

Project Managers

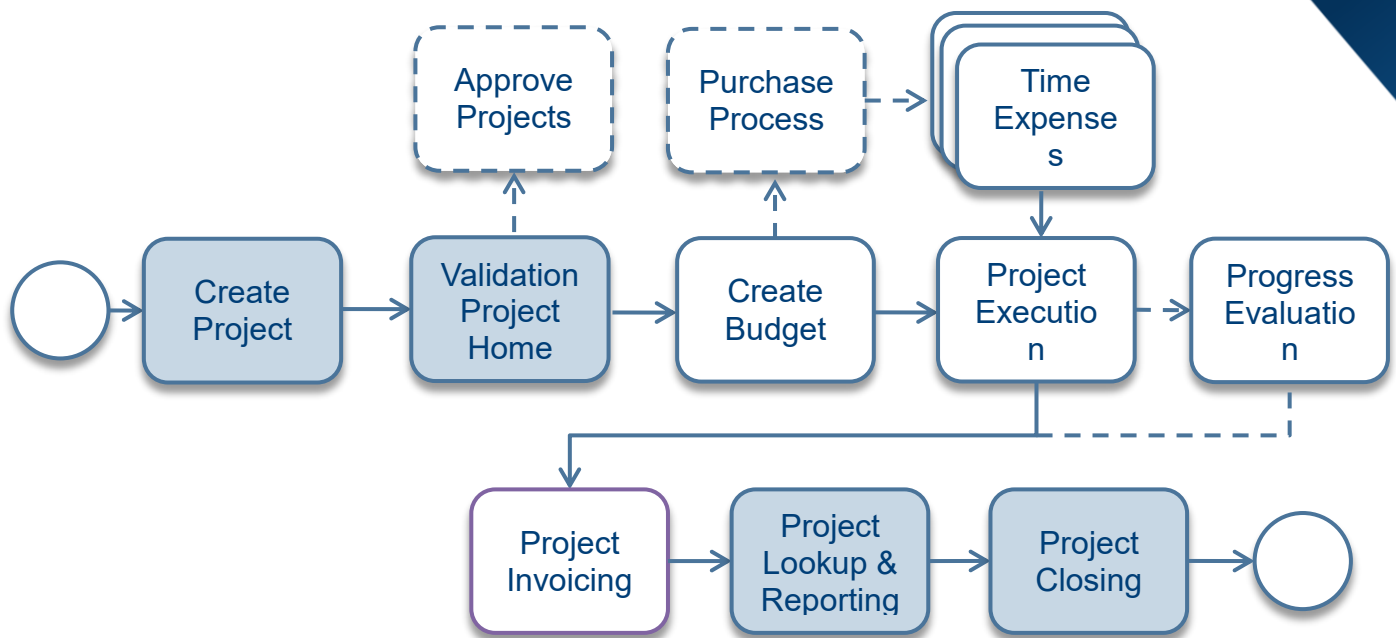
**Quick Guides to help you manage
Projects in the Workspace Client**

June 20, 2018

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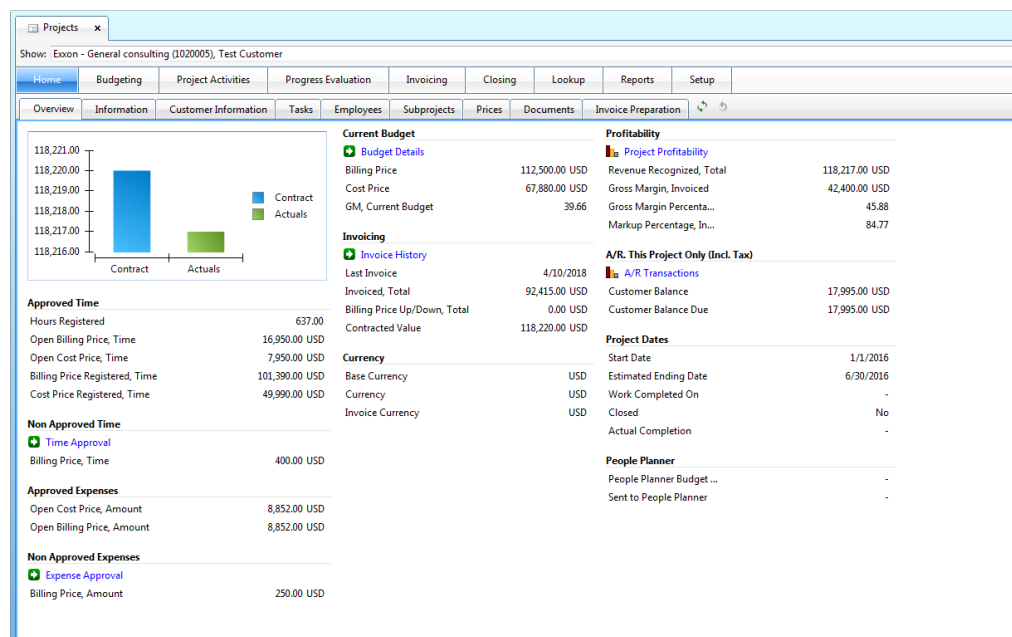
Project Management Workflow



Projects Workspace

The Projects workspace is created to support the Project Manager workflow.

The workspace enables the Project Manager to have access to all relevant information about the Project in one area reducing the need to search for information in different areas.

