Deltek **Know more. Do more.®**

Accounts Payable

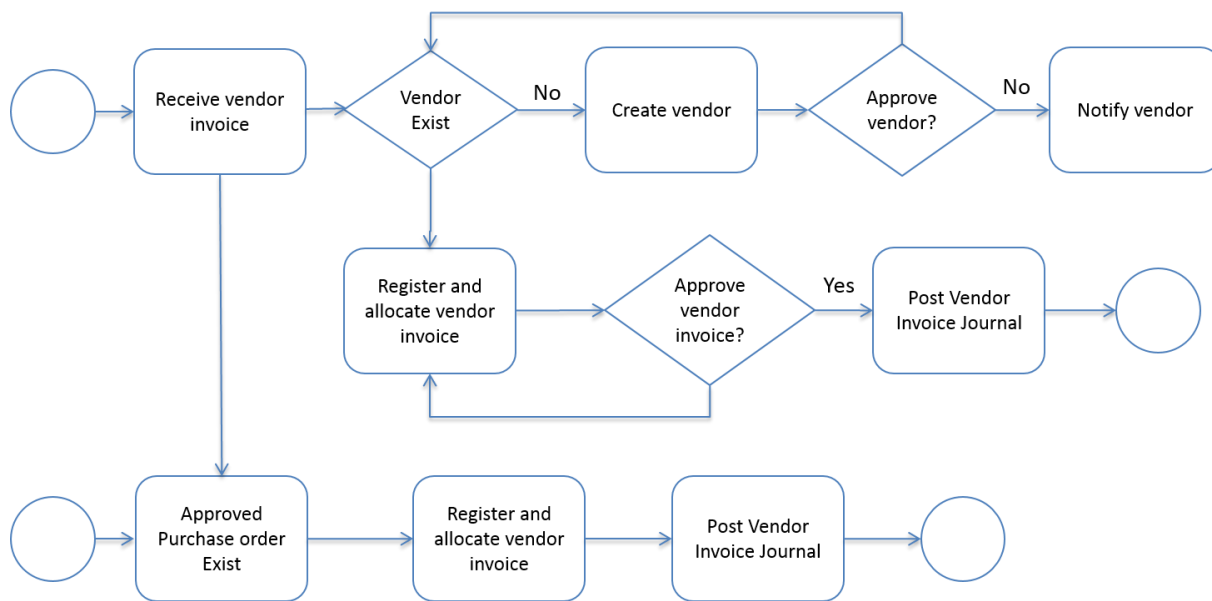## Quick Guide to Help You Manage Accounts Payable in the Workspace Client
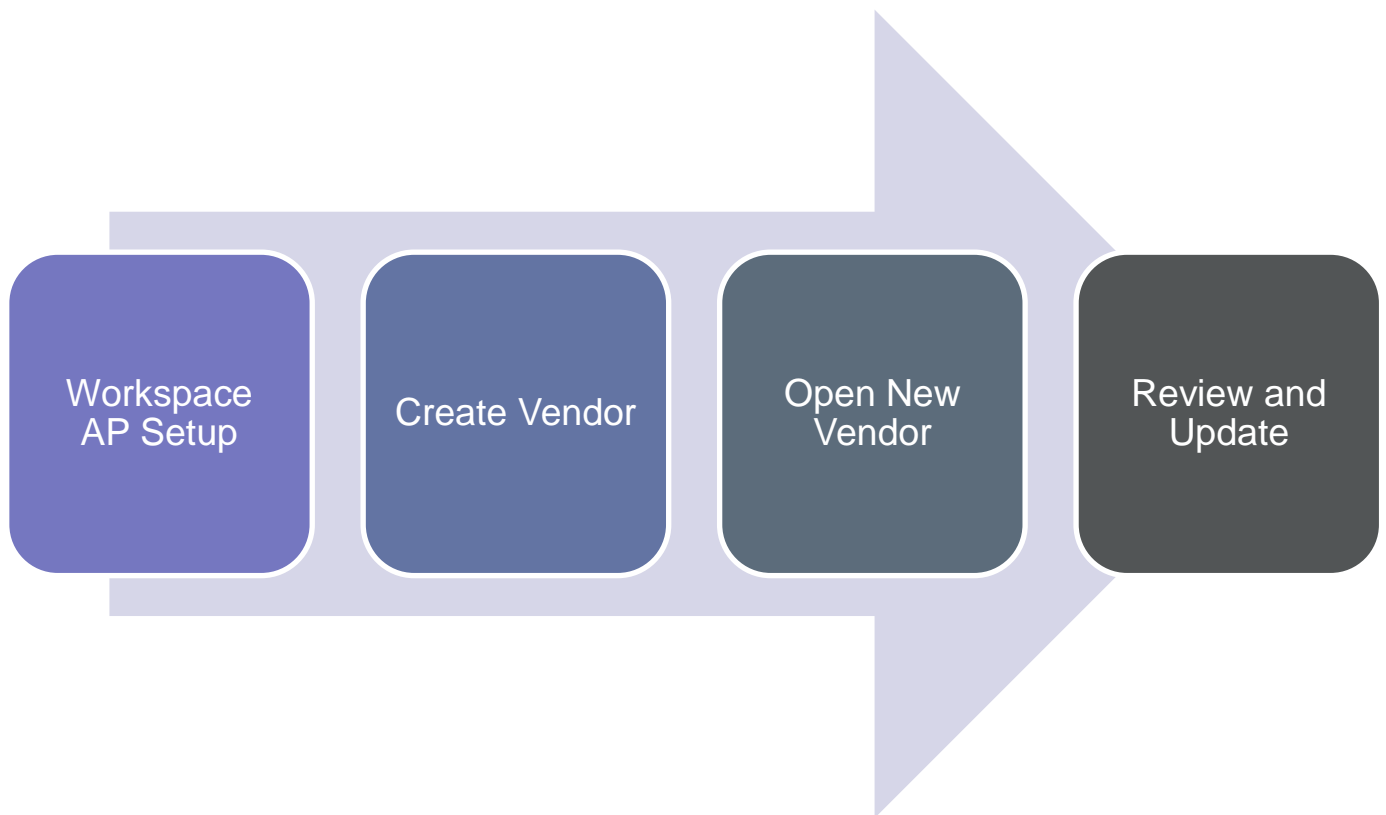
June 20, 2018

