

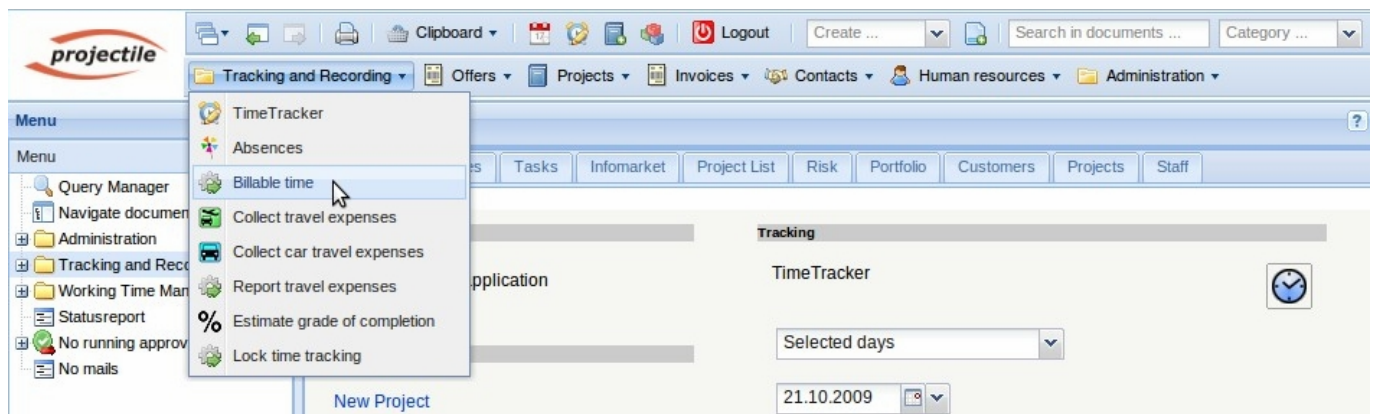
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## 4.11.02 Invoicing (continued): Account of Expenditures

### Billable Times

With the billing type time/effort, the invoice is created analog to the procedure in the offer. If the chart period (period of time) is set, only billable efforts within the effort time period are displayed for invoicing. The completed services are not always approved for invoicing as has been recorded. In Projectile, using the action "Billable Time" the recorded time for accounting is assessed. This functionality is used mainly by project managers to prepare the accounting.

After clicking the action...



...a dialog is opened. Here a chart period, projects and/or employee, display options (individual time or sums or jobs) and checking option can be selected. In the following example every unchecked recorded time for Project 3 Introduction Projectile for the time period between 01.10.2009 and 30.10.2009 is displayed.

Dialog

Enter Invoiceable Time  
Please select start and end date

Chart period: Current month

Start: 01.10.2009

End: 31.10.2009

Projects: [Empty dropdown]

Employees: [Empty dropdown]

Display Option: Individual times

Time Checked: unchecked

OK

The date, employee, recorded time, job and notes are displayed here.

TrackAssessableTimeView				
Date	Employee	Time	AssessableTime	Checked
08.10.2009	Conner Jane	3:30 h	3:30 h	<input type="checkbox"/>
3-1-1	Kick-Off meeting			
08.10.2009	Conner Jane	3:00 h	3:00 h	<input type="checkbox"/>
3-6	Concept 4-6			
09.10.2009	Conner Jane	4:00 h	4:00 h	<input type="checkbox"/>
3-8				
09.10.2009	Conner Jane	5:30 h	5:30 h	<input type="checkbox"/>
3-7	New planning concept			
19.10.2009	Timothy Jones	4:00 h	4:00 h	<input type="checkbox"/>
3-4	Java Programming			
20.10.2009	Conner Jane	5:30 h	5:30 h	<input type="checkbox"/>
3-7				
20.10.2009	Timothy Jones	3:17 h	3:17 h	<input type="checkbox"/>
3-4	Programming Introduction Consult			
20.10.2009	Timothy Jones	0:53 h	0:53 h	<input type="checkbox"/>
3-3	Installation Projectile			

In the field "Billable time" time/effort of the job can be entered independently from the recorded time.

