

# Subcontractor Invoice Allocation

Maconomy Workspace Client



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At the end of this module you should be able to:

1. Create Employee as subcontractor
2. Register subcontractor invoice
3. Reconcile time entries & invoice
4. Create Finance Accounting



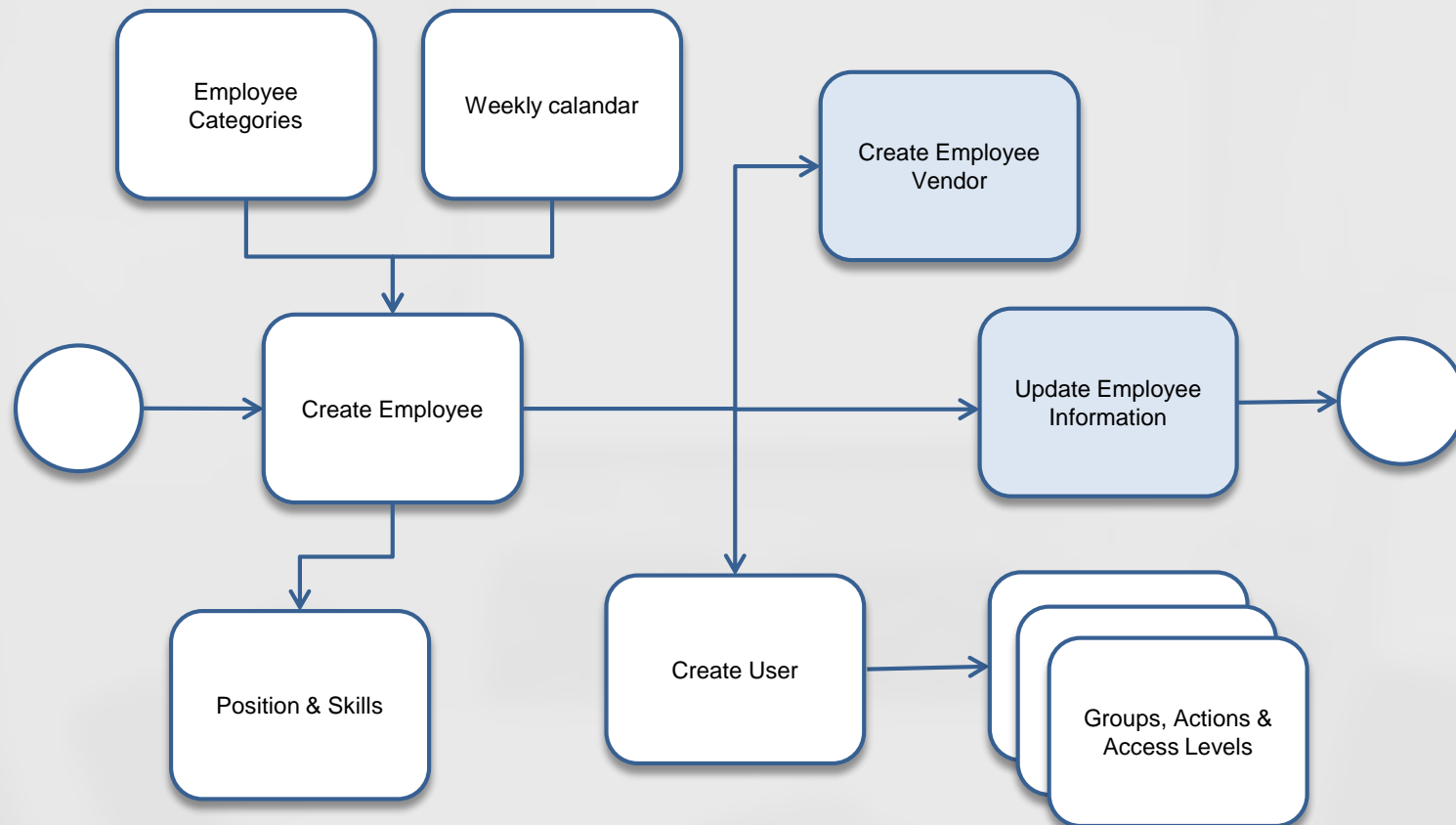
# Agenda

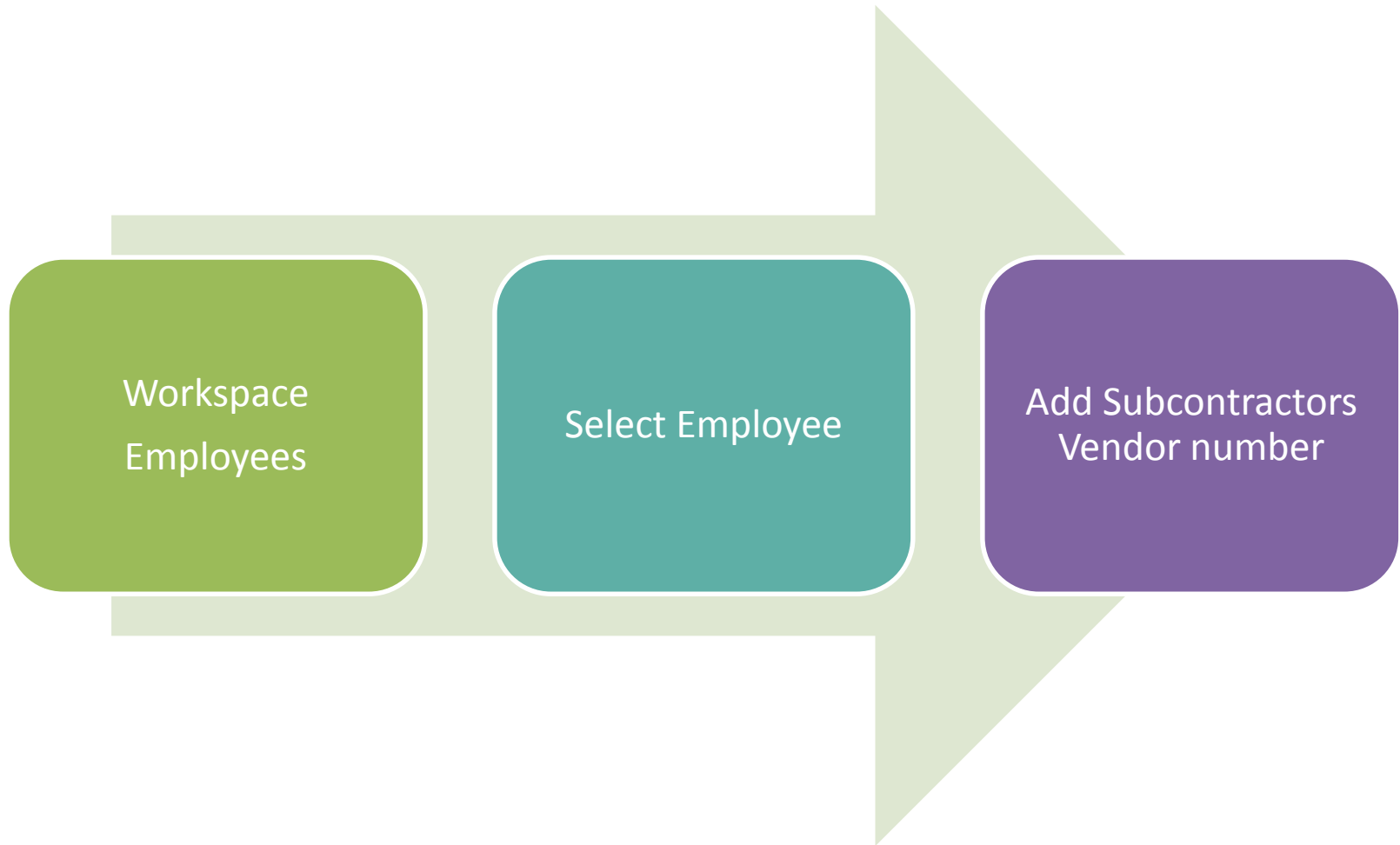
- Create Subcontractor
  - Vendor Account
  - Employee Information
- Vendor Invoice Registration
- Vendor Subcontractor Reconciliation
- Setup GL accounts
  - Subcontractors Time Registration / vendor invoices



