Deltek Maconomy 2.3 GA

Maconomy and TrafficLIVE Integration Guide

December 2, 2016

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Contents

Overview

This document details the integration between TrafficLIVE and Maconomy. This integration enables TrafficLIVE users access to Maconomy, Deltek's leading service-industry ERP package, which is used by many creative and marketing services organizations.

Contact your Deltek Account Manager to guide you through the process, as needed.

The integration between TrafficLIVE and Maconomy enables you to:

- Associate TrafficLIVE and Maconomy jobs, including synchronizing the opening and closing of jobs.
- Post time from TrafficLIVE to Maconomy.
- Synchronize company internal staff details to ensure that records in both systems stay the same.
- Post purchase orders and expenses.
- Synchronize budgets in both systems

Absence Management from Maconomy to TrafficLIVE The Standard (2.1 Absence Module) is currently not integrated.

Additionally, the integration enables you to associate jobs at any time; there is no requirement to be live on either Maconomy or TrafficLIVE first. The solution is flexible enough that you can be an existing customer of either or implement both simultaneously.

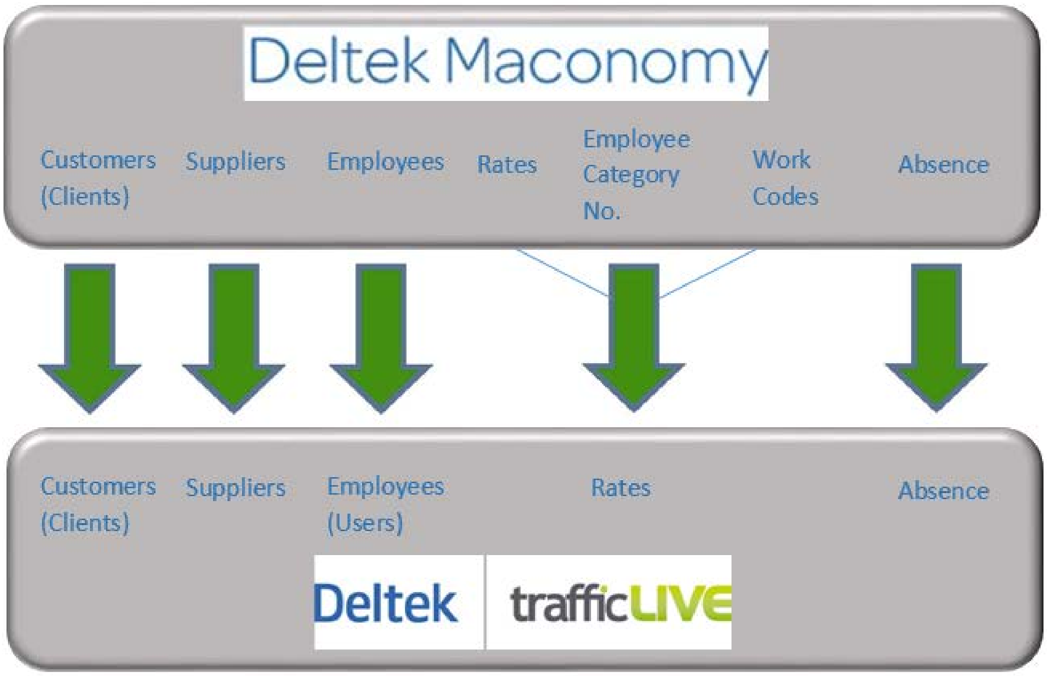
This document is divided into three main sections:

- **Setup**, which includes these processes:
    - TrafficLIVE setup.
    - Mapping Maconomy codes to TrafficLIVE.
    - Maconomy setup.
    - Set up Specific Processes.
    - Initial Synchronization.
- **Routine Procedures**, such as integration of time and expense sheets
- Common Errors

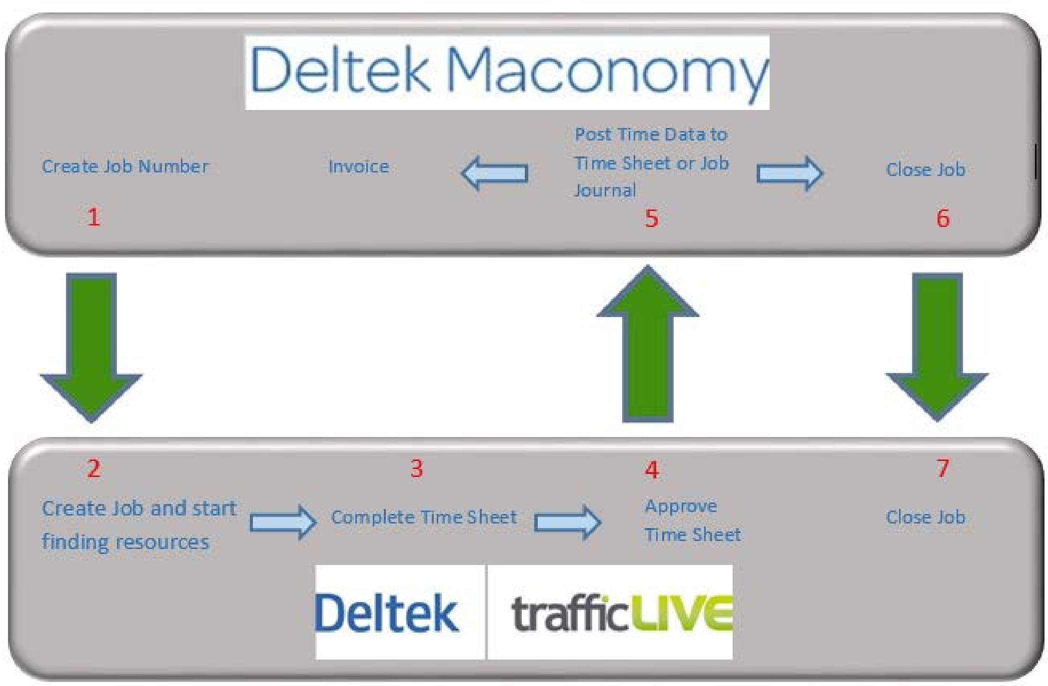
The functionality described herein is dependent on the configuration and version of the Maconomy system.

Data Flow Diagrams

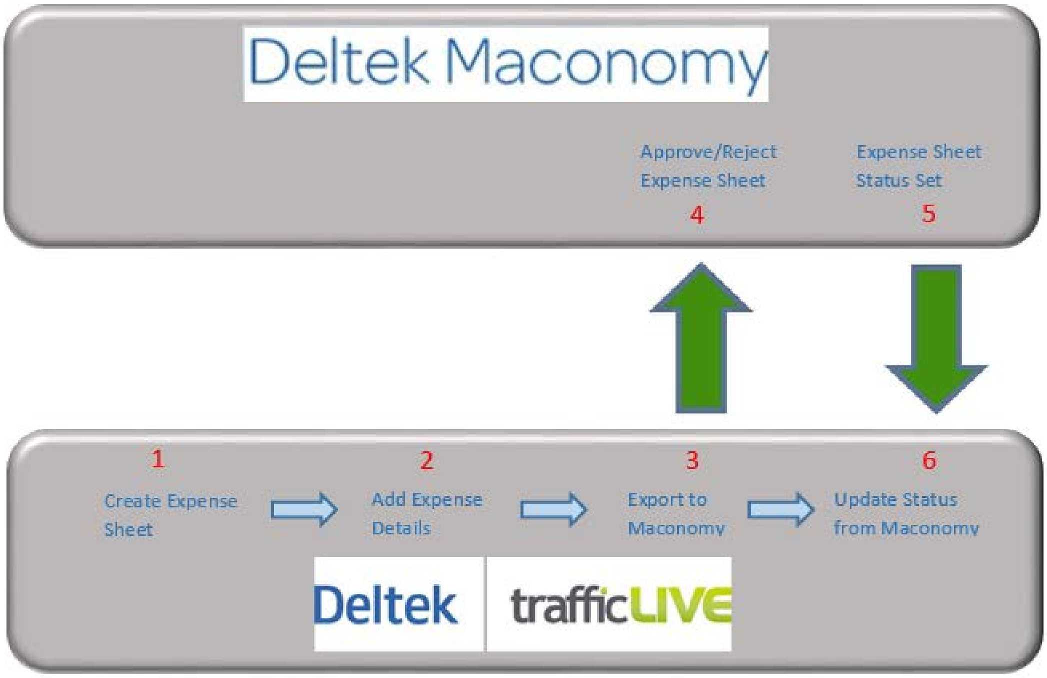
Master Data Integration



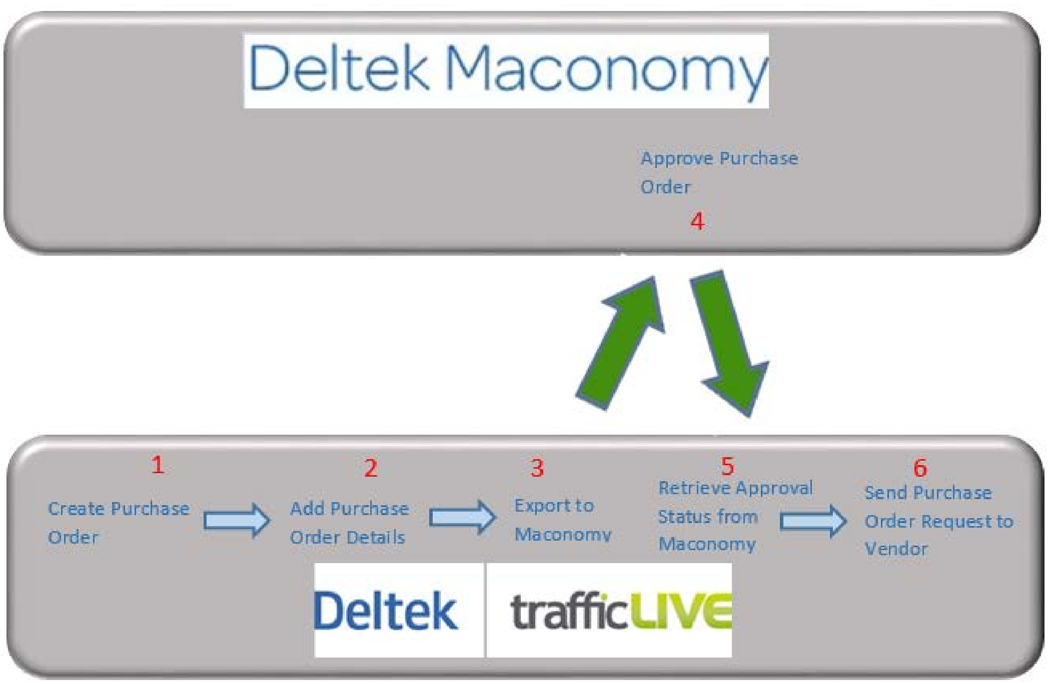
Job Workflow



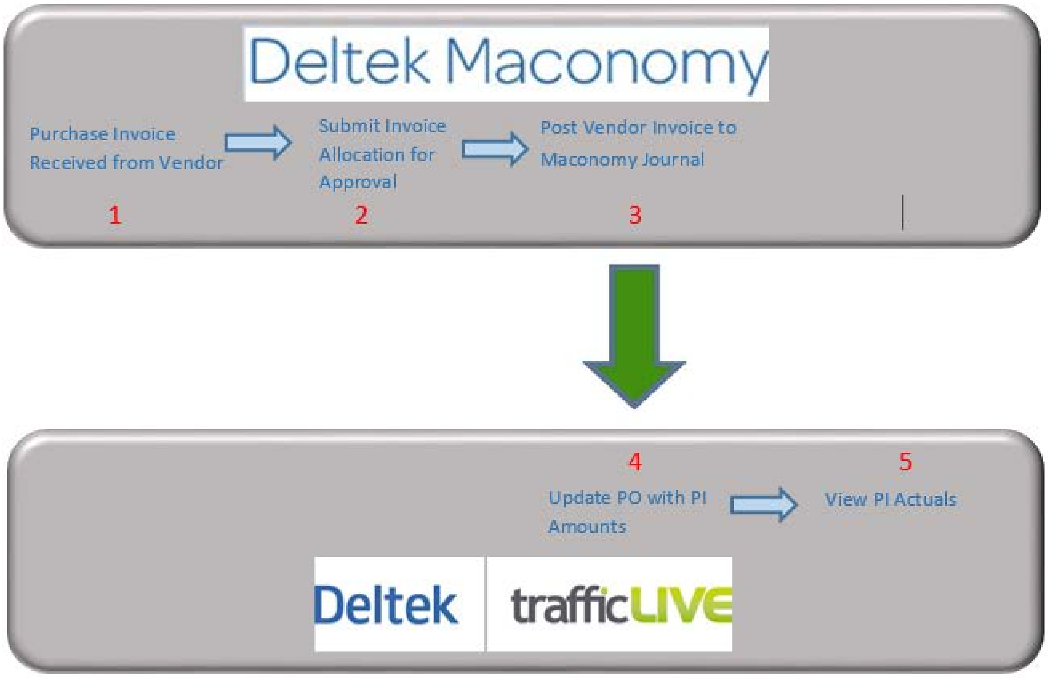
Expenses Workflow



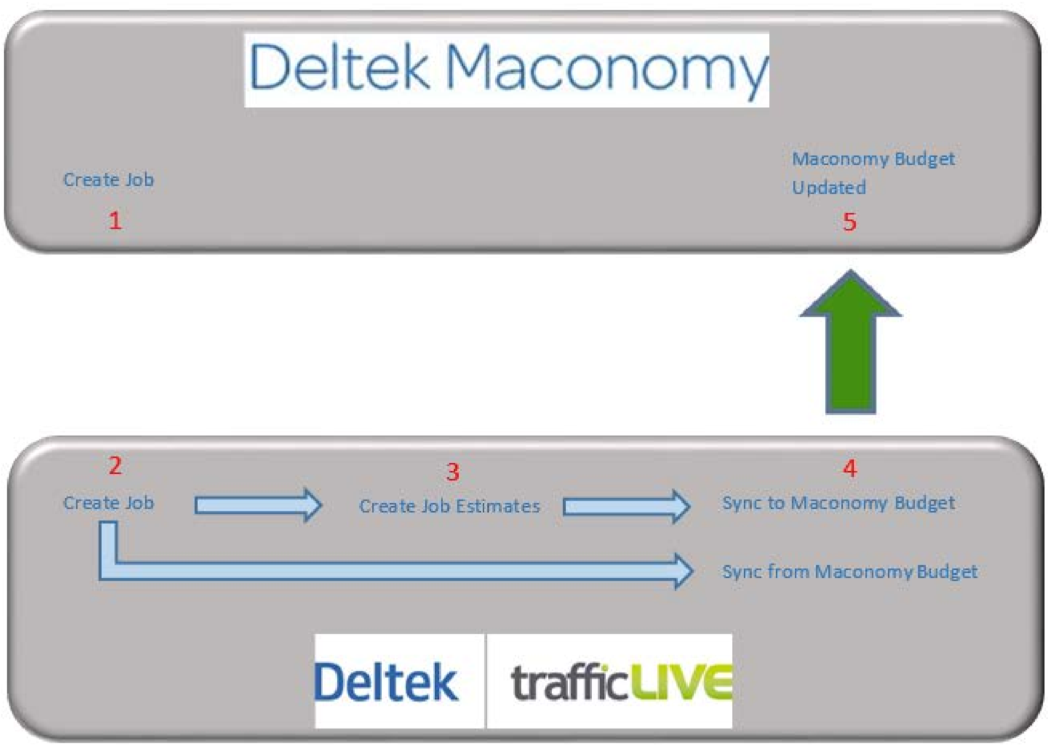
Purchase Order (PO) Workflow



Purchase Invoice (PI) Workflow



Budgets Workflow



Terminology

The following terms are different between the systems and can cause confusion.

Term in Maconomy	TrafficLIVE Equivalent
Employee Category	Job Role
Activity/Task	Charge Band
Project/Job/Engagement	Job
Budget	Job Estimate
Employee	User/Staff/Employee
User	User
No equivalent in Maconomy	Project (Project is a way to group numerous Jobs together.)

TrafficLIVE Setup

To enable Maconomy from within TrafficLIVE, you must:

- Review the information you need to gather before you begin
- Perform technical setup, including initial synchronization
- Perform system setup, including exporting

Before You Begin

Create Service User in Maconomy

For the integration to work successfully between TrafficLIVE and Maconomy, you must create a user in Maconomy (we suggest the name TrafficLIVE Integration). After, the data can be updated. This user is referred to as the Service User in TrafficLIVE. Take note of this name.

The Service User requires the following:

- Access level assigned to the Service User to ensure access to data for companies that are being integrated.
- Access to read/write Maconomy Job Journal window (Depending on Time Sheet Integration Option).
- Access to read/write/delete Maconomy Weekly Timesheet Window (Depending on Time Sheet Integration Option).
- Access to Expense Sheet for all companies synchronized, if expense integration is going to be enabled.
- Access to read/write/delete purchase orders for all companies synchronized if purchase order integration is going to be enabled.
- Access to read the Maconomy Employee window.

The Service User must have access to these actions:

- View all time sheets.
- View all expense sheets.
- Submit purchase orders.
- Approve purchase orders.

Password Renewal

- Ensure that the password expiration date is noted to be actioned in both systems to synchronize the Username/Password in TrafficLIVE.

Service User Name

Have on hand the Maconomy Service User name (we suggest TrafficLIVE Integration) that you just created.

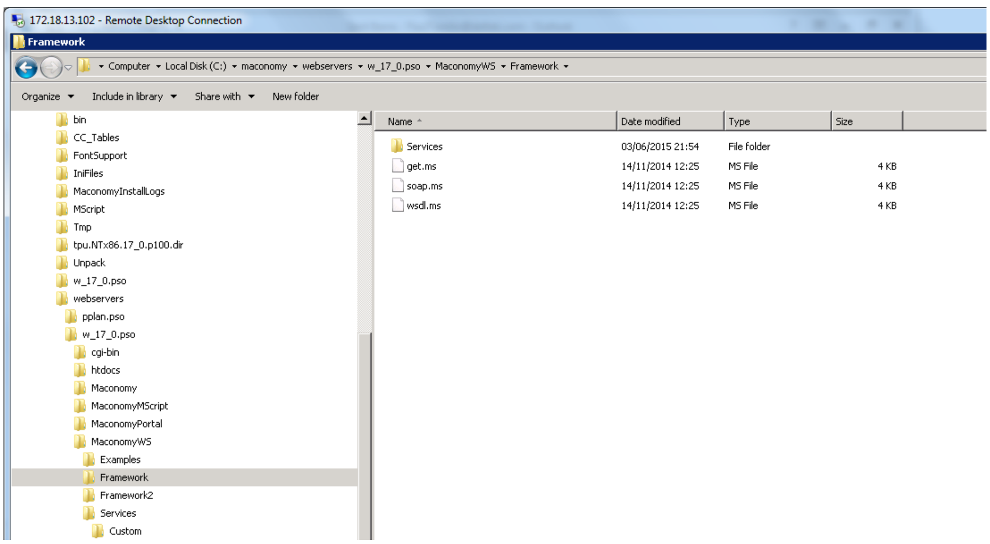
- The Service User is a user that is set up in Maconomy that has access to perform all of the integration functions.
- The Service User in TrafficLIVE must match the one that is set up in Maconomy. If you change it in one system you must change it in the other.
- Ensure that the Service User has access to your Maconomy company or companies, is able to submit and approve time sheets, and is able to access any data that is required by the integration functions that you are selecting.

