



# Projectile

## Version 6

The integrated total solution for service providers: projects, processes, knowledge.

## Help, Part 5: Calculation, Offers, Orders and Project Release

### Table of Contents

5.1 Calculation.....	2
5.2 Offer Management.....	5
5.3 Order Management.....	8
5.4 Project Release.....	11

## 5.1 Calculation

The project calculation in Projectile is in the standard version a cost and sales planning and is based on the information of the work breakdown structure (more precisely the work packages of the WBS), the other budgets (e.g. for travel or external services) and overheads.

On the "Budget" tab, the upper frame contains planned revenues, planned costs, and planned profit (absolute and percentage). These values are calculated on the basis of the work packages. The "update price table" action (pocket calculator) calculates the planned revenues (planned expenses in hours \* external hourly rate of the employee or activity of the work package), the planned costs (planned expenses in hours \* internal hourly rate of the employee contract, employee or activity of the work package) from the work packages. The system differentiates between permanent employees (internal), freelancers, and external employees (external).

The screenshot shows the 'Calculation' tab in the software interface. The 'Budgets from Jobs' section contains a table with the following data:

	Revenue	Cost	Profit absolutely	Profit percent
Internal tasks	11.160,00 EUR	5.876,00 EUR	5.284,00 EUR	47,35 %
External tasks	0,00 EUR	0,00 EUR	0,00 EUR	0,00 %
All tasks	11.160,00 EUR	5.876,00 EUR	5.284,00 EUR	47,35 %

Below this table, there are sections for 'Other budgets', 'Other budgets from sub-projects', 'Preliminary calculation', and 'Surcharges (optional)'. At the bottom, a 'Calculation' summary shows:

Revenue	Profit absolutely	Profit percent
11.160,00 EUR	5.284,00 EUR	47,35 %

If the "customer-specific activities" are used for customer projects, the system uses the records of the customer-specific activities instead of the external hourly rates in the activity. This function is available in the "Contact" mask under the activities.

A similar function is also available for projects. If you do not want to use the external hourly rate of the activity or the customer-specific activity for individual projects, you can use the "Project-specific activities". This makes it possible to change deviations in the pricing for individual projects.

In the following example, the external hourly rate for all work packages with the activity "Programming - Java" should not be €120.00 (as defined in the activity), but ...

Description	External hourly rate	Internal hourly rate	Activ	Note
1 Interne Tätigkeit	0,00 EUR	50,00 EUR	☑	
2 Beratung - Junior	100,00 EUR	70,00 EUR	☑	
3 Beratung	125,00 EUR	80,00 EUR	☑	
4 Beratung - Senior	150,00 EUR	90,00 EUR	☑	
5 Dokumentation	90,00 EUR	47,00 EUR	☑	
6 Programmierung - Datenbanken	100,00 EUR	60,00 EUR	☑	
7 Programmierung - Java	120,00 EUR	75,00 EUR	☑	
8 Project Management	150,00 EUR	95,00 EUR	☑	
9 Programmierung	105,00 EUR	60,00 EUR	☑	
10 Programmierung - XML	90,00 EUR	48,00 EUR	☑	
11 Support	90,00 EUR	56,00 EUR	☑	
12 Schulung	125,00 EUR	80,00 EUR	☑	
13 Testen	90,00 EUR	56,00 EUR	☑	

... €100,00.

Project: 047.2 Customizing

Occupation: Programmierung - Java

Description: Programmierung - Java

External hourly rate: 100,00 EUR

Internal hourly rate: 75,00 EUR

Note:

After recalculation using the "Update price table" action, the changed prices are transferred to the budget and in the example, the planned sales are reduced by this change.

Other budgets can also be managed in Budget Management. In the example, three budgets are defined for travel expenses, external consultants and license fees (in the example, an article with purchase and sales price). The travel expenses for the project are probably €2,000.00, which should be charged on to the customer in full. For external consultants, €3,000.00 is budgeted internally and €3,750.00 is planned as the quotation value for this budget item. The item for the license costs already has purchase and sales prices, but these can be changed in the budgets.

