



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

Help, Part 8: Cost Tracking, Billing and Project Completion

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8.1 Order and Incoming Invoices

A purchase order corresponds to a sales contract or a contract for work and services initiated with the vendor. In the following example, a new purchase order is created using the "+" button in the "Purchasing and Procurement" menu. First, a new record of the type "Purchase Orders" opens with some default settings:

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🝓 Product groups 🕢 📀				\bigtriangledown								
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9 Offer and order	- E Positi	ons										
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Queries												
Tracking	- Order	confirmation										
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Query manager Filter Team calendar Query manager Filter Team calendar Query manager Filter Team calendar Query manager Team calendar Query manager Document Edit Document Edit Document Edit Document Edit Document Edit Document Docu	Amount net			Order date 02 To 03 Gross amount	.05.2020 ©		Hourly rate	Hours	External employee	Job		c3-
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Query manager Filter Team calendar Filter Team calendar Outgoing order 12 Passic Information Project Outgoing Outgoing Project Outgoing Outgoing Project Outgoing Outgoing Prositions Provide Outgoing Outgoing Provide Outgoing P	Amount net			Order date 02 To 03 Gross amount	.05.2020 ©		Hourly rate	Hours	External employee	Job		- 12-

Subsequently, the relevant fields of the first tab "General Data" are filled in, such as the supplier, the project or the time span of the order, and the record is saved.

The purchase order items are then created. In the following example, three purchase order items are created for two different projects: Two items for services and one item for travel expenses The items can also be assigned to work

packages of external employees or articles.

	going	order 12 1										-D 4
1 💽 🚣		Docum	nent + Edit + Viev	+ Actions +								
eneral dat	ita	Actions										
- Basic i	inform	nation										
Number		1				Status	Open					
Supplier		MPG Ma	n Power GmbH									
Project		001.2 C	ustomizing									
Created by	v	Schaub	Peter			Order date	02.05.2020 🛛 🔲					
		From 02.05.2					03.05.2021 •					
Service From period		10111 02.03.2	021 0 🖬			10	05.05.2021					
Net amour	int		10.000,00	FUR		Gross amount	11.900,00 EUR					
Note			,									
NOLE												
	- D	escription	Amount net	Value added tax	-	Cost	Project	Hourly rate	Hours	External employee	Job	
E .			3.000,00 EUR	MwSt-D-19%	3.570,00 EUR	Fremdleistungen	001.2 Customizing					
- Ø-	1 In	ventory										
	1 In 2 In	nplementation	5.800,00 EUR			Fremdleistungen	001.2 Customizing					
	1 In 2 In		5.800,00 EUR 1.200,00 EUR		1.428,00 EUR	-	001.2 Customizing 001.2 Customizing					
	1 In 2 In	nplementation	5.800,00 EUR			-	-					
	1 In 2 In	nplementation	5.800,00 EUR 1.200,00 EUR	MwSt-D-19% MwSt-D-19%	1.428,00 EUR	-	001.2 Customizing 001.2 Customizing					
	1 In 2 In	nplementation	5.800,00 EUR 1.200,00 EUR	MwSt-D-19%	1.428,00 EUR	-	001.2 Customizing					

The order can then be printed out (printer button). When the order entry is complete, the purchase order must be transferred to the system using the action "Complete Purchase Order".

Control order 12 1												
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General data Actio	ons	📇 Printir	ng Þ									
Basic information	n	Cance	el order									
Number	1	Creat	e incoming invoice	Status	Open							
Supplier	MPG Man Power GmbH	Creat	e order confirmation									
Project	001.2 Customizing	Creat	e supplier credit									
Created by	Schaub Peter	🙀 Delete	e order	Order date	02.05.2020 🐵 🥅							
Service From	02.05.2021 © 🛄	🛷 Finalis	se order	То	03.05.2021 💿 🔲							
period			le all expenses									
Net amount	10.000,	00 EUF	order from cancelled orde	ross amount	11.900,00 EUR							
Note		[] _≈ Remo	ve link from original									
Positions												
📄 🎲 • Descript	tion Amount net	Value added ta	x Amount gros	Cost	Project	Hourly rat						
The second secon	3 000 00 5	B 14CE D 100/	3 E30 00 EUD	E	and a contraction							

The status changes from "No order" to "included". The order is read-only. In the standard version, completed purchase orders cannot be changed, but must be cancelled (in the same way as quotations and orders) and recreated on this basis.

Within the process of incoming invoices, the system usually first checks whether a purchase order exists. Incoming invoices can then be generated directly on the basis of the purchase orders in Projectile. With the help of the action in the purchase order "Generate incoming invoice", ...

🔨 📃 Outgoing ord	er 12 1					
🛓 🚔 📑 Docu	ment - Edit - View -	Actions -				
General data Act	ions	🚔 Printing	Þ			
Basic informati	on	Cancel order				
Number	1	Create incoming i	nvoice	Status	Included	
Supplier	MPG Man Power GmbH	Create order conf	irmation			
Project	001.2 Customizing	Create supplier cr	edit			
Created by	Schaub Peter	🙀 Delete order		Order date	02.05.2020	
Service From	02.05.2021	Finalise order		То	03.05.2021	
period		🔒 Include all expension	ses			
Net amount	10.00	👜 New order from c	ancelled order	Gross amount	11.900,00 EUR	
Note		Remove link from	original			
Positions						
📄 🎲 • Descri	ption Amount r	value added tax	Amount gros	Cost	Project	Hourly ra
1 1	3 000 00		3 F70 00 FUD	Encoded at the second	001.0 0	

... creates an incoming invoice with the ordered items:

< 🔲	Inco	ming invo	ice ForeignInvoice 1								-1	₽☆Ξ
	2	🔒 🖨	Document + Edit + Vi	ew + Actions +								
Gener	al da	ta Act	ions									
B;	asic	nformatio	on									
Num	ber		1			Type F	oreignInvoice	Status No	o Invoice			
Supp	lier		MPG Man Power GmbH	\bigtriangledown		Rebilling						
Proje	ect			$\overline{\nabla}$								
Servi	ice pe	riod From	02.05.2021 0			To 0	3.05.2021 🛛 🕅					
Net a	amou	nt	10.000,0	00 EUR		Gross amount	11.900,0	0 EUR				
Creat	ted b	Y	Schaub Peter	~		Invoice date 0	2.07.2021 🛛 🕅					
Date	due		02.07.2021 @			Booking date 0						
Note												
Pe	ositio	ns										
	-		n Description -	Amount net	Value added tax	Amount gros	Project	Cost	Note	Rebil		
		1 20-2	Implementation	5.800,00 EUR	MwSt-D-19%	6.902,00 EUR	001.2 Customizing	Fremdleistungen		V		
		2 20-1	Inventory	3.000,00 EUR	MwSt-D-19%	3.570,00 EUR	001.2 Customizing	Fremdleistungen				
		3 20-3	Travel Cost	1.200,00 EUR	MwSt-D-19%	1.428,00 EUR	001.2 Customizing	Reisekosten				
				10.000,00 E		11.900,00 E						
		20-4			MwSt-D-19%			Projektkosten				
۲		20-4			MwSt-D-19%			Projektkosten				

If the incoming invoice does not contain the complete purchase order, the items can be removed or changed.

