



Projectile

Version 5.9

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:

The screenshot shows the 'Outgoing order 12' form. The 'General data' tab is active, displaying the following information:

- Basic information:**
 - Number: [Empty]
 - Supplier: [Empty]
 - Project: [Empty]
 - Created by: Schaub Peter
 - Order date: 02.07.2021
 - Service period: From [Empty] To [Empty]
 - Net amount: [Empty]
 - Gross amount: [Empty]
- Positions:**

Description	Amount net	Value added tax	Amount gros	Cost	Project	Hourly rate	Hours	External employee	Job
	0,00 EUR		0,00 EUR						
- Order confirmation:**

Description	OrderAmount	OrderTotal	Order date	Note
	0,00 EUR	0,00 EUR		

The screenshot shows the 'Outgoing order 12' form with the following updated information:

- Basic information:**
 - Number: [Empty]
 - Supplier: MPG Man Power GmbH
 - Project: 001.2 Customizing
 - Created by: Schaub Peter
 - Order date: 02.05.2020
 - Service period: From 02.05.2020 To 03.05.2021
 - Net amount: [Empty]
 - Gross amount: [Empty]
- Positions:**

Description	Amount net	Value added tax	Amount gros	Cost	Project	Hourly rate	Hours	External employee	Job
	0,00 EUR		0,00 EUR						
- Order confirmation:**

Description	OrderAmount	OrderTotal	Order date	Note
	0,00 EUR	0,00 EUR		

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.

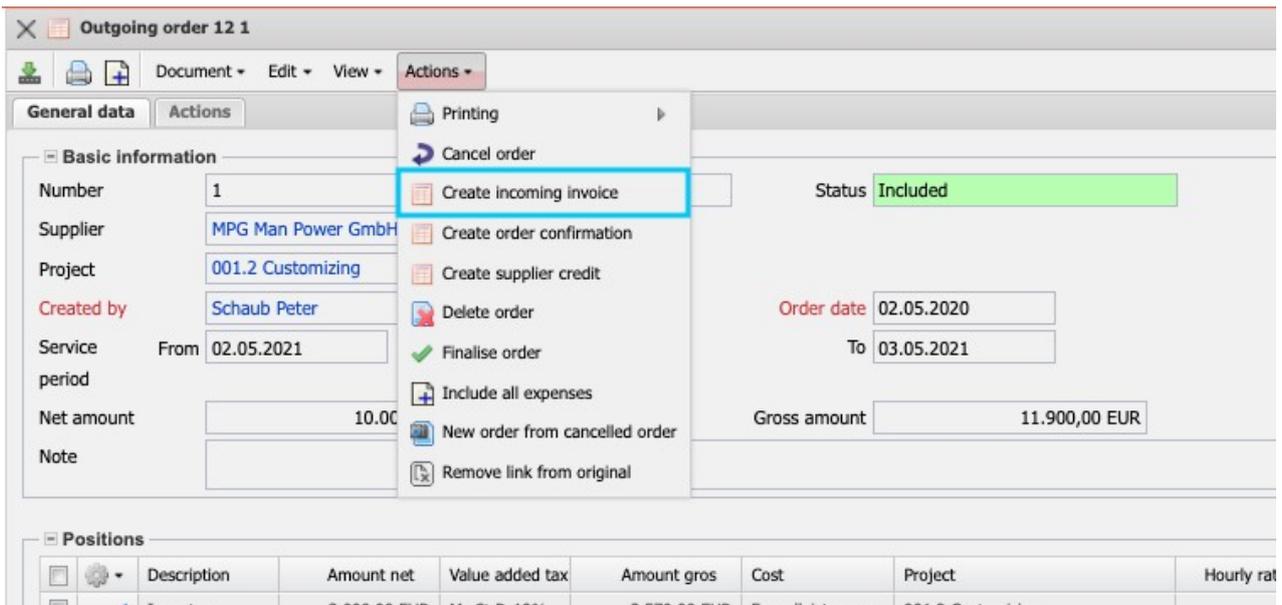
Description	Amount net	Value added tax	Amount gros	Cost	Project	Hourly rate	Hours	External employee	Job
1 Inventory	3.000,00 EUR	MwSt-D-19%	3.570,00 EUR	Fremdleistungen	001.2 Customizing				
2 Implementation	5.800,00 EUR	MwSt-D-19%	6.902,00 EUR	Fremdleistungen	001.2 Customizing				
3 Travel Cost	1.200,00 EUR	MwSt-D-19%	1.428,00 EUR	Reisekosten	001.2 Customizing				
	10.000,00 EUR		11.900,00 EUR						

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".

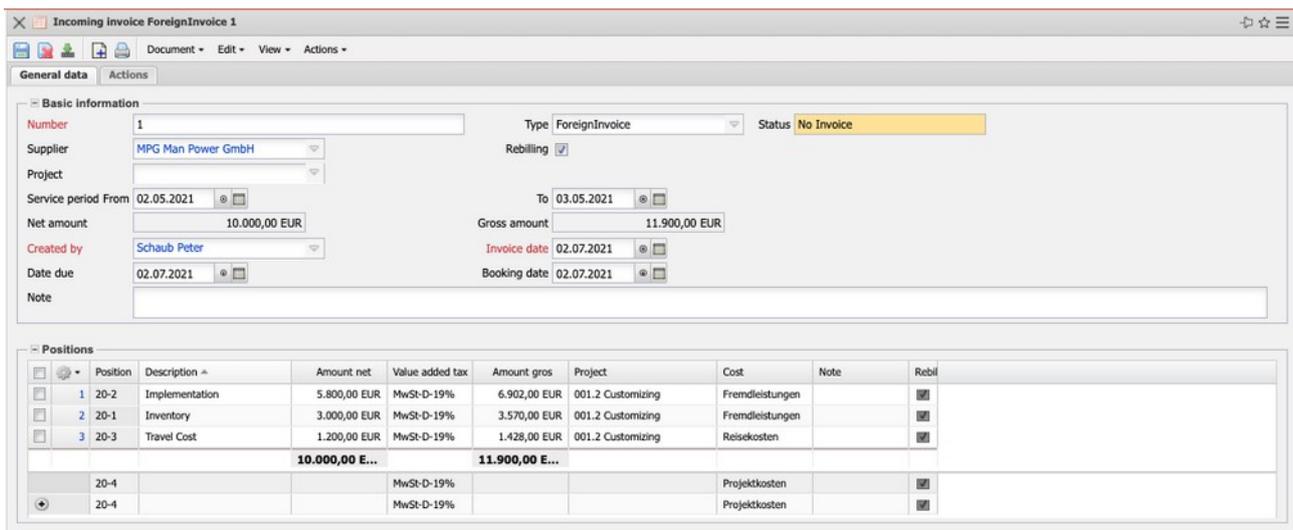
- Printing
- Cancel order
- Create incoming invoice
- Create order confirmation
- Create supplier credit
- Delete order
- Finalise order**
- Include all expenses
- New order from cancelled order
- Remove link from original

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", ...