Project 047.2 Customizing

Document - Edit - View - Back references - Actions -

General data Stakeholders Proposal Portfolio Risk assessment Status Key figures Calculation Billing documents Order data Logbook Final Report Misc

Budgets from jobs

	Revenue	Cost	Profit absolutely	Profit percent
Internal tasks	11.160,00 EUR	5.876,00 EUR	5.284,00 EUR	47,35 %
External tasks	0,00 EUR	0,00 EUR	0,00 EUR	0,00 %
All tasks	11.160,00 EUR	5.876,00 EUR	5.284,00 EUR	47,35 %

Other budgets

Description	Cost	Budget (internal)	Surcharge	Budget (external)	Budget difference	Actual costs net	Number of items (p. Item)	Number of items (a. Number of items (c
		<b>0,00 EUR</b>		<b>0,00 EUR</b>	<b>0,00 EUR</b>	<b>0,00 EUR</b>		

Other budgets from sub-projects

Preliminary calculation

Surcharges (optional)

Calculation

Revenue	Profit absolutely	Profit percent
11.160,00 EUR	5.284,00 EUR	47,35 %

After saving...

Project 047.2 Customizing

Document - Edit - View - Back references - Actions -

General data Stakeholders Proposal Portfolio Risk assessment Status Key figures Calculation Billing documents Order data Logbook Final Report Misc

Budgets from jobs

	Revenue	Cost	Profit absolutely	Profit percent
Internal tasks	11.160,00 EUR	5.876,00 EUR	5.284,00 EUR	47,35 %
External tasks	0,00 EUR	0,00 EUR	0,00 EUR	0,00 %
All tasks	11.160,00 EUR	5.876,00 EUR	5.284,00 EUR	47,35 %

Other budgets

Description	Cost	Budget (internal)	Surcharge	Budget (external)	Budget difference	Actual costs net	Number of items (p. Item)	Number of items (a. Number of items (c
1 Travel Hamburg Reisekosten	2.000,00 EUR				-2.000,00 EUR	0,00 EUR		0
2 External Consul... Fremdleistungen	3.000,00 EUR		25 %	3.750,00 EUR	750,00 EUR	0,00 EUR		0
3 Projectile Basic ... Projektkosten	4.500,00 EUR				-4.500,00 EUR	0,00 EUR		0
		<b>9.500,00 EUR</b>		<b>3.750,00 EUR</b>	<b>-5.750,00 EUR</b>	<b>0,00 EUR</b>		

Other budgets from sub-projects

... then surcharges can be entered. In most versions, up to three overheads (absolute or percentage) can be entered. In the standard version, these are surcharges for fixed-price projects, risks (usually in the effort estimate) and negotiation surcharges.

After the action "Update price table" is executed again, the calculation is complete and with it, usually, the project planning.

**Budgets from jobs**

	Revenue	Cost	Profit absolutely	Profit percent
Internal tasks	11.160,00 EUR	5.876,00 EUR	5.284,00 EUR	47,35 %
External tasks	0,00 EUR	0,00 EUR	0,00 EUR	0,00 %
All tasks	11.160,00 EUR	5.876,00 EUR	5.284,00 EUR	47,35 %

**Other budgets**

**Other budgets from sub-projects**

**Preliminary calculation**

**Surcharges (optional)**

	Percent	Total	Subordinate projects	Accumulated
Fixed-price surcharge	0,00 %	0,00 EUR	0,00 EUR	0,00 EUR
Risk surcharge	3,00 %	447,30 EUR	0,00 EUR	447,30 EUR
Negotiation surcharge	4,00 %	596,40 EUR	0,00 EUR	596,40 EUR

**Note:** Operationally, costing is ideally the last step of project planning (1. definition, 2. structuring, 3. flow and dates, 4. resources, 5. calculation), but can already be done on the basis of the WBS.