URL

The web service is found on the Maconomy Web Server (Portal) under the Maconomy Portal folder locations. Navigate to the location via Windows Explorer for the server.

The path resembles the following:

```
C:\maconomy\webservers\w_17_0.pso\MaconomyWS\Framework
```



DFME

For DFME Solutions, obtain the address from your Deltek Account Manager.

The SOAP, WSDL and GET.ms files are installed with Maconomy when you select Web services Framework in M-Config.

If the files are **not** present, escalate the issue to Maconomy Technical consultants to update M-Config.

Take note of the address, and replace the **C:** with the web server IP/DNS name, and complete the link with SOAP.ms.

The path resembles the following:

http://172.18.13.102:20001/cgi-bin/Maconomy/MaconomyWS.x1demo.en_US_MCS.exe/soap.ms

Web Servers

Ensure that the Maconomy Web Server can speak to the TrafficLIVE Server.

The TrafficLIVE Server outgoing IP addresses are:

54.229.51.94

176.34.149.11

These must be public. Reach these services via port 20001.

You can test this through Add-on 125.

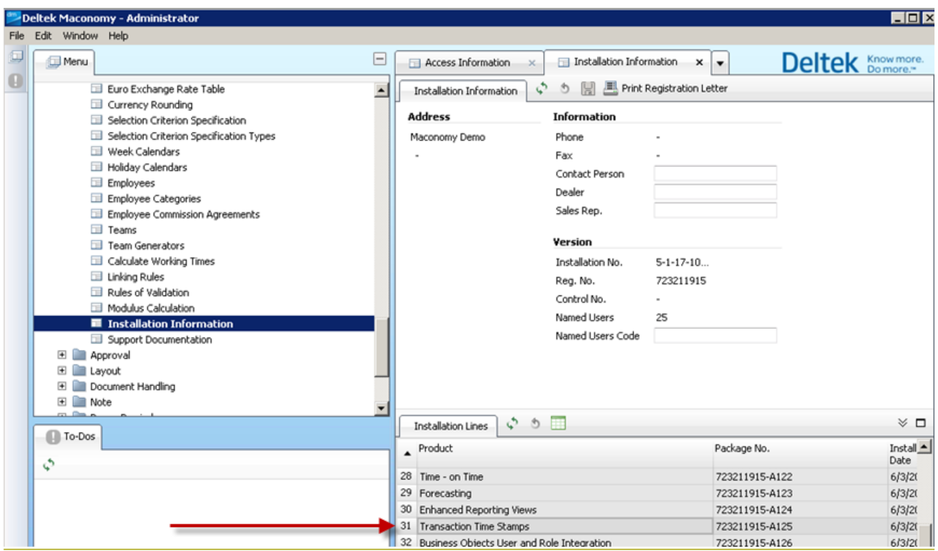
Enable Add-on 125

Enable Add-on 125 to enable Transaction Time Stamp use in Maconomy.

To enable Add-on 125, complete the following steps:

1. Click **Single Dialogs » Set-up » Set-up » Installation Information**.
2. Select the line **Transaction Time Stamps**.

It takes at least 48 hours to activate Add-on 125.



If this option is not present, contact your Maconomy Account Manager for a License number update.

Remove Time Approvals

Before you post time, verify that your Maconomy job is set up to have no time approvals (such as self-approval).

To do this, go to the Jobs Single Dialog and for **Supervisor, Time**, and **Project Manager** fields, select **None**. Select the **None** check box on all open jobs transferred to TrafficLIVE and the template jobs used for traffic integration to ensure future job set-up is correct.

TrafficLIVE handles all approvals, and when you import time to Maconomy, it is already approved at the point of import. Note that the import of time might fail if this criteria is not met in Maconomy.

Validate Employee Records

Validate that in the employee records of your users in Maconomy you *have not* selected the **Minimum Hours** drop down (Release 2.2) or check box (prior to Release 2.2). If that field is selected, you will receive errors when you try to post time against the user if the minimum hours is not met. This functionality is only applicable to the time sheet integration. If the Job Journal is selected, this is ignored.

Use Hours for Maconomy Time Registration

Ensure that you use Hours rather than Days for Maconomy time registration. This can be confirmed on the employee. Under the Job Cost section within Maconomy ensure the **Time Unit** field is set to Hours.

TrafficLIVE does not support time registration of Days, only Hours. Therefore, do not track time as Days in Maconomy, because it will cause the synchronization to fail.

Registering time in Days was introduced in Maconomy from version 2.2.0.

Technical Setup

To perform the technical setup in TrafficLIVE, complete the following steps:

Integration features to be enabled depend on your solution design and customer requirements. The following are general guidelines. Reach out to your Deltek representative if your instance varies and you need further assistance.

1. Click **Menu » Admin » Configure Company Details » Integration Settings**.
2. Select the **Enable job + timesheet integration** check box.
3. In the **Timesheet Integration Type** drop-down, select the type of time sheet integration.

   There are two solutions for the integration of time sheets from TrafficLIVE with Maconomy. The recommended approach is to use the Job Journal function, although depending on a client's requirements, updating the time sheet directly may be the correct approach.

   - **MACONOMY JOB JOURNAL synchronization** — This goes directly to the job, skipping the time sheets approval/check process within Maconomy. The entry appears on the job with the correct hours, employee, and mapped Maconomy task from the data that is passed from TrafficLIVE. The cost and billing price of these hours are derived via your Maconomy setup.
   - **MACONOMY TIME SHEET synchronization** — Time exports populate the Maconomy user's time sheet. Maconomy can then be set up to automatically approve these time sheets (Job set-up with "No Approval" selected) and populate the job entry. This allows for reporting within Maconomy on the Timesheet table, rather than the Job Entry table.

   Do not change this setting after this setup.

4. Optional — Select the **Enable expense sheet integration** check box to enable the integration of employee-submitted expenses.
5. Optional — Select the **Enable purchase order integration** check box to enable the integration of approved and issued purchase orders.
6. Select the **Enable Employee sync** check box to enable the integration of internal staff information.
7. Optional – Select the **Enable Budget sync** check box to enable the budget integration
8. Optional – Select the **Import only submitted and approved budgets** check box to enable the integration of only submitted and approved budgets.
9. In the **Maconomy budget type** field, enter your Maconomy Budget type.
10. In the **Company Number** field, enter your company's number.

Multiple Companies

TrafficLIVE and Maconomy can handle multiple companies/legal entities on the same database. Not all of these companies need to be synchronized. Therefore, you must take note of the list of company numbers that need to be integrated from Maconomy. Within Maconomy, Company Numbers are found in the **General Ledger » Companies** workspace in Maconomy 2.x (for users with proper access).

If you have more than one company number in Maconomy, enter all of the company numbers that you are integrating with TrafficLIVE, separated by commas, such as 100, 101, 102. If you wish to include all companies, leave the field blank.

11. Leave the **Task Name** field blank. It is not used in the integration.
12. In the **Last Fetched Created Date** and **Last Fetched Closed Date** fields enter the dates for which the TrafficLIVE integration should search for new and closed jobs, respectively, as follows:
    - **Last Fetched Created Date** — Choose the date from which you will capture jobs from Maconomy to integrate with TrafficLIVE. TrafficLIVE then captures all live jobs from this date, going forward.

      Many customers start integration from a specific date, especially if they have been using Maconomy for many years.

      If you have a large amount of data, we advise you to split it down into smaller batches.
    - **Last Fetched Closed Date** — Choose the date from which you want to reconcile closed jobs. TrafficLIVE uses this date to scan Maconomy for closed jobs and reconcile them against TrafficLIVE. This is usually the same date as the date above.

      Do not change these dates after you set them.
13. In the **Service User** field, enter the Maconomy User Name (suggested: TrafficLIVE Integration) that you received for use in Maconomy as the integration user.
14. In the **Service Password** field, enter the password for the Maconomy User name.

Maconomy passwords have an expiration date, so remember that you need to proactively manage passwords in TrafficLIVE, or the integration will stop working when the password expires.

15. In the **URL Base** field, enter the URL of the Maconomy server as described in *Before You Begin*. The URL will end with *soap.ms*, and is similar to this example:

    http://172.18.13.102:20001/cgi-bin/Maconomy/MaconomyWS.x1demo.en_US_MCS.exe/soap.ms
16. In the **REST URL Base** field, enter the URL of the Maconomy RESTAPI.

    http://193.17.206.161:4111/containers/v1/x1demo

System Setup

After you complete the technical setup, use this checklist to complete the remaining tasks that are required for using TrafficLIVE with Maconomy.

All instructions are detailed in the following sections.

1. Export information about your staff, in particular their employee numbers, from Maconomy and then import that information into TrafficLIVE. When this is complete you can monitor both systems for changes and add new staff on an ongoing basis.

   If you populated your TrafficLIVE system with your staff information before you enabled the synchronization of TrafficLIVE with Maconomy, you must enter the staff employee numbers into the **External User Code** field on each employee's record in TrafficLIVE.

2. Export information about your clients, in particular their customer numbers, from Maconomy and then import that information into TrafficLIVE. If you populated your TrafficLIVE system with your client information before you enabled the synchronization with Maconomy, you must enter the client company numbers into the **External Code** field on each client company record in TrafficLIVE.

3. Enter your time codes into TrafficLIVE, under **Admin » Chargebands**.

   The way in which you do this depends on how you use Maconomy. You record time in Maconomy using a time code, such as T200 for Billable, T201 for Non Billable, T202 for Holiday, and so on. Maconomy calculates the value of that time to your business after the time sheet is approved based on the Maconomy Price List.

   When you post time sheets to Maconomy from TrafficLIVE, TrafficLIVE only sends the code of the task charge bands (Maconomy Task/Work code) and the employee code to Maconomy, not the role or price associated with the person doing the work as listed in TrafficLIVE. Thus, your charge bands in TrafficLIVE must replicate the values in Maconomy that carry the task list code.

   In practice it can prove beneficial to enter both sets of information into TrafficLIVE so that you can synchronize time sheets with Maconomy using the time codes, but also see the value of work done in TrafficLIVE reports by giving each person a role and a selling price. However, if you plan to run all of your financial reports from Maconomy, you only need to enter the time codes list into TrafficLIVE.

   This standard integration assumes that if you are including time sheets in your integration, time sheets will be approved in TrafficLIVE rather than in Maconomy. This may require changes to the way you have your jobs set up in Maconomy, and therefore we recommend you discuss this with your Account Manager before proceeding.

4. Map job templates (budgets) in Maconomy to chargebands in TrafficLIVE. Create a TrafficLIVE job template in Maconomy to enable this mapping.

5. At this point you can begin the setup of the rest of the TrafficLIVE system. It is a best practice to use a testing period to ensure that you specified the setup options correctly.

Maconomy Employee Synchronization

You can import your Maconomy users into TrafficLIVE, or you can link them to existing TrafficLIVE accounts if TrafficLIVE is already in operation. This enables clients to use one system to manage the users. That system serves as the master to keep the list synchronized, reducing duplication of work.

Deltek Best Practice: For this integration to work effectively, we recommend that Maconomy is the master system.

Enable the Employee Synchronization

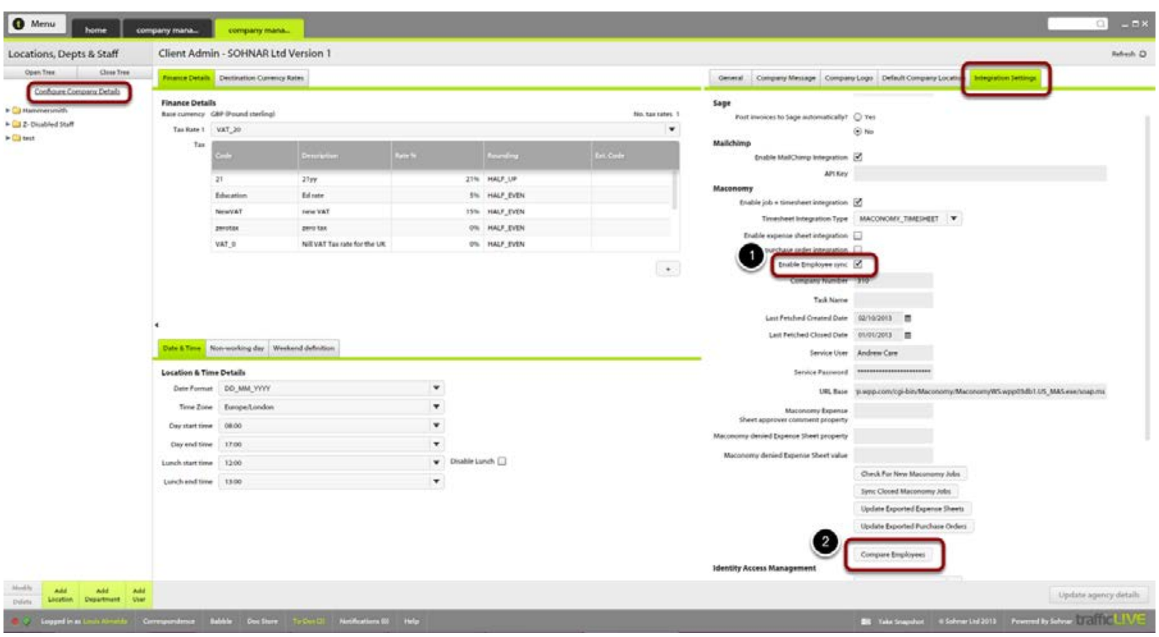
This is a one-time action that is required to enable the synchronization feature.

To enable the employee synchronization, complete the following steps:

1. In TrafficLIVE, click **Menu » Admin » Company Management » Configure Company Details » Integration Settings**.
2. Select the **Enable Employee Sync** check box.

This step allows employee data to flow between the two systems but it does not populate TrafficLIVE with Maconomy employee data. Comparing and aligning the user information is covered in Routine Synchronizations.

This step will allow employee data to flow between the two systems but it will not populate TrafficLIVE with Maconomy employee data. Comparing and aligning the user information is covered in the section entitled “Routine Synchronizations”.



Maconomy Setup

To set up Maconomy, you must enable duplicate lines on time sheets

Enable Duplicate Lines on Time Sheets

Set up Maconomy to allow duplicate time sheet lines on the time sheets.

To enable duplicate lines on time sheets, complete the following steps:

1. Click **Setup » System Setup » System Information » Job Cost**.
2. Select the **Duplicate Lines on Time Sheet** check box.

Map Maconomy Codes to TrafficLIVE

As part of your setup, you must map Maconomy codes to several areas of TrafficLIVE. Enter employee codes for the staff records, tax codes for the finance area, and the following types of task codes for the charge bands area:

- Time-based task codes if you are synchronizing jobs and time sheets.
- Expense task codes if you are synchronizing expenses.
- External purchase task codes if you are synchronizing purchase orders.

To do this, you must map these codes from Maconomy to TrafficLIVE:

- **Employee Number** — This code must match employees in both systems, for the synchronization to work. It must be stored as the External User Code at this location: **Admin » Company Management » Location » Department » Employee Name**.
- Tax Codes — Use the Ext Code at this location: Admin » Company Management » Configure Company Details » Finance Details » Tax.
- **Work Codes/Task Name** — Use the External Code at this location: **Admin » Chargeband** for each occurrence of the time, purchase, or expense.

In each Maconomy workspace, click **Close Filter List** to close the filter and display the workspace fields.

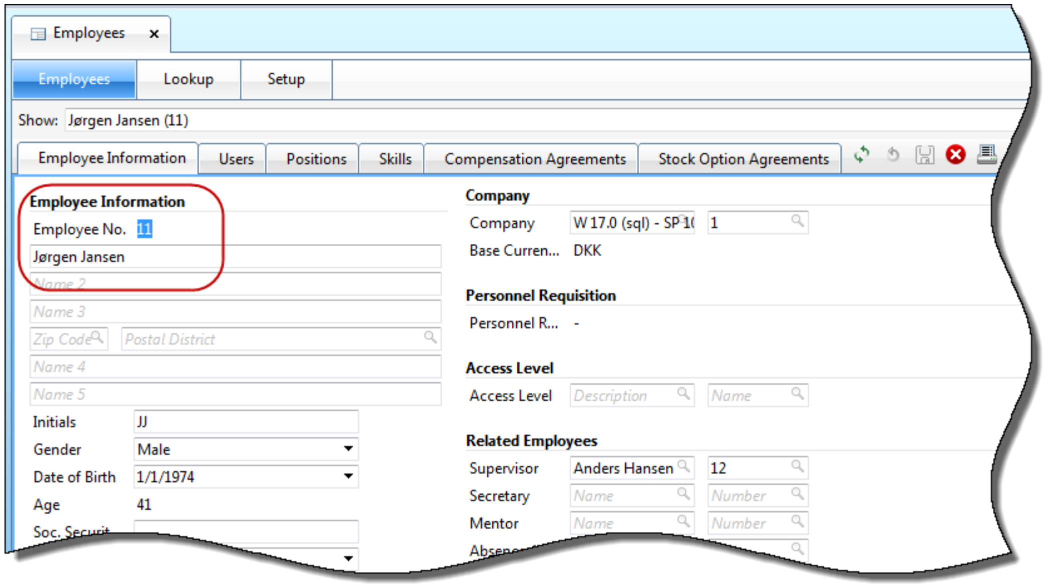
Map Employee Numbers

Use this section if the User/Employee already exists in TrafficLIVE.

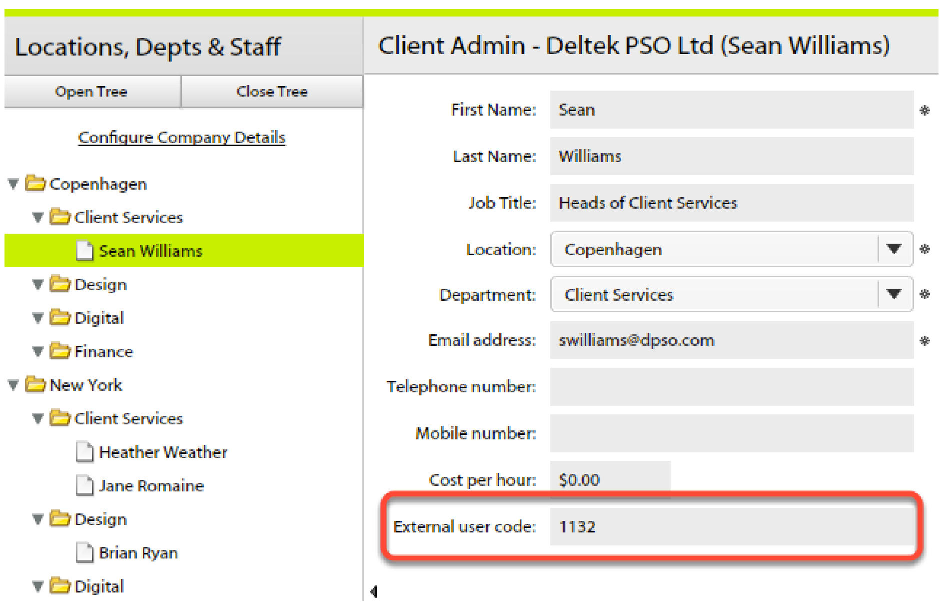
You must obtain required employee external codes listed as the Employee Number in Maconomy records and map them to the correct resource within TrafficLIVE.

