Job costing flow

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From the creation of a business project to the project report

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

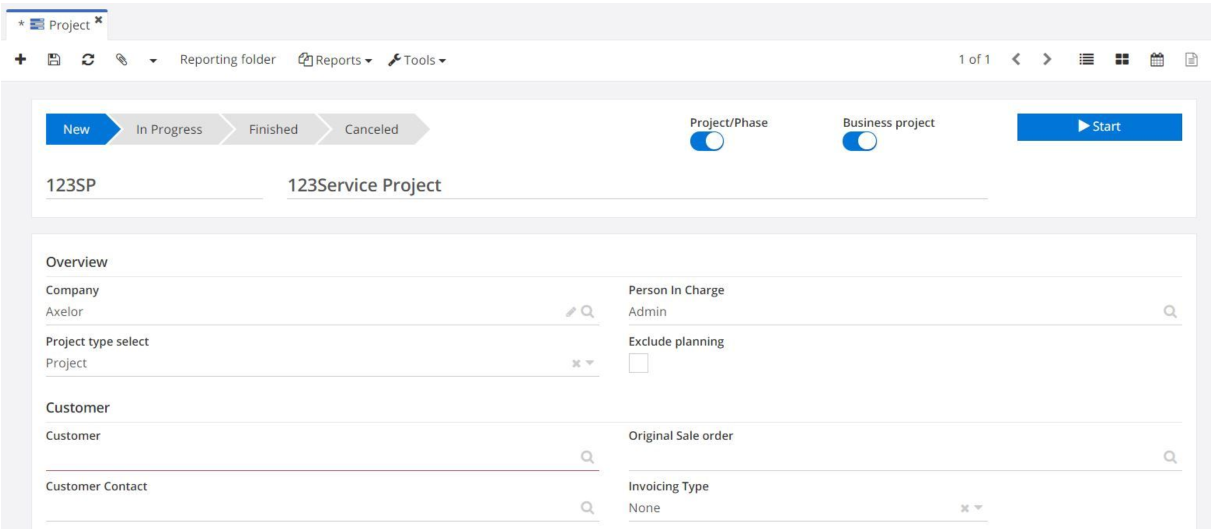
You must first enable a certain number of options in the "Job costing" application configurations (in Application Config/Apps management, then click on "Configure" on the job costing application). The options required for this flow are normally enabled by default, see the functional documentation for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

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

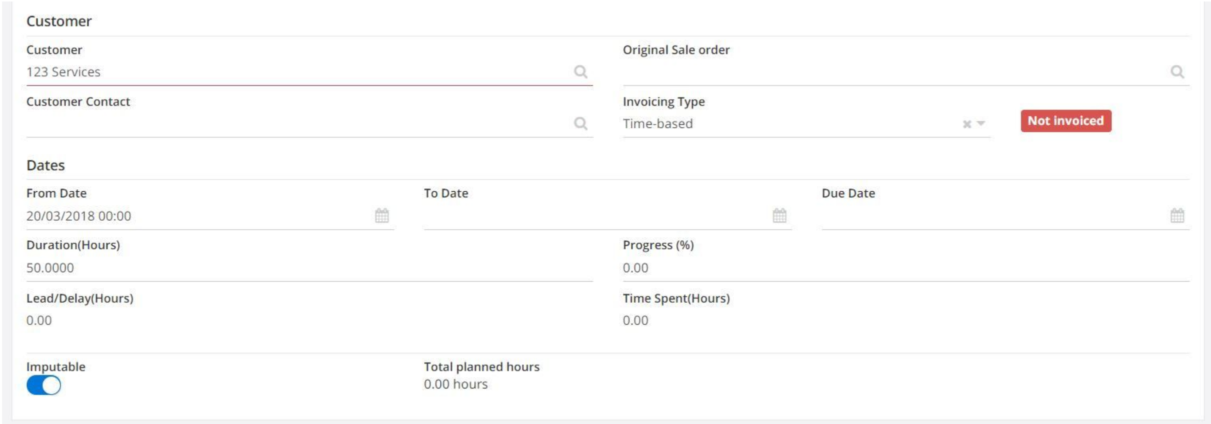
1- Creation of a business project

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 differents elements on a business project : order lines, timesheets, expenses...etc.



