



Project accounting

Cost accounting => Project accounting => Basic data => Options

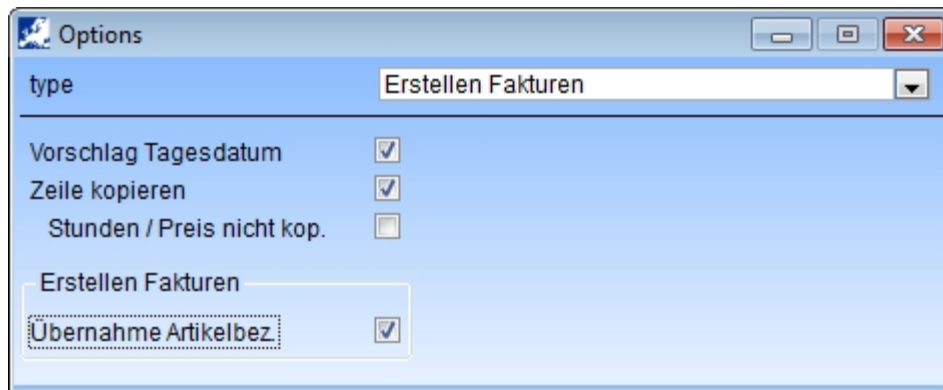
Here you have to define the program sequence basically.
Depending on your choice, the masks and menu items will change.

- Type „Posting of the costs“

The cost centre of an employee will be discharged and a cost unit or cost centre will be charged.

- Type „Create invoices“

The entered costs will be assigned to a debtor and you can create an invoice for this debtor (via invoice module)



Further options for the later work slip entering:

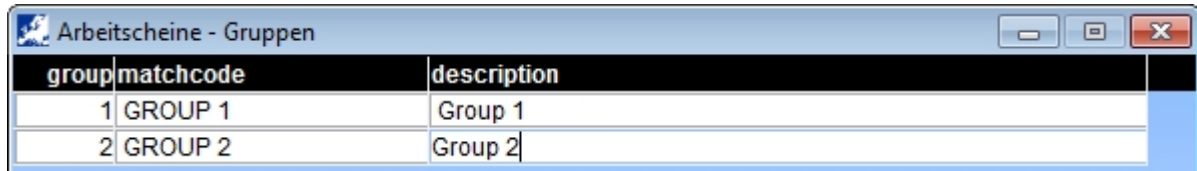
Proposal current date	The current date will be proposed
Copy line	The previous entered line will be copied
Don't copy hours/prices	The previous entered hours/prices won't be copied
Transfer article description	The description of an article will be transferred to the description



Cost accounting => Project accounting => Basic data => Groups

In this basic data program you can enter groups.

These groups are one level higher than the categories – so you can add more than one category to a group and print out reports for more than one category easily.



group	matchcode	description
1	GROUP 1	Group 1
2	GROUP 2	Group 2

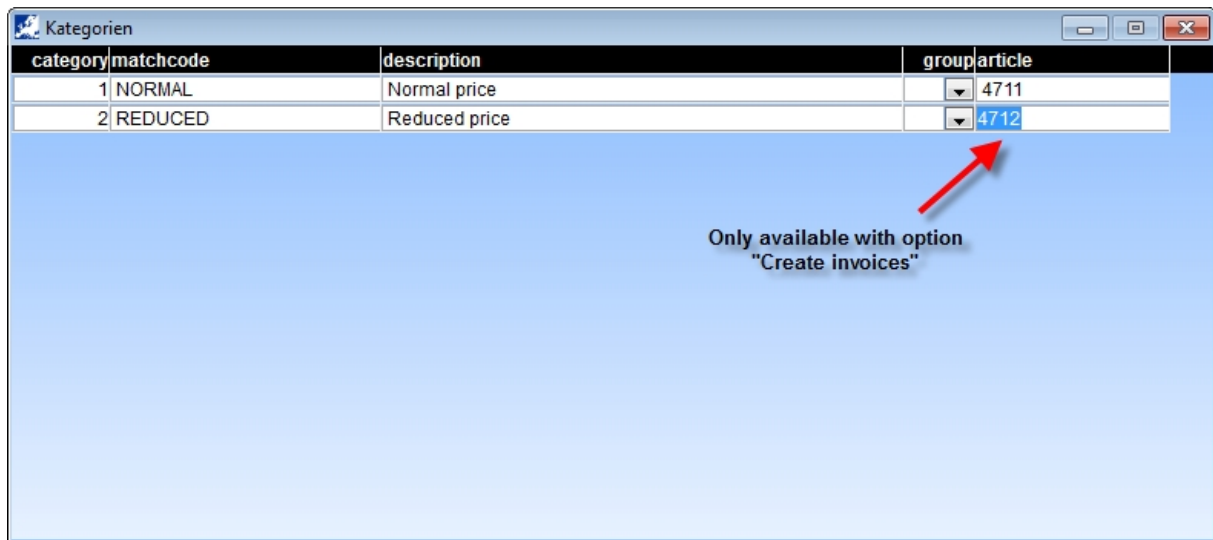
Cost accounting => Project accounting => Basic data => Categories