To map employee numbers, complete the following steps:

1. In Maconomy, click Human Resources **» Employees » Employee Information** (within the Workspace Client).
2. Copy the number from the **Employee No.** field.



3. In TrafficLIVE, click **Menu » Admin » Company Management** to locate the employee in your TrafficLIVE system.
4. In the **External User Code** field, paste the employee number that you copied from Maconomy.



5. Repeat steps 1 – 4 for each employee.

Synchronize New Users/Employees

Use this section if the User/Employee is not yet setup in TrafficLIVE.

Use this feature to add user accounts to TrafficLIVE. If an account for a user is activated in Maconomy, you can simply associate the TrafficLIVE user account with the Maconomy user account.

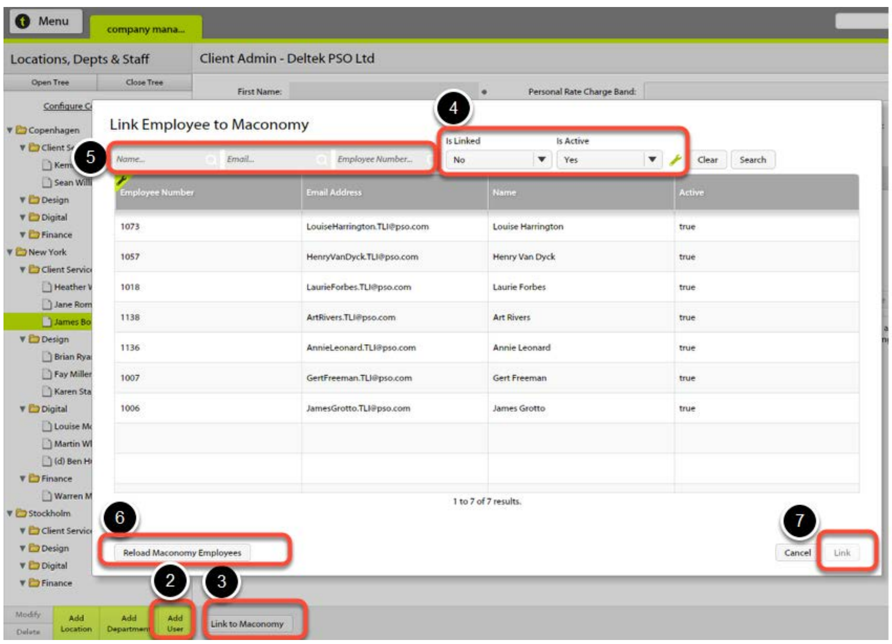
To add a new TrafficLIVE user that is linked to Maconomy, complete the following steps:

1. Click **Menu » Admin » Company Management**.
2. Select a department and click **Add User**. A blank new user screen displays.
3. Do not fill out any user details. Click **Link to Maconomy**. A search dialog box displays a list of Maconomy users (see the following figure).
4. Click **Reload Maconomy Employees** to refresh the list.

   The default search limits the results to show only Maconomy employees who are not linked to TrafficLIVE **and** are active in Maconomy (active means employees who are not "blocked").

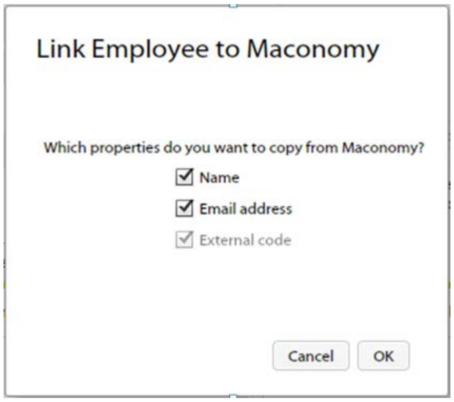
   There should be no reason to change the default searches of "Is Linked = No" and "Is Active = Yes." However, if you want to further reduce the number of results, use the additional filters of Name, Email, Employee Number, Company Number, and Employee Category / Job Role.

   The search is performed on the TrafficLIVE copy of Maconomy employees.
5. Select the Maconomy employee to be linked to the blank TrafficLIVE user record and click the **Link** button to copy the information into TrafficLIVE.

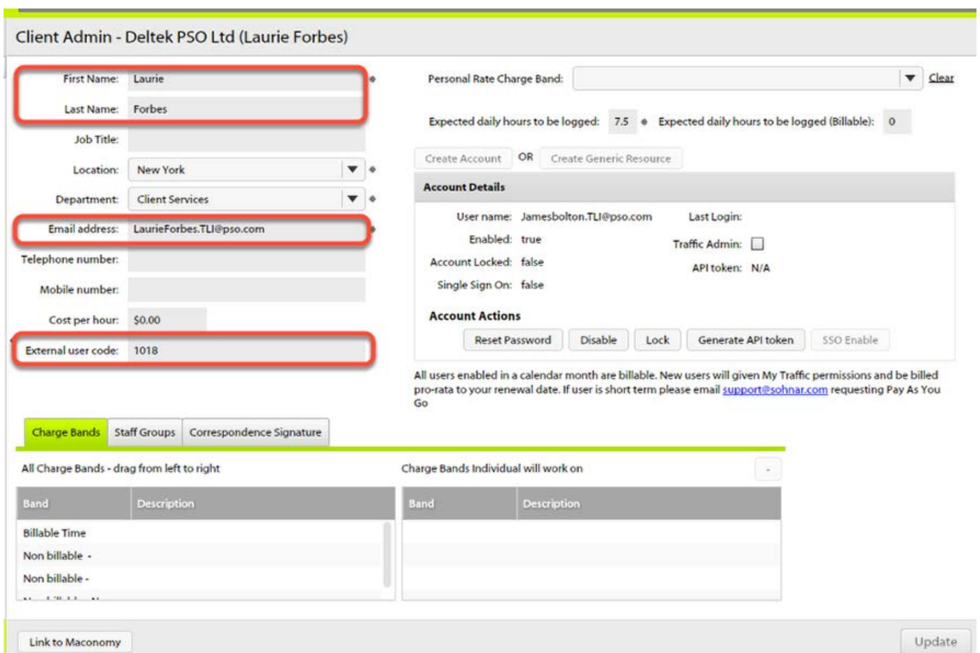


A dialog box appears for you to confirm the data that you want to include in your TrafficLIVE user account.

6. Confirm that the appropriate properties are selected (note that **External code** is mandatory). Click **OK**.



The user account is created in TrafficLIVE using the Maconomy details that you selected, as shown in the following figure.



The user data from Maconomy is copied into the TrafficLIVE employee account page.

7. Enter data in any other fields as appropriate and click **Save** to create the user in TrafficLIVE.

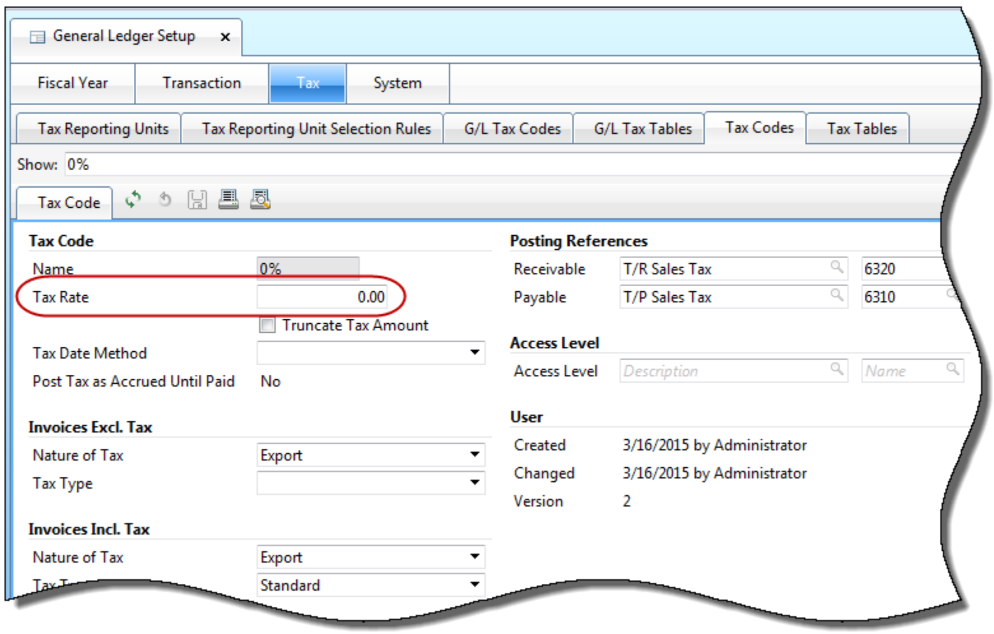
8. Click **Create Account** to enable the account and set any required user permissions in TrafficLIVE for that user. This sends an automated email to the user with the connection details and temporary password.

Map Tax Codes

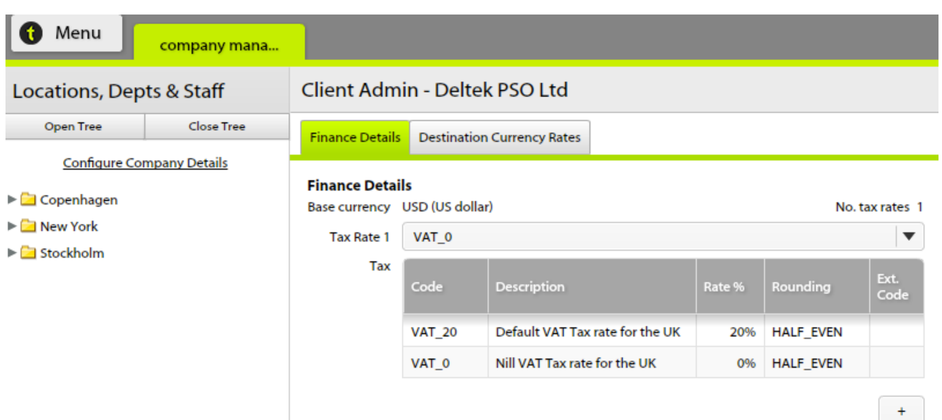
You must obtain tax codes from your Maconomy records and map them to TrafficLIVE.

To map tax codes, complete the following steps:

1. In Maconomy, click **Setup » General Ledger Setup » Tax » Tax Codes » Tax Code** (from the Workspace Client). G/L Tax Codes are mapped only for consistency between the systems.
2. Copy the number from the **Tax Rate** field.



3. In TrafficLIVE, click **Menu » Admin » Company management** to find the tax code settings. The **Finance Details** tab displays tax code settings. These might be the default values, as shown in the following figure.
4. Click the **+** button to begin adding your Maconomy tax codes, or click on any current code to edit it.



5. Enter the short code name in the **Code** field. This is what TrafficLIVE users see.

6. Enter the external code in the **Ext. Code** field. This should match the Maconomy tax code name.
7. Enter an appropriate description of the tax code in the **Description** field.
8. Use the arrows to select the correct number for the **Rate %** field. This should match the Maconomy tax code tax rate.
9. Click **Done** to return to the main window.
10. Click **Update Agency Details** in the main window to save your changes.

Map Work Codes (or Tasks) / Charge Bands

You must obtain required work codes listed in your Maconomy records and map them to TrafficLIVE. Maconomy can contain multiple work code lists controlled by template jobs, or you can create work code lists uniquely per job. For the integration to work correctly, the work code link to charge codes must exist on all jobs; otherwise, an error occurs if a charge band mapping to a work code that is not assigned to that job within Maconomy.

Best Practice Tip

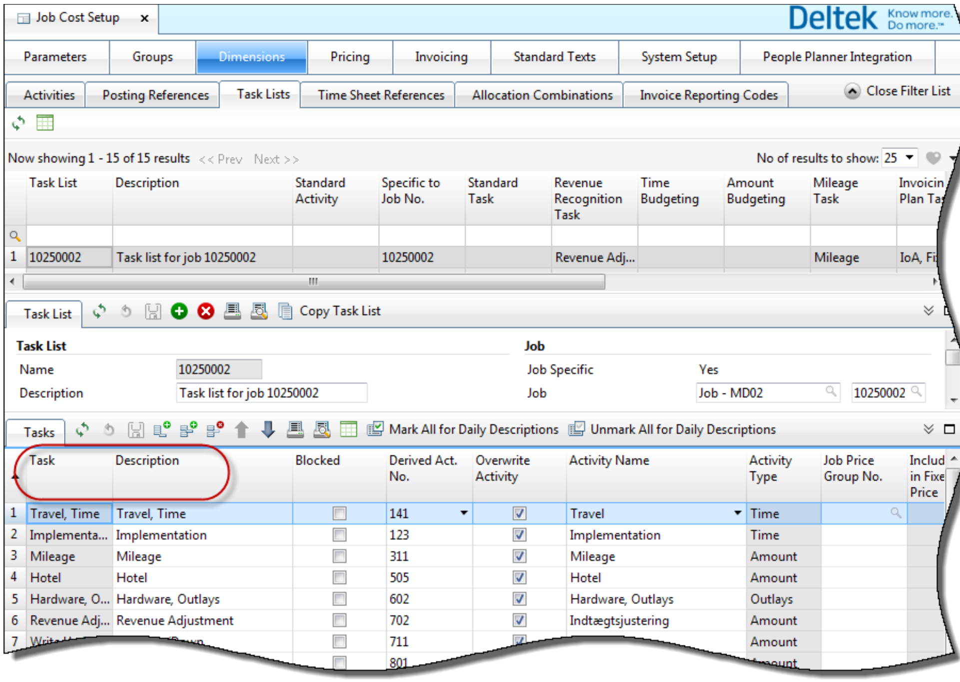
Have a Billable/Non Billable Work Code on all Maconomy Jobs to allow the Charge Bands in TrafficLIVE to map readily. Multiple Charge Bands can link to the same Work Code. Alternatively, have a 1:1 link between TL Charge Bands and Maconomy Work Code.

Note that Charge Bands (code fields) in TrafficLIVE typically resemble Maconomy Employee Categories that are stored on Maconomy Employee. However, there is no sync on this data.

To map work codes, complete the following steps:

1. In Maconomy, click **Setup » Job Cost Setup » Dimensions » Task Lists » Task List » Tasks** (within the Workspace Client).
2. Copy the information from the **Task** and **Description** fields, ensuring that all different tasks from different task lists are covered. Generally, non-billable jobs and billable jobs have differences. Note where the work code can be used—Time / Expense / Purchase Orders as identified by the check boxes against each line.

The following figure shows a template that is used in project creation in Maconomy. Your values and names may be different from those shown here. Enter the task and description information for activities and codes that you use in your Maconomy system into TrafficLIVE as charge bands under the appropriate categories of TIME FEE, PURCHASE, and EXPENSES.



3. In TrafficLIVE, click **Main Menu » Admin » Charge bands**.
4. Select **TIME FEE** in the **Charge Bands** column.
5. Enter the name of the work code/task (or activity, depending on Maconomy setup) in the **Code** field. This is what TrafficLIVE users see when they select charge bands in the Jobs area.
6. Enter the work code/task codes in the **External Code** field. This ensures that the time sheets are matched to the correct time code in Maconomy when time sheets are posted. Users do not see this code when setting up jobs.
7. Populate the **Cost**, **Markup %**, and **Default Rate** columns if you want to see financial information in TrafficLIVE. Be aware that you must then manually maintain the prices to reflect rates in Maconomy. If no financial information is required in TrafficLIVE, then these fields can be blank because these figures are not included in the time sheet synchronization.
8. Along with billable work codes, enter all non-billable work codes (such as holiday, sickness, new business, marketing, and so on) if these activities have separate work codes in Maconomy, and you expect users to make time entries under those types of activities in TrafficLIVE.

Add Maconomy Work Codes to Time Charge Bands in TrafficLIVE

Maconomy work codes referenced in TrafficLIVE are Task Numbers in Maconomy.

To add Maconomy work codes to expense charge bands in TrafficLIVE, complete the following steps:

1. Click **Main Menu » Admin » Charge bands**.
2. Select **EXPENSES** in the **Charge Bands** column.

3. Enter the expense descriptions in the **Code** column.
4. Enter the Maconomy work code in the **Secondary External Code** column. This is required for EXPENSES charge bands.
5. Leave the **Cost**, **Mark up %**, and **Default Rate** columns blank. These populate if there is a default value, but you can overwrite the values as needed, calculating and managing these values when you add expenses to jobs.

Add Maconomy Task Numbers to Purchase Charge Bands in TrafficLIVE

To add Maconomy task numbers to purchase charge bands in TrafficLIVE, complete the following steps:

1. Click **Main Menu » Admin » Charge Bands**.
2. Select **PURCHASE** in the Charge Bands column.
3. Add the Maconomy description to the TrafficLIVE charge band list.
4. Enter the Maconomy task number in the **Secondary External Code** column. This is required for PURCHASES.
5. Leave the **Cost**, **Mark up %**, and **Default Rate** columns blank. You can calculate and manage them when you add expenses to jobs.

Map Maconomy Clients and Suppliers to TrafficLIVE

To synchronize jobs and time sheets between TrafficLIVE and Maconomy, you need the same list of clients in both systems.

If you are synchronizing purchase orders between TrafficLIVE and Maconomy, you need to have the same list of suppliers in both systems. This is not a requirement if you are only synchronizing jobs and time sheets, or expenses. (Expenses do not require a link to a supplier. Maconomy automatically maps the employee supplier record to the expense for payment.)

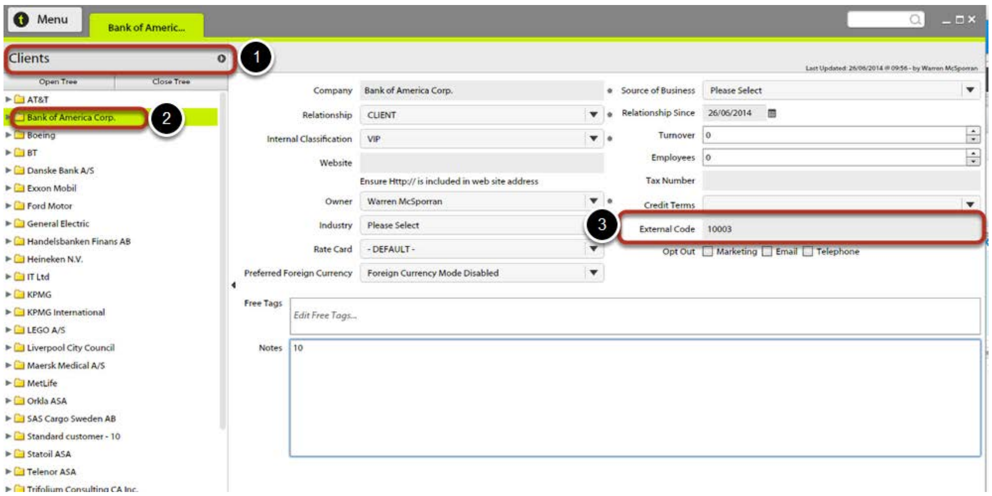
The link in TrafficLIVE for Clients to Maconomy should reference the Client / top level of the Client/Brand/Product structure. The search feature within linking jobs uses the Client ID to show all client numbers that contain that code.

