

Deltek Maconomy - DLZ Starter Guide



Asset Name	Description	Role
Maconomy: Navigation - Starter Guide	This course should be the starting point for any new user. It will introduce you to the system, help you understand the interface of the Maconomy workspace client and give you guidance on how to find your way around it. We'll introduce you to several key product concepts such as Tables, Filter lists, Actions, and Wizards, and we've also added a tutorial on uploading and management of documents. [Keywords and Related Searches - elearning, online course, online learning, navigate, workspace, log out, preference]	
Maconomy: Projects - Starter Guide	This module will introduce you to the Projects module of the Maconomy workspace client, where you will learn how to create new projects and understand all the aspects of this key area, including creating sub-projects and managing both project and related customer information. We'll also demonstrate how to manage the project tasks, and employees, create project specific rates, and how to close a project. [Keywords and Related Searches - elearning, online course, online learning, project information]	Super User,Project Manager,Account Manager,Subcontractor
Maconomy: Time, Expense and Absence Registration - Starter Guide	This course is designed for any user who needs to register Timesheets and Expenses. This course will show you the various way that you can do this using the Maconomy workspace client, including the registering of Mileage. We'll also cover how to make an absence request. [Keywords and Related Searches - elearning, online course, online learning, submit timesheet]	
Maconomy: Project Purchase Order - Starter Guide	This course will explain how you can create purchase orders within the Maconomy Workspace client, for project work that needs to be carried out by a 3rd party company. We'll also cover the creation of accruals and accrual plans, for when there is a need to invoice a client for an external cost before the vendor invoice has been received. [Keywords and Related Searches - elearning, online course, online learning, PO, transfer]	Accounts Payable,Accounts Receivable,Super User,Project Manager,Account Manager,Subcontractor
Maconomy: Human Resources - Starter Guide	The HR section of Maconomy is where you can create new company employees and manage various aspects of their profiles and access to the system. We'll also cover how to manage absence periods and allowances for employees. [Keywords and Related Searches - elearning, online course, online learning, user, role, recruitment, absence, allowance]	Super User
Maconomy: Fixed Assets - Starter Guide	This Fixed Assets course, will show you how to manage your assets, with sections covering creating new assets, adjustment, depreciation, and disposal of old assets, in the Maconomy workspace client. [Keywords and Related Searches - elearning, online course, online learning]	Accounts Payable,Accounts Receivable,Super User,Account Manager
Maconomy: Customer Relationship Management - Starter Guide	This course will show you how to set up contact persons and companies in the Maconomy workspace client, as well as creating new opportunities, with sales estimates and budgets. You'll also learn how to create events and event flows, to help you manage your leads. The course also covers conversion of open opportunities into projects, and the conversion of contacts and leads into customers. [Keywords and Related Searches - elearning, online course, online learning, win, lose,relationship management]	Accounts Payable,Accounts Receivable,Super User,Account Manager

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Maconomy: Credit Control - Starter Guide	This course shows you how to use the Credit Control functionality within the Maconomy workspace client, which includes the setting up of an event flow for cash collection, and how to manage the Traffic Light colouring system for overdue invoices. [Keywords and Related Searches - elearning, online course, online learning, overdue]	Accounts Payable,Accounts Receivable,Super User,Account Manager,Finance Administrator
Maconomy: Banking - Starter Guide	This course will show you how to reconcile your bank statements and create payments to your vendors in the Maconomy workspace client. We'll also cover how to reverse or void a payment. [Keywords and Related Searches - elearning, online course, online learning, payment vendor, reverse statement]	Accounts Payable,Accounts Receivable,Super User,Account Manager,Finance Director
Maconomy: Accounts Receivable - Starter Guide	This course goes through the Accounts Receivable module in the Maconomy workspace client. Here you will learn how to add new customers, record incoming payments and reconcile your payment entries. We will also cover AR lookups and writing off bad debts. [Keywords and Related Searches - elearning, online course, online learning, credit control, reconcile, open entry]	Accounts Receivable,Super User,Account Manager,Finance Administrator