In the example, the vendor settles the first item completely and the other items partially. Once the items have been changed, the incoming invoice is saved and printed out if necessary.

	ncom	ing invoi	ce ForeignInvoice 1								-口 ☆	
	2	🔒 🔒	Document - Edit - View	 Actions - 								
-	l data		ons									
- Ba	sic in	formatio	n									
Numb	er		1			Type Fo	oreignInvoice	Status No	o Invoice			
Suppl	ier		MPG Man Power GmbH	\bigtriangledown		Rebilling 🔽	1					
Projec	t			~								
-		od From	02.05.2021 0			To 03	3.05.2021 🛛 📼					
	mount		5.100,00	EUR		Gross amount	6.069,00 E	EUR				
	ed by		Schaub Peter	-		Invoice date 02						
Data .												
Date	due		02.07.2021 0			Booking date 02	2.07.2021 🛛 🕅					
Date Note	due		02.07.2021			Booking date 02	2.07.2021					
Note			02.07.2021 •			Booking date 02	2.07.2021					
Note	sition				1							
- Po	sition	Position	Description A	Amount net	Value added tax	Amount gros	Project	Cost	Note	Rebil		
Po	sition				Value added tax MwSt-D-19%	Amount gros		Cost Fremdleistungen	Note	Rebi		
- Po	sition	Position	Description A	3.000,00 EUR		Amount gros 3.570,00 EUR	Project		Note			
- Po	sition ••••••••••••••••••••••••••••••••••••	Position 20-2	Description *	3.000,00 EUR 1.600,00 EUR	MwSt-D-19%	Amount gros 3.570,00 EUR 1.904,00 EUR	Project 001.2 Customizing	Fremdleistungen	Note			
- Po	sition ••••••••••••••••••••••••••••••••••••	Position 20-2 20-1	Description * Implementation Inventory	3.000,00 EUR 1.600,00 EUR	MwSt-D-19% MwSt-D-19%	Amount gros 3.570,00 EUR 1.904,00 EUR	Project 001.2 Customizing 001.2 Customizing	Fremdleistungen Fremdleistungen	Note			
- Po	sition ••••••••••••••••••••••••••••••••••••	Position 20-2 20-1	Description * Implementation Inventory	3.000,00 EUR 1.600,00 EUR 500,00 EUR	MwSt-D-19% MwSt-D-19%	Amount gros 3.570,00 EUR 1.904,00 EUR 595,00 EUR	Project 001.2 Customizing 001.2 Customizing	Fremdleistungen Fremdleistungen	Note			

If no purchase order exists, the purchase order can be created manually in the menu "Purchasing and Procurement":

••	주	🗙 📃 Incom	ing invoid	e 21										-⊳ ☆ ⊟
Administration		🗎 🖬 🚔	Docum	ent + Edit	•									
Customer relationship manage		General data	Actio	ns										
Human resources														
Project management		Basic inf	formation	1										
Purchasing and procurement		Number						Туре			Status	No Invoice		
5 Supplier	۲	Supplier				\bigtriangledown		Rebilling 🔽]					
🝓 Product groups	۲	Project				\bigtriangledown								
4 Items	۲	Service perio	od From		•			То	0	1				
Outgoing orders	۲	Net amount						Gross amount						
Incoming invoices	۲	Created by		Schaub Pe				Invoice date 02	2.07.2021 ©	1				
Incoming invoice positions						Ť								
dutgoing payments		Date due		02.07.2021	•			Booking date 02	2.07.2021 0	1				
Queries		Note												
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0ffers	۲	Position	s											
Incoming orders	۲	E @-	Position	Descriptio	n A	Amount net	Value added tax	Amount gros	Project	(lost	Note	Rebil	
🖻 💼 Chart		ogs				0,00 EUF		0,00 EUR						
Queries						0,00 201	•	0,00 201						
Imacking														
🖻 💽 Billing		Outgoing		nts										
Ticket management		E 🔅 •	No.		Invoice totals	Date	Outgoing payment	Difference	Date due	Note				
Risk management														
Query manager														
4 Filter														
🛅 Team calendar														
BEI v. z														

When the entry is complete, the incoming invoice must be transferred to the system using the action "Complete Incoming Invoice".

X Incoming invoi	ce 323							-□ ☆ 🗏
🗎 🖹 🛣 📑 🖨	Document - Edit - View -	Actions -						
General data Actio	ons	Printing						
- Basic informatio	n	🔒 Include 🛛 🕨						
Number	323	Cancel incoming invoice	Туре		\bigtriangledown	Status	No Invoice	
Supplier	CSH Consult AG	Selete incoming invoice	Rebilling	\checkmark				
Project		Finalise incoming invoice]					
Service period From	۲	ip Invoice verification	То		•			
Net amount	0,00 EUI	New invoice from cancelled invoice	ss amount		0,00 EUR			
Created by	Schaub Peter	i Reset from obligo	voice date	09.07.2021	•			
Date due	23.07.2021 🔹 🗖	🎲 Set to obligo	oking date	23.07.2021	•			
Note								
Date due								

The status changes from "No incoming invoice" to "Incoming invoice completed". The A/P invoice is then write-protected. The completed A/P invoice cannot be changed, but must be reversed (as with purchase orders) and recreated on this basis.

X Incoming invoi	ce 323			-□ ☆ =
🏯 📑 🚔 Docum	ent • Edit • View • Actions •			
General data Actie	ons			
Basic informatio	n			
Number	323	Ту	e	Status Billed
Supplier	CSH Consult AG	Rebillir	g 🔽	
Project				
Service period From			īo	
Net amount	6.000,00 EUR	Gross amou	nt 7.140,00 EUR	
Created by	Schaub Peter	Invoice da	te 09.07.2021	
Date due	23.07.2021	Booking da	te 23.07.2021	
Note				
+ Positions				
Outgoing payme	nts			
🔲 🎲 🕶 No.	Invoice totals	Date Outgoing payment Differen	nce Date due Note	
1 323	7.140,00 EUR	0,00 EUR 7.140,00	EUR 23.07.2021	

8.2 Travel

The tracking of travel expenses is often required for the HR processes (if necessary, requesting trips, tracking travel expenses, expenses, ...), project controlling (for the actual costs of the project) and the settlement of services. Some systems also contain the travel requests, from which a trip can be created.

When travel expenses are entered, additional meals and per diems for overnight stays are calculated and other trip costs (such as outward and return travel, accommodation or flight costs) are entered.

You can enter travel expenses either with the "+" button or from the menu

"Tracking - Expense - Travels".

	구	🗙 🗃 Trave	el 20								₽☆⊟
Administration			Do	cument - Ed	lit - View -						
Customer relationship manage		General dat	aF	lat rates	Billing Misc						
Human resources				л.							
Project management		- Basic i	nform								
Purchasing and procurement		Number		20					Sta	tus unchecked	
Offer and order		Employee		Schaub Pete	er	\bigtriangledown					
4 🔯 Tracking		Project				\bigtriangledown					
Effort		Period	From		•					To 09.07.2021	
4 📄 Expense		Flat rate		Deutschland				Arri	val and departure		
😭 Travel requests	\odot	Flat Tate		Deutschiand	J	~		AIT		ate	
Travels	۲								r.	ate	
Receipts	۲	Destination	n								
Rest entry of journeys		Purpose									
a Journeys	۲	Note									
Expense report											
My expense report		Budget									
Item sales	۲										
Fast entry of item sales		- Receipt									
Queries		- ÷	Cos	t	Description		Date	Gross amount	Value added tax	ReceiptAmount	
🕑 💽 Billing								0,00 EUR		0,00 EUR	
Ticket management											

The trip is assigned to a project, departure and arrival are entered and the flat rate is assigned (here "Germany"). The system uses the time period and the per diem to determine the amounts for the additional meals expenses. Then you can ...

