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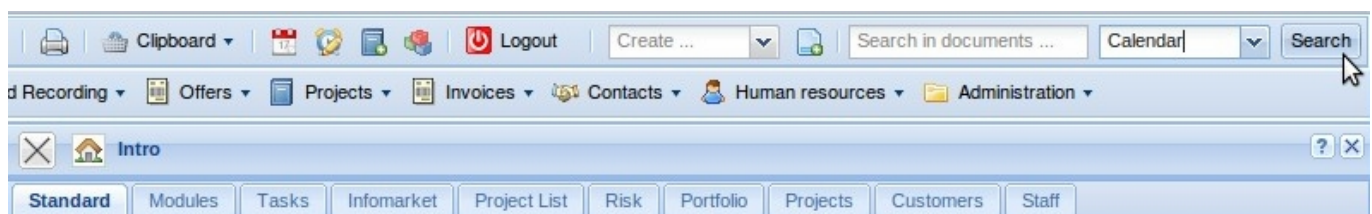
3.11.02 Key Data Administration

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](#).

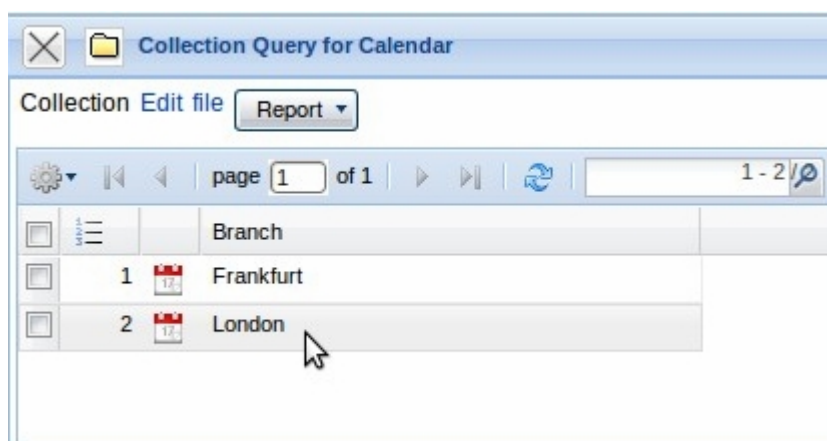
With the initial installation, usually the current values for calendar, holidays, value-added tax and allowances are pre-populated.

Data Maintenance

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



... and the appropriate result list is displayed.



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

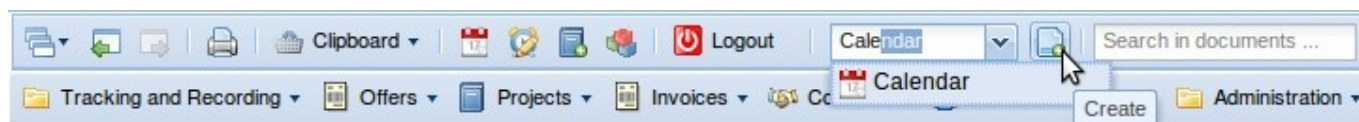
... and the modification can be made (here the working hours per week of the London calendar).