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.



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

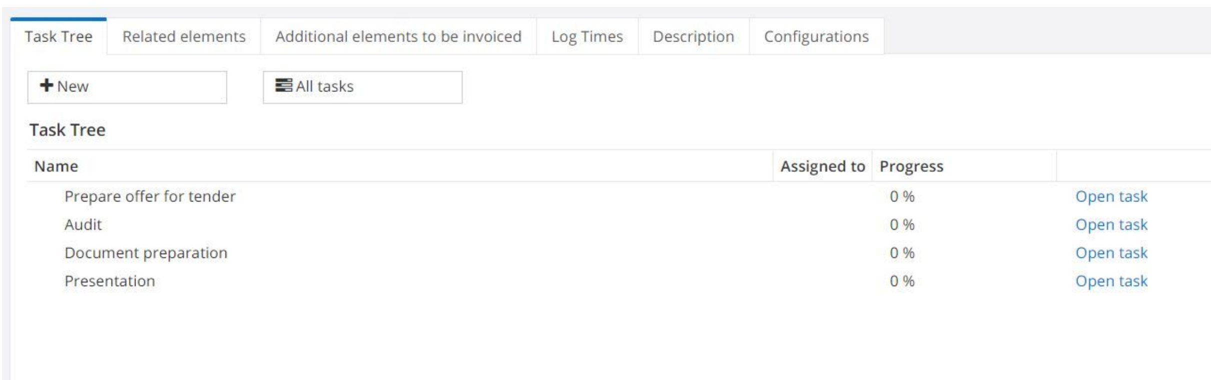
2- Creation of a task

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.



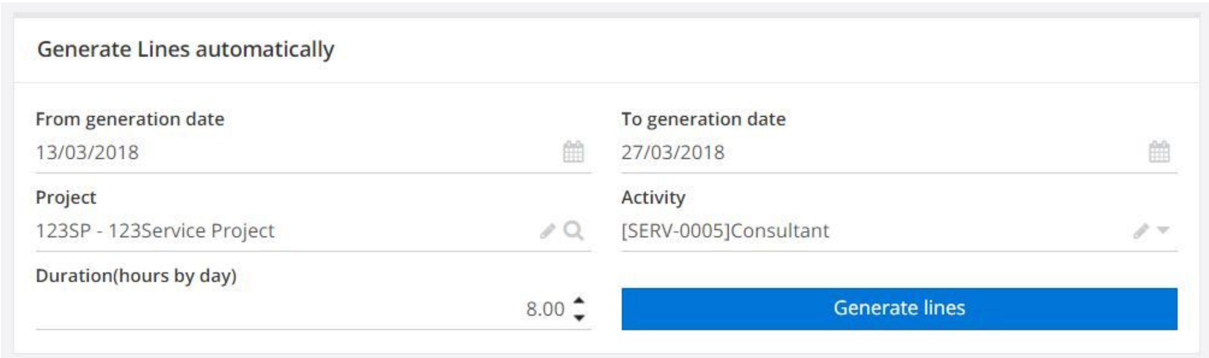
You can also create new tasks directly from this menu by clicking the "New" button.