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Asset Name	Description	Role
iAccess 2.1	This Clickguide highlights enhancements and updates for iAccess 2.1. It covers the new features for the Approval Center Workspace including accessibility, tabs and options, viewing information and how to approve and reject items.	
Maconomy DFME: Navigation - Self-Paced Learning	This course should be the starting point for any new user, and will introduce you to the system, help you understand the interface and give you guidance on how to find your way around. We've also added a tutorial on uploading and management of documents.	
Maconomy DFME: Time and Expense Registration - Self-Paced Learning	For any user who needs to register Timesheets and Expenses, this course will show you the various way that you can do this, including the registering of Mileage. We'll also cover how to make an absence request.	
Maconomy DFME: Time and Expense Approval - Self-Paced Learning	0	
Maconomy DFME: Projects - Self-Paced Learning	This 1-hour course, dwells on the DFME Project workspace. It looks into the different functions and tabs that you can access through this workspace. The topics covered for this course are as follows: Project creation, reviewing and updating Project Home, the customer information tab, employee control creation, the project tasks tab, changing currency and prices, subprojects creation, the documents tab, how to close projects and how to lookup project entries. This course is part of the DFME series. [Keywords and Related Searches - elearning, online course, online learning, subproject, sub project, rate, employee control]	Super User,Project Manager,Account Manager,Subcontractor,Finance Director,Resource Planner
Maconomy DFME: Accounts Receivable - Self-paced Learning	This 30-minute course focuses on creating customers, adding payment information, updating company specific customers, registering customer payments, reconciling payments and setting up interest and reminders. This course is part of the DFME series. [Keywords and Related Searches - elearning, online course, online learning, credit control, reconcile, open entry]	Accounts Payable,Accounts Receivable,Super User,Finance Director
Maconomy DFME: Accounts Payable - Self-Paced Learning	This 1-hour course focuses on creating vendors, adding company specific vendor information, registering vendor invoices, allocating, reallocating and approving vendor invoices. This course is part of the DFME series. [Keywords and Related Searches - elearning, online course, online learning, supplier, allocate, purchase,PO]	Accounts Payable,Accounts Receivable,Super User,Finance Director
Maconomy DFME: General Ledger Transactions - Self-Paced Learning	This 1-hour course focuses on how you can utilize the General Journals. It will cover how to create, use and post General Journals and Journal Templates, copy, reverse and print journals, reallocate and reconcile general ledger entries, print currency reports, create intercompany invoices and create tax settlements. This course is part of the DFME series. [Keywords and Related Searches - elearning, online course, online learning]	Accounts Payable,Accounts Receivable,Super User,Finance Director
Maconomy DFME: Analyzer - Self-Paced Learning	This course will give you an overview of the available reporting areas in your system, and show you how to search for them, and run them, to your own specifications.	

This document serves as a guide on the available learning assets for the given product. Note that additional assets may have been added since this document was produced.

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Maconomy DFME: Approval Hierarchies - Self-Paced Learning	<p>In this 20-minute course, we will cover the set up of Approval Hierarchies. You'll see an overview of the set up, and learn how to make changes to the flow and to the names of the employees involved in the process. This course is part of the DFME series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, setup, AD]</p>	Accounts Payable,Accounts Receivable,Super User,Project Manager,Account Manager,Subcontractor,Finance Director,Resource Planner
Maconomy DFME: CRM - Self-Paced Learning	<p>This 30-minute CRM course will show you how to set up contact persons and companies, as well as creating new sales opportunities, events and campaigns. This course is part of the DFME series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, win, lose,relationship management]</p>	HR Specialist,Super User,Project Manager,Account Manager
Maconomy DFME: HR - Self-Paced Learning	<p>This 1-hour HR section of Maconomy is where you can create new company employees and manage various aspects of their profiles in the system. This course is part of the DFME series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, user, role, recruitment, absence, allowance]</p>	HR Specialist,Super User
Maconomy DFME: General Ledger Set up - Self-Paced Learning	<p>Watch this course on General Ledger and you will learn how to create and post journal entries, with a section on copying and reversing journals, as well as other important functionality found in the General Ledger workspace, such as revaluating currency, and tax settlement. We will also take a look at how to set up and manage your financial accounts.</p>	
Maconomy DFME: Resource Management - Self-Paced Learning	<p>This 45-minute course covers the resource management features of Deltek People Planner that can be found within the Maconomy workspace client, when you have the two systems integrated. We will take you through the available screens and show how you can create budgets via resource allocation, staff projects by assigning tasks from the budget to the right employees. We also cover the Resource Manager's overview screen, where capacity and availability of all employees can be managed. This course is part of the DFME series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, utilization, capacity, assign]</p>	Super User,Project Manager,Resource Planner

