



easyjob 4.0 Controlling Center

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Introduction

easyjob Controlling Center makes effective financial controlling possible.

The Controlling Center consists of various parts. The heart of the Controlling Center is purchase invoice management. With purchase invoice management, all incoming invoices are processed and assigned to the various areas (project costs, sub-hires, workshop activities, purchase orders, etc.).

The costs can be easily analyzed in the applicable program module. This matching process also enables data to be automatically posted to the appropriate accounts. Data can be electronically submitted to your accounting professional as well.

Each purchase invoice can assigned using the scanner. When assigning purchase invoices to projects, an authorization workflow is started so that the project leaders can confirm or reject the cost assignment.

Important Notice

This manual provides an overview about how to use the program module.

The implementation of the program module as well as the documentation has been done with great care. The individual program functions are constantly checked through our Quality Assurance Process. However, errors can still occur.

Training

We offer customized training programs for the following extensive topics.

To learn more, please contact our sales office or visit the following link www.easyjob4.com/training.

Installation

Program Module

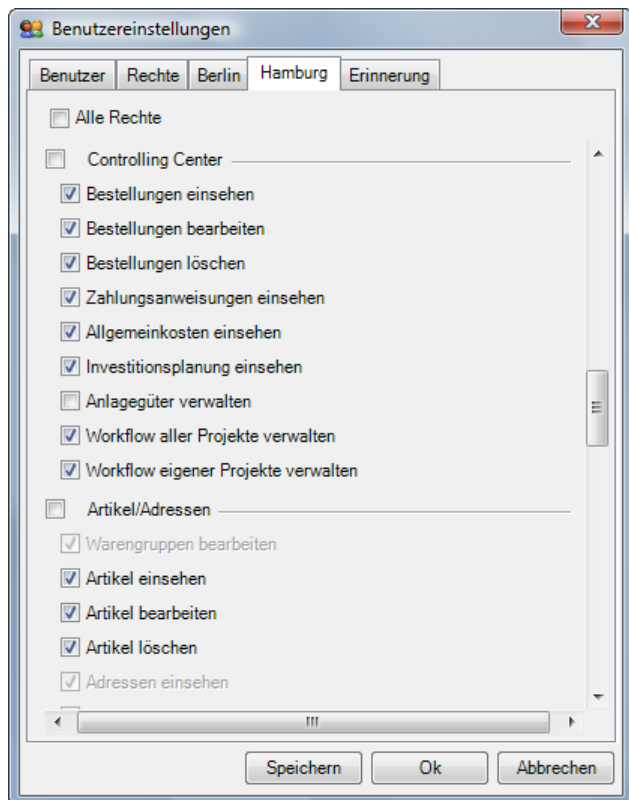
If you already use easyjob 4.0 build 920 or later, an additional installation is not necessary.

Complete the following steps in order to activate the Controlling Center:

1. Reactivate your easyjob license using the activation assistant
2. Go to Program Settings -> General to activate the Controlling Center
3. Restart easyjob

User Rights

There are various Controlling Center rights available in the User Rights Manager.