3- Attach timesheets to projects

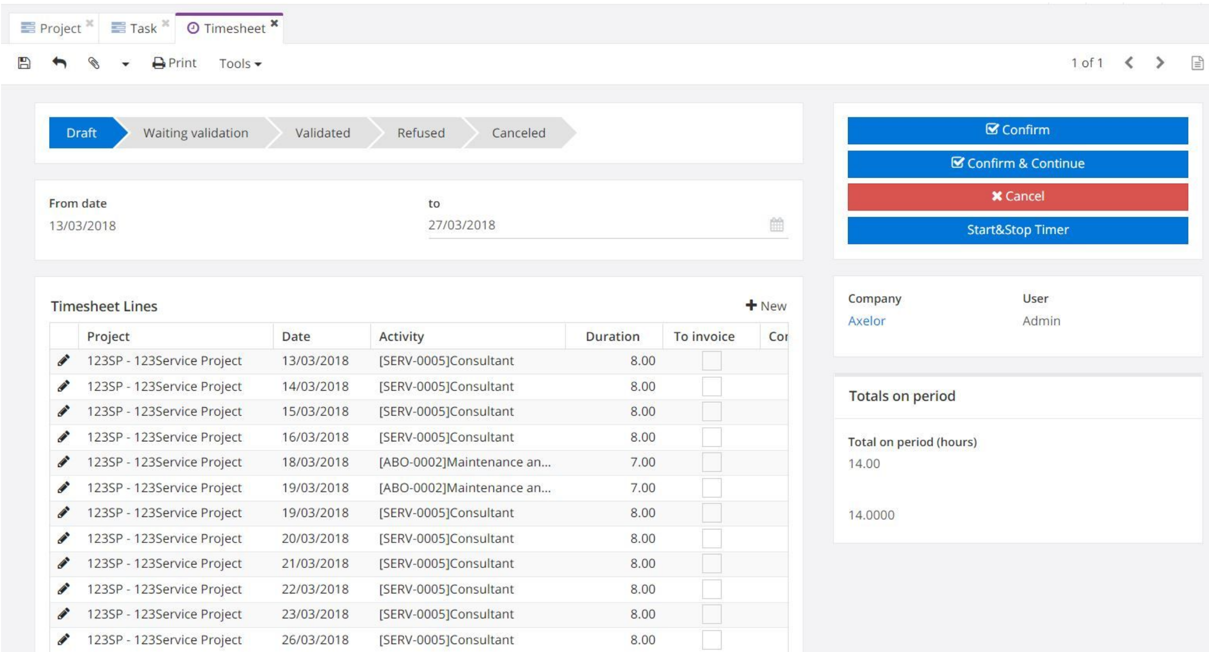
We will now create a new timesheet, from the "Timesheets" sub-application that is in the "Human Resources" application, menu entry "Complete my timesheet".
You can only have one timesheet with draft status at the same time.

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".



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.



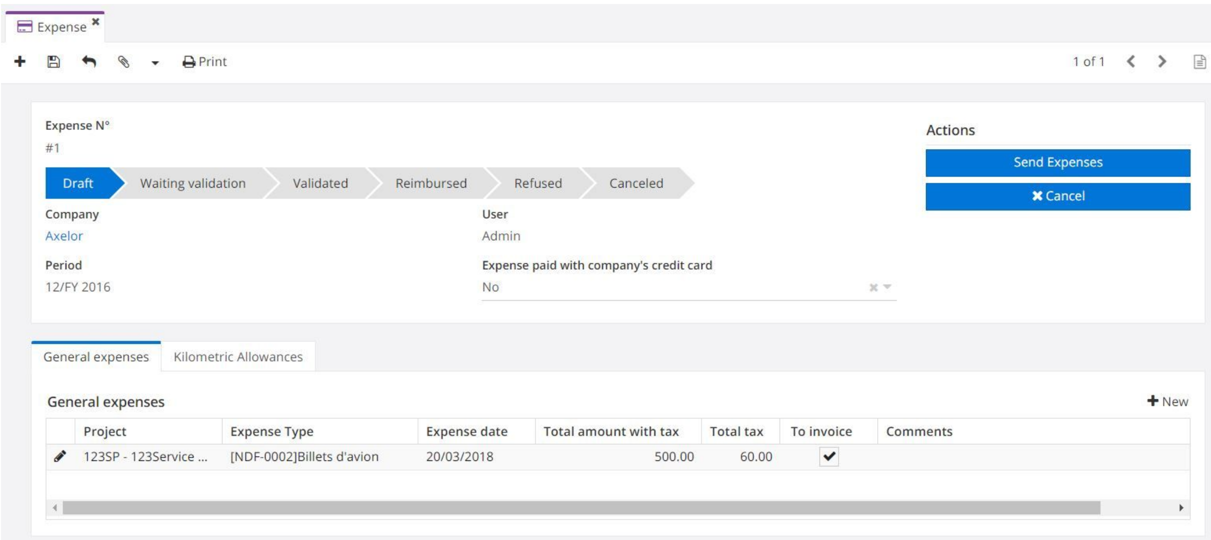
You must tick the box "To invoice" so that you can invoice these timesheets in a business project.