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Asset Name	Description	Role
Maconomy Power Launch: Accounts Receivable - Self-paced Learning	<p>This 30 minute learning course goes through the Accounts Receivable workspace, where you will learn how to add new customers, record incoming payments and reconcile your payment entries. We will also cover AR lookups and writing off bad debts. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, credit control, reconcile, open entry]</p>	Accounts Payable,Accounts Receivable,Controller,System Administrator,Department Manager,Project Manager,Account Manager,Finance Administrator,Project Controller
Maconomy Power Launch: Banking - Self-paced Learning	<p>In this 15-minute course, you will learn how to reconcile your bank statements and create payments to your vendors. We'll also cover how to reverse or void a payment. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, payment vendor, reverse statement]</p>	Accounts Payable,Accounts Receivable,Controller,System Administrator,Department Manager,Project Manager,Account Manager,Finance Administrator,Project Controller
Maconomy Power Launch: Introduction and Workspace Navigation - Self-Paced Learning	<p>This 30-minute course, should be the starting point for any new user, and will introduce you to the system, help you understand the interface and give you guidance on how to find your way around. We'll introduce you to several key product concepts such as Tables, Filter lists, Actions, and Wizards, and we've also added a tutorial on uploading and management of documents. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, navigate, workspace, log out, preference]</p>	Accounts Payable,Accounts Receivable,Controller,HR Specialist,System Administrator,Department Manager,Project Manager,Account Manager,Employee,Subcontractor,Resource Planner,Finance Administrator,Line Manager,Management,Project Controller

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Maconomy Power Launch: Period End - Self-paced Learning	<p>This 1-hour course, covers the activities that typically require attention and action at the end of each monthly period. You'll learn how to run Progress Evaluation and Revenue Recognition, as well as opening and closing posting periods, and closing a financial year. Maconomy Power Launch has a dedicated workspace called Month End where many of these functions are gathered together for convenience, so the course opens with a look at how this workspace has been designed for use, before going through all the individual topics in turn. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, intercompany, wip]</p>	Accounts Payable,Accounts Receivable,Controller,System Administrator,Department Manager,Project Manager,Account Manager,Finance Administrator,Project Controller
Maconomy Power Launch: Fixed Assets - Self-paced Learning	<p>This 40-minute Fixed Assets course, will show you how to manage your assets, with sections covering creating new assets, adjustment, depreciation, and disposal of old assets. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning]</p>	Accounts Payable,Accounts Receivable,HR Specialist,System Administrator,Department Manager,Account Manager,Line Manager,Management
Maconomy Power Launch: Credit Control - Self-paced Learning	<p>This 20-minute course, shows you how to use the Credit Control functionality which includes the setting up of an event flow for cash collection, and how to manage the Traffic Light colouring system for overdue invoices. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, overdue]</p>	Accounts Payable,Accounts Receivable,Controller,System Administrator,Department Manager,Project Manager,Account Manager,Finance Administrator,Project Controller
Maconomy Power Launch: Accounts Payable - Self-paced Learning	<p>This 1-hour Accounts Payable course, will take you through setting up new vendors, and managing incoming invoices including registering, allocating and posting. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, supplier, allocate, purchase,PO]</p>	Accounts Payable,Accounts Receivable,Controller,System Administrator,Department Manager,Project Manager,Account Manager,Finance Administrator,Project Controller

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Maconomy Power Launch: Revenue Forecasting - Self-paced Learning	<p>In this 30-minute course, you will learn how to use the Revenue Forecasting workspace, to create detailed 12 monthly forecasts on single projects and across a whole range of projects. We'll cover how to split forecasts by project order status and between departments, how to allow for delays, and how to factor in the allocation of work to your resources. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, forecast, monthly, yearly]</p>	Accounts Payable,Accounts Receivable,Controller,System Administrator,Department Manager,Project Manager,Account Manager,Finance Administrator,Project Controller
Maconomy Power Launch: General Ledger - Self-paced Learning	<p>Watch this 1-hour course on General Ledger and you will learn how to create and post journal entries, with a section on copying and reversing journals, as well as other important functionality found in the General Ledger workspace, such as revaluating currency, and tax settlement. We will also take a look at how to set up manage your financial accounts. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, reallocate, reallocation, closing, close]</p>	Accounts Payable,Accounts Receivable,Controller,System Administrator,Department Manager,Project Manager,Account Manager,Finance Administrator,Project Controller
Maconomy Power Launch: HR - Self-paced Learning	<p>This 1-hour HR section of Maconomy is where you can create new company employees and manage various aspects of their profiles and access to the system. We'll also cover how to manage absence periods and allowances for employees. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, user, role, recruitment, absence, allowance]</p>	HR Specialist,System Administrator
Maconomy Power Launch: Projects - Self-paced Learning	<p>This 45-minute module, will introduce you to the Projects workspace, where you will learn how to create new projects and understand all the aspects of this key area, including creating sub-projects and managing both project and related customer information. We'll also demonstrate how to manage the project tasks, and employees, create project specific rates, and how to close a project. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, subproject, sub project, rate, employee control]</p>	Accounts Payable,Accounts Receivable,Controller,System Administrator,Department Manager,Project Manager,Account Manager,Finance Administrator,Project Controller

