# **4.11.2 Invoicing (continued) Account of Expenditures**

### **Billable Times**

At the accounting/billing type invoicing the invoice is created analog to the procedure in the offer. If the chart period, the display options ((period of time) is set, only billable efforts within the effort time are displayed for invoicing. The provided efforts are not always as displayed, approved for invoicing. By using the action "Billable Time" the recorded time for accounting in the Projectile is assessed. This functionality is used mostly by project manager to prepare the accounting.

After finishing the action...

projectile	🚍 🗸 🗔 🔒 🌰 Clipbo	oard 🗸   📆 😥 🔜	🍓 🛛 🚺 Logout 👘 Cre	ate 💌 🔒	Search in docum	ents C	ategory 💌
projectile	Tracking and Recording 🔹 🧾	Offers 🔹 📄 Projects 🔹	🧾 Invoices 🔹 🌾 Conta	cts 👻 🚨 Human resou	rces 🔻 🛅 Adm	ninistration -	
Menu	😥 TimeTracker						?
Menu	Absences	Tasks Infom	arket Project List Risk	Portfolio Custom	Projects	Staff	
Query Manager	Billable time					Ottail	
Navigate documen	Collect travel expenses		Tracking				_
Administration	Collect car travel expenses		ritering				
Working Time Mar	🙀 Report travel expenses	pplication	TimeTra	cker			$\bigcirc$
E Statusreport	% Estimate grade of completion						
🗄 🎑 No running approv	Lock time tracking		Selecte	ed days	*		
™ 🔁 No mails	New Project		21.10.2	2009 🖻 🗸			

...a dialog is opened. Here you can select a chart period, the projectile and/or employee, display options (time (time part?) or job) and checking option. In the following example several unchecked time fort the project 27 QM-Module for the period of time from 01.12.2006 until 17.12.2006 is displayed.

Last update: 2019/10/25 14:09

Enter Invoiceable Time Please select start and end date		
Chart period	Current month	~
Start	01.10.2009 💽 🗸	
End	31.10.2009 💽 🗸	
Projects		*
	🕂 🗐 🏽 🗙 🕼 🖸	) 🖪
Employees		~
	<b>U</b>	
Display Option	Individual times	*
Time Checked	unchecked	~
	OK	

Date, employee, recorded time, job and the not are displayed here.

Т	ackAssessableTimeView			? X
Save	SetChecked		n. Eren	
Date Job	Employee Note	Time	AssessableTime	Checked
08.10.2009	Conner Jane	3:30	h 3:30 h	
3.1-1	Kick-Off meeting			
08.10.2009	Conner Jane	3:00	h <u>3:00</u> h	
3-6	Concept 4-6			
09.10.2009	Conner Jane	4:00	h 4:00 h	
3-8				
09.10.2009	Conner Jane	5:30	h 5:30 h	
3-7	New planning concept	]		
19.10.2009	Timothy Jones	4:00	h 4:00 h	
3-4	Java Programming			
20.10.2009	Conner Jane	5:30	h 5:30 h	
3-7				
20.10.2009	Timothy Jones	3:17	h 3:17 h	
3-4	Programming Introduction Consult	]		
20.10.2009	Timothy Jones	0:53	h 0:53 h	
3-3	Installation Projectile	]		

In the field "Billable time" calculable expenses of the job, can be entered independently from the recorded time.

