

Job costing flow

From the creation of a business project to the project report

This flow requires the installation of Project/Job costing/Human Resources/Invoicing/Accounting.

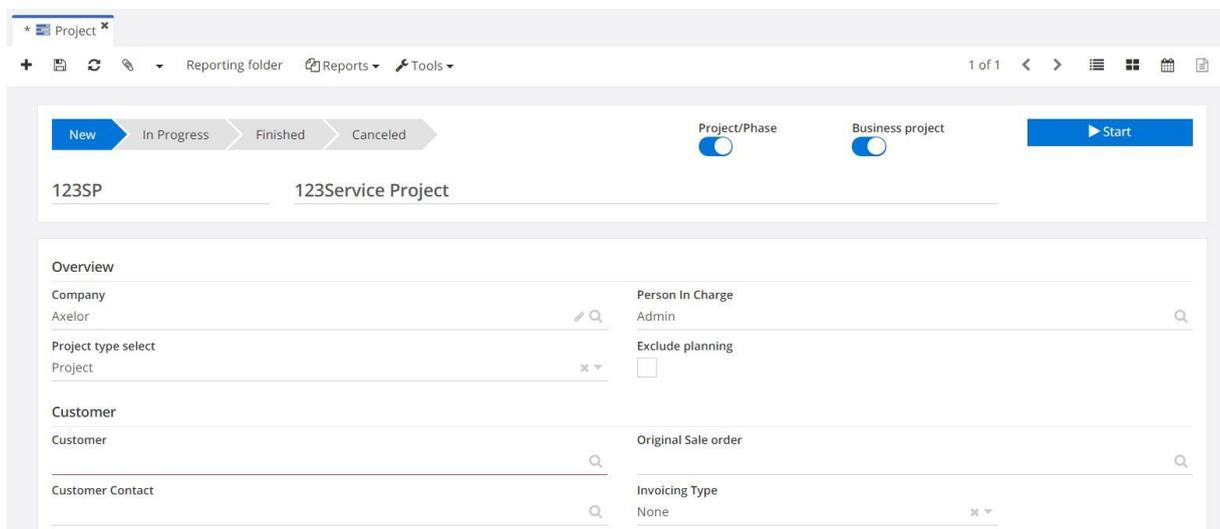
You must first enable a certain number of options in the "Job costing" application configurations (in Application Config/Apps management, then click on "Configure" on the job costing application). The options required for this flow are normally enabled by default, see the functional documentation for more details.

In the options of the "Timesheets" application, you must activate for this flow the option "Consolidate timesheet line an invoice".

1- Creation of a business project

You can create a business project from the "Job costing" application, menu entry "Business projects", by clicking on + on the top left. You can also create a new project from the application "Projects", and on the project form check the "Business project" box. Indeed a project can be both a project and a business project.

A business project is a project that will be invoiced to a customer. You can invoice different elements on a business project : order lines, timesheets, expenses...etc.



The screenshot shows a web-based configuration form for a project. At the top, there is a breadcrumb trail: "New" (highlighted in blue), "In Progress", "Finished", and "Canceled". To the right of the breadcrumb, there are two toggle switches: "Project/Phase" (turned off) and "Business project" (turned on). A blue "Start" button is located to the right of the "Business project" toggle. Below the breadcrumb, the project ID "123SP" and the project name "123Service Project" are displayed. The main form area is titled "Overview" and contains several fields:

Company Axelor	Person In Charge Admin
Project type select Project	Exclude planning <input type="checkbox"/>
Customer Customer	Original Sale order
Customer Contact	Invoicing Type None

It is essential to activate the box "Imputable" to be able to invoice the project. Choose your invoicing type too. In this example we are using time-based invoicing.

The screenshot shows a configuration form with the following fields and values:

- Customer:** 123 Services
- Original Sale order:** (empty)
- Customer Contact:** (empty)
- Invoicing Type:** Time-based
- Not Invoiced:** (Red button)
- Dates:**
 - From Date:** 20/03/2018 00:00
 - To Date:** (empty)
 - Due Date:** (empty)
- Duration(Hours):** 50.0000
- Progress (%):** 0.00
- Lead/Delay(Hours):** 0.00
- Time Spent(Hours):** 0.00
- Imputable:**
- Total planned hours:** 0.00 hours

When you have finished filling in the necessary information, save (floppy disk button).