Project	Date	Activity	Duration	To invoice
123SP - 123Service Project	13/03/2018	[SERV-0005]Consultant	8.00	✔
123SP - 123Service Project	14/03/2018	[SERV-0005]Consultant	8.00	✔
123SP - 123Service Project	15/03/2018	[SERV-0005]Consultant	8.00	✔
123SP - 123Service Project	16/03/2018	[SERV-0005]Consultant	8.00	✔

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

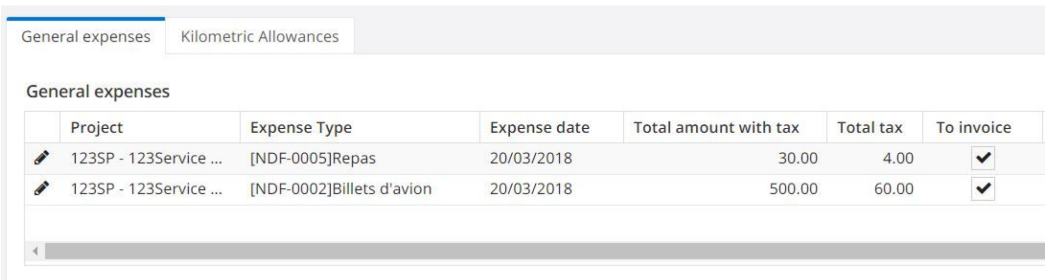
4- Attach expenses to business projects.

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.



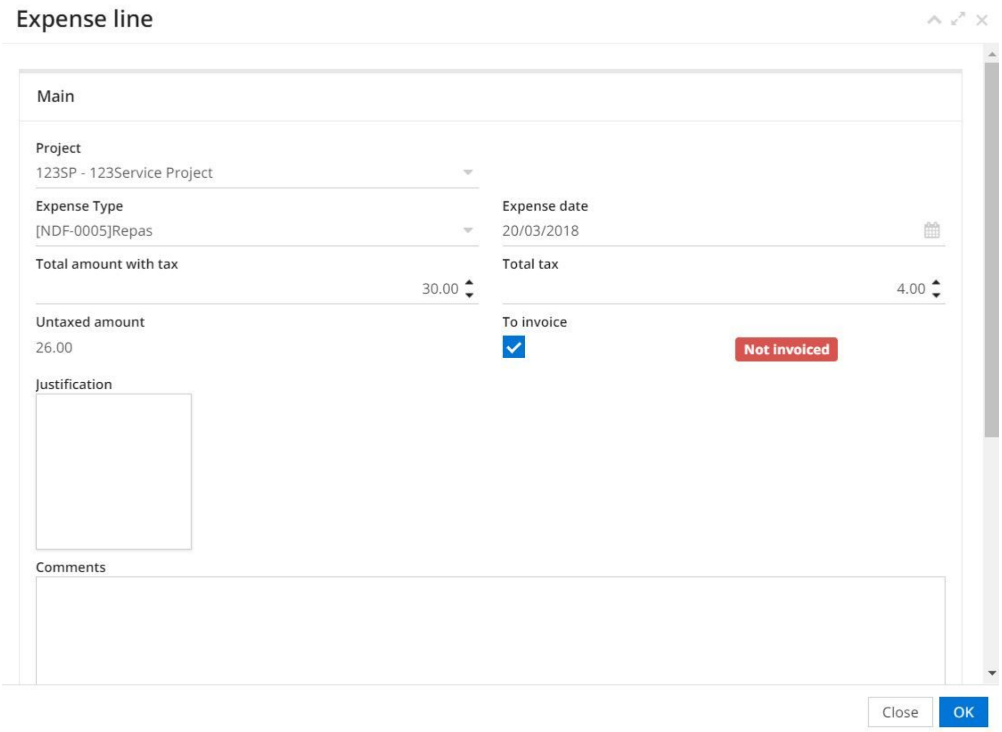
Project	Expense Type	Expense date	Total amount with tax	Total tax	To invoice	Comments
123SP - 123Service ...	[NDF-0002]Billets d'avion	20/03/2018	500.00	60.00	✔	