Т	ackAssessableTimeView					? X
Save	SetChecked			2 2		
Date Job	Employee Note	Ti	ne	Assessab	leTime	Checked
08.10.2009	Conner Jane	3:	80 h	2	h	
3.1-1	Kick-Off meeting					
08.10.2009	Conner Jane	3:	00 h	1	h	
3-6	Concept 4-6				1	
09.10.2009	Conner Jane	4:	00 h	4:00	h	
3-8						
09.10.2009	Conner Jane	5:	80 h	3	h	
3-7	New planning concept				4	
19.10.2009	Timothy Jones	4:	1 00	2	h	
3-4	Java Programming					
20.10.2009	Conner Jane	5:	80 h	6	h	
3-7					1	
20.10.2009	Timothy Jones	3:	.7 ľ	3	h	
3-4	Programming Introduction Consult					
20.10.2009	Timothy Jones	0:	53 h	0:52	h	
3-3	Installation Projectile				1	
20.10.2009	Conner Jane	0:	15 h	0:45	h	
3-7						

Already arranged time entry can be sat on "Checked". After saving, billable expenses in the invoicing are used for further processing.

5/15

<u>х</u> т	ackAssessableTimeView			? X
Save Date	SetChecked Employee	Time	AssessableTime	Checked
08.10.2009	Conner Jane	3:30	2:00 h	<b>V</b>
3.1-1	Kick-Off meeting			
08.10.2009	Conner Jane	3:00 1	1:00 h	<b>V</b>
3-6	Concept 4-6			
09.10.2009	Conner Jane	4:00 1	4:00 h	
3-8				
09.10.2009	Conner Jane	5:30	3:00 h	<b>V</b>
3-7	New planning concept			
19.10.2009	Timothy Jones	4:00 1	2:00 h	<b>V</b>
3-4	Java Programming			
20.10.2009	Conner Jane	5:30	6:00 h	
3-7				
20.10.2009	Timothy Jones	3:17	3:00 h	
3-4	Programming Introduction Consult			
20.10.2009	Timothy Jones	0:53	0:52 h	<b>V</b>
3-3	Installation Projectile			
20.10.2009	Conner Jane	0:45	0:45 h	
3-7				

# **Create invoice**

After creating the invoice header...

Last update: 2019/10/25 en:handbuch:kapitel\_4:4.11.2\_aufwandsrechnungen https://infodesire.net/dokuwiki/doku.php?id=en:handbuch:kapitel\_4:4.11.2\_aufwandsrechnungen&rev=1257519510 14:09

	pice header	? X
	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 V Percent %	
Offer	TLC-09-10-15	×

...all calculable expenses 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 B 01 - Include all expenses					

...and all jobs for the project (including all sub-projects) and all cost/expenses are listed. Because in the invoice the time period of expenses is defined, every recorded and/or as billable time of these tasks are recorded in the billable time. Behind these tasks are the recorded or the current tracked time, the planed and the already billed hours are displayed. Furthermore all billable expenses/cost are displayed.

7/15

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					
∰ ▼  4 4   page 1	🗌 of 1   🕨 🕅   🍣				
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					
🌼 🛛 🕼 🗤 page 🚺	🗌 of 1   🕨 🕅   🍣				
Receipt		Employee	Description	ReceiptAmount	
1 🖬 5		Conner Jane	Taxi	99,10	
				99,10	
BilledTravels					
0,00 EUR					
Travels					
🔅 🖌 🕴 page 🚺	of 1 🗼 🕅 🥲				
Travel		Employee	BillingAmount		
1 2 1		Timothy Jones	154,50		
			154.50		
BilledItemSheets					
0,00 EUR					
itemsneets					
sgev ia a page 1					
Item		Number	CurrentAssessableCost		
1 Projectile	Basis Projectile Basis PRB	1,00	5.900,00		
			5.900,00		

By marking of the appropriate position or by using "Select all"...