This section assumes that your clients and suppliers already exist in TrafficLIVE and describes details that relate to the Maconomy integration only.

Add a Maconomy Client Number to a TrafficLIVE Client

To add a Maconomy client number to a TrafficLIVE client, complete the following steps:

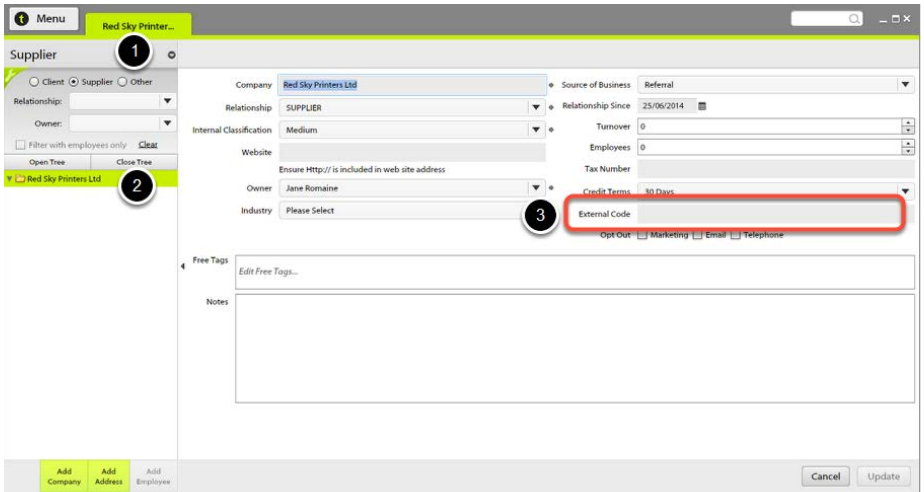
1. Click **Main Menu » Contacts » Contacts**.
2. In the **Clients** pane, select the client to edit. Click the **Edit** button in the bottom-right corner of the screen to enter edit mode.
3. Enter the client name and any additional information, as appropriate to your system's level of detail.
4. In the **External Code** field, enter the code that matches the Maconomy customer number. This is required.
5. Save/Update the data.



Add a Maconomy Vendor Number to a TrafficLIVE Supplier

To add a Maconomy vendor to a TrafficLIVE supplier, complete the following steps:

1. Click **Main Menu » Contacts » Contacts**. You might need to switch from the clients view to the suppliers view, as shown in the figure at the end of this procedure.
2. In the **Supplier** pane, select the supplier to edit. Click the **Edit** button in the bottom-right corner of the screen to enter edit mode.
3. Enter the supplier name and any additional information, as appropriate to your system's level of detail.
4. In the **External Code** field, enter the code that matches the Maconomy vendor number. This is required.
5. Save/Update the data.

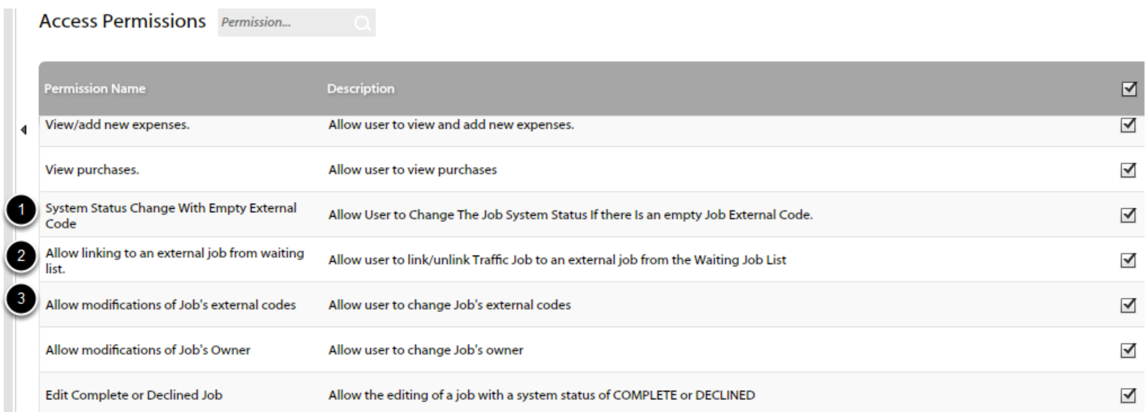

Menu
Red Sky Printer...
Supplier
1
2
3
Client
Supplier
Other
Relationship:
Owner:
Filter with employees only
Clear
Open Tree
Close Tree
Red Sky Printers Ltd
Company
Red Sky Printers Ltd
Relationship
SUPPLIER
Internal Classification
Medium
Website
Ensure Http:// is included in web site address
Owner
Jane Romaine
Industry
Please Select
Source of Business
Referral
Relationship Since
25/06/2014
Turnover
0
Employees
0
Tax Number
Credit Terms
30 Days
External Code
Opt Out
Marketing
Email
Telephone
Free Tags
Edit Free Tags...
Notes
Add Company
Add Address
Add Employee
Cancel
Update

Link a Maconomy Job to TrafficLIVE

You create jobs in Maconomy and then associate them with jobs in TrafficLIVE. You can set certain permissions to prevent a job from entering the workflow until it is associated with Maconomy. This ensures that all work is authorized before it starts.

Before You Begin: Set Permissions

Before you begin, set permissions that govern the Maconomy link (found under the Jobs Permission Category).



Access Permissions Permission...

	Permission Name	Description	☑
	View/add new expenses.	Allow user to view and add new expenses.	☑
	View purchases.	Allow user to view purchases	☑
1	System Status Change With Empty External Code	Allow User to Change The Job System Status If there Is an empty Job External Code.	☑
2	Allow linking to an external job from waiting list.	Allow user to link/unlink Traffic Job to an external job from the Waiting Job List	☑
3	Allow modifications of Job's external codes	Allow user to change Job's external codes	☑
	Allow modifications of Job's Owner	Allow user to change Job's owner	☑
	Edit Complete or Declined Job	Allow the editing of a job with a system status of COMPLETE or DECLINED	☑

When you enable the Maconomy integration and set the permissions correctly, all jobs are created in a draft state, which hides them from the workflow until the job is associated with a job in Maconomy. Just enabling the Maconomy synchronization will not implement this change to TrafficLIVE workflow alone. Individual permissions must also be set.

You set the following permissions *for each user* to control who can link jobs between the two systems within TrafficLIVE.

Be sure to understand your company's access control policy and how it applies to who in your company may have these permissions.

To set these permissions, complete the following steps:

1. **System Status Change With Empty External Code** — Clear this check box for most users to ensure that all new jobs open in DRAFT status. This ensures that no job can go live before it is linked to a Maconomy job. The Maconomy job-linking action populates the External Code field on the job screen with the Maconomy job number. After that is done, users can change the job status to PROGRESS (live). Users for whom this field is selected can make jobs active in TrafficLIVE without any link to a Maconomy job.
2. **Allow linking to an external job from waiting list** — Select this check box to enable a user to perform the linking of jobs between TrafficLIVE and Maconomy. Note that this permission also allows the user to unlink jobs.
3. **Allow modification of Job external codes** — Select this check box if a user needs to change external codes on the job screen in TrafficLIVE. The external codes are what identify a TrafficLIVE job to Maconomy, and are set automatically once the linking step is completed. In normal circumstances, no one should change these codes manually, so this permission is typically only allowed for selected system admin level users, where recovery from a mistake is required.

Link a TrafficLIVE Job to Maconomy

Only those users for whom the permissions that the following section describes can link a TrafficLIVE job to Maconomy.

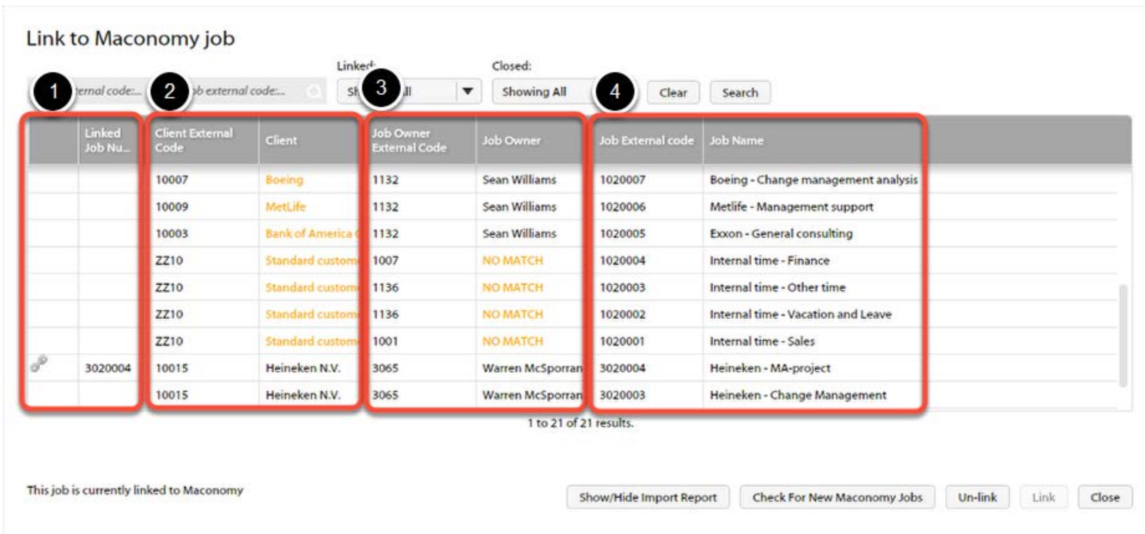
After a job is created, whether by this user or a different user, the authorized user must perform the following steps to link the job to Maconomy.

To link a TrafficLIVE job to Maconomy, complete the following steps:

1. Locate the job.
2. Click **More Actions** at the bottom of the main job screen.
3. **Click Link to Maconomy Job** to display a list of the jobs that exist in Maconomy, as shown in the following figure.

4. Access the list of jobs that have been set up in Maconomy (as illustrated in the preceding figure), as described in the following section. At this point, you can choose a job, link the job to TrafficLIVE, or unlink a job that is currently linked.
   - Search options — The list that you see is automatically filtered to show only jobs that have the client code of the job that you are looking at, and that are unlinked and open. In most cases, this speeds up the process of finding an active job to link. Alternatively, you can change these defaults and search using the Maconomy client number and/or job number.
5. In the results of the search, identify the job that you are looking for and click **Link** to link the job to TrafficLIVE.

The following example shows the results of performing this search with all of the default filters cleared. The numbers correspond to the descriptions that follow the example.



Clearing the filters displays many more results. Values that do not match the current TrafficLIVE job are shown in orange to indicate that those details are not a match between the two systems, which means that you should not link those jobs.

Review the following required matching information:

1. **Linked status** — Jobs should not already be linked. The chain icon indicates that the job is already linked to a job in TrafficLIVE. The next column shows the number of the job to which it is linked.
2. **Client External Code** and **Client** — The external code and client name should be a match for the client for which you opened the job in TrafficLIVE.
3. **Job Owner External Code** and **Job Owner** — The job owner's external code and name should be a match for the job owner of the job in TrafficLIVE.
4. **Job External code** and **Job Name** — This shows the Maconomy job number, which does not yet exist in TrafficLIVE, and the Maconomy job name, which you should replicate.
   - After you have validated the search results, link the jobs.

Any warnings that you see that indicate non-matching criteria **do not** prevent you from performing the linking action.

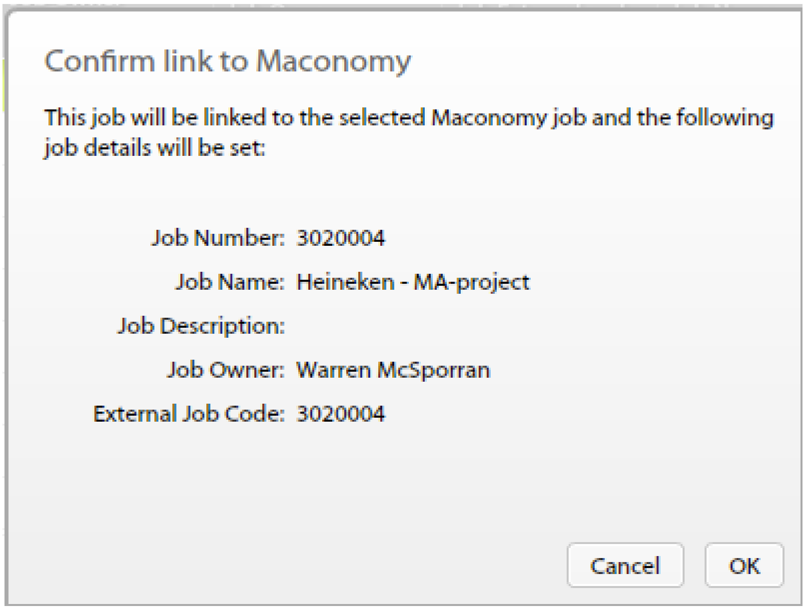
Make your selections carefully. Deltek recommends using the default search criteria as described in the previous section. The defaults are designed to help you make your choice, unless you are searching for a specific mistake that you need to correct.

TrafficLIVE allows many TrafficLIVE jobs to be linked to one common Maconomy job. If needed, a TrafficLIVE job linked to a Maconomy job can be re-linked to a different Maconomy job and it will replace the previous link.

Link the Jobs

To link the jobs, complete the following steps:

1. Click the **Link** button with a Maconomy job highlighted to display the confirmation screen shown in the following figure.
2. Click **OK** to link the jobs.

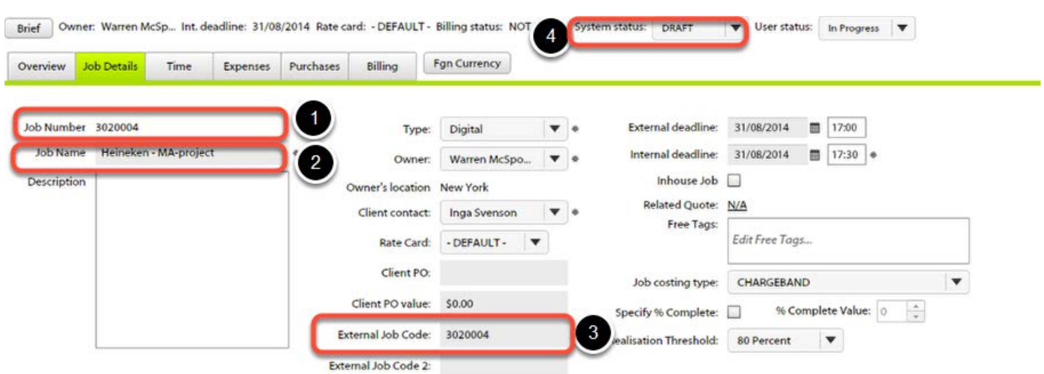


The Result in TrafficLIVE after You Link a Job

After you link the jobs the TrafficLIVE job screen is updated. (Numbers in this list correspond to numbers in the following figure.) Note the following:

1. The TrafficLIVE default job number is replaced by the Maconomy job number.
2. The job name is replaced by the Maconomy job name.
3. The Maconomy job number appears in the **External Job Code** field.
4. The job owner is replaced by the Maconomy job owner
5. The job status is unlocked, and users can change it from DRAFT to PROGRESS.

Users must change this field manually.



Note that the act of linking jobs does not automatically change the job status to PROGRESS; it just unlocks the field. You must remember that you are responsible for changing the value when you are ready, because jobs with a status of DRAFT do not appear in workflows.

Enable Expense Integration

Before you can synchronize expenses with Maconomy, you must set up the details.

To set up the process of synchronizing TrafficLIVE expenses with Maconomy, complete the following step:

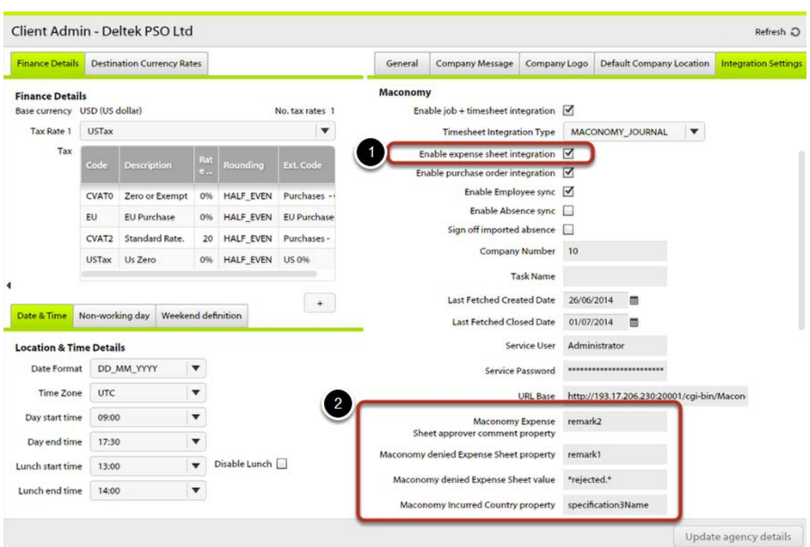
1. Select the **Enable expense sheet integration** check box in the **Maconomy** pane.

Optional Steps

Depending on how your Maconomy system is set up or extended, you might also need to ensure that the values of several other fields match in TrafficLIVE and Maconomy:

- Maconomy Expense Sheet approver comment property — This option allows you to synchronize Expense Sheet approver comments between Maconomy and TrafficLIVE.
- Maconomy denied Expense Sheet property — This option synchronizes Expense Sheet rejection status.
- Maconomy denied Expense Sheet value — This option synchronizes Expense Sheet rejection status.

