Deltek

Maconomy iAccess

September 2019

This edition published September 2019.

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iAccess Overview

Maconomy iAccess is designed for streamlined access to time and expense activities, favorites, absence management, employee information, approvals, jobs, job budgets, job risks, progress evaluations, invoices, customer information, purchase orders, and reports.

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

Following are the main features of iAccess:

- **Weekly Time Entry** - Register time for the week, specifying a job, task, hours or days, and a description. Use both the Keep and Favorites features for more efficient weekly time entry.
- **Daily Time Entry** - Register time for the day, specifying a customer, job, task, hours or days, and a description. Use both the Keep and Favorites features for more efficient daily time entry.
- **Expense Entry** - Create new expense sheets and register expenses by entering the job, task, description, quantity, price and currency. Also, change the exchange rate, or reference a receipt attachment. Attach receipts in batch, and choose to attach individual documents to an expense sheet line. Use the same Favorites feature as in the time sheets to accommodate more efficient expense entry.
- **Mileage Entry** - Create new mileage sheets and register mileage by identifying the job, miles driven, and the From and To locations. The mileage sheet leverages the mileage rules setup in core Maconomy to establish the mileage rate
- **Favorites Management** - Create saved combinations of project and task so you have easy access to them when doing time and expense registration.
- **Absence Management** - Create and submit absence and allowance requests for approval, and view your available and booked absence time.
- **Record and Transaction Approval** - Managers/designated approvers can access and review records/transactions submitted for approval. They can then approve or reject these approval items.
- **Absence and Allowance Approval** - Managers/designated approvers can access and review employee absence and allowance requests. They can then approve or reject these requests.
- **Employees** - Review and update your personal data, or that of other employees. You can also create employee records.
- **Jobs** - Create and maintain information for jobs or sub-jobs.
- **Budgeting** - Work with job budgets using either the Budgeting or Estimating workspace.
- **Risk Management** - Manage risks related to a specific job.
- **Progress Evaluation** - Create an overview of how a job is progressing, and see if it is on track in terms of time and cost estimates.
- **WIP Invoice** - Create and maintain WIP invoices for your jobs.

- **Invoice on Account** - Create and maintain on account invoices for your jobs.
- **Draft Invoices** - Work on draft invoices to which you have access.
- **Customers** - Create and maintain customer information.
- **Customer Invoicing** - Combine several jobs on a single invoice for a customer.
- **Purchase Orders** - Create, edit, and submit purchase orders. You can attach documents to purchase orders, and view the status of a purchase order's header/lines.
- **Invoice Allocation** - Allocate vendor invoices to accounts or jobs. You can attach additional documents to invoices.
- **Viewing Reports** - Access BPM reports from within iAccess.
- **Notifications** - Select a notification to navigate to the needed record/transaction, or the relevant workspace.
- **Online Help** - Access the online help directly from the iAccess menu, which opens in a new web page. Find field descriptions, workspace overviews, and step-by-step procedures.
- **Settings** - Manage your personal settings, including establishing the date format, decimal symbol, digit grouping system, and adjusting the time setting to interpret minutes or hours in certain instances on the time sheet.
- **Change Password** - Use the change password feature to change your Maconomy login password.

Getting Started

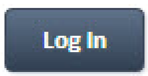
This section discusses overall navigation and concepts to get you started with Maconomy iAccess.

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

Starting iAccess and Logging In

The iAccess Login dialog box displays when you start iAccess.

To start iAccess and log in:

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

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

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

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

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

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

   c) Click **Login**.
   Your 2FA device is now configured, and you are now logged in successfully to the system. iAccess also stores a cookie in the system so that you do no not have to enter a one-time password until the cookie expires (typically in 30 days' time).

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

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

   b) Click **Login**.

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

   a) Instead of entering a one-time password, click **Reconfigure two-factor authentication device**.
   iAccess sends a reconfigure token to your registered email address.

b) In the **Token** field, enter the token from the email.

c) Click **Reconfigure**.

d) Repeat steps 4a-4c.

Multiple Languages

If your company has enabled more than one language, the iAccess login page features a drop-down list of all these languages.

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

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

Change Your Password

You can change your password as needed.

To change your password:

1. Click  and select Change Password.
2. Enter your old password.

   > **Note:** Passwords are case-sensitive.

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

Reset Your Password

You can reset your password from the iAccess login screen.

To reset your password:

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

Change Your Settings

You can change the default settings for how your dates appear, as well as whether line items display as separated by a comma or period.

Additionally, you can set iAccess to convert minutes to hours if you enter more than a certain number.

To change your default settings:

1. In the **Short Date** field, select the default date as:
   - **day - month - year** - Select to use the European date format.
   - **month / day / year** - Select to use the U.S. date format.
2. In the **Digital Grouping System** field, select the default format as:
   - **. (period)** - Select to use a period (.) to indicate the numeric grouping system. For example, 1.000.000 (European format).
   - **, (comma)** - Select to use a comma (,) to indicate the numeric grouping system. For example, 1,000,000 (U.S. format).
   - **' (apostrophe)** - Select to use an apostrophe (') to indicate the numeric grouping system. For example, 1'000'000.
3. In the **Decimal Symbol** field, select the default format as:
   - **, (comma)** - Select to use a comma (,) to indicate the decimal point in a number. For example, 1.000.000,00 (European format).
   - **. (period)** - Select to use a period (.) to indicate the decimal point in a number. For example, 1,000,000.00 (U.S. format).

   > **Note:** If a comma is used for digital grouping, a period must be used for decimals, and vice versa.

4. Use the **Interpret Hour Entry as Minutes When Above** field if you need to track time in increments of minutes as well as hours. The number you enter is the interval at which time will switch from being registered as hours to being registered as minutes.

   For example, if you set the field to 10, any number entered that is equal to or below 10 is interpreted as hours, and any number above 10 is interpreted as minutes.

   If the value in this field is set to 10, registered time appears as follows:

   - If you enter 8, the field displays as 8:00 hours.
   - If you enter 10, the field displays as 10:00 hours.
   - If you enter 10, the field displays as 10:00 hours.
   - If you enter 30, the field displays as 0:30 minutes.

   > **Note:** You can also enter time in decimals, so that 0.5 is interpreted as 0:30 or 0.9 is interpreted as 0:54. The **Interpret Hour Entry as Minutes When Above** setting does not affect decimal entries.

5. Click **Default** in order to restore default values for all fields.
6. Click **OK** when done.

iAccess Menu

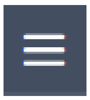
The iAccess menu includes options to open the different workspaces in the application, as well as show To-Dos, settings, and online help.

Click one of the following menu items to navigate to a specific workspace:

- **Weekly Time Sheets**
- **Daily Time Sheets**
- **Expenses**
- **Mileage**
- **Favorites**
- **Absence**
- **Employee Record**
- **Reports**
- **Approval Center**
- **Absence Approval**
- **Allowance Approval**
- **Jobs** submenu
  - **Jobs**
  - **Estimating**
  - **Budgeting**
  - **Risk Management**
  - **Progress Evaluation**
  - **WIP Invoice**
  - **Invoice on Account**
- **Draft Invoices**
- **Invoices**
- **Customers**
- **Customer Reports**
- **Customer Invoicing**
- **Purchase Orders**
- **Invoice Allocation**

- **Employees**
- **Job Reports**
- **Management Reports**

The following table describes additional buttons found in the menu:

Button	Description
	Click to hide/display the list of workspaces in the menu.
	Click to access your list of To-Dos. Click on the number (in this instance, 7), and a drop-down list displays the To-Dos. You can then select one and take action.
	Click to open the iAccess online help system.
	Click to open the system settings options for the user.

Lookups

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

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

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

Info Bubbles

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

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

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

To view a field's info bubble, click once on that field. Note that you can only view info bubbles for fields displayed with blue font (that is, not in Edit mode).

Using the Keyboard

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

Workspace Shortcuts

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

Search Filter Shortcuts

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

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

List View Filter Row Shortcuts

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

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

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

Table Shortcuts

Use the following shortcuts when working in tables.

Shortcut	Function
DOWN ARROW / UP ARROW	Press either arrow key to select a different table line.
DOWN ARROW	After adding a table line, press this key to save that line and add another line.
UP ARROW	If you added a table line but have not filled out any of its fields, press this key to quickly delete the line.

Field Shortcuts

Use the following shortcuts when filling out fields.

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

Filter and Sort Table Columns

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

Filter Table Columns

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

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

Sort Table Columns

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

Conversations

Employees can engage in conversations about specific vendor invoices, from within the Invoice Allocation workspace. If added to any other workspace as a customization, the functionality works as described in the succeeding sections.

The right-hand side of the workspace features a dedicated pane for messages, with the following key features:

Messages Area

This contains all the messages about the selected vendor invoice. If you want to delete the last message you sent, simply click the **Delete** icon to the right of that message.

Input Area

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

> **Note:** You cannot paste copied text into the input area.

Subscribing/Unsubscribing to a Conversation

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

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

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

  Notes:

  - Typing **@[name]** only works if you are using Chrome or Safari.
  - If you delete a message where you mention another user, iAccess deletes the message but retains the user as a subscriber to the conversation.
  - You cannot unsubscribe other users from a conversation, so be careful when adding participants.

Notifications for Unread Messages

The top right corner of the menu includes a Notifications icon for unread messages. Click the blue button to expand your list of unread messages. Click a vendor invoice on the list to go directly to the conversation for that invoice.

Time Sheets Overview

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

Timesheet Concepts

Use time sheets to enter:

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

When you record hours worked, you can:

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

Notifications

Notifications quickly inform the relevant employees when a specific action is needed. Notifications come as line items in the red Notifications bubble in the top right of the screen.

The following notifications are included:

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

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

Timesheet Workspaces

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

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

Weekly Time Sheet Fields

This topic describes the fields and definitions on the Weekly Time Sheet workspace.

Card Part Fields

Field	Description
Week #	This field displays the start and end dates of the time sheet labor period in weekly format. To select a different week, use the left/right arrows or click the calendar widget.
Name	This field displays the employee name and number related to this time sheet. If you have the necessary permissions, this field displays as a drop-down list and you can select the name of other employees to view/edit their time sheets.
Time Sheet Status	The time sheet status displays as follows: ▪ **Due** - This time sheet is in the process of being completed and has not been submitted. You can enter time sheet data and edit time sheet data. ▪ **Submitted** - The time sheet is submitted for processing, but is not approved. You can open the time sheet, but you cannot enter or edit time sheet data unless your security access allows you to resubmit time sheets. ▪ **Approved** - The Header portion is approved but that certain lines may need approval from the project manager. ▪ **Fully Approved** - The time sheet is approved and is ready for posting. ▪ **Rejected** - The time sheet can have this status if one or more of the lines have been rejected by the approver.

Card Part Actions

Button	Description
	Click this icon to access the calendar, then select the appropriate week to enter time sheet information.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the **Save** action button is disabled until additional changes are made.

Button	Description
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Create	Click this action button to create a time sheet.
Submit	Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.
Other Actions	In the Weekly Time Sheets workspace, this drop-down list includes the following actions: ▪ **Edit** ▪ **Reopen** - Select this action to reopen a closed/approved time sheet. ▪ **Print** ▪ **Copy From** - Select this action to copy lines from a weekly time sheet, and add these lines to the weekly time sheet you are currently working on.

Table Fields

Field	Description
Keep	Select this field to automatically copy this line from the previous period at the creation of time sheets. New lines created will inherit this status, which means that they will automatically be copied to all new time sheets until you remove the mark from this field on the lines in question.
Favorite	In this field, you can select a favorite. **Note:** Choosing a favorite may change other details specified for the time sheet line, such as the job or task.
Job No.	Use this or the **Job Name** field to specify the job for which you are charging time. Filling out one field will auto-populate the other.
Job Name	Use this or the **Job No.** field to specify the job for which you are charging time. Filling out one field will auto-populate the other.
Task	This field is available if the phase you selected has associated tasks.
Mon - Sun	Use these fields to specify the hours worked per day.
Total	This field displays the total hours for this line.

Field	Description
Status	This field displays the time sheet line's approval status.

Table Actions

Button	Description
	The **Row Tools** icon allows you to add lines/information to the lines of a record. For time sheet lines, choose from the following actions: ▪ **Insert Time Sheet Line** ▪ **Delete Time Sheet Line** ▪ **Create favorite** - Select to save the current line as a favorite. Afterwards, this line appears in the Favorites workspace.
+ Add Time Sheet Line	Click this action to add another entry line to the bottom of the time sheet.
	Click **Collapse / Expand** to toggle the expand / hide detail feature in weekly time sheets.

Summary Lines

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

Field	Description
Total	This field displays the combined total hours for the week.
Fixed	The fixed number of hours as defined by your administrator on your employee card. This may just be for reference, or a separate setting may also require you enter a minimum of the fixed hours before you submit the time sheet.
Balance	The difference between the number of hours you entered and the Fixed number that are required of you per your employee card.
Invoiceable	The total hours entered in the table that are against billable activities.
Invoiceable %	The above invoiceable amount represented as a percentage.

Daily Time Sheet Fields

This topic describes daily time sheet fields and definitions.

Card Part Fields

Field	Description
Day	This field displays the day for the time sheet. To select a day in a different week, use the left/right arrows or click the calendar widget.
Name	This field displays the employee name and number related to this time sheet. If you have the necessary permissions, this field displays as a drop-down list and you can select the name of other employees to view/edit their time sheets.
Time Sheet Status	The time sheet status displays as follows: ▪ **Due** - This time sheet is in the process of being completed and has not been submitted. You can enter time sheet data and edit time sheet data. ▪ **Submitted** - The time sheet is submitted for processing, but is not approved. You can open the time sheet, but you cannot enter or edit time sheet data unless your security access allows you to resubmit time sheets. ▪ **Approved** - The Header portion is approved but that certain lines may need approval from the project manager. ▪ **Fully Approved** - The time sheet is approved and is ready for posting. ▪ **Rejected** - The time sheet can have this status if one or more of the lines have been rejected by the approver.

Card Part Actions

Button	Description
	Click this icon to access the calendar, then select the appropriate day to enter time sheet information.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the **Save** action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Create	Click this action button to create a time sheet.
Submit	Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.
Other Actions	In the Daily Time Sheets workspace, this drop-down list includes the following actions:

Button	Description
	▪ **Edit** ▪ **Reopen** - Select this action to reopen a closed/approved time sheet. ▪ **Print** ▪ **Copy From** - Select this action to copy lines from a daily time sheet, and add these lines to the daily time sheet you are currently working on.

Table Fields

Field	Description
Keep	Select this field to automatically copy this line from the previous period at the creation of time sheets. New lines created will inherit this status, which means that they will automatically be copied to all new time sheets until you remove the mark from this field on the lines in question.
Favorite	In this field, you can select a favorite. **Note:** Choosing a favorite may change other details specified for the time sheet line, such as the job or task.
Customer	Use this field to specify the customer for whom you are charging time.
Job No.	Use this or the **Job Name** field to specify the job for which you are charging time. Filling out one field will auto-populate the other.
Job Name	Use this or the **Job No.** field to specify the job for which you are charging time. Filling out one field will auto-populate the other.
Task	This field is available if the phase you selected has associated tasks.
Daily Description	Enter a description of the task specified on the current line.
Hours	Enter the hours of work spent on this task for this day.
Status	This field displays the time sheet line's approval status.

Table Actions

Button	Description
	The **Row Tools** icon allows you to add lines/information to the lines of a record. For time sheet lines, choose from the following actions: ▪ **Insert Time Sheet Line** ▪ **Delete Time Sheet Line** ▪ **Create favorite** - Select to save the current line as a favorite. Afterwards, this line appears in the Favorites workspace.
+ Add Time Sheet Line	Click this action to add another entry line to the bottom of the time sheet.
	Click **Collapse / Expand** to toggle the expand / hide detail feature in daily time sheets.

Summary Lines

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

Field	Description
Total	This field displays the total hours for each day as well as the total hours for the week.
Fixed	The fixed number of hours as defined by your administrator on your employee card. This may just be for reference, or a separate setting may also require you enter a minimum of the fixed hours before you submit the time sheet.
Balance	The difference between the number of hours you entered and the Fixed number that are required of you per your employee card.
Invoiceable	The total hours entered in the table that are against billable activities.
Invoiceable %	The above invoiceable amount represented as a percentage.

Time Sheet Procedures

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

Use Maconomy iAccess daily or weekly time sheets to do the following:

Enter Data in a Time Sheet

You can enter time sheet charges and associated hours in a Weekly or Daily Time Sheet.

To enter data on a time sheet:

1. Go to **Weekly Time Sheets** or **Daily Time Sheets**.
2. Select an Employee Name from the drop-down list. Specify your name, or that of another employee (if you are registering by proxy).
3. Select the time sheet and click on a row to enter your hours for the respective category or charge that is displayed.
4. To access blank lines and record additional charge information, click **Add Lines**.
   This inserts a blank row beneath the currently selected row.
5. Exit the panel when done. Your information auto-saves as you type.

Copy from a Weekly Time Sheet

You can create additional lines on a weekly time sheet by using the **Copy From** action.

This action copies lines from the weekly time sheet you specify, and adds the lines to the time sheet you are currently editing. While task and job information are carried over, registered time is reset to zero. Lines that pertain to blocked activities or blocked/closed jobs are not copied.

To copy lines from a weekly time sheet:

1. Go to **Weekly Time Sheets**.
2. Select the weekly time sheet you want to edit.
3. From the **Other Actions** drop-down list, select **Copy From**.
   The Copy Time Sheet wizard displays.
4. To select the weekly time sheet from which you want to copy lines, you can either specify the week's start date or the week number.

   By default, the fields in the wizard specify the previous week, but you can easily change the values.
5. Click **Copy Time Sheet**.
   iAccess adds the copied lines to the current weekly time sheet and automatically saves your changes.