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

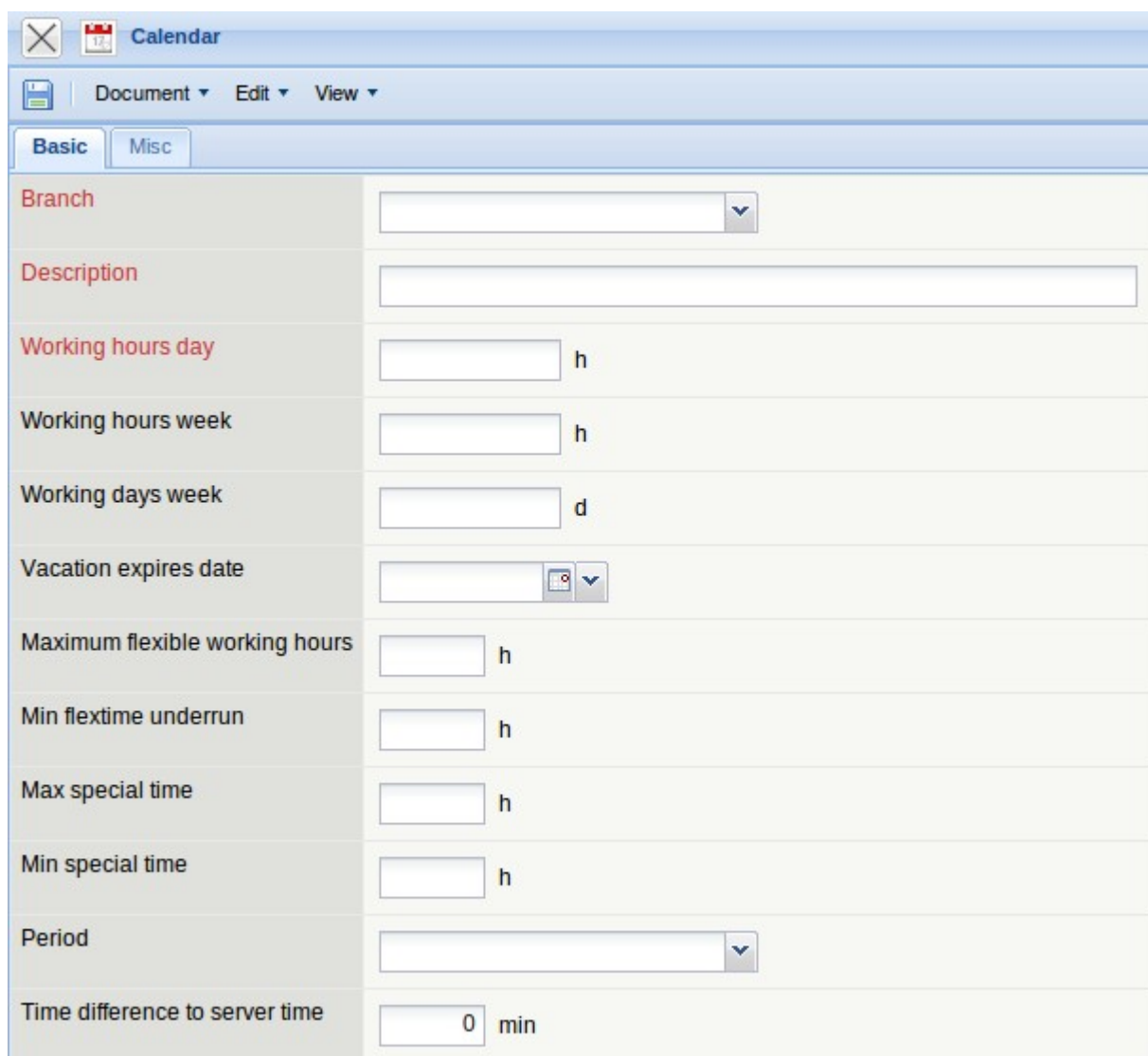


Defining Key Data

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

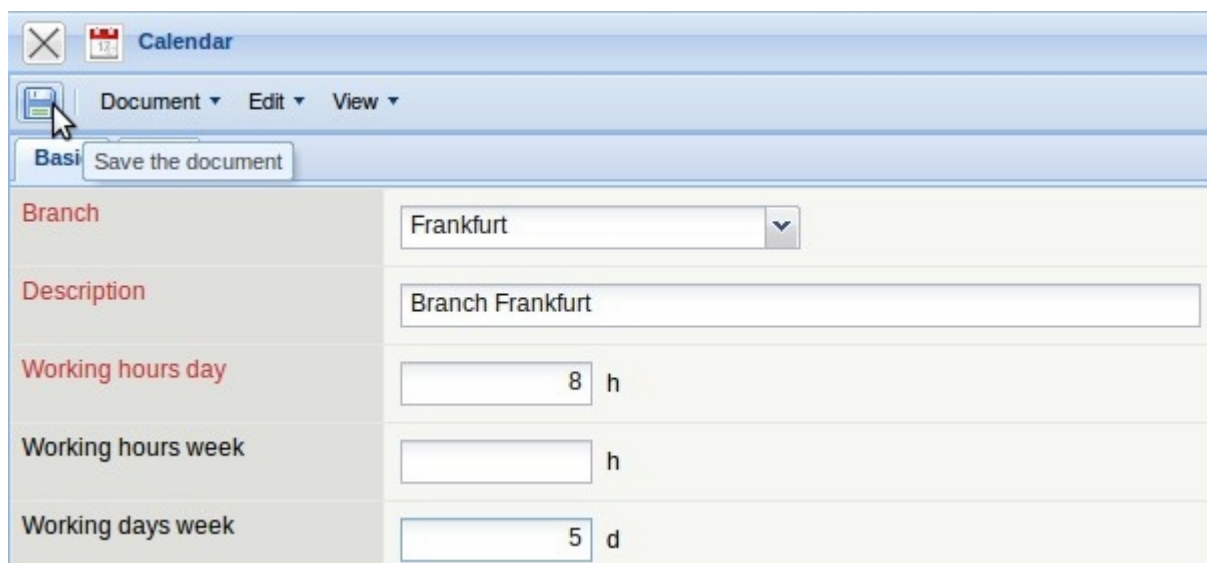


A new document is opened for defining the calendar.



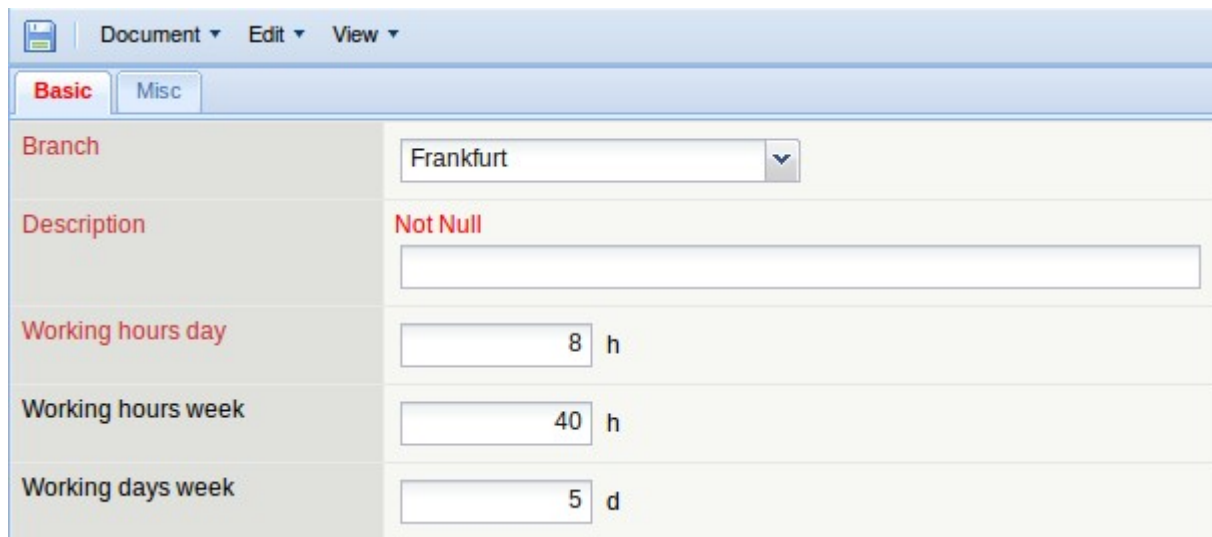
Branch	
Description	
Working hours day	h
Working hours week	h
Working days week	d
Vacation expires date	
Maximum flexible working hours	h
Min flextime underrun	h
Max special time	h
Min special time	h
Period	
Time difference to server time	0 min

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](#).