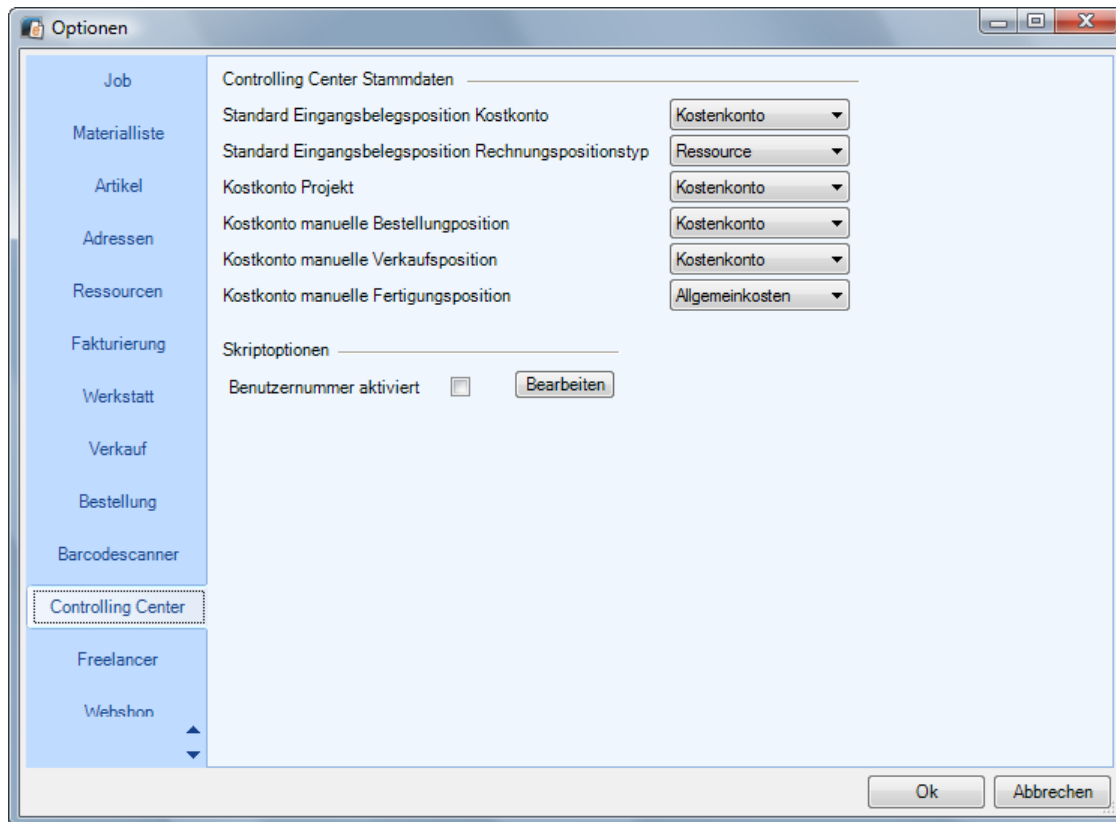


The individual rights are self-explanatory. The user right for asset management is being prepared and is currently not a function.

Program Settings

A few programming settings are required in order to start the Controlling Center.

1. easyjob Extras-> Options -> Controlling Center



Standard Expense Accounts

Standard expense accounts will be described in more detail in the following chapter.

Script Options

In addition to the purchase invoice number that is automatically assigned by easyjob, the user number field can be automatically populated by the user number script.

Chart of accounts

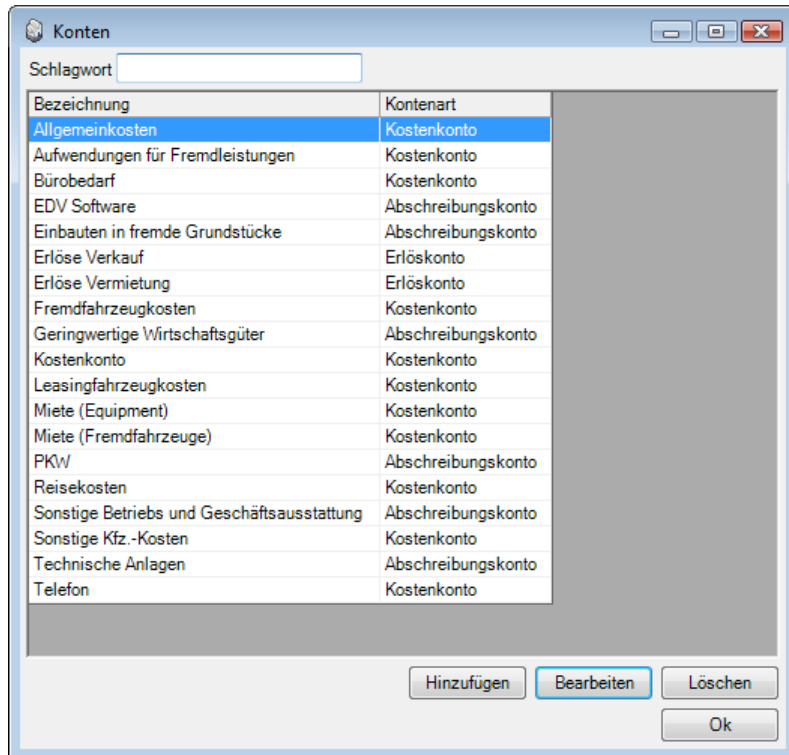
The chart of accounts is used for account assignment between easyjob and accounting. Different expense accounts are required depending on the company.

If you outsource your accounting to an external service provider (i.e. an accountant), you must synchronize the individual accounts with your accountant's office.

To assign the individual accounts when exporting the data to the accounting department, the individual expense accounts must first be created.

On the basis of the created accounts, the preset account will be selected automatically in the purchase invoice upon assignment of the purchase invoice line item.

1. easyjob Menu Master Data-> Accounts
2. Assign a clear name to the expense account.
3. Select the account type - expense account.



Standard Expense Accounts

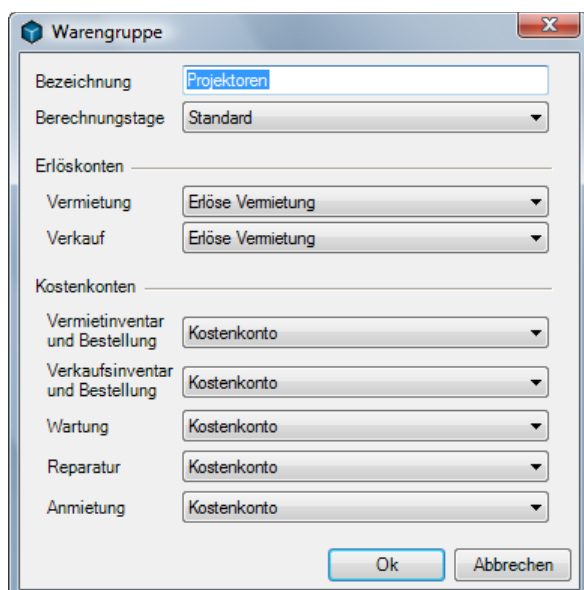
To make automatic account assignment possible when exporting data to the accounting department, the individual expense accounts can be pre-defined for the easyjob program modules.