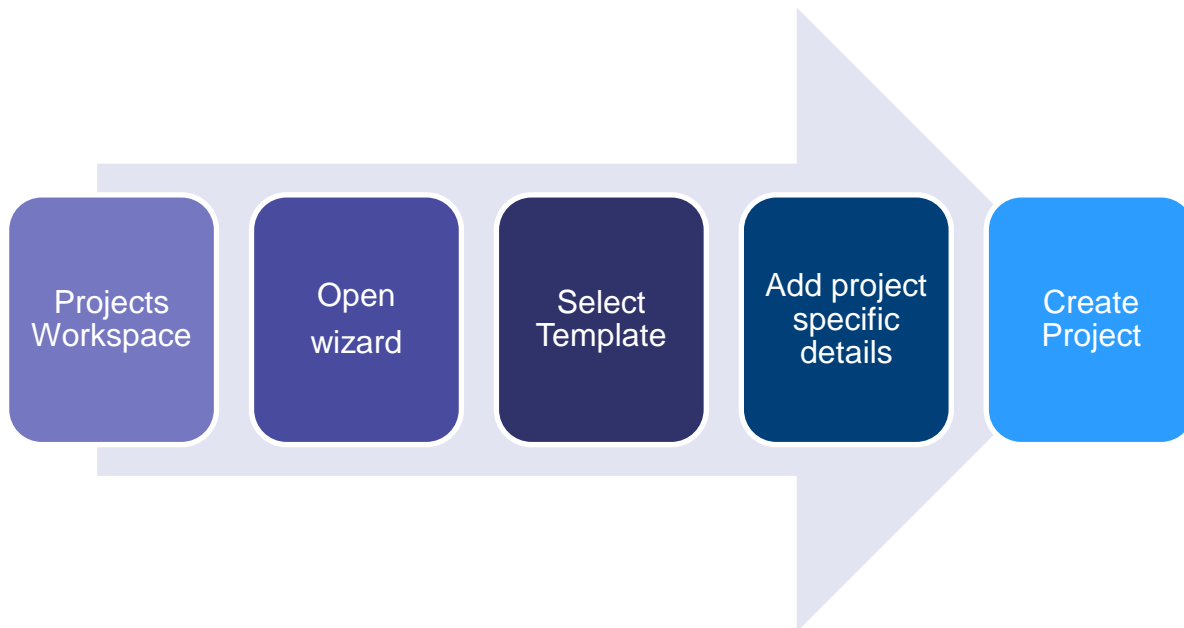


Project Managers

The main tabs in the workspace reflect the different parts of the Project Manager workflow


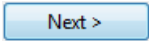
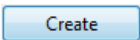
Home	Overview of basic information concerning the project. For example Customer details, Pricing, Tasks etc.
Budgeting	Here the Project Manager can create a budget (Baseline) for the Project in association with the setup of the Project.
Project Activities	The Project Manager can easily manage purchasing, view vendor invoices and monitor time/expenses that have been charged to the Project.
Progress Evaluation	The Project Manager can register a forecast for the Project in terms of time/costs to completion. This can be used to proactively predict budget overruns and delays.
Invoicing	The Project Manager can manage project invoicing, create invoicing plans and view previous invoices.
Closing	The Project Manager can close the Project once work is complete.
Lookup	Entries on a Project can be viewed here.
Reports	Reports showing Project Profitability, Invoicing details and WIP details.
Setup	Setup decisions can be amended in this tab. It is not recommended that changes here are made without support or training from Deltek Global Consulting first.

Project Creation



Create a New Project

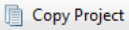
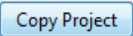
Follow the steps below to create a new project:

1. Open Maconomy Workspace Client.
2. Go to **Projects » Projects**.
3. In the **Project List**, select the action **New Project** to open the creation wizard.  **New Project**
4. Open the **Template** name or number fields to select a Project template.
5. Click **Next**. 
6. Select **Customer** from the Customer Name or Number fields.
7. Update **Company** if applicable (If this field is left blank it will default to the Company in which you sit as an Employee).
8. Enter a **Project Name**.
9. **Project Manager** will default to you, update if required.
10. Update **Responsible Department**, if applicable (If this field is left blank Responsible Department will default from the Project Template).
11. Select **Project Group** (If this field is left blank Project Group will default from the Project Template).
12. Click **Create**. 

The new Project is added to the Project List. It is as default added to the bottom of the list and will be highlighted.

Copy a Project

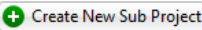
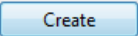
Follow the steps below to copy a project:

1. Go to **Projects » Projects**.
2. In the **Project List**, locate the project you want to copy and click it once to select it.
3. Select the action **Copy Project** to open the copy wizard. 
4. Deselect **Budget Text** and **Item Lines** to exclude them.
5. Leave the **New Project No.** field blank if you want the system to auto-generate the Project Number.
6. Click **Copy Project**. 

The new project is added to the Project filter list with a new Project Number but same Project Name.

Create a Subproject

Follow the steps below to create a subproject:

1. Go to **Projects » Projects**.
2. In the **Project List**, select the **Main Project** and double-click the line to open the record.
3. In the **Home** tab, open the **Subprojects** tab.
4. Select the action **Create New Sub Project**. This will open a wizard to create a new Sub Project. 
5. Select **Company** from the Company Name or Number fields.
6. Enter a **Project Name**.
7. **Project Manager** will default to you, update if required.
8. Update **Responsible Department**, if applicable (If this field is left blank Responsible Department will default from the Main Project).
9. Select **Project Group**.
10. Review and change the remaining fields, if applicable.
11. Click **Create**. 

The new project is added to the list of subprojects and you can continue adding more subprojects.

12. Click the link in the Project workspace to open the subproject. 

Project Review or Update

Project Home

In the Projects Workspace, the Home section is where the information entered and derived at creation can be reviewed and updated on an ongoing basis.

Overview	A graphical overview of key metrics on the Project
Information	This is where you find the basic project information, dimensions and responsible employees
Customer Information	This is where you find the Customers Billing Address and multiple Bill to Customers if appropriate
Tasks	In Tasks you can view and update the Project's Task list
Employees	In Employees you can control who can register against the project
Subprojects	From subprojects you can create new or view existing subprojects
Prices	Prices contains Pricing Information for the Project
Documents	Project related documents like contract can be added
Invoice Preparation	Quick invoices based on Budget or Actuals can be automatically created here. This workspace has limited functionality so that it is easy to use.

Information:

In Information you will find basic information, dimensions, responsible Employees, and project remarks.

In the bottom panel Statistics there are more options available.

Customer Information:

The Customers Billing Address can be made Project Specific. It can be a different address or an attention person.

A project can have more than one Bill to Customer – called Split Billing – the customer can be entered in Customer Information or when creating the invoices.

Bill to Customer	Name	Customer PO Number	Blocked	Invoice Currency	Setup, %	Maximum Billing Price	Priority
1	Test Customer		<input type="checkbox"/>	USD	100.0000000000	0.00	1

Tasks:

The Task list is copied from the projects template at creation and contains the only task that can be used for Time and Amount (Expenses & Cost) registrations on the project.

The default task list can be modified which will make it project specific.

- Task can be Blocked.
- Depending on permissions, new tasks can be added and others can be removed.
- Task Description can be renamed.