Copy from a Daily Time Sheet

You can copy lines from an existing daily time sheet.

To copy from a daily time sheet:

1. Go to **Daily Time Sheets**.
2. Select the daily time sheet you want to edit.

3. From the **Other Actions** drop-down list, select **Copy From**.
   The Copy Time Sheet wizard displays.
4. Specify the date of the daily time sheet from which you want to copy lines.
5. Click **Copy Time Sheet**.
   iAccess adds the copied lines to the current time sheet and automatically saves your changes.

Edit a Time Sheet

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

To edit a time sheet:

1. Go to **Weekly Time Sheets** or **Daily Time Sheets**.
2. Select the time sheet you would like to edit, and double-click the line. The line displays as editable text.
3. Edit the hours field as needed.
4. Exit the panel when done. Your information auto-saves as you type.

View Time Sheet Totals

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

To view time sheet totals:

1. Go to **Weekly Time Sheets** or **Daily Time Sheets**.
2. Open the time sheet panel and select a time sheet.
3. Click to expand the time sheet totals that display.

   The following totals display:

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

View Time Sheet Status

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

To view time sheet status:

1. Go to **Weekly Time Sheets** or **Daily Time Sheets**.
2. View the Time Sheet status at the top right corner of the time sheet.
   Time Sheet status displays as follows:
   - **Due** - This time sheet is in the process of being completed and has not been submitted. You can enter time sheet data and edit time sheet data.
   - **Submitted** - The time sheet is submitted for processing, but is not approved. You can open the time sheet, but you cannot enter or edit time sheet data unless your security access allows you to resubmit time sheets.
   - **Approved** - The Header portion is approved but certain lines may need approval from the project manager.
   - **Fully Approved** - The time sheet is approved and is ready for posting.
   - **Rejected** - The time sheet can have this status if one or more of the lines have been rejected by the approver.

Print a Time Sheet

Use these steps to print a time sheet

To print a time sheet:

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

Submit a Time Sheet

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

To submit a time sheet:

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

Expenses Overview

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

Expense and Mileage Concepts

You can enter:

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

When you record expenses, you can:

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

Notifications

Notifications quickly inform the relevant employees when a specific action is needed. Notifications come as line items in the red Notifications bubble in the top right of the screen.

The following notifications are included:

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

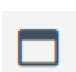
Expense Fields

This topic describes the fields and definitions on the Expenses workspace.

Card Part Fields

Field	Description
Expense Sheet No.	This field displays the number of this expense report.
Job	This field displays the name and number of the job for which the expenses in the current record were incurred.
Employee	This field displays the name of the employee whose expense entries are listed in the workspace.
Total Amount	This field displays the following information: ▪ The base currency used by the employee's company ▪ The total amount (including tax) for the lines in the table part
Period	This field displays the period during which this expense occurs.
Currency	This field displays the specified currency for the expense sheet. Specifying a value in the **Exchange Rate** field overrides the default exchange rate iAccess uses for this currency. iAccess then applies the specified exchange rate to the lines of the expense sheet that use this currency.
Exchange Rate	This field displays the exchange rate for the specified currency. If a user does not specify an exchange rate, iAccess uses the default rate for the currency. If a user changes the value of this field, iAccess uses that value instead.
Status	This field displays the status of the current expense sheet. It can have one of the following values: ▪ New ▪ Approved ▪ Rejected ▪ Submitted ▪ In Progress
Settlement Status	This field displays whether the related vendor entries have been settled (paid).
Copy from Expense Sheet	If you copied lines from another expense sheet, this field displays that expense sheet's number.

Card Part Actions

Button	Description
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the **Save** action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Submit	Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.
Approve	Click this action button to approve the current record.
Reject...	Click this action button to reject the current record.
Other Actions	In the Expenses workspace, this drop-down list includes the following actions: ▪ **Edit** ▪ **Reopen** ▪ **Print** ▪ **Copy From** - Select this action to copy lines from an expense sheet, and add these lines to the expense sheet you are currently working on. ▪ **Duplicate** - Select this action to duplicate an existing expense sheet, and create a new expense sheet. ▪ **Attach Receipts** ▪ **Undo Approval/Reject** ▪ **Delete Expense Sheet**
+ New Expense Sheet	Click this action to create an expense sheet.
 	Click to display the list view. Click to display the detailed view.

Registrations Tab

This topic describes the fields and definitions on the Registrations tab of the Expenses workspace.

Tab Fields

Field	Description
Entry Date	Enter a date for this expense.
Favorite	In this field, you can select a favorite. **Note:** Choosing a favorite may change other details specified for the expense sheet line, such as the job or task.
Job No.	Use this or the **Job Name** field to specify the job for which you are incurring the expense. Filling out one field will auto-populate the other.
Job Name	Use this or the **Job No.** field to specify the job for which you are incurring the expense. Filling out one field will auto-populate the other.
Task	Enter the task assigned to the specified expense.
Description	Enter a description for the task specified on the current line.
Quantity	Specify the number of units of the current activity for which an expense is incurred.
Unit Price	Enter the price per unit.
Currency	Enter the currency in which the expense was incurred.
Amount	This field displays the total expense amount for the current activity in the currency chosen in the **Currency** field. The amount is calculated as the value in the **Quantity** field multiplied by the value in the **Unit Price** field.
Just. Req.	This field is checked if the user is required to enter a justification for that expense line. Whether this field is checked depends on setup performed outside of iAccess.
Receipt	Use this field to attach a receipt to the current expense sheet line. You can attach a document from your local storage, or select one from those already uploaded to the Receipts tab of this workspace.

Tab Actions

Button	Description
	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Registrations tab, choose from the following actions: ▪ **Insert Expense Sheet Line** ▪ **Delete Expense Sheet Line** ▪ **Create favorite** ▪ **Attach Receipt To Line** ▪ **View Receipt**
+ Add Expense Sheet Line	Click this action to add another entry line to the bottom of the expense sheet.

Justification Part Fields

Note: Whether these fields are enabled depends on setup performed outside of iAccess.

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

Receipts Tab

This topic describes the fields and definitions on the Receipts tab of the Expenses workspace.

Tab Fields

Field	Description
Document Name	This field displays the file name of any document uploaded to the Receipts tab. This tab serves as an archive for the current expense sheet, and you

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

Tab Actions

Button	Description
⋮	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Receipts tab, choose from the following actions: ▪ **Update Receipt** - Click this action to change the file attached to the expense sheet. ▪ **Delete Receipt** ▪ **View Receipt** - Click this action to view the file attached to the expense sheet.

Expense Procedures

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

Use Maconomy iAccess expense sheets to do the following:

Create an Expense Sheet

Use these steps to create an expense sheet.

To add a new Expense Sheet:

1. Go to the Expenses workspace.
2. Click **+ New Expense Sheet**.
   The Create Expense Sheet wizard displays.
3. Enter a Description. This is a free-text field.
4. Enter a Job for which the expense was incurred.
5. Enter the Start and End Dates for this expense.
6. Select an Employee Name from the drop-down list. Specify your name, or that of another employee (if you are registering by proxy).
7. Enter the Currency in which the expense was incurred.
8. Click **Create**.
   iAccess automatically displays the expense sheet you just created.
9. To add lines to the expense sheet, click **+ Add Expense Sheet Line**.
10. Fill out the line fields as needed.
11. Click .
12. If the **Just. Req.** field is selected for the line, fill out the fields in the Justification pane as well.
13. Click .

Copy from an Expense Sheet

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

To copy from an expense sheet:

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

Edit an Expense Sheet

Use these steps to edit an expense sheet.

To edit an expense sheet:

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

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

3. From the **Other Actions** drop-down list, select **Edit**.
   The Edit Expense Sheet page displays.
4. Edit the fields as needed.
5. Click **Save**.
6. To add additional lines to the expense sheet, click **+ Add Expense Sheet Line**.
7. Fill out the line fields as needed.
8. Click **Save**.
9. If the **Just. Req.** field is selected for the line, fill out the fields in the Justification pane as well.
10. Click **Save**.

Duplicate an Expense Sheet

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

To duplicate an expense sheet:

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

Attach a Receipt to an Expense Sheet Line

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

To attach a receipt to an expense sheet:

1. Go to the Expenses workspace.
2. Use the search filter and/or the **Search** field to select an expense sheet.
3. In the Registrations tab, select the line you want to update.
4. To attach a receipt from your local drive:
   a) Click **Row Tools** » **Attach Receipt To Line**.
   b) In the dialog that opens, click **Choose File** to open your file explorer.
   c) Select the file you want to upload.
   d) Click **Open**, or press ENTER.
   e) Click **Ok**.
   The receipt is attached to the expense sheet line. It is also added to the Receipts tab of the Expenses workspace.

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

5. To attach a receipt listed in the Receipts tab:
   a) In the **Receipt** field, select a file from the drop-down list.
   b) Click **Save**.
   The receipt is attached to the expense sheet line.

Add Receipts to the Receipts Tab

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

To upload several receipts:

1. Go to the **Expenses workspace** » **Receipts tab.**
2. Use the search filter and/or the **Search** field to select an expense sheet.
3. From the **Other Actions** drop-down list, select **Attach Receipts**.
4. In the dialog that opens, click **Choose Files** to open your file explorer.
5. Select the files you want to upload.
6. Click **Open**, or press ENTER.
7. Click **Ok**.
   The files are uploaded and listed in the Receipts tab.

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

View a Receipt

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

To view a receipt:

1. Go to the Expenses workspace.
2. In either the Registrations or Receipts tab, select a line.
3. Click **Row Tools** » **View Receipt**.
   The file is downloaded to your computer/device.

   > **Note:** In the Receipts tab, clicking the filename displayed in the **Document** field also downloads the file to your local storage.

Delete an Expense Sheet

Use these steps to delete an expense sheet.

To delete an expense sheet:

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

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

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

Print an Expense Sheet

Use these steps to print an expense sheet.

To print an expense sheet:

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

Submit an Expense Sheet

Use these steps to submit an expense sheet.

To submit an expense sheet:

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

   Note: You can only submit open expense sheets.

3. Click **Submit**.

Approve or Reject an Expense Sheet

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

To approve/reject an expense sheet:

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

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

4. To reject the expense sheet:
   a) Click **Reject…**.
      iAccess displays the Reject Line wizard.
   b) Enter a rejection reason. This is a required field.
   c) Click **Reject**.

Mileage Fields

This topic shows the fields and descriptions on the Mileage workspace.

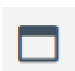
Card Part Fields

Field	Description
Mileage Sheet No.	This field displays the number of this mileage sheet.
Job	This field displays the name and number of the job for which the mileage expenses in the current record were incurred.

Field	Description
Employee	This field displays the name of the employee whose mileage entries are listed in the workspace.
Period	This field displays the period during which the mileage expenses in the current record were incurred.
Total Amount	This field displays the following information: ▪ The base currency used by the employee's company ▪ The total amount (including tax) for the lines in the table part
Status	This field displays the status of the current mileage sheet. It can have one of the following values: ▪ New ▪ Approved ▪ Rejected ▪ Submitted ▪ In Progress
Copy from Mileage Sheet	If you copied lines from another mileage sheet, this field displays that mileage sheet's number.

Card Part Actions

Button	Description
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the **Save** action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Submit	Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.
Approve	Click this action button to approve the current record.
Reject...	Click this action button to reject the current record.
Other Actions	In the Mileage workspace, this drop-down list includes the following actions: ▪ **Edit** ▪ **Reopen** ▪ **Print**

Button	Description
	▪ **Copy From** - Select this action to copy lines from an mileage sheet, and add these lines to the mileage sheet you are currently working on. ▪ **Duplicate** - Select this action to duplicate an existing mileage sheet, and create a new mileage sheet. ▪ **Attach Documents** ▪ **Undo Approval/Reject** ▪ **Delete Mileage Sheet**
+ New Mileage Sheet	Click this action to create a mileage sheet.
 	Click to display the list view. Click to display the detailed view.

Registrations Tab

This topic describes the fields and definitions on the Registrations tab of the Mileage workspace.

Tab Fields

Field	Description
Entry Date	Enter a date for this mileage expense.
Favorite	In this field, you can select a favorite. **Note:** Choosing a favorite may change other details specified for the mileage sheet line, such as the job or task.
Job No.	Use this or the **Job Name** field to specify the job for which you are incurring the mileage expense. Filling out one field will auto-populate the other.
Job Name	Use this or the **Job No.** field to specify the job for which you are incurring the mileage expense. Filling out one field will auto-populate the other.
Quantity	Specify the number of units of the current activity for which a mileage expense is incurred.
Amount	This field displays the total expense amount for the current activity in the currency chosen in the **Currency** field. The mileage rate is derived by setup in the system.

Field	Description
Vehicle	In this field, select a vehicle from the drop-down list.
From	Enter the starting point of the mileage expense. This is a free-text field.
To	Enter the ending point of the mileage expense. This is a free-text field.
Document	Use this field to attach a document to the current mileage sheet line. You can attach a document from your local storage, or select one from those already uploaded to the Documents tab of this workspace.

Tab Actions

Button	Description
⋮	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Registrations tab, choose from the following actions: ▪ **Insert Mileage Sheet Line** ▪ **Delete Mileage Sheet Line** ▪ **Create favorite** ▪ **Attach Document to Line** ▪ **View Document**
+ Add Mileage Sheet Line	Click this action to add another entry line to the bottom of the mileage sheet.

Documents Tab

This topic describes the fields and definitions on the Documents tab of the Expenses workspace.

Tab Fields

> **Note:** This tab and its fields are only available if you are running iAccess with Maconomy 2.4 LA1 (or later) in the backend.

Field	Description
Document Name	This field displays the file name of any document uploaded to the Documents tab. This tab serves as an archive for the current mileage sheet, and you can attach any of the documents listed here to the lines of the mileage sheet. Click on the file name to download the document. If you attach a document straight from your local storage, iAccess automatically uploads this document to the Documents tab as well.

Field	Description
Type	This field displays the document's file type/format-for example, .doc, .xls, .ppt, and so on. This field is automatically filled in by iAccess and cannot be changed manually.
Size	This field displays the document's file size (in bytes).
Changed On	This field displays the date when the file/document was last modified. If the file has not been modified, this field displays the date when the file was uploaded to the Documents tab/attached to a mileage sheet line.
Changed By	This field displays the name of the last user to upload the file/document to the Documents tab, or attach the file to a mileage sheet line.
Remark	Enter any additional remarks in this field.
Attached to Line	This field is selected if the document specified in the line is attached to a mileage sheet line.

Tab Actions

Button	Description
	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Documents tab, choose from the following actions: ▪ **Update Document** ▪ **Delete Document** ▪ **View Document**

Mileage Procedures

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

Use Maconomy iAccess to do the following:

Create a Mileage Sheet

Use these steps to add a new mileage sheet.

To create a mileage sheet:

1. Go to the Mileage workspace.
2. Click **+ New Mileage Sheet.**
   The Create Mileage Sheet wizard displays.

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

Copy from a Mileage Sheet

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

To copy from a mileage sheet:

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

Edit a Mileage Sheet

Use these steps to edit a mileage sheet.

To edit a mileage sheet:

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

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

3. From the **Other Actions** drop-down list, select **Edit**.
   The Edit Mileage Sheet page displays.
4. Edit the fields as needed.
5. Click **Save**.
6. Click **+ Add Mileage Sheet Line** to add additional lines to this mileage sheet.
7. Edit the fields as needed.

8. Click **Save**.

Duplicate a Mileage Sheet

Use these steps to duplicate an existing mileage sheet.

To duplicate a mileage sheet:

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

Attach a Document to a Mileage Sheet Line

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

To attach a document to a mileage sheet line:

1. Go to the Mileage workspace.
2. Use the search filter and/or the **Search** field to select a mileage sheet.
3. In the Registrations tab, select the line you want to update.
4. To attach a document from your local drive:
   a) Click **Row Tools** » **Attach Document to Line**.
   b) In the dialog that opens, click **Choose File** to open your file explorer.
   c) Select the file you want to upload.
   d) Click **Open**, or press ENTER.
   e) Click **Ok**.
   The document is attached to the mileage sheet line. It is also added to the Documents tab of the Mileage workspace.

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

a) In the **Document** field, select a file from the drop-down list.

b) Click **Save**.
The document is attached to the mileage sheet line.

Add Documents to the Documents Tab

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

To upload several documents:

1. Go to the **Mileage workspace** » **Documents tab**.
2. Use the search filter and/or the **Search** field to select a mileage sheet.
3. From the **Other Actions** drop-down list, select **Attach Documents**.
4. In the dialog that opens, click **Choose Files** to open your file explorer.
5. Select the files you want to upload.
6. Click **Open**, or press ENTER.
7. Click **Ok**.
   The files are uploaded and listed in the Documents tab.

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

View a Document

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

To view a document:

1. Go to the Mileage workspace.
2. In either the Registrations or Documents tab, select a line.
3. Click **Row Tools** » **View Document** on the line.
   The file is downloaded to your computer/device.

   > **Note:** In the Documents tab, clicking the filename displayed in the **Document** field also downloads the file to your local storage.

Delete a Mileage Sheet

Use these steps to delete a mileage sheet.

To delete a mileage sheet:

1. Go to the Mileage workspace.

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

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

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

Print a Mileage Sheet

Use these steps to print a mileage sheet.

To print a mileage sheet:

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

Submit a Mileage Sheet

Use these steps to submit a mileage sheet.

To submit a mileage sheet:

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

   Note: You can only submit open mileage sheets.

3. Click **Submit**.

Approve or Reject a Mileage Sheet

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

To approve/reject a mileage sheet

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

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

4. To reject the mileage sheet:
   a) Click **Reject…**.

   > **Note:** iAccess displays the Reject Line wizard.

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

Favorites Overview

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

Favorite Concepts

You can access your current Maconomy Favorites from iAccess as well as create favorites from within the application.