The predefined expense account is always used when assigning a purchase invoice.

Use is basically identical for the income accounts. As expense account assignment is generally done in more detail, various expense accounts can be selected in the various program modules.

Standard Expense Account Categories

1. easyjob Menu Master Data-> Categories



Five different expense accounts can be assigned to each category.

Rental Inventory and Purchase Order

When assigning a purchase invoice to a rental inventory entry purchase order or directly to an inventory entry in the master data, the selected expense account is assigned.

Sales Inventory and Purchase Order

When assigning a purchase invoice to a sales inventory purchase order or direct to an inventory entry in the master data, the selected expense account is used.

Workshop Activity

When assigning a purchase invoice to a maintenance workshop activity, the selected expense account is assigned.

Repair

When assigning a purchase invoice to a repair workshop activity, the selected expense account is used.

Sub-Hire

When assigning a purchase invoice to a sub-hire purchase order or a sub-hired job, the selected expense account is assigned.

Standard Expense Account Resources

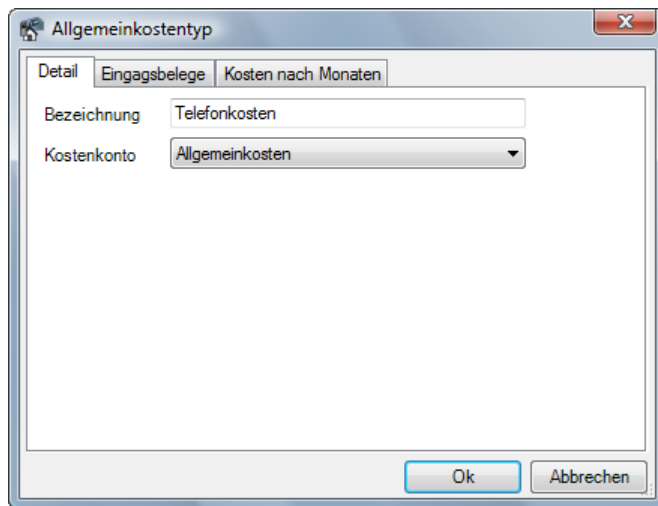
1. easyjob Menu Master Data-> Resources

	Preis	Eigenkosten
Tag	350,00 €	250,00 €
Stunde	40,00 €	30,00 €
Kilometer	0,00 €	0,00 €

The corresponding expense account can be selected for each resource type. When assigning a purchase invoice from an external service provider, the selected expense account is used.

Standard Expense Account General Expenses

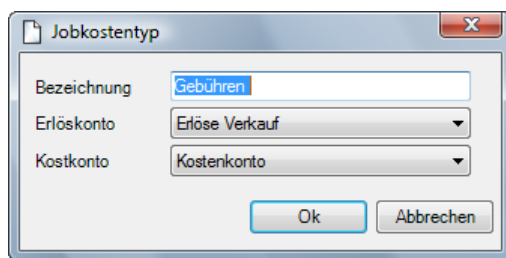
1. easyjob Menu Controlling-> General Expenses



The corresponding expense account can be selected for each general expense type. When assigning a purchase invoice to the general expense type, the selected expense account is used.