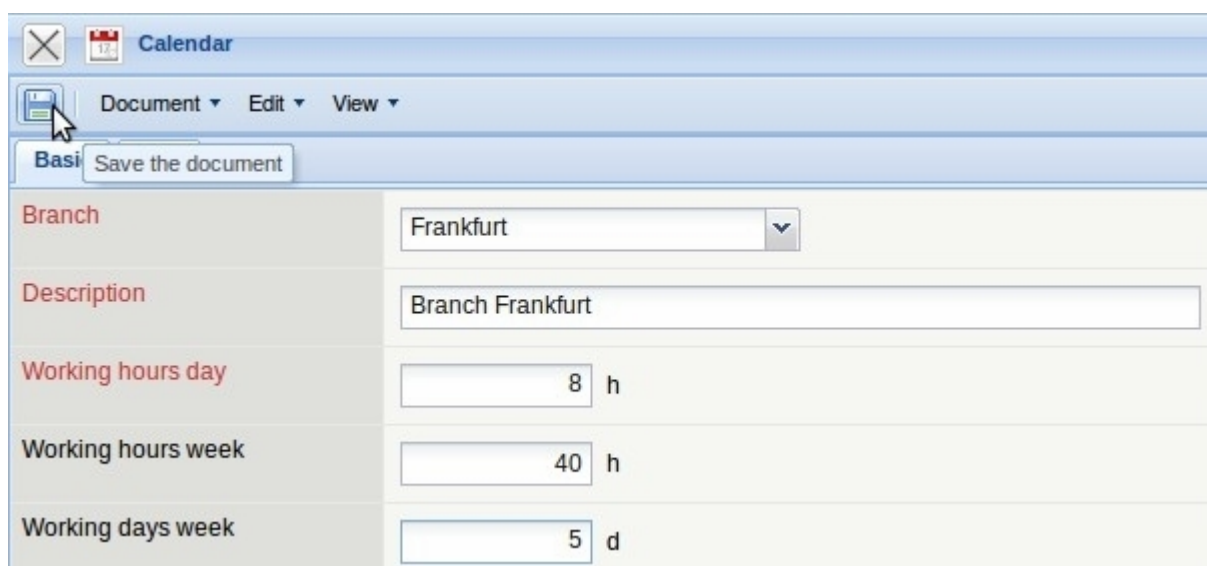
Branch	Frankfurt
Description	Branch Frankfurt
Working hours day	8 h
Working hours week	h
Working days week	5 d

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



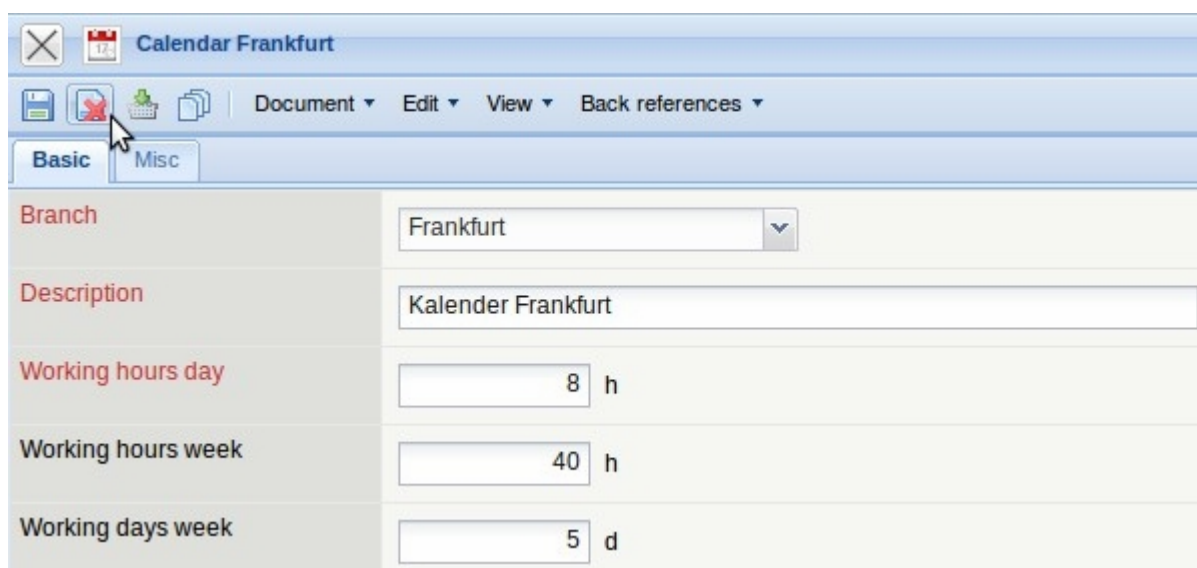
Branch	Frankfurt
Description	Not Null
Working hours day	8 h
Working hours week	40 h
Working days week	5 d

