number.
Job Name	This field displays the job name.
Customer Number	This field displays the number of the customer associated with the job.
Customer Name	This field displays the name of the customer associated with the job.
Bill to Customer	This field displays the number of the bill to customer associated with the job.
Bill to Customer Name	This field displays the name of the bill to customer associated with the job.
Invoice Date	This field displays the date of the invoice.
Billing Price, Invoice Currency	This field displays the amount invoiced on the job in the invoice currency.
Billing Price Up/Down, Currency	This field displays the amount written up/down on the invoice in the job currency.
Print Draft	Click this icon to print a draft invoice for the current line.

Table Actions

Button	Description
	Click to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.

Button	Description
	Click to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click to maximize the table view. Click to restore the default display size of the table.
	Click to open the Customize Columns window.

Sales Order Invoicing

Use this workspace to prepare and print invoices or credit memos for approved sales and credit orders.

Sales Order Invoicing Concepts

You can:


- Specify the sales or credit orders you need by using selection criteria and create invoices or credit memos accordingly.
- Print draft and final sales invoices or credit memos and have the option to reprint as needed.

For users with the requisite permissions, this workspace is available by default.

Sales Order Invoicing Fields

This section describes the fields and actions on the Sales Order Invoicing workspace.

Card Part Actions

Button	Description
	Click this icon to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.

Button	Description
Revert	Click this action button to undo changes made to the current record, or to any of its lines.

Print Invoices Tab

This section describes the fields and actions on the Print Invoices tab of the Sales Order Invoicing workspace.

Selection Criteria

Use the available criteria to filter sales order invoices that Maconomy displays. The application filters the invoices for printing as soon as you change any of the criteria fields.

Field	Description
Order No.	Select the appropriate order number range. Invoices will only be made and printed for sales orders within this range.
Customer No.	Select the appropriate customer number range. Invoices will only be made and printed for sales orders for items to be delivered to customers within this range.
Bill to Customer No.	Select the appropriate bill-to customer number range. Invoices will only be made and printed for sales orders to be paid by customers within this range.
Company No.	Select the appropriate company number range. The printout will only include invoices based on orders for which companies within the specified range are responsible.
Delivery Date	Click the calendar icons to select a range of delivery dates. Invoices will only be made and printed for sales orders within this range.
Invoice No.	Click the calendar icons to select a range of delivery dates. Invoices will only be made and printed for sales orders within this range.

Tab Fields

Field	Description
Create Sales Order Invoices	Select this checkbox to create invoices for sales orders that meet the selection criteria.
Incl. Printed	Select this checkbox to print invoices that have already been created and meet the selection criteria.
Preferred Inv. Date	Enter the preferred invoice date or click the calendar icon to select a date, which will serve as the invoice date on the invoices that will be created.
Layout	Select a layout from the drop-down list. The available layouts in this list will depend on your setup.

Tab Actions

Button	Description
Print	Click this action button to print the invoices that meet the selection criteria.

Print Credit Memos Tab

This section describes the fields and actions on the Print Credit Memos tab of the Sales Order Invoicing workspace.

Selection Criteria

Use the available criteria to filter the credit memos that Maconomy displays. The application filters the credit memos for printing as soon as you change any of the criteria fields.

Field	Description
Credit Order No.	Select the appropriate credit order number range. Credit memos will only be made and printed for credit orders within this range.
Customer No.	Select the appropriate customer number range. Credit memos will only be made and printed for credit orders to ship-to customers within this range.
Bill to Customer No.	Select the appropriate bill-to customer number range. Credit memos will only be made and printed for credit orders to bill-to customers within this range.
Company No.	Select the appropriate company number range. The printout will only include credit orders based on orders for which companies within the specified range are responsible.
Credit Memo No.	Select the appropriate credit memo number range. Credit memos will only be reprinted within this range.

Tab Fields

Field	Description
Create Credit Memos	Select this checkbox to create credit memos for credit orders that meet the selection criteria.
Incl. Printed	Select this checkbox to print credit memos that have already been created and meet the selection criteria.
Layout	Select a layout from the drop-down list. The available layouts in this list will depend on your setup.

Tab Actions

Button	Description
Print	Click this action button to print the credit memos that meet the selection criteria.

Subscription Invoicing

At any given time, you can generate invoices or credit memos for approved subscription orders in this workspace.

Subscription Invoicing Concepts

You can:


- Look up a range of subscription orders and select several ones that meet the selection criteria to create invoices or credit memos in one go.
- Print draft and final subscription invoices or credit memos and have the option to reprint existing subscription invoices.

For users with requisite permissions, this workspace is available by default.

Subscription Invoicing Fields

This section describes the fields and actions on the Subscription Invoicing workspace.

Card Part Actions

Field	Description
	Click to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status update accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.

Prepare Subscription Invoicing Tab

This section describes the fields and actions on the Prepare Subscription Invoicing tab of the Subscription Invoicing workspace.

Selection Criteria Panel

Use the available criteria to filter the subscription orders to be prepared for invoicing that Maconomy displays. The application filters the subscription orders as soon as you change any of the criteria fields.

Field	Description
Subscrip. Order No.	Select the appropriate subscription order number range. Only subscriptions within the specified range are included in the preparation for invoicing.
Subscription No.	Select the appropriate subscription number range. Only subscriptions with the subscription numbers within the specified range are included in the preparation for invoicing.
Invoice Date	Click the calendar icons to select a range of invoice dates. Only subscriptions with the next invoice date within the specified range are included in the preparation for invoicing.
Customer No.	Select the appropriate customer number range. Only subscriptions with a customer number within the specified range are included in the preparation for invoicing. The preparation does not include blocked customers.
Bill to Customer No.	Select the appropriate bill-to customer number range. Only subscriptions to be paid by customers within the specified range are included in the preparation for invoicing.
Company No.	Select the appropriate company number range. Only subscription orders that companies within the specified range are responsible for are included in the preparation for invoicing.

Table Fields

Field	Description
Show Lines	Toggle on/off to show/hide the lines matching the values specified in your selection criteria.
Selected for Invoicing	Select this checkbox to prepare the subscription order for invoicing when you use the Prepare for Invoicing action button.
Subscrip. Order No.	This field displays the subscription order number.
Subscription No.	This field displays the subscription number.
Bill to Customer No.	This field displays the name of the bill-to customer to whom the payment information for the subscription order is addressed.

Field	Description
Quantity	This field displays the quantity of the subscription order line.
Time Unit	This field displays the time unit used for the entered unit price.
Unit Price	This field displays the price per unit of the current subscription order line.
Extend Price	Copy to come.
Adjusted Unit Price	Copy to come.
Invoicing Method	Copy to come.
Invoicing Start Date	Copy to come.
Invoicing End Date	Copy to come.
Next Invoicing Date	Copy to come.
Invoiced Until	This field displays the last date of the period covered by the latest invoicing.

Table Actions

Button	Description
Mark All for Invoicing	Click this action button to select all the lines in the table for invoicing.
Unmark All	Click this action button unselect all marked lines in the table.
Prepare for Invoicing	Click this action button to prepare all the selected lines for invoicing. The Select for Invoicing checkbox should be selected for every line that needs to be prepared for invoicing.

Print Subscription Invoices Tab

This section describes the fields and actions on the Print Subscription Invoices tab of the Subscription Invoicing workspace.

Selection Criteria Panel

Use the available criteria to filter the subscription invoices to be prepared for printing that Maconomy displays. The application filters the subscription invoices as soon as you change any of the criteria fields.

Field	Description
Subscrip. Order No.	Copy to come.
Subscription No.	Copy to come.
Customer No.	Copy to come.
Bill to Customer No.	Copy to come.
Company No.	Copy to come.
Delivery Date	Copy to come.

Tab Fields

Field	Description
Create Subscrip. Invoice	Copy to come.
Preferred Inv. Date	Copy to come.
Layout	Copy to come.
Incl. Printed	Copy to come.
Invoice No.	Copy to come.

Tab Actions

Button	Description
Print	Click this action button to print the subscription invoice that meet the selection criteria.

Print Subscription Credit Memos Tab

This section describes the fields and actions on the Print Subscription Credit Memos tab of the Subscription Invoicing workspace.

Selection Criteria Panel

Use the available criteria to filter the subscription credit memos to be prepared for printing that Maconomy displays. The application filters the subscription credit memos as soon as you change any of the criteria fields.

Field	Description
Credit Order No.	Copy to come.
Customer No.	Copy to come.
Bill to Customer No.	Copy to come.
Company No.	Copy to come.

Tab Fields

Use the available criteria to filter the subscription credit memos to be prepared for printing that Maconomy displays. The application filters the subscription credit memos as soon as you change any of the criteria fields.

Field	Description
Credit Subscrip. Credit Memos	Select this checkbox to create credit memos for subscription orders that meet the selection criteria.
Layout	Select a layout from the drop-down list. The available layouts in this list will depend on your setup.
Incl. Printed	Select this checkbox to print credit memos that have already been created and meet the selection criteria.
Credit Memo No.	Select the appropriate credit memo number range. Credit memos will only be reprinted within this range.

Tab Actions

Button	Description
Print	Click this action button to print the credit memos that meet the selection criteria.

Collections Submenu

Copy to come.

Collections

Collections Concepts

Copy to come.

Collections Procedures

This section describes the steps you need to follow to work with customer invoices.

Start a Conversation

You can use the conversations functionality to correspond about a specific record or transaction with other employees in your company.

To start a conversation:

1. Go to the relevant workspace, and drill down to a tab or subtab if needed.
2. Select a record or transaction from the filter list.
3. Expand the Conversation assistant found on the right side of the workspace.
4. In the input area, type your message. If needed, mention a specific person by typing **@[name]** as part of the text.
5. Click the paper plane icon or press ENTER to send the message.

Reply to a Conversation

Use the speech bubble icon in the top right corner of the menu to quickly view and respond to conversations.

To reply to a conversation:

1. To expand the Message Center, click the speech bubble icon.
2. From the dropdown list, expand a record or transaction and click on the message to which you want to reply.
Maconomy navigates to the relevant workspace.
3. Expand the Conversation assistant found on the right side of the workspace.
4. In the input area, type your reply. If needed, mention a specific person by typing **@[name]** as part of the text.

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

View a Document

You can view any document listed in the Documents tab or subtab of a workspace.

To view a document:

- Go to the workspace where you want to view a document.
- Use the search filter and **Search** field to select a record or transaction.
- Drill down to the Documents tab or subtab, and select the line for the document you want to view.
- To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant on the right side of the workspace, and click the download icon.




Maconomy downloads the file to your computer/device.

Collections Fields

This section describes the fields and actions on the Collections workspace.

Copy to come.

Card Part Actions

Button	Description
	Click this icon to refresh data in the current workspace.
 	Click to display the list view. Click to display the detailed view.
Save	Click this action button to save changes to the current record.
Revert	Click this action button to undo unsaved changes made to the current record, or to any of its lines.
Create Collection Event Flow	

Overview Tab

This section describes the fields and actions on the Overview tab of the Collections workspace.

Tab Fields

Field	Description
Debit/Credit	
Invoice Type	
Invoice Date	
Due Date	
Payment Status	<p>This field displays the following payment statuses of invoices, pre-invoices, and credit memos:</p> <ul style="list-style-type: none"> ▪ Due - ▪ Not Due - ▪ N/A - ▪ Paid - ▪ Reconciled - ▪ Not Reconciled - ▪ Partially Reconciled - The amount due for the job invoice is partially paid. The status is color-coded yellow if the invoice has a remaining balance and red if there are payments made but the balance is due. This is in the currency of your invoice.
Remainder	This field displays the remaining balance of your invoice, pre-invoice, or credit memo, in the currency of your invoice.
Total	
Billing Address	
Account Manager	

Details island






Tab Actions

Button	Description
Print Copy	
Create Collection Event Flow	

Specification Sub-Tab

This section describes the fields and actions on the Specification sub-tab of the Collections workspace.

Sub-Tab Fields**Sub-Tab Actions**

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Conversation Assistant

This section describes the fields and actions on the Conversation assistant.

For more information, see [Conversations](#) under the Getting Started section of this user guide.

Messages Area


This contains all the messages about the current record or transaction. If you want to delete the last message you sent, simply click the trash can icon to the right of that message. You can delete a message within 15 minutes of sending it.

You can also mark specific messages in the conversation as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane icon to send. Each message has a 255-character limit.

Assistant Actions






Action	Description
+ Add Participant	Click this action to add a user to the current conversation. The selected user will be subscribed automatically to the conversation.
Subscribe / Unsubscribe	Click this action to subscribe to/unsubscribe from the current conversation.
	Click the paper plane icon to send your message.

Foundation Sub-Tab

This section describes the fields and actions on the Foundation sub-tab of the Collections workspace.

Sub-Tab Fields

Sub-Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Conversation Assistant

This section describes the fields and actions on the Conversation assistant.

For more information, see [Conversations](#) under the Getting Started section of this user guide.

Messages Area


This contains all the messages about the current record or transaction. If you want to delete the last message you sent, simply click the trash can icon to the right of that message. You can delete a message within 15 minutes of sending it.

You can also mark specific messages in the conversation as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane icon to send. Each message has a 255-character limit.

Assistant Actions

Action	Description
+ Add Participant	Click this action to add a user to the current conversation. The selected user will be subscribed automatically to the conversation.
Subscribe / Unsubscribe	Click this action to subscribe to/unsubscribe from the current conversation.
	Click the paper plane icon to send your message.

Documents Sub-Tab






This section describes the fields and actions on the Documents sub-tab of the Collections workspace.

Sub-Tab Fields

Field	Description
Document	This field displays the file name of the document attached to the customer invoice. The field is automatically filled in by Maconomy and cannot be changed manually. Click on the file name to download the document.
Type	This field displays the file type/format of the document attached to the customer invoice (for example: .doc, .xls, .ppt, and so on). The field is automatically filled in by Maconomy and cannot be changed manually.
Size	This field displays the file size (in bytes) of the document attached to the customer invoice.

Field	Description
Changed On	This field displays the date on which the file/document was last modified. If the file has not been modified, the field shows the date on which the file was attached to the customer invoice.
Changed By	This field displays the name of the last user to upload the file/document to the current customer invoice.
Remark	Enter any additional remarks in this field.

Sub-Tab Actions

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Conversation Assistant

This section describes the fields and actions on the Conversation assistant.

For more information, see [Conversations](#) under the Getting Started section of this user guide.

Messages Area


This contains all the messages about the current record or transaction. If you want to delete the last message you sent, simply click the trash can icon to the right of that message. You can delete a message within 15 minutes of sending it.

You can also mark specific messages in the conversation as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane icon to send. Each message has a 255-character limit.

Assistant Actions

Action	Description
+ Add Participant	Click this action to add a user to the current conversation. The selected user will be subscribed automatically to the conversation.
Subscribe / Unsubscribe	Click this action to subscribe to/unsubscribe from the current conversation.
	Click the paper plane icon to send your message.

Document Assistant

Use this assistant to view and download documents.

Reminders Submenu

The Reminders submenu contains workspaces that allows you to create, change, and approve reminder selections.

Create Reminder Selection

The Create Reminder Selection workspace allows you to manage customers through creating a reminder notice.

Create Reminder Selection Concepts

In this workspace, you can:

- Create reminders.
- Print reminders.

Change Reminder Selection

The Change Reminder Selection workspace allows you to change reminders.

Change Reminder Selection Concepts

In this workspace, you can:

- Change reminders.
- Apply reminder level.
- Clear reminder calculation.
- Apply reminder texts.

Approve Reminder Selection

The Approve Reminder Selection workspace allows you to approve reminders.

Approve Reminder Selection Concepts

In this workspace, you can:

- Approve reminders.
- Print reminders.
- Include entries blocked for reminder calculation.

Interest Charge Submenu

The Interest Charge Submenu contains workspaces that support creating, changing, and approving interest charge selections.

Create Selection

The Create Selection workspace allows you to create an interest charge to charge interest on outstanding accounts payable.

Create Selection Concepts

In this workspace, you can:

- Create an interest charge.
- Print created interest charge.

Change Selection

The Change Selection workspace allows you to change an interest charge on outstanding accounts receivable.

Change Selection Concepts

In this workspace, you can:

- Create interest selection.
- Approve interest selection.
- Change interest charge.
- End interest calculation.

Approve Selection

The Approve Selection workspace allows you to approve an interest charge to charged interest on outstanding accounts payable.

Approve Selection Concepts

In this workspace, you can:

- Approve created interest charge.
- Print approved interest charge.

Reconciliation Submenu

The Reconciliation submenu contains workspaces that support customer payments reconciliation process.

Customer Open Entry Reconciliation

The Customer Open Entry Reconciliation workspace allows you to view and process customer payment reconciliation entries.

Customer Open Entry Reconciliation Concepts

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In this workspace, you can:

- Select reconciliation entries.
- Unmark reconciliation entries.
- Approve reconciliation.
- Release reconciliation entries for posting.
- Remove approval.
- Delete customer payment.

Reconciliation History

The Reconciliation History workspace allows you to view customer payment reconciliation history.

Reconciliation History Concepts

In this workspace, you can:

- View reconciliation history.
- Remove reconciliation.

Customer Provisions

The Customer Provisions workspace allows you to create a reserve against uncollectible accounts payable according to the accounting rules.

Customer Provisions Concepts

In this workspace, you can:

- Approve provisions.
- Transfer percentage.

Customer Payments

The Customer Payments workspace allows you to create and post customer payment journals.

Customer Payments Concepts

You can enter several customer payments in the same customer payment journal, and you can edit those entries until you post the journal.

You can add more lines if there are more than one payment. You can have payments on several customers on the same journal. Once all payments have been added, you can post the journal.

Customer Payments Fields




This section describes the fields and actions on the Customer Payments workspace.

Card Part

Field	Description
Customer Payment Journal	This field displays the customer payment journal name and number to which the customer payment is added.

Field	Description
Customer	This field displays the customer name and number.
Created	This field displays the date the customer payment journal was created, and the name of the employee who created it.
Control	Enter a control sum that is the expected total of all entries in the journal. The batch total is calculated as the sum of all of the amounts in the Amount field on the lines in the journal.
Current	This field shows the batch total of the journal. The batch total is the sum of the amounts in the Amount field on all lines in the sub-tab.
Balance	This field shows the difference between the amounts in the Control and Current fields. If you entered an amount in the field Control field, the customer payment journal can only be posted if the value in this field is 0.
Ready for posting	Specify whether the journal should be released for posting.

Card Part Actions

Button	Description
+ New Journal	Click this action to create a customer payment journal.
	Click this icon to refresh data in the current workspace.
 	Click to display the list view. Click to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Post	Click this action to post the customer payment journal.
Submit	Click this action to submit the customer payment journal.
Other Actions	In the Customer Payments tab, this drop-down list includes the following actions: <ul style="list-style-type: none"> ▪ Reopen

Button	Description
	<ul style="list-style-type: none"> ▪ Delete All Journal Lines ▪ Attach Document ▪ View Document

Customer Payment Lines Sub-Tab






This section describes the fields and actions on the Customer Payment Lines sub-tab in the Customer Payments workspace.


Sub-Tab Fields

Field	Description
Entry Date	This field displays the entry date for the current line. It defaults to today's date, but you can change it to the actual date of the payment.
Customer No.	Enter a customer number. This number refers to the bill-to customer. If you enter a customer number in this field and an invoice number in the Reconciled Invoice No. field, the customer and the paying customer must be identical. If you only enter an invoice number in the field Reconciled Invoice No. field, the customer number registered on the invoice in question is automatically transferred to this field.
Name	This field displays the name of the customer specified in the Customer No. field on the selected line.
Description	Enter a short description of the payment. This is a free-text field.
Amount	Enter the paid amount.
Amount, Currency	Enter the currency value of the payment. For example, USD 10,000, enter 10000 in this field.
Charge	Enter a charge amount in currency.
Charge, Currency	Enter the amount of any bank charges associated with this payment. The account associated with the payment mode will be debited the amount of the bank charge. This is an optional field.
Currency	Select the currency of the payment from the dropdown.
Reconciled Invoice No.	Enter an invoice number if the current payment should be reconciled fully or partly against an invoice. Note that you cannot specify an invoice which has already been selected for reconciliation in another payment journal.

Field	Description
	Maconomy displays a warning message if you do a partial reconciliation and the amount paid does not match the invoice.
D/C	Specify whether the amount registered is a debit or credit amount. Maconomy suggests debit because a customer payment usually means your company receives a payment.
Released	Specify whether the current payment is released for posting.
Customer Payment Reference	Enter a reference to the current customer payment.

Sub-Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add or delete customer payment lines.</p> <p>For customer payment lines, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Insert Customer Payment - Click this action to insert a customer payment line. ▪ Delete Customer Payment - Click this action to delete a customer payment line. ▪ View Document ▪ Attach Document
+ Add Customer Payment	Click this action to add another customer payment line to the bottom of the customer payment.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>

Button	Description
	Click this icon to open the Customize Columns window.

Customer Payments Procedures

This section describes the steps you need to follow to work with customer payments.

Create a Customer Payment Journal

Use these steps to add a new customer payment journal.

To create a customer payment journal:

1. Under the Accounts Receivable menu section, go to the Customer Payments workspace.
2. Click **+New Journal**. The New Journal wizard displays.
3. Select the company name and company number.
4. Click **Create**.
5. Click **+Add Customer Payment**.
6. Enter a description and an amount. These are required fields.
7. Enter information in the other fields as needed.
8. Click **Save**.

Submit and Post a Customer Payment Journal

Use these steps to submit and post a customer payment journal.

To submit and post a customer payment journal:

1. Under the Accounts Receivable menu section, go to the Customer Payments workspace.
2. In the **Search for Customer Payment Journals** field, select the customer payment journal to submit.
3. Enter or update information in the fields as needed.
4. Click **Submit**. Then, click **Post**.

Attach a Document in the Customer Payment Journal

Use these steps to attach documents to a customer payment journal.

To attach a document in a customer payment journal:

1. Under the Accounts Receivable menu section, go to the Customer Payments workspace.

2. Use the **Search for Customer Payment Journals** field to select a customer payment journal.
3. From the **Other Actions** drop-down list, select **Attach Document**.
4. In the dialog that opens, click **Select files** to open your file explorer.
5. Select the file/s that you want to upload.
6. Click **Open**, or press **ENTER**.
Maconomy lists the file/s you selected in the dialog. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 4-6, you can opt to select the file/s from your file browser window, then drag and drop them into the Attach Document dialog.

7. Click **Ok**.

View a Document

You can view any document listed in the Customer Payments sub-tab.

To view a document:

1. Under the Accounts Receivable menu section, go to the Customer Payments workspace.
2. Use the search filter and/or the **Search** field to select a customer payment journal.
3. In the Customer Payments tab, select a line.
4. Click **Row Tools » View Document**.
The file is downloaded to your computer/device.

Customer Reporting

For information on Customer reporting workspaces, refer to the [BPM Standard Reports Guide](#).

Accounts Payable

This section covers conceptual information, procedures, and field descriptions for all workspaces that are used to manage vendor-related activities.

AP Cockpit Submenu

The AP Cockpit submenu contains workspaces that allows users to view vendor invoice overview and status, open and print entry statements, and other related information.

Vendor Open Entry Statement

The Vendor Open Entry Statement workspace provides finance users with an overview of open vendor invoices and their statuses.

Vendor Open Entry Statement Concepts

In this workspace you can:

- View and search the list of company vendors with open entries.
- Filter entries by All, My Company Vendors, Active Company Vendors, and Inactive Company Vendors.
- Print vendor open entry statement.

Vendor Invoices List

Maconomy finance users can use the Vendor Invoices List workspace to view vendor invoices broken out by a vendor, invoice number, and their statuses.

Vendor Invoices List Concepts

In this workspace you can:

- View a vendor invoice.
- View documents.
- Print vendor invoice.
- Print invoice allocation line.

Vendor Entries

Use this workspace to review information about vendor entries.

Vendor Entries Concepts

Use this workspace to review information about vendor entries. This workspace provides Accounts Payable (AP) users with a comprehensive view of vendor data, making vendor management efficient and accurate. Users can easily access and review important information, ensuring all vendor interactions are well-documented and up-to-date.

This workspace includes several key tabs that organize vendor information, allowing for streamlined navigation and detailed analysis. These tabs help users maintain accurate records, track financial transactions, and manage vendor invoices effectively.

Vendor Entries Fields

Copy to come.

Vendors

Finance users can utilize this workspace to view and work with vendor information.

Vendor Concepts

Specifically, the Vendors workspace allows you to do the following:

- Create vendors
- Edit vendor information
- Submit vendors for approval (if approval hierarchies are set up)
- Approve or reject vendors (if approval hierarchies are set up)
- Delete vendors
- Attach documents to vendors
- View vendor documents

Vendor Fields




This section describes the fields and actions on the Vendors workspace.

Card Part Fields

Field	Description
Vendor	This field displays the vendor name.
Vendor Number	This field displays the vendor number.

Field	Description
Status	<p>If approval hierarchies are set up, this field displays the vendor's approval status. Available values are:</p> <ul style="list-style-type: none"> Open Submitted Approved Rejected

Card Part Actions

Button	Description
+ New Vendor	Click this action to create a vendor.
	Click this icon to refresh data in the current workspace.
 	<p>Click to display the list view.</p> <p>Click to display the detailed view.</p>
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record.
Submit	<p>Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.</p> <p>Note: This action is shown only for users with the required permissions, and when approval hierarchies are set up for vendors.</p>
Approve	<p>Click this action button to approve the current record.</p> <p>Note: This action is shown only for users with the required permissions, and when approval hierarchies are set up for vendors.</p>
Other Actions	<p>In the Vendors workspace, this dropdown list includes the following actions:</p> <ul style="list-style-type: none"> Print

Button	Description
	<ul style="list-style-type: none"> ▪ Reject - Select this action to reject the current record. ▪ Undo Approve/Reject ▪ Delete <div> <p>Note: Reject and Undo Approve/Reject display only for users with the required permissions, and when approval hierarchies are set up for vendors.</p> </div>

Information Tab

This section describes the fields and actions on the Information tab of the Vendors workspace.

Tab Fields

Field	Description
Address	Enter the address of the vendor.
Pay to Vendor	<p>By default, this field displays the name and number of the current vendor.</p> <p>If a different vendor should receive payment for the delivery, click the field and use the name or number search dropdowns to specify that vendor instead.</p> <p>When payment is sent to the Pay to Vendor, the current (or delivery) vendor is debited that amount.</p>
Settling Company	<p>Use the name or number search dropdowns to specify a settling company for the current vendor.</p> <p>This settling company will apply to all vendor invoices, item purchase orders, and so on, where the current vendor is specified as the Pay to Vendor.</p>
Vendor Group	<p>Select a value from the dropdown.</p> <p>This field is used to classify vendors (for example, by trade).</p> <p>Define vendor group values using the Popup Fields single dialog in the Workspace Client.</p>
Control Account	<p>Select a value from the dropdown.</p> <p>The control account is a reference to two G/L accounts: a vendor control account, and an account for non-balanced entries.</p> <p>All vendor entries are posted to the general ledger, specifically to the control account specified in this field. Accounts payable is thus a specification of A/P control accounts in the general ledger.</p> <p>You can use control accounts to group your vendors in the general ledger (for example, foreign and domestic vendors).</p> <p>The account for non-balanced entries is used to manage your accounts when item deliveries and invoices are not received at the same time. When you</p>

Field	Description
	<p>approve item deliveries to the warehouse, the inventory value account is debited and the non-balanced entries account is credited. When the vendor invoices are registered at a later date, the items are credited to the vendor control account and debited to the account for non-balanced entries. You thus avoid any accounting problems, when items are delivered in one posting period and the corresponding vendor invoice is received in another.</p> <p>Specify references to control accounts by means of dimension combinations using the Popup Fields single dialog in the Workspace Client.</p>

Regional island

Field	Description
Area	<p>Select a value from the dropdown.</p> <p>Maconomy uses the specified area when a purchase order or vendor invoice is created.</p> <p>Define area values using the Popup Fields single dialog in the Workspace Client.</p>
Segment	<p>Select a value from the dropdown.</p> <p>Maconomy uses the specified segment when a purchase order or vendor invoice is created.</p> <p>Define segment values using the Popup Fields single dialog in the Workspace Client.</p>
Enterprise	<p>Select a value from the dropdown.</p> <p>Maconomy uses the specified enterprise when a purchase order or vendor invoice is created.</p> <p>Define enterprise values using the Popup Fields single dialog in the Workspace Client.</p>
Language	<p>Select a value from the dropdown.</p> <p>Maconomy uses the specified language for the current vendor for printouts and statistics.</p> <p>Define language values using the Popup Fields single dialog in the Workspace Client.</p>
Currency	<p>To specify a standard currency for the current vendor, Select a value from the dropdown.</p> <p>All the current vendor's transactions are converted to the specified currency. This currency will also be applied to payments to the current vendor. This means you can print and send out account statements in the current vendor's own currency.</p> <p>To avoid inconsistencies, you cannot change the value of this field if entries have been posted or are ready for posting to the current vendor.</p> <p>Define standard currency values using the Popup Fields single dialog in the Workspace Client.</p>

Field	Description
	<p>Note: All vendor transactions are registered in the following currencies:</p> <ul style="list-style-type: none"> Standard Currency - The currency the vendor has requested to use, and the currency in which payments to the vendor are usually made. Company Base Currency - The currency selected as base currency for the company responsible for a given transaction. Enterprise Currency - The currency specified as enterprise currency in the System Information single dialog of the Workspace Client. Original Currency - The original currency of a given transaction.
Comp. Reg. No.	<p>If the current vendor is a company, enter their company registration number in this field.</p> <p>If there are company registration number validation rules specified for the current vendor's country in the Rules of Validation single dialog of the Workspace Client, Maconomy checks if this number complies with those rules.</p> <p>This is a free-text field.</p>
Tax No.	<p>Enter the tax number of the current vendor.</p> <p>If there are tax number validation rules specified for the current vendor's country in the Rules of Validation single dialog of the Workspace Client, Maconomy checks if this number complies with those rules.</p> <p>This is a free-text field.</p>
Social Security No.	<p>Enter the social security number of the current vendor.</p> <p>This is a free-text field.</p>
Disclosable	<p>Select this checkbox to indicate that the current vendor is disclosable.</p> <p>When reporting to tax authorities, you need to distinguish between disclosable and tax-exempt services for disclosable invoices.</p> <p>You cannot mark a vendor as disclosable without first filling in either the Comp. Reg. No. or Social Security No. field on the Information tab of the Vendors workspace.</p>
Statistics 1-4, Value	<p>Select a value from the dropdown.</p> <p>Maconomy uses the specified value for computing various statistics such as 1099 reporting (in the US) and B-income tax (in Denmark) in connection with support for disclosable tax.</p> <p>Define the options for these fields using the Options Lists single dialog in the Workspace Client.</p>

Setup Tab

This section describes the fields and actions on the Setup tab of the Vendors workspace.

Tab Fields

Field	Description
Parent Vendor	Select a value from the dropdown. If you specify a parent vendor here (and a linking rule in the next field), Maconomy can copy information from the parent vendor to the current vendor.
Linking Rule	To specify the linking rule you want to use between the current vendor and its parent vendor, select a value from the dropdown. Linking rules contain information about what information should be copied from a parent vendor to the current vendor. You maintain these in the Linking Rules single dialog of the Workspace Client. If you specified a parent vendor in the Parent Vendor field but do not specify a linking rule in this field, Maconomy displays an error message.
Vendor Supplement	Select a value from the dropdown. Supplements are free text and allow you to provide additional vendor information. Also, supplement information is not inherited or passed down from the parent vendor to the subordinate vendor.

Payment Control Island

Field	Description
Payment Mode	To specify a mode of payment, select a value from the dropdown. The payment mode has several functions: <ul style="list-style-type: none"> Points to a G/L account Allows you to specify the form of payment you want to use Controls automatic payment Used when registering vendor invoices If needed, you can always edit the payment mode for specific vendor invoices. Define payment mode values using the Payment Modes single dialog in the Workspace Client.
Payment Terms	To specify payment terms for the current vendor, select a value from the dropdown. Maconomy uses payment terms to calculate the invoice due date when you enter vendor invoices.
Control Account	Select a value from the dropdown. The control account is a reference to two G/L accounts: a vendor control account, and an account for non-balanced entries.

Field	Description
	<p>All vendor entries are posted to the general ledger, specifically to the control account specified in this field. Accounts payable is thus a specification of A/P control accounts in the general ledger.</p> <p>You can use control accounts to group your vendors in the general ledger (for example, foreign and domestic vendors).</p> <p>The account for non-balanced entries is used to manage your accounts when item deliveries and invoices are not received at the same time. When you approve item deliveries to the warehouse, the inventory value account is debited and the non-balanced entries account is credited. When the vendor invoices are registered at a later date, the items are credited to the vendor control account and debited to the account for non-balanced entries. You thus avoid any accounting problems, when items are delivered in one posting period and the corresponding vendor invoice is received in another.</p> <p>Specify references to control accounts by means of dimension combinations using the Popup Fields single dialog in the Workspace Client.</p>
Tax	<p>Select this checkbox if you want Maconomy to calculate tax on vendor invoices from the current vendor most of the time.</p> <p>If you select this checkbox, Maconomy automatically calculates tax for vendor invoices. You can also opt to clear the checkbox during invoice registration.</p> <p>You normally select this checkbox for vendors who operate in the same country as you do. Do not select it for vendors from other countries. While you must also settle tax for items purchased in other countries, the tax for those is calculated rather than lifted from the invoice amount.</p>
Company Tax Code	<p>Select a value from the dropdown.</p> <p>Maconomy uses the specified company tax code in calculating tax for the current vendor.</p> <p>Define company tax code values using the Popup Fields single dialog in the Workspace Client.</p>
Auto. Approval	<p>Select this checkbox if you want Maconomy to automatically approve for payment all subsequently submitted invoices and invoice allocation lines from the current vendor.</p> <p>If needed, you can clear the checkbox for individual invoices.</p>
Cash Discount Term	<p>To specify a cash discount condition to assign to the current vendor, select a value from the dropdown.</p> <p>Maconomy uses this cash discount condition when paying vendor invoices. If you do not select a condition, cash discount will not be calculated for the current vendor.</p> <p>Define cash discount conditions using the Popup Fields single dialog in the Workspace Client.</p>
Responsible	<p>To specify the employee responsible for approving invoices from the current vendor, select a value from the dropdown.</p>

Field	Description
	Maconomy uses the specified employee as a reference and to sort lists of non-approved vendor invoices.

Bank Island

Field	Description
Bank Address	Specify the address of the current vendor's bank. This is a free-text field. Maconomy uses this address for electronic payment to foreign vendors.
Reg. No.	Enter the registration number for the bank of the current vendor. Maconomy uses this for reference and electronic payment. This is a free-text field.
SWIFT	Enter the SWIFT code for the current vendor. Maconomy uses the SWIFT code for electronic payment to foreign vendors. This is a free-text field.
Bank Account Number	Enter the bank account number of the current vendor. Maconomy uses the specified bank account number for reference and electronic payment. This is a free-text field.

Dimensions Tab

This section describes the fields and actions on the Dimensions tab of the Vendors workspace.

Tab Fields

Field	Description
Dimension Combination, Name	<p>Select a value from the dropdown to specify a dimension combination name here (and its description in the next field).</p> <p>If you specify a dimension combination, Maconomy will derive dimensions from the current vendor in the following order:</p> <ol style="list-style-type: none"> 1. Maconomy will use dimension derivation values specified on this tab. 2. For dimensions with no values specified on this tab, Maconomy will use the corresponding dimensions and values from the specified dimension combination. That is, the dimension combination only applies to the dimensions for which no value is entered on this tab.
Dimension Combination, Description	Select a value from the dropdown to specify a dimension combination description here (and its name in the previous field).

Field	Description
Location, Name	<p>Select a value from the dropdown to specify a location dimension name here (and its description in the next field).</p> <p>Maconomy then derives the specified location dimension from the current vendor.</p> <p>The value of this field is suggested when you are entering vendor entries in the vendor invoice journal or the general journal. When posting a vendor journal which was created automatically (for example, a cash discount or a rate variance in connection with a payment), Maconomy will transfer the value of this field to the ledger entries at the time of posting.</p>
Location, Description	<p>Select a value from the dropdown to specify a location dimension description here (and its name in the previous field).</p>
Location, Overwrite	<p>Select this checkbox if you want the location dimension value you specified to overwrite any existing values for the dimension.</p> <p>If you leave this checkbox blank, Maconomy will only transfer the location dimension value to a table entry being created if the Location field in that table entry is not filled in (whether manually or through a registration code).</p> <p>If you specified a dimension combination for the current vendor, selecting this checkbox will only take effect if you also specified a location dimension value. If you select this checkbox but do not specify a location dimension, Maconomy ignores the checkbox value. Dimension values and overwriting specifications are always retrieved together.</p>
Project, Name	<p>Select a value from the dropdown to specify a project dimension name here (and its description in the next field).</p> <p>Maconomy then derives the specified project dimension from the current vendor.</p> <p>The value of this field is suggested when you are entering vendor entries in the vendor invoice journal or the general journal. When posting a vendor journal which was created automatically (for example, a cash discount or a rate variance in connection with a payment), Maconomy will transfer the value of this field to the ledger entries at the time of posting.</p>
Project, Description	<p>Select a value from the dropdown to specify a project dimension description here (and its name in the previous field).</p>
Project, Overwrite	<p>Select this checkbox if you want the project dimension value you specified to overwrite any existing values for the dimension.</p> <p>If you leave this checkbox blank, Maconomy will only transfer the project dimension value to a table entry being created if the Project field in that table entry is not filled in (whether manually or through a registration code).</p> <p>If you specified a dimension combination for the current vendor, selecting this checkbox will only take effect if you also specified a project dimension value. If you select this checkbox but do not specify a project dimension, Maconomy</p>

Field	Description
	ignores the checkbox value. Dimension values and overwriting specifications are always retrieved together.
Purpose, Name	<p>Select a value from the dropdown to specify a purpose dimension name here (and its description in the next field).</p> <p>Maconomy then derives the specified purpose dimension from the current vendor.</p> <p>The value of this field is suggested when you are entering vendor entries in the vendor invoice journal or the general journal. When posting a vendor journal which was created automatically (for example, a cash discount or a rate variance in connection with a payment), Maconomy will transfer the value of this field to the ledger entries at the time of posting.</p>
Purpose, Description	Select a value from the dropdown to specify a purpose dimension description here (and its name in the previous field).
Purpose, Overwrite	<p>Select this checkbox if you want the purpose dimension value you specified to overwrite any existing values for the dimension.</p> <p>If you leave this checkbox blank, Maconomy will only transfer the purpose dimension value to a table entry being created if the Purpose field in that table entry is not filled in (whether manually or through a registration code).</p> <p>If you specified a dimension combination for the current vendor, selecting this checkbox will only take effect if you also specified a purpose dimension value. If you select this checkbox but do not specify a purpose dimension, Maconomy ignores the checkbox value. Dimension values and overwriting specifications are always retrieved together.</p>
Entity, Name	<p>Select a value from the dropdown to specify an entity dimension name here (and its description in the next field).</p> <p>Maconomy then derives the specified entity dimension from the current vendor.</p> <p>The value of this field is suggested when you are entering vendor entries in the vendor invoice journal or the general journal. When posting a vendor journal which was created automatically (for example, a cash discount or a rate variance in connection with a payment), Maconomy will transfer the value of this field to the ledger entries at the time of posting.</p>
Entity, Description	Select a value from the dropdown to specify an entity dimension description here (and its name in the previous field).
Entity, Overwrite	<p>Select this checkbox if you want the entity dimension value you specified to overwrite any existing values for the dimension.</p> <p>If you leave this checkbox blank, Maconomy will only transfer the entity dimension value to a table entry being created if the Entity field in that table entry is not filled in (whether manually or through a registration code).</p> <p>If you specified a dimension combination for the current vendor, selecting this checkbox will only take effect if you also specified an entity dimension value.</p>

Field	Description
	If you select this checkbox but do not specify an entity dimension, Maconomy ignores the checkbox value. Dimension values and overwriting specifications are always retrieved together.

Specification island

Field	Description
Specification 1 - 10, Name	<p>Select a value from the dropdown to specify a specification dimension name here (and its description in the next field).</p> <p>Maconomy then derives this specification dimension from the current vendor.</p> <p>The value of this field is suggested when you are entering vendor entries in the vendor invoice journal or the general journal. When posting a vendor journal which was created automatically (for example, a cash discount or a rate variance in connection with a payment), Maconomy will transfer the value of this field to the ledger entries at the time of posting.</p>
Specification 1 - 10, Description	Select a value from the dropdown to specify a specification dimension description here (and its name in the previous field).
Specification 1 - 10, Overwrite	<p>Select this checkbox if you want the specification dimension value you specified to overwrite any existing values for the dimension.</p> <p>If you leave this checkbox blank, Maconomy will only transfer the specification dimension value to a table entry being created if the Specification 1 - 10 field in that table entry is not filled in (whether manually or through a registration code).</p> <p>If you specified a dimension combination for the current vendor, selecting this checkbox will only take effect if you also specified a specification dimension value. If you select this checkbox but do not specify a specification dimension, Maconomy ignores the checkbox value. Dimension values and overwriting specifications are always retrieved together.</p>

Local Specification island

Field	Description
Local Specification 1 - 10, Name	<p>Select a value from the dropdown to specify a local specification dimension name here (and its description in the next field).</p> <p>Maconomy then derives this local specification dimension from the current vendor.</p> <p>The value of this field is suggested when you are entering vendor entries in the vendor invoice journal or the general journal. When posting a vendor journal which was created automatically (for example, a cash discount or a rate variance in connection with a payment), Maconomy will transfer the value of this field to the ledger entries at the time of posting.</p>

Field	Description
Local Specification 1 - 10, Description	Select a value from the dropdown to specify a local specification dimension description here (and its name in the previous field).
Local Specification 1 - 10, Overwrite	<p>Select this checkbox if you want the local specification dimension value you specified to overwrite any existing values for the dimension.</p> <p>If you leave this checkbox blank, Maconomy will only transfer the local specification dimension value to a table entry being created if the Local Specification 1 - 10 field in that table entry is not filled in (whether manually or through a registration code).</p> <p>If you specified a dimension combination for the current vendor, selecting this checkbox will only take effect if you also specified a local specification dimension value. If you select this checkbox but do not specify a local specification dimension, Maconomy ignores the checkbox value.</p> <p>Dimension values and overwriting specifications are always retrieved together.</p>

Popups and Remarks Tab

This section describes the fields and actions on the Popups and Remarks tab of the Vendors workspace.

Tab Fields

Field	Description
Popup 1 - 5	<p>To provide further specifications for the current vendor, select a value from each dropdown.</p> <p>Define values for these fields using the Popup Fields single dialog in the Workspace Client.</p>
Remarks 1 - 15 Remarks 1 - 15	<p>Enter any remarks regarding the current vendor.</p> <p>These are free-text fields.</p>

Supplements Tab

This section describes the fields and actions on the Supplements tab of the Vendors workspace.

Tab Fields

Field	Description
Supplier Number	Enter the supplier number for the current vendor. This is a free-text field.
Headquarters Phone 1 - 3	Enter the phone numbers for the current vendor's headquarters. These are free-text fields.

Field	Description
Global Web Address 1 - 3	Enter available web addresses or URLs for the current vendor. These are free-text fields.

Allowed Actions Tab

This section describes the fields and actions on the Allowed Actions tab of the Vendors workspace.

Tab Fields

The Allow fields control the areas where users can use a vendor, while approval hierarchies control whether certain Allow fields update their values at a certain point in the approval process (after some or all steps in the approval workflow are completed).

For example, you can set up your approval hierarchy to change the value of the **Allow Payments** field from **Yes** to **Requested** if the payment information for a vendor is changed after that vendor is approved. This prevents payments from being made to the vendor until the new information is approved. You can then set up your approval hierarchy to change the **Allow Payments** field value back to **Yes** after the new information is approved.

You can still use the Allow fields even without any approval hierarchies set up.

The Allow fields have four available values:

- **None**
- **Yes** - Select this value to allow users to use the current vendor in the specified area.
- **No** - Select this value to prohibit users from using the current vendor in the specified area.
- **Requested** - If the **Allow Users to Manually Set Allow Fields on Vendors to Yes** system parameter is not enabled in the Workspace Client, you cannot manually select the value **Yes** for any of the fields in this tab. You can select the value **Requested** in the meantime. If the Changes on Approve single dialog in the Workspace Client is set up to include a line for changing an Allow field's value from **Requested** to **Yes** at a specified step in the approval process, then the value for that Allow field will automatically be changed to **Yes** and users will be able to use the current vendor in the specified area.

Field	Description
Allow for use as Subcontractor	Use this field to specify whether the current vendor can be linked to a subcontractor. This is validated when the vendor is selected or edited on the employee, and when a time sheet or expense sheet is approved.
Allow for use as Outlay Vendor	Use this field to specify whether the current vendor can be used as an outlay vendor. This is validated when the vendor is selected or edited on the employee, and when an expense sheet is approved.
Allow for use as Inter Company Vendor	Use this field to specify whether the current vendor can be used as an intercompany vendor. This is validated when the vendor is selected or edited on the company information card (in the Workspace Client) or on an outlay account. It is also validated when the intercompany invoice is created.

Field	Description
Allow for use as Reference Vendor	Use this field to specify whether the current vendor can be used as a reference vendor.
Allow for use as Template/Parent Vendor	<p>Use this field to specify whether the current vendor can be used as a template or parent vendor.</p> <p>You specify a template vendor in the System Information or Company Information single dialog in the Workspace Client.</p> <p>Maconomy suggests the template vendor as a parent vendor when a user creates a new vendor.</p> <p>Maconomy validates this when a new vendor is created.</p>
Allow for use as Item Supplier	Use this field to specify whether the current vendor can be used as an item supplier. This is validated when the vendor is selected as an item supplier, when an item purchase order is created or edited, and/or when the item purchase order quote is approved.
Allow G/L Budgets	Use this field to specify whether the current vendor can be used in a G/L or job budget. This is validated when the budget line is created or edited, and when the G/L budget is approved.
Allow Registrations	Use this field to specify whether the current vendor can be used in a general journal or in bank reconciliation. This is validated when the line is created or edited, and when the journal is posted or the bank reconciliation is approved.
Allow Payments	<p>Use this field to specify whether the current vendor can be used for payments. This means you can make a payment selection.</p> <p>Editing the field value to No or Requested will result in the resettling of payment selections created for the current vendor. To view these payment selections, go to the Change Payment Selection by Vendor single dialog in the Workspace Client.</p>
Allow Requisitions and Request for Quotes	Use this field to specify whether the current vendor can be used on a requisition or request for quote. This is validated when the requisition or request for quote is created or edited, and when the requisition or request for quote is approved or copied.
Allow Purchase Orders	Use this field to specify whether the current vendor can be used on a purchase order. This is validated when the purchase order is created or edited, and when the purchase order is approved.
Allow Vendor Invoices	Use this field to specify whether the current vendor can be used on a vendor invoice. This is validated when the vendor invoice is created or edited, and when the vendor invoice is approved.
Allow Reporting	Use this field to specify whether the current vendor can be included in standard vendor reports. Maconomy ignores vendors not allowed for reporting in the following reports if the user has selected Vendor as a dimension:

Field	Description
	<ul style="list-style-type: none"> ■ A/P Aging ■ A/P Balance List ■ A/P Suspense Overview ■ Open Entry Statement ■ Periodic Statement ■ A/P Statistics ■ Vendor Information ■ G/L Report Lines


Documents Tab






This section describes the fields and actions on the Documents tab of the Vendors workspace.

Tab Fields

Field	Description
Document	This field displays the file name of any document uploaded to the Documents tab. Click on the file name to download the document.
Type	This field displays the document's file type/format-for example, .doc, .xls, .ppt, and so on. This field is automatically filled in by Maconomy and cannot be changed manually.
Size	This field displays the document's file size (in kilobytes).
Changed on	This field displays the date when the file/document was last modified. If the file has not been modified, this field displays the date when the file was uploaded to the Documents tab.
Changed by	This field displays the name of the last user to upload the file/document to the Documents tab.
Remark	Enter any additional remarks in this field.

Tab Actions

Button	Description
Attach Document	Click this action to attach a document to the current vendor.
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Documents tab, choose from the following actions:</p>

Button	Description
	<ul style="list-style-type: none"> ▪ Update Document ▪ Delete Document ▪ View Document
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	<p>Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.</p>
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	<p>Click this icon to open the Customize Columns window.</p>

Document Assistant

Use this assistant to view and download documents.

Trade Tab

This section describes the fields and actions on the Trade tab of the Vendors workspace.

Tab Fields

Field	Description
Our Customer Number	<p>Enter the customer number assigned to your company by the current vendor. You refer to this number when you contact the vendor.</p> <p>Maconomy transfers your customer number to your item purchase orders.</p> <p>This is a free-text field.</p>
Buyer	<p>Enter the name of the buyer who is responsible for contact with and purchases from the current vendor.</p> <p>Maconomy transfers the buyer name to requests for quote, purchase orders, and item purchase orders created for the current vendor.</p> <p>This is a free-text field.</p>

Field	Description
Price List	<p>To specify the price list Maconomy should use for item purchase orders, select a value from the dropdown.</p> <p>Define and maintain price list values using the Price Lists and Quantity Discounts single dialogs in the Workspace Client.</p>
Expense	<p>Enter the expense percentage you normally incur when buying items from the current vendor.</p> <p>You can also opt to enter the fixed expenses amount on the actual item purchase order.</p> <p>When items are shipped to the warehouse, the expenses are added to the item total and apportioned to item prices to give correct cost prices.</p> <p>If your company does not use purchase price lists, Maconomy suggests the last cost price used at the relevant warehouse as the unit price on every item line. This price includes any expense incurred when you last bought the item for the warehouse specified in the Warehouse field below. If you then enter a figure in this field, Maconomy calculates both expenses.</p>
Invoice Discount	<p>Enter the invoice discount percentage rate you normally receive from the current vendor.</p> <p>You can also opt to enter the invoice discount amount on the actual item purchase order.</p> <p>When items are shipped to the warehouse, the invoice discount is deducted from the prices to give the correct cost price.</p> <p>If your company does not use purchase price lists, Maconomy suggests the last cost price used at the relevant warehouse as the unit price on every item line. This price includes any invoice discount received when you last bought the item for the warehouse specified in the Warehouse field below. If you then enter a figure in this field, Maconomy calculates the invoice discount twice.</p>
Keep Price	<p>Select this checkbox if you do not want unit prices and discount percentages on item purchase order lines for the current vendor to be recalculated when the quantity is updated. Maconomy copies the checkbox value to the card part of item purchase orders for the current vendor, but you can edit the checkbox for individual orders.</p>
Your Ref.	<p>Enter the name of your contact person for the current vendor. This is the person who deals with your orders.</p> <p>This is a free-text field.</p>
Our Ref.	<p>Enter the name of your company's reference. This is the current vendor's reference to one of your company's employees or departments.</p> <p>This is a free-text field.</p>
Time Unit	<p>To specify the time unit for the current vendor, select a value from the dropdown.</p> <p>Available values are:</p> <ul style="list-style-type: none"> ■ None

Field	Description
	<ul style="list-style-type: none"> Hours Days <p>Maconomy uses the specified time unit when you specify the current vendor in any requisition, purchase order, or vendor invoice that you create.</p>

Warehouse island

Field	Description
Warehouse	<p>Select a value from the dropdown.</p> <p>You should specify the warehouse to which items from the current vendor are normally shipped.</p> <p>Maconomy uses this information when you enter item purchase orders.</p> <p>Items must be assigned to this warehouse in the Item Information Card single dialog of the Workspace Client.</p> <p>Inventory is maintained in the Warehouse Information Card single dialog of the Workspace Client.</p>
Delivery Terms	<p>Select a value from the dropdown.</p> <p>You should specify the delivery terms normally applied to deliveries from the current vendor.</p> <p>Maconomy uses this information when you enter item purchase orders.</p> <p>Define delivery term values using the Popup Fields single dialog in the Workspace Client.</p>
Delivery Mode	<p>Select a value from the dropdown.</p> <p>You should specify the delivery mode normally applied to deliveries from the current vendor.</p> <p>Maconomy uses this information when you enter item purchase orders.</p> <p>Define delivery mode values using the Popup Fields single dialog in the Workspace Client.</p>

Vendor Procedures

This section describes the steps you need to follow to work with vendors.

Create a Vendor

Use these steps to add a new vendor.

To create a vendor:

1. Under the Accounts Payable menu section, click the **Vendors** workspace.
2. Click **+ New Vendor**.

The New Vendor wizard displays.

3. Enter a vendor name. This is a required field.
4. If needed, fill out the other fields in the wizard.
5. Click **Create**.
Maconomy creates the vendor and displays the vendor information on the workspace.
6. If needed, you can specify additional information about the vendor using the other tabs in the workspace.
7. Click **Save**.

Edit Vendor Information

Use these steps to edit information for an existing vendor. The same steps apply to vendors and company vendors.

To edit vendor information:

1. Under the Accounts Payable menu section, click **Vendors** or **Company Vendors**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the vendor you need to edit.
Maconomy displays the vendor you selected on the workspace.
3. Go to the appropriate tab and make the necessary changes.
4. Click **Save**.

Submit a Vendor

If approval hierarchies are set up for the company, use these steps to submit a vendor for approval. The same steps apply to vendors and company vendors.

To submit a vendor for approval:

1. Under the Accounts Payable menu section, click **Vendors** or **Company Vendors**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a vendor.
Maconomy displays the vendor you selected on the workspace.
3. Click **Submit**.

Approve or Reject a Vendor

If approval hierarchies are set up for the company, use these steps to review a vendor submitted for your approval. The same steps apply to vendors and company vendors.

To approve or reject a vendor:

1. Under the Accounts Payable menu section, click **Vendors** or **Company Vendors**.

2. Use the search filter and/or the **Search** field at the top of the workspace to select a vendor.
Maconomy displays the vendor you selected on the workspace.
3. To approve the vendor:
 - a) Click **Approve**.
4. To reject the vendor:
 - a) From the **Other Actions** dropdown list, select **Reject**.
Maconomy displays the Reject wizard.
 - b) Enter a rejection remark. This is a required field.
 - c) Click **Reject**.

Delete a Vendor

Use these steps to delete a vendor from the database. The same steps apply to vendors and company vendors.

To delete a vendor:

1. Under the Accounts Payable menu section, click **Vendors** or **Company Vendors**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the vendor you need to delete.
3. From the **Other Actions** dropdown list, select **Delete**.
A confirmation dialog displays.
4. Click **Delete** to confirm or **Cancel** to exit without deleting.

Attach Documents

Use these steps to attach a document to a vendor. The same steps apply to vendors and company vendors.

To attach a document:

1. Under the Accounts Payable menu section, click **Vendors** or **Company Vendors**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a vendor.
3. Go to the Documents tab.
4. Click **Attach Documents**.
The Attach Document wizard displays.
5. Click **Select files** to open your file explorer.
6. Select the file/s you want to upload.
7. Click **Open**, or press ENTER.
Maconomy lists the file/s you selected in the wizard. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 5-7, you can opt to select the file/s from your file browser window, then drag and drop them into the Attach Document wizard.

8. Click **Ok**.
Maconomy saves your changes, and lists the attached document/s in the Documents tab.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents tab. Click **Save**, or press ENTER to save the information.

View Vendor Documents

You can view any document listed in the Documents tab. The same steps apply to vendors and company vendors.

To view a document:

1. Under the Accounts Payable menu section, click **Vendors** or **Company Vendors**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a vendor.
3. In the Documents tab, select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Company Vendors

Finance users can utilize this workspace to view and work with company vendor information.

Company Vendor Concepts

Specifically, the Company Vendors workspace allows you to do the following:

- Create company vendors
- Edit company vendor information
- Submit company vendors for approval (if approval hierarchies are set up)
- Approve or reject company vendors (if approval hierarchies are set up)
- Delete company vendors
- Attach documents to company vendors

- View company vendor documents




Company Vendor Fields

This section describes the fields and actions on the Company Vendors workspace.

Card Part Fields

Field	Description
Vendor	This field displays the company vendor name.
Vendor Number	This field displays the company vendor number.
Settling Company	This field displays the name and number of the settling company for all company-specific vendor invoices, item purchase orders, and so on, where the current company vendor is specified as the Pay to Vendor.
Status	<p>If approval hierarchies are set up, this field displays the vendor's approval status. Available values are:</p> <ul style="list-style-type: none"> ▪ Open ▪ Submitted ▪ Approved ▪ Rejected

Card Part Actions

Button	Description
+ New Company Vendor	Click this action to create a company vendor.
	Click this icon to refresh data in the current workspace.
 	<p>Click to display the list view.</p> <p>Click to display the detailed view.</p>
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record.

Button	Description
Submit	<p>Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.</p> <p>Note: This action is shown only for users with the required permissions, and when approval hierarchies are set up for vendors.</p>
Approve	<p>Click this action button to approve the current record.</p> <p>Note: This action is shown only for users with the required permissions, and when approval hierarchies are set up for vendors.</p>
Other Actions	<p>In the Company Vendors workspace, this drop-down list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Print ▪ Reject - Select this action to reject the current record. ▪ Undo Approval/Reject ▪ Delete <p>Note: Reject and Undo Approval/Reject display only users with the required permissions, and when approval hierarchies are set up for vendors.</p>

Information Tab

This section describes the fields and actions on the Information tab of the Company Vendors workspace.

Tab Fields

Field	Description
Address	Enter the address of the company vendor.
Pay to Vendor	<p>By default, this field displays the name and number of the current company vendor.</p> <p>If a different vendor should receive payment for the delivery, click the field and use the name or number search dropdowns to specify that vendor instead.</p> <p>When payment is sent to the Pay to Vendor, the current (or delivery) company vendor is debited that amount.</p> <p>If the parent vendor of the current company vendor has its own Pay to Vendor, Maconomy overwrites this field with the name and number of the parent vendor's Pay to Vendor.</p>

Field	Description
Settling Company	<p>Use the name or number search dropdowns to specify a settling company for the current company vendor.</p> <p>This settling company will apply to all company-specific vendor invoices, item purchase orders, and so on, where the current company vendor is specified as the Pay to Vendor.</p>
Vendor Group	<p>Select a value from the dropdown. This field is used to classify company vendors (for example, by trade).</p> <p>Define vendor group values using the Popup Fields single dialog in the Workspace Client.</p>
Control Account	<p>This field displays the control account specified on the current company vendor's global vendor, and is not editable.</p> <p>The control account is a reference to two G/L accounts: a company vendor control account, and an account for non-balanced entries.</p> <p>All company vendor entries are posted to the general ledger, specifically to the control account specified in this field. Accounts payable is thus a specification of A/P control accounts in the general ledger.</p> <p>You can use control accounts to group your company vendors in the general ledger (for example, foreign and domestic vendors).</p> <p>The account for non-balanced entries is used to manage your accounts when item deliveries and invoices are not received at the same time. When you approve item deliveries to the warehouse, the inventory value account is debited and the non-balanced entries account is credited. When the vendor invoices are registered at a later date, the items are credited to the company vendor control account and debited to the account for non-balanced entries. You thus avoid any accounting problems, when items are delivered in one posting period and the corresponding vendor invoice is received in another.</p> <p>Specify references to control accounts by means of dimension combinations using the Popup Fields single dialog in the Workspace Client.</p>

Regional island

Field	Description
Area	<p>Select a value from the dropdown.</p> <p>Maconomy uses the specified area when a purchase order or vendor invoice is created.</p> <p>Define area values using the Popup Fields single dialog in the Workspace Client.</p>
Segment	<p>Select a value from the dropdown.</p> <p>Maconomy uses the specified segment when a purchase order or vendor invoice is created.</p> <p>Define segment values using the Popup Fields single dialog in the Workspace Client.</p>

Field	Description
Enterprise	<p>Select a value from the dropdown.</p> <p>Maconomy uses the specified enterprise when a purchase order or vendor invoice is created.</p> <p>Define enterprise values using the Popup Fields single dialog in the Workspace Client.</p>
Language	<p>Select a value from the dropdown.</p> <p>Maconomy uses the specified language for the current company vendor for printouts and statistics.</p> <p>Define language values using the Popup Fields single dialog in the Workspace Client.</p>
Currency	<p>To specify a standard currency for the current company vendor, Select a value from the dropdown.</p> <p>All the current company vendor's transactions are converted to the specified currency. This currency will also be applied to payments to the current company vendor. This means you can print and send out account statements in the current company vendor's own currency.</p> <p>To avoid inconsistencies, you cannot change the value of this field if entries have been posted or are ready for posting to the current company vendor.</p> <p>Define standard currency values using the Popup Fields single dialog in the Workspace Client.</p> <div style="border: 1px solid blue; padding: 10px; margin-top: 10px;"> <p>Note: All vendor transactions are registered in the following currencies:</p> <ul style="list-style-type: none"> ▪ Standard Currency - The currency the company vendor has requested to use, and the currency in which payments to the company vendor are usually made. ▪ Company Base Currency - The currency selected as base currency for the company responsible for a given transaction. ▪ Enterprise Currency - The currency specified as enterprise currency in the System Information single dialog of the Workspace Client. ▪ Original Currency - The original currency of a given transaction. </div>
Comp. Reg. No.	<p>If the current company vendor is a company, enter their company registration number in this field.</p> <p>If there are company registration number validation rules specified for the current company vendor's country in the Rules of Validation single dialog of the Workspace Client, Maconomy checks if this number complies with those rules.</p> <p>This is a free-text field.</p>
Tax Number	<p>Enter the tax number of the current company vendor.</p>

Field	Description
	<p>If there are tax number validation rules specified for the current vendor's country in the Rules of Validation single dialog of the Workspace Client, Maconomy checks if this number complies with those rules.</p> <p>This is a free-text field.</p>
Social Security Number	<p>Enter the social security number of the current company vendor.</p> <p>This is a free-text field.</p>
Disclosable	<p>Select this checkbox to indicate that the current company vendor is disclosable.</p> <p>When reporting to tax authorities, you need to distinguish between disclosable and tax-exempt services for disclosable invoices.</p> <p>You cannot mark a company vendor as disclosable without first filling in either the Comp. Reg. No. or Social Security No. field on the Information tab of the Company Vendors workspace.</p>
Statistics 1-4, Value	<p>Select a value from the dropdown.</p> <p>Maconomy uses the specified value for computing various statistics such as 1099 reporting (in the US) and B-income tax (in Denmark) in connection with support for disclosable tax.</p> <p>Define the options for these fields using the Options Lists single dialog in the Workspace Client.</p>

Setup Tab

This section describes the fields and actions on the Setup tab of the Company Vendors workspace.

Tab Fields

Field	Description
Parent Vendor	<p>If applicable, this field displays the parent vendor number of the current company vendor's global vendor.</p> <p>This field is not editable.</p>
Company Specific Linking Rule	<p>This field displays the linking rule specified for the current company vendor's global vendor.</p> <p>This field is not editable.</p>
Supplement	<p>Select a value from the dropdown.</p> <p>Supplements are free text and allow you to provide additional company vendor information. Also, supplement information is not inherited or passed down from the parent vendor to the subordinate company vendor.</p>

Payment Control island

Field	Description
Payment Mode	<p>To specify a mode of payment, select a value from the dropdown.</p> <p>The payment mode has several functions:</p> <ul style="list-style-type: none"> ▪ Points to a G/L account ▪ Allows you to specify the form of payment you want to use ▪ Controls automatic payment ▪ Used when registering vendor invoices <p>If needed, you can always edit the payment mode for specific vendor invoices.</p> <p>Define payment mode values using the Payment Modes single dialog in the Workspace Client.</p>
Payment Terms	<p>To specify payment terms for the current company vendor, select a value from the dropdown.</p> <p>Maconomy uses payment terms to calculate the invoice due date when you enter vendor invoices.</p>
Control Account	<p>This field displays the control account specified on the current company vendor's global vendor, and is not editable.</p> <p>The control account is a reference to two G/L accounts: a company vendor control account, and an account for non-balanced entries.</p> <p>All company vendor entries are posted to the general ledger, specifically to the control account specified in this field. Accounts payable is thus a specification of A/P control accounts in the general ledger.</p> <p>You can use control accounts to group your company vendors in the general ledger (for example, foreign and domestic vendors).</p> <p>The account for non-balanced entries is used to manage your accounts when item deliveries and invoices are not received at the same time. When you approve item deliveries to the warehouse, the inventory value account is debited and the non-balanced entries account is credited. When the vendor invoices are registered at a later date, the items are credited to the company vendor control account and debited to the account for non-balanced entries. You thus avoid any accounting problems, when items are delivered in one posting period and the corresponding vendor invoice is received in another.</p> <p>Specify references to control accounts by means of dimension combinations using the Popup Fields single dialog in the Workspace Client.</p>
Tax	<p>If the corresponding checkbox is selected on the current company vendor's global vendor, this checkbox inherits the setting.</p> <p>If the checkbox is selected, Maconomy automatically calculates tax for vendor invoices. You cannot change the checkbox value on the company vendor, but you can opt to clear the checkbox during invoice registration.</p>

Field	Description
Company Tax Code	<p>This field displays the company tax code specified for the current company vendor's global vendor.</p> <p>This field is not editable.</p>
Auto. Approval	<p>If this checkbox is selected on the current company vendor's global vendor, the company vendor inherits the setting.</p> <p>If the checkbox is selected, Maconomy automatically approves for payment all subsequently submitted invoices and invoice allocation lines from the current company vendor.</p> <p>You cannot change the checkbox value on the company vendor, but you can clear the checkbox for individual invoices.</p>
Cash Discount Term	<p>This field displays the cash discount condition specified for the current company vendor's global vendor, and is not editable.</p> <p>Maconomy uses this cash discount condition when paying vendor invoices. If no condition is specified, cash discount will not be calculated for the current vendor.</p> <p>Define cash discount conditions using the Popup Fields single dialog in the Workspace Client.</p>
Responsible	<p>This field displays the employee responsible for approving invoices on the current company vendor's global vendor.</p> <p>Maconomy uses the specified employee as a reference and to sort lists of non-approved vendor invoices.</p> <p>This field is not editable.</p>

Bank island

Field	Description
Bank Address	<p>This field displays the address of the bank of the current company vendor's global vendor.</p> <p>Maconomy uses this address for electronic payment to foreign company vendors.</p> <p>This field is not editable.</p>
Reg. No.	<p>This field displays the registration number for the bank of the current company vendor's global vendor.</p> <p>Maconomy uses this for reference and electronic payment.</p> <p>This field is not editable.</p>
SWIFT	<p>This field displays the SWIFT code for the current company vendor's global vendor.</p> <p>Maconomy uses the SWIFT code for electronic payment to foreign company vendors.</p> <p>This field is not editable.</p>

Field	Description
Bank Account Number	<p>This field displays the bank account number of the current company vendor's global vendor.</p> <p>Maconomy uses the specified bank account number for reference and electronic payment.</p> <p>This field is not editable.</p>

Dimensions Tab

This section describes the fields and actions on the Dimensions tab of the Company Vendors workspace.

Tab Fields

These fields display the values specified for the current company vendor's global vendor. For detailed descriptions of the fields, go to [Dimensions Tab](#) on page 657 (under Vendors).

Field	Description
Dimension Combination, Name	<p>This field displays the name of the dimension combination specified for the current company vendor's global vendor.</p> <p>This field is not editable.</p>
Dimension Combination, Description	<p>This field displays the description of the dimension combination specified for the current company vendor's global vendor.</p> <p>This field is not editable.</p>
Location, Name	<p>This field displays the name of the location dimension specified for the current company vendor's global vendor.</p> <p>This field is not editable.</p>
Location, Description	<p>This field displays the description of the location dimension specified for the current company vendor's global vendor.</p> <p>This field is not editable.</p>
Location, Overwrite	<p>If the corresponding checkbox is selected on the current company vendor's global vendor, this checkbox reflects that setting.</p> <p>This checkbox is not editable.</p>
Project, Name	<p>This field displays the name of the project dimension specified for the current company vendor's global vendor.</p> <p>This field is not editable.</p>
Project, Description	<p>This field displays the description of the project dimension specified for the current company vendor's global vendor.</p> <p>This field is not editable.</p>
Project, Overwrite	<p>If the corresponding checkbox is selected on the current company vendor's global vendor, this checkbox reflects that setting.</p> <p>This checkbox is not editable.</p>

Field	Description
Purpose, Name	This field displays the name of the purpose dimension specified for the current company vendor's global vendor. This field is not editable.
Purpose, Description	This field displays the description of the purpose dimension specified for the current company vendor's global vendor. This field is not editable.
Purpose, Overwrite	If the corresponding checkbox is selected on the current company vendor's global vendor, this checkbox reflects that setting. This checkbox is not editable.
Entity, Name	This field displays the name of the entity dimension specified for the current company vendor's global vendor. This field is not editable.
Entity, Description	This field displays the description of the entity dimension specified for the current company vendor's global vendor. This field is not editable.
Entity, Overwrite	If the corresponding checkbox is selected on the current company vendor's global vendor, this checkbox reflects that setting. This checkbox is not editable.

Specification island

Field	Description
Specification 1 - 10, Name	This field displays the name of the specification dimension specified for the current company vendor's global vendor. This field is not editable.
Specification 1 - 10, Description	This field displays the description of the specification dimension specified for the current company vendor's global vendor. This field is not editable.
Specification 1 - 10, Overwrite	If the corresponding checkbox is selected on the current company vendor's global vendor, this checkbox reflects that setting. This checkbox is not editable.

Local Specification island

Field	Description
Local Specification 1 - 10, Name	This field displays the name of the local specification dimension specified for the current company vendor's global vendor. This field is not editable.

Field	Description
Local Specification 1 - 10, Description	This field displays the description of the local specification dimension specified for the current company vendor's global vendor. This field is not editable.
Local Specification 1 - 10, Overwrite	If the corresponding checkbox is selected on the current company vendor's global vendor, this checkbox reflects that setting. This checkbox is not editable.

Popups and Remarks Tab

This section describes the fields and actions on the Popups and Remarks tab of the Company Vendors workspace.

Tab Fields

Field	Description
Popup 1 - 5	These fields display further specification entered for the current company vendor's global vendor. These fields are not editable.
Remarks 1 - 15	These fields display remarks entered on the current company vendor's global vendor. These fields are not editable.

Supplements Tab

This section describes the fields and actions on the Supplements tab of the Company Vendors workspace.

Tab Fields

Field	Description
Supplier Number	Enter the supplier number for the current company vendor. This is a free-text field.
Headquarters Phone 1 - 3	Enter the local phone numbers for the current company vendor's offices. These are free-text fields.
Global Web Address 1 - 3	Enter available web addresses or URLs for the current company vendor. These are free-text fields.

Allowed Actions Tab

This section describes the fields and actions on the Allowed Actions tab of the Company Vendors workspace.

Tab Fields

The Allow fields control the areas where users can use a company vendor, while approval hierarchies control whether certain Allow fields update their values at a certain point in the approval process (after some or all steps in the approval workflow are completed).

For example, you can set up your approval hierarchy to change the value of the **Allow Payments** field from **Yes** to **Requested** if the payment information for a company vendor is changed after that company vendor is approved. This prevents payments from being made to the company vendor until the new information is approved. You can then set up your approval hierarchy to change the **Allow Payments** field value back to **Yes** after the new information is approved.

You can still use the Allow fields even without any approval hierarchies set up.

The Allow fields have four available values:

- **None**
- **Yes** - Select this value to allow users to use the current company vendor in the specified area.
- **No** - Select this value to prohibit users from using the current company vendor in the specified area.
- **Requested** - If the **Allow Users to Manually Set Allow Fields on Vendors to Yes** system parameter is not enabled in the Workspace Client, you cannot manually select the value **Yes** for any of the fields in this tab. You can select the value **Requested** in the meantime. If the Changes on Approve single dialog in the Workspace Client is set up to include a line for changing an Allow field's value from **Requested** to **Yes** at a specified step in the approval process, then the value for that Allow field will automatically be changed to **Yes** and users will be able to use the current company vendor in the specified area.

Field	Description
Allow for use as Subcontractor	Use this field to specify whether the current company vendor can be linked to a subcontractor. This is validated when the company vendor is selected or edited on the employee, and when a time sheet or expense sheet is approved.
Allow for use as Outlay Vendor	Use this field to specify whether the current company vendor can be used as an outlay vendor. This is validated when the company vendor is selected or edited on the employee, and when an expense sheet is approved.
Allow for use as Inter Company Vendor	Use this field to specify whether the current company vendor can be used as an intercompany vendor. This is validated when the company vendor is selected or edited on the company information card (in the Workspace Client) or on an outlay account. It is also validated when the intercompany invoice is created.

Field	Description
Allow for use as Reference Vendor	Use this field to specify whether the current company vendor can be used as a reference vendor.
Allow for use as Template/Parent Vendor	Use this field to specify whether the current company vendor can be used as a template or parent vendor. You specify a template vendor in the System Information or Company Information single dialog in the Workspace Client. Maconomy suggests the template vendor as a parent vendor when a user creates a new vendor. Maconomy validates this when a new vendor is created.
Allow for use as Item Supplier	Use this field to specify whether the current company vendor can be used as an item supplier. This is validated when the company vendor is selected as an item supplier, when an item purchase order is created or edited, and/or when the item purchase order quote is approved.
Allow G/L Budgets	Use this field to specify whether the current company vendor can be used in a G/L or job budget. This is validated when the budget line is created or edited, and when the G/L budget is approved.
Allow Registrations	Use this field to specify whether the current company vendor can be used in a general journal or in bank reconciliation. This is validated when the line is created or edited, and when the journal is posted or the bank reconciliation is approved.
Allow Payments	Use this field to specify whether the current company vendor can be used for payments. This means you can make a payment selection. Editing the field value to No or Requested will result in the resettling of payment selections created for the current company vendor. To view these payment selections, go to the Change Payment Selection by Vendor single dialog in the Workspace Client.
Allow Requisitions	Use this field to specify whether the current company vendor can be used on a requisition. This is validated when the requisition is created or edited, and when the requisition is approved or copied.
Allow Purchase Orders	Use this field to specify whether the current company vendor can be used on a purchase order. This is validated when the purchase order is created or edited, and when the purchase order is approved.
Allow Vendor Invoices	Use this field to specify whether the current company vendor can be used on a vendor invoice. This is validated when the vendor invoice is created or edited, and when the vendor invoice is approved.
Allow Reporting	C Use this field to specify whether the current company vendor can be included in standard vendor reports. Maconomy ignores company vendors not allowed for reporting in the following reports if the user has selected Vendor as a dimension: <ul style="list-style-type: none"> ■ A/P Aging

Field	Description
	<ul style="list-style-type: none"> ▪ A/P Balance List ▪ A/P Suspense Overview ▪ Open Entry Statement ▪ Periodic Statement ▪ A/P Statistics ▪ Vendor Information ▪ G/L Report Lines


Documents Tab






This section describes the fields and actions on the Documents tab of the Company Vendors workspace.

Tab Fields

Field	Description
Document	This field displays the file name of any document uploaded to the Documents tab. Click on the file name to download the document.
Type	This field displays the document's file type/format-for example, .doc, .xls, .ppt, and so on. This field is automatically filled in by Maconomy and cannot be changed manually.
Size	This field displays the document's file size (in kilobytes).
Changed on	This field displays the date when the file/document was last modified. If the file has not been modified, this field displays the date when the file was uploaded to the Documents tab.
Changed by	This field displays the name of the last user to upload the file/document to the Documents tab.
Remark	Enter any additional remarks in this field.

Tab Actions

Button	Description
Attach Document	Click this action to attach a document to the current company vendor.
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Documents tab, choose from the following actions:</p>

Button	Description
	<ul style="list-style-type: none"> ▪ Update Document ▪ Delete Document ▪ View Document
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	<p>Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.</p>
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	<p>Click this icon to open the Customize Columns window.</p>

Document Assistant

Use this assistant to view and download documents.

Company Vendor Procedures

This section describes the steps you need to follow to work with company vendors.

Create a Company Vendor

Use these steps to add a new company vendor.

To create a company vendor:

1. Under the Accounts Payable menu section, click the **Company Vendors** workspace.
2. Click **+ New Company Vendor**.
The New Company Vendor wizard displays.
3. Enter a vendor name. This is a required field.
4. If needed, fill out the other fields in the wizard.
5. Click **Create**.

Maconomy creates the company vendor and displays the company vendor information on the workspace.

6. If needed, you can specify additional information about the company vendor using the other tabs in the workspace.
7. Click **Save**.

Edit Vendor Information

Use these steps to edit information for an existing vendor. The same steps apply to vendors and company vendors.

To edit vendor information:

1. Under the Accounts Payable menu section, click **Vendors** or **Company Vendors**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the vendor you need to edit.
Maconomy displays the vendor you selected on the workspace.
3. Go to the appropriate tab and make the necessary changes.
4. Click **Save**.

Submit a Vendor

If approval hierarchies are set up for the company, use these steps to submit a vendor for approval. The same steps apply to vendors and company vendors.

To submit a vendor for approval:

1. Under the Accounts Payable menu section, click **Vendors** or **Company Vendors**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a vendor.
Maconomy displays the vendor you selected on the workspace.
3. Click **Submit**.

Approve or Reject a Vendor

If approval hierarchies are set up for the company, use these steps to review a vendor submitted for your approval. The same steps apply to vendors and company vendors.

To approve or reject a vendor:

1. Under the Accounts Payable menu section, click **Vendors** or **Company Vendors**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a vendor.
Maconomy displays the vendor you selected on the workspace.
3. To approve the vendor:

- a) Click **Approve**.
4. To reject the vendor:
 - a) From the **Other Actions** dropdown list, select **Reject**.
Maconomy displays the Reject wizard.
 - b) Enter a rejection remark. This is a required field.
 - c) Click **Reject**.

Delete a Vendor

Use these steps to delete a vendor from the database. The same steps apply to vendors and company vendors.

To delete a vendor:

1. Under the Accounts Payable menu section, click **Vendors** or **Company Vendors**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the vendor you need to delete.
3. From the **Other Actions** dropdown list, select **Delete**.
A confirmation dialog displays.
4. Click **Delete** to confirm or **Cancel** to exit without deleting.

Attach Documents

Use these steps to attach a document to a vendor. The same steps apply to vendors and company vendors.

To attach a document:

1. Under the Accounts Payable menu section, click **Vendors** or **Company Vendors**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a vendor.
3. Go to the Documents tab.
4. Click **Attach Documents**.
The Attach Document wizard displays.
5. Click **Select files** to open your file explorer.
6. Select the file/s you want to upload.
7. Click **Open**, or press ENTER.
Maconomy lists the file/s you selected in the wizard. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 5-7, you can opt to select the file/s from your file browser window, then drag and drop them into the Attach Document wizard.

8. Click **Ok**.

Maconomy saves your changes, and lists the attached document/s in the Documents tab.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents tab. Click **Save**, or press ENTER to save the information.

View Vendor Documents

You can view any document listed in the Documents tab. The same steps apply to vendors and company vendors.

To view a document:

1. Under the Accounts Payable menu section, click **Vendors** or **Company Vendors**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a vendor.
3. In the Documents tab, select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Purchase Orders

The Purchase Orders workspace allows you to create and maintain purchase orders.

Purchase Order Concepts

You can:

- Create, edit, submit, and print POs.
- Add documents as attachments to the PO.
- View the status of a PO's header/lines.

Purchase Order Fields

This section describes the fields and actions on the Purchase Orders workspace.

Card Part Fields

Field	Description
Description	This field displays a brief description of the PO. You can enter a value for this field or update as needed. This is a free-text field.
Purchase Order No.	This field displays the PO number.