Project Managers

- Task can be marked to require a Daily Description

Overview Information Customer Information Tasks Employees Subprojects Prices Documents Invoice Preparation Require Tasks										
Daily Descriptions										
<input type="checkbox"/> Use Daily Descriptions										
Tasks Mark All for Daily Descriptions Unmark All for Daily Descriptions										
Task	Description	Blocked	Derived Act. No.	Overwrite Activity	Activity Name	Activity Type	Use Daily Descriptions	Allow Time Registration	Allow Expense Registration	
1 100	Analysis	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	External Time, Billable	Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 110	Strategic work	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	External Time, Billable	Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3 120	Project Management	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	External Time, Billable	Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4 130	Method development	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	External Time, Billable	Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5 140	Outsourcing	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	External Time, Billable	Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6 150	Customer Meetings	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	External Time, Billable	Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7 160	Consulting services in general	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	External Time, Billable	Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8 170	Subcontractor	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	External Time, Billable	Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9 530	Travel airfare, taxi etc.	<input type="checkbox"/>	920	<input checked="" type="checkbox"/>	Default Amount Activity	Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10 540	Hotel	<input type="checkbox"/>	920	<input checked="" type="checkbox"/>	Default Amount Activity	Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11 550	Meals	<input type="checkbox"/>	920	<input checked="" type="checkbox"/>	Default Amount Activity	Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12 560	Mileage	<input type="checkbox"/>	920	<input checked="" type="checkbox"/>	Default Amount Activity	Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13 570	Other expenses	<input type="checkbox"/>	920	<input checked="" type="checkbox"/>	Default Amount Activity	Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14 700	Invoicing on Account	<input type="checkbox"/>	700	<input checked="" type="checkbox"/>	Invoicing on Account	Outlays	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15 900	Revenue evaluation	<input type="checkbox"/>	900	<input checked="" type="checkbox"/>	Revenue evaluation	Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Employees:

With Employees, you can make a selection of employees that can use the Project for registrations. When enabled, only those employees added to the list will be able to use the project.

It can help the Project manager managing projects and furthermore, it simplifies the registration of time and expense sheets for that specific project's employee, because the project can be distributed the employees as a Favorite.

Overview

Information

Customer Information

Tasks

Employees

Subprojects

Prices

Documents

Invoice Preparation

Create from Tasks

Distribute to Employees

Distribution of Favorites

☒ Distribute favorites to employees

☐ Only specified employees can register on the project

☐ Delete employees' own favorites on the project

Employees

Project Manager

Sales Person

Account Manager

Employee 1

Employee 2

Employee 3

Employee 4

Employee 5

Purchase Order Approver

Finance

Invoice Approver

Account Manager

Budget Approver

Sean Williams

Martin White

Martin White

Name

Name

Name

Name

Name

Gert Freeman

Gert Freeman

Gert Freeman

Gert Freeman

Gert Freeman

1132

1001

1001

Number

Number

Number

Number

Number

1007

1007

1007

1007

1007

Favorites, and who should receive them

Active

Favorite Name

Employee No.

Employee Name

Task

Task Description

Valid From

Valid To

Distributed by

Distributed on

1

☒

My Favorite Project

1001

Martin White

100

Analysis

Subprojects:

Projects can be created as Main & Subprojects.

This functionality can be used when the project manager wishes to structure the project via one or several subprojects.

Project Managers

Subprojects are identical to Main projects, but when created from the subprojects tab, they inherit the main number with an additional -01, -02. This can be the only connection between them, but they can also be created to be invoiced together as one project.

Subprojects

Main Project Invoicing

Includes Subprojects	Yes
Main Project Invoice Selection	Yes
Combine Invoice Printout Lines	Yes
Invoicing Group	
Allocation %	100.00

Invoicing Status

Approved for Editing	Yes
Submitted Draft	No
Submitted	4/10/2018 by Administrator
Approved for Invoicing	No
Approved	4/10/2018 by Administrator

Project Setup

Invoice Layout: Task

Detailed Invoice Specification: Blanket Invoice

Closed: No

Links

[All Sub Projects For This Project](#)

Main Project Invoicing Criteria

Company No.	10
Bill to Customer	10003
Posting Rule Set	Main Posting Rule Set
Currency	USD
Company Tax Code	Standard
Pricing Principle	Time and Material
Time Unit	Hours
Blanket Invoice	Yes

Project workspace	Subproject	Sub Project Name	Allocation Percentage	Customer No.	Customer Name	Payment Customer No.	Payment Customer Name	Main Project Invoicing	Main Project Inv. Selection	Combine Printout Lines	Invoicing Group	Pricing Principle	Fixed Price
1	Open Project	102000502	Another Sub-Project	0.00	10003	Bank of America Corp.	10003	Bank of America Corp.	✓	✓	✓	Time and M...	

Prices:

The Prices tab is where you change Currency & Pricelist.

Project Currency can be Base or a Foreign Currency.

Budgets and Invoices will be created in the Project currency.

Pricelists can be Standard, which is the Base currency or it can be a Pricelist created in foreign currency like EUR.

Prices

Price Information

Project Currency	USD
Invoice Currency	USD
Invoice Discount %	0.00

Price Lists

Cost: Description

Sales: Description

Currency, Sales: USD

Charges

Charge Table: US Standard

Charge Discount %: 0.00

Level	Charge	Amount
1		0.00
2		0.00
3		0.00
4		0.00

Billing Price	Adjustment %	Cost	Markup %	Intercompany Price	Intercompany Price %	Standard Billing Price	Task	Task Description	Activity Type	Activity Type	Employee Information	Employee No.	Employee No.

Invoice Preparation:

Quick invoices based on Budget or Actuals can be automatically created here. This workspace has limited functionality so that it is easy to use.

Click the action Prepare Invoice to create an Invoice and then follow the subsequent steps.

OverviewInformationCustomer InformationTasksEmployeesSubprojectsPricesDocumentsInvoice Preparation

Prepare Invoice

Clear

Approve

Remove Latest Draft

Remove All Drafts

Print Draft

Print Invoice

Print Credit Memo

Project

Customer

Project Manager

Invoiced on Account

Net Invoiced on Account

Tax Invoiced on Account

Approved reconciliation

Available for Reduction

On Account Reduction

Exxon - General cons...

Test Customer (10003)

Sean Williams (1132)

0.00

0.00

0.00

0.00

0.00

Totals

All amounts in

Billing Price

Available

Carry Forward

For Invoicing

Budget

USD

0.00

0.00

0.00

0.00

Status

Blocked

Drafts for Editing

Approved for Invoicing

1 Draft

No

☐ Time Registration

☐ Amount Registration

Invoice Lines

Show All levels

Row Height

Fit to content

3

External Description

Qua...

Price

Total Price

Budget

Available

Carry Forward

Only Total Price

Type

Description

Origin

Tax Code

Project Budgeting



Project Budgeting is part of the project manager's workflow and included in the projects workspace.

It is possible to create three different type of Project Budget. Apart from the Baseline budget, it can be a Working Budget and a Sales Budget.

Sales	Budget created during the Sales process, can be copied from CRM
Baseline	Contract budget that is a specification of the agreement with the Customer
Working	Can be a copy of the Contract Budget but with ongoing adjustments to fit the actual work process.