## 5.2 Offer Management

The basis of an offer is the calculation. With the offer, a supplier reacts to the request of a potential customer and defines the conditions under which he is willing to supply products or provide services.

Based on the calculation, a quotation can be generated with the "+" button or directly from the projects. In the following example, the action "Create offer" ...

**Basic information**

Number: 047.2  
 Description: Customizing  
 Start of planning: 26.02.2020  
 End of planning: [empty]

**Structure**

Main project: 047 Einführung EPM  
 Parent project: 047 Einführung EPM

Subordinate projects	Number	Description	Status	Begin planning	End planning	Project managers	Target time	Planning time	Actual time	Exter	LastStateEstimate	EnterNewState
							00:00	00:00	00:00			

Processes	Process number	Description	Begin date planning	End date planning	Exter	Planning time	Target time	Actual time	IsClo
1	047.2-1	Konfiguration	26.02.2020	27.02.2020	☑	08:00	08:00	00:00	☐
2	047.2-2	Programmierung	27.02.2020	06.03.2020	☑	72:00	72:00	00:00	☐

... an offer (header) is created, changed if necessary and saved. The quotation items can be entered manually and/or transferred based on the planning data (in the form of work packages and budgets). By activating the action "Copy all efforts" ...

Offer header CSS-21-07-1 26.02.2020 06.03.2020

Document - Edit - View - Actions -

General data Misc

**Basic information**

Number: CSS-21-07-1 Status: No Offer

Company: CSS Consult Software GmbH Contact person: Müller-Jahn Heike

Project: 047.2 Customizing

Service period From: 26.02.2020 To: 06.03.2020

Net amount: 0,00 EUR VAT: MwSt-D-19% Gross amount: 0,00 EUR

Created by: Schaub Peter Date of creation: 02.07.2021 Vat amount: 0,00 EUR

Offer valid until: 16.07.2021

Note:

**Description**

**Positions**

Description	Hours	OfferedValue	Cost	Note
	<b>00:00</b>	<b>0,00 EUR</b>		
	01:00		Projektkosten	
	01:00		Projektkosten	
	01:00		Projektkosten	

... all work packages and budgets for the project (including all sub-projects) are listed. By marking the items and activating the action "Confirm and accept", ...

Selection

Confirm and include Select all Refresh

**Budget** 14.910,00 EUR **OfferAmountSum** 0,00 EUR **ToBeOfferedAmount** 14.910,00 EUR

**Jobs**

Job number	Project	Description	Employee	Occupation	Planning time	CurrentAssessableC
1 047.2-1	047.2 Customizi...	Konfiguration	Müller Marjan	Support	08:00	720,00 EUR
2 047.2-2	047.2 Customizi...	Programmierung	Zöllner Pia	Programmierung	36:00	3.780,00 EUR
3 047.2-5	047.2 Customizi...	Programmierung	Dohle Hannah	Programmierung	36:00	3.780,00 EUR
4 047.2-3	047.2 Customizi...	Testen	*Support	Support	16:00	1.440,00 EUR
5 047.2-4	047.2 Customizi...	Dokumentation	*Support	Dokumentation	16:00	1.440,00 EUR
						<b>11.160,00 E...</b>

**Budgets**

No.	Project	Description	Budget (external)
1 047.2-2	047.2 Customizi...	External Consul...	3.750,00 EUR
			<b>3.750,00 EUR</b>

... the selected elements are generated as offer items in the offer.