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



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.

Incoming invoice ForeignInvoice 1

Document Edit View Actions

General data Actions

Basic information

Number: 1 Type: ForeignInvoice Status: No Invoice

Supplier: MPG Man Power GmbH Rebilling:

Project: [Empty]

Service period From: 02.05.2021 To: 03.05.2021

Net amount: 5.100,00 EUR Gross amount: 6.069,00 EUR

Created by: Schaub Peter Invoice date: 02.07.2021

Date due: 02.07.2021 Booking date: 02.07.2021

Note: [Empty]

Positions

Position	Description	Amount net	Value added tax	Amount gros	Project	Cost	Note	Rebil
1	20-2 Implementation	3.000,00 EUR	MwSt-D-19%	3.570,00 EUR	001.2 Customizing	Fremdleistungen		<input checked="" type="checkbox"/>
2	20-1 Inventory	1.600,00 EUR	MwSt-D-19%	1.904,00 EUR	001.2 Customizing	Fremdleistungen		<input checked="" type="checkbox"/>
3	20-3 Travel Cost	500,00 EUR	MwSt-D-19%	595,00 EUR	001.2 Customizing	Reisekosten		<input checked="" type="checkbox"/>
		5.100,00 EUR		6.069,00 EUR				
20-4			MwSt-D-19%			Projektkosten		<input checked="" type="checkbox"/>
20-4			MwSt-D-19%			Projektkosten		<input checked="" type="checkbox"/>

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

Administration

- Customer relationship manage...
- Human resources
- Project management
- Purchasing and procurement**
 - Supplier
 - Product groups
 - Items
 - Outgoing orders
 - Incoming Invoices
 - Incoming invoice positions
 - Outgoing payments
 - Queries
- Offer and order
 - Offers
 - Incoming orders
- Chart
- Queries
- Tracking
- Billing
- Ticket management
- Risk management
- Query manager
- Filter
- Team calendar

Incoming invoice 21

Document Edit

General data Actions

Basic information

Number: [Empty] Type: [Empty] Status: No Invoice

Supplier: [Empty] Rebilling:

Project: [Empty]

Service period From: [Empty] To: [Empty]

Net amount: [Empty] Gross amount: [Empty]

Created by: Schaub Peter Invoice date: 02.07.2021

Date due: 02.07.2021 Booking date: 02.07.2021

Note: [Empty]

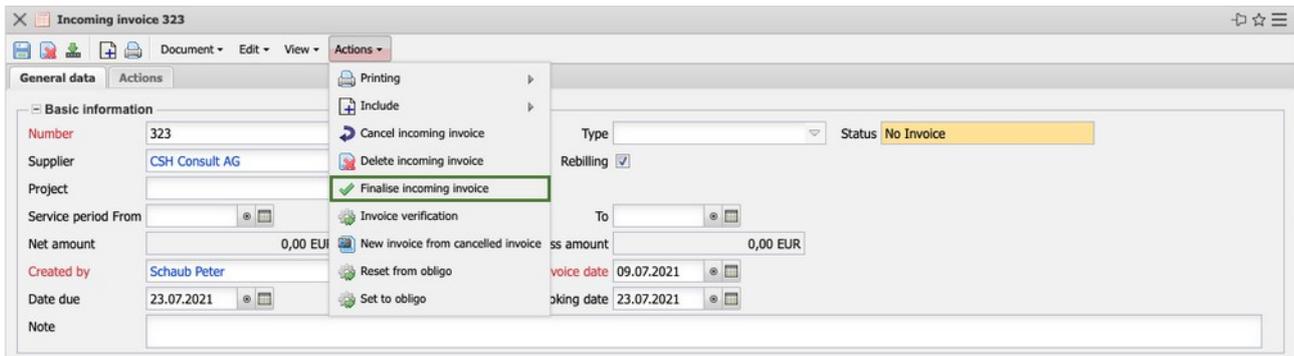
Positions

Position	Description	Amount net	Value added tax	Amount gros	Project	Cost	Note	Rebil
		0,00 EUR		0,00 EUR				

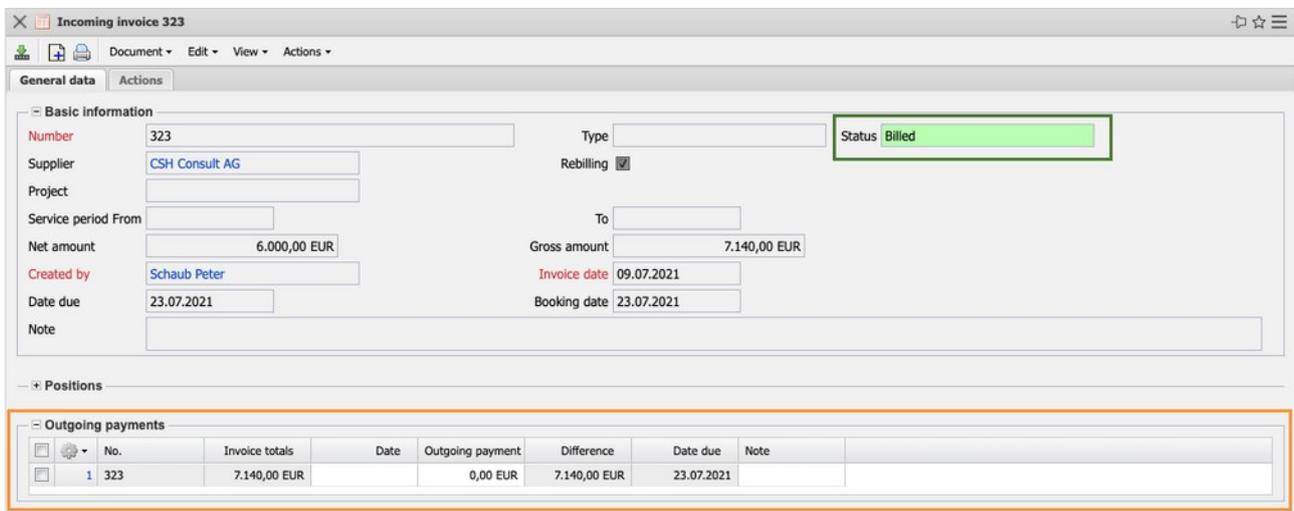
Outgoing payments

No.	Invoice totals	Date	Outgoing payment	Difference	Date due	Note

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



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.