Details Card

Field	Description
Requisitioner	This field displays the employee name or number of the employee who requisitioned the items on the current PO. You can enter a value for this field or update it as needed. If you do not specify a value, Maconomy automatically selects the employee name of the user creating the PO.
Submitted by	This field displays the name of the employee who submitted the current PO.
Approved by	This field displays the name of the employee who performed the final approval of the current PO. If you use approval hierarchies for the approval of POs, and if the current PO has been approved by more than one employee, this field displays the name of the employee who made the latest approval of the purchase order.
Closed by	This field displays the name of the user who closed the current PO.
Remarks	This field displays remarks about the purchase order. You can enter a value for this field or update it as needed.
Company	This field displays the name and number of the company responsible for the purchase order. You can enter a value for this field or update it as needed.
Location	This field displays the value for the Location dimension.
Entity	This field displays the value for the Entity dimension.
Project	This field displays the value for the Project dimension.

Vendor Island




Field	Description
Name 1	This field displays the name and number of the pay to vendor. Update the information as needed.
Name 2-4	This field displays the address of the vendor. Update the information as needed.
Zip Code	This field displays the zip code of the postal district of the vendor address. Update the information as needed.
Postal District	This field displays the postal district of the vendor address. Update the information as needed.
Country	This field displays the country in which the vendor resides. Update the information as needed.
Name 5	This field displays any additional information regarding the vendor's address. Update the information as needed.
Attention	This field displays the name of the intended recipient of the address. Update the information as needed.
Phone	This field displays the vendor's phone number. Update the information as needed.
E-mail	This field displays the vendor's email address. Update the information as needed.

Price Island

Field	Description
Currency	This field displays the vendor's currency. You can select a value for this field or update it as needed.
Line Sum, Currency	This field displays the sum of prices based on values entered in the Price field on the Specifications tab. The value in this field is displayed in the currency of the PO.
Invoice Discount %	This field displays the invoice discount percentage. The invoice discount is deducted from the line sum, and this is shown on the purchase order printout. The vendor can then see how much you expect to be invoiced for. Note that an invoice discount % is added to any discount entered on individual purchase order table lines. You can enter a value for this field or update it as needed.
Invoice Discount, Currency	This field displays the invoice discount amount specified in the purchase order. For PO lines with items, any invoice discount is deducted from prices for the individual item lines, before the items are placed in the warehouse. This ensures that costs are correct.

Field	Description
	You can enter a value for this field or update it as needed.
Expense %	This field displays an expense percentage, such as for a handling charge. You can enter an estimated expense percentage (based on previous charges), or update the value as needed.
Delivery Costs	This field displays the amount representing expenses for items purchased on the current order, such as for a handling charge. You can enter an estimated amount (based on previous charges), or update the value as needed.
Invoice Tax Sum	This field displays the total amount in taxes.
Invoice Amount	This field displays the total invoice amount including tax and discounts.

Card Part Actions

Button	Description
+ New Purchase Order	Click this action to create a purchase order.
	Click this icon to refresh data in the current workspace.
 	Click to display the list view. Click to display the detailed view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Submit	Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes. <div>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.</div>
Approve	Click this action button to approve the current record.

Button	Description
	<p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.</p>
Reject...	<p>Click this action button to reject the current record.</p> <p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies.</p>
Other Actions	<p>In the Purchase Orders workspace, this drop-down list includes the following actions:</p> <ul style="list-style-type: none"> ▪ Close ▪ Reopen ▪ Print ▪ Copy From - Select this action to copy lines from a PO, and add these lines to the PO you are currently working on. ▪ Attach Documents ▪ Undo Approval/Reject ▪ Delete Purchase Order

Specifications Tab






This section describes the fields and actions on the Specifications tab of the Purchase Orders workspace.


Tab Fields

Field	Description
Job No.	Enter the number of a job.
Job Name	This field displays the name of the job specified in the Job No. field on the selected line.
Task	<p>For lines with a job number, enter or select a task from the drop-down list.</p> <p>If you enter a value in the field, Maconomy checks that a task list has been assigned to the job and that the listing contains the specified task.</p>
Employee	Enter or select from the drop-down list the number and name of the employee assigned to the PO line.
Quantity	Enter the quantity of services or items ordered.

Field	Description
Unit Price	Enter the unit price of the item. Maconomy checks that the amount is positive. The amount must be exclusive of tax.
Price	Enter the price of the PO line. The amount is calculated as quantity times unit price less any discount. If you manually enter an amount in this field, Maconomy recalculates the unit price based on the total amount in this field.
Line Remarks	Enter any remarks you wish to add to the PO line. This is printed on the PO.
Description	Enter a description of the PO line.
Delivery Date	Select the delivery date.
Approval Status Details	This field displays the approval status of the current line.

Tab Actions

Button	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Specifications tab, choose from the following actions: <ul style="list-style-type: none"> ■ Insert Purchase Order Line ■ Delete Purchase Order Line
+ Add Purchase Order Line	Click this action to add another entry line to the bottom of the purchase order.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.

Button	Description
	Click this icon to open the Customize Columns window.



Documents Tab





This section describes the fields and actions on the Documents tab of the Purchase Orders workspace.

Tab Fields

Field	Description
Document	This field displays the file name of the document attached to the PO. The field is automatically filled in by Maconomy and cannot be changed manually. Click on the file name to download the document.
Type	This field displays the file type/format of the document attached to the PO (for example: .doc, .xls, .ppt, and so on). The field is automatically filled in by Maconomy and cannot be changed manually.
Size	This field displays the file size (in bytes) of the document attached to the PO.
Changed On	This field displays the date on which the file/document was last modified. If the file has not been modified, the field shows the date on which the file was attached to the PO.
Changed By	This field displays the name of the last user to upload the file/document to the current PO.
Remark	Enter any additional remarks in this field.

Tab Actions

Button	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Documents tab, choose from the following actions: <ul style="list-style-type: none"> ■ Update Document ■ Delete Document ■ View Document
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.

Button	Description
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.

Document Assistant

Use this assistant to view and download documents.

Purchase Order Procedures

This section describes the steps you need to follow to work with purchase orders.

Create a Purchase Order

Use these steps to add a new purchase order.

To create a purchase order:

1. Go to the Purchase Orders workspace.
2. Click **+ New Purchase Order**.
The Create Purchase Order wizard displays.
3. Enter a description. This is a free-text field.
4. Specify a requisitioner. This field defaults to the employee name of the user currently logged in, but you can select another employee.
5. Select a vendor. This is a required field.
6. Click **Create**.
Maconomy automatically navigates to the PO you just created, and saves your changes.
7. To add PO lines, click **+ Add Purchase Order Line**.
8. Enter a job number.
9. Enter a task.
10. Fill out the other fields as needed.

11. Click  **Save**.

Copy from another Purchase Order

Use these steps to copy lines from an existing PO to the PO you are currently working on.

To copy lines from another purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select the purchase order you want to edit.
3. From the **Other Actions** dropdown list, select **Copy From**.
The Copy From Purchase Order wizard displays.
4. Specify the PO from which you want to copy lines.
5. Click **Copy From Purchase Order**.
Maconomy adds the copied lines to the Specifications tab of the current PO and automatically saves your changes.

Edit a Purchase Order

Use these steps to edit a purchase order.

To edit a purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a PO.
3. Edit the fields as needed.
4. Click **Save** or press ENTER.

Attach Documents to a Purchase Order

Use these steps to attach documents to a purchase order.

To attach a document to a purchase order:

1. Under the Accounts Payable menu section, go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a PO.
3. From the **Other Actions** dropdown list, select **Attach Documents**.
4. In the dialog that opens, click **Select files** to open your file explorer.
5. Select the file/s that you want to upload.
6. Click **Open**, or press ENTER.
Maconomy lists the file/s you selected in the dialog. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 4-6, you can opt to select the file/s from your file browser window, then drag and drop them into the Attach Document dialog.

7. Click **Ok**.
Maconomy saves your changes, and lists the new attachment in the Documents tab.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents tab. Click **Save**, or press ENTER to save the information.

View a Document

You can view any document listed in the Documents tab.

To view a document:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a purchase order.
3. In the Documents tab, select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Submit a Purchase Order

Use these steps to submit a purchase order.

To submit a purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a PO.
3. Click **Submit**.

Approve or Reject a Purchase Order

Use these steps to review and approve or reject new/updated purchase orders submitted for your approval. You can also approve (and reject) purchase orders in the Approval Center workspace.

To approve or reject a purchase order:

1. Go to the Purchase Orders workspace.

2. Use the search filter and/or the **Search** field to select a PO.
3. To approve the PO:
 - a) Click **Approve**.

Note: Maconomy approves the header and any of the lines that the user is also responsible for approving.

4. To reject the PO:
 - a) Click **Reject...**
Maconomy displays the Reject Line wizard.
 - b) Enter a rejection reason. This is a required field.
 - c) Click **Reject**.

Close a Purchase Order

Use these steps to close a purchase order.

To close a purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a PO.
3. From the **Other Actions** dropdown list, select **Close**.

Reopen a Purchase Order

Use these steps to reopen a purchase order.

To reopen a purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a PO.
3. From the **Other Actions** dropdown list, select **Reopen**.

Print a Purchase Order

Use these steps to print a purchase order.

To print a purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a PO.
3. From the **Other Actions** dropdown list, select **Print**.
The purchase order prints at your default printer.

Purchase Processes

Use this workspace to view and manage all requisitions, requests for quote, and purchase orders related to the same purchase flow.

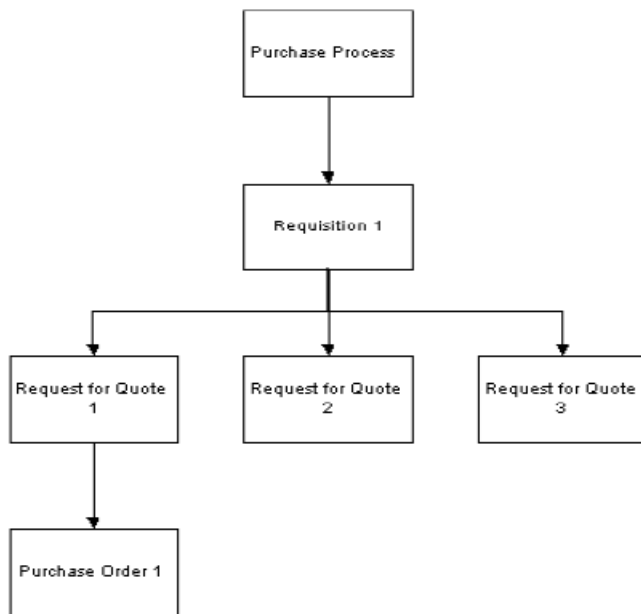
Purchase Processes Concepts

A purchase process is a common reference to all requisitions, requests for quote, and purchase orders related to the same purchase flow.

Maconomy uses this concept to facilitate how you manage your purchases. For example, a purchase flow for a job could consist of the following steps:

1. Create a requisition from a job budget.
2. From the requisition, create three requests for quote.
3. From one of the requests for quote, create a purchase order.

This could be illustrated as follows:



In this example, Maconomy creates a single purchase process and assigns the requisition to this process. It also indirectly assigns the requests for quote and the purchase order to the same purchase process.

Whenever you initiate new purchase flows, Maconomy automatically creates purchase processes and assigns the relevant information to them.

This concept is primarily used in the Purchase Management suite, where Maconomy provides you with an overview of the requisitions, requests for quote, and purchase orders created under each purchase process. You are able to easily see the history and status of your purchase flows, compare quotes, and plan your next steps.

Use the Request for Quote Overview workspace to view the requests for quote assigned to each purchase process. Use the Requisitions, Request for Quote, and Purchase Orders workspaces to see the purchase process number to which the current requisition, request for quote, or purchase order is assigned.

Purchase Processes Fields

Copy to come.

Purchase Processes Procedures

This section describes the steps you need for the Purchase Processes workspace.

Add New Purchase Process

Use these steps to add a new purchase process.

To add a new purchase process:

1. Under the Accounts Payable menu section, go to **Purchase Processes**.
2. Click **+ New Purchase Process**.
3. On the **New Create Purchase Process** dialog box, enter the information in the required fields.
4. Click **Create**.

Invoice Allocation

The Invoice Allocation workspace provides a simple process for allocating vendor invoices to accounts or jobs.

Invoice Allocation Concepts

You can:

- Allocate/reallocate vendor invoices to accounts or jobs.
- Reconcile vendor invoices against purchase orders.
- Upload and view one or more documents associated with the vendor invoice.
- Review, approve, and post allocated vendor invoices.
- Filter and sort invoices using the list view.
- Easily view the status of an invoice allocation using at-a-glance coloring fields.

This workspace is listed under the Accounts Payable section of the menu.

Invoice Allocation Fields




This section describes the fields and actions on the Invoice Allocation workspace.

Card Part

Field	Description
Invoice Number	This field displays the invoice or credit memo number.
Vendor Number	This field displays the number of the vendor to which the invoice/credit memo is associated with.
Vendor Name	This field displays the name of the vendor to which the invoice/credit memo is associated with.
Type	This field specifies whether the record is an invoice or a credit memo.
Invoice Date	This field displays the date of the invoice or credit memo.
Due Date	This field displays the date on which the invoice or credit memo is due for payment.
Responsible for Allocation	Select the employee name or number of the employee who is responsible for allocation.
Purchase Order Number	<p>If the current record is related to a purchase order placed with the vendor, select a PO.</p> <p>When you click the Get Purchase Order action, Maconomy automatically creates allocation lines for each open line in the selected purchase order.</p>
Invoice	<p>This field displays the following information:</p> <ul style="list-style-type: none"> ■ The total amount (excluding tax) available for invoicing ■ The total amount taxed according to the selected tax code ■ The total amount (including tax) available for invoicing
For Reallocation	<p>This field displays the following information:</p> <ul style="list-style-type: none"> ■ The total amount (excluding tax) available for reallocation ■ The total amount taxed according to the selected tax code ■ The total amount (including tax) available for reallocation
Allocated	<p>This field displays the following information:</p> <ul style="list-style-type: none"> ■ The total allocated amount (excluding tax) for the lines in the table

Field	Description
	<ul style="list-style-type: none"> The total amount taxed according to the selected tax code The total allocated amount, (including tax) for the lines in the table
Unallocated	<p>This field displays the following information:</p> <ul style="list-style-type: none"> The total unallocated amount (excluding tax) for the lines in the table The total amount taxed according to the selected tax code The total unallocated amount (including tax) for the lines in the table
Status	<p>This field displays the status of the current record. Possible values include:</p> <ul style="list-style-type: none"> Awaits Allocation Allocation Started Awaits Approval Awaits Posting Allocation Completed
Vendor	<p>This field displays the vendor name and number of the vendor who sent the invoice or credit memo.</p>
Show Posted Entries	<p>Toggle on/off to show/hide posted invoice allocation lines in the invoice allocation table.</p>
Show Reversed Entries	<p>Toggle on/off to show/hide reversed invoice allocation lines in the invoice allocation table.</p>

Card Part Actions

Button	Description
	Click this icon to refresh data in the current workspace.
 	Click to display the list view. Click to display the detailed view.

Button	Description
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Submit for Approval	Click this action to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.
Approve	Click this action to approve the invoice or credit memo. This action is available only for users with the requisite access rights.
Reject....	Click this action reject the invoice or credit memo. This action is available only for users with the requisite access rights.
Attach Document	Click this action to attach documents to the record.
Other Actions	Each workspace includes an Other Actions dropdown list. Available actions vary slightly from one workspace to another. In the Invoice Allocation workspace, the dropdown list includes the following actions: <ul style="list-style-type: none"> ▪ Get Purchase Order - If you chose a PO in the Purchase Order Number field, selecting this action enables Maconomy to automatically create allocation lines for each open line in the selected purchase order. ▪ Allocate Remainder - Select this action to allocate the remaining amount for invoicing. ▪ Undo Approval/Reject

Allocation Sub-Tab

This section describes the fields and actions on the Allocation sub-tab of the Invoice Allocation workspace.







Sub-Tab Fields

Field	Description
Purchase Line Type	Select the purchase type represented by the line from the dropdown list. Possible values are: <ul style="list-style-type: none"> ▪ Fixed Asset ▪ Inventory ▪ Job Cost

Field	Description
	<ul style="list-style-type: none"> ▪ G/L ▪ Text Line ▪ Subcontractor Reconciliation
Job	<p>If the current line is allocated to a job, select the job from the dropdown list.</p> <p>Note: If the allocation is job-related, you must leave the Account Number and Local Account Number fields blank.</p>
Task	<p>If a task listing is assigned to the job, select a task from the dropdown list.</p>
Employee	<p>If the current line is related to an employee, select the employee from the dropdown list.</p>
Account Number	<p>If the current line is related to a purchase, select an account to which the amount should be debited.</p> <p>Note: If the allocation is purchase related, you must leave the Job field blank.</p>
Local Account Number	<p>If the current line is related to a purchase, select a local account to which the amount should be debited.</p> <p>Note: If the allocation is purchase related, you must leave the Job field blank.</p>
Entry Description	<p>Enter a description for the allocation.</p>
Quantity	<p>Enter the quantity of the allocation.</p>
Unit Price	<p>Enter the unit price for the current line. This field uses the currency of the current vendor invoice.</p>
Amount Excluding Tax	<p>This field displays the amount to be allocated, excluding tax.</p>
Tax Code 1	<p>Select a G/L tax code to apply to the current line.</p>
Tax Amount 1	<p>This field displays the taxed amount according to the selected code in the Tax Code 1 field.</p>
Amount Including Tax	<p>This field displays the amount to be allocated, including tax.</p>

Field	Description
Company Number	Select the company responsible for the current line from the dropdown list.
Location	This field displays the value for the Location dimension.
Entity	This field displays the value for the Entity dimension.
Status	This field displays the line's current approval status.

Sub-Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Allocation Line sub-tab, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Insert Allocation Line ▪ Delete Allocation Line
+ Add Allocation Line	Click this action to add another entry line to the bottom of the invoice.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	<p>Click this icon to maximize the table view.</p> <p>Click this icon to restore the default display size of the table.</p>
	Click this icon to open the Customize Columns window.


Documents Sub-Tab

This section describes the fields and actions on the Documents sub-tab of the Invoice Allocation workspace.

Sub-Tab Fields

Field	Description
Document	This field displays the file name of the document attached to the invoice. The field is automatically filled in by Maconomy and cannot be changed manually. Click on the file name to download the document.
Type	This field displays the file type/format of the document attached to the invoice (for example: .doc, .xls, .ppt, and so on). The field is automatically filled in by Maconomy and cannot be changed manually.
Size	This field displays the file size (in bytes) of the document attached to the invoice.
Changed On	This field displays the date on which the file/document was last modified. If the file has not been modified, the field shows the date on which the file was attached to the invoice.
Changed By	This field displays the name of the last user to upload the file/document to the current invoice.
Remark	Enter any additional remarks in this field.

Sub-Tab Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Document sub-tab, choose from the following actions:</p> <ul style="list-style-type: none">■ Delete Document

Conversation Assistant

This section describes the fields and actions on the Conversation assistant.

For more information, see [Conversations](#) under the Getting Started section of this user guide.

Messages Area


This contains all the messages about the current record or transaction. If you want to delete the last message you sent, simply click the trash can icon to the right of that message. You can delete a message within 15 minutes of sending it.

You can also mark specific messages in the conversation as unread. Hover your pointer at the end of the message line, then click the vertical ellipsis that appears. Click **Mark as unread**.

Input Area

This is available at the bottom of the pane. You can type your message here, then press ENTER or click the paper plane icon to send. Each message has a 255-character limit.

Assistant Actions

Action	Description
+ Add Participant	Click this action to add a user to the current conversation. The selected user will be subscribed automatically to the conversation.
Subscribe / Unsubscribe	Click this action to subscribe to/unsubscribe from the current conversation.
	Click the paper plane icon to send your message.

Document Assistant

Use this assistant to view and download documents.

Invoice Allocation Procedures

This section describes the steps you need to follow to work with vendor invoice allocations.

Add Allocation Lines

To add allocation lines:

1. Go to **Accounts Payable » Invoice Allocation**.
2. Click **+ Add Allocation Line**.
A new allocation line displays.
3. Enter information about the invoice allocation in the line as needed.
4. Click **Save**.

Allocate/Reallocate a Vendor Invoice

You can allocate invoices, or reallocate invoices that were initially registered or posted to a suspense account, to an account or job.

To allocate/reallocate invoices:

1. Under the Accounts Payable menu, go to **Invoice Allocation » Allocation tab**.

2. Select a vendor invoice from the filter list.
3. Enter information about the allocation in the line as needed.
4. Click **Save**.

Attach Additional Documents to a Vendor Invoice

Apart from attaching an invoice scan to the record, you can also attach multiple documents related to it for reference.

To attach documents to an invoice:

1. Under the Accounts Payable menu section, go to **Invoice Allocation workspace » Allocation tab**.
2. Select a vendor invoice from the filter list.
3. Click **Attach Document**.
4. In the dialog that opens, click **Select files** to open your file explorer.
5. Select the file/s that you want to upload.
6. Click **Open**, or press ENTER.
Maconomy lists the file/s you selected in the dialog. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 4-6, you can opt to select the file/s from your file browser window, then drag and drop them into the Attach Document dialog.

7. Click **Ok**.
Maconomy saves your changes, and lists the new attachments in the Documents tab.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents tab. Click **Save**, or press ENTER to save the information.

View Documents on a Vendor Invoice

Use the Document tab to view documents attached to the invoice.

To view documents on an invoice:

1. Under the Accounts Payable menu, go to the Invoice Allocation workspace.
2. Select a vendor invoice from the filter list.
3. In the Documents tab, select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.

- Expand the Document assistant on the right side of the workspace, and click the download icon.

Maconomy downloads the file to your computer/device.

Remove Attached Documents

You can remove documents attached to a vendor invoice.

To remove an attached document:

1. Under the Accounts Payable menu, go to the Invoice Allocation workspace.
2. Select a vendor invoice from the filter list.
3. Go to the Documents tab.
4. Click the **Row Tools** icon on the line of the document you want to delete.
5. Click **Delete Document**.
6. Click **Delete**.

Submit a Vendor Invoice Allocation

Once you have finalized all details regarding the allocation, you can submit the invoice for approval.

To submit an invoice allocation:

1. Under the Accounts Payable menu, go to the Invoice Allocation workspace.
2. Select a vendor invoice from the filter list.
3. Click **Submit Invoice**.

Approve a Vendor Invoice Allocation

Use these steps to review and approve vendor invoice allocation submitted for your approval. If the submitted invoice contains documents, you can view them before approving or rejecting it. You can also approve (and reject) vendor invoice allocation in the Approval Center workspace.

To approve an invoice allocation:

1. Under the Accounts Payable menu, go to the Invoice Allocation workspace.
2. Select a vendor invoice from the filter list.
3. If you wish to view the invoice or other documents related to the invoice, click **Show Invoice**.
4. Click **Approve for Posting**.

Start a Conversation

You can use the conversations functionality to correspond about a specific record or transaction with other employees in your company.

To start a conversation:

1. Go to the relevant workspace, and drill down to a tab or subtab if needed.
2. Select a record or transaction from the filter list.
3. Expand the Conversation assistant found on the right side of the workspace.
4. In the input area, type your message. If needed, mention a specific person by typing **@[name]** as part of the text.
5. Click the paper plane icon or press ENTER to send the message.

Reply to a Conversation

Use the speech bubble icon in the top right corner of the menu to quickly view and respond to conversations.

To reply to a conversation:

1. To expand the Message Center, click the speech bubble icon.
2. From the dropdown list, expand a record or transaction and click on the message to which you want to reply.
Maconomy navigates to the relevant workspace.
3. Expand the Conversation assistant found on the right side of the workspace.
4. In the input area, type your reply. If needed, mention a specific person by typing **@[name]** as part of the text.
5. Click the paper plane icon or press ENTER to send the message.

Show Posted Invoice Allocation

Posted invoice allocation only displays for allocation lines that partially allocated a vendor invoice and have been posted.

To show posted invoice allocation in the allocation table:

1. Go to **Accounts Payable » Invoice Allocation**.
2. Select a vendor invoice from the filter list.
3. Toggle on the **Show Posted Entries** option at the top part of the table.
The posted invoice allocation information displays in the allocation table.

Note: A **Posted** column is also added when you toggle the **Show Posted Entries** option. In this column, posted lines are marked with a red tick to indicate which lines have been added due to being posted.

Edit Posted Invoice Allocation

Posted invoice allocation only displays for allocation lines that partially allocated a vendor invoice and have been posted.

To edit posted invoice allocation in the allocation table:

1. Go to **Accounts Payable » Invoice Allocation**.
2. Select a vendor from the filter list.
3. Toggle on the **Show Posted Entries** option at the top part of the table.
The posted invoice allocation information displays in the line allocation line.
4. Edit information about the allocation in the line as needed.
5. Click **+ Add Allocation Line** and complete fully allocating the invoice.
6. Click **Submit**.

Show Reversed Invoice Allocation

Reversed invoice allocation works for reversed lines created due to changing an allocation line after reopening the vendor invoice or changing an allocation line that partially allocated an invoice.

To show reversed invoice allocation in the allocation table:

1. Go to **Accounts Payable » Invoice Allocation**.
2. Select a vendor invoice from the filter list.
3. Toggle on the **Show Reversed Entries** option at the top part of the table.
The reversed invoice allocation information displays in the allocation table.

Note: Reversed invoice allocation only displays for allocation lines that were created by Maconomy in the background to balance postings for posted lines that have been changed.

Self Invoicing

Finance users can utilize this workspace to view and work with self invoicing.

Self Invoicing Concepts

In this workspace, you can:

- Create self invoices.
- View self invoices.

Vendor Invoice Journals

Finance users entering and allocating vendor invoices in the web client can now process invoice-related tasks with the newly added Vendor Invoice Journals workspace.

Vendor Invoice Journals Concepts

In this workspace you can:

- Create and edit vendor invoice journals.
- Submit, approve, and post vendor invoice journals.
- Transfer all vendor invoices that are not approved to a new journal.
- Print vendor invoice journals.
- Export the vendor invoices in the table.

Vendor Open Entry Reconciliation

Finance users can now reconcile open entries against vendor invoices and other accounts payable entries with the Vendor Open Entry Reconciliation workspace.

Vendor Open Entry Reconciliation Concepts

In this workspace, you can:

- Search for vendor open entries.
- View vendor open entries.
- Approve reconciliation.
- Mark and unmark reconciliation.

Payments Submenu

The Payments submenu contains workspaces that support vendor payment-related tasks.

Payment Selection

The Payment Selection workspace allows you to create and approve payment selections for several vendors at the same time.

Payment Selection Concepts

In this workspace, you can:

- Create payment selection.
- Overwrite existing payment selection.

- Overwrite settled payment selection.
- Print remittance.
- View all overdue entries.

Edit Selection & Create File

The Edit Selection & Create File workspace allows you to edit payment selections and create files.

Edit Selection & Create File Concepts

In this workspace, you can:

- Create payment selection.
- Create payment file.
- Approve conventional payment.
- Transfer for new registration.
- Remove payment selection.

Vendor Remittance Emails

This section covers conceptual information, procedures, and field descriptions of the Vendor Remittance Emails workspace.

Vendor Remittance Emails Concepts

In this workspace, you can:

- View vendor remittance emails.
- Select and deselect multiple remittance records.
- Send email remittances.

Vendor Remittance Emails Fields

This section describes the fields and actions on the Vendor Remittance Emails workspace.

Selection Criteria Island

Field	Description
Payment No.	Enter the payment number to display in the Payment Orders island.
Vendor No.	Enter a range of vendor numbers that should display in the Payment Orders island.

Field	Description
Payment Date	Enter an interval of payment dates to display in the Payment Orders island.
Vendor Group	Select the applicable vendor group.
Show Sent	Select this checkbox to show already sent payment order details.





Payment Orders Island


Field	Description
Selected	Use this action to send the vendor remittance email individually.
Remittance Email Address	This field shows the email address specified for a vendor linked to the payment selected for email.
Last Sent Date	This field shows the payment order last sent date.
Last Sent By	This field shows who sent the last payment order.
Payment Date	This field shows the payment date of the payment order.
Pay to Vendor No.	This field shows the vendor number.
Supplier No.	This field shows the number of the supplier.
Company No.	This field shows the number of the customer.
Payment No.	This field shows the payment order's payment number. It is taken from the window System Numbers every time you make a payment in the Automatic Payment window and is given to all the payment orders in the payment round.
Paid, Currency	This field shows the payment order amount in the delivery vendor's currency.
Discount, Currency	This field shows how much discount was given in the vendor's currency.
Paid, Base	This field shows the payment order amount in base currency.
Discount, Base	This field shows how much discount was given in the company's base currency.

Field	Description
Payment Mode	This field shows the payment mode.
Payment Form	This field shows the payment form of the current payment order. This field shows the payment agent used for the payment.
Payment Agent	This field shows the payment agent used for the payment.
Card Type Code	This field shows the payment order's card type code. This field shows the payment order's payer identification.
Payer Identification	This field shows the payment order's payer identification.
Transaction Serial No.	This field shows the transaction serial number of the payment order.
Payment Description	This field shows the payment description.
Import Date	This field shows the payment order's import date.
Check Book	This field shows the check book assigned to the current payment order.
Check No.	This field shows the number of the check used in connection with the payment order.
Reference Check No.	This field shows the reference number of the check. If a number of payments by check are made using a payment mode with combined payment and remittance to the receiver of the amount, a check will be printed out with the full amount and any assigned remittance lines. If the number of remittance lines take up more space than allocated on the check, a number of checks will be printed out to match the space needed for the remittance lines. The extra checks all contain a zero amount and a reference check number which corresponds to the number of the original check.
Origin	This field shows the origin of the payment order.
Payment Selection	This field shows whether the payment order has been selected for payment.
Entered	This field shows whether the payment order has been registered, that is, that the payment agent has acknowledged receipt of the amount.
Paid	This field shows whether the payment order has been paid, that is, that the payment agent has registered it as paid.
Closed	This field shows whether the payment order has been closed. It is closed when it has been approved as paid, closed, or error reported.

Field	Description
Error Reported	This field shows whether the payment order has been error reported.
Reversed	This field shows whether the payment order has been reversed.
Changed By	This is the name of the user who last changed the payment order information. The field is updated by Maconomy every time a change is entered in the Payment Reporting window. If you have not changed the order, it shows the name of the user who created the payment order.
Changed on	This is the date on which the payment order information was last changed. The field is updated by Maconomy every time a change is entered in the Payment Reporting window. If you have not changed the order, it shows the date on which the payment order was created.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Select All	Click this action button to select all payment records.
Deselect All	Click this action button to deselect all selected payment records.
Email Remittances	Click this action button to email remittances.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.

Button	Description
	Click this icon to open the Customize Columns window.

Vendor Remittance Emails Procedures

This section describes the steps you need for the Vendor Remittance Emails workspace.

View Email Remittances

Use these steps to view email remittances.

To view email remittances:

1. Under the Accounts Payable menu section, go to the **Vendor Remittance Emails** workspace.
2. Click on **Selection Criteria**.
3. Enter the payment number in the **Payment No.** field.
4. Click **Apply**.
The payment orders display in the **Payment Orders** tab. By default, the **Payment Orders** island shows records that have not yet been sent. Select the **Show Sent** checkbox to display records that have been already sent.

Email Remittances

Use these steps to email remittances.

To email remittances:

1. Under the Accounts Payable menu section, go to the **Vendor Remittance Emails** workspace.
2. Click on **Selection Criteria**.
3. Enter the payment number in the **Payment No.** field.
4. Click **Apply**.
The payment orders display in the **Payment Orders** tab. By default, the **Payment Orders** island shows records that have not yet been sent. Select the **Show Sent** checkbox to display records that have been already sent.
5. Select the payment record/s you want to send.
6. Click **Email Remittance**.

Vendor Remittance Email Logs

This section covers conceptual information, procedures, and field descriptions the Vendor Remittance Email Logs workspace.

Vendor Remittance Email Logs Concepts

In this workspace you can:

- View vendor remittance emails that Maconomy was able to send successfully.
- View vendor remittance emails that Maconomy was unable to send successfully.
- Resend email remittances.

Vendor Remittance Email Logs Fields

This section describes the fields and actions on the Vendor Email Remittance Logs workspace.

Selection Criteria Island


Field	Description
Payment No.	Enter the payment number to display in the Vendor Remittance Email Logs tab.
Vendor No.	Enter a range of vendor numbers that should display in the Vendor Remittance Email Logs tab.
Company Number	Enter the company number that should display in the Vendor Remittance Email Logs tab.
Payment Date	Enter an interval of payment dates. The Vendor Remittance Email Logs tab only shows entries with payment dates within this interval.
Logged Date	Enter a range of email log dates that should display in the Vendor Remittance Email Logs tab.
Show successful attempts	Select the check box to show the vendor remittance emails that Maconomy was able to send successfully.
Show unsuccessful attempts	Select the check box to show the vendor remittance emails that Maconomy was unable to send successfully.





Vendor Remittance Email Logs Tab

Field	Description
Resend Email	Use this action to resend the vendor remittance email individually.
Logged Date	This field shows the date when a user attempted to send the vendor remittance email.

Field	Description
Logged Time	This field shows the time when a user attempted to send the vendor remittance email.
Logged By	This field shows the user who sent the vendor remittance email.
Failed. Missing Email	This field specifies if the vendor remittance email failed.
Payment No.	This field shows the payment order's payment number.
Payment Line No.	This field shows the payment line number used as reference to a specific payment order.
Payment Date	This field shows the payment date of the payment order.
Payment Group	This field shows the payment group, if you assigned a group to the payment order.
Company No.	This field shows the number of the customer.
Vendor Number	This field shows the payment order's payment vendor number.
Name 1	This field shows the name of the company vendor based on the origin of the payment line.
Remittance Email Address	This field shows the email address specified for a vendor linked to the payment selected for email.
Currency	This field shows the delivery vendor's currency.
Paid in Standard	This field shows the amount paid in the vendor's standard currency.
Payment Agent	This field shows the payment agent of the customer.

Card Part Actions

Button	Description
	Click to refresh data in the current workspace.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.

Button	Description
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Resend Email Remittances For All	Click this action button to resend all email remittances.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Vendor Remittance Email Logs Procedures

This section describes the steps you need for the **Vendor Remittance Email Logs** workspace.

View Successful Attempts

Use these steps to view vendor remittance emails that Maconomy was able to send successfully.

To view successful attempts:

1. Under the Accounts Payable menu section, go to the **Vendor Remittance Email Logs** workspace.
2. Click on **Selection Criteria**.
3. Enter the payment number in the **Payment No.** field.
4. Click **Apply**.
5. Check the **Show successful attempts** checkbox to display vendor remittance emails that Maconomy was able to send successfully.

View Unsuccessful Attempts

Use these steps to view vendor remittance emails that Maconomy was unable to send successfully.

To view unsuccessful attempts:

1. Under the Accounts Payable menu section, go to the **Vendor Remittance Email Logs** workspace.
2. Click on **Selection Criteria**.
3. Enter the payment number in the **Payment No.** field.
4. Click **Apply**.
5. Check the **Show unsuccessful attempts** checkbox to display vendor remittance emails that Maconomy was unable to send successfully.

Resend Email Remittances

Use these steps to resend email remittances.

To resend email remittances:

1. Under the Accounts Payable menu section, go to the **Vendor Remittance Email Logs** workspace.
2. Click on **Selection Criteria**.
3. Enter the payment number in the **Payment No.** field.
4. Click **Apply**.
5. Select the applicable remittance email log/s you want to resend.
6. Click the **Resend Email** icon in the **Resend Email** field to resend one email or click **Resend Email Remittances For All** to resend all email logs.

Vendor Reporting

For information on Vendor reporting workspaces, refer to the [BPM Standard Reports Guide](#).

E-Invoicing Submenu

Use the workspaces in this submenu to view and process imported vendor e-invoices from Pagero.

For instructions on how to integrate Pagero with Maconomy, see **E-Invoicing with Pagero** in the *Delttek Maconomy System Admin Guide*.

You must enable either the **Enable E-Invoicing, Incoming** system parameter or the **Enable E-Invoicing, Outgoing** system parameter to display the E-Invoicing submenu.

Draft Vendor Invoices

Use this workspace to create, review, edit, and validate draft vendor invoices.

Draft Vendor Invoices Concepts

All fields in this workspace are editable, enabling data corrections before converting to a vendor invoice. Once validated, you can convert the draft invoice to a vendor invoice, which can then be viewed in the Vendor Invoices List workspace.

You must enable either the **Enable E-Invoicing, Incoming** system parameter or the **Enable E-Invoicing, Outgoing** system parameter to display the Draft Vendor Invoices workspace.

Draft Vendor Invoices Procedures

This section describes the steps you need to work with draft vendor invoices.

Create a Draft Vendor Invoice

Use these steps to manually create draft vendor invoice.

To create a draft vendor invoice:

1. Under the Accounts Payable menu group, go to **E-Invoicing » Draft Vendor Invoices**.
2. Click **+New Draft Vendor Invoice**.
3. In the Create Draft Vendor Invoice dialog box that displays:
 - a) Select a type for the draft invoice in the **Type** field.
 - b) Select a date in the **Entry Date** field.
 - c) Enter the company name or the company number in the **Company** field or use the dropdown list to select a company.
 - d) Select an entry in the **Inbox Entry** field.
4. Click **Create Draft Vendor Invoice**.

Modify a Draft Invoice

Use these steps to modify a draft vendor invoice.

To modify a draft vendor invoice:

1. Under the Accounts Payable menu group, go to **E-Invoicing » Draft Vendor Invoices**.
2. Use the search filter and/or the **Search** field to select a draft vendor invoice.
3. Edit the fields in the cards as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Address Errors from Inbox Entries Workspace

In the Inbox Entries workspace, you can click **Go to Draft Vendor Invoice** to view the draft invoice in a separate window in the Draft Vendor Invoices workspace. From there, you can rectify the issues using the different actions available in the workspace.

To address the error and continue inbox entry processing:

1. Under the Accounts Payable menu group, go to **E-Invoicing » Inbox Entries**.
2. Use the search filter and/or the **Search** field to select the entry that has an error.
3. Click **Go to Draft Vendor Invoice**.
This action opens the Draft Vendor Invoices workspace in a separate window.
4. Click **Create Vendor...** to create a new vendor if the vendor does not exist in Maconomy.
5. Click **Find Mapping** to search for what mapping to use.
6. Click **Get Values From Inbox** to populate the values mapped from the inbox entry.
7. Click **Get Fixed Values** if there are default or fixed values set for specific fields in the draft vendor invoice fields.
8. Click **Save**.
9. Click **Validate Draft** to run validation and check for errors.
10. Once all errors are addressed and the invoice has been validated, click **Convert to Vendor Invoice**.

Delete a Draft Vendor Invoice

Use these steps to delete a draft vendor invoice.

To delete a draft vendor invoice:

1. Under the Accounts Payable menu group, go to **E-Invoicing » Draft Vendor Invoices**.
2. Use the search filter and/or the **Search** field to select a draft vendor invoice.
3. Click **Delete Draft Vendor Invoice**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Inbox Entries

Use this workspace to store documents received from Pagero.

Inbox Entries Concepts

When you attach a document to the inbox entry, the file name of the attached document is displayed in the **Document Name** field. You can view the attached document in the Documentation Archives workspace by searching for the assigned inbox entry key value displayed in the **Document Archive** field.

You can only attach one file per inbox entry.

When you close an inbox entry, the status displayed in the **Status** field is changed to Processed. You cannot modify or delete the inbox entry once it is closed.

You must enable either the **Enable E-Invoicing, Incoming** system parameter or the **Enable E-Invoicing, Outgoing** system parameter to display the Inbox Entries workspace.

Inbox Entries Procedures

This section describes the steps you need to work with inbox entries.

Create an Inbox Entry

Use these steps to create an inbox entry to view the documents you received from Pagero.

To create an inbox entry:

1. Under the Accounts Payable menu group, go to **E-Invoicing » Inbox Entries**.
2. Click **+New Inbox Entry**.
3. In the Create Inbox Entry dialog box that displays:
 - a) Provide a description for the inbox entry in the **Description** field.
 - b) Enter the type of the inbox entry in the **Type** field. This is a required field.
 - c) Enter the company name or the company number in the **Company** field or use the dropdown list to select a company. This is a required field.
 - d) In the **Sender** field, enter the name of the sending entity.
4. Click **Create Inbox Entry**.

Attach a Document to an Inbox Entry

Use these steps to modify or attach a document to an entry.

To modify or attach a document to an inbox entry:

1. Under the Accounts Payable menu group, go to **E-Invoicing » Inbox Entries**.
2. Use the search filter and/or the **Search** field to select an entry.
3. Click **Attach Document**.
4. In the Attach Document dialog box, select or drop the files you want to attach to the inbox entry then click **Ok**.
5. Edit the fields in the cards as needed.
6. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Close an Inbox Entry

Use these steps to close an inbox entry.

To close an inbox entry:

1. Under the Accounts Payable menu group, go to **E-Invoicing » Inbox Entries**.
2. Use the search filter and/or the **Search** field to select an entry.
3. Click **Close**.

Delete an Inbox Entry

Use these steps to delete an inbox entry.

To delete an inbox entry:

1. Under the Accounts Payable menu group, go to **E-Invoicing » Inbox Entries**.
2. Use the search filter and/or the **Search** field to select an entry.
3. Click **Delete Inbox Entry**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Address Errors in an Inbox Entry

If an error occurs during invoice processing, you can address the issue in the Draft Vendor Invoices workspace then return to the Inbox Entries workspace to select the next action and continue inbox entry processing.

To address the error and continue inbox entry processing:

1. Under the Accounts Payable menu group, go to **E-Invoicing » Inbox Entries**.
2. Use the search filter and/or the **Search** field to select an entry.
3. The **Status** and **Status Text** fields contain the description of the error.

Note: If the **Status Text** field contains the error *Validate Draft: Vendor No. must be filled*, it means the vendor does not exist in Maconomy. You must create a new vendor using the **Create Vendor...** action.

4. Click **Go to Draft Vendor Invoice** to address the error.
This action opens the Draft Vendor Invoices workspace in a separate window.
5. In the Draft Vendor Invoices workspace, make the necessary edits to the fields in the cards, then click **Save**.
6. Return to the Inbox Entries workspace, expand the **Other Actions** dropdown list, and select the next action or click **Refresh**.
Once the inbox entry is closed, you can view the created vendor invoice in **Accounts PayableAP CockpitVendor Invoices List**.

Reporting

For information on Maconomy reporting workspaces, refer to the following online guides:

- [BPM Standard Reports Guide](#) - Covers standard reporting, including Finance reports, Customer reports, Vendor reports, Job reports and CRM reports.
- [BPM Country Reports Guide](#) - Covers country-related statutory reports.

Additionally, the following online guide provides setup and procedures related to Maconomy reports:

- [BPM Admin Guide](#)

BI Launch Pad

Use this workspace to open BI Launch Pad in a separate browser tab.

Standard Reports

The Maconomy [BPM Standard Reports Guide](#) provides a comprehensive guide on the report functionality of the standard reports available in BPM, which includes:

- Creating a customized report
- Generating and editing reports
- Exporting and printing reports
- Troubleshooting reports
- Report layout in Web Intelligence
- Sample workflows for generating reports for a certain period
- Descriptions of all available standard BPM reports

Maconomy BPM Reporting uses Business Objects to run standard reports. For more information about installing and setting up Business Objects, refer to the [BPM Admin Guide](#).

Financial Reporting

G/L Report Writer Submenu

You can extract, present, and store an unlimited number financial reports in the web client. Workspaces supporting these features are available under the G/L Report Writer submenu.

Print G/L Report

Use this workspace to print G/L reports.

Print G/L Report Concepts

Use this workspace to print G/L reports.

You can also use the Print Report action in the G/L Report Set-Up workspace to print reports.

Any selection criteria that you enter here override the corresponding criteria entered for the report in the G/L Report Set-Up workspace.

Similarly, information that you enter in the Currency Conversion and Print Control islands overrides the corresponding information in the G/L Report Set-Up workspace.

Print G/L Report Fields

This section describes the fields and actions on the Print G/L Report workspace.

Selection Criteria Panel

Field	Description
Report Selection Criteria	In this field you select a G/L Report Selection Criteria name. If you select G/L Report Selection Criteria, the selections from the G/L Report Selection Criteria will replace any Selection Criteria specified in the Selection Criteria islands in the G/L Report Set-Up workspace G/L Report Selection Criteria are created in the workspace by the same name. See the description of the G/L Report Selection Criteria workspace for more information.
Company No.	In these fields, you can specify a range of company numbers for which the report is to be printed. If you enter information in one of the fields, this information will overrule any information entered in the corresponding field in the card part of the G/L Report Set-Up workspace for the report in question.
Account No.	The functionality of these fields is similar to that of the field "Company No." above.
Local Account No.	The functionality of these fields is similar to that of the field "Company No." above.
Intercomp. Company No.	The functionality of these fields is similar to that of the field "Company No." above.
Customer No.	The functionality of these fields is similar to that of the field "Company No." above.
Vendor No.	The functionality of these fields is similar to that of the field "Company No." above.

Field	Description
Job No.	The functionality of these fields is similar to that of the field "Company No." above.
Activity No.	The functionality of these fields is similar to that of the field "Company No." above.
Task	The functionality of these fields is similar to that of the field "Company No." above.
Employee No.	The functionality of these fields is similar to that of the field "Company No." above.
Asset No.	The functionality of these fields is similar to that of the field "Company No." above.
Item No.	The functionality of these fields is similar to that of the field "Company No." above.
Statistics 1-4	The functionality of these fields is similar to that of the field "Company No." above.
Location	The functionality of these fields is similar to that of the field "Company No." above.
Entity	The functionality of these fields is similar to that of the field "Company No." above.
Project	The functionality of these fields is similar to that of the field "Company No." above.
Purpose	The functionality of these fields is similar to that of the field "Company No." above.
Specification 2-3	The functionality of these fields is similar to that of the field "Company No." above.
Local Specification 1-3	The functionality of these fields is similar to that of the field "Company No." above.

Report Card

Field	Description
Report No.	This field shows the number of the report definition on which the current G/L report was based.
Column Description	This field shows the name of the column description used in the current G/L report.
Standard Column Description	This field shows whether the column description in the field "Column Description" was also applied to all subreports (if any) called by the current report when the report was generated. For further information on the functionality of standard column descriptions, see the description of the field "Standard Column Description."

Period Card

Field	Description
Month/Yr.	<p>In these fields, you can specify the starting month/year and ending month/year of the period for which the report is to be printed. If you enter information in one of the fields, this information will overrule any information entered in the corresponding field in the card part of the window G/L Report Set-Up for the report in question.</p> <p>If your company uses flexible periods that do not follow the calendar year, the month and year you enter here refers to the period defined in the window Fiscal Year.</p>


Currency Conversion Card

Field	Description
Currency	<p>In this field, you can specify the currency in which the amounts in the report should be shown. If you select a currency, this currency will overrule any currency entered in the corresponding field in the card part of the G/L Report Set-Up workspace for the report in question. However, on the individual lines in the report, this currency can in some cases be overruled according to the derivation priorities described in the field "Currency." For further information on how the currency used in the individual fields on individual lines is determined, please see the description of that field.</p>
Exchange Rate Table	<p>In this field, you can specify an exchange rate table to be used for converting amounts from one currency into another in the report. If you enter information in the field, this information will overrule any information entered in the corresponding field in the card part of the G/L Report Set-Up workspace for the report in question. However, on the individual lines in the report, this exchange rate table can in some cases be overruled according to the derivation priorities described in the field "Exchange Rate Table." For further information on how the exchange rate table used in the individual fields on individual lines is determined, please see the description of that field.</p>
Exchange Rate Date	<p>In this field, you can specify the date whose exchange rates should be used for converting amounts from one currency into another in the report. If you enter a date in the field, this information will overrule any date entered in the corresponding field in the card part of the G/L Report Set-Up workspace for the report in question. However, on the individual lines in the report, this exchange rate date can in some cases be overruled according to the derivation priorities described in the field "Exchange Rate Date." For further information on how the exchange rate date used in the individual fields on individual lines is determined, please see the description of that field.</p>

Print Control Card

Field	Description
Layout	Here you can select the layout of the report. If you do not choose a layout, Maconomy uses the layout of the column specification attached to the report you are printing..
Number of Days until Expiry	If the report is to be saved, that is, the field "Save Output Data" has been marked, you can specify in this field the length of the report's validity period. The validity period is used for ensuring that only one report of a given kind exists at a time, thus making sure everybody can refer to the same report. If you do not specify a number of days, the value in the corresponding field for the report in the G/L Report Set-Up workspace will determine the number of days until expiry. For a description of the functionality of expiry dates on G/L report output data, please see the "Number of Days until Expiry" field in the G/L Report Set-Up workspace.
Reprint	Mark this field if you want to reprint a report that has already been saved in the system, rather than generating a new report. If you want to reprint a report, you must specify in this workspace the exact selection criteria of the desired report. You can see the criteria of the individual saved reports in the Reprint G/L Reports workspace. If none of the reports saved in Maconomy has the exact selection criteria that you have specified in this workspace, Maconomy issues an error message. If several saved reports have the exact same selection criteria, Maconomy reprints the one that was generated most recently.
Save Output Data	In this field, you can specify that Maconomy should save the output data created when the report is run. If you do not mark this field, the value in the corresponding field for the report in the G/L Report Set-Up workspace will determine whether the output should be saved. For a description of the functionality of expiry dates on G/L report output data, please see the "Number of Days until Expiry" field in the G/L Report Set-Up workspace.
Print Report	In this field, you can specify whether the report should be printed on paper when it is run. This can be useful if a report contains sensitive information, and your reports are usually run at night. In those cases, you might prefer that the output is not printed right away, thereby lying in the printer all morning for anyone to see. If you do not mark this field, the value in the corresponding field for the report in the G/L Report Set-Up workspace will determine whether the output should be printed.
Notify Users	In this field, you can specify whether people to whom this report is relevant should be notified when the report is run. The field is for information only, as no notification procedures are run when the report is generated. If you do not mark this field, the value in the corresponding field for the report in the G/L Report Set-Up workspace will determine whether users should be notified.

Card Part Actions

Button	Description
	Click this action to refresh data in the current workspace.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Print	Click this action to print G/L reports.

Print G/L Reports

Use this workspace to review and reprint saved G/L reports.

Reprint G/L Reports Concepts

Use this workspace to review and reprint saved G/L reports.

This workspace is available only if you have installed the Reprint G/L Reports add-on.

Use the selection criteria to find the saved reports that you want to see. Select the Show Lines field to populate the G/L Report Output Data sub-tab with information about reports that match the criteria and to which you have access

You can print reports any number of times or create text or RTF files using the information in the reports. You can also delete saved reports.

You can only change the description and remark fields in a saved report.

To save a report, select the Save Report field in the G/L Report Set-Up workspace before you run the report.

Maconomy only saves the information that appears in the report, not the underlying data, which ensures that all reprints are identical to the original report. The reprint is created instantly because no queries or processing are performed. You can view this saved report information in the Show G/L Report Output Data workspace.

Reprint G/L Reports Fields

This section describes the fields and actions on the Reprint G/L Reports workspace.

Selection Criteria Panel

Field	Description
Report No.	This field shows the number of the report definition on which the current G/L report was based.

Field	Description
Report Name	This field shows the name of the report definition on which the current G/L report was based.
Month From / Month To	These fields show the starting / ending month of the period covered by the current G/L Report.
Year From / Month To	These fields show the starting / ending year of the period covered by the current G/L Report.
Generated By	This field shows the name of the user who generated the current report, in either the G/L Report Set-Up or the Print G/L Report workspace.
Generated, Date	This field shows the date on which the report was generated, that is, the date on which the user shown in the field "Generated by" either selected an action in this workspace that resulted in the generation of the report, or ordered the report in the Print G/L Report workspace.
Expiry Date	<p>In this field, you can specify the ending date of the report's validity period. The validity period is used for warning other users who are about to run identical reports within a given period that such a report already exists.</p> <p>Whenever a report is run, Maconomy checks if an identical report with a validity date that has not yet expired has already been saved and issues a warning if this is the case, allowing you to cancel the process. This way, by specifying a validity date, you ensure that users who are about to run an identical report will be informed that such a report already exists. Reports are considered identical if they have the same information in the Dimension Control, Selection Criteria, Currency Conversion, Company, Access Level, and Report (with the exception of the description fields) islands in the G/L Report Set-Up workspace.</p>
Notify Users	<p>In this field, you can specify whether people to whom this report is relevant should be notified about the existence of the report. The field is for information only, as no notification procedures are run automatically, but using a Portal interface, you can build a distribution system where this field, for example, determines whether the report should appear in certain report lists.</p> <p>By default, this field shows the value from the corresponding field on the report definition on which the current G/L report was based.</p>
Access Level	In this field, you can specify an access level for the current report. A given user can only see the current G/L report if he or she has been assigned to this or a higher access level in the User Access Levels workspace in the Set-Up module. In other workspaces, a user can only reference the current report if he or she has been assigned to this or a higher access level in the User Access Levels workspace in the Set-Up module. Please note that this access control only applies if the standard access control configuration has not been changed in

Field	Description
	<p>your Maconomy system. If it has, the access to saved reports may depend on other factors. For further information about the standard access control configuration, please see "Introduction to the Access Control System" in the Set-Up module.</p> <p>If you do not specify an access level, all users will have access to see information about the current report.</p>
Access Level Description	This field shows the description of the access level specified in the field "Access Level."
Output Data Identification	This field shows the identification number of the saved report.
Description 1-3	In these fields, you can enter a description of the current G/L Report. By default, these fields show the values from the corresponding description fields on the report definition on which the current G/L report was based.
Enter File Name	In this field, you can specify whether or not the user should specify a file name when the "Create Tab-separated File" or "Create RTF File" action is selected. If this field is not marked, Maconomy names and places the file automatically as described for the "Create Tab-separated File" action. By default, this field shows the value from the corresponding field on the report definition on which the current G/L report was based.
Company No. From / Company No. To	Together, these fields identify the range of companies included in the current report.
Account No. From / Account No. To	Together, these fields identify the range of accounts included in the current report.
Location From / Location To	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Entity From / Entity To	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Project From / Project To	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Purpose From / Purpose To	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."

Field	Description
Spec. 1-3 From / Spec. 1-3 To	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Local Spec 1-3 From / Local Spec. 1-3 To	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Intercompany Company From / Intercompany Company To	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Customer No. From / Customer No. To	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Vendor No. From / Vendor No. To	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Job No. From / Job No. To	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Activity No. From / Activity No.	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Task From / Task To	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Employee No. From / Employee No.	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Asset No. From / Asset No.	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Item No. From / Item No. To	The functionality of these fields is similar to that of the fields "Company No. From/Company No. To."
Statistic 1-4 From / Statistic 1-4 To	These fields show the values from the corresponding fields on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. If either of these fields is blank, the value from the corresponding field in the Show G/L Report Output Data tab applies instead.
Text 1-6	In these fields, you can enter text regarding the current G/L Report. By default, these fields show the values from the corresponding text


Field	Description
	fields in the Extra Texts island on the report definition on which the current G/L report was based.
Column Description	This field shows the name of the column description used in the current G/L report.
Standard Column Description	This field shows whether the column description in the field "Column Description" was also applied to all subreports (if any) called by the current report when the report was generated. For further information on the functionality of standard column descriptions, see the description of the field "Standard Column Description."
Currency	This field shows the default currency in which amounts in the individual report fields are shown. However, on the individual lines in the report, this currency can in some cases be overruled according to the derivation priorities described in the "Currency" field.
Include subcompanies	This field shows whether the report includes the subcompanies of the individual companies covered by the report. The field reflects the value in the corresponding field in the G/L Report Set-Up workspace when the report was generated.
Exchange Rate Table	This field shows the default exchange rate table used for converting amounts in the individual report fields. However, on the individual lines in the report, this exchange rate table can in some cases be overruled according to the derivation priorities described in the field "Exchange Rate Table."
Exchange Rate Date	This field shows the default exchange rate date used for converting amounts in the individual report fields. However, on the individual lines in the report, this date can in some cases be overruled according to the derivation priorities described in the field "Exchange Rate Date."

Reprint G/L Reports Table

Field	Description
Show Lines	When you toggle this on, the GL Report Output Data sub-tab will display the saved G/L reports that match the Selection Criteria specified in this island.
Show Only with Notify Users	If you toggle this on, the GL Report Output Data sub-tab will only show reports where the field "Notify Users" is marked.
Report No.	In this field, you can specify a range of report numbers. The GL Report Output Data sub-tab will only show reports based on G/L report definitions with numbers within the specified range.
Report Name	In this field, you can specify a range of report names. The GL Report Output Data sub-tab will only show reports based on G/L report definitions with names within the specified range.

Field	Description
Access Level	In these fields, you can specify a range of access levels. The GL Report Output Data sub-tab will only show reports with access levels within the specified range.
Expiry Date	In these fields, you can specify a range of expiry dates. The GL Report Output Data sub-tab will only show reports with expiry dates within the specified range.
Generated by	In these fields, you can specify a range of user names. The GL Report Output Data sub-tab will only show reports run by users whose name is within the specified range.
Description 1-3	In these fields, you can specify a range of descriptions. The GL Report Output Data sub-tab will only show reports where first characters in the respective description fields are within the specified range.
Extra Text 1-6	In these fields, you can specify a range of texts. The GL Report Output Data sub-tab will only show reports where the respective extra text fields contain text within the specified range.
Month From / Month To	In these fields, you can specify a range of starting / ending months. The GL Report Output Data sub-tab will only show reports covering a period whose starting / ending month is within the specified range.
Year From / Year To	In these fields, you can specify a range of starting / ending years. The GL Report Output Data sub-tab will only show reports covering a period whose starting / ending year is within the specified range.

Card Part Actions

Button	Description
	Click this action to refresh data in the current workspace.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Delete	Click this action to print G/L reports.

Show G/L Report Output Data

Use this workspace to view the individual lines that make up each saved G/L report.

Show G/L Report Output Data Concepts

Use this workspace to view the individual lines that make up each saved G/L report.

This workspace is only available if you have installed the Reprint G/L Reports add-on.

When Maconomy generates a report, it only saves the information that appears in the report, not the underlying data, which ensures that all reprints are identical to the original report. The reprint is created instantly because no queries or processing are performed.

You can print reports any number of times or create text or RTF files using the information in the reports. You can also delete saved reports.

Use this workspace to view the saved report information.

You can change some of the fields in the Show G/L Report output Data tab, but you cannot change any of the information in the G/L Report Output Data Lines sub-tab, which contains the individual report lines.

Show G/L Report Output Data Fields

Copy to come.

G/L Report Set-Up

Use this workspace to create reports that are based on general ledger data.

G/L Report Set-Up Concepts

Use this workspace to create reports that are based on general ledger data.

Name the report, select the period on which you want to report, and select the accounts and dimensions that you want to include.

A G/L report has columns and lines (or rows). The columns control the type of information to be shown, such as actual or budgeted figures, while the lines control the range of information-the accounts and dimensions that are included in the lines.

You define the columns in the G/L Report Columns workspace and define the lines in this workspace. Each line in the Report Lines sub-tab defines one or more lines in the report. A report line definition can determine if a line displays fixed text, actual or budget figures or quantities, calculations based on other lines, and so on.

Selection Criteria

Use the Selection Criteria in this workspace to specify the period, account number range, dimension option range, and statistics code range.

You typically update the selection criteria before you generate a report, typically to update the period range.

You can also define G/L report selection criteria in the G/L Report Selection Criteria workspace, and override any selection criteria that you defined in the G/L Report Set-Up tab in this workspace.

When you print a G/L report from the Print G/L Report workspace, you can specify a G/L report selection criteria name.

Entries in the **From** and **To** fields in the sub-tab specify the target group or selection criteria. There is a target group for every report line definition in the G/L report, corresponding to the selection criteria in the G/L Report Set-Up tab or the specified G/L Report selection criteria. This defaults to the target group value in the G/L Report Set-Up tab or the specified G/L Report selection criteria, unless you enter a value in a Selection Criteria field for the line definition. If you do enter selection criteria information in the line, it overrides any information that you entered in the G/L Report Set-Up tab or the specified G/L report selection criteria, regardless of whether it narrows or expands the selection criteria.

Embedded Reports

You can embed a report within another report, generating two different reports simultaneously, one as an extension of the other. The name and layout of the primary report also apply to the embedded report. The selection criteria that are used to generate the embedded report come from the line in the primary report that calls the embedded report, rather than from the selection criteria in the G/L Report Set-Up tab or the G/L report selection criteria of the embedded report.

Printing Reports

To print a report, use the **Print** action in this workspace or the Print G/L Report workspace.

You can also export the report to a tab-separated file or an RTF file by choosing the relevant action in the G/L Report Set-Up tab. When you export a report, you cannot specify a G/L report selection criteria name.

G/L Report Set-Up Fields

Copy to come.

G/L Report Set-Up Procedures

This section describes the steps you need for the G/L Report Set-Up workspace.

Add New G/L Report

Use these steps to add a new G/L Report.

To add a new G/L Report:

1. Under the Reporting menu section, go to **Standard Reports » Financial Reporting » G/L Report Writer » G/L Report Set-Up**.
2. Click **+ New G/L Report**.
3. On the **Create Finance Report** dialog box, enter information in the required fields.
4. Click **Create Finance Report**.

G/L Report Columns

Use this workspace to enter and change column specifications that Maconomy uses in financial (G/L) reports.

G/L Report Columns Concepts

Use this workspace to enter and change column specifications that Maconomy uses in financial (G/L) reports.

A G/L report has columns and lines (or rows). The columns control the type of information to be shown, such as actual or budgeted figures, while the lines control the range of information-the accounts and dimensions that are included in the lines.

You define a set of columns in this workspace. For each set of columns, you supply a name, a description, and a report layout (for example, 16ColumnsHorizontal).

The lines in the Column Description Lines sub-tab represent columns in the report. For each column, you enter a header, identify which figures to show, enter a calculation formula, specify whether the report is to include period changes or opening/closing numbers, select a number format, and so on.

For each column, you can also select the period for which the data should be calculated. The period you specify can be relative to the period you entered when you executed the report. For example, you can specify that a column show data for the current period, and another column show data for that same period but from a different year. If you select August 2014 when you execute the report, Maconomy shows one column with data for August 2014, and another column with data for August 2013.

The layout that you choose might limit the number of columns you can include in the report. The absolute maximum is 40 columns, but some layouts allow for fewer columns.

Each report has:

A text column, which is defined for every report line in the G/L Report Set-Up workspace.

Additional columns that display text, actual figures, budgeted figures, or calculations (for example, a percentage variance between actual and budget figures).

Each line in a column shows information that is consistent with other lines in the same column. For example, if the first column displays actual figures for a given period, all lines in that column display actual figures for the specified period. Budget figures and figures for other periods must be shown in another column. However, you can change the period for an individual line in a G/L report, such that all of the figures for this line relate to the specified period.

For actual or budgeted figures, you can choose to include only figures for a given location, entity, project, or period. You can enter a limitation using a range of dimension values for each line and for each column in the report. If you do so, the limitation on the column level has higher priority than the limitation on the line level.

If you delete a line from the Column Description Lines sub-tab, Maconomy does not check to see whether the deleted line was referenced by one or more calculation formulas on other lines. For this reason, you should carefully consider the effect of deleting lines.

If you do not define a column, it is blank on the report.

You can print G/L reports using the Print Report action in the G/L Report Set-Up or Print G/L Report workspace. You can also export the report to a tab-separated file using the Create Tab-separated File action in the G/L Report Set-Up workspace.

G/L Report Columns Fields

Copy to come.

G/L Report Columns Procedures

This section describes the steps you need for the G/L Report Columns workspace.

Add New Column Description

Use these steps to add a new column description.

To add a new column description:

1. Under the Reporting menu section, go to **Standard Reports » Financial Reporting » G/L Report Writer » G/L Report Columns**.
2. Click **+ New Column Description**.
3. On the **Create Finance Report Column** dialog box, enter information in the required fields.
4. Click **Create Finance Report Column**.

G/L Report Metrics

Use this workspace to create finance metrics for inclusion in the Company Overview workspace.

G/L Report Metrics Concepts

Use this workspace to create finance metrics for inclusion in the Company Overview workspace. These finance metrics are based on G/L reports. You must create the appropriate G/L reports before you can base metrics on them. For the metrics to be up to date, you must generate the reports regularly, at the company level, using the company's fiscal year as the period.

You can extract a total of 20 figures from any report and define them as metrics.

You define a metric by identifying the G/L report that contains the value, and the column and line where the value resides.

In the Company Overview workspace, Maconomy shows the value from the most recently generated report for the current company that has the company's fiscal year as the period.

G/L Report Metrics Fields

This section describes the fields and actions on the G/L Report Metrics workspace.

Description Card

Field	Description
Description	Copy to come.
Access Level	Copy to come.

Definition Card

Field	Description
Report	Select or enter the name or number of the G/L report where the metric's value resides.
Column Description	Copy to come.
Line	Select or enter the name or number of the G/L report line where the metric value resides.
Column	Select or enter the name or number of the G/L report column where the metric value resides.








Report Table

Field	Description
Report No.	Copy to come.
Report Name	Copy to come.
Description	Copy to come.
Generated, Date	Copy to come.
Generated, Time	Copy to come.
Generated by	Copy to come.

Report Preview Tab

Field	Description
Description	Copy to come.
Column 1-14	Copy to come.

Card Part Actions

Button	Description
+ New Metric	Click this action to add a new metric.
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Validate	Click this action to validate report metrics.
Delete	Click this action to delete report metrics.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

G/L Report Metrics Procedures

This section describes the steps you need for the G/L Report Metrics workspace.

Add New Metrics

Use these steps to add a new metric.

To add a new metric:

1. Under the Reporting menu section, go to **Standard Reports » Financial Reporting » G/L Report Writer » G/L Report Metrics**.
2. Click **+ New Metric**.
3. On the **Create Finance Metric** dialog box, enter information in the required fields.
4. Click .

G/L Report Selection Criteria

Use this workspace to enter selection criteria for G/L reports.

G/L Report Selection Criteria Concepts

Use this workspace to enter selection criteria for G/L reports.

This workspace is an alternative to the G/L Report Set-Up workspace, for users who do not have access to the G/L Report Set-Up workspace. It contains only the Selection Criteria parts of the G/L Report Set-Up workspace.

G/L Report Selection Criteria Fields

This section describes the fields and actions on the G/L Report Selection Criteria workspace.

Selection Criteria Card

Field	Description
Company No.	Here you can enter a range of company numbers. Only companies within the specified range are included in the report.
Account No.	Here you can enter a range of account numbers to be included in the report. Only accounts within the specified range are included in the report.
Local Account No.	Here you can enter a range of local account numbers to be included in the report. Only accounts within the specified range are included in the report.
Statistics 1-4	Here you can limit the report to a range of statistics codes. For more information about the effect of statistic codes in connection with the

Field	Description
	individual report lines and dimensions, see the description of the Selection Criteria island in the G/L Report Set-Up workspace.
Include Subordinates	<p>In this field, you can specify whether or not the report should include figures concerning possible subordinate companies for each company in the specified Selection Criteria, that is, companies that have been assigned to the current company as subordinate companies in the Company Information workspace. The structure functions on several levels, meaning that one company can be subordinate to a company that itself is a subordinate company to another company.</p> <p>If this field is marked, the report will include figures for all subordinate companies for each company in the selection criteria. Information from all subordinate companies is included, even if one or more subordinate companies is not within the range of companies in the dimension control. Note, however, that if a subordinate company is within the selection criteria, the figures for this company will be represented more than once on the printout, as the company will be represented both as a subordinate company and as an individual company with possible subordinate companies of its own. It is therefore recommended only to mark this field if the selection criteria only concerns one company.</p>




Period Card

Field	Description
Month/Yr.	In these fields, you can specify the starting month/year and ending month/year of the period for which the report is to be printed. If you enter information in one of the fields, this information will overrule any information entered in the corresponding field in the card part of the window G/L Report Set-Up for the report in question.

Selection Criteria, Dimensions

Field	Description
Location	You can limit the report to a range of locations here. If these fields are left blank, all "Location" dimensions will be included in the report.
Entity	The functionality of this field is similar to the functionality of the field "Location" above.
Project	The functionality of this field is similar to the functionality of the field "Location" above.
Purpose	The functionality of this field is similar to the functionality of the field "Location" above.
Specification 2-3	The functionality of this field is similar to the functionality of the field "Location" above.
Local Specification 1-3	The functionality of this field is similar to the functionality of the field "Location" above.

Card Part Actions

Button	Description
+ G/L Report Selection Criteria	Click this action to add a new G/L report selection criteria.
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Print	Click this action to print G/L report selection criteria information.
Delete	Click this action to delete G/L report selection criteria.

G/L Report Selection Criteria Procedures

This section describes the steps you need for the G/L Report Selection Criteria workspace.

Add New G/L Report Selection Criteria

Use these steps to add a new G/L report selection criteria.

To add a new G/L report selection criteria:

1. Under the Reporting menu section, go to **Standard Reports » Financial Reporting » G/L Report Writer » G/L Report Selection Criteria**.
2. Click **+ New G/L Report Selection Criteria**.
3. On the **Create G/L Selection Criteria** dialog box, enter information in the required fields.
4. Click **Create G/L Report Selection Criteria**.

Line Styles

Use this workspace to create and maintain line styles that Maconomy uses for formatting G/L report output in RTF files.

Line Styles Concepts

Use this workspace to create and maintain line styles that Maconomy uses for formatting G/L report output in RTF files.

A line style is a combination of RTF document styles to be used on the different parts of a G/L report output line. For each line style, you can specify RTF document styles for line descriptions, positive figures, and negative figures, respectively. In the G/L Report Set-Up workspace, you can then assign a line style to each line in the Report Lines sub-tab. The styles that you define in the line style that you select on the line in question are thus applied to each of the output RTF lines that results from a given line in the Report Lines sub-tab of the G/L Report SetUp workspace. The specifications in this workspace contain no information about the formats that are implied by the RTF styles, because you should define those beforehand in a template RTF file. When you create an RTF file from the report, Maconomy prompts you for such a template RTF file, which then functions as a definition of the formats of the styles in question.

For example: In this workspace, you create two line styles: "Regular" and "Totals." The "Regular" line style specifies that line descriptions and positive figures should use the RTF style "Regular." Negative figures should use the style "Red." The "Totals" line style is intended for subtotals and grand totals and specifies that line descriptions and positive figures should use the RTF style "Bold," while negative figures should use the style "Bold Red."

In the G/L Report Set-Up workspace, you set up your report lines, assigning the "Regular" line style on all lines that contain the itemized information, and assigning the "Totals" line style on all lines that are used to calculate totals.

In the RTF file "Template," you define these styles as you want them to look in your reports.

When you use the Create RTF File action, and Maconomy asks you to select a template file that contains the relevant styles, select the "Template" file. Maconomy creates an RTF file in which each output data line is formatted in compliance with the template document's definitions of the styles that are implied by the line styles that you specified on the report line that results in the output line

Line Styles Fields




This section describes the fields and actions on the Line Styles workspace.

Column Heading Card

Field	Description
Line Text Style	In this field, you can specify the RTF style to be applied to the descriptions on G/L report output lines based on lines in the G/L Report Set-Up workspace, where the current line style has been selected. The options in this field are created as options in the pop-up type "Styles" in the Popup Fields workspace.
Style of Positive Values	In this field, you can specify the RTF style to be applied to positive figures on G/L report output lines based on lines in the G/L Report Set-Up workspace, where the current line style has been selected. The options in this field are created as options in the pop-up type "Styles" in the Popup Fields workspace.

Field	Description
Style of Negative Values	In this field, you can specify the RTF style to be applied to negative figures on G/L report output lines based on lines in the G/L Report Set-Up workspace, where the current line style has been selected. The options in this field are created as options in the pop-up type "Styles" in the Popup Fields workspace.
Note Style	This field is not used in the current version of Maconomy.

Card Part Actions

Button	Description
+ New Line Style	Click this action to add a new line style.
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Delete	Click this action button to delete line styles.

Line Styles Procedures

This section describes the steps you need for the Line Styles workspace.

Add New Line Styles

Use these steps to add a new line style.

To add a new line style:

1. Under the Reporting menu section, go to **Standard Reports » Financial Reporting » G/L Report Writer » Line Styles**.
2. Click **+ New Line Style**.
3. On the **Create Line Style** dialog box, enter information in the required fields.
4. Click **Create Line Style**.

Country Reports

The Maconomy [BPM Country Reports Guide](#) provides a comprehensive guide on the report functionality of the country reports available on Maconomy.

Maconomy BPM Reporting uses Business Objects to run standard reports. For more information about installing and setting up Business Objects, refer to the [BPM Admin Guide](#).

Human Resources

This section covers conceptual information, procedures, and field descriptions for all employee and employee-related workspaces.

Employees

The Employees workspace allows users with the requisite access rights (for example, HR managers) to make changes to other employees' information.

Employees Concepts

If you have the requisite access rights, use the various tabs of the Employees workspace to create employee records, as well as view and/or make changes to other employees' information. Specifically, you can update the following:

- Employee name
- Organizational information
- Emergency contacts
- Parental status
- Education and qualifications
- Work eligibility
- Contact information
- Bank details
- List of skills
- Documents related to hiring and employment

Regular employees do not have access to this workspace or any of its tabs.

Employees Fields

This section describes the fields and actions on the Employees workspace. Regular employees do not have access to this workspace or any of its tabs.

Header Fields

Field	Description
Employee Name	This field displays the employee's name.
Employee No.	This field displays the employee's number.

Employment Card

Field	Description
Date Employed	This field displays the date the employee started working for the company.
Termination Date	This field displays the date when the employee was terminated.
Position	This field displays the employee's position/job title.
Company	These fields display the name and number of the company in which the employee is employed.
Check-in	<p>This field displays whether multiple check-ins per day are enabled for the employee.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> ▪ Disabled - Multiple check-ins are disabled for the employee. ▪ Optional - The employee can register multiple check-in entries per day. However, the employee is not required to submit check-in entries on any work day. When the employee submits the time sheet, Maconomy does not validate the check-in balance. ▪ Required - If the work day has fixed hours, this option requires the employee to register at least one check-in entry for the day. ▪ Required with Balance - The employee must register at least one check-in entry for the day. Maconomy automatically validates check-in balance when the timesheet is submitted.
Location	<p>This field displays the specified value for the Location dimension, if applicable.</p> <p>Update the field value as needed.</p>

Related Employees Card

Field	Description
Supervisor	This field displays the name and employee number of the employee's manager.
Secretary	This field displays the name and employee number of the secretary to whom the employee is assigned.
Absence Approver	This field displays the name and number of the employee responsible for approving absences for the employee.

Address Card

Field	Description
Name 2-4	<p>These fields display the employee's address.</p> <p>Update the information as needed.</p>

Field	Description
Zip Code	This field displays the zip code of the postal district for the employee's address. Update the information as needed.
Postal District	This field displays the postal district of the employee's address. Update the information as needed.
Country	This field displays the country in which the employee resides. Update the information as needed.
Name 5	This field displays any additional information regarding the employee's address. Update the information as needed.
Phone	This field displays the employee's primary phone number. Update the information as needed.
E-mail	This field displays the employee's work e-mail address.



Bank Information Card


Field	Description
Bank Name	This field displays the name of the employee's bank. Update the information as needed.
Reg. No.	This field displays the bank's registration number. Update the information as needed.
Bank Acc. No.	This field displays the employee's bank account number. Update the information as needed.

Talent Management Card

Field	Description
User ID	This field displays the employee's Talent Management User ID.

Header Actions

Button	Description
+New Employee	Click this action to add a new employee.
	Click this action to refresh data in the current workspace.
	Click this action to display the list view. Click this action to display the detailed view.

Button	Description
	
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Submit	Click this action to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.
Approve	Click this action to approve the current record. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.
Reject...	Click this action to reject the current record. Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies.
Other Actions	In the Employees workspace, this dropdown list includes the following actions: <ul style="list-style-type: none"> ▪ Attach Documents ▪ Undo Approval/Reject

Emergency Contacts Tab




This section describes the fields and actions on the table of the Emergency Contacts tab in the Employees workspace.




Table Fields

Field	Description
Dependent	When you add an emergency contact for the employee, select this check box if the person is the employee's dependent.

Field	Description
Emergency Contact	Select this checkbox if this person is the employee's emergency contact.
Name	Enter the emergency contact person's name.
Address 1-4	In these fields, enter the emergency contact's address.
Zip Code	In this field, you can enter the zip code of the postal district for the emergency contact's address.
Postal District	In this field, you can specify the postal district for the emergency contact's address.
Country	In this field, you can specify the country where the emergency contact resides.
Home Phone	In this field, you can specify the emergency contact's home phone number.
Mobile Phone	In this field, you can specify the emergency contact's mobile phone number.
Email	In this field, you can specify the emergency contact's e-mail address.
Relationship	In this field, enter the emergency contact's relationship to the employee.

Table Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Emergency Contacts table, choose from the following actions:</p> <ul style="list-style-type: none"> ▪ Insert Emergency Contact ▪ Delete Emergency Contact
+ Add Emergency Contact	Click this action to add another emergency contact to an employee's list.
	<p>Click this action to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.

Button	Description
 	<p>Click this action to maximize the table view.</p> <p>Click this action to restore the default display size of the table.</p>
	<p>Click this action to open the Customize Columns dialog box.</p>



Parental Status Tab





This section describes the fields and actions on the table of the Parental Status tab in the Employees workspace.

Table Fields

Field	Description
Parental Status Type	<p>Select one of the following values from the dropdown list:</p> <ul style="list-style-type: none"> ■ Solo Parent ■ With Spouse <p>Companies set up the options that appear in the dropdown list. Define values for the Parental Status popup type in the Popup Fields workspace.</p>
Description	<p>In this field, enter additional information about the employee's parental status.</p> <p>This is a free-text field.</p>

Table Actions

Button	Description
	<p>The Row Tools icon allows you to add lines/information to the lines of a record.</p> <p>For lines in the Parental Status table, choose from the following actions:</p> <ul style="list-style-type: none"> ■ Insert Parental Status ■ Delete Parental Status
+Add Parental Status	<p>Click this action to update an employee's parental status information.</p>
	<p>Click this action to export the rows from the current table to a spreadsheet.</p>

Button	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.

Education and Qualifications Tab




This section describes the fields and actions on the table of the Education and Qualifications tab in the Employees workspace.




Table Fields

Field	Description
Country	Choose the country where the employee obtained the qualification from the dropdown list.
Qualification Type	Choose the type of qualification from the dropdown list. Companies set up the options that appear in the dropdown list. Define values for the Qualification Type popup type in the Popup Fields workspace.
Qualification Suffix	Enter the qualification suffix.
Education Institution	Choose the institution where the employee received the qualification from the dropdown list. Companies define their own values for this dropdown list, with the options changing depending on the country specified in the Country field. You can also type in the name of the institution.
Education Subject	Enter the subject in which the employee received the qualification.
Qualification Level	Choose the qualification level from the dropdown list.

Field	Description
	Companies set up the options that appear in the dropdown list. Define values for the Qualification Level popup type in the Popup Fields workspace.
Qualification Date	Click the calendar icon to choose the date on which the employee became qualified.
Expiry Date	Click the calendar icon to choose the date on which this qualification expires.
Document Check Date	Click the calendar icon to choose the date on which the education and qualifications document was checked.
Document Check Person Employee No.	Choose the employee number of the person who performed the document check from the dropdown list. If you specify a value here, Maconomy auto-populates the Document Check Person field (and vice versa).
Document Check Person	Choose the name of the employee who performed the document check from the dropdown list. If you specify a value here, Maconomy auto-populates the Document Check Person Empl. No. field (and vice versa).
Qualification Held	This field calculates and displays the number of years the employee has had this qualification.