After all information is entered, the document is saved with 



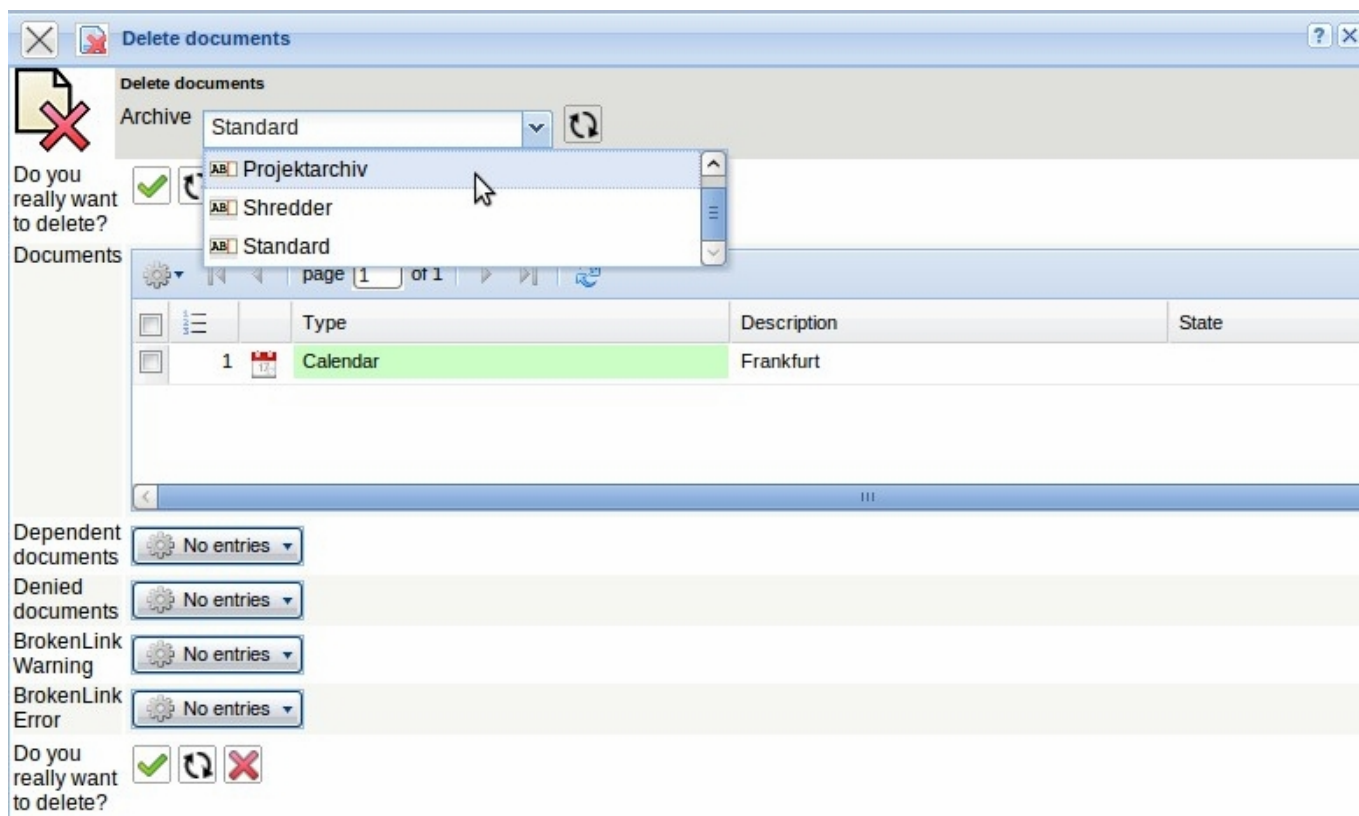
Branch	Frankfurt
Description	Branch Frankfurt
Working hours day	8 h
Working hours week	40 h
Working days week	5 d

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

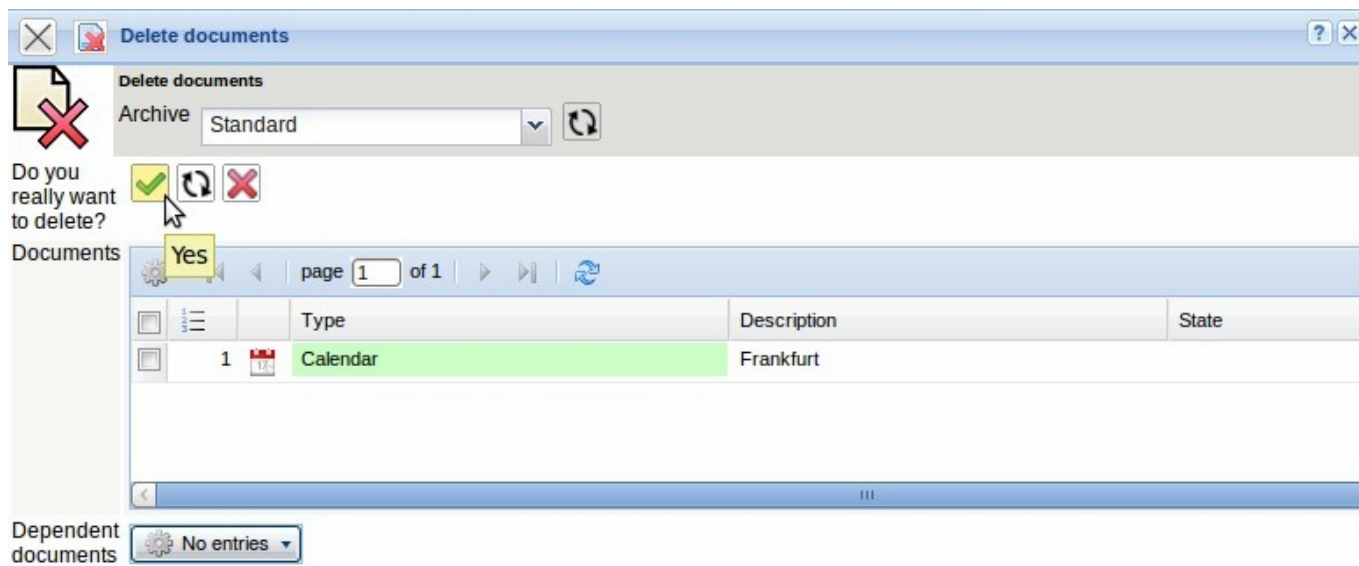


Branch	Frankfurt
Description	Kalender Frankfurt
Working hours day	8 h
Working hours week	40 h
Working days week	5 d