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".

The screenshot shows the SAP Travel 20 form. The left sidebar contains a navigation menu with categories like Administration, Customer relationship management, Human resources, Project management, Purchasing and procurement, Offer and order, Tracking, Effort, Expense, Travel requests, Receipts, Fast entry of journeys, Journeys, Expense report, My expense report, Item sales, Fast entry of item sales, Queries, Billing, and Ticket management. The main form area is titled "Travel 20" and has tabs for "General data", "Flat rates", "Billing", and "Misc".

Basic information:

- Number: 20
- Employee: Schaub Peter
- Project: (empty)
- Period: From (empty) To 09.07.2021 00:00
- Flat rate: Deutschland
- Status: unchecked
- Arrival and departure flat rate:
- Destination: (empty)
- Purpose: (empty)
- Note: (empty)
- Budget: (empty)

Receipts table:

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
		01.07.2021	0,00 EUR	MwSt-D-19%	0,00 EUR

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 ...

The screenshot shows the SAP Travel 20 form for "Schaub Peter". The left sidebar is the same as in the previous screenshot. The main form area is titled "Travel 20 Schaub Peter" and has tabs for "General data", "Flat rates", "Billing", and "Misc".

Basic information:

- Number: 20
- Employee: Schaub Peter
- Project: 082 Development of a new user i
- Period: From 01.07.2021 14:55 To 09.07.2021 00:00
- Flat rate: Deutschland
- Status: unchecked
- Arrival and departure flat rate:
- Destination: (empty)
- Purpose: (empty)
- Note: (empty)
- Budget: (empty)

Receipts table:

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
		01.07.2021	0,00 EUR	MwSt-D-19%	0,00 EUR

... receipts ...

Travel 20 Schaub Peter

Document Edit View Actions

General data Flat rates Billing Misc

Basic information

Number: 20 Status: unchecked

Employee: Schaub Peter

Project: 082 Development of a new user i

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:

Receipts

	Cost	Description	Date	Gross amount	Value added tax	ReceiptAmount
1	Projektkosten	Office supplies	01.07.2021	63,21 EUR	MwSt-D-19%	53,12 EUR
2	Reisekosten	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
			01.07.2021	0,00 EUR	MwSt-D-19%	0,00 EUR

...and trips are recorded for this trip:

Travel 20 Schaub Peter

Document Edit View Actions

General data Flat rates Billing Misc

Basic information

Number: 20 Status: unchecked

Employee: Schaub Peter

Project: 082 Development of a new user i

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:

Receipts

Trips

	Registration number	Drive begin	Drive end	Distance	Cost type	Amount
1	Mietwagen	01.07.2021 14:55	09.07.2021 00:00	513 km	Fahrtkosten	153,90 EUR
				513 km		
		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.

Hours	Date	FoodArt	Amount
3	01.07.2021	Breakfast in hotel	14,40 EUR
1	01.07.2021	Dinner	9,60 EUR
			24,00 EUR

Accommodations
 Accommodation flat rate
 Number of accommodations

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

Internal billing

Catering costs	156,00 EUR		
Vehicle flat rate	153,90 EUR		
Gross receipt costs	68,21 EUR	Net receipt costs	57,32 EUR
Gross total costs	224,21 EUR	Net total costs	367,22 EUR

Expenses reimbursed

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.

Basic information

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:

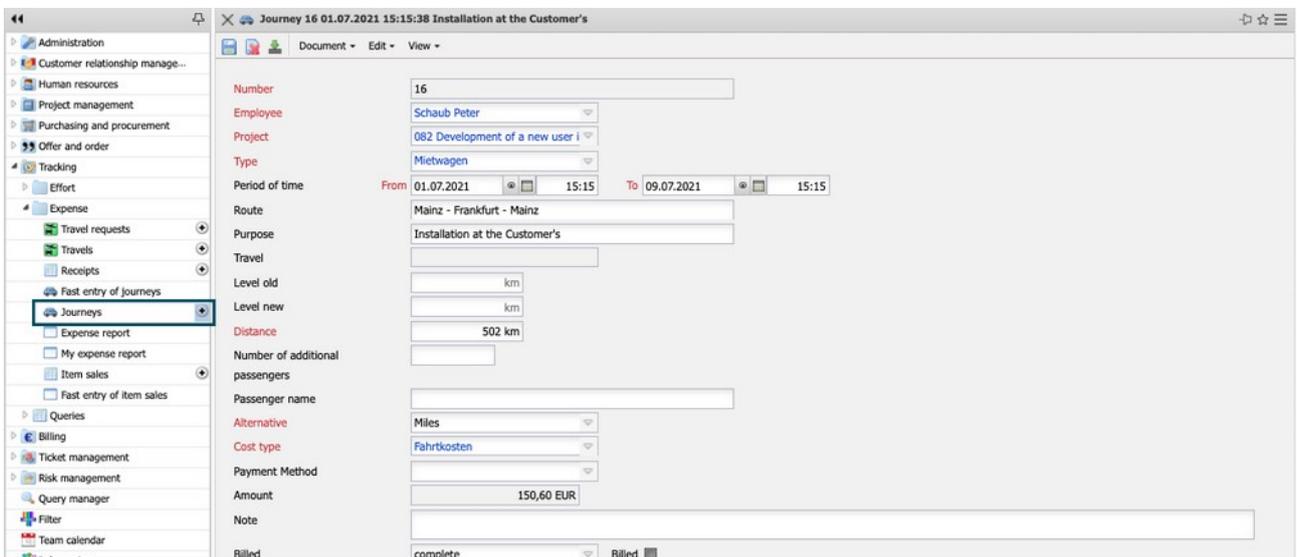
Budget:

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.