Table Actions

Button	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Education and Qualifications table, choose from the following actions: <ul style="list-style-type: none"> ■ Insert Education and Qualification ■ Delete Education and Qualification
+Add Education and Qualification	Click this action to add to an employee's list of educational qualifications.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.

Button	Description
 	<p>Click this action to maximize the table view.</p> <p>Click this action to restore the default display size of the table.</p>
	<p>Click this action to open the Customize Columns dialog box.</p>

Work Eligibility Tab







This section describes the fields and actions on the Work Eligibility tab of the Employees workspace.

Tab Fields

Field	Description
Eligibility Country	This field displays the country in which the employee is eligible to work.
Eligibility Status	Choose the employee's eligibility status from the drop-down list. The values available in the dropdown list are dependent on the Eligibility Status option list specified for the country selected in the Eligibility Country field.
Eligibility Type	Choose the employee's eligibility type from the dropdown list. Companies set up the options that appear in the dropdown list. Define values for the Eligibility Type popup type in the Popup Fields workspace.
Eligibility Document	Choose the eligibility document from the dropdown list. The values available in the dropdown list are dependent on the Eligibility Document option list specified for the country selected in the Eligibility Country field.
Document Number	In this field, enter the document number for the employee's eligibility document.
Start Date	Click the calendar icon to choose the date when the eligibility period begins.
Expiry Date	Click the calendar icon to choose the date when the eligibility period expires.
Issuer	In this field, enter the name of the organization that issued the employee's eligibility document.
Issuing Sponsor	In this field, enter the name of the sponsor who issued the employee's eligibility document.

Field	Description
Document Check Date	Click the calendar icon to choose the date on which the eligibility document was checked.
Document Check Person No.	In this field, choose the employee number of the person who performed the document check from the dropdown list. If you specify a value here, Maconomy auto-populates the Document Check Person field (and vice versa).
Document Check Person	In this field, choose the name of the employee who performed the document check from the dropdown list. If you specify a value here, Maconomy auto-populates the Document Check Person No. field (and vice versa).

Table Actions

Button	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Work Eligibility table, choose from the following actions: <ul style="list-style-type: none"> ■ Insert Work Eligibility ■ Delete Work Eligibility
+ Add Work Eligibility	Click this action to add to an employee's work eligibility information.
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.



Employee Skills Tab





This section describes the fields and actions on the table of the Employee Skills tab in the Employees workspace.

Table Fields

Field	Description
Skill Type	This field displays the classification of the specified skill. Examples of skill types are Languages, Travel Preferences, or Technical. Companies set up all skill-related information in the Skills workspace. When you specify a value for the Skill No. field, Maconomy auto-populates this field with the corresponding skill type.
Skill No.	Choose the skill number from the dropdown list. Companies set up the values that appear in the dropdown list (and other skill-related information) in the Skills workspace. When you specify a value for this field, Maconomy auto-populates the Skill Type and Skill Name fields.
Skill Name	This field displays the name of the skill that is associated with the specified skill number. Companies set up all skill-related information in the Skills workspace. When you specify a value for the Skill No. field, Maconomy auto-populates this field with the corresponding skill name.
Level	Choose the employee's proficiency level in this skill from the dropdown list. If automatic level specification is enabled in the Skills workspace, Maconomy auto-populates this field.
Skill Acquired	Click the calendar icon to choose the date on which the employee acquired this skill.
Level Acquired	Click the calendar icon to choose the date on which the employee attained the level specified for this skill.

Table Actions

Button	Description
	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Employee Skills table, the following action is available: <ul style="list-style-type: none"> ■ Delete Employee Skill
+Add Employee Skill	Click this action to add to an employee's list of skills.
	Click this action to export the rows from the current table to a spreadsheet.

Button	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.


Documents Tab






This section describes the fields and actions on the table of the Documents tab in the Employees workspace.

Table Fields

Field	Description
Document	This field displays the document name.
Type	This field displays the document file type.
Size	This field displays the document file size.
Changed On	This field displays the date on which the document was last changed.
Changed By	This field displays the name of the user who last changed the document.
Remark	Enter any appropriate comments in this field.

Table Actions

Button	Description
	The Row Tools icon allows you to add lines/information to the lines of a record.

Button	Description
	For lines in the Documents table, choose from the following actions: <ul style="list-style-type: none"> ▪ Update Document ▪ Delete Document ▪ View Document
	Click this action to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this action to maximize the table view. Click this action to restore the default display size of the table.
	Click this action to open the Customize Columns dialog box.

Document Assistant

Use this assistant to view and download documents.

Compensation Agreements Tab

This section describes the fields and actions on the table of the Compensation Agreements tab in the Employees workspace.

Selection Criteria Panel

Field	Description
Compensation Category	In this field, you can select a compensation category. The table part will only show compensation agreements belonging in the selected category, and when creating lines, this category is suggested in the Category field. Compensation categories are created in the window Popup Fields in the Set-Up module.
Compensation Type No.	In this field, you can specify a range of compensation type numbers. The table part will only show compensation agreements pertaining to types within the specified range.

Field	Description
Company No.	In this field, you can specify a range of company numbers. The table part will only show compensation agreements pertaining to companies within the specified range.
Period	In this field, you can specify a range of dates. The table part will only show compensation agreements whose period covers at least one date within the specified range.

Compensation Card

Field	Description
Compensation Model	This field shows the compensation model type.
Agreements Revision Date	This field shows the agreements revision date.

Employees Table


Field	Description
Compensation Type No.	<p>When creating an agreement line, enter in this field the number of a compensation type created in the header of the window Compensation Types. The compensation type contains template information which will be transferred to the fields on the current line. Furthermore, if there are subordinate compensation types assigned to the compensation type specified here, Maconomy automatically creates a line for each subordinate compensation type. On these lines, the Parent Agreement field will automatically contain a reference to the line which you created.</p> <p>Once one or more compensation agreement types with subordinate compensation types has been specified in the table part, you can add any number of additional agreements where you specify a subordinate type. Doing so will cause Maconomy to automatically assign the new line to the line with the relevant main compensation type, so that the value of the new line can be calculated on the basis of the value of the line with the main compensation type. Note that on subordinate lines, the date range specified in the fields Starting Date and Ending Date must be within the range specified for the line with the main compensation type to which the subordinate lines are assigned. For further information on setting up compensation types, see the description of the Compensation Types workspace.</p>
Compensation Type Name	This field shows the name of the compensation type specified on the line.
Agreement No.	This field shows the agreement number of the current agreement line. When you create a compensation agreement line, a number is







Field	Description
	automatically retrieved from the Compensation Agreement Series in the window Number Series in the Set-Up module.
Starting Date	<p>In this field, you can specify the date from which the current compensation agreement is effective. Together, this field and the Ending Date field on the line compose the period in which the agreement applies. Based on the length of this period and the time unit specified in the Time Unit field on the line, Maconomy will calculate the number of time units covered by this period, and insert this number into the Number of Time Units field, which is automatically updated if you subsequently change the period or the time unit. For further information about the effects of the number of time units, see the description of the Number of Time Units field.</p> <p>Maconomy suggests the starting date entered on the compensation type specified in the Compensation Type No. field on the line. This default starting date is specified in the Compensation Types workspace. Note that no two lines with the same compensation type can have the same starting date.</p>
Ending Date	<p>In this field, you can specify the last date on which the current compensation agreement applies. For information on the functionality of the field, see the description of the Starting Date field.</p> <p>Maconomy suggests the default ending date specified for the compensation type specified in the Compensation Type No. field on the line. This default ending date is specified in the Compensation Types workspace.</p>

Details Panel

Field	Description
Document Name	This field displays the document name.
Document Size	This field displays the document file size.
Locked	This field shows if the document has been locked.
Locked by	This field shows the name of the person who locked the document.

Header Actions

Button	Description
+ Attach Document	Click this action to attach a document.
	Click this action to refresh data in the current workspace.

Button	Description
 	<p>Click this action to display the list view.</p> <p>Click this action to display the detailed view.</p>
+	Click this action to add a compensation agreement line.
	<p>Click this icon to export the rows from the current table to a spreadsheet.</p> <p>Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.</p>
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns dialog box.

Employees Procedures

This section describes the steps you need to follow to update other employees' personal data.

Use the Employees workspace to do the following:

- Create an employee.
- Update another employee's information.
- Submit employee information.
- Approve or reject employee information.
- Attach another employee's documents.
- View another employee's documents.
- Schedule an update to employee information.
- Block an employee and linked user account.

Create an Employee

Use these steps to add a new employee, and to assign user credentials to that employee. You can create the employee from an employee template. You also have the option to copy user setup from the template to the new employee.

To create an employee:

1. Under the Human Resources menu group, go to the Employees workspace.
2. Click **+New Employee**.
3. In the New Employee dialog box, specify the name of the new employee in the **Employee Name** field. This is a required field.
4. Under the Address card, select a country from the dropdown list. This is a required field.
5. If you want to create the employee from a template, select the template employee name from the dropdown list under the Template Employee card. Otherwise, fill out the other fields as needed.
6. Click **Continue**.
7. To create a user from a user type:
 - a) Under the Create User from Type card, toggle on the **Create User** option.
 - b) In the **Type** field, select a user type from the dropdown list.
 - c) Click **Create**.
 - d) Click **Ok**.

Maconomy saves your changes, and refreshes the page. The Employees workspace now displays information for the employee you just created.

8. To create a user from a template:
 - a) Under the Create User from Template card, toggle on the **Copy User from Template** option.

Warning: Make sure you only toggle on one option. If you enable both the **Create User** and **Copy User from Template** options, Maconomy will create two users for the employee.

- b) Click **Create**.
 - c) Click **Ok**.

Maconomy saves your changes, and refreshes the page. The Employees workspace now displays information for the employee you just created.

Update Another Employee's Information

Use these steps to update another employee's personal data.

To update another employee's information:

1. Under the Human Resources menu group, go to the Employees workspace.
2. Use the search filter and/or the **Search** field to select an employee.
3. Update the card fields as needed.
4. Click **Save** or press ENTER.
5. If you need to make changes in any of the tabs, navigate to a specific tab.
6. To add line information, click the **+** action.
7. Fill out the line fields as needed.
8. Click **Save** or press ENTER.
9. To edit existing line information, click a line field and edit as needed.
10. Click **Save** or press ENTER.

Submit Employee Information

Use these steps to submit new or updated employee information.

To submit an employee record:

1. Under the Human Resources menu group, go to the Employees workspace.
2. Use the search filter and/or the **Search** field to select an employee.
3. Click **Submit**.

Approve or Reject Employee Information

Use these steps to review and approve or reject new/updated employee information submitted for your approval. You can also approve (and reject) employee records in the Approval Center workspace.

To approve/reject an employee record:

1. Under the Human Resources menu group, go to the Employees workspace.
2. Use the search filter and/or the **Search** field to select an employee record.
3. To approve the employee record:
 - a) Click **Approve**.
4. To reject the employee record:
 - a) Click **Reject...**
Maconomy displays the Reject Line dialog box.

- b) Enter a rejection reason. This is a required field.
- c) Click **Reject**.

Attach Another Employee's Documents

Use these steps to add hiring/employment documents to an employee's personal data.

To attach documents:

1. Under the Human Resources menu group, go to **Employees workspace » Documents tab**.
2. Use the search filter and/or the **Search** field to select an employee.
3. From the **Other Actions** dropdown list, select **Attach Documents**.
4. In the dialog box that opens, click **Select files** to open your file explorer.
5. Select the file/s that you want to upload.
6. Click **Open**, or press ENTER.
Maconomy lists the file/s you selected in the dialog box. You can opt to delete some of the files before performing the upload.

Note: Instead of performing steps 4-6, you can opt to select the file/s from your file browser window, then drag and drop them into the Attach Document dialog box.

7. Click **Ok**.
Maconomy saves your changes, and lists the new attachments in the Documents tab.

Note: If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents table. Click **Save**, or press ENTER to save the information.

View Another Employee's Documents

Use these steps to view another employee's hiring/employment documents.

To view documents:

1. Under the Human Resources menu group, go to the Employees workspace.
2. Use the search filter and/or the **Search** field to select an employee.
3. In the Documents table, select the line for the document you want to view.
4. To download that document, you can do one of the following:
 - On the line, click **Row Tools » View Document**.
 - On the line, click the link in the **Document** field.
 - Expand the Document assistant, and click the download icon.

Maconomy downloads the file to your computer/device.

Schedule an Update to Employee Information

Use these steps to schedule updates to employee information so that these take effect on the date you specify.

To schedule an update to an employee's information:

1. Under the Human Resources menu group, go to the Employees workspace.
2. Use the search filter and/or the **Search** field to select an employee.
3. In the Revisions table, click **+ Add Employee Revision**.
Maconomy adds a new line to the table.
4. In the **From Date** field, specify the date on which you want the update to the employee's information to take effect. This is a required field.
5. Click **Save**.
6. In the relevant field on the line, specify the new information.
7. Click **Save**.
Maconomy saves your changes, and will reflect the updated information for the employee on the date you specified.

Block an Employee and Linked User Account

When the **Block users when blocking employee** system parameter is enabled, blocking an employee in the Employee workspace also blocks any user linked to that employee. This parameter activates the **User Blocked** checkbox in the Users workspace. Consequently, the blocked user cannot log in to Maconomy, whether through SSO or using the Maconomy password.

Block users when blocking employee parameter must be enabled in **Setup » System Setup » System Parameters**.

To block an employee and related user account:

1. Under the Human Resources menu group, go to the Employees workspace.
2. Use the search filter and/or the **Search** field to select an employee.
3. In the Information tab, go to the Employment card and select the **Blocked** checkbox.
4. Click **Save**.
5. Optionally, you can go to **Access Control » Users** workspace and search for the user related to the blocked employee to verify that the **User Blocked** checkbox is selected.

Team Absence Overview

Use this workspace to monitor and review monthly absence requests for your team members.

Team Absence Overview Concepts

This workspace displays each day in the month you select.

Each day on which an employee is absent is color-coded to reflect the approval status of the absence request.

The Team Absence Overview workspace displays absences for all members of the selected team that the current user belongs to.

Base Salary Calculations Submenu

You can manage base salary rate calculations in the web client. Workspaces supporting these features are available under the Base Salary Calculations submenu.

Calculations Submenu

Use the workspaces under this submenu to view and manage base salary rate calculations.

Calculate Base Salary Rate

This section covers conceptual information, procedures, and field descriptions for the Calculate Base Salary Rate workspace.

Calculate Base Salary Rate Concepts

This workspace provides tools for managing and accurately calculating employee compensation, including base salary rates.

Calculate Base Salary Rate Fields

Copy to come.

Calculate Base Salary Rate Procedures

This section describes the steps you need for the Calculate Base Salary Rate workspace.

Calculate Base Salary Rates

Use these steps to calculate a base salary rate.

To calculate a base salary rate:

1. Under the Human Resources menu section, go to **Base Salary Rate » Calculation » Calculate Base Salary Rate**.

2. Enter information in the required fields.
3. Click **Calculate Base Salary Rate**.

Base Salary Rate

This section covers conceptual information, procedures, and field descriptions for the Base Salary Rate workspace.

Base Salary Rate Concepts

You can now calculate base salary rates in batch for all employees within a target group for a given date range, the payment period.

Base salary is calculated in the same way as gross pay described above. The calculation includes only employees whose period of employment overlaps with the pay period. The calculation of base salary disregards period of employment.

Tip: You can specify which agreements to include in the base salary rate independently from gross pay. The result of the calculation of base salary are stored separately from the gross pay amount. The base salary rate is found as base salary divided by the fixed working time as specified on the employee.

With the current limitations the amounts on compensation agreements are specified for pay periods in months. Base salary rate is calculated as yearly base salary (monthly amount times 12) divided by the yearly fixed working time, which will be calculated as 52 times the weekly fixed working time as specified on the employee.

Base Salary Rate Fields

Copy to come.

Base Salary Rate Procedures

This section describes the steps you need for the Base Salary Rate workspace.

Recalculate Base Salary Rates

Use these steps to recalculate a base salary rate.

To recalculate a base salary rate:

1. Under the Human Resources menu section, go to **Base Salary Rate » Calculation » Base Salary Rate**.
2. Enter information in the required fields.
3. Click **Recalculate**.

Base Salary Rate Details

This section covers conceptual information and field descriptions for the Base Salary Rate workspace.

Base Salary Rate Details Concepts

This workspace lets you view and manage employee compensation by showing details such as the compensation model, employee information, agreement terms, and salary calculations. It outlines the compensation structure, salary agreements, and whether they impact the total base salary. The Calculation card shows the salary amount and the time frame.

Base Salary Rate Details Fields

Copy to come.

Lookup Submenu

Use the workspaces under this submenu to view contact person lists and compensation calculation lists for base salary rate calculations.

Compensation Calculation Lists

This section covers conceptual information and field descriptions for the Compensation Calculation Lists workspace.

Compensation Calculation Lists Concepts

This workspace allows you to search and reference various compensation-related calculations for base salary rates. It provides a detailed lookup of compensation models, reporting structures, and calculation periods, helping to streamline the process of identifying and managing salary data. In addition, you can filter the results based on specific criteria such as reporting level, compensation model, and calculation start and end dates.

Compensation Calculation Lists Fields

Copy to come.

Contact Person Lists

This section covers conceptual information and field descriptions for the Contact Person Lists workspace.

Contact Person Lists Concepts

This workspace allows you to search and view contact person information under base salary. It provides a detailed lookup of compensation models, reporting structures, and calculation periods.

Contact Person Lists Fields

Copy to come.

Gross Pay Calculations Submenu

You can manage gross pay calculations in the web client. Workspaces supporting these features are available under the Gross Pay Calculations submenu.

Calculation Submenu

Use the workspaces under this submenu to view and manage gross pay calculations.

Calculate Gross Pay

This section covers conceptual information, procedures, and field descriptions for the Calculate Gross Pay workspace.

Calculation Gross Pay Concepts

You can calculate gross pay in batch for all contact persons within a target group for a given date range, such as the payment period.

The calculation is limited to contact persons to whom you have access as per the general access control setup. It is based on the compensation agreements of each contact person and, in the case of employees, the period of employment. The calculation is dependent on the pro rata method of each agreement, but only for cases where the effective period of the agreement is different from the calculation period.

The calculated amount is stored with a specification of each element of the gross pay and base salary at the same level of granularity as the compensation agreements.

Calculate Gross Pay Fields

Copy to come.

Calculate Gross Pay Procedures

This section describes the steps you need for the Calculate Gross Pay workspace.

Calculate Gross Pay

Use these steps to calculate gross pay.

To calculate gross pay:

1. Under the Human Resources menu section, go to **Gross Pay Calculations » Calculation » Calculate Gross Pay**.
2. Enter the information in the required fields.
3. Click **Calculate Gross Pay**.

Create Job Agreements

Use these steps to create a job agreement.

To create a job agreement:

1. Under the Human Resources menu section, go to **Gross Pay Calculations » Calculation » Calculate Gross Pay**.
2. Enter the information in the required fields.
3. Click **Create Job Agreements**.

Gross Pay Headers

This section covers conceptual information, procedures, and field descriptions for the Gross Pay Headers workspace.

Gross Pay Headers Concepts

This workspace allows you to search and view gross pay headers. In addition, you can also recalculate gross pay calculations and recreate job agreements.

Gross Pay Headers Fields

Copy to come.

Gross Pay Headers Procedures

This section describes the steps you need for the Gross Pay Headers workspace.

Recalculate Gross Pay

Use these steps to a recalculate gross pay.

To recalculate gross pay:

1. Under the Human Resources menu section, go to **Gross Pay Calculations » Calculation » Gross Pay Headers**.
2. Review information in the required fields.
3. Click **Recalculate**.

Recreate Job Agreements

Use these steps to recreate a job agreement.

To recreate a job agreement:

1. Under the Human Resources menu section, go to **Gross Pay Calculations » Calculation » Gross Pay Headers**.
2. Review information in the required fields.
3. Click **Recreate Job Agreements**.

Gross Pay Details

This section covers conceptual information and field descriptions for the Gross Pay Details workspace.

Gross Pay Details Concepts

This workspace lets you view and manage employee compensation by showing details such as the compensation model, employee information, agreement terms, and salary calculations. It outlines the compensation structure, salary agreements, and whether they impact the total gross pay.

Gross Pay Details Fields

Copy to come.

Lookup Submenu

Use the workspaces under this submenu to view contact person lists and compensation calculation lists for gross pay calculations.

Compensation Calculation Lists

This section covers conceptual information and field descriptions for the Compensation Calculation Lists workspace.

Compensation Calculation Lists Concepts

This workspace allows you to search and reference various compensation-related calculations for gross pay. It provides a detailed lookup of compensation models, reporting structures, and calculation periods, helping to streamline the process of identifying and managing salary data. In addition, you can filter the results based on specific criteria such as reporting level, compensation model, and calculation start and end dates.

Compensation Calculation Lists Fields

Copy to come.

Contact Person Lists

This section covers conceptual information, procedures, and field descriptions for the Contact Person Lists workspace.

Contact Person Lists Concepts

This workspace allows you to search and view contact person information under gross pay. It provides a detailed lookup of compensation models, reporting structures, and calculation periods.

Contact Person Lists Fields

Copy to come.

Employee Overhead Maintenance

This section covers conceptual information, procedures, and field descriptions for the Employee Overhead Maintenance workspace..

Employee Overhead Maintenance Concepts

In Maconomy, the total cost rate for time can be specified in a number of places, such as in the employee card and on price lists.

This total cost rate is the sum of overhead rate plus base salary rate (total cost rate = overhead rate + base salary rate), both of which can also be specified on employees and in price lists.

The overhead rate feature allows you to specify the overhead rate as a percentage of the base salary rate in the Employees and Employee Revisions workspaces. With this setup, the overhead rate as an amount is updated by Maconomy when you change the base salary rate on the employee, based on the specified percentage. For example, if the overhead rate is specified as a percentage on an employee and you update the base salary on that employee through an import or batch update, then the overhead rate is updated. You can still maintain the overhead rate as an amount, so that it does not link to the base salary rate via the overhead rate percentage, and instead becomes an independent value.

Employee Overhead Maintenance Fields

Copy to come.

Employee Overhead Maintenance Procedures

This section describes the steps you need for the Employee Overhead Maintenance workspace.

Create New Employee Overhead Specification

Use these steps to create a new employee overhead specification.

To create a new employee specification:

1. Under the Human Resources menu section, go to **Employee Overhead Maintenance**.
2. Click **+ New Employee Overhead Specification**.
3. On the **Create Employee Overhead** dialog box, enter information in the required fields.
4. Click **Create**.

Access Control

This section covers conceptual information, procedures, and field descriptions for users and access-related workspaces.

Users

Use this workspace to maintain data about users, their roles, and access privileges.

Users Concepts

You can use this workspace to:

- Create new users.
- Add or copy roles to new and existing users.
- Maintain, review, and edit the user and role information.
- Assign or remove groups, access levels, and actions for each role assigned to users.
- Search for active, blocked, and template users.
- Reset user setup and passwords.
- Add or remove company-specific actions for each user role.

For users with requisite permissions, this workspace is available by default.


Users Fields



This section describes the fields and actions on the Users workspace.

Card Part Fields

Field	Description
Username	This field displays the name of the user.

Card Part Actions

Button	Description
+ New User	Copy to come.
	Click this icon to refresh data in the current workspace.

Button	Description
 	<p>Click to display the list view.</p> <p>Click to display the detailed view.</p>
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Reset Password	Copy to come.
Submit	<p>Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.</p> <p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.</p>
Approve	<p>Click this action button to approve the current record.</p> <p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies, or follows a simple workflow.</p>
Reject	<p>Click this action button to reject the current record.</p> <p>Note: This action is shown only for users with the required permissions, and when the job uses approval hierarchies.</p>
Other Actions	<p>This drop-down list includes the following actions:</p> <ul style="list-style-type: none"> ▪ New User Role - Copy to come. ▪ Reset User Setup - Copy to come. ▪ Copy User Role - Copy to come.

Information Tab

This section describes the fields and actions on the Information tab of the Users workspace.

Tab Fields

Field	Description
Username	Copy to come.
Employee	Copy to come.
Company	Copy to come.
Type	Copy to come.
Period	Copy to come.
Password Expiry Date	Copy to come.
Template	Copy to come.
Administrator	Copy to come.
Password Blocked	Copy to come.
Transfer to People Planner	Copy to come.

User Role Information Tab

This section describes the fields and actions on the User Role Information tab of the Users workspace.

Tab Fields

Field	Description
Role Name	Copy to come.
Login Name	Copy to come.
Main Access Level	Copy to come.

Field	Description
Use for People Planner	Copy to come.
Default for Background Tasks	Copy to come.
Blocked in Touch	Copy to come.
Derived Company	Copy to come.
Overwrite Derived Company	Copy to come.
Network Username	Copy to come.
Network Domain Name	Copy to come.
Template Role Username	Copy to come.
Template Role Name	Copy to come.


Groups and Access Levels Tab






This section describes the fields and actions on the Groups and Access Levels tab of the Users workspace.

User Groups Table

Field	Description
Group Name	Copy to come.

User Groups Table Actions


Button	Description
+ Add Group	Copy to come.
↑ Move up	Click this action to move the current line above the previous line in the table.
↓ Move down	Click this action to move the current line below the next line in the table.
	Click this icon to export the rows from the current table to a spreadsheet.






Button	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.
	The Row Tools icon allows you to add lines/information to the lines of a record. Choose from the following actions: <ul style="list-style-type: none"> ▪ Insert Group - Copy to come. ▪ Delete Group - Copy to come.

Access Levels Table

Field	Description
User Access Level	Copy to come.
Description	Copy to come.

User Groups Table Actions

Button	Description
+ Add Access Level	Copy to come.
↑ Move up	Click this action to move the current line above the previous line in the table.
↓ Move down	Click this action to move the current line below the next line in the table.
	Click this icon to refresh data in the current workspace. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.

Button	Description
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
 	Click this icon to maximize the table view. Click this icon to restore the default display size of the table.
	Click this icon to open the Customize Columns window.
	The Row Tools icon allows you to add lines/information to the lines of a record. Choose from the following actions: <ul style="list-style-type: none"> ▪ Insert Access Level - Copy to come. ▪ Delete Access Level - Copy to come.

Actions Tab

This section describes the fields and actions on Actions tab of the Users workspace.

Permitted Job/Cost Actions island

Field	Description
Job Budgets	Copy to come. <ul style="list-style-type: none"> ▪ Change ▪ Submit ▪ Approve ▪ Reopen
Draft Invoices	Copy to come. <ul style="list-style-type: none"> ▪ Submit ▪ Approve ▪ Reopen
Jobs	Copy to come. <ul style="list-style-type: none"> ▪ Change Job Number

Field	Description
	<ul style="list-style-type: none"> Submit Approve Reopen Convert Job to Order Transfer to Quote
Job Quotes	Copy to come. <ul style="list-style-type: none"> Change Submit Approve Reopen
Planning	Copy to come. <ul style="list-style-type: none"> See All Employee Plans Plan All Jobs See All Absences
Time Cost	Copy to come. <ul style="list-style-type: none"> See Time Cost Change Costs for Time
Time Sheets	Copy to come. <ul style="list-style-type: none"> See All Change Transfer Reopen
Tasks	Copy to come. <ul style="list-style-type: none"> Change Amount Activity Tasks Change Time Activity Tasks Can Approve Tasks
Absence	Copy to come. <ul style="list-style-type: none"> Submit All Approve and Reject All Reopen

Field	Description
Expense Sheets	Copy to come. <ul style="list-style-type: none"> See All Change Transfer Reopen
Miscellaneous	Copy to come. <ul style="list-style-type: none"> Print Invoices/Credit Memos Approve Job Invoice Allocations Approve Employee Revenue Distributions

Permitted Finance Actions island

Field	Description
Customers	Copy to come. <ul style="list-style-type: none"> Release Payments Submit Approve
Vendors	Copy to come. <ul style="list-style-type: none"> Submit Approve
Purchase Orders	Copy to come. <ul style="list-style-type: none"> Submit Approve Reopen
Quotes	Copy to come. <ul style="list-style-type: none"> Reopen Request Approve Request
Vendor Invoices	Copy to come. <ul style="list-style-type: none"> Submit Approve Pre Post

Field	Description
Requisitions	Copy to come. <ul style="list-style-type: none"> ▪ Approve ▪ Reopen
Journals	Copy to come. <ul style="list-style-type: none"> ▪ Use Post-Entry Periods ▪ Post ▪ Submit Journals ▪ Submit General Journals ▪ Post Own Journals ▪ Approve General Journals ▪ Approve

Permitted Misc. Actions island

Field	Description
Trade	Copy to come. <ul style="list-style-type: none"> ▪ Change Prices ▪ Print Picking and Packing Lists ▪ Approve Item Purchase Orders ▪ Approve Sales Orders ▪ Print Packing Slips ▪ Print Item Purchase Orders ▪ Print Order Confirmations ▪ Change Orders being picked and packed ▪ Close Item Purchase Orders
Human Resources	Copy to come. <ul style="list-style-type: none"> ▪ Create Employees from Contact Persons ▪ Submit Employees ▪ Approve Employees ▪ See HR Information for Subordinates ▪ See HR Information for Mentees ▪ See HR Information as Secretary

Field	Description
	<ul style="list-style-type: none"> See HR Information for all Employees
Misc.	<p>Copy to come.</p> <ul style="list-style-type: none"> Submit Users Approve Users Delete Closed Document Revisions Unconditionally Unlock Documents Change Shared Selection Criterion Specifications
Integration	<p>Copy to come.</p> <ul style="list-style-type: none"> Synchronize Talent-Management Users with Employees Export Employees to TrafficLIVE Export Customers to TrafficLIVE Export Jobs to TrafficLIVE
Data Import Package	<p>Copy to come.</p> <ul style="list-style-type: none"> Import Packages Make Package Deletable Change Import Users Change Responsible Users View Sensitive Attachments - The concept of sensitive attachments supports multiple people working on the same data import package but who are not allowed to see each other's documents. If the "responsible" user is assigned to a line marked as "sensitive", then the only ones who can view the import file attached to the line are that user and all other users who have the global right to view sensitive attachments.

Tab Fields

Field	Description
Company No.	Copy to come.
User Action Group	Copy to come.
Use Post-Entry Periods	Copy to come.
Submit Journals	Copy to come.

Field	Description
Post Own Journals	Copy to come.
Post	Copy to come.
Release Customer Payments	Copy to come.
Submit Customers	Copy to come.
Approve Customers	Copy to come.
Submit Purchase Orders	Copy to come.
Approve Purchase Order	Copy to come.
Reopen Purchase Order	Copy to come.
Approve Request for Quote	Copy to come.
Reopen Request for Quote	Copy to come.
Approve Requisition	Copy to come.
Reopen Requisition	Copy to come.
Submit Vendor Invoices	Copy to come.
Approve Vendor Invoices	Copy to come.
Pre Post Vendor Invoices	Copy to come.
Submit Vendors	Copy to come.
Approve Vendors	Copy to come.
Submit Employees	Copy to come.
Approve Employees	Copy to come.

Field	Description
Submit Users	Copy to come.
Approve Users	Copy to come.
Submit Jobs	Copy to come.
Approve Jobs	Copy to come.
Submit Draft Invoice	Copy to come.
Approve Draft Invoice	Copy to come.
Submit Job Budgets	Copy to come.
Approve Job Budgets	Copy to come.
Submit Job Quotes	Copy to come.
Approve Job Quotes	Copy to come.
Submit General Journals	Copy to come.
Approve General Journals	Copy to come.

Users Procedures

Copy to come.

Setup

This section covers conceptual information, procedures, and field descriptions for all setup-related workspaces.

Absence Submenu

You can manage vacation calendars, absence types, and employee teams in the web client. Workspaces supporting these features are available under the Absence submenu.

Vacation Calendars

This workspace lets you set up vacation calendars and vacation periods for your employees.

Vacation Calendars Concepts

Absence is managed on a periodic basis. Employee vacation calendars define the periods where you can take account of absences.

Specifically, you can:

- Define periods in which absence is booked.
- Specify whether a vacation calendar is global or company-specific.
- Perform a batch mode yearend process to adjust or grant absence allowance to employees.
- Specify how many days can be carried forward for an employee's absence allowance from the previous period to the current period.

Vacation Calendars Fields

This section describes the fields and actions on the Vacation Calendars workspace.

Copy to come.

Vacation Calendars Procedures

This section describes all the steps you need to work with vacation calendars.

Create a Vacation Calendar

Vacation calendars are used to define periods where absence is booked. It can correspond to a calendar year or cover an arbitrary period, such as a fiscal period, depending on how vacation is managed in each company.

To create a vacation calendar:

1. Under the Setup menu group, go to **Absence » Vacation Calendars**.
2. Click **+New Vacation Calendar**.
3. In the New Vacation Calendar dialog box that displays, enter a vacation calendar number.
This is a required field.
4. If needed, fill out the other fields in the wizard.
5. Click **Create**.

Delete a Vacation Calendar

Use these steps to delete an existing vacation calendar. You can only delete a vacation calendar if it is not used by any employee.

To delete a vacation calendar:

1. Under the Setup menu group, go to **Absence » Vacation Calendars**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the vacation calendar you need to delete.
3. Click **Delete Vacation Calendar**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Vacation Period

Use these steps to add a vacation period within your vacation calendar.

To add a vacation period:

1. Under the Setup menu group, go to **Absence » Vacation Calendars**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a vacation calendar.
3. In the table, click the **+** action to add a line at the bottom of the table.
4. In the **Vacation Period No.** field, enter a number that identifies the new vacation period.
This is a required field.
5. To select the start and end of the period:
 - a) In the **Period Start** field, enter the date of the first day of the period.
This is a required field.

- b) In the **Period End** field, enter the date of the last day of the period.
This is a required field.
6. In the **Valid Till, Carry Forward** field, enter the date when the days that are carried forward from the previous period should expire.
This is a required field.
7. In the **Time Unit** field, select the time unit to use for registering absences created within the period.
8. Fill out the other fields on the new vacation period line as needed.
9. Click **Save**.

Delete a Vacation Period

Use these steps to delete a vacation period within your vacation calendar.

To delete a vacation period:

1. Under the Setup menu group, go to **Absence » Vacation Calendars**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the vacation calendar with the vacation period you need to delete.
3. In the table, click **Row Tools » Delete Vacation Period** on the line you need to delete.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Absence Types

Use this workspace to create and maintain various absence types used for registering employee absences.

Absence Types Concepts

Create and manage absence types in this workspace.

Specifically, you can:

- Specify whether time from an employee's approved allowance request can be added to their absence allowance.
- Indicate whether the use of absence allowance is mandatory for each employee.
- Provide a negative absence balance limit, which designates the number of the days an employee may register within the period once they have exceeded their absence.
- Define which jobs and dimensions are derived if timesheet lines are created automatically from approved absences.
- Specify whether an absence type is company-specific.

Absence Types Fields

This section describes the fields and actions on the Absence Types workspace.

Copy to come.

Absence Types Procedures

This section describes all the steps you need to work with absence types.

Add Absence Type

Absence types are used to specify the reasons for absences registered by an employee.

To create an absence type:

1. Under the Setup menu group, go to **Absence » Absence Types**.
2. Click **+New Absence Type**.
3. In the New Absence Type dialog box that displays, enter a title.
This is a required field.
4. Fill out the other fields if needed..
5. Click **Create**.

Delete Absence Type

Use these steps to delete an absence type.

Note: You cannot delete an absence type if it is used to register an absence. However, in cases where two or more absence types with the same name exist (such as if you created both a company-specific and system-wide absence type), you can delete one of the absence types even if it is in use. The remaining absence type cannot be deleted.

To delete an absence type:

1. Under the Setup menu group, go to **Absence » Absence Types**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the absence type you need to delete.
3. Click **Delete Absence Type**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add Absence Type Derivation

If you have set up Maconomy to automatically create timesheet lines from approved absences, you can use absence type derivations to specify on which dimensions absence can be entered.

To create an absence type derivation:

1. Under the Setup menu group, go to **Absence » Absence Types**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an absence type.
3. In the table, click the **+** action.
4. In the **Job No. (Derived)** field, enter or select a job number to associate with a created absence timesheet line.
This is a required field.
5. If needed, fill out the other fields on the line.
6. Click **Save**.

Delete Absence Type Derivation

Use these steps to delete an absence type derivation.

To delete an absence type derivation:

1. Under the Setup menu group, go to **Absence » Absence Types**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the absence type derivation you need to delete.
3. In the table, click **Row Tools » Delete Absence Type Derivation** on the line you need to delete.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Teams

The Teams workspace allows you to set up teams consisting of various employees.

Teams Concepts

A team is a multi-disciplinary group of employees who work together on specific areas or jobs.

In this workspace, you can:

- Set up teams for employees who often work together in groups.
- Specify team numbers and names for each group you create.
- Identify teams to assign to individual tasks on timing plan lines or job budget lines.

- Assign an employee to multiple teams.
- Indicate whether a team can be used for absence management.

Teams Fields

This section describes the fields and actions on the Teams workspace.

Copy to come.

Teams Procedures

This section describes all the steps you need to work with teams.

Create a Team

Use these steps to create a team.

To add a team:

1. Under the Setup menu group, go to **Absence » Teams**.
2. Click **+New Team**.
3. In the New Team dialog box that displays, enter a team number.
This is a required field.
4. Fill out the other fields if needed.
5. Click **Create**.

Delete a Team

Use these steps to delete a team.

To delete a team:

1. Under the Setup menu group, go to **Absence » Teams**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the team you need to delete.
3. Click **Delete**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Team Member

Use these steps to add members to your team.

To add a team member:

1. Under the Setup menu group, go to **Absence » Teams**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a team.
3. In the table, click the **+** action.
4. In the **Team Member** field, enter or select an employee number.
This is a required field.
5. If needed, fill out the other fields on the line.
6. Click **Save**.

Delete a Team Member

Use these steps to remove a team member from the current team.

To delete a team member:

1. Under the Setup menu group, go to **Absence » Teams**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a team.
3. In the table, click **Row Tools » Delete Team Member** on the line you need to delete.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Access Control Submenu

Use the workspaces under this submenu to perform access control setup and update these settings as needed.

User Action Groups

Use this workspace to add actions to action groups. You can then assign each action group to the users who need access to them, usually those with similar jobs and responsibilities.

User Action Groups Concepts

You can:

- Create user action groups and add actions to them.
- Edit a user action group.
- Delete a user action group.

User Action Groups Fields

This section describes the fields and actions on the User Action Groups workspace.

Copy to come.

User Action Groups Procedures

This section describes the steps you need to work with user action groups.

Create a User Action Group

Use these steps to create a user action group and add actions to it.

To create a user action group:

1. Under the Setup menu section, go to **Access Control » User Action Groups**.
2. Click **+ New User Action Group**.
3. In the New User Action Group wizard that displays:
 - a) Enter a name for the user action group. This is a required field.
 - b) Click **Continue**.
 - c) Select the checkboxes for the actions you want to assign to the user action group, clicking **Continue** or **Back** as needed to view all the available actions.
 - d) Click **Create**.
Maconomy displays the new user action group on the workspace.

Note: To assign this user action group to a window group, use either the **Users workspace** or the **Employees workspace** in the **Workspace Client**.

Edit a User Action Group

Use these steps to update the list of specified actions for an existing user action group.

To edit a user action group:

1. Under the Setup menu section, go to **Access Control » User Action Groups**.
2. Use the search filter to select the user action group you want to edit.
3. Under each list of actions, select or clear checkboxes as needed.
4. Click **Save**.

Delete a User Action Group

Use these steps to delete an existing user action group.

To delete a user action group:

1. Under the Setup menu section, go to **Access Control » User Action Groups**
2. Use the search filter to select the user action group you want to delete.
3. Click **Delete User Action Group**.
4. In the Delete wizard that displays, click **Delete**.

User Types

Use this workspace to create and maintain user types.

User Types Concepts

User types define the template information to be applied to new users and can be used when manually creating users or when automatically creating users from other Maconomy information. Once defined, a user type can only be used for one of these two purposes.

You can:

- Create a user type.
- Edit a user type.
- Delete a user type.

User Types Fields

This section describes the fields and actions on the User Types workspace.

Copy to come.

User Types Procedures

This section describes the steps you need to work with user types.

Create a User Type

Use these steps to create a user type and attach template information to it.

To create a user type:

1. Under the Setup menu section, go to **Access Control » User Types**.
2. Click **+ New User Type**.

3. In the New User Type wizard that displays, enter a name for the user type. This is a required field.
You can also enter a brief description.
4. Click **Create**.
Maconomy displays the new user type on the workspace.
5. To add template information to the user type:
 - a) Click **New Template User**.
 - b) In the New Template User wizard that displays, enter template information in the fields.
 - c) Click **Create**.
Maconomy attaches the template information to the user type.

Edit a User Type

Use these steps to edit an existing user type. Editing an existing user type does not affect existing users created from that user type before it was updated.

To edit a user type:

1. Under the Setup menu section, go to **Access Control » User Types**.
2. Use the search filter to select the user type you want to edit.
3. Update the fields as needed.
4. Click **Save**.

Delete a User Type

Use these steps to delete a user type. You can only delete a user type if it has not yet been used to create users.

To delete a user type:

1. Under the Setup menu section, go to **Access Control » User Types**.
2. Use the search filter to select the user type you want to delete.
3. Click **Delete User Type**.
4. In the Delete wizard that displays, click **Delete**.

Password Requirements

Use this workspace to specify the rules for password creation which will apply to all your users.

Password Requirements Concepts

Your specifications on this workspace will only take effect if you selected the **Password Required** checkbox in the System Information single dialog of the Workspace Client.

Password Requirements Fields

This section describes the fields and actions on the Password Requirements workspace.

Copy to come.

Employee Field Access

Use this workspace to specify the employee information fields that will be accessible to your company's users in search windows and employee filters.

Employee Field Access Concepts

You can:

- Specify employee field access for a company, and edit these as needed.
- Copy employee field access from one company to another.
- Copy employee field access from one company to all your other companies.

Employee Field Access Fields

This section describes the fields and actions on the Employee Field Access workspace.

Copy to come.

Employee Field Access Procedures

This section describes the steps you need to work with employee field access.

Specify Employee Field Access for a Company

Use the steps to specify the employee information fields that will be accessible to your company's users.

To specify employee field access for a company:

1. Under the Setup menu section, go to **Access Control » Employee Field Access**.
2. Use the search filter to select a company.
3. Under each island, select the checkboxes for the fields you need.
4. If you want all employee information fields to be accessible, click **Show all fields**.
5. Click **Save**.

Edit Employee Field Access for a Company

Use these steps to make changes to the employee information fields that are accessible to your company's users.

To edit employee field access for a company:

1. Under the Setup menu section, go to **Access Control » Employee Field Access**.
2. Use the search filter to select a company.
3. If you want to clear all selections, click **Hide all fields**.
4. Under each island, select or clear the field checkboxes as needed.
5. Click **Save**.

Copy Employee Field Access to a Company

Use up to 35 words to describe the task. Write complete sentences.

To copy employee field access to another company:

1. Under the Setup menu section, go to **Access Control » Employee Field Access**.
2. Use the search filter to select the company whose employee field access settings you want to copy.
Maconomy displays the company's settings in the workspace.
3. Click **Copy to Company**.
4. In the Copy to Company wizard that displays, select the company to whom you want to copy the settings.
5. Click **Copy To Company**.
Maconomy copies employee field access settings to the other company.

Copy Employee Field Access to All Companies

If you have a multi-company setup, use these steps to copy employee field access settings from one company to all your other companies.

To copy employee field access to all companies:

1. Under the Setup menu section, go to **Access Control » Employee Field Access**.
2. Use the search filter to select the company whose employee field access settings you want to copy.
Maconomy displays the company's settings in the workspace.
3. Click **Copy to all Companies**.
Maconomy displays a warning message.
4. Click **Ok**.
Maconomy copies employee field access settings to all your other companies.

Accounts Receivable Submenu

Use the workspaces under this submenu to manage interest charge/reminder principle, and create and group reminder texts.

Interest Charge / Reminder Principles

Use this workspace to enter and maintain interest charge/reminder principles.

Interest Charge / Reminder Principles Concepts

Use this workspace to enter and maintain interest charge/reminder principles.

These principles determine how Maconomy applies interest and reminders to customer entries that have exceeded their due dates, both in general and at the time of reconciliation. Use the Payment Information workspace or Company Specific Payment Information workspace to apply the principles to specific customers.

You can assign an interest charge/reminder principle to a customer or a company-specific customer in the Payment Information and Company Specific Payment Information workspaces.

When you use the Open and Open and Closed interest charge calculation principles for interest charge and reminder calculation, Maconomy reconciles open credit entries with open debit entries. Maconomy reconciles the oldest open debit entries before the newest debit entries.

Interest Charge / Reminder Principles Fields

This section includes the fields and descriptions for the Interest Charge/Reminder Principles workspace.

Interest Charge/Reminder Principles Card

Field	Description
Customer Payment Mode	In this field, you select a customer payment mode. The customer payment mode is used to find an offset account for the current payment. A customer payment mode can, for example, be a manual payment, a check or a bank account.
Currency	In this field, you select the currency to apply to the amounts specified in this window. When creating a new interest charge/reminder principle, the currency in this field is by default set to the enterprise currency of the system, but it can be changed. When making interest charge selections or reminder selections, Maconomy automatically converts interest charges and reminder amounts from the currency specified in this field into the currencies of the customers for which selections are made.

Interest Charge Calculation Principle Card

Field	Description																								
Charge Interest	If you mark this field, the current interest charge/reminder principle can be used for calculation of interest charges on customers.																								
Interest Charge Basis	<p>If you mark this field, the current interest charge/reminder principle can be used for calculation of interest charges on customers.</p> <p>In this field, you can select the interest basis to be used in the current interest charge/reminder principle. You can choose between three calculation principles, namely "Open," "Closed," or "Open and Closed."</p> <p>The difference between these three principles can be outlined using the following example:</p> <p>First consider that the interest charge calculation principle "EOM" is used and that the annual interest charge is 24 percent.</p> <p>The table below forms the basis for the following examples:</p> <table><tr><th>Date</th><th>Activity</th><th>Entry</th><th>Remainder</th></tr><tr><td>January 1st</td><td>Invoice due</td><td>USD 10.000</td><td>USD 10.000</td></tr><tr><td>February 1st</td><td>Payment 1</td><td>USD -3.000</td><td>USD 7.000</td></tr><tr><td>March 1st</td><td>Interest Charge 1</td><td>(*)</td><td>(*)</td></tr><tr><td>April 1st</td><td>Payment 2</td><td>USD -7.000</td><td>USD 0</td></tr><tr><td>May 1st</td><td>Interest Charge 2</td><td>(**)</td><td>(**)</td></tr></table> <ul style="list-style-type: none">Open entries — Interest charge calculation is only performed on entries for which payment has been made. "Payment 1" on February 1st has covered a part of the amount due, USD 10.000, meaning that the remainder of USD 7.000 is open on the current entry. The interest charge on this entry therefore has to be calculated on USD 7.000 EOM over 59 days (Jan. 1st to Feb. 28th). The interest charge is determined using the following calculation: $(59/365) * (24/100) * \text{USD } 7.000 = \text{USD } 271,56.$<p>The interest charge of USD 271,56 can now be added to the remainder amount of USD 7.000, resulting in a new remainder of USD 7.271.56 ("Payment 2").</p><p>Once the second payment has taken place, the entry is closed and "Interest Charge 2" is therefore USD 0,00.</p>Closed entries — Interest charge calculation is only performed on entries for which payment has been made, but where the payment has possibly been made after the due date on the entry. "Interest Charge 1" on March 1st shows that the entry has not been closed	Date	Activity	Entry	Remainder	January 1st	Invoice due	USD 10.000	USD 10.000	February 1st	Payment 1	USD -3.000	USD 7.000	March 1st	Interest Charge 1	(*)	(*)	April 1st	Payment 2	USD -7.000	USD 0	May 1st	Interest Charge 2	(**)	(**)
Date	Activity	Entry	Remainder																						
January 1st	Invoice due	USD 10.000	USD 10.000																						
February 1st	Payment 1	USD -3.000	USD 7.000																						
March 1st	Interest Charge 1	(*)	(*)																						
April 1st	Payment 2	USD -7.000	USD 0																						
May 1st	Interest Charge 2	(**)	(**)																						

Field	Description
	<p>yet, meaning that the interest charge at this point in time is USD 0,00.</p> <p>“Interest Charge 2” on May 1st shows that the entry has been closed and the interest charge on the entry is therefore calculated on USD 10.000 over 31 days (Jan. 1st to Jan. 31st) plus on USD 7.000 over 59 days (Feb. 1st to Mar. 31st). The interest charge is determined using the following calculation:</p> $(31/365) * (24/100) * \text{USD } 10.000 + (59/365) * (24/100) * \text{USD } 7.000 = \text{USD } 475,40.$ <ul style="list-style-type: none"> Open and closed entries — Interest charge calculation is performed on both open and closed entries. “Interest Charge 1” on March 1st shows that interest charge is calculated on USD 10.000 over 31 days (Jan. 1st to Jan. 31st) plus on USD 7.000 over 28 days (Feb. 1st to Feb. 28th). The interest charge is determined using the following calculation: $(31/365) * (24/100) * \text{USD } 10.000 + (28/365) * (24/100) * \text{USD } 7.000 = \text{USD } 332,71.$ <p>The interest charge of USD 332,71 can now be added to the remainder amount of USD 7.000, resulting in a new remainder of USD 7.332,71 (“Payment 2”).</p> <p>“Interest Charge 2” on May 1st shows that the interest charge is calculated on USD 7.000 over 31 days (Mar. 1st to Mar. 31st) and is determined using the following calculation:</p> $(31/365) * (24/100) * \text{USD } 7.000 = \text{USD } 142,68.$ <p>If you want to calculate interest on the interest charge determined earlier, this charge will have to be added to the remainder amount resulting in the following calculation:</p> $(31/365) * 24/100 * \text{USD } 332,71 = \text{USD } 6,78.$
Net/EOM	<p>In this field, you can choose between the two interest charge calculation principles “Net” and “EOM.”</p> <p>“Net” results in an interest charge calculation using the specified percentage in the field “Percentage p.a.” The calculation is made no matter how long each entry has been due for payment.</p> <p>“EOM” results in an interest charge calculation for the number of days that each entry has been due for payment. For each day, an interest charge of 1/365 of the specified percentage in the field “Percentage p.a.” is calculated. If an earlier interest charge calculation has been made on an entry, the interest charge is only calculated from the date of the last interest charge calculation.</p> <p>The difference between these two principles can be outlined using the following example:</p> <p>The balance due on June 1st is USD 1,000.00. Consider that interest charge has only been calculated on the specified date since the due date</p>



Field	Description												
	<p>June 1st. Thus when performing the interest charge calculation on August 1st, no interest charges have been calculated on June 15th and on July 1st.</p> <table><tr><td>Date</td><td>June 15</td><td>July 1st</td><td>August 1st</td></tr><tr><td>Net 2%</td><td>20.00</td><td>20.00</td><td>20.00</td></tr><tr><td>EOM 24%</td><td>9.21</td><td>19.73</td><td>40.11</td></tr></table> <p>The table above shows that by selecting the interest calculation principle “Net” a fixed interest charge is calculated no matter for how long the entry has been due for payment. If you select the interest charge calculation principle “EOM” the calculated interest charge depends the number of days that the current entry has been due for payment. Note that the interest charge calculation principle “Net” is only used if the you have selected “Open” in the field “Interest Basis.”</p>	Date	June 15	July 1st	August 1st	Net 2%	20.00	20.00	20.00	EOM 24%	9.21	19.73	40.11
Date	June 15	July 1st	August 1st										
Net 2%	20.00	20.00	20.00										
EOM 24%	9.21	19.73	40.11										
Percentage p.a.	In this field, you specify the interest charge percentage per year. If you have selected the interest charge calculation principle “Net,” you have to specify a percentage in this field. If you have selected the principle “EOM,” the percentage specified is the annual interest charge percentage.												
Number of Days since Last Interest Charge	In this field, you specify the minimum number of days that must pass before making a new interest charge calculation on a customer. This rule, however, only applies if a given interest charge calculation has resulted in an added interest charge to a customer entry.												
Minimum Number of Days since Entry Date	This field allows you to specify the minimum number of days since entry date that must pass before an interest calculation can be made.												
Maximum Number of Days since Entry Date	This field allows you to specify the maximum number of days that an interest calculation can be made. If the number of days since the entry date exceeds the value specified in this field, the entry will be considered too old and will be excluded from the interest calculation.												
Minimum Interest Charge	In this field, you specify the minimum interest charge amount that can be added to a customer entry. The amount should be specified in the currency selected in the island Currency. The difference between the minimum interest charge and the interest charge limit can be outlined using the following example: Consider that the minimum interest charge is USD 25.00 and the interest charge limit is USD 10.00. This will not affect the customer if the calculated interest charge is USD 8.00. But if the calculated interest charge is USD 15.00, the customer will be charged USD 25.00 in interest.												
Total Interest Charge Limit	In this field, you specify the minimum total interest charge amount that has to be calculated before charging interest on a customer entry. The amount should be specified in the currency selected in the island Currency.												


Field	Description
	Maconomy will not charge interest on a customer entry, if the total interest charge amount is less than the amount specified in this field.
Entry Interest Charge Limit	In this field, you can specify the minimum interest charge amount that has to be calculated on the specific entry before charging interest on the entry. If the interest charge amount for this specific entry is less than the value of this field, the entry will be excluded from the interest calculation. As result, the entry will not be included in the interest charge selection printout and interest charge notice printout.
Payment Terms on Memo	In this field, you specify the payment terms that should apply to interest charge notices. The payment terms specified are used for determining the due date on interest charges.
Calculate interest from interest and reminder charges	<p>In this field you can specify whether interest charge selections should also include overdue interest and reminder charges created in previous interest charge or reminder selections, thus resulting in compound interest and interest from reminder charges.</p> <p>If you mark the field, interest charge selections will calculate interest from overdue interest/reminder charge entries as well as overdue customer entries. If you do not mark the field, only overdue customer entries will be included.</p>
Calculate interest from credit memos	If you mark this field, credit memo selections will also include overdue credit memos. This means that interest will also be generated from credit memos. If you do not mark the field, no interest will be calculated from credit memos.
Derive Dimensions from Original Transaction	In this field, you can specify how the dimensions on the finance entries that are created when posting the interest journal should be derived. If marked, the finance entries for the interest account will have the dimensions derived from the original transaction (for example, invoice), while the offset finance entries and customer entries will have the dimensions derived from the customer. This happens, however, only if the total interest is not the minimum interest. If unmarked, all entries will derive the dimensions from the customer. By default, the field is unmarked.
Calculate Interest from Original Due Date	This field controls whether interest notes are being calculated based on the original due date on the customer entry (if marked) or calculated based on the actual due date on the customer entry (if not marked).
Default Block Type for Interest Notes	A customer entry will be created when posting an interest note with an amount. The block type on the customer entry will be set to the default block type for interest notes.

Reminder Calculation Principle Card

Field	Description
Reminders	If you mark this field, the current interest charge/reminder principles will be used for reminder calculations on customer entries.
Reminder Charge	In this field, you can specify a reminder charge. The amount should be specified in the currency selected in the island Currency.
Number of Days since Last Reminder	In this field, you can specify the number of days that must pass before a new reminder calculation can be made on a customer entry.
Reminder Limit	In this field, you can specify the minimum reminder charge amount in enterprise currency that must be calculated before a reminder is sent to a customer. Maconomy will not send a reminder to a customer, if the calculated reminder charge is less than the amount specified in this field. The amount should be specified in the currency selected in the island Currency.
Payment Terms on Reminder	In this field, you specify the payment terms that should apply to reminders. The payment terms specified are used for determining the due date on reminders. Payment terms are created in the window PopUp Fields in the Set-Up module.
Include Only Due Credit Memos	In this field, you can specify whether or not reminder charges should only be calculated on due credit memos. If you mark the field, reminder charges will only be calculated on due credit memos. If you do not mark the field, the reminder will include all open credit memos.
Default Block Type for Reminder Letters	A customer entry will be created when posting an reminder letter with an amount. The block type on the customer entry will be set to the default block type for reminder letters.

Card Part Actions

Button	Description
+ New Interest Charge/Reminder Principle	Click this action to add a new interest charge/reminder principle.
	Click this action to refresh data in the current workspace.
	Click this action to display the list view. Click this action to display the detailed view.

Button	Description
	
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Print	Click this action print an interest charge/reminder principle.
Delete	Click this action delete an interest charge/reminder principle.

Interest Charge / Reminder Principles Procedures

This section describes the steps you need for the Interest Charge / Reminder Principles workspace.

Add New Interest Charge / Reminder Principle

Use these steps to add a new interest charge/reminder principle.

To add a new interest charge/reminder principle:

1. Under the Setup menu section, go to **Accounts Receivable » Interest Charge/Reminder Principles**.
2. Click **+ New Interest Charge/Reminder Principle**.
3. On the **New Interest Charge/Reminder Principle** dialog box, enter information in the required fields.
4. Click **Create**.

Reminder Text

Use this workspace to create reminder texts, which are used in reminder letters that Maconomy sends to customers to prompt them to pay outstanding invoices.

Reminder Text Concepts

Use this workspace to create reminder texts, which are used in reminder letters that Maconomy sends to customers to prompt them to pay outstanding invoices.

You can divide reminder texts into language-specific groups. For example, you can create French reminder texts to assign to French customers. Use the Payment Information and Company Specific Payment Information workspaces to assign reminder text groups to customers.

In the Reminder Texts tab, you enter the name of the reminder text; in the Reminder Text Lines sub-table you enter one or more lines of text to be printed on reminders. In the Reminder Text Groups workspace, you can group the reminder texts that you create in this workspace and enter the reminder levels on which the individual texts should be used.

Maconomy automatically uses as predefined reminder texts the reminder texts that it inserts into reminder text groups for customers who have a reminder principle when you create reminder selections in the Reminder Selection or Change Reminder Selection workspaces.

Note, however, that you can edit a predefined reminder text for each individual reminder in the Change Reminder Texts workspace until the reminder is approved.

Reminder Texts Fields

This section includes the fields and descriptions for the Reminder Text workspace.



Reminder Texts Card


Field	Description
Name	In this field, you enter the name of the reminder text. The field is only open for entry upon the creation of a new reminder text.
Remarks	Here you can enter a remark about the text.

Reminder Texts Table

Field	Description
Description	In this field, you enter the text to be used in the reminder letter. When Maconomy prints a reminder after it has been approved in the window Approve Reminders, Change Interest Charge Selection or Change Reminder Selection, Maconomy prints the text lines belonging to the highest level which is below or at the customer's reminder level.

Card Part Actions

Button	Description
+ New Reminder Text	Click this action to create a new reminder text.
	Click this action to refresh data in the current workspace.
	Click this action to display the list view. Click this action to display the detailed view.

Button	Description
	
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Print	Click this action print a reminder text.
Delete	Click this action delete a reminder text.

Reminder Texts Procedures

This section describes the steps you need for the Reminder Texts workspace.

Add New Reminder Texts

Use these steps to add a new reminder text.

To add a new reminder text:

1. Under the Setup menu section, go to **Accounts Receivable » Reminder Texts**.
2. Click **+ New Reminder Text**.
3. On the **Create Reminder Text** dialog box, enter information in the required fields.
4. Click **Create**.

Reminder Text Groups

Use this workspace to group reminder texts according to wording or severity.

Reminder Text Groups Concepts

Use this workspace to group reminder texts according to wording or severity.

This is useful if certain reminders are friendly reminders of payments due, while other reminders must be more severely worded. You can reuse reminder texts on several levels in one or more reminder text groups.

Reminder letters contain reminder texts that are based on the interest charge/reminder principle specified for the customer in the Company Specific Payment Information workspace.

You create reminder texts in the Reminder Texts workspace, where you can divide reminder texts into language-specific groups. For example, you can create French reminder texts to assign to French customers.

You assign a reminder text group to a customer in the Reminder Text Group field in the Payment Information workspace.

Note that when you print reminders, Maconomy prints out the text lines on the top level where the level is less than or equal to the customer's current reminder level. For example, if you created reminder texts on level 1, 2, and 3, Maconomy only prints the text lines for level 3 for a customer who has reminder level 4.

Reminder Text Groups Fields

This section includes the fields and descriptions for the Reminder Text Groups workspace.




Reminder Text Group Card

Field	Description
Name	In this field, you enter the name of the reminder text. The field is only open for entry upon the creation of a new reminder text.

Reminder Texts GroupTable

Field	Description
Reminder Level	In this field, you specify the reminder level to which you want to assign reminder texts.
Reminder Text Name	In this field, you specify the name of the reminder text you want to use on the current level.

Card Part Actions

Button	Description
+ New Reminder Text Group	Click this action to create a new reminder text group.
	Click this action to refresh data in the current workspace.
	Click this action to display the list view.
	Click this action to display the detailed view.

Button	Description
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Print	Click this action print a reminder text group.
Delete	Click this action delete a reminder text group.

Reminder Text Groups Procedures

This section describes the steps you need for the Reminder Text Groups workspace.

Add New Reminder Text Groups

Use these steps to add a new reminder text group.

To add a new reminder text group:

1. Under the Setup menu section, go to **Accounts Receivable » Reminder Text Groups**.
2. Click **+ New Reminder Text Group**.
3. On the **Create Reminder Text Group** dialog box, enter information in the required fields.
4. Click **Create**.

Conversations Submenu

Use the workspaces under the Conversations submenu to view conversations and configure conversation types.

Conversations

Use this workspace to view and update conversations across different conversation types.

Conversations Concepts

Conversations are typically created and used in workspaces as part of a business workflow.

You can:

- Create a conversation.
- Reply to a conversation.
- Delete a conversation.
- Set the priority of a conversation.

Conversations Procedures

This section describes the steps you need to work with conversations.

Create a Conversation

Use these steps to create a conversation.

To create a conversation:

1. Under the Setup menu group, go to **Conversations » Conversations**.
2. Click **+ New Conversation**.
3. In the Create Conversation dialog box that displays:
 - a) Enter a conversation type in the **Conversation Type** field or use the dropdown list to select a conversation type. This is a required field.
 - b) If needed, fill out the other fields in the dialog box.
4. Click **Create Conversation**.

Reply to a Conversation

Use these steps to reply to a conversation.

To reply to a conversation:

1. Under the Setup menu group, go to **Conversations » Conversations**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the conversation you want to reply to.
3. Click the Conversation assistant to view the conversation.
4. In the input area, type your reply. If needed, mention a specific person by typing @ [name] as part of the text.
5. Click the paper plane **Send** action or press ENTER to send the message.
6. Optionally, click **+ Add Participant** and select a user from the dropdown list to add to the conversation.
7. Click **Unsubscribe** if you want to stop receiving notifications for a specific conversation.

Delete a Conversation

Use these steps to delete a conversation.

To delete a conversation:

1. Under the Setup menu group, go to **Conversations » Conversations**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the conversation you want to delete.

3. Click **Delete Conversation**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Conversation Types

Use this workspace to enable or disable conversation types.

Conversation Types Concepts

If the conversation type is disabled, the assistant is still visible in the workspace, but you cannot add or send messages. The conversations remain in the database but are no longer visible in the workspaces.

These conversation types are enabled by default and are available in assistants in workspaces:

- Blanket Invoicing
- Invoices
- Job
- Job Invoicing
- Vendor Invoice

You can add other conversation types to workspaces using the extension framework.

You can:

- Edit an existing conversation type.
- Enable or disable a conversation type.

Conversation Types Procedures

This section describes the steps you need to work with conversation types.

Edit a Conversation Type

Use these steps to edit a conversation type.

To edit a conversation type:

1. Under the Setup menu group, go to **Conversations » Conversation Types**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the conversation type you want to update.
3. Update the **Description** field as needed.
4. Select the **Enabled** checkbox to enable or clear to disable the conversation type.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

CRM Submenu

Use the workspaces under this submenu to create and manage event flow types, event plans, and opportunity types, and maintain CRM-related system parameters and popup fields.

Event Flow Types

Use this workspace to create and update event flow types that contain template information for event flows.

Event Flow Types Concepts

Events are grouped within an event flow, which serves as container for related events. For instance, multiple events contributed to a specific customer interaction, such as an initial call, shipping sales material, and a personal meeting, are consolidated within the same event flow. This consolidation provides an overview and historical record of the events that occurred. Event flows offer summaries and statistics, including the total time spent on events within the event flow, the time at which the latest event took place, and the date and time of the next expected event. Each event flow can be assigned to an event plan to enable automated creation of events in the flow based on the outcomes of existing events.

You can:

- Create an event flow type.
- Edit an event flow type.
- Delete an event flow type.

Event Flow Types Procedures

This section describes the steps you need to work with event flow types.

Create an Event Flow Type

Use these steps to create an event flow type.

To create an event flow type:

1. Under the Setup menu group, go to **CRM » Event Flow Types**.
2. Click **+New Event Flow Type**.
3. In the New Event Flow Type dialog box that displays:
 - a) Enter a name in the **Event Flow Type** field. This is a required field.
 - b) Specify a description for the event flow type.
4. Click **Create**.

Edit an Event Flow Type

Use these steps to edit an event flow type.

To edit an event flow type:

1. Under the Setup menu group, go to **CRM » Event Flow Types**.
2. Use the search filter and/or the **Search** field to select the application type and event flow type you want to edit.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete an Event Flow Type

Use these steps to delete an event type.

To delete an event type:

1. Under the Setup menu group, go to **CRM » Event Flow Types**.
2. Use the search filter and/or the **Search** field to select the application type and event flow type you want to delete.
3. Click **Delete**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Event Plans

Use this workspace to view and create event plans.

Event Plans Concepts

An event plan outlines the sequence of events to be created based on the outcomes of the preceding events.

Event plans are used in relation with event flows, where multiple events are created, each following a distinct path depending on the outcome of the preceding event.

An event plan consists of event templates, which are entered as lines in the Details table. These event template contains event-related information such as contact mode, event type, employee number, item number, description, result type, and condition result. You can also set a date to generate events from each template.

Each event template includes a condition dictating when events should be generated from the template. The condition is typically based on the result of the preceding event, for example, whether a customer answered yes or no to a question during a phone conversation.

You can:

- Create an event plan and add event templates to it.
- Edit an event plan.

- Delete an event plan.

Event Plans Procedures

This section describes the steps you need to work with event plans.

Create an Event Plan

Use these steps to create an event plan.

To create an event plan:

1. Under the Setup menu group, go to **CRM » Event Plans**.
2. Click **+New Event Plan**.
3. In the New Event Plan dialog box that displays:
 - a) Enter a value in the **Event Plan No.** field. This is a required field.
 - b) Specify a description for the event plan.
4. Click **Create**.

Edit an Event Plan

Use these steps to edit an event plan.

To edit an event plan:

1. Under the Setup menu group, go to **CRM » Event Plans**.
2. Use the search filter and/or the **Search** field to select the event plan you want to edit.
3. Edit the lines as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete an Event Plan

Use these steps to delete an event plan.

To delete an event plan:

1. Under the Setup menu group, go to **CRM » Event Plans**.
2. Use the search filter and/or the **Search** field to select the event type you want to delete.
3. Click **Delete**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Opportunity Types

Use this workspace to create opportunity types.

Opportunity Types Concepts

An opportunity type is a template for opportunities that are created in the Opportunities workspace.

You can provide specific details for each opportunity type, which Maconomy will automatically transfer to newly created opportunities assigned to a specific opportunity type.

Each opportunity type is associated to an event flow type to be used on the event flows that you create and assign to opportunities.

You can:

- Create an opportunity type.
- Edit an opportunity type.
- Delete an opportunity type.

Opportunity Types Procedures

This section describes the steps you need to work with opportunity types.

Create an Opportunity Type

Use these steps to create an opportunity type.

To create an opportunity type:

1. Under the Setup menu group, go to **CRM » Opportunity Types**.
2. Click **+New Opportunity Type**.
3. In the New Opportunity Type dialog box that displays:
 - a) Enter a value in the **Opportunity Type** field. This is a required field.
 - b) Specify a description for the opportunity type.
 - c) Enter an event flow type or use the **Event Flow Type** dropdown list to select an event flow type. This is a required field.
4. Click **Create**.

Edit an Opportunity Type

Use these steps to edit an opportunity type.

To edit an opportunity type:

1. Under the Setup menu section, go to **CRM » Opportunity Types**.

2. Use the search filter and/or the **Search** field to select the opportunity type you want to edit.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete an Opportunity Type

Use these steps to delete an opportunity type.

To delete an opportunity type:

1. Under the Setup menu group, go to **CRM » Opportunity Types**.
2. Use the search filter and/or the **Search** field to select the opportunity type you want to delete.
3. Click **Delete**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

System Setup Submenu

Use the workspaces under this submenu to maintain CRM-related system parameters and popup fields.

System Parameters

Use this workspace to maintain system parameters that are related to contact management.

System Parameters Concepts

You can select or deselect a system parameter or provide remarks as needed.

System Parameters Procedures

This section describes the steps you need to work with system parameters.

Select a System Parameter

Use these steps to select a system parameter.

To select a system parameter:

1. Under the Setup menu group, go to **CRM » System Setup » System Parameters**.
2. Use the search filter and/or the **Search** field to select a parameter.
3. Select or deselect the checkbox and enter remarks as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Popup Fields

Use this workspace to maintain the options in popup lists, which are lists of possible values that you can use to populate fields in CRM-related workspaces.

Popup Fields Concepts

This workspace allows you to maintain the options in Maconomy's popup fields, for example, the contact company and contact mode popup fields in the workspaces under the CRM menu section.

You can create several options or set a default value in a popup field. You cannot delete existing options; however, you can change the name and information for an existing option.

Popup Fields Procedures

This section describes the steps you need to work with popup fields.

Add a Popup Value

Use these steps to create options or set up a default value in a popup field.

To add a popup value:

1. Under the Setup menu group, go to **CRM » System Setup » Popup Fields**.
2. Use the search filter and/or the **Search** field to select popup field.
3. Click **+Add Popup Value**.
4. Enter a name or select a value for each line as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Deltek CRM Integration Submenu

Use the workspaces under this submenu to maintain and update Deltek CRM integration-related country mappings, dimensions, and system parameters.

The **Enable CRM Integration** parameter must be selected to enable the integration between Maconomy and Deltek CRM. If the parameter is enabled, the Deltek CRM Integration Submenu is displayed under the CRM submenu.

Deltek CRM Setup

Use this workspace to view and edit CRM integration-related country mappings and dimensions.

Deltek CRM Setup Concepts

You can:

- Update Deltek CRM connection information.

- Use **Open Timed Out** to enable the **Open** checkbox after a specified period of time.
- Import jobs and customers from Deltek CRM.
- Update jobs from Deltek CRM.
- Export Maconomy employees to Deltek CRM.
- Export Maconomy companies to Deltek CRM.
- Export job templates to Deltek CRM.
- Export dimensions to Deltek CRM.

Deltek CRM Setup Procedures

This section describes the steps you need to perform Deltek CRM setup.

Update Deltek CRM Connection Information

Use these steps to set up a connection to Deltek CRM.

To update connection information:

1. Under the Setup menu group, go to **CRM » Deltek CRM Integration » Deltek CRM Setup**.
2. Click **Update Deltek CRM Connection Information....**
3. In the Update Deltek CRM Information dialog box that displays:
 - a) Enter your username in the **Deltek CRM Login** field.
 - b) Provide a password in the **Deltek CRM Password** field.
 - c) Enter your password again in the **Repeat Password** field.
4. Click **Update Deltek CRM Connection Information**.

System Parameters

Use this workspace to maintain system parameters that are related to Deltek CRM Integration.

System Parameters Concepts

You can enable or disable a system parameter or provide remarks as needed.

System Parameters Procedures

This section describes the steps you need to work with Deltek CRM-related system parameters.

Select or Update a System Parameter

Use these steps to select and update a system parameter.

To select or update a system parameter:

1. Under the Setup menu group, go to **CRM » Deltek CRM Integration » System Parameters**.
2. Use the search filter and/or the **Search** field to select a parameter.
3. Select the checkbox to enable or deselect to disable the system parameter. Enter remarks as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Contact Management Setup

Use this workspace to configure the CRM module globally or by company.

Contact Management Setup Concepts

You can set default values, which are used when creating events, event flows, campaigns, and opportunities. You can also define contact persons, note types for contact persons, and contact companies for a specific customer.

Contact Management Setup Procedures

This section describes the steps you need to perform contact management setup.

Add Customer Details

Use these steps to add configuration for a specific company.

To add details:

1. Under the Setup menu group, go to **CRM » Contact Management Setup**.
2. In the Selection Criteria panel, select the company for which you are configuring the setup.
3. Edit the information in the lines as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Document Archives Submenu

Use the workspaces under this submenu to store, access, and manage documents attached to different records in Maconomy.

Document Archives

Use this workspace to create archives where you can store documents related to a record in Maconomy.

Document Archives Concepts

You can:

- Create a document archive.
- View documents stored on a document archive.
- Enable or disable revision control on a document archive.
- Lock or unlock a document in the document archive line.
- Delete a document archive.

You can enable or disable revision control in the document archive. When you select the **Revision Control** checkbox, you can store previous versions of each document when you import a new one. You can view the previous versions of the document in the Document Revision wizard.

When you select the **New Revision on Update** checkbox, each time you import a new file in a document archive line, the existing, open revision of the document in the line will be closed and the file you have imported is stored as a new version instead of overwriting the existing file in the line.

You can also enable or disable locking in the document archive. When you select the **Enable Locking** checkbox, you can lock a document archive line to prevent other users from reimporting a specific document.

Document Archives Procedures

This section describes the steps you need to work with document archives.

Create a Document Archive

Use these steps to create a document archive.

To create a document archive:

1. Under the Setup menu group, go to **Document Archives » Document Archives**.
2. Click **+ Create Document Archive**.
3. In the Create Document Archive dialog box that displays:
 - a) Specify a title for the document archive in the **Document Archive No.** field. If you do not specify a value in this field, Maconomy will automatically assign a document

archive number from the series specified for the company to which the document archive is assigned.

- b) Enter a description in the **Description** field.
 - c) In the **Company** field, select the company to which the document archive should be assigned.
4. Click **Create Document Archive**.

Edit a Document Archive

Use these steps to modify the setup of the documents in the archive.

To edit a document archive:

1. Under the Setup menu group, go to **Document Archives » Document Archives**.
2. Use the search filter and/or the **Search** field to select the document archive you want to edit.
3. Select or deselect the checkboxes or provide remarks as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Document Archive

Use these steps to delete a document archive.

To delete a document archive:

1. Under the Setup menu group, go to **Document Archives » Document Archives**.
2. Use the search filter and/or the **Search** field to select the document archive you want to delete.
3. Click **Delete**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Document Archive Setup

Use this workspace to define standards when you create document archives by attaching documents to an employee, job, or other entities.

Document Archive Setup Concepts

You can set up standard document archives for different companies and document archive types.

Document Archive Setup Procedures

This section describes the steps you need to perform document archive setup.

Create a Standard Document Archive Setup

You can add one or more lines to define a standard for a company or an archive type.

To add a standard document archive setup:

1. Under the Setup menu group, go to **Document Archives » Document Archive Setup**.
2. Click **+ Add Standard Document Archive Setup**.
3. Enter information in the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Edit a Document Archive Setup

Use these steps to edit a document archive setup.

To edit a document archive setup:

1. Under the Setup menu group, go to **Document Archives » Document Archive Setup**.
2. In the Selection Criteria panel, use the available criteria to display the lines you want to edit.
3. In the Document Archive Setup table, go to the appropriate line and make the necessary changes.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Document Archive Setup

Use these steps to delete a document archive setup.

To delete a document archive setup:

1. Under the Setup menu group, go to **Document Archives » Document Archive Setup**.
2. In the Selection Criteria panel, use the available criteria to display the document archives you want to delete.
3. On the line you want to delete, click **Row Tools » Delete Standard Document Archive Setup**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

E-Forms Submenu

You can use customized e-forms with different field types to accommodate various requirements within your company, such as storing additional information on jobs. Workspaces that support the creation and maintenance of e-forms are available under this submenu.

E-Form Types

Use this workspace to create and manage different e-form types to apply to your e-forms.

E-Form Types Concepts

You can add custom fields to each e-form type, such as popup items or option lists.

E-form types serve as a template when creating e-forms. Choosing a specific e-form type upon creation of an e-form displays a custom layout with the appropriate fields and titles associated with the e-form type.

E-Form Types Fields

This section describes the fields and actions on the E-Form Types workspace.

Copy to come.

E-Form Types Procedures

This section describes all the steps you need to work with e-form types.

Create an E-Form Type

E-form types are used as templates when you design e-forms to accommodate your requirements. You must create an e-form type before you can create an e-form.

To create an e-form type:

1. Under the Setup menu group, go to **E-Forms » E-Form Types**.
2. Click **+New E-Form Type**.
3. In the New E-Form Type dialog box that displays:
 - a) Enter the name of your e-form type in the **Name** field.
This is a required field.
 - b) Enter a description if needed.
 - c) Click **Create**.
Maconomy displays the created e-form type in the workspace.
4. In the Remarks card, enter a title for each **Remark** field needed for your e-form type.

5. In the Amounts card, enter a title for each **Amount** field needed for your e-form type.
6. In the Employees card, enter a title for each **Employee** field needed for your e-form type.
7. In the Option Lists card, enter a title for each **Option List** field needed for your e-form type.
8. In the Dates card, enter a title for each **Date** field needed for your e-form type.
9. In the Yes/No card, enter a title for each **Yes/No** field needed for your e-form type.
10. In the Integers card, enter a title for each **Integer** field needed for your e-form type.
11. In the Popups card, enter a title for each **Popup** field needed for your e-form type.
12. In the Booleans card, enter a title for each **Boolean** field needed for your e-form type.
13. Click **Save**.

Edit an E-Form Type

Use these steps to modify an existing e-form type.

To edit an e-form type:

1. Under the Setup menu group, go to **E-Forms » E-Form Types**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the e-form type you need to edit.
3. Make the necessary changes as needed.
4. Click **Save**.

Delete an E-Form Type

Use these steps to delete an existing e-form type.

To delete an e-form type:

1. Under the Setup menu group, go to **E-Forms » E-Form Types**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the e-form you want to delete.
3. Click **Delete E-Form Type**.
4. In the confirmation dialog box that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Note: You cannot delete an e-form type if it is in use.

E-Forms

The E-Forms workspace lets you create and maintain e-forms to use within your company.

E-Forms Concepts

Use this workspace to create various e-forms with different field types to accommodate your requirements.

You can also use e-forms to hold more information on jobs. You must customize the layout of the Job Home workspace to display an e-form.

You can use a maximum of 40 fields for the **Option List** and **Option List Value** fields, and a maximum of 50 fields for the following field types:

- **Boolean**
- **Yes/No/Blank**
- **Date**
- **Employee number**
- **Integer**
- **Reals**
- **Amount value and currency**
- **Popup value**

To create e-forms, you must use e-form types, which can be created and managed in the E-Form Types workspace. You can also set up e-forms for submission and approval.

E-Forms Fields

This section describes the fields and actions on the E-Forms workspace.

Copy to come.

Documents Tab

This section describes the fields and actions on the Documents tab of the E-Forms workspace.