2- Creation of a task

La nouvelle tâche ainsi créée apparaît maintenant sur le projet dans l'onglet « Sous-projets/tâches ».

You can then create new tasks (Projects application, "Tasks" menu) that will be attached to your project/business project.

In the project field, click the magnifying glass button to select the project/business project you just created. The task will be attached to the project.

When you have finished filling in the necessary information, save.

The newly created task now appears on the project in the "Task tree" tab.

The screenshot shows the "Task Tree" tab with the following data:

Name	Assigned to	Progress	Open task
Prepare offer for tender		0 %	Open task
Audit		0 %	Open task
Document preparation		0 %	Open task
Presentation		0 %	Open task

You can also create new tasks directly from this menu by clicking the "New" button.

3- Attach timesheets to projects

We will now create a new timesheet, from the "Timesheets" sub-application that is in the "Human Resources" application, menu entry "Complete my timesheet".

You can only have one timesheet with draft status at the same time.

You can add timesheet rows by clicking on + in the "Timesheet Lines" tab, then select your project, an activity (activities must be defined beforehand, see the documentation for more details).

You can also generate your timesheet lines automatically by going to the taskbar, the Tools menu and clicking "Generate lines automatically".

The dialog box titled "Generate Lines automatically" contains the following fields and controls:

- From generation date:** 13/03/2018
- To generation date:** 27/03/2018
- Project:** 123SP - 123Service Project
- Activity:** [SERV-0005]Consultant
- Duration(hours by day):** 8.00
- Generate lines:** A blue button to execute the generation.

You must then define a start date and an end date, indicate an activity, fill in the attached project, and define a daily duration. The application will then generate all the lines according to the information provided.

The screenshot shows the application interface with the following elements:

- Status Bar:** Draft (selected), Waiting validation, Validated, Refused, Canceled.
- Date Range:** From date: 13/03/2018 to 27/03/2018.
- Timesheet Lines Table:**

Project	Date	Activity	Duration	To invoice	Cor
123SP - 123Service Project	13/03/2018	[SERV-0005]Consultant	8.00	<input type="checkbox"/>	
123SP - 123Service Project	14/03/2018	[SERV-0005]Consultant	8.00	<input type="checkbox"/>	
123SP - 123Service Project	15/03/2018	[SERV-0005]Consultant	8.00	<input type="checkbox"/>	
123SP - 123Service Project	16/03/2018	[SERV-0005]Consultant	8.00	<input type="checkbox"/>	
123SP - 123Service Project	18/03/2018	[ABO-0002]Maintenance an...	7.00	<input type="checkbox"/>	
123SP - 123Service Project	19/03/2018	[ABO-0002]Maintenance an...	7.00	<input type="checkbox"/>	
123SP - 123Service Project	19/03/2018	[SERV-0005]Consultant	8.00	<input type="checkbox"/>	
123SP - 123Service Project	20/03/2018	[SERV-0005]Consultant	8.00	<input type="checkbox"/>	
123SP - 123Service Project	21/03/2018	[SERV-0005]Consultant	8.00	<input type="checkbox"/>	
123SP - 123Service Project	22/03/2018	[SERV-0005]Consultant	8.00	<input type="checkbox"/>	
123SP - 123Service Project	23/03/2018	[SERV-0005]Consultant	8.00	<input type="checkbox"/>	
123SP - 123Service Project	26/03/2018	[SERV-0005]Consultant	8.00	<input type="checkbox"/>	

- Company:** Axelor
- User:** Admin
- Totals on period:**

Total on period (hours)	14.00
	14.0000

You must tick the box "To invoice" so that you can invoice these timesheets in a business project.