Selection	n						
Confirm and inc	clude	Select all Re	efresh	]			
Budget		BilledMoney		AssessableMone	У	RemainingMoney	
8.500,00	EUR	650,00	EUR	8.679,56	EUR	-829,56	EUR

Last update: 2019/10/25 en:handbuch:kapitel\_4:4.11.2\_aufwandsrechnungen https://infodesire.net/dokuwiki/doku.php?id=en:handbuch:kapitel\_4:4.11.2\_aufwandsrechnungen&rev=1257519510 14:09 \_\_\_\_\_\_

$\times$	Sele	ction							? (
Confi	m and	l include	Select all Refresh	]					
Budget			BilledMoney	AssessableMoney	RemainingMoney				
-	8.500.0	00 EUR	650.00 EUR	8.679.56 EUR	-829,56	EUR			
		2011	2011	Eon		2011			
BilledJo	bs								
	0,0	0 EUR							
Jobs									
	14 4	page 1	🔵 of 1 📔 🕨 🕅 🧶						
		Number		Description		Employ	yee	Begin date planning	CurrentTrackedTime
	1 💈	3-3		Installation Proje	ctile	Timoth	iy Jones	09.06.2009	0,88
	2 💈	3-4		Programming 4-	3	Timoth	ly Jones	09.06.2009	7,28
	3 💈	3-6		Project Manager	ment	Cônne	r Jane	19.10.2009	3,00
	4 💈	3-7		3.1-1 Concept -	3 Planning	Conne	r Jane	19.10.2009	11,75
	5 💈	3-8		Customizing		Conne	r Jane	02.10.2009	4,00
	6 💈	3.1-1		Introduction Proj	jectile	Conne	r Jane	09.06.2009	3,50
									30,42
BilledRe	ceipts								
	0,0	0 EUR							
Receipts	5								
<i>.</i>	4	page 1	🔵 of 1 📔 👂 🕅 🛛 🔊						
		Receipt		Employee		Descri	ption	ReceiptAmount	
	1 📷	5		Conner Jane		Taxi		99,10	
10000000000									
								99,10	

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

...jobs and expenses/cost are generated as invoice positions in the invoice. In the example below two jobs and eight expenses receipts (a drive (trip), a receipt, and parts of the trip, incoming invoices and invoices are transferred as position in the invoice.

Invoice lines						
× ≞⊡ 1-10/13					△ Cost contor	_
	Job 3-2 Installation	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		~
Nettobetrag	8.679,56 EUR					
Value added ta	VAT-GB-15	¥ 9Q(	ð×			
Bruttobetrag	9.981,49 EUR					

The invoice positions, which are created this way, can be adjusted manually or by changing the field 'number of people' or by changing the amount external. The related/appropriate hourly rate of the appropriate 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 out (upgraded) to 300,00. By manipulating/changing of the times, the external amounts are transferred automatically appropriate to the pricing/cost model.

After saving the invoice...

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

#### **Invoice print**

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

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Invoice header TLC-09-10-10						
📄 🧝 🎂 🏐 । 📑 🖨 🖳 Document 🔹 Edit 🔹 View 🔹 Back	references • Actions •					
Master data Misc Billing Print credit						
Invoice header TLC-09-10-10						
📄 🧝 🎂 🍈   📑 🖨 🖨   Document 🔹 Edit 🔹 View 🔹 Back references 🔹	Actions *					
Master data Misc Billing						
Description TLC-09-10-10	Workflow     woice status     No invoice					
Project 🗸 3 Introduction Projectile 🗸 🕀 🔍 🖗	Edit  I3a - Invoice time sheet (report)					
Timespan From To	19 - Print invoice					
Nettobetrag	20 - Print invoice (grouping dialog)					
VAIUE AUDEO LAX VAT-GB-15	Print credit					

I the intermediate dialog the print can be controlled.

Here you can group (arrange/classify) between print on job fields, grouped (classified by) after employees, grouped (classified by) sub-projects (display 1st field), grouped (classified by) after tasks/jobs or as a line with total sum of project field.