In the example, all work packages and budgets have been transferred to the offer as offer items. This results in the quotation values as described in the calculation (planned expenditure \* external allocation rate plus external budgets of the "other budgets"):

Offer header CSS-21-07-1 26.02.2020 06.03.2020

Document • Edit • View • Actions •

General data Misc

**Basic information**

Number: CSS-21-07-1 Status: No Offer

Company: CSS Consult Software GmbH Contact person: Müller-Jahn Heike

Project: 047.2 Customizing

Service period From: 26.02.2020 To: 06.03.2020

Net amount: 14.910,00 EUR VAT: MwSt-D-19% Gross amount: 17.742,90 EUR

Created by: Schaub Peter Date of creation: 02.07.2021 Vat amount: 2.832,90 EUR

Offer valid until: 16.07.2021

Note:

**Description**

**Positions**

Description	Hours	OfferedValue	Cost	Note
1 Job 047.2-1 Konfiguration	08:00	720,00 EUR	Projektkosten	
2 Job 047.2-2 Programmierung	36:00	3.780,00 EUR	Projektkosten	
3 Job 047.2-5 Programmierung	36:00	3.780,00 EUR	Projektkosten	
4 Job 047.2-3 Testen	16:00	1.440,00 EUR	Projektkosten	
5 Job 047.2-4 Dokumentation	16:00	1.440,00 EUR	Projektkosten	
6 Budget 047.2-2 External Consultant	01:00	3.750,00 EUR	Fremdleistungen	
<b>113:00</b>		<b>14.910,00 E...</b>		
	01:00		Projektkosten	
	01:00		Projektkosten	
	01:00		Projektkosten	

The effort and the offer value can now also be changed in the offer items.

**Positions**

Description	Hours	OfferedValue	Cost	Note
1 Job 047.2-1 Konfiguration	08:00	720,00 EUR	Projektkosten	
2 Job 047.2-2 Programmierung	36:00	3.780,00 EUR	Projektkosten	
3 Job 047.2-5 Programmierung	36:00	3.780,00 EUR	Projektkosten	
4 Job 047.2-3 Testen	16:00	1.440,00 EUR	Projektkosten	
5 Job 047.2-4 Dokumentation	16:00	1.440,00 EUR	Projektkosten	
6 Budget 047.2-2 External Consultant	01:00	3.750,00 EUR	Fremdleistungen	
<b>113:00</b>		<b>14.910,00 E...</b>		
	01:00		Projektkosten	
	01:00		Projektkosten	
	01:00		Projektkosten	

If the effort changes, the system automatically changes the quotation value (but not the planned effort in the work package of the project plan). Changes to the quotation value do not change the planned effort.

Offer header CSS-21-07-1 26.02.2020 06.03.2020

Document • Edit • View • Actions •

General data Misc

**Basic information**

Number: CSS-21-07-1 Status: No Offer

Company: CSS Consult Software GmbH Contact person: Müller-Jahn Heike

Project: 047.2 Customizing

Service period From: 26.02.2020 To: 06.03.2020

Net amount: 14.910,00 EUR VAT: MwSt-D-19% Gross amount: 17.742,90 EUR

Created by: Schaub Peter Date of creation: 02.07.2021 Vat amount: 2.832,90 EUR

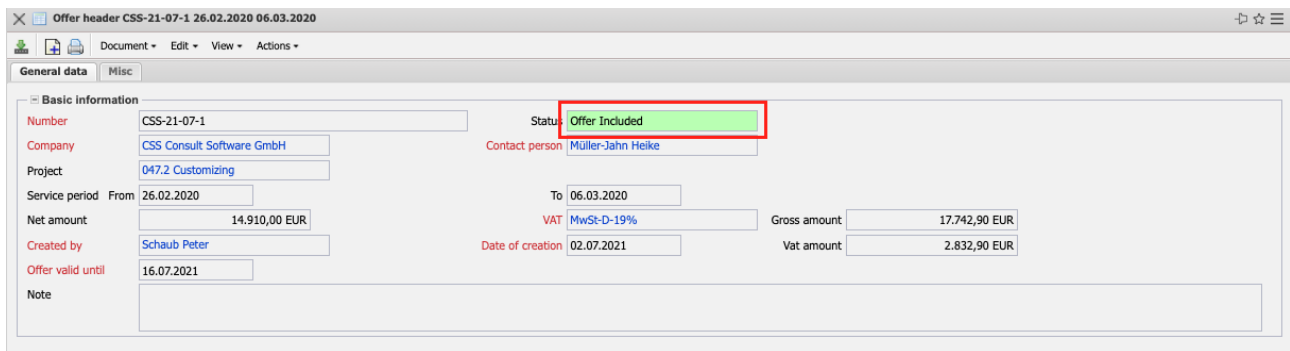
Offer valid until: 16.07.2021

Note:

The offer can then be printed out (printer button).

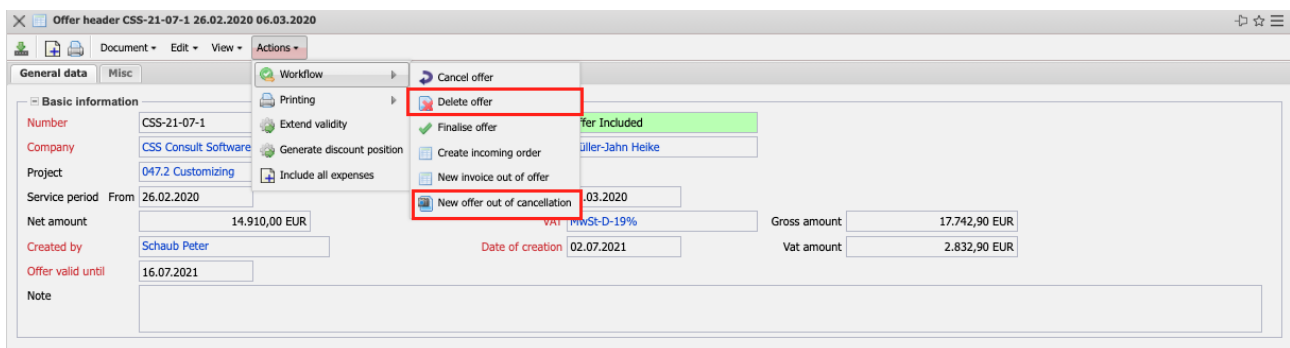
When the offer creation is completed, the offer must be transferred to the sys-

tem using the action "complete offer".



The offer status changes from "No offer" to "Offer included". The offer is read-only and the status of the project is changed from "passive" to "open offer".

**Note:** Only after this action the offer key figures are available in the system. If there is still a need for changes after the quotation has been completed, or if the recipient of the quotation (interested party or customer) needs another version of the quotation, the quotation can be reset using the action "Cancel quotation". This also resets the quotation key figures and, if necessary (when requested by the system), sets the project back to "passive" status. You can then create new versions of the offer, including the offer items, on the basis of the "canceled" offers.



In the project (usually in the tab "Key Figures" or "Billing Documents") the offers can be viewed:

Offer no.	Offer status	Offer valid until	Amount net	Gross amount
1	Offer Cancelled	16.07.2021	14.910,00 EUR	17.742,90 EUR
2	Offer Included	16.07.2021	14.910,00 EUR	17.742,90 EUR