Copy to come.

Document Assistant

Use this assistant to view and download documents.

E-Forms Procedures

This section describes all the steps you need to work with e-forms.

Create an E-Form

Use these steps to create an e-form.

To create an e-form:

1. Under the Setup menu group, go to **E-Forms » E-Forms**.
2. Click **+New E-Form**.
3. In the New E-Form dialog box that displays:
 - a) Select an e-form type in the **E-Form Type Name** field.
This is a required field.
 - b) In the **Job Number** field, select a job to associate the e-form with if needed.
 - c) Click **Create**.
Maconomy displays the created e-form in the workspace.
4. Enter information in the fields as needed.

Note: The available fields depend on what fields were included when the e-form type was created.

5. Click **Save**.

Edit an E-Form

Use these steps to edit information on an existing e-form.

To edit an e-form:

1. Under the Setup menu group, go to **E-Forms » E-Forms**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the e-form you need to edit.
3. Make the necessary changes as needed.
4. Click **Save**.

Copy an E-Form

Use these steps to copy an e-form.

To copy an e-form:

1. Under the Setup menu group, go to **E-Forms » E-Forms**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the e-form you want to copy.
3. Click **Copy...**
4. In the Copy To Job dialog box that displays, select a job number to which the e-form should be copied.

5. Click **Copy To Job**.

Print an E-Form

Use these steps to print an e-form.

To print an e-form:

1. Under the Setup menu group, go to **E-Forms » E-Forms**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the e-form you want to print.
3. From the **Other Actions** dropdown list, click **Print E-Form**.

Submit an E-Form

Use these steps to submit an e-form for approval.

To submit an e-form:

1. Under the Setup menu group, go to **E-Forms » E-Forms**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an e-form.
3. Click **Submit**.

Approve an E-Form

Use these steps to review an e-form submitted for your approval.

To approve an e-form:

1. Under the Setup menu group, go to **E-Forms » E-Forms**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a submitted e-form.
3. Click **Approve**.

Delete an E-Form

Use these steps to delete an e-form. You cannot delete an e-form that has revisions.

To delete an e-form:

1. Under the Setup menu group, go to **E-Forms » E-Forms**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the e-form you need to delete.
3. Click **Delete E-Form**.

4. In the confirmation dialog box that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Note: A warning message displays if the e-form is already approved. Click **Ok** to proceed with deletion.

Create an E-Form Revision

You can keep track of revisions made to your e-forms.

To create an e-form revision:

1. Under the Setup menu group, go to **E-Forms » E-Forms**.
2. Click **New Revision**.
Maconomy saves your changes. The **Revision Number** field is updated with the latest version number of the e-form.

E-Invoicing Submenu

Use the workspaces under this submenu to perform system setup between Pagero and Maconomy.

For instructions on how to integrate Pagero with Maconomy, see **E-Invoicing with Pagero** in the *Deltek Maconomy System Admin Guide*.

You must enable either the **Enable E-Invoicing, Incoming** system parameter or the **Enable E-Invoicing, Outgoing** system parameter to display the E-Invoicing submenu.

Pagero Setup

Use this workspace to provide details about the Pagero account where Maconomy will send invoice XML files. Specify whether Pagero will run with a production system or a test system.

You must enable either the **Enable E-Invoicing, Incoming** system parameter or the **Enable E-Invoicing, Outgoing** system parameter to display the Pagero Setup workspace.

Pagero Setup Procedures

This section describes the steps you need to set up the nature of your Pagero system.

Set Up Pagero System Nature

Use these steps to set up the nature of the Pagero system.

To set up the Pagero system nature:

1. Under the Setup menu group, go to **E-Invoicing » Pagero Setup**.
2. Enter values for the following fields:
 - a) **Current System Nature**: This field displays the system nature of the current system.

- b) **Production Nature:** If the current system is a production system, specify its corresponding system name. Available options for this field depend on the system natures defined in the server.ini file.
 - c) **Test Nature:** If the current system is a test system, specify its corresponding system name. Available options for this field depend on the system natures defined in the server.ini file.
3. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Pagero Companies

Use this workspace to map specific companies from Maconomy to Pagero Online.

You must enable either the **Enable E-Invoicing, Incoming** system parameter or the **Enable E-Invoicing, Outgoing** system parameter to display the Pagero Companies workspace.

Pagero Companies Concepts

This introduces API validation to SFTP for Pagero e-Invoice integrations. This allows the integration to receive data after connecting via a valid token sent through the API framework.

Two fields, **Client Secret** and **Client ID**, are safely stored and used for each company. Customers can grant access to Maconomy via Pagero Online, which generates and stores an access code in Maconomy. Maconomy receives both an Access token and a Refresh token, to ensure that access between Pagero and Maconomy is enabled for future sessions.

You must add a Pagero ID to each company in Maconomy that you would like to use to send invoices to Pagero. The Pagero ID is generated once you authenticate a company. Once a Delttek Company is used or mapped to a Pagero company, it cannot be added again. This helps to ensure that each company used is unique.

Pagero Companies Procedures

This section describes the steps you need to work with Pagero companies.

Create a Pagero Company

Use these steps to create a Pagero company.

To create a Pagero company:

1. Under the Setup menu group, go to **E-Invoicing » Pagero Companies**.
2. Click **+New Pagero Company**.
3. In the Create Pagero Company dialog box that displays:
 - a) Enter the company name or the company number in the **Company** field or use the dropdown list to select a company. This is a required field.
 - b) In the **Pagero Company Name** field, provide the company name used for that company in Pagero. This is a required field.
4. Click **Create Pagero Company**.

Delete a Pagero Company

Use these steps to delete a Pagero company.

To delete a Pagero company:

1. Under the Setup menu group, go to **E-Invoicing » Pagero Companies**.
2. Use the search filter and/or the **Search** field to select a Pagero company.
3. Click **Delete Pagero Company**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Authenticate a Pagero Company

Use these steps to authenticate the Pagero company you have created.

To authenticate a Pagero company:

1. Under the Setup menu group, go to **E-Invoicing » Pagero Companies**.
2. Use the search filter and/or the **Search** field to select a Pagero company.
3. Click the **Pagero Online** link.
4. Log in to Pagero.
When you have successfully logged in, you will be directed to Deltak's main website.
5. Copy the authentication URL.
6. In the Pagero Companies workspace, click **Authenticate...**
7. Paste the URL in the **Authorization URL** field and click **Authenticate**.

Get Invoices from Pagero

Use these steps to import pending invoices from Pagero for the selected company.

To import invoices from Pagero:

When you click Get Invoices from Pagero, Maconomy contacts Pagero via the Pagero API to check if there are pending invoices for that company. This action creates a background task to import pending invoices from Pagero.

1. Under the Setup menu group, go to **E-Invoicing » Pagero Companies**.
2. Use the search filter and/or the **Search** field to select a company.

Note: You can log in to Pagero to check if there are pending invoices in the Received documents before you import them in Maconomy.

3. Click **Get Invoices from Pagero**.

Note: This action creates background tasks for importing invoices from Pagero, creating an inbox entry for the imported invoice, validating the imported invoice, and creating a draft vendor invoice.

4. To view the inbox entry created for the imported invoices, go to **Accounts Payable » E-Invoicing » Inbox Entries** workspace.

Note: If the value of the Status field is Processed, it means a draft invoice has been created for the imported invoice. You can view the draft vendor invoice in **AP Cockpit » Vendor Invoices List** workspace.

Get Application Responses from Pagero

Use these steps to import application responses from Pagero.

To import application responses from Pagero:

When you click Get Application Response from Pagero, Maconomy contacts Pagero via the Pagero API to check if there are pending application responses for that company. This action creates a background task to import pending invoices from Pagero.

1. Under the Setup menu group, go to **E-Invoicing » Pagero Companies**.
2. Use the search filter and/or the **Search** field to select a company.
3. Click **Get Application Responses from Pagero**.

Note: You can log in to Pagero to check if the status of the invoices were changed to *DONE (Fetched)* in the Sent documents to verify that application responses have been successfully imported in Maconomy.

4. To view the application response for a specific invoice, go to **Accounts Receivable » Lookup » Show All Invoices**.
5. Use the search filter and/or the **Search** field to select an invoice.
6. In the E-invoicing card of the Show All Invoices workspace, the **E-Invoicing Response Code** field displays the status of the invoice. The additional information supporting the status code is displayed in the **E-Invoicing Response Message** field.

Note: The application response XML for each e-invoice is stored in the Document Archives workspace.

Peppol Mappings

Use this workspace to set up mappings between fields in a Maconomy invoice to specific fields in Peppol BIS 3.0 format.

Peppol Mappings Concepts

As part of the electronic invoicing functionality, the fields in a Maconomy invoice are mapped to specific fields in the Peppol BIS 3.0 format.

There are four mapping types, one for each invoice type:

- Job Cost Invoice
- Job Cost Credit Memo
- Order Invoice
- Order Credit Memo

When you enable the **Enable E-Invoicing, Outgoing** system parameter, Maconomy enables the four standard mappings and automatically sets them as the default mappings.

Select a standard or customized mapping name from the filter list to view its details in the card and Peppol Mapping Line table, or select a standard mapping name to use it as a starting point for customized mapping.

If you create customized mappings, you can also set those as default mappings for their corresponding mapping types.

The Peppol Mapping Line table displays the full Peppol 3.0 format in levels. Certain line fields are editable when you are creating a customized mapping.

Peppol Mappings Procedures

This section describes the steps you need to work with Peppol mappings.

Create a Peppol Mapping Header

Use these steps to create a customized mapping.

To create a customized mapping:

When you are customizing a mapping for a mapping type or invoice type, Maconomy begins by listing all the lines and values for the standard mapping for that mapping type or invoice type you have selected.

1. Under the Setup menu group, go to **E-Invoicing » Peppol Mappings**.
2. Click **+New Peppol Mapping Header**.
3. In the Create Peppol Mapping dialog box that displays:
 - a) Enter a name for the mapping in the **Mapping Name** field. This is a required field.
 - b) Enter a type for the mapping in the **Mapping Type** field or use the dropdown list to select a mapping type. This is a required field.
 - c) Select the **PUF** or **Default Mapping** checkboxes as needed.
4. Click **Create Peppol Mapping**.

Modify a Peppol Mapping Header

Use these steps to modify a Peppol mapping header.

To modify a header:

1. Under the Setup menu group, go to **E-Invoicing » Peppol Mappings**.
2. Use the search filter and/or the **Search** field to select a mapping.
3. Edit the fields in the table as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Peppol Mapping Header

Use these steps to delete a Peppol mapping header.

To delete a header:

1. Under the Setup menu group, go to **E-Invoicing » Peppol Mappings**.
2. Use the search filter and/or the **Search** field to select a mapping.
3. Click **Delete Peppol Mapping Header**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Vendor Invoice Mapping

Use this workspace to map each XML element value to specific fields in the Draft Vendor Invoices workspace.

Vendor Invoice Mapping Concepts

Key requirements for setting up an XML mapping are as follows:

1. A single root element must be present, with all other lines indented accordingly.
2. Element names must comply with XML element naming rules, which are case-sensitive and must start with a letter or underscore. Names cannot start with "xml" or contain spaces.
3. Attributes with an element must have unique names and cannot have child elements.
4. Each XML field can only map to one draft field unless it is a search field.
5. Employee and vendor numbers are search fields and should be marked as such.

Vendor Invoice Mapping Procedures

This section describes the steps you need to work with vendor invoice mapping.

Create a Vendor Invoice Mapping

Use these steps to create a vendor invoice mapping.

To create a vendor invoice mapping:

1. Under the Setup menu group, go to **E-Invoicing » Vendor Invoice Mappings**.
2. Click **+New Vendor Invoice Mapping**.
3. In the Create Mapping dialog box that displays:
 - a) Specify a name for mapping in the **Mapping Name** field. This is a required field.
 - b) Use the dropdown list to select a company number or a country.
 - c) Specify a type in the **Inbox Entry Type** field.
4. Click **Create Mapping**.

Modify a Vendor Invoice Mapping

Use these steps to modify a mapping.

To modify a mapping:

1. Under the Setup menu group, go to **E-Invoicing » Vendor Invoice Mappings**.
2. Use the search filter and/or the **Search** field to select a vendor invoice mapping.
3. Click the tab you want to edit.
4. Edit the fields in the tables as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Create a Vendor Invoice Mapping by Importing a Template File

Use these steps to create a mapping from an imported template file.

To create a vendor invoice mapping:

1. Under the Setup menu group, go to **E-Invoicing » Vendor Invoice Mappings**.
2. Click **Read Structure From File**.
3. In the dialog box that displays, browse to the template XML file you want to upload and click **Open**.
4. After import is complete, each line in the template is displayed in the Mapping Lines table.
5. Click **Save**.

6. Click **Remove Unused Lines** to delete all the lines that does not have any mapping.

Add or Delete a Vendor Invoice Mapping Line

Use these steps to add or delete vendor invoice mapping line.

To add or delete a vendor invoice mapping line:

1. Under the Setup menu group, go to **E-Invoicing » Vendor Invoice Mappings**.
2. Use the search filter and/or the **Search** field to select a vendor invoice mapping.
3. Click the Mapping Lines tab.
4. To add a vendor invoice mapping line:
 - a) Click **Add Vendor Invoice Mapping Line**.
 - b) Optionally, you can click **Row Tools » Insert Vendor Invoice Mapping Line** to add a new line between existing vendor invoice mapping lines.
 - c) Edit the fields in the tables as needed.
 - d) Click **Revert** if you want to undo your changes. Otherwise, click **Save**.
5. To delete a vendor invoice fixed value line:
 - a) Select the line you want to delete.
 - b) Click **Row Tools » Delete Vendor Invoice Mapping Line**.
 - c) In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add or Delete a Vendor Invoice Fixed Value Line

Use these steps to add or delete vendor invoice fixed value line.

To add or delete a vendor invoice fixed value line:

1. Under the Setup menu group, go to **E-Invoicing » Vendor Invoice Mappings**.
2. Use the search filter and/or the **Search** field to select a vendor invoice mapping.
3. Click the Fixed Values tab.
4. To add a vendor invoice fixed value line:
 - a) Click **Add Vendor Invoice Fixed Value Line**.
 - b) Optionally, you can click **Row Tools » Insert Vendor Invoice Fixed Value Line** to add a new line between existing vendor invoice fixed value lines.
 - c) Edit the fields in the tables as needed.
 - d) Click **Revert** if you want to undo your changes. Otherwise, click **Save**.
5. To delete a vendor invoice fixed value line:
 - a) Select the line you want to delete.

- b) Click **Row Tools » Delete Vendor Invoice Fixed Value Line**.
- c) In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add or Delete a Search Specification Line

Use these steps to add or delete search specification line in the Vendor Search, Pay to Vendor Search, Responsible Search, or Responsible For Allocation Search tables.

To add or delete a search specification line:

1. Under the Setup menu group, go to **E-Invoicing » Vendor Invoice Mappings**.
2. Use the search filter and/or the **Search** field to select a vendor invoice mapping.
3. Click the Search tab you want to update.
4. To add a search specification line:
 - a) Click **Add Search Specification Line**.
 - b) Optionally, you can click **Row Tools » Insert Search Specification Line** to add a new line between existing search specification lines.
 - c) Provide a value for the **Invoice Field**, **Field Name**, and **Search Criteria Type** fields.

Note: If you select **Creation Only** as the search criteria type and no vendor is found based on the search specification provided, Maconomy displays a Failed Vendor Invoice Search tab. In the Failed Vendor Invoice Search tab, you can click the **Create Vendor** action to create a vendor based on the values found during the search. Maconomy creates a vendor using the values in the **Name 1** field.

- d) Click **Revert** if you want to undo your changes. Otherwise, click **Save**.
5. To delete a search specification line:
 - a) Select the line you want to delete.
 - b) Click **Row Tools » Delete Search Specification Line**.
 - c) In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Delete a Vendor Invoice Mapping

Use these steps to delete a vendor invoice mapping.

To delete a vendor invoice mapping:

1. Under the Setup menu group, go to **E-Invoicing » Vendor Invoice Mappings**.
2. Use the search filter and/or the **Search** field to select a vendor invoice mapping.
3. Click **Delete Vendor Invoice Mapping**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

String Transformation Types

Use this workspace to modify, alter, or convert a string or a sequence of characters to achieve a specific format.

String Transformation Types Procedures

This section describes the steps you need to work with string transformation types.

Create a String Transformation Type

Use these steps to create a string transformation type.

To create a string transformation type:

1. Under the Setup menu group, go to **E-Invoicing » String Transformation Types**.
2. Click **+New String Transformation Type**.
3. In the Create String Transformation Type dialog box that displays:
 - a) Specify a name for the transformation type in the **Name** field. This is a required field.
 - b) Add a value to any of these fields:
 - **Remove Prefix**
 - **Add Prefix**
 - **Remove Suffix**
 - **Add Suffix**
 - c) Select any of the checkboxes as applicable.
4. Click **Create Type**.

Modify a String Transformation Type

Use these steps to modify the details of string transformation type.

To modify a string transformation type:

1. Under the Setup menu group, go to **E-Invoicing » String Transformation Types**.
2. Use the search filter and/or the **Search** field to select a type.
3. Edit the fields in the cards as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Test a String Transformation Type

Use these steps to test a string transformation type.

To test a string transformation type:

1. Under the Setup menu group, go to **E-Invoicing » String Transformation Types**.
2. Use the search filter and/or the **Search** field to select a type.
3. Add a value in the **Input** field.
4. Click **Save**.
5. Click **Test**.
6. Check if the desired value is displayed properly in the **Output** field.

Delete a String Transformation Type

Use these steps to delete a string transformation type.

To delete a string transformation type:

1. Under the Setup menu group, go to **E-Invoicing » String Transformation Types**.
2. Use the search filter and/or the **Search** field to select a type.
3. Click **Delete String Transformation Type**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Inbox Entry Types

Use this workspace to set up the background tasks to process invoices fetched from integrated third-party application.

Inbox Entry Types Procedures

This section describes the steps you need to work with inbox entry types.

Create an Inbox Entry Type

Use these steps to create an inbox entry type that you can use to process imported invoices.

To create an inbox entry type:

1. Under the Setup menu group, go to **E-Invoicing » Inbox Entry Types**.
2. Click **+New Inbox Entry Type**.
3. In the Create Inbox Entry Type dialog box that displays:
 - a) Specify a name for the inbox entry type in the **Name** field. This is a required field.
 - b) Select or clear the applicable checkboxes.

- c) Use the dropdown list to select a notification type for the inbox entry type.
4. Click **Create Inbox Entry Type**.

Modify an Inbox Entry Type

Use these steps to modify an inbox entry type.

To modify an inbox entry type:

1. Under the Setup menu group, go to **E-Invoicing » Inbox Entry Types**.
2. Use the search filter and/or the **Search** field to select an inbox entry type.
3. Select or clear the checkboxes as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete an Inbox Entry Type

Use these steps to delete an inbox entry type.

To delete an inbox entry type:

1. Under the Setup menu group, go to **E-Invoicing » Inbox Entry Types**.
2. Use the search filter and/or the **Search** field to select an inbox entry type.
3. Click **Delete Inbox Entry Type**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Employees Submenu

Use the workspaces under this submenu to set up elements such as compensation models, employee categories, positions, and skills, which you can assign to employees.

Compensation Models

This section covers conceptual information, procedures, and field descriptions on the Compensation Models workspace.

Compensation Models Concepts

In this workspace, you can:




- View information in the compensation model, compensation types, and compensation group tabs.
- Add a new compensation model.
- Create a calendar from compensation models.





- Create compensation types.
- Create compensation groups.

Compensation Models Fields

This section describes the fields and actions on the Compensation Models workspace.

Header Actions

Button	Description
Search for Compensation Model	Click this field to search for existing compensation model.
+ New Compensation Model	Click this action to create compensation model.
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Delete	Click this action to delete compensation model or delete created compensation group.
Duplicate Calendar	Click this action to create calendar from compensation model.
New Compensation Type	Click this action to create new compensation type. This action is located in the Compensation Types tab.
Other Actions	Click this dropdown list and select on the following actions: <ul style="list-style-type: none"> ■ Add New Selection Criteria Specification ■ Create Compensation Group ■ Create Condition Compensation Group ■ Delete
New Compensation Group	Click this action to create new compensation type. This action is located in the Compensation Types tab.
	Click this action to export the rows from the current table to a spreadsheet.

Button	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this action to maximize the table view.
	Click this action to open the Customize Columns dialog box.

Compensation Model Tab

This section describes the fields and actions on the Compensation Model tab of the Compensation Models workspace.

Compensation Model Tab

Field	Description
Currency	Specify the default currency for new compensation types added to the model. This field can be left blank.
Pay Period	Select the default pay period for new compensation types added to the model. This field can be left blank.
Exchange Rate Table	Specify the exchange rate table to use in the compensation model. If you do not specify an exchange rate table, Maconomy automatically uses the company specific enterprise exchange rate table.
Base Salary Method	Specify the calculation method to use for calculating base salary with the calculation pay period specified for the calculation, and an effective period for each agreement.
Pay Period Calendar	This field shows the pay period calendar to use for calculating gross pay. Note that you cannot change the calendar once a gross pay calculation has been calculated for the compensation model.

Weekend Days Card

Field	Description
Monday to Sunday	Select the checkbox to specify the days of the week that are weekend days and not regular working days.

Posting Card

Field	Description
Posting Reference, Offset	Enter the name of the posting reference to use for posting gross pay and base salary rate results.
Posting Description, Offset	Enter a description of the posting reference.
Transaction Type	Select the transaction type to use for posting gross pay and base salary rate calculations.

Option List Fields Card

Field	Description
Option List 1-10	Specify the default choice of option lists on compensation types added to the model.

Access Level Card

Field	Description
Access Level	Enter the name of the access level required to access the compensation model.

Compensation Types Tab

This section describes the fields and actions on the Compensation Types tab of the Compensation Models workspace.

Compensation Types Tab

Field	Description
Compensation Type No.	In this field, you must specify an identification number when creating a compensation type. Both letters and numbers can be used in the identification number. Once the compensation type has been created, the number can no longer be changed.
Name	In this field, you can specify the name of the compensation type.
Mandatory Agreement	Copy to come.
Category	In this field, you can select the category of the current compensation type. You can choose from the categories created in the Compensation Categories pop-up type in the Popup Fields workspace. Compensation categories are used for grouping compensation elements, making it possible to, for example, only view compensations of a given category in the Compensation Agreements workspace.

Field	Description
Company No.	In this field, you can specify the company number.
Blocked	In this field, you can specify whether the current compensation type is blocked. When a compensation type is blocked, it is not possible to create compensation agreement lines with the type in question or edit existing agreements with the current compensation type.
Access Level	In these fields, you can specify the name and description of an access level. You only have access to the current compensation type if you have been assigned to the same or a higher level in the User Access Levels workspace. This means that on, for example, compensation agreement lines, users can only specify compensation types to which they have access and in this workspace, a given user can only see the compensation types to which the user has access. In addition, the user must have access to the access level specified for the company specified in the Company card in order to have access to the current compensation type. Note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to compensation types may depend on other factors. For more information about this, please see the section "Introduction to the Access Control System" in the Set-up module. If no access level is specified, all users have access to the current compensation type.
Starting Date	In this field, you can specify the default starting date to be suggested on new compensation agreement lines on which the current compensation type is specified. For information on the effects of the starting date on compensation agreement lines, see the description of the corresponding field in the table of the Compensation Agreements workspace.
Ending Date	In this field, you can specify the default ending date to be suggested on new compensation agreement lines on which the current compensation type is specified. For information on the effects of the ending date on compensation agreement lines, see the description of the corresponding field in the table of the Compensation Agreements workspace.
Pay by	In this field, you can specify the default pay by date to be suggested on new compensation agreement lines on which the current compensation type is specified. For information on the effects of the pay by date on compensation agreement lines, see the description of the corresponding field in the table of the Compensation Agreements workspace.

Compensation Groups Tab

This section describes the fields and actions on the Compensation Groups tab of the Compensation Models workspace.

Compensation Groups Tab

Field	Description
Name	This field shows the name of the compensation group.
Description	Enter a description of the compensation group.

Compensation Models Procedures

This section describes the steps you need for the Compensation Models workspace.

Add New Compensation Model

Use these steps to add new compensation model.

To add a new compensation model:

1. Under the Setup menu group, go to **Employees » Compensation Models**.
2. Click **+New Compensation Model**.
3. In the New Compensation Model dialog box that displays, enter information in the required fields.
4. Click **Create**.

Create Calendar From Compensation Models

Use these steps to create calendar from compensation models.

To create calendar from compensation models:

1. Under the Setups menu group, go to **Employees » Compensation Models**.
2. Click **Duplicate Calendar...**
3. In the New Calendar from Compensation Model dialog box that displays, enter information in the required fields.
4. Click **Create Calendar**.

Create Compensation Types

Follow these steps to add a new compensation type.

To add a new compensation type:

1. Under the Setup menu group, go to **Employees » Compensation Models**.
2. Click the Compensation Types tab.
3. Click **New Compensation Type**.
4. In the New Compensation dialog box that displays, enter information in the required fields.
5. Click **Create**.

Create Compensation Groups

Follow these steps to add a new compensation group.

To add a new compensation group:

1. Under the Setup menu group, go to **Employees » Compensation Models**.
2. Click the Compensation Groups tab.
3. Click **New Compensation Group**.
4. In the New Compensation Group dialog box that displays, enter information in the required fields.
5. Click **Create Condition Compensation Group**.

Compensation Types

This section covers conceptual information, procedures, and field descriptions on the Compensation Types workspace.

Compensation Types Concepts

Compensation types are the building blocks of a company's compensation agreements.

Quick facts on Compensation Types:




- Compensation types are the templates for employee compensation agreements.
- Contain information such as maximum and minimum salary amounts for employee agreements.
- Used for defining compensation-specific information for all agreements of the given type.
- Examples: Basic Salary, Pensions, Bonuses, Insurances, and so on.
- All compensation types must be assigned to a Compensation Model.




Additionally, a compensation type can be set up as a percentage of the sum of other compensation types within a Compensation Group. The percentage is then used when calculating gross pay and base salary.

Compensation Types Fields

This section describes the fields and actions on the Compensation Types workspace.

Header Actions

Button	Description
Search for Compensation Types	Click this field to search for existing compensation types.
+ New Compensation Types	Click this action to create compensation types.
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Delete	Click this to delete compensation model or delete created compensation group.
Other Actions	Click this dropdown list and select on the following actions : <ul style="list-style-type: none"> ■ Add New Selection Criteria Specification ■ Create Compensation Group ■ Create Condition Compensation Group ■ Delete
+ Add Selection Criteria Specification Line	Click this action to add a selection criteria specification line.
Validate	Click this action to validate compensation types.
	Click this action to export the rows from the current table to a spreadsheet.

Button	Description
	Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this action to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this action to maximize the table view.
	Click this action to open the Customize Columns dialog box.

Compensation Types Card

Field	Description
Compensation Model	Copy to come.
Mandatory Agreement	Copy to come.
Default Linking Rule	Copy to come.
Category	In this field, you can select the category of the current compensation type. You can choose from the categories created in the Compensation Categories popup type in the Popup Fields workspace. Compensation categories are used for grouping compensation elements, making it possible to, for example, only view compensations of a given category in the Compensation Agreements workspace.
Access Level	Copy to come.
Allowance/Deduction	Copy to come.
Starting Date	In this field, you can specify the default starting date to be suggested on new compensation agreement lines on which the current compensation type is specified. For information on the effects of the starting date on compensation agreement lines, see the description of the corresponding field in the table of the Compensation Agreements workspace.
Ending Date	In this field, you can specify the default ending date to be suggested on new compensation agreement lines on which the current compensation type is specified. For information on the effects of the ending date on compensation agreement lines, see the description of

Field	Description
	the corresponding field in the table of the Compensation Agreements workspace.
Pay Period	Copy to come.
Company	Copy to come.
Pay By	In this field, you can specify the default pay by date to be suggested on new compensation agreement lines on which the current compensation type is specified. For information on the effects of the pay by date on compensation agreement lines, see the description of the corresponding field in the table of the Compensation Agreements workspace.
Selection Criterion Specification No.	Copy to come.
Blocked	In this field, you can specify whether the current compensation type is blocked. When a compensation type is blocked, it is not possible to create compensation agreement lines with the type in question or edit existing agreements with the current compensation type.

Posting Card

Field	Description
Gross Pay Posting Principle	Copy to come.
Posting Reference	Copy to come.
Job No.	Copy to come.
Activity No.	Copy to come.
Task Name	Copy to come.

Option List Fields Card

Field	Description
Option List 1-10	Specify the default choice of option lists on compensation types added to the model.

Remarks Card

Field	Description
Remarks 1-3	In these fields, you can enter additional remarks about the current compensation type.

Value Limits Card

Field	Description
Currency	In this field, you can specify the currency in which the amounts in the fields are to be specified
Expected Amount	<p>In this field, you can specify the amount which is expected to be negotiated on compensation agreements of the current type. The amount is transferred to the corresponding field on compensation agreement lines where the current compensation type is specified.</p> <p>Conductors of wage negotiations can use this amount as a guideline to negotiating the right compensation amount.</p>
Minimum Amount	<p>In this field, you can specify the minimum amount which conductors of wage negotiations are allowed to grant on compensation agreements of the current type. The amount is transferred to the corresponding field on compensation agreements where the current compensation type is specified.</p> <p>Conductors of wage negotiations can use this amount as a guideline when negotiating the compensation amount.</p>
Maximum Amount	<p>In this field, you can specify the maximum amount which conductors of wage negotiations are allowed to grant on compensation agreements of the current type. The amount is transferred to the corresponding field on compensation agreement lines where the current compensation type is specified.</p> <p>Conductors of wage negotiations can use this amount as a guideline when negotiating the compensation amount.</p>

Calculation Card

Field	Description
Calculation Type	Copy to come.
Period, Pro Rata	Copy to come.
Payout Days	Copy to come.
Use Week Calendar	Copy to come.
Incl. in Gross Pay Calculation	The Incl. in Gross Pay field is renamed to Incl. in Gross Pay Calculation .

Field	Description
	Select this field to specify if the compensation type should contribute to the gross pay calculation.
Incl. in Base Salary Calculation	The Incl. in Base Salary field is renamed to Incl. in Base Salary Calculation . Select this field to specify if the compensation type should contribute to the base salary calculation.
Incl. Result in Total Base Salary	Select this field to specify if the compensation type should contribute to the total base salary result and base salary rate when doing base salary calculations. Note that you can only enable this field if you also enabled the Incl. in Base Salary Calculation field.

Based On Card

Field	Description
Based on Job Entries	Select a value in this field if the agreement is based on posted job entries. You can select time sheets, expense sheets, or mileage sheets.
Based on Job No.	If specified, Maconomy only includes job entries for the selected job. All jobs are included if no Job No. is specified.
Based on Activity No.	If specified, Maconomy only includes job entries for the selected Activities. All activities are included if no Activity No. is specified.
Based on Task Name	If specified, Maconomy only includes job entries for the selected task. All jobs are included if no task name is specified
Based on Overtime Spec.	If specified, Maconomy only includes job entries with the selected overtime type. All jobs are included if no overtime types are specified.
Based on Weekend	If specified, Maconomy only includes job entries with the selected overtime type. All jobs are included if no overtime types are specified.
Allow Joint Agreements	Select the checkbox if you want multiple agreements to be applicable for the employee.

Time Sheets Card

Field	Description
Unit Price, Currency	Enter the expense amount in the currency selected in the Currency field. Enter the amount including tax, if any.
Surcharge Percentage, Unit Price	Copy to come.

Field	Description
Limit, Working Hours	Copy to come.
Threshold, Working Hours	Copy to come.

Group Card

Field	Description
Group for Pct. Calc.	This field is a choice of Compensation Group which is a list of compensation types. The percentage is applied to the sum of the agreements of those types. If no compensation group is specified, the percentage functions as now and be applied to the parent agreement.
Limit, Pay Period	This field shows the limit (upper limit / cap) applied to percentage calculation.
Limit, Annually	Copy to come.
Threshold, Pay Period	Copy to come.
Threshold, Annually	Copy to come.

Condition Card

Field	Description
Condition, Percentage	Enter the condition to apply in the calculations of gross pay and base salary rates. In those calculations, the agreement will be excluded if the condition fails, that is if the percentage applied to the sum of the codes specified below falls outside the range specified below.
Condition, Group for Pct. Calc.	See above.
Condition, Lower Limit	See above.
Condition, Upper Limit	See above.

Amount Card

Field	Description
Amount 1-5	In these fields, you can specify a number of amounts relating to the current compensation type. When a compensation agreement with the current type is

Field	Description
	created, the amounts specified in this card are also suggested in the corresponding fields on the new agreement. The amounts are for information and reporting purposes only, and have no influence on the values of the compensation agreements of the current type.

Details Tab

Field	Description
Outer Logical Op.	Copy to come.
Table Section	Copy to come.
Internal Field Name	Copy to come.
Field Name	Copy to come.
Inner Logical Op.	Copy to come.
Operator	Copy to come.
Value 1-2	Copy to come.
Math Operator	Copy to come.
Table Section, Operand	Copy to come.
Internal Field Name, Operand	Copy to come.

Compensation Types Procedures

This section describes the steps you need for the Compensation Models workspace.

Add New Compensation Types

Use these steps to add a new compensation type.

To add a new compensation type:

1. Under the Setup menu group, go to **Employees » Compensation Types**.
2. Click **+ New Compensation Type**.

3. On the **New Compensation Type** dialog box, enter information in the required field.
4. Click **Create**.

Employee Categories

Use this workspace to set up employee categories, which are groups of people sharing common features such as being in the same department or holding the same position.

Employee Categories Concepts

Each employee category has distinct pricing information, including cost price, intercompany price, sales price, and, if applicable, a price group. In this setup, you can calculate job budget costs based on employee categories rather than individual employees.

Each employee can be assigned one primary category and an unlimited number of secondary categories. An employee category is defined by a specific set of common features among its members. For example, employees may share technical or educational skills, belong to the same department, or work in the same physical location. Employees can belong to multiple categories if they perform various work tasks, but they will always have one primary category.

Employee Categories Procedures

This section describes all the steps you need to work with employee categories.

Create an Employee Category

Use these steps to create an employee category.

To create an employee category:

1. Under the Setup menu group, go to **Employees » Employee Categories**.
2. Click **+New Employee Category**.
3. In the New Employee Category dialog box that displays, enter a name and number for the employee category in the required **Employee Category** field.
4. Click **Create**.

Modify an Employee Category

Use these steps to modify an employee category.

To modify an employee category:

1. Under the Setup menu group, go to **Employees » Employee Categories**.
2. Use the search filter and/or the **Search** field to select an employee category.
3. Update fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete an Employee Category

Use these steps to delete an employee category.

To delete an employee category:

1. Under the Setup menu group, go to **Employees » Employee Categories**.
2. Use the search filter and/or the **Search** field to select an employee category.
3. Click **Delete Employee Category**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Calculate Average Prices

Use these steps to calculate the average prices for the employee category.

To calculate average prices:

1. Under the Setup menu group, go to **Employees » Employee Categories**.
2. Use the search filter and/or the **Search** field to select an employee category.
3. Click **Calculate Average Prices**.
Maconomy calculates average prices for the employee category in the unit specified in the **Time Unit** field. For employees with a different time unit, their prices are converted based on the number of hours per work day specified in the **Number of Hours per Work Day** system parameter.

Add or Delete a Category Member

Use these steps to add or delete an employee category member in an employee category.

To add or delete an employee category member:

1. Under the Setup menu group, go to **Employees » Employee Categories**.
2. Use the search filter and/or the **Search** field to select an employee category.
3. On the Members tab, toggle on the **Show Lines** option.
4. To add an employee category member:
 - a) Click **+Add Category Member**.
 - b) Enter information in the fields as needed.
 - c) Click **Revert** if you want to undo your changes. Otherwise, click **Save**.
5. To delete an employee category member from the table:
 - a) Select the employee you want to remove from the table and click **Row Tools » Delete Categories**.

- b) In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Modify a Category Member

Use these steps to modify an employee category member in the employee category.

To modify an employee category member:

1. Under the Setup menu group, go to **Employees » Employee Categories**.
2. Use the search filter and/or the **Search** field to select an employee category.
3. On the Members tab, toggle on the **Show Lines** option.
4. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit.
5. Select the line you want to edit and update the fields as needed.
6. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Copy an Employee List

Use these steps to copy all the employee category members assigned to an employee category to the current employee category.

To copy employee category members:

1. Under the Setup menu group, go to **Employees » Employee Categories**.
2. Use the search filter and/or the **Search** field to select an employee category.
3. On the Members tab, click **Copy Employee List...**
4. In the Copy Employee List dialog box that displays, select the employee category you want to copy from the dropdown list.
5. Click **Choose Employee Category**.

Note: If any employees from the copied category do not qualify for membership in the current category, or if they are already members, those employees will not be copied. Maconomy displays a notification message about this.

Remove an Employee List

Use these steps to remove the employees in the current employee category.

To remove employees in the current employee category:

1. Under the Setup menu group, go to **Employees » Employee Categories**.
2. Use the search filter and/or the **Search** field to select an employee category.
3. On the Members tab, click **Remove Employee List**.

Note: The **Remove Employee List** action removes all the employees in the current category. If an employee is directly specified on a planning line or job budget line, and specified by an employee category to which they belong, that employee will not be deleted from the list.

4. In the confirmation dialog box that displays, click **Ok** to confirm deletion or **Cancel** to exit without deleting.

Level Lists

Use this workspace to create lists of levels that define a number of skill grading scales.

Level Lists Concepts

This approach is useful when two employees share the same skill but at different proficiency levels. For example, both employees might speak Japanese, but their fluency varies. By assigning a list of levels to each skill, you can specify the degree to which each employee possesses the skill. For instance, skill levels might include *Novice*, *Fluent*, and *Expert*.

When creating a skill level list, you must provide a name and select a grading method. The list can be either graded or non-graded, depending on the nature of the skill levels. You then define the levels in the Levels table.

A graded list, such as *Novice*, *Trained*, and *Experienced*, has clearly defined levels, where **Experienced** is a higher level than *Novice*. However, in other cases, grading the skill levels may not be necessary. For example, with a skill like *Driver's License*, you only need to indicate whether an employee has the skill, not how proficient they are. In this case, a non-graded level list consisting of the levels *Yes* and *No* would be appropriate.

In the Levels table, each level must have a calculation value, which is relevant for graded level list. This value defines the relative distance between levels when Maconomy performs calculations. Maconomy automatically orders the levels in the list according to these calculation values, placing the level with the lowest value first. For lists graded with the **Best First** method, a lower calculation value is better; for lists using the **Best Last** method, a higher calculation value is preferred.

You can add or delete levels from a list. However, if you insert a new level, the calculation values of the subsequent levels increase by one. If you delete a level, the calculation values of the following levels decrease by the difference between the deleted level and next one.

You assign these level lists to skills in the Skills workspace. If you use a graded level list for skills within a skill hierarchy, you can instruct Maconomy to calculate a specific level for that skill.

Level List Procedures

This section describes all the steps you need to work with level lists.

Create a Level List

Use these steps to create a level list.

To create a level list:

1. Under the Setup menu group, go to **Employees » Level Lists**.
2. Click **+New Level List**.
3. In the New Level List dialog box that displays:
 - a) Enter a name for the level list in the **Name** field. This is a required field.
 - b) Enter a description for the level list in the **Description** field.
 - c) Select a grading method for the level list in the **Grading Method** field.
4. Click **Create**.

Modify a Level List

Use these steps to modify a level list.

To modify a level list:

1. Under the Setup menu group, go to **Employees » Level Lists**.
2. Use the search filter and/or the **Search** field to select a level list.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Level List

Use these steps to delete a level list.

To delete a level list:

1. Under the Setup menu group, go to **Employees » Level Lists**.
2. Use the search filter and/or the **Search** field to select a level list.
3. Click **Delete Level List**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add or Delete a Level

Use these steps to add or delete levels.

To add or delete levels:

1. Under the Setup menu group, go to **Employees » Level Lists**.
2. Use the search filter and/or the **Search** field to select a level list.
3. To add a level:
 - a) In the Levels table, click **+ Add Level**.
 - b) Enter information as needed.
 - c) Click **Revert** if you want to undo your changes. Otherwise, click **Save**.
4. To delete a level:
 - a) In the Levels table, select the level you want to delete and click **Row Tools » Delete Level**.
 - b) In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Skills

Use this workspace to create skills for planning purposes.

Skills Concepts

When you create a skill, you must define its type and assign it a level list. Examples of types include Languages, Travel Preferences, or Technical. However, you can create custom types as needed. Once created, you can assign these skills to employees in the Employee Skills workspace, where for each employee you can specify the level of proficiency each employee has for that skill.

After entering skill information, you can incorporate it into your planning budget. This enables you to allocate task during detailed planning only to employees who possesses specific skills at the required level. This is done in the Skill Requirements workspace.

In the Skills card, you can organize skills into a hierarchical structure to represent general knowledge or specialized expertise. Each skill can be placed within a hierarchy by specifying a main skill. If the main skill part of an existing hierarchy, the new skill will be integrated accordingly. If, for instance, the main skill has a parent skill, the hierarchy adjusts to make that parent skill the top-level skill for the new skill.

Different skills within a hierarchy can utilize distinct level list. With this flexibility, you can use one level list for specialized skills and another for general skills. If you use a graded level list, Maconomy can automatically infer a level for skills at a higher hierarchy level, provided that they share the same level list.

You can delete a skill as long as it is not associated with an employee or a skill requirement. If a skill with subskills is deleted, Maconomy will adjust the skill hierarchy. The subskills of the deleted skill will be moved up in the hierarchy. Immediate subskills will become subskills of the deleted

skill's parent. If there is no parent skill, each subskill becomes a top-level skill in its hierarchy. To change the status of a subskill, modify the **Main Skill** field in the Skills card of this workspace.

Skills Procedures

This section describes all the steps you need to work with skills.

Create a Skill

Use these steps to create a skill.

To create a skill:

1. Under the Setup menu group, go to **Employees » Skills**.
2. Click **+New Skill**.
3. In the New Position dialog box that displays:
 - a) Enter a name and number for the skill in the **Skill** field. This is a required field.
 - b) Select a type for the skill in the **Skill Type** field. This is a required field.
 - c) Select or clear the **Grouping Skill** checkbox.
 - d) In the **Level List** field, select a level from the dropdown list.
 - e) In the **Automatic Level Specification** field, select a level specification from the dropdown list.
4. Click **Create**.

Modify a Skill

Use these steps to modify a skill.

To modify a skill:

1. Under the Setup menu group, go to **Employees » Skills**.
2. Use the search filter and/or the **Search** field to select a skill.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Skill

Use these steps to delete a skill.

To delete a skill:

1. Under the Setup menu group, go to **Employees » Skills**.
2. Use the search filter and/or the **Search** field to select a skill.
3. Click **Delete Position**.

4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Week Calendars

Use this workspace to set up a calendar of work weeks.

Week Calendars Concepts

For each week, enter a week number and name, the entry date for posting time sheets, and the fixed working hours for each day.

In the Employees workspace, specify a week calendar for each revision of each employee. The fixed working hours vary depending on the employee and the date they enter hours. However, the hours recorded for an employee are based on the lower value between the fixed working hours defined in this workspace and those set in the Employees workspace.

If you change the number of fixed hours for an employee, either in this workspace or the Employees workspace, it affects time sheets that are created, submitted, or approved before the change. This means that overtime calculations for previous weeks are also affected when you adjust the number of fixed hours.

In the Weeks table, you define the week calendar's number and name. You can also apply selection criteria to filter the lines displayed in the Weeks table. On each line in the Weeks table, specify a week number, an entry date, and the fixed working hours for each day.

Week Calendars Procedures

This section describes all the steps you need to work with week calendars.

Create a Week Calendar

Use these steps to create a week calendar.

To create a week calendar:

1. Under the Setup menu group, go to **Employees » Week Calendars**.
2. Click **+New Week Calendar**.
3. In the New Week Calendar dialog box that displays:
 - a) Enter a value for the week calendar in the **Week Calendar No.** field. This is a required field.
 - b) Enter a name for the week calendar in the **Name** field.
 - c) In the **Time Unit** field, select a unit in the dropdown list. This is a required field.
4. Click **Create**.

Modify a Week Calendar

Use these steps to modify a week calendar.

To modify a week calendar:

1. Under the Setup menu group, go to **Employees » Week Calendars**.
2. Use the search filter and/or the **Search** field to select a week calendar.
3. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit.
4. Update the fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Week Calendar

Use these steps to delete a week calendar.

To delete a week calendar:

1. Under the Setup menu group, go to **Employees » Week Calendars**.
2. Use the search filter and/or the **Search** field to select a week calendar.
3. Click **Delete Week Calendar**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add or Delete a Week

Use these steps to add or delete a week in the week calendar.

To add or delete a week:

1. Under the Setup menu group, go to **Employees » Week Calendars**.
2. Use the search filter and/or the **Search** field to select a week calendar.
3. To add a week in the week calendar:
 - a) In the Weeks table, click **+Add Week**.
 - b) Enter information in the fields as needed.
 - c) Click **Revert** if you want to undo your changes. Otherwise, click **Save**.
4. To delete a week in the week calendar:
 - a) In the Weeks table, select the week number you want to delete from the table and click **Row Tools » Delete Week**.
 - b) In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Copy a Week Calendar

Use these steps to copy a week calendar.

To copy a week calendar:

1. Under the Setup menu group, go to **Employees » Week Calendars**.
2. Use the search filter and/or the **Search** field to select a week calendar.
3. Click **Copy Week....**
4. In the Copy Week dialog box that displays:
 - a) Enter the week and year you want to copy in the **From** field. This is a required field.
 - b) Enter the range where you want to paste the values copied from the **From** field in the **To** field.
5. Click **Create**.

Maconomy creates a line for each week in the range specified in the **To** field containing the hours copied from the weeks in the **From** field.

Fixed Assets Submenu

The Fixed Assets submenu contains the following workspaces:

- Asset Groups
- Tax Depreciation Tables

Asset Groups

This section covers conceptual information, procedures, and field descriptions to the Asset Groups workspace.

Asset Groups Concepts

In this workspace, you can:

- View asset groups.
- Add new asset group.
- Print asset group.
- Delete asset group.

Asset Groups Fields

This section includes the fields and descriptions for the Asset Groups workspace.

Asset Group Island

Field	Description
Name	Here you enter the name of the asset group. In all other windows in the Fixed Assets module, the Asset Group field will be a pop-up field which will contain the names created here.
Description	Here you enter a list or description of those assets the group covers.

Book Depreciation Information Island

Field	Description
Depreciation Method	Select a default depreciation method to use when creating a new asset that belongs to this group.
Depreciation Period	Specify a default depreciation period to use when creating a new asset that belongs to this group.
Post Depreciation as Job Entry	Use this field to specify whether you want a job entry to be posted when depreciating an asset. This is the default setting for all assets in this asset group but can be changed for each asset.

Tax Depreciation Information Island

Field	Description
Asset Cost Factor	Enter the taxable value of the asset, which can be more than the cost price. This field allows you to adjust the taxable value. It is independent from the other fields in the Tax Depreciation Information island.
Table	Enter or select the Tax Depreciation Table name to use in the table-based depreciation. Note: You cannot use the tax depreciation table in combination with the Years , First Year Factor , or Strict Yearly Limit fields.
Years	Specify the number of years to depreciate the asset through straight line depreciation.
Yearly Percentage	This field shows the yearly percentage according to the number specified in the Years field.
First Year Factor	Enter the first year factor that balances the asset depreciation in the first year's limit. The value in this field extends the depreciation into an

Field	Description
	additional fiscal year in the end. The default value 100% indicates that there is no change to the amount.
First Year Percentage	This field shows the first year percentage when the Yearly Percentage field is further restricted by the First Year Factor field for the first year only.
Strict Yearly Limit	Specify whether the yearly percentage is set as a limit for each year. Delayed depreciation cannot be added on top of the yearly percentage. This field is deselected by default, which allows depreciation if the accumulated yearly depreciation do not exceed the accumulated yearly percentage.

Company Island

Field	Description
Company	Enter company information in this field.

Dimensions Island

Field	Description
Location	<p>In this field, you can enter a new value for the dimension Location. The new value will be assigned to the asset that is relocated.</p> <p>If this field has been completed, Maconomy performs a normal dimension derivation procedure. See the description of the multi-company model in the G/L module for further information about dimension derivation in Maconomy.</p> <p>If assets are relocated from one location to another, Maconomy will create an asset adjustment and an asset journal.</p> <p>If the field is not completed, Maconomy keeps the dimension value for the asset being relocated. The dimension value is copied from the asset's information card in the window Assets.</p>
Entity	The functionality of this field is similar to that of the field "Location."
Project	The functionality of this field is similar to that of the field "Location."
Purpose	The functionality of this field is similar to that of the field "Location."
Specification 2-3	The functionality of this field is similar to that of the field "Location."
Local Specification 1-3	The functionality of this field is similar to that of the field "Location."

Access Level Island

Field	Description
Access Level	In this field, you can specify the name and description of an access level. You only have access to the current asset group if you have been assigned to this level or a level above this in the User Access Levels window. This access control ensures that when working with, for instance, an asset, you can only enter an asset group to which you have access, and you can only see the asset groups to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to asset groups may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see "Introduction to the Access Control System" in the Set-Up module. If no access level is specified, all users have access to the current asset groups.

Acquisitions Island

Field	Description
Posting Reference	Here you enter the dimension combination containing the G/L account to which purchase and improvement entries are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Offset	Here you enter a dimension combination containing the assigned offset account. The dimension combination can also contain other dimension values to be used in this connection.
Description	Here you enter the text to be attached to the entries to the G/L module.

External Sale Island

Field	Description
Posting Reference	Here you enter the dimension combination containing the G/L account to which asset sales figures are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Loss	Here you enter the dimension combination containing the G/L account to which losses from asset sales are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Gain	Here you enter the dimension combination containing the G/L account to which gains from asset sales are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Description	Here you enter the text to be attached to the entries to the G/L module.

Book Depreciation Island

Field	Description
Posting Reference	Here you enter the dimension combination containing the G/L account to which write-downs and depreciation entries are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Offset	Here you enter a dimension combination containing the assigned offset account. The dimension combination can also contain other dimension values to be used in this connection.
Description	Here you enter the text to be attached to the entries to the G/L module.

Tax Depreciation Island

Field	Description
Posting Reference	Here you enter the dimension combination containing the G/L account to which tax depreciation are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Offset	Here you enter a dimension combination containing the assigned offset account. The dimension combination can also contain other dimension values to be used in this connection.
Sales	Here you enter a dimension combination containing the tax depreciation sales information.
Description	Here you enter the text to be attached to the entries to the G/L module.

Write-Ups Island

Field	Description
Posting Reference	Here you enter the dimension combination containing the G/L account to which write-ups are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Offset	Here you enter a dimension combination containing the assigned offset account. The dimension combination can also contain other dimension values to be used in this connection.
Description	Here you enter the text to be attached to the entries to the G/L module.

Internal Sales Island




Field	Description
Posting Reference	Here you enter the dimension combination containing the G/L account to which asset sales figures for internal sales are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Loss	Here you enter the dimension combination containing the G/L account to which losses from asset sales for internal sales are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Gain	Here you enter the dimension combination containing the G/L account to which gains from asset sales for internal sales are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Description	Here you enter the text to be attached to the entries to the G/L module.




Asset Group Line Island

Field	Description
From Company No.	Select the starting company number to which the asset depreciation rules apply. The values you enter in the other fields in the Group Lines sub-tab and Asset Group Lines sub-tab overwrite the values specified in the Group tab and Asset Groups sub-tab.
To Company No.	Select the ending company number to which the asset depreciation rules apply.
Method, Book Depreciation	Select the book depreciation method to use when creating a new asset that belongs to this group. The possible methods are Straight Line and Straight Line, By month .
Period, Book Depreciation	Specify the depreciation period to use when creating a new asset that belongs to this group.
Post Depreciation	Select the checkbox if you want to post a job entry when depreciating an asset.
Asset Cost Factor, Tax Depreciation	Enter the taxable value of the asset, which can be more than the cost price. This field allows you to adjust the taxable value. It is independent from the other fields in the Information tab.
Table, Tax Depreciation	Enter or select the Tax Depreciation Table name to use in the table-based depreciation. Note: You cannot use the tax depreciation table in combination with the Years , First Year Factor , or Strict Yearly Limit fields.

Field	Description
Years, Tax Depreciation	Specify the number of years to depreciate the asset through straight line depreciation.
First Year Factor, Tax Depreciation	Enter the first year factor that balances the asset depreciation in the first year's limit. The value in this field extends the depreciation into an additional fiscal year in the end. The default value 100% indicates that there is no change to the amount.
Strict Yearly Limit, Tax Depreciation	Specify whether the yearly percentage is set as a limit for each year. Delayed depreciation cannot be added on top of the yearly percentage. This field is deselected by default, which allows depreciation if the accumulated yearly depreciation do not exceed the accumulated yearly percentage.

Card Part Actions

Button	Description
+ New Asset Group	Click to add new asset group.
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Print Asset Group	Click to print asset group.
Delete Asset Group	Click to delete asset group.
+ Add Asset Group Line	Click to add asset group line.
↑ Move up	Click this action to move the current line above the previous line in the table.
↓ Move down	Click this action to move the current line below the next line in the table.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.

Button	Description
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Asset Groups Procedures

This section describes the steps you need for the Asset Groups workspace.

Add New Asset Group

Use these steps to add a new asset group.

To add a new asset group:

1. Under the Setup menu section, go to **Setup » Asset Groups**.
2. Click **+ New Asset Group**.
The **New Asset Group** popup displays.
3. Enter the applicable information in the required fields.
4. Click **New Asset Group**.

Print Asset Group

Use these steps to print asset group information.

To print asset group information:

1. Under the Setup menu section, go to **Setup » Asset Groups**.
2. Click **Print Asset Group**.

Delete Asset Group

Use these steps to add a new asset group.

To add a new asset group:

1. Under the Setup menu section, go to **Setup » Asset Groups**.
2. Click **Delete Asset Group**.

Tax Depreciation Tables

This section covers conceptual information, procedures, and field descriptions to the Tax Depreciation Tables workspace.

Tax Depreciation Tables Concepts

In this workspace, you can:

- View tax depreciation tables.
- Add new tax depreciation tables.
- Delete tax depreciation tables.
- Add tax depreciation lines.

Tax Depreciation Tables Fields

This section includes the fields and descriptions for the Tax Depreciation Tables workspace.







Tax Depreciation Table Information Island

Field	Description
Name	Enter the tax depreciation table name.
100% Full	This field shows if the tax depreciation percentage is full.

Tax Depreciation Table Lines Island

Field	Description
Year	This field shows the year the specified tax depreciation percentage takes effect. It starts with one, and is incremented each time you add a tax depreciation table line.
Percentage	This field shows the value of the allowed tax depreciation percentage for the specified year in the line.
Accumulation	This field shows the accumulated tax depreciation percentage from the preceding years up to the current line.
Remainder	This field shows the remaining tax depreciation percentage that you need to enter to fill the required 100%.

Card Part Actions

Button	Description
+ New Tax Depreciation Table	Click to add new tax depreciation table.
	Click to refresh data in the current workspace.
	Click to display the list view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action to undo changes made.
Delete Tax Depreciation	Click to delete tax depreciation table.
+ Add Tax Depreciation Line	Click to add tax depreciation table line.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Tax Depreciation Tables Procedures

This section describes the steps you need for the Tax Depreciation Tables workspace.

Add New Tax Depreciation Table

Use these steps to add a new tax depreciation table.

To add a new tax depreciation table:

1. Under the Setup menu section, go to **Fixed Assets » Tax Depreciation Table**.

2. Enter information in the **Name** field.
3. Click **+ New Tax Depreciation Table**.
A new tax depreciation table is added.

Delete Tax Depreciation Table

Use these steps to delete a tax depreciation table.

To delete a tax depreciation table:

1. Under the Setup menu section, go to **Fixed Assets » Tax Depreciation Table**.
2. Select the depreciation table you want to delete.
3. Click **Delete Tax Depreciation Table**.

Add New Tax Depreciation Table Lines

Use these steps to add new tax depreciation table line.

To add a new tax depreciation table line:

1. Under the Setup menu section, go to **Fixed Assets » Tax Depreciation Table**.
2. Select the applicable/created tax selection table.
3. Click **+ Add Tax Depreciation Table Line**.
4. Enter applicable information in the required fields.
5. Click **Save**.

General Ledger Submenu

Use the workspaces under the General Ledger submenu to view and manage general ledger-related setup.

Journal Setup

Use this workspace to set up the connection between posting journals, transaction types, and transaction number series

Journal Setup Concepts

Use this workspace to set up the connection between posting journals, transaction types, and transaction number series

Maconomy provides one predefined standard journal setup that you cannot delete or rename.

In the Journal Setup tab in the Journal Setup workspace, you can enter the name and number of the journal setup, as well as the access level.

In the Journal Setup Lines sub-tab, you must enter a transaction type group for each journal type. When you create a journal setup, Maconomy creates a line for each journal type in the sub-tab. You cannot rename or delete lines. You can copy the lines from an existing journal setup to make it faster and easier to create a journal setup.

Additionally, you can:

- Create a new journal setup.
- Validate a journal setup.
- Copy a journal setup.
- Delete a journal setup.
- Add a transaction type group line.
- Delete a transaction group line.

Journal Setup Fields

This section describes the fields and actions on the Journal Setup workspace.

Access Level Card






Field	Description
Access Level	In this field, you can specify the description and name of the access level to be assigned to the journal setup.



Journals Card

Field	Description
Journal Type	The journal type. You cannot delete or rename this.
Transaction Type Group	In this field, you can enter the number of the transaction types group to be used by the current journal type. Only the transaction types included in the group can be used in the current journal type.
Use Transaction Number Series	In this field, you can see if the journal type uses Transaction Number Series. If the field is not marked, you should not spend time on defining default transaction number series for the types that are included in the current setup, as they will never be used.
Manual Journal	Shows whether the user can select or enter a transaction type when creating the journal. If this field is not marked, the user is not able to specify a transaction type in this journal; the system will derive the transaction type (the default transaction type of the journal).

Field	Description
Default Transaction Type Mandatory	Shows whether the journal must have a default transaction type, since the system will use it when deriving the transaction type. Note the correlation between this field and the Manual Journal field; they are mutually exclusive. When one is marked, the other cannot be, and vice versa. If this field is marked, the group on the same line must have a default transaction type.

Card Part Actions

Button	Description
+ New Journal Setup	Click this action to create a new journal setup.
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Other Actions	Click this dropdown to: <ul style="list-style-type: none"> Validate a journal setup. Copy a journal setup. Delete a journals setup.
+ Add Transaction Type Group	Click this action button add a transaction type group line.
Delete Transaction Type Group	Click this action button to delete a transaction type group line.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.

Button	Description
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Journal Setup Procedures

This section describes the steps you need for the Journal Setup workspace.

Create a New Journal Setup

Use these steps to create a new journal setup.

To create a new journal setup:

1. Under the Setup menu section, go to **General Ledger » Journal Setup**.
2. Click **+ New Journal Setup**.
3. On the **Create Journal Setup** dialog box, enter the applicable information in the required fields.
4. Click **Create Journal Setup**.

Posting Period Setup

Use this workspace to set up posting periods.

Posting Period Setup Concepts

Use this workspace to set up posting periods.

You can have two open posting periods: one for G/L, and another for job cost. Both open posting periods can be generic or company-specific.

The open job cost posting period represents the posting interval for all job cost entries (for example, time and expense sheet entries, job allocation entries, and so forth), while an open G/L posting period represents the posting interval for all finance entries.

You can create complex setups. For example, you can allow time sheets only between September 1 and September 30, expense sheets between September 2 and September 30, and customer payments between September 3 and September 30. However, if you do not need this complexity, you are not required to create it.

You can create complex setups. For example, you can allow time sheets only between September 1 and September 30, expense sheets between September 2 and September 30, and

customer payments between September 3 and September 30. However, if you do not need this complexity, you are not required to create it.

Maconomy determines the posting periods for a specific transaction made by a specific company as follows:

Find the posting period setup for the company.

In the posting period setup, find the posting periods for the transaction group that includes the transaction type.

A posting period setup must cover all transaction types.

By default, all companies use the standard setup. If your company needs a different setup, create a company-specific setup and link it to the company in the Company Information workspace.

Additionally, you can:

- Create a new posting period setup.
- Validate posting period setup.
- Copy posting period setup.
- Delete posting periods setup.
- Add posting period setup lines.
- Delete posting period setup lines.

Posting Period Setup Fields

This section describes the fields and actions on the Posting Period Setup workspace.

Access Level Card




Field	Description
Access Level	In this field, you can specify the description and name of the access level to be assigned to the posting period setup.





Posting Period Setup Card

Field	Description
Name	In this field, you can enter a name for the posting period setup line.
Description	In this field, you can enter a description of the posting period setup line.
G/L Start	In this field, you can enter the start date of the open G/L posting period.
G/L End	In this field, you can enter the end date of the open G/L posting period.
Job Cost Start	In this field, you can enter the start date of the open job cost posting period.

Field	Description
Job Cost End	In this field, you can enter the end date of the open job cost posting period.
Accrual End	In this field, you can enter the last date allowed for accrual.
Transaction Type Group No.	In this field, you can enter the number of the transaction type group covered by this posting period setup line. Each transaction type in the group will use the posting periods specified on this line.
Created By, Created On, Changed By, Changed On, Version	These fields show by whom and when the line was created and changed. The "Version" is the number of times the line has been changed.

Card Part Actions

Button	Description
+ New Posting Period Setup	Click this action button to create a new posting period setup.
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Other Actions	Click this dropdown to: <ul style="list-style-type: none"> ■ Validate a posting period setup. ■ Copy a posting period setup. ■ Delete a posting period setup.
+ Add Posting Period Setup Line	Click this action button add a posting period setup line.
Delete Posting Period Setup Line	Click this action button to delete a posting period setup line.

Button	Description
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Posting Period Setup Procedures

This section describes the steps you need for the Posting Period Setup workspace.

Create a New Journal Setup

Use these steps to create a new journal setup.

To create a new journal setup:

1. Under the Setup menu section, go to **General Ledger » Posting Period Setup**.
2. Click **+ New Posting Period Setup**.
3. On the **Create a Posting Period Setup** dialog box, enter the applicable information in the required fields.
4. Click **Create Posting Period Setup**.

Transaction Type Groups

Use this workspace to create, edit, and delete transaction type groups.

Transaction Type Groups Concepts

Use this workspace to create, edit, and delete transaction type groups.

You use transaction type groups to group transaction types, to make using transaction types more convenient. For example, most transactions have the same posting periods, so it is easier to define the posting period for a group of transaction types, instead of specifying it for each transaction type.

The transaction type groups are used by the posting period setups and the journal setups. Groups can be shared by different setups. A transaction type group must contain a minimum of one transaction type.

A transaction type group can contain a default transaction type for each user. This is used when Maconomy must derive a transaction type (any type, not a specific one), in a specific workspace, for a specific company and user.

You can identify a Transaction Number Series for a specific transaction type and a specific employee, within a specific group. This overrules the Transaction Number Series that you enter on the transaction type. The Transaction Number Series that you enter on the transaction types are generic, used by all companies, while the Transaction Number Series that you enter in the transaction type groups are company- and user-specific.

You can create user-specific Transaction Number Series if you are using different number series for different users. Also, different users can have access to different transaction types. The Username field controls the user-specific settings. By default, this field is empty, meaning that all users have the same transaction type settings within the group.

You cannot delete transaction type groups if they are used by journal setups or posting period setups.

By default, Maconomy provides a transaction type group that includes all of the predefined transaction types, and other transaction type groups used by the standard journal setup.

Transaction Type Groups Fields

This section describes the fields and actions on the Transaction Type Groups workspace.

Remarks Card






Field	Description
Remarks 1-10	Enter any remarks regarding the transaction type group. These are free-text fields.
Access Level	In this field, you can specify the description and name of the access level to be assigned to the transaction type group.



Transaction Type Group Lines Card

Field	Description
Transaction Type	Here you can enter a transaction type to include in the group.
Description	This fields shows the description of the transaction type (if a description exists.).
Username	Here you can enter the name of a user who can create transactions of the current type and with the current transaction number series.
Transaction Number Series	Here you can enter the transaction number series associated with the current transaction type and current user, in the current group.

Field	Description
Default	When marked, this field means that the current transaction type is the default transaction type for the current user in the current group. This is used to derive the transaction type in different dialogs.

Card Part Actions

Button	Description
+ New Transaction Type Group	Click this action button to create a new transaction type group.
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Other Actions	Click this dropdown to: <ul style="list-style-type: none"> Validate transaction type group. Copy a transaction type group. Create lines for all transaction types. Delete transaction type groups.
+ Transaction Type Group Lines	Click this action button add a transaction type group line.
Delete Transaction Type Group Line	Click this action button to delete a transaction type group line.
	Click this icon to export the rows from the current table to a spreadsheet. Maconomy exports the table, and immediately downloads the resulting spreadsheet to your local drive.
	Click this icon to display the filter row on the current table. You can then enter criteria in any of the filter row fields to display only select table rows.

Button	Description
	Click this icon to maximize the table view.
	Click this icon to open the Customize Columns window.

Transaction Type Groups Procedures

This section describes the steps you need for the Transaction Type Groups workspace.

Transaction Type Groups Procedures

Use these steps to create a new journal setup.

To create a new journal setup:

1. Under the Setup menu section, go to **General Ledger » Transaction Type Groups**.
2. Click **+ New Transaction Type Group**.
3. On the **Create Transaction Type Group** dialog box, enter the applicable information in the required fields.
4. Click **Create Transaction Type Group**.

Import Submenu

Use the workspaces under this submenu to work with simple import programs as well as data import packages.

Data Import Packages

Use this workspace to create, validate, and import data packages.

Data Import Packages Concepts

A data import package is a collection of import programs and files you put together in a specific order to create a single package for transferring information to Maconomy. It provides companies with an efficient way of moving large amounts of legacy data to their Maconomy system, or from one Maconomy system to another.

This workspace is available for users with the requisite access rights.

Note: To simulate imports, you will still need to use the *Workspace Client*.

Data Import Packages Procedures

This section describes the steps you need to work with data import packages.

Create a Data Import Package


Use these steps to create a data import package and attach import files to it.

To create a data import package:

1. Under the Setup menu section, go to **Import » Data Import Packages**.
2. Click **+ New Data Import Package**.
3. In the New Data Import Package dialog box that displays, enter a name for the package. This is required.
4. Fill in the other fields as needed:
 - a) **Description** – Enter a brief description of the package that will be meaningful to you and others.
 - b) **Access Level**
 - c) **Option List** - Select an option from the dropdown. Available values are customized by your company.
 - d) **Deletable** - Select this checkbox to indicate that the package can be deleted after creation.
 - e) **Email To** - Enter the email address(es) of the user/s who should receive notifications regarding import package progress.
 - f) **Email On**
 - **Validation Finished** - Select this checkbox if you want Maconomy to notify you and the users you specified regarding successful or failed validation of the package.
 - **Import Finished** - Select this checkbox if you want Maconomy to notify you and the users you specified regarding successful or failed import of the package.
5. Click **Create**.

Maconomy creates the data import package. It also gives you the option to load the contents of an existing package, or click **Close** to close the dialog box and work with an empty package.
6. To load the contents of the package, click **Load**.
7. In the Load Lines dialog box that displays, click **Select files** and select the .mip file from your file explorer window. You can also drag and drop the file into the dialog box.
8. Click **Ok**.

Maconomy loads the contents of the data import package. It also gives you the option to attach import files, or click **Close** to close the dialog box.
9. To attach import files, click **Attach Import Files**.

10. In the Bulk Attach Import Files dialog box that displays, click **Select files** and select the import file/s from your file explorer window. You can also drag and drop the file/s into the dialog box.
11. Click **Ok**.
12. Click **Close**.
The workspace now displays the details of the newly created data import package on the Information tab.
13. To add import package lines, click  **+ Add Data Import Package Line**.
14. On each new line, fill in the following fields:
 - a) **Import Program** - Select an import program from the dropdown. This is required.
 - b) **Attach** - Click the icon to open the Attach Import File dialog box. Here you can attach the text file or spreadsheet related to the import program you selected.
For example, for the ImportEmployees import program line, select **Employees.txt**.
The **Import File Name** field will automatically display the name of the text file you attached to the line.
15. Click **Save**.

Validate Data Import Package Lines

Use these steps to validate some or all of the import files in a data import package.

To validate a data import package:

1. Under the Setup menu section, go to **Import » Data Import Packages**.
2. Use the search filter and **Search** field to select the data import package you want to work on.
The workspace displays the details of the data import package you selected on the Information tab.
3. In the table, select the **Marked for Validation** checkbox for each package line you want to validate.

Note: To select all the lines, click the Row Tools icon on the first line then click **Mark from Here** in the dropdown that displays.

4. Click **Validate Package**.
5. In the Validate Data Package dialog box that displays, click **Validate Package**.
Lines that are successfully validated will display the value **Passed** on their **Validation Status** field. Use the Validation Log to investigate and correct any errors on **Failed** lines before performing an import.

Import Data Import Package Lines

Use these steps to import some or all of the import files in a data import package.

To import a data package:

1. Under the Setup menu section, go to **Import » Data Import Packages**.
2. Use the search filter and **Search** field to select the data import package you want to work on.
The workspace displays the details of the data import package you selected on the Information tab.
3. Click **Switch to Import**.
4. In the table, select the **Marked for Import** checkbox for each package line you want to import.

Note: To select all the lines, click the Row Tools icon on the first line then click **Mark from Here** in the dropdown that displays.

5. Click **Import Package**.
6. In the Import Data Package dialog box that displays, fill in the following fields as needed:
 - a) **Import As (Default)** - Specify a user that Maconomy can use when importing the package lines with no **Import As** user specified.
 - b) **Import All Lines Using Default User** - Select this checkbox to import all lines as the user specified in the **Import As (Default)** field regardless of whether there is a user specified in the **Import As** field on the package line.
 - c) **Due Date** - You can schedule an import on a future date. For example, you may want the import to start on a date that falls on a Saturday, when there are no users on the system.
 - d) **Due Time** - You can schedule an import time for the date you specified. For example, you can specify that the import start at 8 a.m.
7. Click **Import Package**.
Lines that are successfully imported will display the value **Success** on their **Import Status** field. Use the Import Log to investigate and correct any errors on **Failed** lines.

Job Cost Submenu

Various workspaces are available under this submenu to help you set up and configure job cost in the web client.

Parameters Submenu

Utilize the workspaces under this submenu to set up various parameters, rules, or derivations for job cost configuration.

Job Parameters

Use this workspace to define job parameters and the values for their attributes.

Job Parameters Concepts

A job parameter has a job parameter type, a number of predefined attributes, and a number of values for the attributes.

For instance, you use the Pricing Method job parameter type to define whether a job should be assigned an Invoicing Method of **Fixed Price** or **Time and Material**. Pricing Method is the job parameter type, Invoicing Method is the attribute, and **Fixed Price** and **Time and Material** are values.

Once a job parameter has been defined here, it can be applied to appropriate jobs. You can apply many different parameters to each job. After you create job parameters, use the Job Parameter Selection Rules workspace to define which parameters can be used for which jobs.

You can create job parameters for Registration, Budgeting, Revenue Recognition, Pricing Principle, Events, Job Description, Planning, Invoice Selection, On Account Reconciliation, Invoicing On Account, Job Text Option Lists, Overhead Cost, Invoice Preparation, Employee Revenue Distribution, Charges, Time Transfer, and Write-Up/Down.

Define a Job Parameter

In the card part in this workspace, you specify the name and type of the job parameter, and assign an access level to the job parameter.

Based on the type of job parameter, Maconomy automatically populates the Job Parameter Attributes table with appropriate attributes. Each line in the table displays the name and the default values of an attribute. For example, when you create a job parameter of the Revenue Recognition type, the lines in the table display the eleven attributes that are predefined for the Revenue Recognition job parameter type.

You cannot change or delete the attributes in these lines manually.

You can, for example, define that the value of the Capitalization Method attribute should be **At Cost** or **At Billing Price**, or that the value of the Handling of Overrun attribute should be **Yes** or **No**.

You define the value of an attribute in the **Value** field in the table. Refer to the examples shown in the **Value Examples** field.

For most attributes, Maconomy has predefined values from which you can choose. You can create new values only if an attribute's value type is **Option List**.

You can define multiple different job parameters of a given type.

Example

For example, assume that you set up two different job parameters of the Revenue Recognition type, with different attribute values:

Parameter Name: At Cost, No Revenue Recognition	
Attribute Name	Value
Capitalization Method	At Cost

Revenue Recognition by Completion Percentage	No
Handling of Overrun	No

Parameter Name: At Billing Price with Revenue Recognition	
Attribute Name	Value
Capitalization Method	At Billing Price
Revenue Recognition by Completion Percentage	Yes
Handling of Overrun	No

You can create a job that uses capitalization at cost and at the same time does not handle overruns, because the first parameter (At Cost, No Revenue Recognition) supports that scenario. However, you cannot create a job that uses capitalization at billing price and at the same time handles overrun, because neither of the parameters supports that scenario. You will have to set up a new Revenue Recognition job parameter for such a job.

Job Parameters Fields

This section describes the fields and actions on the Job Parameters workspace.

Copy to come.

Job Parameters Procedures

This section describes all the steps you need to work with job parameters.

Create a Job Parameter

Use these steps to add a job parameter.

To add a job parameter:

1. Under the Setup menu section, go to **Job Cost » Parameters » Job Parameters**.
2. Click **+New Job Parameter**.
3. In the wizard that displays:
 - a) In the **Type** field, select a parameter type. This is a required field.
 - b) In the **Name** field, enter a name for your job parameter. This is a required field.
 - c) In the **Description** field, enter a description for your job parameter.
4. Click **Create**.

Edit a Job Parameter

Use these steps to edit a job parameter.

To edit a job parameter:

1. Under the Setup menu section, go to **Job Cost » Parameters » Job Parameters**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job parameter.
3. Edit the fields in the card part as needed.
4. In the Job Parameter Attributes table, edit the attributes in each line as needed.
5. Click **Save**.

Delete a Job Parameter

Use these steps to delete a job parameter.

To delete a job parameter:

1. Under the Setup menu section, go to **Job Cost » Parameters » Job Parameters**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job parameter.
3. Click **Delete Job Parameter**.
4. In the confirmation dialog that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Job Parameter Selection Rules

Use this workspace to set up rules that control which job parameters are used with which jobs.

Job Parameter Selection Rules Concepts

When you create a job, the job parameter selection rules control what is applied to the job.

This includes:

- Which job parameters can be applied to the job.
- Which attribute values can be used in the job parameters
- Default values for these attributes

In the card part, enter the name and description of the rule and a priority level. You can also identify the jobs to which this rule will apply.

In the Parameter Selection Rule Linetable, define the job parameters that are valid when this rule is applied. Specify default values for the parameters in the **Standard Value** field.

For example, assume that you have a job parameter selection rule that includes a job parameter of the Revenue Recognition type that has the Capitalization Method attribute with the default value of At Cost. Maconomy automatically assigns this value to any job that you create using this job parameter selection rule.

Using job parameter selection rules, you can define exactly which job parameter attribute values should be assigned to new jobs and which job parameter attribute values should be considered valid for the jobs. You can specify that a certain set of job parameter selection rules should be valid, for example, for all jobs that belong to one particular company.

When you create a new job, Maconomy derives the relevant values for the job based on the job parameter selection rules. Then, each time that you make changes to a given job, Maconomy rederives all of the values that are determined by job parameters (unless you turn off this feature in the Job Parameter Derivation Fields Workspace).

When you create a job and Maconomy derives the relevant job parameter attribute values for the job, Maconomy displays this information in the Job Parameter Selection workspace.

Example

Assume that you have created a number of job parameters in the Job Parameters workspace. These job parameters are now to be combined in a number of job parameter selection rules. Before you create your rules, you create a number of selection criterion specifications of the Job type in the Selection Criterion Specifications workspace in the Set-Up module. You create the following selection criterion specifications:

Selection Criterion Specification No.	US
Description	Jobs belonging to a US company

Selection Criterion Specification No.	German
Description	Jobs belonging to a German company

Next you assign each of these selection criterion specifications to a job parameter selection rule.

- For jobs that match the US selection criterion specification, you define that the following job parameters should be valid: **Capitalization = At Billing Price, Pricing Principle = Time and Material, and Events = No Events.**
- For jobs that match the German selection criterion specification, you specify: **Fixed Price Set-Up = Fixed Quote Excl. Outlays and Pricing Principle = Fixed-Price.**

Now, when you use the US selection criteria, Maconomy will use the US parameters and when you use the German selection criteria, Maconomy will use the German parameters.

Priorities

Each job parameter selection rule must have a priority, defined in the **Priority** field in the Job Parameter Selection Rules tab. The lower the number, the higher the priority.

Maconomy uses these priority numbers when multiple rules could be applied to the same job. Using the example above, when you create a job that belongs to a German company, Maconomy applies the rule that uses the values **Fixed-Price** and **Fixed Quote Excl. Outlays.**

However, because this rule does not define all available job parameter types, Maconomy attempts to find the remaining job parameter type values in other job parameter selection rules.

This search is based on the selection criterion specification and the priority that you defined for each job parameter selection rule.

When Maconomy finds valid job parameters for all of the job parameter types, Maconomy uses these to set up the job.

Defaults

If you create a job to which no selection criterion specifications apply, Maconomy automatically uses the default job parameter selection rule. This rule contains default values for all of the available job parameter types.

You cannot assign the default rule to any selection criterion specification.

The priority specified for the default rule determines when the rule is applied. This means that you can set up the default job parameter selection rule to be the first rule that Maconomy considers when it derives job parameter attribute values.

Rederived Values

Each time that you change the fields for a job, Maconomy automatically rederives the job parameters for the job (unless you turn off this feature in the Job Parameter Derivation Fields Workspace).

Job Parameter Selection Rules Fields

Copy to come.

Job Parameter Selection Rules Procedures

This section describes all the steps you need to work with job parameter selection rules.

Create a Job Parameter Selection Rule

Use these steps to create a selection rule.

To add a selection rule:

1. Under the Setup menu section, go to **Job Cost » Parameters » Job Parameter Selection Rules**.
2. Click **+New Job Parameter Selection Rule**.
3. In the wizard that displays:
 - a) In the **Priority** field, enter a value of **1** or higher.
 - b) Enter information in the other fields as needed.
4. Click **Create**.

Edit a Job Parameter Selection Rule

Use these steps to edit a job parameter selection rule.

To edit a job parameter selection rule:

1. Under the Setup menu section, go to **Job Cost » Parameters » Job Parameter Selection Rules**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a selection rule.
3. Edit information in the fields as needed.
4. Click **Save**.

Delete a Job Parameter Selection Rule

Use these steps to delete a job parameter selection rule.

To delete a parameter selection rule:

1. Under the Setup menu section, go to **Job Cost » Parameters » Job Parameter Selection Rules**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a selection rule.
3. Click **Delete Job Parameter Selection Rule**.
4. In the confirmation dialog that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Create a Parameter Selection Rule Line

Use these steps to add selection rule lines to your selection rule.

To add a selection rule line:

1. Under the Setup menu section, go to **Job Cost » Parameters » Job Parameter Selection Rules**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a selection rule.
3. In the Parameter Selection Rule Lines table, click **+Add Job Parameter**.
4. In the **Parameter Name** field, enter or select a name for the line. This is a required field.
5. Click **Save**.

