## 3.11.02 Key Data Administration

The basis of the project information system and billing system are the key data and master data. This data is administered in the module basic data. The keys administer the data, which will be available parameterized for the entire application. Thus, the system includes for example, certain currencies and their attributes, (description, decimal point, etc.) are available throughout the system as well as the various value added tax. The following keys can be user-defined in Projectile calendar, holiday, currency, exchange rate, value-added tax, flat rate and vehicles.

With the initial installation, usually the current values for calendar, holidays, value-added tax and allowances are pre-populated.

## **Data Maintenance**

If, for example, a calendar setting is changed or not yet entered, the affected document can be searched in the search machine ...

🔒 🌰 Clipboard 🗸 🛗 🧭 🛃 🧠 💟 Logout 🛛 Create 🔽 🔒 Search in documents Calendar	Search
d Recording 🔹 🧾 Offers 👻 📄 Projects 👻 📴 Invoices 🔹 🌾 Contacts 👻 🚨 Human resources 🔹 들 Administration 🔹	4
	? X
Standard Modules Tasks Infomarket Project List Risk Portfolio Projects Customers Staff	

... and the appropriate result list is displayed.

	ollection Query for Calendar	
Collection Ed	dit file Report •	
<b>@</b> •  4 4	page 1 of 1   🕨 🕅 🖓	1 - 2 /0
	Branch	
1	Frankfurt	
2	London	
	2	

After activating the link, the selected document is selected ...

Calendar London					
📄 🧝 🎂 🍈 Document 🔻 Edit 👻 View 👻 Back references 💌					
Basic Misc					
Branch	London				
Description	Calendar London				
Working hours day	8 h				
Working hours week	40 h				
Working days week	5 d				
Vacation expires date	31.03.2006				
Maximum flexible working hours	40 h				
Min flextime underrun	20 h				
Max special time	20 h				
Min special time	h				
Period	Monthly				
Time difference to server time	0 min				

... and the modification can be made (here the working hours per week of the London calendar).

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Calendar London	
📄 🧕 🎂 🏐 🛛 Document 🔻	Edit • View • Back references •
Basic Misc	
Branch	London
Description	Calendar London
Working hours day	8 h
Working hours week	38.5 h
Working days week	5 d
Vacation expires date	31.03.2006 💌 🗸
Maximum flexible working hours	40 h
Min flextime underrun	20 h
Max special time	20 h
Min special time	h
Period	Monthly
Time difference to server time	0 min

After clicking save, the working hours per week (if not specified manually) are calculated and the new calendar settings are included.

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## **Defining Key Data**

To define a new calendar (for example, for a new location), in the work area select the document type "calendar" from the functionality "create".

🚍 🗸 📮 🔒 🔒 Clipboard 🗸	📆 😥 🖪 🛛	🍕 🚺 Logout	Calendar 🗸	Search in documents
Tracking and Recording 👻 🧾 Offers 🔻	Projects •	📔 Invoices 🔻 🌾 Co	🗄 Calendar 🖌	Create Administration -

A new document is opened for defining the calendar.

Calendar					
Document • Edit • View •					
Basic Misc					
Branch					
Description					
Working hours day	h				
Working hours week	h				
Working days week	d				
Vacation expires date					
Maximum flexible working hours	h				
Min flextime underrun	h				
Max special time	h				
Min special time	h				
Period	✓				
Time difference to server time	0 min				

In the example, for the branch in Frankfurt (must first be created in the collections - see the administration guide), the working week of 40 hours for five working days with daily working time of eight hours is defined. The other figures relate to the working time administration.

Calendar					
Document • Edit • View •	<b>*</b> 2				
Basi Save the document					
Branch	Frankfurt 🗸				
Description	Branch Frankfurt				
Working hours day	8 h				
Working hours week	h				
Working days week	5 d				

If not all required fields are filled, the system reports this as an error.

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Document • Edit • View •					
Basic Misc					
Branch	Frankfurt 🗸				
Description	Not Null				
Working hours day	8 h				
Working hours week	40 h				
Working days week	5 d				

After all information is entered, the document is saved with 🗎

Calendar						
Document • Edit • View •						
Basi Save the document						
Branch	Frankfurt 🗸					
Description	Branch Frankfurt					
Working hours day	8 h					
Working hours week	40 h					
Working days week	5 d					

## If a calendar (or general key data) is deleted with 📓 ...

Calendar Frankfurt				
Document •	Edit • View • Back references •			
Basic Misc				
Branch	Frankfurt 🗸			
Description	Kalender Frankfurt			
Working hours day	8 h			
Working hours week	40 h			
Working days week	5 d			

(archive, standard or shredder - see chapter 3.07.1 archive / trash/recycle bin functionality), ...

