

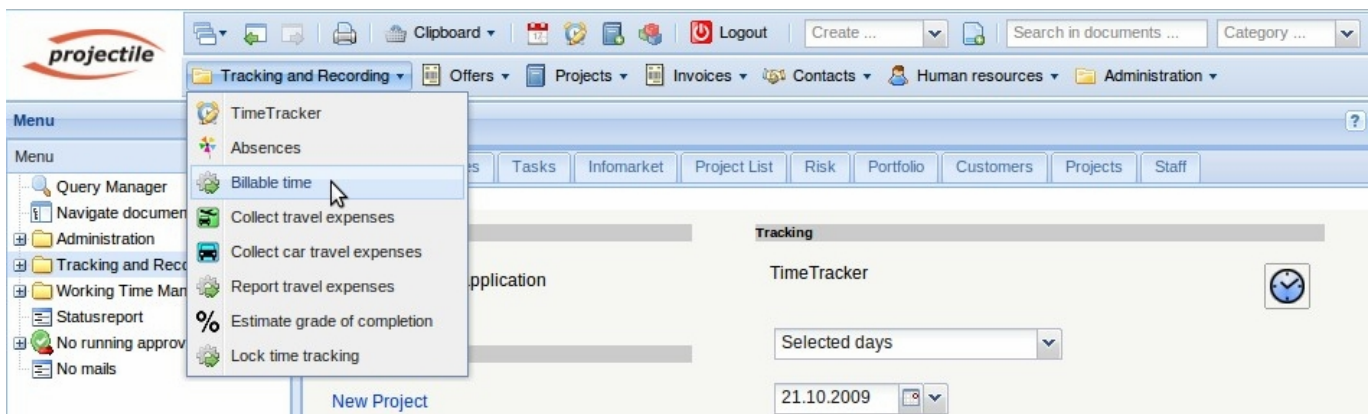
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4.11.2 Invoicing (continued): Account of Expenditures

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 finishing 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, several unchecked time for the project 27 QM-Module for the of time period from 01.12.2006 until 17.12.2006 is displayed.

The screenshot shows a 'Dialog' window with the following fields and controls:

- Enter Invoiceable Time** (Title bar)
- Please select start and end date** (Instruction)
- Chart period**: Dropdown menu set to 'Current month'
- Start**: Date field set to '01.10.2009' with a calendar icon
- End**: Date field set to '31.10.2009' with a calendar icon
- Projects**: Empty dropdown menu with a list of icons below it (down arrow, list, close, copy, search, print)
- Employees**: Empty dropdown menu with a list of icons below it (down arrow, search)
- Display Option**: Dropdown menu set to 'Individual times'
- Time Checked**: Dropdown menu set to 'unchecked'
- At the bottom: A checked checkbox (green checkmark), an unchecked checkbox (red X), and an 'OK' button.

Date, employee, recorded time, job and the not 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" calculable expenses of the job, can be entered independently from the recorded time.

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

Already arranged time entry can be set on "Checked". After saving, billable expenses in the 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 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 Billing

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 planned and the already billed hours are displayed. Furthermore all billable expenses/cost 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 1	Timothy Jones	154,50
		154,50

BilledItemSheets
0,00 EUR

ItemSheets

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

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

BilledJobs 0,00 EUR

Jobs

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

BilledReceipts 0,00 EUR

Receipts

	Receipt	Employee	Description	ReceiptAmount
<input checked="" type="checkbox"/>	1 5	Conner Jane	Taxi	99,10
				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									
	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	

Nettobetrag	8.679,56	EUR
Value added tax	VAT-GB-15	
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.