TrackAssessableTimeView				
Save		SetChecked		
Date	Employee	Time	AssessableTime	Checked
08.10.2009	Conner Jane	3:30 h	2 h	<input type="checkbox"/>
3-1-1	Kick-Off meeting			
08.10.2009	Conner Jane	3:00 h	1 h	<input type="checkbox"/>
3-6	Concept 4-6			
09.10.2009	Conner Jane	4:00 h	4:00 h	<input type="checkbox"/>
3-8				
09.10.2009	Conner Jane	5:30 h	3 h	<input type="checkbox"/>
3-7	New planning concept			
19.10.2009	Timothy Jones	4:00 h	2 h	<input type="checkbox"/>
3-4	Java Programming			
20.10.2009	Conner Jane	5:30 h	6 h	<input type="checkbox"/>
3-7				
20.10.2009	Timothy Jones	3:17 h	3 h	<input type="checkbox"/>
3-4	Programming Introduction Consult			
20.10.2009	Timothy Jones	0:53 h	0:52 h	<input type="checkbox"/>
3-3	Installation Projectile			
20.10.2009	Conner Jane	0:45 h	0:45 h	<input type="checkbox"/>
3-7				

Already arranged time entry can be set to "SetChecked". After saving, billable services for invoicing are used for further processing.

TrackAssessableTimeView						
Date	Job	Employee	Note	Time	AssessableTime	Checked
08.10.2009		Conner Jane		3:30 h	2:00 h	<input checked="" type="checkbox"/>
3.1-1			Kick-Off meeting			
08.10.2009		Conner Jane		3:00 h	1:00 h	<input checked="" type="checkbox"/>
3-6			Concept 4-6			
09.10.2009		Conner Jane		4:00 h	4:00 h	<input checked="" type="checkbox"/>
3-8						
09.10.2009		Conner Jane		5:30 h	3:00 h	<input checked="" type="checkbox"/>
3-7			New planning concept			
19.10.2009		Timothy Jones		4:00 h	2:00 h	<input checked="" type="checkbox"/>
3-4			Java Programming			
20.10.2009		Conner Jane		5:30 h	6:00 h	<input checked="" type="checkbox"/>
3-7						
20.10.2009		Timothy Jones		3:17 h	3:00 h	<input checked="" type="checkbox"/>
3-4			Programming Introduction Consult			
20.10.2009		Timothy Jones		0:53 h	0:52 h	<input checked="" type="checkbox"/>
3-3			Installation Projectile			
20.10.2009		Conner Jane		0:45 h	0:45 h	<input checked="" type="checkbox"/>
3-7						

## Create Invoice

After creating the invoice header...

**Invoice header**

Document | Edit | View | Actions

**Master data** | Misc | Billing

Description: TLC-09-10-11 | Invoice status: No invoice

Project: 3 Introduction Projectile

Timespan: From 08.10.2009 To 20.10.2009

Nettobetrag: EUR

Value added tax: VAT-GB-15

Bruttobetrag: EUR

Billing period: Expense | Percent: %

Offer: TLC-09-10-15 | ConfirmationHeader:

...all editable time entries are displayed. By using the action "include all expenses" all expenses are transferred...

**Invoice header TLC-09-10-11**

Document | Edit | View | Back references | Actions

Master data | Misc | Billing

01 - Include all expenses

...and all jobs for the project (including all sub-projects) and all expenses are listed. Because in the invoice the time period of the expenses are defined, all recorded and/or times marked as billable of these tasks are displayed. Next to these tasks, the recorded and/or billable hours, the planned and already billed hours are displayed. Furthermore, all billable costs are displayed.

**Selection**

Confirm and include | Select all | Refresh

Budget	BilledMoney	AssessableMoney	RemainingMoney
8.500,00 EUR	650,00 EUR	8.679,56 EUR	-829,56 EUR

BilledJobs: 0,00 EUR

**Jobs**

Number	Description	Employee	Begin date planning	CurrentTrackedTime
1 3-3	Installation Projectile	Timothy Jones	09.06.2009	0,88
2 3-4	Programming 4-3	Timothy Jones	09.06.2009	7,28
3 3-6	Project Management	Conner Jane	19.10.2009	3,00
4 3-7	3.1-1 Concept - 3 Planning	Conner Jane	19.10.2009	11,75
5 3-8	Customizing	Conner Jane	02.10.2009	4,00
6 3.1-1	Introduction Projectile	Conner Jane	09.06.2009	3,50
				30,42

BilledReceipts: 0,00 EUR

**Receipts**

Receipt	Employee	Description	ReceiptAmount
1 5	Conner Jane	Taxi	99,10
			99,10

**BilledTravels**  
0,00 EUR

**Travels**

Travel	Employee	BillingAmount
1	Timothy Jones	154,50
		154,50

**BilledItemSheets**  
0,00 EUR

**ItemSheets**

Item	Number	CurrentAssessableCost
Projectile Basis Projectile Basis PRB	1,00	5.900,00
		5.900,00

Marking the appropriate position or by using "Select all"...

