

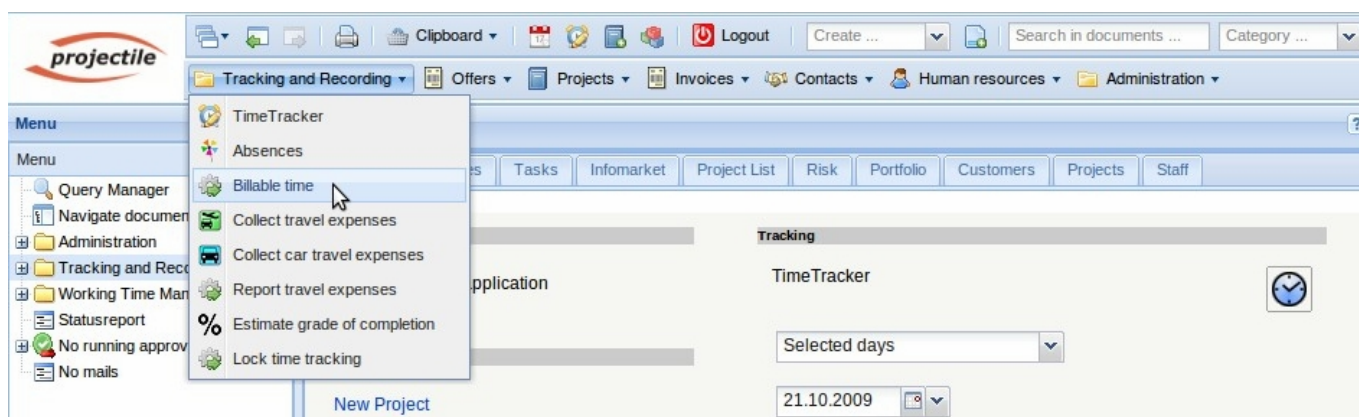
[previous](#) [Home](#) [next](#)

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

3 Introduction Projectile

Employees

Display Option

Individual times

Time Checked

unchecked

OK

The date, employee, recorded time, job and notes 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" time/effort 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 set to "SetChecked". After saving, billable services for invoicing are used for further processing.

Date Job	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 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.

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

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

Marking 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

BilledJobs
0,00 EUR

Jobs

page 1 of 1

	Number	Description	Employee	Begin date planning	CurrentTrackedTime
☒	1	3-3	Timothy Jones	09.06.2009	0,88
☒	2	3-4	Timothy Jones	09.06.2009	7,28
☒	3	3-6	Conner Jane	19.10.2009	3,00
☒	4	3-7	Conner Jane	19.10.2009	11,75
☒	5	3-8	Conner Jane	02.10.2009	4,00
☒	6	3.1-1	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 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.

