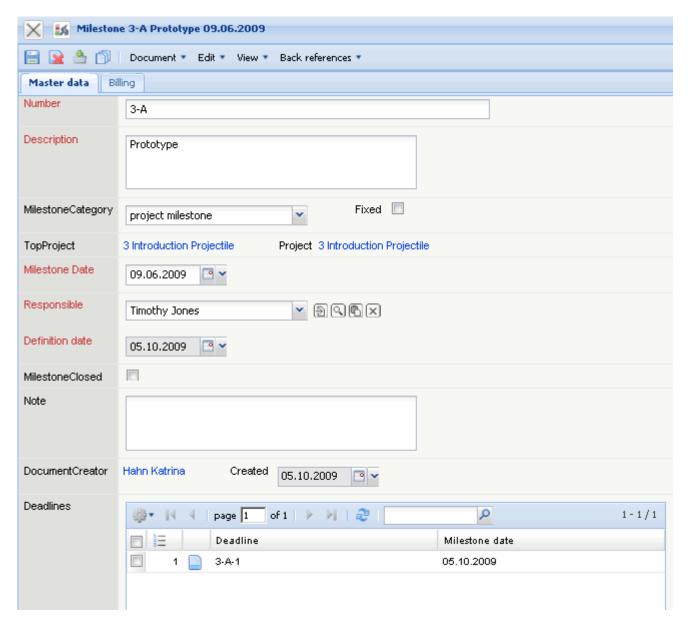
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## 2.02.05 Milestones

The **Milestone** form administers the milestones of the project. Milestones define fixed dates to which associated project results must be available in the agreed quality. All relevant information regarding the assignment of a project are defined here (milestone date, responsible employees and creation date). The milestones are visualised in the Gantt chart and are the fundement of the milestone trend analysis.

**Tip:** For more on this subject see chapter 4.2.05 Administer Milestones and Order Relationship.

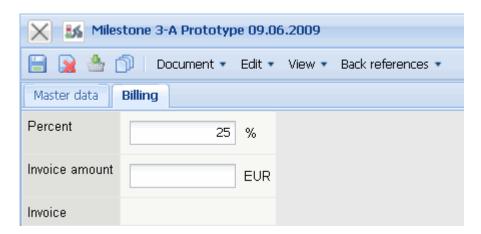


The form consists of the following elements:

On the "Master Data" tab:

- Number: This field specifies the milestones with a unique identification.
- **Description:** The field description is used for more precise specifications of the milestone.

- **Project:** This field specifies the project, in which the milestone is assigned to. Milestones must always be assigned to projects or sub-projects. Assignment to work projects is not possible. Projects can be defined and modified in the project form.
- **Date:** The field date defines the date when the milestone should be reached/accomplished.
- Employee: The field employee defines the employee who is responsible for reaching/accomplishing the milestone. The employees are administerd in the employee form.
- Creation Date: The field creation date specifies the date the milestone has been created. This date is automatically occupied with the current date.
- Completed, Advance Payment(Percent) and Amount (Part of the billing module): These three fields relate to the invoicing after milestones. If a milestone is closed through the marked check box, the system produces an invoice for payment on account/partial payment or the amount (see also Contract and Invoice).
- **Comments:** This field is designated for comments concerning milestones.
- Trend Date/Deadlines: This field is used for creating trend dates/deadlines for the milestones.



## On the "Billing" tab:

- **Percent:** In this field the percentage of the complete billed invoice is displayed.
- **Invoice Amount:** The invoice amount is displayed in this field.
- **Invoice:** Here the appropriate invoice can be accessed through a link.