**Selection**

Confirm and include **Select all** Refresh

Budget	BilledMoney	AssessableMoney	RemainingMoney
8.500,00 EUR	650,00 EUR	8.679,56 EUR	-829,56 EUR

**Selection**

Confirm and include **Select all** Refresh

Budget	BilledMoney	AssessableMoney	RemainingMoney
8.500,00 EUR	650,00 EUR	8.679,56 EUR	-829,56 EUR

**BilledJobs**  
0,00 EUR

**Jobs**

Number	Description	Employee	Begin date planning	CurrentTrackedTime
1	Installation Projectile	Timothy Jones	09.06.2009	0,88
2	Programming 4-3	Timothy Jones	09.06.2009	7,28
3	Project Management	Conner Jane	19.10.2009	3,00
4	3.1-1 Concept - 3 Planning	Conner Jane	19.10.2009	11,75
5	Customizing	Conner Jane	02.10.2009	4,00
6	Introduction Projectile	Conner Jane	09.06.2009	3,50
				30,42

**BilledReceipts**  
0,00 EUR

**Receipts**

Receipt	Employee	Description	ReceiptAmount
5	Conner Jane	Taxi	99,10
			99,10

...and by activating "Confirm and include", selected...

...jobs and costs are generated as invoice positions in the invoice. In the example below six jobs and several expense receipts (one receipt, one travel receipt and parts of the trip) are transferred as positions in the invoice.

Invoice lines									
1-10 / 13									
	Position	Description	Hours			Amount external	Amount internal	Cost center	
1	11-1	Job 3-2 Installation Projectile	0:52	h	0,108	Pd	99,71	65,03	Development
2	11-2	Job 3-3 Programming 4-3	5:00	h	0,625	Pd	500,00	375,00	Development
3	11-3	Job 3-4 Project Management	1:00	h	0,125	Pd	115,00	35,00	Management
4	11-4	Job 3-5 3.1-1 Concept - 3 Planning	9:45	h	1,219	Pd	1.121,25	438,75	Management
5	11-5	Job 3-6 Customizing	4:00	h	0,5	Pd	460,00	180,00	Management
6	11-6	Job 3.1-1 Introduction Projectile	2:00	h	0,25	Pd	230,00	0,00	Management
7	11-7	Receipt 5 Taxi	1:00	h	0,125	Pd	99,10	99,10	
8	11-8	Travel 1 Timothy Jones Workshop	1:00	h	0,125	Pd	39,50	39,50	
9	11-9	Trip 1 30.09.2009 00:00:00 Workshop	1:00	h	0,125	Pd	32,50	15,00	
10	11-10	Trip 2 30.09.2009 00:00:00 Workshop	1:00	h	0,125	Pd	32,50	15,00	

<b>Nettobetrag</b>	8.679,56	EUR
<b>Value added tax</b>	VAT-GB-15	
<b>Bruttobetrag</b>	9.981,49	EUR

The invoice positions, which are created this way, can be modified and/or adjusted manually or by changing the field 'number of positions' or by changing the external amount. The appropriate hourly rate of the corresponding job is known by the system and the total amount is automatically updated.

In the example the hours of the second job on three people-days expenses is modified and the position 7 for accommodation is rounded up to 300,00. By modifying and/or adjusting the times, the external amounts are transferred automatically according to the pricing structure.

