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3.11.05 Occupation Administration

The occupations in Projectile are the basis for staff planning, internal accounting and billing. As a basis for determining the internal costs and billable services are the charging rates which are assigned to these occupations. This definition applies to the entire installation.

For project-related differences in [pricing](#) and [costing](#), these billing rates can be modified for each project.

Occupation	Programming
Description	Programming
Hourly external cost rate	100,00 EUR
Hourly internal cost rate	75,00 EUR
Hourly price production	88,50 EUR
Parent occupation	Programming and customizing
Suboccupations	☐ Programming - DB ☐ Programming - Java ☐ Programming - XML
StatusActive	☒
Note	

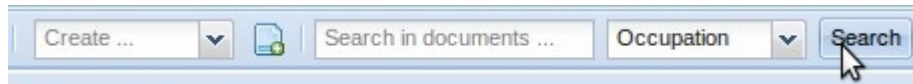
Required fields: Occupation, Description (when using the skill-matrix chart)

Characteristics:

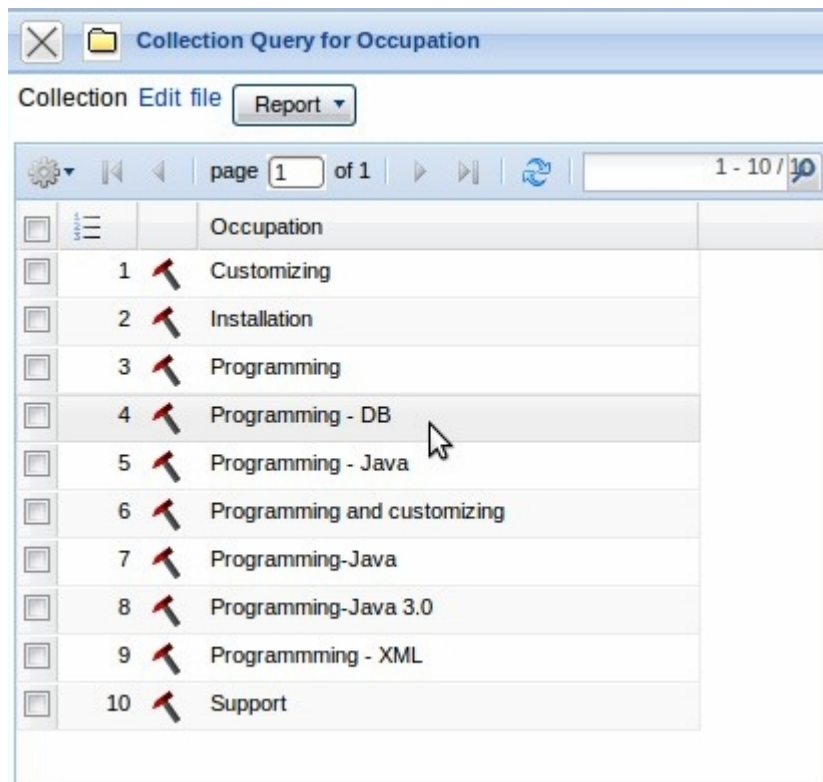
- The cost rates for billing of services are used only for projects where there is no customer rates, project rates or employee rates have been defined (see also document types [customer](#) and [project](#)).
- The internal cost rates will only be used if no entry for the internal charge rate for the employee (or the [2.01.25 employment contract](#)) is stored.
- The production costs can be used with certain accounting of the company; in the standard version of these rates are not used in cost accounting.