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.



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	✔
123SP - 123Service ...	[NDF-0002]Billets d'avion	20/03/2018	500.00	60.00	✔

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.

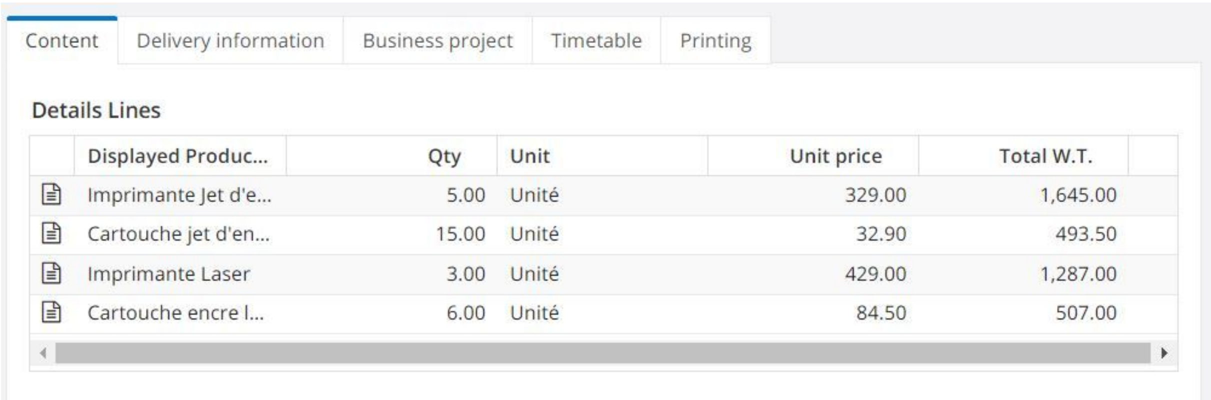


Once the expense is complete, click on "Confirm". This must be validated by a manager.

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.