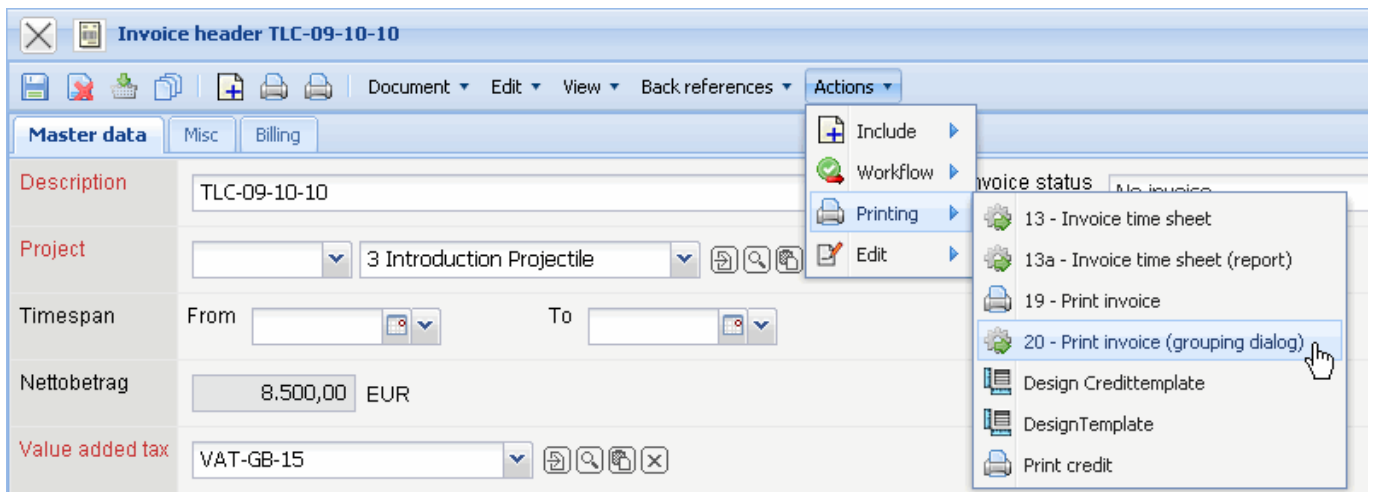
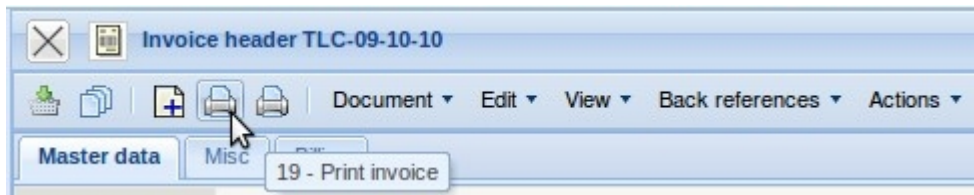
After saving the invoice...

...the invoice amount is adjusted appropriate to the positions.



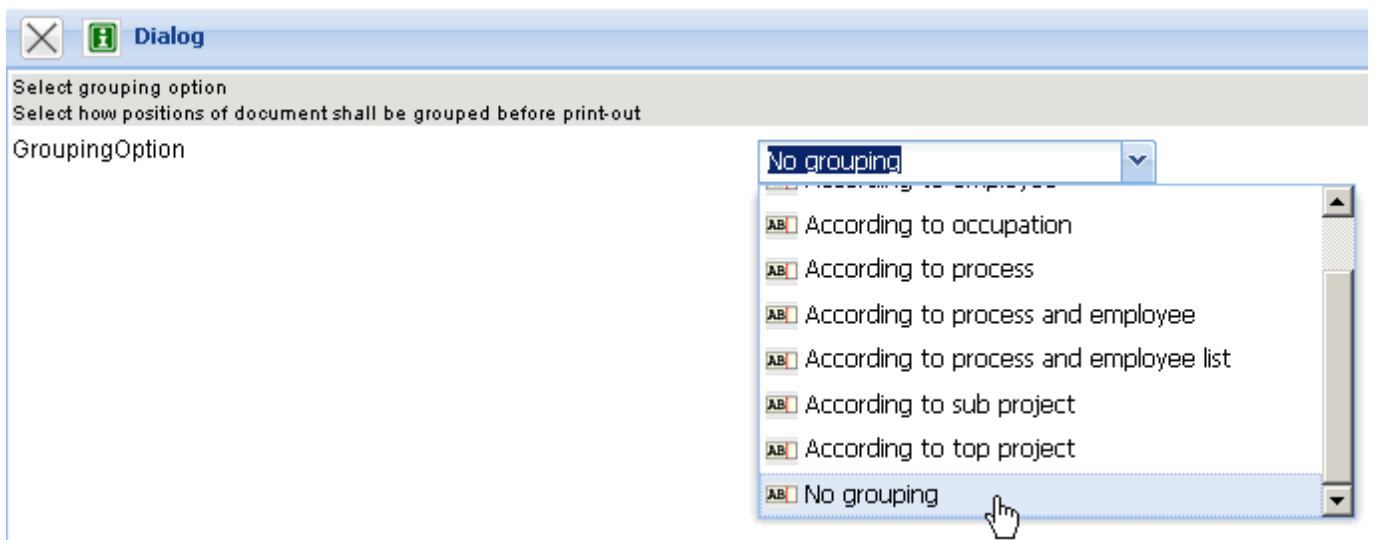
# Print Invoice

The completed invoice can be displayed and printed by using an internet browser or by using a standard word-processing program. For this purpose activate the action "Print invoice".