🗙 📸 Travel 20 Se	chaub Peter							-0 ☆ Ξ
📄 💁 🚣 💼 🖉	🔍 🔔 Do	cument 👻 Edit ·	• View •	Actions -				
General data F	lat rates	Billing Misc						
- Basic informa	ation							
Number	20					Stat	us unchecked	
Employee	Schaub Pete	er	\bigtriangledown					
Project	082 Develo	oment of a new	user i 🗢					
Period From	01.07.2021	۰ 🔲	14:55				To 09.07.2021	
Flat rate	Deutschland	i	\bigtriangledown		Arriv	al and departure f	lat 🔽	
						ra	ite	
Destination								
Purpose								
Note								
Budget			\bigtriangledown					
Receipts								
🔲 🎲 🕶 Cost		Description		Date	Gross amount	Value added tax	ReceiptAmount	
					0,00 EUR		0,00 EUR	
				01.07.2021	0,00 EUR	MwSt-D-19%	0,00 EUR	
۲				01.07.2021	0,00 EUR	MwSt-D-19%	0,00 EUR	

... receipts ...

🗙 🖀 Trav	(🖀 Travel 20 Schaub Peter 🖓 🖓 🖓								
📄 💽 🚣	🛛 🧕 🛓 📴 🍭 🚐 Document + Edit + View + Actions +								
General da	ta F	lat rates	Billing Misc						
= Basic i	nforma	ation							
Number		20					Stat	us unchecked	
Employee		Schaub Pete	er	\bigtriangledown					
Project		082 Develop	pment of a new	user i 🗢					
Period	From	01.07.2021	•	14:55				To 09.07.2021	0:00
Flat rate		Deutschland	ł	\bigtriangledown		Arri	val and departure f	lat 🔽	
							ra	te	
Destinatio	n								
Purpose									
Note									
Budget									
buuget									
Receip	ts								
E @.	Cost	t	Description		Date	Gross amount	Value added tax	ReceiptAmount	
	1 Proj	ektkosten	Office supplies		01.07.2021	63,21 EUR	MwSt-D-19%	53,12 EUR	
	2 Reis	ekosten	Parking		01.07.2021		MwSt-D-19%	4,20 EUR	
						68,21 EUR		57,32 EUR	
					01.07.2021		MwSt-D-19%	0,00 EUR	
۲					01.07.2021	0,00 EUR	MwSt-D-19%	0,00 EUR	

...and trips are recorded for this trip:

🗙 🞽 Trave	公量 Travel 20 Schaub Peter							
🖹 🖹 🛋	😥 🛓 📴 🌏 🚐 Document + Edit + View + Actions +							
General dat	aF	lat rates B	illing Misc					
- Basic i	nforma	ition						
Number		20				Stat	us unchecke	d
Employee		Schaub Peter	r	\bigtriangledown				
Project		082 Develop	ment of a new use	r i 🗢				
Period	From	01.07.2021	0 🔲 1	14:55			To 09.07.202	21 🛛 🔊 🔟 00:00
Flat rate		Deutschland		∇		Arrival and departure fi	at 🔽	
						ra	te	
Destination	1							
Purpose								
Note								
Budget								
Ladyer								
— 🖲 Receipt	s							
— 🗉 Trips —								
- mps	Reg	stration numbe	Drive begin	Drive end	Distance	Cost type	Amount	
		wagen		09.07.2021 00:00			153,90 EUR	
		-			513 km			
۲			01.07.2021 14:55	09.07.2021 00:00				

In the tab "Flat Rates" you can enter the deductions for meals provided and the number of overnight stays. Meal provision reduces the additional expenses for meals (because the traveler has been partially catered for) and the accommodations per diem increases the per diems if the traveler pays for his or her accommodations from the company.

< 酱 Travel 20 Schaub Peter								
📑 🧕 👱 💼 🔍 👝 Document + Edit + View + Actions +								
neral data	Flat rates Bi	lling Misc						
Foods								
E 🔅 -	Hours	Date	FoodArt	Amount				
1	3	01.07.2021	Breakfast in hotel	14,40 EUR				
2	1	01.07.2021	Dinner	9,60 EUR				
				24,00 EUR				
	1	01.07.2021						
•	1	01.07.2021						

In the tab "billing" a list of costs is available and here is also the information for the external billing of travel expenses:

🗙 😭 Travel 20 Scha						
🗎 🖹 🚨 🚳	Document - Edit - View -	Actions -				
General data Flat	rates Billing Misc					
Internal billing						
Catering costs	156,00 EUR					
Vehicle flat rate	153,90 EUR					
Gross receipt costs	68,21 EUR	Net receipt	57,32 EUR			
		costs				
Gross total costs	224,21 EUR	Net total costs	367,22 EUR			
Expenses reimburse	d 📃					
Esternal billing						
 External billing T&E billing type 	according to effort					
T&E flat rate	EUR					
T&E daily flat rate	EUR					
Billed	Outgoing invoice	⊳				

When all the information for the trip has been entered, the trip costs entry can be printed out using the "Print" button and a check of the trip costs can be initiated. The system then changes the status of the trip from "unchecked" to "check requested" and locks the trip for further processing.

X 🚡 Travel 20 Sc	1 Travel 20 Schaub Peter 🖓 수 🖂						
🏦 📄 🔍 🚔	Document + Edit + View + Actions +						
General data F	at rates Billing Misc						
Basic information	tion						
Number	20	Status checking					
Employee	Schaub Peter						
Project	082 Development of a new user inter						
Period From	01.07.2021 14:55	To 09.07.2021 00:00					
Flat rate	Deutschland	Arrival and departure flat					
		rate					
Destination							
Purpose							
Note							
Budget							

The reviewers are then the reconcilers, are notified in the system ("messages") and can then reject the travel expenses entry, change travel expenses and/or release travel expenses in the reconciliation dialog.

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Customer relationship ma						
Human resources						
Project management						
Purchasing and procureme						
Offer and order				1	85 5	
Tracking			Extras	Tracking		
E Billing			🤗 Request absences	👰 Time tracker		
Ticket management			Create	😺 Matrix-TimeTra	cker Alson and Alson a	
Risk management				Today		
Query manager			Project planning			
4 Filter						
Team calendar				09.07.2021		
anfo market			Evaluate		A second seco	
🐺 Forum					ALC AL	
Sticky Notes	۲		Queries			
Settings					Ballot	InitiatedWorkflows
alk print					Hy Ballots: 8 Show all ballots	
					C Travel for confirmation submit 20 Schaub Peter 378,11	
					Foreign invoice line confirmation 15-1 Pos 1 2.300,00	
					Foreign invoice line confirmation 10-1 pos 1 1,00	
					Foreign invoice line confirmation 18-1 Pos 1 1.000,00	
					Foreign invoice line confirmation 18-2 Pos 2 1.200,00	
					Foreign invoice line confirmation 15-3 Pos 2 1.200,00	
					Travel for confirmation submit 19 Schaub Peter Workshops 1.024,00	
					Society Foreign invoice line confirmation 15-2 Pos 2 10.800,00	
	7					

8.3 Trips, Receipts, Article Sales

The entry of trips (business trips that do not belong to a trip) is done either with the "+" button or from the menu "Tracking - Expense - Journeys". The trip is assigned to a project, the vehicle or vehicle type is selected and the distance in kilometres is entered. The system then calculates the trip from the distance * km record of the vehicle.

