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2.4.03 Order Confirmation

The **Order Confirmation** input mask administers the customer's orders. After an offer has been accepted, the order information can either be directly entered into the project or an order confirmation can be created. This order confirmation is needed by projects, which are not ordered as offered.

Tip: For more on this subject see chapter [4.4.02 Auftragsverwaltung](#).

Position	Bezeichnung	Anzahl	Externer Betrag	Interner Betrag	
1	Arbeitspaket DS09-1 Projektleitung	32:00 h	4 Pt	3.200,00	0,00
2	Arbeitspaket DS09.1-1 Konzeptgespräche	16:00 h	2 Pt	1.120,00	560,00
3	Arbeitspaket DS09.1-2 Pflichtenheft erstellen	16:00 h	2 Pt	1.600,00	0,00
4	Arbeitspaket DS09.2-1 Entwicklung	80:00 h	10 Pt	8.000,00	2.240,00
5	Arbeitspaket DS09.2-2 Dokumentation	8:00 h	1 Pt	640,00	0,00
6	Arbeitspaket DS09.2-3 Testen	8:00 h	1 Pt	640,00	440,00
7	Arbeitspaket DS09.3-1 Installation/Konfigurati	8:00 h	1 Pt	640,00	440,00
8	Arbeitspaket DS09.3-2 Schulung	16:00 h	2 Pt	1.600,00	880,00
9	Budget DS09-1 Reisekosten Hamburg	1:00 h	0,125 Pt	2.000,00	2.000,00
10	Budget DS09-2 Externer Berater	1:00 h	0,125 Pt	5.200,00	4.500,00

The input mask consists of the following elements:

- **Order Confirmation:** This numerical field assigns a unique number to the header of the order

confirmation, which is automatically suggested from the system.

- **Description:** This alphanumerical field specifies the header off the order confirmation and is used as the order number printing the form.
- **Project:** In this field the project is selected, to which an order confirmation should be created. Projects can be defined and modified in the Project input mask. An order confirmation can only be created for an external project.
- **Status:** This field is defined from the system and specifies the status of the order confirmation, based on the selected action through the action function. After creating a new order confirmation, the status is automatically set to "No Order Confirmation", when including the order confirmation the status is set to "Include Order Confirmation", and after cancelling the order confirmation the status is set to "Order Confirmation cancelled".
- **Net Order Amount:** In this field the net amount of the order confermation is automatically entered from the system.
- **Value-Added Tax:** In this field the valid value-added tax for this offer is entered through the select list. By default, this field is preset with the tax rate, which is valid using the assigned country defined in the configuration input mask. The value-added tax can be defined and modified in the value-added tax input mask.
- **Total:** In this field the total amount of the order confirmation is automatically entered by the system.
- **Employee:** In this field the person who created the order confirmation is entered through the selection list. Employees can be administered in the employee input mask.
- **Date of Order Confirmation:** This field specifies the date of the order confirmation. By default, the current date from the system is preset here.
- **Order Number, Order Date:** The order number and the order date can be entered here. This order information can be used for printing the invoice. The order number and the order date are automatically transferred to the project ("Order" tab) from the system, when the order confirmation is included.
- **Original Order:** This document link is linked, if applicable, to the last valid offer, if the order confirmation was created through the offer.
- **Order Confirmation Position:** This element consists of a list of all assigned order confirmation positions.

The screenshot shows a software application window titled "Auftragsbestätigung 2006-0026". The interface includes a toolbar with icons for close, help, and file operations. Below the toolbar is a menu bar with "Dokument", "Bearbeiten", "Ansicht", and "Aktionen". A navigation bar at the bottom has tabs for "Stammdaten", "Sonstiges" (which is highlighted in yellow), and "Alle". The main area contains several input fields:

- A red label "Kurs" followed by a text input field containing the value "1".
- A label "Verantwortliche Mitarbeiter" followed by a text input field.
- A label "Referenz" followed by a text input field and a "Durchsuchen..." button.
- A label "Bemerkung" followed by a large text area with scroll bars.

On the "Misc" tab:

- **Rate:** In diesem Feld wird der Kurs zur Hauswährung definiert. Der Kurs wird vom System vorbelegt und kann bei entsprechenden Rahmenbedingungen abgeändert werden.
- **Responsible Employee:** In dieser Mehrfachauswahl können die Mitarbeiter hinterlegt werden, welche die Auftragsbestätigung unterschreiben müssen (Unterschriftsfelder im Ausdruck der Auftragsbestätigung).
- **Reference:** Hier können der Auftragsbestätigung zugehörige Dateien angehängt werden.
- **Comments:** Dieses Feld ermöglicht den Eintrag von Bemerkungen zu einer Auftragsbestätigung .

The document type consists of the following actions:

- **Include Jobs:** Using this action, all jobs assigned to the defined order confirmation is displayed. After confirming the action, the document jobs including all jobs from the selected projects is opened. After selecting the jobs, these are included to the order confirmation as positions.
- **Include Budget Items:** Using this action, all budget items assigned to the defined order confirmation are displayed. After confirming the action, the document budget including all items from the selected projects is opened. After selecting the data, these are included to the order confirmation as positions.
- **Include External Services:** Using this action, all in the system defined external services are displayed. After confirming the action, the document external services including all entries is opened.

After selecting the data, these are included to the order confirmation as positions.

- **Include Order Confirmation:** Using this action, all order confirmations in the system can be included. This action then sets the status to "Order Confirmation Included".
- **Cancel Order Confirmation:** Using this action, the order confirmation can be "cancelled".

If faulty data is entered, this function can be used to define the order confirmation as invalid.

- **Delete Order Confirmation:** Using this action, cancelled order confirmations can be deleted from the system. Warning: All corresponding positions are also deleted here.
- **Remove Link From Original Order:** This functionality deletes the link to the original document, if the order confirmation was created as a copy of the "cancelled" order confirmation.
- **Print Order Header:** Using this action an order confirmation can be generated as an RTF file. The generated document can be printed through the browser or through a standard text editor.

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