Standard Expense Account Job Cost Type

1. easyjob Menu Master Data-> Job Cost Types

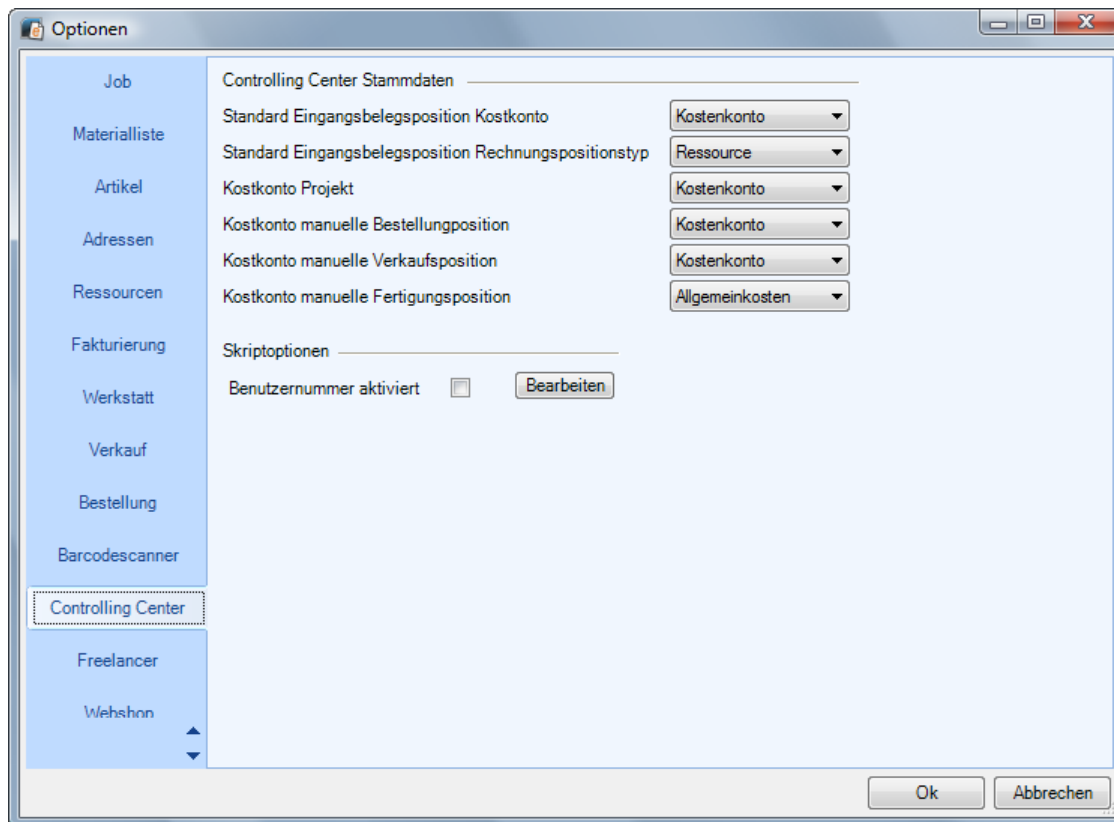


The corresponding expense account can be selected for each job cost type. When assigning a purchase invoice to a job expense entry, the selected expense account is used.

Additional Standard Expense Types

Additional expense accounts are recorded in the program settings.

2. easyjob Extras-> Options -> Controlling Center



Project Expense Account

When managing purchase invoices, a purchase invoice can be assigned to a project without qualifying it. As the assignment does not belong to sub-hire, job costs or resources, an expense account will be used for it.

Manual Sales Line Items Expense Account

If a manual line item is added to a sales order, none of the articles standard expense accounts may be used. The expense account is used for this.

Standard Purchase Invoice Line Item Expense Account

When creating a new purchase invoice line item, the expense account is pre-selected in the purchase invoice.

Standard Purchase Invoice Line Item Invoice Line Item Type

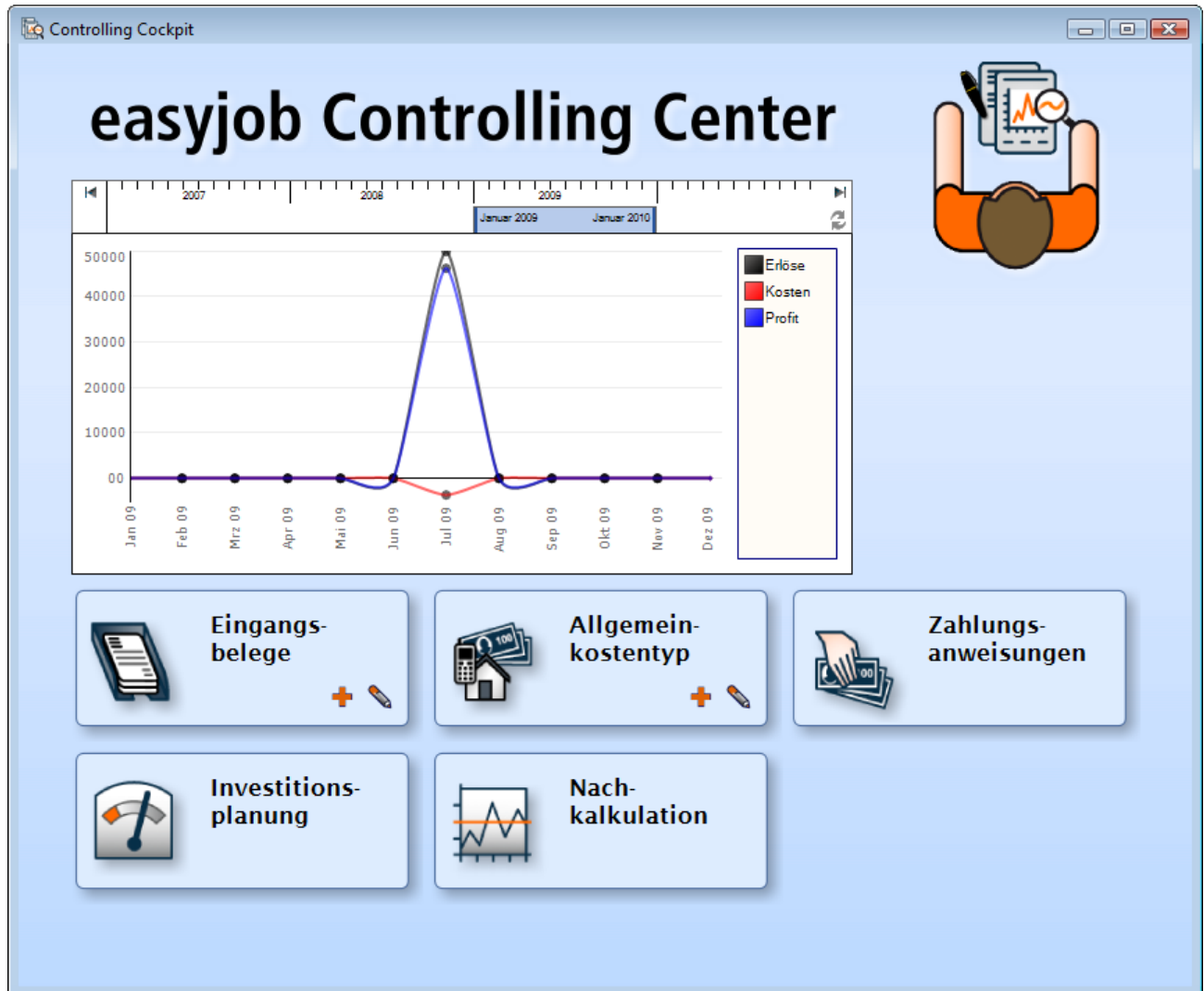
When creating a new purchase order line item, the line item type is pre-selected in the purchase invoice.