Edit a Parameter Selection Rule Line

Use these steps to edit a job parameter selection rule line.

To edit a parameter selection rule line:

1. Under the Setup menu section, go to **Job Cost » Parameters » Job Parameter Selection Rules**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a selection rule.
3. In the Parameter Selection Rule Lines table, edit information in the lines as needed.
4. Click **Save**.

Delete a Parameter Selection Rule Line

Use these steps to delete lines on a job parameter selection rule.

To delete a parameter selection rule line:

1. Under the Setup menu section, go to **Job Cost » Parameters » Job Parameter Selection Rules**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a selection rule.
3. In the Parameter Selection Rule Lines table, click **Row Tools » Delete Job Parameter** on the line you want to delete.
4. In the confirmation dialog that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Selection Criteria

Use this workspace to set up sets of selection criteria, or queries, that you can use to locate records in the Maconomy database.

For example, assume that you want a monitor to find only those purchase orders for amounts under USD 10,000 that belong to Company 1. You can create selection criteria to find all of the entries in the Requisition table that are associated with Company 1 and have a value of less than USD 10,000 in the **Line Total, Currency** field.

Each set of selection criteria can contain multiple lines. On each line, you identify the table that contains the data, the field that you are searching on, an operator such as "equal to" or "more than," and a target value. In the preceding example, one line would find all purchase orders under USD 10,000, and a second line would narrow the selection to purchase orders that belong to Company 1.

Note that when you set up selection criterion specifications, it is an advantage to have a basic knowledge of database terminology.

Selection Criteria Concepts

A selection criterion specification consists of a number of criteria that are grouped under a selection criterion specification number.

In the card part, you enter the number and name of the current criterion specification. In the Selection Criterion Specification Lines table, you select the criteria that different types of information must meet to match the selection criteria that you define in the selection criterion specification. On each line you can indicate which table and which field in that table in Maconomy's database should form the basis of the delimitation. You also select an operator, such as "equal to," "more than," and so on, and a value that the operator should compare to, to see which entries in the table meet each criterion.

For example, you can specify that the criterion specification should obtain the entries in the Requisition table that have a value of less than USD 10,000 in the Line Total, Currency field. In this way you create a selection criterion specification that obtains only purchase orders that amount to less than USD 10,000.

A selection criterion specification can contain several lines, so that you can, for example, define that the specification should obtain purchase orders that have a value of more than 10,000 in the Line total, currency field and that relate to a certain vendor. You do this by creating the necessary number of lines with criteria that should all be matched to meet the selection criterion specification.

Example 1

You want to create a selection criterion specification that obtains the purchase orders in company 1 that amount to less than USD 10,000. In the selection criterion specification you should create the following lines:

Outer Logical Operator	Table Section	Field Name	Operator	Value 1
	Purchase Order	Line total, currency	Less than	10,000
	Purchase Order	Company no.	Equal to	1

All consecutive lines for which you have not specified an outer logical operator represent a group of criteria called a criterion series. A value must match the criteria for all lines within a criterion series to match this criterion series. An expense sheet, purchase order, and so on, matches a selection criterion specification if it matches one or more criterion series in the selection criterion specification. The term "outer logical operator" is explained later in this introduction.

In this example, the two lines constitute a criterion series; a value must meet both criteria to match the criterion series and thus match the selection criterion specification.

You can create several criterion series in the same selection criterion specification. A purchase order, expense sheet, and so on, matches a selection criterion specification if it meets just one of the criterion series of the selection criterion specification.

You separate criterion series by using a line that contains the outer logical operator "OR."

Example 2

You want to create a selection criterion specification that obtains the purchase orders in company 1 that amount to less than USD 10,000. The selection criterion specification should also obtain the purchase orders that relate to vendor number 31201918, regardless of the total amount of the

purchase order, and to which company the purchase order relates. In the selection criterion specification you should create the following lines:

Outer Logical Operator	Table Section	Field Name	Operator	Value 1
	Purchase Order	Line total, currency	Less than	10,000
	Purchase Order	Company no.	Equal to	1
OR				
	Purchase Order	Vendor no.	Equal to	31201918

The first two lines represent a criterion series, and a value must meet both criteria of this series for a purchase order to match the criterion series. The last line is also a criterion series in itself, because the outer logical operator "OR" separates this line from the first criterion series.

As a purchase order matches the selection criterion specification if it meets one or several of the criterion series of the selection criterion specification. Thus a purchase order matches the selection criterion specification if it either relates to company 1 and amounts to less than USD 10,000 or it is assigned to vendor no. 31201918.

When you use the outer logical operator "OR," none of the criteria of the lines above the "OR" operator apply to those criterion series that are below the "OR" operator. It is therefore necessary to repeat the criteria that apply to the criteria on both sides of the "OR" operator. The following example illustrates this requirement.

Example 3

You want to create a selection criterion specification that obtains the purchase orders in company 1 that amount to less than USD 10,000. The criterion specification should also obtain the purchase orders that relate to vendor no. 31201918, regardless of the total of the purchase order, but the company number should still be 1. In the selection criterion specification you create the following lines:

Outer Logical Operator	Table Section	Field Name	Operator	Value 1
	Purchase Order	Line total, currency	Less than	10,000
	Purchase Order	Company no.	Equal to	1
OR				
	Purchase Order	Vendor no.	Equal to	31201918
	Purchase Order	Company no.	Equal to	1

Note that Maconomy performs a delimitation twice on the company number because the first line that contains the company number delimitation only applies above the "OR" operator. If the last line that has company number delimitation had not been created in the selection criterion specification, this criterion specification would only obtain all purchase orders that have vendor number 31201918 regardless of company number, in addition to the purchase orders that meet the criteria in the first two lines.

You can specify as a criterion that a purchase order, expense sheet, and so on, should match another selection criterion specification to match the current selection criterion specification. You do this by creating a line that has the operator "Matches" and entering the number of the selection criterion specification in question in the **Value 1** field. Using the operator "Does Not Match" you can specify that a purchase order, expense sheet, and so on, must not match a certain selection criterion specification, to match the current selection criterion specification.

If you want to perform more delimitations on the same field within the same criterion series, you use an inner logical operator. For example, you might want a criterion series to obtain all of the purchase orders that relate to company 1 and that also represent an amount of USD 10,000 or less.

If you do not use an inner logical operator, you would in this case need to create two criterion series of two lines each, that is, a criterion series that obtains purchase orders in company 1 that amount to USD 10,000 and another series that obtains purchase orders in company 1 that amount to less than USD 10,000.

By using an inner logical operator you can, however, couple the two criteria that relate to the purchase order amount in the same criterion series. When you use an inner logical operator, you do not enter a table section and a field name because Maconomy uses the table section and the field name that apply to the previous line. You can create a selection criterion specification similar to the preceding scenario by entering the following lines:

Outer Logical Operator	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Purchase Order	Company no.		Equal to	1
	Purchase Order	Line total, currency		Equal to	10,000
			OR	Less than	10,000

Because this uses no outer logical operator, all of these lines are considered one criterion series. In line 3 the selection criterion specification includes the inner logical operator "Or," which means that the table section and field name on this line correspond to the ones on line 2. Because the lines belong to the same criterion series, this selection criterion specification obtains purchase orders in company 1 that amount to USD 10,000 or less. The inner logical operator can be either "And" or "Or." The following example illustrates the function of the "And" operator.

Example 4

You want to create a selection criterion specification that obtains the jobs that belong to company 1, and in which the words "urgent" and "support" form part of the texts that you entered for the job in the Job Descriptions workspace. In the selection criterion specification you enter the following lines:

Outer Logical Operator	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Job	Company no.		Equal to	1
	Job text line	Text		Contains	urgent

Outer Logical Operator	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
			And	Contains	support

In this case, the inner logical operator "And" means that the conditions in both lines 2 and 3 must be met for a job to match the selection criterion specification. This specification thus does not obtain jobs for which only one of the words is included in the job text lines.

You can create several consecutive lines with an inner logical operator. You use the "And" operator to link to the closest preceding line; however, "Or" does not link to any lines above.

The following examples illustrate this functionality.

Example 5

You want to create a selection criterion specification that identifies the jobs for which the words "urgent" and "support" are included in the texts that you entered for the job in the Job Descriptions workspace. If the text lines do not include these two words, a job should still match the selection criterion specification if a text line for the job contains the word "priority." In the selection criterion specification you create the following lines:

Outer Logical Operator	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Job Text Line	Text		Contains	urgent
			And	Contains	support
			Or	Contains	priority

In this example the "And" operator in line 2 means that line 2 links to line 1. The "Or" operator does not link to any of the lines above it. The result is that the conditions in lines 1 and 2 must either both be met, or the condition in line 3 must be met.

Example 6

The following selection criterion specification generates the same result as for example 5:

Outer Logical Operator	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Job Text Line	Text		Contains	priority
			Or	Contains	urgent
			And	Contains	support

In this example, the "And" operator in line 3 means that line 3 links to line 2. The "Or" operator in line 2 does not link to any of the lines above it. The result is that either the conditions in lines 2 and 3 must both be met, or the conditions in line 1 must be met.

Example 7

You want to create a selection criterion specification that obtains the jobs for which the words "urgent" and "support" are contained in the texts that you entered for the job in the Job

Descriptions workspace. If the text lines do not contain these two words, a job should, however, match the selection criterion specification if a text line for the job contains either the word "priority" or the word "important." In the selection criterion specification you enter the following lines:

Outer Logical Operator	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Job Text Line	Text		Contains	priority
			Or	Contains	important
			Or	Contains	urgent
			And	Contains	support

In this example the "And" operator on line 4 means that line 4 links to line 3. The "Or" operator on lines 2 and 3 does not link to any of the lines above it. The result is that either the conditions in lines 3 and 4 must both be met or the conditions in one of the lines 1 and 2 must be met.

A selection criterion specification type indicates what kind of information you can set up delimitation on in a given selection criterion specification. Each selection criterion specification type identifies one or more database tables or database table sections whose fields are available for setting up selection criteria. At the same time, the selection criterion specification type of a given selection criterion specification determines the contexts in which you can use the criterion specification. There are two kinds of selection criterion specification type:

- **Manually created selection criterion specification types** — In this workspace you can manually create your own selection criterion specification types, indicating for each type the database table for which you can set up selection criteria on selection criterion specifications of the type in question. For instance, if you specify the "NoteLine" table on a selection criterion specification type, selection criterion specifications of that type can define criteria for the fields in that table.

You can only use manually created types in connection with monitors where they determine the criteria that the individual entries in the database table indicated by the type must meet for a certain action to be executed.

- **Predetermined selection criterion specification types** — Maconomy comes with a number of predefined types that you cannot change. Each of the predefined types has a predefined area of usage; you can only use them in that context. This means that you can only select for use in certain workspaces the selection criterion specifications of a given predefined type. Because the use of each predefined type is fixed, a number of tables and table sections (parts of tables) that are relevant in this context are preassigned to each type, allowing you to set up criteria on information in those tables.

On selection criterion specifications of predefined types, you set up criteria in the Selection Criterion Specification Lines table of this workspace.

You can use predefined selection criterion specifications in the following contexts. For information about the options that are available for the individual contexts, see the description of the **Type** field.

- **Approval Hierarchy Selection** — In connection with approval hierarchy selection, you use selection criterion specifications to determine the approval hierarchy to be used for the approval of each purchase order, expense sheet, or vendor invoice

allocation line. You do this in the Approval Hierarchy Selection workspace, where you create a number of hierarchy lines, each of which contains its own selection criterion specification. On each line you also select the approval hierarchy to be used on purchase orders/expense sheets/allocation lines that match the selection criterion specifications of the line in question. This way you can, for example, ensure that purchase orders that are assigned to different companies are approved through company-specific approval routines.

Note that you must create separate approval hierarchy selections for purchase orders, expense sheets, and allocation lines, respectively. In approval hierarchy selections for purchase orders, you use selection criterion specifications of the Requisition type. You use criterion specifications of the Expense Sheet type in the approval hierarchy selection for expense sheets. You use selection criterion specifications of the Vendor Invoice type in the approval hierarchy selection for vendor invoice allocation lines.

- **Approval hierarchies** — In connection with approval hierarchies, you use selection criterion specifications to decide who should approve each purchase order, expense sheet, or vendor invoice allocation line. You select the hierarchy to be used for the approval of each entry in the Approval Hierarchy Selection workspace, as described previously. You define each approval hierarchy by creating a number of hierarchy lines, each of which has its own selection criterion specification, and a person who approves purchase orders/expense sheets/allocation lines that match the selection criterion specification of the line in question. This way you can, for example, ensure that as long as a purchase order does not amount to more than a certain amount, it should only be approved by the person who submits the purchase order, whereas purchase orders for larger amounts should also be approved by the supervisor of the person who submits the purchase order.

Note that you should create a number of separate approval hierarchies for purchase orders, expense sheets, and allocation lines, respectively. In approval hierarchies for purchase orders, you use selection criterion specifications of the Requisition type.

You use selection criterion specifications of the Expense Sheet type in the approval hierarchies for expense sheets. You use selection criterion specifications of the Vendor Invoice type in the approval hierarchies for vendor invoice allocation lines.

- **Campaigns** — In connection with campaigns, you use selection criterion specifications to determine which contact companies and contact persons should be included in each campaign.
- **Job Searches** — In connection with job searches you use selection criterion specifications to find certain jobs in the Job Search workspace. In the Job Search workspace you can switch between existing selection criterion specifications of this type; the subtab displays the jobs that match the current selection criterion specification. This enables you to easily find jobs with, for example, a certain job processing status or jobs for which you are the project manager.

Selection Criteria Fields

This section describes the fields and actions on the Selection Criteria workspace.

Copy to come.

Selection Criteria Procedures

This section describes all the steps you need to work with selection criteria.

Create Selection Criteria

Use these steps to set up selection criteria for locating specific information in the Maconomy database.

To create selection criteria:

1. Under the Setup menu section, go to **Job Cost » Parameters » Selection Criteria**.
2. Click **+New Selection Criteria**.
3. In the wizard that displays, select a type for your selection criteria. This is a required field.
4. Enter information in the other fields as needed.
5. Click **Create**.

Edit Selection Criteria

Use these steps to modify your selection criteria.

To edit selection criteria:

1. Under the Setup menu section, go to **Job Cost » Parameters » Selection Criteria**.
2. Use the search filter and/or the Search field at the top of the workspace to select a selection criterion.
3. Edit the fields in the card part and/or the table as needed.
4. Click **Save**.

Print Selection Criteria

Use these steps to print your selection criteria.

To print selection criteria:

1. Under the Setup menu section, go to **Job Cost » Parameters » Selection Criteria**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a selection criterion.
3. Click **Print Selection Criteria**.

Delete Selection Criteria

Use these steps to delete selection criteria.

To delete selection criteria:

1. Under the Setup menu section, go to **Job Cost » Parameters » Selection Criteria**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a selection criterion.
3. Click **Delete Section Criteria**.
4. In the confirmation dialog that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Add a Selection Criterion Specification Line

You can add one or more lines to create a set of selection criteria to use for locating records in the Maconomy database.

To add lines to the selection criteria:

1. Under the Setup menu section, go to **Job Cost » Parameters » Selection Criteria**.
2. In the Selection Criterion Specification Lines table, click **+Add Selection Criterion Specification Line**.
3. Enter information in the fields as needed.

Note: If you enter information in the fields on the line, you must specify an operator in the **Operator** field prior to saving.

If you have specified a value in the **Outer Logical Op.** field, you cannot not enter information in the other fields.

4. Click **Save**.

Delete a Selection Criterion Specification Line

Use these steps to delete a selection criterion specification line.

To delete a selection criterion specification line:

1. Under the Setup menu section, go to **Job Cost » Parameters » Selection Criteria**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a selection criterion.
3. In the Selection Criterion Specification Lines table, click **Row Tools » Delete Selection Criterion Specification Line** on the line you want to delete.
4. In the confirmation dialog that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Job Parameter Derivation Fields

Use this workspace to control whether job parameters are rederived when you change the fields for a job.

Job Parameter Derivation Fields Concepts

When you change a field in any job-related workspace, it might be appropriate to change the job's parameters as well. For this reason, Maconomy, by default, rederives job parameters every time that you make such a change.

Note: The settings in this workspace affect all of your jobs.

Because this process can be time consuming, you have the option to turn off the **Always Derive Job Parameters** option in this workspace.

If you turn off this option, Maconomy only derives job parameters for a job once, when the job is created. You still have the option to rederive job parameters manually. For information about this, see the description of the Job Parameter Selection workspace.

However, in your Maconomy setup, you might have specified that some fields govern the use of certain job parameters. For example, a job parameter might depend on the value of the **Popup 5** field. If you change the value in the pop-up field, you want the job parameter to change accordingly, without having to remember to rederive the job parameters manually. For this purpose, you can add job parameter derivation fields in the Job Parameter Derivation Fields table in this workspace.

If you deselect the **Always Derive Job Parameters** field in the card part and add the **Popup 5** field in the Job Parameter Derivation fields table, Maconomy rederives job parameters if, and only if, you change the **Popup 5** field.

Job Parameter Derivation Fields Procedures

This section describes all the steps you need to work with job parameter derivation fields.

Create a Job Parameter Derivation Field

Although you can choose to always derive job parameters whenever a user changes fields on a job, you can also create job parameter derivation fields to use when a user changes fields on a single job. This is available if you did not choose the option to always derive job parameters.

To add a job parameter derivation field:

1. Under the Setup menu section, go to **Job Cost » Parameters » Job Parameter Derivation Fields**.
2. In the Job Parameter Derivation Fields table, click **+Add Job Parameter Derivation Field**.
3. In the **Internal Field Name** field, enter or select a name.

4. Click **Save**.

Delete a Job Parameter Derivation Field

Use these steps to delete a job parameter derivation field.

To delete a job parameter derivation field:

1. Under the Setup menu section, go to **Job Cost » Parameters » Job Parameter Derivation Fields**.
2. In the Job Parameter Derivation Fields table, click **Row Tools » Delete Job Parameter Derivation Field** on the line you wish to delete.
3. In the confirmation dialog that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Job Groups

Use this workspace to enter information, primarily related to capitalization setup, for job groups.

Job Groups Concepts

You must create at least one job group in this workspace before you can begin setting up jobs in the Jobs workspace. You cannot delete a job group after you create it.

In Maconomy, jobs are organized into groups. For each group, you use this workspace to designate whether you will capitalize costs or post them as expenses. You can also specify a job number if the budget is to be used as the standard for all new jobs that belong to the current job group.

For auditing purposes, you should print and file this workspace every time that you change job group information.

Job Groups Fields

This section describes the fields and actions on the Job Groups workspace.

Card Part Fields

Copy to come.

Job Groups Procedures

This section describes all the steps you need to work with job groups.

Create a Job Group

Use these steps to create a job group. You cannot delete a job group after it is created.

To create a job group:

1. Under the Setup menu section, go to **Job Cost » Dimensions » Job Groups**.
2. Click **+New Job Group**.
3. In the wizard that displays, enter a name for your job group. This is a required field.
4. Click **Create**.
5. In the confirmation dialog that displays, click **Ok** to confirm or **Cancel** to exit without creating the job group.

Edit a Job Group

Use these steps to edit information, primarily related to capitalization setup, in a job group to fit your needs.

To edit a job group:

1. Under the Setup menu section, go to **Job Cost » Dimensions » Job Groups**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a job group.
3. Edit information in the fields as needed.
4. Click **Save**.

Print a Job Group

Use these steps to print a job group. For auditing purposes, you should print and file a job group every time you change information in it.

To print a job group:

1. Under the Setup menu section, go to **Job Cost » Dimensions » Job Groups**.
2. Use the search filter and/or **Search** field at the top of the workspace to select a job group.
3. Click **Print Job Group**.

Pricing Submenu

Set up related to pricing and other expenses for your jobs using the workspaces under the Pricing submenu.

Price Lists

Use this workspace to enter and maintain price lists for employee, activity, task, and allocation combinations.

Price Lists Concepts

You can define cost prices, billing prices, intercompany prices, markup percentages, and overtime charges. You can assign a price list to jobs.

This workspace displays one issue of the price list at a time. Each price list issue is identified by a job price name and an issue number. You can browse through the issues.

You assign a price list to each job in the Job Price Information workspace. Note, however, that lines in the price list can be superseded by price lines that you entered directly for the job in the Job Price Information workspace. You use price lists in all of the Job Cost workspaces where Maconomy calculates prices based on employee number and activity—for example, the Job Journal, Job Budgets, and Time Sheets workspaces.

When you press Return on a line in the subtab of a workspace where Maconomy calculates prices, and you specified a price list for the job in question, Maconomy searches the price list to find a cost price, an intercompany price, a billing price, and a markup percentage. Maconomy picks the prices based on the combination of activity, employee, task, and dimension values specified on the line. In addition, if you entered an overtime specification on the line, Maconomy calculates an additional overtime charge. If the price list line from which Maconomy calculated the original price does not include an overtime specification, Maconomy scans the price list for a line that has an overtime specification and an allocation combination that does not contradict that of the original line, and adds the overtime charge to the price.

If several lines in the table of this workspace match the combination of employee, activities, task, and dimension values that you entered on a line in, for example, a job budget, Maconomy picks the prices from the price list line that has the lowest line number. If you did not specify an amount on the line that has the lowest number, Maconomy does not pick the price from the next matching price list line. Instead, Maconomy retrieves the price from another workspace. For example, Maconomy retrieves the price from the employee's information card if the activity is a time activity.

You can select a line for adjustment or deletion by selecting the **Marked** field on the relevant line in the table. If you want to select all of the lines, you can use the **Mark Lines** action in the action menu. If you need to adjust cost prices, intercompany prices, billing prices, or markup percentages, enter the new prices in the Adjust Job Price List island and then use the **Adjust Marked...** action. When you use this action, Maconomy updates all of the lines for which you select the **Marked** field, according to the values that you enter in the Adjust Job Price List island. However, you can change the values on the lines manually.

If you need to delete some or all lines in a job price list, use the **Delete Marked** action. When you do this, Maconomy automatically deletes all of the lines for which you select the **Marked** field.

You can copy the lines from an existing job price list to a new price list using the **Copy Job Price List...** action.

Use the **Delete Job Price List** action to delete the currently displayed issue of the job price list. However, you cannot delete the latest issue of a price list.

Price Lists Fields

This section describes the fields and actions on the Price Lists workspace.

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Price Lists Procedures

This section describes all the steps you need to work with price lists.

Create a Job Price List

Use these steps to create a job price list.

To create a price list:

1. Under the Setup menu section, go to **Job Cost » Pricing » Price Lists**.
2. Click **+New Job Price List**.
3. In the wizard that displays, enter a name for your job price list. This is a required field.
4. Select a currency from the dropdown list for the following fields
 - **Currency, Cost**
 - **Currency, Intercomp.**
 - **Currency, Sales**

Note: These are required fields.

5. Enter information in the other fields as needed.
6. Click **Create**.

Edit a Job Price List

Use these steps to edit an existing job price list.

To edit a price list:

1. Under the Setup menu section, go to **Job Cost » Pricing » Price Lists**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a price list.
3. Make the necessary changes to the fields as needed.
4. Click **Save**.

Copy a Job Price List

You can copy price list information from a different price list.

To copy a price list:

1. Under the Setup menu section, go to **Job Cost » Pricing » Price Lists**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a price list.
3. From the Other Actions dropdown list, click **Copy Job Price List...**
4. In the wizard that opens, select a job price list to copy. This is a required field.
5. In the **Issue** field, select the job price list issue to copy. This is a required field.
6. Click **Copy Job Price List**.
Maconomy saves your changes and copies the information to your current price list.

Delete a Job Price List

Use these steps to delete a price list. You can use this to delete a specific price list issue or the price list in general.

To delete a price list:

1. Under the Setup menu section, go to **Job Cost » Pricing » Price Lists**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a price list.

Note: You can choose a price list issue to delete based on data in the fields displayed in the search filter.

3. From the Other Actions dropdown list, click **Delete Job Price List**.
4. In the confirmation dialog that displays, click Delete or Cancel to exit without deleting.

Note: If you chose to delete the last version of the price list, this deletes the list entirely. If you chose to delete the latest issue of the price list (and there are other existing issues), only that version is deleted.

Create a Job Price List Issue

You can create one or more issues of your price list.

To create a price list issue:

1. Under the Setup menu section, go to **Job Cost » Pricing » Price Lists**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a price list.
3. Click **New Issue...**

4. In the wizard that opens, choose a start date for the price list issue. This is a required field.
5. Click **New Issue**.
Maconomy creates the price list issue and updates the **Issue** field with the issue number.

Create a Price List Line

You can add one or more price list lines to specify employee, activity, task, and allocation combinations to use for calculating prices on jobs.

To add a price list line:

1. Under the Setup menu section, go to **Job Cost » Pricing » Price Lists**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a price list.
3. In the Job Price List Lines table, click **+Add Price List Line**.
4. Enter information in the fields as needed.
5. Click **Save**.

Adjust a Price List Line

Use these steps to adjust the pricing on price list lines.

To adjust a price list line:

1. Under the Setup menu section, go to **Job Cost » Pricing » Price Lists**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a price list.
3. To select lines for adjustment:
 - Click **Adjust > Mark Lines** to select all displayed lines; OR
 - Select the **Marked** checkbox on each line you want to adjust.
4. Click **Adjust > Adjust Marked....**
5. In the wizard that displays, edit the fields as needed.
6. Click **Adjust Marked**.
7. In the confirmation dialog that displays, click **Delete** or **Cancel** to exit without deleting.

Delete a Price List Line

Use these steps to delete one or more price list lines.

To delete a price list line:

1. Under the Setup menu section, go to **Job Cost » Pricing » Price Lists**.

2. Use the search filter and/or the **Search** field at the top of the workspace to select a price list.
3. To select lines for deletion:
4. Click **Adjust > Mark Lines** to select all displayed lines; OR
 - Select the Marked checkbox on each line you want to delete.
5. Click **Adjust > Delete Marked**.
6. In the confirmation dialog that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Price Groups

Use this workspace to enter and maintain job price groups.

Price Groups Concepts

Each job price group is made up of activities, employees, and tasks that are all priced in the same way.

This workspace is used for creating and maintaining job price groups. A job price group can be made up of activities, employees, and tasks, all pointing to a specific price in a job price list. If, for instance, a whole group of employees has the same cost price, these employees can be put together in a job price group. Hereafter, you only need to create one single line for employees with the same cost price in the Price Lists workspace by simply specifying the job price group instead of one line per employee.

Use the Selection Criteria panel to specify which price groups you want to see in the workspace. Maconomy assigns activities, tasks, and employees to job price groups using the **Job Price Group No.** field in various workspaces.

Price Groups Fields

This section describes the fields and actions on the Price Groups workspace.

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Price Groups Procedures

This section describes all the steps you need to work with price groups.

Create a Price Group

Use these steps to add a price group.

To create a price group:

1. Under the Setup menu section, go to **Job Cost » Pricing » Price Groups**.

2. Click **+Add Price Group**.
3. In the **Price Group No.** field, enter a number for your price group. This is a required field.

Note: You cannot change the price group number after creating the price group.

4. Enter information in the other fields as needed.
5. Click **Save**.

Edit a Price Group

You can modify information on a price group, except for the price group number.

To edit a price group:

1. Under the Setup menu section, go to **Job Cost » Pricing » Price Groups**.
2. In the Selection criteria panel, use the available criteria to display the price group/s you want to edit.
3. Go to the appropriate line and make the necessary changes.
4. Click **Save**.

Delete a Price Group

Use these steps to delete a price group.

To delete a price group:

1. Under the Setup menu section, go to **Job Cost » Pricing » Price Groups**.
2. In the Selection criteria panel, use the available criteria to display the price group/s you want to delete.
3. On the line you want to delete, click **Row Tools > Delete Price Group**.
4. In the confirmation dialog that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Surcharge Rules

Use this workspace to enter and maintain job surcharge rules.

Surcharge Rules Concepts

Each rule determines when Maconomy automatically applies surcharges for spent goods, such as office supplies. Maconomy applies surcharges to budgeted amounts as well as actual job costs.

You can apply surcharges to jobs or to customers. If you apply a surcharge rule to a customer, it is automatically applied to all of the jobs associated with the customer.

For each job surcharge rule, you can define a set of criteria that determine when Maconomy is to automatically create surcharges for consumable goods such as paper, pens, and so on.

Maconomy creates surcharges when you budget on jobs and post job-cost-related journals. By assigning a job surcharge rule to a customer in workspaces under the Accounts Receivable menu section, you can ensure that the same surcharge rule applies to all jobs that you create for the same customer.

A job surcharge rule calculates one or more surcharges that are either added as the last line or lines on the job invoice or added to the line or lines that derive the job surcharge. Maconomy calculates the surcharge as a percentage of the activities that you enter.

In the table of this workspace, you can define a number of ranges of activity numbers, employees, and dimension values. If you assigned a job surcharge rule to a job, and the entry of an activity in the job budget falls within the ranges that you defined on one of the lines in the surcharge rule in question, Maconomy calculates a job surcharge that is displayed on a new line. At posting, a surcharge appears as an extra job entry. Maconomy retrieves the dimension values on the extra entry from the dimension derivation fields on the surcharge rule line that was activated at the entry of the job budget line.

If you do not specify a derived activity number or derived dimension values, Maconomy adds the job surcharge to the job entry that activates the rule.

Note that Maconomy only displays the surcharge in the G/L module if the value of the Capitalization Method job parameter attribute in the Revenue Recognition job parameter type for the job in question is **At Billing Price**, because the cost of a job entry that Maconomy creates from a surcharge line is 0. For more information about capitalization methods, see the description of the Capitalization Method job parameter attribute in the Job Parameters workspace.

Surcharge Rules Fields

This section describes the fields and actions on the Surcharge Rules workspace.

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Surcharge Rules Procedures

This section describes all the steps you need to work with surcharge rules.

Create a Job Surcharge Rule

Use these steps to create a job surcharge rule.

To create a job surcharge rule:

1. Under the Setup menu section, go to **Job Cost » Pricing » Surcharge Rules**.
2. Click **+New Job Surcharge Rule**.
3. In the wizard that displays, enter a name for your surcharge rule. This is a required field.
4. In the **Description** field, enter a description for the surcharge rule if needed.
5. Click **Create**.

Edit a Job Surcharge Rule

You can edit lines on the surcharge rule to change the criteria used for calculating surcharges in Maconomy.

To edit a surcharge rule:

1. Under the Setup menu section, go to **Job Cost » Pricing » Surcharge Rules**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a surcharge rule.
3. Toggle on the **Show Lines** option.
4. In the Selection Criteria panel, use the available criteria to display the line/s you want to edit.
5. In the Job Surcharge Rule Lines table, go to the appropriate line and make the necessary changes.
6. Click **Save**.

Delete a Job Surcharge Rule

Use these steps to delete a job surcharge rule.

To delete a surcharge rule:

1. Under the Setup menu section, go to **Job Cost » Pricing » Surcharge Rules**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a surcharge rule.
3. Click **Delete Job Surcharge Rule**.
4. In the confirmation dialog that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Add a Job Surcharge Rule Line

Use these steps to add lines to the surcharge rule.

To add a surcharge rule line:

1. Under the Setup menu section, go to **Job Cost » Pricing » Surcharge Rules**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a surcharge rule.
3. Toggle on the **Show Lines** option.
4. In the Job Surcharge Rule Lines table, click **+Add Job Surcharge Rule Line**.
5. Enter information in the fields as needed.
6. Click **Save**.

Delete a Job Surcharge Rule Line

Use these steps to delete a job surcharge rule line.

To delete a job surcharge rule line:

1. Under the Setup menu section, go to **Job Cost » Pricing » Surcharge Rules**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a surcharge rule.
3. In the Selection criteria panel, use the available criteria to display the line/s you want to delete.
4. Toggle on the **Show Lines** option.
5. In the Job Price List Lines table, on the line you want to delete, click **Row Tools > Delete Price List Line**.
6. In the confirmation dialog that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Mileage Rules

Use this workspace to define the rules used in the Mileage Sheets workspace.

Mileage Rules Concepts

Each mileage rule is linked to a specific activity that you set up in the Activities workspace.

The benefit of setting up mileage rules is to avoid having to enter the same information several times in the Mileage Sheets workspace. After you set up the mileage rules:

- The unit price and activity number are used to fill in these fields in the Mileage Sheet that you create.
- The task is always the default task for mileage entry for the specific job.

Mileage Rules Fields

This section describes the fields and actions on the Mileage Rules workspace.

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Mileage Rules Procedures

This section describes all the steps you need to work with mileage rules.

Create a Mileage Rule

Use these steps to create a mileage rule.

To create a mileage rule:

1. Under the Setup menu section, go to **Job Cost » Pricing » Mileage Rules**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a country.
3. In the Mileage Rules table, click **+Add Mileage Rule**.
4. In the **Activity No.** field, select an activity to associate with the mileage rule. This is a required field.
5. Enter information in the other fields as needed.
6. Click **Save**.

Edit a Mileage Rule

Use these steps to modify mileage rules for a specific country.

To edit a mileage rule:

1. Under the Setup menu section, go to **Job Cost » Pricing » Mileage Rules**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a country.
3. In the Mileage Rules table, make the necessary changes on the line/s.
4. Click **Save**.

Delete a Mileage Rule

Use these steps to delete one or more mileage rules for a specified country.

To delete a mileage rule:

1. Under the Setup menu section, go to **Job Cost » Pricing » Mileage Rules**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a country.
3. In the Mileage Rules table, on the line you want to delete, click **Row Tools » Delete Mileage Rule**.
4. In the confirmation dialog that displays, click **Delete** to confirm or **Cancel** to exit without deleting.

Activities and Tasks Submenu

Use the workspaces under this submenu to track various activities and specify how job entries should be tracked on a job.

Job Allocation Combinations

Use this workspace to enter and maintain rules that govern the allocation combinations that are allowed for job entries.

Job Allocation Combinations Concepts

You can set up rules governing allocation combinations and apply the rules to jobs in this workspace.

An allocation combination is the combination of dimension values that you use when you create a job entry.

A rule regarding job allocation combinations serves three purposes:

- It controls which combinations of dimension values are allowed when you create a job entry. For example, it can determine that only activities in a certain range can be used when you enter time on a timesheet or post a job journal.
- It controls whether or not a job entry with certain dimensions will be included in the fixed price of a job.
- It determines which dimensions can be used in a job entry and which are mandatory to include in a job entry.

Note: The rules do not apply to budget journal entries in budget journals.

Note: The **Fixed Price Contract Budget** job parameter must have the **Include Outlays in Fixed Price** attribute set to **Yes** or the job allocation combinations are ignored.

Use this workspace to specify the dimensions that you can and must specify manually when you create entries for the jobs that are assigned this rule. In the table, enter the combinations of activities, dimension values, and tasks that are allowed.

You can also specify rules that control whether or not entries are included in the fixed price of both fixed price jobs and time and-materials jobs. Entries that are not included in the fixed price are invoiced separately.

For this to work, the job must be set up with a **Pricing Principle** job parameter with the Fixed-Price Inclusion attribute set to **By Job Allocation Combination**. This functionality applies to the following:

- All fixed-price jobs that you assign to the job allocation combination in question.
- Time and material jobs that you assign to the job allocation combination.

- Time and material jobs that are set up to use revenue recognition by completion percentage and/or to handle overruns.

If you create a completely blank line, Maconomy displays a warning because that type of line would allow all allocation combinations on job entries.

You can refer to these job allocation combinations on the job.

Job Allocation Combinations Procedures

This section describes all the steps you need to work with job allocation combinations.

Create a Job Allocation Combination

Use these steps to create a job allocation combination.

To create a job allocation combination:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Allocation Combinations**.
2. Click **+New Job Allocation Combination**.
3. In the New Job Allocation Combination dialog box that displays, enter a name for your job allocation combination.
This is a required field.
4. Click **Create**.

Edit a Job Allocation Combination

Use these steps to modify information on the job allocation combination.

To edit a job allocation combination:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Allocation Combinations**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the relevant job allocation combination.
3. Modify the fields as needed.
4. Click **Save**.

Copy a Job Allocation Combination

Use these steps to copy a job allocation combination.

To copy a job allocation combination:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Allocation Combinations**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the relevant job allocation combination.

3. Click **Copy...**
4. In the Copy dialog box that displays, enter a name for the job allocation combination.
This is a required field.
5. Click **Copy Job Allocation Combination** to confirm the copy or **Cancel** to exit without copying the job allocation combination.
Maconomy displays a notification to indicate the job allocation combination has been copied.

Delete a Job Allocation Combination

You can delete job allocation combinations that are no longer needed.

To delete a job allocation combination:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Allocation Combinations**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the relevant job allocation combination.
3. Click **Delete**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Job Allocation Combination Line

You can add lines to a job allocation combination if there are fixed price combinations on it.

The **Define Fixed Price Combinations** checkbox must be selected in the card.

To add job allocation combination lines:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Allocation Combinations**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the relevant job allocation combination.
3. In the table, click the **+** action.
4. Edit the fields as needed.
5. Click **Save**.

Edit a Job Allocation Combination Line

You can modify information on a line.

To edit a job allocation combination line:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Allocation Combinations**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant job combination.

3. In the table, modify the information as needed.
4. Click **Save**.

Delete a Job Allocation Combination Line

You can remove lines from the job allocation combination.

To delete a job allocation combination line:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Allocation Combinations**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the relevant job allocation combination.
3. In the table, on the line you want to delete, click **Row Tools » Delete Line**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Job Posting References

Use this workspace to specify job posting references.

Job Posting References Concepts

A job posting reference specifies the general ledger accounts to which certain types of entries should be posted under certain conditions (depending on the department, employee type, job group, item group, and so on).

You can then refer to these job posting references from the Activities workspace.

Job Posting References Procedures

This section describes all the steps you need to work with job posting references.

Create a Job Posting Reference

Use these steps to create a job posting reference.

To create a posting reference:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Posting Reference**.
2. Click **+New Job Posting Reference**.
3. In the New Job Posting Reference dialog box that displays:
 - a) Enter a name for the job posting reference.
This is a required field.
 - b) Enter a description and access level if needed.

4. Click **Create**.

Edit a Job Posting Reference

Use these steps to modify information on a job posting reference.

To edit a posting reference:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Posting Reference**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant job posting reference.
3. Edit the information in the fields as needed.
4. Click **Save**.

Delete a Job Posting Reference

Use these steps to delete a job posting reference.

To delete a posting reference:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Posting Reference**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant job posting reference.
3. Click **Delete**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Job Posting Reference Line

Use these steps to create a job posting reference line.

To add a job posting reference line:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Posting Reference**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant job posting reference.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Save**.

Edit a Job Posting Reference Line

Use these steps to modify details on a job posting reference line.

To edit a job posting reference line:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Posting Reference**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant job posting reference.
3. In the table, edit the information on the line as needed.
4. Click **Save**.

Delete a Job Posting Reference Line

Use these steps to remove a line from the job posting reference.

To delete a job posting reference line:

1. Go to **Setup » Job Cost » Activities and Tasks » Job Posting Reference**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant job posting reference.
3. In the table, on the line you want to delete, click **Row Tools » Delete Line**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without exiting.

Task Lists

Use this workspace to create a task list, which may represent work codes or the steps in a workflow.

Task Lists Concepts

You can assign a task list to one or more jobs.

This functionality is typically relevant if you work with several standard workflows, each consisting of several tasks. By using task lists, you can specify which workflow is to be used on a given job. For each job entry, you can specify which task is being performed on the job. This also enables you to report on the tasks that are performed on each job.

You assign the task list to each job individually. If you specify a task list, all entries and budget lines related to a given job require that you assign a task from the list from the job in question. You can block tasks that should no longer be used, and you can limit the access to using tasks in the task lists using Maconomy's access control system.

You can assign a task list to more than one job, in which case, it is called a shared task list and is maintained in this workspace. You can also make a task list specific to a single job; in which case, it is called a job-specific (or job-private) task list and is typically created on the job in question.

You can copy an existing task list and use it as a template for a new task list.

All users with access to this workspace can create and edit tasks. However, if you set the task up to derive an amount or time activity, you must have permission to change amount and time activities, respectively, as defined on the Actions tab of the Users workspace. If you have permission to create and edit tasks that derive time and amount activities, the new or edited task might require the approval of another user in the Approve Tasks workspace.

Task Lists Procedures

This section describes all the steps you need to work with task lists.

Create a Task List

Use these steps to add a task list.

To create a task list:

1. Go to **Setup » Job Cost » Activities and Tasks » Task Lists**.
2. Click **+New Task List**.
3. In the dialog box that displays, enter a name for your task list.
This is a required field.
4. Enter a description, if needed.
5. Click **Create**.

Edit a Task List

Use these steps to manage an existing task list.

To edit a task list:

1. Go to **Setup » Job Cost » Activities and Tasks » Task Lists**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the task list you want to edit.
3. Edit the information in the fields as needed.
4. Click **Save**.

Copy a Task List

Use these steps to copy information from an existing task list.

To copy a task list:

1. Go to **Setup » Job Cost » Activities and Tasks » Task Lists**.
2. Use the search filter and/or **Search** field at the top of the workspace to select a task list from which you want to copy information.

3. Click **Copy Task List....**
4. In the dialog box that displays, enter or select a task list from which you want to copy information.
This is a required field.
5. Select the checkboxes as needed.
6. Click **Save**.

Delete a Task List

Use these steps to delete a task list. You cannot delete a task list if you have specified standard tasks in it.

To delete a task list:

1. Go to **Setup » Job Cost » Activities and Tasks » Task Lists**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the task list you want to delete.
3. Click **Delete Task List**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Task

Use these steps to add a task to the current task list.

Note: If you set up a task to derive an amount or time activity, you must have permission to change amount and time activities. Depending on your setup, this may also require the approval of another user, either in this workspace or in the Approve Tasks workspace.

To add a task to the task list:

1. Go to **Setup » Job Cost » Activities and Tasks » Task Lists**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant task list.
3. In the Tasks table, click the **+** action.
4. Enter a task in the **Task** field.
This is a required field.
5. Enter information in the other fields as needed.
6. Click **Save**.

Edit a Task

Use these steps to edit a task on your task list.

To edit a task:

1. Go to **Setup » Job Cost » Activities and Tasks » Task Lists**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant task list.
3. In the table, on the line, edit information in the fields as needed.
4. Click **Save**.

Delete a Task

Use these steps to delete a task from the task list.

To delete a task:

1. Go to **Setup » Job Cost » Activities and Tasks » Task Lists**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant task list.
3. In the table, on the line you want to delete, click **Row Tools » Delete Task**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Time Sheet References

Use this workspace to specify the activity references that employees can use in the Weekly Time Sheets workspace.

Time Sheet References Concepts

Time sheet references are to activities that you have already set up in the Activities workspace.

When you enter time in the Weekly Time Sheets workspace, you can enter values in the **Time Activity 1-3** fields and the **Amount Activity 1 - 4** fields, in addition to the **Monday - Sunday** fields. These fields let you record time and expense amounts that are independent of the activity entered on the current time sheet line. Instead, the time and expense amounts are associated with activities specified in this workspace.

Examples

Assume that you entered the following information in the Time Sheet References workspace:

- In the **Time Activity 1** field, you specified the **Transport** activity.
- In the **Time Activity 2** field, you entered the **Working after hours** activity.
- In the **Amount Activity 1** field, you entered the **Subsistence Allowance** activity.

Example 1: In the Weekly Time Sheets workspace, you specify a job number, an activity number (used for meetings with customer), and a quantity (6 hours) in the Monday column. In the **Time Activity 1** field on the same line, you enter a quantity of **2**. The result is that 6 hours of customer meeting time is entered, along with 2 units of the **Transport** activity.

Example 2: As a consultant, you work for 10 hours for a customer. Two of those hours are after normal working hours. You are also entitled to subsistence allowance. In the Weekly Time Sheets workspace, you register 10 hours of the **External Meetings** activity. In the **Time Activity 2** field on the same line, you enter a value of **2**, for two hours of working after hours. Finally, in the **Amount Activity 1** field, you enter the quantity of **1**, for one unit of subsistence allowance. This way, you do not need to enter working after hours and subsistence allowance on separate lines in the timesheet.

Activities

Use this workspace to enter information about job activities.

Activities Concepts

You can assign each job entry to an activity, which is used to categorize the job expenses.

Typically, the activity is derived from the task as defined on the task list. Some examples of activities are Billable Services, Drawing, Driving, Materials, and External Consultants. The activities that are associated with job entries determine the general ledger accounts to which the entries are posted.

You can create a chart of activities to record every type of job activity used in job cost-related workspaces. Having arranged your job entries by activity type, you can compare budget estimates with actual figures. The activities also provide a basis for invoicing.

If you have many activities that use the same rules for posting to general ledger accounts, you can simplify setup by using job posting references. You can set up job posting references in the Job Posting References workspace, then refer to them from the Activities workspace. You can also refer to a general job posting reference and still add lines in this workspace for exceptions to the job posting reference.

Activities Procedures

This section describes all the steps you need to work with job activities.

Create an Activity

Use these steps to create an activity.

To create an activity:

1. Go to **Setup » Job Cost » Activities and Tasks » Activities**.
2. Click **+New Activity**.
3. In the dialog box that displays, enter an activity name and description.

These are required fields.

4. Enter information in the other fields as needed.
5. Click **Create**.

Edit an Activity

Use these steps to update information on an activity.

To edit an activity:

1. Go to **Setup » Job Cost » Activities and Tasks » Activities**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the activity you want to edit.
3. Modify the fields as needed.
4. Click **Save**.

Delete an Activity

Use these steps to delete an activity.

To delete an activity:

1. Go to **Setup » Job Cost » Activities and Tasks » Activities**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the activity you want to delete.
3. Click **Delete Activity**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Job Posting Reference Line

Use these steps to create a job posting reference line.

To add a job posting reference line:

1. Go to **Setup » Job Cost » Activities and Tasks » Activities**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant activity.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Save**.

Edit a Job Posting Reference Line

Use these steps to modify details on a job posting reference line.

To edit a job posting reference line:

1. Go to **Setup » Job Cost » Activities and Tasks » Activities**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant activity.
3. In the table, edit the information on the line as needed.
4. Click **Save**.

Delete a Job Posting Reference Line

Use these steps to remove a line from the job posting reference.

To delete a job posting reference line:

1. Go to **Setup » Job Cost » Activities and Tasks » Activities**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant activity.
3. In the table, on the line you want to delete, click **Row Tools » Delete Line**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without exiting.

Invoicing Submenu

Use the workspaces under this submenu to create and maintain invoicing layout rules, reporting codes, and other invoicing-related setup.

Invoice Layout Rules

Use this workspace to enter and maintain invoice layout rules, which determine the invoice's level of detail, the headers and subtotals shown, and more.

Invoice Layout Rules Concepts

You must specify an invoice layout rule for every job. When a job is created, the invoice layout rule can be taken from the one specified (if any) for the customer to which the job belongs.

Maconomy uses a job's invoice layout rule to suggest a layout for invoices to be used for invoice selection and invoice editing, and for the customer's quotes when quote editing.

You can set up invoices and invoice selections at four levels and arrange them according to dimensions and budget structure. For example, you can display tasks on the first level and employees on the second level.

Maconomy always displays at least one amount line on an invoice. You can indicate that an invoice be printed without any amount lines (for example, if you select a blank value in the **Level 1** field for invoices). In such cases, Maconomy still prints the total invoice amount on a line above the total.

Invoice Layout Rules Procedures

This section describes all the steps you need to work with invoice layout rules.

Create an Invoice Layout Rule

Use these steps to create an invoice layout rule.

Note: Once you have created an invoice layout rule, it cannot be deleted.

To create an invoice layout rule:

1. Go to **Setup » Job Cost » Invoicing » Invoice Layout Rules**.
2. Click **+New Invoice Layout Rule**.
3. In the New Invoice Layout Rule dialog box that displays:
 - a) Enter a name for the invoice layout rule.
This is a required field.
 - b) Enter time and amount specification types for level 1.
These are required fields.
 - c) Enter a description for the rule if needed.
4. Click **Save**.
5. In the confirmation dialog box that displays, click **Ok** to confirm creation or **Cancel** to exit without creation.

Edit an Invoice Layout Rule

Use these steps to modify information on an invoice layout rule.

To edit an invoice layout rule:

1. Go to **Setup » Job Cost » Invoicing » Invoice Layout Rules**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant invoice layout rule.
3. Modify the information in the fields as needed.
4. Click **Save**.

Invoice Details Layout Rules

Use this workspace to enter and maintain detailed invoice layout rules.

Invoice Details Layout Rules Concepts

The functionality of this workspace is similar to the Invoice Layout Rules workspace, except more details are provided in the invoices involved.

In the Job Home workspace, you can assign a rule regarding detailed invoice layout.

Invoice Details Layout Rules Procedures

This section describes all the steps you need to work with invoice details layout rules.

Create an Invoice Details Layout Rule

Use these steps to create a detailed invoice layout rule.

Note: Once you have created the rule, it cannot be deleted.

To create a detailed invoice layout rule:

1. Go to **Setup » Job Cost » Invoicing » Invoice Details Layout Rules**.
2. Click **+New Detailed Invoice Layout Rule**.
3. In the New Invoice Layout Rule dialog box that displays, enter a name for the detailed invoice layout rule.
This is a required field.
4. Enter a description for the rule if needed.
5. Click **Save**.
6. In the confirmation dialog box that displays, click **Ok** to confirm creation or **Cancel** to exit without creation.

Edit an Invoice Details Layout Rule

Use these steps to modify information on a detailed invoice layout rule.

To edit a detailed invoice layout rule:

1. Go to **Setup » Job Cost » Invoicing » Invoice Details Layout Rules**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant detailed invoice layout rule.
3. Modify the information in the fields as needed.
4. Click **Save**.

Job Invoice Customer Aggregation

When you prepare blanket invoices for a bill-to customer, some lines may not display on the list. Use this workspace to restore missing lines on invoices created in the Blanket Invoice Selection reference workspace.

Job Invoice Customer Aggregation Concepts

Under certain circumstances, a line for a bill-to customer may be missing from the List of Blanket Invoice Collections table in the Blanket Invoice Selection reference workspace.

A line may not display if:

- You have not invoiced the customer in the past 12 months.
- You use blanket invoicing.
- You include these fields in the panel that lists bill-to customers:
 - Total amount invoiced for time-and-material invoices
 - Total amount invoiced on account
 - Total on account reconciliation

Invoice Reporting Codes

Use this workspace to set up and manage invoice reporting codes for activities and tasks on jobs.

Invoice Reporting Codes Concepts

When invoice reporting codes are required on a job, you cannot approve invoice selection on the job unless a code is calculated for each line in the draft invoice.

Specifically, all entries in the selection should have an activity or task with a reporting code for each draft invoice line. You also cannot close invoice editing without a reporting code.

When this functionality is enabled, you can:

- Create and manage a list of invoice reporting codes.
- Define whether invoice reporting codes are required for each job.
- Specify whether the billing price for each product code needs validation against the invoice foundation.
- Assign reporting codes to activities and tasks.
- Generate a reporting code for each item on a draft invoice when it is created.
- Adjust reporting codes as needed during invoice editing.
- View the total billing price for each reporting code in both draft and invoice foundation stages during invoice editing.

- Ensure the system validates that all line items include an invoice reporting code and that the billing prices align with the foundation when finalizing an invoice.
- Apply an invoice layout rule based on whether reporting codes are required for the job.

In the Job Parameters workspace, set the **Invoice Reporting Codes Required** job parameter attribute of Invoice Selection type to **Yes** to utilize this functionality. When enabled, Maconomy will not close invoice editing without invoice reporting codes.

Note: You cannot change the attribute's value if there are open drafts on the job.

You can also set the **Validate Invoice Reporting Code Foundation** job parameter attribute of Invoice Selection type to **Yes** to prevent the closing of invoice editing unless the billing price and the invoice reporting code's billing price foundation match. This attribute can be enabled or disabled at any time, as long as the **Invoice Reporting Codes Required** attribute is enabled.

Invoice Reporting Codes Procedures

This section describes all the steps you need to work with invoice reporting codes.

Edit an Invoice Reporting Code

Use these steps to edit an invoice reporting code. However, you cannot change the name of the code.

To edit an invoicing reporting code:

1. Go to **Setup » Job Cost » Invoicing » Invoicing Reporting Codes**.
2. In the table, edit the fields as needed.
3. Click **Save** or press ENTER to save your changes.

Add an Invoice Reporting Code

Use these steps to create an invoice reporting code.

To add an invoice reporting code:

1. Go to **Setup » Job Cost » Invoicing » Invoicing Reporting Codes**.
2. In the table, click the **+** action.
3. Enter a name for the reporting code.
This is a required field.
4. Enter information in the other fields as needed.
5. Click **Save** or press ENTER to save your changes.

Standard Texts Submenu

Use the workspaces under this submenu to create and maintain standard texts related to job cost functionality.

Standard Job Budget Texts

Use this workspace to create and maintain the standard job budget texts used in the Job Budget Texts workspace.

Standard Job Budget Texts Concepts

If you assign a standard job budget text to an activity in the Activities workspace, Maconomy automatically enters the text into any line in the job budget where the activity is specified.

Standard Job Budget Texts Procedures

This section describes all the steps you need to work with standard job budget texts.

Create a Standard Job Budget Text

Use these steps to create a standard job budget text.

To create a standard job budget text:

1. Go to **Setup » Job Cost » Standard Texts » Standard Job Budget Texts**.
2. Click **+New Standard Job Text**.
3. In the dialog box that displays, enter a name for your standard job budget text.
This is a required field.
4. Enter a description, if needed.
5. Click **Create**.

Edit a Standard Job Budget Text

Use these steps to modify a standard job budget text.

To edit a standard job budget text:

1. Go to **Setup » Job Cost » Standard Texts » Standard Job Budget Texts**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant standard job budget text.
3. Edit information in the lines as needed.
4. Click **Save**.

Delete a Standard Job Budget Text

Use these steps to delete a standard job budget text.

To delete a standard job budget text:

1. Go to **Setup » Job Cost » Standard Texts » Standard Job Budget Texts**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant standard job budget text.
3. Click **Delete Standard Job Budget Text**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Standard Job Budget Text Line

Use these steps to add lines to your standard job budget text.

To add a line to the standard job budget text:

1. Go to **Setup » Job Cost » Standard Texts » Standard Job Budget Texts**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant standard job budget text.
3. In the table, click the **+** action.
4. Enter a description for the line.
5. Click **Save**.

Edit a Standard Job Budget Text Line

Use these steps to modify the description on a standard job budget text line.

To edit a standard job budget text line:

1. Go to **Setup » Job Cost » Standard Texts » Standard Job Budget Texts**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant standard job budget text.
3. In the table, click on a line to edit the description.
4. Click **Save**.

Delete a Standard Job Budget Text Line

Use these steps to delete lines from your standard job budget text.

To delete a standard job budget text line:

1. Go to **Setup » Job Cost » Standard Texts » Standard Job Budget Texts**.

2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant standard job budget text.
3. In the table, on the line you want to delete, click **Row Tools » Delete Line**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Standard Invoice Text Lists

Use this workspace to create standard texts that are used in invoice editing and on account invoice selection.

Standard Invoice Text Lists Concepts

This workspace enables you to maintain lists for various kinds of work that require different standard wording on the invoice.

Each text has a code. When you enter the code on a line during invoice editing, Maconomy automatically enters the text into the line.

When you create a text list, you can select it on a job in the **Standard Invoice Text List** field in the Job Home workspace. You can also set this up on template jobs and pass it on to the jobs that you create from the template. In addition, you can change to another list during invoice editing.

Standard Invoice Text Lists Procedures

This section describes all the steps you need to work with standard invoice text lists.

Create a Standard Invoice Text List

Use these steps to create a standard invoice text list.

To create a standard invoice text list:

1. Go to **Setup » Job Cost » Standard Texts » Standard Invoice Text Lists**.
2. Click **+New Standard Invoice Text List**.
3. In the dialog box that displays, enter a name for the text list.
This is a required field.
4. Enter information in the other fields as needed.
5. Click **Create**.

Edit a Standard Invoice Text List

Use these steps to modify a standard invoice text list.

To edit a standard invoice text list:

1. Go to **Setup » Job Cost » Standard Texts » Standard Invoice Text Lists**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant standard invoice text list.
3. Edit information in the lines as needed.
4. Click **Save**.

Delete a Standard Invoice Text List

Use these steps to delete a standard invoice text list. You can delete a standard invoice text list only if it is not used on any job or draft invoice.

To delete a standard invoice text list:

1. Go to **Setup » Job Cost » Standard Texts » Standard Invoice Text Lists**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant standard invoice text list.
3. Click **Delete Standard Invoice Text List**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Standard Invoice Text List Line

Use these steps to add lines to your standard invoice text list.

To add a line to the standard invoice text list:

1. Go to **Setup » Job Cost » Standard Texts » Standard Invoice Text Lists**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant standard invoice text list.
3. In the table, click the **+** action.
4. Enter a code for the line.
This is a required field.
5. In the **Text** field, enter the standard text to use during invoice editing.
6. Click **Save**.

Edit a Standard Invoice Text List Line

Use these steps to modify the description on a standard invoice text list line.

To edit a standard invoice text list line:

1. Go to **Setup » Job Cost » Standard Texts » Standard Invoice Text Lists**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant standard invoice text list.
3. In the table, click on a line to edit the description.
4. Click **Save**.

Delete a Standard Invoice Text List Line

Use these steps to delete lines from your standard invoice text list.

To delete a standard invoice text list line:

1. Go to **Setup » Job Cost » Standard Texts » Standard Invoice Text Lists**.
2. Use the search filter and/or **Search** field at the top of the workspace to select the relevant standard invoice text list.
3. In the table, on the line you want to delete, click **Row Tools » Delete Standard Invoice Text Line**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Layouts Submenu

Use the workspaces under this submenu to configure print layouts, selection rules, and paper formats.

Print Layouts

Use this workspace to maintain a list of the layouts available for printing.

Print Layouts Concepts

Use this workspace to maintain a list of the layouts available for printing.

You define layouts in text files, using the MPL programming language. You can edit these text files to create multiple layouts for a single print. You can also specify that a print should be translated into different languages.

When you finish editing a layout, you can import that layout into Maconomy. You can then use the layout for the printout to which the layout is assigned.

Using this workspace, you can export layouts from the server to your own computer so that you can edit the layout. After you edit a layout, you can save the text file again and update the layout on the server by importing it. When it imports the layout, Maconomy checks if it complies with the required structure and if all elements are within the paper format's margins.

If you select the **Localization Desired** field on the line in the Print Layouts table, Maconomy localizes the edited layout via dynamic translation.

You can assign an access level to a specific layout to restrict the use of that layout.

The name of a Maconomy printout is displayed in the header of the workspace. In the Print Layouts card, you can assign various layouts to the current printout. Print layouts is an add-on product for Maconomy.

In the Layout Selection Rules assistant, you can configure rules that specify which layouts Maconomy should use for different reports based on various conditions.

You can create a number of layout selection rules, each of which is related to a database table and a printout. In a layout selection rule, you also specify the layout to be used when the printout of an item in the selection table matches the criteria for the layout selection rule.

Print Layouts Procedures

This section describes the steps you need to work with print layouts.

Modify a Print Layout

Use these steps to modify a print layout.

To modify a print layout:

1. Under the Setup menu group, go to **Layouts » Print Layouts**.
2. Use the search filter and/or the **Search** field to select a window.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Compile Non Validated Layouts

Use these steps to compile all non-validated layouts.

To compile non-validated layouts:

1. Under the Setup menu group, go to **Layouts » Print Layouts**.
2. Use the search filter and/or the **Search** field to select a window.
3. Click **Compile all Non-validated Layouts**.
Using this action, you can compile all non-validated layouts. When selected, Maconomy displays messages stating the number of print layouts that will be validated and the number that cannot be validated. The translation process may take a considerable amount of time. After the translation, a status report is generated for the compiled layouts.

Print a Window Layout

Use these steps to print the layout information of a window.

To print a window layout:

1. Under the Setup menu group, go to **Layouts » Print Layouts**.
2. Use the search filter and/or the **Search** field to select a window.
3. Click **Print** to save a PDF copy of the window layout information on your device.
4. Optionally, you can select a line in the table and click **Row Tools » Print**.

Add a Layout Selection Line

Use these steps to add layout selection lines in the Layout Selection Rules panel.

To add layout selection lines:

1. Under the Setup menu group, go to **Layouts » Print Layouts**.
2. Use the search filter and/or the **Search** field to select a window.
3. Expand the Layout Selection Rules assistant and click **+Add Layout Selection Line**.
4. Enter information in the fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Layout Selection Line

Use these steps to delete a layout selection line in the Layout Selection Rules panel.

To delete a layout selection line:

1. Under the Setup menu group, go to **Layouts » Print Layouts**.
2. Use the search filter and/or the **Search** field to select a window.
3. Expand the Layout Selection Rules assistant and select the line you want to delete then click **Row Tools » Delete Layout Selection Line**.
4. In the conformation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Paper Formats

Use this workspace to set up the paper formats that Maconomy uses to print information.

Paper Formats Concepts

You use these formats when you create report layouts using the MPL language.

The A4 and US Letter paper formats are predefined; you cannot change or delete them.

You can define the size of a paper format using the following units of measure: pt, mm, cm, and in.

If you change a paper format and recompile print layouts by clicking **Recompile Print Layout**, you can view the status of the affected print layouts in the Print Layout workspace.

Paper Formats Procedures

This section describes the steps you need to work with paper formats.

Create a Paper Format

Use these steps to create a paper format. Once you have created a paper format, the name you have assigned to it cannot be changed.

To create a paper format:

1. Under the Setup menu group, go to **Layouts » Paper Formats**.
2. Click **+New Paper Format**.
3. In the Create Paper Format dialog box that displays:
 - a) Enter a name for the paper format in the **Paper Format Name** field. This is a required field.
 - b) Enter a value for these fields: **Height, Width, Top Margin, Bottom Margin, Left Margin, Right Margin**.
 - c) Select a unit of measure for each field. This is a required field.
4. Click **Create Paper Format**.

Modify Paper Format and Recompile Print Layout

Use these steps to modify paper format.

To modify paper format:

1. Under the Setup menu group, go to **Layouts » Paper Formats**.
2. Use the search filter and/or the **Search** field to select a paper format.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.
5. Click **Recompile Print Layout**.

Maconomy displays a warning containing the number of affected print layouts being re-translated. After translation, the PrintLayoutErrors.txt file is downloaded to your device. This file contains an overview of the status of the re-translation and information about translations that failed.

Print Paper Format

Use these steps to print a paper format.

To print a paper format:

1. Under the Setup menu group, go to **Layouts » Paper Formats**.
2. Use the search filter and/or the **Search** field to select a paper format.
3. Click **Print Paper Format** to save a PDF copy of the paper format information on your device.

Notes Submenu

Use the workspaces under this submenu to create and maintain notes and note types.

Notes

Use this workspace to create and edit notes or brief messages.

Notes Concepts

Notes refer to a piece of text or a remark that can either stand alone, simply functioning as note pads, or attached to events, jobs, or other records in Maconomy. You can manually create notes and assign it to other records. Some notes are created automatically when an action is performed.

Notes in Maconomy help to enhance communication and collaboration among users by ensuring that important details are recorded and easily accessible within the web client.

You can:

- Create a note and add note lines to it.
- Edit a note.
- Close or reopen a note.
- Attach a document to a note.
- Change the note type.
- Delete a note.

Notes Procedures

This section describes the steps you need to work with notes.

Create a Note

Use these steps to create a note.

To create a note:

1. Under the Setup menu group, go to **Notes » Notes**.

2. Click **+ New Note**.
3. In the Create Note dialog box that displays:
 - a) Specify a name for the note in the **Note No.** field. If you do not specify a value in this field, Maconomy will automatically assign a note number from the series specified for the company to which the note is assigned.
 - b) Enter a description in the **Description** field.
 - c) In the **Note Type** field, select a note type in the dropdown list.
 - d) In the **Company** field, select the company to which the note should be assigned.
4. Click **Create Note**.

Edit a Note

You can assign notes to other records in Maconomy. For example, if you assign a note to a job, the note will also appear in the Jobs workspace, where you can also edit the note.

To edit a note:

1. Under the Setup menu group, go to **Notes » Notes**.
2. Use the search filter and/or the **Search** field to select the note you want to edit.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Close a Note

In the Notes workspaces, you have the option to manually close a note. However, notes assigned in other workspaces may close automatically under certain situations. For example, when you close a job that is linked to a note, the attached note will be closed. Once a note is closed, you cannot modify the information in it. You must reopen the note to make any changes.

To close a note:

1. Under the Setup menu group, go to **Notes » Notes**.
2. Use the search filter and/or the **Search** field to select the note you want to close.
3. Click **Close Note**.

Reopen a Note

To modify information in a note that has already been set to closed, you must reopen it for editing.

To reopen a note:

1. Under the Setup menu group, go to **Notes » Notes**.
2. Use the search filter and/or the **Search** field to select the note you want to reopen.
3. Click **Reopen Note**.

Attach a Document to a Note

Use these steps to attach a document to a note.

To attach a document:

1. Under the Setup menu group, go to **Notes » Notes**.
2. Use the search filter and/or the **Search** field to select the note you want to attach a document to.
3. Click **Attach Document**.
4. In the Attach Document dialog box that opens, click **Select files...** to open your file explorer.
5. Select the file you want to upload.
6. Click **Ok** to confirm upload or **Cancel** to exit without uploading.

Change Note Type

When you change the note type, all the information in the note is deleted and replaced by template lines specified for the new note type selected.

To change the note type:

1. Under the Setup menu group, go to **Notes » Notes**.
2. Use the search filter and/or the **Search** field to select a note and change its note type.
3. Click **Change Note Type....**
4. In the Change Note Type dialog box that displays:
 - a) In the **New Note Type** field, select a note type in the dropdown list.
 - b) In the **Copy from Note No.** field, select a note to change its type.
5. Click **Change Note Type** to confirm the action or **Cancel** to exit without changing the note type.

Delete a Note

Use these steps to delete a note.

Note: You cannot delete a note that is referenced in a system parameter.

To delete a note:

1. Under the Setup menu group, go to **Notes » Notes**.
2. Use the search filter and/or the **Search** field to select the note you want to delete.
3. From the **Other Actions** dropdown list, select **Delete Note**.

4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Note Types

Use this workspace to create and maintain note types which are used as templates for notes.

Note Types Concepts

You can:

- Create a note type.
- Edit a note type.
- Delete a note type.
- Update notes.

When you click **Update Notes**, Maconomy verifies that all headings marked as required in the Note Type Specifications for a particular note type are created in the notes under that type. If any required headings are missing, these are automatically created in the notes.

Note Types Procedures

This section describes the steps you need to work with note types.

Create a Note Type

Use these steps to create note types that can be used as templates for notes.

To create a note type:

1. Under the Setup menu group, go to **Notes » Notes Types**.
2. Click **+ New Note Type**.
3. In the Create Note Type dialog box that displays:
 - a) Specify a name for the note type in the **Note Type** field. This is a required field.
 - b) Provide a brief description in the **Description** field.
4. Click **Create Note Type**.

Edit a Note Type

Use these steps to edit an existing note type.

To edit a note type:

1. Under the Setup menu group, go to **Notes » Notes Types**.
2. Use the search filter and/or the **Search** field to select the note type you want to edit.
3. Update the fields as needed.

4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Note Type

Use these steps to delete a note type.

To delete a note type:

1. Under the Setup menu group, go to **Notes » Notes Types**.
2. Use the search filter and/or the **Search** field to select the note type you want to delete.
3. Click **Delete Note Type**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Notifications Submenu

Workspaces that support the creation and configuration of notifications and email alerts are available under this submenu.

Notifications

Use this workspace to view the notifications that Maconomy sends via workflow. You can use the search filter to select a notification and view the information related to it.

Notifications Concepts

Notifications provide information and can trigger the user to perform a task. Notifications are not typically created or managed in the Notifications workspace. This happens as part of a workflow in other functional workspaces.

Notification Types

Use this workspace to set up notification types.

Notification Types Concepts

You can:

- Create a notification type.
- Add or remove a group to a notification type for asynchronous notification.
- Add a notification type reference for synchronous notification.
- Rederive notification values for synchronous notification.

Notification Types Procedures

This section describes the steps you need to work with notification types.

Create a Notification Type

Use these steps to create a notification type.

To create a notification type:

1. Under the Setup menu section, go to **Notifications » Notification Types**.
2. Click **+ New Notification Type**.
3. In the New Notification Type wizard that displays:
 - a) Enter a value in the **Notification Type** field. This is a required field.
 - b) Enter a name and internal relation name.
 - c) Select or clear the **Synchronous Notification** checkbox as needed.
 - d) Select a value from the dropdown or provide a new category in the **Notification Category** field. This is a required field.
4. Click **Create**.

Assign Notifications to Group

Use this workspace to assign a notification type to a group.

Assign Notifications to Group Concepts

You can:

- Add all notification types to a group.
- Remove all notification types to a group.

Assign Notifications to Group Procedures

This section describes the steps you need to assign notifications to group.

Add a Group to a Notification Type

Use these steps to add a notification type to a group.

To add a group notification type:

1. Under the Setup menu section, go to **Notifications » Assign Notifications to Group**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the group you want to add a notification type to.
3. Click **+ Add Group Notification Type**.

4. Enter information about the notification type in the new table row as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Notification Categories

Use this workspace to set up notification categories.

Notification Categories Concepts

The two standard notification categories are Todos and Alerts, but you can set up additional categories as needed.

You can:

- Create a notification category.
- Delete a notification category.

Notification Categories Procedures

This section describes the steps you need to work with notification categories.

Create a Notification Category

Use these steps to create a notification category.

To create a notification category:

1. Under the Setup menu section, go to **Notifications » Notification Categories**.
2. Click **+ New Notification Category**.
3. In the New Notification Category wizard that displays:
 - a) Provide a value in the **Notification Category** field. This is a required field.
 - b) Enter a name for the new category.
 - c) Select or clear the **Notification can be closed, Default** checkbox as needed.
4. Click **Create**.

Delete a Notification Category

Use these steps to delete a notification category.

To delete a notification category:

1. Under the Setup menu section, go to **Notifications » Notification Categories**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the notification category you want to delete.
3. Click **Delete**.

4. In the confirmation dialog that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Email Alerts Submenu

Use the workspaces under the Email Alerts submenu to create and manage distribution groups and templates, and perform the basic setup required for sending email alerts.

Distributions

Use this workspace to create and manage distribution groups for sending email alerts and notifications.

Distributions Concepts

You can:

- Create distribution groups for email notifications.
- Edit distribution groups.
- Delete distribution groups.
- Add a template to a distribution.
- Send email alerts to users who are part of a distribution group.
- Send email alerts in test mode, and proofread the contents before sending out the alerts to users.

The send email alerts in test mode runs the email alerts without sending out emails. This mode results in a list of users and notifications to be sent.

Distributions Procedures

This section describes the steps you need to work with distributions.

Create a Distribution

Use these steps to create a distribution group where you can send notifications.

To create a distribution:

1. Under the Setup menu section, go to **Notifications » Email Alerts » Distributions**.
2. Click **+ Create Distribution**.
3. In the Create Distribution wizard that displays:
 - a) Specify a name for the distribution in the **Name** field. This is a required field.
 - b) Provide a brief description in the **Description** field.
4. Click **Create Distribution**.

Edit a Distribution

Use these steps to edit an existing distribution.

To edit a distribution:

1. Under the Setup menu section, go to **Notifications » Email Alerts » Distributions**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the distribution you want to edit.
3. Update the fields are needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Distribution

Use these steps to delete a distribution.

To delete a distribution:

1. Under the Setup menu section, go to **Notifications » Email Alerts » Distributions**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the distribution you want to delete.
3. Click **Delete**.
4. In the confirmation dialog that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Template to a Distribution

Use these steps to add a template to the distribution.

To add a template:

1. Under the Setup menu section, go to **Notifications » Email Alerts » Distributions**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the distribution you want to add a template to.
3. Click **+ Add Template**.
4. Use the dropdown list to select the template name you want to add.
5. Click **Save**.

Send Email Alerts to a Distribution

Use these steps to send email alerts to users who are part of a distribution group.

To send email alerts:

1. Under the Setup menu section, go to **Notifications » Email Alerts » Distributions**.

2. Use the search filter and/or the **Search** field at the top of the workspace to select the distribution you want to send email alerts to.
3. Click **+ Add Template**.
4. Use the dropdown list to select the template name you want to send email alerts to and click **Save**.
5. Click **Send Email Alerts**.

Send Email Alerts in Test Mode

Use these steps to send email alerts in test mode to a distribution.

To send email alerts in test mode:

1. Under the Setup menu section, go to **Notifications » Email Alerts » Distributions**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the distribution you want to send email alerts to.
3. Click **+ Add Template**.
4. Use the dropdown list to select the template name you want to send email alerts in test mode and click **Save**.
5. Click **Send Email Alerts Test Mode**.

Templates

Use this workspace to create email templates for notifications that are sent to specific distribution groups.

Templates Concepts

You can:

- Create a template and assign specific notifications to a template.
- Edit a template.
- Delete a template.
- Copy a template.

Templates Procedures

This section describes the steps you need to work with templates.

Create a Template

Use these steps to create email templates that you can send to specific distribution groups.

To create a template:

1. Under the Setup menu section, go to **Notifications » Email Alerts » Templates**.

2. Click **+ Create Template**.
3. In the Create Template wizard that displays:
 - a) Specify a name for the template in the **Name** field. This is a required field.
 - b) Provide a brief description in the **Description** field.
 - c) Specify an email address to display as sender of the email alert in the **Reply-To-Email Address** field. This is a required field.
4. Click **Create Template**.

Edit a Template

Use these steps to edit an existing template.

To edit a template:

1. Under the Setup menu section, go to **Notifications » Email Alerts » Templates**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the template you want to edit.
3. Update the fields are needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Template

Use these steps to delete a template.

To delete a template:

1. Under the Setup menu section, go to **Notifications » Email Alerts » Templates**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the template you want to delete.
3. Click **Delete**.
4. In the confirmation dialog that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Copy a Template

Use these steps to copy a template.

To copy a template:

1. Under the Setup menu section, go to **Notifications » Email Alerts » Templates**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the template you want to copy.
3. Click **Copy Email Details....**

4. In the Copy Email Details wizard that displays, use the **Copy from** dropdown list to select a record to copy from.
5. Click **Copy Email Details**.

Setup

Use this workspace to specify the notification types used in email alerts and view the list of notification types available for email alerts in the web client.

Setup Concepts

You can:

- View the list of email alerts notification types in the web client.
- Add email alerts notification type which you can select in the Templates workspace.
- Delete email alerts notification type.

Setup Procedures

This section describes the steps you need to setup email alerts notification types.

Add Notification Types for Email Alerts

Use these steps to add email alerts notification type which you can select in the Selections island of the Templates workspace.

To add an email alerts notification type:

1. Under the Setup menu section, go to **Notifications » Email Alerts » Setup**.
2. Click **+ Add Email Alerts Notification Type**.
A new row is created at the bottom of the Email Alerts Notification Types list
3. Enter information in the fields as needed.
4. Click **Save**.
5. Alternatively, click **Update Type List** to generate a list of email alerts notification types available in the web client.
All the Notification Types listed in the Email Alerts Notification Types table can be added in the Selections island of the Template workspace.

Delete Email Alerts Notification Type

Use these steps to delete an email alerts notification type.

To delete an email alerts notification type:

1. Under the Setup menu section, go to **Notifications » Email Alerts » Setup**.
2. In the Email Alerts Notification Types island, select the notification type you want to delete then click **Row Tools » Delete Email Alerts Notification Type**.

3. In the confirmation dialog that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Note: If an email alerts notification type is used on a template, you cannot delete it.

Lookup Submenu

You can view the list of notification types assigned to each user in the web client. The workspace that supports this feature is available under the Lookup submenu.

Notification Types by User

Use this workspace to view the list of notification types assigned to each user.

Notification Types by User Concepts

You can use the search filter to select a specific user. Each notification type assigned to a selected user is listed in a table containing the following information:

- Role name
- Notification type name
- Notification category
- Internal relation name

People Planner Submenu

Use the workspaces under this submenu to configure the People Planner integration for your system.

System Setup Submenu

Use the workspaces under this submenu to configure People Planner-related system parameters.

System Parameters Workspace

Use this workspace to maintain system parameters related to People Planner.

System Parameters Concepts

The People Planner integration provides graphical and resource planning related to your jobs.

This workspace is displayed only add-on number 128 is installed.

Sales Orders Submenu

Use the workspaces under this submenu to perform sales orders setup and manage your company's warehouses, price lists, and charge codes.

Items Submenu

Use the workspaces under this submenu to manage information about your company's warehouses, warehouse items, and item groups.

Items

Use this workspace to maintain information about your company's individual warehouse items.

Items Concepts

This workspace contains general and account information about an item.

After you enter data, Maconomy verifies the information. You can then create warehouse assignment lines in the Warehouse table, thus indicating that the item is related to these warehouses. You also specify delivery time, maximum stock, usual storage location, and so on, for each warehouse. You can only make entries for an item in a given warehouse for items that you assigned to the warehouse in question on a line in this workspace.

If you have Maconomy Bill of Materials, Maconomy operates with two kinds of items: Standard items and bills of materials (BOMs). Use the **Bill of Materials** checkbox to specify whether an item is one or the other.

If you specify a standard item, you can transfer the values for this standard to a new item. You can maintain standard items in the System Information workspace.

For auditing purposes, it is recommended that you print and file the Item record every time that you change it by using the **Print Item** action.

You can only delete an item if all of the fields related to quantity in the item's warehouses contain zero, if there have been no item changes in the last year and the current year, and if you have not made any item discount agreements for the item.

If you have Maconomy Bill of Materials, and if the item is part of such a bill, you cannot delete the item. If you delete a warehouse assignment for an item in the Warehouses table, Maconomy deletes all of the information about item entries, item periods, item batches, and related vendors for the current warehouse assignment. When you print a historical inventory balance list, this information is thus not available for the deleted warehouse assignments, which results in the inventory balance list not showing the posted inventory value.

Items Fields

This section describes the fields and actions on the Items workspace.

Copy to come.

Items Procedures

This section describes all the steps you need to work with warehouse items.

Create an Item

Use these steps to create an item.

To create an item:

1. Under the Setup menu group, go to **Sales Orders » Items » Items**.
2. Click **+New Item**.
3. In the New Item dialog box that displays:
 - a) Enter a value for the item in the **Item No.** field.
This is a required field.
 - b) In the **Item Group** field, select the group the item belongs to.
 - c) If needed, select the **Bill of Materials** checkbox.
 - d) Enter a description for the item in the **Description, Language 1** field. T
This is a required field.
4. Click **Create**.

Modify an Item

Use these steps to modify an item.

To modify an item:

1. Under the Setup menu group, go to **Sales Orders » Items » Items**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an item.
3. Update fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete an Item

Use these steps to delete an item.

To delete an item:

1. Under the Setup menu group, go to **Sales Orders » Items » Items**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the item you want to delete.
3. Click **Delete Item**.

4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Print Item Information

Use these steps to print item information.

To print item information:

1. Under the Setup menu group, go to **Sales Orders » Items » Items**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the item you want to print.
3. Click **Print Item** to save a PDF copy of the item information on your device.

Attach a Document to an Item

Use these steps to upload and attach documents to an item.

To attach a document:

1. Under the Setup menu group, go to **Sales Orders » Items » Items**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an item.
3. Click **Other Actions » Attach Documents**.
4. In the dialog box that opens, click **Select files...** to open your file explorer.
5. Select the file you want to upload.
6. Click **Ok**.

