



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

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

Table of Contents

8.1 Order and Incoming Invoices	2
8.2 Travel	6
8.3 Trips, Receipts, Article Sales	10
8.4 Contract	11
8.5 Outgoing Invoices	15
8.6 Project Completion	23

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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Customer relationship manage	General d	ata Actions										
Human resources												
Project management	Basic	information					1					
Purchasing and procurement	Number					Status	Open					
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tems 🤄	Created	by Sch	aub Peter	\bigtriangledown		Order date	02.07.2021	0				
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A Outgoing payments	Note											
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9 Offer and order	- E Posit	ions										
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Incoming orders			0.00 EU	R	0,00 EUR						1	
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Tracking	- Orde	confirmation -										
E Billing		 Description 	OrderAmount	OrderTotal	Order date	Note						
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	wer GmbH nizing Amount net 0,00 EUR	♥ ♥ ♥ Value added tax	Amount gros 0,00 EUR	Status Order date 02 To 03 Gross amount	pen 2.05.2020 @ 3.05.2021 @ 3.05.20200000000000000000000000000000000		Hourly rate	Hours	External employee	Job		-to 10
Team calendar Document Edit - General data Actions Basic information Number Supplier MPG Man Po Project O01.2 Custor Project O01.2 Custor Created by Schaub Peter Service From 02.05.2020 period Net Prositions Positions Positions Output Content Description Output Content Description Output Content Description Output Content Description D	wer GmbH nizing Amount net 0,00 EUR OrderAmount	Value added tas	Amount gros 0,00 EUR	Status O Order date 02 To 02 Gross amount Cost	pen 2.05.2020 @ 3.05.2021 @ Project		Hourly rate	Hours	External employee	Job		-Þ 1
	wer GmbH nizing Amount net 0,00 EUR	Value added tax	Amount gros 0,00 EUR d Order date	Status Or Order date 02 To 03 Gross amount Cost	pen 2.05.2020		Hourly rate	Hours	External employee	Job		¢.
	Amount net 0,00 EUR	Value added tax	Amount gros 0,00 EUR	Status Or Order date 02 To 03 Gross amount Cost	pen 2.05.2020 3.05.2021 Project		Hourly rate	Hours	External employee	Job		¢ -

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.

	Outg	oing orde	er 12 1										-D 1
3	2		Docum	ent • Edit • View	· · Actions ·								
Sener	al da	ta Act	ions										
B	asic i	nformati	on										
Num	ber		1				Status	Open					
Supp	lier		MPG Man	Power GmbH	4								
Proje	ct		001.2 Cu	stomizing	~								
Creat	ted by	, ·	Schaub P	eter	~		Order date	02.05.2020 💿 🗖					
Servi	ce	From	02.05.20	21 0			То	03.05.2021 .					
perio	d			Line a second				Local Brend					
Net a	mou	nt		10.000,00	EUR		Gross amount	11.900,00 EU	2				
Note													
- E Po	ositic	ns											
		Descri	otion	Amount net	Value added tax	Amount gros	Cost	Project	Hourly rate	Hours	External employee	Job	
		1 Invent	ory	3.000,00 EUR	MwSt-D-19%	3.570,00 EUR	Fremdleistungen	001.2 Customizing					
		2 Impler	nentation	5.800,00 EUR	MwSt-D-19%	6.902,00 EUR	Fremdleistungen	001.2 Customizing					
		3 Travel	Cost	1.200,00 EUR	MwSt-D-19%	1.428,00 EUR	Reisekosten	001.2 Customizing					
				10.000,00 EUR		11.900,00 EUR							
					MwSt-D-19%			001.2 Customizing					
					MwSt-D-19%			001.2 Customizing					
(2)					MuCh.D. 10%			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".

General data Actions Basic information Number 1 Supplier Project 001.2 Created by Service From 02.05. period Net amount	1an Power GmbH Customizing b Peter 2021 • 🗖	Printing Cancel on Create ind Create on Create su Delete on Enalize on	er coming invoice der confirmation upplier credit der	Status Order date	Open 02.05.2020	0	
Basic information Number 1 Supplier MPG N Project 001.2 Created by Schaul Service From 02.05. period Net amount I	fan Power GmbH Customizing b Peter 2021 • 🗖	Create on Create on Create on Create su Delete on	der coming invoice der confirmation pplier credit der	Status Order date	Open	•	
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Supplier MPG M Project 001.2 Created by Schaul Service From 02.05. period Net amount	1an Power GmbH Customizing b Peter 2021 • 🗖	Create on Create su Delete on	der confirmation pplier credit der	Order date	02.05.2020		
Project 001.2 Created by Schaul Service From 02.05. period Vet amount Vet amount	Customizing b Peter 2021 © 🗖	Create su	pplier credit der	Order date	02.05.2020		
Created by Schaul Service From 02.05. period Net amount	2021 ©	Delete or	der	Order date	02.05.2020	•	
Service From 02.05. period Net amount	2021 💿 🗖	Einalise o		-		02.05.2020 💿 🥅	
period Net amount		V Finanse of	rder	То	03.05.2021	•	
Net amount		Include al	ll expenses				
1997 (St. 1997)	10.000,00 EU	JF 👜 New orde	r from cancelled orde	ross amount		11.900,00 EUR	
Note		Remove li	ink from original				
- Positions					500		
Description	Amount net V	/alue added tax	Amount gros	Cost	Project		Hour

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", ...

eneral data Acti	ons	A Printing						
Basic information	on —	Cancel order						
Number	1	Create incoming invo	bice	Status Included				
Supplier	MPG Man Power GmbH	Create order confirm	ation					
Project	001.2 Customizing	Create supplier credi	t					
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 expenses						
Net amount	10.00	New order from can	celled order	Gross amount	11.900,00 E	UR		
Note		Remove link from or	iginal					
Positions								
				Tarrent and				

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

1	Incom	ing invoi	ce ForeignInvoice 1								-D &
	2	🔒 🖨	Document + Edit + View	v + Actions +							
enera	l data	Actio	ns								
Ba	sic in	formatio	n								
Numb	er		1			Туре	ForeignInvoice	Status N	o Invoice		
Suppli	ier		MPG Man Power GmbH			Rebilling	V				
Projec	t										
Servic	e peri	od From	02.05.2021 🛛 🖂			То	03.05.2021 🔹 🗖				
Net an	mount		10.000,00	EUR		Gross amount	11.900,00 E	UR			
Create	ed by		Schaub Peter			Invoice date	02.07.2021 🔹 🗖				
Date d	due		02.07.2021			Booking date	02.07.2021 🖷 🗖				
Note											
- Po	sition	s									
	٥.	Position	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 EU	R 001.2 Customizing	Fremdleistungen		101 I	
		20-1	Inventory	3.000,00 EUR	MwSt-D-19%	3.570,00 EU	R 001.2 Customizing	Fremdleistungen		100 E	
	2		Traval Cost	1.200.00 EUR	MwSt-D-19%	1.428,00 EU	R 001.2 Customizing	Reisekosten			
	3	20-3	Inavel Cost								
	3	20-3	Inavel Cost	10.000,00 E		11.900,00 E	•				
	3	20-3	Travel Cost	10.000,00 E	MwSt-D-19%	11.900,00 E	•	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.

