

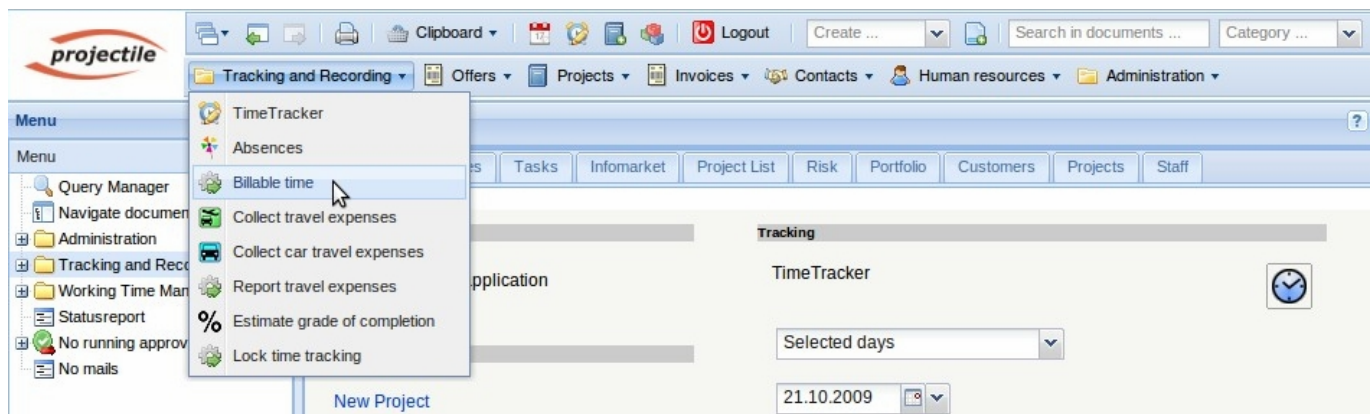
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4.11.2 Invoicing (continued): Account of Expenditures

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 time period from 01.12.2006 until 17.12.2006 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

☐

3 Introduction Projectile

Employees

Display Option

Individual times

Time Checked

unchecked

☒

☐

OK

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

Date	Employee	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	3:00 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.

Date	Employee	Time	AssessableTime	Checked
08.10.2009	Conner Jane	3:30 h	2 h	☐
3.1-1	Kick-Off meeting			
08.10.2009	Conner Jane	3:00 h	1 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	3 h	☐
3-7	New planning concept			
19.10.2009	Timothy Jones	4:00 h	2 h	☐
3-4	Java Programming			
20.10.2009	Conner Jane	5:30 h	6 h	☐
3-7				
20.10.2009	Timothy Jones	3:17 h	3 h	☐
3-4	Programming Introduction Consult			
20.10.2009	Timothy Jones	0:53 h	0:52 h	☐
3-3	Installation Projectile			
20.10.2009	Conner Jane	0:45 h	0:45 h	☐
3-7				

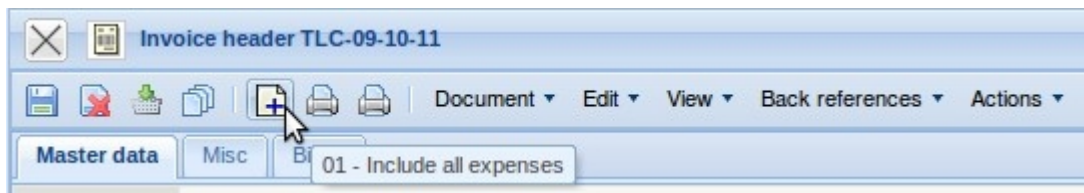
Already arranged time entry can be sat on "Checked". After saving, billable expenses in the invoicing are used for further processing.

Date	Employee	Note	Time	AssessableTime	Checked
08.10.2009	Conner Jane		3:30 h	2:00 h	☒
3.1-1		Kick-Off meeting			
08.10.2009	Conner Jane		3:00 h	1:00 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	3:00 h	☒
3-7		New planning concept			
19.10.2009	Timothy Jones		4:00 h	2:00 h	☒
3-4		Java Programming			
20.10.2009	Conner Jane		5:30 h	6:00 h	☒
3-7					
20.10.2009	Timothy Jones		3:17 h	3:00 h	☒
3-4		Programming Introduction Consult			
20.10.2009	Timothy Jones		0:53 h	0:52 h	☒
3-3		Installation Projectile			
20.10.2009	Conner Jane		0:45 h	0:45 h	☒
3-7					

Create invoice

After creating the invoice header...