Timesheet Lines + New Edit Remove

	Project	Date	Activity	Duration	To invoice
	123SP - 123Service Project	13/03/2018	[SERV-0005]Consultant	8.00	<input checked="" type="checkbox"/>
	123SP - 123Service Project	14/03/2018	[SERV-0005]Consultant	8.00	<input checked="" type="checkbox"/>
	123SP - 123Service Project	15/03/2018	[SERV-0005]Consultant	8.00	<input checked="" type="checkbox"/>
	123SP - 123Service Project	16/03/2018	[SERV-0005]Consultant	8.00	<input checked="" type="checkbox"/>

Once the timesheet has been completed, click on "Confirm". Then it must be validated by a manager.

4- Attach expenses to business projects.

We will now create a new expense, from the "Expenses" sub-application of the "Human Resources" application, menu entry "Complete my expense".

You can only have one expense with the draft status at the same time.

Expense #1

Progress: **Draft** | Waiting validation | Validated | Reimbursed | Refused | Canceled

Company: Axelor User: Admin

Period: 12/FY 2016 Expense paid with company's credit card: No

Actions: **Send Expenses**, **Cancel**

General expenses | Kilometric Allowances

Project	Expense Type	Expense date	Total amount with tax	Total tax	To invoice	Comments
123SP - 123Service ...	[NDF-0002]Billets d'avion	20/03/2018	500.00	60.00	<input checked="" type="checkbox"/>	

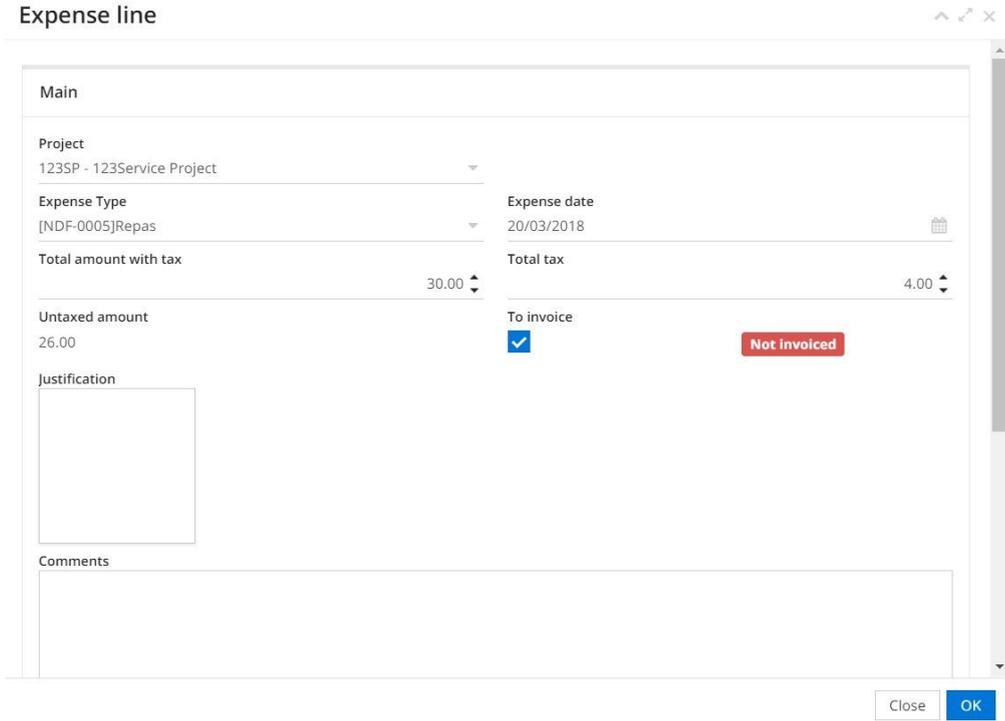
You can add expense lines by clicking + in the "General expenses" tab, then select your project, the expense type (previously defined, see the documentation or the FAQ for more details), date and amount.