((🗙 🚓 Journey 16 01.07.2021 15:1	5:38 Installation at the Customer's	₽☆≡
Administration	📄 🙀 🔬 🛛 Document 🕶 Edit 🗝	View •	
Customer relationship manage			
Human resources	Number	16	
Project management	Employee	Schaub Peter	
Purchasing and procurement		082 Development of a new user i	
Offer and order	Project		
4 🔯 Tracking	Туре	Mietwagen 🗢	
Effort	Period of time From	01.07.2021 • 🖬 15:15 To 09.07.2021 • 🖬 15:15	
4 Expense	Route	Mainz - Frankfurt - Mainz	
Travel requests	Purpose	Installation at the Customer's	
🎽 Travels 🕢 🤄	Travel		
Receipts 🕢	Level old	km	
Rest entry of journeys			
🚓 Journeys 🤄	Level new	km	
Expense report	Distance	502 km	
My expense report	Number of additional		
🔝 Item sales 🕢 🕢	passengers		
Fast entry of item sales	Passenger name		
Queries	Alternative	Miles 🗢	
🕑 💽 Billing	Cost type	Fahrtkosten	
Ticket management			
Risk management	Payment Method		
Query manager	Amount	150,60 EUR	
4 Filter	Note		
Team calendar			_
SEO v. A	Billed	complete 🗢 Billed	

You can enter receipts that do not belong to a trip either with the "+" button or from the menu "Tracking - Expenses - Receipts".

4 4	2)	🗙 📄 Receipt	of costs 21 Petrol								-12 ☆ Ξ
Administration	6	🖹 🖹 🔝	Document - Edit -	View - Actions	•						
Customer relationship manage		General data	Misc								
Human resources											
Project management		 Basic info 									
Purchasing and procurement		Description	Petrol	~							
Offer and order		Type of	Fremdleistungen	\bigtriangledown							
4 🔯 Tracking		cost									
Effort		Employee	Schaub Peter	⊳							
4 📄 Expense		Project	001.3 Roll-out	\bigtriangledown							
Travel requests	•	Date	12.05.2020								
Travels	•	Note									
Receipts 0	÷	Note									
Rest entry of journeys											
a Journeys	•	- Costs -									
Expense report		Net amount			670,00 EUR	VAT	MwSt-D-19%	\bigtriangledown	Gross amount	797,30 EUR	
My expense report		Net amount i	n foreign		670,00	Foreign Currency	EURO	\bigtriangledown			
Item sales	Ð	currency									
Fast entry of item sales		Budget			\bigtriangledown						
Queries											
🖻 💼 Billing											
Ticket management											
Risk management											
Query manager											
4 Filter											
🛗 Team calendar											
520 - e											

The document is assigned a project and a cost element as well as the net or gross amount and the sales tax. Depending on the entry (gross or net), the system then calculates the other amount.

	凸	🗙 📃 Item sale	2 Fakturamodul				$- 2 \simeq 10^{-1}$
Administration		📄 🙀 🏯 🛛 Do	cument - Edit - View -				
Ustomer relationship manage			Misc				
Human resources							
Project management		Item	Fakturamodul	Quantity	1,00 pcs		
Purchasing and procurement		Cost	Projektkosten 🗢				
Offer and order		Price per unit	3.500,00 EUR	Tatal arise	3.500,00 EUR		
4 🔯 Tracking			3.500,00 EUR	Total price (net)	5.500,00 EOK		
Effort		(net)		(nec)			
Expense		Project	042 Einführung EPM 🗢				
Travel requests	۲	From	25.02.2020 💿 🗖	То	25.02.2020 🛛 🕅		
Travels	۲	Created by	Schaub Peter 🗢				
E Receipts	۲	Note					
Rast entry of journeys							
a Journeys	۲	Billable					
Expense report							
My expense report							
Item sales	۲						
Fast entry of item sales							
Queries							
🖻 💽 Billing							
Ticket management							
Risk management							
Query manager							
🐥 Filter							
Team calendar							

8.4 Contract

The contracts in Projectile are primarily used for the preparations for invoicing. Any number of contracts can be created for a project and these contracts then control whether the project is to be billed periodically, by milestones and/or by classic payment plan. Contracts are entered either from a project (action "Create contract"), using the "+" button or from the menu "Billing - Contracts".

In the first example, a contract with payment category "Milestone" is created:

🤝 Tue, 03.08.2021 KW31 🖇 So	chaub Peter - 🕐 · 🕛 🖩 • 💱 TimeTracky 🛗 Team caler 📓 MPM I 📓 MPM II 📓 DB I 📓 DB II 📓 Ausl. I 📓 Ausl. II 🚺 Ausl. III 🚺 > 🕀 Search Document typ C
((× 🕑 Contract 001
Administration	📄 🙀 🛓 💿 📪 🏄 Document - Edit View - Back references Actions
Customer relationship manage	General da References Misc
Human resources	
Project management	Basic information
Purchasing and procurement	Description 001 Status Active 🗢
Offer and order	Project 061 Einführung EPM 🗢
Tracking	Customer CSB Consult Beratung GmbH 👳 Contact person Klane Iris
4 💽 Billing	Start of contract Period of 🗢
Locking time tracking	notice
Project contacts	Note
Outgoing invoices	
🍰 Incoming payments	
🖻 💼 Chart	C Modalities
Queries	
Ticket management	Period From 22.06.2020 Image: Comparison of the state of the
Risk management	Amount/Period EUR VAT MwSt-D-19% Amount/Total/Sum EUR
🔍 Query manager	Amount/Year 0,00 EUR
4 Filter	Total net 0,00 EUR
🛅 Team calendar	
🎇 Info market	⊂ ■ Conditions
Forum	Start of period
Sticky Notes	Middle of the period
Settings	
Bulk print	Prepayment

In the milestones of the selected project structure (here project "082") you can then enter the conditions (discount in % or amount in \in) in selected milestones on the "Billing" tab.

	_							
X 🎎 Milestone 082	< 35 Milestone 082.1-A 082.1-A 03.09.2021							
📄 🧝 🛓 Docume	📄 🙀 🏯 Document + Edit + View + Back references +							
General data Billi	General data Billing							
Basic information	on							
Number	082.1-A							
Description	082.1-A							
Main project	082 Development of a new u	ser inter	Project 082.1 Pla	lanning Phase				
Category	project milestone	\bigtriangledown	Fixed 🔽					
Milestone deadline	03.09.2021 🛛		Closed 📃 Clos	osing date 🔹 💿 🗖				
Responsible	Schaub Peter	\bigtriangledown						
Created by	Schaub Peter	Date of	creation 09.07.202	021				
Note								
Deadlines								
🔲 🎲 🕶 Deadlin	e A Report date	Milestone deadline	Employee	Note				
• 082.1-	-1 03.08.2021		Schaub Peter					

If such a milestone is then completed (usually by the project manager), ...

🗙 🎎 Milestone 082	公 55 Milestone 082.1-A 082.1-A 03.09.2021							
📄 🧝 🛓 Docum	🛛 🙀 🛓 Document + Edit + View + Back references +							
General data Bill	eneral data Billing							
Basic information	on							
Number	082.1-A							
Description	082.1-A							
Main project	082 Development of a new u	iser inter	Project 082.1 Planning Phase					
Category	project milestone	\bigtriangledown	Fixed 📝					
Milestone deadline	03.09.2021 🛛 🖾		Closed 🕼 Closing date 03.08.2021					
Responsible	Schaub Peter	\bigtriangledown						
Created by	Schaub Peter	Date of	f creation 09.07.2021					
Note								
Deadlines								
🔲 🎲 🕶 Deadlin	ne Report date	Milestone deadline	e Employee Note					
1 082.1-	A-1 03.08.2021	03.08.2021	Schaub Peter					
• 082.1-	A-2 03.08.2021		Schaub Peter					

... the system generates a budget billing invoice in the background (in this case for 30% of the order value). If no order value is defined, the system uses the quotation value or (if no quotations are defined) the basis for the calculation is the planned revenue of the project.

X 55 Milestone 082.1-A 082.1-A 03.09.2021											
📄 🧝 🛓 🛛 Docume	ent - Edit - View -	Back references +									
General data Billi	ing										
Part payment in % Invoice Contract	30,00 %	Part payment amount	EUR								

The generated A/R invoice has the status "No Invoice" and can then be completed, printed and transferred (see also section 8.5).