Controlling Center Entry Screen

The Controlling Center is the main way to access the Controlling Center features.

In addition to the entry screen, the various Controlling Center areas can also be accessed from various menu points.

1. easyjob Menu Controlling Center-> Controlling Center



The overview graphic ^① provides a brief overview of the company's financial situation. Various lines calculate the current income and expenses. This is used to calculate the month's profit.

The corresponding numbers are calculated from the scheduled income, from confirmed projects and sales orders as well as from scheduled expenses.

The display is pre-selected as the previous one year period from the current month.

The buttons ^② make it possible to quickly navigate the various Controlling Center areas. Clicking on the button will open the respective program module.

It is also possible to create a new data set ^③ for purchase invoices and general expenses.

Asset management is not currently implemented and is therefore deactivated. protonic software GmbH's sales department will inform you when the module is available.

Purchase Invoice Management

A purchase invoice is used as the basis for many areas in the Controlling Center. Each invoice that you receive from a supplier is registered as a purchase invoice.

By assigning the purchase invoice to the individual easyjob modules, cost control, project post calculation as well as purchase invoice export to the accounting department can be carried out. Furthermore, the respective project leader can use an authorization workflow to decide if the scheduled purchase invoice is correct. The payment instructions are calculated based on the payment terms. It is also possible to attach the original purchase invoice to the documentation using the document scanner.

An advantage of entering the original purchase invoice is that by simply pressing a button, you can access the purchase invoice as well as the ergonomic assignment of the purchase invoice line item. For the assignment, visual contact is not necessary between the purchase invoice, screen and the keypad. Due to the poor results in automatically assigning via text recognition (OCR), this feature is currently not yet activated.

Creating a purchase invoice directly from the Controlling Center or via the following steps:

1. easyjob Menu Controlling Center-> Create Purchase Invoice

Finalizing a Purchase Invoice

When a purchase invoice is finalized, the purchase order can no longer be edited and is prepared to be exported to the accounting department. Upon finalization, it is checked if the purchase invoice corresponds with the export definitions for the data export configured in the master data.

Main Data

The document number, supplier and tax type are entered in the main data.

The address name is used to create the name upon assignment of the address and can be changed at any time.

The tax type is selected as a presetting for the individual purchase invoice line items. If a purchase invoice line item has various tax rates, the tax can be corrected manually for the document line item.

In addition, you can see the summary of the individual workflow processes.

More information regarding transferring workflow processes to a purchase invoice can be found in the next chapter.

Documents

As in many of the easyjob program modules, you can assign as many documents to a purchase invoice as you want.

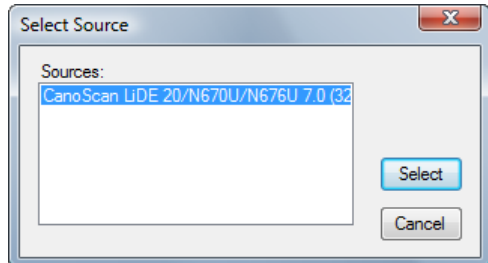
It is also possible to scan and import the original document in the purchase invoice.