Favorites Fields

This topic describes the fields and definitions on the Favorites workspace.

Favorites Fields

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

Favorites Actions

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

Button	Description
	The **Row Tools** icon allows you to add lines/information to the lines of a record. Available actions at this level vary from one workspace to another. For Favorite lines, choose from the following actions: ▪ **Insert Favorite** ▪ **Delete Favorite**
+ Add Favorite	Click this action to add another entry line to the bottom of the Favorites list.

Favorites Procedures

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

Use favorites to do the following:

Create a Favorite

Use these steps to create a favorite.

To create a favorite:

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

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

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

To create a favorite:

1. Go to one of the following workspaces:
   - Weekly Time Sheets
   - Daily Time Sheets
   - Expenses
   - Mileage
2. On the line you want to make a Favorite, click **Row Tools** » **Create Favorite**.

Your changes are saved automatically, and the line is added to Favorites.

Use Favorites

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

To use favorites:

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

Delete a Favorite

Use these steps to delete a favorite.

To delete a favorite:

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

Absence Management Overview

Absence Management enables you to manage your own absences.

Absence Management Concept

Use the Absence workspace to easily create and submit absence requests for approval, and view your available and booked absence time. This workspace enables the following processes:

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

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

General Process

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

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

Note: For complete Absence Management functionality information, including setup, refer to Maconomy Workspace Client documentation, including online help and Concepts Guide.

General Process for Everyday Use

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

This is the everyday process for Absence Management:

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

Notifications

Notifications for requesting and approving absence quickly inform the relevant employees when action is needed. Notifications come as line items in the red Notifications bubble in the top right of the screen.

The following notifications are included:

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

Absence Requests Fields

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

Card Part Fields

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

Card Part Actions

Button	Description
	Click this icon to access the calendar. Select the appropriate day or week to enter absence information.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the **Save** action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Edit	Click this action button to edit the current record.

Absence Requests Tab

This topic describes the fields and definitions on the Absence Requests tab of the Absence workspace.

Tab Fields

Field	Description
First Day of Absence	This field displays the first day of the absence request period in this request. This field is editable only when you are creating a new absence request. Click the calendar icon in the field to select a date, or enter the date manually.
1/2 Day	**When registering absence in days:** Select this check box if the first day of the absence request period is a half-day. **When registering absence in hours (only available if you are running Maconomy 2.4 GA or later in the backend):** If the number of hours you enter for the first day is equivalent to a half-day, iAccess selects this check box automatically.
Hours, First Day	This field is available only if you are running Maconomy 2.4 GA or later in the backend, and the vacation period setup requires registration in hours. In this field, specify the number of hours of absence on the first day.
Last Day of Absence	In this field, specify the last day of the absence request period. Click the calendar icon in the field to select a date, or enter the date manually.
1/2 Day	**When registering absence in days:** Select this check box if the last day of the absence request period is a half-day. **When registering absence in hours (only available if you are running Maconomy 2.4 GA or later in the backend):** If the number of hours you enter for the last day is equivalent to a half-day, iAccess selects this check box automatically.
Hours, Last Day	This field is available only if you are running Maconomy 2.4 GA or later in the backend, and the vacation period setup requires registration in hours. In this field, specify the number of hours of absence on the last day.
Duration	**When registering absence in days:** This field displays the total number of days spanned by the absence request period (from the first day to the last day, including non-working days). It also displays the time unit used. **When registering absence in hours (only available if you are running Maconomy 2.4 GA or later in the backend):** This field displays the total number of working hours spanned by the absence request period (from the first day to the last day), thus making the value the same as that of the **Working Time** field. It also displays the time unit used.

Field	Description
	iAccess fills out this field automatically after you save the absence request.
Working Time	This field displays the total number of working days (or hours) spanned by the absence request period. It also displays the time unit used. iAccess fills out this field automatically after you save the absence request. If the absence was registered in hours, this field will have the same value as the **Duration** field.
Absence Type	Select the applicable absence type from the drop-down list. The system administrator can configure the list of available options. For example, the drop-down list could include the following absence types: ▪ Illness ▪ Time in Lieu ▪ Vacation This is a required field.
Remarks	Enter any additional remarks in this field.
Submitted	This check box is selected if the current absence request line has been submitted.
Approved	This check box is selected if the current absence request line has been approved.
Rejected	This check box is selected if the current absence request line has been rejected.

Tab Actions

Button	Description
⋮	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Absence Requests tab, choose from the following actions: ▪ **Submit Request** ▪ **Reopen Request** ▪ **Delete Request**
+ New Absence Request	Click this action to create an absence request.

Allowance Requests Tab

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

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

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

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

Tab Fields

Field	Description
Entry Date	This field displays the date on which the allowance request was entered. iAccess then suggests this to the approver as the "From Date" for the new allowance's validity period. When creating or editing an allowance request, you can change the date specified in this field.
Absence Type	In this field, specify the absence type for which you are requesting an allowance. Select a value from the drop-down list. The system administrator can configure the list of available options. For example, the drop-down list could include the following absence types: ▪ Leave ▪ Time in Lieu ▪ Vacation This is a required field.
Time Registered	Enter the number of days (or hours) you want to add to your allowance. During allowance approval, the approver can change the value you entered for this field.
Time Unit	Select the time unit you want to use. You can only select hours as the time unit if you are running Maconomy 2.4 GA or later in the backend. During allowance approval, the approver can change the number you entered for the **Time Registered** field, but cannot change the time unit you specified.
Reason	Enter a reason for the allowance request.

Field	Description
Valid Till	This field displays the date through which the allowance is available. This field will only have a value once the request is approved.
Submitted	This check box is selected if the current allowance request line has been submitted.
Approved	This check box is selected if the current allowance request line has been approved.
Rejected	This check box is selected if the current allowance request line has been rejected.

Tab Actions

Button	Description
	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Allowance Requests tab, choose from the following actions: ▪ **Submit Request** ▪ **Reopen Request** ▪ **Delete Request**
+ New Allowance Request	Click this action to create an allowance request.

Period Summary Tab

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

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

Tab Fields

Field	Description
Allowance	This portion shows the time that has been granted for absence bookings for the whole period, broken down according to the following: ▪ Illness ▪ Leave ▪ Vacation ▪ Time in Lieu

Field	Description
	These numbers does not change as you book absences. It only changes if your manager changes your allowance.
Carried Forward	This portion shows time that is carried forward from another absence period for each absence type, broken down according to the following: • Illness • Leave • Vacation • Time in Lieu
Available	This portion shows how much time you have left for booking in this vacation period, broken down according to the following: • Illness • Leave • Vacation • Time in Lieu It uses this formula: Available = Allowance + Carried Forward (to this period) - Booked - Carried Forward To Following Period. **Note:** There is no field to show the last term. For example, if you started the period with 25 days of allowance, but then booked 5 days of vacation, this number shows 20.
Booked	This portion shows time that is planned, approved, and scheduled, broken down according to the following: • Illness • Leave • Vacation • Time in Lieu

Absence Procedures

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

Use Maconomy iAccess absence management to do the following:

Create an Absence Request

Use these steps to create an absence request.

To create an absence request:

1. Go to **Absence workspace** » **Absence Requests tab**.
2. Click **+ New Absence Request**.
3. If you are registering absence in days:
   a) In the **First Day of Absence** field, specify the first date of the absence period.
   b) If the date you specified is a half-day, select the ½ **Day** check box.
   c) In the **Last Day of Absence** field, specify the last day of the absence period.
   d) If the date you specified is a half-day, select the ½ **Day** check box.
4. If you are registering absence in hours (only available if you are running Maconomy 2.4 GA or later in the backend):
   a) In the **First Day of Absence** field, specify the first date of the absence period.
   b) In the **Hours** field, specify the number of hours of absence on the first day.

   > **Note:** If the number of hours you enter is equivalent to a half-day, iAccess selects the ½ **Day** field automatically.

   c) In the **Last Day of Absence** field, specify the last date of the absence period.
   d) In the **Hours** field, specify the number of hours of absence on the last day.

   > **Note:** If the number of hours you enter is equivalent to a half-day, iAccess selects the ½ **Day** field automatically.

5. In the **Absence Type** field, select an absence type from the drop-down list. This is a required field.
6. Enter additional remarks if needed.
7. Click **Save**.
   iAccess automatically fills out the **Duration** and **Working Time** fields, and displays your absence request as a line in the Absence Requests tab. You can then edit, submit, or delete your absence request.

Edit an Absence Request

Use these steps to edit an absence request.

To edit an absence request:

1. Go to **Absence workspace** » **Absence Requests tab**.
2. Select the line you want to edit.
3. Edit the fields as needed, per instructions in Create an Absence Request.

4. To save your changes, click **Save** or press ENTER.

Edit / Reopen a Submitted Absence Request

Use these steps to edit or reopen a submitted absence request.

To edit / reopen a submitted request:

1. Go to **Absence workspace** » **Absence Requests tab**.
2. On the line you want to edit, click **Row Tools** » **Reopen Request**.
3. Edit the fields as needed, per instructions in Create an Absence Request.
4. To save your changes, click **Save** or press ENTER.

Submit an Absence Request

Use these steps to submit an absence request.

To submit an absence request:

1. Go to **Absence workspace** » **Absence Requests tab**.
2. On the line you want to submit, click **Row Tools** » **Submit Request**.

   Warning: iAccess displays an error message if you do not have sufficient time available for this absence request.

   Once you successfully submit the absence request, iAccess sends a notification to the absence approver, who can either approve or reject your request.

Delete an Absence Request

Use these steps to delete an absence request.

To delete an absence request:

1. Go to **Absence workspace** » **Absence Requests tab**.
2. On the line you want to delete, click **Row Tools** » **Delete Request**.
   iAccess deletes the line, and automatically refreshes the workspace.

Allowance Procedures

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

Use allowance management to do the following:

Create an Allowance Request

Use these steps to create an allowance request.

To create an allowance request:

1. Go to **Absence workspace** » **Allowance Requests tab**.
2. Click **+ New Allowance Request**.
3. In the **Entry Date** field, specify the date from which you would like the allowance to be available.

   > **Note:** Allowance is valid only within the period from Entry Date to the Valid Till date, which is set by the absence approver. The granted time cannot be booked before or after that period.

4. In the **Absence Type** field, select an absence type from the drop-down list.
5. In the **Time Unit** field, select the time unit you want to use.

   You can only specify hours as the time unit if you are running Maconomy 2.4 GA (or later) in the backend.
6. In the **Time Registered** field, enter the number of days (or hours) you want to add to your allowance.
7. In the **Reason** field, enter the reason for your request or provide relevant comments.
8. Click **Save**.
   iAccess displays your allowance request as a line in the Allowance Requests tab. You can then edit, submit, or delete your allowance request.

Edit an Allowance Request

Use these steps to edit an allowance request.

To edit an allowance request:

1. Go to **Absence workspace** » **Allowance Requests tab**.
2. Select the line you want to edit.
3. Edit the fields as needed, per instructions in Create an Allowance Request.
4. To save your changes, click **Save** or press ENTER.

Edit / Reopen a Submitted Allowance Request

Use these steps to edit or reopen a submitted request.

To edit / reopen a submitted allowance request:

1. Go to **Absence workspace** » **Allowance Requests tab**.
2. On the line you want to edit, click **Row Tools** » **Reopen Request**.

3. Edit the fields as needed, per instructions in Create an Allowance Request.
4. To save your changes, click **Save** or press ENTER.

Submit an Allowance Request

Use these steps to submit an allowance request.

To submit an allowance request:

1. Go to **Absence workspace** » **Allowance Requests tab**.
2. On the line you want to submit, click **Row Tools** » **Submit Request**.

   Once you successfully submit the allowance request, iAccess sends a notification to the allowance approver, who can either approve or reject your request.

   If the request is approved, iAccess adds the requested number of days (or hours) to your pool of available days (or hours) for the chosen absence type. You can then use those days (or hours) to book absence in the Absence Requests tab.

Delete an Allowance Request

Use these steps to delete an allowance request.

To delete an allowance request:

1. Go to **Absence workspace** » **Allowance Requests tab**
2. On the line you want to delete, click **Row Tools** » **Delete Request**.
   iAccess deletes the line, and automatically refreshes the workspace.

Employee Record Overview

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

Employee Record Concepts

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

- Preferred name
- Contact information
- Bank details
- List of skills

Note: If you are running iAccess with Maconomy 2.4 LA1 in the backend, you can also view and edit the following information:

- Emergency contacts
- Parental status
- Education and qualifications
- Work eligibility

Employee Record Fields

This topic shows the fields and descriptions on the Employee Record workspace.

Card Part Fields

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

Employment Island

Field	Description
Position	This field displays your position/job title.
Company	These fields display the name and number of the company in which you are employed.

Field	Description
Location	This field displays the specified value for the Location dimension, if applicable. Click **Edit** to update this information.

Related Employees Island

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

Address Island

Field	Description
Name 2-4	These fields display your address. Click **Edit** to update this information.
Zip Code	This field displays the zip code of the postal district for your address. Click **Edit** to update this information.
Postal District	This field displays the postal district of your address. Click **Edit** to update this information.
Country	This field displays the country in which you reside. Click **Edit** to update this information.
Name 5	This field displays any additional information regarding your address. Click **Edit** to update this information.
Phone	This field displays your primary phone number. Click **Edit** to update this information.
E-mail	This field displays your work e-mail address.

Card Part Actions

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

Emergency Contacts Tab

This topic describes the fields and definitions on the Emergency Contacts tab of the Employee Record workspace.

Tab Fields

Note: This tab and its fields are only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Fields are read-only by default. To update information, click **Edit**.

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

Tab Actions

Button	Description
⋮	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Emergency Contacts tab, choose from the following actions:

Button	Description
	Note: This tab and its action/s are only available if you are running Maconomy 2.4 LA1 (or later) in the backend. ▪ **Insert Emergency Contact** ▪ **Delete Emergency Contact**
+ Add Emergency Contact	Click this action to add another emergency contact to your list. **Note:** This action is only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Parental Status Tab

This topic describes the fields and definitions on the Parental Status tab of the Employee Record workspace.

Tab Fields

Note: This tab and its fields are only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Fields are read-only by default. To update information, click **Edit**.

Field	Description
Parental Status Type	Select one of the following values from the drop-down list: ▪ Solo Parent ▪ With Spouse Companies set up the options that appear in the drop-down list. Define values for the Parental Status popup type in the sub-tab of the Popup Fields single dialog in the Workspace Client.
Description	In this field, enter additional information about your parental status. This is a free-text field.

Tab Actions

Button	Description
⋮	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Parental Status tab, choose from the following actions: **Note:** This tab and its action/s are only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Button	Description
	▪ **Insert Parental Status** ▪ **Delete Parental Status**
+ Add Parental Status	Click this action to update your personal information with your parental status. **Note:** This action is only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Education and Qualifications Tab

This topic describes the fields and definitions on the Education and Qualifications tab of the Employee Record workspace.

Tab Fields

Note: This tab and its fields are only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Fields are read-only by default. To update information, click **Edit**.

Field	Description
Country	Choose the country where you obtained the qualification from the drop-down list.
Qualification Type	Choose the type of qualification from the drop-down list. Companies set up the options that appear in the drop-down list. Define values for the Qualification Type popup type in the sub-tab of the Popup Fields single dialog in the Workspace Client.
Qualification Suffix	Enter the qualification suffix.
Education Institution	Choose the institution where you received your qualification from the drop-down list. Companies define their own values for this drop-down list, with the options changing depending on the country specified in the **Country** field. You can also type in the name of the institution.
Education Subject	Enter the subject in which you received your qualification.
Qualification Level	Choose your qualification level from the drop-down list. Companies set up the options that appear in the drop-down list. Define values for the Qualification Level popup type in the sub-tab of the Popup Fields single dialog in the Workspace Client.

Field	Description
Qualification Date	Click the calendar icon to choose the date on which you became qualified.
Expiry Date	Click the calendar icon to choose the date on which this qualification expires.
Document Check Date	Click the calendar icon to choose the date on which your education and qualifications document was checked.
Document Check Person Empl. No.	Choose the employee number of the person who performed the document check from the drop-down list. If you specify a value here, iAccess auto-populates the **Document Check Person** field (and vice versa).
Document Check Person	Choose the name of the employee who performed the document check from the drop-down list. If you specify a value here, iAccess auto-populates the **Document Check Person Empl. No.** field (and vice versa).
Qualification Held	This field calculates and displays the number of years you have had this qualification.

Tab Actions

Button	Description
	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Education and Qualifications tab, choose from the following actions: **Note:** This tab and its action/s are only available if you are running Maconomy 2.4 LA1 (or later) in the backend. ▪ **Insert Education and Qualification** ▪ **Delete Education and Qualification**
+ Add Education and Qualification	Click this action to add to your list of educational qualifications. **Note:** This action is only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Work Eligibility Tab

This topic describes the fields and definitions on the Work Eligibility tab of the Employee Record workspace.

Tab Fields

Note: This tab and its fields are only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Fields are read-only by default. To update information, click **Edit**.

Field	Description
Eligibility Country	This field displays the country in which you are eligible to work.
Eligibility Status	Choose your eligibility status from the drop-down list. The values available in the drop-down list are dependent on the Eligibility Status option list specified for the country you selected in the **Eligibility Country** field.
Eligibility Type	Choose your eligibility type from the drop-down list. Companies set up the options that appear in the drop-down list. Define values for the Eligibility Type popup type in the sub-tab of the Popup Fields single dialog in the Workspace Client.
Eligibility Document	Choose your eligibility document from the drop-down list. The values available in the drop-down list are dependent on the Eligibility Document option list specified for the country you selected in the **Eligibility Country** field.
Document Number	In this field, enter the document number for your eligibility document.
Start Date	Click the calendar icon to choose the date when your eligibility period begins.
Expiry Date	Click the calendar icon to choose the date when your eligibility period begins.
Issuer	In this field, enter the name of the organization that issued your eligibility document.
Issuing Sponsor	In this field, enter the name of the sponsor who issued your eligibility document.
Document Check Date	Click the calendar icon to choose the date on which your eligibility document was checked.
Document Check Person No.	In this field, choose the employee number of the person who performed the document check from the drop-down list.