General expenses | Kilometric Allowances

General expenses

Project	Expense Type	Expense date	Total amount with tax	Total tax	To invoice
123SP - 123Service ...	[NDF-0005]Repas	20/03/2018	30.00	4.00	<input checked="" type="checkbox"/>
123SP - 123Service ...	[NDF-0002]Billets d'avion	20/03/2018	500.00	60.00	<input checked="" type="checkbox"/>

Once the line is entered, you must click on the left of the line on the "edit" button. The expense line will open in a new pop-up, in which it will be necessary to check the box "To invoice". You can also check the box directly on the line.



The image shows a software window titled "Expense line" with a standard window control bar (minimize, maximize, close). The window contains a form with the following fields and controls:

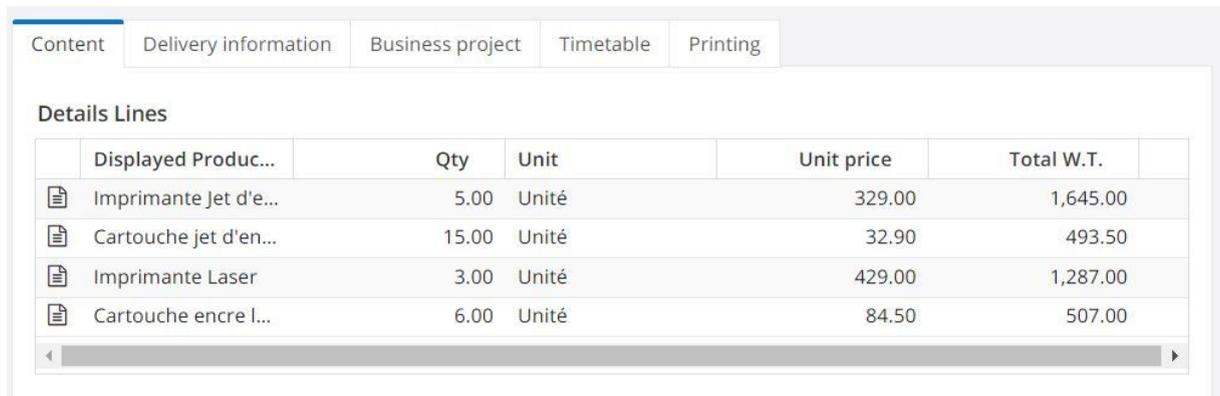
- Main** (Section Header)
- Project**: 123SP - 123Service Project (dropdown menu)
- Expense Type**: [NDF-0005]Repas (dropdown menu)
- Expense date**: 20/03/2018 (calendar icon)
- Total amount with tax**: 30.00 (spinners)
- Total tax**: 4.00 (spinners)
- Untaxed amount**: 26.00
- To invoice**: (checkbox)
- Not invoiced**: A red button with white text.
- Justification**: An empty text input box.
- Comments**: A larger empty text input box.
- Buttons**: "Close" and "OK" buttons at the bottom right.

Once the expense is complete, click on "Confirm". This must be validated by a manager.

5- Creation of a quotation associated to a business project

To create a quotation associated to a business project, go to the Sales module and click on the "Sale quotation" menu entry.

Once you have selected the customer you want to invoice, you can enter new quotation lines.



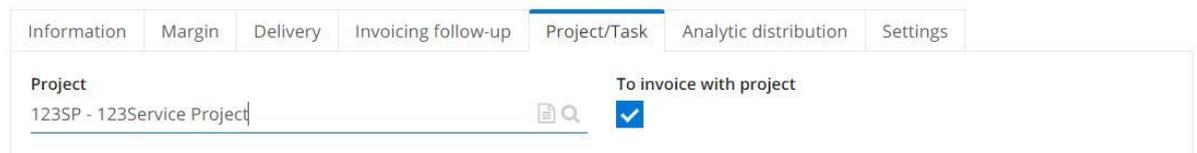
	Displayed Produc...	Qty	Unit	Unit price	Total W.T.
	Imprimante Jet d'e...	5.00	Unité	329.00	1,645.00
	Cartouche jet d'en...	15.00	Unité	32.90	493.50
	Imprimante Laser	3.00	Unité	429.00	1,287.00
	Cartouche encre l...	6.00	Unité	84.50	507.00

The "Product" field also includes the services.