Contents

Accounts Payable Workflow

Receive vendor invoice → Vendor Exist → **No** → Create vendor → Approve vendor? → **No** → Notify vendor

Vendor Exist → Register and allocate vendor invoice → Approve vendor invoice? → **Yes** → Post Vendor Invoice Journal

Approved Purchase order Exist → Register and allocate vendor invoice → Post Vendor Invoice Journal

Vendor Creation

Create New Vendor

Follow the steps below to create a new vendor:

1. Open Maconomy Workspace Client.

2. Go to **Accounts Payable » AP Setup.**

3. Click **New Vendor**, which opens the creation wizard.

4. Enter the **Vender name** and **address**

5. OPTIONAL: Enter information for the fields Attn., Phone, Email, and remaining fields

   Notice that the parent Vendor is filled out. It is a template with default information that is copied to the new vendor. You can open the search field to select another template, for example, if you are creating an employee Vendor account.

6. Select **Create** to create the vendor.
   The new vendor is displayed in the filter list.

7. Double-click on the Vendor record to open the new vendor.

8. Go to **Home » Information**. Here you can review, update and enter more details, such as Currency, or Vendor Group

9. Review and update the vendor's payment information in the side panel **Payment**, including:

   Payment Mode

Payment Terms

Bank Account

Tax – Select the company tax code and if no tax deselect the field Tax

Control Account – This determines the balance sheet account for the vendor and is derived from the template. You can change the account but only when the balance is zero.