In this basic data program you can enter several categories.

You can assign employees later to these categories.
(e.g. with different hourly rates)

For each category the number, matchcode and description is mandatory. A group is optional.

If you have chosen the option „Create invoices“ you have to enter an article number too. The system will use this article to create the invoice for this category. The pricing will be done with the price from this article!



category	matchcode	description	group	article
1	NORMAL	Normal price	<input type="text"/>	4711
2	REDUCED	Reduced price	<input type="text"/>	4712

Only available with option
"Create invoices"



Cost accounting => Project accounting => Basic data => Employees

In this basic data program you can enter several employees.

In the top area a number, surname and lastname are mandatory fields for each employee.

On the option „Posting of the costs“ you have to enter a cost centre for each employee. The real accounts for cost centre/cost unit are optional (e.g. if you want to split worker/employee)

In the bottom area you can assign the previous entered categories to each employee. For each category a hourly rate with „valid from“ date (from which date the hourly rate should be used) will be created.

The bottom area is valid only with the option „Posting of the costs“. With the type „Create invoices“ the pricing will be controlled over the invoice module!

The screenshot shows a software window titled 'Employees'. It contains a table with the following data:

Employees	first name	surname	cost centre	Kto Kost.	Kto Kotr.	valid from
1	Andreas	Steinhauser	1100			00.00.0000
2	Thomas	Noll	1200			00.00.0000
3	Max	Mustermann	1300			00.00.0000
4	Michael	Tester	1400			01.01.2010

Below this table, there is a section titled 'Employees: Tester Michael' which contains another table:

valid from	category	matchcode	hourly rate
01.01.2010	1	NORMAL	120,00
	2	REDUCED	110,00
01.01.2009	1	NORMAL	110,00
	2	REDUCED	98,00

Two red arrows point to the 'Kto Kost.' and 'Kto Kotr.' columns in the first table, with the text 'Only available on option "Posting of the costs"' below them.



Cost accounting => Project accounting => Enter

This program is used to enter the work slips.

To do so, choose the desired employee from the dropdown list (the corresponding data like first name, surname and cost centre will be displayed from the basic data)

In the bottom area you can enter the work slips or the realized services from this employee.

date	account	category	cost unit	cost centre	hours	Stundens.	total	description
01.01.2010	20000	1	1010212		5,00	110,00	550,00	Project ABC
01.01.2010	20000	1	1010212		2,00	98,00	196,00	Project ZZ
02.01.2010	20000	1	20600		8,00	110,00	880,00	XY
					15,00		1.626,00	

Only available on option "Create invoices"

Date The service date

Category Choise of the desired category. The saved value of the hourly rate will be proposed automatically.

Account Enter the debtor which you want to create an invoice for (only available on option „Create invoices“.

Cost unit The cost unit to which the costs will be posted later

Cost centre The cost centre to which the costs will be posted later

Notice: You can enter one cost unit or one cost centre for each entry!

Hours Number of hours

Hourly rate Which hourly rate you want to use for the service

Total Calculated sum of hours x hourly rate

Description Short description for the service

On the bottom you can see the description of the cost centre/cost unit/account for your information.

cost unit	OMV	cost centre
account	Karl Maier D-1010 Wien	



Cost accounting => Project accounting => Edit

In this program you can edit the previous entered work slips.