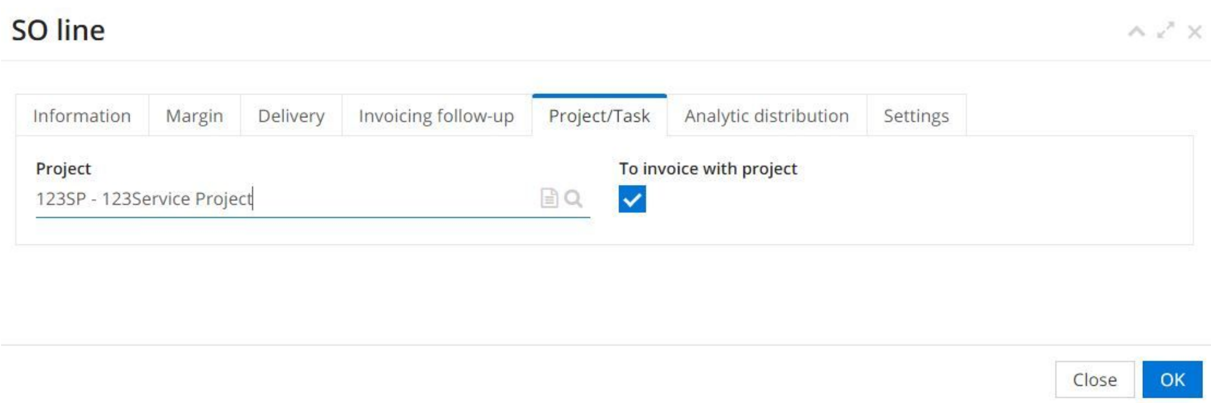
Once you have selected the customer you want to invoice, you can enter new quotation lines.



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.

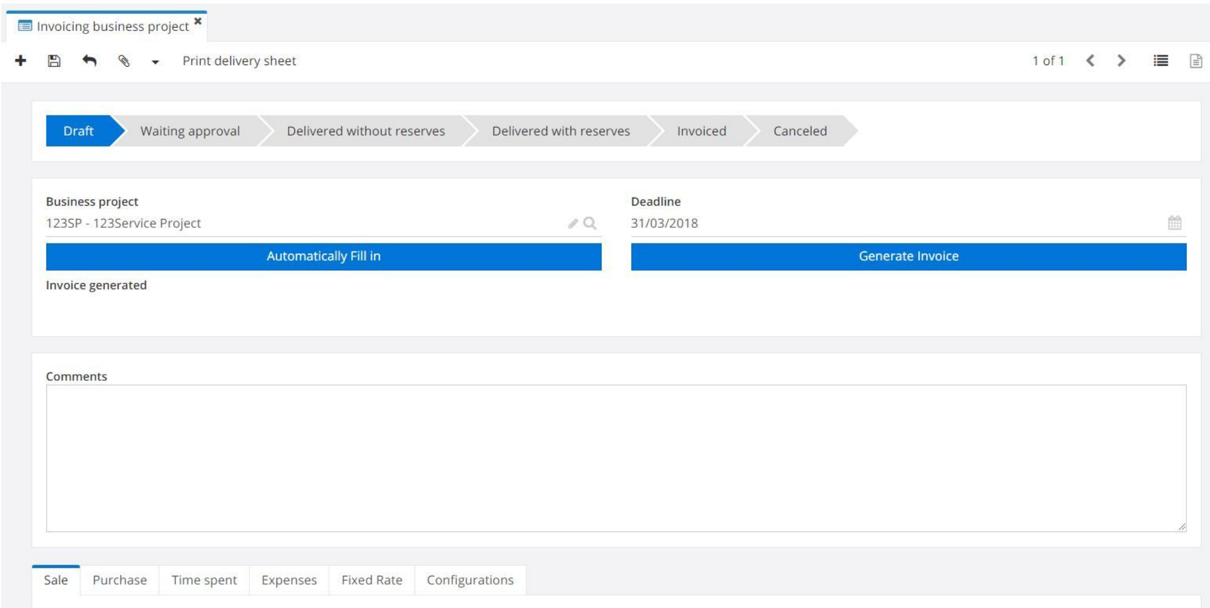


Pour valider votre devis, cliquez sur Finalisé. Puis sur « Commande confirmée » quand le devis a été accepté.
To validate your quotation, click on Finalize. Then on "Order confirmed" when the quotation has been accepted.