10. If you have chosen to enable Vendor approvals, click **Submit** to Submit the new Vendor approval record for approval.
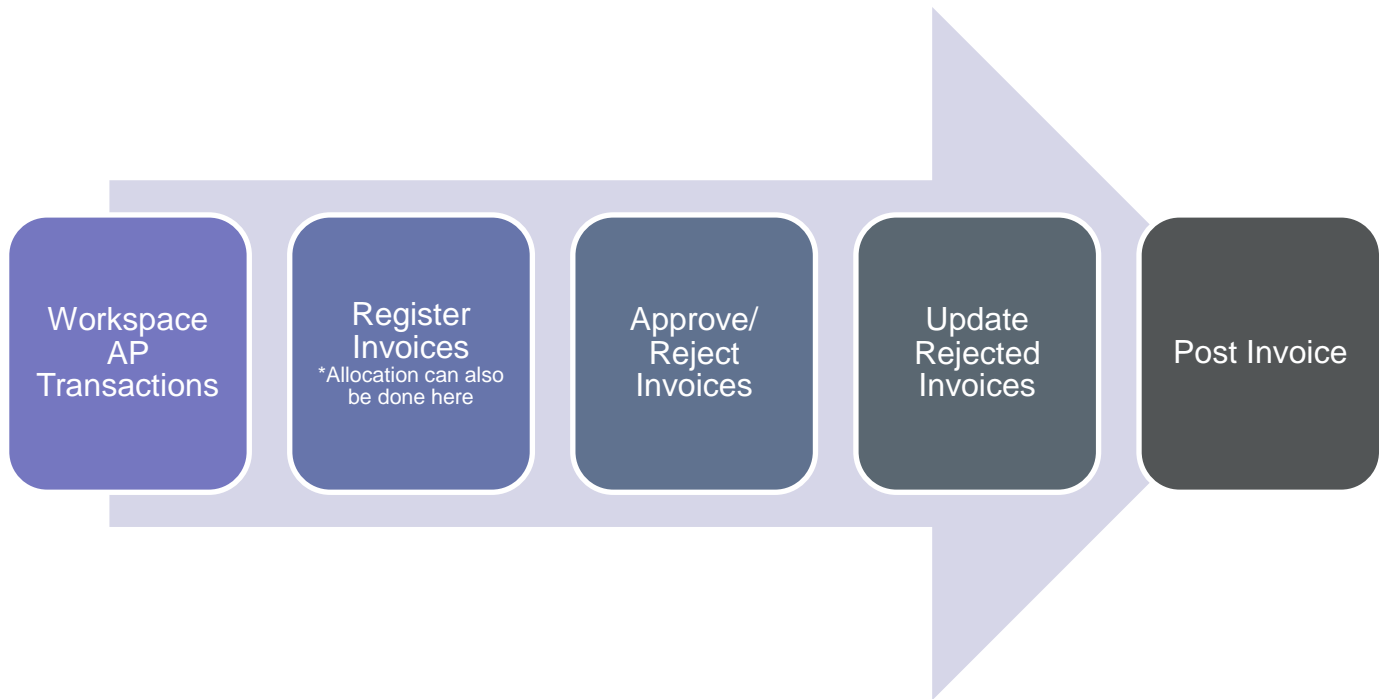
Change to Company-Specific Vendor

A globally-created vendor can be made company-specific in two ways:

- Enter an invoice on the Vendor account. This automatically creates a Company-Specific vendor in the filter-list under **AP Setup » Company Vendors**.
- You can manually create it using the Action New Company Specific Vendor in **AP Setup » Company Vendors**.

Follow the steps below to manually create a new company-specific vendor:
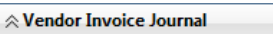
1. Go to **AP Setup » Company Vendors**.

2. Select the Action **New Company Specific Vendor** to open the wizard.

3. Select the Global Vendor record from the list.

4. Select **Company.**

5. Click **Create.**

6. Open the New Vendor from the filter list to review and update the company-specific vendor information as necessary, such as Currency, and Vendor Group.