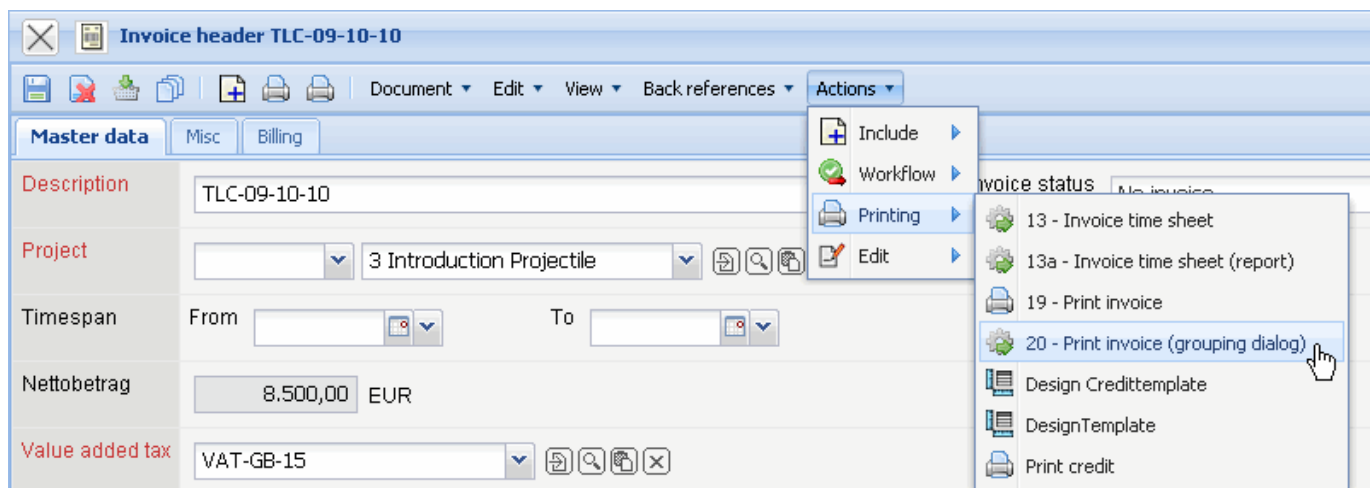
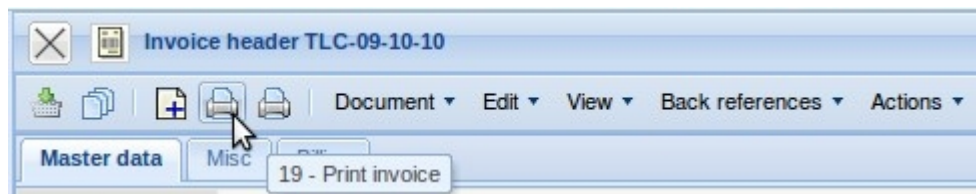
In the example the hours of the second job on three people-days expenses is modified and the position 7 for accommodation is rounded up to 300,00. By modifying and/or adjusting the times, the external amounts are transferred automatically according to the pricing structure.

After saving the invoice...

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

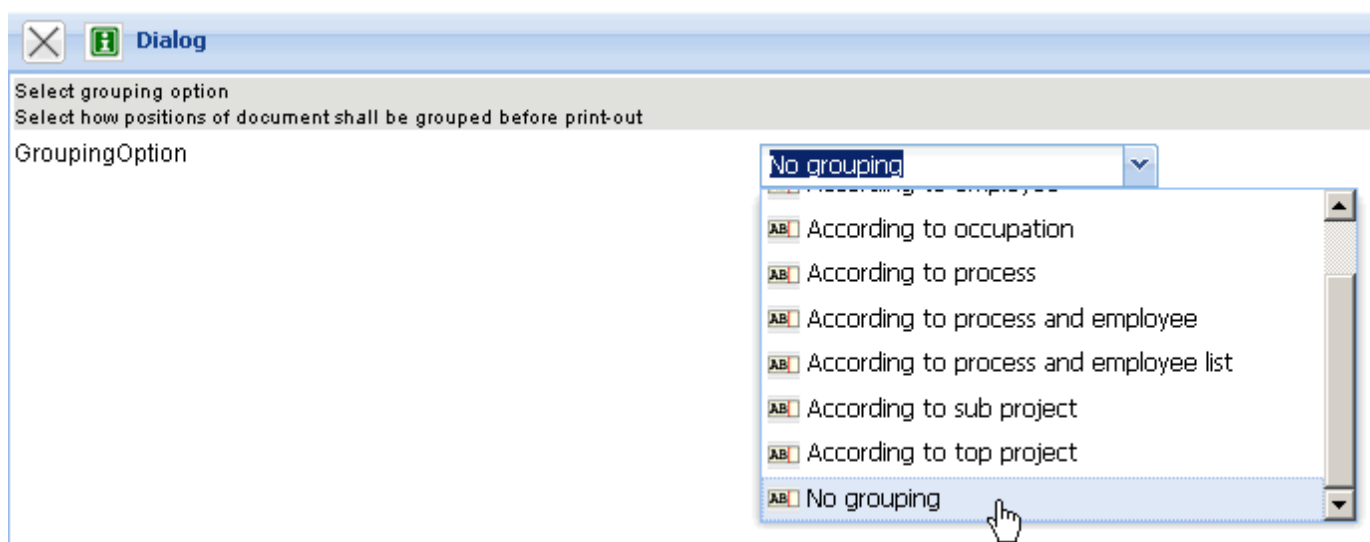
Print Invoice

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".