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

Tab Actions

Button	Description
	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Work Eligibility tab, choose from the following actions: **Note:** This tab and its action/s are only available if you are running Maconomy 2.4 LA1 (or later) in the backend. ▪ **Insert Work Eligibility** ▪ **Delete Work Eligibility**
+ Add Work Eligibility	Click this action to add to your work eligibility information. **Note:** This action is only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Employee Skills Tab

This topic describes the fields and definitions on the Employee Skills tab of the Employee Record workspace.

Tab Fields

Fields are read-only by default. To update information, click **Edit**.

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

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

Tab Actions

Button	Description
⋮	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Employee Skills tab, the following action is available: ▪ **Delete Employee Skill**
+ Add Employee Skill	Click this action to add to your list of skills.

Employee Record Procedures

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

Use the Maconomy iAccess Employee Record workspace to do the following:

Update Your Information

Use these steps to update your personal data.

To update your personal information:

1. Go to the Employee Record workspace.
2. Click **Edit**.
3. Update the card fields as needed.
4. Click **Save**.

5. If you need to make changes in any of the tabs, navigate to a specific tab.
6. To add line information, click the **+ Add…** action found in the lower portion of the tab.
7. Fill out the line fields as needed.
8. Click **Save**.
9. To edit existing line information, click **Edit**.
10. Edit the line fields as needed.
11. Click **Save**.

Reports Overview

Your own BPM reports are available under the Self Service section of the iAccess menu.

Reports Concepts

Use the Reports workspace to run your own BPM reports from within iAccess.

Click a report within the workspace to open it in a separate browser tab.

Reports Fields

The following reports are available in this workspace:

- Employee Time Overview
- Utilization
- Realization

Approvals Overview

Use the Approvals workspaces to quickly view and approve/reject records, transactions, absence requests, and allowance requests.

Approval Center Concepts

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

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

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

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

Notifications

Notifications for approving approval items inform the relevant managers/designated approvers when their action is needed. Notifications come as line items in the red Notifications bubble in the top right of the screen.

The following notifications are included:

- **Approve Time Sheet** - Appears for the user designated as approver of a weekly time sheet submitted for approval. If the substitute approver approves the weekly time sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.

- **Approve Time Sheet by Type** - Appears for all users assigned the employee type designated as approver of a weekly time sheet submitted for approval. If another approver/substitute approver approves the weekly time sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Time Sheet (Substitute)** - Appears for the user designated as substitute approver of a weekly time sheet submitted for approval. If the approver approves the weekly time sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Time Sheet by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of a weekly time sheet submitted for approval. If another approver/substitute approver approves the weekly time sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Time Sheet Line** - Appears for the user designated as approver of a weekly time sheet line submitted for approval. If the substitute approver approves the weekly time sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Time Sheet Line by Type** - Appears for all users assigned the employee type designated as approver of a weekly time sheet line submitted for approval. If another approver/substitute approver approves the weekly time sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Time Sheet Line (Substitute)** - Appears for the user designated as substitute approver of a weekly time sheet line submitted for approval. If the approver approves the weekly time sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Time Sheet Line by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of a weekly time sheet line submitted for approval. If another approver/substitute approver approves the weekly time sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Expense Sheet** - Appears for the user designated as approver of an expense sheet submitted for approval. If the substitute approver approves the expense sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Expense Sheet by Type** - Appears for all users assigned the employee type designated as approver of an expense sheet submitted for approval. If another approver/substitute approver approves the expense sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Expense Sheet (Substitute)** - Appears for the user designated as substitute approver of an expense sheet submitted for approval. If the approver approves the expense sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Expense Sheet by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of an expense sheet submitted for approval. If another approver/substitute approver approves the expense sheet first, this

notification disappears from the list. This notification points to the Approval Center workspace.

- **Approve Mileage Sheet** - Appears for the user designated as approver of a mileage sheet submitted for approval. If the substitute approver approves the mileage sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Mileage Sheet by Type** - Appears for all users assigned the employee type designated as approver of a mileage sheet submitted for approval. If another approver/ substitute approver approves the mileage sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Mileage Sheet (Substitute)** - Appears for the user designated as substitute approver of a mileage sheet submitted for approval. If the approver approves the mileage sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Mileage Sheet by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of a mileage sheet submitted for approval. If another approver/substitute approver approves the mileage sheet first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Expense Sheet Line** - Appears for the user designated as approver of an expense sheet line submitted for approval. If the substitute approver approves the expense sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Expense Sheet Line by Type** - Appears for all users assigned the employee type designated as approver of an expense sheet line submitted for approval. If another approver/substitute approver approves the expense sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Expense Sheet Line (Substitute)** - Appears for the user designated as substitute approver of an expense sheet line submitted for approval. If the approver approves the expense sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Expense Sheet Line by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of an expense sheet line submitted for approval. If another approver/substitute approver approves the expense sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Mileage Sheet Line** - Appears for the user designated as approver of a mileage sheet line submitted for approval. If the substitute approver approves the mileage sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Mileage Sheet Line by Type** - Appears for all users assigned the employee type designated as approver of a mileage sheet line submitted for approval. If another approver/substitute approver approves the mileage sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.

- **Approve Mileage Sheet Line (Substitute)** - Appears for the user designated as substitute approver of a mileage sheet line submitted for approval. If the approver approves the mileage sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Mileage Sheet Line by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of a mileage sheet line submitted for approval. If another approver/substitute approver approves the mileage sheet line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Purchase Order** - Appears for the user designated as approver of a purchase order submitted for approval. If a substitute approver approves the purchase order first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Purchase Order By Type** - Appears for all users assigned the employee type designated as approver of a purchase order submitted for approval. If another approver/substitute approver approves the purchase order first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Purchase Order (Substitute)** - Appears for the user designated as substitute approver of a purchase order submitted for approval. If the approver approves the purchase order first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Purchase Order by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of a purchase order submitted for approval. If another approver/substitute approver approves the purchase order first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Purchase Order Line** - Appears for the user designated as approver of a purchase order line submitted for approval. If the substitute approver approves the purchase order line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Purchase Order Line by Type** - Appears for all users assigned the employee type designated as approver of a purchase order line submitted for approval. If another approver/substitute approver approves the purchase order line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Purchase Order Line (Substitute)** - Appears for the user designated as substitute approver of a purchase order line submitted for approval. If the approver approves the purchase order line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Purchase Order Line by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of a purchase order line submitted for approval. If another approver/substitute approver approves the purchase order line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Vendor Invoice** - Appears for the user designated as approver of a vendor invoice submitted for approval. If a substitute approver approves the vendor invoice first,

this notification disappears from the list. This notification points to the Approval Center workspace.

- **Approve Vendor Invoice by Type** - Appears for all users assigned the employee type designated as approver of a vendor invoice submitted for approval. If another approver/ substitute approver approves the vendor invoice first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Vendor Invoice (Substitute)** - Appears for the user designated as substitute approver of a vendor invoice submitted for approval. If the approver approves the vendor invoice first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Vendor Invoice by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of a vendor invoice submitted for approval. If another approver/substitute approver approves the vendor invoice first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Invoice Allocation Line** - Appears for the user designated as approver of an invoice allocation line submitted for approval. If the substitute approver approves the invoice allocation line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Invoice Allocation Line by Type** - Appears for all users assigned the employee type designated as approver of an invoice allocation line submitted for approval. If another approver/substitute approver approves the invoice allocation line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Invoice Allocation Line (Substitute)** - Appears for the user designated as substitute approver of an invoice allocation line submitted for approval. If the approver approves the invoice allocation line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Invoice Allocation Line by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of an invoice allocation line submitted for approval. If another approver/substitute approver approves the invoice allocation line first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Invoice Drafts** - Appears for the user designated as approver of a job invoice draft submitted for approval. If the substitute approver approves the job invoice draft first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Invoice Drafts by Type** - Appears for all users assigned the employee type designated as approver of a job invoice draft submitted for approval. If another approver/ substitute approver approves the job invoice draft first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Invoice Drafts (Substitute)** - Appears for the user designated as substitute approver of a job invoice draft submitted for approval. If the approver approves the job invoice draft first, this notification disappears from the list. This notification points to the Approval Center workspace.

- **Approve Invoice Drafts by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of a job invoice draft submitted for approval. If another approver/substitute approver approves the job invoice draft first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Job** - Appears for the user designated as approver of a job submitted for approval. If a substitute approver approves the job first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Job by Type** - Appears for all users assigned the employee type designated as approver of a job submitted for approval. If another approver/substitute approver approves the job first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Job (Substitute)** - Appears for the user designated as substitute approver of a job submitted for approval. If the approver approves the job first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Job by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of a job submitted for approval. If another approver/ substitute approver approves the job first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Job Budget** - Appears for the project manager of the job to indicate that job budgets are ready for approval. By default, the project manager is assigned as approver. This notification points to the Approval Center workspace.
- **Approve Job Budget By Type** - Appears for the user assigned the employee type as approver, to indicate that job budgets are ready for approval. This is triggered when approval hierarchies are used for job budgets. This notification points to the Approval Center workspace.
- **Approve Job Budget Substitute** - Appears for the user assigned as substitute approver in the approval hierarchy, to indicate that job budgets are ready for approval. This is triggered when approval hierarchies are used for job budgets. This notification points to the Approval Center workspace.
- **Approve Job Budget Substitute By Type** - Appears for the user assigned the employee type specified as substitute approver, to indicate that job budgets are ready for approval. This is triggered when approval hierarchies are used for job budgets. This notification points to the Approval Center workspace.
- **Approve Employee** - Appears for the user designated as approver of an employee submitted for approval. If a substitute approver approves the employee first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Employee by Type** - Appears for all users assigned the employee type designated as approver of an employee submitted for approval. If another approver/ substitute approver approves the employee first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Employee (Substitute)** - Appears for the user designated as substitute approver of an employee submitted for approval. If the approver approves the employee

first, this notification disappears from the list. This notification points to the Approval Center workspace.

- **Approve Employee by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of an employee submitted for approval. If another approver/substitute approver approves the employee first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Company Customer** - Appears for the user designated as approver of a company customer submitted for approval. If a substitute approver approves the company customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Company Customer by Type** - Appears for all users assigned the employee type designated as approver of a company customer submitted for approval. If another approver/substitute approver approves the company customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Company Customer (Substitute)** - Appears for the user designated as substitute approver of a company customer submitted for approval. If the approver approves the company customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Company Customer by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of a company customer submitted for approval. If another approver/substitute approver approves the company customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Customer** - Appears for the user designated as approver of a customer submitted for approval. If a substitute approver approves the customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Customer by Type** - Appears for all users assigned the employee type designated as approver of a customer submitted for approval. If another approver/substitute approver approves the customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Customer (Substitute)** - Appears for the user designated as substitute approver of a customer submitted for approval. If the approver approves the customer first, this notification disappears from the list. This notification points to the Approval Center workspace.
- **Approve Customer by Type (Substitute)** - Appears for all users assigned the employee type designated as substitute approver of a customer submitted for approval. If another approver/substitute approver approves the customer first, this notification disappears from the list. This notification points to the Approval Center workspace.

Approval Center Fields

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

Card Part Fields

Field	Description
Job	Specify a job name or number to view only the approval items associated with that job. **Note:** The drop-down lists include all the jobs to which you have access, not just those for which you have pending approvals.
Show Substitute Lines	Toggle on/off to show/hide the approval items for which you are a substitute approver.
Show Super Approver Lines	Toggle on/off to show/hide the approval items for which you are a super approver.
Show Rejected Lines	Toggle on/off to show/hide rejected approval items.

Time Sheets Tab

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

Tab Fields

Field	Description
View Details	Click this icon to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Employee	This field displays the name of the employee who filed the weekly time sheet.
Week	This field displays the week number.
Unit	This field displays the time unit used for filing time (hours or days).
Internal	This field displays the total time registered on internal jobs for the week.

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

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Time Sheet Lines Tab

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

Tab Fields

Field	Description
View Details	Click this icon to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Employee	This field displays the name of the employee who filed the weekly time sheet line.

Field	Description
Week	This field displays the week number within which the time sheet line falls.
Job No.	This field displays the number of the job associated with the time sheet line.
Job Name	This field displays the name of the job associated with the time sheet line.
Task	This field displays the title or name of the task for which the employee registered time.
Description	This field displays entry information about the work for which the employee registered time.
Total	This field displays the total hours (or days) worked for the week for the job and task specified on the line.
Invoiceable	If the time registered on the line is invoiceable, this field is selected.
Status	This field displays the line's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Expense Sheets Tab

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

Tab Fields

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

Field	Description
Employee	This field displays the name of the employee who incurred the expenses.
Expense Sheet	This field displays the expense sheet number.
Type	This field displays the type of expense. Possible values are: ▪ Normal ▪ Mileage
From Date	This field displays the start date of the expense sheet.
To Date	This field displays the end date of the expense sheet.
Description	This field displays a brief description of the expenses incurred.
Total Amount	This field displays the currency and total amount of the expenses.
Status	This field displays the expense sheet's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Expense Sheet Lines Tab

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

Tab Fields

Field	Description
View Details	Click this icon to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Employee	This field displays the name of the employee who incurred the expense specified on the line.
Description	This field displays the entry text provided on the expense sheet line.
Type	This field displays the type of expense. Possible values are: ▪ Normal ▪ Mileage
Job No.	This field displays the number of the job for which the expense was incurred.
Job Name	This field displays the name of the job for which the expense was incurred.
Task	This field displays the description of the task for which the expense was incurred.
Quantity	This field displays the number of units of the activity for which the expense was incurred.
Total Amount	This field displays the currency and total amount of the expense.
Status	This field displays the line's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.
View Receipt	If a receipt is attached to the expense sheet line, click the link in this field to download the file.

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Purchase Orders Tab

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

Tab Fields

Field	Description
View Details	Click this icon to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Requisitioner	This field displays the name of the employee who requested the item or service specified on the purchase order.
Purchase Order	This field displays the number of the purchase order.
Vendor	This field displays the name of the vendor who will supply the item/service requested.
Amount	This field displays the currency and total cost of the item/service requested.
Status	This field displays the purchase order's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Purchase Order Lines Tab

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

Tab Fields

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

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Vendor Invoices Tab

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

Tab Fields

Field	Description
View Details	Click this icon to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Vendor	This field displays the name of the vendor who provided the item/activity.
Invoice No.	This field displays the invoice number.
Description	This field displays the brief description entered during registration.
Amount Incl. Tax	This field displays the currency and price (including tax/any discounts) of the allocated item/activity.
Due Date	This field displays the date on which payment is due for the vendor invoice.
Purch. Order No.	If the vendor invoice relates to a purchase order placed with the vendor, this field displays the number of that purchase order.
Status	This field displays the vendor invoice's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.
View Invoice	If a copy of the invoice document is attached to the vendor invoice, click the link in this field to download the file to your computer/device.

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Invoice Allocation Lines Tab

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

Tab Fields

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

Field	Description
View Invoice	If a copy of the invoice document is attached to the vendor invoice, click the link in this field to download the file to your computer/device.

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Draft Invoices Tab

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

Tab Fields

Field	Description
View Details	Click this icon to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Job No.	This field displays the number of the job performed.
Job Name	This field displays the name of the job performed.
Payment Customer	This field displays the name of the payment customer who is the receiver of the final invoice. This may not be the same as the delivery customer (the customer on the job).
Blanket Draft	This field is selected if the draft invoice is a blanket draft.
Invoice Type	This field displays the type of invoice. Possible values are: ▪ T&M ▪ On Account ▪ T&M and On Account ▪ Pre-Invoice
Billing Price	This field displays the currency and total price of the invoice, excluding tax.
Write Up/Down	This field displays the currency and total amount written up/down on the job entries for invoicing, excluding tax.

Field	Description
Status	This field displays the line's current approval status.
View Draft	Click this icon to download the PDF of the draft invoice to your computer/ device.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Jobs Tab

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

Tab Fields

Field	Description
View Details	Click this icon to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Job No.	This field displays the number of the job.
Job Name	This field displays the name of the job.
Job State	This field displays the job's current state. The list of possible values is customized by the company. This field is only relevant if: ▪ Approval hierarchies are set up to use multiple stage approvals. ▪ The company uses the Job State functionality.
Customer	This field displays the name of the customer for whom the company performed the job.

Field	Description
Project Manager	This field displays the name of the project manager for the job.
Status	This field displays the job's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.
Undo	Click this action to undo approval/rejection of the line.

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Job Budgets Tab

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

Tab Fields

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

Field	Description
Job No.	This field displays the number of the job.

Field	Description
Job Name	This field displays the name of the job.

Field	Description
Customer	This field displays the name of the customer for whom the company performed the job.

Field	Description
Project Manager	This field displays the name of the project manager for the job.

Field	Description
Job State	This field displays the job's current state. The list of possible values is customized by the company. This field is only relevant if: ▪ Approval hierarchies are set up to use multiple stage approvals. ▪ The company uses the Job State functionality.

Field	Description
Budget Type	The selected job budget has a type from the list that is setup in the Popup Fields entry for Job Budget Types.

Field	Description
Current Status	This field displays the job budget's current approval status. This can be one of the following: ▪ Submitted ▪ Partly Approved ▪ Approved ▪ Rejected ▪ Released

Field	Description
New Approval Status	This field allows the user to select the state after clicking the **Execute Approval** button. This is used, instead of the **Approve** or **Reject** actions, to change the state of multiple lines. This can be one of the following: ▪ "" (empty) ▪ Approved ▪ Rejected ▪ Released

Field	Description
Approve	Click this action to approve the line.