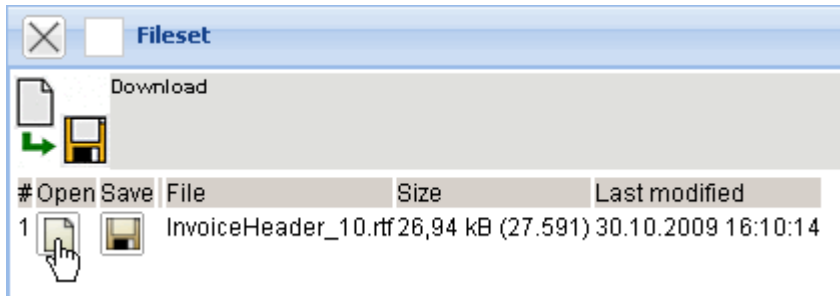


In the dialog the print-out can be influenced.

Here you can select the output on the job level between print on job fields, grouped according to employees, according to sub-projects (display 1st level), according to occupations or as a row with the total sum on the project level.



The system then creates an RTF-file, which can be opened or saved in the following dialog.



Afterwards the configured browser or the word-processing program with the invoice is opened.

Information Desire Software GmbH · An der Brunnenstube 25 · D - 55120 Mainz  
TLC Telecommunications Corporation  
Mister George Williams

101 Kensington High Street  
W8 4 London

**Invoice TLC-09-10-10**

Project: Introduction Projectile

Please allow us to bill you for the following services:

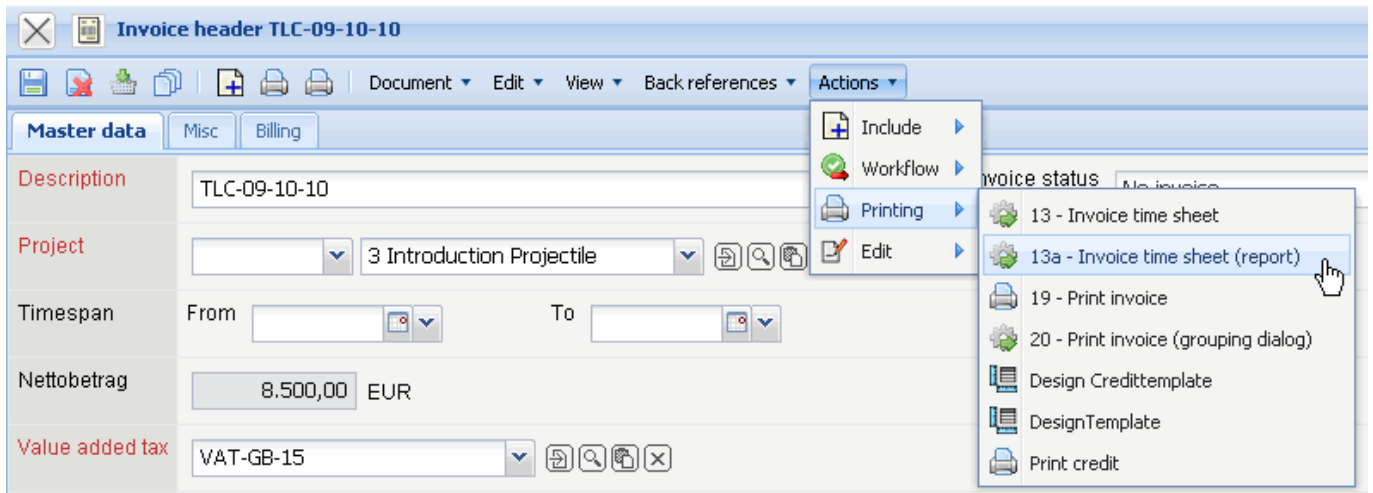
Pos.	Description	Amount	Price	Total
01	Remaining amount for Cost: Travel costs	1,00	4.000,00 EUR	4.000,00 EUR
02	Remaining amount for Cost: External costs	1,00	4.500,00 EUR	4.500,00 EUR