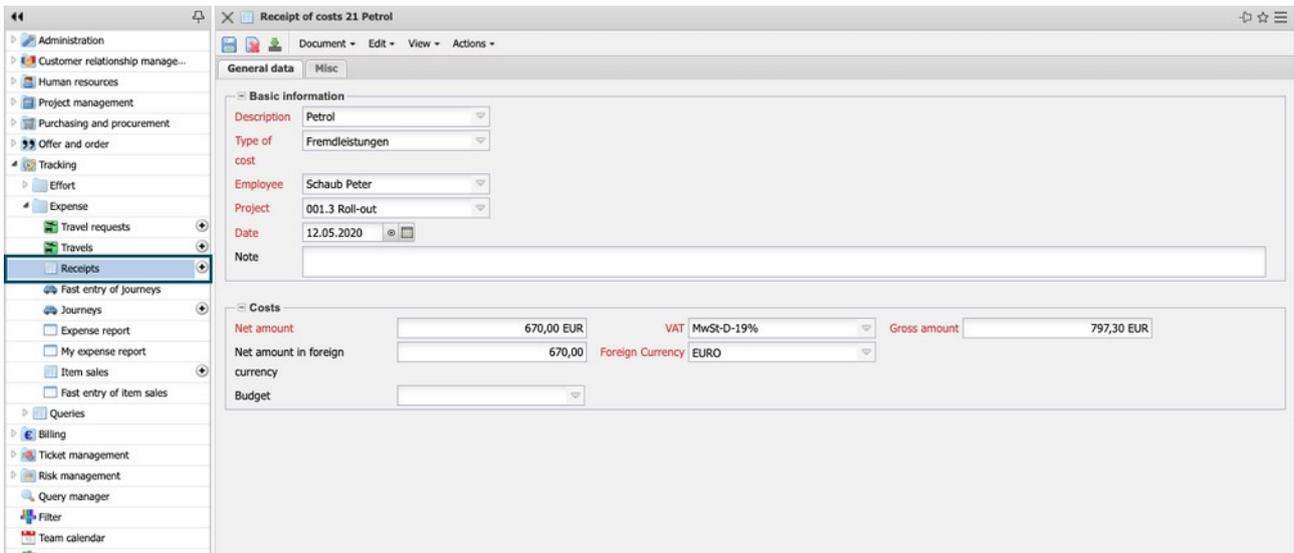


8.3 Trips, Receipts, Article Sales

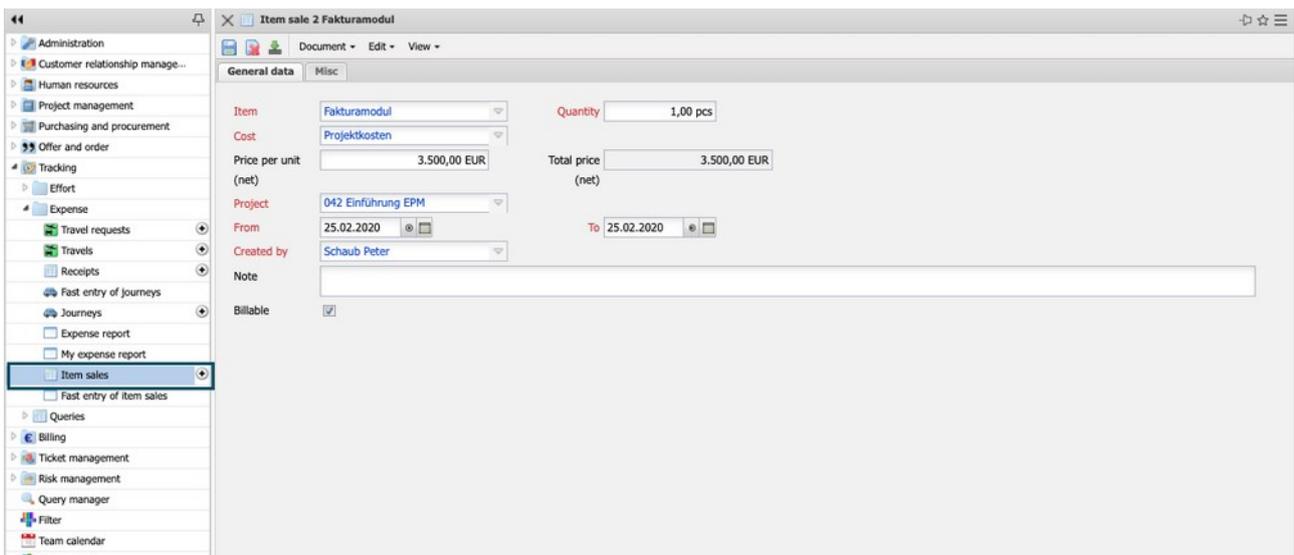
The entry of trips (business trips that do not belong to a trip) is done either with the "+" button or from the menu "Tracking - Expense - Journeys". The trip is assigned to a project, the vehicle or vehicle type is selected and the distance in kilometres is entered. The system then calculates the trip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



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



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.