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

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Employees Tab

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

Tab Fields

Field	Description
View Details	Click this icon to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Employee	This field displays the name of the employee for approval.
Position	This field displays the employee's position.
Supervisor	This field displays the name of the employee's supervisor.
Absence Approver	This field displays the name of the designated absence approver for the employee.
Company	This field displays the name of the company to which the employee is assigned. This is relevant for multi-company organizations.
Status	This field displays the employee's current approval status.
Approve	Click this action to approve the line.
Reject	Click this action to reject the line.

Field	Description
Undo	Click this action to undo approval/rejection of the line.

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Customers Tab

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

Tab Fields

Field	Description
View Details	Click this icon to view more information about the approval item specified on the line. The wizard that displays also lets you approve/reject the approval item.
Company Specific	For company customers, this field is selected.
Customer No.	This field displays the customer number.
Customer	This field displays the name of the customer for approval.
Acct. Manager	This field displays the name of the account manager assigned to the customer.
Currency	This field displays the currency used by the customer.
Settling Company	This field displays the number of the company to be used as settling company for the customer.
Customer State	This field displays the customer's current state. The list of possible values is customized by the company. This field is only relevant if: ▪ Approval hierarchies are set up to use multiple stage approvals. ▪ The company uses the Customer State functionality.
Status	This field displays the customer's current approval status.

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

Tab Actions

Button	Description
Approve all	Click this action to approve all the lines pending approval that are listed in the tab.

Approval Center Procedures

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

Use the Approval Center workspace to do the following:

Approve or Reject an Item

Use these steps to approve or reject an approval item.

To approve or reject an approval item:

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

iAccess automatically saves your changes. When you refresh the browser page, the approved/reject line is hidden. However, rejected lines remain displayed if you toggle on the **Show Rejected Lines** field.

Approve All Items

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

To approve all items:

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

View a Receipt

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

To view a receipt attached to a line:

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

View Attachments on a Vendor Invoice

You can view documents attached to approval items.

To view an document attached to a line:

1. Go to **Approval Center workspace** » **Vendor Invoices tab**, or to **Approval Center workspace** » **Invoice Allocation Lines tab**.
2. Click the **View Details** icon on a line.
3. In the Documents sub-tab, click the link in the **Document** field of the line.
   The file is downloaded to your computer/device.

Absence and Allowance Approval Concepts

Absence Approval Workspace

This workspace allows managers to easily approve absence requests for employees in iAccess.

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

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

Allowance Approval Workspace

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

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

Notifications

Notifications for approving absence and allowance requests inform the relevant managers when their action is needed. Notifications come as line items in the red Notifications bubble in the top right of the screen.

The following notifications are included:

- **Approve Absence** - Appears for the manager to indicate an absence request for approval. The notification points to the relevant request.
- **Approve Absence Allowance** - Appears for the manager to indicate an allowance request for approval. The notification points to the relevant request.

Absence Approval Fields

This topic describes the fields and definitions on the Absence Approval workspace.

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

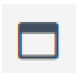
Status Part Fields

Field	Description
Submitted	This field displays whether the current absence request is submitted.
Approved	This field displays whether the current absence request is approved.
Reopened	This field displays whether the current absence request is reopened.
Rejected	This field displays whether the current absence request is rejected.

Absences Part Fields

Field	Description
Absence Type	This field displays the reason for the absence request, such as vacation or illness.
Duration	**When absence was registered in days:** This field displays the total number of days spanned by the absence request period (from the first day to the last day, including non-working days). It also displays the time unit used. **When absence was registered in hours (only available if you are running Maconomy 2.4 GA or later in the backend):** This field displays the total number of working hours spanned by the absence request period (from the first day to the last day), thus making the value the same as that of the **Working Time** field. It also displays the time unit used.
Working Time	This field displays the total number of working days (or hours) spanned by the absence request period. It also displays the time unit used. If the absence was registered in hours, this field will have the same value as the **Duration** field.
Remarks	This field displays any remarks added to the absence request.
Rejection Reason	If the current absence request is rejected, This field displays the reason for its rejection.
Synchronized with Time Sheets	This field displays whether time sheet lines have been created automatically upon approval for the entire absence period.
First Day of Absence	This field displays the first day in the range of dates covered by the current absence request.
First Day is Half Day	This field indicates whether the first day of this absence request period is a half day.
Hours, First Day	This field is available only when the absence request for approval was registered in hours. This field displays the number of hours of absence on the first day.
Last Day of Absence	This field displays the last day of the absence period in the current absence request.
Last Day is Half Day	This field indicates whether the last day of the absence request period is a half day.
Hours, Last Day	This field is available only when the absence request for approval was registered in hours. This field displays the number of hours of absence on the last day.

Absence Approval Actions

Button	Description
 	Click to display the list view. Click to display the detailed view.
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the **Save** action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Approve	Click this action button to approve an absence request.
Reject	Click this action button to reject an absence request.
Other Actions	In the Absence Approval workspace, this drop-down list includes the following actions: ▪ **Edit** ▪ **Submit** ▪ **Reopen**

Absence Approval Procedures

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

Use Maconomy iAccess absence approval to do the following:

Approve or Reject an Absence Request

Use these steps to approve or reject an absence request

To approve or reject an absence request:

1. Go to the Absence Approval workspace.
2. Use the search filter and/or the **Search** field to select an absence request for approval. You can also select an absence request from the list of notifications in the top right corner.
3. To approve the request:
   a) Click **Approve**.
4. To reject the request:
   a) Click **Reject**.
   iAccess displays the Reject Absence Request wizard.

b) Enter a rejection reason. This is a required field.

c) Click **Reject**.

Allowance Approval Fields

This topic describes the fields and definitions on the Allowance Approval workspace.

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

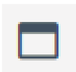
Status Part Fields

Field	Description
Submitted	This field displays whether the current allowance request is submitted.
Approved	This field displays whether the current allowance request is approved.
Rejected	This field displays whether the current allowance request is rejected.
Rejection Reason	This field displays the reason provided by the approver for the most recent rejection.

Allowance Request Part Fields

Field	Description
Entry Date	This field displays the date on which the allowance request was entered. iAccess then suggests this to the approver as the "From Date" for the new allowance's validity period.
Absence Type	This field displays the absence type for which the employee is requesting an allowance.
Time Registered	This field displays the number of days (or hours) the employee specified in the allowance request. It also displays the time unit used. During allowance approval, the approver can change the number the employee entered for the **Time Registered** field, but not the time unit specified.
Reason	This field displays the reason provided by the employee for the allowance request.

Allowance Approval Actions

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

Allowance Approval Procedures

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

Use Maconomy iAccess allowance approval to do the following:

Approve or Reject an Allowance Request

Use these steps to approve or reject an allowance request.

To approve or reject an allowance request:

1. Go to the Allowance Approval workspace.
2. Use the search filter and/or the **Search** field to select an allowance request for approval. You can also select an allowance request from the list of notifications in the top right corner.
3. To approve the request:
   a) Click **Approve**.
   iAccess displays the Approve Allowance Request wizard.
   b) In the **Valid Till** field, click the calendar icon to specify a date. This is a required field.
   c) If needed, edit the **Quantity** field. You can edit the number, but not the time unit specified.
   d) Click **Approve**.
4. To reject the request:
   a) Click **Reject**.

iAccess displays the Reject Allowance Request wizard.

b) Enter a rejection reason. This is a required field.

c) Click **Reject**.

Jobs Overview

The Jobs workspace allows you to create and maintain job information.

Jobs Concepts

You can:

- Create jobs or sub-jobs and maintain the relevant master data.
- View and maintain customer, employee, and pricing information.
- Assign employees and favorites to jobs.
- View job entries and invoices issued on the job.
- Create plans for invoicing for each job.
- Attach and maintain documents related to the job.
- Generate reports for jobs, employees, and profitability.
- Filter and view selected jobs using selection criteria.
- View information about open jobs and all pending actions that must be performed before you close the job.

This workspace is listed under the Jobs submenu in iAccess.

Notifications

Notifications quickly inform the relevant employees when a specific action is needed. Notifications come as line items in the red Notifications bubble in the top right of the screen.

The following notifications are included:

- **Submit Job** - Appears for the user to indicate the pending submission of jobs. This notification points to the relevant job in the Jobs workspace.
- **Rejected Job** - Appears for the user to indicate that a submitted job has been rejected. This notification points to the relevant job in the Jobs workspace.

Jobs Procedures

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

Create a Job

Use these steps to add a new job.

To create a job:

1. Under the Jobs menu section, go to **Jobs > Job Home**.

2. Click **+ New Job**.
   The Jobs wizard displays.
3. Select a template job.
4. Click **Continue**.
5. Select a customer. This is a required field.
6. Select a company.
7. Enter a job name.
8. Select a project manager.
9. Select a location.
10. Select a job group.
11. Click **Create**.
    iAccess automatically navigates to the job you just created, and saves your changes.

Edit a Job

Use these steps to edit a job or sub-job.

To edit a job or sub-job:

1. Under the Jobs menu section, go to **Jobs > Job Home**.
2. Select a job from the filter list.
3. From the Other Actions drop-down list, select **Edit**.
4. Click the tab you want to update.
5. Edit the fields as needed.
6. If you want to revert your changes click **Revert**. Otherwise, click **Save**.

Create a Sub-Job

Use these steps to add a new sub-job in the Sub-Jobs tab.

To create a sub-job:

1. Under the Jobs menu section, go to **Jobs > Job Home > Sub-Jobs tab**.
2. Click **Create New Sub-Job**.
   The Create Sub-Job wizard displays.
3. Select a customer. This is a required field.
4. Select a template job.
5. Enter a job number.
6. Enter a job name.
7. Select a project manager.
8. Select a location.

9. Select a job group.
10. Click **Create**.
    When a sub-job is created, the Main-Job tab becomes visible. iAccess automatically navigates to the sub-job you just created within this tab, and saves your changes.

Detach a Sub-Job

Use these steps to remove a sub-job from a main job in the Sub-Jobs tab.

To detach a sub-job:

1. Under the Jobs menu section, go to **Jobs > Job Home > Sub-Jobs tab**.
2. In the table part, select a line.
3. From the row tools, click **Detach Sub-Job**.

Attach a Document to a Job

To add one or more documents to a job, perform an upload in the Documents tab.

To upload one or more documents:

1. Under the Jobs menu section, go to **Jobs > Job Home > Documents tab**.
2. Select a job from the filter list.
3. Click **Attach Documents**.
4. In the dialog that opens, click **Choose Files** to open your file explorer.
5. Select the files you want to upload.
6. Click **Open**, or press ENTER.
7. Click **OK**.
8. Click **Save**.
   The files are uploaded and listed in the Documents tab.

View a Document

You can view any document listed in the Documents tab.

To view a document:

1. Under the Jobs menu section, go to **Jobs > Job Home > Documents tab**.
2. Click the link in the **Document** field of the line.
   The file is downloaded to your computer/device.

Submit a Job

Use these steps to submit a new or updated job.

To submit a job:

1. Under the Jobs menu section, go to **Jobs » Job Home workspace**.
2. Use the search filter and/or the **Search** field to select a job.
3. Click **Submit Job**.

Approve or Reject a Job

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

To approve or reject a job:

1. Under the Jobs menu section, go to **Jobs » Job Home workspace**.
2. Use the search filter and/or the **Search** field to select a job.
3. To approve the job:
   a) Click **Approve Job**.
4. To reject the job:
   a) Click **Reject Job…**.
   iAccess displays the Reject Line wizard.
   b) Enter a rejection reason. This is a required field.
   c) Click **Reject**.

Close a Job

Use these steps to close a job.

To close a job:

1. Under the Jobs menu section, go to **Jobs submenu» Job Home** .
2. Select a job from the filter list.
3. From the **Other Actions** drop-down list, select **Close Job**.

   > **Note:** If you attempt to close a job with activities that must be completed beforehand, iAccess displays an error message. You can go to the Pending Actions tab for more information regarding the job and its activities that need to be done.

Reopen a Job

Use these steps to reopen a job.

To reopen a job:

1. Under the Jobs menu section, go to **Jobs > Job Home**.
2. Select a job from the filter list.
3. From the **Other Actions** drop-down list, select **Reopen Job**.

Copy a Job

Use these steps to copy a job.

To copy a job:

1. Under the Jobs menu section, go to **Jobs > Job Home**.
2. Select a job from the filter list.
3. From the **Other Actions** drop-down list, select **Copy Job**.

Create a Task

Use these steps to create tasks for the job.

To create tasks:

1. Under the Jobs menu section, go to **Jobs > Job Home > Tasks tab**.
2. Click **Tasks**.
3. Click **+ Add Task**.
4. Enter a task name. This field is required.
5. Enter a task description.
6. If you wish to block the task, select the **Blocked** check box.
7. Select an activity from which the task is derived.
8. If you wish to allow overwriting of activities this task, select the **Overwrite Activity** check box.
9. If you wish to use daily descriptions on this task, select the **Use Daily Descriptions** check box.
10. Click **Save**.

Add an Employee to a Job

Use these steps to add an employee to the job.

To add an employee:

1. Under the Jobs menu section, go to **Jobs > Job Home > Employees tab**.
2. Click **+ Add Employee**.
3. Select an employee number. This is a required field.
4. In the **Valid From** field, click the calendar widget to select a date.
5. In the **Valid To** field, click the calendar widget to select a date.
6. In the **Standard Task** field, select a task to associate with the employee.
7. Click **Save**.

Estimating Overview

In terms of functionality, the Estimating workspace is similar to the Budgeting workspace. What makes the Estimating workspace different is how it lets users view the different budgets for a job.

When you select a job, the workspace displays the default budget for that job; to view another budget, you simply select another budget type from a drop-down. This capability is similar to how users work with job budgets in the Workspace Client, and is especially useful to companies that utilize several types of job budgets, including customized types for specific purposes.

Estimating Concepts

You can:

- Select the job whose budgets you want to view/edit.
- Edit a budget.
- Review and approve budgets.
- Reopen a budget.
- View budget revision history for a selected job.

This workspace is listed under the Jobs submenu in iAccess.

Budgeting Overview

The Budgeting workspace allows you to create and revise budgets for the jobs you work on.

This workspace dynamically adapts to the configuration of your job, and displays the Working Budget, Baseline budget, or Contract tabs only if relevant.

Additionally, the Job setup and the budget type determines which budget information is shown in the card and tables. For example, for fixed price projects, the fixed price, as determined in the Contract tab, appears in the budget cards and gross margin calculations are based on the cost in the budget and the fixed price. All billing price information is automatically hidden in the card and table, unless you choose to add a budget line for an item that is excluded from the fixed price budget. For time & material jobs, gross margin calculations are based on the cost and sales on the lines in the budget.

Budgeting Concepts

You can:

- Specify the fixed price of a job in the Contract tab. This is done either as a fixed price budget or a quote, depending on the job setup.
- Work with working budgets and baseline budgets for T&M and fixed price jobs. The fields shown in the cards and the tables adapt to the invoicing method (for example, information about cost and sales prices).
- On fixed price jobs, track budgeted costs and gross margins included or excluded from a fixed price job budget separately.
- On lines included in fixed price, view only the relevant budget fields. The billing price and gross margin fields are automatically hidden.
- Easily view amounts in the relevant currency. The amounts are shown in base currency, but if the currency on the job is different from the base, overall currency amounts are shown dynamically.
- Work with jobs where budget matrix (Detailed Time Budget) is enabled.
- Review and approve budgets.
- View revision history to trace all changes on the budget.
- Filter and view selected job budgets in the list view.

The layout of the workspace dynamically adapts to the configuration of your job, based on the job parameter setup done in the Workspace Client.

The Baseline tab displays only if you enable the **Baseline Comparison** attribute in the **Planning** job parameter.

The Contract tab displays the fixed price budget type, as defined by the **Fixed Price Budget Type** attribute, if you:

- In the **Pricing Principle** job parameter, set the value of the **Invoicing Method** attribute to **Fixed Price**; OR

- For T&M jobs with a cap, in the **Revenue Recognition** job parameter, set the value of the **Handling of Overruns** attribute to **Yes**; OR
- For T&M jobs with a cap, in the **Revenue Recognition** job parameter, set the value of the **Recognize Revenue by Completion Percentage** attribute to **Yes**; AND
- In the **Pricing Principle** job parameter, set the value of the **Fixed Price Basis** attribute to **Budget**.

The Contract tab displays the quote if you set the value of the **Fixed Price Basis** attribute to **Quote**.

For fixed price projects, the fixed price, as determined in the Contract tab, appears in the budget cards with gross margin calculations, based on the cost in the budget and the fixed price from the contact tab. Additionally, all billing price information is automatically hidden in the card and table, unless you choose to add a budget line for an item that is excluded from the fixed price budget.

For time & material jobs, gross margin calculations are based on the cost and sales on the lines in the budget.

The amounts in the card part are shown in base currency, but if the currency on the job is different from the base, overall currency amounts are shown dynamically.

> **Note:** When working with budgets with work breakdown structure (WBS), you can view and edit, to a degree, this budget, but the workspace does not support showing and editing the structure of it.

This workspace is listed under the Jobs section of the iAccess menu.

Budgeting Procedures

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

Create a Budget

You can create several budgets for your job, such as a working budget to manage estimates to completion, and a baseline budget to compare your progress. You can also specify the fixed price of your job in the Contract tab. This is done in a contract budget, or defined by a quote depending on the setup of your job.

To create a budget:

1. Under the Jobs menu section, go to **Jobs > Budgeting workspace**.
2. Use the search filter and/or the **Search** field to select a job.
3. Depending on the budget you wish to create, click **Working Budget**, **Baseline**, or **Contract**. The available tabs depend on the setup of your job.
4. Click **Create Working / Baseline / Contract…**.
5. To add budget lines, click **+ Add Budget Line**.
6. Enter information in the lines as needed.
7. Click **Save**.