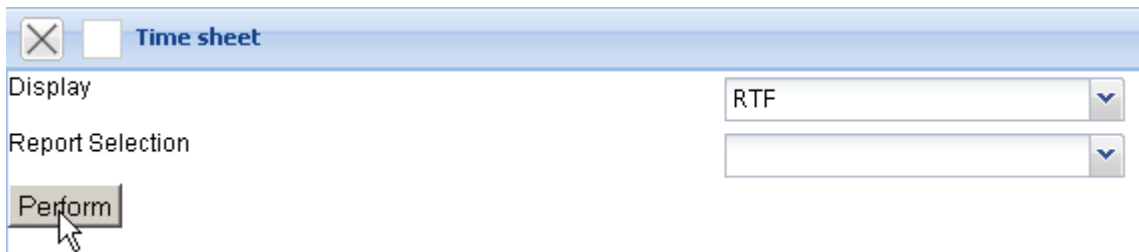
<b>Subtotal</b>	8.500,00 €
Value-Added Tax.: 15 %	1.275,00 EUR
<b>Total</b>	<b>9.775,00 EUR</b>

Terms of Payment: within 14 days

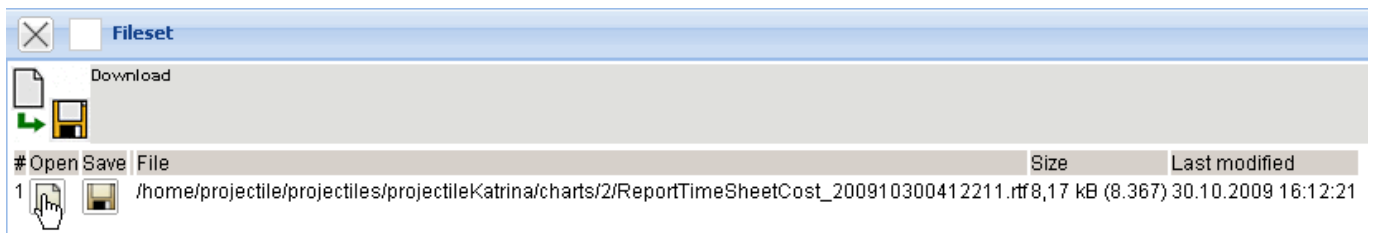
As an attachment to the invoice a total or an individual invoice time sheet to the invoice can be created.



The invoice time sheet of the invoice is based on the billable expenses and is created in terms of...



...a report.

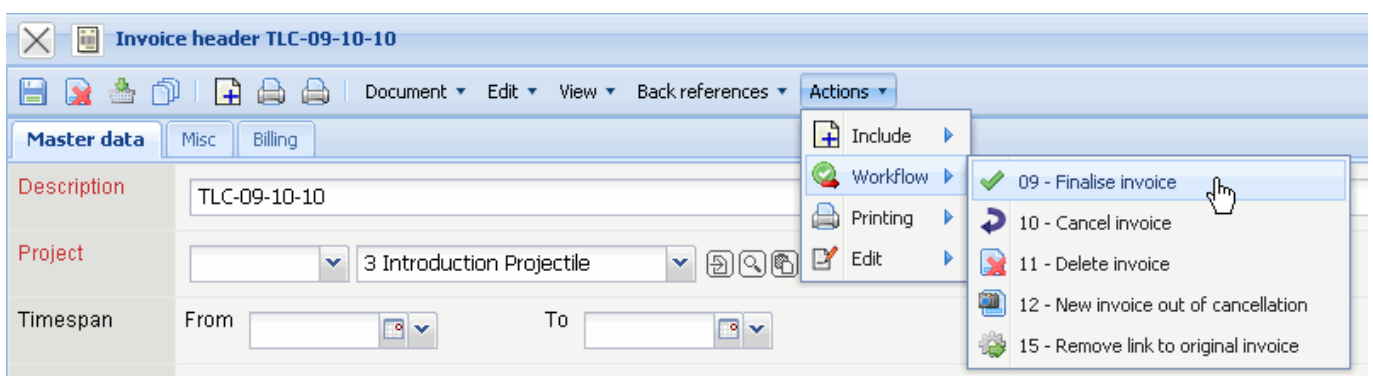


The time sheet opens in the browser or in the word-processing program.