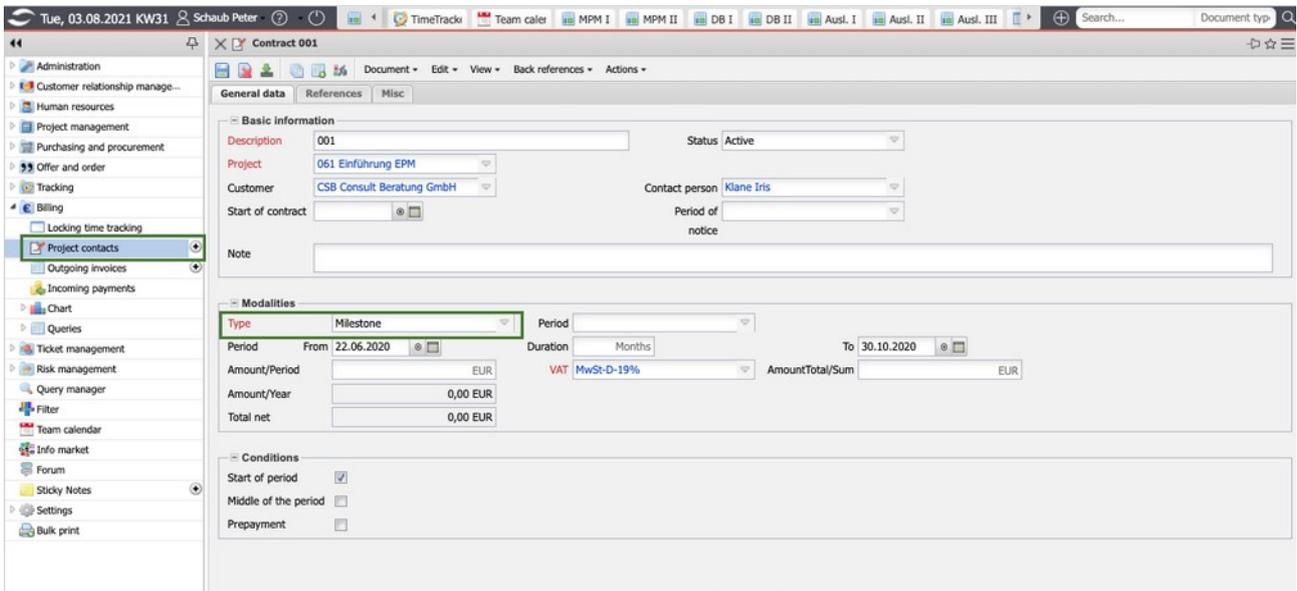


8.4 Contract

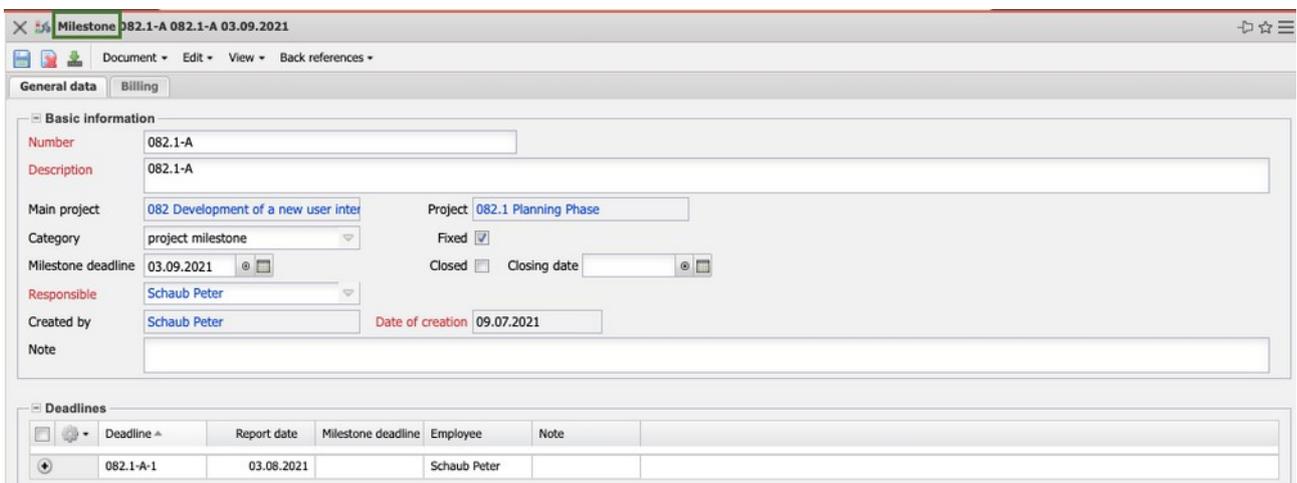
The contracts in Projectile are primarily used for the preparations for invoicing. Any number of contracts can be created for a project and these contracts then control whether the project is to be billed periodically, by milestones and/or by classic payment plan.

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:



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



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

Milestone 082.1-A 082.1-A 03.09.2021

Document Edit View Back references

General data Billing

Basic information

Number: 082.1-A
 Description: 082.1-A
 Main project: 082 Development of a new user inter Project: 082.1 Planning Phase
 Category: project milestone Fixed
 Milestone deadline: 03.09.2021 Closed Closing date: 03.08.2021
 Responsible: Schaub Peter
 Created by: Schaub Peter Date of creation: 09.07.2021
 Note:

Deadlines

Deadline	Report date	Milestone deadline	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.

Milestone 082.1-A 082.1-A 03.09.2021

Document Edit View Back references

General data Billing

Part payment in: 30,00 % Part payment amount: EUR
 %
 Invoice:
 Contract:

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 MPE-21-09-2

Document Edit View Actions

General data Misc

Basic information

Number: MPE-21-09-2 Type: Status: No invoice
 Project: 081 Application Billing address:
 Service period: From: To:
 Net amount: 2.268,00 EUR VAT: MwSt-D-19% Gross amount: 2.698,92 EUR
 Accounting method: Expense Percentage discount: 30,00 % VAT amount: 430,92 EUR
 Offer: Order:
 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 of the Planning	01:00	2.268,00 EUR	Projektkosten
	01:00	2.268,00 EUR	
	01:00		
	01:00		

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

Contract 192

General data | References | Misc

Basic information

Modalities

Type: Plan | Period: Months | Duration: Months

Period: From 12.12.2019 To 12.01.2020

Amount/Period: 0,00 EUR | VAT: MwSt-D-19% | AmountTotal/Sum: 0,00 EUR

Amount/Year: | Total net: 0,00 EUR

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

Contract 192

General data | References | Misc

Positions

Contract positions

Payment schedules

Description	Date	Completion	Percent	Invoice amount	Note	Billed	Outgoing invoice
1. Payment	17.07.2021		30,00 %				
2. Payment	17.08.2021		30,00 %				
3. Payment	17.09.2021		30,00 %				
4. Payment	17.10.2021	100,00 %	10,00 %				
				0,00 EUR			

Milestones

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

General data | References | Misc

Basic information

Modalities

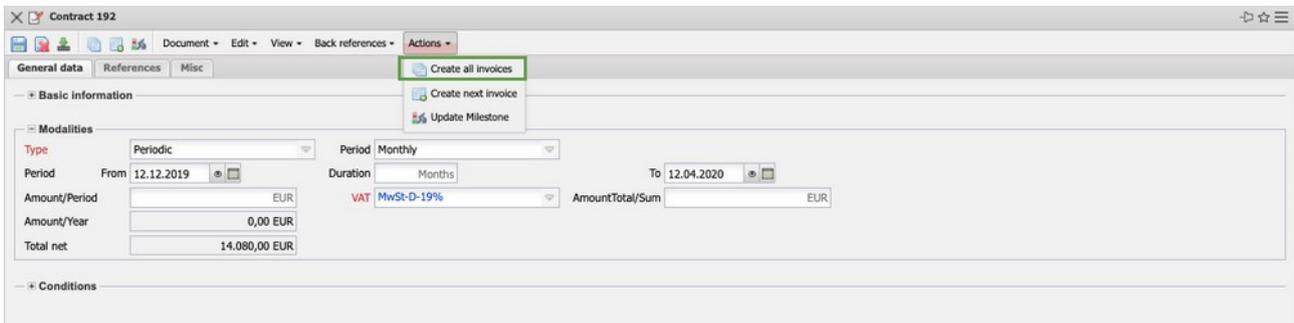
Type: Periodic | Period: Monthly | Duration: Months

Period: From 12.12.2019 To 12.04.2020

Amount/Period: 0,00 EUR | VAT: MwSt-D-19% | AmountTotal/Sum: 14.080,00 EUR

Amount/Year: | Total net: 14.080,00 EUR

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.