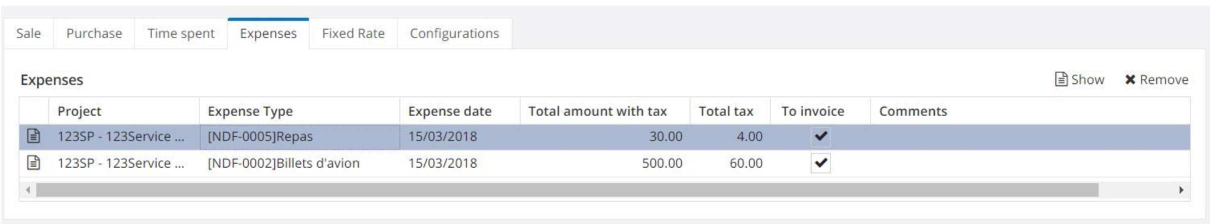
6- Invoicing of the business project

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.



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

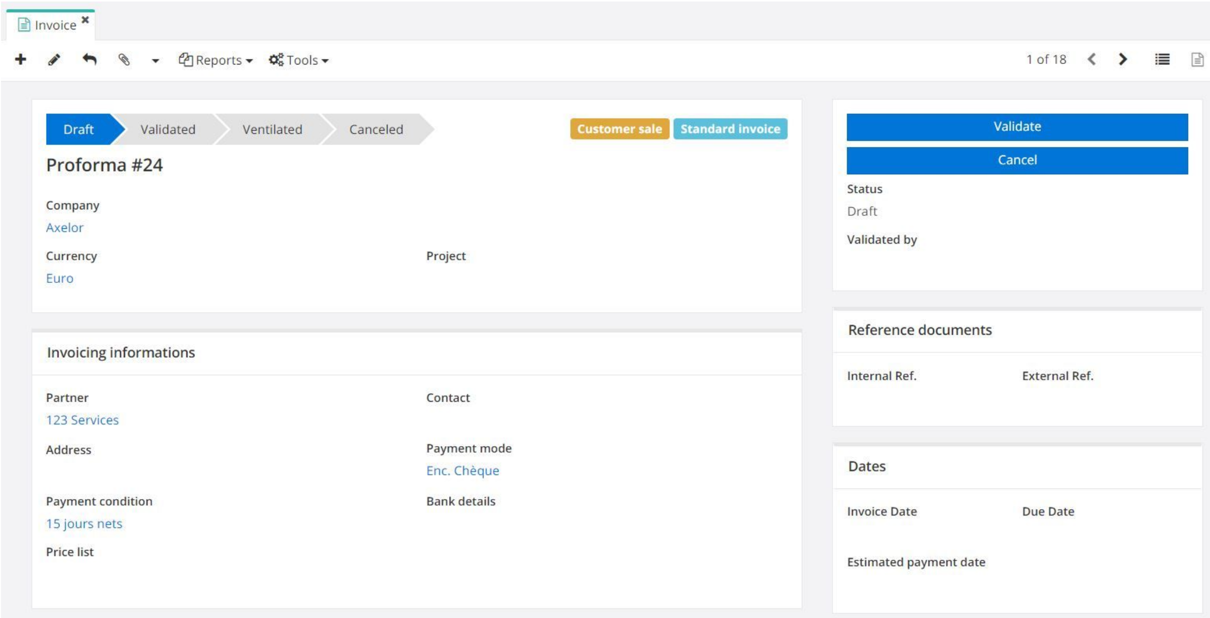


A pop-up will open, click ok to delete this line.