Add a Warehouse

Use these steps to add a warehouse to an item.

To add a warehouse:

1. Under the Setup menu group, go to **Sales Orders » Items » Items**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an item.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Warehouse

Use these steps to delete a warehouse.

To delete a warehouse:

1. Under the Setup menu group, go to **Sales Orders » Items » Items**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an item.
3. In the Warehouse table, select the line you want to delete then click **Row Tools » Delete Warehouse**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Vendor

Use these steps to add a vendor to an item.

To add a vendor:

1. Under the Setup menu group, go to **Sales Orders » Items » Items**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an item.
3. In the Suppliers table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Vendor

Use these steps to delete a vendor.

To delete a vendor:

1. Under the Setup menu group, go to **Sales Orders » Items » Items**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an item.
3. In the Suppliers table, select the line you want to delete then click **Row Tools » Delete Vendor**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Item Groups

Use this workspace to manage various item groups.

Item Groups Concepts

Maintain general information about an item group in this workspace.

In the table, enter references to G/L accounts if you want to book sales and cost of sales by item group. This table displays one line for every department created in the Posting References workspace in the G/L module.

Maconomy divides inventory items into a number of logical groupings. You must create these groups in this workspace before you can set up items in the Items workspace, because you must attach items to a group. Maconomy distinguishes item groups from one another by costing method, inventory control, tax codes, and other information, all of which is transferred to the individual item in the Items workspace when you assign an item to a group.

You can change the information for an existing item group after items have been assigned to it, but the new information does not affect the items that are already in the group. Changes only affect new items assigned to the group.

Item Groups Fields

This section describes the fields and actions on the Item Groups workspace.

Copy to come.

Item Groups Procedures

This section describes all the steps you need to work with item groups.

Create an Item Group

Use these steps to create an item group.

To create an item group:

1. Under the Setup menu section, go to **Sales Orders » Items » Item Groups**.
2. Click **+New Item Group**.
3. In the New Item Group dialog box that displays:
 - a) Enter a name for the item group in the **Name** field. This is a required field.
 - b) Enter a buyer's name in the **Buyer** field.
 - c) If needed, select the **Inventory Control** checkbox.
 - d) Select a tax code and costing method in the **Tax Code** and **Costing Methods** fields.
 - e) If needed, select the **Order Item** and **Sales Price Costing** checkboxes.
 - f) Enter a value for the item group in the **GM % Sales Price**.
4. Click **Create**.

Modify an Item Group

Use these steps to modify an item group.

To modify an item group:

1. Under the Setup menu group, go to **Sales Orders » Items » Item Groups**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an item group.
3. Update fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Print Item Group Information

Use these steps to print an item group.

To print an item group:

1. Under the Setup menu group, go to **Sales Orders » Items » Item Groups**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the item group you want to print.
3. Click **Print Item Group** to save a PDF copy of the item group information on your device.

Add a Department to an Item Group

Use these steps to add a department to an item group.

To add a department:

1. Under the Setup menu group, go to **Sales Orders » Items » Item Groups**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an item group.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Department

Use these steps to delete a department.

To delete a department:

1. Under the Setup menu group, go to **Sales Orders » Items » Item Groups**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an item group.

3. In the table, select the line you want to delete then click **Row Tools » Delete Department**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Warehouses

Use this workspace to manage information about your company's warehouses.

Warehouses Concepts

You must create warehouses in this workspace before you can assign items to them in the Items workspace and before you can select them in your customer and vendor information cards.

Each warehouse can include an address and references to accounts in the general ledger.

Specify the posting references on the warehouse information card by using dimension combinations that refer to the accounts and any other dimension values to be used when you post various types of item activity in Maconomy. For example, if the inventory value changes as result of a cost adjustment, Maconomy posts the offsetting entry for the inventory value change to the account to which a dimension combination specified on the warehouse information card refers. This makes it easier to trace and to reconcile variances and adjustments that result from various kinds of item transactions.

In the table, you can set up different locations in the current warehouse. Locations can, for example, be shelf numbers, drawers, or warehouse areas. Maconomy uses locations for keeping closer track of exactly where the items are placed in the warehouse. This makes it easier to plan a picking route when items are to be moved or shipped. When items are received, you specify the location at which they are placed, and Maconomy keeps track of the stock that is available at each location. Items can be moved around the warehouse locations by means of warehouse transactions and picking lists, causing Maconomy to update each location's current stock.

In this workspace, you can set up a number of rules for the operation of the warehouse to skip parts of the planning details involved in item sales, simplifying the sales flow.

For auditing purposes, it is recommended that you print and file the Warehouse record every time that you change it. To print the record, click the **Print Warehouse** action.

Note that you cannot delete a warehouse after you create it. However, you can change the name of the warehouse.

You can specify for each warehouse whether you can make entries that cause the stock of a given item in the warehouse in question to become negative—that is, shipping more units of an item than are available according to the entered stock. In some cases, a supplier can deliver a number of units that are shipped before they are entered as received. While this is normal practice, you may want to disallow negative stock volumes. You can therefore prevent deliveries that would cause a negative stock for each warehouse.

Warehouses Fields

This section describes the fields and actions on the Warehouses workspace.

Copy to come.

Warehouses Procedures

This section describes all the steps you need to work with warehouses.

Create a Warehouse

Use these steps to create a warehouse.

To create a warehouse:

1. Under the Setup menu group, go to **Sales Orders » Items » Warehouses**.
2. Click **+New Warehouse**.
3. In the New Warehouse dialog box that displays:
 - a) Enter a name for the warehouse in the **Name** field. This is a required field.
 - b) Select a company in the **Company** field. This is a required field.
 - c) Click **Continue**.
 - d) Select a value for all the required fields then click **Create**.

Modify a Warehouse

Use these steps to modify a warehouse.

To modify a warehouse:

1. Under the Setup menu group, go to **Sales Orders » Items » Warehouses**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a warehouse.
3. In the Selection Criteria panel, use the available criteria to display the lines you want to edit.
4. Update fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Print Warehouse Information

Use these steps to print warehouse information.

To print warehouse information:

1. Under the Setup menu group, go to **Sales Orders » Items » Warehouses**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the warehouse you want to print.
3. Click **Print Warehouse** to save a PDF copy of the warehouse information on your device.

Create Inventory Profiles

Use these steps to start inventory profile control for all items in the warehouse.

To create inventory profiles:

1. Under the Setup menu group, go to **Sales Orders » Items » Warehouses**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a warehouse.
3. Click **Create Inventory Profiles**.
4. In the confirmation dialog box that displays, click **Ok** to confirm action or **Cancel** to exit. Maconomy selects the **Inventory Profile** checkbox of all the items in the selected warehouse.

Delete Inventory Profiles

Use these steps to stop inventory profile control for all items in the warehouse.

To delete inventory profiles:

1. Under the Setup menu group, go to **Sales Orders » Items » Warehouses**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a warehouse.
3. Click **Delete Inventory Profiles**.
4. In the confirmation dialog box that displays, click **Ok** to confirm action or **Cancel** to exit. Maconomy clears the **Inventory Profile** checkbox of all the items in the selected warehouse.

Add a Stock Location

Use these steps to add a stock location.

To add a stock location:

1. Under the Setup menu group, go to **Sales Orders » Items » Warehouses**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the warehouse where you want to add a stock location to.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Stock Location

Use these steps to delete a stock location.

To delete a stock location:

1. Under the Setup menu group, go to **Sales Orders » Items » Warehouses**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a warehouse.
3. In the table, select the line you want to delete then click **Row Tools » Delete Stock Location**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Price Lists Submenu

Use the workspaces under this submenu to create and maintain price lists, quantity discounts, and discount agreements.

Price Lists

Use this workspace to maintain your company's price lists.

Price Lists Concepts

Create a price list with the name of the price list issue, currency, and application to start pricing your items.

After creating a price list, you can enter the prices of the items on the current price list in the table. If you change the name of one price list issue, Maconomy changes all of the issue names of the price list.

You can create price lists in several different currencies. Every price list quotes the price at step one, that is, the price of one unit of the item. If you want to apply quantity discounts, create these in the Quantity Discounts workspace.

Each price list has one or more issues. You assign each issue to a period, and no two issues can have overlapping periods. Thus, you can only assign one issue to each date.

This workspace displays an issue of the price list. Each issue of the price list is identified by a price list name and an issue number, and you can look through the available issues. The **Delete** action enables you to delete the displayed issue of the price list. However, you cannot delete a price list if no other issues of the current price lists exist.

You can use the Selection Criteria panel to specify the items to display in the table. When you open the workspace, the **Show Lines** option is toggled off, and the table is empty. This enables you to open the workspace more quickly.

When you create a price list, you only enter the name of the price list. Later, you enter the item lines in the table or in the Quantity Discounts workspace. You can create a price list with all of the items in your item assortment in one operation using the Change Price Lists workspace.

If you have Maconomy Bill of Materials, you can create BOM price lists, provided that the BOMs have price control.

You cannot delete a version of a price list if there is only one existing version. Maconomy extends the date period for the version that is placed just before the deleted version so that it also covers the period of the deleted version. If you delete the earliest existing period, Maconomy extends the date period for the price list version that is placed after the deleted period. This avoids periodic gaps.

For auditing purposes, it is recommended that you print and file the price list every time that you change it. To print the list, click the **Print** action.

Price Lists Fields

This section describes the fields and actions on the Price Lists workspace.

Copy to come.

Price Lists Procedures

This section describes all the steps you need to work with price lists for sales orders.

Create a Price List

Use these steps to create a price list.

To create a price list:

1. Under the Setup menu group, go to **Sales Orders » Price Lists » Price Lists**.
2. Click **+New Price List**.
3. In the New Price List dialog box that displays:
 - a) Enter a name for the price list in the **Name** field.
This is a required field.
 - b) Select a currency in the **Currency** field.
 - c) Select whether the price list applies to sales or purchases in the **Application** field.
4. Click **Create**.

Modify a Price List

Use these steps to modify a price list.

To modify a price list:

1. Under the Setup menu group, go to **Sales Orders » Price Lists » Price Lists**.

2. Use the search filter and/or the **Search** field at the top of the workspace to select a price list.
3. In the Selection Criteria panel, use the available criteria to display the lines you want to edit.
4. Update fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Add an Item Line

Use these steps to add item lines in the table.

To add an item line:

1. Under the Setup menu group, go to **Sales Orders » Price Lists » Price Lists**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a price list.
3. Toggle on the **Show Lines** option.
4. In the table, click the **+** action.
5. Enter information in the fields as needed.
6. Click **Save**.

Delete an Item Line

Use these steps to delete a line in the table.

To delete an item line:

1. Under the Setup menu group, go to **Sales Orders » Price Lists » Price Lists**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a price list.
3. Toggle on the **Show Lines** option.
4. In the Selection Criteria panel, use the available criteria to display the lines you want to delete.
5. In the table, select the line you want to delete then click **Row Tools » Delete Item**.
6. In the confirmation dialog that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Print a Price List

Use these steps to print a price list.

To print a price list:

1. Under the Setup menu group, go to **Sales Orders » Price Lists » Price Lists**.

2. Use the search filter and/or the **Search** field at the top of the workspace to select the price list you want to print.
3. Click **Print** to save a PDF copy of the price list on your device.
4. Optionally, you can select a line in the table and click **Row Tools » Print Item**.

Delete a Price List

Use these steps to delete a price list.

To delete a price list:

1. Under the Setup menu group, go to **Sales Orders » Price Lists » Price Lists**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the price list you want to delete.
3. Click **Delete**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Change Price Lists

Use this workspace to maintain your company's price lists.

Change Price Lists Concepts

Using existing information in Maconomy, this workspace allows you to create and change the prices in a price list all at the same time, whereas the Price Lists workspace only lets you create and change the prices of individual items in a price list.

The **Issue** and **Name** fields determine the price list that is selected.

When you click **OK**, Maconomy records the changes that you made.

For auditing purposes, it is recommended that you print and file a price list every time that you change it. To print the record, use the **Print** action in the Price Lists workspace.

Change Price Lists Fields

This section describes the fields and actions on the Change Price Lists workspace.

Copy to come.

Change Price Lists Procedures

This section describes all the steps you need to work with changing price lists.

Change Prices in a Price List

Use these steps to change prices in a price list.

To change prices:

1. Under the Setup menu group, go to **Sales Orders » Price Lists » Change Price Lists**.
2. In the **Change Type** field, select the type of change you want to make.
3. Update the fields in the relevant card based on your selection in step 2.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.
5. Click **OK**.

Quantity Discounts

Use this workspace to maintain the quantity discounts that you offer to your customers.

Quantity Discounts Concepts

You can page through the items in your stock and select a price list for each item.

For every price list, you can enter prices and other information up to six steps. Maconomy retrieves the price lists in the popup field in this workspace from the Price Lists workspace.

You can work with several issues of a price list and look through available price list issues. When you look through different items, you can maintain the current price list and issue number. If the item does not exist in the current issue of the price list, Maconomy starts by searching for the item in the price list that is valid on the current date. If the item does not exist in that price list, Maconomy searches one of the existing issues of the current price list.

If the item does not exist among these issues, Maconomy searches for the item in the other price lists, starting with issue number 1 in the first price list.

You can also control the relation between the prices in the **Step 1** field and the **Recommended Sales Price** field by using a markup percentage.

A quantity discount invokes a new, lower unit price, which determines the line price. Maconomy then applies any other line discount from a customer or item discount agreement.

Quantity Discounts Fields

This section describes the fields and actions on the Quantity Discounts workspace.

Copy to come.

Quantity Discounts Procedures

This section describes all the steps you need to work with quantity discounts.

Modify Quantity Discounts

Use these steps to modify quantity discounts for an item.

To modify quantity discounts:

1. Under the Setup menu group, go to **Sales Orders » Price Lists » Quantity Discounts**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an item.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Discount Agreements

Use this workspace to manage item-related discount agreements.

Discount Agreements Concepts

You can define discount agreements and their associated terms for each item number. For example, you can define a clearance discount to promote sales of an overstocked item.

You can browse through the items in the system in this workspace. In the table, specify a discount agreement on each line.

Maconomy transfers a discount to an order or invoice line in the Sales Orders workspace. If several item or customer discount agreements overlap, Maconomy selects the one that results in the highest discount amount. In other words, you can apply only one discount agreement, whether item or customer-related, per order or invoice line. However, you can simultaneously give a quantity discount and an invoice discount to a customer.

Discount Agreements Fields

This section describes the fields and actions on the Discount Agreements workspace.

Copy to come.

Discount Agreements Procedures

This section describes all the steps you need to work with discount agreements.

Modify Discount Agreements

Use these steps to modify discount agreements.

To modify discount agreements:

1. Under the Setup menu group, go to **Sales Orders » Price Lists » Discount Agreements**.

2. Use the search filter and/or the **Search** field at the top of the workspace to select an item.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Add a Discount Agreement

Use these steps to add a discount agreement for an item.

To add a discount agreement:

1. Under the Setup menu group, go to **Sales Orders » Price Lists » Discount Agreements**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an item.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Save**.

Delete a Discount Agreement

Use these steps to delete a discount agreement for an item.

To delete a discount agreement:

1. Under the Setup menu group, go to **Sales Orders » Price Lists » Discount Agreements**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select an item.
3. In the table, on the line you want to delete, click **Row Tools » Delete Discount Agreement**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Charges Submenu

Use the workspaces under this submenu to manage charge codes and charge tables used in sales orders.

Charges

Use this workspace to maintain charge codes for sales orders.

Charges Concepts

Charges can include handling charges, postage, and so forth.

A charge can be a fixed amount or Maconomy can calculate it from a charge table in the Charge Tables workspace. When Maconomy calculates from a charge table, the charge amount depends on the information in the sales order, for example, how much does the total sales order weigh, which destination is the order assigned to, and so on. You specify the calculation basis of the charge amount on the individual line in the charge table. See the Charge Tables workspace for a description of charge tables and charge calculation.

If Maconomy is to calculate the current charge from a charge table, you can use the **Charge Table** field to indicate whether Maconomy should always calculate the charge from the same charge table or whether Maconomy should use the charge table specified on the individual order. A fixed charge table can, for example, be used for general freight charges, and charges calculated from the charge table on the individual sales order can be used in cases where you want the freight charges to depend on the customer.

This workspace displays all of the amounts in enterprise currency. When you transfer a charge to a quote or an order, Maconomy converts the amount into the currency that you assigned to the current quote or order.

For auditing purposes, it is recommended that you print and file the Charges workspace every time that you change it. Use the **Print** action in the workspace.

Charges Fields

This section describes the fields and actions on the Charges workspace.

Copy to come.

Charges Procedures

This section describes all the steps you need to work with charges.

Create a Charge Code

Use these steps to create a charge code.

To create a charge code:

1. Under the Setup menu group, go to **Sales Orders » Charges » Charges**.
2. Click **+New Charge Code**.
3. In the New Charge Code dialog box that displays:
 - a) Enter a name for the charge code in the **Name** field.
This is a required field.
 - b) Specify a charge description for the code in the **Description** field.
This is a required field.

- c) If needed, fill out the other fields in the wizard.
 - d) Enter or select an item tax code in the **Item Tax Code** field.
This is a required field.
4. Click **Create**.

Modify Charges

Use these steps to modify charges.

To modify charges:

1. Under the Setup menu group, go to **Sales Orders » Charges » Charges**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a charge code.
3. Update fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Print Charge Code Information

Use these steps to print charge code information.

To print charge code information:

1. Under the Setup menu group, go to **Sales Orders » Charges » Charges**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a charge code.
3. Click **Print** to save a PDF copy of the charge code information on your device.

Charge Tables

Use this workspace to create and maintain charge tables.

Charge Tables Concepts

Maconomy uses charge tables to calculate charges based on the information on the sales order, such as weight, volume, or delivery address, instead of just entering a fixed charge on the order.

A charge table consists of a number of lines, each of which contains selection criteria, a calculation basis, and a rate for calculating the charge amount. In the selection criteria on a line, you can enter ranges of zip codes, weight, or volume, and so forth, and combinations of delivery mode, carrier, and country, and so on. Maconomy only takes a line into account when calculating a charge if the information on the current sales order matches all of the selection criteria on the line. The calculation basis and the rate on a line indicate how to calculate the charge amount if the current line is used. The calculation basis specifies the factor by which Maconomy should calculate the charge, for example, if the charge should be a percentage of the total price of the

sales order or an amount that depends on the total weight of the items. The rate can be either a fixed rate or a percentage used when converting the calculation basis to an amount. For instance, the rate could be 50 cents per unit. If multiple lines in the charge table match the information on the current sales order, Maconomy uses the line that yields the lowest price.

You assign charge tables to charge codes in the Charges workspace, in which you can specify to use a fixed charge table for calculating the charge, or to use the charge table specified on the sales order. In this way, the charge codes that are specified on the individual order determine the charge tables to be used.

You must enter all of the amounts in this workspace in enterprise currency. When you transfer a charge to a quote or an order, Maconomy converts the amount into the currency assigned to the current quote or order.

Charge Tables Fields

This section describes the fields and actions on the Charge Tables workspace.

Copy to come.

Charge Tables Procedures

This section describes all the steps you need to work with charges.

Create a Charge Table

Use these steps to create a charge table.

To create a charge table:

1. Under the Setup menu group, go to **Sales Orders » Charges » Charge Tables**.
2. Click **+New Charge Table**.
3. In the New Charge Table dialog box that displays:
 - a) Enter a name for the charge table in the **Name** field.
This is a required field.
 - b) Specify a description for the charge table in the **Description** field.
This is a required field.
4. Click **Create**.

Modify a Charge Table

Use these steps to modify a charge table.

To modify a charge table:

1. Under the Setup menu group, go to **Sales Orders » Charges » Charge Tables**.

2. Use the search filter and/or the **Search** field at the top of the workspace to select a charge table.
3. In the Selection Criteria panel, use the available criteria to display the lines you want to edit.
4. In the table, go to the appropriate line and make the necessary changes.
5. Update fields as needed.
6. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Add a New Issue

Use these steps to add a new issue in the charge table.

To add a new issue:

1. Under the Setup menu group, go to **Sales Orders » Charges » Charge Tables**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a charge table.
3. Click **New Issue....**
4. In the New Issue dialog box that displays, enter the starting date of a new issue in the **Starting Date** field.
5. Click **New Issue**.

Add a Charge Table Line

Use these steps to add one or more lines to a charge table.

To add a charge table line:

1. Under the Setup menu group, go to **Sales Orders » Charges » Charge Tables**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a charge table.
3. Toggle on the **Show Lines** option.
4. In the table, click the **+** action.
5. Enter information in the fields as needed.
6. Click **Save**.

Delete a Charge Table Line

Use these steps to delete a charge table line.

To delete a charge table line:

1. Under the Setup menu group, go to **Sales Orders » Charges » Charge Tables**.

2. Use the search filter and/or the **Search** field at the top of the workspace to select a charge table.
3. In the Selection Criteria panel, use the available criteria to display the line/s you want to delete.
4. Toggle on the **Show Lines** option.
5. In the table, on the line you want to delete, click **Row Tools » Delete Charge Table Line**.
6. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Print Charge Table Information

Use these steps to print charge table information.

To print charge table information:

1. Under the Setup menu group, go to **Sales Orders » Charges » Charge Tables**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select a charge table.
3. Click **Print** to save a PDF copy of the charge table information on your device.

Delete a Charge Table

Use these steps to delete a charge table.

To delete a charge table:

1. Under the Setup menu group, go to **Sales Orders » Charges » Charge Tables**.
2. Use the search filter and/or the **Search** field at the top of the workspace to select the charge table you want to delete.
3. Click **Delete**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

System Setup Submenu

Use the workspaces under this submenu to maintain Sales Orders-related system parameters and popup fields.

System Information

Use this workspace to maintain the system information and accounting methods related to sales orders.

System Information Fields

This section describes the fields and actions on the System Information workspace.

Copy to come.

System Information Procedures

This section describes all the steps you need to work with system information.

Modify System Information

Use these steps to modify system information.

To modify system information:

1. Under the Setup menu group, go to **Sales Orders » System Setup » System Information**.
2. Update fields as needed.
3. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

System Parameters

Use this workspace to maintain a number of system parameters that are related to items and sales orders.

System Parameters Fields

This section describes the fields and actions on the System Parameters workspace.

Copy to come.

System Parameters Procedures

This section describes the steps you need to work with system parameter.

Select a System Parameter

Use these steps to select a system parameter.

To select a system parameter:

1. Under the Setup menu group, go to **Sales Orders » System Setup » System Parameters**.
2. Use the search filter and/or the **Search** field to select a parameter.
3. Select or deselect the checkbox and enter remarks as needed.

4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Popup Fields

Use this workspace to maintain the options in popup lists, which are lists of possible values that you can use to populate fields in Sales Orders-related workspaces.

Popup Fields Concepts

This workspace allows you to maintain the options in Maconomy's popup fields, for example, the sales orders and item popup fields in the workspaces under the Sales Orders menu group.

Popup Fields Fields

This section describes the fields and actions on the Popup Fields workspace.

Copy to come.

Popup Fields Procedures

This section describes all the steps you need to work with popup fields.

Add a Popup Value

Use these steps to add options to a popup field.

To add a popup value:

1. Under the Setup menu group, go to **Sales Orders » System Setup » Popup Fields**.
2. Use the search filter and/or the **Search** field to select a popup field.
3. In the table, click the **+** action.
4. Enter a value for the available fields.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Modify Popup Fields

Use these steps to modify the popup field.

To modify the popup field:

1. Under the Setup menu group, go to **Sales Orders » System Setup » Popup Fields**.
2. Use the search filter and/or the **Search** field to select a popup field.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Subscription Orders Submenu

Use the workspaces under the Subscription Orders submenu to create and maintain subscription orders.

Pricing Submenu

Use the workspaces under this submenu to create and maintain price lists, price adjustment principles, and price index tables.

Price Lists

Use this workspace to create a price list with the name of the price list issue, currency, application to start pricing your items.

Price Lists Procedures

This section describes all the steps you need to work with price lists for subscription orders.

Create a Price List

Use these steps to create a price list.

To create a price list:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Lists**.
2. Click **+New Price List**.
3. In the New Price List dialog box that displays:
 - a) Enter a name for the price list in the **Name** field. This is a required field.
 - b) Select a currency in the **Currency** field.
 - c) Select whether the price list applies to sales or purchases in the **Application** field.
4. Click **Create**.

Modify a Price List

Use these steps to modify a price list.

To modify a price list:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Lists**.
2. Use the search filter and/or the **Search** field to select a price list.
3. In the Selection Criteria panel, use the available criteria to display the lines you want to edit.
4. Update fields as needed.

5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Add an Item Line

Use these steps to add items in the Items table.

To add an item line:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Lists**.
2. Use the search filter and/or the **Search** field to select a price list.
3. Toggle on the **Show Lines** option.
4. In the table, click the **+** action.
5. Enter information in the fields as needed.
6. Click **Save**.

Delete an Item Line

Use these steps to delete a line in the Items table.

To delete an item line:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Lists**.
2. Use the search filter and/or the **Search** field to select a price list.
3. Toggle on the **Show Lines** option.
4. In the Selection Criteria panel, use the available criteria to display the lines you want to delete.
5. In the table, select the line you want to delete then click **Row Tools » Delete Item**.
6. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Print a Price List

Use these steps to print a price list.

To print a price list:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Lists**.
2. Use the search filter and/or the **Search** field to select the price list you want to print.
3. Click **Print** to save a PDF copy of the price list on your device.
4. Optionally, you can select a line in the table and click **Row Tools » Print Item**.

Delete a Price List

Use these steps to delete a price list.

To delete a price list:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Lists**.
2. Use the search filter and/or the **Search** field to select the price list you want to delete.
3. Click **Delete**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Price Adjustment Principles

Use this workspace to set up price adjustment principles that are used to adjust the prices of subscriptions.

Price Adjustment Principles Concepts

A price adjustment principle is a set of rules that determine how prices should be updated on subscriptions to which the price adjustment principle is assigned. Each price adjustment principle can refer to a price index table in which you can maintain price increments, for instance, in accordance with consumer price indexes. In addition, you can define a minimum and maximum adjustment percentage, enabling you to set up adjustment principles that match your subscription contracts. If you do not assign a given principle to a price index table, Maconomy always performs price adjustments that use that principle according to the minimum adjustment percentage.

The adjustment of subscription prices occurs automatically when you prepare subscription invoicing. For each subscription included in the preparation, Maconomy considers the previous date on which the subscription price was updated and makes the necessary price adjustment. This can include multiple adjustment steps, for instance, if a subscription has run for a number of years before you perform the price adjustment.

You can assign adjustment principles to customers, subscription orders, and individual subscription order lines. A price adjustment principle that you specify on a customer contact information is inherited by the main tab of any new subscription orders for the customer, and from the subscription order to the individual subscription order lines. By assigning an adjustment principle to a customer, you indicate a given price adjustment method that you agreed to with the customer. However, you can change the adjustment principle on the subscription orders and the individual order lines.

Calculation Method in Price Adjustments

Price adjustments occur when you run subscription invoice preparations in the Prepare Subscription Invoicing table of the Subscription Invoicing workspace. You perform price adjustments for one subscription order line at a time, and only for subscription lines on which a price adjustment principle has been specified. Each adjustment occurs as follows:

1. Maconomy checks whether the line is eligible for price adjustment. If no price adjustment has occurred for the line before, the line is eligible if the value in the **Date of Initial**

Adjustment field is earlier than the starting date of the period for which you are preparing invoicing. The line is eligible if the date in the **Date for Next Adjustment** field is equal to or earlier than the starting date of the period. If the line is eligible, Maconomy continues with step 2; if not, no price adjustment occurs for the subscription line.

2. Maconomy calculates the price adjustment from the basis price up to the current period. This means that instead of running an adjustment based on the latest adjusted price, Maconomy recalculates the price all the way back from the base price. This happens through a number of iterations where each iteration is based on the adjusted price and adjustments/index dates that Maconomy calculated in the previous iteration. The procedure of each iteration is as follows:

Maconomy calculates an index increase percentage and determines whether this percentage is between the minimum and maximum adjustment percentages specified on the adjustment principle. If no price index table is assigned to the adjustment principle, the increase percentage is set to zero.

The formula used for calculating the index increase percentage is:

$$\left(\frac{\text{New Index Value}}{\text{Previous Index Value}} - 1 \right) \times 100$$

In this formula, the index values depend on whether this is the initial iteration of the calculation. If it is, the New Index Value is the index value that was valid on the date that you entered in the **Index Date, Initial Adjustment** field on the subscription line, and the Previous Index Value is the index value that was valid on the date that you entered in the **Index Date, Base** field. If it is not the first iteration, the New Index Value is the index value that was valid 1, 2, 3, and so on years after the date in the **Index Date, Initial Adjustment** field, depending on the iteration. This means that in the second iteration, the New Index Value is the index value that was valid one year after the initial index date, and in each subsequent iteration, the Maconomy increases the date by one year. In addition, if it is not the first iteration, the Previous Index Value is the New Index Value that was used in the previous iteration.

The calculation results in a percentage that is compared to the minimum and maximum percentages that you entered for the price adjustment principle. If the calculated percentage is between the minimum and maximum percentages, Maconomy selects the calculated percentage. If it is higher than the maximum percentage, Maconomy selects the maximum percentage. If it is lower than the minimum percentage, Maconomy selects the minimum percentage.

3. Maconomy increases the adjusted unit price in the **Adjusted Unit Price** field by the percentage that it selected in the previous step.
4. Maconomy updates the **Date of Last Adjustment** field to the value that was previously in the **Date for Next Adjustment** field and increases the date in the **Date for Next Adjustment** field by a year.
5. Maconomy checks whether the new value in the **Date for Next Adjustment** field is earlier than or equal to the start of the period for which you are preparing invoicing. If it is, Maconomy repeats this process, thus adjusting the (adjusted) unit price again, until it is in line with the index level of the period to be invoiced.

Example

Assume that you have set up Adjustment Principle A for a minimum 3% adjustment.

In addition, a subscription contains a subscription line that uses Adjustment Principle A and has the following information:

Unit Price	Index Date, Base	Index Date, Initial Adj.	Date of Initial Adjustment	Adjusted Unit Price	Date of Latest Adjustment	Date of Next Adjustment
10,000	5 May 2015	1 Jan 2017	1 Apr 2017	10,000		1 Apr 2017

Adjustment Principle A is assigned to a price index table that looks like the following:

Index Number	From Date	To Date
110	1 May 2015	31 May 2015
...		
120	1 Jan 2017	31 Jan 2017
...		
122	1 Jan 2018	

On 1 April 2018, you enter the Prepare Subscription Invoicing table of the Subscription Invoicing workspace to prepare invoicing for Q2. You enter an invoicing period of 1 April to 30 June. This period starts after the next adjustment date of the subscription line, causing Maconomy to calculate an adjustment. In the first iteration of the price adjustment calculation, Maconomy takes the unit price and adjusts it from the index value on the base index date (5 May 2015) to the index value on the index date for first adjustment (1 Jan 2017).

$$\left(\frac{120}{110} - 1\right) \times 100 = 9.09$$

Since this percentage is between the minimum and maximum percentages specified on the adjustment principle, Maconomy adjusts the unit price using the calculated percentage:

$$\text{Adjusted Unit Price} = 10,000 \times 1.0909 = 10,909$$

After adjusting the unit price, Maconomy increases the date for next adjustment by a year (which was 1 April 2017 - the date of initial adjustment). The result is 1 April 2018, which is also before the period for which you are preparing invoicing. Maconomy runs another adjustment of the already adjusted unit price of 10,909.

$$\left(\frac{122}{120} - 1\right) \times 100 = 1.67$$

Because this percentage is below the minimum percentage of 3, Maconomy increases the adjusted unit price by 3%.

$$\text{Adjusted Unit Price} = 10,909 \times 1.03 = 11,236.36$$

Once again, Maconomy increases the date for next adjustment by a year (the previous value was 1 April 2018). The result is 1 April 2019. Because this date is after the starting date of the period for which you are preparing invoicing, Maconomy does not perform any additional adjustments.

As a result, the information on the subscription order line is as follows:

Unit Price	Index Date, Base	Index Date, Initial Adj.	Date of Initial Adjustment	Adjusted Unit Price	Date of Latest Adjustment	Date if Next Adjustment
10,000	5 May 2015	1 Jan 2017	1 Apr 2017	11,236	1 Apr 2018	1 Apr 2019

Price Adjustment Principles Procedures

This section describes all the steps you need to work with price adjustment principles.

Create a Price Adjustment Principle

Use these steps to create a price adjustment principle.

To create a price adjustment principle:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Adjustment Principles**.
2. Click **+New Price Adjustment Principle**.
3. In the New Price Adjustment Principle dialog box that displays:
 - a) Enter a name for the price adjustment principle in the **Name** field. This is a required field.
 - b) Enter a description about the price adjustment principle in the **Description** field.
 - c) Select what price index should the price adjustment principle refer to in the **Price Index Table** field.
4. Click **Create**.

Modify a Price Adjustment Principle

Use these steps to modify a price adjustment principle.

To modify a price adjustment principle:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Adjustment Principles**.
2. Use the search filter and/or the **Search** field to select a price adjustment principle.
3. Update fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Price Adjustment Principle

Use these steps to delete a price adjustment principle.

To delete a price adjustment principle:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Adjustment Principles**.
2. Use the search filter and/or the **Search** field to select a price adjustment principle.
3. Click **Delete**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Price Index

Use these steps to add a price index line in the table.

To add a price index line:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Adjustment Principles**.
2. Use the search filter and/or the **Search** field to select a price adjustment principle.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Price Index Tables

Use this workspace to create and maintain price index tables that are used to adjust the prices of subscription orders.

You can also create lines that specify the price index that is valid in a given period in the table. The price index adjustment functionally is described in the introduction to the Price Adjustment Principles workspace.

Price Index Table Procedures

This section describes all the steps you need to work with price index tables.

Create a Price Index Table

Use these steps to create a price index table.

To create a price index table:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Index Tables**.

2. Click **+New Price Index Table**.
3. In the New Price Index Table dialog box that displays:
 - a) Enter a name for the price index table in the **Name** field. This is a required field.
 - b) Enter a description for the price index table in the **Description** field.
4. Click **Create**.

Modify a Price Index Table

Use these steps to modify a price index table.

To modify a price index table:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Index Tables**.
2. Use the search filter and/or the **Search** field to select a price index table.
3. Update fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Price Index Table

Use these steps to delete a price index table.

To delete a price index table:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Index Tables**.
2. Use the search filter and/or the **Search** field to select a price index table.
3. Click **Delete**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Price Index Line

Use these steps to add a price index line in the table.

To add a price index line:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Index Tables**.
2. Use the search filter and/or the **Search** field to select a price index table.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Price Index Line

Use these steps to delete a price index line in the table.

To delete a price index line:

1. Under the Setup menu group, go to **Subscription Orders » Pricing » Price Index Tables**.
2. Use the search filter and/or the **Search** field to select a price index table.
3. In the table, select the line you want to delete then click **Row Tools » Delete Price Index**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Subscriptions Submenu

Use the workspace under this submenu to create and manage your company's subscriptions.

Subscriptions

Use this workspace to create and maintain information about subscriptions.

Subscriptions Concepts

The Subscriptions workspace contains general information about the subscription. The card contains information relevant to the invoicing method and the table displays the issues that are included in the subscription if relevant. This list is equivalent to a publication list for the current subscription. The list is sorted by publishing date, with the oldest issue listed first.

The delivery period that you enter on the customer's subscription order in the Subscription Order Lines card in the Subscription Orders workspace determines the issues that a customer receives.

If you do not enter a publishing date for an issue, Maconomy sees the issue as a standard issue that is delivered to all subscribers. If you have a starter's package, for example, you can use this option for a folder for periodicals that are to be sent to all subscribers of a specific subscription.

You can change the information in the Subscription Order Lines table in the Subscription Orders workspace. The information about each issue originates from Subscriptions workspace and is transferred to each subscription order line when you click **Update Orders**. Maconomy transfers only those issues within the specified subscription period.

Subscriptions Procedures

This section describes all the steps you need to work with subscriptions.

Create a Subscription

Use these steps to create a subscription.

To create a subscription:

1. Under the Setup menu group, go to **Subscription Orders » Subscriptions » Subscriptions**.
2. Click **+New Subscription**.
3. In the New Subscription dialog box that displays:
 - a) Enter a value for the subscription in the **Subscription No.** field. This is a required field.
 - b) Enter a description for the subscription in the **Subscription Text Language 1** field.
 - c) Select a group in the **Subscription Group** field.
 - d) Select an item in the **Item** field.

Note: You should select an item that does not have inventory control and is not part of Bills of Materials.

- e) Select a value in the **Invoicing Method** field. This is a required field.
 - f) Select a unit for the subscription in **Time Unit** field if necessary.
4. Click **Create**.

Modify a Subscription

Use these steps to modify subscriptions.

To modify a subscription:

1. Under the Setup menu group, go to **Subscription Orders » Subscriptions » Subscriptions**.
2. Use the search filter and/or the **Search** field to select a subscription.
3. In the Selection Criteria panel, use the available criteria to display the lines you want to edit.
4. Update fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Update Subscription Orders

Use these steps to update subscription orders.

To update subscription orders:

1. Under the Setup menu group, go to **Subscription Orders » Subscriptions » Subscriptions**.
2. Use the search filter and/or the **Search** field to select a subscription.
3. Click **Update Orders**.
Maconomy creates delivery lines and sales orders for all subscription orders in which the current subscription is included.

Print Subscription Information

Use these steps to print subscriptions.

To print subscriptions:

1. Under the Setup menu group, go to **Subscription Orders » Subscriptions » Subscriptions**.
2. Use the search filter and/or the **Search** field to select a subscription.
3. Click **Print Subscription** to save a PDF copy of the subscription information on your device.
4. Optionally, you can select a line in the table and click **Row Tools » Print Delivery**.

Delete a Subscription

Use these steps to delete a subscription.

To delete a subscription:

1. Under the Setup menu group, go to **Subscription Orders » Subscriptions » Subscriptions**.
2. Use the search filter and/or the **Search** field to select a subscription.
3. In the Selection Criteria panel, use the available criteria to display the lines you want to delete.
4. Click **Delete Subscription**.
5. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

System Setup Submenu

Use the workspaces under this submenu to maintain Subscription Orders-related system parameters and popup fields.

System Information

Use this workspace to maintain the system information related to subscription orders.

System Information Procedures

This section describes the steps you need to work with system information.

Modify System Information

Use these steps to modify system information.

To modify system information:

1. Under the Setup menu group, go to **Subscription Orders » System Setup » System Information**.
2. Select or clear the checkboxes as needed.
3. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

System Parameters

Use this workspace to maintain a number of system parameters that are related to subscription orders.

System Parameters Procedures

This section describes the steps you need to work with system parameters.

Modify System Parameters

Use these steps to modify system parameters.

To modify system parameters:

1. Under the Setup menu group, go to **Subscription Orders » System Setup » System Parameters**.
2. Use the search filter and/or the **Search** field to select a system parameter.
3. Select the checkbox to enable the system parameter or clear to disable the system parameter.
4. Update the **Remarks** fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Popup Fields

Use this workspace to maintain the options in popup lists, which are lists of possible values that you can use to populate fields in Subscription Orders-related workspaces.

Popup Fields Procedures

This section describes all the steps you need to work with popup fields.

Add a Popup Value

Use these steps to add options to a popup field.

To add a popup value:

1. Under the Setup menu group, go to **Subscription Orders » System Setup » Popup Fields**.
2. Use the search filter and/or the **Search** field to select a popup field.
3. In the table, click the **+** action.
4. Enter a value for the available fields.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Modify Popup Fields

Use these steps to modify popup fields.

To modify popup fields:

1. Under the Setup menu group, go to **Subscription Orders » System Setup » Popup Fields**.
2. Use the search filter and/or the **Search** field to select a popup field.
3. Update fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Supplements Submenu

Use the workspaces under the Supplements submenu to view and manage supplements-related setup.

Supplements

Use this workspace to store information for all the fields that have a title defined in Supplement Types.

Supplements Concepts

Use this workspace to store information for all the fields that have a title defined in Supplement Types. There can be many instances of Supplements using the structure of a single Supplement Type. The islands in this workspace, except for the Supplement Island, are only visible when there are entries in any of the corresponding fields in the Supplement Types workspace.

Additionally, you can:

- Create a new supplement.
- Delete a supplement.

Supplements Fields

This section describes the fields and actions on the Supplements workspace.




Supplements Card

Field	Description
Description	Enter a description of the information stored in the Supplements.
Area	This field shows the value directly inherited from Supplement Types single dialog workspace. The field is closed for editing.
Access Level	Copy to come.

Texts Island

Field	Description
Supplier No.	Copy to come.
Tax Entity 1-3	Copy to come.

Card Part Actions

Button	Description
+ New Supplement	Click this action to add a new supplement.
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Delete	Click this action to delete a supplement.

Supplements Procedures

This section describes the steps you need for the Supplements workspace.

Create Supplement

Use these steps to create a new supplement.

To create a new supplement:

1. Under the Setup menu section, go to **Supplements » Supplements**.
2. Click **+ New Supplement**.
3. On the **New Supplement** dialog box, enter the applicable information in the required fields.
4. Click **Create**.

Supplement Type

Use this workspace to view information about the supplements.

Supplement Type Concepts

Use the information in the workspace to indicate which fields from Supplements are in use and define the fields with a descriptive title that you can access across Maconomy.

Additionally, you can:

- Create new supplement type.
- Delete a supplement type.

Supplement Type Fields

This section describes the fields and actions on the Supplement Type workspace.

Access Level Card

Field	Description
Description	Copy to come.
Access Level	Copy to come.

Texts Card

Field	Description
Text Titles	Enter the titles to assign to the free Text fields with Text 1 to 30 names.

Booleans Card

Field	Description
Boolean Title	Enter the titles to assign to the free Boolean fields with Text 1 to 30 names.

Dates Card

Field	Description
Date Title	Enter the titles to assign to the Date fields with Date 1 to 10 names.

Amounts Card

Field	Description
Amount Title	Enter the titles to assign to the Amount fields with Amount 1 to 15 names.




Integer Card

Field	Description
Integer Title	Enter the titles to assign to the Integer fields with Amount 1 to 15 names.

Reals Card

Field	Description
Real Title	Enter the titles to assign to the Reals fields with Amount 1 to 15 names.

Card Part Actions

Button	Description
+ New Supplement Type	Click this action to add a new supplement type.
	Click this action to refresh data in the current workspace.
 	Click this action to display the list view. Click this action to display the detailed view.
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the Save action is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Delete	Click this action to delete a supplement type.

Supplement Type Procedures

This section describes the steps you need for the Supplement Type workspace.

Create Supplement Type

Use these steps to create a supplement type.

To create a new supplement:

1. Under the Setup menu section, go to **Supplements » Supplement Type**.
2. Click **+ New Supplement Type**.
3. On the **New Supplement Type** dialog box, enter the applicable information in the required fields.
4. Click **Create**.

System Setup Submenu

Various workspaces are available under this submenu to help you perform basic system set up in the web client.

System Information

Use this workspace to maintain system information and accounting methods that are common to all Maconomy modules.

System Information Concepts

This workspace contains the following tabs:

- Finance
- Job Cost
- Customers and Vendors
- Subscription
- Inventory and Sales
- Currency
- Employees
- Data Import Packages

System Information Procedures

This section describes the steps you need to work with system information.

Modify System Information

Use these steps to modify system information.

To edit system information:

1. Under the Setup menu group, go to **System Setup » System Information**.

2. Click the tab you want to edit.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

System Parameters

Use this workspace to maintain system parameters for specific modules in Maconomy.

System Parameters Concepts

You can enable or disable a selected system parameter and add remarks as necessary.

System Parameters Procedures

This section describes the steps you need to work with system parameters.

Modify System Parameters

Use these steps to modify system parameters.

To edit system parameters:

1. Under the Setup menu group, go to **System Setup » System Parameters**.
2. Use the search filter and/or the **Search** field to select a system parameter.
3. Select the checkbox to enable the system parameter or clear to disable the system parameter.
4. Update fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

System Parameters Fields

This section lists all system parameters and the name of the group with which they associate.

System parameters are organized into groups. Each group name offers a general description of the parameters it contains, and generally indicates the name of the module influenced by those parameters.

For a complete list of system parameters available in Maconomy, go to [System Parameters Single Dialogs Workspace](#) in the *Delttek Maconomy Reference Guide*.

System Parameters Group Access

This section describes the system parameters under the Access group.

Parameter	Description
Update Rights from Groups	Enable this system parameter to change the action setup for groups. When this system

Parameter	Description
	<p>parameter is enabled, the setup for all roles assigned to the group are updated and the individual action setup for each role is disabled.</p> <p>Disable this system parameter to perform action setup individually for each role.</p>

System Parameters Group Base

This section describes the system parameters under the Base group.

Parameter	Description
Aut. Creation of Contact Person	<p>In this parameter, you can specify that when an employee is created in the Employees workspace, Maconomy automatically creates a contact person in the Contact Management module, and assigns it to the new employee. This causes the new employee to be assigned the same number as the automatically created contact person. The parameter can only be enabled if you have installed add-on 83: CRM and/or 106: Human Resources Module.</p> <p>The parameter must be enabled to use the Contact Management module's event flow functionality to register, for example, historical information or to keep track of information such as the projects in which the employee has been involved or courses the employee has taken.</p>
Employee mandatory for user	<p>In this parameter, you can specify whether an employee number is mandatory when creating a user in the Users workspace.</p>
Get on account tax code from tax table	
Price Index	<p>This index is used for calculating the price of service contracts in the service module.</p>
Standard Week Calendar No.	<p>Using this parameter, you can specify the number of a week calendar. For each employee, this calendar is used in periods covered by an employee revision on which no week calendar has been specified.</p> <p>For more information about employee revisions, see the Date Dependent Employee Revisions section in the Delttek Maconomy Reference Guide.</p>

Parameter	Description
Length of System Numbers	<p>Using this parameter, you can specify the number of figures to be used in the system numbers transferred from a system number series in the System Numbers workspace.</p> <p>When a system number is transferred, Maconomy automatically adds the number of zeroes necessary for the number length to comply with this parameter. The zeroes are placed in front of the system number.</p>
Allow Change of Approver	<p>Enable this parameter to change the approver, substitute, and super approver.</p> <p>The substitute and the super approver can only be changed if the employee reference field is not selected.</p>
Allow Document Archives with no Company	<p>Select this parameter to create a document archive without a company.</p>
Allow multiple levels to be approved by same user	<p>In this parameter, you can specify whether a user can approve the same vendor invoice, general journal, purchase order, or expense sheet multiple times, if the user is specified on more than one approval hierarchy line for that document. For more information about approval hierarchies, see the Approval Hierarchies workspace.</p> <p>As a vendor invoice, general journal, purchase order or expense sheet can fall within more than one selection criterion specification in the same approval hierarchy, it must be approved by the holder of approval or substitute assigned to each of the approval hierarchy lines containing the overlapping criteria. If the same employee is specified as holder of approval or substitute (either directly or through a reference or employee group) on more than one line, this parameter determines whether the employee should be able to approve more than once.</p> <p>If this parameter is disabled, the employee can only approve the same vendor invoice, purchase order, or expense sheet at one level, thus ensuring that transactions requiring approval by more than one person are approved by a different person at each level. If you enable this parameter, the employee can</p>

Parameter	Description
	<p>approve vendor invoices, purchase orders, and expense sheets at any number of levels.</p> <p>Note that if you disallow multiple approvals by the same user but your approval hierarchies contain multiple lines with the same employee, it is recommended that you always specify both a holder of approval and a substitute on each approval hierarchy line. This is to avoid situations where approval is required twice by the same person but no substitute is specified to make the second approval, causing a deadlock.</p>
Allow Permanent Blocking of Employees	<p>Select this parameter to enable the Permanently Blocked field on employee records in the Employee Field Access workspace. When this parameter is enabled, any blocked employee records remain permanently blocked and cannot be edited.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: When you enable this parameter, a warning displays stating that permanently blocking employees is irreversible.</p> </div> <p>Disable this parameter to hide the Permanently Blocked field on employee records.</p>
Allow User Masking for Company	<p>Select this system parameter to allow employee masking.</p>
Automatic Update of Future Employee Revisions	<p>Select this parameter to automatically apply changes from the current revision to existing future revision lines.</p> <p>When you clear the system parameter, you can only update the current revision line. Changes in the current revision are not automatically applied to future revision.</p>
Automatic Update of Reporting Structure Table	<p>If this parameter is enabled, Maconomy will automatically update grouping and sorting fields on reporting structure lines when adding, changing, or removing them. If the reporting structure has many lines, then making changes can take some time, since the system has to keep all the lines in sync.</p> <p>Therefore, disabling this system parameter can speed up the system. However, the grouping and sorting fields will no longer be updated as</p>

Parameter	Description
	soon as you add, remove, or update the line. This has to be done via the Update Table action in the Reporting Structures workspace after you make changes to the reporting structure.
Block Unapproved Employees	When this system parameter is enabled, all unapproved employees are marked as blocked, and you cannot unblock an employee unless the employee has been approved. If the approval of an employee is rejected or removed, the employee is automatically blocked.
Block Unapproved Users	<p>When this system parameter is enabled, all unapproved users are marked as blocked. They cannot log in unless they have been approved. If the approval of a user is rejected or removed, the user's password is automatically blocked.</p> <p>The User Blocked checkbox is selected by default for newly created users. These users are blocked, and they cannot be unblocked until they are approved.</p>
Block users when blocking employee	<p>This parameter sets the User Blocked field on a user account when an employee tied to that user is blocked.</p> <p>When an employee is blocked, any user accounts belonging to that employee are blocked immediately as well.</p> <div> <p>Note: Employees who are tied to an administrator account are not blocked. Instead, a warning message is displayed indicating that the user is an administrator and cannot be blocked.</p> </div>
Consider Portal Role Access when assigning Window Groups	Enable this system parameter to ensure users with limited administration rights cannot assign a window group to another user, unless they have access to the group itself. By default, this parameter is disabled.
Derive Template Employee on Creation	
Do not set Company No. for all Document Archive Types	
Enable Digital Assistant	

Parameter	Description
Enable Employee-Vendor Linking	Use this system parameter to enable the use of linking rules between employees and outlay settlement vendors. When this system parameter is enabled, the link between employee and outlay settlement vendor is specified on the vendor card, where you can enter a linking rule. This also enables the vendor creation wizard in the employee home. You can only enable employee-vendor linking if there is a one-to-one relationship between employees and outlay settlement vendors.
Enable Usage Tracking	
Mail Port and Server	This parameter specifies server name and port number to be used when sending mail from Maconomy.
Note Line Width %	Similar to the way that the Default invoice line width % system parameter is used in connection with automatic line wrapping on invoice lines, this parameter is used for setting how lines wrap on note lines. Maconomy has an internal line width value of 100%. You can change that value by changing the Note Line Width % field so that the note line width fits the note layout used in your company. If you enter, for example, 120 in the Note Line Width % field, Maconomy makes the invoice lines wider; if you enter, for example, 80, Maconomy makes the invoice lines narrower. If you enter 0, the automatic word wrapping on invoice lines is disabled.
Prevent Archiving of Previous Fiscal Years	<p>This system parameter specifies for how many fiscal years finance entries must be kept. This is used to prevent the archiving functionality from marking too many finance entries for archiving.</p> <p>For example, if the system parameter is set to 5, then the system will not mark any finance entries having an entry date within any of the five latest full fiscal years prior to the date of running the Mark for Archiving action.</p> <p>For example, if the date of running the action is February 20th 2014 and the fiscal years run from January 1st to December 31st then the archiving functionality can only mark finance entries having an entry date earlier than</p>

Parameter	Description
	January 1st 2009. The system parameter prevents finance entries of 2009, 2010, 2011, 2012, and 2013 from being deleted and the fiscal year 2014 has not yet ended.
Show Todo's for Other Roles	Select this parameter for users to see to-dos for all of their roles. Otherwise, they will only be able to see to-dos for current role.
Standard Days Week Calendar No.	Enter the calendar number to be used as a default calendar for fixed employee working time. The calendar must use "days" as the time unit.
Synchronize Company No. and Access Level on Document Archives	
Use Approve Compensation Agreement	Enable this parameter to require approval on Compensation Agreements. Disable the parameter to approve all Compensation Agreements by default.
Use both formal and preferred name on employees and contact persons	<p>This parameter enables formal names on employees and contact persons.</p> <p>When the parameter is enabled, Maconomy calculates first/middle/last names from the existing name on the employee. Because both first and last name are mandatory, it is required that all employee names consist of at least two names.</p> <p>The name fields are calculated so that if fields contain two names, it is split on first and last name. If fields contain three names, it is split into first, middle, and last names. If fields contain more than three names, all but the two last names are added to the first name field.</p>
Use Calendar Day Table	Select this parameter to populate the CalendarDay database table.
Use first/middle/last names on employees and contact persons	<p>This parameter enables F/M/L names on employees and contact persons.</p> <p>When the parameter is enabled, Maconomy calculates first/middle/last names from the existing name on the employee. Because both first and last name are mandatory, it is required that all employee names consist of at least two names.</p> <p>The name fields are calculated so that if fields contain two names, it is split on first and last</p>

Parameter	Description
	name. If fields contain three names, it is split into first, middle, and last names. If fields contain more than three names, all but the two last names are added to the first name field.
Use Internal Names in Import Dialogs	Select this parameter to automatically include internal field names and line types when importing information to Maconomy.

System Parameters Group Budget

This section describes the system parameters under the Budget group.

Parameter	Description
Budget on Company Specific Customer	<p>This parameter controls whether Maconomy verifies the existence of company-specific customers when you create or change budget journal lines.</p> <p>If this parameter is enabled and you create a budget journal line for a company and a customer (where the related company-specific customer does not exist in Maconomy), Maconomy behaves depending on whether the Aut. company specific customer creation system parameter is enabled. If the Aut. company specific customer creation system parameter is enabled, Maconomy creates the company-specific customer. If the Aut. company specific customer creation system parameter is disabled, Maconomy displays an error message which states that the company-specific customer does not exist, and that you need to create this customer manually if you want to create a budget journal line for that company and customer.</p> <p>If this parameter is disabled, Maconomy only verifies that the customer exists when you create or change budget journal lines.</p> <p>By default, this parameter is enabled.</p>
Budget on Company Specific Vendor	<p>This parameter controls whether Maconomy verifies the existence of company-specific vendors when you create or change budget journal lines.</p> <p>If this parameter is enabled and you create a budget journal line for a company and a vendor (where the related company-specific vendor</p>

Parameter	Description
	<p>does not exist in Maconomy), Maconomy behaves depending on whether the Aut. company specific vendor creation system parameter is enabled. If the Aut. company specific vendor creation system parameter is enabled, Maconomy creates the company-specific vendor. If the Aut. company specific vendor creation system parameter is disabled, Maconomy displays an error message which states that the company-specific vendor does not exist, and that you need to create this vendor manually if you want to create a budget journal line for that company and vendor.</p> <p>If this parameter is disabled, Maconomy only verifies that the vendor exists when you create or change budget journal lines.</p> <p>By default, this parameter is enabled.</p>

System Parameters Group Business Performance Management

This section describes the system parameters under the Business Performance Management group.

Parameter	Description
Enable Silent Sign In	Select this parameter to enable Silent Sign In for BPM.
BPM Server REST API URL	Select this system parameter to specify an IP and port for BPM RESTful web service. You must select this parameter to enable the Open PDF Report action in reporting workspaces. Enter the IP and not DOMAIN address. Do not copy the "/biprws" part.
BPM Server URL	Set up this parameter to use BPM in the Workspace Client. If you do not use BPM, leave this parameter blank.
Prefer BPM Reports	If you only want to view the BPM version of a report (even though the standard/client version is also available), set this parameter to True . If you want to view both versions, set this parameter to False . By default, this parameter is set to True .
Show Standard Reports	If you want to make standard (client) reports available in the Workspace Client, set this

Parameter	Description
	parameter to <code>True</code> . If you only want to view BPM reports, set this parameter to <code>False</code> . By default, this parameter is set to <code>True</code> .

System Parameters Group Contact Management

This section describes the system parameters under the Contact Management group.

Parameter	Description
Use the same numbers for contact companies as for customers	<p>With this parameter, you can specify whether Maconomy assigns the same numbers to both contact companies and customers in certain situations.</p> <p>If the parameter is enabled and you click Create Customer action in the Contact Companies workspace without first specifying a new customer number in the New Cust. No. field, the new customer is assigned a customer number corresponding to the current contact company. If this number is already used by another customer, the customer is assigned the next available number in the Customer number series.</p> <p>If the parameter is disabled, and the Customer as Contact Company field in the System Information workspace is also enabled, this means that creating a customer should automatically result in the creation of a contact company. In this case, the new contact company is assigned a number corresponding to the new customer number. If this number is already in use by another contact company, the contact company number is derived as described in the Contact Company No. field in the Contact Companies workspace.</p>
Use Company Specific Contact Companies	<p>With this parameter, you can specify whether Maconomy attempts to derive a company number when creating contact companies.</p> <p>If the parameter is enabled, Maconomy will always attempt to derive a company for new contact companies. This has the effect that the contact company number is drawn from the company-specific number series belonging to the derived company.</p>

Parameter	Description
	<p>If the parameter is disabled, Maconomy does not attempt to derive a company when creating contact companies. If you do not enter a company number manually, the new contact company will therefore remain blank, and Maconomy draws the contact company number from the global number series belonging to the first company created in the system.</p> <div> Note: Contact company numbers are only drawn from a number series if no number has been specified manually, and that the company number on a contact company can always be changed after creation. </div>
Use Contact Company Hierarchies	<p>When this system parameter is enabled, hierarchy functionality is enabled for contact companies.</p> <p>The parameter can only be selected if no customer hierarchies exist and can only be disabled if no contact company hierarchies exist.</p>

System Parameters Group Customer

This section describes the system parameters under the Customer group.

Parameter	Description
Aut. company specific customer creation	<p>With this parameter, you can specify that Maconomy is to automatically create a company-specific customer when registrations are made on a customer for which no company-specific customer has been created yet. These registrations can, for example, be made in the General Journal, Quote, Sales Orders, and Jobs workspaces.</p> <p>If the parameter is disabled, Maconomy shows an error message saying that you are attempting to register information for a company-specific customer which does not exist in the system and that the company-specific customer must therefore be created manually in the Company Specific Customer Information Card workspace before the registration can be made.</p>

Parameter	Description
Centralized customer creation only	<p>By enabling this parameter, you specify that customers may only be created centrally, that is, in the Customer Information Card workspace. This way, a company-specific customer can only be created in the Company Specific Customer Information Card workspace if the customer has already been created as a customer in the Customer Information Card workspace.</p> <p>If this parameter is enabled, and a user attempts to create a company-specific customer who has not already been created in the Customer Information Card workspace, Maconomy shows an error message. If the parameter is disabled, you can freely create company-specific customers in the Company Specific Customer Information Card workspace.</p>
Manual release of customer payments	<p>By enabling this parameter, you specify that customer payments must be released manually before they can be posted. Manual release is done in the Customer Payments workspace by selecting the Released field on the lines in the Customer Payments table.</p> <p>If this parameter is disabled, customer payments will be automatically released for posting automatically at creation. Note that a user can only release customer payments for posting if the Release Payments field is selected for the user in the Permitted Finance Actions card of the Users workspace.</p>
Allow Users to Manually Set Allow Fields on Customers to Yes	<p>If this system parameter is disabled, a user does not have the ability to change an Allow field to Yes. If the submitter would like to use the company customer in a certain area, they can change an Allow field to Requested. The system can be set up so that, after approval during a specified step in the workflow, that Allow field changes from Requested to Yes.</p>
Automatic Approval of Customer Payments	<p>When this parameter is enabled, imported customer payments are automatically approved. Any reconciliation made against invoices during the import process will also be automatically approved.</p>

Parameter	Description
Create Customer Entries for Zero Entries	If this company-specific system parameter is enabled, Maconomy creates customer entries without an amount. Maconomy can create customer entries without an amount when posting reminders without an amount, and when posting zero-invoices.
Debtor Provisions based on Original Currency	
Default Company Customer State	This company-specific parameter sets the default value for the Company Customer State field. If this parameter is enabled, then when a new customer is created, the Company Customer State field value is set to the entry in this parameter. The value is set up on the States tab and if you change the value name on that tab, the value in this parameter is automatically updated. If this parameter is not set, the Company Customer State field does not get a value.
Default Customer Aging Principle	This system parameter specifies the initial aging principle to be set when opening the Print A/R Aging Report workspace. This can be changed by the user before printing the report.
Default Customer State	
Derive default company to customer payments	If this parameter is enabled, the company on the payment journal is suggested as the default company when creating payments in the Customer Payments workspace. If the parameter is disabled, no default company is suggested when a customer payment is created.
Include tax for debtor provisions	Enable this company-specific parameter to select whether tax should be included or excluded for debtor provisions. Enter or select a date to update existing open customer entries without approved or posted debtor provisions to include tax. If you do not choose a date, all open customer entries without approved or posted debtor provisions are updated to include tax. Note: Customer entries that already have approved debtor provisions are not affected by this parameter.

Parameter	Description
Margin for customer payment variance	<p>This system parameter is used in connection with automatic handling of minor amount variances created when reconciling customer payments against invoices in the Customer Open Entry Reconciliation or Customer Payments workspaces in the Accounts Receivable menu group. In the parameter, you can enter the maximum deviation allowed for Maconomy to perform automatic reconciliation. The margin can be specified as an amount or a percentage. In this way, you can specify a margin allowing a difference of, for example, plus USD 3.00 to minus USD 3.00, a given percentage, or both. If you specify an amount, it must be in the enterprise currency of the system.</p> <p>If you enter a value in the parameter, Maconomy will automatically reconcile the payment against registered customer entries at the time of posting, if the difference between the amount of the payment and the amount on the invoice or invoices is within the margin specified in the parameter. Maconomy automatically uses the margin (amount or percentage) resulting in the lowest amount. When checking the variance amount, the amount specified in the parameter is automatically converted into the currency in which reconciliation is made, that is, the original currency or the standard currency of the customer. This currency conversion is made on the basis of the exchange rate table for sales. Amount variances are posted on an account for customer payment variances by means of a posting reference, which is specified in the Posting References workspace in the General Ledger menu group.</p> <p>If you do not specify a margin, or if the current difference between a payment amount and a customer invoice is greater than the margin, or if the difference cannot be reconciled, the reconciliation and closing of the invoices must be done manually, or you can choose to have the variance posted as a cash discount on the selected customer entries. Note that this parameter can only be used if all entries to be reconciled have been selected for total</p>

Parameter	Description
	<p>reconciliation. Moreover, the functionality of this parameter is only available if the Manual release of customer payments system parameter is disabled.</p> <p>This parameter allows you to set a value in the Company Specific Values table.</p>
Suggest Company Customer Name as Entry Text	If this system parameter is enabled, Maconomy will automatically fill the Entry Text with the chosen customer's name when creating general journal lines.
Unrealized Exchange Rate Variances for Debtor Provisions	
Use Customer Level 2-5	<p>These parameters enable the customer hierarchy functionality. Selecting one of these parameters allows you to create a customer on a particular level and makes the hierarchy fields for the selected parameter visible in workspaces where customer hierarchy fields are shown. If a level is not used, the customer hierarchy fields for that level are hidden in the workspaces.</p> <p>If level 2 is not used, all customer hierarchy fields are hidden.</p> <p>You must select the parameters in order. For example, you must use level 2 first to use level 3.</p>

System Parameters Group Extensions

This section describes the system parameters under the Extensions group.

Parameter	Description
Block employee Off-boarded in Deltek Talent Management	<p>If this parameter is enabled and the user is off-boarded in Deltek Talent Management (such as if the user has left the company), then the linked employee is blocked in Maconomy.</p> <p>Enable this parameter so that an off-boarded field is mapped to a blocked field for the Maconomy employee. Off-boarding a user in Talent Management results in blocking a corresponding employee in Maconomy. If a company is updated for a user and that user becomes off-boarded at the same time, then the Blocked field is updated only if this system</p>

Parameter	Description
	parameter is enabled for the new company. If the off-boarding date is in the future, then a new employee revision is created blocking the employee on that date.
Bottom Align Text In Purchase Prints	This parameter controls alignment of multiline text emulation in purchase prints. The background for this system parameter is that the long text emulation in the portal for purchase process-related prints was aligned so that the block of text came first, followed by the last text in the block. The last line then carried the amount related to the block of text. This did not match the way the text was aligned in the draft invoice in Job Cost, where the first line in the block carries the amounts, followed by the other lines of text below. If you set the system parameter to <code>true</code> and you enable the long text emulation functionality, the text now bottom aligns so that the last line carries the amounts in these windows.
Enable CRM Integration	Select this parameter to enable the integration between Maconomy and Deltek CRM. If enabled, the CRM Integration workspace displays in Maconomy.
Enable Deltek Talent Management Integration	Select this parameter to enable Talent Management in Workspace Client for the selected company. Only the employees that are in the selected company can be linked with Talent Management users. Only Deltek Talent Management users that are in the selected company can be linked with Maconomy employees. Any Talent Management users that are not in the selected company are not imported to Maconomy. If a company is changed for the employee or for the user and that company is not set to Enable Deltek Talent Management Integration , then the link between the employee and the user is removed.
Enable Deltek Talent Management Skills Integration	Select this parameter to enable Talent Management Skills Integration in Workspace Client for the selected company. This company-specific system parameter enables the synchronization of Deltek Talent Management skills with Maconomy skills.

Parameter	Description
Enable E-Invoicing, Outgoing	<p>Select this parameter to enable the submenus, workspaces, and cards related to outgoing electronic invoicing.</p> <p>If the Enable E-Invoicing, Outgoing system parameter is enabled and the Enable E-Invoicing, Incoming system parameter is disabled, these submenu, workspaces, and cards are visible in Maconomy:</p> <ul style="list-style-type: none"> ▪ Setup » E-Invoicing submenu ▪ Setup » E-Invoicing » Pagero Setup workspace ▪ Setup » E-Invoicing » Pagero Companies workspace ▪ Setup » E-Invoicing » Peppol Mappings workspace ▪ General Ledger » G/L Cockpit » Companies » Company Home » E-Invoicing & Mappings card ▪ Accounts Receivable » Company Customer » E-Invoicing card
Enable E-Invoicing, Incoming	<p>Select this parameter to enable the submenus, workspaces, and cards related to incoming electronic invoicing.</p> <p>If Enable E-Invoicing, Incoming system parameter is enabled on any companies or customers, you cannot disable this parameter.</p> <p>If the Enable E-Invoicing, Incoming system parameter is enabled and the Enable E-Invoicing, Outgoing system parameter is disabled, these submenu and workspaces are visible in Maconomy:</p> <ul style="list-style-type: none"> ▪ Accounts Payable » E-Invoicing submenu ▪ Accounts Payable » E-Invoicing » Draft Vendor Invoices workspace ▪ Accounts Payable » E-Invoicing » Inbox Entries workspace ▪ Setup » E-Invoicing submenu ▪ Setup » E-Invoicing » Pagero Setup workspace

Parameter	Description
	<ul style="list-style-type: none"> ■ Setup » E-Invoicing » Pagero Companies workspace ■ Setup » E-Invoicing » Vendor Invoice Mappings workspace ■ Setup » E-Invoicing » String Transformation Types workspace ■ Setup » E-Invoicing » Inbox Entry Types workspace
Enable Long Text Emulation in Workspaces	<p>Select this company-specific system parameter to allow users to enter long text (that is, more than 255 characters long) in time sheet description fields. When you enter long text in time sheets, Maconomy copies this over to the relevant job entries and standard description fields.</p> <p>By default, this parameter is disabled. If you enable this parameter, you enable long text descriptions in the Workspace Client, the web client, and Touch.</p>
Enable Standard Extensions	<p>Select this parameter to enable the standard extensions in the workspaces and layouts after the standard extensions are installed on the system, via MConfig. Standard extensions you can enable with this parameter include Credit Control and Expense Justification.</p>
Enable TrafficLIVE Integration	<p>Select this parameter to enable the integration between Maconomy and Deltek TrafficLIVE.</p>
Use Deltek CRM Client ID as Customer No.	<p>Enable this parameter to use the Deltek CRM Client ID as the Maconomy Customer No.</p> <p>Disable this parameter if you want to define the Maconomy customer number by the number series in Maconomy.</p>
Use Entry/Period Dates for Statutory Reports	<p>Enable this parameter to use entry dates for VAT calculations in Tax Submission reports.</p> <p>Deselect this parameter to use tax settlements for VAT calculations.</p>

System Parameters Group General Ledger

This section describes the system parameters under the General Ledger group.

Parameter	Description
Calculate operating result in reports	<p>In this parameter, you can specify if Maconomy must show an operating result on balance and balance sheet printouts. If the parameter is enabled, printouts from the Print A/R Balance List, Print A/P Balance List, and Trial Balance workspaces show a sum of the balances of the profit and loss accounts in the chart of accounts.</p> <p>This sum is shown on the year-end closing account. The printout thus simulates a year-end closing without creating the entries which would normally be created because of closing a year. This way, the printout shows what the balance sheet of the company would look like if the year was closed at the time of the printout.</p>
Create Intercompany Invoicing Basis	<p>In this parameter, you can specify whether you want to settle your intercompany transactions manually or by means of intercompany invoicing. A redistribution of funds between individual companies in the organization results in several automatically created intercompany balances. Intercompany balances are G/L entries created to ensure that the accounts of all companies involved in each transaction balance.</p> <p>If this parameter is enabled, Maconomy will not only create the relevant intercompany balancing entries but also several intercompany entries when you post registrations involving more than one company. When the parameter is enabled, intercompany balancing entries cannot be reconciled in the Finance Reconciliation workspace. Instead, they are reconciled automatically when the intercompany entry covering the intercompany balancing entry is included in an intercompany invoicing in the Intercompany Invoicing workspace.</p> <p>If this parameter is disabled, posting registrations involving more than one company will only result in the creation of intercompany balancing entries, no intercompany entries will</p>

Parameter	Description
	<p>be created. Consequently, it is not possible to perform intercompany invoicing in the Intercompany Invoicing workspace. Instead, you must reconcile your intercompany balancing entries manually in the Finance Reconciliation workspace.</p>
Intercompany tax balancing	<p>With this parameter, you can specify that tax on expenses should be posted in the company to which the expense pertains, of the company recording the expense transaction.</p> <p>One example could be vendor invoices, where this parameter determines if the tax should be posted in the company specified on the vendor invoice (that is, the company recording the expense transaction) or in the company specified on the individual invoice allocation lines for the vendor invoice (that is, the company to which the expense pertains).</p> <p>If this parameter is disabled, tax amounts regarding expenses are posted in the company recording the transaction. In the Vendor Invoices workspace, this is the company specified for the current vendor invoice journal, whereas in other workspaces, for example, Expense Sheets, it is the company responsible for the job to which the expense sheet lines pertain. If the expense is allocated or reallocated to another company, Maconomy will only move the expense amount excluding tax to the company to which the expense is allocated, whereas the tax amount remains in the original company.</p> <p>If this parameter is enabled, the tax is posted in the company to which the expense is charged. This means that if, for example, a vendor invoice is recorded in one company, and the vendor invoice is allocated to another company in the Invoice Allocation workspace, Maconomy will move the entire expense amount, including tax, to the company to which the invoice is allocated.</p> <p>In both cases, the amount is moved by means of several intercompany postings between the affected companies.</p> <p>The parameter is effective in all workspaces in which expenses can be recorded, for example,</p>

Parameter	Description
	Vendor Invoices, Expense Sheets, and General Journal.
Option List for Derived Dimensions	You can specify default option list that will be assigned to derived dimensions when they are created.
Reallocation of tax at job reallocation	<p>With this parameter, you can specify if Maconomy is to include value-added tax when job entries are reallocated. It is sometimes a problem to reallocate tax entries, especially if the tax has already been reported to the tax authorities and the entry is reallocated to another company (legal entity) in the Maconomy multi-company model.</p> <p>If the parameter is disabled, Maconomy will include tax entries when reallocating entries in the Job Cost module.</p>
Text on division by 0 in G/L rep.	<p>With this parameter, you can specify if Maconomy is to print a given text or a 0 if a division by 0 takes place in a calculation in a G/L report. A division by 0 can, for example, take place if you wish to divide a given value by the value in a certain field, but the field contains a blank value or a 0. If you specify a text in the Text on division by 0 in G/L rep. field, G/L report columns where a division by 0 takes place will show the specified text. If you do not enter a text in the field, a 0 is shown instead. Note that if a calculation in a G/L report contains references to another column where a division by zero takes place, the result of the calculation will also be the text specified in this parameter.</p>
Update balance on account information card	<p>With this parameter, you can specify if Maconomy should update the values in the Balance, Enterprise, Balance, Currency, Quantity, and Quantity 2 fields in the Account Information Card workspace.</p> <p>If this system parameter is disabled, these fields are not updated when posting or year-end closing. Note that if the parameter is enabled, you can only perform a year-end closing if all companies in the system are using a fiscal year template which contains a fiscal year for the current year and the next year.</p>

Parameter	Description
Allow Accrual Periods Outside Open Posting Interval	If this system parameter is enabled, Maconomy will allow accrual periods outside the open posting period.
Allow Accrual to Exceed Price on Purchase Order Line	Select this parameter to allow accrual amounts that exceed the price on the purchase order line. When you disable this system parameter, you cannot accrue for more than the price on the purchase order line.
Allow to Block Companies with Open Assets	If this company-specific system parameter is enabled, Maconomy allows you to block a company even if it has assets that are not fully depreciated.
Calculate Dimension Task Periods	Select this parameter to enable Maconomy to create, calculate, and maintain dimension task periods. If this system parameter is disabled, Maconomy does not create or update the dimension task periods when you post finance entries. This system parameter is disabled by default.
Company specific transaction number check	If this parameter is enabled, you can enter a given transaction number on manual registrations such as general journal entries, fixed asset entries, vendor invoices, and so on, if it has not been used before in the company. As a result, it becomes possible for the same transaction number to be used in multiple companies. If this parameter is disabled, a given transaction number can only be specified on a manual registration if it has not been used before on any other manual transaction in the system, regardless of company.
Complete Dimension Derivation at Registration	If this parameter is enabled, Maconomy performs a complete dimension derivation during registration.
Complete Dimension Derivation at Posting	If this parameter is enabled, Maconomy considers all dimensions during dimension derivation, regardless of whether dimension values were changed. If a dimension has overwrite selected, Maconomy also rederives that dimension and overwrites the value specified by the user. Enabling this parameter

Parameter	Description
	allows Maconomy to derive dimensions from other derived dimensions.
Create Unrealized Exchange Rate Variances For Control Accounts	<p>If this parameter is enabled, you can create unrealized exchange rate variances for control accounts in the Print Currency Report workspace.</p> <p>Disable this parameter to include unrealized exchange rate variances only for manual accounts.</p>
Currency Reevaluation Based on Original Amount	<p>Enable this parameter to set the default print layout in the Print Currency Report workspace to <i>Original</i>.</p> <p>Disable this parameter to set the default print layout in the Print Currency Report workspace to <i>Standard</i>.</p>
Derive Customer Number From Job On Reallocate	This company-specific system parameter allows you to choose whether the reference customer number should be rederived from the job if a job-related entry is reallocated in G/L reallocation.
Do not check currency amount when posting a journal	Normally, if a transaction only contains lines in one currency, the sum of currency amounts must also be 0. However, if this parameter is enabled, it is possible to post a journal where the sum in currency is not 0 for each transaction.
Do Not Rederive Dimensions on Fixed Assets	<p>Enable this parameter to indicate that changing dimensions or any other field on the asset will not force Maconomy to derive dimensions.</p> <p>Disable this parameter to rederive dimensions upon the creation of the asset.</p>
Empty Fields Match Everything on G/L Tax Table Lines	
Reallocate Sub Module Dimensions	All sub module dimensions are kept if this system parameter is enabled; no sub module dimensions are kept if this system parameter is disabled (when reallocating).
Recalculation of tax at job reallocation	Normally, Maconomy does not reallocate the incoming tax on an external expense (vendor invoice, expense sheet, general journal) when you reallocate a job entry. However, if you enable this parameter, Maconomy rederives

Parameter	Description
	<p>the tax code at job reallocation. You can also change the tax codes manually.</p> <p>Maconomy adds the new tax code fields to the job reallocation entry. You cannot enter a tax code for reallocation if the original job entry does not have a tax code.</p> <p>Maconomy uses the original tax code if no tax code is entered or selected in the job reallocation entry.</p> <p>You can only change the incoming tax codes on job entries created after the introduction of this functionality.</p>
Use dimensions from invoice line on tax entries	<p>This parameter allows you to specify whether dimensions on tax-related G/L entries should be retrieved from the invoice line rather than from the invoice. The parameter applies to incoming invoices (vendor invoices) as well as outgoing invoices (job invoices and sales order invoices).</p> <p>By default, this field is disabled, which means Maconomy will retrieve dimensions from the related invoice, not from each invoice line.</p>
Use Enterprise Currency in Intercompany Interest Calculation and Grouping	<p>When this parameter is enabled, intercompany interest calculation and intercompany entry grouping will use enterprise currency instead of original currency.</p>
Use Local Account Target Group in Finance Reconciliation	<p>If this parameter is enabled, the Local Account field in the Finance Reconciliation workspace is represented as an interval field, for example From Local Account No. - To Local Account No.. This allow users to reconcile multiple local accounts at the same time.</p> <p>If disabled, the Local Account field in the Finance Reconciliation workspace is not represented as an interval field. It will only be possible to specify and reconcile one local account at a time.</p>
Use local accounts for unrealized exchange rate variances	<p>If you enable this parameter, then the report contains lines on the local account level and Maconomy creates finance entries for each needed local account.</p> <p>If you disable this parameter, Maconomy creates finance entries only for global</p>

Parameter	Description
	accounts. The Print Currency Report workspace takes direction from local accounts.
Use local spec. 1-3 for unrealized exchange rate variances	
Use Reference Date as Exchange Rate Date	If enabled, Maconomy will use the Reference Date as exchange rate date on general journal lines. If disabled, Maconomy will use the Entry Date as exchange rate date on general journal lines.
Tax On Customer Exchange Rate Variance Entries	If you enable this system parameter, Maconomy calculates the tax in base currency by converting the tax in job currency to base currency (in particular, it will be zero for 0-invoices). If you do not have a scenario where not having this functionality causes problems, do not enable this parameter.
Validate Bank Statement Date	If you enable this company-specific system parameter, Maconomy validates whether the bank statement date is in the open posting period for the default transaction type specified on the bank statement header. This happens when the statement is approved. There is no validation if you have removed the default transaction type.

System Parameters Group Integration

This section describes the system parameters under the Integration group.

Parameter	Description
Remark Field Number for Job Budget Merging	This parameter can be used to configure which remark field to use when matching source lines with target lines in Job Budget Merging.

System Parameters Group Item

This section describes the system parameters under the Item group.

Parameter	Description
Extend serial number control	
Allow Items without Inventory Control in Negative Production	If this system parameter is enabled, you can have negative production of a BOM that has elements without inventory control.

Parameter	Description
Allow Production of BOMs without Inventory Control	If this system parameter is enabled, you can have production lines for BOMs without inventory control. Both negative and positive production are allowed.

System Parameters Group Job Cost

This section describes the system parameters under the Job Cost group.

