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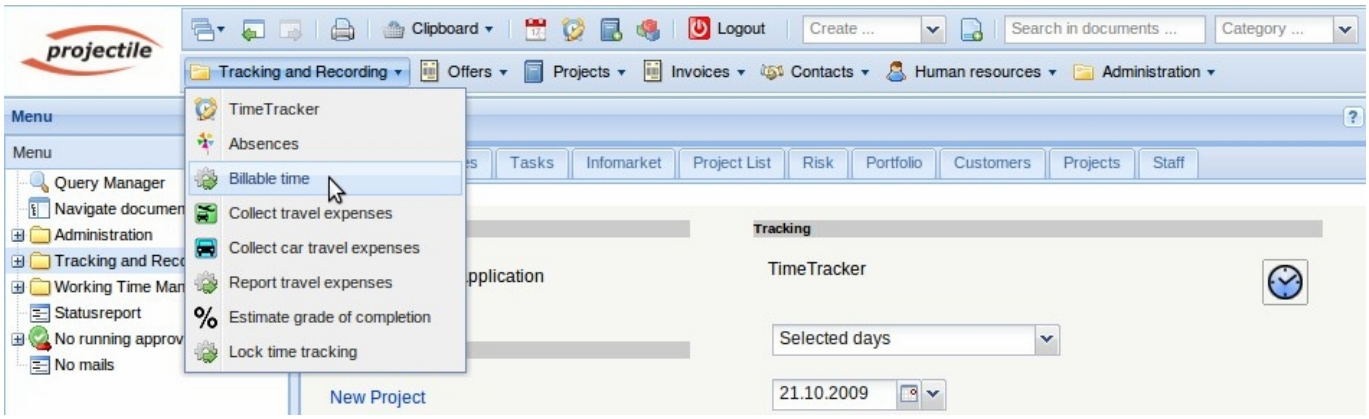
4.11.2 Invoicing (continued): Account of Expenditures

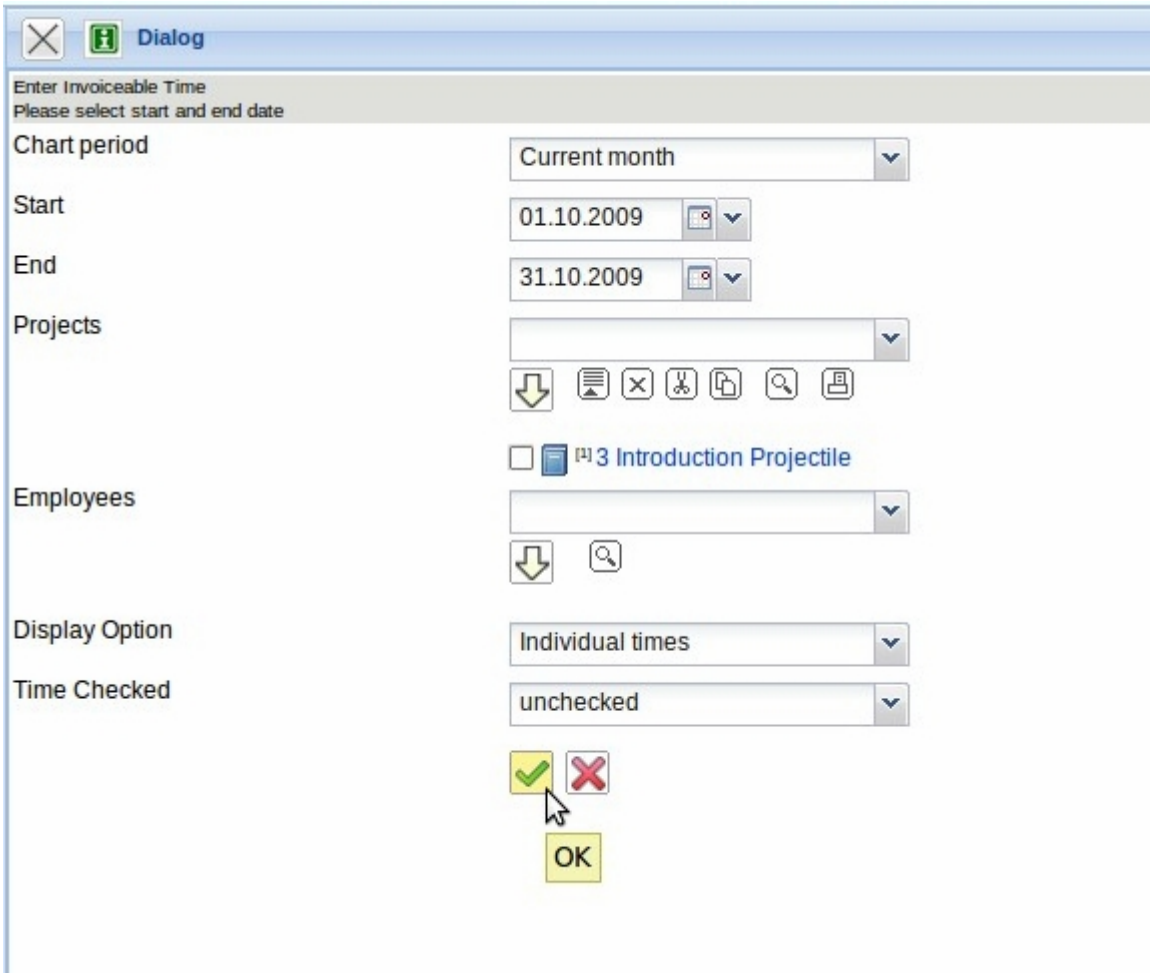
Billable Times

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.