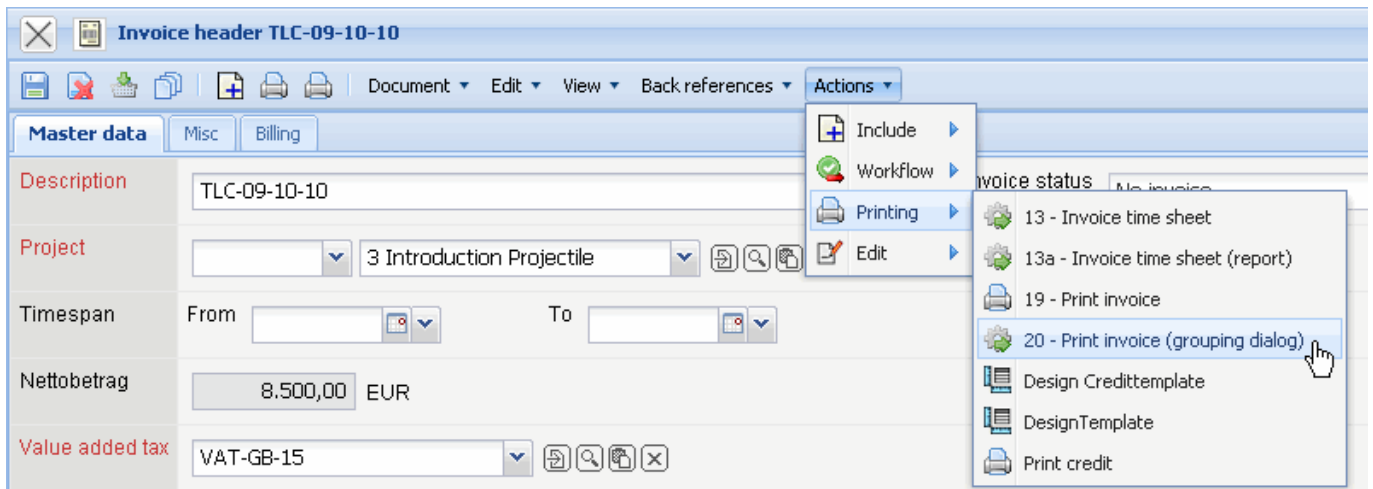
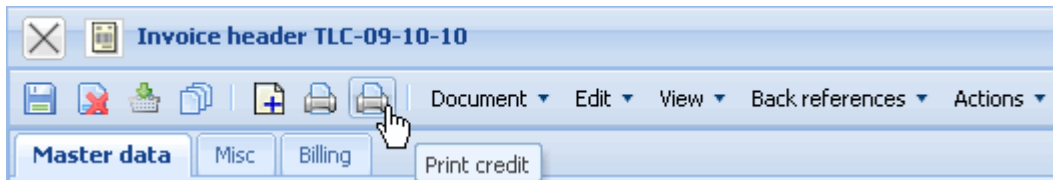
In the example the hours of the second job on three people-days expenses is modified and the position 7 for accommodation is rounded out (upgraded) to 300,00. By manipulating/changing of the times, the external amounts are transferred automatically appropriate to the pricing/cost model.

After saving the invoice...

