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2.01.22 Activity

The **activity** mask manages all activities for project processing. Each defined activity can be assigned one external and two internal activity records (based on hours). The calculation rates are used for calculation, quotation and invoicing. The allocation rates and production costs are needed for internal projects and for the determination of the actual project costs. These activities form the basis for [cost](#) and [pricing](#) and also form the basis for the suggestion system (see also [work packages](#) and [employee evaluation](#)). The activities can be divided into super- and sub-activities.

The mask consists of the following elements:

General Data



- **Basis Information:**

- **Description:** This alphanumeric field uniquely defines the activity to which one external and two internal hourly rates can be assigned.
- **ext. Hourly Rate:** This field indicates the external hourly rate that can be assigned to this defined activity. This makes it possible to invoice individual projects on an activity basis (using the external rate that is invoiced to the [customer](#)). This calculation rate can be changed for each [contact](#) and [project](#) (see also [customer-related](#) and [project-related](#) activities).
- **int. Hourly Rate:** This field indicates the internal rate that can be assigned to a defined activity.
- **Production Costs:** This field indicates the production costs for the defined activity. This internal allocation rate is required for accounting at stock corporations.
- **Active:** Using the active indicator, an activity can be deactivated for further assignment (to the work package in project planning or in the employee in skills management).
- **Counts as Travel Time:** This indicator can be used to delimit activities in evaluations and queries.
- **Comment:** This field allows you to enter remarks about the activity.

- **Structure:**

- **Superior Activity:** The superior cost element field characterizes the existence of a superior activity. If the selection menu is empty, then the activity is not further subdivided; that is, it is itself a higher-level activity. In the example, this field is empty, since this activity is itself the superordinate activity.
- **Sub-Activities:** This element indicates the sub-activities, if individual activities are composed of several (sub-)activities (in the example Java, C++, DB and Miscellaneous).

Misc



- **int. Key:** This automatically assigned number identifies the activity automatically in the system.

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