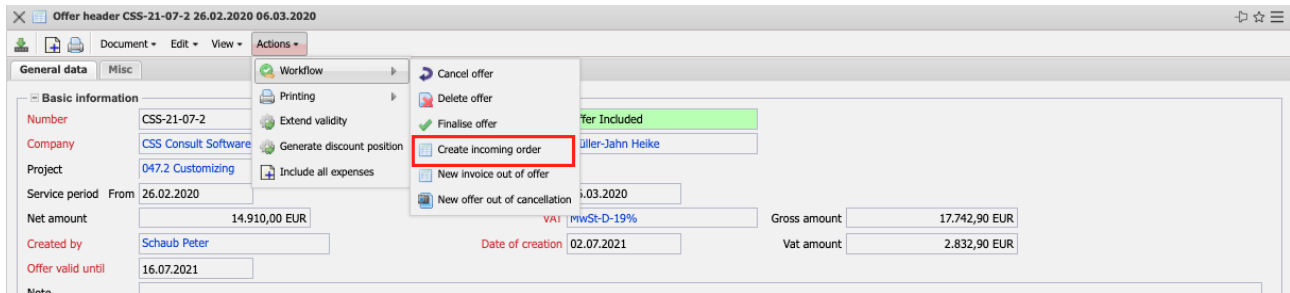
## 5.3 Order Management

An order corresponds to a purchase contract or a contract for work and ser-

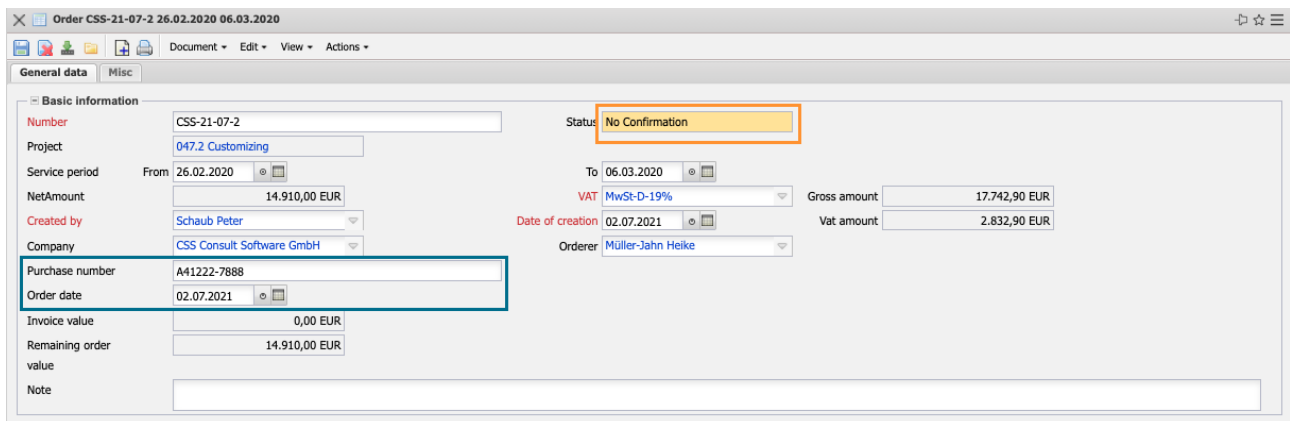


ices initiated by an order of the customer. If orders are to be managed in Projectile, an order can be created using the "+" button on the initial screen or from the last quotation version.

In the following example, an order with order items is created from the last valid quotation version using the action "Generate order" as a type of "copy" of the quotation:



After entering the order number and the order date, the order is saved. If not the entire offer is ordered, changes can be made in the order (for example, deleting or changing items).



When the creation of the order is complete, the order must be transferred to the system using the "Complete Order" action. This changes the status from "No Order" to "Order Completed" and the order is write-protected. The status in the project does not automatically change to "active", as the project plan usually still has to be adjusted.

Order CSS-21-07-2 26.02.2020 06.03.2020

Document - Edit - View - Actions

General data Misc

Basic information

Number: CSS-21-07-2 Status: Billed

Project: 047.2 Customizing

Service period: From 26.02.2020 To 06.03.2020

NetAmount: 14.910,00 EUR VAT: MwSt-D-19% Gross amount: 17.742,90 EUR

Created by: Schaub Peter Date of creation: 02.07.2021 Vat amount: 2.832,90 EUR

Company: CSS Consult Software GmbH Orderer: Müller-Jahn Heike

Purchase number: A41222-7888

Order date: 02.07.2021

Invoice value: 0,00 EUR

Remaining order value: 14.910,00 EUR

Note:

**Note:** The order key figures are only available in the system after this action.

If no offer is available, an order can still be created. The procedure is the same as for creating a quotation: Create order from project (or with the help of the "+" button), add and save order, copy the items into the order with the help of the action "Copy all efforts" ...