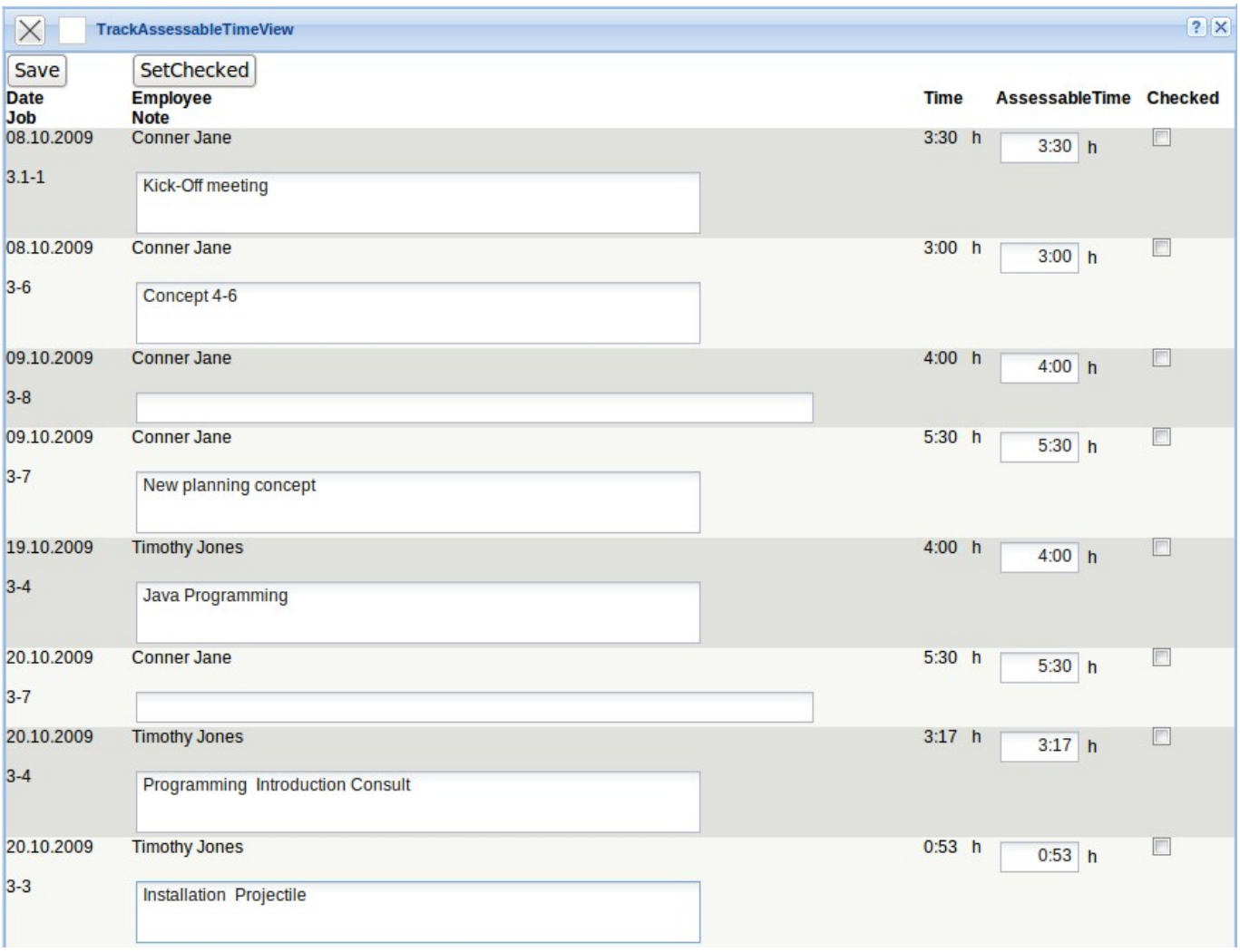
After clicking the action…



…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.



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



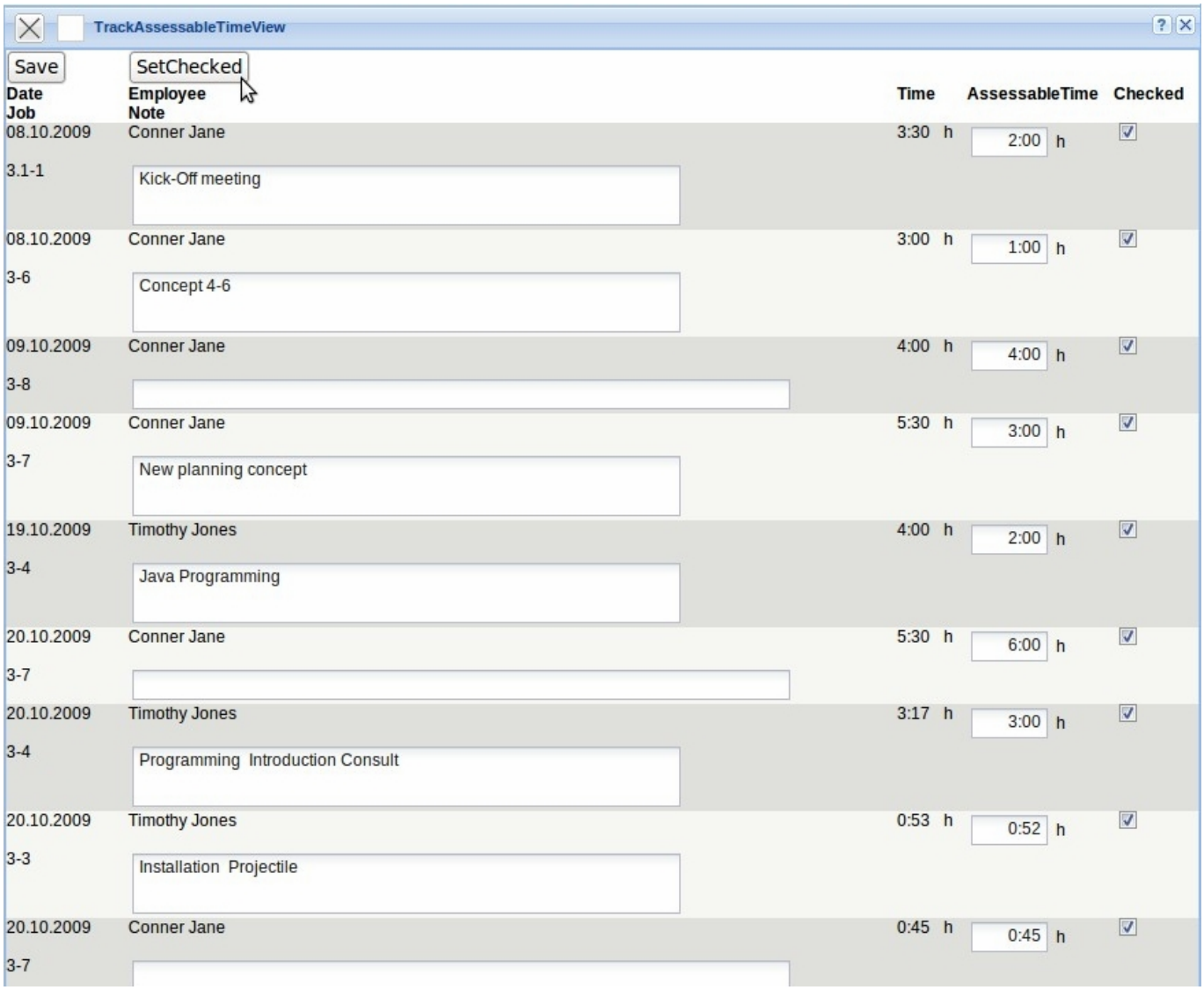
In the field “Billable time“ time/effort of the job can be entered independently from the recorded time.