Select the one you want to invoice (eg project manager, consultant ...).

Then always on the quotation/order line, you have to go to the "Project/task" tab, you have to check the "To invoice with project" box, and you must link the quotation/order line to a project by selecting the project of your choice in the corresponding field.

SO line



Information Margin Delivery Invoicing follow-up **Project/Task** Analytic distribution Settings

Project
123SP - 123Service Project

To invoice with project

Close **OK**

Pour valider votre devis, cliquez sur Finalisé. Puis sur « Commande confirmée » quand le devis a été accepté.

To validate your quotation, click on Finalize. Then on "Order confirmed" when the quotation has been accepted.

6- Invoicing of the business project

To invoice a business project, go to the "Job costing" application and in the "Invoicing business projects" menu entry, then click on +.

Select your business project. All the lines that can be invoiced on this project (order lines, past times, expenses...) will be filled automatically. If you want to update the items to invoice, you must click on "Automatically fill in".

Please note that you can choose a due date, in this case only the corresponding items will be invoiced.

Invoicing business project

Print delivery sheet 1 of 1

Draft > Waiting approval > Delivered without reserves > Delivered with reserves > Invoiced > Canceled

Business project: 123SP - 123Service Project

Deadline: 31/03/2018

Buttons: Automatically Fill in, Generate Invoice

Invoice generated

Comments

Tabs: Sale, Purchase, Time spent, Expenses, Fixed Rate, Configurations

You can manually delete lines by selecting the line you want to delete and by clicking on remove.

Expenses

Project	Expense Type	Expense date	Total amount with tax	Total tax	To invoice	Comments
123SP - 123Service ...	[NDF-0005]Repas	15/03/2018	30.00	4.00	<input checked="" type="checkbox"/>	
123SP - 123Service ...	[NDF-0002]Billets d'avion	15/03/2018	500.00	60.00	<input checked="" type="checkbox"/>	

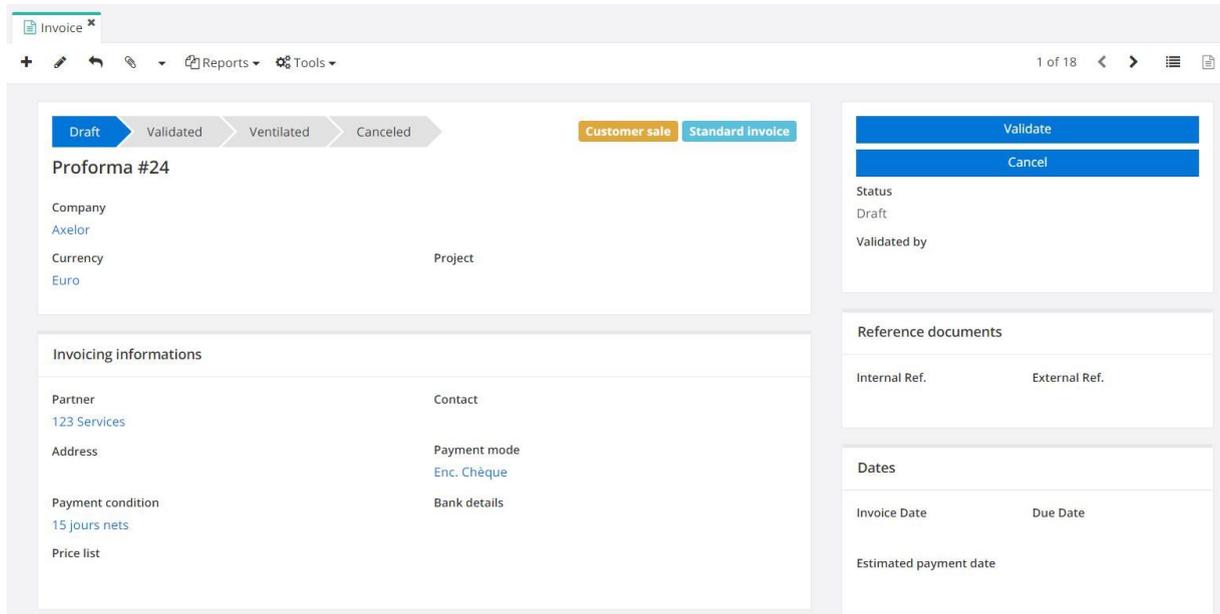
Show Remove

A pop-up will open, click ok to delete this line.