: 🗐 1	Inco	ming	invoic	e ForeignInvoice 1								() ()
	2	G		Document - Edit - View	Actions							
Senera	al da	ta	Actio	ns								
Ba	isic	infor	mation	I								
Numb	ber			1			Туре	ForeignInvoice	Status No	o Invoice		
Suppl	lier			MPG Man Power GmbH			Rebilling	V				
Projec	ct											
Servio	ce p	eriod	From	02.05.2021 🛛 🕅			То	03.05.2021 🛛 🖂				
Net a	mou	int		5.100,00	EUR		Gross amount	6.069,00	EUR			
Creat	ed b	y		Schaub Peter	~		Invoice date	02.07.2021				
Date	due			02.07.2021 0			Booking date	02.07.2021 🛛 🖾				
Note				Land Series				Londanno				
Po	ositi	ons										
	-124	- P	sition	Description +				Broject		Make	Dahil	
E	100			Description -	Amount net	Value added tax	Amount gros	rioject	Cost	NODE	NEDI	
	22	1 20	0-2	Implementation	Amount net 3.000,00 EUR	Value added tax MwSt-D-19%	Amount gros 3.570,00 EU	JR 001.2 Customizing	Cost Fremdleistungen	NOLE		
	23	1 20 2 20	D-2 D-1	Implementation Inventory	Amount net 3.000,00 EUR 1.600,00 EUR	Value added tax MwSt-D-19% MwSt-D-19%	Amount gros 3.570,00 EU 1.904,00 EU	JR 001.2 Customizing JR 001.2 Customizing	Cost Fremdleistungen Fremdleistungen	Note		
	22	1 20 2 20 3 20	0-2 0-1 0-3	Implementation Inventory Travel Cost	Amount net 3.000,00 EUR 1.600,00 EUR 500,00 EUR	Value added tax MwSt-D-19% MwSt-D-19% MwSt-D-19%	Amount gros 3.570,00 EU 1.904,00 EU 595,00 EU	IR 001.2 Customizing 001.2 Customizing 001.2 Customizing 001.2 Customizing	Cost Fremdleistungen Fremdleistungen Reisekosten	Note		
	2	1 20 2 20 3 20	D-2 D-1 D-3	Implementation Inventory Travel Cost	Amount net 3.000,00 EUR 1.600,00 EUR 500,00 EUR 5.100,00 EUR	Value added tax MwSt-D-19% MwSt-D-19% MwSt-D-19%	Amount gros 3.570,00 EU 1.904,00 EU 595,00 EU 6.069,00 EU	IR 001.2 Customizing JR 001.2 Customizing JR 001.2 Customizing R	Cost Fremdleistungen Fremdleistungen Reisekosten	NOUE		
	2	1 20 2 20 3 20 20 20	0-2 0-1 0-3	Implementation Inventory Travel Cost	Amount net 3.000,00 EUR 1.600,00 EUR 500,00 EUR 5.100,00 EUR	Value added tax MwSt-D-19% MwSt-D-19% MwSt-D-19% MwSt-D-19%	Amount gros 3.570,00 EU 1.904,00 EU 595,00 EU 6.069,00 EU	R 001.2 Customizing 001.2 Customizing 001.2 Customizing R R	Cost Fremdleistungen Fremdleistungen Reisekosten Projektkosten	NOTE		

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

44	孕	X Incom	ing invoid	ce 21										₽☆⊟
Administration			Docum	ent - Edit -										
Customer relationship manage		General data	Actio	ne										
E Human resources		General data	Acuo	115										
Project management		Basic in	formation	n								-		
Purchasing and procurement		Number						Туре			St	tatus No Invoice		
5 Supplier	۲	Supplier				\bigtriangledown		Rebilling 🔽	Í.					
Second Se	۲	Project				~								
4 Items	۲	Service peri	od From		• •			То		1				
Outgoing orders	۲	Net amount			(Contraction)			Gross amount	1000					
Incoming invoices	۲	Het amount						Gross amount		-				
Incoming invoice positions		Created by		Schaub Pete	er	v		Invoice date	2.07.2021 © E	1				
Gutgoing payments		Date due		02.07.2021	•			Booking date 02	2.07.2021 ©	1				
Queries		Note												
4 55 Offer and order														
Offers	۲	Position	s											
Incoming orders	۲	m da.	Position	Description		Amount net	Value added tax	Amount aros	Project		net	Note	Rohil	
🖻 💼 Chart		L	POSICION	Description	-	Anoditeriet	Value added tax	Anount gros	Project		//3/	HUGE	NON	
Queries						0,00 EU	ĸ	0,00 EUR						
Tracking														
Dilling		- Outgoin	g payme	nts										
Ticket management		E @•	No.		Invoice totals	Date	Outgoing payment	Difference	Date due	Note				
Risk management														
Query manager														
Team calendar														
Mart														

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

X 🚺 Incoming invo	vice 323							☆☆目
🖹 🗟 🛓 🖨 🚔	j Document • Edit • View •	Actions -						
General data Acti	ions	Printing						
- E Basic information	on	☐ Include ►						
Number	323	Cancel incoming invoice	Туре			\bigtriangledown	Status No Invoice	
Supplier	CSH Consult AG	Delete incoming invoice	Rebilling					
Project		Finalise incoming invoice]					
Service period From		invoice verification	То					
Net amount	0,00 EUI	New invoice from cancelled invoice	ss amount			0,00 EUR		
Created by	Schaub Peter	Reset from obligo	voice date	09.07.2021	•			
Date due	23.07.2021 🔹 🗖	🎲 Set to obligo	oking date	23.07.2021	•			
Note								

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.