Edit a Budget

You can edit a budget to add or modify information regarding your expenses on the job. However, if it has already been submitted or approved, the budget will be reopened and will go through the approval process again.

To edit budget lines:

1. Under the Jobs menu section, go to **Jobs > Budgeting workspace**.
2. Use the search filter and/or the **Search** field to select a job.
3. Click the tab you want to update.
4. Edit the lines in the table as needed.
5. If you want to revert your changes, click **Revert**. Otherwise, click **Save** or press ENTER.

Submit a Budget

When you have finalized all details in the budget, you can submit it for approval.

To submit a budget:

1. Under the Jobs menu section, go to **Jobs > Budgeting workspace**.
2. Use the search filter and/or the **Search** field to select a job.
3. Click **Submit Budget**.

Approve or Reject a Budget

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

To approve or reject a budget:

1. Under the Jobs menu section, go to **Jobs » Budgeting tab.**
2. Use the search filter and/or the **Search** field to select a budget.
3. To approve the budget:
   a) Click **Approve Budget**.
4. To reject the budget:
   a) Click **Reject Budget…**.
   iAccess displays the Reject Line wizard.
   b) Enter a rejection reason. This is a required field.
   c) Click **Reject**.

Reopen a Budget

To modify information in a budget that has already been submitted, you must reopen it for editing.

To reopen a budget:

1. Under the Jobs menu section, go to **Jobs > Budgeting workspace**.
2. Use the search filter and/or the **Search** field to select a job.
3. Click **Reopen Budget**.

Copy a Budget

Use these steps to copy a budget.

To copy a budget:

1. Under the Jobs menu section, go to **Jobs > Budgeting workspace**.
2. Use the search filter and/or the **Search** field to select a job.
3. From the **Other Actions** drop-down list, select **Copy Budget**.

Risk Management Overview

The Risk Management Workspace allows project managers and the like to manage risks related to a specific job.

Risk Management Concepts

You can:

- Estimate costs for risks that you associate with a specific job, and compare these costs to the approved risk fund in your job budget.
- View and edit existing risks.
- Copy risks from another job.

This workspace is listed under the Jobs submenu in iAccess.

Notifications

Notifications quickly inform the relevant employees when a specific action is needed. Notifications come as line items in the red Notifications bubble in the top right of the screen.

The following notification is included:

- **Job Risk Due** - Appears for the user to indicate that an owned job risk line is due in 20 days. This notification points to the relevant job in the Risk Management workspace.

Risk Management Procedures

This section describes the steps you need to follow when working on job risk lines.

Add a Risk Line

You can add a line for each risk that you associate with a job. Estimate the cost for each risk, and compare these costs to the approved risk fund for the job.

To add a risk line:

1. Under the Jobs menu section, go to **Jobs** » **Risk Management**.
2. Use the search filter and/or the **Search** field to select the job to which you want to add a risk line.
3. Click **+ Add Job Risk**.
   iAccess adds a line to the Risks Details table.
4. Fill out the line fields.
5. Click **Save**, or press ENTER.

Copy Risk Lines from Another Job

When adding risk lines to a job, you also have the option to copy those from another job. Note that copying risk lines from another job deletes all existing risks already specified for the target job.

To copy risk lines from another job:

1. Under the Jobs menu section, go to **Jobs** » **Risk Management**.
2. Use the search filter and/or the **Search** field to select the job to which you want to add risk lines (that is, the target job).
3. Click **Copy Risks from Job**.
   The Copy Risks wizard displays.
4. In the **From Job No.** field, select a job from the drop-down.
5. Click **Copy Risks from Job**.
   iAccess copies the risks into the target job.

   Note: Once under the target job, the copied risks are updated as follows:

   - Any closed risks are now listed as open under the target job.
   - The **Owner** field is updated with the employee number of the user who copied the risks from the other job (usually the project manager of the target job).
   - The **Due Date** field is now blank. Specify a new due date for each risk line.

Edit a Risk Line

At any point in a job's life cycle, you can go in and edit any of the risks associated with the job.

To edit a risk line:

1. Under the Jobs menu section, go to **Jobs** » **Risk Management**.
2. Use the search filter and/or the **Search** field to select the job whose risk lines you want to edit.
3. Under the Risks Details table, select the risk line you want to edit.
4. Edit the line fields as needed.
5. Click **Save**, or press ENTER.

Close a Risk Line

You can close a risk for any of various reasons: if its due date has passed, if it took place and was handled/addressed, if it is no longer relevant, and so on.

To close a risk line:

1. Under the Jobs menu section, go to **Jobs** » **Risk Management**.

2. Use the search filter and/or the **Search** field to select a job.
3. On the risk line you want to close, click **Row Tools » Close**.
4. In the dialog that displays, click **Close**.
   iAccess selects the **Closed** field on the risk line.

Reopen a Risk Line

If you change your mind about any risk lines you closed, you can reopen them.

To reopen a closed risk line:

1. Under the Jobs menu section, go to **Jobs** » **Risk Management**.
2. Use the search filter and/or the **Search** field to select a job.
3. On the risk line you want to reopen, click **Row Tools » Reopen**.
4. In the dialog that displays, click **Reopen**.
   iAccess clears the **Closed** field on the risk line.

Delete an Open Risk Line

Deleting a risk line is irreversible. If you are unsure about whether you should delete a line, you can close it instead.

To delete an open risk line:

1. Under the Jobs menu section, go to **Jobs** » **Risk Management**.
2. Use the search filter and/or the **Search** field to select a job.
3. On the open risk line you want to delete, click **Row Tools » Delete Job Risk**.
4. In the dialog that displays, click **Delete**.
   iAccess deletes the risk line and refreshes the page.

Progress Evaluation Overview

The Progress Evaluation workspace allows project managers and the like to create an overview of how jobs are progressing, and see whether they are on track in terms of time and cost estimates.

Progress Evaluation Concepts

You can:

- Enter your estimates for remaining work on each task in the working budget. You can specify this in terms of remaining time or costs.
- View the details of previous progress evaluations prepared for a job.
- Submit and approve progress evaluations.

This workspace is listed under the new Jobs submenu in iAccess.

Progress Evaluation Procedures

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

Create a Progress Evaluation

If you are a project manager (or someone with a similar function), you can perform progress evaluations at various points during the life cycle of a job. This allows you to analyze how the various tasks are progressing and adjust your estimates if needed.

To create a progress evaluation on a job:

1. Under the Jobs menu section, go to **Jobs** » **Progress Evaluation** » **Progress Evaluation tab**.
2. Use the search filter and/or the **Search** field to select the job on which you want to perform a progress evaluation.
3. Click **Reopen Budget**, then **New Progress Evaluation**.
   iAccess displays the New Progress Evaluation wizard.
4. In the **Estimate Date** field, click the calendar icon to select a date. You can also type in the date.
5. Click **New Progress Evaluation**.

   iAccess updates the line fields in the Planning Budget Lines sub-tab. These lines correspond to the tasks/lines of your working budget for the job.

   If the job is using **Time** as the unit of measure, the **Actual** field displays the number of hours or days spent on each task as of the estimate date specified. The values of the other fields on each line are also updated accordingly.

   If the job is using **Cost Price** as the unit of measure, the **Actual** field displays the amount spent on each task as of the estimate date specified. The values of the other fields on each line are also updated accordingly.

6. If you need to adjust your estimates on a task, click the **ETC** field on the line and enter a new value. Repeat this step for each task that you need to update.
7. Press ENTER.

   iAccess saves your changes and refreshes the page. The application also updates the other field values on the line/s based on the new value/s you entered on the **ETC** field.
8. Click **Approve Budget** to finish working on the progress evaluation.

   Any updates you made in the Progress Evaluation workspace are reflected in the job's working budget.

WIP Invoice Overview

The WIP Invoice workspace allows you to create and maintain WIP invoices for your jobs.

WIP Invoice Concepts

You can:

- Prepare invoices and credit memos.
- View and edit foundation and specifications on draft invoices.
- Reallocate entries on WIP invoices.
- Review and approve invoices for posting.
- View historical invoices.

This workspace is listed under the Jobs section of the iAccess menu.

Invoice on Account Overview

The Invoice on Account workspace allows you to create and maintain on account invoices for your jobs.

Invoice on Account Concepts

You can:

- Prepare invoices and credit memos.
- Create invoicing plans and transfer invoice lines for on account invoices.
- View and edit foundation and specifications on draft invoices.
- Review and approve invoices for posting.
- View historical invoices.

This workspace is listed under the Jobs section of the iAccess menu.

Notifications

Notifications quickly inform the relevant employees when a specific action is needed. Notifications come as line items in the red Notifications bubble in the top right of the screen.

The following notification is included:

- **Invoicing Plan Due** - Appears for the user to indicate an invoicing plan is due in five days or less. This notification points to the Invoice on Account workspace.

Draft Invoices Overview

The Draft Invoices workspace lists all the draft invoices to which you have access, and lets you perform various actions.

Draft Invoices Concepts

You can:

- Edit a draft invoice, or finalize it.
- Submit a finalized invoice.
- Approve an invoice.
- Print an invoice.

Notifications

Notifications quickly inform the relevant employees when a specific action is needed. Notifications come as line items in the red Notifications bubble in the top right of the screen.

The following notifications are included:

- **Submit Invoice Draft** - Appears for the user after an invoice selection is approved to indicate that draft invoices are ready for completion. This notification points to the Draft Invoices workspace.
- **Print Job Invoice** - Appears for the user after a job invoice draft/draft credit note is approved to indicate that the approved drafts need to be printed. This notification points to the Draft Invoices workspace.
- **Rejected Invoice Draft** - Appears for the user to indicate a submitted draft invoice has been rejected. This notification points to the Draft Invoices workspace.

Invoices Overview

The Invoices workspace enables you to easily view an existing job invoice and create a credit memo based on it.

Invoices Concepts

You can:

- Review invoices and associated job entries.
- Edit the bill-to-customer address before reprinting an invoice.
- Create, submit, and approve a credit memo based on the selected invoice.
- Filter and view selected invoices or credit memos using selection criteria.

This workspace is listed under the Jobs section of the iAccess menu.

Invoices Procedures

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

Create a Credit Memo

When you post invoices on a job, you can also craft a credit memo to give partial or full credit on an invoice, credit individual job entries, or perform crediting for a certain date range. In this workspace, you can choose an existing invoice and create a credit memo based on it.

Before you can create a credit memo, you must perform invoice selection. Depending on the job setup, you can do this in either the WIP Invoice workspace or Invoice on Account workspace.

To create a credit memo:

1. Under the Jobs menu section, go to **Invoices > Crediting tab**.
2. Click **Create Credit Memo Selection…**.
   The Create Credit Memo Selection wizard displays.
3. If the invoice contains T&M entries, choose whether you want to restore job entries.
4. Select the preferred date for your credit memo.
5. Click **Create** to create the credit memo selection.
6. Click **Approve Credit Memo Selection** to create the credit memo specification. You can now edit the specification in the New Specification sub-tab.
7. Click **Close Editing** when editing is completed.

   > **Note:** This only applies if approval hierarchies are not used.

Print a Draft Credit Memo

Use these steps to print a draft memo.

To print a draft memo:

1. Under the Jobs menu section, go to **Invoices > Crediting tab**.
2. Use the search filter and/or the **Search** field to select a credit memo.
3. Click **Print Draft**.

Submit a Draft Credit Memo

To credit an invoice on a job, you must first submit the draft for approval. Note that this applies only if you have set up approval hierarchies for draft invoices.

To submit a draft memo:

1. Under the Jobs menu section, go to **Invoices > Crediting tab**.
2. Use the search filter and/or the **Search** field to select a credit memo.
3. In the New Specification sub-tab, fill out the fields as needed.
4. Click **Save**.
5. Click **Submit Draft**.

Approve a Draft Credit Memo

To issue a credit memo, you must first approve the draft. Note that this applies only if you have set up approval hierarchies for draft invoices.

To approve a draft memo:

1. Under the Jobs menu section, go to **Invoices > Crediting tab**.
2. Use the search filter and/or the **Search** field to select a credit memo.
3. Click **Approve Draft**.

Print a Credit Memo

Once a draft memo is completed, you can print the credit memo.

To print a credit memo:

1. Under the Jobs menu section, go to **Invoices > Crediting tab**.
2. Use the search filter and/or the **Search** field to select a credit memo.
3. Click **Print Credit Memo**.

Customers Overview

The Customers menu section includes the Customers and the Customer Reports workspaces.

Customer Concepts

Account managers and the like can now use iAccess to create and maintain customer information. Specifically, the Customers workspace allows you to do the following:

- Create records for new global customers and sub-customers.
- Maintain existing customers' information.
- Look up customer-specific information such as entries, jobs, subscription orders, and invoices.
- View/upload documents for a specific customer.
- Review and approve customer records.

> **Note:** Maconomy CRM is not part of the iAccess Customers workspace. Instead, the Deltek CRM integration is supported. Some information is shown/hidden based on the setup (for example, the Customer Hierarchy, Reminder Letters, and Interest Charge Notices tabs are only visible if the Maconomy system has been configured to use these).
>
> The Customers workspace does not support manual creation and/or maintenance of company customers as this is considered a back office function.
>
> In addition, you can use the Customer Reports workspace to run BPM reports across multiple customers. These reports open in a separate browser tab.

Customer Notifications

Notifications quickly inform the relevant employees when a specific action is needed. Notifications come as line items in the red Notifications bubble in the top right of the screen.

The following notifications are included:

- **Submit Customer** – Appears for the user to indicate the pending submission of customer information. This notification points to the Customers workspace.
- **Rejected Customer** – Appears for the user to indicate that submitted customer information has been rejected. This notification points to the Customers workspace.

Customers Procedures

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

Create a Customer

Use these steps to add new customer information.

To create a customer:

1. Under the Customers menu section, go to the Customers workspace.
2. Click **+ New Customer**.
   The Create Customer wizard displays.
3. Enter the name of the customer. This is a required field.
4. Fill out the other fields as needed.
5. Click **Create**.
   iAccess saves your changes, and automatically displays the information for the customer you just created.

Edit Customer Information

Use these steps to edit selected fields in the Information and Customer Hierarchy tabs of the Customers workspace.

To edit customer information:

1. Under the Customers menu section, go to the Customers workspace.
2. From the **Other Actions** drop-down list, select **Edit**.
3. Go to either the Information tab or the Customer Hierarchy tab.
4. Edit the fields as needed.
5. Click **Save**.
   iAccess saves your changes, and refreshes the browser window.

Submit Customer Information

Use these steps to submit a new or updated customer record.

To submit a customer record:

1. Under the Customers menu section, go to the Customers workspace.
2. Open the customer record you just created or edited.
3. Click **Submit**.

Approve or Reject Customer Information

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

To approve or reject a customer record:

1. Under the Customers menu section, go to the Customers workspace.
2. Use the search filter and/or the **Search** field to select a customer record for your approval.
3. To approve the customer record:
   a) Click **Approve**.
4. To reject the customer record:
   a) Click **Reject…**.
   iAccess displays the Reject Line wizard.
   b) Enter a rejection reason. This is a required field.
   c) Click **Reject**.

Attach Documents

Use these steps to associate certain documents with a specific customer.

To attach a document:

1. Under the Customers menu section, go to the Customers workspace.
2. Use the search filter and/or the **Search** field to select a customer.
3. From the **Other Actions** drop-down list, select **Attach Documents**.
4. In the dialog that opens, click **Choose Files** to open your file explorer.
5. Select the file/s you want to upload.
6. Click **Open**, or press ENTER.
7. Click **Ok**.
   iAccess saves your changes, and lists the file/s you attached in the Documents tab of the workspace.

View Customer Documents

Use these steps to view a document associated with a specific customer.

To view a document:

1. Under the Customers menu section, go to the Customers workspace.
2. Use the search filter and/or the **Search** field to select a customer.
3. In the Documents tab, select a line.

4. Click **Row Tools » View Document**.
   The file is downloaded to your computer/device.

Add a Customer to a Hierarchy

Use these steps to make a customer the sub-customer of another.

To add a customer to a hierarchy:

1. Under the Customers menu section, go to the Customers workspace.
2. Use the search filter and/or the **Search** field to select a customer.
3. In the Customer Hierarchy tab of the workspace, click the **Insert in Hierarchy** action.
   The Insert in Hierarchy wizard displays.
4. In the **Customer** field, select a parent customer from the drop-down list.
5. Click **Insert**.
   iAccess saves your changes, and updates relevant fields under the Hierarchy and Parent Customer islands.

Remove a Customer from a Hierarchy

Use these steps to remove a customer from a hierarchy.

To remove a customer from a hierarchy:

1. Under the Customers menu section, go to the Customers workspace.
2. Use the search filter and/or the **Search** field to select a customer.
3. In the Customer Hierarchy tab of the workspace, click the **Remove from Hierarchy** action.
4. In the Remove From Hierarchy confirmation dialog that displays, click **Remove**.
   iAccess saves your changes, and updates relevant fields under the Hierarchy and Parent Customer islands.

Add a Sub-Customer

Use these steps to make a customer the parent of another.

To add a sub-customer:

1. Under the Customers menu section, go to the Customers workspace.
2. Use the search filter and/or the **Search** field to select a customer.
3. In the Customer Hierarchy tab of the workspace, click the **Add Sub-Customer** action.
   The Create Sub-Customer wizard displays.
4. Under the Customer island, enter the name of the sub-customer. This is a required field.
5. Fill out all the other fields as needed.
6. Click **Create**.

iAccess saves your changes. When you refresh the browser page, you will see the sub-customer listed in the Sub-Customers table.