🗙 📄 Outgoing invoice MI	PE-21-09-2							-\:□ ☆
🗎 🙀 🏯 📑 🚔 Do	ocument - Edit - View - Action	s •						
General data Misc								
Basic information								
Number	MPE-21-09-2		Туре		\bigtriangledown	Status	No invoice	
Project	081 Application		Billing address	•	\bigtriangledown			
Service period From	•		To	•				
Net amount	2.268,00 EUR		VAT	MwSt-D-19%	\bigtriangledown	Gross amount	2.698,92 EUR	
Accounting method	Expense	\bigtriangledown	Percentage	30,00 %		VAT amount	430,92 EUR	
			discount					
Offer		\bigtriangledown	Order	r				
Purchase number			Order Value			Remaining order		
						value		
Created by	Schaub Peter	▽	Invoice date	17.09.2021 💿 🗔				
Note								
Positions								
Description		Hours	Amount external	Cost				
1 Acceptance o	f the Planning	01:00	2.268,00 EUR	Projektkosten				
		01:00	2.268,00 EUR					
		01:00						
۲		01:00						
J		01:00						

In the wide example, a contract with payment category "Plan" is created:

X 📝 Contract 192	$\neg \diamond \equiv$									
📄 🗽 🎍 👌 📆 🎎 Kocument + Edit - View - Back references - Actions -										
General data References Hisc										
Basic Information										
- R Modalities										
Type Plan Period										
Period From 12.12.2019 C Duration Months To 12.01.2020 C										
Amount/Period EUR VAT MwSh-D-19% AmountTotal/Sum EUR										
Amount/Year										
Total net 0,00 EUR										
- E Conditions										

A payment plan can then be stored here on the "References" tab (which is mainly for information purposes).

neral data		ocument + Edit + V	ew - Back reference	s • Actions •				
Positions	,							
Contract	positions							
Payment	schedules							
	Description	Date	Completion	Percent	Invoice amount	Note	Billec Outgoing invoice	
	1. Payment	17.07.2021		30,00 %				
2	2. Payment	17.08.2021		30,00 %				
3	3. Payment	17.09.2021		30,00 %				
4	4. Payment	17.10.2021	100,00 %	10,00 %				
					0,00 EUR			
•								

In the example, the first three invoices are to be fixed and the fourth and last invoice is to be issued when the percentage of completion = 100%. The time service "Payment plan reminder" can then generate a reminder for the invoice.

In the third example, a contract with payment category "periodic" and the period = "monthly" is created over a period of four months:

🗙 🍸 Contract 192											
🔄 🙀 🛓 🧃 🗟 👪 Document + Edit - View + Back references - Actions -											
General data References Misc											
Basic Information											
Modalities											
Type Periodic	Period Monthly										
Period From 12.12.201	19 • Duration Months To 12.04.2020 • D										
Amount/Period	EUR VAI MWST-D-19% C Amount Iotal/Sum EI	JR									
Amount/Year	0,00 EUR										
Total net	14.080,00 EUR										
Conditions											

This information can be used for the automatic generation of outgoing invoices using a time service. In addition, the "Create Next A/R Invoice" or "Create All A/R Invoices" action can also be used to generate the next invoice or all A/R invoices for the contract period.

Contract 192											
🔚 🗽 🛓 🥘 🔜 👪 Document - Edit - View - Back references - Actions -											
General data References Misc Create all involces											
* Basic information Create next invoice											
⊡ Modalities											
Type Periodic Period Monthly											
Period From 12.12.2019 • Duration Months To 12.04.2020 • D											
Amount/Period EUR VAT MwSt-D-19% Manual Music EUR											
Amount/Year 0,00 EUR											
Total net 14.080,00 EUR											
- 🖲 Conditions											

In the example with the period = "monthly" over a period of four months (02.05.2019 to 02.09.2019) four outgoing invoices with the defined amount (\in 1.250,00 net) are generated at the beginning of the period and linked directly in the contract.

Positions	References Mis	nent + Edit + Viev sc	w - Back refere	ences + Actions +																							
Positions		sc																									
	ositions												General data References Misc														
	ositions																										
Contract pos	ositions																										
Contract pos	ositions																										
🗐 🎲 🕶 Inv	nvoiceNo. Inv	voice status	Invoice date	Project	From	То	Net amounts	Value added tax	Invoice total	Accounting method	Created by	Date billed	Date cancelle														
1 AT	TB-21-09-3 No	o invoice	02.05.2019	001.1 Planung	02.05.2019	01.06.2019	1.250,00 EUR	MwSt-D-19%	1.487,50 EUR	Partial subproject	Schaub Peter																
2 AT	TB-21-09-4 No	o invoice	02.06.2019	001.1 Planung	02.06.2019	01.07.2019	1.250,00 EUR	MwSt-D-19%	1.487,50 EUR	Partial subproject	Schaub Peter																
3 AT	TB-21-09-5 No	o invoice	02.07.2019	001.1 Planung	02.07.2019	01.08.2019	1.250,00 EUR	MwSt-D-19%	1.487,50 EUR	Partial subproject	Schaub Peter																
4 ATI	TB-21-09-6 No	o invoice	02.08.2019	001.1 Planung	02.08.2019	01.09.2019	1.250,00 EUR	MwSt-D-19%	1.487,50 EUR	Partial subproject	Schaub Peter																
							5.000,00 EUR		5.950,00 EUR																		
				-			1.250,00 EUR		1.487,50 EUR																		

8.5 Outgoing Invoices

Projectile supports (by means of the chargeable billing module) the internal and external billing of projects. The following examples refer to customer projects and thus to external billing. In principle, there are several billing variants in the system (by effort, fixed price, budget billing, closing and periodic billing). Using different price models, projects can be billed flexibly depending on the agreement with the customer.

The invoicing is done either from a project (action "Create outgoing invoice"), by using the "+-button" or from the menu "Billing - Outgoing invoices" (as shown in the figure).

Schart Fri, 17.09.2021 KW37 🖉 Schart	aub Peter 🧿 🕚 📕	🔹 🚺 🚺 TimeTrack	🕂 Team calei	MPM I 💼	MPM II 💼 DB I	🔟 DB II	💼 Ausl. I	💼 Ausl. II	🔟 Ausl. III	🔲 🕨 🕒 🔊	Search	Document type Q
((무	🗙 📃 Outgoing invoice 78	3										-□ ☆ 🗏
Administration	📄 📑 🚔 Document -	Edit - View -										
Customer relationship manage	General data Misc											
Human resources												
Project management	Basic information	[
Purchasing and procurement	Number					Туре				Status	No invoice	
Offer and order	Project				Billing	g address			\bigtriangledown			
Tracking	Service period From	0	1			То		•				
4 💽 Billing	Net amount					VAT 🚺	MwSt-D-19%		$\overline{\nabla}$	Gross amount		
Locking time tracking	Accounting method	Expense			Pe	ercentage		%		VAT amount		
Project contacts 📀						discount						
Outgoing invoices	Offer		~			Order						
all Incoming payments	Purchase number				0	der Value				Remaining order		
🖻 💼 Chart	Purchase number				Ur	uer value				value		
Queries	6	Schaub Peter					7 00 0004			value		
Ticket management	Created by	Schaub Peter			Inv	roice date 1	17.09.2021	0				
Risk management	Note											
Query manager												
Her Filter	- • Positions											
🛅 Team calendar												
🚰 Info market	Incoming Payments											
👼 Forum	Invoice sum											
JSticky Notes	Amount for											
Settings	payment											
Bulk print	Difference											
	4											

In the first example, an expense calculation is generated (settlement type = "expense"). This settlement type is based on the times and costs entered from the settlement period. Here, an expense account is to be created for the project "014.2" based on the order from the customer "CSH-21-09-07".