Data Management

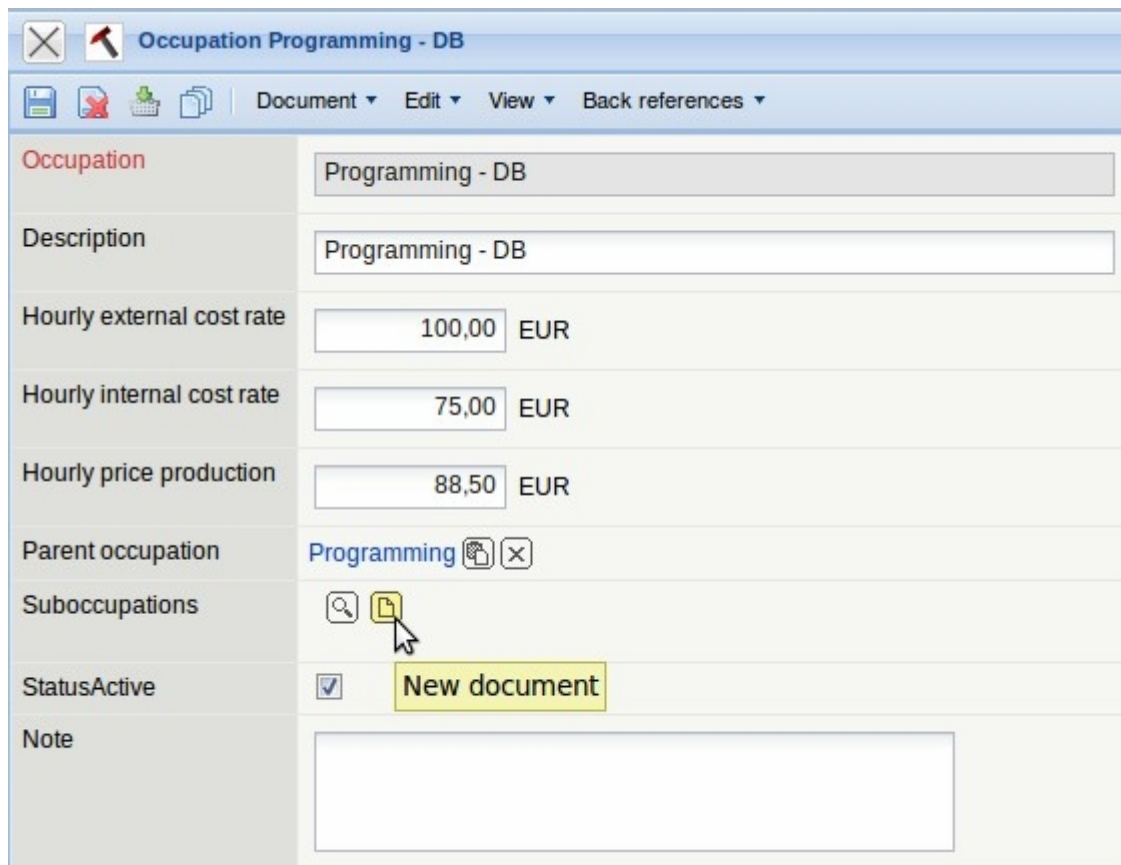
If an existing occupation is to be extended or modified, the relevant documents can be searched in the [search engine](#) ...



... and displays the appropriate search results.