...all calculable expenses are displayed. By using the action "include all expenses" all expenses are transferred...



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

BilledJobs 0,00 EUR

Jobs

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 1 of 1

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

BilledTravels 0,00 EUR

Travels

page 1 of 1

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

BilledItemSheets 0,00 EUR

ItemSheets

page 1 of 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

Confirm and include Select all Refresh

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

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 1 of 1

	Receipt	Employee	Description	ReceiptAmount
☒	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.

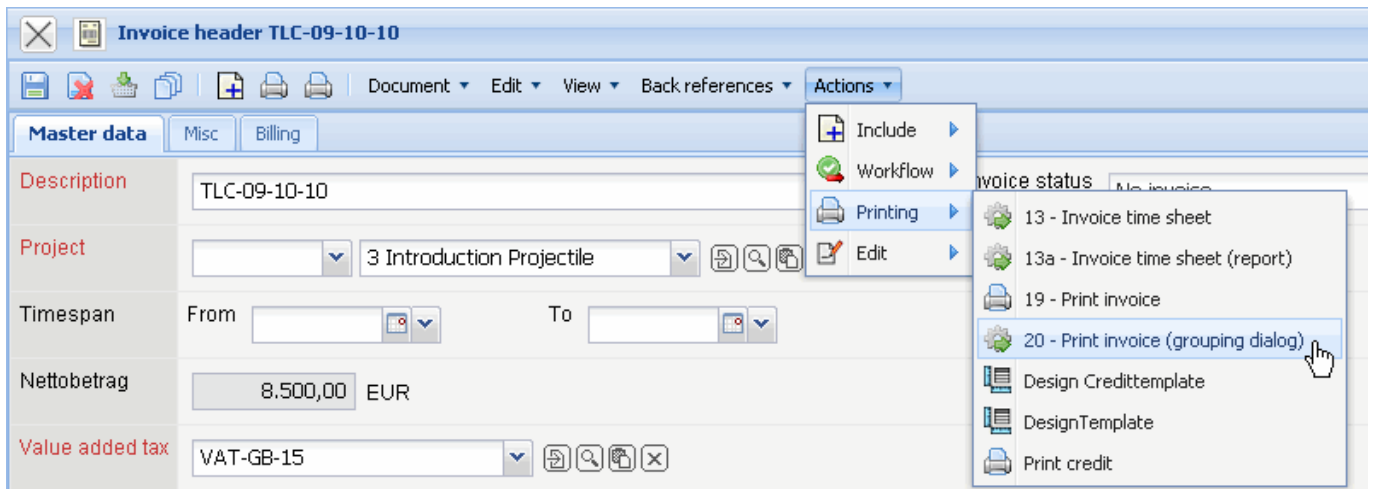
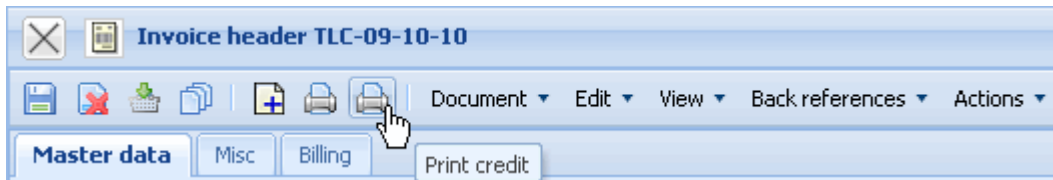
In the example the hours of the second job on three people-days expenses is modified and the position 7 for accommodation is rounded out (upgraded) to 300,00. By manipulating/changing of the times, the external amounts are transferred automatically appropriate to the pricing/cost model.

After saving the invoice...