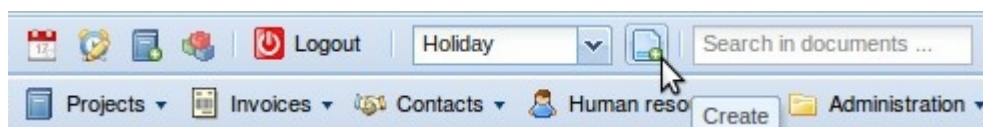
(archive, standard or shredder - see chapter [3.07.1 archive / trash/recycle bin functionality](#)), ...



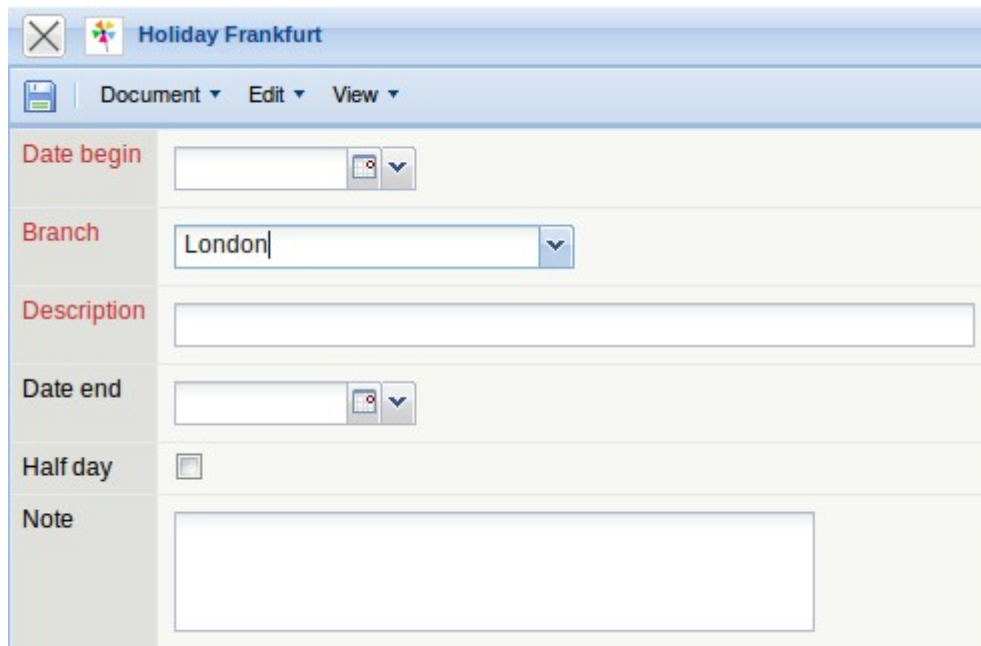
... the key is no longer available in the system, but may still be available as field content (for example, when employees are assigned to the location/calendar Berlin, this assignment is not deleted).



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

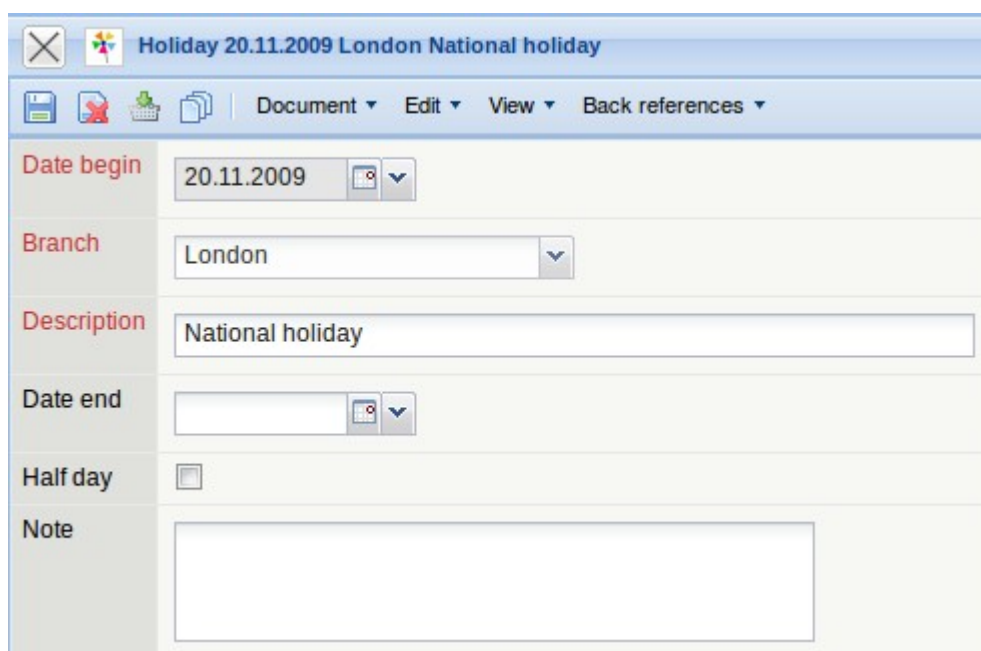


... is selected with the functionality "create".