Dialog	
Select grouping option Select how positions of document shall be grouped before print-out	
GroupingOption	No grouping 📉 👻
	According to occupation
	📧 According to process
	📧 According to process and employee
	📧 According to process and employee list
	📧 According to sub project
	📧 According to top project
	💌 No grouping 🔐

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

Fil	leset		
	nload		
#Open Save	File	Size	Last modified
¹ –	InvoiceHeader_10.rt	f26,94 kB (27.591)	30.10.2009 16:10:14

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

11/15



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

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Invoice header TLC-09-10-10					
😑 😡 🎂 🗇   📑 🖨 🖨   Document 🔹 Edit 🔹 View 🔹 Back references 🔹 🗛					
Master data	Misc Billing	🔒 Include			
Description	TLC-09-10-10	🍳 Workflo	N 🕨	voice status	
		🖨 Printing	►	🎲 13 - Invoice time sheet	
Project	S Introduction Projectile 💙 🕘 🔍 🖱	🕑 Edit	►	🎲 13a - Invoice time sheet (report)	
Timespan	From To To			🚔 19 - Print invoice 🛛 🗸	
				20 - Print invoice (grouping dialog)	
Nettobetrag	8.500,00 EUR			Design Credittemplate	
Value added tay				🖳 DesignTemplate	
value added tax	VAT-GB-15 ▼ (Đ)<()			Print credit	

The confirmation to the invoice bases to the billable expenses and is created in terms of...

Time sheet		
Display	RTF	~
Report Selection		~
Perform		
K		
a report.		
These		
#Open Save File		Size

1 🕞 🔚 /home/projectile/projectiles/projectileKatrina/charts/2/ReportTimeSheetCost\_200910300412211.rtf8,17 kB (8.367) 30.10.2009 16:12:21

The confirmation opens in the browser or in the word-processing program.

×

# **Invoice transfer**

Afterwards the invoice can be (transferred) finalized.

Invoice header TLC-09-10-10					
🗎 🔒 📩	🕽 🛛 🚘 🚔 🛛 Document 👻 Edit 👻 View 👻 Back references 💌	Actions 🔻	1		
Master data	Misc Billing	🔒 Include 🔹 🕨			
Description	TI C-09-10-10	🝳 Workflow 🕨	🛷 09 - Finalise invoice 🖓 🚽		
		🚔 Printing 🕨 🕨	10 - Cancel invoice		
Project	V 3 Introduction Projectile V 🕀 🔍 🕅	🛃 Edit 🔹 🕨	📔 11 - Delete invoice		
Timespan	From		12 - New invoice out of cancellation		
			🎲 15 - Remove link to original invoice		

The invoice gets the status 'invoice billed' and the invoice including all positions is blocked for changes/manipulations. All positions, which base to other expenses/costs, are billed and marked in the system. In the jobs the billed period is transferred, so that the jobs, if needed, can be billed repeatedly for partial invoice. By entry (using?) of an interface to the accounting information of the action, also if needed, accounting records are created...

Invoice header TLC-09-10-10	? ×
🎂 🗇   📑 🚔 🖾   Document • Edit • View • Back references • Actions •	
Master data Misc Billing	
	<b>_</b>
Invoice lines	
■1-2/2 [4] >> []	
Image: 1 mining amount for Cost: Travel costs     1:00 h     0,125 Pd     4.000,00	*
2       10-2       Remaining amount for Cost: External costs       1:00       h       0,125       Pd       4.500,00	~
Payments	

...and a document of payment is created.

Payments					
B = 1-1/1 H < > P					
⊖ Description	\ominus Invoice sum	⇔	Date	⊜	Payment
2 TLC-09-10-10	9.775,00		<b>•</b>		

If payment by the client/customer towards the invoice for the invoice; the payment entry (also partial entries) can be noted here. This information is transferred to billing reporting/summery and to the listing of the open entries/items.

Last update: 2019/10/25 14:09

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 EVR 📀
Difference	9.775,00 EUR
Payment status	
Note	

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15/15

09-10-10 04.11.2009
Document • Edit • View • Back references • Actions •
TLC-09-10-10
TLC-09-10-10
3 Introduction Projectile
9.775,00 EUR
%
9.775,00 EUR
04.11.2009 💌 🕶
5000 EUR 🥝
9.775,00 EUR

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

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