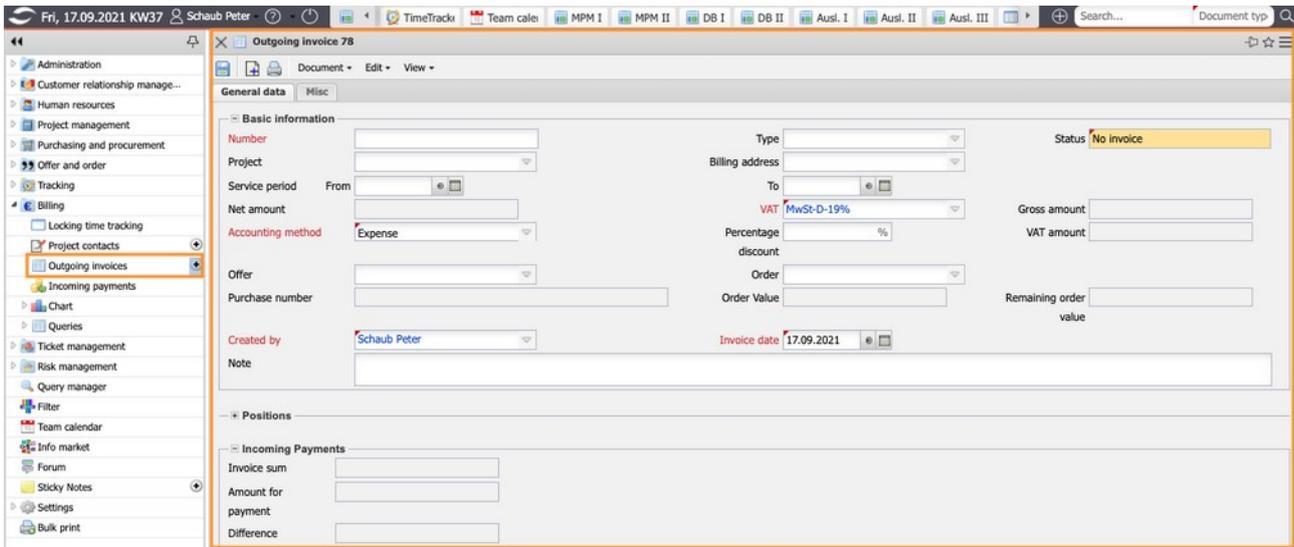
In the example with the period = "monthly" over a period of four months (02.05.2019 to 02.09.2019) four outgoing invoices with the defined amount (€1.250,00 net) are generated at the beginning of the period and linked directly in the contract.

	InvoiceNo.	Invoice status	Invoice date	Project	From	To	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		
3	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		
4	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		
							5.000,00 EUR		5.950,00 EUR				

8.5 Outgoing Invoices

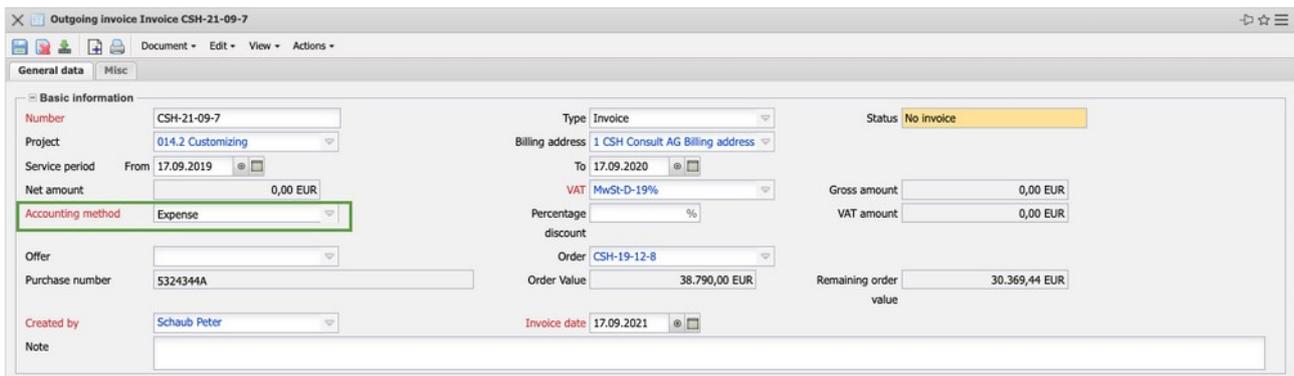
Projectile supports (by means of the chargeable billing module) the internal and external billing of projects. The following examples refer to customer projects and thus to external billing. In principle, there are several billing variants in the system (by effort, fixed price, budget billing, closing 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).



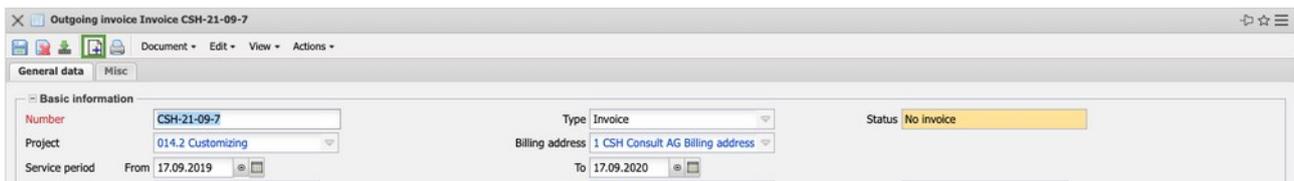
In the first example, an expense calculation is generated (settlement type = "expense"). This settlement type is based on the times and costs entered from the settlement period. Here, an expense account is to be created for the project "014.2" based on the order from the customer "CSH-21-09-07".

