2.03.05 Receipt of Costs

The **receipt** mask manages all documents in the system. In principle, all costs for the documents and which an employee has caused can exist here, be entered and assigned to a project. This also includes receipts that belong to travel and/or travel costs. The receipts can be assigned by selecting an already entered trip and are displayed in the document category Trips with their corresponding cost element. By entering the net amount and the sales tax, the total amount is calculated (or by entering the gross amount the corresponding net amount). You can also specify the cost element and the document date.

The mask consists of the following elements:

General Data

- **Basic Information:**
  - **Description:** This alphanumeric field identifies the document. As in the example, this field can also use a collection with predefined document types.
  - **Cost Type:** This field indicates the cost element of the document. The cost elements can be defined and changed in the cost type mask. If a receipt is flagged with the cost element travel expenses or other costs and is assigned to a trip, the net amount of this receipt is also displayed in the Trip mask in the flagged cost element. The cost element is also used as a criterion for the plan/actual comparison in billing evaluation.
  - **Employee:** In this field the employee who entered the receipt is selected. By default, this field is filled with the employee name who logged on to the system. Employees can be managed in the mask employees.
  - **Project:** The Project field indicates the project to which the document is to be assigned. Projects can be defined and changed in the project mask.
  - **Date:** This field describes the date of the documents. This entry is automatically preset with the current date by the system.
  - **Comment:** This field allows you to enter remarks about the document.

- **Costs:**
  - **Net:** This field defines the net amount of the document. If you enter the gross amount and the sales tax, the system calculates this value automatically.
  - **Foreign Currency Amount:** Defines the net amount of the document in a foreign currency. This field requires you to assign the currency.
  - **Budget:** In this selection window, you can define the type of costs (for example, travel expenses or purchase of services from external developers).
  - **Sales Tax:** By selecting the VAT or sales tax, the gross or net amount of the document is calculated automatically. The value-added tax can be defined and changed in the screen Value-added tax.
  - **Currency:** This field indicates the currency of the project. By default, this field is preset with the currency from the configuration mask. The currencies can be defined and modified in the currency mask.

○ **Gross:** This field indicates the gross amount of the document. If the net amount and the sales tax are entered, the system calculates this value automatically.

Misc

- **Invoiced:** This element indicates whether the document has already been billed. The system sets this indicator automatically if the document is transferred to an invoice and this invoice has been billed.
- **Invoice:** This invoice number is stored here.
- **Breakfast in Hotel:** This element indicates whether the meals were consumed in the hotel.
- **Associated Meals:** This element shows whether the meals were consumed in the hotel.
- **Travel:** This field indicates a trip to which a receipt can be assigned. Trips are entered in the travel mask.
- **Billable:** In this field, you can enter the type of billing (no billing, complete, empty, according to effort).
- **Payment Type:** This element indicates the payment type of the receipt (company - employee; cash - credit card, …) and can be used for travel expense accounting.
- **Number:** This numeric field uniquely identifies the receipt in the system. The receipt number is proposed by the system.