Customer Reports Fields

The following reports are available in this workspace:

- Customer Statement
- A/R Aging
- A/R Transactions
- Customer Profitability
- Customer Invoices
- WIP Aging by Dimension

Customer Invoicing Overview

The Customer Invoicing workspace allows you to combine several jobs on a single invoice for a customer.

Customer Invoicing Concepts

You can:

- Carry out invoice selection at any level: at the top level of a blanket invoice, at the job level, at the level of invoice selection lines, and/or at the level of specific job entries.
- Edit invoice drafts before printing.
- View and print historical invoices for a specific customer.

Purchase Orders Overview

The Purchase Orders workspace allows you to create and maintain purchase orders.

Purchase Order Concepts

You can:

- Create, edit, submit, and print POs.
- Add documents as attachments to the PO.
- View the status of a PO's header/lines.

Notifications

Notifications quickly inform the relevant employees when a specific action is needed. Notifications come as line items in the red Notifications bubble in the top right of the screen.

The following notification is included:

- **Rejected Purchase Order** - Appears for the user to indicate that a submitted PO has been rejected. This notification points to the relevant PO.

Purchase Order Fields

This topic describes the fields and definitions on the Purchase Orders workspace.

Card Part Fields

Field	Description
Description	This field displays a brief description of the PO. You can enter a value for this field or update it when the PO is in Edit mode. This is a free-text field.
Purchase Order No.	This field displays the PO number.

Details Island

Field	Description
Requisitioner	This field displays the employee name or number of the employee who requisitioned the items on the current PO. You can enter a value for this field or update it when the PO is in Edit mode. If you do not specify a value, iAccess automatically selects the employee name of the user creating the PO.
Submitted by	This field displays the name of the employee who submitted the current PO.

Field	Description
Approved by	This field displays the name of the employee who performed the final approval of the current PO. If you use approval hierarchies for the approval of POs, and if the current PO has been approved by more than one employee, this field displays the name of the employee who made the latest approval of the purchase order.
Closed by	This field displays the name of the user who closed the current PO.
Remarks	This field displays remarks about the purchase order. You can enter a value for this field or update it when the PO is in Edit mode.
Company	This field displays the name and number of the company responsible for the purchase order. You can enter a value for this field or update it when the PO is in Edit mode.
Location	This field displays the value for the Location dimension.
Entity	This field displays the value for the Entity dimension.
Project	This field displays the value for the Project dimension.

Vendor Island

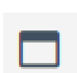
Field	Description
Name 1	This field displays the name and number of the pay to vendor. Click **Edit** to update this information.
Name 2-4	This field displays the address of the vendor. Click **Edit** to update this information.
Zip Code	This field displays the zip code of the postal district of the vendor address. Click **Edit** to update this information.
Postal District	This field displays the postal district of the vendor address. Click **Edit** to update this information.
Country	This field displays the country in which the vendor resides. Click **Edit** to update this information.
Name 5	This field displays any additional information regarding the vendor's address. Click **Edit** to update this information.
Attention	This field displays the name of the intended recipient of the address. Click **Edit** to update this information.
Phone	This field displays the vendor's phone number. Click **Edit** to update this information.

Field	Description
E-mail	This field displays the vendor's email address. Click **Edit** to update this information.

Price Island

Field	Description
Currency	This field displays the vendor's currency. You can select a value for this field or update it when the PO is in Edit mode.
Line Sum, Currency	This field displays the sum of prices based on values entered in the **Price** field on the Specifications tab. The value in this field is displayed in the currency of the PO.
Invoice Discount %	This field displays the invoice discount percentage. The invoice discount is deducted from the line sum, and this is shown on the purchase order printout. The vendor can then see how much you expect to be invoiced for. Note that an invoice discount % is added to any discount entered on individual purchase order table lines. You can enter a value for this field or update it when the PO is in Edit mode.
Invoice Discount, Currency	This field displays the invoice discount amount specified in the purchase order. For PO lines with items, any invoice discount is deducted from prices for the individual item lines, before the items are placed in the warehouse. This ensures that costs are correct. You can enter a value for this field or update it when the PO is in Edit mode.
Expense %	This field displays an expense percentage, such as for a handling charge. You can enter an estimated expense percentage (based on previous charges), or update the value when the PO is in Edit mode.
Delivery Costs	This field displays the amount representing expenses for items purchased on the current order, such as for a handling charge. You can enter an estimated amount (based on previous charges), or update the value when the PO is in Edit mode.
Invoice Tax Sum	This field displays the total amount in taxes.
Invoice Amount	This field displays the total invoice amount including tax and discounts.

Card Part Actions

Button	Description
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the **Save** action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Submit	Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.
Approve	Click this action button to approve the current record.
Reject...	Click this action button to reject the current record.
Other Actions	In the Purchase Orders workspace, this drop-down list includes the following actions: ■ **Edit** ■ **Close** ■ **Reopen** ■ **Print** ■ **Copy From** - Select this action to copy lines from a PO, and add these lines to the PO you are currently working on. ■ **Attach Documents** ■ **Undo Approval/Reject** ■ **Delete Purchase Order**
+ New Purchase Order	Click this action to create a purchase order.
 	Click to display the list view. Click to display the detailed view.

Specifications Tab

This topic describes the fields and definitions on the Specifications tab of the Purchase Orders workspace.

Tab Fields

Field	Description
Job No.	Enter the number of a job.
Job Name	This field displays the name of the job specified in the **Job No.** field on the selected line.
Task	For lines with a job number, enter or select a task from the drop-down list. If you enter a value in the field, iAccess checks that a task list has been assigned to the job and that the listing contains the specified task.
Employee	Enter or select from the drop-down list the number and name of the employee assigned to the PO line.
Quantity	Enter the quantity of services or items ordered.
Unit Price	Enter the unit price of the item. iAccess checks that the amount is positive. The amount must be exclusive of tax.
Price	Enter the price of the PO line. The amount is calculated as quantity times unit price less any discount. If you manually enter an amount in this field, iAccess recalculates the unit price based on the total amount in this field.
Line Remarks	Enter any remarks you wish to add to the PO line. This is printed on the PO.
Description	Enter a description of the PO line.
Delivery Date	Select the delivery date.
Approval Status Details	This field displays the approval status of the current line.

Tab Actions

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

Button	Description
	▪ **Insert Purchase Order Line** ▪ **Delete Purchase Order Line**
+ Add Purchase Order Line	Click this action to add another entry line to the bottom of the purchase order.

Documents Tab

This topic describes the fields and definitions on the Documents tab of the Purchase Orders workspace.

Tab Fields

Field	Description
Document	This field displays the file name of the document attached to the PO. The field is automatically filled in by iAccess and cannot be changed manually. Click on the file name to download the document.
Type	This field displays the file type/format of the document attached to the PO (for example: .doc, .xls, .ppt, and so on). The field is automatically filled in by iAccess and cannot be changed manually.
Size	This field displays the file size (in bytes) of the document attached to the PO.
Changed On	This field displays the date on which the file/document was last modified. If the file has not been modified, the field shows the date on which the file was attached to the PO.
Changed By	This field displays the name of the last user to upload the file/document to the current PO.
Remark	Enter any additional remarks in this field.

Tab Actions

Button	Description
⋮	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Documents tab, choose from the following actions: ▪ **Update Document** ▪ **Delete Document** ▪ **View Document**

Purchase Order Procedures

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

Create a Purchase Order

Use these steps to add a new purchase order.

To create a purchase order:

1. Go to the Purchase Orders workspace.
2. Click **+ New Purchase Order**.
   The Create Purchase Order wizard displays.
3. Enter a description. This is a free-text field.
4. Specify a requisitioner. This field defaults to the employee name of the user currently logged in, but you can select another employee.
5. Select a vendor. This is a required field.
6. Click **Create**.
   iAccess automatically navigates to the PO you just created, and saves your changes.
7. To add PO lines, click **+ Add Purchase Order Line**.
8. Enter a job number.
9. Enter a task.
10. Fill out the other fields as needed.
11. Click Save.

Copy from another Purchase Order

Use these steps to copy lines from an existing PO to the PO you are currently working on.

To copy lines from another purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select the purchase order you want to edit.
3. From the **Other Actions** drop-down list, select **Copy From**.
   The Copy From Purchase Order wizard displays.
4. Specify the PO from which you want to copy lines.
5. Click **Copy From Purchase Order**.
   iAccess adds the copied lines to the Specifications tab of the current PO and automatically saves your changes.

Edit a Purchase Order

Use these steps to edit a purchase order.

To edit a purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a PO.
3. From the **Other Actions** drop-down list, select **Edit**.
4. Edit the fields as needed.
5. Click **Save**.

Attach Documents to a Purchase Order

Use these steps to attach documents to a purchase order.

To attach a document to a purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a PO.
3. From the **Other Actions** drop-down list, select **Attach Documents**.
4. Click **Choose Files**.
5. In the file explorer window that opens, select the file.
6. Click **Open**, or press ENTER.
7. Click **Ok**.
   iAccess automatically saves your changes, and lists the new attachment in the Documents tab of this workspace.

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

View a Document

You can view any document listed in the Documents tab.

To view a document:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a purchase order.
3. In the Documents tab, select a line.
4. Click **Row Tools** » **View Document** on the line.
   The file is downloaded to your computer/device.

> **Note:** Clicking the filename displayed in the **Document** field also downloads the file to your local storage.

Submit a Purchase Order

Use these steps to submit a purchase order.

To submit a purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a PO.
3. Click **Submit**.

Approve or Reject a Purchase Order

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

To approve or reject a purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a PO.
3. To approve the PO:
   a) Click **Approve**.

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

4. To reject the PO:
   a) Click **Reject...**.
   iAccess displays the Reject Line wizard.
   b) Enter a rejection reason. This is a required field.
   c) Click **Reject**.

Close a Purchase Order

Use these steps to close a purchase order.

To close a purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a PO.
3. From the **Other Actions** drop-down list, select **Close**.

Reopen a Purchase Order

Use these steps to reopen a purchase order.

To reopen a purchase order:

1. Go to the Purchase Orders workspace.
2. Use the search filter and/or the **Search** field to select a PO.
3. From the **Other Actions** drop-down list, select **Reopen**.

Print a Purchase Order

Use these steps to print a purchase order.

To print a purchase order:

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

Invoice Allocation Overview

The Invoice Allocation workspace provides a simple process for allocating vendor invoices to accounts or jobs.

If you open a record that included a scanned invoice when it was registered in Maconomy, iAccess automatically displays the scanned document in the workspace.

Note: In the current version of iAccess, Safari on Mac, Internet Explorer, and Edge do not support this functionality. Click the download icon to open the invoice in a new browser window, or to download it to your computer/device.

Invoice Allocation Concepts

You can:

- Allocate/reallocate vendor invoices to accounts or jobs.
- Reconcile vendor invoices against purchase orders.
- Upload and view one or more documents associated with the vendor invoice.
- Review, approve, and post allocated vendor invoices.
- Filter and sort invoices using the list view.
- Easily view the status of an invoice allocation using at-a-glance coloring fields.

This workspace is listed under the Accounts Payable section of the iAccess menu.

Notifications

Notifications quickly inform the relevant employees when a specific action is needed. Notifications come as line items in the red Notifications bubble in the top right of the screen.

The following notifications are included:

- **Vendor Invoice for Allocation** - Appears for the user responsible for the allocation to indicate that a vendor invoice is ready for allocation. This notification points to the Invoice Allocation workspace.
- **Rejected Vendor Invoice** - Appears for the user to indicate that a submitted vendor invoice has been rejected. This notification points to the Invoice Allocation workspace.

Invoice Allocation Fields

This topic describes the fields and definitions on the Invoice Allocation workspace.

Card Part

Field	Description
Invoice Number	This field displays the invoice or credit memo number.
Vendor Number	This field displays the number of the vendor to which the invoice/credit memo is associated with.
Vendor Name	This field displays the name of the vendor to which the invoice/credit memo is associated with.
Type	This field specifies whether the record is an invoice or a credit memo.
Invoice Date	This field displays the date of the invoice or credit memo.
Due Date	This field displays the date on which the invoice or credit memo is due for payment.
Responsible for Allocation	Select the employee name or number of the employee who is responsible for allocation.
Purchase Order Number	If the current record is related to a purchase order placed with the vendor, select a PO. When you click the **Get Purchase Order action**, Maconomy automatically creates allocation lines for each open line in the selected purchase order.
Invoice	This field displays the following information: ▪ The total amount (excluding tax) available for invoicing ▪ The total amount taxed according to the selected tax code ▪ The total amount (including tax) available for invoicing
For Reallocation	This field displays the following information: ▪ The total amount (excluding tax) available for reallocation ▪ The total amount taxed according to the selected tax code ▪ The total amount (including tax) available for reallocation
Allocated	This field displays the following information: ▪ The total allocated amount (excluding tax) for the lines in the sub-tab

Field	Description
	▪ The total amount taxed according to the selected tax code ▪ The total allocated amount, (including tax) for the lines in the sub-tab
Unallocated	This field displays the following information: ▪ The total unallocated amount (excluding tax) for the lines in the sub-tab ▪ The total amount taxed according to the selected tax code ▪ The total unallocated amount (including tax) for the lines in the sub-tab
Status	This field displays the status of the current record. Possible values include: ▪ Awaits Allocation ▪ Allocation Started ▪ Awaits Approval ▪ Awaits Posting ▪ Allocation Completed
Vendor	This field displays the vendor name and number of the vendor who sent the invoice or credit memo.

Card Part Actions

Button	Description
Save	Click this action to save changes to the current record. After saving changes, the record status updates accordingly, and the **Save** action button is disabled until additional changes are made.
Revert	Click this action to undo changes made to the current record, or to any of its lines.
Submit for Approval	Click this action to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.
Approve	Click this action to approve the invoice or credit memo. This action is available only for users with the requisite access rights.
Reject….	Click this action reject the invoice or credit memo. This action is available only for users with the requisite access rights.
Attach Document	Click this action to attach documents to the record.

Button	Description
Other Actions	Each workspace includes an **Other Actions** drop-down list. Available actions vary slightly from one workspace to another. In the Invoice Allocation workspace, the drop-down list includes the following actions: ▪ **Edit** ▪ **Get Purchase Order** - If you chose a PO in the **Purchase Order Number** field, selecting this action enables Maconomy to automatically create allocation lines for each open line in the selected purchase order. ▪ **Allocate Remainder** - Select this action to allocate the remaining amount for invoicing. ▪ **Undo Approval/Reject**

Allocation Sub-Tab

This topic describes the fields and definitions on the Allocation sub-tab of the Invoice Allocation workspace.

Contents

Field	Description
Purchase Line Type	Select the purchase type represented by the line from the drop-down list. Possible values are: ▪ **Fixed Asset** ▪ **Inventory** ▪ **Job Cost** ▪ **G/L** ▪ **Text Line** ▪ **Subcontractor Reconciliation**
Job	If the current line is allocated to a job, select the job from the drop-down list. **Note:** If the allocation is job-related, you must leave the **Account Number** and **Local Account Number** fields blank.
Task	If a task listing is assigned to the job, select a task from the drop-down list.
Employee	If the current line is related to an employee, select the employee from the drop-down list.

Field	Description
Account Number	If the current line is related to a purchase, select an account to which the amount should be debited. **Note:** If the allocation is purchase related, you must leave the **Job** field blank.
Local Account Number	If the current line is related to a purchase, select a local account to which the amount should be debited. **Note:** If the allocation is purchase related, you must leave the **Job** field blank.
Entry Description	Enter a description for the allocation.
Quantity	Enter the quantity of the allocation.
Unit Price	Enter the unit price for the current line. This field uses the currency of the current vendor invoice.
Amount Excluding Tax	This field displays the amount to be allocated, excluding tax.
Tax Code 1	Select a G/L tax code to apply to the current line.
Tax Amount 1	This field displays the taxed amount according to the selected code in the **Tax Code 1** field.
Amount Including Tax	This field displays the amount to be allocated, including tax.
Company Number.	Select the company responsible for the current line from the drop-down list.
Location	This field displays the value for the Location dimension.
Entity	This field displays the value for the Entity dimension.
Status	This field displays the line's current approval status.

Sub-Tab Actions

Button	Description
⋮	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Allocation Line sub-tab, choose from the following actions: ▪ **Insert Allocation Line** ▪ **Delete Allocation Line**
+ Add Allocation Line	Click this action to add another entry line to the bottom of the invoice.

Documents Sub-Tab

This topic shows the fields and descriptions on the Documents sub-tab of the Invoice Allocation workspace.

Contents

Field	Description
Document	This field displays the file name of the document attached to the invoice. The field is automatically filled in by iAccess and cannot be changed manually. Click on the file name to download the document.
Type	This field displays the file type/format of the document attached to the invoice (for example: .doc, .xls, .ppt, and so on). The field is automatically filled in by iAccess and cannot be changed manually.
Size	This field displays the file size (in bytes) of the document attached to the invoice.
Changed On	This field displays the date on which the file/document was last modified. If the file has not been modified, the field shows the date on which the file was attached to the invoice.
Changed By	This field displays the name of the last user to upload the file/document to the current invoice.
Remark	Enter any additional remarks in this field.

Sub-Tab Actions

Button	Description
⋮	The Row Tools icon allows you to add lines/information to the lines of a record. For lines in the Document sub-tab, choose from the following actions: ▪ **Delete Document**

Invoice Allocation Procedures

This section describes the steps you need to follow to work with vendor invoice allocations.

Allocate/Reallocate a Vendor Invoice

You can allocate invoices, or reallocate invoices that were initially registered or posted to a suspense account, to an account or job.

To allocate/reallocate invoices:

1. Under the Accounts Payable menu, go to **Invoice Allocation > Allocation tab**.
2. Select a vendor invoice from the filter list.
3. Enter information about the allocation in the line as needed.
4. Click **Save**.

