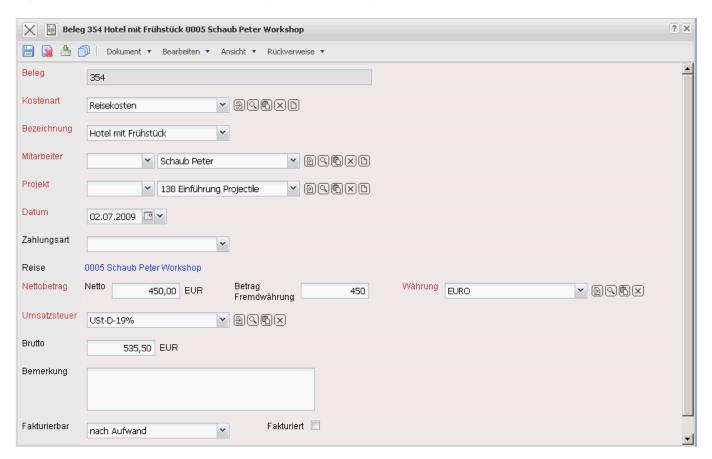# 2.3.06 Receipt

The receipt window administers all receipts in the sysem. 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 specifing the net amount and the value-added tax (or through entering the total amount of the corresponding net amount. Additonally, the cost type and the receipt date can alos be entered.

Tip: For more on this subject see chapter 4.3.04 Belege erfassen.

The window consists of the following elements:

- **Receipt:** This numerical field specifies the receipt distictly 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 administeredin the Employee window.
- **Project:** The field project specifies the project, to which the receipt should be assigened. 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 fields 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:** When selecting value-added tax or purchase tax, the total amount or net amount of the receipt is automatically calculated. The value-added/purchase tax can be defined and modified in the Value-Added Tax window.
- **Total Amount:** This field specifies the total/gross amount of the receipt. If the net amount and value-added tax is entered, the system calculated these values automatically.
- **Comment:**This field is designated for comments concerning receipts.
- **Billed:** This element specifies, if the receipt is already invoiced. This box is automatically set, when a receipt is transfered to an invoice and this incoice is already billed.