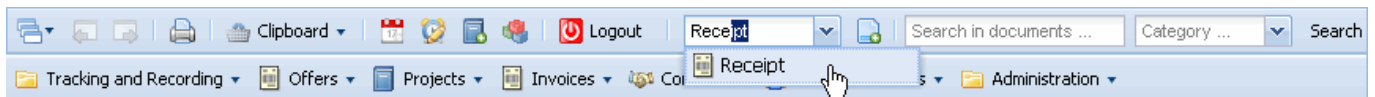


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# 4.09.01 Receipts, Trips and External Costs

## Receipts

To create a receipt, select document type „Receipt“ in the work area.



The document Type Receipt provides the project-oriented registration of costs. For example material (copies, paper), traveling costs (taxi, train, and plane), accommodation or similar costs can be documented. After creating a receipt, some fields are pre-set...

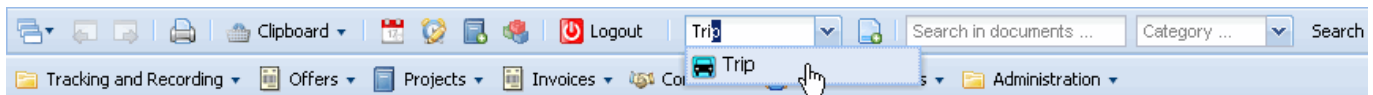
A screenshot of a 'Receipt 6' form. The form has a sidebar on the left with labels for various fields. The fields are: Receipt (6), Cost (dropdown), Description (dropdown), Employee (Conner Jane), Project (dropdown), Date (20.10.2009), Payment Method (dropdown), Travel (checkbox), Net amounts (Amount, EUR, Original currency amount, GBP), Value added tax (VAT-GB-15), Amount total (dropdown, EUR), Note (text area), Billable (dropdown), and Cash up (checkbox). The 'Receipt' field is pre-filled with '6'.

...the remaining information should be filled out and the receipts should be saved.

Receipt	6
Cost	Travel costs
Description	Taxi
Employee	Conner Jane
Project	6.2 Implementation
Date	20.10.2009
Payment Method	ECCard
Travel	
Net amounts	Amount 99,16 EUR Original currency amount 90,81 Original currency GBP
Value added tax	VAT-GB-15
Amount total	114,03 EUR
Note	
Billable	<input type="checkbox"/> Cash up <input type="checkbox"/>
Invoice header	

## Trips

Project-oriented trips and costs can be entered and recorded in the “trips” document, which the project employee has caused for the project.



The traveling costs can be assigned to a trip through selection of an already recorded trip. After creating the trip, some fields are pre-set...

Trip 16 20.10.2009 12:21:32	
Trip	16
Employee	Conner Jane
Project	
Registration number	
Trip start/end date	From 20.10.2009 12:21:32 To 20.10.2009 12:21:32
Route	
Purpose	
Travel	
Level old	km
Level new	km
Distance	km
Number of additional passengers	
Passenger name	
AAAlternative	Miles
Cost type	Drive costs
Payment Method	
Amount	EUR
Note	
Billable	none <input type="checkbox"/> Cash up
Invoice header	???

...the remaining information should be filled out and the trip should be saved.

Trip	16
Employee	Conner Jane
Project	2.2 Customizing
Registration number	LB59 ABC
Trip start/end date	From 20.10.2009 12:21:32 To 20.10.2009 12:21:32
Route	Londen-Cardiff-Londen
Purpose	Workshop
Travel	
Level old	km
Level new	km
Distance	230 km
Number of additional passengers	1
Passenger name	stuard mech
AAAlternative	Miles
Cost type	Drive costs
Payment Method	Creditcard
Amount	73,60 EUR
Note	
Billable	none <input type="checkbox"/> Cash up
Invoice header	???

## Item Sheet

The Item Sheet document provides assigning the defined master data of the external services and/or items to the project.



After creating the item sheet, some fields are pre-set...

Item sheet 2

Document Edit View

Master data Misc

Number: 2

Item: [empty]

Employee: [empty] Conner Jane

Project: [empty]

Date: 20.10.2009

Cost: [empty]

NumberGroup: Number1 [1] Stk Amount 2 [1] Stk Amount 3 [1] Stk

Item price: 0,00 EUR

Sum: [empty] EUR

Cost center: [empty]

Note: [empty]

...the remaining information should be filled out and the external costs should be saved.

Item sheet 2 Projectile Basis Projectile Basis PRB

Document Edit View Back references

Master data Misc

Number: 2

Item: Projectile Basis Projectile Basis PI

Employee: [empty] Conner Jane

Project: [empty] 3 Introduction Projectile

Date: 20.10.2009

Cost: Travel costs

NumberGroup: Number1 [1] Stk Amount 2 [1] Stk Amount 3 [1] Stk

Item price: 5.900,00 EUR

Sum: 5.900,00 EUR

Cost center: Engineering

Note: [empty]

The external costs and/or the items are, at the same time, defined components out of the master data administration (including sales price).

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