Parameter	Description
Allow change of tax on invoice lines	If you enable this parameter, Maconomy allows you to change the tax amount on individual lines in the Invoice Editing workspace to compensate for rounding differences, and so on. However, the sum of the tax amount on individual lines must still match the total tax amount as specified on the invoice. Furthermore, the system must be set up to use differentiated tax.
Allow dim. change on jobs with open invoices on account	If this parameter is enabled, Maconomy allows you to change the dimension specification on jobs in the Jobs workspace, even though open invoices on account exist on the job. This parameter should be used with caution, as changing dimensions on jobs with open invoices may lead to differences when the invoice on account is later reconciled against a regular invoice, and those differences must then be corrected manually.
Allow expense sheet for multiple jobs	If this parameter is disabled, you can only enter expense sheet lines pertaining to the same job on an expense sheet. The job is specified in the Expense Sheets workspace. If this parameter is enabled, you can specify different job numbers on the individual expense sheet lines.
Allow Multi-Company Job Journal	Using this parameter, you can define whether job entries registered in the Job Journal workspace can be assigned to another company than the one responsible for the job journal. If this parameter is disabled, job entries in the job journal table can only be created for jobs assigned to the company responsible for the job journal. If this parameter is enabled, the

Parameter	Description
	<p>jobs specified for the job entries do not have to be assigned to the company responsible for the job journal.</p> <p>When a job journal is posted, Maconomy will move the job entries which do not concern the company responsible for the journal to several automatically created job journals, resulting in one journal for each of the companies involved. The automatically created journals are also posted automatically.</p>
Allow multiple credit memos per invoice	<p>With this parameter, you can specify whether it is possible to make more than one credit memo per invoice in the Invoice Selection workspace in the Job Cost module.</p> <p>If the parameter is enabled, you can make several credit memos per invoice and Maconomy will only issue an alert, when you make a second credit memo on the basis of a job invoice of which a part has already been credited by selecting the Invoice to Credit Memo action.</p> <p>If the parameter is disabled, it will only be possible to make one credit memo per invoice.</p>
Automatically assign planning lines to budgets	<p>If you enable this parameter, you do not have to make an explicit reference to a job budget line when you create a line manually in the Detailed Planning workspace in the Resource Planning module (that is, not using the Create Plan From Job Budget action). Instead, Maconomy will attempt to find a matching job budget line for you and create the reference to that line. Note that if Maconomy fails to find a matching job budget line, the planning line will be considered an extra task not mentioned in the planning budget. The way in which Maconomy derives a job budget line reference is explained in the description of the Job Progress workspace in the Job Cost module.</p>
Blanket invoicing per main job	<p>Jobs for which the Blanket Invoicing field is selected in the Job Information workspace will be blanket invoiced. Blanket invoicing means that all uninvoiced, but approved invoice selections for a customer are joined in one invoice, if the jobs have the same responsible company, department, tax code, and currency.</p>

Parameter	Description
	<p>If this parameter is enabled, Maconomy will always create invoices per main job, when the jobs fulfill the criteria for blanket invoicing. This means that a main job and all subjobs assigned to it are joined in one invoice. At the same time, if the jobs are assigned to different main jobs, there will be no blanket invoicing of jobs with the same bill-to customer and so on, even if the jobs are set up for blanket invoicing in the Job Information workspace. The job number printed at the top of the invoice will always be the number of the main job.</p> <p>Note that even if this parameter is disabled, main job/subjob structures using an invoice layout rule where the Main Job Invoicing field in the Invoice Layout Rules workspace is selected will always be invoiced together as one structure. That is, even if two main job/subjob structures to the same customer, and so on, are marked for blanket invoicing, they will not be invoiced together if at least one of them uses an invoice layout rule which specifies Main Job Invoicing.</p>
Block New Jobs for Reg., Inv., and Purchasing	<p>Enable this parameter to block a job for registration, invoicing, and purchasing when it is created. By doing this, Maconomy supports a workflow where one person creates a job and another person approves it.</p>
Budget Type No. for Employee Control	<p>This parameter only has effect if the Use Fixed Budget Type for Employee Control system parameter is enabled. If it has, you can specify in this parameter the budget type to be used for employee control on the jobs in the system.</p> <p>In the Jobs workspace, you can specify for each job whether Maconomy should perform employee control on registrations made on the job in question. This means that each time a registration is made concerning a given employee, Maconomy only allows the registration if the employee appears depending on the type of employee control selected for the job either in the latest revision of the job's budget of the type entered in this parameter or in the latest approved revision of the job's budget of that type.</p>

Parameter	Description
	<p>For further information on the available types of employee control and their effects, see the description of the Employee Control field in the Jobs workspace.</p> <p>You specify a budget type by entering the line number on which the desired budget type appears in the Values table of the Job Budget Types pop-up type in the Popup Fields workspace, or the order in which they appear in the Show Budget pop-up field in the Job Budgets workspace.</p>
Change Tax Code Summary on Invoice Selection Lines	<p>This system parameter controls whether the Tax Code fields can be edited.</p> <ul style="list-style-type: none"> ■ When Enabled: <ul style="list-style-type: none"> ■ Workspace Client: The Tax Code fields can be edited in the Invoice Selection table, accessed via Jobs Workspace » Invoicing » Selection, Quantities. ■ Web Client: The Tax Code fields can be edited in the Invoice Selection Table, accessed via Jobs » Jobs » WIP Invoice » Invoice Selection. ■ When Disabled: <ul style="list-style-type: none"> ■ Attempts to edit these fields display an error message indicating that changes are not allowed. <p>By default, this system parameter is disabled.</p>
Close at End Invoicing	<p>If you enable this parameter, the Close at End Inv. field will automatically be selected in the Jobs workspace when a job is created. If the field is marked on a job when end invoicing is done, the job is automatically closed.</p>
Close Job Entries on Job Reallocation	<p>If this parameter is enabled, the posting of job reallocations will cause Maconomy to automatically close original and reversing entries when relevant. If you enabled this parameter and, for example, approve the reallocation of an invoiced entry where the amount reallocated is equal to the amount of the original entry, Maconomy will automatically close both the original and the reversing</p>

Parameter	Description
	<p>entries, leaving only the new entry with the reallocated information open. This way, the employee saves time as the entries do not have to be closed manually. However, other scenarios depending on factors such as the amount reallocated and whether the entry has been invoiced can cause Maconomy to only close the original entry in part or leave both original and reversing entries open.</p> <p>If this parameter is disabled, all the entries remain open, allowing you to include them on your invoices as desired.</p>
Create Jobs from Template Jobs	<p>Enable this parameter to enter an amount task which does not exist on a job budget line. Maconomy creates the task in the job's private task list, using the activity entered on the job budget line as derived activity. If the job is using a shared task list, a copy of that task list is automatically made private to the job.</p> <p>If you create a task (that is not included in the task list) from an amount budget line, the Use Daily Descriptions checkbox uses the same value as the Use Daily Descriptions checkbox on the task list itself.</p> <p>The description entered in the Description field on the job budget line is transferred to the new task and used as task description. If the Mark 'Overwrite Activity' On Tasks system parameter is enabled, the Overwrite Activity field is selected for the new task.</p> <p>See also the description of the Extended Task Creation from Budgets system parameter.</p>
Do not inherit job dim. from previous expense sheet line	<p>If you enable this parameter, the job, activity, and task from the previous line are not automatically suggested when creating an expense sheet line in the Expense Sheets workspace.</p>
Empl. cat. on job budgets required	<p>If you enable this parameter, you must enter an employee category on each new job budget line containing a time activity, if an employee is specified.</p> <p>If you disable this parameter, employee categories are not required on job budget lines. An employee category is also required on</p>

Parameter	Description
	existing job budget lines on which the specified employee is changed.
Extended use of 0-invoice system numbers	If you enable this parameter, Maconomy uses a system number from the system number series "0-invoice," if the zero invoice has been created as a consequence of a reconciliation of an invoice on account. This is, for example, the case when fixed-price jobs are used, and when the Create invoice upon job closing job parameter attribute is assigned the value Yes on the jobs.
Filter Budget Lines on Transfer to Quote	<p>The job template functionality allows you to set up template budgets that are automatically copied to new jobs. In some cases, it is an advantage to create a great number of lines in the template budgets, considering all possible activities and costs. The budget responsible of each job then only needs to fill in quantities and prices on the relevant budget lines, leaving irrelevant lines untouched. To support this use of template budgets, you can specify whether Maconomy should filter away irrelevant lines (for example, lines with a quantity of zero) when transferring budget lines to quotes, making it unnecessary to manually delete irrelevant lines from the quote after transferring them from the budget. The filtering takes place if this system parameter has been enabled and the Create Quote Directly from Budget field is also selected on the invoice layout rule of the job.</p> <p>If this parameter is disabled, no filtering takes place when a job budget is transferred to a quote.</p>
Job accruals from purchase orders	If you enable this parameter, the functionality regarding the creation of job accruals from purchase order lines apply. This means that it is not possible to make job accruals in the Job Journal workspace. Instead, you use the correlation between purchase orders and the Job Accruals workspace.
Keep delimitation when changing invoice selection	If you enable this parameter, selecting an invoicing action (that is, Invoice , Write Off , or Carry Forward) in the Job Invoice Selection island of the Invoice Selection workspace

Parameter	Description
	<p>respects any delimitation parameters set up in the Delimitation island of the workspace for underlying job entries. If, for instance, you have chosen to see job entries before a certain date by specifying the cut-off date in the Delimitation island, and you choose the Invoice action on a table line, no underlying job entries after the specified date are invoiced.</p> <p>If the parameter is disabled, all underlying job entries will be included in the invoicing action, regardless of any delimitation parameters.</p>
Keep quantity at write-downs	<p>You can write down job entries (reduce the sales price) in the Invoice Selection workspace in the Job Cost module by entering a new, desired sales price (or markup) and selecting the Transfer Desired Sales Price action. Maconomy then changes the total billing price per invoice selection line proportionally.</p> <p>Since the "Quantity x Billing Price per Unit equals Total Billing Price" constraint must be kept, Maconomy must adjust either the Quantity field or the (invisible) Billing Price per Unit field to make the new sales price match the quantity sold. With this parameter, you can choose whether you want to adjust the quantity or the billing price per unit.</p> <p>If this parameter is disabled, Maconomy changes the quantity in connection with write-downs. If this parameter is enabled, Maconomy preserves the quantity but reduces the price per unit.</p>
Keep quantity at write-ups	<p>The functionality of this system parameter is similar to that of the Keep quantity at write-downs parameter, but concerns write-ups (increasing the sales price in the Invoice Selection workspace in the Job Cost module).</p>
Manual completion of job group	<p>If you enable this parameter, a job group must be entered manually when a job is created.</p>
Monthly Time Reporting	
Open Invoice Selection Without Cut-off Date	<p>If you disable this parameter, Maconomy completes the Cut-off Date field in the Invoice Selection workspace with the date of the last day of the previous month. Nevertheless, entries later than that day are shown in the</p>

Parameter	Description
	workspace until you select the Delimit action, which the user may find confusing. You can therefore enable this parameter to make Maconomy leave the Cut-off Date field blank when you open the workspace.
Open job card without delimitation	<p>If you enable this parameter, the Job Entries table in the Job Card workspace will display all entries of the current job when the workspace is opened.</p> <p>If you disable this parameter, only open entries for the current month will be displayed when the workspace is opened.</p> <p>See also the Show Only Open Entries when Opening Job Card system parameter and the description of the Job Card workspace in the Job Cost module.</p>
Overwrite customer fields when creating job from template	<p>When creating a job, certain fields are derived from the job's customer. If a job is created from a template, and this parameter is disabled, Maconomy will rederive information about the job's customer when the job is created. Information such as the customer name, address, payment terms, and tax code is updated to reflect that which is currently specified on the customer's information card.</p> <p>If this parameter is enabled, any information already specified in the template used for creating the job will not be rederived but be transferred unchanged to the job.</p> <p>This system parameter is relevant when a particular value is set on both a template job and a customer. The system parameter resolves which value is used on a job created from a template job and a customer.</p> <p>The system parameter is irrelevant if a field value is set only on either template job or customer, because then this single value is used on the new job.</p> <p>The field values listed below are taken from the template job if this system parameter is enabled:</p> <ul style="list-style-type: none"> ■ Name1 - Name5 ■ Attention

Parameter	Description
	<ul style="list-style-type: none"> Telephone Telefax Telex Electronic Mail Address Payment Terms VAT Department Number Customer Group Country Currency Language Zip Code Postal District VAT Number Enterprise Segment Company VAT Code Customer Payment Mode Global Location Number Area Settling Company Team1Number - Team6Number <p>Notice that regardless of the system parameter, values from the fields below are taken from the template job unless they are unmarked on the template job:</p> <ul style="list-style-type: none"> To Be Blanket Invoiced Invoice Discount Percentage Inventory Number Price List Number Price Level Remark Job Price List

Parameter	Description
	<ul style="list-style-type: none"> Job Surcharge Rule Name Invoice Layout Intercompany Job Price List Cost Job Price List Standard Billing Price List
Prioritize Markup Percentage from Job Price Lists	<p>If this parameter is enabled, a markup percentage specified on a job price list has priority over any billing price entered directly on an information card, for example, in the Activities workspace.</p> <p>If the parameter is disabled, any markup percentage found in a job price list will be disregarded in favor of a billing price entered directly into an information card.</p>
Recalculate Job Budget when Copying	<p>If you enable this parameter, Maconomy will recalculate job budgets which are copied in the Job Cost module. This means that the price fields in the original budget (cost and sales prices in base and foreign currencies, and the Net Cost, Base field), the markup percentage, and fields concerning purchase orders are not copied but recalculated based on the information about the customer, employees, and job price list on the job to which the budget is being copied.</p>
Re-derive when copying time sheets	<p>If you enable this system parameter, Maconomy will keep the values for job, activity, and task number on time sheet lines copied from the previous period or copied expense sheet lines, while dimension values are re-derived to ensure that any dimension derivation changes are reflected correctly on the time sheet or expense sheet.</p>
Disallow reg. on amount act. in time sheets	<p>If you enable this parameter, you cannot use amount activities for registration in the Time Sheets, Daily Time Sheets, and SpeedSheet workspaces. This means that Maconomy issues a warning if you enter an amount activity in the Act. No. field in those workspaces. Furthermore, Maconomy's automatic conversion of numbers into hours and minutes will not work unless this parameter is enabled.</p>

Parameter	Description
	To register amount activities, use the Expense Sheets or Job Journal workspaces.
Remember all settings in det. plan. windows	<p>If you enable this system parameter, all settings in the Detailed Planning and Detailed Employee Planning workspaces are saved between user sessions.</p> <p>This means that Maconomy remembers, for example, the starting date set by the user and fills in the same date the next time the user opens the planning workspace.</p>
Secretary can Approve Time Sheets	If you enable this system parameter, an employee who has been appointed secretary for another employee can approve the time sheets for those employees for whom he/she is secretary.
Show Only Open Entries when Opening Job Card	<p>If you enable this parameter, the Job Entries table in the Job Card workspace will only display the open entries of the current job when the workspace is opened.</p> <p>If you disable this parameter, all entries will be displayed when the workspace is opened. You can use this system parameter in conjunction with the Open job card without delimitation parameter, for example, to specify that the Job Entries table in the Job Card workspace should default to showing all entries within the current month, or all open entries regardless of period.</p>
Split Week Time Sheet	<p>If you enable this parameter, Maconomy will create two time sheets for weeks with days in two different months.</p> <p>The two sheets are assigned a suffix A and B and you cannot register hours on those days in one part which are covered by the other part. With this as an exception, the functionality of split week time sheets is identical to that of normal time sheets.</p>
Default Invoice line width %	In this parameter, you can enter a value for the default line width on job cost invoices. The value is used in connection with automatic word wrapping on invoice lines in the Invoice Editing workspace in the Job Cost module. Maconomy has an internal line width value of 100%. You can change that value by changing this field so that the invoice line width fits the

Parameter	Description
	<p>invoice layout used in your company. If you enter, for example, 120 in this field, Maconomy will make the invoice lines wider; if you enter, for example, 80 in this field, Maconomy will make the invoice lines narrower. If you enter 0 in this field, the automatic word wrapping on invoice lines is disabled.</p> <p>You can change the value for individual invoices in the Invoice Editing workspace. For more information, see the description of the Invoice Editing workspace in the Job Cost module.</p>
Standard note is derived from Activity before Task	<p>When specifying an activity and a task on a purchase line (lines created in the table of the Requisitions, Requests for Quote, and Purchase Orders workspaces in the Accounts Payable module), Maconomy will attempt to derive a standard note from the activity or task. If a standard note has been specified on only the activity or only the task, the note is derived and a copy of the note is assigned to the purchase line. However, if a standard note has been specified for both activity and task, this parameter determines whether the standard note should be derived from the activity or from the task. If the note should be derived from the activity, enable this parameter. If it should be derived from the task, disable this parameter.</p>
Transfer Sales Price to Desired Sales Price	<p>If you enable this parameter, Maconomy will automatically calculate the desired sales price from the prices shown in the Invoice Selection workspace. When you click Return on a table line, the desired sales price is recalculated and shown in the Desired Sales Price field.</p> <p>If the system parameter is disabled, manual changes in the card will not be reflected in the desired sales price. See also the Transfer desired sales price when changed system parameter.</p>
Transfer desired sales price when changed	<p>If you enable this parameter, you do not have to select the Transfer Desired Sales Price action in the Invoice Selection workspace when entering a new, desired sales price in the Desired Sales Price field.</p>

Parameter	Description
	Instead, the desired sales price is transferred to the Job Invoice Selection Lines table automatically when you click Return . If the system parameter is disabled, you have to select the Transfer Desired Sales Price action manually to transfer the desired sales price to the table.
Transfer several invoice plan lines	<p>If you enable this parameter, all due invoicing plan lines are transferred to the current invoice selection when you select the Transfer Invoicing Plan action in the Invoice Selection workspace or the Transfer Invoicing Plans action in the Approve Invoice Selection workspace.</p> <p>If the system parameter is disabled, only the first due line of the invoicing plan is transferred. By default, the system parameter is enabled.</p>
Update prices upon dimension change	<p>If you enable this parameter, Maconomy will recalculate the cost price, sales price, and markup percentage when you change a dimension value on an existing line in the Job Budgets, Job Planning, Job Reallocation, Job Journal, and Expense Sheets workspaces in the Job Cost module. In this case, the term "dimension value" means the Activity, Employee Category, Employee No., Task, Location, Entity, Project, Purpose, Spec. 1-10, and Local Spec. 1-10 fields, and, in case of a reallocation or a job journal, the new entry date. If the recalculation results in a price different from zero, the amounts and the markup percentage are adjusted accordingly.</p> <p>If the system parameter is disabled, Maconomy will not recalculate prices as a result of changes to dimension values.</p>
Use Confirmed Bookings Only	If you enable this parameter, it will only be possible to create allocations of the booking type "Confirmed" in connection with resource planning. Using this parameter, you can thus decide whether or not to use the functionality of the three booking types "Preliminary," "Requested," and "Confirmed."
Use daily time sheets	If you enable this parameter, the use of daily time sheets is enabled in Maconomy. This means that you can use the Daily Time Sheets

Parameter	Description
	<p>and SpeedSheet workspaces and the import program Import Daily Time Sheets. The parameter is also required for a number of Portal components.</p> <p>If you do not use the workspaces mentioned above, you should disabled this parameter for performance reasons, as Maconomy will otherwise automatically create daily time sheets for each weekly time sheet created. If the system parameter is disabled, only those daily time sheets which already exist will be maintained, and it will not be possible to use the Daily Time Sheets and SpeedSheet workspaces and the import program Import Daily Time Sheets.</p>
Use Fixed Budget Type for Employee Control	<p>If this parameter is disabled, employee control on jobs is carried out according to each job's planning budget. If the parameter is disabled, employee control is carried out according to each job's budget of the type specified in the Budget Type No. for Employee Control system parameter.</p> <p>For further information on the available types of employee control and their effects, see the description of the Employee Control field in the Jobs workspace.</p>
Use markup % for time activities	<p>If you enable this system parameter, Maconomy will calculate billing prices for time activities based on cost price and markup percentage in the same way as billing prices are calculated for amount activities. The calculation only uses markup percentages specified in a job price list.</p>
Use standard billing price for amount activities	<p>If this parameter is enabled, Maconomy will derive a specific standard billing price for entries concerning amount activities.</p> <p>If the parameter is disabled, the standard billing price is set to the value of the registered billing price. Note that if job surcharges apply to the job entry, the surcharge is added to the registered billing price only when the entry is posted, in which case the registered and the standard billing price will differ.</p>

Parameter	Description
Use standard billing price for time activities	<p>If this parameter is enabled, Maconomy will derive a specific standard billing price for entries concerning time activities.</p> <p>If the parameter is disabled, the standard billing price is set to the value of the registered billing price. Note that if job surcharges apply to the job entry, the surcharge is added to the registered billing price only when the entry is posted, in which case the registered and the standard billing price will differ.</p>
Tax from extended price in expense sheets	<p>If you enable this parameter, tax on lines in the Expense Sheets workspace will be calculated as the total line price multiplied by the tax rate. A difference, if any, between the cost loaded on the job and the total price minus tax will be posted on the account for amount rounding found by means of a dimension combination in the Posting References workspace in the General Ledger module.</p> <p>If you disable the parameter, tax will be calculated on the basis of the unit price multiplied by the tax rate multiplied by the quantity entered on the line.</p>
Equal-Sized Accruals in Job Accrual Plans	<p>When this parameter is enabled, the Weight Periods Equally field in the Job Accrual Plans workspace is automatically marked when the workspace is opened.</p> <p>The parameter determines whether amounts should be distributed proportionally to the number of days covered by the entire accrual period, that is, longer periods (for example, January 31/365) are allocated a greater accrual amount than shorter periods (for example, February 28/365) or whether amounts should be distributed equally over the relevant periods irrespective of variances in the lengths of the periods covered.</p>
Additional Controls to Manage Workflow of Time and Absence	<p>This system parameter prevents the submission of timesheets if there are open (unsubmitted or unapproved) absence requests for the same period. It also blocks the creation or approval of absence requests if the timesheet has already been submitted or approved.</p>

Parameter	Description
Aging Principle for Job Invoices	This system parameter specifies the aging principle to be used when attaching an A/R aging report to job invoices.
All Posting References from Employee Department	<p>If you enable this parameter, all posting references will be derived from the department to which the relevant employee belongs. This derivation occurs when one of the following employee-related actions is performed in Maconomy: Journal entry posting, approval of time or expense sheet registrations, or invoice printing.</p> <p>In combination with the Department from Employee field in the Job Cost tab of the System Information workspace, this system parameter can cause three possible scenarios:</p> <ol style="list-style-type: none"> 1. If the field and this system parameter are both enabled, all account references specified in the Activities workspace are derived from the employee's department. 2. If the field is enabled and this system parameter is disabled, the P/L account will be derived from the employee's department while all other account references are derived from the department to which the relevant job belongs. 3. If the field is disabled, the setting of this system parameter will be ignored as the field must be marked for the system parameter to take effect. In this case, all account references are derived from the department to which the relevant job belongs.
Allow Approximate Unit Price in Job Budgets	<p>Enable this system parameter to prevent Maconomy from changing the entered total cost or billing price for a job budget line in the Job Budgets or Periodic Job Budgets workspaces. This also applies to job budget lines imported from People Planner.</p> <p>If this system parameter is disabled, then the entered total price is recalculated to reflect the quantity multiplied by the unit price, which, due to rounding, might not be exactly equal to the</p>

Parameter	Description
	entered amount. If enabled, the entered total price is kept, which has the consequence that the unit price on the job budget line is only approximately equal to the ratio of the total price and quantity.
Allow Blocked Dimensions in Job Budgets	Use this parameter to allow changes to job budgets and changes in job progress for blocked dimensions (such as Location, Entity, and Purpose).
Allow Change of Closed Jobs	<p>Enable this system parameter to allow modifications on closed jobs. This applies to changes made by a user or during an import. When this parameter is enabled, the following modifications can be made:</p> <ul style="list-style-type: none"> ■ Attach documents to an e-form belonging to a closed job. ■ Create, edit, remove, submit, or approve an e-form belonging to a closed job. ■ Create a revision of an e-form belonging to a closed job. ■ Modify charge codes and amounts on a closed job. ■ Modify charge tables on a closed job. ■ Change fields directly on a closed job (similar functionality with an open job). <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Note: There is no list of exact fields that can be changed. It is possible that a user/import cannot update all fields that could previously be updated on the open job, depending on the situation. For example, if a change on a closed job affects another entity/record, that other entity may not allow the change on the closed job.</p> </div>
Allow Change of Overtime Spec. in Invoicing	Enable this parameter to allow change of overtime specification in invoice selection.
Allow Change of Printed Job Invoice	If you enable this parameter, you can change the Address , Invoice Name , and three Remarks fields in the Show Job Invoices and

Parameter	Description
	Show Job Credit Memos workspaces. You can also update the Address field in the Billing Address card of the Invoice Editing workspace. This is also possible in the Job Invoice Overview workspace.
Allow Change of 'Settle Via Vendor' on Expense Sheet Line	
Allow Change of Unit Price on Accrued Purchase Order Line	If this parameter is enabled, it is allowed to change unit price on a purchase order line after it has been accrued (fully or partially) on a job.
Allow Editing of Absence Time Sheet Lines	Time sheet lines created automatically from approved absence cannot be changed or deleted by the user except if this system parameter is enabled. See Automatically Create Time Sheet Lines from Approved Absence system parameter.
Allow Incomplete Expense and Mileage Registrations	If you enable this parameter, you are allowed to enter incomplete registrations when registering expenses or mileage. You are prompted to complete the lines when submitting the expense or mileage sheet.
Allow Incomplete Time Registrations	<p>If this parameter is disabled, every time sheet line must contain the following information before you can save it by pressing Return: job number, activity number and possibly task (if required on the job).</p> <p>If this parameter is disabled, you can enter incomplete lines in the Time Sheets, Daily Time Sheets, and SpeedSheet workspaces. For instance, you can omit the activity number from a line and close the workspace without receiving any error message. This parameter must be enabled if you want to use the SpeedSheet.</p> <p>Note that if the parameter is enabled, you can have identical registration combinations on multiple lines in a time sheet, even though the Duplicate Lines in Time Sheet field in the System Information workspace is disabled, as long as the lines are incomplete.</p>
Allow Job Budget Periodization Action	Enable this system parameter to enable the use of the Periodize Budget action in Maconomy.

Parameter	Description
Allow Job Budgeting Outside Job Date Range	Enable this system parameter to allow planned start and end dates on the latest job budget revision that are out of range of the job's start and expected end date. Enabling this system parameter also allows periodic budgeting outside the job's date range.
Allow Job Journal Billing Price Base Import	Enable this parameter to specify both Billing Price Base and Billing Price Currency when importing job journals.
Allow Job Specific Billing Addresses	<p>If this parameter is enabled, you can change the address and attention person of the bill-to customer of the job in the Job Information and Job Invoice Distribution workspaces. The change applies to the current job only and affects the following job cost printouts: invoice, draft invoice, credit memo, job description, quote, quote revision, and order confirmation.</p> <p>If the parameter is disabled, you can only change the name of the attention person, provided that the Allow Job Specific Bill To Customer Attention Persons parameter is enabled. For more information, refer to the description of the Job Information workspace.</p>
Allow Job Specific Bill to Customer Attention Persons	<p>If this parameter is enabled, you can change the name of the attention person of the bill-to customer of the job in the Job Information and Job Invoice Distribution workspaces. If the Allow Job Specific Billing Addresses parameter is enabled, you can change the attention person's name regardless of whether this parameter is enabled or not. The change applies to the current job only. For more information, refer to the description of the Job Information workspace.</p>
Allow On Account Opening Balance Import	<p>Enable this parameter to allow import of opening on account balances. These opening balances can be imported with the program "Import Job Inv On Account." The system parameter allows you to set the Opening Balance Import field to 1 in the import. This has the effect that you can specify a billing price in job currency and a base currency in the import file instead of relying on the exchange rate setup. Moreover, if you enable the Create Journal in On Account Opening</p>

Parameter	Description
	Balance Import system parameter, the invoices from the import will not give rise to a journal, so there will be no posting to Accounts Receivable or General Ledger.
Allow over invoicing	<p>With this parameter, you can specify whether it should be possible to over-invoice a customer.</p> <p>If this parameter is enabled, it will be possible to create entries for direct invoicing that are not closed upon invoicing but instead cause a negative open sales price on the job.</p> <p>If this parameter is disabled, all entries for direct invoicing must be closed.</p> <p>This parameter allows you to set a value in the Company Specific Values table.</p>
Allow Separate Access Levels on Jobs for Search From Fields	<p>Enable this system parameter to specify different access levels for processing jobs and referencing fields from jobs.</p> <p>When the parameter is enabled, the following fields are available for use on jobs:</p> <ul style="list-style-type: none"> ▪ Access Level, Primary ▪ Access Level, Search from Fields <p>When this system parameter is disabled, Maconomy automatically uses the same access level for both fields. However, if you enable this system parameter and indicate different access levels on the fields, then decide to disable the parameter again, Maconomy will not change the access levels you indicated.</p>
Allow separate approval requirements for time and expenses	<p>If this parameter is enabled, you can divide the approval of job registrations by the supervisor and/or project manager into separate approval of time sheet and expense sheet registrations.</p> <p>If the parameter is disabled, the setting for time registrations applies to both time and expense registrations.</p>
Allow Users to Manually Change Job Status	<p>Enable this parameter to allow users to manually change the job status on a new job.</p> <p>If this system parameter is disabled, users cannot manually convert jobs to Quote or Order (for example, by using the Convert to Quote/Order actions in Jobs workspace).</p>

Parameter	Description
Allow Users to Manually Unblock Jobs for Reg. and Inv.	<p>Enable this parameter to allow users to manually unblock created jobs for registrations and invoicing.</p> <div> Note: If this system parameter is disabled, you can still block a job. </div>
Always Derive Cost Revenue Quotient From Job Budget	<p>This system parameter enables a more advanced method for deriving the quotient between cost and revenue by considering the job budget associated with the forecast budget. The functionality in automatic calculations is changed concerning what factor between Cost and Revenue is to be used.</p> <p>If you do not have a job budget as foundation:</p> <ul style="list-style-type: none"> Automatic calculations should be applied (currently they are not) The factor to be used is 1.0 for the three activity types. This also applies if there are simply no prices for the current activity type. <p>If you do have a job budget as foundation:</p> <ul style="list-style-type: none"> The factor is 1.0 for Outlay and Amount, whereas for Time, the factor comes from the job budget as currently.
Always Rederive Employee Category On New Time Sheet Lines	
Apply price list 'Intercompany Price %' to Billing Price	<p>Enable this parameter to calculate the cost price (responsible company) by applying the intercompany % to the billing price in the executing company.</p> <p>If this parameter is disabled, the cost price (responsible company) is calculated by applying the intercompany % as a mark-up % to the cost price in the executing company.</p>
Approval Actions in Time Sheets and Expense Sheets Lower Pane	Enable this system parameter to use approval actions in Time and Expense Sheet assistants.
Absence Approval	If this parameter is enabled, the absence approval functionality is activated. When the approval functionality is activated, only approved absence calendar lines are taken into consideration in the resource planning

Parameter	Description
	<p>system. As a result, each employee absence calendar line must be submitted and approved for the absence registration to affect the planning.</p> <p>If the parameter has previously been enabled and you decide to unmark it, all registered absence whether approved, rejected or submitted or not will become effective and thereby affect the resource planning. This can cause planned hours to be deleted. Therefore, Maconomy issues a warning, and if you proceed, it marks all non-approved absence calendar lines in the system as temporary, thus avoiding that lines that were not previously effective become effective. You are also warned that all absence calendar lines must be approved before becoming effective.</p> <p>If you want to change the parameter from enabled to disabled, you should ensure that only the user unmarking the parameter is logged on to the system while the procedure takes place. This ensures consistency in the planning system.</p>
Approved Job Quote as Basis for Draft Invoice	
Automatic creation of quote revisions	<p>If this parameter is disabled, the latest revision of a job quote is overwritten when a job budget is transferred to quote.</p> <p>If this parameter is enabled, Maconomy will automatically create a revision of the quote when you transfer a job budget to quote in the Job Budgets workspace in the Job Cost module.</p>
Automatic transferral of temporary time sheet lines when using approval hierarchies	Enable this system parameter if you want to transfer temporarily submitted time sheets for posting without approval when using approval hierarchies.
Automatically Create Time Sheet Lines from Approved Absence	<p>Select this parameter to automatically create related time sheet lines if an absence is approved.</p> <p>When absence time sheet lines are created automatically from approval of absence then split week time sheet part B is not updated with an absence time sheet line upon creating time sheet part A.</p>

Parameter	Description
Blanket Invoicing Split by Time Unit	Use this parameter to specify per company if blanket invoices should be allowed to include contributions from jobs with different time units for invoicing.
By Default Only Include Open Entries In Job Reallocation	
Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date	<p>Enable this parameter to allow summary lines to display dates only when all sublevel lines have provided a date. This system parameter affects the following fields:</p> <ul style="list-style-type: none"> ▪ Planned Starting Date ▪ Planned Ending Date ▪ First Possible Starting Date ▪ Last Possible Ending Date
Calculate Invoice Signature	<p>Enable this parameter to calculate a signature for invoices based on selected fields from the invoice and a private key. This is a company-specific system parameter, and was initiated to satisfy statutory requirements, such as those in Portugal.</p> <p>When this parameter is enabled, the Print Invoice, Print Credit Memo, Print Job Invoice, and Print Job Credit Memo dialogs are extended with the following variables:</p> <ul style="list-style-type: none"> ▪ <i>FormattedInvoiceNumberVar</i> - This is based on the invoice number of the invoice itself. ▪ <i>FormattedBasedOnInvoiceNumberVar</i> - This is based on the number of the invoice being credited, otherwise it is blank. ▪ <i>HashControlCharsVar</i> - This is of the form A-B-C-D where A, B, C, D are the 1st, 11th, 21st, 31st character from the signature. <p>The two formatted invoice numbers are in the format A B/C, where:</p>

Parameter	Description
	<ul style="list-style-type: none"> A is the "document type" encoded as "FC" for invoices and "NC" for credit memos. B is an identifier for the number series from which the invoice number is taken. C is the invoice number. <p>Here, the number series identifier B above is encoded as "1" for invoice, "2" for 0 invoices, "3" for credit memos, and "4" for 0 credit memos, all followed by the company number.</p> <p>The SHA1 hash string is based on the following information from the invoice: formatted invoice number as described above, total amount in base currency, time and date the invoice is created, and the signed hash of the previous invoice (if there is one). The "previous invoice" here is the invoice number less one than the current invoice provided that:</p> <ul style="list-style-type: none"> Belongs to the same fiscal year and the current invoice with respect to date of creation. Belongs to the same company as the current invoice. Has the same number series type (which distinguishes invoice, 0 invoices, credit memos and 0 credit memos from each other). <p>The hash is signed with a private key (RSA). The result of this process is stored in the database.</p> <p>The fields in Temporal1 for Action = "SignedInvoiceHash" are as follows:</p> <ul style="list-style-type: none"> Action: "SignedInvoiceHash" SessionNumber: Invoice number Integer1: Previous invoice number String1: Formatted invoice number String2: Formatted invoice number for invoice being credited String3: Formatted printing date

Parameter	Description
	<ul style="list-style-type: none"> String4: Formatted printing time String5: Formatted total amount (Invoice.TotalBase) String6: The string being hashed and signed String7: The signature Integer2: Private key version number String8: Hash control chars Amount1: Invoice.TotalBase UserInfo: Name of user who created the invoice TheDate: Date the invoice was created
Calculate Progress at Job Closure	<p>When closing a job with this parameter enabled, Maconomy triggers progress evaluation on the job to bring the planning budget up to date with actuals.</p> <p>However, if any problem should occur when closing a job, you can disable this parameter and try closing it again.</p>
Central transferral of time sheets	<p>If you enable this parameter, Maconomy will use central transferral of time sheets as explained in the Central Time Sheet Transfer workspace in the Job Cost module.</p> <p>Doing this eliminates the performance bottleneck that may arise when many users submit their time sheets at the same time.</p>
Check-in Time Round Up	
Convert opportunity budget to baseline budget	<p>If this system parameter is disabled, all budgets from the opportunity are copied to the job.</p>
Count Number Of Invoice Copies On Jobs	<p>If this parameter is enabled, the NumberOfInvoices and NumberOfCreditMemos fields on the job header are updated when printing invoices and credit memos.</p> <p>If the parameter is disabled, the job header is not updated when printing an invoices and credit memos, so it will not be locked in the database.</p>

Parameter	Description
Create Daily Time Sheets for Non-working Days	<p>If you enable this parameter, Maconomy automatically creates a time sheet for a selected date that falls on a non-working day.</p> <p>If you disable this parameter, the user must click the Create Time Sheet action to create a time sheet for the selected date that falls on a non-working day.</p> <p>This parameter is company-specific and is disabled by default in new installations.</p> <p>For this parameter to take effect, you also must enable the Create Time Sheets Automatically system parameter.</p>
Create Journal in On Account Opening Balance Import	<p>Enable this parameter to improve the process of importing opening balances on account when implementing a new client or company. This parameter allows you to import on account invoices where the Opening Balance Import field is set to 1 (= yes). This means that you can specify opening balance in all relevant currencies directly in the import file. This makes the process more efficient, as without this parameter, you would have to make changes to the exchange rate tables as part of the import of the opening balances as you can only import on account balance in job currency.</p> <p>If you import with Opening Balance Import field set to Yes and have the Create Journal in On Account Opening Balance Import system parameter disabled, then the import only influences the jobs, but not in G/L or A/R. Again, this enables efficiency since G/L and A/R are typically imported separately.</p> <p>This is one of two system parameters for the import of an opening balance. The other system parameter is Allow On Account Opening Balance Import.</p>
Create Tasks from Job Budgets, Amount	<p>Enable this parameter to enter an amount task which does not exist on a job budget line.</p> <p>Maconomy creates the task in the job's private task list, using the activity you entered on the job budget line as derived activity. If the job is using a shared task list, a copy of that task list is automatically made private to the job. For more information, see the description of the Job Tasks workspace.</p>

Parameter	Description
	<p>If you create a task (that is not included in the task list) from an amount budget line, the Use Daily Descriptions checkbox uses the same value as the Use Daily Descriptions checkbox on the task list itself.</p> <p>The description you entered in the Description field on the job budget line is transferred to the new task and used as task description. If the Mark 'Overwrite Activity' On Tasks system parameter is enabled, the Overwrite Activity field is selected for the new task.</p> <p>See also the description of the Extended Task Creation from Budgets system parameter.</p>
Create Tasks from Job Budgets, Time	<p>Enable this parameter to enter a time task which does not exist on a job budget line.</p> <p>Maconomy creates the task in the job's private task list, using the activity you entered on the job budget line as derived activity. If the job is using a shared task list, a copy of that task list is automatically made private to the job. For more information, see the description of the Job Tasks workspace.</p> <p>If you create a task (that is not included in the task list) from a time budget line, the Use Daily Descriptions checkbox uses the same value as the Use Daily Descriptions checkbox on the task list itself.</p> <p>The description you entered in the Description field on the job budget line is transferred to the new task and used as task description. If the Mark 'Overwrite Activity' On Tasks system parameter is enabled, the Overwrite Activity field is selected for the new task.</p> <p>See also the description of the Extended Task Creation from Budgets system parameter.</p>
Create Time Sheets Automatically	<p>If you enable this parameter, Maconomy automatically creates a time sheet for any date or week that the user selects when navigating the calendars in the Weekly and Daily cards of the Weekly Time Sheets, Daily Time Sheets, and Expenses workspaces.</p> <p>If you disable this parameter, the user must click the Create Time Sheet action to create a time sheet for the selected date or week.</p>

Parameter	Description
	This parameter is company-specific and is enabled by default.
Customer Statement After Job Invoice Details	<p>This parameter applies when you print a job invoice that shows the customer statement.</p> <p>If you enable this parameter, the customer statement is shown after the detailed specification for the invoice.</p> <p>If you disable this parameter, the customer statement is shown before the detailed specification for the invoice.</p>
Customer Statement Days for Job Invoices	<p>This parameter applies when printing the customer statement on job invoices.</p> <p>If enabled (that is, not 0), Maconomy prints not only the customer entries which are open at the statement date, but also the customer entries with entry dates that fall between the statement date and the statement date minus the number of days you set.</p> <p>If disabled, Maconomy prints only the customer entries which are open at the statement date.</p>
Customer Statement Restriction for Job Invoices	<p>This parameter refers to the dimension set. The effect is that the statement only includes A/R entries with the same value as the invoice in the selected dimensions.</p> <p>If enabled (that is, with a not empty string), the statement includes the dimension set number to be used when printing the customer statement on job invoices. The dimension set is a dimension picker, used to select dimensions (for example, Specification 1). The customer statement to be printed on the job invoice includes only the customer entries which have the same value in the dimensions (chosen in the dimension picker) as the invoice (for example, customer entries with the same Specification 1 as the invoice).</p> <p>If disabled, no dimension restrictions are applied to the entries included in the customer statement.</p>
Number of Days to Keep Recent Choices in Invoice Selection	This company-specific system parameter controls the number of days you entered for these fields in the following workspaces:

Parameter	Description
	<ul style="list-style-type: none"> Invoice Selection workspace <ul style="list-style-type: none"> Preferred Invoice Date field Cut-off Date field G/L Entry Date field On Account Invoice Selection workspace <ul style="list-style-type: none"> Preferred Invoice Date field <p>Maconomy displays the saved values when you reopen the workspace, or select a different job.</p> <p>The value stored for the Preferred Invoice Date field is only used if the job does not already have a preferred invoice date.</p>
Disable automatic transferral of expense sheet lines	<p>If you enable this parameter, expense sheet lines are not automatically transferred when submitted. You may want to prevent the transfer if you want to replace the automatic, built-in Maconomy workflow with a custom workflow. In that case, expense sheet lines must be transferred in the Expense Sheet Lines or Transfer Expense Sheet Lines workspaces in the Job Cost module.</p>
Disable automatic transferral of time sheet lines	<p>If you enable this parameter, time sheet lines (including daily time sheet lines) are not automatically transferred when submitted. You may want to prevent the transfer if you want to replace the automatic, built-in Maconomy workflow with a custom workflow. In that case, time sheet lines must be transferred in the Transfer Daily Time Sheet Lines or Transfer Time Sheet Lines workspaces in the Job Cost module.</p>
Default Job State	<p>A default state that should be assigned to newly created jobs.</p>
Restore Job Entries by Default	<p>If you select this company-specific system parameter, when you enter an invoice number for crediting in Invoice Selection, the Restore Entries field is marked automatically.</p>
Disallow the Creation of Time Sheets Outside Period of Employment	<p>If you enable this parameter, Maconomy will issue an error message if you attempt to create a time sheet for an employee for a period outside the employee's period of employment,</p>

Parameter	Description
	that is, before he was employed or after he ceased working for the company.
Display Time as Decimal Number	The time is displayed in hh:mm format in Java client. Enable this parameter if you want the time to be displayed as a real number. You should enable this parameter if there are jobs or time sheets with time unit Days.
Do not inherit job dim. from previous mileage sheet line	If you enable this parameter, the job, activity, and task from the previous line will not automatically be suggested when creating a mileage sheet line in the Mileage Sheets workspace.
Employee Category On Job Budget Lines From Job Progress	<p>This company-specific system parameter takes effect when you perform job progress and have registrations where a corresponding job budget line does not exist. You can then select Create Budget Lines for Unbudgetted Tasks and let Maconomy create the budget lines.</p> <p>This parameter also creates budget lines grouped according to employee category besides task and activity. It is the primary employee category of the employee that is considered.</p> <p>This parameter affects only jobs that allow duplicate time budget lines on the planning budget.</p>
Employee No. for direct invoicing	In this parameter, you can enter an employee number. If you enter a number, Maconomy will automatically suggest this employee number in the Invoice Selection and Itemize Invoice Selection workspaces when an employee number must be specified in connection with direct invoicing.
Empty Description for Non Existing Dimensions on Job Invoice	When enabled, Maconomy skips adding descriptions to the invoice line when values are missing for Task , Employee , or Employee Category fields. This applies to cases where you have an invoice layout rule specifying that job entries should be shown by task, employee, or employee category, and one of the mentioned fields is empty.
Empty Fields Match Everything on Job Posting Reference Lines	

Parameter	Description
Enable Check-in Import for Submitted Timesheets	Enable this parameter to allow the import of check-in data to submitted time sheets in Maconomy.
Enable Payment when Paid	<p>In this parameter, you can specify whether it should be possible to use the payment when paid functionality.</p> <p>Part of a project delivery may include purchasing services or items on behalf of a customer. For instance, an agency may have to book airtime for a TV commercial or place an ad in a specific magazine or paper. These purchases can sometimes represent large amounts, which has a heavy impact on cash flow. Certain suppliers therefore allow you to withhold payment until you have received payment from your customer - so-called payment when paid. However, as soon as you receive payment from your customer, you must pay the supplier, even if payment is not due according to the supplier's regular payment terms. To set up a payment term as a Payment when Paid term, search for the payment term in the Popup Fields workspace and select the Payment when Paid field. Vendor invoices to which a payment when paid term applies are included in payments in the Banking module when payment has been received from the customer and not before. For more information about the criteria to be met for payment when paid invoices to be included in payments, see the Pay when Paid field in the Payment Selection workspace in the Banking module.</p> <p>Only if you select this field will it be possible to select the Pay when Paid field on payment terms, vendor invoices, and vendor entries. For more information about the payment when paid functionality, see the description of the Pay when Paid, Paid by Customer, and Ready for Payment fields in the Reference Guide.</p> <p>Once enabled, the parameter can only be disabled if there are no payment terms on which the Pay when Paid field is selected. If you change the parameter from enabled to disabled, Maconomy will automatically deselect the Pay when Paid field and mark the Ready</p>

Parameter	Description
	<p>for Payment field on all open vendor invoices and vendor entries.</p> <p>However, a warning is displayed, allowing you to undo the change.</p>
Entity Required on Job	When this parameter is enabled, you make it mandatory to enter a value for the Entity dimension on all jobs created.
Exchange Rate in Job Invoice Allocation as Invoiced On Account	If you enable this parameter, no exchange rate difference is posted in the allocation. Instead, it appears as a write-up/down in base and enterprise currency.
Exchange Rate on 0-invoices as Invoiced On Account	<p>Select this company-specific parameter to enable Maconomy to use the same exchange rates (between job currency, company base currency, and enterprise currency) for T&M entries on zero invoices as the weighted average of the exchange rates on the on account invoices being reconciled.</p> <p>This parameter is disabled by default.</p>
Expect Approval of Empty Time Sheets	
Extend Task Creation from Budgets	<p>As with the Create Tasks from Job Budgets parameter, if you enable this parameter, you can enter a task which does not exist on a job budget line. However, this parameter extends the automatic task creation functionality in the following ways:</p> <ul style="list-style-type: none"> Task names are created automatically. The name is composed from the text in the Description field by combining the initial letter with a number of subsequent consonants. For example, specifying <i>Test</i> in the Description field could derive a task name of <i>Tst</i>. Specifying <i>Due Diligence</i> could derive <i>DDI</i> or <i>DDlgnc</i>, depending on the number of consonants to include (as specified by the Number of Trailing Characters for Task Names system parameter). If a task with that name already exists, the new task will have a -1, -2, and so on appended, for instance <i>Tst-1</i>.

Parameter	Description
	<ul style="list-style-type: none"> ■ The full text from the Description field is used as a task description in the Job Tasks workspace. If the job budget line description is changed in the Job Budgets workspace, the change is also reflected in the task description, provided that the task description had not already been changed in the Job Tasks workspace. If the Mark 'Overwrite Activity' On Tasks system parameter is enabled, the Overwrite Activity field is enabled in the new task. ■ Additionally, this parameter has web client-specific behavior, where you can enable this parameter to prevent auto-selection of search results. In web client fields that support searching, the web client autocompletes text as you type. This is helpful if you want to put an existing value into a field (such as an existing task from a list of tasks). However, some fields allow you to select an existing item or create a new one, and to do the latter, autocomplete makes it difficult to do so. Enable this parameter to prevent auto-selection of search results on the Task field in the Budgeting and Estimating workspaces in the Jobs module.
Extended handling of tax when closing fixed price jobs	<p>When this parameter is enabled, the way that a fixed-price job is closed is handled in an extended way. This addresses some problems that can occur in these situations:</p> <ol style="list-style-type: none"> 1. Some invoices on account have tax, others not. 2. Different tax codes on the invoices on account. 3. Different tax codes on the job entries. <p>The extended handling is that two profit entries are created instead of one: The first one ensures that the total tax on the open entries (including this first profit entry) equals the tax net on account. The second profit entry has a</p>

Parameter	Description
	blank tax code and ensures that the open billing price (including both profit entries) equals the amount net on account.
External Description in Job Budgets defaults to Description	<p>If you enable this company-specific parameter, when you add a new line in the Job Budget Lines island of the Job Budgets single dialog workspace, the External Description field automatically displays the value of the Description field.</p> <p>If you disable this parameter, the External Description field is blank by default in any new lines added.</p>
Fixed exchange rates in budgets only	<p>In certain countries, it is considered good accounting practice to make currency conversion of a job's transactions per the day on which the transaction is carried out. If you mark this parameter, and if fixed exchange rates are used on the job, the use of fixed exchange rates will be delimited to the budget only, and the transactions of the job will be converted according to the exchange rate table in question. If you do not mark the parameter, all currency transactions on the job, from budget to posting, will be recalculated according to the exchange rate valid on the date specified for the job in the Job Price Information workspace in the Job Cost module.</p> <p>This parameter allows you to set a value in the Company Specific Values table.</p>
Automatically generate traffic status revision codes	<p>If you enable this parameter, you do not have to create a revision code in the Job Traffic Status workspace when closing a traffic status revision. Instead, Maconomy will generate a traffic status revision code on the form <YEAR>/<WEEK>. For instance, if the revision is closed on August 3rd 2005, Maconomy will automatically apply the revision code 2005/31, as August 3rd is in week 31 according to ISO standard 8601. The concept of traffic status revisions is explained in the description of the Job Traffic Status workspace in the Job Cost module.</p>
Hide Headings On Job Invoices Without Subtotals	When this parameter is enabled, there will be no headings on job invoices on jobs where the

Parameter	Description
	invoice layout rule specifies that there should be no subtotals.
Include closed jobs and jobs blocked for invoicing in invoicing windows	When you enabled this parameter, closed jobs and jobs blocked for invoicing are included as read-only in the following workspaces: <ul style="list-style-type: none"> Invoice Selection On Account Invoice Selection Bill To Customer Distribution Job Invoices On Account Job Invoice Account
Include Current Invoice in Invoice Customer Statement and Aging	If you enable this parameter, Maconomy includes the present invoice in the customer statement and A/R aging on job invoices.
Include Job Subtotals on Invoices On Account	
Initialize Time Sheet to Latest Viewed Employee	
Invoice Editing Required with Approval Hierarchies	
Invoice Selection Delimitation by G/L Entry Date	When this parameter is enabled, the G/L cut-off date for the delimit action is initialized to last date of the previous month. If not, it is not set. This applies when you use the G/L Entry Date in the Delimitation island in workspaces such as Invoice Selection, Approve Invoice Selection, Job Invoice Allocation and Batch Job Invoice Allocation.
Invoice using separate System Numbers for Tax and No Tax	
Job company tax code from delivery customer	If enabled, the job company tax code is derived from the delivery customer. If disabled, it is derived from the payment customer.
Job Posting Reference for Posting without Activity	Enable this parameter to refer to an existing job posting reference which is then used when posting job invoices on account without an activity number.
Keep Billing Price when Changing Cost Price, Amount	
Keep Billing Price when Changing Cost Price, Time	

Parameter	Description
Keep Job Cost Entry Date Upon Job Transfer	If you enable this company-specific system parameter, Maconomy keeps the original job cost entry date when you perform a job transfer.
Length of Invoice No. in Formatted Invoice No.	Enable this parameter to control the formatting of the invoice number in the variable <i>FormattedInvoiceNumberVar</i> that is available in the prints of invoices and credit memos. For example, if the invoice number is 1250003 and the system parameter is 4 , then the formatted invoice number would split the invoice number to "125" and "0003," which results in the formatted invoice number TF 125/0003.
Local Spec. 1-10 on Job Required	By enabling these parameters, you make it mandatory to enter a value for the dimensions Local Spec. 1, Local Spec. 2, Local Spec. 3, Local Spec. 4, and so forth respectively, on all jobs created.
Location Required on Job	By enabling this parameter, you make it mandatory to enter a value for the Location dimension on all jobs created.
Lower Indentation Level for Lines on Invoices with Headers	<p>Enable this system parameter to format printed invoices with indentation levels to indicate whether they belong to a main job or sub-job.</p> <p>Enabling this corrects an error in the assignment of the Level field on invoice lines, and provides the correct indentation and formatting when you print invoices. The Level field is assigned as previously done in Maconomy 2.2 or earlier versions.</p> <p>By default, this is disabled.</p>
Maintain Periodic Forecasts from Periodic Job Budgets	Enable this system parameter to allow Maconomy to propagate all changes to the periodic forecast whenever you make changes in the periodic job budget.
Margin for internal on account tax reconciliation	If you specify a non-zero margin in this parameter, Maconomy reconciles invoices on account when they have no open amount and open tax within the specified margin. This kind of reconciliation is marked as being internal. It is posted to the account for amount rounding and is not shown on the reconciling invoice. The margin on the system parameter can be

Parameter	Description
	specified as an amount or a percentage of the tax amount on the invoice on account.
Margin for job exchange rate variance, %	<p>In this parameter, you can specify a margin for the deviation allowed between the job-specific exchange rate and the default enterprise exchange rate. If the value 0.0 is entered, any deviation will be permitted.</p> <p>This parameter allows you to set a value in the Company Specific Values table.</p>
Margin, job accrual reconc.	<p>In this parameter, you can specify a margin as an amount in the enterprise currency and a percentage.</p> <p>When a purchase order is reconciled against a vendor invoice, there may be differences between the amounts. If the difference is within the margin in this parameter, job accruals assigned to the purchase order in question will be fully reconciled. If the difference is not within the margin, the difference is kept as an open job entry for later invoicing or crediting. When the reconciliation is attempted, the amount in enterprise currency specified in this parameter is converted to the job's currency using the current exchange rate table.</p>
Margin, on account tax reconciliation to 0-invoice	Select this parameter to enable an internal reconciliation of tax on account below a certain threshold to settle an invoice on account.
Mark 'Overwrite Activity' on Tasks	<p>If you enable this parameter, tasks created from a budget line (possible if the Create Tasks from Job Budgets or Extended Task Creation from Budgets system parameter is enabled) are created the Overwrite Activity field selected. This way you can support a setup where the activity number must correspond to the task number.</p> <p>If this parameter is disabled, the standard rules of activity derivation apply. For more information, see the description of the Job Tasks workspace.</p>
Max. Depth for Invoice Preparation Hierarchy	Enable this parameter to specify a maximum depth for invoice lines produced from Invoice Preparation workspace to ensure that lines do not extend past print layout format.

Parameter	Description
Max. Depth for Job Budget Hierarchy	<p>In the Job Budgets workspace, you can arrange budget lines hierarchically by indenting lines in multiple levels (Java™ client only). In this parameter, you can specify the maximum number of indentation levels allowed in job budgets. If you specify, for example, 6, it means that job budgets cannot be more than six levels deep, including the top level. Trying to indent lines any further will result in an error message.</p> <p>You can specify any number. Enter 0 if there should be no limitations as to the number of levels in job budget hierarchies. Note that only up to seven levels (including the top level) are supported by Maconomy printouts and reports, meaning that lines at level eight and any deeper levels are not included on printouts and reports.</p>
Maximum Number of Check-ins Per Day	
Number of Hours per Work Day	
Number of Trailing Characters for Task Names	<p>With this parameter, you can specify how many consonants in the Description field in the Job Budgets workspace should be considered when generating a task name. This parameter is only used if the Extended Task Creation from Budgets parameter is enabled.</p>
Only Add to Employee Control from Job Employees	<p>If you enable this company-specific parameter, the action that distributes favorites in the Job Employees workspace also updates the list of employees that are allowed to register on the job in the Employee Control workspace. Maconomy adds but does not delete employees from the list in the Employee Control workspace.</p>
Only Blanket Invoice via Blanket Drafts	<p>If you enable this parameter, Maconomy does not automatically combine draft invoices printed as a batch into a blanket invoice. The drafts are printed as individual invoices even when printing from a batch workspace such as Job Invoicing, Job Crediting, Blanket Invoicing Overview, or Blanket Invoice Selection.</p> <p>To obtain a blanket invoice, navigate to the Blanket Invoicing Overview workspace, and combine drafts into a blanket draft.</p>

Parameter	Description
	<p>Alternatively, Maconomy creates a blanket draft when a user approves an invoice selection in the Blanket Invoice Selection workspace .</p> <p>If you disable this parameter, when a user approves an invoice selection on jobs set up for blanket invoicing and prints invoices in a batch (in the Job Invoicing workspace, for example), Maconomy automatically combines drafts belonging to the same blanket invoice collection into a single blanket invoice.</p>
Only One Transaction Number for Each Time Sheet	If this parameter is enabled, all time sheet lines from the same time sheet will get the same transaction number.
Only Rederive From Changed Dimensions At Job Reallocation	If this parameter is enabled, only dimensions that have actually changed are rederived when a job is reallocated. When it is disabled, then all dimensions are derived just as if a user enters the job.
Periodize Budget action clears periods before ETC date	If this system parameter is enabled, then the Periodize Budget action in the Job Progress workspace will also remove the detailed quantity, cost, and billing prices of past periods before the date of estimate to completion.
Popup 1 required if difference between exp. and act. work hours	In combination with the registration of work time intervals in time sheets (see the Fixed Working Hours island in the Employees workspace), you can specify that the Time Sheet Popup 1 field in the time sheet must be completed in case there is a difference between an employee's expected working hours and the actual working hours for a day. This is done by enabling this parameter. By forcing the user to make a choice in the time sheet pop-up field, it is easier for the accounting department to see how to process the user's hours - for example, if the hours are to be added or subtracted to the user's flextime account or paid out as overtime pay.
Price Lookup from Employee Category Only in Budgets	<p>If this parameter is enabled, prices and employee groups on employee categories are only used in job budgets.</p> <p>If this parameter is disabled, the prices and employee groups on employee categories are used in any price lookup.</p>

Parameter	Description
Print on account spec. on invoice/credit memo	<p>If you enable this parameter, Maconomy will, in connection with printing a normal job invoice or job credit memo reconciling an amount on account, print a specification of which invoices on account and/or credit memos have been reconciled, and to which extent these have been reconciled.</p> <p>The specification is displayed below a tax specification, if any, on the invoice or the credit memo.</p>
Prioritize cost in original currency if same as job currency	<p>On jobs in a currency different from the company base currency, an external cost in the same currency as the job gives rise to a job entry with a slightly different billing price, even with a markup of zero.</p> <p>If you enable this parameter, the price calculation determines the billing price based on the cost price in the original currency, to avoid a rounding difference resulting from a conversion from the original currency to base currency and back to the original currency, in cases where this is the same as the job currency.</p>
Prioritize partial invoicing when changing quantity for invoicing	<p>In the Invoice Selection workspace, Maconomy automatically adjusts the Action and Close Balance fields to reflect the state of the underlying job entries. If, for some reason, these fields are not visible in the workspace layout, then you may accidentally write off entries instead of carrying them forward. This would happen if you reduce the quantity for invoicing to less than the open quantity, in which case Maconomy would automatically select Close Balance field.</p> <p>If this parameter is enabled, the Close Balance field will be cleared when the quantity for invoicing is changed from being greater than or equal to the open quantity to being less than the open quantity. If, for example, the open quantity is 10 and the quantity for invoicing is changed from 10 to 8, then the Close Balance field is cleared; but if the quantity for invoicing is changed from 12 to 10 then the field is selected.</p>

Parameter	Description
Project Required on Job	By enabling this parameter, you make it mandatory to enter a value for the dimension Project on all jobs created.
Purpose on Job Required	By enabling this parameter, you make it mandatory to enter a value for the Purpose dimension on all jobs created.
Rederive Tax Code at Invoicing	<p>If this parameter is enabled, then rederived at invoicing. This will make a difference in the case of split billing where it is possible to change the "Reporting Code, Invoice" to be used for each bill-to customer in "Bill To Customer Distribution."</p> <p>When enabled, the tax code will be (re)derived from the bill-to customer.</p>
Refresh Customer Statements And Aging when Printing Invoice	<p>If this company-specific system parameter is enabled, customer aging on invoices is refreshed when printing an invoice.</p> <p>If the parameter is disabled, the customer aging on the invoice is the same as when printing the invoice draft, though new invoices may have been created or other invoices have been paid since. By default, this parameter is disabled.</p>
Release Expense Sheet Irrespective of Line Approval Status	If you enable this parameter, users can click the Release Expense Sheet action and Maconomy will release expense sheets for posting even when these have not yet been released or approved, and require approval. By default, this parameter is disabled.
Release Time Sheet Irrespective of Line Approval Status	If you enable this parameter, users can click the Release Time Sheet action and Maconomy will release time sheets for posting even when these have not yet been released or approved, and require approval. By default, this parameter is disabled.
Reopen Time Sheet When a Line is Rejected	Use this system parameter to reopen or unsubmit a time sheet if one of the time sheet lines is rejected by a project manager in the Approve Time Sheet Lines or Approve Job Registrations workspaces.
Require Complete Absence Derivation Setup upon Absence Approval	If this parameter is enabled, Maconomy displays an error notification if an absence approver approves an absence and the absence type setup is not able to completely

Parameter	Description
	derive time sheet registration dimensions for the absence type covering the given period.
Require Preferred Invoice Date	If you select this company-specific system parameter, Maconomy requires you to specify an invoice date before you can approve the invoice selection on a job.
Require System Number for Job Pre-Invoices	<p>Enable this company-specific parameter to control whether a unique sequence of system numbers for job pre-invoices is required (separate from the invoices sequence), or disable this parameter to indicate that job pre-invoice numbers can share the sequence numbers on invoices.</p> <div> <p>Note: If a company within your enterprise must share invoices and pre-invoices each have a unique numbering sequence, on the System Parameter tab, clear the Require System Number for Job Pre-Invoices check box. Then, in the Company Specific Values island, create a line for the company and select the Require System Number for Job Pre-Invoices check box.</p> </div>
Require Week Calendar when Creating Time Sheet	If you select this system parameter, users will only be able to create timesheets for periods that have an existing week calendar in place. If a week calendar is not available for the specified period, timesheets cannot be created.
Require Year on Jobs	If you enable this company-specific system parameter, you are required to enter a value in the Year field for jobs.
Seconds of synchronization between Daily and Weekly Time Sheets	
Set Default Reallocation Date to Today	With this system parameter, you can specify whether the reallocation date that is automatically suggested in the Job Reallocation, Job Reallocation by Job, and Batch Job Reallocation workspaces should be today's date or the entry date of the entry being reallocated. If you enable the parameter, the entry date suggested will be today's date.
Set Job Entries For Invoicing After Print Invoice	If you enable this company-specific system parameter, job entries marked for carry forward

Parameter	Description
	before invoicing are set for invoicing after invoicing.
Set Job Phase Transition Date to Today	<p>When you close a phase, Maconomy uses the current date as the actual ending date.</p> <p>Maconomy also uses the current date when you choose the action for initiating the first phase. This parameter allows you to enforce an active choice of date when performing these actions.</p> <p>The Transition Date field in the tab allows you to enter a transition date for the Initiate First Phase, End Phase, Approve Phase Completion, and Approve Milestones actions in the Job Phases workspace. Use this parameter to configure whether this date is blank or set to the current date.</p>
Show Only Lines with Open Entries when Opening Invoice Selection	If this parameter is enabled, the Only Lines with Open Entries checkbox in the Invoice Selection workspace is enabled by default whenever this workspace is opened.
Show Skill Requirements on Budget Lines	
Show tax code summary on invoice selection lines	Enabling this parameter allows you to display and edit tax codes in the Invoice Selection island.
Specification 1-10 on Job Required	By enabling these parameters, you make it mandatory to enter a value for the dimensions Spec. 1, Spec. 2, Spec. 3, Spec. 4, and so forth respectively, on all jobs created.
Standard Billing Price on Non-Invoiceable Entries	If you enable this company-specific parameter, Maconomy displays the standard billing rate for non-invoiceable activities and lets you view the potential billing prices of all applicable hours.
Subjob Numbering Based On Main Job	If you enable this company-specific system parameter, a job created as a sub job of another job gets a job number with the following format: <main job number><separator><sub job number>. The separator between the main job number and the sub job number, as well as the number of decimals in the sub job number, are also set up using this parameter.
Suggest Invoice Date when Crediting	This parameter has the effect that when you enter an invoice number for crediting, the

Parameter	Description
	<p>invoice date of that invoice is suggested for the credit memo. This affects the following workspaces:</p> <ul style="list-style-type: none"> ■ Invoice Selection ■ On Account Invoice Selection ■ Blanket Invoicing Overview ■ Blanket Invoice Selection
Synchronize Dimensions from Account Manager	<p>Enable this parameter to synchronize select dimensions from employees to the customers, company-specific customers, and jobs where they are set up as account managers.</p> <p>Prior to enabling this parameter, create an entry in the Dimension Sets workspace and select which of the General Ledger dimensions will be synchronized (such as Purpose in the CPA solution). Then, enter the name of this dimension set on the system parameter.</p> <p>The synchronization ensures that if a customer (or company-specific customer, or a job) has an account manager, then the dimensions that have been selected on the dimension set are synchronized between the account manager and the customer (and similarly for company-specific customers and jobs).</p> <p>Setting up the system parameter does not in itself force synchronization; this happens when you specify the relevant dimension(s) on the employees that are account managers. For example, if you have set up that the Purpose dimension should be synchronized and you then enter a Purpose on an employee, then this Purpose will be copied to all customers, company customers, and jobs where the employee is selected as account manager.</p> <div> <p>Note: The system parameter allows you to set up company-specific rules. This means the rule follows the company of the account manager (the employee).</p> </div>
Traffic Status Revision Codes Required	<p>If you enable this parameter, you are required to enter a revision code in the Job Traffic Status workspace when closing a traffic status revision. You can have Maconomy generate a</p>

Parameter	Description
	traffic status revision code automatically by enabling the Automatically generate traffic status revision codes system parameter. The concept of traffic status revisions is explained in the description of the Job Traffic Status workspace in the Job Cost module.
Update Accruals on Job Budget Line Resources	
Update amount lines from Job Budget Resource Allocations	
Update Employee Control Field from Job Employees	If you disable this parameter, the Employee Control on the job is not updated when the user applies the action that distributes favorites from Job Employees. This can be useful if People Planner is integrated with Maconomy and People Planner pushes employees from the plan into Job Employees, but the integration should not interfere with Employee Control setup on the job.
Update Prices on Amount Registrations upon Job Reallocation	With this parameter, you can specify whether Maconomy is to recalculate and update prices on affected reallocation lines for amount activities when performing job entry reallocations in the Job Reallocation and Batch Job Reallocation workspaces.
Update Prices on Time Registrations upon Job Reallocation	With this parameter, you can specify whether Maconomy is to recalculate and update prices on affected reallocation lines for time activities when performing job entry reallocations in the Job Reallocation and Batch Job Reallocation workspaces.
Use Activity Offset Account for Expense and Mileage	
Use Estimate Date when Updating Resource Allocations	Enable this parameter to allow the Update Resource Allocations from People Planner action to use the estimate date if one has been specified. If you have started a progress evaluation, this action does not update the resource allocations in Maconomy for any months before the estimate date. Moreover, it updates the resource allocation in Maconomy for the month that contains the estimate date, based on the resource allocations within that month after the estimate date.

Parameter	Description
Use Fixed Working Time Stamped on Time Sheets	<p>Maconomy always stamps the fixed time from the weekly calendar on the employees' time sheets as they are created. If the parameter is enabled, then the actual, reported working time of the employee will be compared with the employee's fixed time from the same period.</p> <p>If the parameter is disabled, Maconomy will compare the actual, reported working hours of an employee with the fixed hours currently in force for the employee. This may not always produce a historically correct result.</p>
Use Invoice Date as Exchange Rate Date on Job Invoices	<p>Enable this parameter to enable Maconomy to calculate the billing price of job entries in currencies other than the base currency of the company of the job at the date of invoicing.</p> <p>If this parameter is disabled, Maconomy uses the date of the job entry for currency conversion.</p>
Use Job Invoice Allocation Date as Exchange Rate Date	<p>If this system parameter is enabled then the date selected for preferred invoice allocation date is used for looking up exchange rates when carrying out conversion of unit and total billing price between job currency, base currency, and enterprise currency.</p> <p>This system parameter only has an effect if the Exchange Rate in Job Invoice Allocation as Invoiced On Account system parameter is disabled.</p> <p>If you disable this parameter and the Exchange Rate in Job Invoice Allocation as Invoiced On Account system parameter is disabled, the job entries are allocated at the original exchange rates.</p>
Use Original Quantity on Job Related Investment Tax Entries	<p>Investment tax can be posted as a separate job entry with the same quantity as the original job entry. This can result in rounding issues as the total investment tax is calculated from the quantity and the investment tax per unit. To avoid this, disable this parameter to set the quantity on investment tax entries to ± 1.</p>
Use P&L Posting of Invoices on Account	<p>Enable this parameter to post invoices and credit notes on account to the Billing Price and Open Billing Price P&L accounts.</p>

Parameter	Description
Use Preferred Invoice Date as Customer Statement Date	<p>If you enable this company-specific system parameter, when calculating and printing the customer statement on job invoices, the customer statement date used is the preferred invoice date, meaning that the customer entries included in the customer statement are the ones which were open until the preferred invoice date. If the preferred invoice date is not set, then the customer statement date is the current date.</p> <p>If this parameter is disabled, the customer statement date used is the current date.</p>
Use Subscription Start Date As Entry Date	<p>If this parameter is enabled, Maconomy will set the entry date to the first date in the accrual period for subscription orders invoiced in job cost.</p> <p>This parameter allows you to set a value in the Company Specific Values table.</p>
Tax Itemization even if no Tax on Invoice	<p>If you enable this company-specific system parameter, tax itemization is included in the printout of job invoices and credit memos, even if the invoice has no tax. If there is no tax included in an invoice, then the itemization list is empty and the itemization sum is zero.</p>

System Parameters Group Layout

This section describes the system parameters under the Layout group.

Parameter	Description
Show Entity	If you enable this parameter, Maconomy displays Entity as a dimension.
Show Job Pre-Invoice Reconciliation in Workspaces	If you enable this parameter, Maconomy displays job pre-invoice reconciliation.
Show Local Spec. 1-10	<p>Select the Show Local Spec. checkbox to display Local Spec. 1, 2, 3, and so on, as a dimension in Maconomy.</p> <p>Clear the check box to hide this parameter from users.</p>
Show Location	
Show Project	If you enable this parameter, Maconomy displays Project as a dimension.

Parameter	Description
	If disabled, this dimension is hidden from users.
Show Purpose	If you enable this parameter, Maconomy displays Purpose as a dimension.
Show Specification 1-10	If you enable this parameter, Maconomy displays Specification 1-10 as a dimension.
Show Three Tax Levels	If you enable this parameter, Maconomy will show three tax levels in all workspaces that include tax code functionality. This parameter is disabled by default. Note that the Show Two Tax Levels parameter must be marked for the parameter to take effect. For instance, the previously labeled Tax Code field will be replaced by three new fields: Tax Code 1 , Tax Code 2 , and Tax Code 3 .
Show Withholding Tax on Payments	If enabled, withholding tax fields are shown in the customer and vendor payment dialogs, by default.
Show Two Tax Levels	If you enable this parameter, Maconomy will show two tax levels in all workspaces that include tax code functionality. For instance, the previously labeled Tax Code field will be replaced by two new fields: Tax Code 1 and Tax Code 2 . Note that this parameter is disabled by default.
Show Tax Sub Levels	<p>If you enable this parameter, four sub levels for each VAT level display in the layout in Tax Code and G/L Tax Code workspaces, enabling you to enter the rate, posting reference, and VAT type for each sub level.</p> <p>Sub levels are necessary in some countries that have more than three tax codes for a transaction. These countries have three different tax authorities (VAT reporting units), but one tax authority could collect more than one tax code. With four sub levels for each VAT level, Maconomy splits the VAT posting amount for the given VAT level/code into the different sub levels. The logic in all other dialogs remains unchanged, with Maconomy continuing to show and handle the total VAT amount for the given VAT level/code.</p>

System Parameters Group People Planner

This section describes the system parameters under the People Planner group.

Parameter	Description
URL for Resource Management	<p>Enter the URL of the People Planner Capacity Overview page. The general form is: <code>http://<server>:<port> / PeoplePlannerWebComponents / AssignResourcePage.aspx</code>.</p> <p>If the URL for Resource Management is left blank, the Resource Management workspace is hidden.</p>
Enable People Planner Web	<p>Select this company-specific parameter to enable People Planner-related components and functionality in your web client application. By default, this parameter is disabled.</p> <div> <p>Note: Before you can enable People Planner on the web client, you must enable the integration between People Planner and your Maconomy system.</p> </div>
Enable Silent Sign In	Select this parameter to enable Silent Sign In for People Planner portal components.
URL for Resource Booking	
Show Resource Booking in Job Budgets	
Show Resource Booking in Periodic Job Budgets	
Show Resource Booking in Progress Evaluation	
Show Resourcing Overview	Enable this parameter to show the Resourcing Overview workspace. This only shows if this parameter is enabled, the URL for the tab is completed, and the current user role is People Planner-related.
Submit Periodic Job Budget on update from People Planner	Select this parameter to automatically submit the budget after clicking the Update Periodic Job Budget from People Planner or Send Job to People Planner actions. This parameter is enabled by default.
Transfer Planning Dates From People Planner	

Parameter	Description
Update Periodic Job Budget Planned Dates on update from People Planner	Select this parameter to update the job budget planned dates after clicking the Update Periodic Job Budget from People Planner or Send Job to People Planner actions. This parameter is enabled by default.
Always Allow Send Action	If this parameter is enabled, the Send to People Planner button in the Portal and actions in the clients are always enabled. If this parameter is disabled and Integration Status Notes are used, you can only push the job from Maconomy to People Planner once after creation. After this, you can only import it from People Planner.
Create New Budget Revision on Updates	If this parameter is enabled, a new revision of the budget is created. The budget is updated using the Import Working Budget from People Planner action in the Job Budgets workspace, or if it is updated, from the People Planner client.
Default Forecast Budget Type	Use this budget type when sending a Forecast from the Portal to People Planner.
Default Job Budget Type	Use this budget type when sending a job from the Maconomy Client or Portal to People Planner. Possible values are an explicit budget type, for example, Working Budget or @planning . If you enter a value, that value is the budget type sent. If you do not enter a value, the budget type currently shown in Job Budgets is sent. If you enter @planning , the budget type set as Planning Budget for the job is used.
Default Opportunity Budget Type	Use this budget type when sending an Opportunity from the Portal to People Planner. Possible values are an explicit budget type, for example, Sales Estimate or @standard . If you select @standard , the budget type sent is the one marked as Standard Opportunity Budget type for the Job Budget Types popup field. If you do not set a value, the @standard type is used.
Enable Custom People Planner Actions	If this parameter is enabled, the following actions are enabled:

Parameter	Description
	<ul style="list-style-type: none"> ▪ Send Job to People Planner in the Jobs, Job Budgets, and Job Overview workspaces ▪ Send Opportunity to People Planner in the Opportunities and Opportunity Budgets workspaces ▪ Import Working Budget from People Planner in the Job Budgets workspace ▪ Update ETC from People Planner in the Job Progress workspace
Include Subjobs When Sending Job to People Planner	If this parameter is enabled, subjobs are included when the job is sent to People Planner from the Maconomy Client or Portal.
Integration Status Note Type	This is the note type used for Integration Status Notes. It shows when jobs integrated with People Planner were last updated successfully. The standard value is <i>Integration Status</i> .
URL for MyPlan WSC	Use this URL when showing My Plan in the Workspace Client. The template value is <code>http://SERVERNAME:20002/MyPlan/</code> .
URL for MyPlan Portal	The web access of the people planner 'My plan portal' must be entered here to make My Plan available in the Maconomy portal.
Update Total Cost (Base) in Budget	If this parameter is enabled, the values in the Total Cost, Base column are overwritten with cost values from People Planner when using the Import Working Budget from People Planner action in the Job Budgets workspace.
Web Service API Namespace	Use this namespace when logging in to the People Planner API.
Web Service API Password	Use this password if you are entered as the Web Service API User.
Web Service API SOAP Address	Use this URL for the People Planner API.
Web Service API User	Use to enter a user to be used by the People Planner web service.

System Parameters Group Posting

This section describes the system parameters under the Posting group.