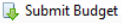
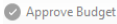
Create a Budget

Follow the steps below to create a budget:

1. Go to **Projects » Projects**.
2. Select or find a project and double-click the project.
3. Click the **Budgeting** tab that default opens in the **Budget** subtab.
4. In the card part, select Baseline in the **Show Budget** field.
5. Press **Enter**.
The project might have entries in the Baseline budget already. In that case, add more lines.
6. Open the **Time** tab.
7. Create a new line by clicking on a new line or by using the insert line icon. 
8. Open **Employee Category No.** and select a category.
9. Open **Employee No.** to select a specific employee or leave the field blank.
10. Open **Task** and select a task from the Task list.
11. Enter the **Quantity**.
OPTIONAL: Change the Description per line.
12. Press **Enter**.
The entry is updated with the Cost and Billing Price for the selected Category. Continue to add more lines for different Employee Categories and Tasks.
13. Open the **Amount** tab.
14. Create a new line by clicking on a new line or by using the insert line icon. 

15. Open **Task** and select a task from the Task list.
16. Enter the **Quantity**.
17. Enter the **Cost Price**.
18. Press **Enter** to save the line.





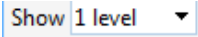
Billing Price will automatically update to be the same as Cost Price, Change the Billing Price if you want to add a Mark Up

19. Repeat steps 15 – 18 to create cost and expense lines
20. Open the **Full Budget** tab to review both Time and Amount entries.
21. To review the overall values of the Budget look at **Budget, Currency** in the top panel.
22. Select **Submit Budget**. 
23. Select **Approve Budget**. 

This step will follow the Approval Process.

Create a WBS Budget

Follow the steps below to create a WBS budget:


1. Follow all the above steps to create the budget.
2. Insert a new line at line 1 in the Time tab by clicking the **Insert Line** function. 
3. In **Line Type** select Sum/Text.
4. In **Description** enter a Header for the section.
5. Press **Enter**.
6. Click line 2 and use the arrow key to indent the line. 
- This step will Highlight the Sum/Text line and display the summery of Total Cost and Billing Price.
7. Repeat step 6 to continue indenting more lines.
- This will update the total Amount.
8. Create a Sub level by inserting a new Sum/Text line - For example, in line 5.
9. Make sure there are Time entries below the Sum line.
10. Highlight the line and select indent. 
11. Select the Sum/Text line to Indent / Outdent the new level. 
12. Go to the Amount tab and repeat steps 2 – 12 as appropriate.
13. Open full Budget.
14. Open Show and Select level 1. 
15. Open the “+” sign to view details per section.

16. Use the “–” sign to collapse the sections.

Copy a Budget

This functionality allows you to copy an existing budget from one project to another or to another Budget Type on the same Project.

Follow the steps below to copy a budget:

1. Go to **Projects » Projects**.
2. Select or find a project and double-click the project.
3. Click the **Budgeting** tab that default opens in the **Budget** subtab.
4. In **Show Budget**, select the Budget Type you will be copying to (e.g. Working Budget).
5. Click the **Copy Budget** button in the Budgets tab.  Copy Budget
6. In **Copy from Project Number**, enter the project number of the project you want to copy from
Note: This is the Project, which already contains the budget.
7. You can leave the field blank and copy to the same project, if appropriate.
8. In **Copy from Budget**, select the budget type you want to copy.
OPTIONAL: you can enter a revision number in Copy from Revision No. if there have been multiple revisions.
9. In **Overwrite Duplicate Lines**, make sure you select the box if you don't want duplicate entries if the budget you are copying already contains budget lines
10. Click **Copy Budget**.

If everything is complete, you will get a message displaying the number of lines successfully copied.

Create a New Budget Revision

A version of each approved budget revision is stored for review only.

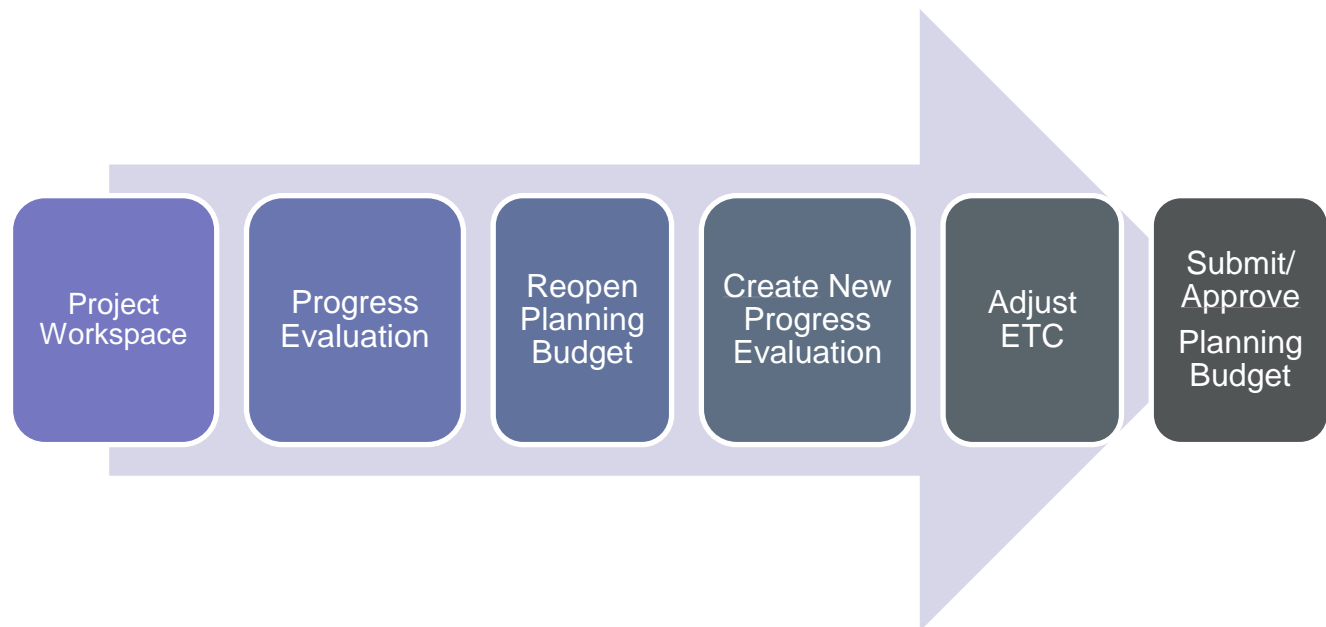
Follow the steps below to create a new budget revision:

1. Select or find the Project and double-click to open.
2. Click the **Budgeting** tab that opens by default in the **Budget** subtab.
3. Click **Reopen Budget**.
This will create a new Revision.
4. Make the appropriate changes to the budget.
5. **Submit** and **Approve** the new revision.
6. Open the **Budget Revisions** tab.

You will see your revisions listed in the table. You can select revisions in the table to see the detail underneath.



Progress Evaluation

Progress Evaluation allows for the Working Budget to be updated based on the progress of the Project.