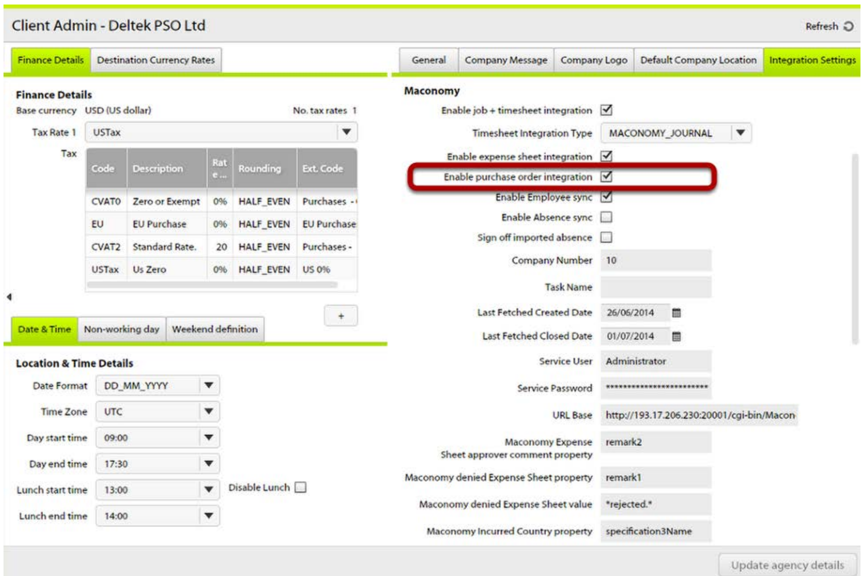
Check with your Maconomy installation contact at Deltek to determine if you must set these fields.



Enable Purchase Order Integration

To enable the purchase order integration, complete the following steps:

1. Click **Admin » Company Management » Integration settings**.
2. Select the **Enable purchase order integration** check box in the **Maconomy** pane in the TrafficLIVE Client Admin window.



This enables you to create purchase orders in TrafficLIVE and submit them to Maconomy for approval. This description assumes that you know how to create purchase orders.

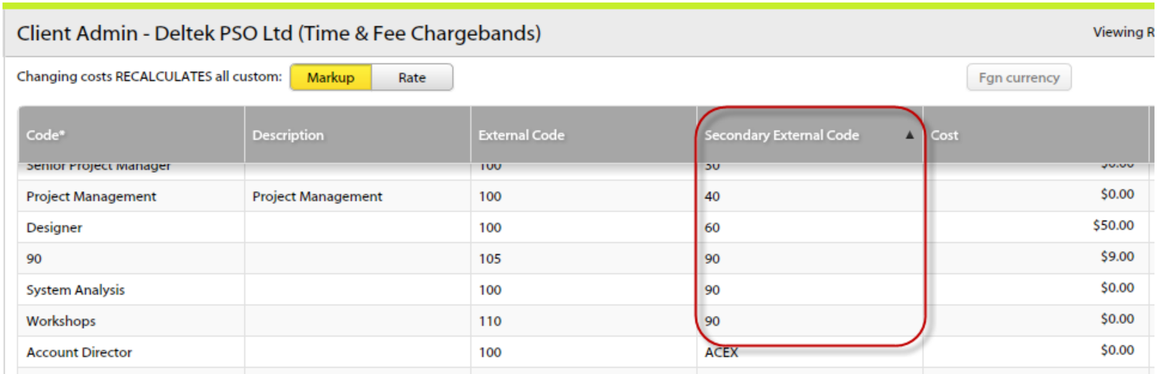
3. After you create and save the purchase order, click **the Export to Maconomy** button. The purchase order may need to be approved in Maconomy, depending on the Maconomy setup rules.

Enable Budgets Integration

Before sending or importing budgets to Maconomy, make sure that you have an access rights to do so by selecting the 'Sent Budget to Maconomy' checkbox under Integration permission.

Permission Name	Description	☐
Integrations		☐
Send Budget to Maconomy	Allows a user to send a job from TrafficLIVE to Maconomy creating a budget, or a budget revision.	☑

Another setup to look for is TrafficLIVE's **Secondary External Code**. This must match Maconomy's **Employee Category No**. Note that this is not a required field but you will get an error if both systems does not have same setup.

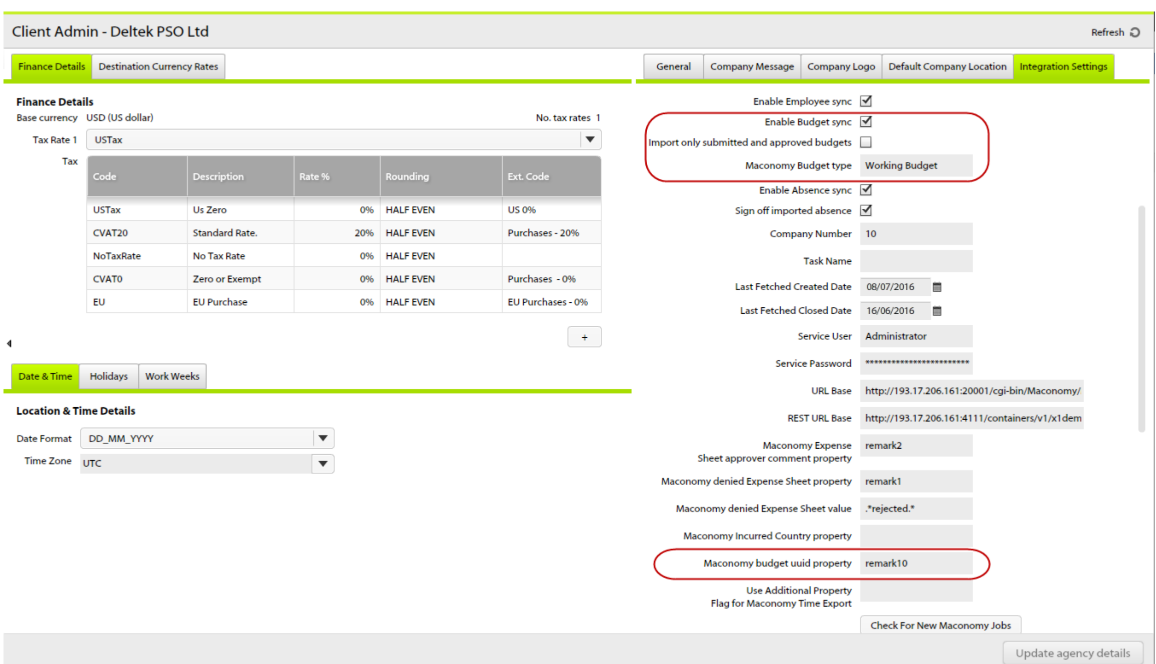


To setup the process of syncing Maconomy-Traffic budgets, you must setup the following details.

1. Select the **Enable Budget sync** checkbox in the Maconomy Pane.
2. Complete the **Maconomy Budget Type** field. You may verify this field to your consultant.
3. Complete the **Maconomy budget uuid property** field as ‘remark10’.

Optional Step

Depending on how you want to import budgets from Maconomy. You may opt to select **Import only submitted and approved budgets** checkbox if you want to import only those approved and submitted budgets in Maconomy.



Initial Synchronization

After technical setup is finished, Maconomy codes are mapped to TrafficLIVE, and additional setup is complete, perform the initial synchronization.

To perform the initial synchronization, complete the following steps:

1. Click **Menu » Admin » Configure Company Details » Integration Settings**.
2. Select the date for the **Last Fetched Created Date** field. This is the initial date from which you want to include jobs from Maconomy.
3. Click **Check For New Maconomy Jobs**.

   A list of jobs appears. This can take some time, depending on data volume and the date range that you provided. This list includes closed jobs in Maconomy.
4. Select the date for the **Last Fetched Closed Date** field. For initial synchronization, use the same date as in Step 2.
5. Click **Sync Closed Maconomy Jobs**. This can also take some time, depending upon the volume of data.

Deltek Best Practice: Run this function at night, to reduce performance impact during business hours.

Error Messages

On the first synchronization you might see a series of error messages. This occurs because the search returns results for closed jobs that might include jobs that were created outside of the job synchronization date that not have been loaded into TrafficLIVE, and so are not recognized. You can ignore these error messages during the initial synchronization.

Routine Procedures

Routine Synchronizations

During routine synchronizations, you must perform the standard TrafficLIVE to Maconomy synchronization, then identify and correct errors.

TrafficLIVE to Maconomy Synchronization

After the initial synchronization, use the **Sync Closed Maconomy Jobs** button to synchronize closed jobs on a regular basis.

To perform regular synchronization of Maconomy and TrafficLIVE, complete the following steps:

1. Click **Menu » Admin » Configure Company Details » Integration Settings**.
2. Click **Sync Closed Maconomy Jobs**. This can take some time, depending upon the volume of data.

Flag and Correct Errors – Employee/User Comparison

Correct flagged errors as part of the employee synchronization. In addition to completing this step at the start of your synchronization, you should aim to repeat it regularly, as and when employees change within the business.

The “compare records” functionality gives you information about employee data that you need to correct, but you will still need to manually update employee records if data is found that does not match.

To flag and correct errors, complete the following steps:

1. Click **Menu » Admin » Company Management » Configure Company Details » Integration Settings**.
2. Click **Compare Employees**.

   A list of filters is displayed so that you can easily categorize information to correct any errors.
3. If the comparison has not been done for some time, click **Load Employees from Maconomy** to update the list with current employee data in Maconomy
4. Use the check boxes across the top to filter the results in the following ways:
   - **Matching records** — Select this check box to ensure that employee information matches in each system.

     Use this list to review each user's name, e-mail address, external code, and account status (live or not) in both systems. Note discrepancies and update in TrafficLIVE or Maconomy as needed.
   - **Missing in TL** — Select this check box to list employees for whom the search finds an account in Maconomy but not in TrafficLIVE.

     Use this list to create needed accounts in TrafficLIVE.
   - **Missing in Maconomy** — Select this check box to list employees for whom the search found an account in TrafficLIVE, but not in Maconomy.

Use this list to create needed employee accounts in Maconomy or update TrafficLIVE resources with Maconomy employee IDs if they are already created.

- **Different properties** — Select this check box to display records that are synchronized between the two systems, but for which some discrepancies exist.

If the external code fields do not match, the results appear in one of the "Missing" searches, rather than the "Different properties" search, because having different codes means that the records are not linked at all.

5. Click **Export** after selecting the filter(s) above to obtain a list of records to check for inconsistencies and / or errors.

   You can export the results of any search to a .csv file. You can select more than one of the filters at a time for further comparison types, and export mixed types of search results on the same output.

6. Use this data in these comparisons to flag necessary corrections, and make the corrections elsewhere, as needed.

Typically the exported list is used to identify employee records in TrafficLIVE that do not have the appropriate Maconomy employee codes. You can align the employee records by following the steps detailed in Synchronize New Users / Employees.

Synchronize Changes to Existing Employees

After you synchronize a TrafficLIVE employee record with a Maconomy employee record there typically is little reason to update it. However, if you already populated your TrafficLIVE with users and need to link them to Maconomy manually, or if you need to correct or update some personal details for a user, perform the "Link to Maconomy" steps again.

To change or correct linking details, complete the following steps:

1. Click **Menu » Admin » Company Management**.
2. If you know the user to modify, select the user. Otherwise, select a department and click **Add User**. A blank new user screen is displayed.
3. Click **Link to Maconomy**. A search dialog box displays a list of Maconomy employees.

   The default search limits the results to show only Maconomy employees who are not linked to TrafficLIVE **and** are active in Maconomy.

4. Locate and select the **same** employee/user in Maconomy as you have selected in TrafficLIVE.
5. Click **Link** to update/replace the TrafficLIVE information for that user with the information from Maconomy.
6. Locate a **different** user in Maconomy from the one that you have selected in TrafficLIVE.
7. Click the **Link** button to update/replace the TrafficLIVE information for that user with the information from Maconomy. This step is necessarily to automatically break any previous link.
8. Confirm the new linking details and click **OK** to complete the update.

Time Sheets

Post Time to Maconomy

Time is posted to Maconomy on demand. The time that it takes to submit time entries depends on the volume of time entries that you are submitting.

The transfer of data should be immediate, and you receive an error message in TrafficLIVE (after performing the synchronization) if any time entries cannot be posted. The reasons for errors are described in Section 3: Common Errors. Entries that fail continue to be retried upon each submission, so as soon as you resolve the underlying issue, the entries are successfully posted on the next attempt.

Export Time to Maconomy

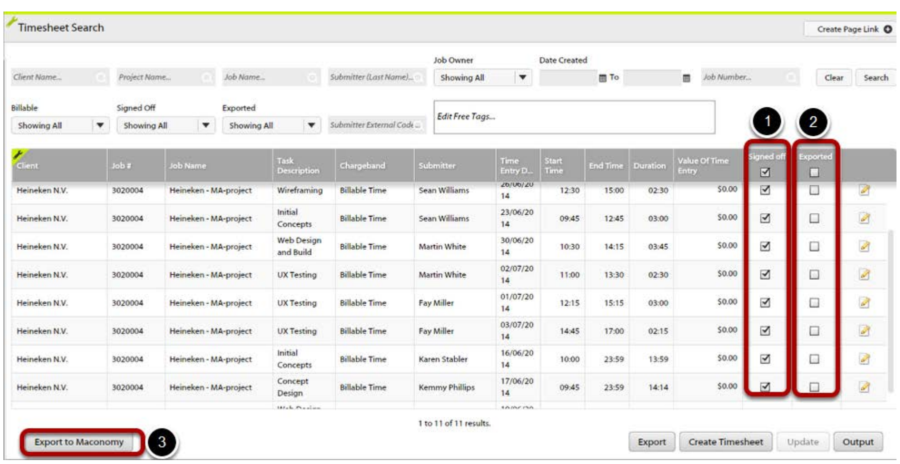
You run the Maconomy export from the Timesheet Search screen. You access that screen by clicking **Main Menu » Manage Agency » Timesheet Search**. The following figure shows a sample screen of results. This example has had some of the non-essential columns removed for simplicity, so your view may differ (you can customize the columns in your view by using the [wrench] icon).

To export time to Maconomy, complete the following steps:

1. Verify that all time sheets are flagged as signed-off by a check mark in the Signed off field. Time sheets that are not signed off are not exported. Signing off time entries is an action that is not unique to the Maconomy integration. This procedure assumes that there are regulations in place within your business to manage time sheet sign-off.

   Time sheets that are flagged as exported by a check mark in the Exported field are not exported to Maconomy. This prevents the export of duplicate data.

2. Click **Export to Maconomy** to perform synchronization. Note that performing a date range, user, client, or any other search here does not constrain the export to a specific set of results. All entries that meet the validation criteria are posted, whether or not they are visible on the screen.



Review the Results

After you confirm that the synchronization action should run, its results are displayed to you. In the following figure, two time sheets failed to post.

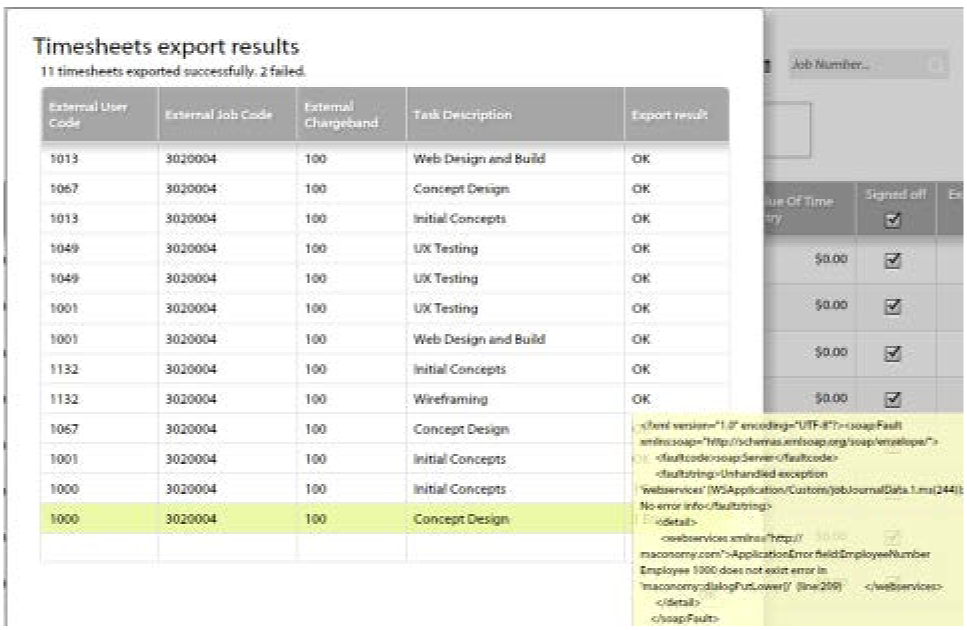
Timesheets export results

11 timesheets exported successfully. 2 failed.

External User Code	External Job Code	External Chargeband	Task Description	Export result
1013	3020004	100	Web Design and Build	OK
1067	3020004	100	Concept Design	OK
1013	3020004	100	Initial Concepts	OK
1049	3020004	100	UX Testing	OK
1049	3020004	100	UX Testing	OK
1001	3020004	100	UX Testing	OK
1001	3020004	100	Web Design and Build	OK
1132	3020004	100	Initial Concepts	OK
1132	3020004	100	Wireframing	OK
1067	3020004	100	Concept Design	OK
1001	3020004	100	Initial Concepts	OK
1000	3020004	100	Initial Concepts	1 Error
1000	3020004	100	Concept Design	1 Error

OK

Hover over an error to display an explanation of what happened.



The error text explains that the employee number 1000 does not exist in Maconomy; as a result, the time sheet failed to post.

Identify Errors

There is a range of possible errors.

- **Maconomy Job is Closed** — You must reopen the job or get the time posted to the correct job.
- **Maconomy Job is Locked For Time** — You must remove the lock (ask the user who is accessing the job to close the job in Maconomy).

- **Staff Member not Recognized by Maconomy** — Either you added a staff member to TrafficLIVE, but did not add him or her to Maconomy, or the employee details (name and external code number) do not match.
- **The Job Number is not Recognized** — This is not a common error because the initial job-linking step automatically synchronizes job number details between the two systems. However, those details might have been edited manually after the jobs were linked, or the jobs might have been unlinked.
- **The Task Code (T100 and so on) is not Recognized by Maconomy** — You used charge bands on tasks in your job that have incorrect or missing Maconomy time codes. Check what work codes/task codes are accepted in Maconomy for the job in question and either adjust the Maconomy setup to include the task or edit the time sheet to use a valid charge code that maps to a task code for the job in question.

Each time that you try to post time, all unsubmitted entries are retried. If you have made corrections, those entries post correctly. While they remain unposted, they appear in the Timesheet Search screen as NOT exported. You can also add a column to the grid view to show the last error message (as shown in the figure in the following section).

View Time in Maconomy

Time appears in Maconomy against the job and task code as shown in the following figure.

Depending on how you set up your Maconomy system, employees typically should not need to submit their time sheets again, nor should you need to follow any other approval process. Remember that time sheets that you post from TrafficLIVE arrive in Maconomy as already approved.

If your TrafficLIVE setting is to post time to time sheets, time sheets are created. If your TrafficLIVE setting is for job journals, time sheets are not created, and instead entries in the project or job registry are created directly. All job-related entries always end up on the Maconomy Job Card.