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

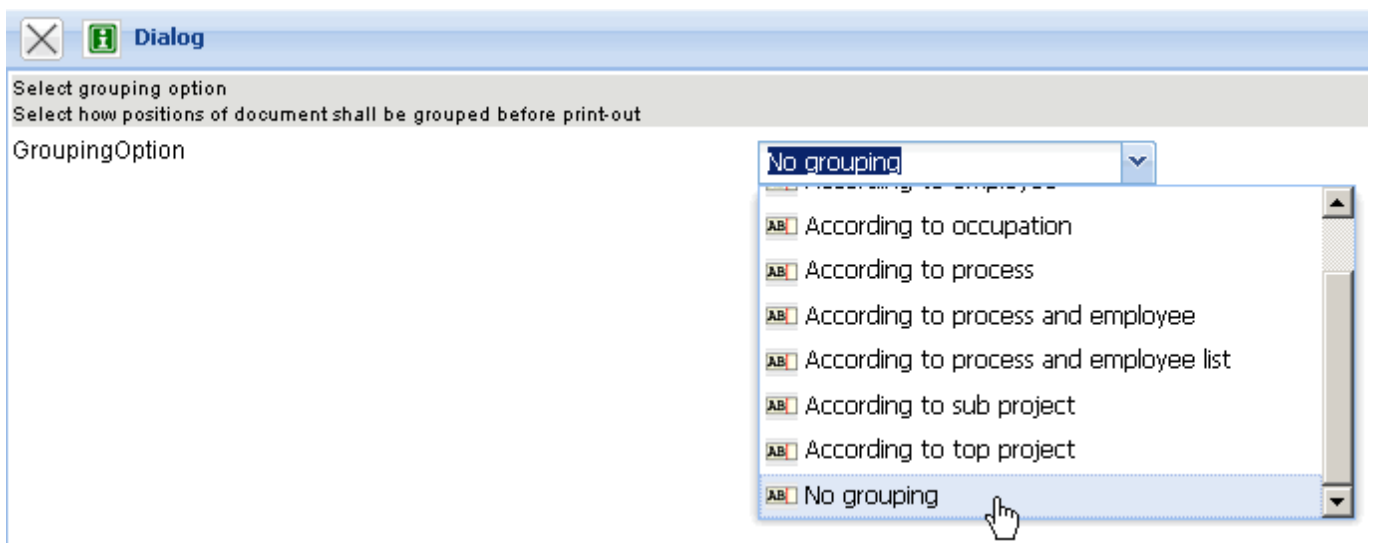
Invoice print

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".

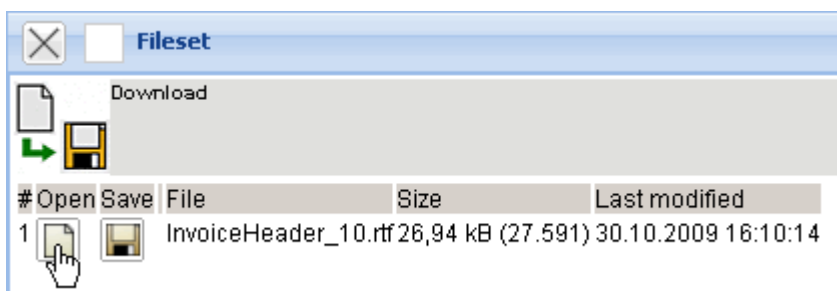


In the intermediate dialog the print can be controlled.