Create a Progress Evaluation

Follow the steps below to create a progress evaluation and update the budget:

1. Go to **Projects » Projects**.
2. Select or find a project and double-click the project.
3. Open the **Progress Evaluation** tab.
NOTE: The Project must have an approved Budget before you can make a Progress Evaluation.
4. Select the action **Reopen Planning Budget**.  Reopen Planning Budget
This will open the earlier approved Working Budget from the Budget section.
5. Select the action **New Progress Evaluation** to open a wizard.  New Progress Evaluation
6. Enter or select the **Estimate Date**.
7. Enter a **Remark** – free text.
8. Select **Get ETC from All Resources**.
9. Select **Create Budget Lines for Unbudgeted Tasks** if appropriate.
10. Click **New Progress Evaluation**.

This will insert the current budget and populate fields based on Actual entries to the Project up to the Evaluation Date.

11. Update the **ETC** column – Estimated Time to Completion--for one or more time or amount entries.

12. Click **Submit Planning Budget**. The button is rectangular with a light gray background. It features a green downward-pointing arrow icon on the left, followed by the text "Submit Planning Budget" in a dark gray font.

13. Click the button **Approve Planning Budget**. The button is rectangular with a light gray background. It features a green checkmark icon on the left, followed by the text "Approve Planning Budget" in a dark gray font.

This will update the Working Budget with a new Revision.

The process can be repeated with a new Estimate Date. Each approved Evaluation is saved in the History tab.

Project Invoicing

Invoicing in Maconomy can be done in different ways and with different type of invoices. The methods will help with a fast, flexible and efficient invoicing process, improve Cash Flow and can be done by different people.

Invoicing functionality in the Invoicing tabs:

Invoice Selection	• Multiple draft Invoices, Write up/down of actual entries, Direct Invoicing, Reallocation of entries
Invoicing on Account	• Can be based on an Invoice plan, be specified in fixed price amount and T&M, Invoiced in different Currencies.
Draft Invoices	• Specification of Invoice amount approved in either Invoice on Account or Invoice Selection, Print Draft Invoice, Close Editing, Print final Invoice
Split Billing	• Invoice amount can be split and create invoices to two or more customers. invoice must be finished and closed in Draft invoices


Create Invoice Plans

Follow the steps below to create and use invoice plans (used for scheduling Invoices on Account):

1. Open Maconomy Workspace Client.
2. Go to **Projects » Projects**.
3. Open a billable project.
4. Go to the **Invoicing** tab.
5. Open the **Plan** tab to create the plan.
6. In the table part **Specification, Overview** enter one or more lines for future invoices on Account.
 - a. In **Date** enter or select the date where you want to make an invoice
 - b. Enter a **Description** – the text will be transferred and can be used on the invoice.
 - c. Enter the **Invoice** amount.
 - d. Change the Task if applicable (Usually 700 or 710).
 - e. Select **Approved**.
 - f. Press **Enter**.
 - g. Repeat steps a - f to add more plan lines.

The total amount of the plan lines is shown in the top part of the window in the Invoicing Plan column.

Transfer an Invoice Plan for Invoicing

7. Open the **Invoice on Account** tab to transfer relevant plan lines for invoicing.
8. Select the button **Transfer Invoicing Plan**.  **Transfer Invoicing Plan**

This will open a wizard where you can enter a Cut-Off Date. When you select Transfer Invoicing Plan all approved plan lines before the selected date will be transferred.

9. Now follow Step 5 and Steps 8-15 in the next section **Invoicing on Account (Pre-Billing)** to finish the invoice.




Undo the transfer of an Invoice Plan line

10. With the action **Undo Transfer Invoicing Plan**, you can remove the transfer.
11. Open the Plan tab where the transferred line is updated as transferred. You cannot make any changes on transferred lines but the flag will be removed, if the transfer is undone and you can make updates.

Raising Invoices on Account (Pre-Billing)

Follow the steps below to create an Invoice on Account (also called a pre-bill):

1. Go to **Projects » Projects**.
2. Select or find a project to invoice and double-click the project.
3. Go to the **Invoicing** tab.
4. Open the **Invoice on Account** subtab.
5. In the header:
 - a. Enter a **Preferred Invoice Date**.
 - b. Check the **Invoice Currency** in the Currency island – Change if you wish to bill in a different currency.
 - c. Fill out remaining fields as needed.
 - d. Press **Enter**.
6. In the table part,
 - a. Enter the Invoice Text in the **Description** field.
 - b. Enter an **Amount**.
 - c. Select a **Task**.
 - d. If a detailed On Account Invoice is needed, you can split the amount into more lines.
 - e. Press **Enter**.

- f. Check the **VAT Code**. You can use the magnifying glass to change the code.
7. Click the **Approve** button.  Approve
8. Click the **Print Draft** button to view a copy of your invoice.  Print Draft
9. To finish the invoice, go to the **Draft Invoice** subtab.
10. You can create more Invoices on Account and finish them at the same time but first you need to reopen the Invoicing. Click **New Invoice Selection**.  New Invoice Selection
11. Repeat the steps above as needed.
12. You can remove the Draft Invoices with the **Remove All Drafts** or **Remove Latest Drafts** buttons.


Edit and Finalize a Draft Invoice


Follow the steps to Edit, Approve and Print invoices that have been approved in either Invoice Selection or Invoice on Account.

1. Open Maconomy Workspace Client.
2. Go to **Projects » Projects**.
3. Select or find a project to invoice and double-click the project.
4. Go to the **Invoicing** tab.
5. Open the **Draft invoices** subtab.
6. In the filter list, you can select the Invoice Draft you want to edit.
7. In the top card part, you can enter or update the preferred **Invoice date**, **Invoice Name** and change the **Billing Address** if necessary.
8. In the table part, you can change the description and change the amounts as long as the total is the same. The amount displayed in the **"To be adjusted on draft"** field must be zero.

Note: if you need to change the total amount you will have to go back to either the Invoice Selection or Invoice on Account tabs. Remove the draft invoice and Approve a new Selection or Invoice.

9. When ready and the amount displayed in **"To be adjusted on draft"** is zero select **Submit Draft**.

 Submit Draft

10. If using approval hierarchies for Invoicing the invoice will be sent for approval. Once approved the invoice can be printed by using the button **Print Invoice**  Print Invoice

Note: All invoices closed for editing will be included in Batch Print.

Before printing the Invoice:

11. You can make a draft print and you can reopen the editing if necessary.

The actions **Copy Editing** and **Restore Editing** provide a quick way to insert already created invoice text.

- a. Restore Editing:
 - i. Edit the invoice.