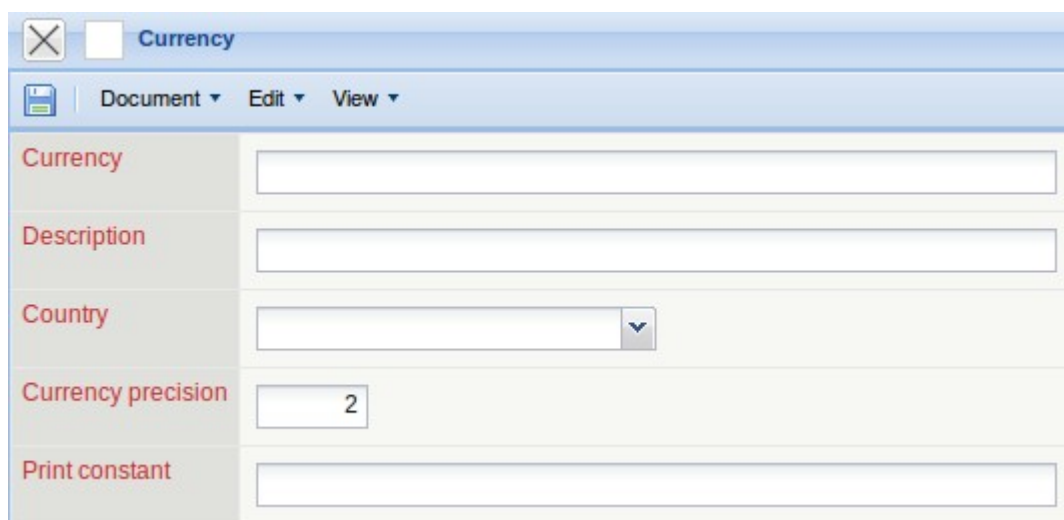
Holiday Frankfurt	
Document Edit View	
Date begin	
Branch	London
Description	
Date end	
Half day	☐
Note	

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 .



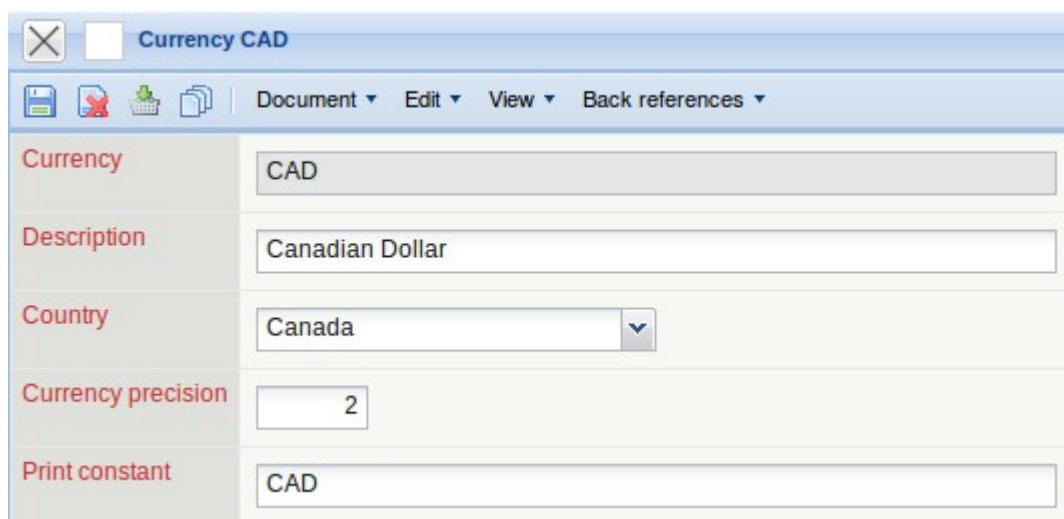
Holiday 20.11.2009 London National holiday	
Document Edit View Back references	
Date begin	20.11.2009
Branch	London
Description	National holiday
Date end	
Half day	☐
Note	

To define a new [currency](#) the document type “currency” is selected with the functionality “create”.



Currency	
Description	
Country	
Currency precision	2
Print constant	

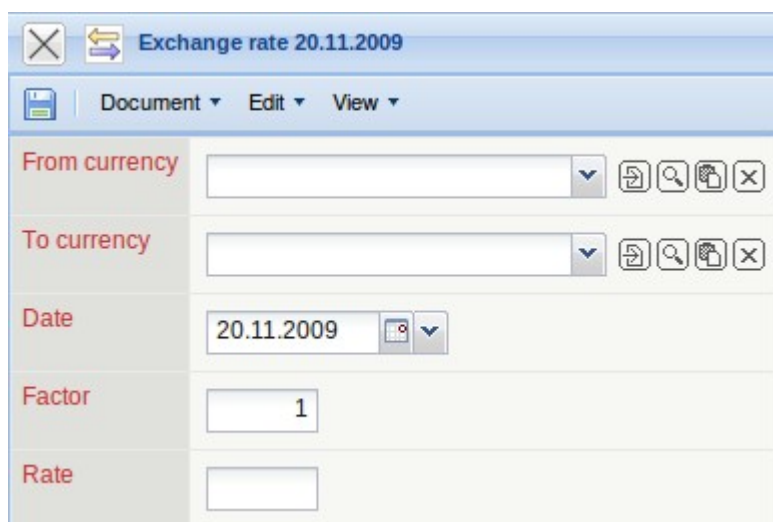
In the example the Canadian dollar is created. The print constant (here CAD) is possibly used with the second currency and invoice documents.



