# 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...

projectile	🚍 📮 📮 🚔 🌰 Clipbo	oard 🗸   📆 😥 📃	🥞 🛛 🚺 Logout	Create	🖌 🔒 🛛 Sear	ch in docume	nts	Category	~
projectile	Tracking and Recording 🔹 🧾 🕻	Offers - Projects	🕶 🧾 Invoices 🕶 🍯	Contacts 🔹 🤱 Hu	uman resources	🔹 🛅 Admi	nistration 🔻		
Menu	😥 TimeTracker								?
Menu	* Absences	Tasks Infor	arket Project List	Risk Portfolio	Customers	Projects	Staff		
Query Manager	Billable time			- Hore - Hore	Customero	110,000	- Contraction of the Contraction		
Navigate documen	Collect travel expenses	-							
Administration	Collect car travel expenses		Trac	king					
Tracking and Reco     Working Time Man	Report travel expenses	pplication	Ti	meTracker				$\bigcirc$	
E Statusreport	% Estimate grade of completion								
🗄 🙆 No running approv	70 Lost time tracking			Selected days		-			
No mails	Lock une tracking								
	New Project		1	21.10.2009	*				

...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. 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		*
	🕂 🗐 🏽 🗙 🕼 🖸	) ectile
Employees		~
	<b>U</b>	
Display Option	Individual times	*
Time Checked	unchecked	~
	OK	

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

Т	ackAssessableTimeView			? ×
Save	SetChecked			
Date Job	Employee Note	Time	AssessableTime	Checked
08.10.2009	Conner Jane	3:30	3:30 h	
3.1-1	Kick-Off meeting			
08.10.2009	Conner Jane	3:00	3:00 h	
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	5:30 h	
3-7	New planning concept	]		
19.10.2009	Timothy Jones	4:00	4:00 h	
3-4	Java Programming			
20.10.2009	Conner Jane	5:30 I	<sup>1</sup> 5:30 h	
3-7				
20.10.2009	Timothy Jones	3:17	3:17 h	
3-4	Programming Introduction Consult			
20.10.2009	Timothy Jones	0:53	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.

Т	ackAssessableTimeView				? X
Save	SetChecked			1. United	
Date Job	Employee Note	Tim	e	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.

5/15

<u>х</u> т	ackAssessableTimeView			? X
Save Date	SetChecked Employee	Time	AssessableTime	Checked
08.10.2009	Conner Jane	3:30	h 2:00 h	V
3.1-1	Kick-Off meeting		1.00	
08.10.2009	Conner Jane	3:00	h 1:00 h	<b>V</b>
3-6	Concept 4-6			
09.10.2009	Conner Jane	4:00	h 4:00 h	V
3- <mark>8</mark>				
09.10.2009	Conner Jane	5:30	h 3:00 h	<b>V</b>
3-7	New planning concept			
19.10.2009	Timothy Jones	4:00	h 2:00 h	<b>V</b>
3-4	Java Programming			
20.10.2009	Conner Jane	5:30	h 6:00 h	<b>V</b>
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	<b>V</b>
3-3	Installation Projectile			
20.10.2009	Conner Jane	0:45	h 0:45 h	V
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=1332852180 14:09

	oice 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	
Nettobetrag	EUR	
Value added tax	VAT-GB-15 ▼ ∄<\®\×	
Bruttobetrag	EUR	
Billing period	Expense Y Percent %	
Offer	TLC-09-10-15 Y DOMX ConfirmationHeader	<

...all editable time entries 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 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.

X	Sel	lection						?
Confi	mar	od include	Select all Refresh					(
Comm	in ai	iu meruue	Select all Refresh	J				
Budget			BilledMoney	AssessableMoney	RemainingMoney			
	8.500	0,00 EUR	650,00 EUR	8.679,56 EUR	-829,56 EUR			
BilledJo	bs							
	0	,00 EUR						
Jobs								
- 4 <u>0</u>	14 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 Manage	ment	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 Pro	jectile	Conner Jane	09.06.2009	3,50
								30,42
BilledRe	ceipts	s						
	0	,00 EUR						
Receipts	5							
- 40ji	4 4	page 1	🗌 of 1   👂 🕅   🍣					
		Receipt		Employee		Description	ReceiptAmount	
	1	5		Conner Jane		Taxi	99,10	
							99,10	

BilledTrave	ls				
	0,00	EUR			
Travels					
<b>₩</b> • 14	4	page 🔟 of 1 🗼 🕅 🛛 🍣			
		Travel	Employee	BillingAmount	
E 1	<b>*</b> *	1	Timothy Jones	154,50	
				154,50	
BilleditemS	heets				
Directerito	0.00	EUR			
ItemSheets					
<b>\$</b>  4	4	page 🔟 of 1 🗼 🕅 🖓			
m 13		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"...