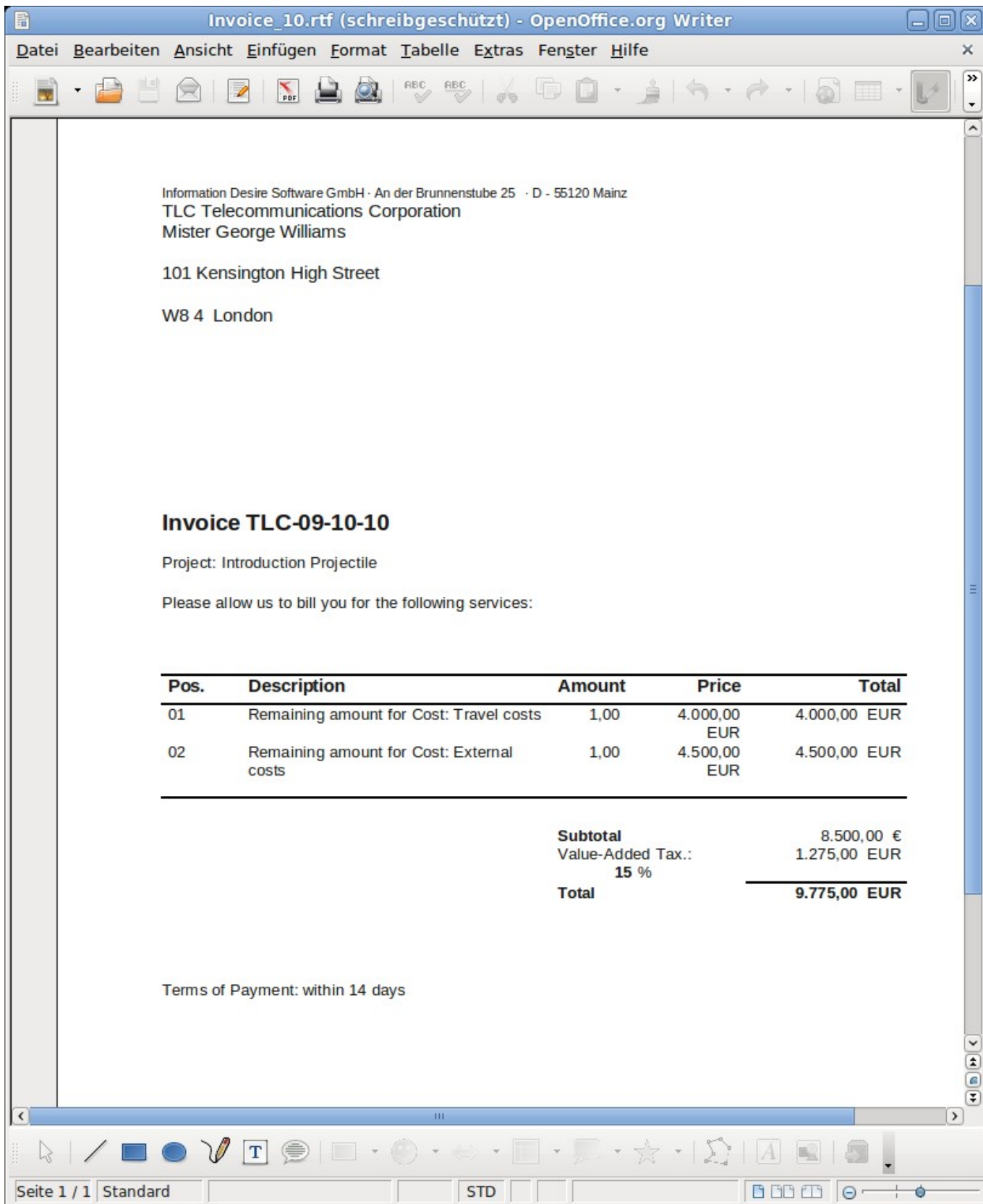
Here you can group (arrange/classify) between print on job fields, grouped (classified by) after employees, grouped (classified by) sub-projects (display 1st field), grouped (classified by) after tasks/jobs or as a line with total sum of project field.



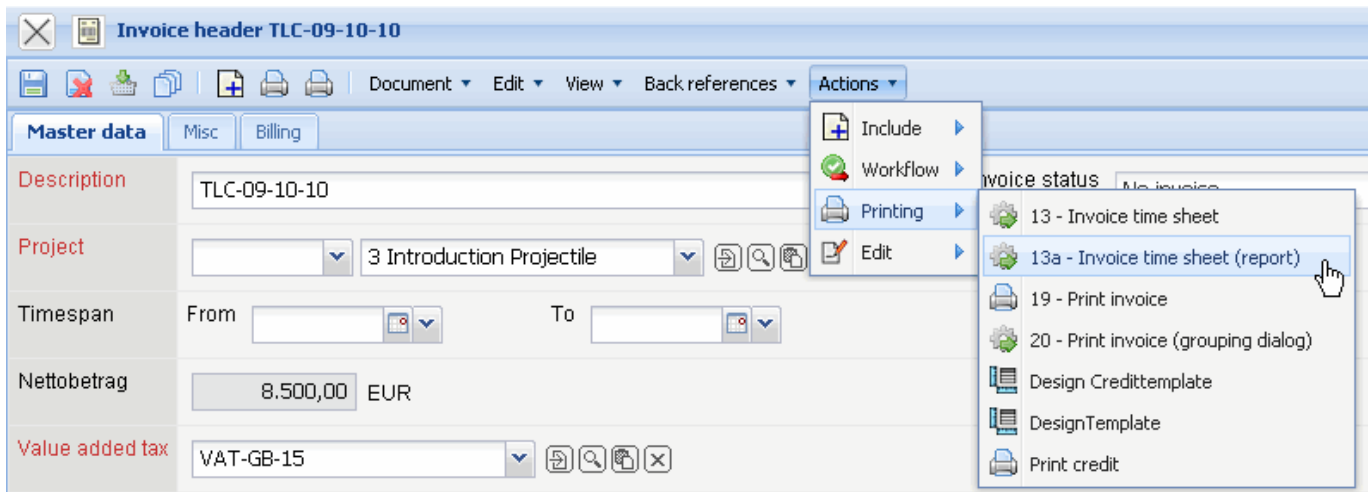
The system creates then a RTF-data, which can be opened or saved in the following dialog.