Incoming invo	bice 323					-D s
🛓 🔒 🔒 Docur	ment • Edit • View • Actions •					
General data Act	dons					
- E Basic informati	ion					
Number	323		Туре			Status Billed
Supplier	CSH Consult AG		Rebilling			
Project						
Service period From	n		То		1	
Net amount	6.000,00 EUR		Gross amount	7.	140,00 EUR	
Created by	Schaub Peter		Invoice date	09.07.2021		
Date due	23.07.2021		Booking date	23.07.2021		
Note						
+ Positions						
Outgoing paym	ients					
🔲 🎲 - No.	Invoice totals	Date Outgo	oing payment Difference	Date due	Note	
1 323	7.140,00 EUR		0.00 EUR 7.140.00 F	UR 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".

**	孕	🗙 🚔 Trave	1 20								-12
Administration			Do	ument - Ed	lit - View -						
Customer relationship manage		General dat		at rates	Billing Misc						
Human resources		General data		actates	onning Prise						
Project management		- Basic in	nforma	tion						-	
Purchasing and procurement		Number		20					Sta	atus unchecked	
Offer and order		Employee		Schaub Pete	er	\bigtriangledown					
4 🔯 Tracking		Project									
🖻 🚞 Effort		Period	From			_				To 09.07.2021	
4 📄 Expense		fint and	11011			-					
Travel requests	۲	Flat rate		Deutschland	3	~		Arm	val and departure	nat 🔄	
Travels	۲								r	rate	
Receipts	۲	Destination	۱								
Rest entry of journeys		Purpose									
a Journeys	۲	Note									
Expense report											
My expense report		Budget				▽					
Item sales	۲										
Fast entry of item sales		- Receipt	ts								
D Queries			Cost		Description		Date	Gross amount	Value added tax	ReceiptAmount	
E 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 Sc	haub Peter							□☆目
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General data	F	lat rates 📗 Billi	ing Misc						
Basic in	forma	tion							
Number		20					Stat	us unchecked	
Employee		Schaub Peter		▽					
Project		082 Developme	ent of a new	user i 🗢					
Period	From	01.07.2021	•	14:55				To 09.07.2021	· · · · · · · · · · · · · · · · · · ·
Flat rate		Deutschland		~		Arriv	val and departure f	lat 🔽	
							ra	ite	
Destination									
Purpose									
Note									
Budget				Ð					
buoget	_								
Receipts	5								
E 🐠 •	Cost	D	escription		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 ...

🗙 🖀 Tra	vel 20	Schaub Peter								-口 ☆ :
-	-		ocument + Edit	• View •	Actions +					
General d	ata	Flat rates	Billing Misc							
Basic	infor	mation								
Number		20					Stat	tus unchecked		
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Project		082 Develo	oment of a new	user i 🗢						
Pariod	Ero	01 07 2021		14:55				To 09.07.2021	0 - 00:00	
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Flat rate		Deutschlan	d	₽		Arri	val and departure f	flat 🔽		
		-					ra	ate		
Destinati	ion									
Purpose										
Note										
Budget										
buuget										
Rece	ipts									
	- 0	ost	Description		Date	Gross amount	Value added tax	ReceiptAmount		
	1 Pr	rojektkosten	Office supplies		01.07.2021	63,21 EUR	MwSt-D-19%	53,12 EUR		
	2 R	eisekosten	Parking		01.07.2021	5,00 EUR	MwSt-D-19%	4,20 EUR		
						68,21 EUR		57,32 EUR		
					01.07.2021	0,00 EUR	MwSt-D-19%	0,00 EUR		

...and trips are recorded for this trip:

🗙 🚔 Trav	el 20 Sc	haub Peter						0
-	-	🔍 🔔 Doc	cument • Edit •	View - Actions -				
General da	ta F	lat rates B	illing Misc					
Basic i	nforma	tion						
Number		20			71/	s	tatus unchecked	
Employee		Schaub Peter	,	<				
Project		082 Develop	ment of a new use	ei e				
Deried	Erom	01.07.2021		14.55			To 00.07.2021	a = 0000
Feriou	riom	01.07.2021		14.55		•	10 09.07.202	
Flat rate		Deutschland		~		Arrival and departure	e nat 🔽	
Destinatio							race	
Destinatio	n							
Purpose								
Note								
Budget				▼				
- * Receip	ts							
- Inps	Deel		Data havin	Division	Distance	Contras	4	
0.00	Regi	stration numbe	Drive begin	Drive end	Distance	Cost type	Amount	
	1 Mict	wagen	01.07.2021 14:55	09.07.2021 00:00	513 Km	rannovosten	155,90 EUK	
-					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.

	ravel 20	Schaub Peter				-D th
	2 0	🔍 📇 Doc				
ieneral	data	Flat rates B	illing Misc			
For	ods					
	0-6	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			
۲		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 Sch	aub Peter			-0 ☆ Ξ
🖻 😰 🛓 💷 🝳	🔒 Document + Edit + View +	Actions +		
General data Fla	t rates Billing Misc			
- E 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	ed 📃			
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.

🗙 🚔 Travel 20 Sc	haub Peter		₽☆≡
1 🖬 🍳 🛔	Document • Edit • View • Actions •		
General data FI	at rates Billing Misc		
- Basic informa	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.

	4	🜍 Start page			-□ ☆ Ξ
Customer relationship m	a				
Human resources					
Project management				<i>a</i> .	
> m Purchasing and procurer	me				
Offer and order				51 5	
Tracking			Extras	Tracking	
D 💽 Billing			Request absences	😡 Time tracker	
Ticket management			Create	Matrix-TimeTracker	
🖻 🖮 Risk management			~	Today	
Query manager			Project planning	09.07.2021	
4 Filter				00.07.2021 0	
🛗 Team calendar			Purchaste	09.07.2021	
a Info market			Evaluate	A Contraction of the second se	
Forum					
Sticky Notes	۲		Queries	Ballet	C TablatadMaddaus
Settings			•	Danot.	initiated worknows
Bulk print				Hy Ballots: 8 Show all ballots	
				Travel for confirmation submit 20 Schaub Peter 378,11	
				Receiption invoice line confirmation 15-1 Pos 1 2.300,00	
				Q. Foreign invoice line confirmation 10-1 pos 1 1,00	
				Q. Foreign invoice line confirmation 18-1 Pos 1 1.000,00	
				Q. Foreign invoice line confirmation 18-2 Pos 2 1.200,00	
				Q. Foreign invoice line confirmation 15-3 Pos 2 1.200,00	
				Carteria Confirmation Submit 19 Schaub Peter Workshops 1.024,00	
			2	Foreign invoice line confirmation 15-2 Pos 2 10.800,00	
· 12 (2)	2	5) 📶 🏧 🛽		<u></u>

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.