TrackAssessableTimeView

Save SetChecked

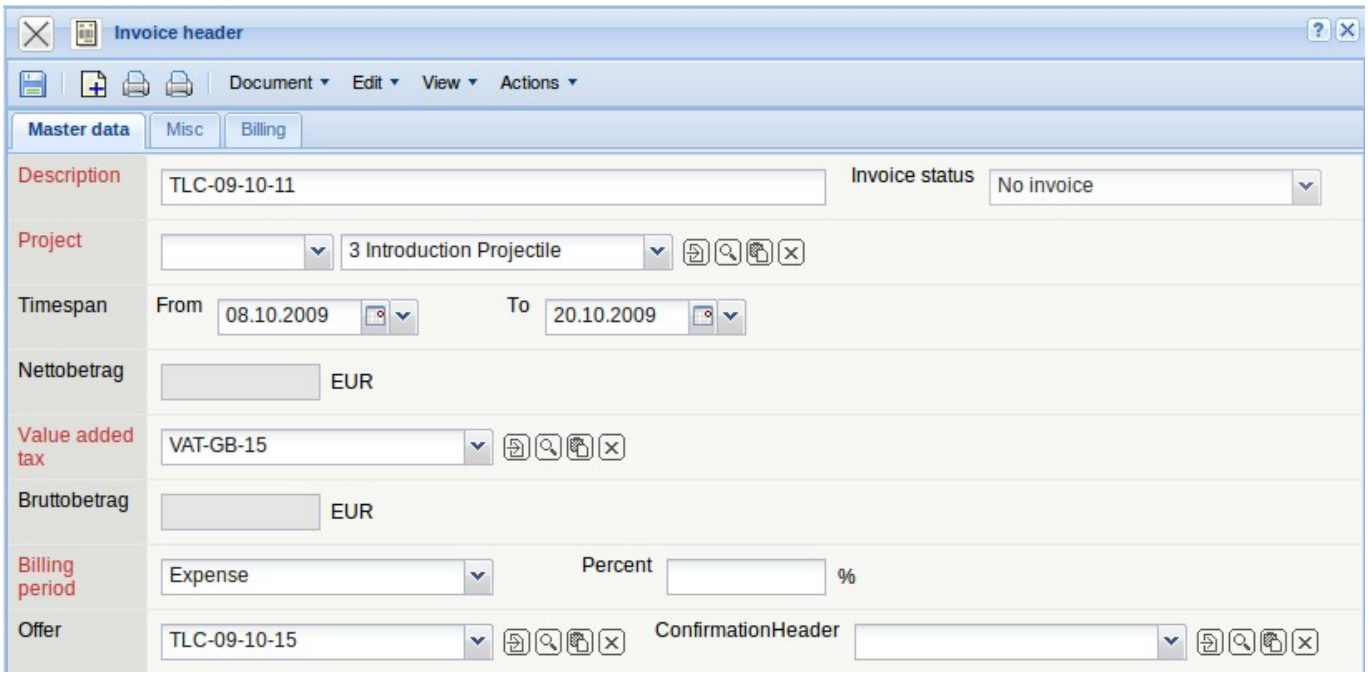
Date Job	Employee Note	Time	AssessableTime	Checked
08.10.2009 3.1-1	Conner Jane Kick-Off meeting	3:30 h	2 h	
08.10.2009 3-6	Conner Jane Concept 4-6	3:00 h	1 h	
09.10.2009 3-8	Conner Jane	4:00 h	4:00 h	
09.10.2009 3-7	Conner Jane New planning concept	5:30 h	3 h	
19.10.2009 3-4	Timothy Jones Java Programming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

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

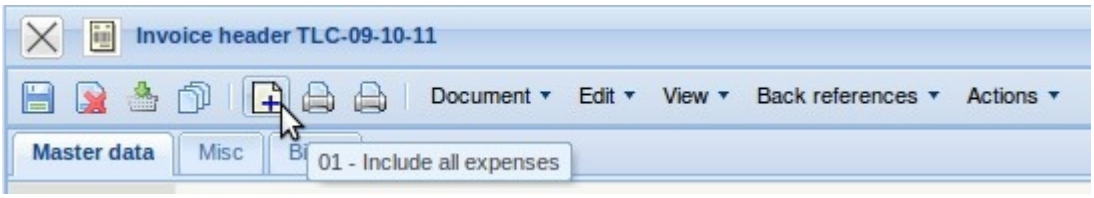


Create Invoice

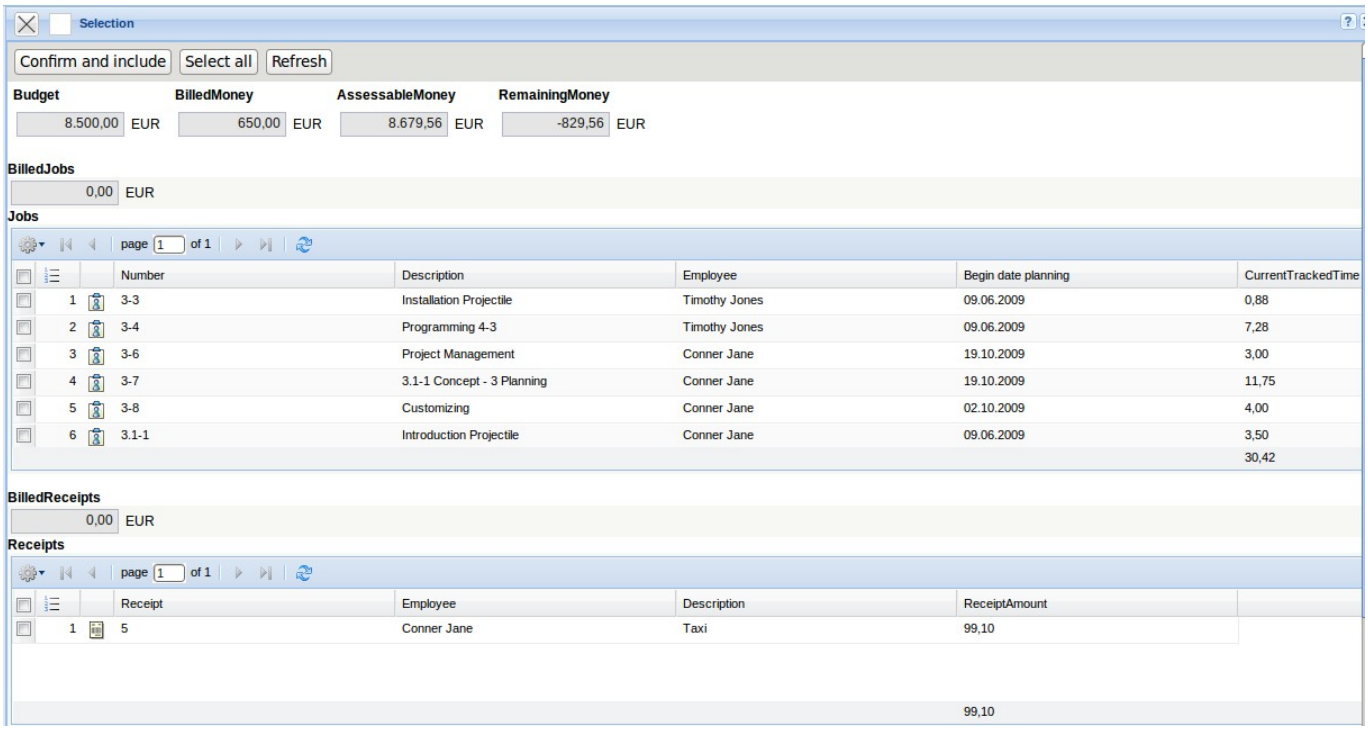
After creating the invoice header...