7. Review and update the vendor's payment information in the side panel, including:

   Payment Mode, Payment Terms, Bank Account
   Tax – Select the company tax code and if no tax, deselect the Tax field.
   Control Account

8. If you have chosen to enable Vendor approvals, click **Submit** to submit the new Vendor approval record for approval.

Vendor Invoice Registration and Approval

| Workspace AP Transactions | Register Invoices *Allocation can also be done here* | Approve/ Reject Invoices | Update Rejected Invoices | Post Invoice |

Post a Vendor Invoice

Follow the steps below to enter, allocate, and post a vendor invoice:

1. Open Maconomy Workspace Client.

2. Go to **Accounts Payable » AP Transactions » Vendor Invoices**.

3. Click Vendor Invoice Journal to create a new journal.   ⟨⟨ Vendor Invoice Journal

4. Click ➕

   Note: If you already have an open journal, it is displayed in the filter list.

5. Change the Company field if necessary and press **Enter** to create the journal.

6. In the Vendor Invoices panel, enter the following information:

   **Entry Date**

   Invoice Date

   Invoice Number

   Select Vendor in the **Vendor No** or **Vendor Name** field

   Amount Incl. Tax – Enter the invoice total amount including tax

7. Press **Enter** to save the line entry.

8. To add more invoices to the journal, repeat step 7 to add more lines to the table.

Note: Follow step 9 **ONLY** if you want to pre-post the vendor invoices. If you do not want to pre-post the invoices, they will be available in the Invoice Allocation workspace.

9. To pre-post the vendor invoice, select **Post** to post the journal. 📝 Post .

    The invoice is pre-posted to the Vendor AP account and to a temporary Vendor invoice account.

Register and Allocate a Vendor Invoice

Follow the steps below to register and allocate a vendor invoice:

1. Open **AP Transactions » Invoice Allocation**.

2. If you have entered the invoice in a Journal in **Vendor Invoices** (but not posted it), you can select it from the filter list.

    a. The journal entries can be reviewed in **Invoice allocation**.

    b. If you have **NOT** entered the invoice select **New** 🟢

     Enter the Invoice details in the top part of the window. As a minimum enter:

     Select Vendor
     Description
     Amount Incl. Tax – Enter the invoice total amount including tax
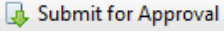   **Invoice Number**
     Invoice Date

3. Check on the remaining fields in the header and update them if necessary. Open the sliding side panel to change payment detail and tax codes, if needed.

4. Move to **Invoice Allocation Lines** to allocate the invoice.

5. Create a new line in the table by either clicking on the **Add Allocation Line** 📇 icon or by clicking on a **new** line.

    - If the invoice is to be charged to a project choose Project Cost from the **Purchase Line Type** field, enter the **Project No**. and the **Task**.

    - If the invoice is to be charged to the General Ledger choose G/L from the **Purchase Line Type** field, enter an **Account No** or **Local Account No** as appropriate. You can use the Search feature to search in any of the fields.

    - If the invoice is to create a record in Fixed Assets choose Fixed Assets from the **Purchase Line Type** field. Press Enter and the Asset Draft panel will show – fill in the details of the Asset here.
      ≫ Asset Drafts

    - If the invoice is to be matched to Subcontractor time entries choose Subcontractor Reconciliation from the **Purchase Line Type** field, enter the **Project No**., **Task and Empl. No**. Press Enter and if there are any related Subcontractor time entries the Subcontractor Reconciliation panel will appear.

6. Press **Enter** to save – this will update the amount field with the full amount excl. Tax.

7. Enter a short description in the column **Entry Description.**

8. Press **Enter.**

Note: If the system requires more details, a popup will appear for more details to be completed. Click **OK** and the system cursor will appear in the required field, make the change and press Enter.
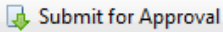
9. If the invoice needs to be split between one or more project/departments, repeat steps 7 to 10.