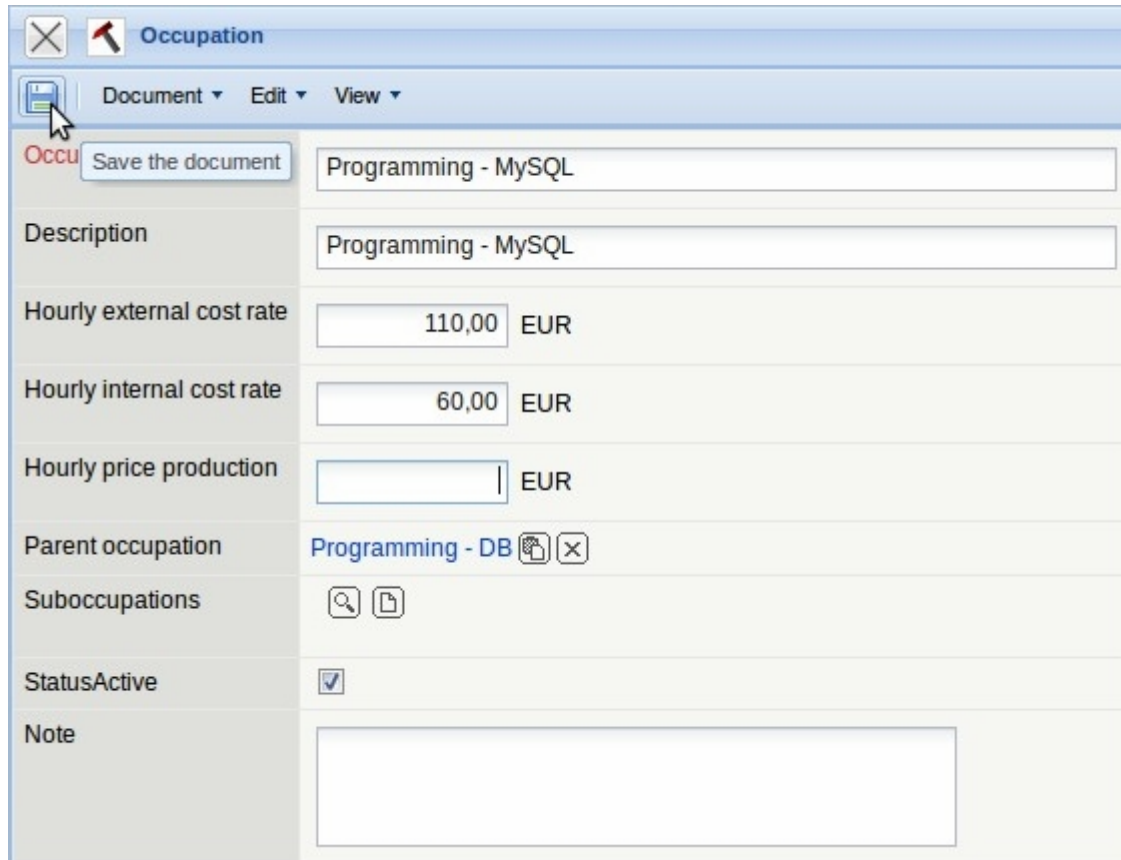


After activating the link, the selected document is opened and the changes or modifications can be made. In the following example, the occupation “Programming - DB” is divided into three sub-occupations. First, “New Document” in the element sub-occupation is activated.



Occupation	Programming - DB
Description	Programming - DB
Hourly external cost rate	100,00 EUR
Hourly internal cost rate	75,00 EUR
Hourly price production	88,50 EUR
Parent occupation	Programming
Suboccupations	New document
StatusActive	☒
Note	

The system creates a new document of the type “occupation” and pre-populates the document with the cost rates automatically.



Occupation	Programming - MySQL
Description	Programming - MySQL
Hourly external cost rate	110,00 EUR
Hourly internal cost rate	60,00 EUR
Hourly price production	
Parent occupation	Programming - DB
Suboccupations	
StatusActive	☒
Note	

Then, the remaining entries are defined and the the document is saved.

Further sub-occupations can be copied, modified and saved using “Create new document from this template” ...

The screenshot shows the 'Occupation Programming - MySQL' application window. The 'Document' menu is open, displaying the following options: 'Create a new document from this template', 'Save the document', 'Copy the document', 'Delete the document', 'Copy this document to the clipboard', and 'Reload document'. The background form contains the following fields:

Occupation Programming - MySQL	
Document Edit View Back references	
Occupation	
Description	
Hourly external cost	
Hourly internal cost	
Hourly price production	EUR
Parent occupation	Programming - DB  
Suboccupations	 
StatusActive	☒
Note	

In the example, the occupations Programming - Oracle and ...