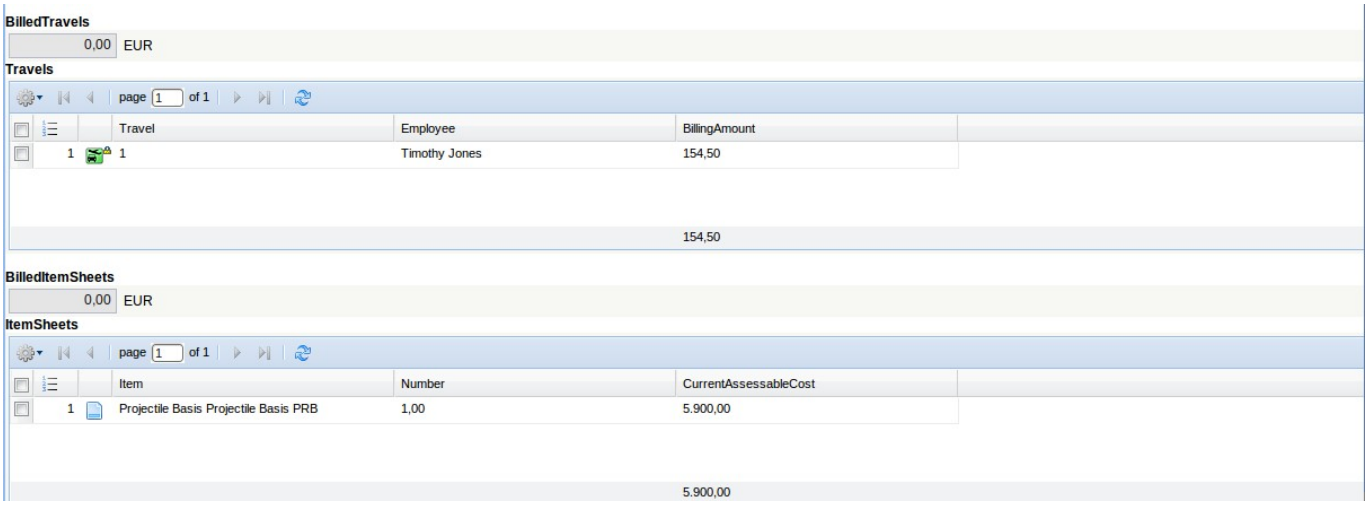


…all editable time entries are displayed. By using the action “include all expenses“ all expenses are transferred…

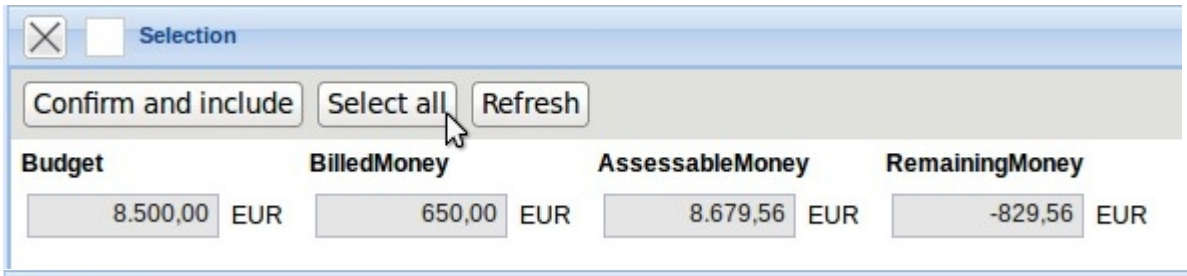


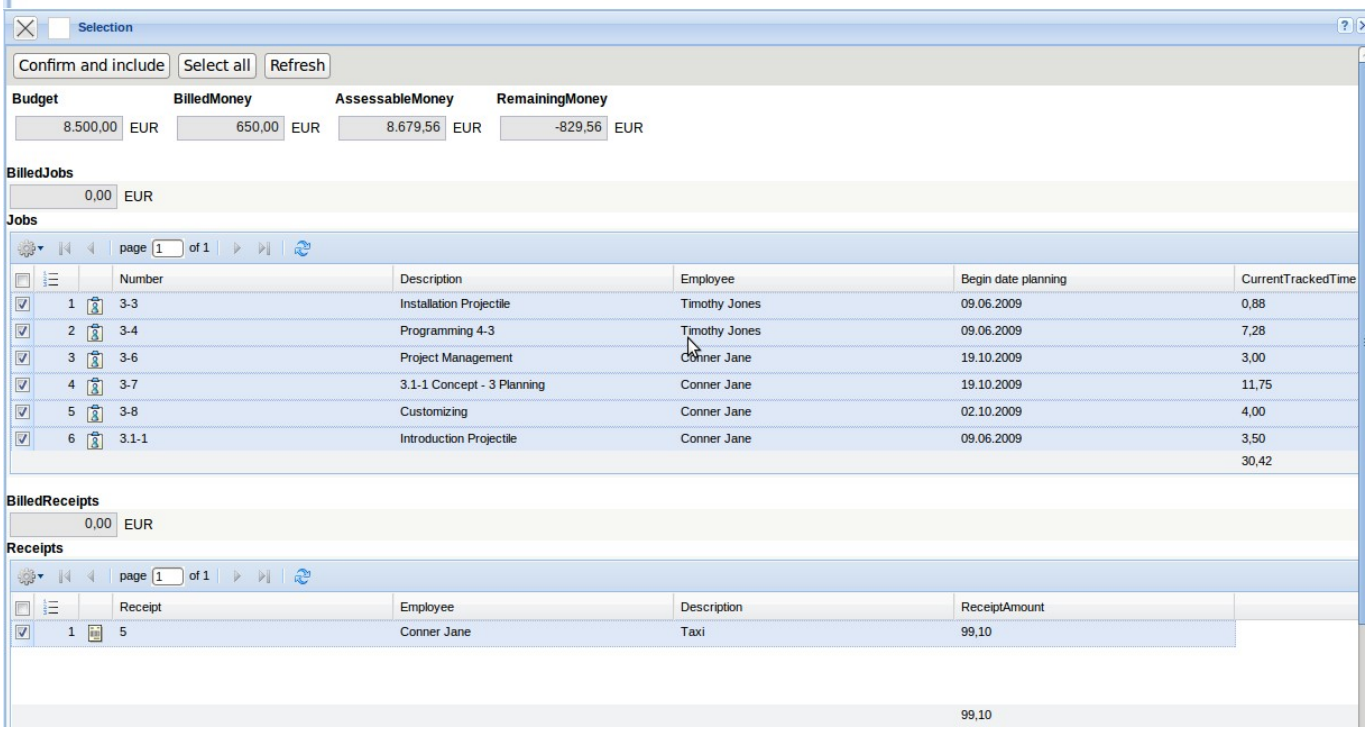
…and all jobs for the project (including all sub-projects) and all expenses are listed. Because in the invoice the time period of the expenses are defined, all recorded and/or times marked as billable of these tasks are displayed . Next to these tasks, the recorded and/or billable hours, the planned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





Marking the appropriate position or by using “Select all“…





…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	

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 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.

