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2.01.01 Configuration

The Configuration mask manages the parameters for the entire system. These include the company-specific parameters location, country, language and currencies, which are used as default settings for the master data. In addition, the per diems/flat rates and travel hour rates for cost accounting are stored here and the parameter for the payment term is defined. In addition, meal provision and surcharges can also be defined here for the whole company.

The mask consists of the following elements:

General Data



- **Location:** This item indicates the configuration settings for the selected site.
- **Country:** This field indicates the country of configuration for the site and is used for presetting the master data.
- **Language:** This field indicates the language for the system and this determines the descriptions and document output. Furthermore, as of version 2.2, this field also determines the type of number and date setting.
- **Territorial Scheme:** This field determines the display of the numerical values according to the currently set language.
- **Currency:** The Currency field defines the default currency of the company. This currency is used as the default first currency for all currency fields. The currencies can be defined and changed in the [Currency](#) mask.
- **Second Currency:** The field Second currency defines the alternative currency of the company. This currency is used as the second currency for all currency fields by default (exception: the project currency is used as the second currency in the billing module). The currencies can be defined and changed in the [Currency](#) mask. A second currency in the system can also be suppressed system-wide in the system administration (see administration guide).
- **Sales Tax:** In this field you enter the sales tax as a default value from the selection menu. The tax on sales/purchases can be defined and changed in the mask [Sales Taxes](#). This value is used as a default value for cost entry, quotation and invoicing.
- **Payment Target:** The payment target field indicates the desired time span between invoice issue and payment receipt.
- **Bank Details:** You can define your bank details here.

Flat Rate




- **km Flat Rate (External & Internal):** The fields km flat rate are required for the travel expense report. If a trip is to be settled using a flat rate per kilometer (see also [Drives](#)),

Projectile calculates the travel costs from the distance traveled and the internal flat rate, and the external flat rate calculates the transfer to the customer.

- **km Flat Rate Passenger:** This rate can be granted per passenger for a business trip in a car.
- **Trip Rate (External & Internal):** The fields Trip hour rates are required for travel expense accounting. If a trip is to be accounted using the travel hourly rates (see also [Drives](#)), Projectile calculates the travel costs from the time difference between trips and the internal travel hourly rate, and the external hourly rate is used to calculate the costs passed on to the customer.
- **Breakfast, Lunch, Dinner:** These rates indicate the imputed income for a meal (exception: breakfast in a hotel as imputed income).
- **Breakfast in the Hotel:** The Breakfast field indicates the imputed income for breakfast in the hotel.
- **Herstellungskosten:** Production costs: This element indicates the production costs of work performed per hour and is used for the calculation of completed/unfinished services in the evaluation system (see also [Billing Evaluation](#)).
- **Cost Types (Trips, Drives, Work Packages):** These fields are used for presetting [Trips](#) and [Drives](#), and transferring [Work Packages](#) to [offers](#), [orders](#) and [invoices](#).

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