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

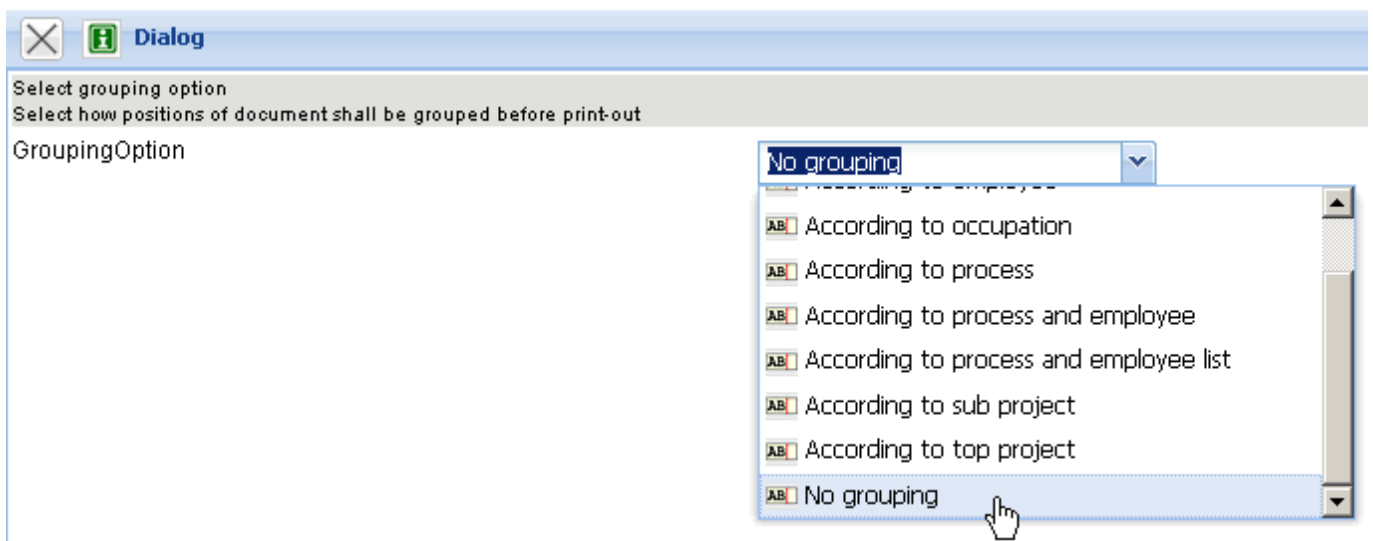
Invoice print

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".

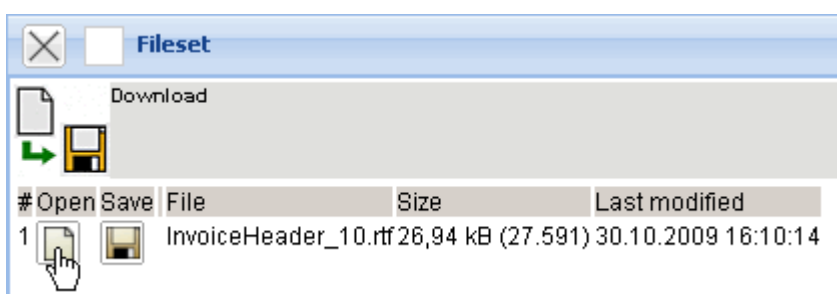


In the intermediate dialog the print can be controlled.

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.

Invoice_10.rtf (schreibgeschützt) - OpenOffice.org Writer

Datei Bearbeiten Ansicht Einfügen Format Tabelle Extras Fenster Hilfe

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

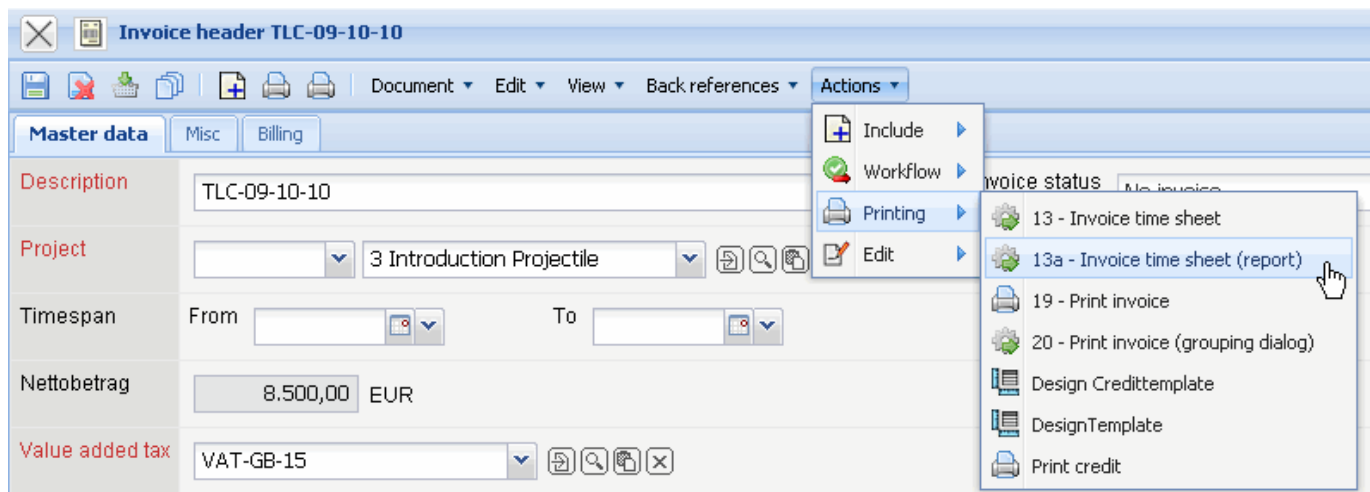
Please allow us to bill you for the following services:

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

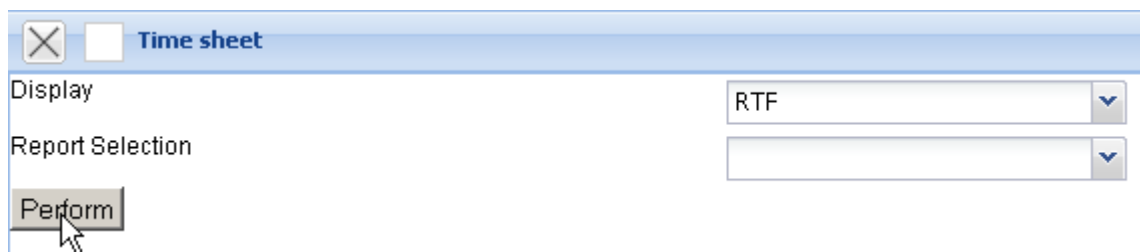
Terms of Payment: within 14 days

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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.

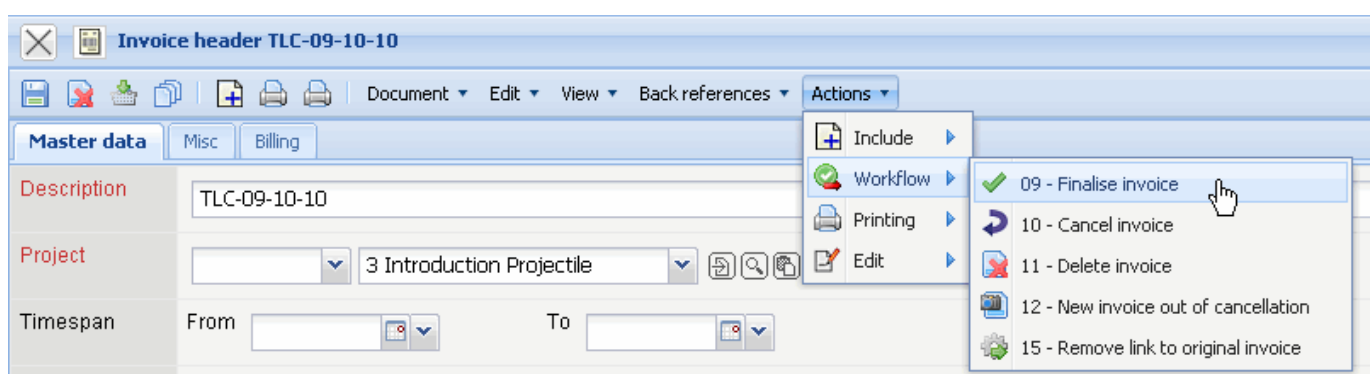


The confirmation opens in the browser or in the word-processing program.



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...

The screenshot shows the 'Invoice header TLC-09-10-10' window. It has a menu bar with 'Document', 'Edit', 'View', 'Back references', and 'Actions'. Below the menu bar are tabs for 'Master data', 'Misc', and 'Billing'. The 'Master data' tab is active, showing a table of 'Invoice lines'.

Position	Description	Hours	Amount external	Amount internal	Cost center
10-1	Remaining amount for Cost: Travel costs	1:00 h 0,125 Pd	4.000,00		
10-2	Remaining amount for Cost: External costs	1:00 h 0,125 Pd	4.500,00		

Below the invoice lines is a 'Payments' section with a table showing one payment entry:

Description	Invoice sum	Date	Payment
TLC-09-10-10	9.775,00		

...and a document of payment is created.

The screenshot shows the 'Payments' window. It has a menu bar with 'Document', 'Edit', 'View', 'Back references', and 'Actions'. Below the menu bar are tabs for 'Master data', 'Misc', and 'Billing'. The 'Master data' tab is active, showing a table of 'Payments'.

Description	Invoice sum	Date	Payment
TLC-09-10-10	9.775,00		

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	
     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	

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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