Attach Additional Documents to a Vendor Invoice

Apart from attaching an invoice scan to the record, you can also attach multiple documents related to it for reference.

To attach documents to an invoice:

1. Under the Accounts Payable menu, go to **Invoice Allocation > Allocation tab**.
2. Select a vendor invoice from the filter list.
3. Click **Attach Document**.
4. In the dialog that opens, click **Choose Files** to open your file explorer.
5. Select the files you want to upload.
6. Click **Open**, or press ENTER.
7. Click **OK**.
8. Click **Save**.
   The files are uploaded and listed in the Documents tab.

View Documents on a Vendor Invoice

Use the Document tab to upload, view, or delete documents attached to the invoice.

To view documents on an invoice:

1. Under the Accounts Payable menu, go to **Invoice Allocation > Documents tab**.
2. Select a vendor invoice from the filter list.
3. In the **Document** field, click on a filename to download the file to your computer/device.

Submit a Vendor Invoice Allocation

Once you have finalized all details regarding the allocation, you can submit the invoice for approval.

To submit an invoice allocation:

1. Under the Accounts Payable menu, go to the Invoice Allocation workspace.
2. Select a vendor invoice from the filter list.
3. Click **Submit Invoice**.

Approve a Vendor Invoice Allocation

Use these steps to review and approve vendor invoice allocation submitted for your approval. If the submitted invoice contains documents, you can view them before approving or rejecting it. You can also approve (and reject) vendor invoice allocation in the Approval Center workspace.

To approve an invoice allocation:

1. Under the Accounts Payable menu, go to the Invoice Allocation workspace.
2. Select a vendor invoice from the filter list.
3. If you wish to view the invoice or other documents related to the invoice, click **Show Invoice**.
4. Click **Approve for Posting**.

Human Resources Overview

The Human Resources menu section includes the Employees workspace, which allows users with the requisite access rights (for example, HR managers) to make changes to other employees' information.

Human Resources Concepts

If you have the requisite access rights, use the various tabs of the Employees workspace to create employee records, as well as view and/or make changes to other employees' information. Specifically, you can update the following:

- Employee name
- Organizational information
- Contact information
- Bank details
- List of skills
- Documents related to hiring and employment

Note: If you are running iAccess with Maconomy 2.4 LA1 in the backend, you can also view and edit the following information:

- Emergency contacts
- Parental status
- Education and qualifications
- Work eligibility

Regular employees do not have access to this workspace or any of its tabs.

Employees Fields

This topic describes the fields and definitions on the Employees workspace. Regular employees do not have access to this workspace or any of its tabs.

Card Part Fields

Field	Description
Employee Name	This field displays the employee's name.
Employee No.	This field displays the employee's number.

Employment Island

Field	Description
Date Employed	This field displays the date the employee started working for the company.
Termination Date	This field displays the date when the employee was terminated.
Position	This field displays the employee's position/job title.
Company	These fields display the name and number of the company in which the employee is employed.
Location	This field displays the specified value for the Location dimension, if applicable. Click **Edit** to update this information.

Related Employees Island

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

Address Island

Field	Description
Name 2-4	These fields display the employee's address. Click **Edit** to update this information.
Zip Code	This field displays the zip code of the postal district for the employee's address. Click **Edit** to update this information.
Postal District	This field displays the postal district of the employee's address. Click **Edit** to update this information.
Country	This field displays the country in which the employee resides. Click **Edit** to update this information.
Name 5	This field displays any additional information regarding the employee's address. Click **Edit** to update this information.
Phone	This field displays the employee's primary phone number. Click **Edit** to update this information.
E-mail	This field displays the employee's work e-mail address.

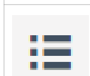
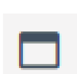
Bank Information Island

Field	Description
Bank Name	This field displays the name of the employee's bank. Click **Edit** to update this information.
Reg. No.	This field displays the bank's registration number. Click **Edit** to update this information.
Bank Acc. No.	This field displays the employee's bank account number. Click **Edit** to update this information.

Talent Management Island

Field	Description
User ID	This field displays the employee's Talent Management User ID.

Card Part Actions

Button	Description
Save	Click this action button to save changes to the current record. After saving changes, the record status updates accordingly, and the **Save** action button is disabled until additional changes are made.
Revert	Click this action button to undo changes made to the current record, or to any of its lines.
Submit	Click this action button to submit a record for approval. After submission, the record status is updated, and this action is disabled until you make additional changes.
Approve	Click this action button to approve the current record.
Reject...	Click this action button to reject the current record.
Other Actions	In the Employees workspace, this drop-down list includes the following actions: ▪ **Edit** ▪ **Attach Documents** ▪ **Undo Approval/Reject**
+ New Employee	Click this action to add a new employee.
 	Click to display the list view. Click to display the detailed view.

Emergency Contacts Tab

This topic describes the fields and definitions on the Emergency Contacts tab of the Employees workspace.

Tab Fields

Note: This tab and its fields are only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Fields are read-only by default. To update information, click **Edit**.

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

Tab Actions

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

Button	Description
	Note: This tab and its action/s are only available if you are running Maconomy 2.4 LA1 (or later) in the backend. ▪ **Insert Emergency Contact** ▪ **Delete Emergency Contact**
+ Add Emergency Contact	Click this action to add another emergency contact to an employee's list. **Note:** This action is only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Parental Status Tab

This topic describes the fields and definitions on the Parental Status tab of the Employees workspace.

Tab Fields

Note: This tab and its fields are only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Fields are read-only by default. To update information, click **Edit**.

Field	Description
Parental Status Type	Select one of the following values from the drop-down list: ▪ Solo Parent ▪ With Spouse Companies set up the options that appear in the drop-down list. Define values for the Parental Status popup type in the sub-tab of the Popup Fields single dialog in the Workspace Client.
Description	In this field, enter additional information about the employee's parental status. This is a free-text field.

Tab Actions

Button	Description
⋮	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Parental Status tab, choose from the following actions:

Button	Description
	Note: This tab and its action/s are only available if you are running Maconomy 2.4 LA1 (or later) in the backend. ▪ **Insert Parental Status** ▪ **Delete Parental Status**
+ Add Parental Status	Click this action to update an employee's parental status information. **Note:** This action is only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Education and Qualifications Tab

This topic describes the fields and definitions on the Education and Qualifications tab of the Employees workspace.

Tab Fields

Note: This tab and its fields are only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Fields are read-only by default. To update information, click **Edit**.

Field	Description
Country	Choose the country where the employee obtained the qualification from the drop-down list.
Qualification Type	Choose the type of qualification from the drop-down list. Companies set up the options that appear in the drop-down list. Define values for the Qualification Type popup type in the sub-tab of the Popup Fields single dialog in the Workspace Client.
Qualification Suffix	Enter the qualification suffix.
Education Institution	Choose the institution where the employee received the qualification from the drop-down list. Companies define their own values for this drop-down list, with the options changing depending on the country specified in the **Country** field. You can also type in the name of the institution.
Education Subject	Enter the subject in which the employee received the qualification.
Qualification Level	Choose the qualification level from the drop-down list.

Field	Description
	Companies set up the options that appear in the drop-down list. Define values for the Qualification Level popup type in the sub-tab of the Popup Fields single dialog in the Workspace Client.
Qualification Date	Click the calendar icon to choose the date on which the employee became qualified.
Expiry Date	Click the calendar icon to choose the date on which this qualification expires.
Document Check Date	Click the calendar icon to choose the date on which the education and qualifications document was checked.
Document Check Person Empl. No.	Choose the employee number of the person who performed the document check from the drop-down list. If you specify a value here, iAccess auto-populates the **Document Check Person** field (and vice versa).
Document Check Person	Choose the name of the employee who performed the document check from the drop-down list. If you specify a value here, iAccess auto-populates the **Document Check Person Empl. No.** field (and vice versa).
Qualification Held	This field calculates and displays the number of years the employee has had this qualification.

Tab Actions

Button	Description
⋮	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Education and Qualifications tab, choose from the following actions: **Note:** This tab and its action/s are only available if you are running Maconomy 2.4 LA1 (or later) in the backend. ▪ **Insert Education and Qualification** ▪ **Delete Education and Qualification**
+ Add Education and Qualification	Click this action to add to an employee's list of educational qualifications. **Note:** This action is only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Work Eligibility Tab

This topic describes the fields and definitions on the Work Eligibility tab of the Employees workspace.

Tab Fields

Note: This tab and its fields are only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Fields are read-only by default. To update information, click **Edit**.

Field	Description
Eligibility Country	This field displays the country in which the employee is eligible to work.
Eligibility Status	Choose the employee's eligibility status from the drop-down list. The values available in the drop-down list are dependent on the Eligibility Status option list specified for the country selected in the **Eligibility Country** field.
Eligibility Type	Choose the employee's eligibility type from the drop-down list. Companies set up the options that appear in the drop-down list. Define values for the Eligibility Type popup type in the sub-tab of the Popup Fields single dialog in the Workspace Client.
Eligibility Document	Choose the eligibility document from the drop-down list. The values available in the drop-down list are dependent on the Eligibility Document option list specified for the country selected in the **Eligibility Country** field.
Document Number	In this field, enter the document number for the employee's eligibility document.
Start Date	Click the calendar icon to choose the date when the eligibility period begins.
Expiry Date	Click the calendar icon to choose the date when the eligibility period expires.
Issuer	In this field, enter the name of the organization that issued the employee's eligibility document.
Issuing Sponsor	In this field, enter the name of the sponsor who issued the employee's eligibility document.
Document Check Date	Click the calendar icon to choose the date on which the eligibility document was checked.
Document Check Person No.	In this field, choose the employee number of the person who performed the document check from the drop-down list.

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

Tab Actions

Button	Description
⋮	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Work Eligibility tab, choose from the following actions: **Note:** This tab and its action/s are only available if you are running Maconomy 2.4 LA1 (or later) in the backend. ▪ **Insert Work Eligibility** ▪ **Delete Work Eligibility**
+ Add Work Eligibility	Click this action to add to an employee's work eligibility information. **Note:** This action is only available if you are running Maconomy 2.4 LA1 (or later) in the backend.

Employee Skills Tab

This topic describes the fields and definitions on the Employee Skills tab of the Employees workspace.

Tab Fields

Fields are read-only by default. To update information, click **Edit**.

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

Field	Description
	When you specify a value for this field, iAccess auto-populates the **Skill Type** and **Skill Name** fields.
Skill Name	This field displays the name of the skill that is associated with the specified skill number. Companies set up all skill-related information in the Skills single dialog in the Workspace Client. When you specify a value for the **Skill No.** field, iAccess auto-populates this field with the corresponding skill name.
Level	Choose the employee's proficiency level in this skill from the drop-down list. If automatic level specification is enabled in the Skills single dialog in the Workspace Client, iAccess auto-populates this field.
Skill Acquired	Click the calendar icon to choose the date on which the employee acquired this skill.
Level Acquired	Click the calendar icon to choose the date on which the employee attained the level specified for this skill.

Tab Actions

Button	Description
⋮	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Employee Skills tab, the following action is available: ▪ **Delete Employee Skill**
+ Add Employee Skill	Click this action to add to an employee's list of skills.

Documents Tab

This topic describes the fields and definitions on the Documents tab of the Employees workspace.

Tab Fields

Field	Description
Document	This field displays the document name.
Type	This field displays the document file type.
Size	This field displays the document file size.

Field	Description
Changed On	This field displays the date on which the document was last changed.
Changed By	This field displays the name of the user who last changed the document.
Remark	Enter any appropriate comments in this field.

Tab Actions

Button	Description
	The **Row Tools** icon allows you to add lines/information to the lines of a record. For lines in the Documents tab, choose from the following actions: **Documents Tab** ▪ **Update Document** ▪ **Delete Document** ▪ **View Document**

Employees Procedures

This section describes the steps you need to follow to update other employees' personal data.

Use the Maconomy iAccess Employees workspace to do the following:

Create an Employee

Use these steps to add a new employee, and to assign user credentials to that employee. You can create the employee from an employee template. You also have the option to copy user setup from the template to the new employee.

To create an employee:

1. Go to **Human Resources » Employees**.
2. Click **+ New Employee**.
   The Create Employee wizard displays.
3. In the **Employee Name** field, type the name of the new employee. This is a required field.
4. Under the Address island, select a country from the drop-down list. This is a required field.
5. If you want to create the employee from a template, select the template employee name from the drop-down list under the Template Employee island. Otherwise, fill out the other fields as needed.

6. Click **Continue**.
   The Create User wizard displays.
7. To create a user from a user type:
   a) Under the Create User from Type island, toggle on the **Create User** option.
   b) In the **Type** field, select a user type from the drop-down list.
   c) Click **Create**.
      A Notification dialog displays the password for the new user.
   d) Click **Ok**.

   iAccess saves your changes, and refreshes the page. The Employees workspace now displays information for the employee you just created.
8. To create a user from a template:
   a) Under the Create User from Template island, toggle on the **Copy User from Template** option.

      Warning: Make sure you only toggle on one option. If you enable both the **Create User** and **Copy User from Template** options, iAccess will create two users for the employee.

   b) Click **Create**.
      A Notification dialog displays the password for the new user.
   c) Click **Ok**.

   iAccess saves your changes, and refreshes the page. The Employees workspace now displays information for the employee you just created.

Update Another Employee's Information

Use these steps to update another employee's personal data.

To update another employee's information:

1. Go to the Employees workspace.
2. Use the search filter and/or the **Search** field to select an employee.
3. From the **Other Actions** drop-down list, select **Edit**.
4. Update the card fields as needed.
5. Click **Save**.
6. If you need to make changes in any of the tabs, navigate to a specific tab.
7. To add line information, click the **+ Add…** action found in the lower portion of the tab.
8. Fill out the line fields as needed.
9. Click **Save**.
10. To edit existing line information, select **Edit** from the **Other Actions** drop-down list.
11. Edit the line fields as needed.

12. Click **Save**.

Submit Employee Information

Use these steps to submit new or updated employee information.

To submit an employee record:

1. Under the Human Resources menu section, go to the Employees workspace.
2. Use the search filter and/or the **Search** field to select an employee.
3. Click **Submit**.

Approve or Reject Employee Information

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

(Optional) Enter the prerequisites here. This should be relatively brief. If you need to write extensive prereq info, create a reference topic for it and combine the topics using a small ditamap. Be sure to keep the first sentence in the <p> element.

To approve/reject an employee record:

1. Under the Human Resources menu section, go to the Employees workspace.
2. Use the search filter and/or the **Search** field to select an employee record.
3. To approve the employee record:
   a) Click **Approve**.
4. To reject the employee record:
   a) Click **Reject…**.
   iAccess displays the Reject Line wizard.
   b) Enter a rejection reason. This is a required field.
   c) Click **Reject**.

Attach Another Employee's Documents

Use these steps to add hiring/employment documents to an employee's personal data.

To attach documents:

1. Go to the **Employees workspace** » **Documents tab**.
2. Use the search filter and/or the **Search** field to select an employee.
3. From the **Other Actions** drop-down list, select **Attach Documents**.
   The Attach Documents dialog displays.
4. Click **Choose Files** to open the file explorer.

5. Select a file, then click **Open** or press ENTER.
6. Click **Ok**.
   iAccess automatically saves your changes, and lists the new attachment in the Documents tab.

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

View Another Employee's Documents

Use these steps to view another employee's hiring/employment documents.

To view documents:

1. Go to the Employees workspace.
2. Use the search filter and/or the **Search** field to select an employee.
3. In the Documents tab, select a line.
4. Click **Row Tools** » **View Document** on the line.
   The file is downloaded to your computer/device.

   > **Note:** Clicking the filename displayed in the **Document** field also downloads the file to your local storage.

Schedule an Update to Employee Information

Use these steps to schedule updates to employee information so that these take effect on the date you specify.

To schedule an update to an employee's information:

1. Go to **Human Resources » Employees**.
2. Use the search filter and/or the **Search** field to select an employee.
3. In the Revisions tab, click **+ Add Employee Revision**.
   iAccess adds a new line to the table.
4. In the **From Date** field, specify the date on which you want the update to the employee's information to take effect. This is a required field.
5. Click **Save**.
6. In the relevant field on the line, specify the new information.
7. Click **Save**.
   iAccess saves your changes, and will reflect the updated information for the employee on the date you specified.

Reports Overview

BPM reports are available under the Reports section of the iAccess menu. This section lists reports, grouped by category, that are available to you. This enables you to easily access reports used by your company. You can configure iAccess (or the Workspace Client) to work with Single Sign In so that users can automatically log in to BPM.

Note: Viewing BPM reports with Chrome is not officially supported. You can view the reports with the supported browsers listed in the Deltek Product Support Compatibility Matrix.

Reports Concepts

Use the BPM Reports workspaces to easily access reports used by your company.

Reports Workspaces

There are two workspaces with predefined BPM reports: Job Reports and Management Reports. Each workspace is displayed as an item under the Reports section of the menu. When you click a menu item, the workspace opens and shows a list of BPM reports. When you click a report within the workspace, it opens with InfoView in a separate tab on your browser. You can customize what reports are viewable to the user by adding or deleting reports from the list. You can also create your own workspace and specify what reports are available for each user group.

Job Reports Workspace

The following BPM reports are available in this workspace:

- Job Profitability Summary
- Job Profitability Budget
- Job Profitability Budget, by Task
- Job Profitability Comparison
- Job Profitability Periodic
- Job Profitability Transactions
- Job Budget to Actuals YTD
- Job Budget to Actuals, by Task
- Job Status, by Task & Employee
- WIP Aging
- Revenue Analysis

Management Reports Workspace

The following BPM reports are available in this workspace:

- Utilization, by Employee

- Realization, by Employee
- Realization, by Account Manager
- Job Profitability Summary, by Job
- Customer Profitability, by Customer
- AR Aging
- Profit and Loss
- Profit and Loss, by Dimension

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