The screenshot shows the 'Occupation Programming - MySQL' application window with the form filled with data for 'Programming - Oracle'. The 'Document' menu is closed. The background form contains the following fields:

Occupation Programming - MySQL	
Document Edit View	
Occupation	Programming - Oracle
Description	Programming - Oracle
Hourly external cost rate	110,00 EUR
Hourly internal cost rate	60,00 EUR
Hourly price production	EUR
Parent occupation	Programming - DB  
Suboccupations	 
StatusActive	☒
Note	

... Programming - MS SQL are generated. The sub-occupations are then automatically transferred to the parent occupation.

Occupation	Programming - DB
Description	Programming - DB
Hourly external cost rate	100,00 EUR
Hourly internal cost rate	75,00 EUR
Hourly price production	88,50 EUR
Parent occupation	Programming
Suboccupations	☐ Programming - MySQL ☐ Programming - Oracle ☐ Programming - MS SQL
StatusActive	☒
Note	

Definition von neuen Tätigkeiten

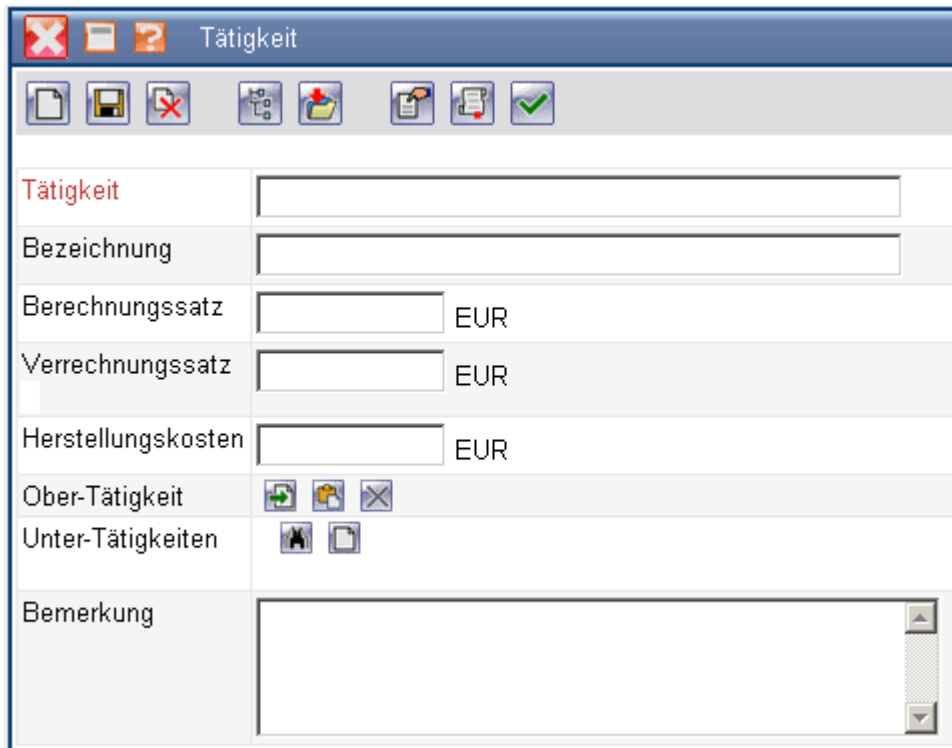
Um eine neue Tätigkeit zu definieren, wird die Funktionalität "Neues Dokument" mit dem Dokumenttyp "Tätigkeit" verwendet.