10. Press **Enter** after each allocation line.

11. Repeat the process until the allocation is complete. This is when the unallocated fields in the island Invoice Amount will equal to zero.

12. If there is a small allocation difference, you can use the Allocate Remainder to clear the difference.

13. Once the allocation is complete, Click **Submit for Approval**. Submit for Approval

14. You now have the choice to enter a new invoice by going back to step 11.

15. Next, you must post the invoice journal. Open **Vendor invoices.**

16. Select the journal from the filter list and review the details.

17. Click **Post**.

    A journal prints to screen.

    Note. The process can be different depending on the Approval process rules.


Re-allocate a Pre-Posted Vendor Invoice:

Follow the steps below to Re-allocate a Pre-Posted Vendor Invoice:

1. Open Maconomy Workspace Client.

2. Go to **Accounts Payable » AP Transactions » Invoices List.**

3. Select the invoice you want to reallocate from the filter list.

4. Double click the invoice in the filter to open it.

5. In the lines of the invoice enter the allocation details (see Step 7 in the previous section for details)

6. Once allocated, select the action **Submit for Approval**. Submit for Approval

    The Invoice Approver will receive a ToDo from where the invoice can be approved.

Accounts Payable Lookups
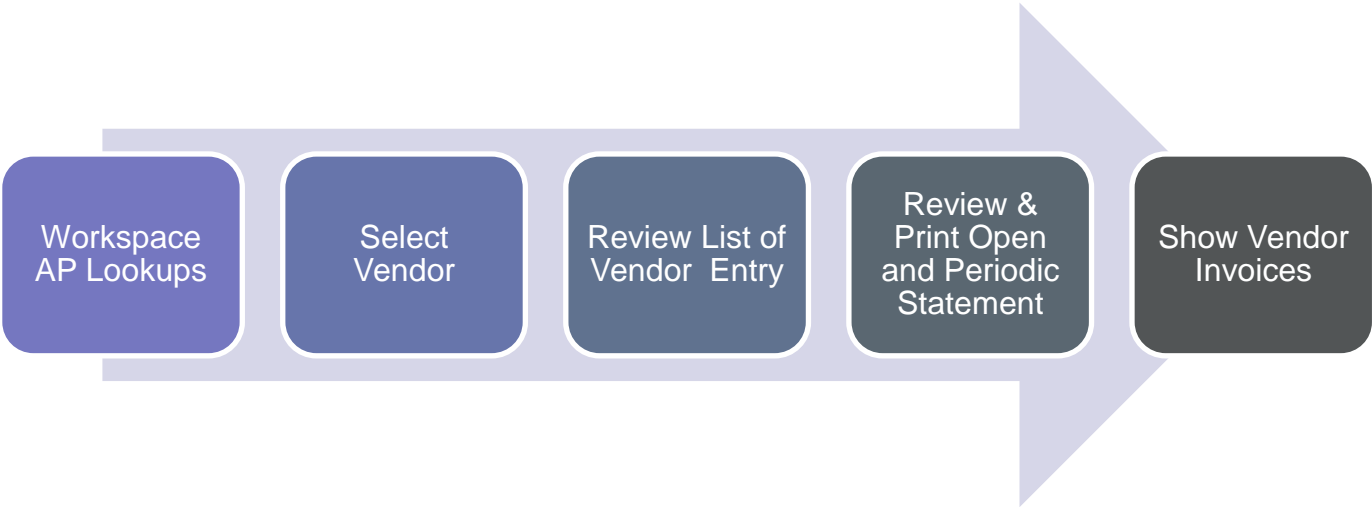
The AP Lookups workspace contains multiple windows for interrogating entries.

List of Vendor Entries	Use this workspace to review information about vendor entries.
Vendor Open Entry Statement	Use this workspace to review a company vendor's open invoices.
Periodic Vendor Statement	Use this workspace to review a company vendor's open and closed invoices for a specific period
Show Vendor Invoices	Use this workspace to view all posted vendor invoices and credit memos for a specific vendor.