# Create Subcontractor

# Employee & User Creation





# Employee Creation

- ❑ Creating the subcontractor as an Employee is similar to any other employee but need an additional entry .
  - ❑ The Subcontractor vendor number must be entered in the island Subcontractor

The screenshot shows the 'Employee Information' tab in a software application. The 'Employee Information' tab is highlighted with a green box. The 'Subcontractor' field is highlighted with a green arrow pointing to the 'E-1067' value.

**Employee Information**

Gender: [Dropdown]  
Date of Birth: [Dropdown]  
Age: -  
Soc. Security ...: [Text]  
State: NY [Dropdown]  
 Sales Employee  
 Account Manager  
Position: Subcontractor  
Profession: [Text]  
Education: [Text]  
Posting Rule Set: Main Posting Rule Set [Dropdown]  
Primary Categ...: 90 [Dropdown]  
Employee Type: Subcontractor [Dropdown]  
 Transfer to People Planner

**Employment**

Date Employed: 1/1/1999 [Dropdown]  
Termination Da...: [Dropdown]  
 Blocked  
Notice Date: [Dropdown]  
Retirement Date: [Dropdown]  
Retirement Age: [Text]

**Contact Information**

Phone: [Text]  
Phone 2: [Text]

**Related Employees**

Supervisor: Gert Freeman [Text] 1007 [Text]  
Secretary: [Text] [Text]  
Mentor: [Text] [Text]  
Absence Appr...: Gert Freeman [Text] 1007 [Text]

**Substitutes**

Substitute 1: [Text] [Text]  
Substitute 2: [Text] [Text]  
Substitute 3: [Text] [Text]  
Substitute 4: [Text] [Text]  
Substitute 5: [Text] [Text]

**Vendor**

Last Approval ...: 0

**Document Archive**

Document Arc...: [Text] [Text]

**Contact Person**

Contact Perso...: 1067

**Subcontractor**

Subcontractor: Kemmy Phillips [Text] E-1067 [Text]

**Outlay Settlement**

Vendor: -

**Time Registration**

Maximum Work...: 24.00  
 Use Fixed Working Time as Maximum  
Minimum Worki...: [Dropdown]  
Deviation Allo...: 0.00  
 Must Use Time Sheets

**Check-in/out Time Entry**

Registration: Optional [Dropdown]  
Deviation Allo...: 0.01

**Absence Management**

Vacation Calen...: January 1 to De [Text] January [Text]

**Creation**

Template Empl. [Text] [Text]  
Linking Rule: [Text]

**Extra Fields**

Popup 1: [Dropdown]  
Popup 2: [Dropdown]  
Popup 3: [Dropdown]  
Popup 4: [Dropdown]  
Popup 5: [Dropdown]



- When the Employee Vendor account is created from the employee workspace the employee number will be inserted in the employee island. Otherwise it can be entered manually.

The screenshot displays the 'Information' tab of a vendor creation form. The 'Employee' field is highlighted with a green arrow, showing the name 'Joe Woods' and the employee number '1140'. The 'Information' tab is also highlighted with a green box. The form includes sections for General Information, Purchase Information, Warehouse Information, Access Level, and User.