After entering all relevant data the invoice header is saved.



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 ...



... 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.

Selection

Confirm and include | Select all | Refresh

Order Value: 38.790,00 EUR | BilledMoney: 0,00 EUR | RemainingOrderAmount: 38.790,00 EUR

AssessableMoney: 840,00 EUR | RemainingMoney: 37.950,00 EUR

BilledJobs: 0,00 EUR

Job	Job number	Description	Employee	Begin date planning	CurrentTrackedTime	CurrentAssessableTime	CurrentAssessableC	Planning time	Billed time
1	014.2-5	Programmierung	Zöllner Pia	23.12.2019	08:00	08:00	840,00 EUR	40:00	00:00
					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

Document | Edit | View | Actions

General data | Misc

Service period: From 17.09.2019 To 17.09.2020

Net amount: 840,00 EUR | VAT: MwSt-D-19%

Gross amount: 999,60 EUR | VAT amount: 159,60 EUR

Accounting method: Expense | Percentage discount: %

Offer: | Order: CSH-19-12-8

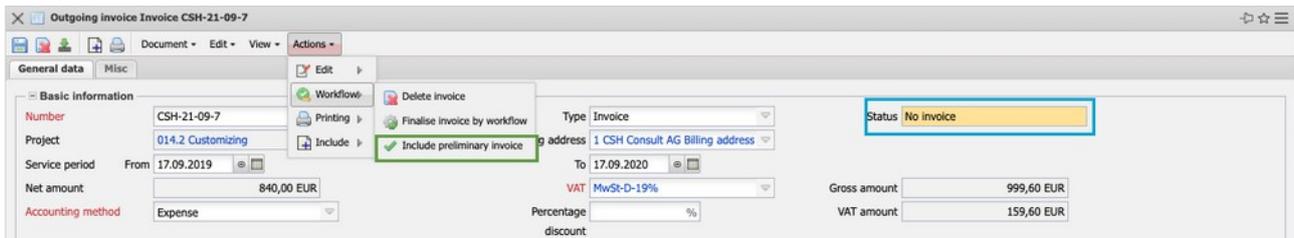
Purchase number: 5324344A | Order Value: 38.790,00 EUR | Remaining order value: 30.369,44 EUR

Created by: Schaub Peter | Invoice date: 17.09.2021

Note:

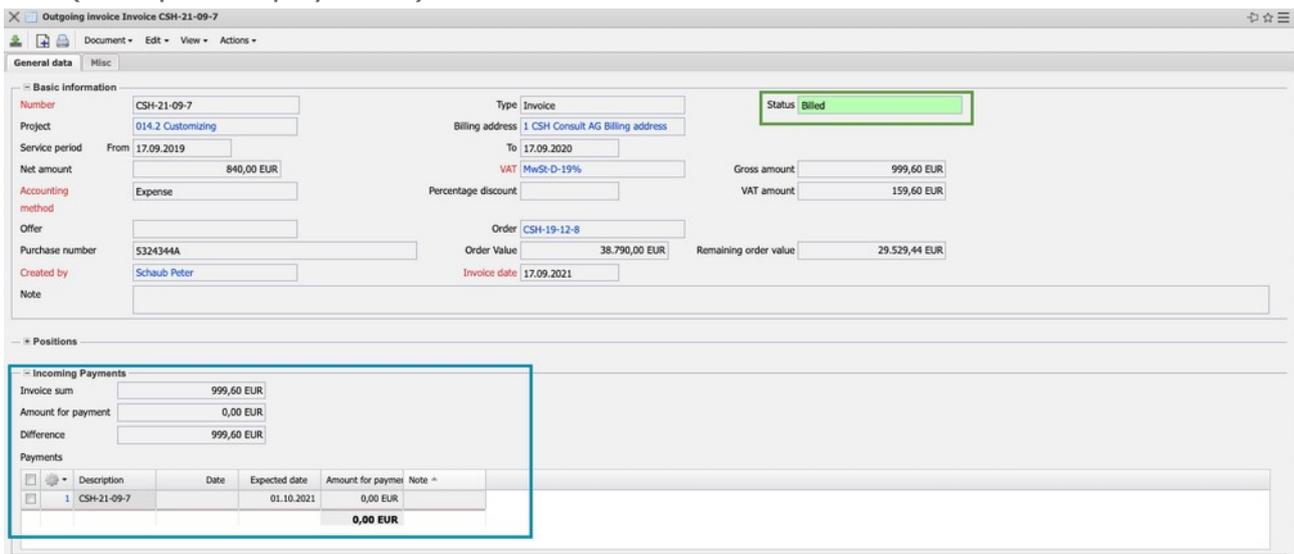
Positions	Description	Hours	Amount_external	Cost
1	Job 014.2-5 Programmierung	08:00	840,00 EUR	Projektkosten
		08:00	840,00 EUR	
		01:00		
		01:00		

... 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".



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):



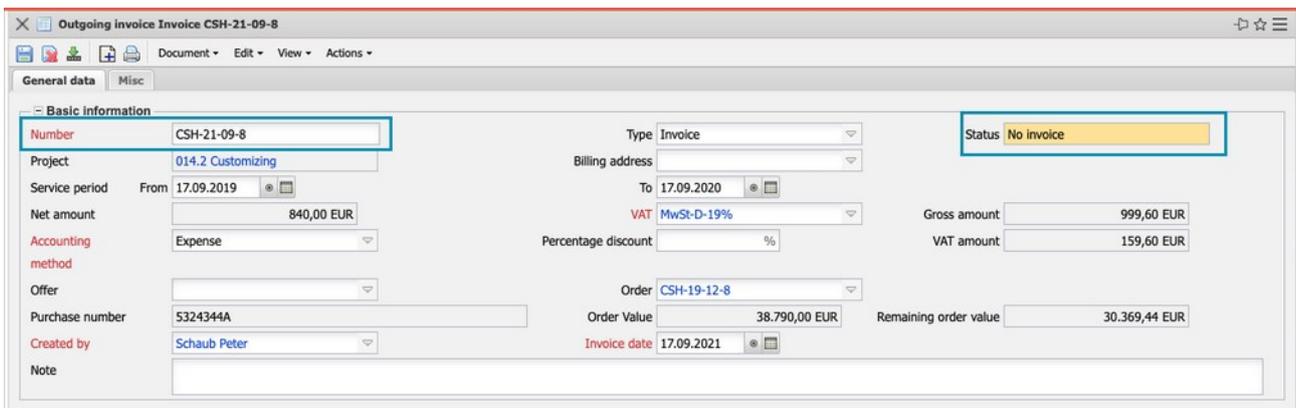
If the outgoing invoice has to be changed (incorrect entry, customer complains, ...), this change cannot be made directly (revision security, posting records already in the financial billing, ...). These invoices must be cancelled and a new invoice can then be created in the form of a duplicate based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