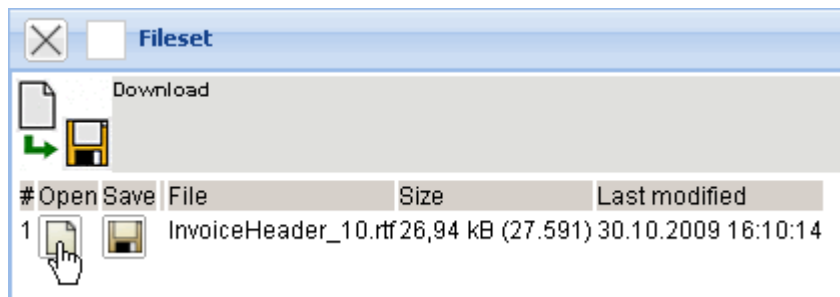


In the dialog the print-out can be influenced.

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.

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

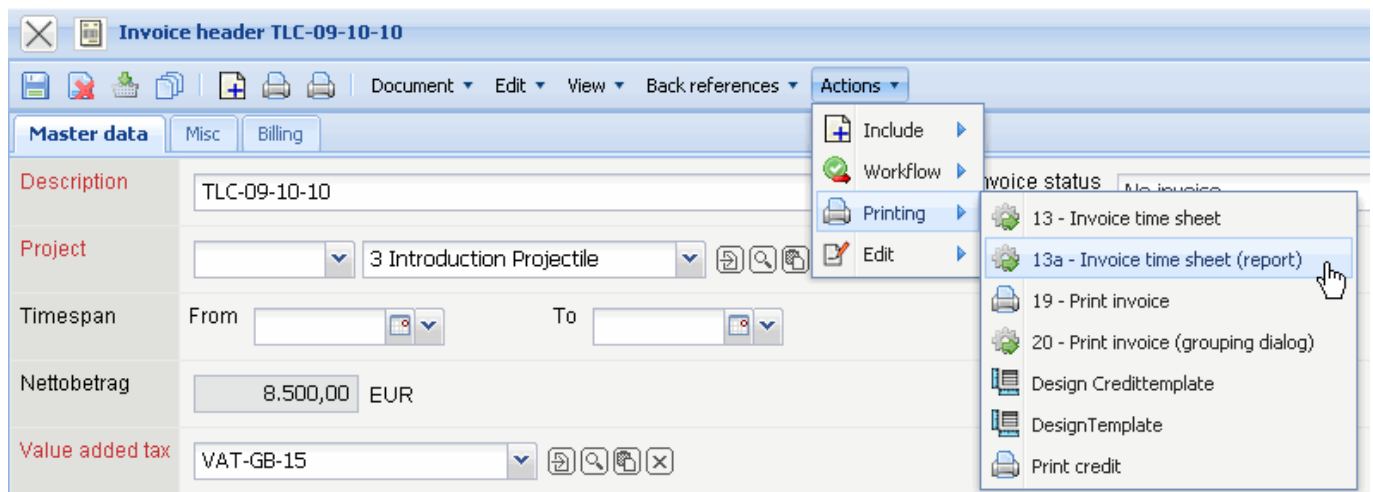
Please allow us to bill you for the following services:

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

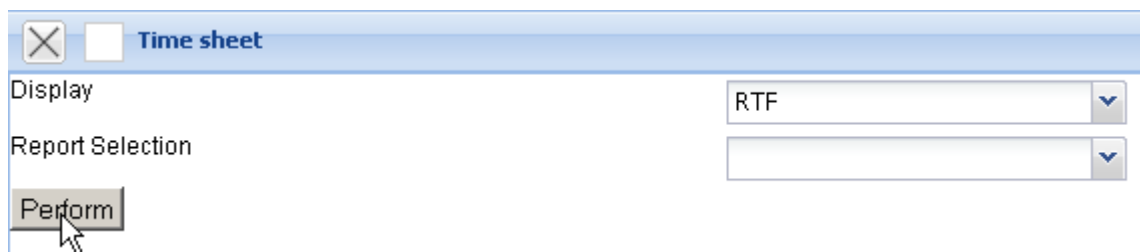
Terms of Payment: within 14 days

Seite 1 / 1 Standard STD

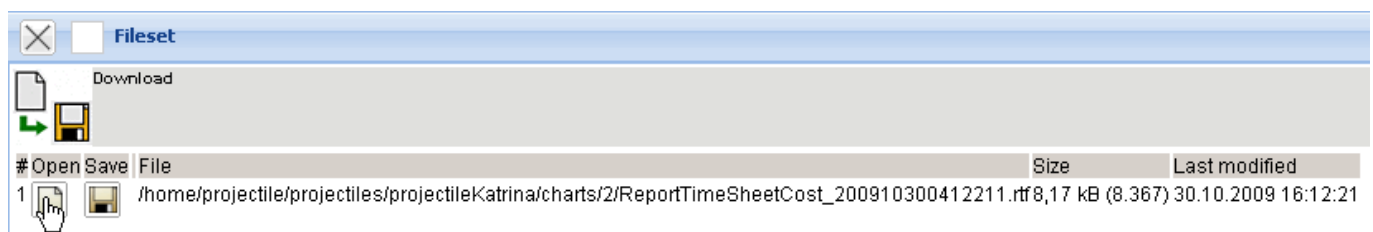
As an attachment to the invoice a total or an individual invoice time sheet to the invoice can be created.



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



...a report.

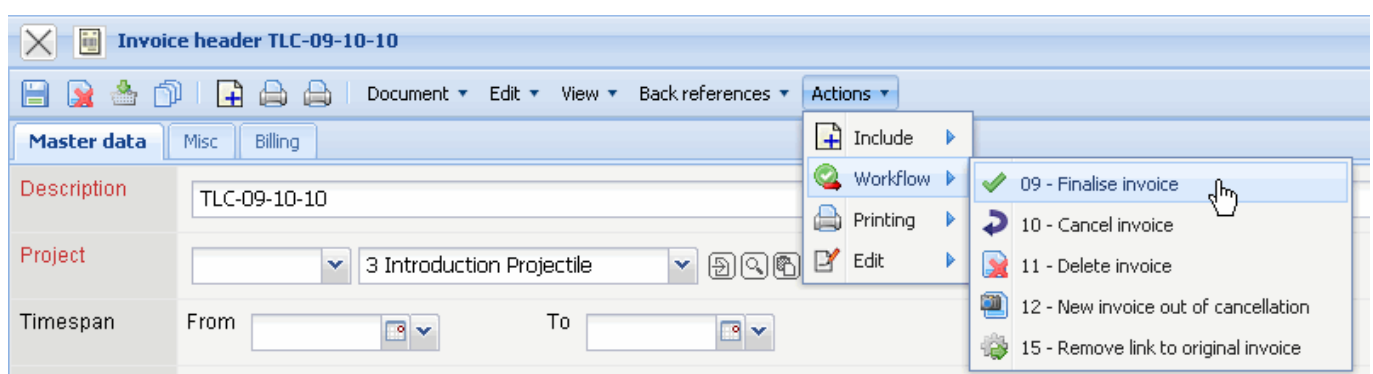


The time sheet opens in the browser or in the word-processing program.



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...

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 "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		

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	

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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