Last

update: 2019/10/25 en:handbuch:kapitel\_3:3.11.02\_verwaltung\_von\_schluesseldaten https://infodesire.net/dokuwiki/doku.php?id=en:handbuch:kapitel\_3:3.11.02\_verwaltung\_von\_schluesseldaten&rev=1258718304 14:09

X	Delete do	cuments					?	×
	Delete docu	iments						
LXX -	Archive	Standar	ł	<b>v</b> 0				
Do you really want to delete? Documents	<b>√</b> €	Note Proje	ktarchiv dder lard page [1] of 1					
	Ξ ±Ξ		Туре		Description	n	State	
		1	Calendar		Frankfurt			
	<.					- III -		
Dependent documents	ြွှဲ No	entries 🔻	]					
Denied documents	ြ္ပံ No	entries 🔻	]					
BrokenLink Warning	No	entries 🔻	]					
BrokenLink Error	ුූලි No	entries 🔻	]					
Do you really want to delete?	<ul> <li>✓ O</li> </ul>	×						

... the key is no longer available in the system, but may still be available as field content (for example, when employees are assigned to the location/calendar Berlin, this assignment is not deleted).

	Delete documents			? ×
	Delete documents			
<b>L</b> X '	Archive Standar	d 🗸 🗸	0	
Do you really want to delete?	<ul> <li>3</li> <li>3</li> <li>3</li> <li>3</li> <li>3</li> <li>4</li> <li>4</li></ul>			
Documents	Yes 4	page 1 of 1 🗼 🕅	æ	
		Туре	Description	State
	1	Calendar	Frankfurt	
	<u>(</u>		III	
Dependent documents	No entries	-		

To define a new bank/legal holiday (for example, for a new location), the document type "holiday" ...

🔡 😥 🖪	🍓 🛛 🚺 Logout	Holiday	V C Sear	ch in documents
Projects •	🛄 Invoices 🕶 🛛	🍯 Contacts 🔻	A Human reso Crea	te Administration •

... is selected with the functionality "create".

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Holiday Frankfurt		
Document • Edit • View •		
Date begin		
Branch	London	
Description		
Date end		
Half day		
Note		

In the example a national holiday is defined for the branch London (must already be defined as a calendar). When all information is entered, the document is saved with  $\square$ .

K Holiday 20.11.2009 London National holiday		
🗎 🔒 📥	Document • Edit • View • Back references •	
Date begin	20.11.2009 💌 🗸	
Branch	London	
Description	National holiday	
Date end		
Half day		
Note		

To define a new currency the document type "currency" is selected with the functionality "create".

Currency		
Document • Edit • View •		
Currency		
Description		
Country		
Currency precision	2	
Print constant		

In the example the Canadian dollar is created. The print constant (here CAD) is possibly used with the second currency and invoice documents.

Currency CAD		
📄 🧟 🎂 🗇 Document 🔻 Edit 👻 View 👻 Back references 👻		
Currency	CAD	
Description	Canadian Dollar	
Country	Canada 👻	
Currency precision	2	
Print constant	CAD	

When all information is entered, the document is saved with  $igsqcape{lag}$ .

To define a new exchange rate the document type "exchange rate" is selected with the functionality "create".



In the example, the exchange rate between EURO and CAD is defined. This rate is valid from 21.11.2009 until a new rate is entered. Here, 1 EURO is exactly 1,58854 CAD. When all information is entered, the document is saved with  $\square$ .

Exchange rate 20.11.2009		
From currency	EURO	- DOBX
To currency	CAD	- DQBX
Date	20.11.2009	
Factor	1	
Rate	1.58854	

To define a new value-added tax rate (for example, highter tax rates or when establishing a new international company), the document type "value-added tax" is selected with the functionality "create".

Value added tax	
Document • Edit • View •	
Value added tax	Full
Date	20.11.2009 💌 🗸
Description	
Country	▼
Rate of taxation	%

In the example, a new value-added tax rate is defined for Great Britain. After all information is entered, the document is saved using  $\square$ .

Value added tax		
Document • Edit • View •		
Value added tax	Full	
Date	20.11.2009	
Description	Value-added tax-GB-14%	
Country	Great Britain	
Rate of taxation	14 %	

Um eine neue Pauschale für die Reisekostenerfassung zu definieren (beispielsweise für Auslandsreisen), wählt man im Arbeitsbereich in der Funktionalität "Anlegen" den Dokumenttyp "Pauschalen" aus.

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Im Beispiel werden die Tagegeld- und Übernachtungspauschalen für New York (abweichend vom Satz der USA) definiert. Wenn alle Informationen eingegeben sind, wird das Dokument mit 🗐 gespeichert.

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Um einen neues Fahrzeug zu definieren, wählt man im Arbeitsbereich in der Funktionalität "Anlegen" den Dokumenttyp "Fahrzeug" aus.

×

Wenn alle Informationen eingegeben sind, wird das Dokument mit 🗐 gespeichert. Die Felder ASU-Termin und TÜV-Termin werden dabei vom System gefüllt.

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