Scanning using the Windows TWAIN Interface

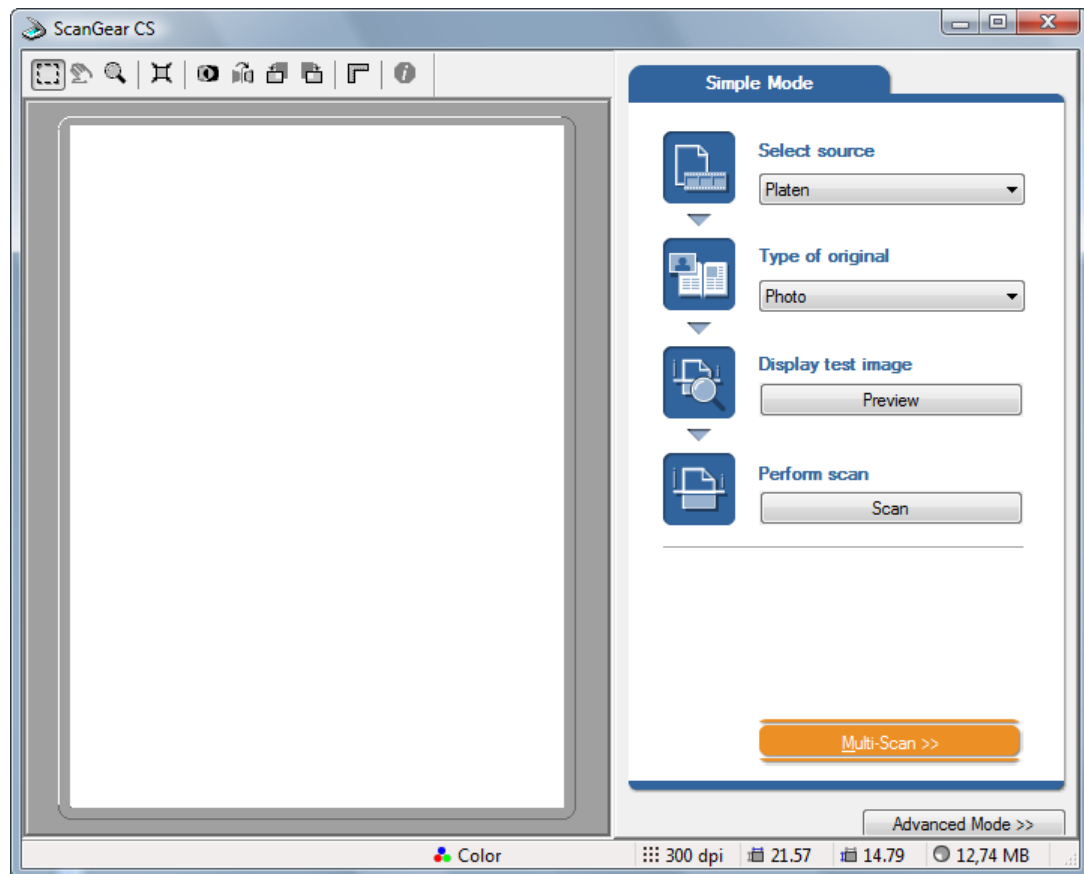
In order to copy a document using a scanner connected to a computer or a network, the scanner must be configured via the Windows TWAIN interface.

Adding a document via a scanner:

1. Click on the Scan button
2. easyjob determines the available devices via the Twain interface.



3. Follow the additional standard dialogue for your scanner



When scanning multi-paged purchase invoices, the Controlling Center supports multi-page TIF documents.

Assignment of the purchase invoice

If a document is used for the assignment of the individual line items (more information can be found in the following chapter), a document must be assigned as the purchase invoice.

1. Click on the document
2. Select a document from the assigned documents

Eingangsbeleg

[Kopfdaten](#) [Positionen](#) [Dokumente](#) [Beleg](#) [Kosten](#)

To each Purchase Invoice a scanned copy of the paper Invoice Document can be attached.

Rechnungsnummer Dokumentdatum 14.07.2009 Prüfsumme 0,00 € Restbetrag 0,00 €

Beleg TollCollect.tif

Editor Ansicht

Neu Automatisch X Löschen X Alle löschen Seiten ▾

Anzahl

Bezeichnung

Edit

Editor in neuem Fenster öffnen

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Datum 01.03.2007
Seite 1 von 1

protonic software GmbH
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63452 Hanau

Benutzernummer
Mautaufstellung Nr.
Abrechnungszeitraum 28.01.2007 - 27.02.2007

Mautaufstellung

Gesamtbetrag aktueller Abrechnungszeitraum 283,70 EUR

Land	Kfz-Kennzeichen	Tarifbezeichnung ¹	Verfahren ²	km	Betrag in EUR
DE	HU-XX	Secute Drive		500	900,00
DE	HU-XXS	Fast Drive Way		800	750,00

Drucken Abschließen OK

Angelegt: Admin admin (14.07.2009 11:54) Bearbeitet: Admin admin (14.07.2009 12:06)

Assigning Individual line Items In the purchase Invoice

In order to make it easier to assign the respective cost types at a later time, the purchase invoice offers the function to graphically divide the original document into individual portions.

Mautaufstellung

Gesamtbetrag aktueller Abrechnungszeitraum 283,70 EUR

Land	Kfz-Kennzeichen	Tarifbezeichnung ¹	Verfahren ²	km	Betrag in EUR
DE	HU-XX	Secute Drive		500	900,00
DE	HU-XXS	Fast Drive Way		800	750,00
Brutto					1.963,50

In the tools list, you can customize the view so that you can see the purchase invoice line items correctly on the screen.