Section	Field	Value
General Information	Posting Rule Set	Main Posting Rule Set
	Language	English
	Currency	USD
	Vendor Group	All
	Enterprise	
	Segment	
	Area	
	Comp. Reg. No.	
	CNR No.	
	Standard Allocation Code	
	Week Calendar No.	Week
	Holiday Calendar Name	
	Report 1099	<input type="checkbox"/>
	Status	Active
First Activation Date	4/16/2015	
Employee	Employee	Joe Woods 1140
	Linking Rule	Standard
	Document Archive	
Purchase Information	Our Cust. No.	
	Buyer	
	Price List	
	Keep Price	<input type="checkbox"/>
Warehouse Information	Expense %	0.00
	Invoice Discount %	0.00
	Your Ref.	
	Our Ref.	
Warehouse Information	Warehouse	Standard
	Delivery Terms	FOB
	Delivery Mode	Truck
Access Level	Name	10
User	Created	4/16/2015 by Administrator
	Changed	
	Version	1

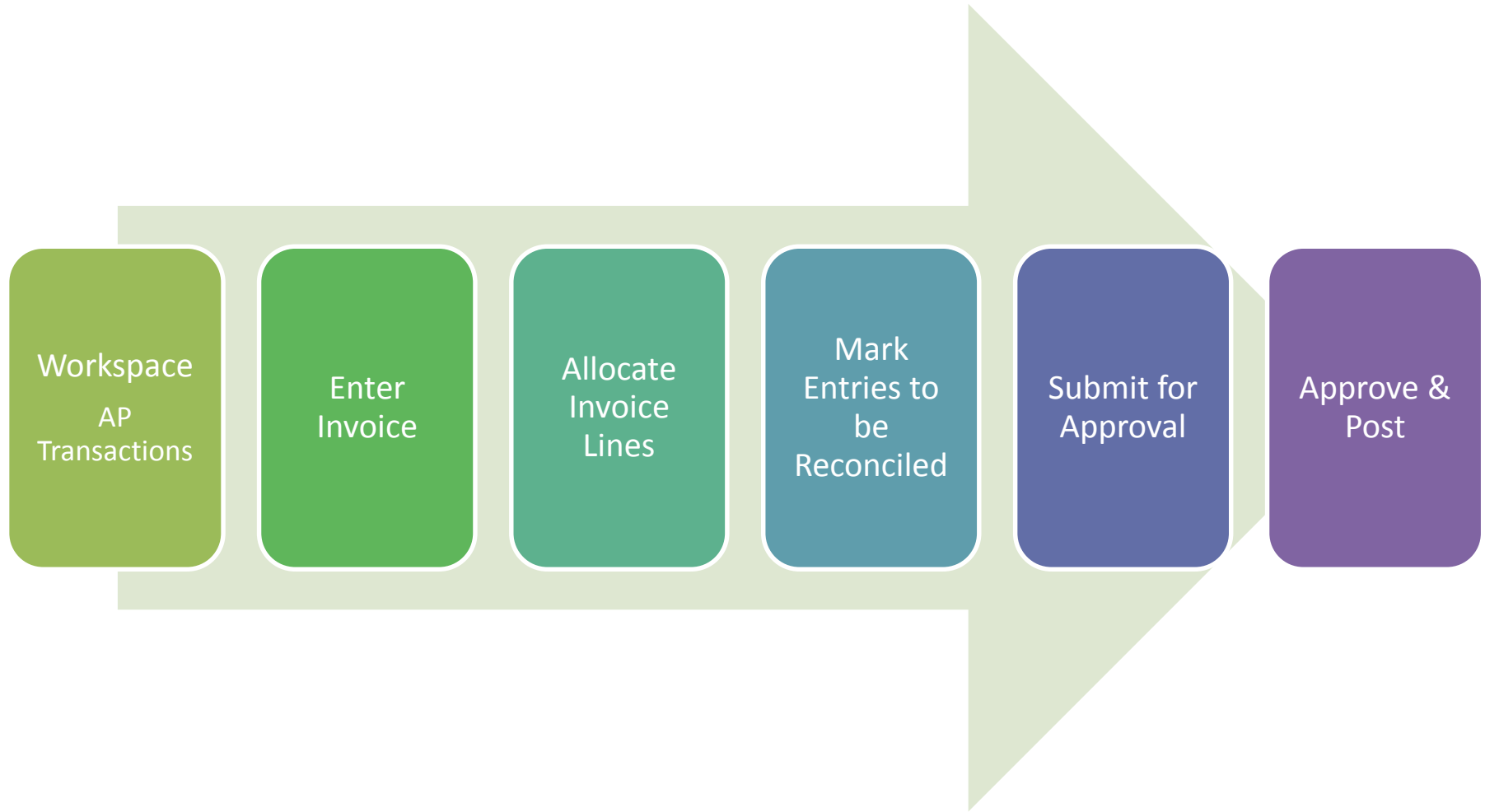
## Subcontractor Creation

### *Activity 1*



# Vendor Invoice Registration

# Subcontractor Invoice Registration & Allocation



# Vendor Invoice Registration

- Enter the Invoice the in Vendor Invoices or Invoice Allocaton
- In Invoice Allocation Lines
  - Select Subcontractor Reconciliation in Purchase Line Types
  - Enter Project No
  - Enter Employee number
  - Enter Amount to be reconciled on the selected project

Vendor Invoices | **Invoice Allocation** | Allocated Invoices | Invoices List

Show: Invoice No. 159, Joe Woods (12001)

Invoice Allocation | Get Purchase Order | Allocate Remainder | Submit for Approval |  Approve for Posting | Attach Document

**Company**  
Company: Trifolium Consulting NY Inc 10

**Purchase Order**  
Purch. Order No.: 0

**Vendor**  
Vendor: Joe Woods 12001

**Invoice**  
Entry Date: 4/16/2015 | Invoice No.: 159 | Type: Invoice  
Description: test | Invoice Date: 4/14/2015 | Allocation Code:   
Amount Incl. Tax: 2,000.00 | Due Date: 4/14/2015 | Allocation Account:   
Currency: USD | Attn.:   Report 1099