To view time in Maconomy, complete the following step:

1. Click **Jobs » Home » Job Card** (within the Workspace Client).

Time Entry Reallocation

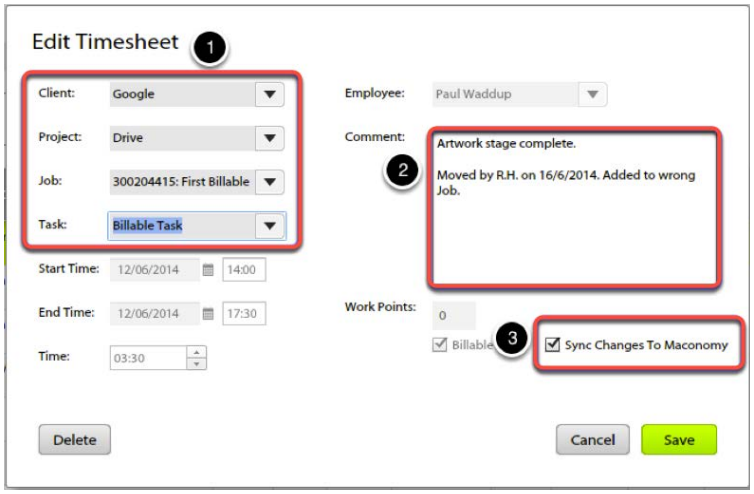
This feature increases the control of and security for the ability to edit time sheets **after** you export them to Maconomy.

This section assumes that you are already familiar with exporting time sheets from TrafficLIVE to Maconomy, and that you know how to enter edit mode for a time sheet entry in TrafficLIVE.

Edit a Time Sheet after Export to Maconomy

After you export a time sheet to Maconomy, you are warned if you try to edit the time sheet.

- If your setup is to send time to a job journal, you can only edit certain attributes of the time sheet entry: **Client**, **Project**, **Job**, and **Task**. You cannot edit a user's identity, the date, or the time span of the time sheet. If your setup is to send time to time sheets, you can change **Date** and **Duration** as well.
- You can edit the **Comment** field to add an explanation to the notes area (with the potential of replacing or adding to any previous notes).
- You must select the **Synch Changes To Maconomy** check box so that any changes that you make are reproduced in Maconomy when you save the data in this window. You do not need to re-export the time sheet to Maconomy.

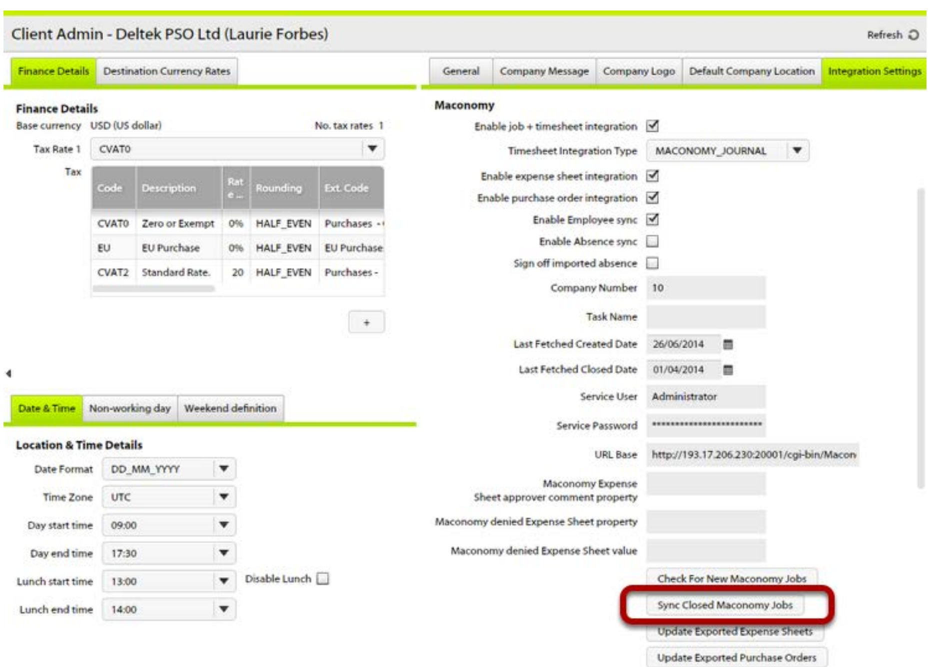


Synchronize Closed Jobs

Although job owners may be closing their jobs manually in TrafficLIVE at their own discretion, you can regularly synchronize all jobs that are closed in Maconomy with their related jobs in TrafficLIVE.

To synchronize jobs that are closed in Maconomy with their related jobs in TrafficLIVE, complete the following steps:

1. Click **Main Menu » Configure Company Details » Integration Settings**.
2. Click **Sync Closed Maconomy Jobs**.



Note that the **Synch Closed Maconomy Jobs** function is in the TrafficLIVE administrator area. The permission to perform this is intended for high-level administrative/finance users who perform the synchronization as part of their general housekeeping to ensure that TrafficLIVE jobs are kept synchronized with Maconomy, even if individual job owners do not keep them up to date.

When you click **Sync Closed Maconomy Jobs**, both TrafficLIVE and Maconomy are polled. If the poll finds jobs that are closed in Maconomy but open in TrafficLIVE, those jobs' statuses are changed to completed in TrafficLIVE.

A window displays the results of the synchronization; it shows the client number, job number, and job owner number (employee code) for all jobs that the poll found in TrafficLIVE and closed.

Expenses

Send TrafficLIVE Expenses to Maconomy

You can allow your employees to log expenses against jobs in TrafficLIVE and then post them to Maconomy for approval. This status is then fed back to TrafficLIVE to help job owners manage this information against their jobs more efficiently.

Members of your staff are responsible for submitting their own expense sheets from TrafficLIVE.

Submit an Expense Sheet for Maconomy Approval

This description assumes that you know how to create an expense sheet in TrafficLIVE. To ensure that the expense sheet is successfully transferred from TrafficLIVE to Maconomy, verify the following:

To ensure that the expense sheet is successfully transferred from TrafficLIVE to Maconomy, complete the following steps:

1. Verify that both the “user” and the “approver” staff names must be linked between the two systems.
2. Add the expenses to jobs that are linked between the two systems.
3. Verify that the expenses themselves have task/work codes that are linked between the two systems.
4. Verify that tax rates are linked between the two systems.

   You complete the linking of these settings during the initial synchronization between TrafficLIVE and Maconomy, so in the submission of expenses you should not need to do any additional configuration. Each user submits his or her individual expense sheets to Maconomy from an Expense Sheet view.
5. Click the **Export to Maconomy** button to send the data to Maconomy.

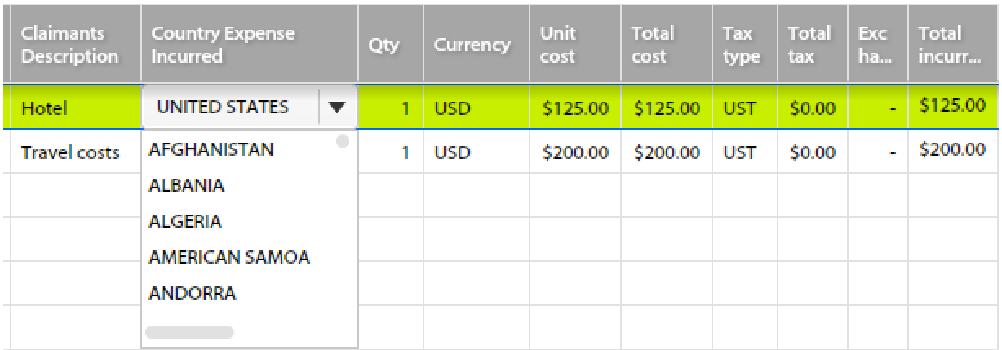
You are responsible for managing the frequency, client, and range of items on expense sheets that you export from TrafficLIVE to Maconomy. For example, your manager might request that you submit one sheet per month, one sheet per job, or one sheet per approver. Refer to your internal business policy on expenses for guidance.

Submit an Expense Sheet in a Foreign Currency

As part of the regular expense sheet functions, you can submit expenses that occur in countries and currencies outside of your home country. Your internal business guidelines should tell you whether you are required to submit expenses in foreign currencies where applicable, or whether you are required to submit all expenses in your home currency.

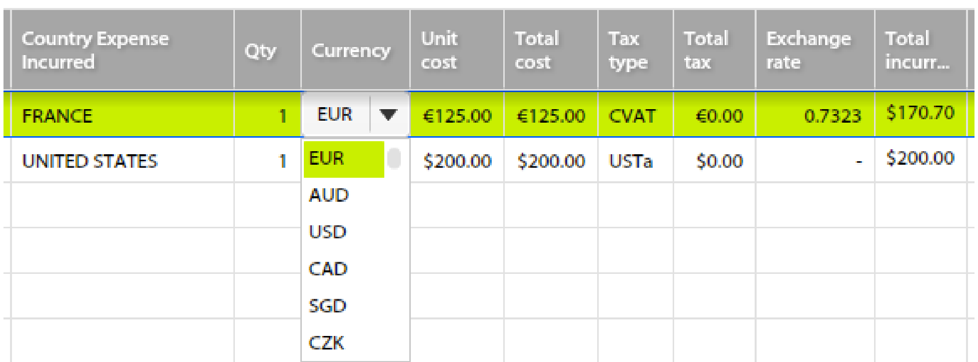
To submit an expense sheet in foreign currency, complete the following steps:

1. Select the country in which you incurred the expense from the drop-down list in the **Country Expense Incurred** field, as the following figure illustrates.



Claimants Description	Country Expense Incurred	Qty	Currency	Unit cost	Total cost	Tax type	Total tax	Exc ha...	Total incurr...
Hotel	UNITED STATES	1	USD	$125.00	$125.00	UST	$0.00	-	$125.00
Travel costs	AFGHANISTAN	1	USD	$200.00	$200.00	UST	$0.00	-	$200.00
	ALBANIA								
	ALGERIA								
	AMERICAN SAMOA								
	ANDORRA								

2. Select the other currency from the drop-down list in the **Currency** field.

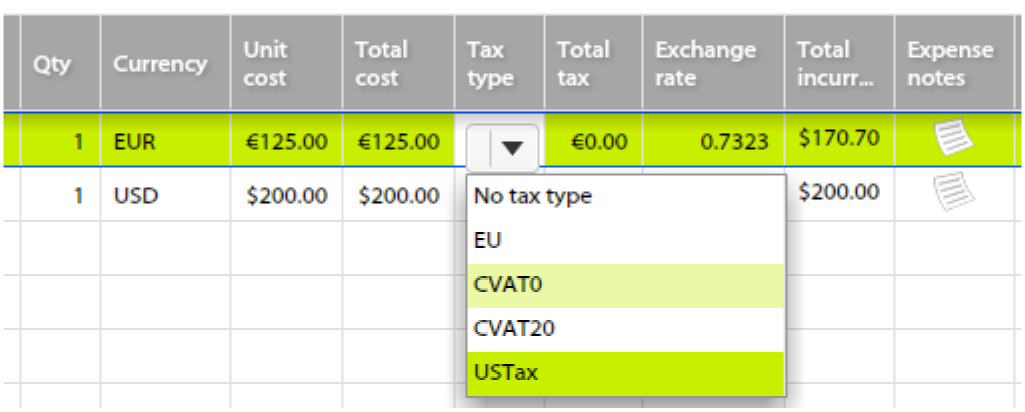


Country Expense Incurred	Qty	Currency	Unit cost	Total cost	Tax type	Total tax	Exchange rate	Total incurr...
FRANCE	1	EUR	€125.00	€125.00	CVAT	€0.00	0.7323	$170.70
UNITED STATES	1	EUR	$200.00	$200.00	USTa	$0.00	-	$200.00
		AUD						
		USD						
		CAD						
		SGD						
		CZK						

3. Enter the expense amounts in the foreign currency.

   The current exchange rate is displayed. TrafficLIVE uses this exchange rate to calculate the amount in your base currency. The exchange rate is usually the rate that you incurred (for example, on your credit card), but you should follow the guidance from within your business.

4. Check or change the tax rate if required. Follow the guidance from within your business.



Qty	Currency	Unit cost	Total cost	Tax type	Total tax	Exchange rate	Total incurr...	Expense notes
1	EUR	€125.00	€125.00		€0.00	0.7323	$170.70	
1	USD	$200.00	$200.00	No tax type			$200.00	
				EU				
				CVAT0				
				CVAT20				
				USTax				

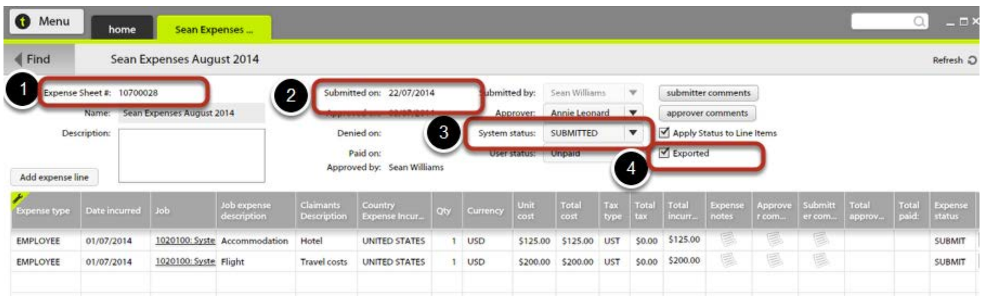
5. Save the changes.

6. Export to Maconomy.

TrafficLIVE View of Exported Expense Sheets

When you successfully export expenses to Maconomy, the following changes happen, as shown in the following figure:

1. The TrafficLIVE expense sheet is updated with an expense sheet number from Maconomy in the **Expense Sheet #** field.
2. The **Submitted on** field value is set to the date of the export.
3. The value of the **System status** field changes to SUBMITTED.
4. The **Exported** check box is selected.

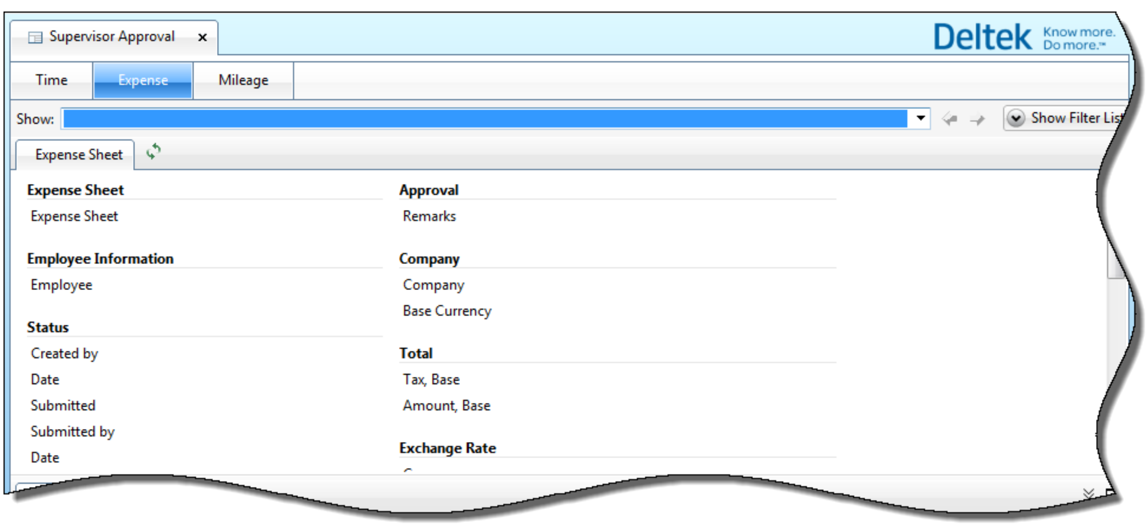


Approve an Expense Sheet in Maconomy

You can approve expense sheets in Maconomy, following your Maconomy expense approval procedures. You can also reject expenses within Maconomy that have been submitted via TrafficLIVE.

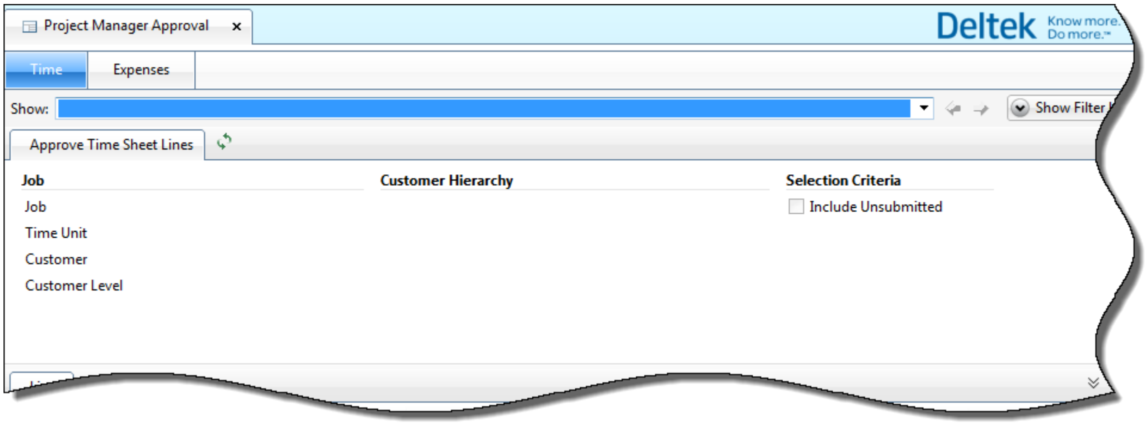
Supervisors

Click **Time & Expenses » Supervisor Approval » Expense**.



Project Managers

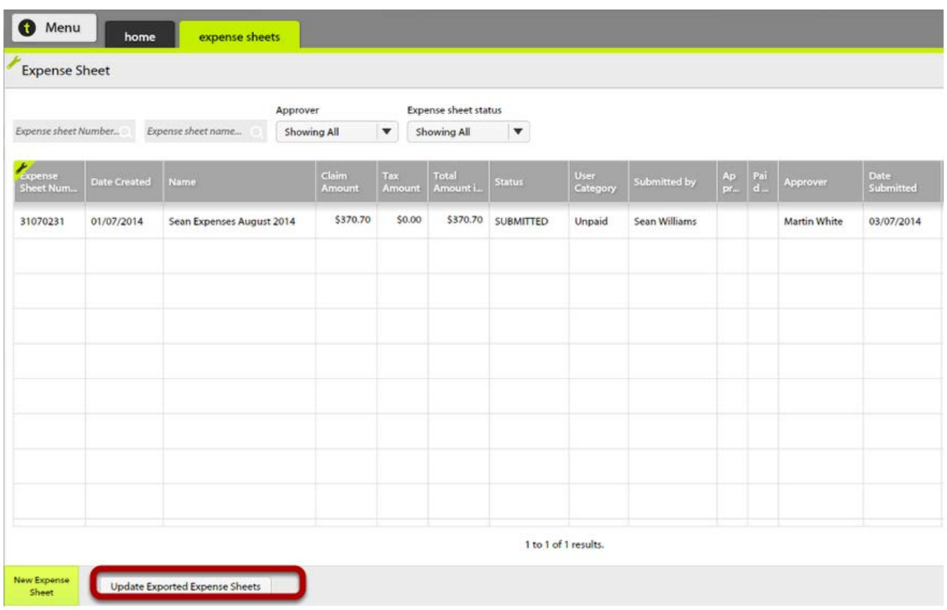
Click **Time & Expenses » Project Manager Approval » Expense**.