To do so, restrict the selection with the desired values (optional):

- Employees from/to
- Cost unit from/to
- Cost centre from/to
- Service date from/to
- Account from/to (only available on option „Create invoices“)

After that you have to start the selection with F11 (Execute)

In the middle area you will get the output of the selection. The entered work slips will be displayed sorted by the employees.

You can edit the work slips in the middle area immediately or you can mark an entry with left click and a detailed description of this work slip will be displayed at the bottom.

At the end you have to save the changes with F10 (Save).

Arbeitsscheine - Bearbeitung

Employees: [dropdown] — [dropdown]
cost unit: [dropdown] — [dropdown]
cost centre: [dropdown] — [dropdown]
service date: 00.00.0000 — 00.00.0000
account: [dropdown] — [dropdown]

Only available on option "Create invoices" (arrow pointing to account field)

date	account	Employees	Kateg.	cost unit	cost centre	hours	StundenS	total
01.01.2010		Steinhauser Andreas	1	1010212		5,00	110,00	550,00
02.01.2010		Steinhauser Andreas	1	20600		2,00	100,00	200,00
08.02.2010		Steinhauser Andreas	1	20601		8,00	110,00	880,00
01.01.2010	20000	Steinhauser Andreas	1	1010212		2,00	98,00	196,00
01.01.2010	20000	Steinhauser Andreas	1	1010212		5,00	110,00	550,00
02.01.2010	20000	Steinhauser Andreas	1	20600		8,00	110,00	880,00
						30,00		3.256,00

service date: 01.01.2010
account: [dropdown]
category: 1 NORMAL
cost unit: 1010212 Bürstensyst. Fensterh.
description: ProjectABC

Employees: Steinhauser Andreas 1/6
hours: 5,00 110,00 550,00
cost centre: [dropdown]



Cost accounting => Project accounting => Protocol

In this program you can print a protocol of the previous entered work slips.

You have the possibility to print all, not posted or already posted work slips.

Additional you have the following restrictions:

- Employees from/to
- Service date from/to
- Cost unit from/to
- Cost centre from/to
- Groups from/to
- Account from/to (only available on option „Create invoices“)
- Sum for each cost unit
- Sort

Protokoll - Erfassung Arbeitsscheine

type: **not posted**

Employees: [] — []

service date: 00.00.0000 — 00.00.0000

cost unit: [] — []

cost centre: [] — []

Groups: [] — []

account: [] — []

Summe pro Kostentr. ☐ **Only active on option "Create invoices"**

Sortierung: Konto, Kostenträger, Leistungsdatum

9602/10 Demoklient A-1210 Wien				Protokoll Arbeitsscheine		licence: 10048/7.1 user: SGP		10.02.2010 09:16 page: 1/1	
									only not posted
cost unit	service date	Mitarbeiter	cost centre	text	Kategorie	Stunden	Stunden satz	Gesamt	
account									
1010212	01.01.2010	Steinhilber Andreas		Projed ABC	NORMAL	5,00	110,00	550,00	
20603	02.01.2010	Steinhilber Andreas		XI	NORMAL	2,00	100,00	200,00	
20601	06.02.2010	Steinhilber Andreas		Projed 77	NORMAL	0,00	110,00	000,00	
						45,00		4.650,00	
account 20000		Z" Faktor							
1010212	01.01.2010	Steinhilber Andreas		Projed 77	NORMAL	2,00	99,00	198,00	
1010212	01.01.2010	Steinhilber Andreas		Projed ABC	NORMAL	5,00	110,00	550,00	
20603	02.01.2010	Steinhilber Andreas		XI	NORMAL	0,00	110,00	000,00	
					account 20000 Z" Faktor	15,00		1.628,00	
									basic sum total EUD

basis currency EUR



Cost accounting => Project accounting => Posting
(only available on option „Posting of the costs“)

To finish the procedure you can post the entered work slips.

Choose your voucher type.

This voucher type has to be defined under Basic data => Company index => Voucher types as „cost accounting“ for the option „type of accounting“.

After that you have to enter an account and one contra account for cost unit and one contra account for cost centre. These accounts will be used only if you didn't enter an account for the employees.

Below you have to enter a restriction for which time period you want to post the work slips for.