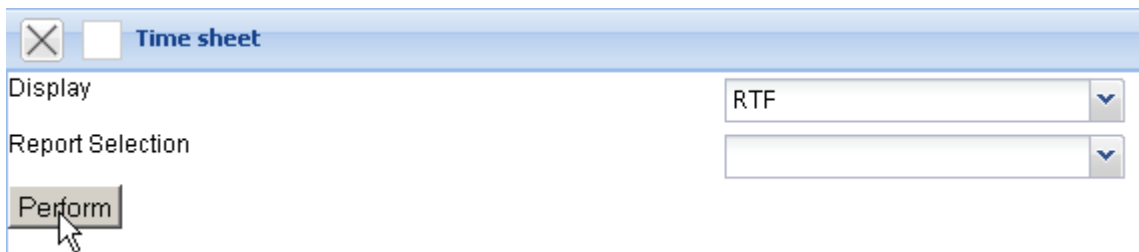
Afterwards the configured browser or the word-processing program with the invoice is opened.



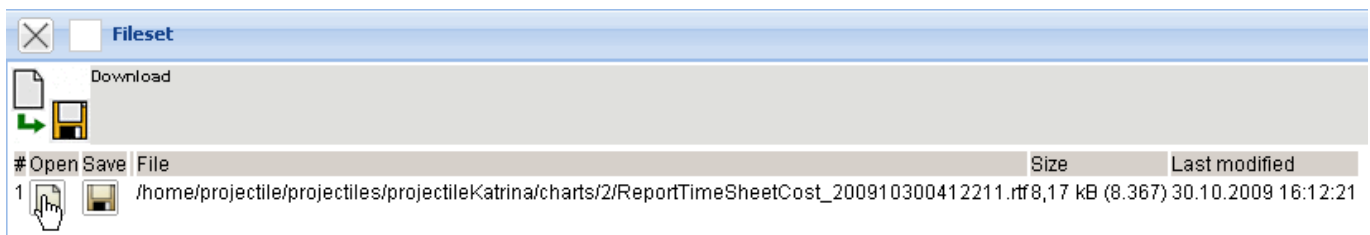
As an attachment to the invoice a total or an individual confirmation to the invoice can be created.



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



...a report.