Invoice Allocation Lines

Row Height	Purchase Line Type	Account No.	Account/Activity Name	Project No.	Task	Empl. No.	Entry Description	Quantity	Amount Excl. Tax	Responsible Department
Fit to content	Subcontractor Reconciliation			1020005		1140	test	1.00	2,000.00	1010

# Subcontractor Reconciliation

- ❑ Selecting "Subcontractor Reconciliation" in Purchase Line Types will display a new panel at the bottom with time entries entered on the project.
- ❑ Mark all or a selection of the time entries in "Selected for Subcontractor Reconciliation" column.
- ❑ Submit, Approve and Post the invoice.
- ❑ When the entries has been allocated they will be removed from the allocation panel.
- ❑ A couple of issues to notice
  - ❑ Only entries that match the vendor Invoice currency can be selected
  - ❑ The project entry cannot be allocated to two invoice allocation lines as the allocation is done per invoice entry

	Date	Selected For Subcontractor...	Project No.	Activity No.	Activity Name	Employee No.	Employee Name	Task	Task Description	Description
1	4/6/2015	<input type="checkbox"/>	1020005	100	External Time, Billable	1140	Joe Woods	100	Analysis	Analysis
2	4/6/2015	<input checked="" type="checkbox"/>	1020005	100	External Time, Billable	1140	Joe Woods	110	Strategic work	Strategic work

## Invoice Registration & Allocation

### *Activity 2*



# Create General Ledger Accounts



- Posting of Time registration for subcontractors can be identical to any other employees using an PL account as offset account but it is recommended to use a Balance Sheet account as this will create an accrual in the Balance for the expected amount.
- The accrued amount will be cleared with the vendor invoice from the contractor
- In case there is a difference between the accrued amount from the time registration and the invoice amount transfer it to the project.