Parameter	Description
Automatic Posting of Debtor Provisions	<p>If this parameter is enabled, Maconomy will automatically post, but not print, debtor provision journals when they are approved. A debtor provision journal is created when a provision for an invoice is approved in the Debtor Provisions By Invoice workspace in the Accounts Receivable module.</p> <p>If the parameter is disabled, such journals must be posted manually in the Posting or Print Posting Journal workspaces in the General Ledger module. Automatically posted journals can be printed in the Print Posting Journal workspace.</p>
Automatic posting of customer reconciliations	<p>If this parameter is enabled, Maconomy will automatically post, but not print, customer reconciliation journals when a reconciliation is approved in the Customer Open Entry Reconciliation workspace. In the same way, if a reconciliation is removed in the Show Customer Reconciliation workspace, the resulting customer reconciliation journal is posted automatically.</p> <p>If this parameter is disabled, such journals must be posted manually in the Posting or Print Posting Journal workspaces in the General Ledger module. Automatically posted journals can be printed in the Print Posting Journal workspaces.</p>
Automatic posting of invoice reallocations	<p>If this parameter is enabled, Maconomy will automatically post, but not print, invoice reallocation journals when approved in the Reallocate Invoices workspace.</p> <p>If this parameter is disabled, such journals must be posted manually in the Posting or Print Posting Journal workspaces in the G/L module. Automatically posted journals can be printed in the Print Posting Journal workspace.</p>
Automatic posting of invoices	<p>If this parameter is enabled, Maconomy will automatically post, but not print, invoice journals when they are approved. An invoice journal is created when an invoice is printed,</p>

Parameter	Description
	<p>for example, in the Invoice Selection workspace in the Job Cost module or the Sales Orders workspace in the Sales Orders module.</p> <p>If this parameter is disabled, such journals must be posted manually in the Posting or Print Posting Journal workspace in the General Ledger module. Automatically posted journals can be printed in the Print Posting Journal workspace.</p>
Automatic posting of job accruals	<p>If this parameter is enabled, Maconomy will automatically post, but not print, job accrual journals when they are created in the Job Accruals and Batch Job Accrual workspaces.</p> <p>If the parameter is disabled, such journals must be posted manually in the Posting or Print Posting Journal workspaces in the General Ledger module. Automatically posted journals can be printed in the Print Posting Journal workspace.</p>
Automatic posting of job reallocations	<p>If this parameter is enabled, Maconomy will automatically post, but not print, job reallocation journals when they are approved in the Job Reallocation by Job, Job Reallocation, or Batch Job Reallocation workspaces.</p> <p>If the parameter is disabled, such journals must be posted manually in the Posting or Print Posting Journal workspaces in the General Ledger module. Automatically posted journals can be printed in the Print Posting Journal workspace.</p>
Automatic posting of job revenue recognition	<p>If this parameter is enabled, Maconomy will automatically post job revenue recognition journals.</p>
Automatic posting of job transfers	<p>If this parameter is enabled, Maconomy will automatically post, but not print, job transfer journals when they are approved in the Job Transfer workspace.</p> <p>If this parameter is disabled, such journals must be posted manually in the Posting or Print Posting Journal workspaces in the General Ledger module. Automatically posted journals can be printed in the Print Posting Journal workspace.</p>

Parameter	Description
Automatic posting of time sheets	<p>If this parameter is enabled, Maconomy will automatically post, but not print, time sheet journals when time sheets are approved in the Time Sheets or Approve Time Sheets workspaces.</p> <p>If the parameter is disabled, such journals must be posted manually in the Posting or Print Posting Journal workspace in the General Ledger module. Automatically posted journals can be printed in the Print Posting Journal workspace.</p>
User Specific Job Revenue Recognition Journals	
Allow finance entries with job reference	<p>If this parameter is enabled, both Job No. and Account No. can be specified on an invoice allocation line or general journal line. When posting, a finance entry with a job reference will be created, without creating any job entries.</p> <p>If this parameter is disabled, either Job No. or Account No. can be specified on an invoice allocation line or general journal line, not both. When posting, based on what was specified on the line, either job entries or finance entries will be created.</p>
Allow Posting of own Journals	<p>Use this system parameter to specify whether users should be able to post journals that they submitted themselves. If this parameter is disabled, another user can only post a submitted journal than the one who submitted it. This functionality supports a workflow where users can submit journals when they are ready to be posted, and a posting responsible can subsequently post the journals. However, using the Post Own Journals field in the Actions workspace, you can grant specific users access to posting journals submitted by themselves.</p> <div> <p>Note: This functionality is no longer supported for general journals as part of the approval hierarchy for general journals.</p> </div>

Parameter	Description
Automatic Posting of Asset Journals	If this parameter is enabled, Maconomy will automatically post asset journals when asset adjustments are approved.
Automatic posting of automatic customer payments	If this parameter is enabled, customer payments imported in the Banking module are automatically posted upon import. However, the automatic posting only takes place if the payment agent used in the import is set up for creation of a separate journal for error entries.
Automatic posting of expense sheets	<p>If this parameter is enabled, Maconomy will automatically post, but not print, expense sheet journals when expense sheets are approved in the Expense Sheets workspace.</p> <p>If the parameter is disabled, such journals must be posted manually in the Posting or Print Posting Journal workspaces in the General Ledger module. Automatically posted journals can be printed in the Print Posting Journal workspace.</p>
Automatic posting of fixed price inclusion	If this parameter is enabled, Maconomy will automatically post fixed price inclusion journals.
Automatic Posting of Gross Pay	If this system parameter is enabled, Maconomy will automatically post gross pay journals when compensation calculations are approved.
Automatic Posting of Intercompany Vendor Invoices	<p>If this parameter is enabled, Maconomy will automatically post, but not print, intercompany vendor invoice journals when they are created because of intercompany settling in the Intercompany Invoicing workspace.</p> <p>If this parameter is disabled, such journals must be posted manually in the Posting or Print Posting Journal workspaces in the General Ledger module. Automatically posted journals can be printed in the Print Posting Journal workspace. This parameter is company-specific.</p>
Automatic Posting of Interest Charge Notice	Enable this parameter to automatically post interest charge notice journals.
Automatic Posting of Job Invoice Allocation	If this parameter is enabled, journals of type "Job Invoice Allocation" are posted automatically by Maconomy immediately after having been created.

Parameter	Description
Automatic posting of mileage sheets	<p>If this parameter is enabled, Maconomy will automatically post, but not print, mileage sheet journals when mileage sheets are approved in the Mileage Sheets or Approve Mileage Sheet workspaces.</p> <p>If the parameter is disabled, such journals must be posted manually in the Posting or Print Posting Journal workspace in the G/L module. Automatically posted journals can be printed in the Print Posting Journal workspace.</p>
Automatic Posting of Payment Journals	<p>If this parameter is enabled, Maconomy will automatically post payment journals created in the Banking module.</p> <p>Automatic posting takes place in the following situations:</p> <ul style="list-style-type: none"> When approving a payment selection, causing a payment to be closed. When printing a payment list or check, causing a payment to be closed. When creating a payment file, causing a payment selection to be closed. When importing payment statuses, causing a payment to be closed. When approving a bank reconciliation. When approving entries in payment reports. <p>If the parameter is disabled, payment journals must be posted manually in the Payment Journal workspace in the Banking module.</p>
Automatic Posting of Vendor Reconciliations	<p>If this parameter is enabled, Maconomy will automatically post, but not print, vendor reconciliation journals when reconciliations are approved in the A/P Open Entry Reconciliation workspace. In the same way, if a reconciliation is removed in the Show Vendor Reconciliation workspace, the resulting vendor reconciliation journal is posted automatically.</p> <p>If the parameter is disabled, such journals must be posted manually in the Posting or Print Posting Journal workspaces in the General Ledger module. Automatically posted journals</p>

Parameter	Description
	can be printed in the Print Posting Journal workspace.
Create intercompany entries for companies with same parent company	<p>If this parameter is enabled, Maconomy will always create intercompany balancings (entries to the intercompany accounts) when posting entries that affect two different companies. However, if some companies in the company dimension represent entities which are not legal units, you may not wish to create intercompany postings between companies in Maconomy if they have the same parent company.</p> <p>For instance, if you run your Sales department as a company in Maconomy, you may subdivide it into, for example, Export and Domestic sales, both with the company representing the Sales department as the parent company. This could, for example, be relevant if you wish to run company access control between the departments. However, as the two departments are not legal entities, you do not want Maconomy to create intercompany balancings between the two companies because of for instance cross department utilization of employees. To achieve this, disable this parameter.</p> <p>Note that in cases where no intercompany balancings are made, no intercompany invoicing basis entries are created either, even if the Create Intercompany Invoicing Basis parameter is enabled.</p>
Delay for Restarting Posting of Journal (Seconds)	Enter a delay in seconds to indicate how much time has to pass before you can attempt to restart the posting of a journal.
Join Accrual Finance Entries	If this parameter is enabled, Maconomy will join accrual finance entries into one finance entry when posting if all dimensions on the entries are identical.
Max Number of Entries in Job Journals	<p>Specify the maximum number of entries for a time sheet journal. Enter 0 if there is no limit. The following journals are affected by this parameter:</p> <ul style="list-style-type: none"> Vendor Invoice

Parameter	Description
	<ul style="list-style-type: none"> Invoice Reallocation Job Customer Reconciliation Vendor Payment Invoice Job Reallocation Job Accrual Job Revenue Recognition Job Transfer Interest Charge Notice Reminder Collection Intercompany Settlement Vendor Invoice Debtor Provisions Intercompany Interest Note Intercompany Grouping Job Invoice Allocation Fixed Price Inclusion
Max Number of Entries in Other Journals	
Max Number of Entries in TimeSheet Journals	Specify the maximum number of entries for a time sheet journal. Enter 0 if there is no limit.
Max Number of Entries in Vendor Invoice Journals	invoices in a vendor invoice journal. By default, the value in this field is zero. The vendor invoices you create are grouped in a single journal. If the value in this field is one, only one vendor invoice saves in a journal. If the value in this field is two or higher, Maconomy automatically uses the value as reference for the number of vendor invoice entries grouped in a journal.
Post Exchange Rate Variance on Responsible Company	
Post Intercompany Sale for External Expenses	If this company-specific parameter is enabled (and the existing Intercompany Tax

Parameter	Description
	Balancing system parameter is disabled), Maconomy posts the cost price on the cost account and the intercompany sales account of the executing company.
Post Invoice Exchange Rate	Use this parameter to indicate whether the Job exchange rate variance is calculated and posted.
Post Job Cost Intercompany Entries as Accrued until Invoiced	Use this company-specific system parameter to set up Maconomy so that unbilled revenue is not posted as revenue until invoiced.
Post Unrealized Job Exchange Rate Variance	Maconomy will calculate the job fixed exchange rate variance when the vendor invoice is posted and post it as realized or unrealized job exchange rate variances. The variance is only unrealized if this parameter is enabled, and the vendor invoices are not closed when the invoice allocation is posted.
Submission of Customer Payment Journal Required	
Submission of Job Journal Required	
Use Balance Account Dimensions on Customer Entries	This company-specific parameter allows you to choose to use the existing functionality, or to use the dimension from the original voucher (before account derivation).
Use Balance Account Dimensions on Vendor Entries	This company-specific parameter allows you to choose to use the existing functionality, or to use the dimension from the original voucher (before account derivation).
Use Subjobs Dimensions	If this parameter is enabled, Maconomy will use sub job dimensions for deriving dimensions when updating job cost.
User Specific Customer Reconciliation Journals	If this parameter is enabled, the system will maintain separate journals for each user. If this parameter is disabled, the system maintains one journal, adding customer reconciliations created by any user to the same journal (old functionality).
User Specific Debtor Provision Journals	If this parameter is enabled, the system will maintain separate journals for each user. If this parameter is disabled, the system maintains one journal, adding new Debtor

Parameter	Description
	Provisions created by any user to the same journal (old functionality).
User Specific G/L Reallocation Journals	If this parameter is enabled, G/L reallocation journals will be user specific.
User Specific Fixed Price Inclusion Journals	If this parameter is enabled, fixed price inclusion journals will be user specific.
User Specific Invoice Journals	If this parameter is enabled, the system will maintain separate journals for each user. If this parameter is disabled, the system maintains one journal, adding new invoice approved by any user to the same journal (old functionality).
User Specific Invoice Reallocation Journals	If this parameter is enabled, the system will maintain separate journals for each user. If this parameter is disabled, the system maintains one journal, adding new invoice reallocations approved by any user to the same journal (old functionality).
User Specific Job Accrual Journals	If this parameter is enabled, the system will maintain separate journals for each user. If this parameter is disabled, the system maintains one journal, adding new job accrual approved by any user to the same journal (old functionality).
User Specific Job Invoice Allocation Journals	If this parameter is enabled, the system will maintain separate journals for each user. If this parameter is disabled, the system maintains one journal, adding new job invoice allocations by any user to the same journal (old functionality).
User Specific Job Reallocation Journals	If this parameter is enabled, the system will maintain separate journals for each user approving job reallocations. If this parameter is disabled, the system maintains one journal, adding new job reallocations approved by any user to the same journal (old functionality).
User Specific Job Transfer Journals	If this parameter is enabled, the system will maintain separate journals for each user approving job transfers. If this parameter is disabled, the system maintains one journal, adding new job transfers

Parameter	Description
	approved by any user to the same journal (old functionality).
User Specific Payment Journals	If this parameter is enabled, the system will maintain separate journals for each user. If parameter is disabled, the system maintains one journal, adding new payments approved by any user to the same journal (old functionality).
User Specific Vendor Journals	If this parameter is enabled, the system will maintain separate journals for each user. If this parameter is disabled, the system maintains one journal, adding new vendors created by any user to the same journal (old functionality).

System Parameters Group Purchase Orders

This section describes the system parameters under the Purchase Orders group.

Parameter	Description
Warning of Receipt without Price	If this parameter is enabled, Maconomy gives a warning for each line in the Item Receipt workspace related to an item purchase order line with the price 0.

System Parameters Group Sales Orders

This section describes the system parameters under the Sales Orders group.

Parameter	Description
Approve order when conv. quote	If this parameter is enabled, orders created because of converting a quote are automatically approved. However, the order is only approved if the user who converts the quote has access to approving orders. If this parameter is disabled, or if the conversion is done by a user who does not have access to approving orders, the quote will be converted to a non-approved order.
Approve packing list in two steps	Using this system parameter, you can specify whether the approval of a packing list should result in the creation of a packing slip and thus a delivery.

Parameter	Description
	<p>If this parameter is disabled, the approval of a packing list in the Packing Lists workspace will result in the creation of a packing slip and the delivery of the packed items.</p> <p>If this parameter is enabled, the approval of a packing list will not cause the delivery of items as the packing slip must be created separately by selecting Print Packing Slip or Print Invoice actions.</p> <p>The parameter can, for example, be used if you use destination control and you want to print out a complete packing slip for all orders included in a consignment. Selecting this parameter ensures that last minute order changes and creation of orders are included in a packing slip printed just before the shipping of a consignment.</p>
Automatically assign order line to consignment	<p>Using this parameter, you can define whether Maconomy should automatically assign quote and order lines to consignments upon creation. The parameter only applies to orders with partial delivery, and on which a destination has been specified.</p> <p>If you enabled this parameter, the creation of a quote or an order line will cause Maconomy to attempt to assign the new line to a suitable consignment even if the line itself was created automatically by Maconomy, for instance as a split-up of an existing line.</p> <p>The system parameter also functions as a default value for the Assign to Consignment field in the Update Item Reservations workspace in the Inventory menu group.</p>
Fix exchange rate at order creation	<p>In this parameter, you can specify whether the date used for determining the valid exchange rates should be fixed at the creation of quotes, sales orders, and credit orders, so that the same exchange rates are used for the calculation of currency amounts throughout the order process.</p> <p>If you enable this parameter, Maconomy will automatically enter today's date in the Currency Date field when you create a quote, sales order, or credit order. This way, you ensure that, for example, the quote price or the</p>

Parameter	Description
	<p>order confirmation price matches the price calculated in connection with invoicing later in the process, as the same exchange rate is used.</p> <p>If this parameter is disabled, Maconomy will suggest a blank currency date when quotes, orders, and credit orders are created, and currency prices are thus calculated using the exchange rates valid on the date upon which the calculation takes place. Note that the currency date can be changed at any point in the order process, whether the field is blank, completed manually or completed by Maconomy because of enabling this parameter. For the description of the Currency Date field, see the Quotes, Sales Orders, and Credit Orders workspaces.</p>
Set Quantity Returned to Zero	<p>In this parameter, you can specify whether the default value suggested by Maconomy in the Return field on credit order and credit memo lines should be zero or the quantity credited.</p> <p>If you enable this parameter, Maconomy always suggests a returned quantity of zero.</p> <p>If you disable this parameter, Maconomy suggests the value specified in the Credited field on the credit order or credit memo line.</p>
Reset Quantity to Pack to Zero	<p>In this field, you can specify that the number for packing should be set at zero when sales order lines are created, either because of converting a quote or by adding order lines in the Sales Orders workspace.</p>
Split Order Lines Automatically	<p>This parameter is used for specifying whether the Split Lines Automatically field should be marked by default when a quote or order is created.</p> <p>If you enable the parameter, the field is also marked on quotes and orders created manually in the Sales Orders module. Similarly, the system parameter also functions as a default value for the Split Order Lines field in the Update Item Reservations workspace in the Inventory module.</p>
Check Price List Currency	<p>Using this parameter, you can select whether Maconomy should issue a warning if the currency on a quote, sales order, credit order,</p>

Parameter	Description
	invoice, credit memo, subscription order, item purchase order, or job does not correspond to the currency in the selected price list.
Include zero amount lines on printouts	<p>If you enable this parameter, the printouts of quotes, order confirmations, packing slips, draft invoices, invoices, main order invoices, draft credit memos, and credit memos will also show lines where the ordered/credited quantity of the item is zero.</p> <p>If this parameter is disabled, lines with an ordered/credited quantity of zero are not included on the printouts mentioned above.</p>
Invoice Orders with Job Numbers in Job Cost	If you enable this parameter, specifying a job number in the Job No. field in the tab of a quote, a sales order, or a purchase order also causes the Invoice in Job Cost field to be selected automatically. Similarly, removing the job number from a quote, sales order or credit order will cause the Invoice in Job Cost field to be cleared.
Line Price on Invoice Lines for On Account Invoices	
Take Delivery Date On Invoice Lines Directly From Order Line	When this system parameter is enabled, the delivery date on invoice lines is taken directly from the order line. Note that this is not normally recommended, and that the standard functionality is to set the date to the last delivery date from the order line.

System Parameters Group Standard Dimensions

This section describes the system parameters under the Standard Dimensions group.

Parameter	Description
Standard Company	In this parameter, you can specify the standard value for the dimension Company. In those cases where the Company field has not been completed manually, by derivation or by a registration code, Maconomy transfers the standard company from this parameter.
Standard Entity	In this parameter, you can specify the standard value for the dimension Entity. In those cases where the Entity field has not been completed manually, by derivation or by a registration

Parameter	Description
	code, Maconomy transfers the standard entity from this parameter.
Standard Location	In this parameter, you can specify the standard value for the dimension Location. In those cases where the Location field has not been completed manually, by derivation or by a registration code, Maconomy transfers the standard location from this parameter.
Standard Project	In this parameter, you can specify the standard value for the dimension Project. In those cases where the Project field has not been completed manually, by derivation or by a registration code, Maconomy transfers the standard project from this parameter.
Standard Purpose	In this parameter, you can specify the standard value for the dimension Purpose. In those cases where the Purpose field has not been completed manually, by derivation or by a registration code, Maconomy transfers the standard purpose from this parameter.
Standard Spec. 1-10	In this parameter, you can specify the standard value for the dimension Standard Spec. 1-10. In those cases where the Standard Spec. field has not been completed manually, by derivation or by a registration code, Maconomy transfers the standard spec. from this parameter.

System Parameters Group Vendor

This section describes the system parameters under the Vendor group.

Parameter	Description
Manual Purchase Order Numbers	If this parameter is enabled, you are allowed to manually enter a purchase order number when creating a purchase order.
Allow fully received purchase orders only	If this parameter is enabled, vendor invoice allocations on which a purchase order has been specified can only be submitted if the purchase order has been fully received. A purchase order is fully received when the quantity of received items/services corresponds to the number of items/services on all non-closed lines on the purchase order.

Parameter	Description
Allow purchase for multiple jobs	<p>If this parameter is disabled, you can only enter purchase order lines that pertain to the same job on a purchase order. The job is specified in the Purchase Orders workspace.</p> <p>If you enable this parameter, you can enter different job numbers on the individual purchase order lines.</p>
Aut. Appr. of Purchase Transactions	<p>If this parameter is enabled, vendor invoices are automatically reconciled against the corresponding purchase transactions.</p> <p>If this parameter is disabled, this reconciliation must take place manually in the Invoice Reconciliation workspace in the Accounts Payable module. In the Margin, Appr. of Purchase Transactions system parameter, you can specify the maximum difference permitted for the purchase transaction and the vendor invoice to be reconciled automatically.</p> <p>See also the Copy Payment Information From Reference Invoice system parameter.</p>
Aut. company specific vendor creation	<p>With this parameter, you can specify that Maconomy is to automatically create a company-specific vendor when registrations are attempted on a non-existent company-specific vendor.</p> <p>If you enable this parameter, Maconomy will automatically create company-specific vendors when you try to make entries on a non-existent company-specific vendor, for example, in the General Journal, Vendor Invoices List, and Item Purchase Orders workspaces.</p> <p>If this parameter is disabled, Maconomy shows an error message saying that you are attempting to register information for a company-specific vendor which does not exist in the system and that the company-specific vendor must therefore be created manually in the Company Specific Vendor Information Card workspace before the entry can be made.</p>
Automatically approve fully invoice allocated entry for payment	<p>If you enable this parameter, vendor entries assigned to invoices fully allocated in the Invoice Allocation workspace are automatically approved for payment.</p>

Parameter	Description
Automatically approve fully reallocated entry for payment	If this parameter is enabled, fully reallocated vendor entries are automatically approved for payment.
Block for repeated vendor inv. no.	If this parameter is enabled, Maconomy will disallow multiple vendor invoices to have the same invoice number.
Check for reused vendor inv. no. only this year	If this parameter is enabled, Maconomy will disallow multiple vendor invoices to have the same invoice number in the same year. Vendor invoices with the same invoice number will be allowed as long as they were created in different years.
Cost Adjustment at posting of vendor invoice	If this parameter is enabled, the cost price on item movement is adjusted at the posting of the vendor invoice.
Centralized vendor creation only	<p>By enabling this parameter, you specify that vendors may only be created centrally, that is, in the Vendor Information Card workspace. If the parameter is enabled, a company-specific vendor cannot be created in the Company Specific Vendor Information Card workspace unless the vendor has already been assigned to a previously created vendor. Maconomy shows an error message, if you attempt to create a company-specific vendor with no associated vendor.</p> <p>If this parameter is disabled, you can freely create company-specific vendors in the Company Specific Vendor Information Card workspace.</p>
Use Invoice Date as Reference Date	<p>In this parameter, you can specify whether Maconomy should suggest the entry date/reallocation date or the invoice date in the Reference Date field on vendor invoice allocation and invoice reallocation lines in those cases where no reference date has been specified manually and no reference date can be found on the vendor invoice itself.</p> <p>If you enable this parameter, the invoice date will be suggested as the reference date on such lines.</p> <p>If you disable this parameter, the entry date (in the case of invoice allocation) or reallocation date (in the case of reallocation) is used.</p>

Parameter	Description
Allow Negative Purchase Orders	If you enable this parameter, you can enter a purchase order with a negative amount.
Allow Reconciliation of Non Approved Vendor Entries	This company-specific parameter enables you to reconcile non-approved vendor entries.
Allow Users to Manually Set Allow Fields on Vendors to Yes	<p>If this parameter is disabled, a user does not have the ability to change an Allow field to Yes. If the submitter would like to use the company vendor in a certain area, they can change an Allow field to Requested. The system can be set up so that, after approval during a specified step in the workflow, that Allow field changes from Requested to Yes.</p> <p>For example, you may have set up approval hierarchy to change the Allow Payments field value from Yes to Requested if the payment information for a company-specific vendor is changed after the company vendor has been approved. This prevents payments from being made to the vendor until the new information has been approved. You can then set up the system to change the Allow Payments field value back to Yes after the new information is approved.</p>
Automatically approve expense sheets for payment	<p>If you enable this parameter, vendor entries created as a result of posting expense sheet lines to be settled through a vendor are automatically approved for payment.</p> <p>When posting expense sheet lines to be settled through a vendor, Maconomy creates one or more vendor entries covering the expense sheet lines. The vendor entries created in this process must be approved for payment before reimbursement can take place.</p> <p>However, as the approval of both expense sheet lines and vendor entries can be considered redundant, you can enable this parameter to have Maconomy automatically approve the vendor entries for payment.</p>
Automatically approve mileage sheets for payment	<p>If you enable this parameter, vendor entries created as a result of posting mileage sheet lines to be settled through a vendor are automatically approved for payment.</p> <p>When posting mileage sheet lines to be settled through a vendor, Maconomy creates one or</p>

Parameter	Description
	<p>more vendor entries covering the mileage sheet lines. The vendor entries created in this process must be approved for payment before reimbursement can take place.</p> <p>However, as the approval of both mileage sheet lines and vendor entries can be considered redundant, you can enable this parameter to have Maconomy automatically approve the vendor entries for payment.</p>
Automatically submit vendor invoices when posting	If you enable this company-specific system parameter, Maconomy automatically tries to submit and approve all vendor invoices when the posting action is selected.
Close unreceived purchase order lines	
Consecutive check numbers required	Using this parameter, you can specify that when printing checks, the user can only enter a check number corresponding to the next check number according to the check book setup in the Popup Fields workspace.
Copy Payment Information From Reference Invoice	<p>If this parameter is enabled, payment information will be copied completely from the reference invoice, and it cannot be changed afterwards.</p> <p>If this parameter is disabled, payment information will only be copied when the field is blank on the new invoice.</p>
Default Company Vendor State	This system parameter specifies the default state that should be assigned to newly created company vendors.
Default Vendor Aging Principle	This system parameter specifies the initial aging principle to be set when opening the Print A/P Aging Report workspace. This can be changed by the user before printing the report.
Default Vendor State	This system parameter specifies the default state that should be assigned to newly created vendors.
Derive Vendor Allocation Code At Posting	Maconomy will create the allocation lines when the vendor invoice is created, if the system parameter is disabled, or when the vendor invoice is posted. The allocation lines will only be created if the vendor invoice is not allocated before posting.

Parameter	Description
Include non due credit memos in payment selections	If this parameter is enabled, non-due credit memos are included when doing payment selections.
Margin, Remainder on Vendor Invoices	<p>In this parameter, you can specify the maximum remainder allowed on vendor invoices to allow the selection of the action Allocate Remainder action in the Invoice Allocation workspace in the Accounts Payable module. The margin can be specified either as an amount or a percentage. Maconomy will use the tightest margin to determine whether any remainder on the current invoice can be allocated using the action. Specify an amount of 0 if you do not wish to apply a specific amount as the margin, and a percentage of 100 if you do not wish to apply a specific percentage as the margin. Set the percentage to a larger amount, if needed, to avoid generating errors.</p> <p>This parameter allows you to set a value in the Company Specific Values table.</p>
Margin for automatic correction of tax	<p>This parameter is used for making it easier to allocate invoices on which the tax amount (as specified by the vendor) is incorrect.</p> <p>On lines created in the Invoice Allocation workspace, the tax amount is calculated from the amount including or excluding tax. This means that if a tax amount remains when the full amount excl. tax has been allocated (for instance, because you changed the tax amount on the invoice because the vendor stated an incorrect tax amount), you must manually change the tax amount on one of the allocation lines before the allocation can be approved. However, if the amount excl. tax entered on a line causes the remainder excl. tax to be fully allocated, and the difference between the tax remainder and the calculated tax for the line is within the margin specified in this system parameter, the tax remainder is automatically allocated to the line (rather than calculated from the amount excluding tax on the line), regardless of whether this tax amount is correct according to the amount and tax code on the line.</p>

Parameter	Description
	<p>The margin can be expressed as an amount, a percentage or both. If you specify an amount, the tax remainder is allocated in the situation described above if the difference between the calculated tax amount and the tax remainder is lower than or equal to the amount specified in the parameter. If you specify a percentage, the tax remainder is allocated in the situation described above if the difference between the calculated tax amount and the tax remainder represents this percentage or less of the calculated tax. If you specify both an amount and a percentage, the remainder is only allocated if it is within both margins.</p> <p>This parameter allows you to set a value in the Company Specific Values table.</p>
Margin for Purchase Order Reconciliation	<p>This parameter is used in connection with automatic purchase order reconciliation in the Vendor Invoices, Invoice Allocation, and Reallocate Invoices workspaces. If you enter a value in this parameter, Maconomy will automatically check whether reconciliation of vendor invoices and assigned purchase orders can be carried out in accordance with the value entered in the parameter. In this parameter, you can enter the highest deviation allowed for Maconomy to perform automatic reconciliation. The margin can be specified as an amount or a percentage. In this way, you can specify a margin allowing a difference of, for example, plus USD 3.00 to minus USD 3.00, or a given percentage. If you specify an amount, it should be specified in the enterprise currency of the system.</p> <p>When checking remainders, the amounts specified in the parameter will be converted into the currency registered on the current vendor invoice. This currency conversion is made based on the exchange rate table for purchase.</p> <p>If you enter an amount or a percentage in the parameter, Maconomy will automatically reconcile purchase order lines against a registered vendor invoice at the time of posting and close the purchase order if the difference between the amount on the vendor invoice and</p>

Parameter	Description
	<p>the amount on the purchase order is within the margin specified in the parameter. Maconomy automatically uses the margin (amount or percentage) resulting in the lowest amount. If you do not specify a margin, and the current difference between a vendor invoice and a purchase order is greater than the margin, or if the difference cannot be allocated, the allocation and closing of the purchase order must be done manually.</p> <p>See also the Copy Payment Information From Reference Invoice system parameter.</p> <p>This parameter allows you to set a value in the Company Specific Values table.</p>
Recalculate Tax Amount from Amount Including Tax	<p>With this parameter, you can specify how Maconomy is to calculate tax amounts in the Invoice Allocation workspace. The parameter influences tax calculation behavior in two situations: When creating an allocation line and when changing the tax code on an existing allocation line.</p> <p>Creation of new allocation line: The parameter affects how amounts are suggested on allocation lines based on the amounts on the invoice. If you disabled the parameter, creating an allocation line will cause the invoice amount excl. tax to be transferred to the Amount Excl. Tax field on the new line, and the tax amount and amount including tax to be calculated on the basis of this amount and the selected/derived tax code. If the parameter is enabled, the invoice amount including tax will be suggested in the Amount Incl. Tax field on the line and the tax amount and amount excluding tax will be calculated on the basis of this amount and the selected/derived tax code.</p> <p>Changing tax code on existing allocation line: If you disable the parameter, changing the tax code on an invoice allocation line will cause the tax amount on the line to be recalculated according to the new tax code and the amount excluding tax, while the amount including tax will be recalculated from the amount excluding tax and the updated tax amount. This may cause a mismatch between the invoice amount and the total amount including tax. If you</p>

Parameter	Description
	<p>enable the parameter, changing the tax code on an existing allocation line will cause the tax amount and amount excluding tax to be recalculated based on the amount including tax and the new tax code, thus keeping the allocated amount including tax in line with the invoice amount.</p>
Standard Note for Purchase Lines	<p>In this parameter, you can specify the standard note to be assigned to purchase lines created in the tables of the Requisitions, Requests for Quote and Purchase Orders workspaces in the Accounts Payable module. If you specify a note, Maconomy will automatically create a copy of the specified note each time a purchase line is created, and assign the new note to the purchase line. This functionality is used for adding a number of extra fields in which the user can enter information about the individual purchase lines.</p> <p>In the Activities and Tasks workspaces, you can also assign a standard note to each activity or task, and specifying an activity or task with a standard note on a purchase line will cause the note from the activity or task to be assigned to the line instead of the note specified in this parameter. If a standard note has been specified for both the activity and the task, the Standard note is derived from Activity before Task system parameter determines whether to use the note from the activity or from the task. If a standard note has been specified neither here nor on the activity and task entered on a given purchase line being created, no note is automatically assigned to the purchase line.</p> <p>The following method is used for setting up additional fields for further specification of purchase lines:</p> <ul style="list-style-type: none"> ■ Create a note type with the headings to be used as field names - In the Note Types workspace, create a note type. In the Note Type Specifications table, create a line for each additional field desired. In the Name field, specify the

Parameter	Description
	<p>desired field name. In the Format field, specify the data type of the field, thus ensuring that the correct type of data is always entered.</p> <ul style="list-style-type: none"> Create a note containing the headings to be used as field names - In the Notes workspace, create a note of the type you created earlier in the process. In the Note Lines table, create a line for each of the headings in the note type. If you want the fields to contain default values, specify these values in the Value field. To make this note the standard note to be used on purchase lines, specify the number of the note in the Standard note for purchase lines system parameter.
Submit Only Fully Allocated Vendor Invoices	This parameter prevents the submission of vendor invoices that are not fully allocated.
Suggest Company Vendor Name as Entry Text	If this parameter is enabled, Maconomy will automatically fill the Entry Text with the chosen vendor's name when creating general journal lines.
Suggest Quantity Received on Vendor Invoice	<p>In this parameter, you can specify how Maconomy should interpret a quantity received of zero on purchase order lines when automatically creating invoice allocation lines based on purchase orders.</p> <p>The parameter comes into play when a purchase order number (but no packing slip number) is specified in the Vendor Invoices workspace or the Invoice Allocation workspace, and allocation lines are automatically created from the lines on this purchase order.</p> <p>If the quantity received is zero on a given line on the specified purchase order, the quantity on the allocation line created from this purchase order line will also be set to zero if this parameter is enabled.</p> <p>If the parameter is disabled, the quantity on the allocation line will be set to the quantity remaining to be invoiced on the purchase order line, as Maconomy will then assume that the</p>

Parameter	Description
	purchase receipt functionality is not used and that the vendor invoice is for all units of the purchased items.
Transfer payer identification from invoice to intercompany vendor invoice	Select this parameter to enable the transfer of the payer identification number from the invoice to the corresponding intercompany vendor invoice.
Use Company Vendor Name as Entry Text	If this parameter is enabled, Company Vendor Name will be transferred to Entry Text field on finance entries when posting vendor invoices.
Use Context Tax Codes on Vendor Invoices	<p>This company-specific system parameter controls where the tax code is derived from when creating invoice allocation lines on a vendor invoice.</p> <p>The tax code on the invoice allocation line is always derived from the G/L tax table based on the information on the invoice allocation line. Maconomy will always use an already entered tax code or a derived tax code, but if no tax code is entered or derived, and this system parameter is enabled, Maconomy will use the tax code from the vendor invoice on the invoice allocation line.</p> <p>This parameter allows you to set a value in the Company Specific Values table.</p>
Use Invoice Date as Exchange Rate Date on Vendor Invoices	<p>Enable this parameter to use the invoice date as the exchange rate date.</p> <p>Disable this parameter to use the entry date as the exchange rate date.</p>
Use Vendor Invoice Entry Text as Invoice Allocation Entry Text	If this parameter is enabled, the Entry Text on Vendor Invoice will be transferred to invoice allocation lines.
Margin, Appr. of Purchase Transactions	In this parameter, you can specify the maximum difference allowed between the amount on a purchase transaction and a vendor invoice to allow the automatic approval of the reconciliation. The margin can be specified either as an amount or a percentage. Maconomy will then use the tightest margin to determine whether a reconciliation can be approved. Any deviation will be posted to the account specified by means of a dimension combination in the Balance field in the Warehouse Information Card in the Inventory

Parameter	Description
	<p>module. Automatic approval of purchase transactions is selected in the Aut. Appr. of Purchase Transactions system parameter. Specify an amount of 0 if you do not wish to apply a specific amount as the margin, and a percentage of 100 if you do not wish to apply a specific percentage as the margin.</p> <p>This parameter allows you to set a value in the Company Specific Values table.</p>

System Parameters Group Web

This section describes the system parameters under the Web group.

Parameter	Description
URL for Web Client	<p>Select this parameter and specify the link to your web client application as part of setup for the following:</p> <ul style="list-style-type: none"> Email Alerts - If you have web client notifications or to-dos, enter the URL to the web client login page. Maconomy will include this link in the emails that it distributes to employees about their current notifications. <p>If you do not enter a URL, an error message displays on any email alerts template that is set to include a link to the web client.</p> <ul style="list-style-type: none"> Launching Web Analyzer links from the Workspace Client.

System Parameters Group Workspace Client

This section describes the system parameters under the Workspace Client group.

Parameter	Description
Enable Custom Fonts in the Workspace Client	<p>Enable this parameter to enable custom fonts, such as Lato and Source Sans Pro. If company-specific values are applied, this enables custom fonts for all users in a given company.</p> <p>Disable this parameter to enable the operating system's default fonts. If company-specific</p>

Parameter	Description
	values are applied, this enables the default fonts for all users in a company.
Enable Dark Theme in the Workspace Client	<p>Enable this parameter to enable the dark theme for all users. If company-specific values are applied, this enables the dark theme for all users in a company.</p> <p>Disable this parameter to enable the classic theme for all users. If company-specific values are applied, this enables the classic theme for all users in a company.</p>

System Numbers

Use this workspace to maintain each company's system-assigned transaction numbers, system numbers, and number series. You can configure prefixes, next numbers, and suffixes for these numbers.

System Numbers Concepts

Maconomy assigns these numbers consecutively to transactions such as invoices, journals, and sales orders. For example, when you create a sales order, Maconomy assigns the next number in the Sales Order number series.

Maconomy determines the number series that you can use and the name of each series. Each number in a series includes a prefix, a next number that Maconomy automatically updates, and a suffix.

You specify the starting number for each series, and Maconomy updates the current number each time it is used. Before assigning a transaction number, Maconomy ensures that it is not already in use by other companies.

Note that Maconomy's number series are fixed and cannot be changed.

The maximum length of system number is nine characters. A transaction number cannot be 0. You specify the number of characters for a transaction number in the System Parameter workspace.

This workspace displays only the companies to which you have been assigned separate system numbers, that is, you selected the **Separate Transaction Numbers** checkbox in the Company Information workspace. When you create a company with separate system numbers, Maconomy transfers the current system numbers from the standard company to the new company's system numbers. If no standard company is specified in the System Information workspace, Maconomy sets all system numbers to 0.

System Numbers Procedures

This section describes the steps you need to work with system numbers.

Modify Transaction Numbers

Use these steps to edit the transaction numbers of a company.

To edit transaction numbers:

1. Under the Setup menu group, go to **System Setup » System Numbers**.
2. Use the search filter and/or the **Search** field to select a company.
3. Click the **Transaction Numbers** tab.
4. In the Transaction Numbers table, click a line field and edit as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Modify System Numbers

Use these steps to edit the system numbers of a company.

To edit system numbers:

1. Under the Setup menu group, go to **System Setup » System Numbers**.
2. Use the search filter and/or the **Search** field to select a company.
3. Click the **System Numbers** tab.
4. In the System Numbers table, click a line field and edit as needed.
5. Expand the System Number Providers assistant on the right side of the workspace to enter a value in the **Number of Active Providers** field.
6. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Modify Number Series

Use these steps to edit the number series of a company.

To edit number series:

1. Under the Setup menu group, go to **System Setup » System Numbers**.
2. Use the search filter and/or the **Search** field to select a company.
3. Click the **Number Series** tab.
4. In the Number Series tab, click a line field and edit as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Popup Fields

Use this workspace to manage options in popup lists, which provide selectable values for fields in various workspaces.

Popup Fields Concepts

While you cannot delete existing options; you can rename them and update their information to change their application. For example, in the **Check Book** field, you can enter a value for each of your check book.

This workspace allows you to manage options for Maconomy's popup fields, such as Customer and Vendor Popup fields in the customer and vendor information cards, Currency, Payment Terms, Budget Type, and Customer Groups. Maconomy has a fixed set of popup fields, and you define and maintain most of the options in these menus.

You can create multiple options in a popup field. For example, in the **Check Book** popup field, you can enter information about check numbers in your check books, creating a popup for each check book. Similarly, in the **Payment Term** popup field, you can create several payment terms, with each term requiring a separate option.

Popup Fields Procedures

This section describes the steps you need to work with popup fields.

Add a Popup Value

Use these steps to create options or set up a default value in a popup field.

To add a popup value:

1. Under the Setup menu group, go to **System Setup » Popup Fields**.
2. Use the search filter and/or the **Search** field to select a popup field.
3. In the table, click the **+** action.
4. Enter a name or select value for each line as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Modify Popup Fields

Use these steps to edit the popup fields.

To edit popup fields:

1. Under the Setup menu group, go to **System Setup » Popup Fields**.
2. Use the search filter and/or the **Search** field to select a popup field.
3. Update fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Option Lists

Use this workspace to manage option lists, which are predefined values that you can use to populate fields in other workspaces.

Option Lists Concepts

For example, you can create a list called Customer Satisfaction with values such as Very satisfied, Satisfied, and Not satisfied. When using option list in other workspaces, you first select the appropriate option list and then choose a specific value from it for a given field.

The option lists is displayed in the header of the workspace, including the option list number or name and description. In the table, you can add specific options for the option list. Additionally, you can control access to these option lists using Maconomy's extended access control system.

Option Lists Procedures

This section describes the steps you need to work with option lists.

Create Option List

Use these steps to create an option list.

To create option list:

1. Under the Setup menu group, go to **System Setup » Option Lists**.
2. Click **+New Option List**.
3. In the Create Option List dialog box that displays:
 - a) Enter a value for the option list in the **Option List No.** field. This is a required field.
 - b) Enter a description for the option list in the **Description** field.
4. Click **Create Option List**.

Modify Option List

Use these steps to edit the option list.

To edit option list:

1. Under the Setup menu group, go to **System Setup » Option Lists**.
2. Use the search filter and/or the **Search** field to select an option list.
3. Update fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Add an Option

Use these steps to add one or more options.

To add options:

1. Under the Setup menu group, go to **System Setup » Option Lists**.
2. Use the search filter and/or the **Search** field to select an option list.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Move up** or **Move down** to reorder options.
6. Click **Save**.

Delete an Option

Use these steps to delete an option in the Options table.

To delete an option:

1. Under the Setup menu group, go to **System Setup » Option Lists**.
2. Use the search filter and/or the **Search** field to select an option list.
3. In the table, click **Row Tools » Delete Option** on the line you want to delete.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Delete Option List

Use these steps to delete an option list.

To delete option list:

1. Under the Setup menu group, go to **System Setup » Option Lists**.
2. Use the search filter and/or the **Search** field to select an option list.
3. Click **Delete Option List**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Linking Rules

Use this workspace to set up rules for copying field information from parent customers, vendors, and contact companies to their children.

Linking Rules Concepts

You can link customers, vendors, or contacts to parent tables, ensuring that any changes made to the parent is automatically copied to the children. The rules you configure in this workspace dictate which data is copied from the parent to the child.

The general functionality of linking rules is identical for customers, vendors, and contact companies.

Using linking rules, you can copy the information you entered on a certain customer's information card to one or more customers' or company-specific customers' information cards. You can also set up hierarchies between customers, where one customer is placed as parent customer and one or more customers are placed as subordinate customers. You assign a subordinate customer to a parent customer on the subordinate customer's information card in the Parent Customer card, where you specify the parent customer and the linking rule.

If you defined a template customer in the System Information or Company Information workspace, Maconomy uses this template when you create new customers. However, to enable Maconomy to automatically copy information from the template customer, you must set up at least one linking rule for the relevant database tables (Customer and Company Customer).

Using linking rules allows you to populate standard or company-specific customers' information. Information entered on a parent customer's information card can be automatically copied to subordinate customers' information cards. The extent of information copied from a parent customer to subordinate customers depends on the specific linking rule applied in each case.

In a linking rule, you define the standard linking method to use, along with any exceptions to apply. For example, you can create a rule using the "Full" linking method, which means all information from a parent customer's information card is always copied to subordinate customers' information cards. In the table of this workspace, you can add exceptions to this linking method. For example, you might set the linking method to **None** for the **Name1**, **Name2**, **Attn.**, **Phone**, and **E-mail** fields. This ensures that Maconomy does not copy information from these fields from the parent customer, as their content is intended to be unique for each customer.

In the Linking Rules card, you can enter the name of the of the current linking rule and identify the database fields to be linked, as specified in the **Parent Table**, **Default** and **Subordinate Table** fields. You can also modify the standard linking method, as specified in **Linking Method** field. In addition, you can also indicate whether the linking rule should be used as the standard linking rule for the selected database tables by selecting the **Standard Linking Rule** checkbox. You use a standard linking rule in cases where a company-specific customer is created without a specified linking rule on the information card.

In the table, you can create specific field rules with assigned linking methods, allowing you to specify exceptions to the standard linking method specified in the Linking Rules card.

Linking Rules Procedures

This section describes the steps you need to work with linking rules.

Create Linking Rule

Use these steps to create a linking rule.

To create a linking rule:

1. Under the Setup menu group, go to **System Setup » Linking Rules**.
2. Click **+New Linking Rule**.
3. In the Create Linking Rule dialog box that displays:
 - a) Specify a name for the linking rule in the Verify that the value in the **Name** field. This is a required field.
 - b) Enter a description for your linking rule in the **Description** field.
 - c) Select a table from the **Subordinate Table** dropdown list. This is a required field.
 - d) Select a linking method from the **Linking Method** dropdown list. This is a required field.
 - e) Select or enter a table name in the **Parent Table, Default** field.
 - f) Select or clear the checkboxes as needed.
4. Click **Create Linking Rule**.

Create Linking Rule Lines for Parent

Use these steps to create linking rules for each field available in the parent.

To create linking rule lines:

1. Under the Setup menu group, go to **System Setup » Linking Rules**.
2. Use the search filter and/or the **Search** field to select a linking rule.
3. Click **Create Lines for Parent...**
4. In the Create Linking Rule Lines dialog box that displays:
 - a) Verify that the value in the **Parent Table** field is correct.
 - b) Select a linking method from the **Linking Method** dropdown list.
 - c) Select or clear the **Overwrite Existing Lines** checkbox as needed.
5. Click **Create Linking Rule Lines**.

Delete Linking Rule Lines

Use these steps to delete linking rule line in the Linking Rule Lines table.

To delete linking rule lines:

1. Under the Setup menu group, go to **System Setup » Linking Rules**.
2. Use the search filter and/or the **Search** field to select a linking rule.
3. Click **Delete Linking Rule**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Field Linking Rule

Use these steps to add a field linking rule.

To add a field linking rule:

1. Under the Setup menu group, go to **System Setup » Linking Rules**.
2. Use the search filter and/or the **Search** field to select a linking rule.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Field Linking Rule

Use these steps to delete a field linking rule.

To delete a field linking rule:

1. Under the Setup menu group, go to **System Setup » Linking Rules**.
2. Use the search filter and/or the **Search** field to select a linking rule.
3. In the table, click **Row Tools » Delete Field Linking Rule** on the line you want to delete.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Customer Level Setup

Use this workspace to define linking rules for customer and contact company.

Customer Level Setup Concepts

You can also use this workspace to build a customer hierarchy for various purposes. The hierarchy can include one to five levels.

For example, you might have a client at the top level, several brands at the second level, and multiple products at the third level.

Customer Level Setup Procedures

This section describes the steps you need to set up customer hierarchy.

Edit Customer Level Information

Use these steps to modify customer level information.

To edit customer level information:

1. Under the Setup menu group, go to **System Setup » Customer Level Setup**.
2. Edit the fields as needed.
3. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Countries

Use this workspace to identify the countries utilized in Maconomy for tax calculation and other purposes.

Countries Concepts

The countries you create in this workspace are listed as pop-up values in the **Country** fields across different workspaces. For each country code, you can specify an ISO code, an EU country code, and an address format.

After you enter a country in this workspace, you cannot delete it anywhere.

For example, you can use countries to split up tax calculation and reporting to tax authorities.

When you create a country in this workspace, Maconomy generates a pop-up value with the country's name. You can then select these countries as pop-up values in relevant workspaces, such as on information cards and transactions.

In addition to an ISO code and an EU country code, you can specify an address format. The selected format determines the order of the address fields for customers and vendors on printouts from Maconomy.

Countries Procedures

This section describes the steps you need to set up countries in Maconomy.

Create a Country

Use these steps to create a country.

To create a country:

1. Under the Setup menu group, go to **System Setup » Countries**.
2. Click **+New Country**.
3. In the Create Country dialog box that displays:
 - a) Enter a name for the country in the **Name** field. This is a required field.

- b) Specify a value in the **ISO Code** field.
 - c) If the country is an EU country, specify a value in the **Country Code** field.
 - d) Select the **Member of EU** checkbox if the country is a member of the European Union.
 - e) Select a format for the address in the **Address Format** dropdown list. This is a required field.
4. Click **Create Country**.

Modify Country Information

Use these steps to modify country information.

To edit country information:

1. Under the Setup menu group, go to **System Setup » Countries**.
2. Use the search filter and/or the **Search** field to select a country.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Add Postal District

Use these steps to add one or more postal districts to a country.

To add postal district:

1. Under the Setup menu group, go to **System Setup » Countries**.
2. Use the search filter and/or the **Search** field to select a country.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Save**.

Delete Postal District

Use these steps to delete a postal district.

To delete postal district:

1. Under the Setup menu group, go to **System Setup » Countries**.
2. Use the search filter and/or the **Search** field to select a country.
3. In the table, click **Row Tools » Delete Postal District** on the line you want to delete.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Address Formats

Use this workspace to specify standard address formats for the countries and regions with which you do business.

Address Formats Concepts

After you enter an address format for a country or region in this workspace, you cannot delete it. You can:

- Create an address format and add address format lines to it.
- Modify address formats.
- Insert or delete address format lines.

Address Formats Procedures

This section describes the steps you need to work with address formats.

Create an Address Format

Use up to these steps to create an address format.

To create address format:

1. Under the Setup menu group, go to **System Setup » Address Formats**.
2. Click **+New Address Format**.
3. In the Create Address Format dialog box that displays:
 - a) Enter a name for the address format in the **Address Format Name** field. This is a required field.
 - b) Enter a description for the address format in the **Description** field.
4. Click **Create Address Format**.

Modify an Address Format

Use these steps to modify address formats.

To edit address formats:

1. Under the Setup menu group, go to **System Setup » Address Formats**.
2. Use the search filter and/or the **Search** field to select an address format.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Add an Address Format Line

Use these steps to add one or more address format lines to a country.

To add address format line:

1. Under the Setup menu group, go to **System Setup » Address Formats**.
2. Use the search filter and/or the **Search** field to select an address format.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Move up** or **Move down** to reorder fields.
6. Click **Save**.

Delete an Address Format Line

Use these steps to delete an address format line.

To delete an address format line:

1. Under the Setup menu group, go to **System Setup » Address Formats**.
2. Use the search filter and/or the **Search** field to select an address format.
3. In the table, click **Row Tools » Delete Address Format Line** on the line you want to delete.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Language Texts

Use this workspace to specify which words and phrases used in Maconomy should be translated to different languages. You can translate general terms and phrases used in workspaces, reports, and invoices.

Language Texts Concepts

Maconomy applies the relevant language based on the specific context. For example, job invoices are in the language of the job being billed. If the text is not translated to a relevant language, Maconomy defaults to the standard language.

You can view the translatable text in the header and add lines containing the translation of the text in the table. You can create languages by adding a value in the **Language** popup field in the Popup Fields workspace.

Maconomy uses the texts translated in this workspace on various printouts, such as invoices and credit memos. Some workspaces, such as the Item Information in the Inventory menu group, contain several fields which can be translated in different languages. You can also translate general used across all Maconomy modules.

When printing information, Maconomy uses the translation that is relevant to the context. For example, when printing sales orders, Maconomy uses the translations in the language of the

customer. However, for activity descriptions, the translation from this workspace is only used when the related job uses an invoice layout rule that has specification per activity or sum activity. If the invoice layout rule uses a specification per entry, Maconomy uses the entry description provided for the current entry.

Language Texts Procedures

This section describes the steps you need to work with language texts.

Modify Language Texts

Use these steps to modify language texts.

To modify language texts:

1. Under the Setup menu group, go to **System Setup » Language Texts**.
2. Use the search filter and/or the **Search** field to select a language text.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Add Language Text Line

Use these steps to add one or more lines to translate a text to a specific language.

To add lines:

1. Under the Setup menu group, go to **System Setup » Language Texts**.
2. Use the search filter and/or the **Search** field to select a language text.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Save**.

Delete Language Text Line

Use these steps to delete a language text line.

To delete a language text line:

1. Under the Setup menu group, go to **System Setup » Language Texts**.
2. Use the search filter and/or the **Search** field to select a language text.
3. In the table, click **Row Tools » Delete Line** on the line you want to delete.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Holiday Calendars

Use this workspace to set up calendars of non-business days, including weekends and public holidays.

Holiday Calendars Concepts

You can:

- Create a holiday calendar.
- Modify a holiday calendar.
- Copy a holiday calendar.
- Create holidays for the next year.
- Delete a holiday calendar.

You can create separate calendars for different countries, regions, vendors, and more.

In the card, you can specify which days are considered business days and add dates which are considered holidays in the table.

You can create several holiday calendars as needed. For example, you can create holiday calendars for different regions or countries. You can also create holiday calendars for a specific vendor.

Holiday Calendars Procedures

This section describes the steps you need to set up holiday calendars.

Create a Holiday Calendar

Use these steps to create a holiday calendar.

To create a holiday calendar:

1. Under the Setup menu group, go to **System Setup » Holiday Calendars**.
2. Click **+New Holiday Calendar**.
3. In the Create Holiday Calendar dialog box that displays:
 - a) Enter a name for the holiday calendar in the **Holiday Calendar Name** field. This is a required field.
 - b) Enter a description for the holiday calendar in the **Description** field.
 - c) Select a date in the **Valid Until** field. This is a required field.
4. Click **Create Holiday Calendar**.

Modify a Holiday Calendar

Use these steps to modify a holiday calendar.

To edit a holiday calendar:

1. Under the Setup menu group, go to **System Setup » Holiday Calendars**.
2. Use the search filter and/or the **Search** field to select a holiday calendar.
3. In the Selection Criteria panel, use the available criteria to display the holiday entries you want to edit.
4. Update the fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Copy a Holiday Calendar

Use these steps to copy an existing holiday calendar.

To copy a holiday calendar:

1. Under the Setup menu group, go to **System Setup » Holiday Calendars**.
2. Click **Copy Calendar...**
3. In the Copy Holiday Calendar dialog box that displays, select the holiday calendar you want to copy from the dropdown list.
4. Click **Copy Holiday Calendar**.

Create Holidays for Next Year

Use these steps to duplicate all the holidays listed in the Holidays table for the following year.

To create a holiday for next year:

1. Under the Setup menu group, go to **System Setup » Holiday Calendars**.
2. Use the search filter and/or the **Search** field to select a holiday calendar.
3. In the Selection Criteria panel, use the available criteria to display the holiday entries in the holiday calendar.
4. Click **Create Holidays for Next Year**.
A new entry is added in the Holidays table for each holiday, reflecting the same date in the next year.

Add a Holiday

Use these steps to add one or more holidays to the calendar.

To add a holiday:

1. Under the Setup menu group, go to **System Setup » Holiday Calendars**.

2. Use the search filter and/or the **Search** field to select a holiday calendar.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.
5. Click **Save**.

Delete a Holiday

Use these steps to delete a holiday.

To delete a holiday:

1. Under the Setup menu group, go to **System Setup » Holiday Calendars**.
2. Use the search filter and/or the **Search** field to select a holiday calendar.
3. In the table, click **Row Tools » Delete Holiday** on the line you want to delete.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Delete a Holiday Calendar

Use these steps to delete a holiday calendar.

To delete a holiday calendar:

1. Under the Setup menu group, go to **System Setup » Holiday Calendars**.
2. Use the search filter and/or the **Search** field to select a holiday calendar.
3. Click **Delete Holiday Calendar**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Selection Criteria

Use this workspace to set up sets of selection criteria, or queries, that you can use to locate records in the Maconomy database.

You can:

- Create a selection criterion and add selection criterion specifications to it.
- Edit a selection criterion.
- Export an output file containing the selection criterion specifications added to the selection criterion.
- Check if the selection criterion created is valid.
- Delete a selection criterion.

Selection Criteria Concepts

For example, you want to find only those purchase orders for amounts under USD 10,000 that belong to Company 1. You can create selection criteria to find all the entries in the Requisition table that are associated with Company 1 and have a value of less than USD 10,000 in the **Line Sum, Currency** field.

Each set of selection criteria can contain multiple lines. On each line, you identify the table that contains the data, the field you are searching on, an operator such as "equal to" or "more than," and a target value. In the preceding example, one line would find all purchase orders under USD 10,000, and a second line would narrow the selection to purchase orders that belong to Company 1.

Note that when you set up selection criterion specifications, it is an advantage to have basic knowledge of database terminology.

A selection criterion specification consists of several criteria that are grouped together under a selection criterion specification number.

In the header, you enter the number and name of the current criterion specification. In the table, you select the criteria that different types of information must meet to match the selection criteria you have defined in the selection criterion specification. On each line you can indicate which table and which field should form the basis of the delimitation and select an operator, such as "equal to" or "more than," and a value that the operator should compare to, to see which entries in the table meet each criterion.

For example, you can specify that the criterion specification should obtain the entries in the Purchase Order table that have a value of less than USD 10,000 in the **Line Sum, Currency** field. This way, you create a selection criterion specification that obtains only purchase orders that amount to less than USD 10,000.

You can include multiple lines in a selection criterion specification.

For instance, you can define that the criterion specification should obtain purchase orders that have a value of more than USD 10,000 in the **Line Sum, Currency** field and are associated with a particular vendor. You can achieve this by adding the required number of lines, which must all be satisfied to meet the selection criterion specification.

Example 1

You want to create a selection criterion that obtains the purchase orders in Company 1 that amounts to less than USD 10,000. In the selection criterion specification, you should create these lines:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Purchase Order Header	Line Sum, Currency		Less Than	10,000
	Purchase Order Header	Company No.		Equal to	1

All consecutive lines for which you have not specified an outer logical operator represent a group of criteria called a criterion series. A value must match the criteria for all lines within a criterion series to meet this criterion series. An expense sheet, purchase order, and so on, matches a selection criterion specification if it matches one or more criterion series in the selection criterion specification. The term "outer logical operator" is explained later in this introduction.

In this example, the two lines constitute a criterion series; a value must meet both criteria to match the criterion series and thus match the selection criterion specification.

You can create several criterion series in the same selection criterion specification. A purchase order, expense sheet, and so on, matches a selection criterion specification if it meets just one of the criterion series of the selection criterion specification.

You separate criterion series by using a line that contains the outer logical operator "Or."

Example 2

You want to create a selection criterion specification that obtains the purchase orders in Company 1 that amount to less than USD 10,000. The selection criterion specification should also obtain the purchase orders that relate to vendor number 31201918, regardless of the total amount of the purchase order, and to which company the purchase order relates. In the selection criterion specification, you should create these lines:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Purchase Order Header	Line Sum, Currency		Less Than	10,000
	Purchase Order Header	Company No.		Equal to	1
Or					
	Purchase Order Header	Vendor No.		Equal to	31201918

The first two lines represent a criterion series, and a value must meet both criteria of this series for a purchase order to match the criterion series. The last line is also a criterion series because the outer logical operator "Or" separates this line from the first criterion series.

A purchase order matches the selection criterion specification if it meets one or several of the criterion series of the selection criterion specification. Thus, a

purchase order matches the selection criterion specification if it either relates to Company 1 and amounts to less than USD 10,000 or it is assigned to vendor number 31201918.

When you use the outer logical operator "Or," none of the criteria of the lines above the "Or" operator apply to those criterion series that are below the "Or" operator. It is therefore necessary to repeat the criteria that apply to the criteria on both sides of the "Or" operator. This requirement is illustrated in Example 3.

Example 3

You want to create a selection criterion specification that obtains the purchase orders in Company 1 that amount to less than USD 10,000. The criterion specification should also obtain the purchase orders that relate to vendor number 31201918, regardless of the total of the purchase order, but the company number should still be 1. In the selection criterion specification, you create these lines:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Purchase Order Header	Line Sum, Currency		Less Than	10,000
	Purchase Order Header	Company No.		Equal to	1
Or					
	Purchase Order Header	Vendor No.		Equal to	31201918
	Purchase Order Header	Company No.		Equal to	1

Note that Maconomy performs a delimitation twice on the company number because the first line that contains the company number delimitation only applies above the "Or" operator. If the last line that has company number delimitation had not been created in the selection criterion specification, this criterion specification would only obtain all purchase orders that have vendor number 31201918 regardless of company number, in addition to the purchase orders that meet the criteria in the first two lines.

You can specify as a criterion that a purchase order, expense sheet, and so on, should match another selection criterion specification to match the current selection criterion specification. You do this by creating a line that has the operator "Matches" and entering the number of the selection criterion specification in the **Value 1** field. Using the operator "Does Not Match" you can specify that a purchase order, expense sheet, and so on, must not match a

certain selection criterion specification to match the current selection criterion specification.

If you want to perform more delimitations on the same field within the same criterion series, you can use an inner logical operator. For example, you might want a criterion series to obtain all the purchase orders that relate to Company 1 and that also represent an amount of USD 10,000 or less.

If you do not use an inner logical operator, you would in this case need to create two criterion series of two lines each, that is, a criterion series that obtains purchase orders in Company 1 that amount to USD 10,000 and another series that obtains purchase orders in Company 1 that amount to less than USD 10,000.

By using an inner logical operator, you can, however, couple the two criteria that relate to the purchase order amount in the same criterion series. When you use an inner logical operator, you should not enter a value in the **Table Section** and **Field Name** fields because Maconomy uses the table section and the field name that apply to the previous line. You can create a selection criterion specification similar to the preceding scenario by entering these lines:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Purchase Order Header	Company No.		Equal to	1
	Purchase Order Header	Line Sum, Currency		Equal to	10,000
			Or	Less Than	10,000

Because this uses no outer logical operator, all these lines are considered one criterion series. In line 3, the selection criterion specification includes the inner logical operator "Or," which means that the table section and field name on this line correspond to the ones on line 2. Because the lines belong to the same criterion series, this selection criterion specification obtains purchase orders in Company 1 that amount to USD 10,000 or less. The inner logical operator can be either "And" or "Or." Example 4 illustrates the function of the "And" operator.

Example 4

You want to create a selection criterion specification that obtains the jobs that belong to Company 1, and in which the words "urgent" and "support" form part of the texts that you entered for the job in the Job Descriptions workspace. In the selection criterion specification, you enter these lines:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Job	Company No.		Equal to	1
	Job Text Line	Text		Contains	urgent
			And	Contains	support

In this case, the inner logical operator "And" means that the conditions in both lines 2 and 3 must be met for a job to match the selection criterion specification. This specification does not obtain jobs for which only one of the words is included in the job text lines.

You can create several consecutive lines with an inner logical operator. You use the "And" operator to link to the closest preceding line; however, "Or" does not link to any lines above. Examples 5 to 7 illustrate this functionality.

Example 5

You want to create a selection criterion specification that identifies the jobs for which the words "urgent" and "support" are included in the texts that you entered for the job in the Job Descriptions workspace. If the text lines do not include these two words, a job should still match the selection criterion specification if a text line for the job contains the word "priority." In the selection criterion specification, you create these lines:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Job Text Line	Text		Contains	urgent
			And	Contains	support
			Or	Contains	priority

In this example, the "And" operator in line 2 means that line 2 links to line 1. The "Or" operator does not link to any of the lines above it. The result is that the conditions in lines 1 and 2 must either both be met, or the condition in line 3 must be met.

Example 6

The following selection criterion specification generates the same result as Example 5:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Job Text Line	Text		Contains	priority
			Or	Contains	urgent
			And	Contains	support

In this example, the "And" operator in line 3 means that line 3 links to line 2. The "Or" operator in line 2 does not link to any of the lines above it. The result is that either the conditions in lines 2 and 3 must both be met, or the conditions in line 1 must be met.

Example 7

You want to create a selection criterion specification that obtains the jobs for which the words "urgent" and "support" are contained in the texts that you entered for the job in the Job Descriptions workspace. If the text lines do not contain these two words, a job should, however, match the selection criterion specification if a text line for the job contains either the word "priority" or the word "important." In the selection criterion specification, you enter these lines:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Job Text Line	Text		Contains	priority
			Or	Contains	important
			Or	Contains	urgent
			And	Contains	support

In this example, the "And" operator on line 4 means that line 4 links to line 3. The "Or" operator on lines 2 and 3 does not link to any of the lines above it. The result is that either the conditions in lines 3 and 4 must both be met or the conditions in one of the lines 1 and 2 must be met.

A selection criterion specification type indicates what kind of information you can set up delimitation on in each selection criterion specification. Each selection criterion specification type identifies one or more database tables or database table sections whose fields are available for setting up selection criteria. At the same time, the selection criterion specification type of a given selection criterion specification determines the context in which you can use the criterion specification. There are two kinds of selection criterion specification type:

- **Manually created selection criterion specification types** - In this workspace, you can create your own selection criterion specification types manually. For

each type, you can specify the database table where you want to set up selection criteria.

For example, if you specify the "NoteLine" table for a selection criterion specification type, the criteria defined for that type can be applied to the fields in that table. These manually created types are applicable in monitors where they dictate the criteria that entries in the specific database table must meet for a particular action to be executed.

- **Predetermined selection criterion specification types** - Maconomy comes with several predefined types that you cannot change. Each predefined type is designated for specific usage areas, restricting their application to those contexts exclusively. You can only utilize selection criterion specifications associated with a particular predefined type within designated workspaces. As each predefined type is fixed, certain tables and table sections relevant to its context are preassigned, enabling you to set up the criteria based on information contained within those tables.

You can use predefined selection criterion specifications in the following contexts. For information about the options that are available for the individual contexts, see the description of the **Type** field.

- **Approval Hierarchy Selection** - In connection with approval hierarchy selection, you use selection criterion specifications to determine the approval hierarchy to be used for the approval of each purchase order, expense sheet, or vendor invoice allocation line. You do this in the Approval Hierarchy Selection workspace, where you create several hierarchy lines, each of which contains its own selection criterion specification. On each line you also select the approval hierarchy to be used on purchase orders, expense sheets, or allocation lines that match the selection criterion specifications. This way you can, for example, ensure that purchase orders that are assigned to different companies are approved through company-specific approval routines.

Note that you must create separate approval hierarchy selections for purchase orders, expense sheets, and allocation lines, respectively. In approval hierarchy selections for purchase orders, you use selection criterion specifications of the Requisition type. You use the selection criterion specifications of the Expense Sheet type in the approval hierarchy selection for expense sheets. You use selection criterion specifications of the Vendor Invoice type in the approval hierarchy selection for vendor invoice allocation lines.

- **Approval hierarchies** - In connection with approval hierarchies, you use selection criterion specifications to decide who should approve each purchase order, expense sheet, or vendor invoice allocation line. You select the hierarchy to be used for the approval of each entry in the Approval Hierarchy Selection workspace, as described previously. You define each approval hierarchy by creating several hierarchy lines, each of which has its own selection criterion specification, and a person who approves purchase orders/expense sheets/allocation lines that match the selection criterion specification. This way you can, for example, ensure that if a purchase order does not amount to more than a certain amount, it should only be approved

by the person who submits the purchase order, whereas purchase orders for larger amounts should also be approved by the supervisor of the person who submits the purchase order.

Note that you should create separate approval hierarchies for purchase orders, expense sheets, and allocation lines, respectively. In approval hierarchies for purchase orders, you use selection criterion specifications of the Requisition type.

You use selection criterion specifications of the Expense Sheet type in the approval hierarchies for expense sheets. You use selection criterion specifications of the Vendor Invoice type in the approval hierarchies for vendor invoice allocation lines.

- **Campaigns** - In connection with campaigns, you use selection criterion specifications to determine which contact companies and contact persons should be included in each campaign.
- **Job Searches** - In connection with job searches, you use selection criterion specifications to find certain jobs in the Job Search workspace. In the Job Search workspace, you can switch between existing selection criterion specifications of this type; the subtab displays the jobs that match the current selection criterion specification. This enables you to easily find jobs with, for example, a certain job processing status or jobs for which you are the project manager.

Selection Criteria Procedures

This section describes all the steps you need to work with selection criteria.

Create Selection Criteria

Use these steps to set up selection criteria for locating specific information in the Maconomy database.

To create selection criteria:

1. Under the Setup menu group, go to **System Setup » Selection Criteria**.
2. Click **+ New Selection Criteria**.
3. In the New Selection Criteria dialog box that displays:
 - a) Enter a value in the **Selection Criterion Specification No.** field.
 - b) Enter a description for your selection criteria in the **Description** field.
 - c) Select a type for your selection criteria in the **Type** field.
4. Click **Create**.

Edit Selection Criteria

Use these steps to modify your selection criteria.

To edit selection criteria:

1. Under the Setup menu group, go to **System Setup » Selection Criteria**.
2. Use the search filter and/or the **Search** field to select the selection criterion you want to edit.
3. Edit the fields in the card part and/or the table as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete Selection Criteria

Use these steps to delete selection criteria.

To delete selection criteria:

1. Under the Setup menu group, go to **System Setup » Selection Criteria**.
2. Use the search filter and/or the **Search** field to select the selection criterion you want to delete.
3. Click **Delete Selection Criteria**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add a Selection Criterion Specification Line

You can add one or more lines to create a set of selection criteria to use for locating records in the Maconomy database.

To add lines to the selection criteria:

1. Under the Setup menu group, go to **System Setup » Selection Criteria**.
2. Use the search filter and/or the **Search** field to select a selection criterion.
3. In the table, click the **+** action.
4. Enter information in the fields as needed.

Note: If you enter information in the fields on the line, you must specify an operator in the **Operator** field prior to saving. If you have a value in the **Outer Logical Op.** field, you must enter information in the other fields.

5. Click **Save**.

Delete a Selection Criterion Specification Line

Use these steps to delete a selection criterion specification line.

To delete a selection criterion specification line:

1. Under the Setup menu group, go to **System Setup » Selection Criteria**.
2. Use the search filter and/or the **Search** field to select a selection criterion.
3. In the table, click **Row Tools » Delete Selection Criterion Specification Line** on the line you want to delete.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Rules of Validation

Use this workspace to set up the rules that Maconomy uses to validate employee social security numbers, customer number registration (CNR), vendor CNR, company registration numbers, tax numbers, and global location numbers to ensure that these numbers comply with local regulations across various countries.

You can configure different rules for each country. For example, you can define validation rule for tax numbers based on country requirements.

When you input an information for a customer, vendor, or employee, Maconomy conducts a validation check to verify if the provided tax number, CNR number, company registration number, global location number, or social security number complies with the established rules for the specific field and country.

Note: Validation rules for **CNR No.** apply to CNR numbers for customers and social security numbers for employees.

Maconomy performs validation checks only for fields where validations rules have been created for the relevant country.

Rules of Validation Concepts

You can:

- Set up validation rules for different countries.
- Edit validation rules.
- Add validation rules.
- Delete validation rules.

Rules of Validation Procedures

This section describes the steps you need to work with rules of validation.

Add Validation Rule

Use these steps to set up validation rules that Maconomy uses to ensure compliance with local legislations.

To add validation rule:

1. Under the Setup menu groupn, go to **System Setup » Rules of Validation**.
2. Use the search filter and/or the **Search** field to select a field for which you want to define the rule.
3. In the table, click the **+** action.
4. In the new line that displays:
 - a) In the **Country** field, select a country in the dropdown list.
 - b) Enter a value in the **Minimum Number of Characters** field.
 - c) Enter a value in the **Maximum Number of Characters** field.
 - d) Select a modulus principle to be applied in the validation. You can only select a modulus principle if the **Allow Only Figures** checkbox is selected.
 - e) Select or deselect the **Allow Only Figures** checkbox as needed.
5. Click **Save**.

Edit Validation Rule

Use these steps to modify a validation rule.

To edit a validation rule:

1. Under the Setup menu group, go to **System Setup » Rules of Validation**.
2. Use the search filter and/or the **Search** field to select a field.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete Validation Rule

Use these steps to delete a validation rule.

To delete a validation rule:

1. Under the Setup menu group, go to **System Setup » Rules of Validation**.
2. Use the search filter and/or the **Search** field to select a field.
3. On the line you want to delete, click **Row Tools » Delete Validation Rule**.

4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Modulus Calculation

Use this workspace to maintain information required for applying the modulus calculation method to verify tax numbers, civil registration numbers, Giro numbers, payment identifications, and other related data.

Modulus Calculation Concepts

This workspace also maintains the data utilized in the modulus calculation method, which is used in the Rules of Validation workspace and in electronic payment processes.

When you import incoming and outgoing payment formats, Maconomy automatically generates modulus calculation methods. These methods are utilized for processing outgoing electronic payments and parsing incoming electronic payments. You can also apply these methods in the Rules of Validation workspace.

You can create modulus calculations, but you cannot delete them.

You can:

- Create modulus calculations.
- Modify existing modulus calculation.

Modulus Calculation Procedures

This section describes the steps you need to work with modulus calculation.

Create Modulus Calculation

Use these steps to create modulus calculation methods that you can select in the **Modulus Principle** dropdown list of the Rules Validation workspace.

To create modulus calculation methods:

1. Under the Setup menu group, go to **System Setup » Modulus Calculation**.
2. Click **+New Modulus Calculation**.
3. In the Create Modulus Criteria dialog box that displays:
 - a) Enter a name for your calculation in the **Name** field. This is a required field.
 - b) Enter a value in the **Modulus Characters** field.
 - c) Enter a value in the **Modulus Number** field.
4. Click **Create Modulus Calculation**.

Modify Modulus Calculation

Use these steps to modify existing modulus calculation methods.

To edit modulus calculation methods:

1. Under the Setup menu group, go to **System Setup » Modulus Calculation**.
2. Use the search filter and/or the **Search** field to select a field.
3. Update fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Talent Management Submenu

The Talent Management integration is an add-on to Maconomy.

Use the workspaces under this submenu to manage recruitment and other HR processes such as setting up organizational mapping, country mappings, and system parameters.

You must enable these system parameters to display the Talent Management submenu:

- **Use first/middle/last names on employees and contact persons**
- **Use both formal and preferred name on employees and contact persons**
- **Enable Deltek Talent Management Integration**

You must enable the **Enable Deltek Talent Management Skills Integration** system parameter to import skills and skill types.

Organizational Mapping

Use this workspace to synchronize Talent Management user data with linked Maconomy employee.

For each new hire (user, in Talent Management), an employee is created in Maconomy, and data is copied to this Maconomy employee. The users are marked as exported in Talent Management. Every Talent Management user will be updated with the linked Maconomy Employee ID number. The import derives information such as employee name, country, and company, listed in Field Mapping.

Organizational Mapping Procedures

This section describes the steps you need to work with organizational mapping.

Import New Hires

Use these steps to manually import new hires from Talent Management to Maconomy. You can also schedule the import through background tasks.

To manually import new hires:

1. Under the Setup menu group, go to **Talent Management » Organizational Mapping**.
2. Click **Other Actions » Import New Hires from Talent Management**.
Maconomy imports the new hire data from Talent Management, creates a linked employee, and assigns an employee number to each new hire. If an employee already exists with a Talent Management User ID, Maconomy updates the linked user data and marks the employee as exported.

Sync All Employees with Talent Management

Use these steps to manually synchronize Maconomy employee data with already-linked Talent Management use. You can also schedule the import through background tasks.

To update employee data:

1. Under the Setup menu group, go to **Talent Management » Organizational Mapping**.
2. Click **Other Actions » Sync All Employees with Talent Management**.

Import Skill Types from Talent Management

Use these steps to import skill types from Talent Management to Maconomy, and create a background task to add, update, or select a skill type as deleted when removed from Talent Management.

To import skill types:

1. Under the Setup menu group, go to **Talent Management » Organizational Mapping**.
2. Click **Other Actions » Import Skill Types from Talent Management**.

Import Skills from Talent Management

Use these steps to manually import skills from Talent Management to Maconomy.

You must use the **Import Skills from Talent Management** action only after skill types have been imported from Talent Management

To import skills:

1. Under the Setup menu group, go to **Talent Management » Organizational Mapping**.
2. Click **Other Actions » Import Skills from Talent Management**.
Maconomy imports the skills from Talent Management and creates a background task to add, update, or remove the skills in Maconomy.

Sync All Employee Skills with Talent Management

Use these steps to retrieve all employees' skills from Talent Management and synchronize them with Maconomy.

To synchronize all employees' skills from Talent Management:

1. Under the Setup menu group, go to **Talent Management » Organizational Mapping**.
2. Click **Other Actions » Sync All Employees Skills with Talent Management**.

Note: The synchronization of employee skills is a separate function from the already existing Maconomy employee synchronization. The skills are not automatically synchronized when Maconomy pulls new hires from Deltek Talent Management nor when a single user is synchronized from Deltek Talent Management by Sync with Talent Management.

Export Organizational Structure

Use these steps to export the organizational structure from the reporting structure in Maconomy to Talent Management.

To export organizational structure from Maconomy to Talent Management:

1. Under the Setup menu group, go to **Talent Management » Organizational Mapping**.
2. Enter an existing reporting structure in the **Reporting Structure Name** field.
3. Click **Save** then click **Other Actions » Export Organizational Structure**.
Maconomy creates a background task to export the organizational structure.
You can view the exported organizational structure of the Talent Manager user in the Positions workspace.

Country Mappings

Use this workspace to map countries between Talent Management and Maconomy.

Country Mappings Procedures

This section describes the steps you need to work with country mappings.

Create a Talent Management Country

Use these steps to create a Talent Management country.

To create a Talent Management country:

1. Under the Setup menu group, go to **Talent Management » Country Mappings**.
2. Click **+New Talent Management Country**.
3. In the Country Mapping dialog box that displays:

- a) Enter a name and number for the Talent Management country in the **Talent Mgmt. Country** field. This is a required field.
 - b) In the **Maconomy Country** dropdown list, select a country in Maconomy that corresponds to the Talent Management country.
 - c) Enter a Maconomy country name in the **Maconomy Name 5** field. This is saved in the **Employee Name 5** field.
4. Click **Create**.

Modify a Talent Management Country

Use these steps to modify a Talent Management country.

To modify a Talent Management country:

1. Under the Setup menu group, go to **Talent Management » Country Mappings**.
2. Use the search filter and/or the **Search** field to select a country.
3. Update the fields as needed.
4. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Delete a Talent Management Country

Use these steps to delete a Talent Management country.

To delete a Talent Management country:

1. Under the Setup menu group, go to **Talent Management » Country Mappings**.
2. Use the search filter and/or the **Search** field to select a country.
3. Click **Delete Talent Management Country**.
4. In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

Add or Delete a Talent Management State

Use these steps to add or delete a state.

To add or delete a state:

1. Under the Setup menu group, go to **Talent Management » Country Mappings**.
2. Use the search filter and/or the **Search** field to select a country.
3. To add a state:
 - a) Click **+Add Talent Management State**.
 - b) Enter information in the fields as needed.
 - c) Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

4. To delete a state:
 - a) Select the state you want to remove from the table and click **Row Tools » Delete State**.
 - b) In the confirmation dialog box that displays, click **Delete** to confirm deletion or **Cancel** to exit without deleting.

System Parameters

Use this workspace to maintain a number of system parameters that are related to Talent Management.

System Parameters Procedures

This section describes the steps you need to work with system parameters.

Modify System Parameters

Use these steps to modify system parameters.

To modify system parameters:

1. Under the Setup menu group, go to **Talent Management » System Parameters**.
2. Use the search filter and/or the **Search** field to select a system parameter.
3. Select the checkbox to enable the system parameter or clear to disable the system parameter.
4. Update the **Remarks** fields as needed.
5. Click **Revert** if you want to undo your changes. Otherwise, click **Save**.

Utilities Submenu

Use the workspaces under the Utilities submenu to view the details about your Maconomy installation, including fields and tables in the Maconomy database.

Database Relations

Use this workspace to view information about the tables and fields in the Maconomy database.

Database Relations Concepts

The Database Fields table in this workspace shows all the available fields in the selected table. You cannot change any information in this workspace, but you can select the **Instance Keys Applied** checkbox if it is not yet selected.

When the **Instance Keys Applied** checkbox is selected, the instance key registration is active for a relation. Maconomy assigns an instance key value to each existing entry in the table and every time a new entry is created.

An instance key value is a unique numerical identifier assigned to each entry in the Maconomy database. This ensures that no two entries, regardless of the relations, share the same instance

key value. Unlike regular database relations keys, where multiple entries from different relations can have identical key values, and identification is made through several fields with different names and types. Instance keys make it easier to refer directly to an entry without the need to specify relation names and several key values.

Note: The functionality of regular database key fields is not affected by the activation of instance keys. Instance keys simply function as an optimal way of identifying entries across relations, instead of just within individual relations.

For example, instance keys are used in the Users workspace. As described in the User Types workspace, users can be based on information in other Maconomy workspaces, and an instance key is therefore used to refer to the database entry on which an individual the user was based. However, to avoid unnecessary processing and system workload, instance key registration is by default only used on certain relations. For each relation for which you want to refer to instance keys, you must initiate the registration in this workspace.

Database Fields

Use this workspace to view information about specific fields in the Maconomy database.

Database Fields Concepts

You can use the **Search** field to search for a specific field or the list view for an overview of where each fields exists in the Maconomy database.

Installation Details

Use this workspace to record where and from whom you have purchased the Maconomy product.

This workspace also contains your company's name, address, and other information. You cannot modify the information shown in this workspace, but you can update it in the Company Information workspace.

Installation Details Concepts

In this workspace you can:

- Print the registration letter.
- View all the add-ons installed in your Maconomy system.
- Enter the license key provided by your account manager in the **Named Users Code** field to update the value displayed in the **Named Users** field.

Support Documentation

This workspace is used by Deltek Support and is for internal usage only.

Documentation Feedback

Your comments, questions, and suggestions about our documentation are important to us. You can email your feedback to MaconomyHelpFeedback@Deltek.com.

About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management, and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue.

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