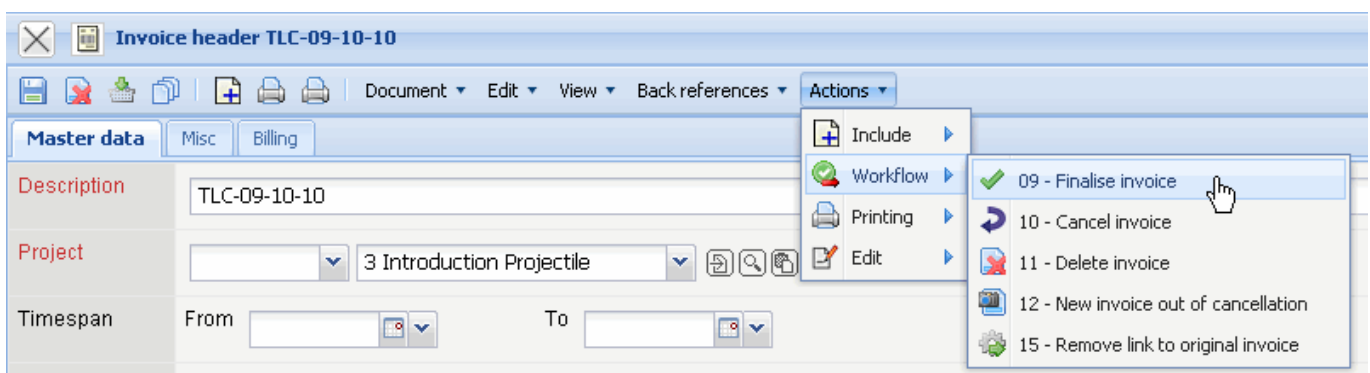


The confirmation opens in the browser or in the word-processing program.

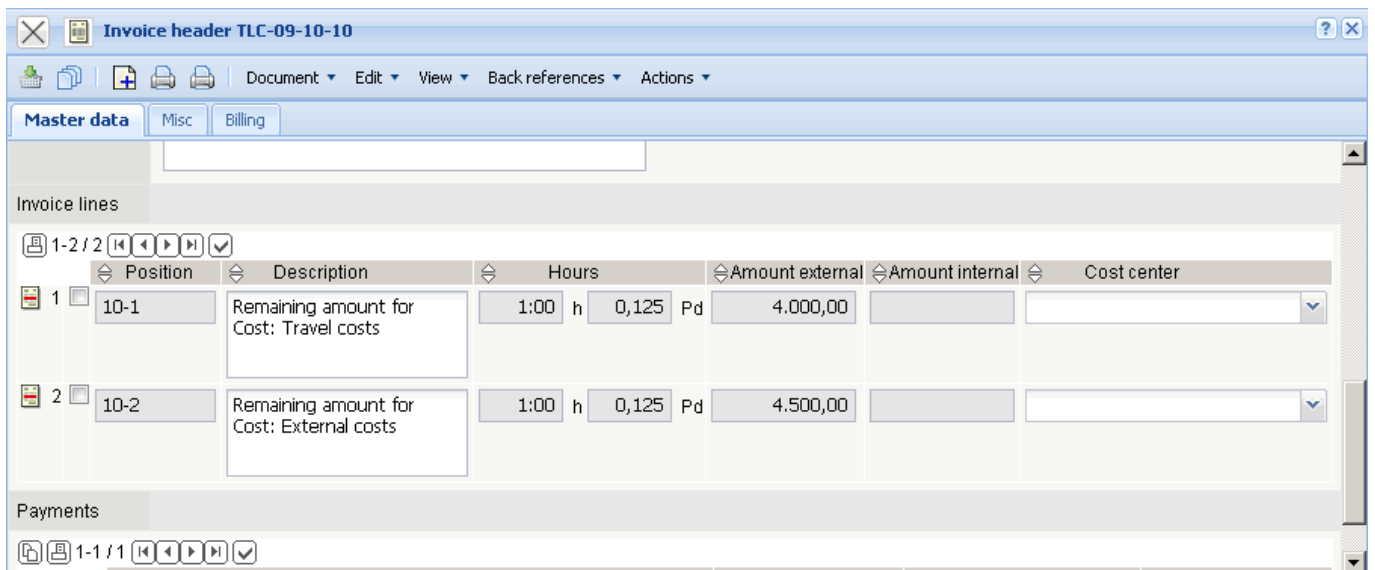


Invoice transfer

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 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...



...and a document of payment is created.



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.

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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