Neues Dokument



Neues Dokument erzeugen

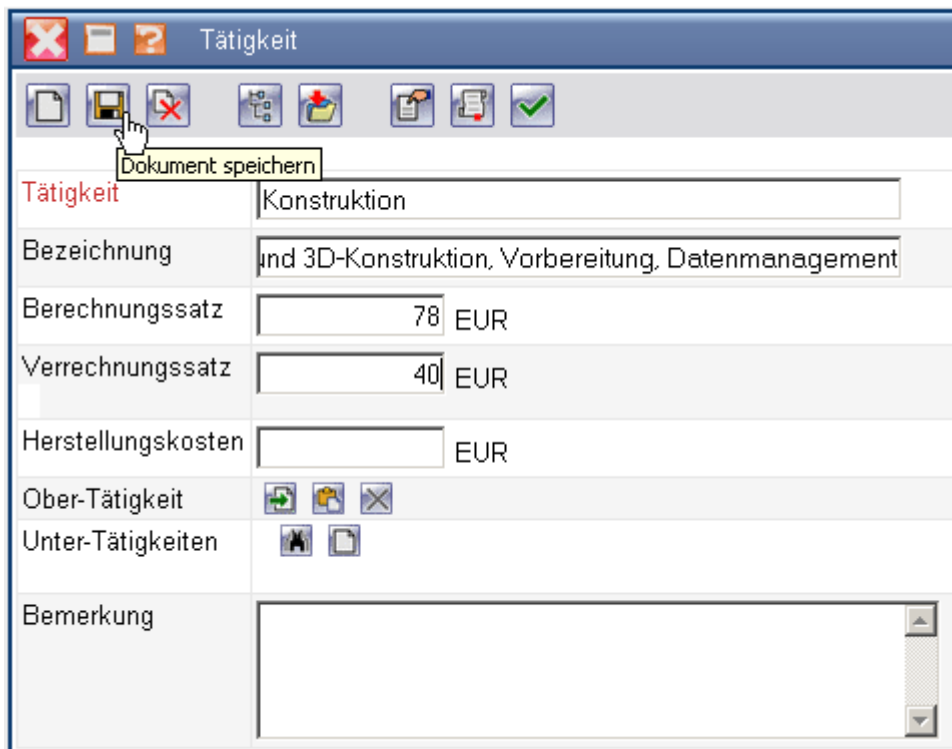
Nach Betätigung der Aktion wird ein neues Dokument erzeugt.



The screenshot shows a web form titled 'Tätigkeit' with a toolbar containing icons for document operations. The form fields are as follows:

Tätigkeit	
Bezeichnung	
Berechnungssatz	EUR
Verrechnungssatz	EUR
Herstellungskosten	EUR
Ober-Tätigkeit	↔ 📁 ✕
Unter-Tätigkeiten	🏠 📄
Bemerkung	

Wenn alle Informationen eingegeben sind, wird das Dokument mit  gespeichert.



The screenshot shows the same 'Tätigkeit' form, but now with example data. A tooltip 'Dokument speichern' is visible over the floppy disk icon in the toolbar. The form fields are filled with the following data:

Tätigkeit	Konstruktion
Bezeichnung	und 3D-Konstruktion, Vorbereitung, Datenmanagement
Berechnungssatz	78 EUR
Verrechnungssatz	40 EUR
Herstellungskosten	EUR
Ober-Tätigkeit	↔ 📁 ✕
Unter-Tätigkeiten	🏠 📄
Bemerkung	

Im Beispiel ist eine neue Tätigkeit "Konstruktion" angelegt worden.

Tätigkeit Konstruktion	
Tätigkeit	Konstruktion
Bezeichnung	2- und 3D-Konstruktion, Vorbereitung, Datenmanagem
Berechnungssatz	78,00 EUR
Verrechnungssatz	40,00 EUR
Herstellungskosten	EUR
Ober-Tätigkeit	
Unter-Tätigkeiten	
Bemerkung	

Diese Tätigkeit kann jetzt analog zum oben beschriebenen Vorgehen in Untertätigkeiten unterteilt werden.

Tätigkeit Konstruktion	
Tätigkeit	Konstruktion
Bezeichnung	2- und 3D-Konstruktion, Vorbereitung, Datenmanagem
Berechnungssatz	78,00 EUR
Verrechnungssatz	40,00 EUR
Herstellungskosten	EUR
Ober-Tätigkeit	
Unter-Tätigkeiten	
Bemerkung	Neues Dokument

...Fortsetzung

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Last update: **2019/10/25 14:09**