Update Exported Expense Sheets in TrafficLIVE

To update all submitted expense sheets, complete the following steps:

1. Click **Main Menu » Manage Studio » Expense Sheet** view.
2. Click **Update Exported Expense Sheets** to synchronize information between the two systems.



After a few seconds the results are displayed.

Any errors that the synchronization process encounters are displayed. The error messages are the same as those that you would see if the error occurred directly in Maconomy. The synchronization process returns the entire error string because you need the complete context to understand the issue. In most cases you need to correct the issue in Maconomy. For example, if the job was closed, you cannot submit the expenses.

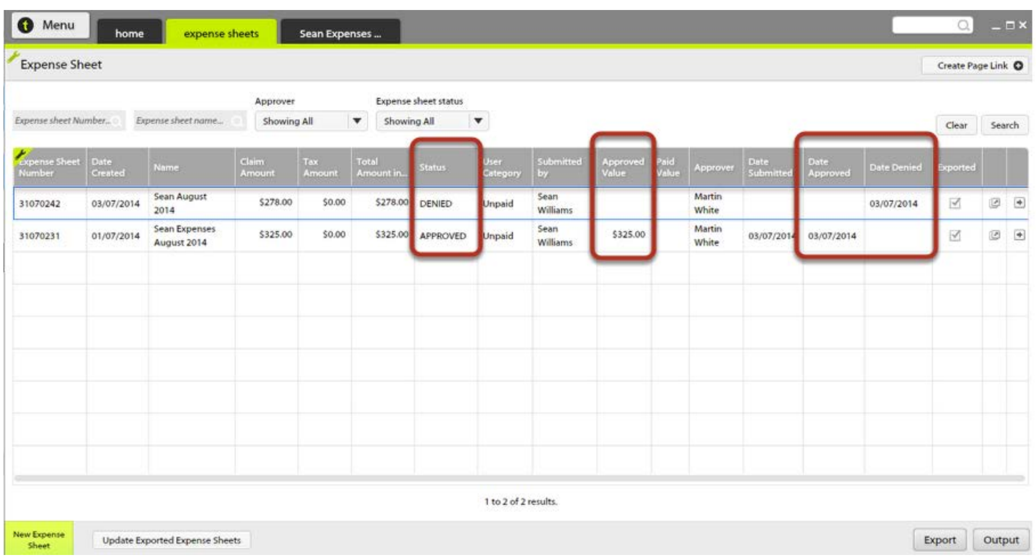
If another user is viewing the corresponding expense sheet in Maconomy, the update process hangs.

TrafficLIVE View of Updated Expense Sheets

Updated expense sheets show either DENIED or APPROVED in the **Status** field, approved expense amounts in the **Approved Value** field, and the dates in either the **Date Approved** or **Date Denied** field, as appropriate.

In TrafficLIVE the approved expenses stay recorded on the job against which they were logged. Denied expenses are removed from the job; thus, they do not count as job costs.

You can resubmit denied expenses for approval. If they are approved, they reappear on the job as a cost.



Purchase Orders

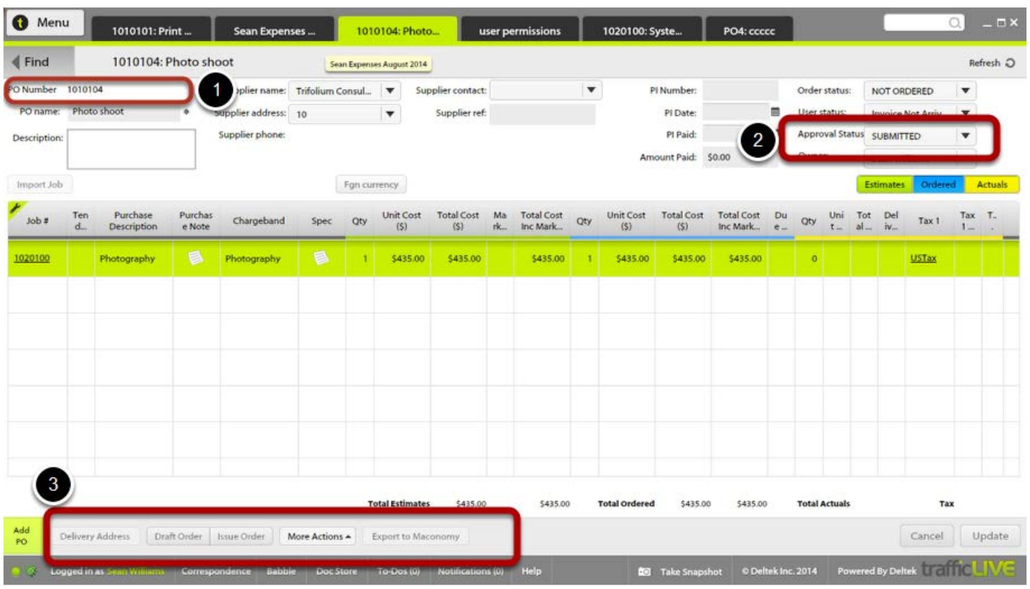
Send TrafficLIVE Purchase Orders to Maconomy

The synchronization between TrafficLIVE and Maconomy requires that you enable purchase order integration.

View a Purchase Order after You Submit (Export) it to Maconomy

When you successfully submit/export a purchase order to Maconomy, the following occur:

1. In the **PO Number** field, the Maconomy number replaces the one that TrafficLIVE generated.
2. In the **Approval Status** field, the status of the purchase order changes to SUBMITTED.
3. Several features that typically enable you to change the purchase order are disabled (grayed out), including the amounts of each line item, the status menus, and the buttons at the bottom of the screen. The financial values of all line items remain locked; you must make any changes by synchronizing with Maconomy.



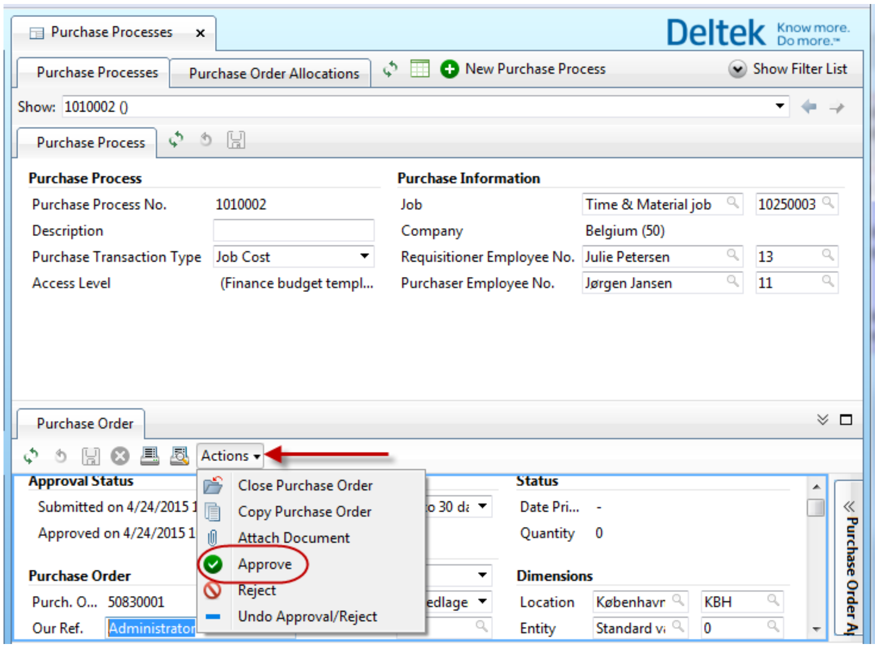
Approve the Purchase Order in Maconomy

The following figure shows an example of a purchase order that has been submitted from TrafficLIVE to Maconomy. The appropriate user should now approve the purchase order in Maconomy, according to your organization's procedures.

To approve the purchase order in Maconomy, complete the following step:

1. Click **Accounts Payable » Purchase Processes » Purchase Processes » Purchase Order**.

This action becomes available only after you have used the **Submit Purchase Order** action.



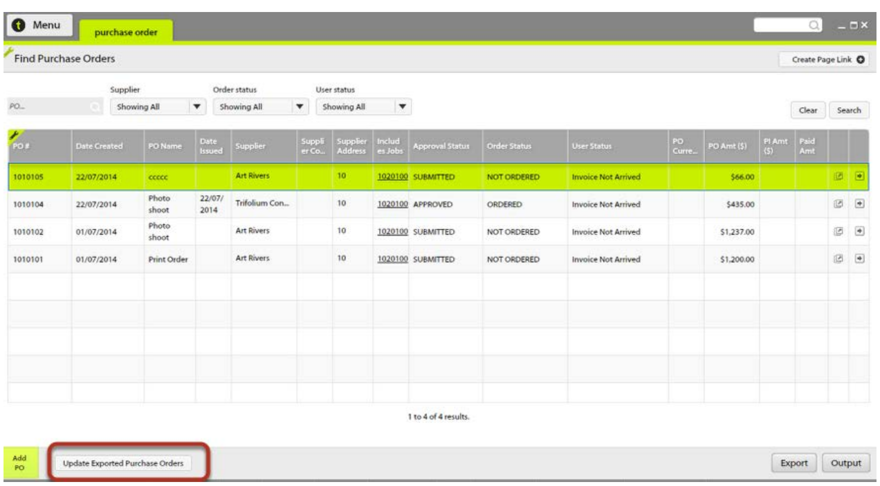
Update the Purchase Order Status in TrafficLIVE

You can synchronize purchase orders between TrafficLIVE and Maconomy as needed or at regular intervals, so that purchase orders that have been approved in Maconomy are also updated in TrafficLIVE.

To synchronize purchase orders between the systems, complete the following steps:

1. Click **Main Menu » Purchasing » Purchase Order**.
2. Click the **Update Exported Purchase Orders** button at the bottom of the window.

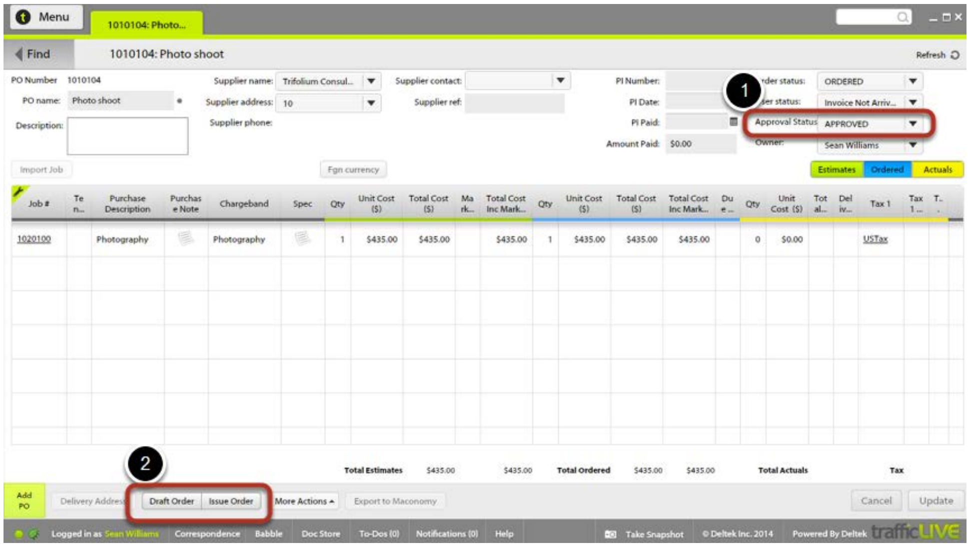
   This synchronizes purchase order settings between the two systems.



When the synchronization completes successfully, the following occurs:

1. The **Approval Status** fields for purchase orders that have been approved in Maconomy are set to APPROVED in TrafficLIVE.

2. The **Draft Order** and **Issue Order** buttons are enables so that you can issue the approved purchase orders to suppliers. Financial details are still locked.



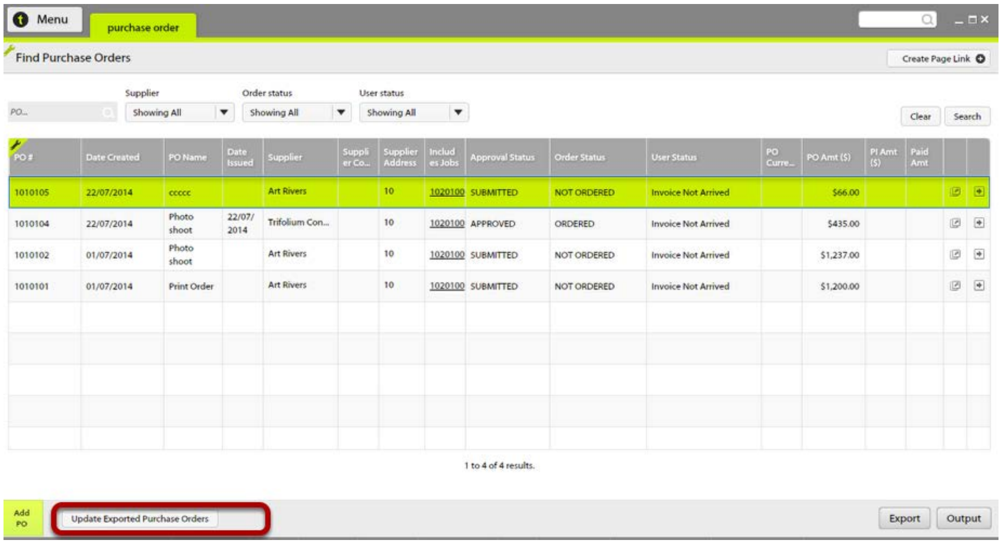
Update Invoice Amounts Added to Purchase Orders in Maconomy in TrafficLIVE

When you receive a supplier invoice, you should process this in Maconomy according to your existing internal procedures. After this is complete, you can synchronize the updated information to your purchase orders in TrafficLIVE by using the Sync PO Function.

Update TrafficLIVE Purchase Orders

To update TrafficLIVE purchase orders, complete the following steps:

1. Click **Main Menu » Purchasing » Purchase Order**.
2. Click the **Update Exported Purchase Orders** button to return the latest Maconomy changes.

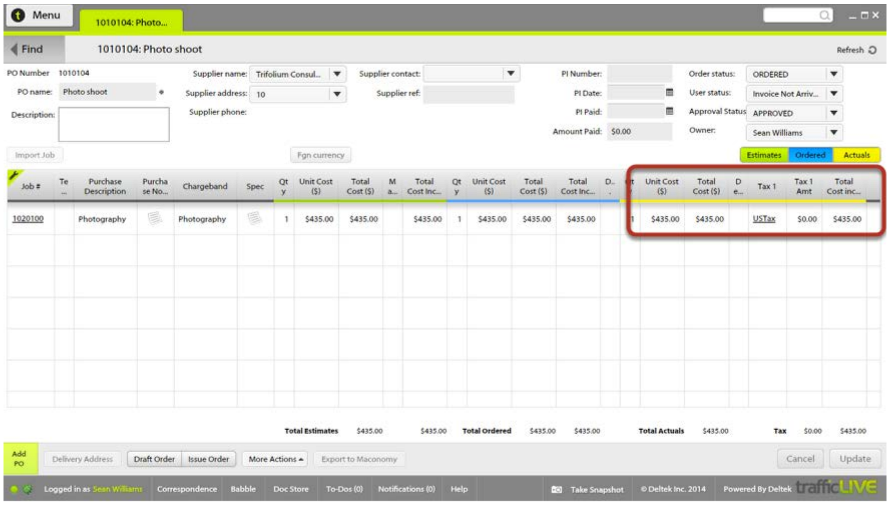


View the Updated TrafficLIVE Purchase Order with Invoice Details

If you have processed the supplier invoice details in Maconomy, the corresponding purchase orders are also updated in TrafficLIVE.

Actual figures are added to the actuals columns on the purchase order screen.

Financial values remain locked for editing manually.



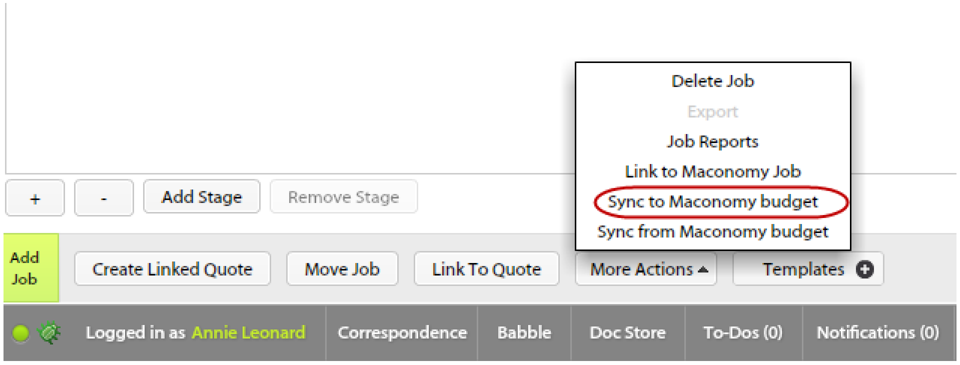
Budgets

Sync To Maconomy Budget

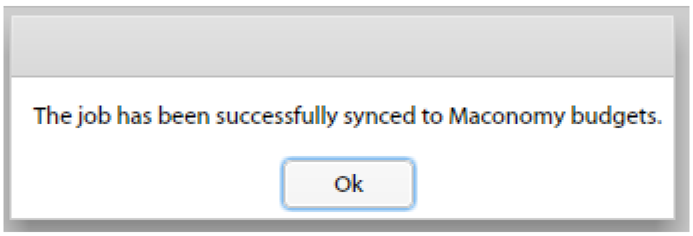
This allows you to send TrafficLIVE's Job estimates (including expense and purchase lines) to Maconomy so that both system have the same budget per job. This is done **after** linking job/chargeband(task list) between TrafficLIVE and Maconomy.

To perfrom syc to Maconomy budget, complete the following steps:

1. Sync the job in both TrafficLIVE and Maconomy systems.
2. In TrafficLIVE, add Time/Expense/Purchase line items. Make sure that chargeband used in line items matched with Maconomy's Task List/Work Code. You can also add/insert stages.
3. Save the changes.
4. Click **More Action » Sync To Maconomy Budget**.