After entering all relevant data the invoice header is saved.

X 🔄 Outgoing invoice In	voice CSH-21-09-7					$\neg $ $\Rightarrow $ \equiv
📄 🙀 🏯 📑 🚔 Do	ocument - Edit - View - Actions -					
General data Misc						
Basic information						
Number	CSH-21-09-7	Туре	Invoice 🗢	Status	No invoice	
Project	014.2 Customizing 🗢	Billing address	1 CSH Consult AG Billing address 🤝			
Service period From	17.09.2019 💿 🗖	То	17.09.2020 💿 🗖			
Net amount	0,00 EUR	VAT	MwSt-D-19%	Gross amount	0,00 EUR	
Accounting method	Expense 🗢	Percentage	%	VAT amount	0,00 EUR	
		discount				
Offer		Order	CSH-19-12-8 🗢			
Purchase number	5324344A	Order Value	38.790,00 EUR	Remaining order	30.369,44 EUR	
				value		
Created by	Schaub Peter 🗢	Invoice date	17.09.2021 🔹 🗖			
Note						

The invoice items can now be entered manually or compiled using the action "Copy all expenses". If the service period (time span) is set, only billable services within the service period are also displayed for billing.

After executing the action ...

2	X ■ Outgoing invoice CSH-21-09-7 ↓ ☆ Ξ												
(📄 🙀 🏯 📑 Doc	cument - Edit - View - Actions -											
ſ	General data Misc												
	Sasic information												
	Number	CSH-21-09-7	Туре	pe Invoice 🗢 Status No invoice									
	Project	014.2 Customizing 🗢	Billing address	ss 1 CSH Consult AG Billing address 🗢									
	Service period From	17.09.2019 💿 🗖	То	To 17.09.2020 🛛 🗉 🗖									
	Mak anna cak	0.00 EUD	VAT										

... all work packages for the project (including all sub-projects) and all costs are listed. If a performance period is defined in the invoice, all recorded and/or billable times of these tasks in the performance period are displayed here.

Behind the work packages, the recorded and billable hours (see also section 7.6), the planned and already billed hours are displayed. In addition, all billable costs (travel, trips, receipts, article sales and incoming invoice items) are also displayed here.

e	Select	ion									-
Cor	firm an	d include Select all	Refresh								
Ord	er Valu	Je	BilledMoney	,	RemainingOr	derAmount					
		38.790,00 EUR		0,00 EUR		38.790,00 EUR					
AssessableMoney RemainingMoney											
		840,00 EUR		37.950,00 EUR							
Bille	dJobs										
		0,00 EUR									
Jobs	3							_			
	<u>ې</u> -	Job number I	escription	Employee	Begin date planning	CurrentTrackedTim	CurrentAssessableT	CurrentAssessableC	Planning time	Billed time	
	1	014.2-5	rogrammierung	Zöllner Pia	23.12.2019	08:00	08:00	840,00 EUR	40:00		
						08:00	08:00	840,00 EUR	40:00	00:00	

By marking the corresponding items or with "Select all" the entries are selected and with "Confirm and apply" ...

🗙 📃 Outgoing invoice Invoice CSH-21-09-7	X 🗄 Outgoing invoice CSH-21-09-7 ⊡ ☆ Ξ												
📄 🙀 🛓 📑 🦲 Document + Edit + View + Ac	tions -												
General data Misc													
Service period From 17.09.2019		То	17.09.2020 🛛 🗉										
Net amount 840,00 E	UR	VAT	MwSt-D-19%		999,60 EUR								
Accounting method Expense	\bigtriangledown	Percentage	%	VAT amount	159,60 EUR								
		discount											
Offer	\bigtriangledown	Order	CSH-19-12-8	\bigtriangledown									
Purchase number 5324344A		Order Value	38.790,00	EUR Remaining order	30.369,44 EUR								
				value									
Created by Schaub Peter	\bigtriangledown	Invoice date	17.09.2021 🛛 🖾										
Note													
Positions													
Description	Hours	Amount external	Cost										
Job 014.2-5 Programmierung	08:00	840,00 EUR	Projektkosten										
	08:00	840,00 EUR											
	01:00												
	01:00												
۲	01:00												

... the selected work packages and costs are generated as invoice items in the invoice. In the example, three work packages and several cost documents (a trip, a license sale and an incoming invoice item) are transferred as items in the invoice. These items can still be modified in some cases and the invoice can be printed out using "Print".

🗙 📃 Outgoing invoice In	voice CSH-21-09-7							-□ ☆ =
📄 🙀 🏯 📑 🎰 Do	ocument • Edit • View •	Actions -						
General data Misc		📝 Edit 🛛 🕨						
Basic information		Q Workflow	Delete invoice	<u> </u>				
Number	CSH-21-09-7	A Printing 🕨	invoice by workflow	Туре	Invoice 🗢	Status	No invoice	1
Project	014.2 Customizing	📑 Include 🕨	Include preliminary invoice	g address	1 CSH Consult AG Billing address 🗢			-
Service period From	17.09.2019 💿 🛄			То	17.09.2020 💿 🛄			
Net amount	840,0	00 EUR		VAT	MwSt-D-19%	Gross amount	999,60 EUR	
Accounting method	Expense	\bigtriangledown		Percentage	%	VAT amount	159,60 EUR	
				discount				

The invoice can then be accepted. The invoice is now given the status "Invoice completed" and is blocked including all items. All items based on other costs are marked as invoiced in the system. For the work packages, the billed duration is transferred so that the work packages can be billed several times for partial invoices, if necessary. If an interface to financial accounting is used, accounting records are also generated after the action has been executed, if necessary.

In Projectile, the customer's receipt of payment for this invoice can also be noted (also partial payment):

X 🔲 Outgoing invoice In	voice CSH-21-09-7											-\` ☆ Ξ
🛓 📑 🚔 Document -												
General data Misc												
= Basic information										-		
Number	CSH-21-09-7			Туре	Invoice		5	Status Bille	ed			
Project	014.2 Customizing			Billing address	1 CSH Consult AG	Billing address						
Service period From	17.09.2019			То	17.09.2020							
Net amount	840),00 EUR		VAT	MwSt-D-19%		Gross an	nount	999,60 EUR			
Accounting	Expense			Percentage discount			VAT an	nount	159,60 EUR			
method				0								
Offer					CSH-19-12-8							
Purchase number	5324344A			Order Value		38.790,00 EUR	Remaining order	value	29.529,44 EUR			
Created by	Schaub Peter			Invoice date	17.09.2021							
Note												
- + Positions												
					-							
Incoming Payments - Invoice sum	999,60	EUR										
Amount for payment		EUR										
Difference	999,60											
Payments	555,00	Lon										
Description	Date	Expected date	Amount for paymer	Note a								
1 CSH-21-09-7		01.10.2021		NOICE								
			0,00 EUR									
-			,		_							

If the outgoing invoice has to be changed (incorrect entry, customer complains, ...), this change cannot be made directly (revision security, posting records already in the financial billing, ...). These invoices must be cancelled and a new invoice can then be created in the form of a duplicate based on the cancelled A/R invoice.

The action "Cancel A/R invoice" sets the status of the A/R invoice to "Invoice canceled" and performs some actions in the background: The invoice key figures are reset, the times and costs of the canceled A/R invoice are billable again and, if necessary, offsetting entries are created in billing.

With the action "New A/R invoice from cancellation", a new A/R invoice is then created ...