7- Generation of the invoice

To generate the invoice, simply click on the "Generate invoice" button.

The invoice will open in a new tab. You can find it in the invoicing application, in the menu Cust.invoices.



Invoice

1 of 18

Draft Validated Ventilated Canceled

Customer sale Standard invoice

Proforma #24

Company
Axelor

Currency Euro Project

Invoicing informations

Partner 123 Services Contact

Address Payment mode
Enc. Chèque

Payment condition 15 jours nets Bank details

Price list

Validate

Cancel

Status
Draft

Validated by

Reference documents

Internal Ref. External Ref.

Dates

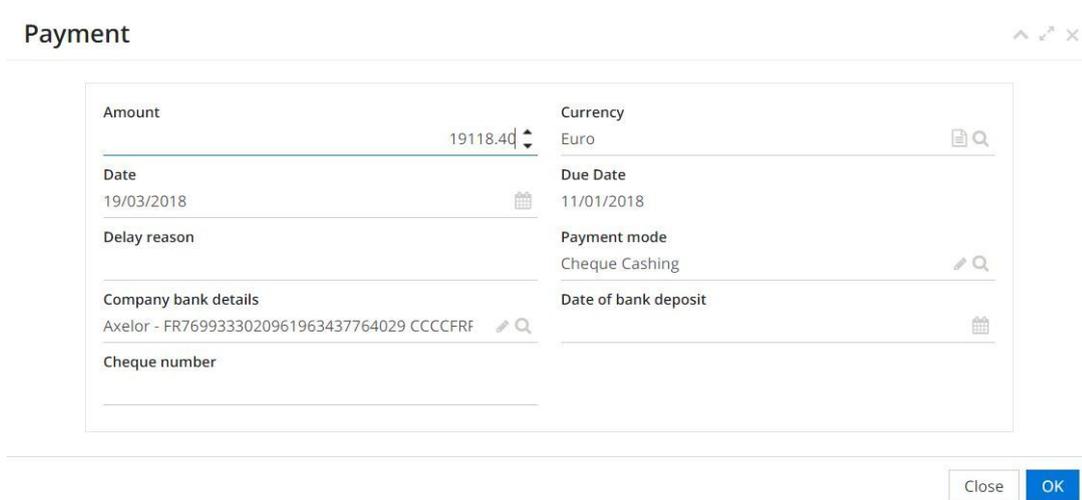
Invoice Date Due Date

Estimated payment date

You can then validate and ventilate it.

8- Register a payment

Once the invoice is ventilated, you can register a payment. You choose the method of payment and the currency. The payment made can be only partial.



Payment

Amount 19118.40

Currency Euro

Date 19/03/2018

Due Date 11/01/2018

Delay reason

Payment mode Cheque Cashing

Company bank details Axelor - FR7699333020961963437764029 CCCCFRF

Date of bank deposit

Cheque number

Close OK

You can also find it in the "Payments details" tab of the invoice.

	Date	Amount	Currency	Payment m...	Company b...	Type	Move	Sta
	19/03/2018	19,118.40	Euro	Cheque Cas...	Axelor - FR7...	Payment	MVCHQ180...	Vali

9- See the reporting folder

By going on the business project, you can access the reporting folder of your project by clicking in the taskbar on the corresponding button.

Projects <

Job costing v

Project Folder

Business projects

Invoicing business projects

Project x

+ v Reporting folder Reports v Tools v

New In Progress Finished Canceled

123SP - 123Service Project

A pdf summarizing the different data and lines of the project will be generated.