Currency	CAD
Description	Canadian Dollar
Country	Canada
Currency precision	2
Print constant	CAD

When all information is entered, the document is saved with .

To define a new [exchange rate](#) the document type “exchange rate” is selected with the functionality “create”.



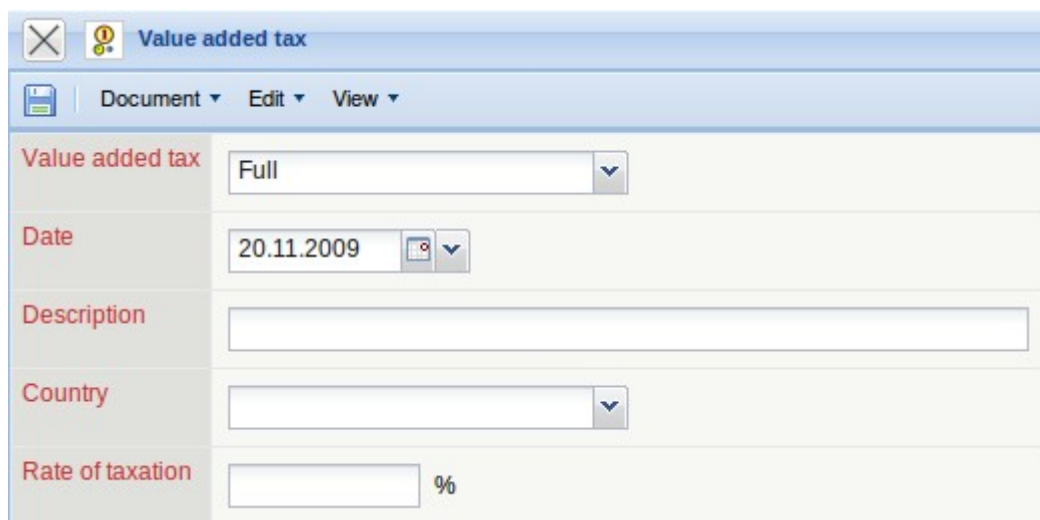
From currency	
To currency	
Date	20.11.2009
Factor	1
Rate	

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 .



From currency	EURO
To currency	CAD
Date	20.11.2009
Factor	1
Rate	1.58854

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



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 .

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 %

To define a new **flat rate** for travel cost recording (for example foreign travel), the document type “local allowance standard” is selected with the functionality “create”.

Local allowance standard

Document Edit View

Local allowance standard

Country

Daily allowance 24 internal EUR

Daily allowance 14 internal EUR

Daily allowance 08 internal EUR

Overnight stay internal EUR

Overnight stay external EUR

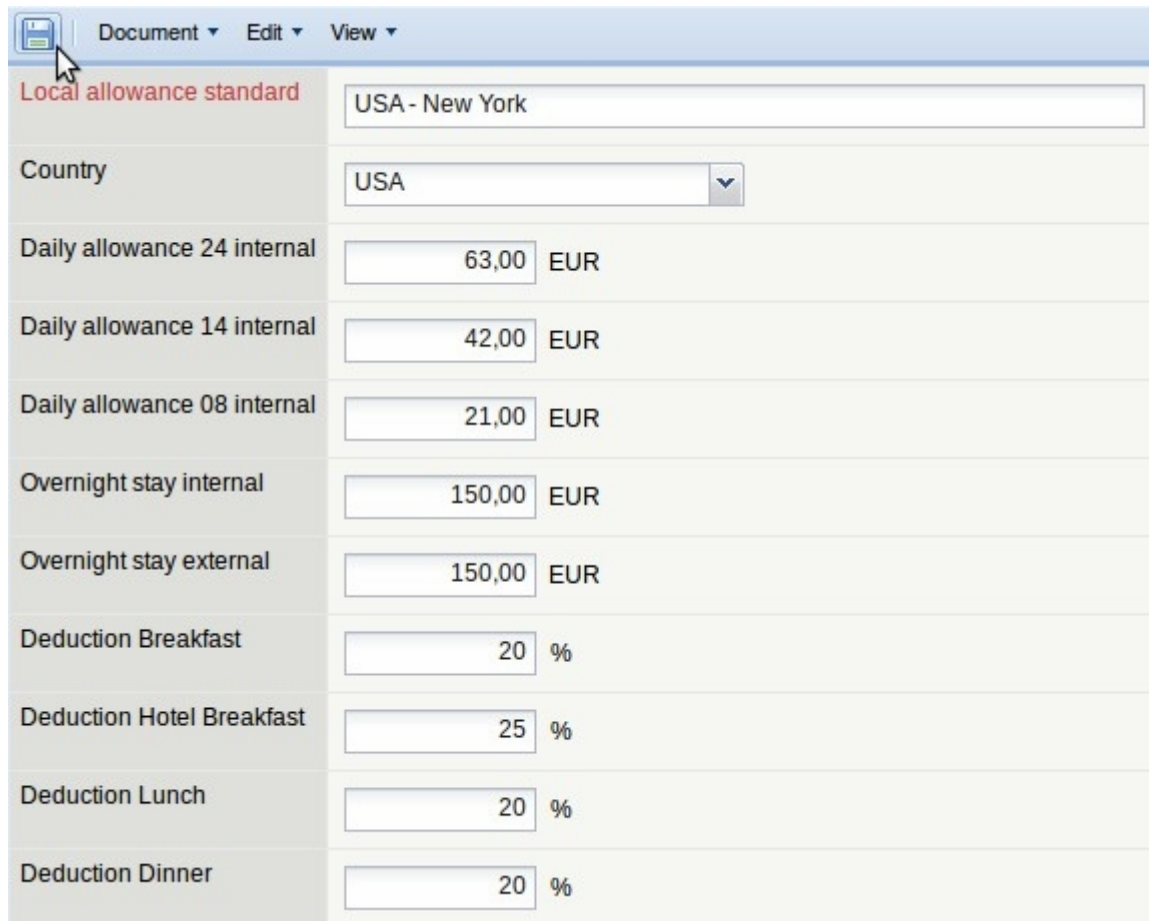
Deduction Breakfast %

Deduction Hotel Breakfast %

Deduction Lunch %

Deduction Dinner %

In the example, the daily allowance and the overnight stay allowances for New York are defined (differing from the USA rate). After all information is entered, the document is saved using .