Selecting with the mouse, you can create a new Line Item.

If there are multiple line items on a document that you want to combine, you can expand the selection over multiple lines.

After assigning the area, the line item number is automatically added. The line item can be updated through a manual entry in the text field.

If the document consists of multiple line items, you can create multiple copies of the selection via the context menu.

In the context menu, enter the number of copies and select "x number of copies"

Gesamtbetrag aktueller Abrechnungszeitraum 283,70 EUR

	Land	Kfz-Kennzeichen	Tarifbezeichnung ¹	Verfahren ²	km	Betrag in EUR
	DE	HU-XX	Secute Drive		500	900,00
	DE	HU-XXS	Fast Drive Way		800	750,00
						Brutto 1.963,50

Bearbeiten
 Löschen
 Anzahl kopien 1
 1
 Text Position ►

After copying a line item, the new line items will be listed and numbered under the base line item.

Gesamtbetrag aktueller Abrechnungszeitraum 283,70 EUR

	Land	Kfz-Kennzeichen	Tarifbezeichnung ¹	Verfahren ²	km	Betrag in EUR
1	DE	HU-XX	Secute Drive		500	900,00
2	DE	HU-XXS	Fast Drive Way		800	750,00

For a larger workspace, you can also open the document in full screen mode.

Rechnung Editor

Editor Ansicht

Zoom 100% Seiten

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Datum: 01.03.2007
Seite: 1 von 1

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Benutzernummer
Mautaufstellung Nr.
Abrechnungszeitraum: 28.01.2007 - 27.02.2007

Mautaufstellung
Gesamtbrutto aktueller Abrechnungszeitraum: 283,70 EUR

Land	Kfz-Kennzeichen	Tarifbezeichnung	Verfahren	km	Betrag in EUR
DE	HU-XX	Secute Drive		500	900,00
DE	HU-XXS	Fast Drive Way		800	750,00

Brutto: 1.963,50

Der oben aufgeführte Gesamtbrutto wird über das mit Ihnen vereinbarte Zahlungsverfahren abgewickelt.
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Im Auftrag des
BUNDESAMTS
FÜR
GÜTERVERKEHR

Please note that the purchase invoice can consists of multiple pages.

If you added the document manually, please note that multi-paged documents can only be managed via a TIF document.

Purchase Invoice Line Items

Entering purchase Invoice line items

You can enter the purchase invoice in as many purchase invoice line items as you wish.

In order to quickly enter the purchase invoices, we recommend creating as few purchase line items as possible. The number of line items you create depends finally on the level of detail with which you will later carry out your controlling. You can create a line item for each sub-hired item in a supplier invoice, for example, or combine all sub-hired items for a job in one line item.

If you have already graphically created the line items in the previous step, the line items can be edited. If you are working without graphical assignment, you will need to create each line item manually.

Eingangsbeleg

[Kopfdaten](#) [Positionen](#) [Dokumente](#) [Beleg](#) [Kosten](#)

Zeigt die bestellten Positionen an.

Rechnungsnummer Dokumentdatum 14.07.2009 Prüfsumme 0,00 € Restbetrag 0,00 €

Anzahl	Bezeichnung	Betrag	MwSt. Typ	Konto	Positionstyp
1. 1,00	DE HU-XX Secute Drive	0,00 €	MwSt	Kostenkonto	Ressource
2. 1,00	DE HU-XXS Fast Drive Way	0,00 €	MwSt	Kostenkonto	Ressource

Fuzzy Logik ☒ Zuordnungen ☐ Bildausschnitt ☐

☒ Bildausschnitte oben anzeigen

Angelegt: Admin admin (14.07.2009 11:54) Bearbeitet: Admin admin (14.07.2009 14:48)

Manually entering the line item

If you are not assigning via the scanned document, you can also enter the line items manually.

For this, carry out the following steps:

1. Select the line item tab
2. Click on Add

Purchase Invoice Line Item

The detail with which you want to enter the purchase invoice line items depends on the requirements of the individual reports. In principle, you can also create a purchase invoice line item, for example, for a rental invoice with multiple items ^①.

If a supplier has summarized multiple services in one line items, you can divide this into different ^② services.

Eingangsbeleg

Kopfdaten Positionen Dokumente Beleg Kosten

Zeigt die bestellten Positionen an.