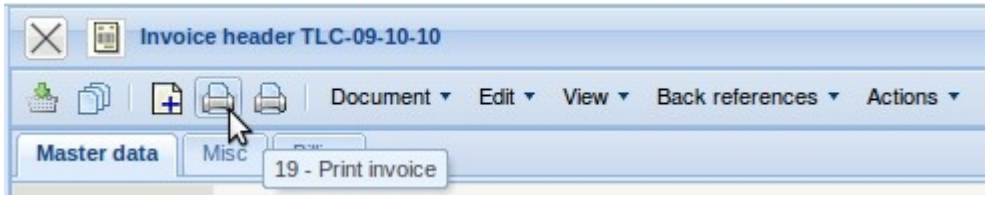
In the example the hours of the second job on three people-days expenses is modified and the position 7 for accommodation is rounded up to 300,00. By modifying and/or adjusting the times, the external amounts are transferred automatically according to the pricing structure.

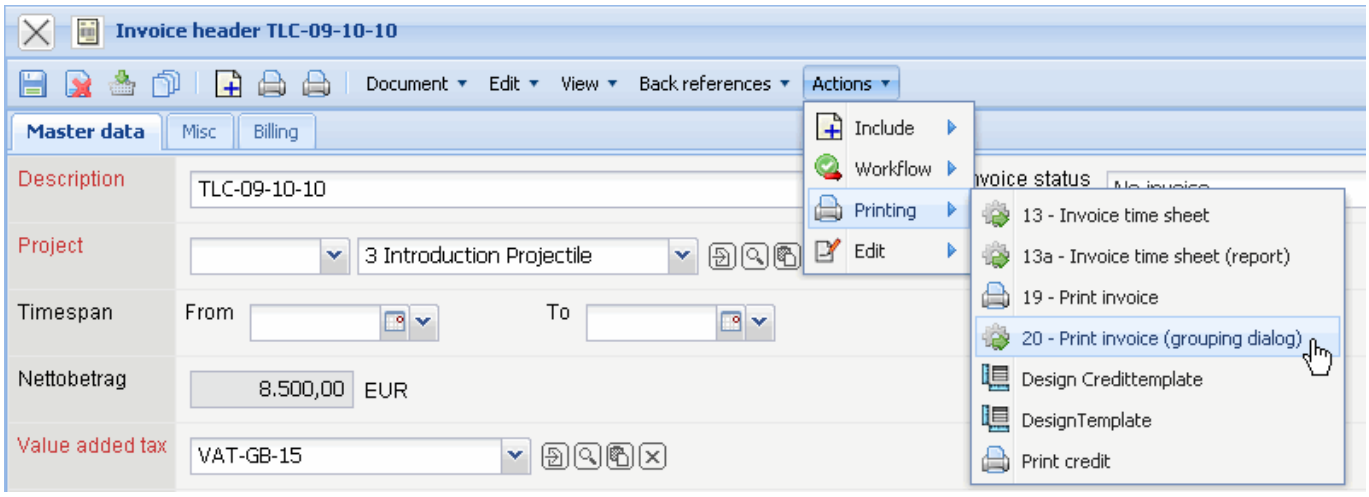
After saving the invoice…

…the invoice amount is adjusted appropriate to the positions.

Print Invoice

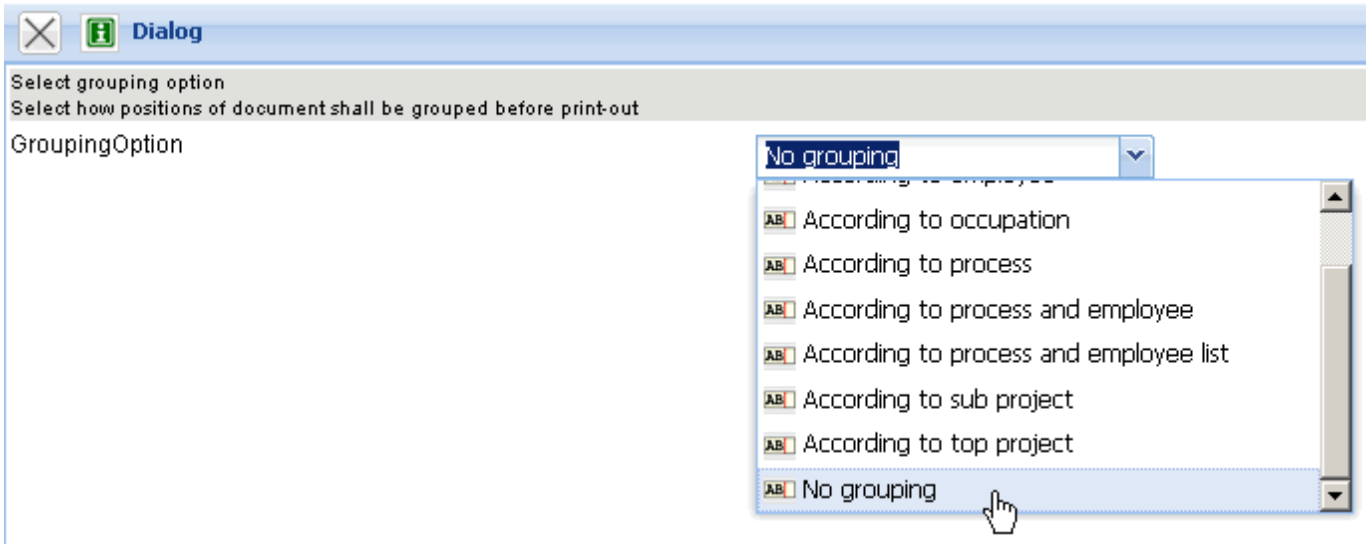
The completed invoice can be displayed and printed by using an internet browser or by using a standard word-processing program. For this purpose activate the action “Print invoice“.