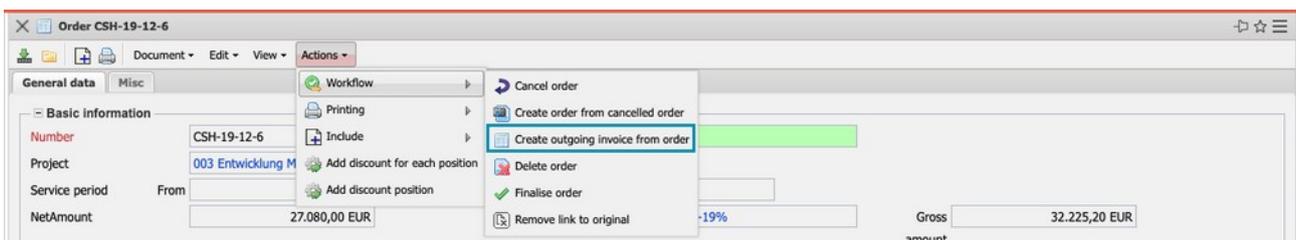


... with the corresponding invoice items.



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" ...



... an A/R invoice is generated:

	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		

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:

	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		

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:

Project 047 Einführung EPM

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

4,400 EUR

Offers

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
2 CSS-20-02-11	Offer Included	27.02.2020	40.370,00 EUR	48.040,30 EUR

Confirmations

ConfirmationStatus	Confirmation numb	Order date	Purchase number	Amount	ConfirmationTotal
1 Billed	CSS-20-02-11	13.02.2020	4432423	32.870,00 EUR	39.115,30 EUR

Invoices

InternalNo.	Invoice status	From	To	Project	Net amounts	Created by
1 28	No invoice	01.02.2020	13.02.2020	047 Einführung ...	3.034,03 EUR	Schaub Peter

Order lines

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 ...

Order 2021-0003. 13.02.2020 11.07.2020

Document - Edit - View - Actions -

General data Misc

Basic information

Number: 2021-0003.
 Project: 047 Einführung EPM
 Service period: From 13.02.2020
 NetAmount: 30.000,00 EUR
 Created by: Schaub Peter
 Company: CSS Consult Software GmbH
 Purchase number:

Workflow

- Cancel order
- Create order from cancelled order
- Create outgoing invoice from order
- Delete order
- Finalise order
- Remove link to original

Date of creation: 17.09.2021
 Orderer: Müller-Jahn Heike

Gross amount: 35.700,00 EUR
 Vat amount: 5.700,00 EUR

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

Info

There are billed invoices referencing this document. Shall previously billed amounts be considered?

Yes No

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

Document - Edit - View - Actions -

General data Misc

Basic information

Number: 2021-0004 Status: No Confirmation

Project: 001 Entwicklung Modul B0

Service period: From 02.12.2019 To 31.01.2020

NetAmount: 25.572,11 EUR VAT: MwSt-D-19% Gross amount: 30.430,81 EUR

Created by: Schaub Peter Date of creation: 17.09.2021 Vat amount: 4.858,70 EUR

Company: CSH Consult AG Orderer: Nahl Lisa

Purchase number: [empty]

Order date: [empty]

Invoice value: 0,00 EUR

Remaining order value: 25.572,11 EUR

Note: [empty]

Positions

Order positions

Position number	Description	Hours	AmountExternal/Original	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		
33-1		01:00	0,00 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 ...

Order 2021-0004, 02.12.2019 31.01.2020

Document - Edit - View - Actions -

General data Misc

Basic information

Number: 2021-0004 Status: No Confirmation

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

Created by: Schaub Peter Date of creation: 17.09.2021 Vat amount: 4.814,81 EUR

Company: CSH Consult AG Orderer: Nahl Lisa

Purchase number: [empty]

Order date: [empty]

Invoice value: 0,00 EUR

Remaining order value: 25.341,11 EUR

Note: [empty]

Positions

Order positions

Position number	Description	Hours	AmountExternal/Original	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:

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:

Contracts								
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...	

Offers				
Offer no.	Offer status	Offer valid until	Amount net	Gross amount
1 CSH-19-12-1	Offer Cancelled	18.12.2019	44.090,00 EUR	52.467,10 EUR
2 CSH-19-12-2	Offer Included	18.12.2019	42.850,00 EUR	50.991,50 EUR

Confirmations						
ConfirmationStatus	Confirmation numb	Order date	Purchase number	Amount	ConfirmationTotal	
1 Billed	CSH-19-12-2	28.01.2020	543532455	39.350,00 EUR	46.826,50 EUR	
2 Billed	2020-0003	28.01.2020	45345353	39.190,00 EUR	46.636,10 EUR	
3 Billed	CSH-19-12-2	04.12.2019	435459998	36.350,00 EUR	43.256,50 EUR	
4 Billed	2021-0004			25.341,11 EUR	30.155,92 EUR	

Invoices						
InternalNo.	Invoice status	From	To	Project	Net amounts	Created by
1 43	Billed	01.01.2020	29.02.2020	001 Entwicklun...	416,00 EUR	Schaub Peter

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 by: Schneider Maria | Creation date: 17.09.2020

Overview: Customer very satisfied, deadline slightly exceeded (but agreed with customer), cost increase partially covered by customer.

Description of individual points

Compliance milestones and delivery: No.

Achieving financial objectives: Yes, completely.

Success and comparative objective: [Empty]

Compliance resource allocation: Yes.

Budget compliance: No. But the cost increase is partly paid by the customer.

Documentation: See "Logbook" Tab.

Open issues: [Empty]

Success and criticisms: [Empty]

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

Set Activity

Number: 001 Project labeling: Entwicklung Modul B0

Current project state: Active

Change state to:

- + Closed cancel
- + Closed hold
- + Closed live
- + Archived
- + Advance

Cancel