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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](#).

✕ ? Auftragsbestätigung 2006-0026

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Stammbblatt Sonstiges Alle

Auftragsbestätigung 29

Bezeichnung 2006-0026

Projekt DS09 Einführung Risikomanagement

Status Auftragsbestätigung Auftragsbestätigung übernommen

Netto 26.940,00 EUR

Umsatzsteuer MwSt-D-Voll

Brutto 31.250,40 EUR

Mitarbeiter Schaub Peter

Datum Auftragsbestätigung 27.03.2006

Bestellnummer A45090

Bestelldatum 27.02.2006

Original-Angebot VAT-06-03-41

Auftragsbestätigungs-Positionen

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		Position	Bezeichnung	Anzahl		Externer Betrag	Interner Betrag
1	<input type="checkbox"/>	29-1	Arbeitspaket DS09-1 Projektleitung	32:00 h	4 Pt	3.200,00	0,00
2	<input type="checkbox"/>	29-2	Arbeitspaket DS09.1-1 Konzeptgespräche	16:00 h	2 Pt	1.120,00	560,00
3	<input type="checkbox"/>	29-3	Arbeitspaket DS09.1-2 Pflichtenheft erstellen	16:00 h	2 Pt	1.600,00	0,00
4	<input type="checkbox"/>	29-4	Arbeitspaket DS09.2-1 Entwicklung	80:00 h	10 Pt	8.000,00	2.240,00
5	<input type="checkbox"/>	29-5	Arbeitspaket DS09.2-2 Dokumentation	8:00 h	1 Pt	640,00	0,00
6	<input type="checkbox"/>	29-6	Arbeitspaket DS09.2-3 Testen	8:00 h	1 Pt	640,00	440,00
7	<input type="checkbox"/>	29-7	Arbeitspaket DS09.3-1 Installation/Konfigurati	8:00 h	1 Pt	640,00	440,00
8	<input type="checkbox"/>	29-8	Arbeitspaket DS09.3-2 Schulung	16:00 h	2 Pt	1.600,00	880,00
9	<input type="checkbox"/>	29-9	Budget DS09-1 Reisekosten Hamburg	1:00 h	0,125 Pt	2.000,00	2.000,00
10	<input type="checkbox"/>	29-10	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 confirmation 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.

X ? <input type="text" value="Auftragsbestätigung 2006-0026"/>	
Dokument Bearbeiten Ansicht Aktionen	
Stamblatt	Sonstiges Alle
Kurs	<input type="text" value="1"/>
Verantwortliche Mitarbeiter	
Referenz	<input type="text"/> <input data-bbox="1157 1798 1406 1832" type="button" value="Durchsuchen..."/>
Bemerkung	<div><div></div><div></div></div>

On the “Misc” tab:

- **Rate:** In diesem Feld wird der Kurs zur Hauswährung definiert. Der Kurs wird vom System vorgelegt 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 cancelled 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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Last update: 2019/10/25 14:09