"	무 🗙 🚗 Journey 16 01.07.20	21 15:1	5:38 Installation at the Cu	stomer's				-05
Administration	🕞 💽 🗶 Document +	Edit +	View -					
🙋 Customer relationship manage								
E Human resources	Number		16					
🗐 Project management	Employee		Schaub Peter					
Purchasing and procurement	Designet		002 Development of a per					
55 Offer and order	Project		U82 Development of a nei	w user i ~				
🛙 🔯 Tracking	Туре		Mietwagen	4				
Effort	Period of time	From	01.07.2021 @ 🛄	15:15	To 09.07.2021	۰ 🗖	15:15	
4 🚞 Expense	Route		Mainz - Frankfurt - Mainz					
Travel requests	Purpose		Installation at the Custom	er's				
Travels	• Travel					- 12		
Receipts	•							
Rest entry of journeys	Level old		km					
a 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	9				
C Billing	Cost hime		Eshtkastan					
is Ticket management	Cost type		ranroxosten					
📄 Risk management	Payment Method			9				
Query manager	Amount		150,0	50 EUR				
	Note							
Team calendar								
520	Billed		complete	\bigtriangledown	Billed			

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

"	口	X Receipt	t of costs 21 l	Petrol							⊕☆≡
Administration			Document +	Edit - View - /	Actions +						
Customer relationship manage	10	General data	Miec								
Human resources		General Gata	Phile								
Project management		Basic inf	ormation								
Purchasing and procurement		Description	escription Petrol 🗢								
5 99 Offer and order		Type of	Fremdleistu	ngen	∇						
4 🔯 Tracking		cost									
Effort		Employee	Schaub Pete	r	9						
4 📄 Expense		Project	001.3 Roll-0	ut	∇						
Travel requests	۲	Data	12.05.2020								
Travels	۲	Date	12.03.2020	•							
Receipts	۲	Note									
Rest entry of journeys											
a Journeys	۲	- Costs -									
Expense report		Net amount			670,00 EUR	VAT	MwSt-D-19%	Ŷ	Gross amount	797,30 EUR	
My expense report		Net amount	in foreign		670,00	Foreign Currency	EURO	\bigtriangledown			
Item sales	۲	currency									
Fast entry of item sales		Budget		1	~						
Queries											
D 💽 Billing											
D icket management											
Risk management											
Query manager											
Team calendar											
Mar.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.

	卆	🗙 📃 Item sale	e 2 Fakturamodu	I					⊕☆≡
Administration			ocument + Edit •	- View -					
Customer relationship manage		General data	Misc						
Human resources		General Gata	Phot						
Project management		Item	Fakturamodul		Ouantit		LOO pcs		
Purchasing and procurement		Cost	Drojaktkostan						
Offer and order		COSL	Frojektkosteri			-			
4 🔯 Tracking		Price per unit		3.500,00 EUR	Total price	•	3.500,00 EUR		
Effort		(net)	-		(net)			
4 📄 Expense		Project	042 Einführun	ig EPM 🔍					
Travel requests	۲	From	25.02.2020	•	Te	25.02.2020	•		
Travels	۲	Created by	Schaub Peter						
Receipts	۲	Note							
Rest entry of journeys									
a Journeys	۲	Billable	V						
Expense report									
My expense report									
Item sales	۲								
Fast entry of item sales									
Queries									
🖻 💽 Billing									
D Stricket management									
Risk management									
Query manager									
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:

н <i>Ф</i>	S × C ^M Contract 001	- 2 女 三											
Administration	C A B C M A December 58 - View Brite adversaries Adversaries												
Customer relationship manage													
Human resources	General data References Misc												
Project management	Basic information												
Purchasing and procurement	Description 001 Status Active												
S Offer and order	Project 061 Einführung EPM 🗢												
Tracking	Customer CSB Consult Beratung GmbH Contact nerson Klane Iris												
C Billing													
Locking time tracking	start of condect												
Project contacts	nouce nouce												
Outgoing invoices	Note												
A Incoming payments													
b 💼 Chart	_												
D Queries	Type Milestone 🗢 Period 🗢												
Ticket management	Period From 22.06.2020 Duration Months To 30.10.2020												
Risk management	Amount/Period EUR VAT MvSt-D-19% AmountTotal/Sum EUR												
Query manager	Amount Moar 0.00 EUB												
4 Filter													
Team calendar	Total net 0,00 EUR												
anfo market													
S Forum	© Conditions												
Sticky Notes	Start of period												
Settings	Middle of the period												
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.

🗙 🎎 Milestone 🕅	2.1-A 082.1-A 03.09.2021				-⊅☆Ξ
📄 🙀 🏯 🛛 Docum	nent - Edit - View - Back ref	erences •			
General data Bil	ling				
Basic informat	ion				
Number	082.1-A				
Description	082.1-A				
Main project	082 Development of a new use	er inter	Project 082.1 P	Nanning Phase	
Category	project milestone	\bigtriangledown	Fixed 🔽		
Milestone deadline	03.09.2021 🛛 🗖		Closed 📃 Cl	losing date	•
Responsible	Schaub Peter	~			
Created by	Schaub Peter	Date of	creation 09.07.2	021	
Note					
Deadlines					
Deadl	ine Report date	Milestone deadline	Employee	Note	
• 082.1	A-1 03.08.2021		Schaub Peter		

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

🗙 Ы Milestone 082	.1-A 082.1-A 03.09.2021							-D 42 =		
📄 🧝 🟯 🛛 Docume	ent • Edit • View • Back r	eferences •								
General data Billi	ing									
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		Fixed 🔽							
Milestone deadline	03.09.2021 🛛 📼		Closed 🔽	Closing date 03.08	3.2021 🔹 🗖					
Responsible	Schaub Peter	⇒								
Created by	Schaub Peter	Date of	creation 09.07	.2021						
Note										
- Deadlines										
Deadlin	ne Report date	Milestone deadline	Employee	Note						
1 082.1-4	A-1 03.08.2021	03.08.2021	Schaub Peter							
• 082.1-4	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.