X	Sele	ection									
Confir	m an	d include	e (	Select all Re	efresh						
Budget			Bi	lledMoney		Asses	sableMone	у	RemainingMoney		
	8.500	,00 EUR		650,00	EUR		8.679,56	EUR	-829,56	EUR	
X Selec	tion										
Confirm and	include	Select all Re	efresh								
Budget		BilledMoney		AssessableMoney R	RemainingMor	ney					
8.500,0	0 EUR	650,00	EUR	8.679,56 EUR	-829,	56 EUR					
			1								
lledJobs											
0,00	EUR										
oos ita a			~								
- I4 4 - I4 4	page [1		R <sup>C</sup>				1				
	Number			Description			Employee		Begin date planning		CurrentTrackedT
	3-3			Installation Projectil	e		Timothy Jones		09.06.2009		0,88
⊻ <u>2</u> 8	3-4			Programming 4-3	at		Aboor Jana		10.10.2009		7,28
v 38	3-0			311 Concent 3E	Nanning		Conner Jane		19.10.2009		11 75
v * 8 7 5 m	3.8			Customizing	-iai ii iii iy		Conner Jane		02 10 2009		4.00
	31.1			Introduction Project	tile		Conner Jane		09.06.2009		3.50
							Contra Ouric		00.00.2000		30,42
IlledReceipts	EUR										
eceipts	LOR										
	page 1	] of 1 🗼 🕅	2								
	Receipt		~	Employee			Description		ReceiptAmount		
□ <u>-</u> ▼ 1 m	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 (• • • • • • • • • • • • • • • • • • •	(▶▶) ♥ △ Description	e H	lours				Amount internal     Amount internal		
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				_				
Bruttobetrag	9 981 49 EUR		~	90		ð (×)			

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=1332852180 14:09

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...

Last

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

#### **Print Invoice**

https://infodesire.net/dokuwiki/

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".

Invoice header TLC-09-10-10
Actions *
Master data Misc 19 - Print invoice

Invoice header TLC-09-10-10	
📄 🙀 🎂 🗇 🛛 📑 🖨 🖨 🛛 Document 🔹 Edit 🔹 View 🔹 Back references 🔹	Actions 🔻
Master data Misc Billing	Include
Description TLC-09-10-10	Workflow Vivoice status
	Printing 🕨 🎲 13 - Invoice time sheet
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
VAT-GB-15	Print credit

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.

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

Last update: 2019/10/25 14:09



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 invoice time sheet to the invoice can be created.

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=1332852180 14:09

Invoice header TLC-09-10-10			
📄 🔒 📩	🕽 📄 🚔 🗎 🛛 Document 🔹 Edit 🔹 View 👻 Back references 💌	Actions 🔻	
Master data	Misc Billing	Include 🕨	
Description	TI C-09-10-10	Workflow 🕨 woice status 🛛 No invoice	
		Printing 🕨 🍪 13 - Invoice time sheet	
Project	🗸 🗸 3 Introduction Projectile 🔽 🔊 🖓 🕅	🕑 Edit 🔹 🍪 13a - Invoice time sheet (report)	
Timespan	From To Read	🔒 19 - Print invoice 🔍	
		20 - Print invoice (grouping dialog)	
Nettobetrag	8.500,00 EUR	🖳 Design Credittemplate	
		DesignTemplate	
value added tax	VAT-GB-15 ▼ ∄@♠×	Print credit	

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

Time sheet		
Display	RTF	~
Report Selection		~
Perform		
a report.		
Fileset		
Download		
#Onen Sove File		Size

1 🕞 🔚 /home/projectile/projectiles/projectileKatrina/charts/2/ReportTimeSheetCost\_200910300412211.rtf 8,17 kB (8.367) 30.10.2009 16:12:21

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

×

### **Transfer Invoice**

Afterwards the invoice can be (transferred) finalized.

	e header TLC-09-10-10		
🗎 🔒 👌	🕽 📄 🚔 🗎 🛛 Document 👻 Edit 👻 View 👻 Back references 💌	Actions 💌	
Master data	Misc Billing	📑 Include 🕨	
Description	TI C-09-10-10	🝳 Workflow 🕨	9 - Finalise invoice
		🚔 Printing 🕨 🕨	10 - Cancel invoice
Project	▼ 3 Introduction Projectile ▼ ⊕ 🤇 🕅	📝 Edit 🔹 🕨	🙀 11 - Delete invoice
Timesnan	From		12 - New invoice out of cancellation
mespan			🎲 15 - Remove link to original invoice
Mottobotrog			

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...

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 "payment" is created.

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

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.

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	

	Document • Edit • View • Back references • Actions •
Invol Save the document	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.



<b>9</b>	Payment TLC-09-10-10 04.11.2009

15/15

2025/06/30 04:03

X