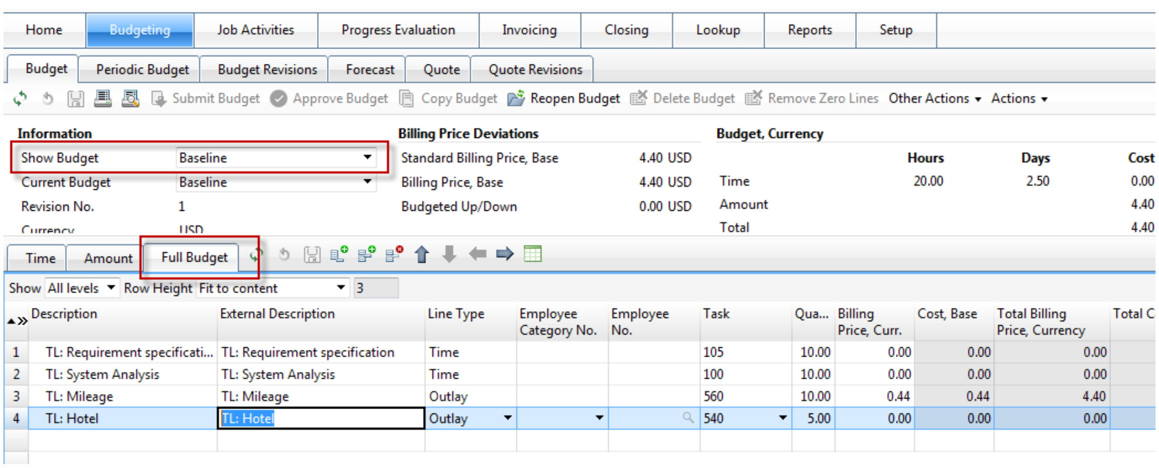
5. Verify that the sync is successful when prompted with this message.



View estimates in Maconomy

To view Job estimates in Maconomy, complete the following step:

1. Click **Jobs >> Home >>Budgeting >> Full Budget.**



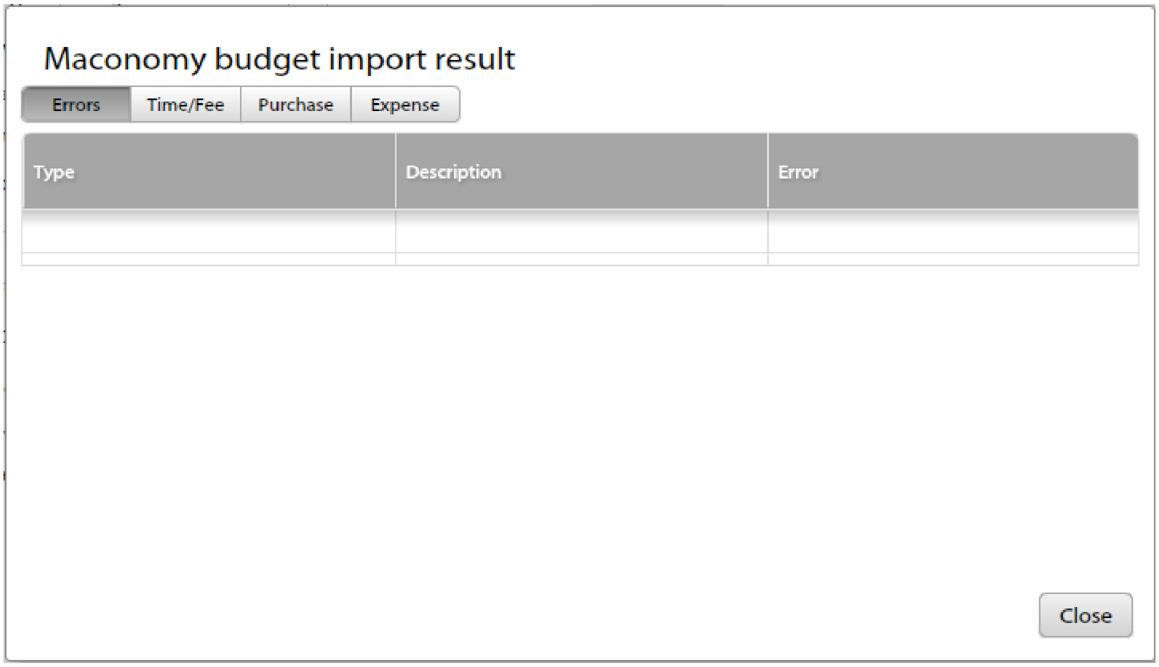
Sync From Maconomy Budget

This allows you to send import Maconomy budget in TrafficLIVE so that both system have the same budget per job. This is done **after** linking job/chargeband(task list) between TrafficLIVE and Maconomy.

To sync from the Maconomy budget, complete the following steps:

1. Sync the job in both TrafficLIVE and Maconomy systems.
2. Click **More Action » Sync From Maconomy Budget**.

A dialog showing the result of the import is displayed. Importing includes tasks structure, chargeband, Purchase Order and Expense details.



This dialog shows which line items are correctly imported from Maconomy and which are not.

The **Errors** tab displays the error encountered while importing the budget. The **Time/Fee**, **Purchase** and **Expense** tabs each have a Sync Result column that displays a check mark if line items are correctly imported, or an error icon if there is a problem.

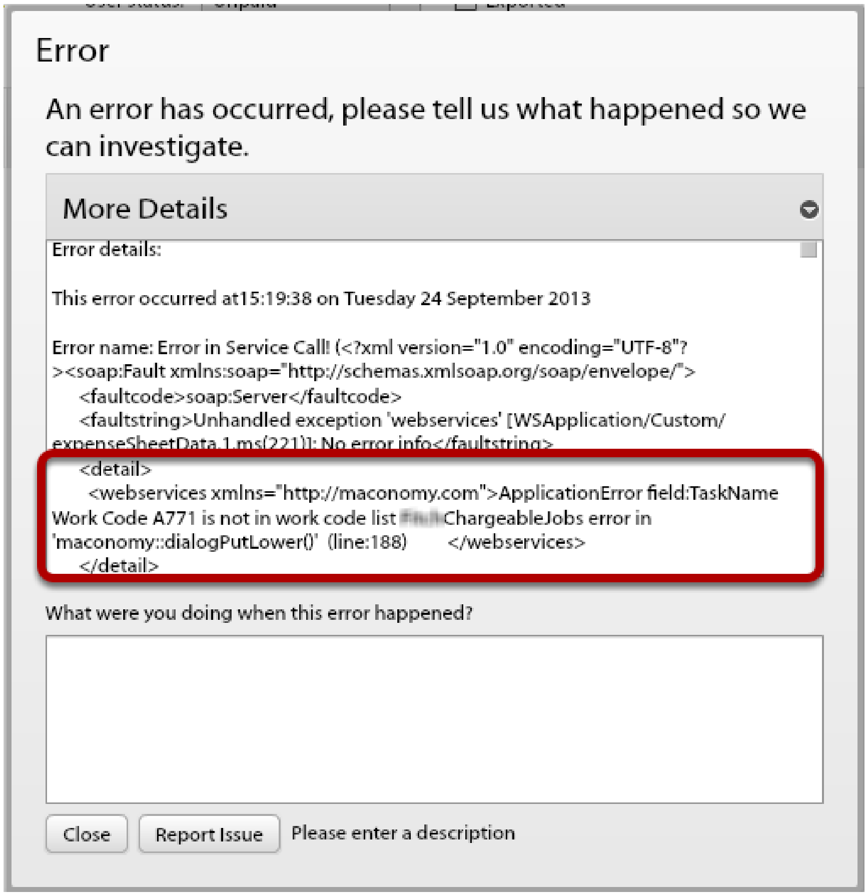
Hovering on the error icon display the error message.

Common Errors

Expense Sheet Errors

Maconomy Work Code Not Found

Maconomy Work Code (Task Number) Not Found in Maconomy Job Work Code List



When submitting an expense sheet to Maconomy, the most likely error will be if you are trying to send a work code that is not set up for the specific job type in Maconomy. Remember that these charge band codes are configured in TrafficLIVE to match the Maconomy work codes. This error tells you that the TrafficLIVE external code “A771” that is associated with the “Proof Reading” charge band is not allowed on the Maconomy job.

It may be a misconfiguration in TrafficLIVE charge bands—for example, a wrong task code—so correct it there.

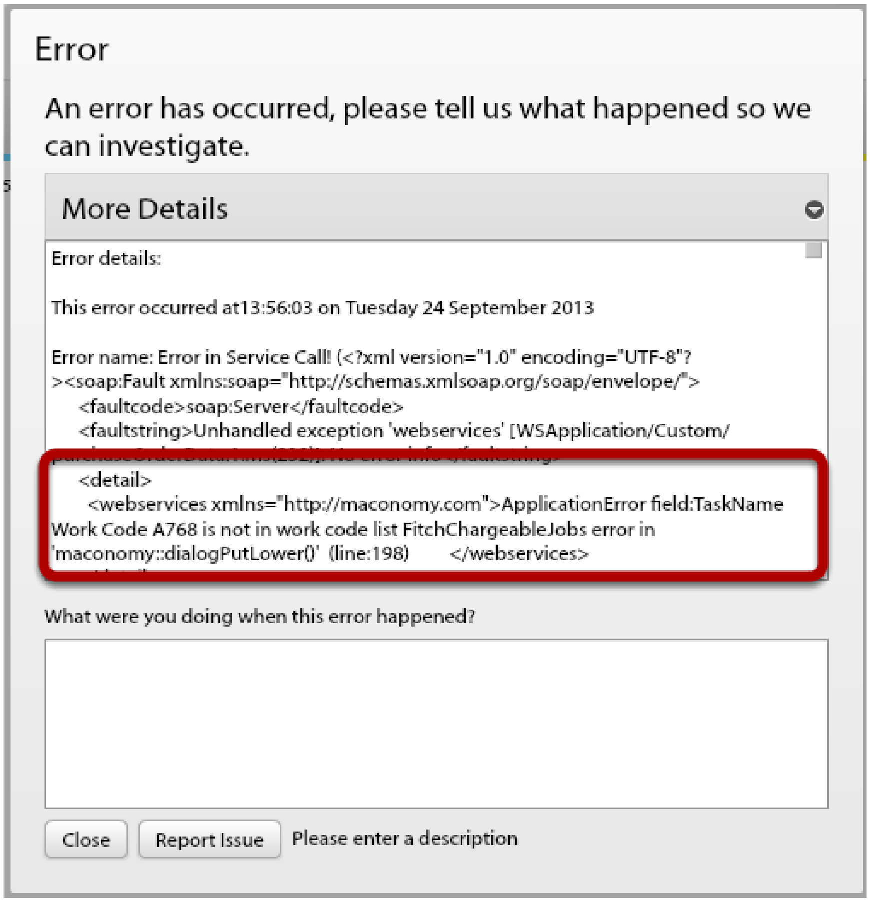
It may also be that an incorrect charge band was selected for the expense, in which case choose another one in the TrafficLIVE Job » Expenses tab and export again.

It may also be because the Maconomy task number list needs to include this charge band (task number). You can correct this in Maconomy and then export again.

Purchase Order Errors

Maconomy Work Code Not Found

Maconomy Work Code Not Found in Maconomy Job Work Code List



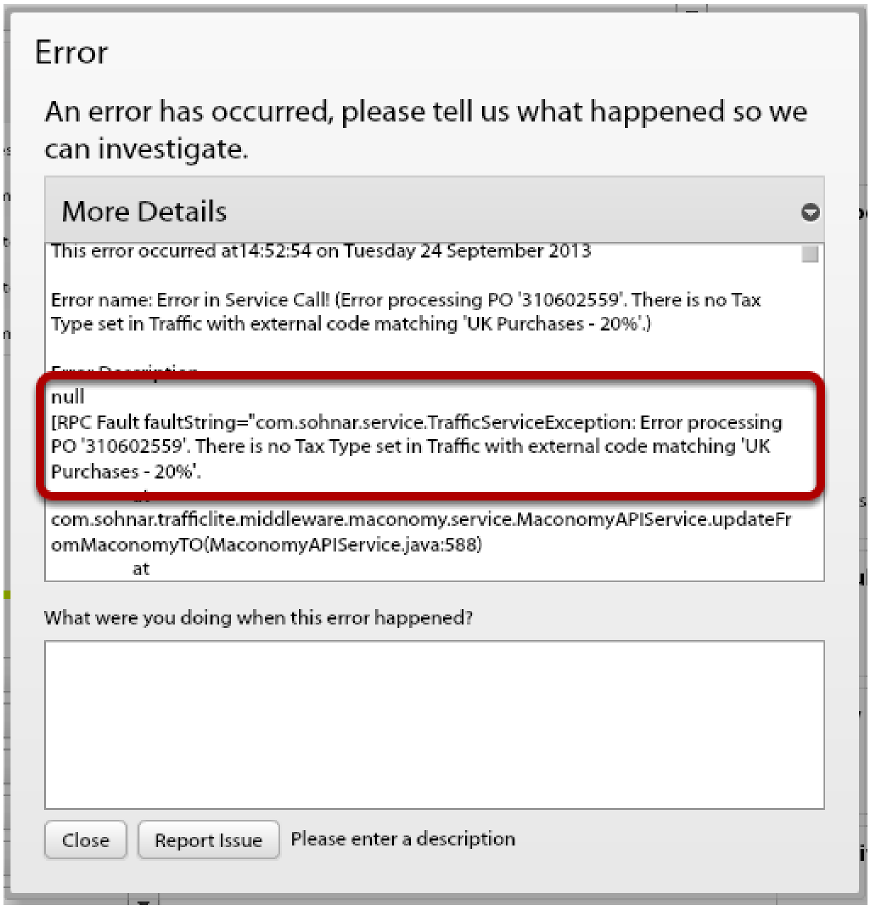
When submitting a purchase order to Maconomy, the most likely error will be if you are trying to send a work code that is not set up for the specific job type in Maconomy. Remember that these charge band codes are configured in TrafficLIVE to match the Maconomy work codes. This error tells you that the TrafficLIVE external code “A768” associated with the “A0 Colour Prints” charge band is not allowed on the Maconomy job.

It may be a misconfiguration in TrafficLIVE charge bands, so correct it there.

It may also be that an incorrect charge band was selected for the purchase, in which case choose another one in the TrafficLIVE Job » Purchases tab and export again.

It may also be because the Maconomy work code list needs to include this charge band. You can correct it in Maconomy and then export again.

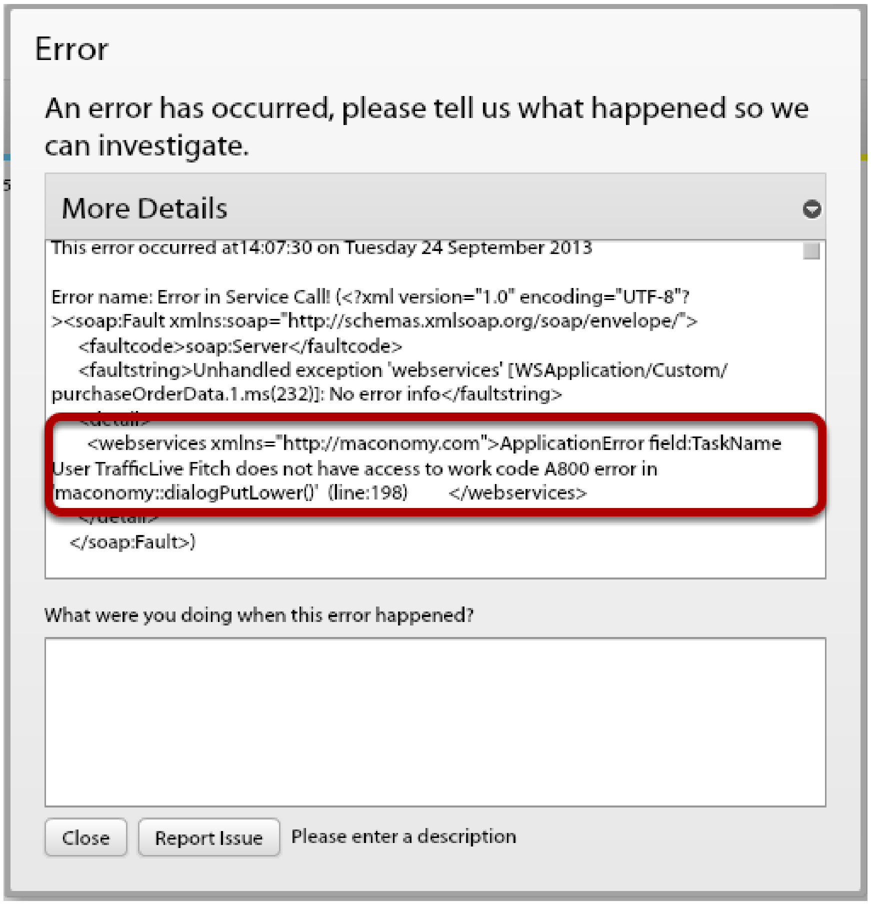
Tax Code Not Configured in TrafficLIVE



When updating purchase invoice data from Maconomy, sometimes a tax code might be attached to the purchase invoice line item. If that Maconomy tax code has not been configured in TrafficLIVE, it causes an error.

To correct, it follow the Knowledge Base articles on the Customer Care site to map Maconomy tax codes to TrafficLIVE and run the Update Purchase Orders action again.

TrafficLIVE Integration User Has No Access to Work Code

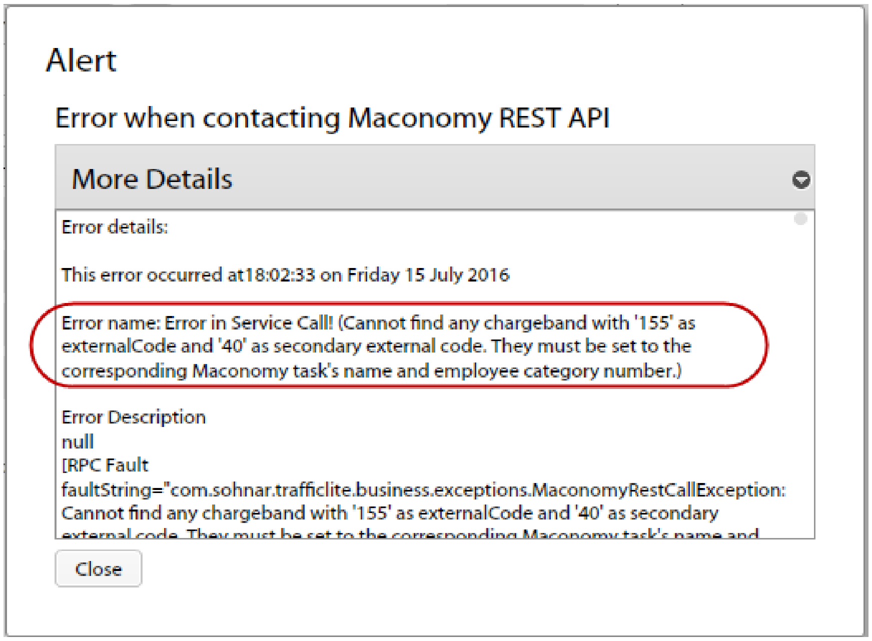


TrafficLIVE connects to Maconomy with a specific service user. This user is what passes the TrafficLIVE information to Maconomy. If this user does not have access to the Maconomy Task Numbers being passed from TrafficLIVE an error is thrown.

To correct this either use a different charge band in TrafficLIVE or change Maconomy to allow that Task Number for the TrafficLIVE service user.

Budget Errora

Cannot find any chargeband



When importing Maconomy budgets, the most likely error will be if you are trying to send work code or task list that is not properly setup TrafficLIVE chargeband.

To correct this part, check your chargeband setup and re-import Maconomy budget again.

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