📄 🚠 🛛 Documer	nt • Edit • View •	Back references +	
eneral data Billin	g		
Part payment in	30,00 %	Part payment amount	EUR
linvoice			

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							心众
n 🔒 🛓 🛓 🖻	ocument • Edit • View • Action	is •						
General data Misc								
Basic information								
Number	MPE-21-09-2		Тури	2	4	Status	No invoice	
Project	081 Application		Billing address	5				
Service period From	•		Т	•				
Net amount	2.268,00 EUR		VA	MwSt-D-19%	4	Gross amount	2.698,92 EUR	
Accounting method	Expense	\bigtriangledown	Percentage	a 30,00 %		VAT amount	430,92 EUR	
			discoun	t				
Offer		∇	Orde	r	Þ			
Purchase number			Order Value			Remaining order		
						value		
Created by	Schaub Peter	♥	Invoice date	17.09.2021 🛛 🗉 🗖				
Note								
Positions								
📄 🎲 • Description		Hours	Amount external	Cost				
Acceptance o	f the Planning	01:00	2.268,00 EUR	Projektkosten				
		01:00	2.268,00 EUR					
		01:00						
-		01:00						
۲		01:00						

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

X 🛛 Contract 192								₽☆≡
🖻 🗟 🕹 🕓 🗔	👪 Document + Edit + View +	Back referen	es - Actions -					
General data Refer	ences Misc							
- Basic information								
Modalities								
Туре	Plan 🗢	Period	Q					
Period From	12.12.2019 🔹 🛄	Duration	Months	т	12.01.2020 .			
Amount/Period	EUR	VAT	MwSt-D-19% 👳	AmountTotal/Sun	1	EUR		
Amount/Year								
Total net	0,00 EUR							
+ Conditions								

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

K 📴 (Contra	ct 192								₽☆Ξ
	ż.	💽 🖪 🏍 Do	ocument - Edit - V	iew - Back reference	es • Actions •					
Genera	l data	References	Misc							
- + Po	sition	s								
- * Co	ntrac	t positions								
- E Pa	ymen	t schedules								
	٥.	Description	Date	Completion	Percent	Invoice amount	Note B	liec Outgoing	invoice	
	1	1. Payment	17.07.2021		30,00 %		1			
	2	2. Payment	17.08.2021		30,00 %		1			
	3	3. Payment	17.09.2021		30,00 %		1			
	4	4. Payment	17.10.2021	100,00 %	10,00 %					
						0,00 EUR				
							1			
۲							1			
- 🗆 Mi	estor	05								
0	0.	MilestoneNumber	Description	Date						

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:

X 🛛 Contract 192									₽☆≡
	55 Document + Edit + View +	Back reference	es • Actions •						
General data Refe	rences Misc								
- * Basic information	n								
Madalilias						 	_		
Type	Periodic	Period	Monthly	~					
Period From	12.12.2019 •	Duration	Months		To 12.04.202				
Amount/Period	EUR	VAT	MM20-13%	\$	AmountTotal/Sum	EUR			
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.

X 📝 Contract 192								-▷☆∃
	😘 Document + Edit + View +	Back referen	ces - Actions -					
General data Refere	ences Misc		Create all invoices					
- Basic information			Create next invoice					
- Modalities			55 Update Milestone					
Туре	Periodic 🗢	Period	Monthly	▽				
Period From	12.12.2019 🔹 🗔	Duration	Months	To	12.04.2020 🔹 🛄			
Amount/Period	EUR	VAT	MwSt-D-19%	AmountTotal/Sum		EUR		
Amount/Year	0,00 EUR							
Total net	14.080,00 EUR							

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.

- B contra	ct 195												一口合
	0 6 54	Document + Edit +	View + Back refer	ences • Actions •									
General data	References	Misc											
+ Position	s												
E Contrac	positions												
E @.	InvoiceNo.	Invoice status	Invoice date	Project	From	То	Net amounts	Value added tax	Invoice total	Accounting method	Created by	Date billed	Date cancelled
1	ATB-21-09-3	No 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	ATB-21-09-4	No 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		
	ATB-21-09-5	No 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		
3													
E 3	ATB-21-09-6	No 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		

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).

🗢 Fri, 17.09.2021 KW37 😤 S⊄	haub Peter 🕜 🕚 📊	🔹 🔮 TimeTracki 🛛 🗮 Te	am calei 🛛 🕫 MPM I	🐻 MPM II 🛛 💀 DB I 🗰 DB I	I 📻 Ausl. I 📻 Aus	sl. II 🛛 👼 Ausl. I	п 🔲 🕴 🗄	Search	Document typ
((X Outgoing invoice 7	B							
Administration	📄 📮 🚔 Document •	Edit - View -							
Customer relationship manage	General data Misc								
B Human resources									
Project management	Basic information -								
Purchasing and procurement	Number			Туре		4	Status	No invoice	
55 Offer and order	Project		V	Billing address		\bigtriangledown			
Tracking	Service period From	•		То	•				
E Billing	Net amount			VAT	MwSt-D-19%	-	Gross amount		
Locking time tracking	Accounting method	Evnense		Percentage	9%		VAT amount		
Project contacts		Expense		discount				·L	
Outgoing invoices	Offer			Order					
d Incoming payments	Ulla			Ulda					
🖻 💼 Chart	Purchase number			Order Value			Remaining order		
Queries					-		value		
Ticket management	Created by	Schaub Peter	\bigtriangledown	Invoice date	17.09.2021 🛛 🗉				
📄 Risk management	Note								
Query manager									
Filter	E Dealitions								
Team calendar	- + Positions								
anfo market	- Incoming Payments								
🐺 Forum	Invoice sum								
Sticky Notes	Amount for								
Settings	payment								
Bulk print	Difference								

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.

🛎 🖽 😂 D	ocument + cut + view + Actions +					
eral data Misc						
Basic information —						
imber	CSH-21-09-7	Туре	Invoice 🗢	Status	No invoice	
ject	014.2 Customizing 🗢	Billing address	1 CSH Consult AG Billing address 🔝			
rvice period From	17.09.2019 🔹 🗖	То	17.09.2020 🛛 🗆			
t amount	0,00 EUR	VAT	MwSt-D-19%	Gross amount	0,00 EUR	
counting method	Expense	Percentage	%	VAT amount	0,00 EUR	
		discount				
fer	▽	Order	CSH-19-12-8 🗢			
rchase number	5324344A	Order Value	38.790,00 EUR	Remaining order	30.369,44 EUR	
				value		
eated by	Schaub Peter 🗢	Invoice date	17.09.2021 🛛 🖂			

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 ...

X 🔲 Outgoing invoice	Invoice CSH-21-09-7						₽☆≡
🗎 🖹 🛓 🗐 🚔	Document - 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 a	address 🗢			
Service period Fro	om 17.09.2019 🐵 🔲	То	17.09.2020 🐵 🖽				
Not consult	0.00 510	1007	March D. 1001		Comment .	0.00 510	

... 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.