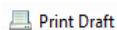
- ii. Go back to Invoice Selection or Invoice on Account to remove the draft invoice.
 - iii. Make a new selection or change the invoice amount.
 - iv. Approve the new Selection /Invoice.
 - v. Open the new Invoice in Draft Invoices.
 - vi. Select the action **Restore Editing** and the previous editing is inserted.
- b. Copy Editing from Invoice
- i. Select the action **Copy Editing from Invoice**.
 - ii. In the wizard insert the invoice number you want to copy from.
 - iii. Select Copy Editing from Invoice and the copied text will overwrite existing Description.
- c. Copy Editing from Draft
- i. Select the action **Copy Editing from Draft**.
 - ii. In the wizard insert the **Project No** or **Bill to Customer** or **Funding Provider**.
 - iii. Select **Copy Editing from Draft** and the copied text will overwrite existing description.
- Note: This can be very helpful if invoices are split to several Bill to Customers in Split Billing.

Reconciling Invoices on Account (Pre-Bills)

Follow the steps below to reconcile Invoices on Account (Pre-Bills) with actual Time and Amount entries using Zero Invoicing:

1. Open Maconomy Workspace Client.
 2. Go to **Projects » Projects**.
 3. Open a project with open Invoices on Account and actual entries.
 4. Go to the **Invoicing** tab.
 5. Open the **Invoice Selection** subtab.
 6. Open the sliding side panel in the On Account Reduction tab.
 7. Select the amount **Available for Reduction** or enter a smaller amount in **On Account Reduction**.
- Note: When not fully reconciled the amount is selected from the oldest invoice.
8. In the Work in Progress island or in the table part Selection or Entries, select entries to be invoiced. (same procedure as described in the Invoicing Time and Amount Entries (Bill to Actual) section).
 9. Select **Approve Invoice Selection**.
 10. When the amount in **On Account Reduction** is equal or larger than the WIP amount, this will create a zero amount invoice and you can Select the action **Print Invoice** to close the entries.
 11. When the WIP amount is larger than the amount in On Account Reduction, this will create a new invoice for the difference, which can be edited and closed in Draft Invoices.

12. Print the Draft Invoice and see how the Invoice on Account amounts are deducted from the invoice amount.



13. Click **Print Invoice** to finalize the invoice.

Note: If you want to make sure you have selected all entries to be closed, you can use the action Close All to update all entries to be invoiced

Follow the steps below to select specific Invoices on Account for reconciliation using Zero Invoicing:

1. Open Maconomy Workspace Client.
2. Go to **Projects » Projects**.
3. Open a project with open Invoices on Account and actual entries.
4. Go to the **Invoicing** tab.
5. Open the **On Account Reconciliation** tab.
6. The **Invoiced on Account** table is a list of all open Invoices on Account for this project. You can select specific Invoices on Account for reconciliation and with a specific amount in the **Selected for Reconciliation** column.

The selection will update the amount in **On Account Reduction** in the **Invoice Selection** tab and the invoice can be reconciled and closed as described in the previous [section](#).

Reconcile Invoices on Account with Time and Amount Entries

Follow the steps below to reconcile Invoices on Account (Pre-Bills) with actual Time and Amount entries using Project Invoice Allocation:

1. Open Maconomy Workspace Client.
2. Go to **Projects » Projects**.
3. Open a project with open Invoices on Account and actual entries.
4. Go to the **Invoicing** tab.
5. Open the **Project Invoice Allocation** subtab.
6. In the **Allocation** island, the **Amount for Allocation** field will show the amount available for allocation from open Invoices on Account.
7. Select the field **Only Open Activities** in the **Selection Criteria** island.
8. Press **Enter**.

This will show all of the open time and amount entries available for reconciliation in the table.

9. On each line in the table update the field **Action** with Allocate, Write Off or Carry Forward as appropriate.

For lines marked with Action = Allocate, the Billing Price for Allocation field is automatically populated with the full amount of the entries or the remaining On Account amount to be invoiced, whichever is smaller. This can be amended as appropriate.

10. Click **Submit**.

11. Click **Approve**.  Approve


The open entries are now Closed as is the Open Amount for allocation.

Invoicing Time and Amount Entries (Bill to Actual)

Follow the steps to create invoices using actual entered Time and Amount entries.

1. Open Maconomy Workspace Client.
2. Go to **Projects » Projects**.
3. Select or find a project to invoice and double-click the project.
4. Go to the **Invoicing** tab.
5. Open the **Invoice Selection** subtab.

The total amount to be invoiced is displayed in three places, and the selection can be made in all places. Changes made in one place will adjust the other places accordingly.

- a. In **Work in Progress** in the top of the window, you have a summary for Time and for Expenses. You can update the amount in the **For Invoicing** column in this section.
- b. In the **Selection, Billing Prices** tab in the table part, you have a summary per Employee & Task (specification depends on Invoice layout and can be changed per project). You can select these summarized entries for Invoice by choosing **Invoice** in the **Action** column.
- c. If you click a summary line in the **Selection, Billing Prices** tab, you can open the bottom sliding panel **Entries** to see a detailed view of all entries that make up the summary. At this detailed level you can select individual Entries for Invoice by choosing **Invoice** in the **Action** column.
- d. Open the action **Delimit** to make an automatic selection based on criteria you enter: 
 - In the wizard enter a Cut-off-Date to remove the latest entries
 - Fill out fields as applicable
 - Select Delimit

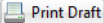
Result: The amount for invoicing is reduced with entries dated after the Cut-off-Date. The difference is moved to Carry Forward and can be selected on the next invoice.

Note: You can always use Delimit to refresh the Data and remove already made adjustments.

6. In the **Invoice** tab in the side sliding panel
 - Enter a **Preferred Invoice Date**. If you leave it blank, it will be today's date.
 - Enter an **Invoice Name** if applicable
 - Change **Invoice layout** if applicable

7. If you are happy with the selection, you can select **Approve**  **Approve**

This will approve the amounts displayed in Billing Price and create a Draft Invoice. Then go to the **Draft Invoices** tab to finish the invoice.

8. When approved you can **Print Draft** invoice and finish the invoice from the Draft Invoices tab. 
9. From the **More Actions** button you can reopen the project for Invoicing with **New Invoice Selection** to create another invoice draft.

You can remove pending Draft invoices with **Remove all Drafts**.

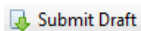
Edit and Finalize a Draft Invoice

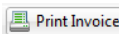
Follow the steps to Edit, Approve and Print invoices that have been approved in either Invoice Selection or Invoice on Account.

1. Open Maconomy Workspace Client.
2. Go to **Projects » Projects**.
3. Select or find a project to invoice and double-click the project.
4. Go to the **Invoicing** tab.
5. Open the **Draft invoices** subtab.
6. In the filter list, you can select the Invoice Draft you want to edit.
7. In the top card part, you can enter or update the preferred **Invoice date**, **Invoice Name** and change the **Billing Address** if necessary.
8. In the table part Draft Editing, you can change the Description and change the amounts as long as the total is the same. The amount displayed in the **“To be adjusted on draft”** field must be zero.