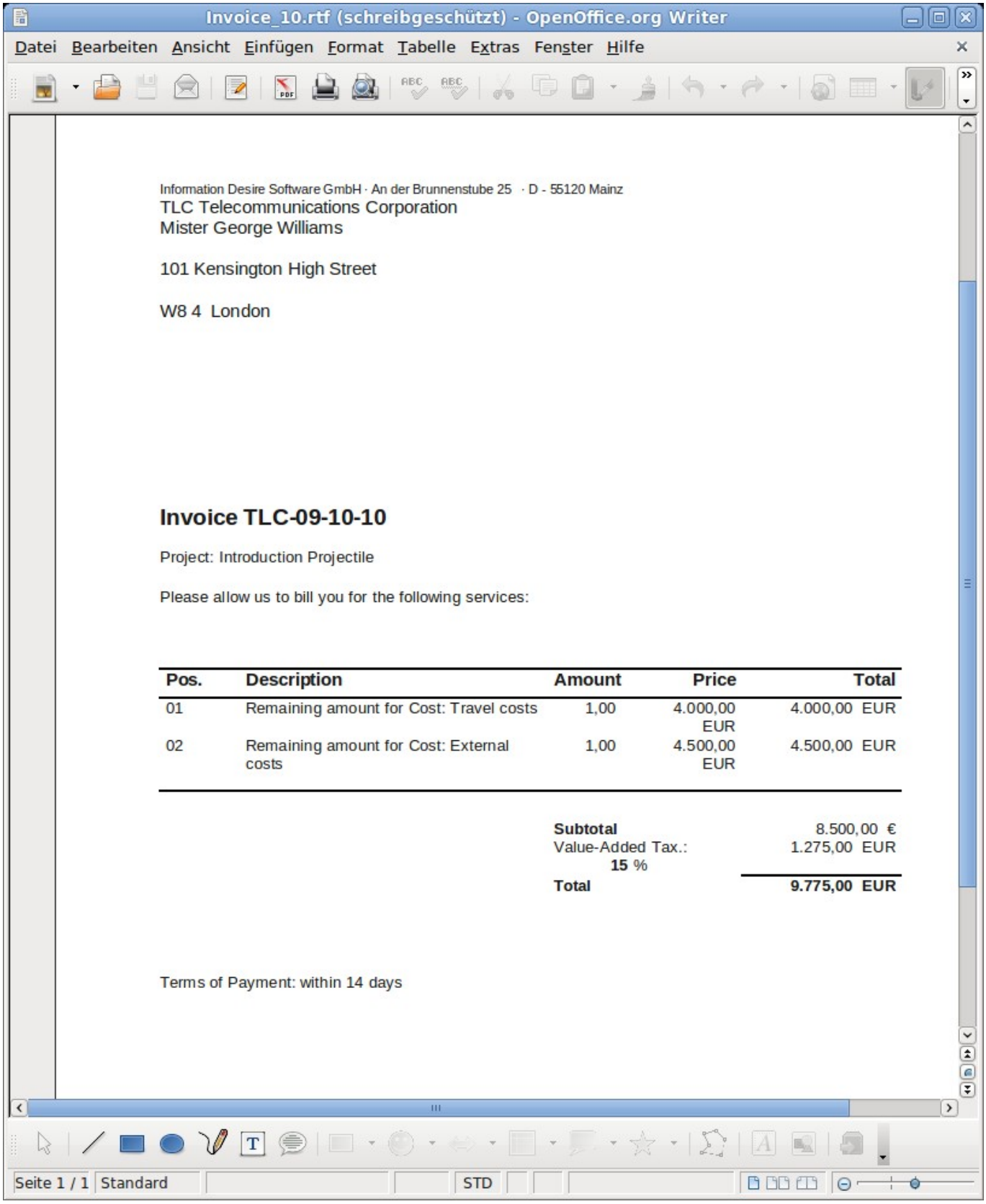
In the dialog the print-out can be influenced.

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.

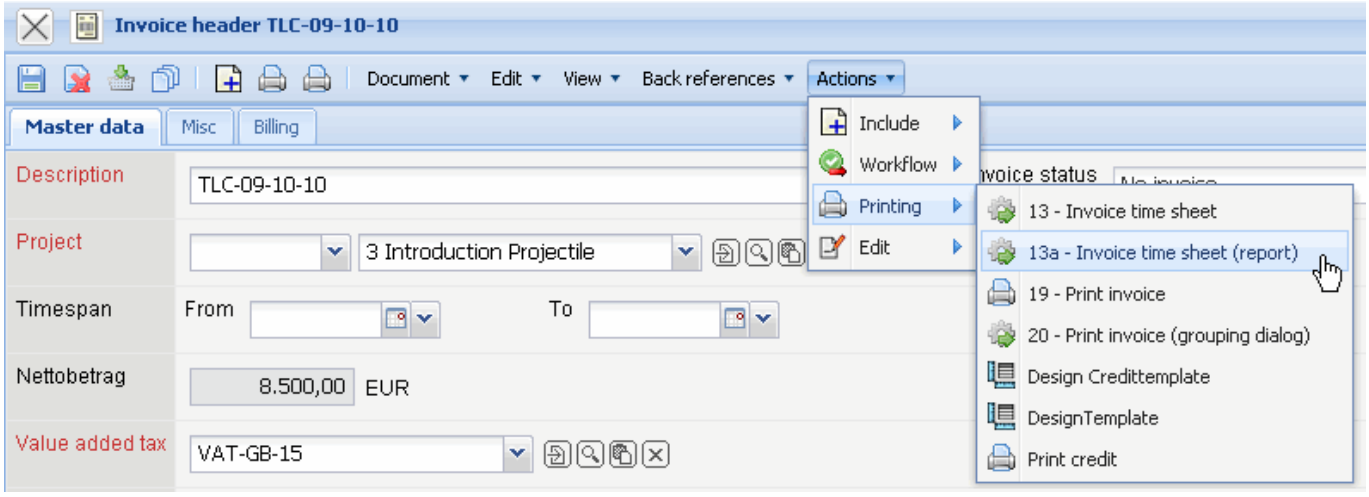


The system then creates an RTF-file, which can be opened or saved in the following dialog.

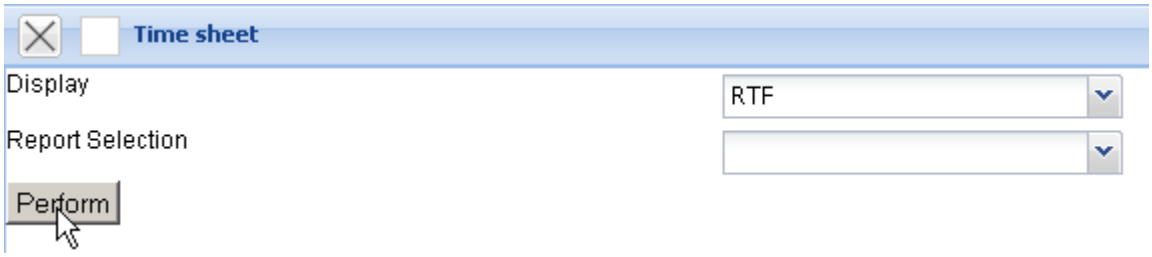
Afterwards the configured browser or the word-processing program with the invoice is opened.