## Time Registration



- Debit: Project /WIP
- Credit: GL Open Sales
- Debit: GL Open cost
- Credit: GL Offset Account

## Vendor Invoice



- Debit: GL Offset Account
- Credit: Vendor / GL Control Account

- ❑ Change the offset account for Subcontractor to a Balance Sheet account in the Posting References for Time.
- ❑ All time entered by employees with Employee Type Subcontractor will be posted to this account

Activities | **Posting References** | Task Lists | Time Sheet References | Allocation Combinations

Now showing 1 - 3 of 3 results << Prev Next >>

Reference Name	Description	Access Level	Created by	Created on	Changed by	Changed on	Version
1 Amount	Standard Set-up, Amount Activities		Administrator	11-06-2015	Administrator	09-07-2015	9
2 Posting without Activity	Posting invoiced on account without activity		Administrator	01-01-2014	Administrator	11-06-2015	2
3 Time	Standard Set-up, Time Activities		Administrator	11-06-2015	Administrator	05-11-2015	15

Posting Reference

Project Posting Reference Lines

Employee Type	Item Group	Transaction Type Group No.	Accrual	Project Invoice Allocated	Offset Account	Offset Account, Overhead ...	P&L	Cost Price	Open Cost Price	Billing Price, Taxable	Billing Price, Tax Exempt	Billing Price, Export	Open Billing Price
1 Subcontractor					20150		60010	51010	51000	40020	40020	40020	40010
2					60010		60010	51010	51000	40020	40020	40020	40010
3					60010		60010	51010	51000	40020	40020	40020	40010

- ❑ Step 1 – General Ledger postings of Time entries subcontractor
- ❑ Step 2 – Registration and Reconciliation of Vendor Invoice & time entries
- ❑ Step 3 – General Ledger posting of reconciled Vendor Invoice
- ❑ Step 4 – Reconciliation of Balance Account – Project Accrual

**General Ledger** 1

Trans.No.	Date	Posting Text	Account Text	Account No.	Debit	Credit
100000039	06-11-2015	Write report	Unbilled WIP time	13020	3.750,00	
100000039	06-11-2015	Write report	Project Accrual	20150		1.750,00
100000039	06-11-2015	Write report	Uninvoiced fees	40010	3.750,00	
100000039	06-11-2015	Write report	Open direct project related costs	51000	1.750,00	
					Debit	Credit
<b>Total, General Ledger</b>					5.500,00	5.500,00

3

Account Text	Account No.	Debit	Credit
Employee Outlay Settlement	20120		1.750,00
Project Accrual	20150	1.750,00	
		Debit	Credit
		1.750,00	1.750,00

**Reconciled, Total** 2

Vendor Invoice Currency	USD
Amount Excl. Tax	1.750,00
Total for Subcontractor Reconciliation	1.750,00
Total Difference	0,00

**Selection Criteria** 4

Show Entries

Account No.  -

Company No.  -

Intercomp. Company  -

Customer No.  -

Vendor No.  -

Project No.  -

Activity No.

**Project Entries**

Date	Selected For Subcontract...	Project No.	Employee No.	Employee Name	Task	Quantity Reg.	Total Cost
1 06-11-2015	<input checked="" type="checkbox"/>	1020006	1067	Kemmy Phillips	Wrtrp	25,00	1.750,00

**Finance Entries**

Account No.	Account Name	Entry Date	Description	Trans. No.	Trans. Type	Debit, Company	Credit, company	Company Currency	Balance, Currency	Debit, Account	Credit, Account	Account Currency
1 20150	Project Accrual	05-11-2015	Time October	10300005	Domestic Vendor Invoice	1.750,00	0,00	USD	1.750,00	1.750,00	0,00	USD
2 20150	Project Accrual	06-11-2015	Write report	100000039	Project Journal	0,00	1.750,00	USD	0,00	0,00	1.750,00	USD

## Create GL Accounts

### *Activity 3*



- What makes an Employee to a Subcontractor
- Where do you select Subcontractor Reconciliation to et the time entries
- Can Vendor invoices be reconciled with time entries, if the they do not have the same currency.



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