Note: if you need to change the total amount you will have to go back to either the Invoice Selection or Invoice on Account tabs. Remove the draft invoice and Approve a new Selection or Invoice.

9. When ready and the amount displayed in **“To be adjusted on draft”** is zero, select **Submit Draft**.



10. If using approval hierarchies for Invoicing, the invoice will be sent for approval. Once approved, the invoice can be printed by using the **Print Invoice** button. 

Note: All invoices closed for Editing will be included in Batch Print.

Before printing the Invoice:

11. You can make a draft print and you can reopen the editing if necessary.

The actions Copy Editing and Restore Editing provide a quick way to insert already created invoice text.

- a. Restore Editing:
 - i. Edit the invoice.
 - ii. Go back to **Invoice Selection** or **Invoice on Account** to remove the draft invoice.
 - iii. Make a new selection or change the invoice amount.
 - iv. Approve the new selection /invoice.
 - v. Open the new Invoice in Draft Invoices.
 - vi. Select the action **Restore Editing** and the previous editing is inserted.
- b. Copy Editing from Invoice:
 - i. Select the action **Copy Editing from Invoice**.
 - ii. In the wizard, insert the invoice number you want to copy from.
 - iii. Select **Copy Editing from Invoice** and the copied text will overwrite existing description.

c. Copy Editing from Draft:

- i. Select the action **Copy Editing from Draft**.
- ii. In the wizard, insert the **Project No** or **Bill to Customer or Funding Provider**.
- iii. Select **Copy Editing from Draft** and the copied text will overwrite existing description.

Note: This can be very helpful if an invoice are split to several Bill to Customers in Split Billing

Split Billing

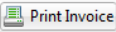
Follow the steps below to split and invoice to more Bill to Customers:

1. Open Maconomy Workspace Client.
2. Go to **Projects » Projects**.
3. Select or find a project to invoice and double-click the project.
4. Go to the **Invoicing** tab.
5. Open the **Split Billing** subtab.
6. When you have made an invoice selection or entered an amount in Invoices on Account, you can split the total amount on invoices to two or more customers.

Note: Do not approve the Invoice Selection or Invoice on Account.

7. In the table part **Selection on Bill to Customers**, add the customer you want to invoice
8. Press **Enter**.
9. Select **invoice currency** if applicable.
10. In **selected % for invoicing**, enter a percentage (for example, 50:50, 60:40, 60:20:20, etc.) or enter the exact amount you want to invoice each customer in **Selected for Invoicing on Entries**.
11. Select the action **Approve for Invoicing**.
12. Open the Draft Invoices tab where you will see all approved invoices. There will be one draft per customer.
13. Select one invoice and **Close Editing / Submit Draft** when ready.
14. Continue with remaining invoices.

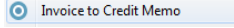
Note: You will NOT be able to print the invoices until all invoices = the total invoice amount, and are closed for editing.

15. Print the Invoices once approved by clicking **Print Invoice**. 

All invoices are printed at the same time but will have different invoice numbers.

Invoice Crediting

Follow the steps below to create and print a credit note:

1. Open Maconomy Workspace Client.
2. Go to **Projects » Projects**.
3. Select or find a project and double-click the project.
4. Go to the **Invoicing** tab.
5. Click the **Invoice Selection** subtab or **Invoice on Account** to Reverse an Invoice on Account.
6. From the toolbar, click **More Actions** and choose **Invoice to Credit Memo**. 
7. A wizard will open. Enter the **invoice number** to be credited (search by using the magnifying glass or by using CTRL+G).
8. Mark **Restore Project Entries**.

Note: Only do this if you want to restore the invoiced entries. This is not applicable for Invoices on Account.

9. Choose either T&M or On Account from the **Type** field.
10. Click the **Invoice to Credit Memo** button.
11. The invoiced amount that was reversed will be reflected in the table part. It will be shown as a negative amount. Restored entries are added to the amount Carried forward.

Note: In case you forgot to select Restore Project Entries, you can undo the reversal with the action Undo Invoice to Credit-Memo and then repeat step 7 - 10
11. Select **More Actions » Approve Credit Memo Selection / Approve for Crediting on Account**.
12. Choose the **Print Draft** button to view a draft of the Credit Memo.
13. Select the **Draft Invoices** subtab.
14. If you want to make changes to the draft, select the **Reopen Editing** button (if it is grayed out then editing is already open, move on to the next step).
15. Edit the invoice in **Draft Editing**.
16. Reprint the draft by selecting the **Print Draft** button.
17. Once editing is complete, select **Close Editing/Submit Draft**.
18. To finalize and post the invoice, click the **Print Credit Memo** button (if this button is greyed out the Credit Memo will go for approval before it can be printed).

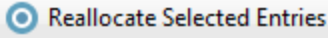
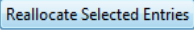
The credit memo will print to screen.

Project Reallocation

Follow the steps below to reallocate entries from one project to another (or within the same project) from either the **Reallocate Entries** tab or from **Invoice Selection**.

1. Open Maconomy Workspace Client.
2. Go to **Projects » Projects**.
3. Select or find a project and double-click the project.
4. Go to the **Invoicing** tab.

Reallocate entries in Invoice Selection

1. Select the **Invoice Selection** tab.
2. In the **Selection, Billing Prices** tab in the table, select the entries you want to reallocate in the column **Reallocate**. This can be done both in the Selection panel and Entries panel.
 - a. Open the action **Reallocate Selected Entries**. 
 - b. Or open the **Reallocate Entries** tab.
3. Fill out the wizard with necessary information. (Project Number, Task, Entry Date)
4. Select **Reallocate Selected Entries**. 

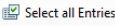
This will transfer the selected entries

Reallocate entries in Reallocate Entries tab

1. Select the **Reallocate Entries** tab.

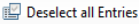
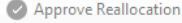
Entries selected for Allocation in Invoice Selection are displayed in the entries panel otherwise the panel is empty.
2. In the **Reallocate To** island, enter or search (CTRL+G) for the project where the entries will be moved to.
3. Select or Remove **Entry Date**.
4. Select **Task / Activity** if applicable.
5. Deselect the box **Marked Only** from the header.

The table will now show all the entries on the project. You can select the box **Open Only** if you wish to reallocate open WIP items.

6. Press **Enter**.
7. Enter the relevant selection criteria to narrow down the entries you wish to reallocate or view in the table part.
8. In the table part:
 - a. Select the box **Reallocate** on all entries you want to reallocate.
 - b. Use the action **Select all Entries**. 