Order 2021-0001. 26.02.2020 06.03.2020

Document - Edit - View - Actions

General data Misc

Basic information

Number: 2021-0001. Status: No Confirmation

Project: 047.2 Customizing

Service period: From 26.02.2020 To 06.03.2020

NetAmount: 0,00 EUR VAT: MwSt-D-19% Gross amount: 0,00 EUR

Created by: Schaub Peter Date of creation: 02.07.2021 Vat amount: 0,00 EUR

Company: CSS Consult Software GmbH Orderer: Müller-Jahn Heike

Purchase number:

Order date:

Invoice value: 0,00 EUR

Remaining order value: 0,00 EUR

Note:

... and complete (status change as in the previous example).

In the project (usually in the tab "Key Figures" or "Billing Documents") the orders can be viewed:

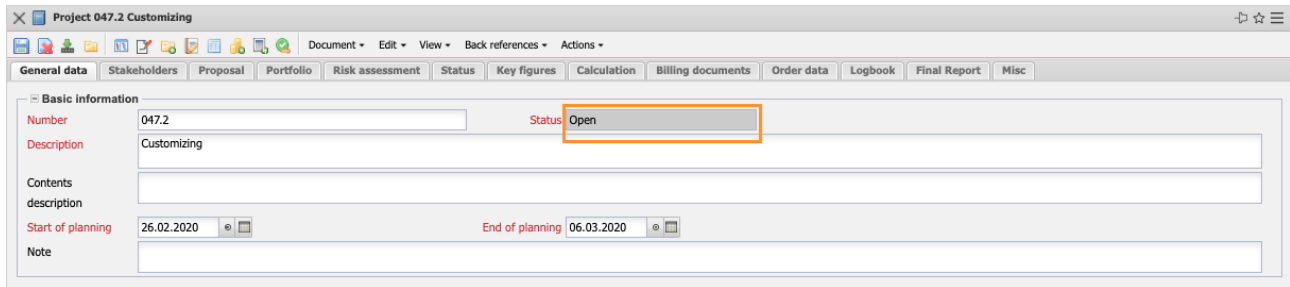
Offers						
	Offer no. ^	Offer status	Offer valid until	Amount net	Gross amount	
	1	CSS-21-07-1	Offer Cancelled	16.07.2021	14.910,00 EUR	17.742,90 EUR
	2	CSS-21-07-2	Offer Included	16.07.2021	14.910,00 EUR	17.742,90 EUR

Confirmations						
	ConfirmationStatus	Confirmation numb	Order date	Purchase number	Amount	ConfirmationTotal
	1	Billed	CSS-21-07-2	02.07.2021	A41222-7888	14.910,00 EUR 17.742,90 EUR
	2	No Confirmation	2021-0001.			0,00 EUR 0,00 EUR