-										
Confirm and	d include Select all	Refresh								
Order Valu	e	BilledMoney	,	RemainingOr	derAmount					
	38.790,00 EUR		0,00 EUR		38.790,00 EUR					
Assessable	Money	RemainingM	loney							
	840,00 EUR		37.950,00 EUR							
BilledJobs										
	0,00 EUR									
lobs										
E @•	Job number 0	Nescription	Employee	Begin date planning	CurrentTrackedTime	CurrentAssessableT	CurrentAssessableC	Planning time	Billed time	
1	014.2-5 F	rogrammierung	Zöllner Pia	23.12.2019	08:00	08:00	840,00 EUR	40:00	22	
					09-00	08-00	840 00 EUD	40.00	00.00	

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

	ocument • Edit • View • Actions •						
eneral data Misc							
ervice period From	17.09.2019		То	17.09.2020			
let amount	840.00 EUR		VAT	MwSt-D-19%	Gross amount	999.60 EUR	
						150 60 500	
occounting method	Expense		Percentage	96	VAI amount	159,60 EUR	
			discount				
Offer	9	7	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 *			
licto				Louise and the state			
- Positions							
Description		Hours	Amount external	Cost			
1 Job 014.2-5 P	Programmierung	08:00	840,00 EUR	Projektkosten			
		08:00	840,00 EUR				
		01:00					
		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".

X 🔄 Outgoing invoice In	woice CSH-21-09-7								-口 ☆	≡
🗎 🗟 🛓 🖨 🖨 🖻	ocument + Edit + View +	Actions -								
General data Misc		🗗 Edit 🕨								
- Basic information -		Q Workflow	Delete invoice	1			_			
Number	CSH-21-09-7	A Printing 🕨	Generalise invoice by workflow	Туре	Invoice	\ ♥	Status	No involce		
Project	014.2 Customizing	Include 🕨	Include preliminary invoice	g address	1 CSH Consult AG Billing addres	SS 🗢				
Service period From	17.09.2019 🛛 🕅			То	17.09.2020 💿 🛄					
Net amount	840,0	0 EUR		VAT	MwSt-D-19%	∇	Gross amount	999,60 EUR		
Accounting method	Expense			Percentage	%		VAT amount	159,60 EUR		

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):

Outgoing invoice In	voice CSH-21-09-7									-D
Document -	Edit - View - Actio	ns •								
eneral data Misc										
Basic information							_			
umber	CSH-21-09-7			Туре	Invoice		St	atus Billed		
oject	014.2 Customizing			Billing address	1 CSH Consul	t AG Billing address				
ervice period From	17.09.2019			То	17.09.2020					
st amount	840),00 EUR		VAT	MwSt-D-19%		Gross am	ount	999,60 EUR	
counting thod	Expense			Percentage discount			VAT am	ount	159,60 EUR	
Yer				Order	CSH-19-12-8					
irchase number	5324344A			Order Value		38.790,00 EUR	Remaining order v	alue	29.529,44 EUR	
eated by	Schaub Peter			Invoice date	17.09.2021					
ote										
Positions										
Incoming Payments					-					
voice sum	999,60	EUR								
nount for payment	0,00	EUR								
fference	999,60	EUR								
yments										
	Date	Expected date	Amount for paymer Not	te *						
Description										
Oescription Oescription OsH-21-09-7		01.10.2021	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 In	voice CSH-21-09-2	,						⇒☆⊟
🏯 📑 🚔 Document -	Edit - View -	Actions +						
General data Misc		🗗 Edit 👂						
Basic information		(Workflow)	Delete invoice					
Number	CSH-21-09-7	A Printing 🕨	New invoice out of cancellation	Туре	Invoice	Status Cancelled		
Project	014.2 Customizing	Include 🕨	-	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 amount	999,60 EUR	

... with the corresponding invoice items.

🔉 🚣 🖬 🚔 🛛	cument - Edit - View - Actions -					
neral data Misc						
 Basic information — lumber 	CSH-21-09-8	Type	Invoice		Status No invo	ice
Project	014.2 Customizing	Billing address		▽		
Service period From	17.09.2019 • 🗖	То	17.09.2020 🔹 🗖			
Net amount	840,00 EUR	VAT	MwSt-D-19%	\bigtriangledown	Gross amount	999,60 EUR
Accounting	Expense 🗢	Percentage discount	%		VAT amount	159,60 EUR
method						
Offer		Order	CSH-19-12-8	\bigtriangledown		
Purchase number	5324344A	Order Value	38.790,00 EU	JR	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							₽☆⊟
🛓 📄 📑 🚔 Document	- Edit - View -	Actions -					
General data Misc		🔕 Workflow 🕨	Cancel order				
Basic information		Printing	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	2	27.080,00 EUR	(L) Remove link to original	-19%	Gross	32.225,20 EUR	
					amount		

... an A/R invoice is generated:

	Dutgoi	ing invoice CSH-21-09-9				- D 台
	2	😭 🚔 Document - Edit - View - Actions	•			
Genera	l data	Misc				
+ Ba	sic in	formation				
	- 141	-				
m	sition	Bescription	Hours	Amount external	Cost	
0	1	Arbeitspaket 003-1 Projektleitung	16:00	2.400,00 EUR	Projektkosten	
8	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	
8	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			
۲			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:

0	outgoi	ng invoice CSH-21-09-9				\$
	2	😭 🚔 Document + Edit + View + Actions	•			
eneral	l data	Misc				
+ Bas	sic inf	formation				
- Pos	sition	S				
0	0.	Description	Hours	Amount external	Cost	
	1	Arbeitspaket 003-1 Projektleitung	16:00	2.400,00 EUR	Projektkosten	
8	2	Arbeitspaket 003.1-1 Spezifikation	16:00	2.000,00 EUR	Projektkosten	
8	3	Arbeitspaket 003.1-2 Konzeption	24:00	3.000,00 EUR	Projektkosten	
8	4	Arbeitspaket 003.1-3 Pflichtenheft	24:00	3.000,00 EUR	Projektkosten	
8	5	Arbeitspaket 003.1-4 Briefing	04:00	600,00 EUR	Projektkosten	
8	6	Arbeitspaket 003.2-1 Datenbankdesign	24:00	2.400,00 EUR	Projektkosten	
8	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			
۲			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:

2	🗀 🔟 🗹 👒	🛛 🌲 🔳 🌢	b 🗒 🍳 Documen	t • Edit • View	 Back references 	 Actions • 						
neral data	a Stakeholders	Proposal	Portfolio Risk ass	essment Statu	s Key figures	Calculation	Billing documents	Order data	Logbook	Final Report	Misc	
								0,00 EU	IK.			
Offers												
10.	Offer no. +	Offer status	Offer valid until	Amount net	Gross amount							
1	CSS-20-02-10	Offer Cancelled	27.02.2020	40.370,00 EUR	48.040,30 EUR							
	1 CSS-20-02-10 2 CSS-20-02-11	Offer Cancelled Offer Included	27.02.2020 27.02.2020	40.370,00 EUR 40.370,00 EUR	48.040,30 EUR 48.040,30 EUR							
Confirm	CSS-20-02-10 CSS-20-02-11	Offer Cancelled Offer Included	27.02.2020 27.02.2020	40.370,00 EUR 40.370,00 EUR er date Purchase	48.040,30 EUR 48.040,30 EUR	Amount Conf	firmationTotal					
Confirm	CSS-20-02-10 CSS-20-02-11 CSS-20-02-11 ConfirmationStatu	offer Cancelled Offer Included	27.02.2020 27.02.2020 rmation numb Ord 20-02-11 13	40.370,00 EUR 40.370,00 EUR er date Purchass .02.2020 4432423	48.040,30 EUR 48.040,30 EUR e number A 32.87	Amount Conf 0,00 EUR 3	firmationTotal 99.115,30 EUR					
Confirm	CSS-20-02-10 CSS-20-02-11 CSS-20-02-11 ConfirmationStatu Billed	Offer Cancelled Offer Included	27.02.2020 27.02.2020 rmation numb 20-02-11	40.370,00 EUR 40.370,00 EUR er date Purchase 1.02.2020 4432423	48.040,30 EUR 48.040,30 EUR 2 number A 32.870	Amount Conf 0,00 EUR 3	firmationTotal 19.115,30 EUR					
Confirm	CSS-20-02-10 CSS-20-02-11 CSS-20-02-11 ConfirmationStatu Billed	Offer Cancelled Offer Included as Conff CSS-	27.02.2020 27.02.2020 rmation numb Ord 20-02-11 1:	40.370,00 EUR 40.370,00 EUR er date Purchass 1.02.2020 4432423	48.040,30 EUR 48.040,30 EUR e number A 32.870	Amount Cont 0,00 EUR 3	firmation Total 19.115,30 EUR					
Confirm Confirm	CSS-20-02-10 CSS-20-02-11 CSS-20-02-11 ConfirmationStatu Billed InternalNo. 29	Offer Cancelled Offer Included	27.02.2020 27.02.2020 rmation numb Ord 20-02-11 11	40.370,00 EUR 40.370,00 EUR er date Purchass .02.2020 4432423 To	48.040,30 EUR 48.040,30 EUR 2 number A 32.87/ Project	Amount Cont 0,00 EUR 3 Net amount	firmation Total 19.115,30 EUR ts Created by					

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.	02.2020 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	add discount for each position	Delete order				
Service period From	13.02.2020 🔹 🛄	Add discount position	Inalise order				
NetAmount	30.000,00	EUR	Ex Remove link to original	♥	Gross amount	35.700,00 EUR	
Created by	Schaub Peter	V	Date of creation 17.09.2021	•	Vat amount	5.700,00 EUR	
Company	CSS Consult Software GmbH	4 ♥	Orderer Müller-Jahn Heik	e 🗢			
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. 02.1	2.2019 31.01.2020								-12 合日
		Document - Edit - View - Actions -								
General data	Misc									
- E Basic inf	ormation									
Number		2021-0004.		Status No	Confirmation					
Project		001 Entwicklung Modul B0								
Service perie	d From	02.12.2019 🔹 🗔		To 31	.01.2020 🛛 🗉					
NetAmount		25.572,11 EUR		VAT M	wSt-D-19%	~	Gross amou	nt	30.430,81 EUR	
Created by		Schaub Peter 🗢	t	Date of creation 17	.09.2021 • 🔳		Vat amou	nt	4.858,70 EUR	
Company		CSH Consult AG 🗢		Orderer Na	ahl Lisa	Ŷ				
Purchase nu	mber									
Order date		• 🗆								
Invoice valu	e	0,00 EUR								
Remaining o	rder	25.572,11 EUR								
value										
Note										
- Position	8									
Order positie	ons									
0.	Position number	Description	Hours	AmountExternalOrig	ginal Amount int	rnal Cost		Note		
1	33-1	Work Package 1232	07:00	23.000,00	EUR 0,	0 EUR Proj	ektkosten			
2	33-2	Travel Costs	03:00	2.341,11	EUR 0,	0 EUR Reis	ekosten			
3	33-3	Travel Costs	01:00	231,00	EUR 0,	0 EUR Reis	ekosten			
			11:00	25.572,11 E	UR 0,0	EUR				
	33-1		01:00	0,00 8	EUR 0,	0 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	12.2019 31.01.2020									-□ ☆ 目
	2.0		Document - Edit - View - Acti	ons +								
General	l data	Misc										
Bas	sic inf	ormation										
Numbe	er		2021-0004.			Status N	lo Confirma	tion				
Project	t		001 Entwicklung Modul B0									
Service	e perio	d From	02.12.2019 • 🗔			To 3	1.01.2020	•				
NetAm	nount		25.341,11 EUR			VAT	wSt-D-19%	6	Gross	amount	30.155,92 EUR	
Create	d by		Schaub Peter	-		Date of creation	7.09.2021	• 🗆	Vat	amount	4.814,81 EUR	
Compa	any		CSH Consult AG	₽		Orderer	lahl Lisa		∇			
Purcha	ase nu	mber										
Order	date		•									
Invoice	e valu	e	0,00 EUR									
Remai	ning o	rder	25.341,11 EUR									
value												
Note												
- E Pos	sition											
Order	positio	ons										
	٥.	Position number	Description		Hours	AmountExternalO	riginal	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			
					10:00	25.341,11	EUR	0,00 EUR				

... and finished the bill:

X 🔄 Order 2021-0004. 02.3	12.2019 31.01.2020			☆☆目
🛓 📄 🔒 🔒 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:

	ntract	8										
1 ((j) =	Status	Description -	 Payment Mode 	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		
Off	fers -											
	0.	Offer no. +	Offer status	Offer valid until	Amouni	nt net Gros	iss amount					
100		CSH-19-12-1	Offer Cancel	led 18.12.201	44.090,0	00 EUR 52.	.467,10 EUR					
	1	001112-12-1	oner conteen									
Co	1 2	CSH-19-12-2	Offer Include	ed 18.12.201	42.850,0	00 EUR 50.	.991,50 EUR					
Co	1 2 nfirma	CSH-19-12-2 ations	Offer Include	ed 18.12.201	9 42.850,0	00 EUR 50.	.991,50 EUR	nount Confirma	tionTotal			
Co	1 2 nfirma	CSH-19-12-2 ations ConfirmationState	Offer Include	ed 18.12.201 onfirmation numb C SH-19-12-2	42.850,0 rder date F 28.01.2020 5	00 EUR 50. Purchase numbe 543532455	er An 39.350,	nount Confirma 00 EUR 46.82	tionTotal 6,50 EUR			
Co	1 2 nfirma () • 1 2	CSH-19-12-2 ations ConfirmationState Billed	Offer Include	ed 18.12.201 onfirmation numb C SH-19-12-2 020-0003	42.850,0 rder date F 28.01.2020 5 28.01.2020 4	00 EUR 50. Purchase numbe 543532455 45345353	er An 39.350/ 39.190/	nount Confirma 00 EUR 46.82 00 EUR 46.63	tionTotal 6,50 EUR 6,10 EUR			
Co	1 2 nfirma () • 1 2 3	CSH-19-12-2 ations ConfirmationStatu Billed Billed	Offer Include	ed 18.12.201 onfirmation numb 0 SH-19-12-2 020-0003 SH-19-12-2	42.850,0 rder date F 28.01.2020 5 28.01.2020 4 04.12.2019 4	00 EUR 50. Purchase number 543532455 45345353 435459998	er An 39.350/ 39.350/ 39.190/ 36.350/	nount Confirma 00 EUR 46.82 00 EUR 46.63 00 EUR 43.25	tionTotal 6,50 EUR 6,10 EUR 6,50 EUR			
	2	CSH-19-12-2	Offer Include	ed 18.12.201	42.850,0	00 EUR 50.	.991,50 EUR					
	1 2 nfirma ()) • 1 2	CSH-19-12-2 ations ConfirmationStatu Billed Billed	Offer Include	ed 18.12.201 onfirmation numb C SH-19-12-2 120-0003	42.850,0 rder date F 28.01.2020 5 28.01.2020 4	00 EUR 50. Purchase numbe 543532455 45345353	er An 39.350, 39.190,	nount Confirma 00 EUR 46.82/ 00 EUR 46.63	tionTotal 6,50 EUR 6.10 EUR			
	1 2 nfirma () • 1 2 3	CSH-19-12-2 ations ConfirmationState Billed Billed Billed	Offer Include	ed 18.12.201 onfirmation numb C SH-19-12-2 020-0003 SH-19-12-2	42.850,0 rder date F 28.01.2020 5 28.01.2020 4 04.12.2019 4	00 EUR 50. Purchase numbe 543532455 45345353 435459998	er An 39.350/ 39.190/ 36.350/	100unt Confirma 00 EUR 46.82 00 EUR 46.63 00 EUR 43.25	tionTotal 6,50 EUR 6,10 EUR 6,50 EUR			
	1 2 nfirma () • 1 2 3 4	CSH-19-12-2 ations ConfirmationStatu Billed Billed Billed Billed	Offer Include	ed 18.12.201 onfirmation numb 0 SH-19-12-2 020-0003 SH-19-12-2 021-0004.	9 42.850,0 rder date F 28.01.2020 5 28.01.2020 4 04.12.2019 4	00 EUR 50. Purchase number 543532455 45345353 435459998	er An 39.350 EUR 39.350/ 39.350/ 39.190/ 36.350/ 25.341,	100unt Confirma 00 EUR 46.820 00 EUR 46.630 00 EUR 43.250 11 EUR 30.150	tionTotal 6,50 EUR 6,10 EUR 6,50 EUR 5,92 EUR			
	1 2 onfirma 2 3 4	CSH-19-12-2 ations ConfirmationState Billed Billed Billed Billed	Offer Indude	ed 18.12.201 onfirmation numb C SH-19-12-2 220-0003 SH-19-12-2 221-0004.	42.850,0 rder date F 28.01.2020 5 28.01.2020 4 04.12.2019 4	00 EUR 50. Purchase number 543532455 45345353 435459998	er An 39.350, 39.350, 39.190, 36.350, 25.341,	nount Confirma 00 EUR 46.82 00 EUR 46.63 00 EUR 43.25 11 EUR 30.15	tionTotal 6,50 EUR 6,10 EUR 6,50 EUR 5,92 EUR			
	nfirma	CSH-19-12-2 ations ConfirmationStatu Billed Billed Billed	Offer Indude	ed 18.12.201 onfirmation numb C SH-19-12-2 220-0003 SH-19-12-2 221-0004.	9 42.850,0 rder date F 28.01.2020 5 28.01.2020 4 04.12.2019 4	00 EUR 50. Purchase number 543532455 45345353 435459998	er An 39.350 39.190, 36.350, 25.341,	nount Confirma 00 EUR 46.82 00 EUR 46.63 00 EUR 43.25 11 EUR 30.15	tionTotal 6,50 EUR 6,10 EUR 6,50 EUR 5,92 EUR			
	nfirma 1 2 nfirma 2 3 4 voices	CSH-19-12-2 ations ConfirmationStatu Billed Billed Billed Billed	Offer Include	ed 18.12.201 onfirmation numb 0 SH-19-12-2 200-0003 SH-19-12-2 221-0004.	9 42.850,0 rder date F 28.01.2020 5 28.01.2020 4 04.12.2019 4	00 EUR 50. Purchase numbe 54332455 45345353 435459998	er An 39.350 EUR 39.350, 39.190, 36.350, 25.341,	Nount Confirma 00 EUR 46.82 00 EUR 46.63 00 EUR 43.25 11 EUR 30.15	tionTotal 6,50 EUR 6,50 EUR 6,50 EUR 5,92 EUR Created by			

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	1 Entwicklung M	odul BO											中公日
📄 🔒 😫 🔛	10 P 🕞 🕻		la 🖾 🔍	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	
- E Creator & ov	verview												
Created Sch	nneider Maria		Creat	tion date 17.09.2020	•								
by													
Overview Cus	stomer very satis	fied, deadlin	e slightly exc	eeded (but agreed w	th custom	er), cost increase	e partially cover	ed by customer.					
Description	of individual po	ints											
Compliance miles	stones and	No.											
delivery													
Achieving financi	ial objectives	Yes, co	mpletely.										
Success and com	nparative objectiv	/e											
Compliance over		Ver											
Compliance reso	ource allocation	res.											
Budget complian	nce	No. But	t the cost incr	rease is partly paid by	the custo	mer.							
Documentation		See "Lo	ogbook" Tab.										
Open issues													
Success and criti	icisms												

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

Number	001	Project labeling Entwicklung Modul B0	
Current project	Active		
state			
Change state to	Closed cancel		
	Closed hold		
	Closed live		
	Archived	Cancel	
	+ Advance		