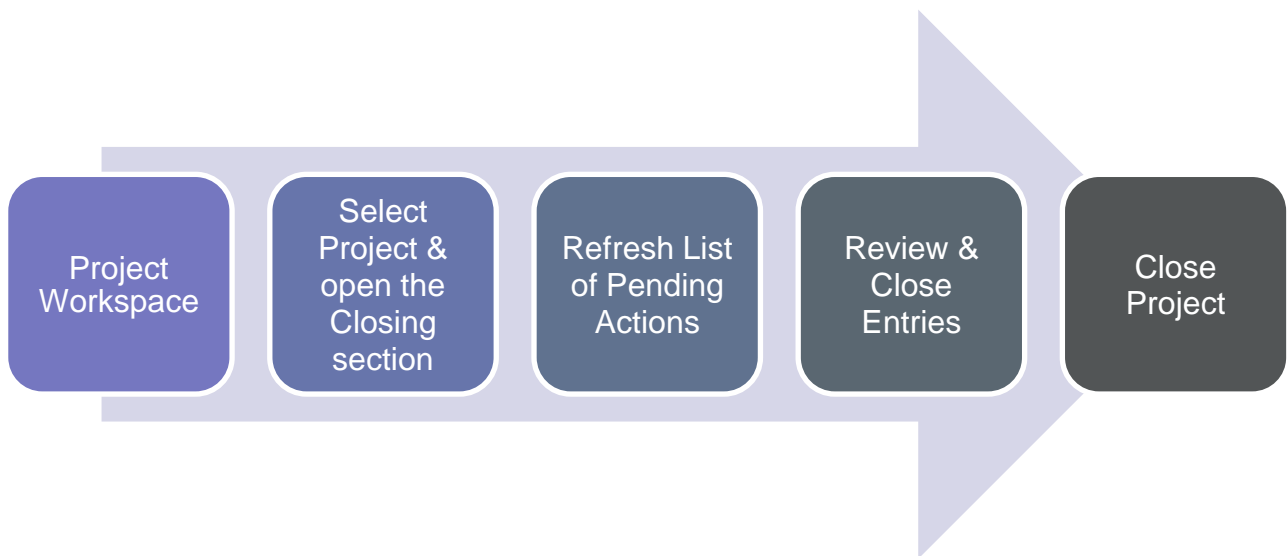
- i. Press **Enter**.

This will update both the **Reallocate** and Selected Columns for all entries

- ii. Remove the selection if necessary with the button **Deselect all Entries**. 
9. Click the **Approve Reallocation** button to move the entries. 

The entries will disappear from the table or, if allocated to the same project, will be updated with the new information (Date, Task).
10. You can now check the Financial Project Cards for two projects to see the entries taken from one project to another. The Financial Project Card is located in **Projects » Lookup**.

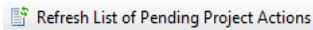
Project Closing



Projects can easily be closed from the Project Information window but only if all entries are closed / billed.

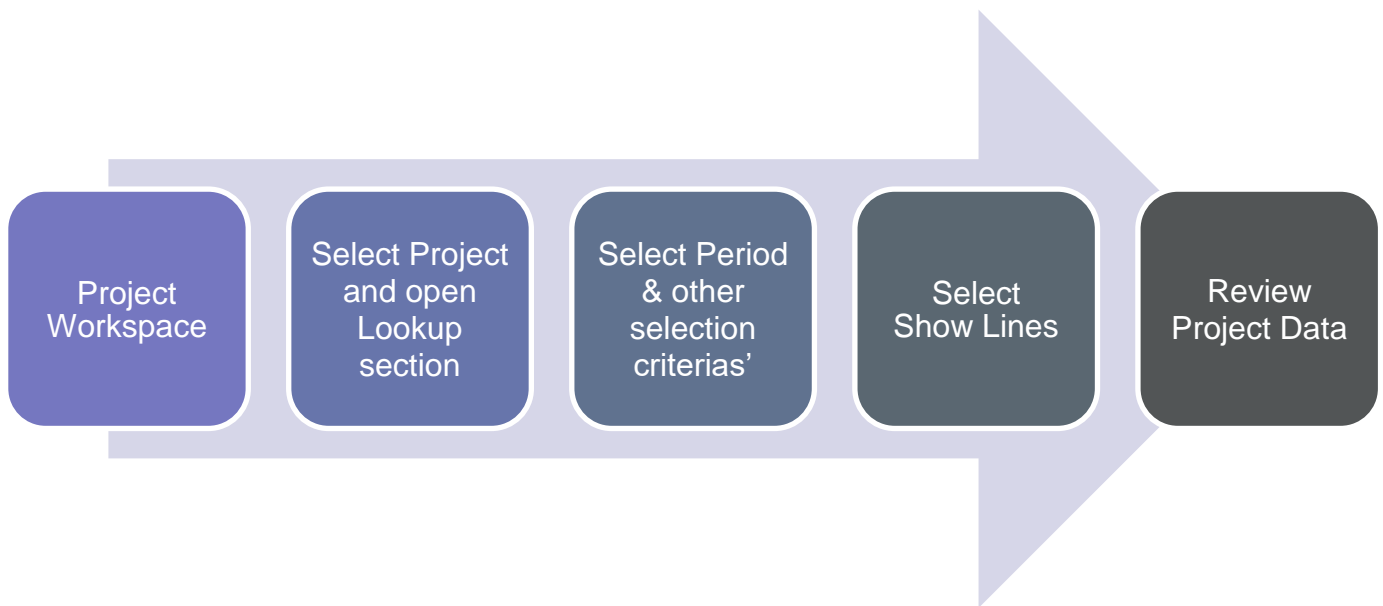
Close a Project

Follow the steps below to close a project:

1. Open Maconomy Workspace Client.
2. Go to **Projects » Projects**.
3. Select or find a project and double-click the project.
4. Select the **Closing** tab.
5. Under **Selection Criteria**, select the field **Only Lines Preventing Project Closing**.
6. Press **Enter**.
7. Click the button **Refresh List of Pending Project Actions**. 
8. Review the **Pending Project Actions** listed in the table. You will need to take action to close those actions.
9. Once closed, click the button **Close Project**.

The project is now closed.

Project Lookup



Look Up a Project Entry

Project Lookup contains a Project Card with all project entries.

Follow the steps below to look up a project entry:

1. Open Maconomy Workspace Client.
2. Go to **Projects » Projects**.
3. Select or find a project and double-click the project.
4. Select the **Lookup** tab.
5. In the section **Show Entries**, enter the dates within which you would like to view entries.
6. In the section **Selection Criteria**, enter other delimiting criteria and then select **Show Lines**.
7. Press **Enter**.

The entries will now be populated in the Table.

8. To see more details about an entry, click the **Entry Details** link on the line.