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Maconomy Power Launch: CRM - Self-paced Learning	<p>In this 40-minute course, we will show you how to set up contact persons and companies, as well as creating new opportunities, with sales estimates and budgets. You'll also learn how to create events and event flows, to help you manage your leads. The course also covers conversion of open opportunities into projects, and the conversion of contacts and leads into customers. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, win, lose,relationship management]</p>	Accounts Payable,Accounts Receivable,HR Specialist,System Administrator,Department Manager,Account Manager,Line Manager,Management
Maconomy Power Launch: Project Purchase Order - Self-paced Learning	<p>This 30-minute course will explain how you can create purchase orders for project work that needs to be carried out by a 3rd party company. We'll also cover the creation of accruals and accrual plans, for when there is a need to invoice a client for an external cost before the vendor invoice has been received. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, PO, transfer]</p>	Accounts Payable,Accounts Receivable,Controller,System Administrator,Department Manager,Project Manager,Account Manager,Finance Administrator,Project Controller
Maconomy Power Launch: Project Invoicing - Self-paced Learning	<p>This 1-hour course, covers raising invoices for project work, which includes invoicing on account, as well as invoicing based on work done to date. We also cover blanket invoicing, on account reconciliation and raising credit memos, plus some advanced options such as delimiting an invoice selection, and billing T&M and On Account in the same invoice. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, split billing, draft, on account selection]</p>	Accounts Payable,Accounts Receivable,Controller,System Administrator,Department Manager,Project Manager,Account Manager,Finance Administrator,Project Controller
Maconomy Power Launch: Resource Management - Self-Paced Learning	<p>This 45-minute course covers the integrated functionality of Deltek People Planner that comes with Maconomy Power Launch as standard. We will take you through the available screens and show how you can create budgets via resource allocation, staff projects by assigning tasks from the budget to the right employees. We also cover the Resource Manager's overview screen, where capacity and availability of all employees can be managed. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, utilization, capacity, assign]</p>	System Administrator,Subcontractor,Resource Planner,Project Controller

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Maconomy: Project Purchase Order - Self-Paced Learning	<p>This 30-minute course will explain how you can create purchase orders within the Maconomy Workspace client, for project work that needs to be carried out by a 3rd party company. We'll also cover the creation of accruals and accrual plans, for when there is a need to invoice a client for an external cost before the vendor invoice has been received.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, PO, transfer]</p>	Accounts Payable,Accounts Receivable,Super User,Project Manager,Account Manager,Subcontractor,Finance Director
Maconomy: Project Invoicing - Self-Paced Learning	<p>This 1-hour course, covers raising invoices for project work, which includes invoicing on account, as well as invoicing based on work done to date. We also cover blanket invoicing, on account reconciliation and raising credit memos, plus some advanced options such as delimiting an invoice selection, and billing T&M and On Account in the same invoice.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, split billing, draft, on account selection, AD]</p>	Accounts Payable,Accounts Receivable,Super User,Project Manager,Account Manager,Subcontractor,Finance Director
Maconomy: CRM - Self-Paced Learning	<p>In this 40-minute course, we will show you how to set up contact persons and companies in the Maconomy workspace client, as well as creating new opportunities, with sales estimates and budgets. You'll also learn how to create events and event flows, to help you manage your leads. The course also covers conversion of open opportunities into projects, and the conversion of contacts and leads into customers.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, win, lose,relationship management]</p>	Accounts Payable,Accounts Receivable,Super User,Account Manager
Maconomy: HR - Self-Paced Learning	<p>This 1-hour HR section of Maconomy, is where you can create new company employees and manage various aspects of their profiles and access to the system. We'll also cover how to manage absence periods and allowances for employees.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, user, role, recruitment, absence, allowance]</p>	HR Specialist,Super User
Maconomy: Projects - Self-Paced Learning	<p>In this 30-minute series, you will learn how to create Project Budgets, and understand how to set up a budget with a Work Breakdown Structure. We will also demonstrate how to create a Periodic Budget, use of the Copy Budgets feature and how to track budget revisions.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, baseline, base line, contract fee]</p>	Super User,Project Manager,Account Manager,Subcontractor

