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2.3.06 Receipt

The receipt window administers all receipts in the system. Basically, all costs for which receipts exist and costs the employee has made can be recorded and assigned to a project here. Included are the receipts which content-wise belong to travel costs and trip costs. The receipts can be assigned through selecting an already recorded trip and are also displayed with their corresponding cost type in the document type travel. The total amount is calculated through specifying the net amount and the value-added tax (or through entering the total amount of the corresponding net amount. Additionally, the cost type and the receipt date can also be entered.

Tip: For more on this subject see chapter [4.3.04 Belege erfassen](#).

The screenshot shows a software window titled "Beleg 354 Hotel mit Frühstück 0005 Schaub Peter Workshop". The window has a menu bar with "Dokument", "Bearbeiten", "Ansicht", and "Rückverweise". The main area contains the following fields:

- Beleg:** 354
- Kostenart:** Reisekosten
- Bezeichnung:** Hotel mit Frühstück
- Mitarbeiter:** Schaub Peter
- Projekt:** 138 Einführung Projectile
- Datum:** 02.07.2009
- Zahlungsart:** (empty)
- Reise:** 0005 Schaub Peter Workshop
- Nettobetrag:** Netto 450,00 EUR, Betrag Fremdwährung 450, Währung EURO
- Umsatzsteuer:** USt-D-19%
- Brutto:** 535,50 EUR
- Bemerkung:** (empty text area)
- Fakturierbar:** nach Aufwand, Fakturiert (checkbox)

The window consists of the following elements:

- **Receipt:** This numerical field specifies the receipt distinctly in the system. The receipt number is suggested from the system.
- **Definition:** This alphanumerical field specifies the receipt. As in the example, this field can also use a collection with pre-defined receipt types.
- **Employee:** In this field the employee who entered the receipt is selected. Generally, this field is pre-occupied with the employee's name who logged on to the system. Employees can be administered in the Employee window.
- **Project:** The field project specifies the project, to which the receipt should be assigned. Projects can be defined and modified in the project window.
- **Date:** This field describes the date of the receipt. This field is automatically pre-occupied from the system with the current date.

- **Rate:** After selecting a receipt currency, the field rate is pre-occupied with the valid exchange rate of the project currency to the local currency. A differing rate for the receipt (for example, by costs in a foreign country) can be defined after the field has been pre-occupied. The rates are administered in the Rate window.
- **Cost Type:** This field specifies the cost type of the receipt. The cost types can be defined and modified in the Cost Type window. If a receipt is specified with the cost type travel costs or misc. costs and a trip is assigned, the net amount of this receipt is also displayed in the specified cost type in the travel window. The cost type is also used as criteria for the target/performance comparison in the invoicing chart.
- **Payment Method:** This element specifies the method of payment of the receipt (company - employee; cash - credit card, ...) and can be used for the travel cost accounting.
- **Travel:** This field specifies a trip to which a receipt is assigned. A trip can be recorded in the Travel window.
- **Net Amount:** In this field a net amount for the receipt is defined. If the total amount and the value-added tax is entered, the system calculates this value automatically.
- **Foreign Currency Amount:** The net amount of the receipt in a foreign currency is defined in this field. This field requires an assigned currency.
- **Currency:** This field specifies the currency of the project. By default, this field is pre-occupied with the currency from the configuration window. The currencies can be defined and modified in the Currency window.
- **Value-Added Tax:** Durch Auswahl der Mehrwert- bzw. Umsatzsteuer, wird der Bruttobetrag oder Nettobetrag des Beleges automatisch errechnet. Die Umsatzsteuer kann in der Maske Umsatzsteuer definiert und geändert werden.
- **Gross Amount:** Dieses Feld kennzeichnet den Bruttobetrag des Beleges. Wird der Nettobetrag und die Umsatzsteuer eingegeben, berechnet das System diesen Wert automatisch.
- **Comment:** Dieses Feld ermöglicht die Eingabe von Bemerkungen zu dem Beleg.
- **Billed:** Dieses Element kennzeichnet, ob der Beleg bereits abgerechnet ist. Dieses Kennzeichen wird vom System automatisch gesetzt, wenn der Beleg in eine Rechnung übernommen wird und diese Rechnung fakturiert ist.

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