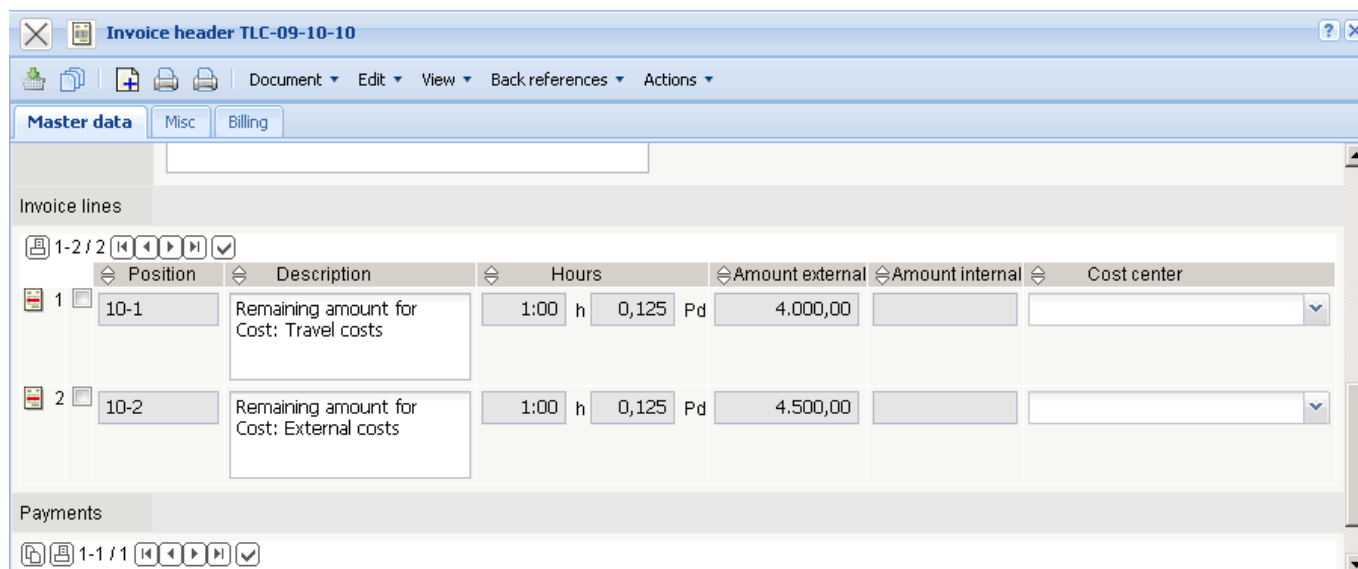


## Transfer Invoice

Afterwards the invoice can be (transferred) finalized.








The invoice gets the status 'invoice billed' and the invoice including all positions is blocked for changes/manipulations. All positions, which are based on other costs, are specified as billed in the system. With the jobs, the billed period is transferred, so that the jobs, if needed, can be billed repeatedly for partial invoices. When using an interface to the financial accounting, also if necessary, accounting records are created...



...and a document "payment" is created.



Here, payment by the customer for this invoice can be noted here (also partial entries). This information is transferred to the assessment chart and to the listing of the open items.

Payment TLC-09-10-10 04.11.2009	
Invoice	TLC-09-10-10
Description	<input type="text" value="TLC-09-10-10"/>
Project	3 Introduction Projectile
Invoice totals	<input type="text" value="9.775,00"/> EUR
Cash discount	<input type="text"/> %
Invoice sum	<input type="text" value="9.775,00"/> EUR
Date	<input type="text"/>  
AnticipatedReceiptDate	04.11.2009  
Payment	<input type="text" value="5000"/> EUR 
Difference	<input type="text" value="9.775,00"/> EUR
Payment status	<input type="text"/>
Note	<input type="text"/>

Payment TLC-09-10-10 04.11.2009

Document Edit View Back references Actions

Invoice TLC-09-10-10

Description TLC-09-10-10

Project 3 Introduction Projectile

Invoice totals 9.775,00 EUR

Cash discount %

Invoice sum 9.775,00 EUR

Date

AnticipatedReceiptDate 04.11.2009

Payment 5000 EUR ✓

Difference 9.775,00 EUR

Payment status

Note

Invoices can also be canceled, of course. You can find further information about creating invoices in chapter 4.4.5.

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