X 🗐 Outgoing invoice Invoice CSH-21-09-	7			-\` \; =
🛓 📑 🚔 Document + Edit + View +	Actions -			
General data Misc	📝 Edit 🕨			
= Basic information	Workflow Delete invoice			
Number CSH-21-09-7	Printing 🕨 🏾 🗃 New invoice out of cancellation	Type Invoice	Status Cancelled	
Project 014.2 Customizing	Include 🕨	Billing address 1 CSH Consult AG Billing address		
Service period From 17.09.2019		To 17.09.2020		
Net amount	840,00 EUR	VAT MwSt-D-19%	Gross amount 999,60 EUR	

... with the corresponding invoice items.

Outgoing invoice I	nvoice CSH-21-09-8				
) 🙀 🚣 📑 🚔 🖻	ocument - Edit - View - Actions -				
General data Misc					
Basic information					
Number	CSH-21-09-8	Туре	Invoice	Status No	invoice
Project	014.2 Customizing	Billing address		▽	
Service period From	n 17.09.2019 🔹 🥅	То	17.09.2020 🛛		
Net amount	840,00 EUR	VAT	MwSt-D-19%	Gross amount	999,60 EUR
Accounting	Expense 🗢	Percentage discount	%	VAT amount	159,60 EUR
method					
Offer		Order	CSH-19-12-8	~	
Purchase number	5324344A	Order Value	38.790,00 EUR	Remaining order value	30.369,44 EUR
Created by	Schaub Peter 🗢	Invoice date	17.09.2021 🛛 🗉		
Note					

You can then make changes to the A/R invoice, such as changing the number of hours or the net amount, or deleting invoice items.

For fixed price projects, the basis for invoicing is not the actual times and costs, but the contract (because of the invoicing modalities, see also Section 8.4) and the order. Fixed price invoices can be generated directly from the order. With the help of the action "Create outgoing invoice from order" ...

X 🔲 Order CSH-19-12-6	ф-	$\Box \equiv$						
🛓 🚘 📮 🚔 Document • Edit • View • Actions •								
General data Misc	Cancel order							
Basic information	Create order from cancelled order							
Number CSH-19-12-6 ☐ Include ▷	Create outgoing invoice from order							
Project 003 Entwicklung M 🎡 Add discount for each position	Delete order							
Service period From 🖓 Add discount position	Finalise order							
NetAmount 27.080,00 EUR	(b) Remove link to original 19% Gross 32.225,20 EUR							
amount								

... an A/R invoice is generated:

0	utgoi	ng invoice CSH-21-09-9				
2	ž.	Document - Edit - View - Action	is •			
		Misc				
		formation				
Bas	sic inf	rormation				
Pos	sitions	8				
1	ĝ. •	Description	Hours	Amount external	Cost	
	1	Arbeitspaket 003-1 Projektleitung	16:00	2.400,00 EUR	Projektkosten	
]	2	Arbeitspaket 003.1-1 Spezifikation	16:00	2.000,00 EUR	Projektkosten	
	3	Arbeitspaket 003.1-2 Konzeption	24:00	3.000,00 EUR	Projektkosten	
]	4	Arbeitspaket 003.1-3 Pflichtenheft	24:00	3.000,00 EUR	Projektkosten	
	5	Arbeitspaket 003.1-4 Briefing	04:00	600,00 EUR	Projektkosten	
]	6	Arbeitspaket 003.2-1 Datenbankdesign	24:00	2.400,00 EUR	Projektkosten	
	7	Arbeitspaket 003.2-2 Entwicklung	96:00	11.520,00 EUR	Projektkosten	
	8	Arbeitspaket 003.3-1 Testen	08:00	720,00 EUR	Projektkosten	
	9	Arbeitspaket 003.3-2 Dokumentation	16:00	1.440,00 EUR	Projektkosten	
			228:00	27.080,00 EUR		
			01:00			
			01:00			
0			01:00			

This A/R invoice initially contains all order items and is adjusted in the case of partial invoices. Items that are not yet to be settled are deleted and items that are only to be partially settled are reduced. In the following example, the first eight items of the order are settled completely and the last is partially settled:

Outgoing invoice CSH-21-09-9				
👷 🚠 📑 🚔 Document + Edit + View + Action	s •			
eral data Misc				
Basic information				
Positions				
🛛 🧼 🕶 Description	Hours	Amount external	Cost	
Arbeitspaket 003-1 Projektleitung	16:00	2.400,00 EUR	Projektkosten	
2 Arbeitspaket 003.1-1 Spezifikation	16:00	2.000,00 EUR	Projektkosten	
3 Arbeitspaket 003.1-2 Konzeption	24:00	3.000,00 EUR	Projektkosten	
4 Arbeitspaket 003.1-3 Pflichtenheft	24:00	3.000,00 EUR	Projektkosten	
5 Arbeitspaket 003.1-4 Briefing	04:00	600,00 EUR	Projektkosten	
6 Arbeitspaket 003.2-1 Datenbankdesign	24:00	2.400,00 EUR	Projektkosten	
7 Arbeitspaket 003.2-2 Entwicklung	96:00	11.520,00 EUR	Projektkosten	
8 Arbeitspaket 003.3-1 Testen	08:00	720,00 EUR	Projektkosten	
9 Arbeitspaket 003.3-2 Dokumentation	16:00	1.440,00 EUR	Projektkosten	
	228:00	27.080,00 EUR		
	01:00			
	01:00			
•	01:00			

The A/R invoice is then printed and completed.

Note: Fixed price invoices from orders can also be created from the projects or directly. In this case, however, the items are not directly transferred:

				🚴 🗐 🍳 Dor)((
neral	data	a Stakeholders	Proposal	Portfolio Ris	k assessmen	t Statu	s Key figures	Calculat	tion Bill	ling documents	Order data	Logbook	Final Repo	tI	1isc		
											0,00	EUK					
Offe	ors –																
	÷ 40	Offer no. 🛎	Offer status	Offer valid u	til Am	ount net	Gross amount										
	1	CSS-20-02-10	Offer Cance	lled 27.02.	020 40.3	70,00 EUR	48.040,30 EUR										
	2	CSS-20-02-11	Offer Includ	led 27.02.	40.3	70,00 EUR	48.040,30 EUR										
Cor	nfirm	ations															
- 6	nfirm	ations ConfirmationStatu	s (confirmation numb	Order date	Purchase	e number	Amount	Confirmatio	ionTotal							
	ja •			Confirmation numb	Order date 13.02.2020			Amount '0,00 EUR	Confirmation 39.115,								
	ja •	ConfirmationStatu															
	ja •	ConfirmationStatu Billed															
Inve) • 1 bices	ConfirmationStatu Billed		SS-20-02-11	13.02.2020	4432423			39.115,								

In the case of subsequent invoices, a new outgoing invoice is then created analogously via the order. The system checks whether A/R invoices have already been defined for this order ...

X 🔲 Order 2021-0003. 13.0	2.2020 11.07.2020						-□ ☆ ==
🗎 🖹 🛓 🖆 📑 🚔 🗉	Document - Edit - View -	Actions -					
General data Misc		🝳 Workflow 🕨	Cancel order				
Basic information		🚔 Printing 🛛 🕨	Create order from cancelled order				
Number	2021-0003.	🔒 Include 🛛 👂	Create outgoing invoice from order				
Project	047 Einführung EPM	ightarrow Add discount for each position	🙀 Delete order				
Service period From	13.02.2020 e 🕅	add discount position	Inalise order				
NetAmount	30.000,00	EUR	Remove link to original	⊳	Gross amount	35.700,00 EUR	
Created by	Schaub Peter	▽	Date of creation 17.09.2021		Vat amount	5.700,00 EUR	
Company	CSS Consult Software GmbH		Orderer Müller-Jahn Heike	. ⇒			
Purchase number							

... and can take these "deductions" into account if desired.