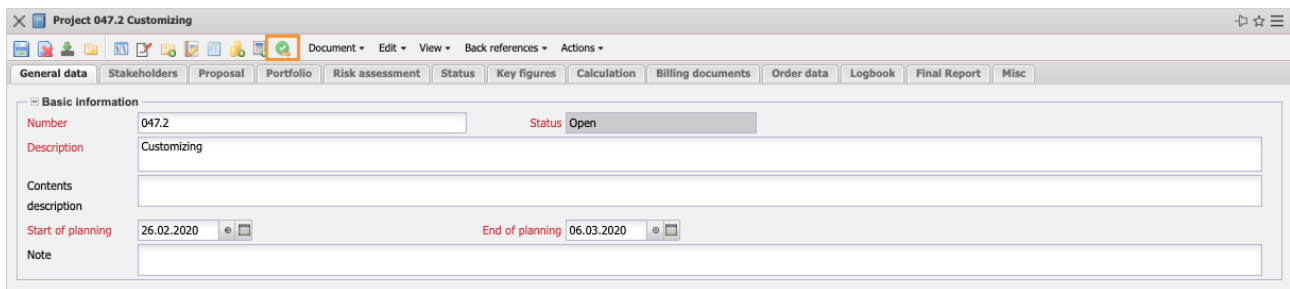
## 5.4 Project Release

The planning phase of the project is completed at the latest when the order is received. To start the project execution, it is necessary to activate the project (or sub-projects), for example to record times and costs or to issue invoices. In the following example, project "047.2" is changed from "open offer" to "active".



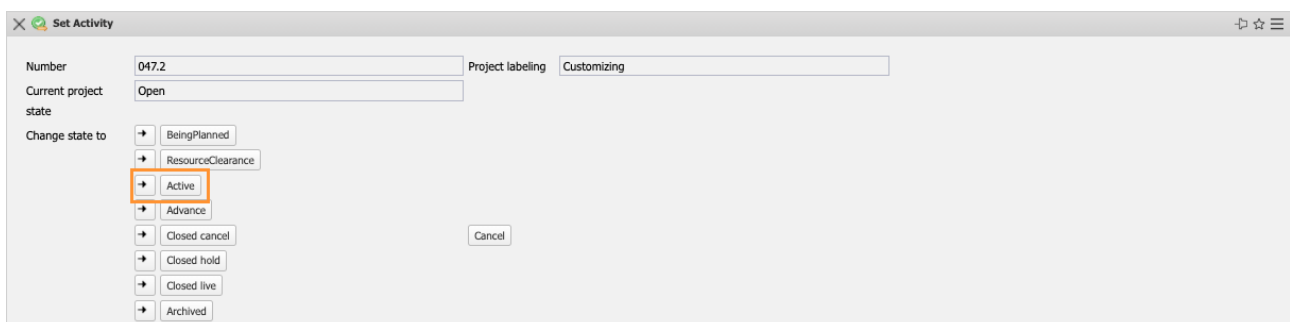
The screenshot shows the 'Project 047.2 Customizing' form. The 'Status' field is highlighted with an orange box and contains the value 'Open'. Other fields include 'Number' (047.2), 'Description' (Customizing), 'Start of planning' (26.02.2020), and 'End of planning' (06.03.2020).

The action "Set Project Status" ...



The screenshot shows the 'Project 047.2 Customizing' form with the 'Set Project Status' action button highlighted by an orange box. The 'Status' field still shows 'Open'.

... then opens a dialog for the selected project that shows the possible status changes. The status changes are freely configurable in the administration. In the present configuration, the user can "back" to the status "planning released", "cancel" the project, change to the status "advance performance" (release for time and cost recording, but no invoicing) or set the project to "active".



The screenshot shows the 'Set Activity' dialog. The 'Current project state' is 'Open'. The 'Change state to' list includes options like 'BeingPlanned', 'ResourceClearance', 'Active', 'Advance', 'Closed cancel', 'Closed hold', 'Closed live', and 'Archived'. The 'Active' option is highlighted with an orange box.

In the example, the project is activated and with it all sub-projects. Time and cost recording and billing of services are now possible.

Project 047.2 Customizing

Document • Edit • View • Back references • Actions •

General data | Stakeholders | Proposal | Portfolio | Risk assessment | Status | Key figures | Calculation | Billing documents | Order data | Logbook | Final Report | Misc

Basic information

Number: 047.2 Status: Active

Description: Customizing

Contents description:

Start of planning: 26.02.2020 End of planning: 06.03.2020

Note:

Structure

Main project: 047 Einführung EPM Parent: 047 Einführung EPM

**Note:** The status change can also be carried out for subprojects. This is necessary, for example, if only individual phases are ordered or if times and costs are to be recorded before the project is released (then a sub-project "Presales" is created and only this sub-project is activated).