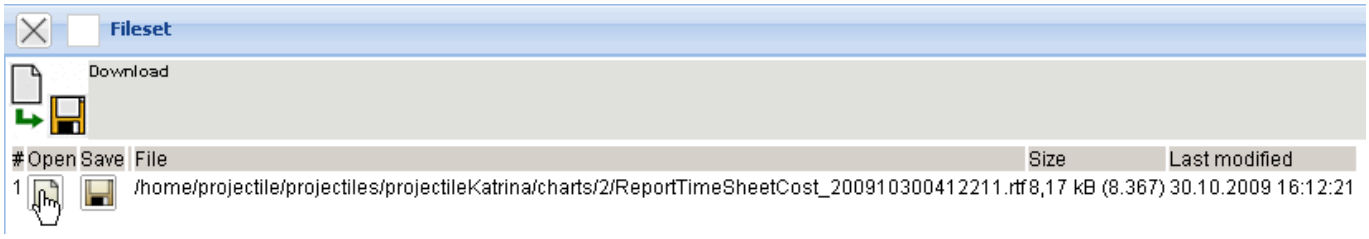
As an attachment to the invoice a total or an individual invoice time sheet to the invoice can be created.



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



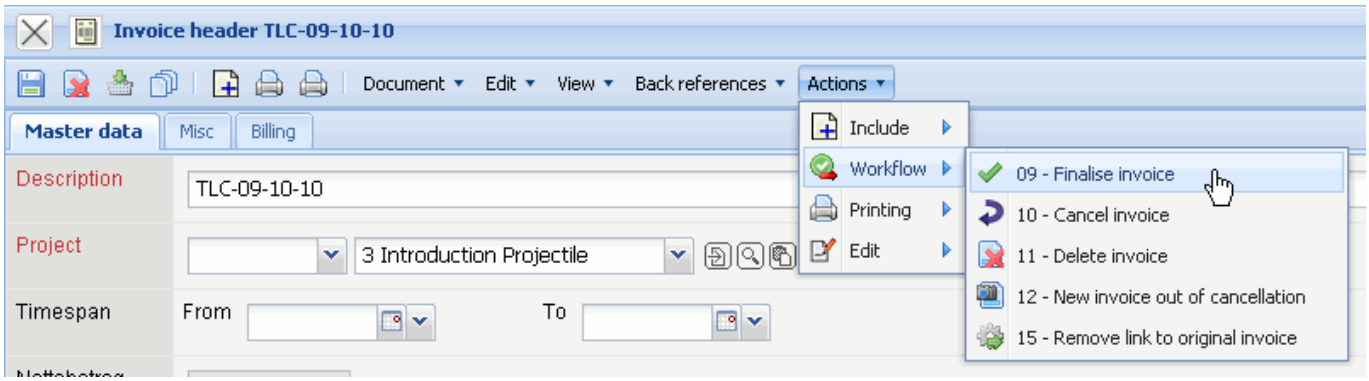
...a report.



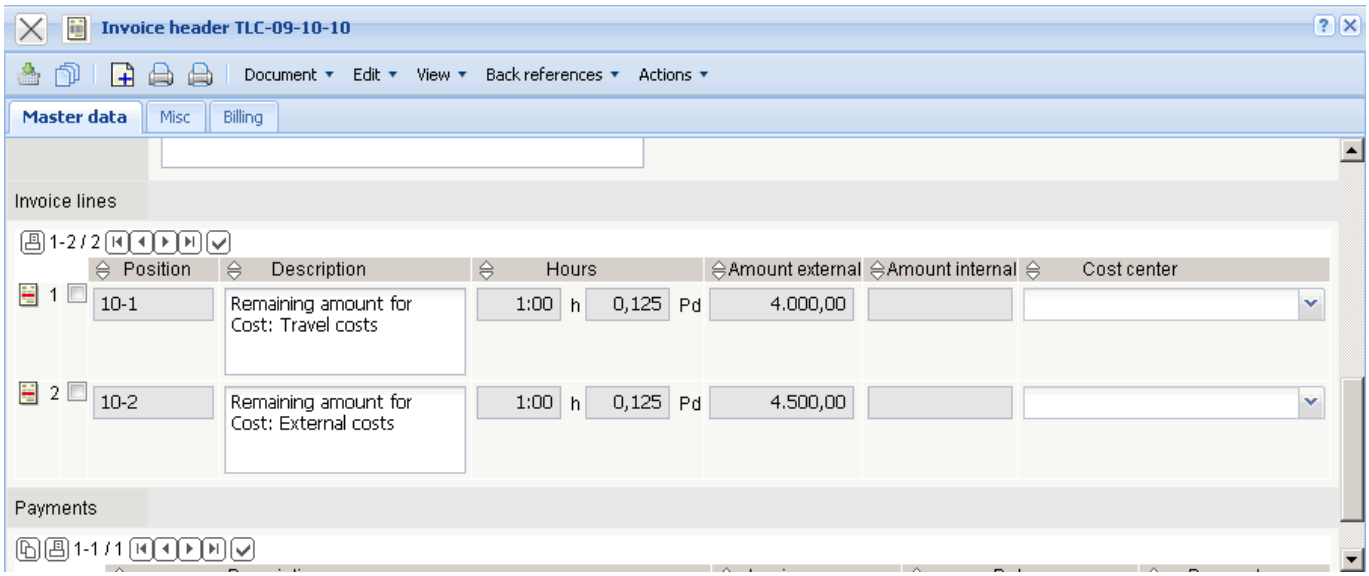
The time sheet opens in the browser or in the word-processing program.

Transfer Invoice

Afterwards the invoice can be (transferred) finalized.