7- Generation of the invoice

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

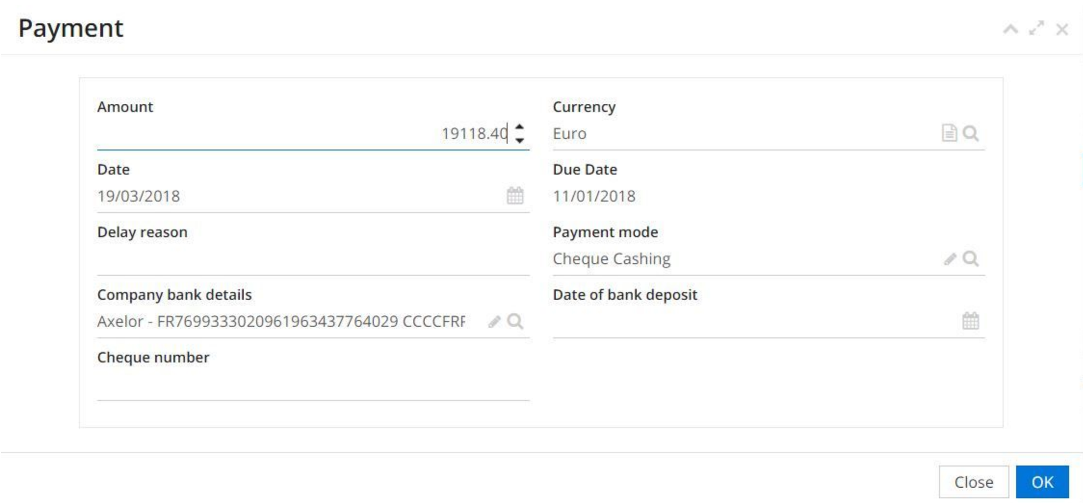
The invoice will open in a new tab. You can find it in the invoicing application, in the menu Cust.invoices.



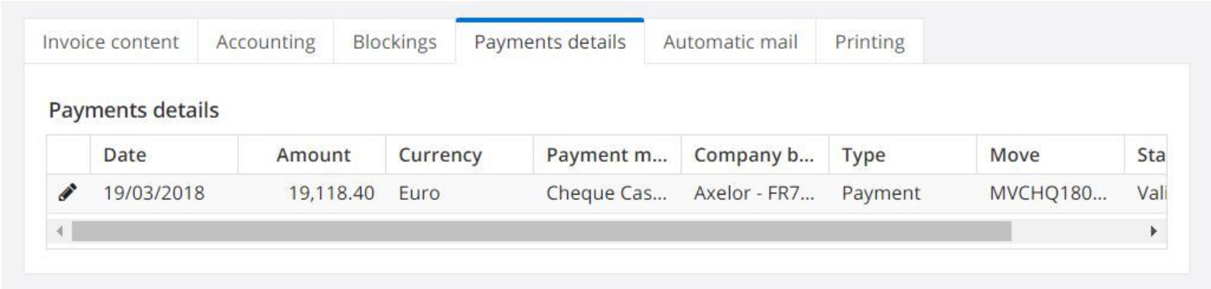
You can then validate and ventilate it.

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.

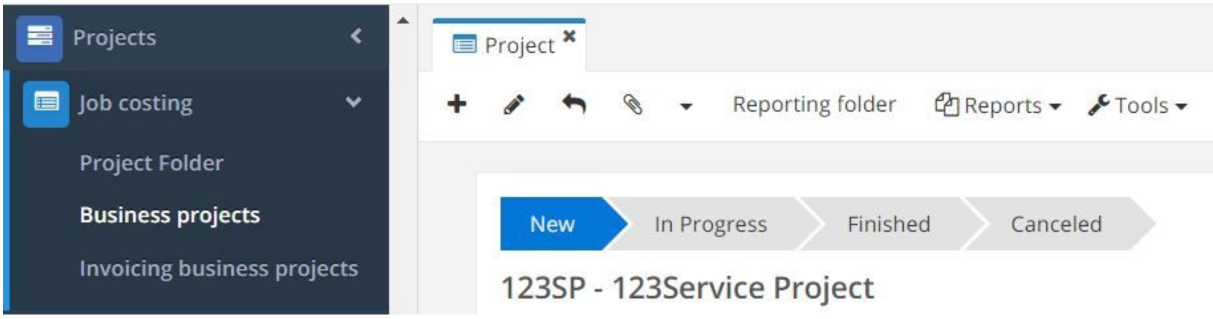


You can also find it in the "Payments details" tab of the invoice.



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.



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