Local allowance standard		
USA - New York		
Country	USA	
Daily allowance 24 internal	63,00	EUR
Daily allowance 14 internal	42,00	EUR
Daily allowance 08 internal	21,00	EUR
Overnight stay internal	150,00	EUR
Overnight stay external	150,00	EUR
Deduction Breakfast	20	%
Deduction Hotel Breakfast	25	%
Deduction Lunch	20	%
Deduction Dinner	20	%

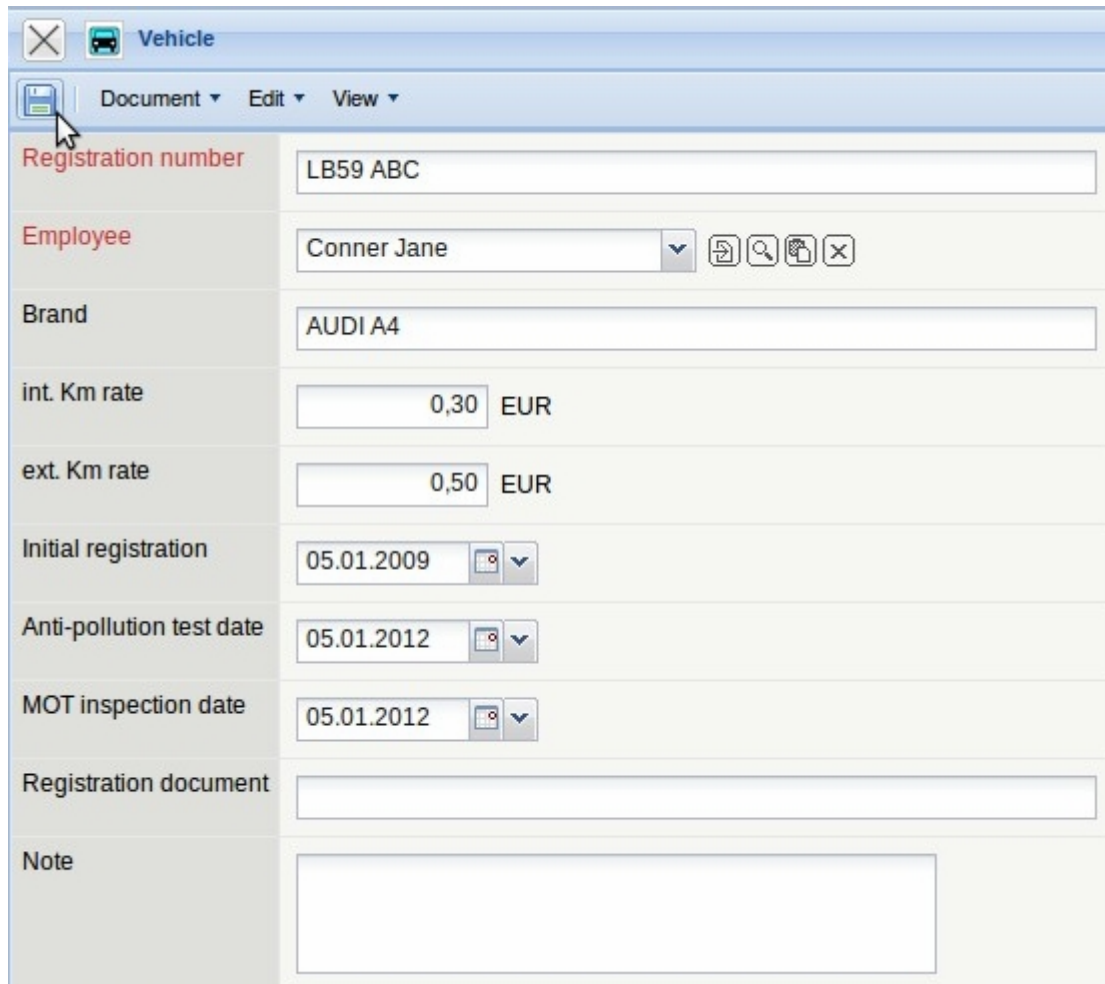
To define a new [vehicle](#) the document type “vehicle” is selected with the functionality “create”.

  **Vehicle**

Document ▾ Edit ▾ View ▾

Registration number	
Employee	Conner Jane ▾
Brand	
int. Km rate	EUR
ext. Km rate	EUR
Initial registration	 
Anti-pollution test date	 
MOT inspection date	 
Registration document	
Note	

After all information has been entered, the document is saved with . The fields Anti-pollution test date and MOT inspection date are filled out by the system.



Vehicle	
Registration number	LB59 ABC
Employee	Conner Jane     
Brand	AUDI A4
int. Km rate	0,30 EUR
ext. Km rate	0,50 EUR
Initial registration	05.01.2009 
Anti-pollution test date	05.01.2012 
MOT inspection date	05.01.2012 
Registration document	
Note	

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