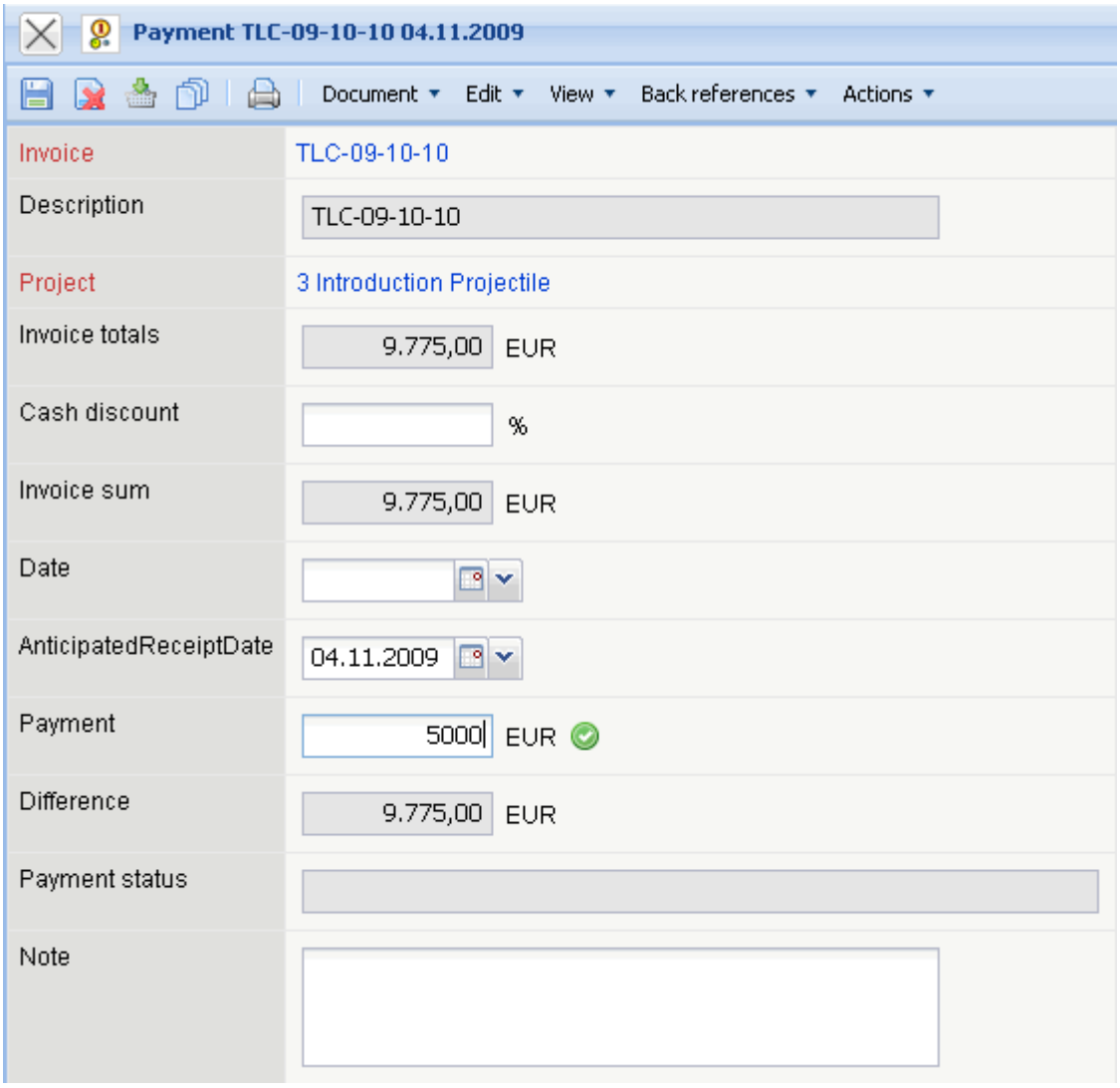


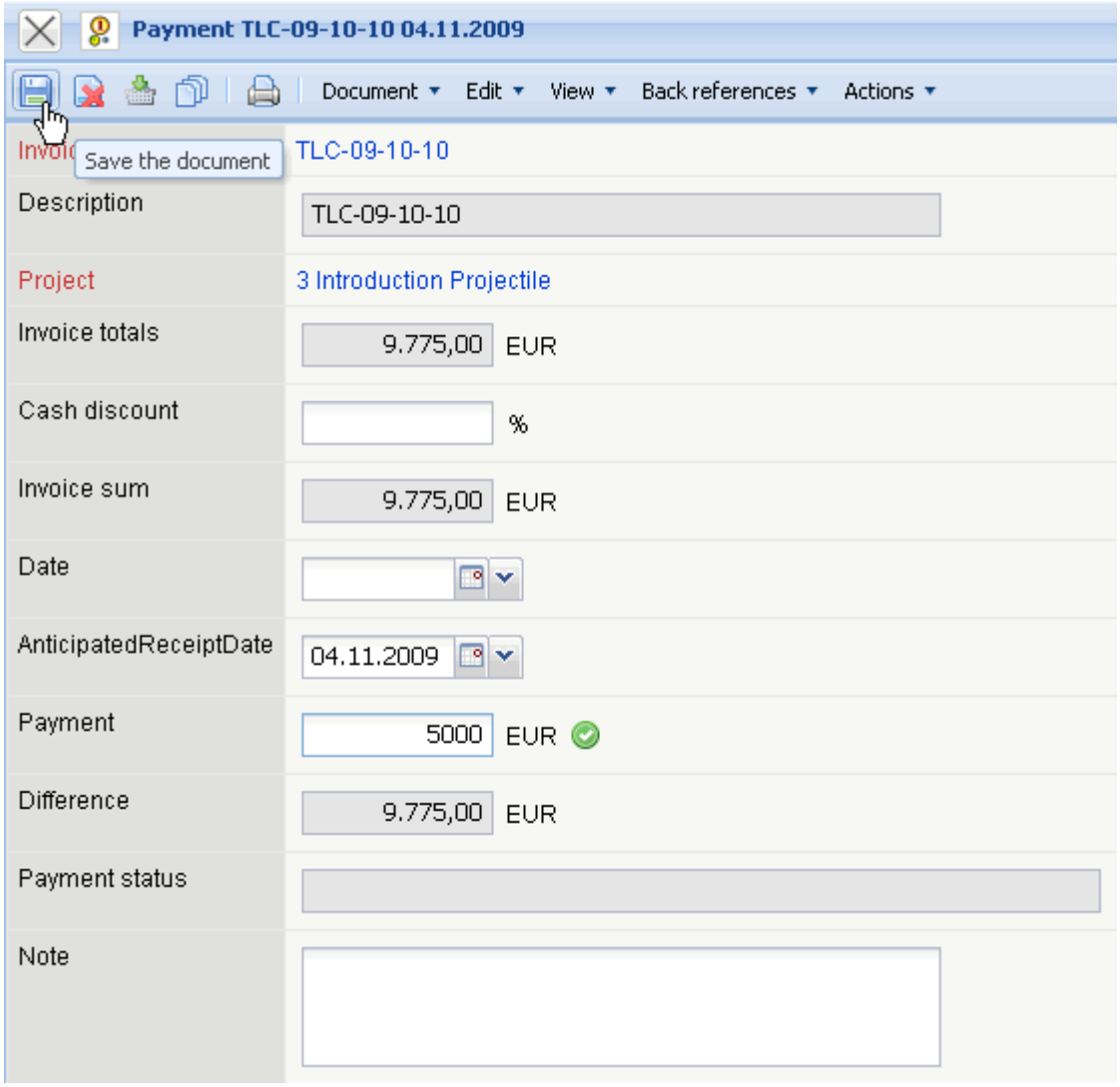
The invoice gets the status 'invoice billed' and the invoice including all positions is blocked for changes/manipulations. All positions, which are based on other costs, are specified as billed in the system. With the jobs, the billed period is transferred, so that the jobs, if needed, can be billed 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
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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