Projectile then creates an invoice that takes into account all the items of the order through all the invoice items of the already completed invoices:

Order 2021-0004. 02.	12.2019 31.01.2020						-0
🖹 🛓 🖻 📑 🖨	Document - Edit - View - Actions -						
neral data Misc							
Basic information							
Number	2021-0004.		Status No Co	nfirmation			
Project	001 Entwicklung Modul B0						
-	02.12.2019 •		To 31.01	.2020 🛛 🖻 🛄			
							-
NetAmount	25.572,11 EUR		VAT MwSt-		Gross amor		
Created by	Schaub Peter 🗢	C	Date of creation 17.09.		Vat amo	unt 4.858,70 EL	JR
Company	CSH Consult AG		Orderer Nahl L	isa	▽		
Purchase number							
Order date	•						
Invoice value	0,00 EUR						
Remaining order	25.572,11 EUR						
value	20107 2011 2011						
Note							
NOCC							
= Positions							
Order positions							
📄 🎲 🔹 Position number	Description	Hours	AmountExternalOrigina	Amount internal	Cost	Note	
1 33-1	Work Package 1232	07:00	23.000,00 EUR	0,00 EUR	Projektkosten		
2 33-2	Travel Costs	03:00	2.341,11 EUR	0,00 EUR	Reisekosten		
3 33-3	Travel Costs	01:00	231,00 EUR	0,00 EUR	Reisekosten		
		11:00	25.572,11 EUR	0,00 EUR			

Then (if this invoice is not the closing invoice) invoice items can be deleted or reduced again. The remaining order value is also displayed in the A/R invoices.

In the following example, only part of the order is settled for the second partial invoice ...

× 🖂 o	rder 2	2021-0004. 02.1	2.2019 31.01.2020						-□ ☆ Ξ
🖹 💽	2 6	a 🖬 🖨 i	Document + Edit + View + Actions +						
General	data	Misc							
- Bas	ic inf	formation							
Numbe	er		2021-0004.		Status No Co	nfirmation			
Project			001 Entwicklung Modul B0						
Service	e perio	od From	02.12.2019 🛛 🗖		To 31.01	2020 🛛 🕅			
NetAm	ount		25.341,11 EUR		VAT MwSt-	D-19%	Gross amo	unt 30.155,92 EUR	
Create	d by		Schaub Peter 🗢	C	ate of creation 17.09.	2021 🔹 🗔	Vat amo	unt 4.814,81 EUR	
Compa	iny		CSH Consult AG 🛛		Orderer Nahl L	isa	\bigtriangledown		
Purcha	se nu	imber							
Order	date		•						
Invoice	e valu	e	0,00 EUR						
Remain	ning o	order	25.341,11 EUR						
value									
Note									
- Pos									
Order									
	0*		Description	Hours	AmountExternalOrigina			Note	
		33-1	Work Package 1232	07:00	23.000,00 EUR		Projektkosten		
	2	33-2	Travel Costs	03:00	2.341,11 EUR		Reisekosten		
				10:00	25.341,11 EUR	0,00 EUR			

... and finished the bill:

X 🔄 Order 2021-0004. 02.	12.2019 31.01.2020			-⇔ ⇔ =					
🛓 📴 🔒 Document + Edit + View + Actions +									
General data Misc									
Basic information									
Number	2021-0004.	Status Billed							
Project	001 Entwicklung Modul B0								
Service period From	02.12.2019	To 31.01.2020							
NetAmount	25.341,11 EUR	VAT MwSt-D-19%	Gross amount 30.155,92 EUR						

Most versions of the project contain an overview of the orders and outgoing invoices:

	<u>ې</u> ،	Status	Description	n ≜ Payment M	de Period		From	Date end	Amount/Period	Total net
	1	Active	195	Periodic	Monthly		02.05.2019	02.09.2019	1.250,00 EUR	5.000,00 EUR
	2	Active	TST1	Periodic	Quartal		01.01.2020	31.10.2020	9.600,00 EUR	38.400,00 EUR
	3	Active	V001	Periodic	Yearly		01.01.2020	31.12.2020	30.000,00 EUR	30.000,00 EUR
										73.400,00 E
	_									
Offe										
			Offer statu	s Offer valid	until Amo	ount net	Gross amount			
	<u>ې چې</u>	Offer no. A	Uner statu							
	-0-	Offer no. ▲ CSH-19-12-1	Offer Canc			90,00 EUR	52.467,10 EUR			
	1	CSH-19-12-1 CSH-19-12-2		elled 18.1	.2019 44.09		52.467,10 EUR 50.991,50 EUR			
- Cor	1 2 onfirma	CSH-19-12-1 CSH-19-12-2 ations ConfirmationStat	Offer Canc Offer Inclu	elled 18.1 ded 18.1 Confirmation numb	.2019 44.09 .2019 42.89 Order date	00,00 EUR 50,00 EUR Purchase nu	50.991,50 EUR		ationTotal	
Cor	1 2 onfirma	CSH-19-12-1 CSH-19-12-2 ations ConfirmationStat Billed	Offer Canc Offer Inclu	telled 18.1	.2019 44.09 .2019 42.8	90,00 EUR 50,00 EUR Purchase nu 543532455	50.991,50 EUR number A 5 39.350		ationTotal 26,50 EUR	
Cor	1 2 onfirma	CSH-19-12-1 CSH-19-12-2 ations ConfirmationStat	Offer Canc Offer Inclu	elled 18.1 ded 18.1 Confirmation numb	.2019 44.09 .2019 42.89 Order date	90,00 EUR 50,00 EUR Purchase nu 543532455	50.991,50 EUR number A 5 39.350	0,00 EUR 46.82		
Cor	1 2 onfirma 0) • 1 2	CSH-19-12-1 CSH-19-12-2 ations ConfirmationStat Billed	Offer Canc Offer Inclu	elled 18.1 ded 18.1 Confirmation numb CSH-19-12-2	.2019 44.09 .2019 42.89 Order date 28.01.2020 28.01.2020	90,00 EUR 50,00 EUR Purchase nu 543532455	50.991,50 EUR number A 5 39.350 39.190	0,00 EUR 46.82 0,00 EUR 46.63	26,50 EUR	

8.6 Project Completion

If the project (or a sub-project) is to be completed, the final report can first be edited in the "Final Report" tab. Here, for example, 2Lessons Learned" for knowledge management could also be entered.

🗙 📴 Project 001 Entwicklung Modul B0											
📄 🙀 🚣 📬 📧 🕑 👒 😥	🍰 🔟 🚴 🐻 🍕 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										
Creator & overview											
Created Schneider Maria	Creation date 17.09.2020										
by											
Overview Customer very satisfi	ed, deadline slightly exceeded (but agreed with customer), cost increase partially covered by customer.										
Description of individual poir											
Compliance milestones and	No.										
delivery	24 A A A A										
Achieving financial objectives	Yes, completely.										
Success and comparative objective											
Compliance resource allocation	Yes.										
Budget compliance	No. But the cost increase is partly paid by the customer.										
Documentation	See "Logbook" Tab.										
Open issues											
Success and criticisms											

Finally, the project can be closed using the "Change status" action and all open work packages in the project structure are closed.

🗙 😋 Set Activi	ty			-D 1	⇔ ≡
Number	001	Project labeling	Entwicklung Modul B0		
Current project	Active				
state					
Change state to	Closed cancel				
	Closed hold				
	Closed live				
	→ Archived	Cancel			
	+ Advance				