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## 2.04.11 Outgoing Invoice

The mask Invoice realizes the invoicing in the system. The (outgoing) invoice contains, among other things, information on the invoice description, project, creator, status of the invoice, service interval, net amount, sales tax, total amount, cash discount, billing type and invoice date.

The mask consists of the following elements:

### General Data



- **Basic Informations:**

- **Number:** The description of the invoice is stored in this field.
- **Type:** Is it an invoice or a payment request?
- **Status:** This field is determined by the system and indicates the status of the invoice on the basis of the actions carried out using the "Action" function. When a new invoice is created, it automatically receives the status "No invoice", when the invoice is transferred, it receives the status "Invoice transferred" and after cancellation, it receives the status "Invoice canceled".
- **Project:** In this field the project is selected for which services have been performed and for which an invoice should be created. Projects can be defined and changed in the [project](#) mask. An invoice can only be created for external and active projects.
- **Billing Address:** Displays the billing address.
- **Service Period (From/To):** These fields indicate the service interval for the invoice. For services, the period in which the billed services were performed is entered here. This information is required for accrual and deferral in the income statement. If this interval is not filled, the system uses the invoice date. In addition, when listing billable services, the system only lists those that were performed in this period.
- **Net Amount:** In this field, the net amount of the invoice is entered. Together with the sales tax, this amount makes the gross amount.
- **VAT:** In this field, the sales tax applicable to this invoice is entered from the dropdown menu. By default, this field is filled with the tax rate valid in the country assigned to the [configuration](#) mask. The VAT can be defined and modified in the [sales tax](#) mask.
- **Gross Amount:** In this field, the gross amount of the invoice is automatically entered by the system. This value is calculated from the net amount of the invoice and the selected VAT.
- **VAT Amount:** In this field the VAT amount of the invoice is calculated.
- **Accounting Method:** This field indicates the settlement type for the defined invoice. Projectile currently supports the settlement types invoice by service, final invoice, fixed price invoice and partial invoice.
- **Percentage Discount:** This field indicates the percentage of the budget billing amount for the budget billing invoice. For the billing type "fixed price", this value is preassigned with 100%.
- **Offer:** In this field, an offer can be assigned to the invoice from which the invoice

originated. This assignment forms the basis for the [faktura/budget Evaluation](#) of the [evaluation module](#).

- **Order:** In this selection field an order can be selected and all other orders assigned to the invoice can be called up and changed.
  - **Purchase Number:** Displays the purchase number.
  - **Order Value:** Displays the value of the order.
  - **Remaining Order Value:** If services of this order have already been invoiced in other invoices, the remaining order value amount is shown here.
  - **Created By:** The creator of the offer from the selection menu can be entered in this field. Employees can be managed in the mask [employees](#).
  - **Invoice Date:** This field indicates the date of the invoice. The system defaults to the current date.
  - **Note:** This field enables you to enter remarks on the invoice.
- **Positions:** This element contains a list of all assigned invoice items.
  - **Incoming Payments:** This element contains a list of all assigned incoming payments.
    - **Invoice Sum:** Shows the sum of the invoice.
    - **Amount for Payment:** Here you can see the already paid amount of the invoice.
    - **Difference:** If there is a difference between the invoice sum and the paid amount, it is displayed in this field.
    - **Payments:** The payments are listed here.

## Misc




- **Format:**
  - **Grouping Option:** The field specifies the default grouping option for the invoice printout.
  - **Preset Template:** If you want to use a preset template, you can pick the office document here.
- **Details:**
  - **Internal Number:** This field assigns a unique identification number to the invoice, which is automatically assigned by the system.
  - **Date Billed:** The day the invoice was billed.
  - **Date Cancelled:** If the invoice gets cancelled, the date of the cancellation is displayed here.
  - **Discount:** In this field, you can define the reduction of the invoice amount by discount.
  - **Cash Discount:** In this field a reduction of the invoice amount through a cash discount can be defined.
  - **Why is Offer Missing:** The reason why this invoice is not based on a valid offer can be entered here as information.
  - **Original Incoming Invoice:** This field manages the invoice number if a new invoice was created from a canceled invoice.
  - **Collective Invoice:** For collective invoices, this field contains a corresponding reference to the collective invoice (not included in the standard version).
  - **Bank:** Here the picked bank account is listed.
  - **Milestone:** If a milestone is connected to this invoice, it is displayed here.