Before you start the execution you have to choose the protocol type (total or error) and the booking type (simulation or booking)

If you have done all settings you can start the execution with F11.

Arbeitscheine - Buchen

voucher type: KB (dropdown) Calc. Posting

archive: (empty field)

account: 7008 Calc. Real. Acc.

Gkto - Kotr: 7088 Calc. Real. Acc. Cost unit

Gkto - Kost: 7099 Calc. Real. Acc. Cost centre

date: 01.01.2010 (dropdown) — 31.12.2010 (dropdown)

delete previous: ☐

protocol: total (radio), error (radio)

booking: protocol (radio), booking (radio)



Cost accounting => Project accounting => Create invoices
(only available on option „Create invoices“)

To finish the procedure you can create invoices for your work slips.

Set the desired restrictions and start the selection with F11 (Execute).

All work slips, which are within your restrictions, will be displayed in the bottom window. Here you have to check the work slips and activate/deactivate several work slips.

Functions of the right mouse button:

- activate all
- deactivate all

After that you have to set the following options:

Voucher type Which voucher type should be used for creating invoices
Voucher date Which voucher date should be used for creating invoices
Print vouchers If you activate this option, all vouchers will be printed immediately

Billing for Customer (one invoice for each customer)
 Customer / Cost unit (one invoice for each customer and cost unit)

If you have done all settings you can start the execution with F11.

	service date	account	Kateg.	cost unit	Std.	Std. Satz	Gesamt	Mitarbeiter
<input checked="" type="checkbox"/>	01.01.2010		1	1010212345	5,00	110,00	550,00	Steinhauser Andreas
<input checked="" type="checkbox"/>	02.01.2010		1	20600	2,00	100,00	200,00	Steinhauser Andreas
<input checked="" type="checkbox"/>	08.02.2010		1	20601	8,00	110,00	880,00	Steinhauser Andreas
					15,00		1.630,00	
<input checked="" type="checkbox"/>	01.01.2010	20000	1	1010212	2,00	98,00	196,00	Steinhauser Andreas
<input checked="" type="checkbox"/>	01.01.2010	20000	1	1010212345	5,00	110,00	550,00	Steinhauser Andreas
<input checked="" type="checkbox"/>	02.01.2010	20000	1	20600	8,00	110,00	880,00	Steinhauser Andreas
					15,00		1.626,00	
					30,00		3.256,00	

voucher type: AR **Ausgangsrechnung** Abrechnung pro: customer
voucher date: 05.01.2010
☒ Print vouchers



TO => Orders

Here you can add previous entered work slips. To do so, click the right mouse button in the position area and choose the menu item „get work slip“.

Artikel	Text	Menge	Einh	Einzel Preis	Rabatt	Gesamt
	holen Arbeitsscheine	0,00		,00	,00	,00

In the following window you can define optional restrictions and start the selection of the work slips with F11 (Execute).

In the bottom area you will get all work slips, which are not charged till now. Mark the desired work slips and click „Transfer“. All positions with a green check will be transferred to the position area within the invoice module.

	service date	account	Kateg.	cost unit	Std.	Std. Satz	Gesamt	Mitarbeiter
<input checked="" type="checkbox"/>	01.01.2010		1	1010212345	5,00	110,00	550,00	Steinhauser Andreas
<input checked="" type="checkbox"/>	02.01.2010		1	20600	2,00	100,00	200,00	Steinhauser Andreas
<input checked="" type="checkbox"/>	08.02.2010		1	20601	8,00	110,00	880,00	Steinhauser Andreas
					15,00		1.630,00	
<input checked="" type="checkbox"/>	01.01.2010	20000	1	1010212	2,00	98,00	196,00	Steinhauser Andreas
<input checked="" type="checkbox"/>	01.01.2010	20000	1	1010212345	5,00	110,00	550,00	Steinhauser Andreas
<input checked="" type="checkbox"/>	02.01.2010	20000	1	20600	8,00	110,00	880,00	Steinhauser Andreas
					15,00		1.626,00	
					30,00		3.256,00	

Übernehmen Cancel

Work slips, which are transferred with this option, can't be created with the option „Create invoices“ in the project accounting module anymore. So you can't get an invoice twice.

Previous created invoices from the project accounting module can't be transferred to the position area anymore.