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Maconomy: Credit Control - Self-Paced Learning	<p>This 15-minute course, shows you how to use the Credit Control functionality within the Maconomy workspace client, which includes the setting up of an event flow for cash collection, and how to manage the Traffic Light colouring system for overdue invoices.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, overdue]</p>	Accounts Payable,Accounts Receivable,Super User,Account Manager,Finance Director
Maconomy: Accounts Receivable - Self-Paced Learning	<p>This 30-minute learning course goes through the Accounts Receivable module in the Maconomy workspace client. Here you will learn how to add new customers, record incoming payments and reconcile your payment entries. We will also cover AR lookups and writing off bad debts.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, credit control, reconcile, open entry]</p>	Accounts Payable,Accounts Receivable,Super User,Account Manager,Finance Director
Maconomy: Banking - Self-Paced Learning	<p>In this 20-minute course, you will learn how to reconcile your bank statements and create payments to your vendors in the Maconomy workspace client. We'll also cover how to reverse or void a payment.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, payment vendor, reverse statement]</p>	Accounts Payable,Accounts Receivable,Super User,Account Manager,Finance Director
Maconomy: Introduction and Navigation - Self-Paced Learning	<p>This 30-minute course should be the starting point for any new user. It will introduce you to the system, help you understand the interface of the Maconomy workspace client and give you guidance on how to find your way around it. We'll introduce you to several key product concepts such as Tables, Filter lists, Actions, and Wizards, and we've also added a tutorial on uploading and management of documents.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, navigate, workspace, log out, preference]</p>	Accounts Payable,Accounts Receivable,HR Specialist,Super User,Project Manager,Account Manager,Employee,Subcontractor,Finance Director,Resource Planner
Maconomy: Fixed Assets - Self-Paced Learning	<p>This 40-minute Fixed Assets course, will show you how to manage your assets, with sections covering creating new assets, adjustment, depreciation, and disposal of old assets, in the Maconomy workspace client.</p> <p>[Keywords and Related Searches - elearning, online course, online learning]</p>	Super User,Project Manager,Account Manager,Subcontractor

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Maconomy: Time, Expense and Absence Registration - Self-Paced Learning	<p>This 35-minute course is designed for any user who needs to register Timesheets and Expenses. This course will show you the various way that you can do this using the Maconomy workspace client, including the registering of Mileage. We'll also cover how to make an absence request.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, submit timesheet]</p>	Accounts Payable,Accounts Receivable,HR Specialist,Super User,Project Manager,Account Manager,Employee,Subcontractor,Finance Director,Resource Planner
Maconomy: General Ledger - Self-Paced Learning	<p>Watch this 40-minute course, to learn how to create and post journal entries, with a section on copying and reversing journals, as well as other important functionality found under the General Ledger module in the Maconomy workspace client. The course also covers reevaluating currency, and tax settlement. We will also take a look at how to set up manage your financial accounts.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, reallocate, reallocation, closing, close]</p>	Accounts Payable,Accounts Receivable,Super User,Account Manager,Finance Director
Maconomy 2.5 New Features and Enhancements - Clickguide	<p>This click guide will introduce you to some of the new features and functional enhancements that appear in the 2.5 release of Maconomy. These include both front office changers for managers, and back office enhancements for finance, as well as several new options for your approval hierarchies. We point out which platforms (Workspace Client, i-Access, Touch) the changes are available in, and describe in detail where they can be found, and how they work. For certain major new features, in particular for the new Data Import Workspace, the new Conversation feature, and the enhanced integration with Talent Management, follow up training will be required to understand the functionality in full detail.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, enhance, iaccess, i access, ad]</p>	Accounts Payable,Accounts Receivable,HR Specialist,Super User,Project Manager,Account Manager,Employee,Subcontractor,Finance Director,Resource Planner
Deltek Maconomy - Support Documentation Portal	<p>This portal contains additional support materials for the Deltek Maconomy Product. This content can also be found within your Maconomy Product via the help options.</p>	
Maconomy Power Launch: Time, Expense and Absence Registration - Self-Paced Learning	<p>"This 35-minute course is for any user who needs to register Timesheets and Expenses, this course will show you the various ways that you can do this, including the registering of Mileage. We'll also cover how to make an absence request. This course is part of the Power Launch series.</p> <p>[Keywords and Related Searches - elearning, online course, online learning, submit timesheet]</p>	

Deltek Maconomy - DLZ Enhanced



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Maconomy - Learning Lab	This course provides you with up to 4 hours of hands-on experience, navigating the Deltek Maconomy interface in a Learning Lab sandbox environment. Please note that Learning Lab Courses require you to fill in and send a Request Form before the course can be made available to you. The Request Form will open on your screen when you click on the link to launch the course.	