- **Customer:** The customer, who will get the invoice.
- **Contact Person:** The contact person of a company to which the invoice is addressed to.
- **Rate:** After selecting the project, the Exchange rate field is automatically filled with the valid exchange rate to the local currency (see also document type Configuration). Here you can also define a different project exchange rate (e.g. for international projects where the currency risk should be minimized). The exchange rates are managed in the [exchange rate](#) mask.
- **Revision:** These fields show revision-proof information that cannot be changed.
  - **OriginalInvoiceBiller:** The person who created the invoice.
  - **OriginalAddress:** The address (street and street number) to which the invoice is addressed.
  - **OriginalPostalCode:** The postal code to which the invoice is addressed.
  - **OriginalCity:** The city to which the invoice is addressed to.

## Actions

The document class contains the following actions:

- **Accept all Expenses (also  Button):** With the help of this action it is possible to display all work packages and other costs (receipt, trip, travel, external costs and external invoice item) for the defined invoice. After activating the action, a dialog opens with the information relevant for the invoice. After selecting the work packages and costs, these are transferred to the invoice as invoice items.
- **Accept Work Packages:** This action opens a dialog and all work packages belonging to the invoice can be transferred as invoice items.
- **Transfer Receipts:** This action opens a dialog and all documents belonging to the invoice can be transferred as invoice items.
- **Transfer Drives:** This action opens a dialog and all trips belonging to the invoice can be transferred as invoice items.
- **Transfer Travel:** This action opens a dialog box and all trips belonging to the invoice can be transferred as invoice items.
- **Transfer External Costs:** This action opens a dialog box and all external costs belonging to the invoice can be transferred as invoice items.
- **Transfer Incoming Invoice:** This action opens a dialog box and all incoming invoices belonging to the invoice can be transferred as invoice items.
- **Transfer all other Costs:** This action opens a dialog box and all other costs associated with the invoice can be transferred as invoice items.
- **Discount on Invoice:** With this action a discount item can be created by the system with the value in the field Discount (tab "Other").
- **Discount on all Items:** With the help of this action, the system can create a discount per item with the value in the Discount field (tab "Other").
- **Set Employee Contribution:** This action allows you to enter the employee's contribution as a percentage of the invoice total for the employee contribution field in the invoice.
- **Invoice Statements (Report):** This action triggers an evaluation that lists all times of the settled work packages and the costs. The times take into account changes to the items (for example, change from 5 h to 8 h) and are distributed evenly over the entry days.
- **Complete the Invoice:** You can use this action to transfer the invoice into the system, that is, to bill an invoice. This action then assigns the status "Invoice accepted". Items that have been

transferred once cannot be used for billing again, since a corresponding indicator is set for all billed costs. Exception: After invoices are canceled, the items are reset to their original status. Work packages are marked as partially invoiced using the field Invoiced time.

- **Cancel Invoice:** You can use this action to cancel the invoice. After incorrect entries or if invoices are not or only partially accepted by the customer, this function can be used. In this case, all invoice items are regarded as not billed. The invoice can then either be deleted or, using the action “New offer from cancellation”, a new invoice can be created based on this cancelled invoice. The cancellation procedure in Projectile corresponds to a “full cancellation”, i.e. cancellation of individual items is not permitted.
- **New Invoice from Cancellation:** With the help of this action it is possible to create a new invoice with an identical structure from a cancelled invoice. This invoice can be modified and invoiced if necessary.
- **Delete Invoice:** This action allows you to delete the invoice (after cancellation).
- **Delete Link to Original:** This function deletes the link to the original document if the invoice was created as a copy of a “cancellation”.
- **Transfer Resources:** This action opens a dialog box and all resources belonging to the invoice (for example, consultant costs) can be transferred as invoice items.

If the functionality for collective invoices is implemented, the action also exists:

- **Split Invoice (No Standard Functionality):** With the help of this function (if invoice recipients are defined in the project), the invoice can be automatically split between these sold-to parties on a percentage basis. N invoices are then created for the n sold-to parties; the invoice amount and the items are split up proportionally according to the definition in the project.

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