Rechnungsnummer Dokumentdatum 14.07.2009 Prüfungssumme 2.000,00 € Restbetrag -250,00 € Verteilen

Anzahl	Bezeichnung	Betrag	MwSt. Typ	Konto	Positionstyp																																			
1	Ressource zu Job: 02-0002.01 Architektur - AV-Technik	2.250,00 €	MwSt	Kostenkonto	Ressource																																			
<table border="1"> <thead> <tr> <th>Anzahl</th> <th>Typ</th> <th>Vorgang</th> <th>Betrag</th> <th>Gesamt</th> <th>Konto</th> <th>2.250,00 €</th> </tr> </thead> <tbody> <tr> <td>2,00</td> <td>Ressource</td> <td>Ressource zu Job: 08-0001.01 Neue Druckhalle - AV-Techniker</td> <td>500,00 €</td> <td>1.000,00 €</td> <td>Kostenkonto</td> <td>WF</td> </tr> <tr> <td>1,00</td> <td>Ressource</td> <td>Ressource zu Job: 02-0002.01 Architektur - AV-Techniker</td> <td>250,00 €</td> <td>250,00 €</td> <td>Kostenkonto</td> <td>WF</td> </tr> <tr> <td>4,00</td> <td>Ressource</td> <td>Ressource zu Job: 02-0012.01 Ground Support - Lichttechniker</td> <td>250,00 €</td> <td>1.000,00 €</td> <td>Kostenkonto</td> <td>WF</td> </tr> <tr> <td>0,00</td> <td>Ressource</td> <td></td> <td>0,00 €</td> <td></td> <td>Allgemeinkosten</td> <td>WF</td> </tr> </tbody> </table>						Anzahl	Typ	Vorgang	Betrag	Gesamt	Konto	2.250,00 €	2,00	Ressource	Ressource zu Job: 08-0001.01 Neue Druckhalle - AV-Techniker	500,00 €	1.000,00 €	Kostenkonto	WF	1,00	Ressource	Ressource zu Job: 02-0002.01 Architektur - AV-Techniker	250,00 €	250,00 €	Kostenkonto	WF	4,00	Ressource	Ressource zu Job: 02-0012.01 Ground Support - Lichttechniker	250,00 €	1.000,00 €	Kostenkonto	WF	0,00	Ressource		0,00 €		Allgemeinkosten	WF
Anzahl	Typ	Vorgang	Betrag	Gesamt	Konto	2.250,00 €																																		
2,00	Ressource	Ressource zu Job: 08-0001.01 Neue Druckhalle - AV-Techniker	500,00 €	1.000,00 €	Kostenkonto	WF																																		
1,00	Ressource	Ressource zu Job: 02-0002.01 Architektur - AV-Techniker	250,00 €	250,00 €	Kostenkonto	WF																																		
4,00	Ressource	Ressource zu Job: 02-0012.01 Ground Support - Lichttechniker	250,00 €	1.000,00 €	Kostenkonto	WF																																		
0,00	Ressource		0,00 €		Allgemeinkosten	WF																																		

Fuzzy Logik Zuordnungen

☐ Bildausschnitte oben anzeigen

Verbinden Hinzufügen

Drucken Abschließen OK

Angelegt: Admin admin (14.07.2009 12:14) Bearbeitet: Admin admin (14.07.2009 13:17)

In the purchase invoice line item you can enter the quantity, name, price, tax type, revenue account and line item type.

If you enter the purchase invoice line item via the scanner, you can keep the name open, as you can view the original text in the display window ②.

The tax is automatically pre-selected based on the data in the document header.

Based on the selected account, the expenses will be assigned to an account when exported to the accounting department.

If you want to assign services to the respective line items, do not select the account and line item type field. Data export is based on the account information from the service assignment. Then you can also leave the amount field open. The field will be calculated automatically based on the assignment.

Manual service assignment

By assigning the services, you can assign the purchase invoice line items of the individual services in a very detailed manner. Based on the service assignment, the expenses are displayed and calculated in the corresponding easyjob program module.

Service assignment - resources

By assigning a service to a resource, you assign the purchase invoice line item as a cost to an invoice for a project resource.

Anzahl	Bezeichnung	DateStart	DateEnd
4	Lichttechniker	01.04.2009	01.04.2009
2	Techniker	01.04.2009	01.04.2009
2	Lichttechniker	02.04.2009	02.04.2009
1	Techniker	02.04.2009	02.04.2009
1	LKW/ 7,5to	31.03.2009	01.04.2009
1	Techniker	30.03.2009	30.03.2009
1	LKW/ 3,5to	30.03.2009	30.03.2009

Buttons: Ok, Abbrechen

Expense calculation In the project cost plan, this assignment is included in the real cost of staff or transportation.

Expense account The expense account is pre-selected on the basis of the expense account assigned to the resource type.

Purchase invoice display Project

Service assignment - User

If you cannot assign any object in easyjob to this purchase invoice line item, select User.

Expense account The account is pre-selected on the basis of the program setting "Expense account manual purchase invoice line item"

Service assignment - Service

By assigning a service to a workshop activity, you can enter the purchase invoice line item as a cost to an invoice that you received for a workshop activity.

Von: 19.02.2009 Warengruppe: <alle>
 Bis: 21.03.2009 Servicetyp: <alle>
 Schlagwort: ☒ Offen ☒ Geschlossen
 Artikel: ... Alle

Beginn	Ende	Nummer	Beschreibung	Kosten	Abgeschlossen	Bearbeiter
31.01.2009	31.01.2009	04-0002		0,00 €	<input type="checkbox"/>	Admin
10.02.2009	13.02.2009	04-0001		0,00 €	<input type="checkbox"/>	Admin

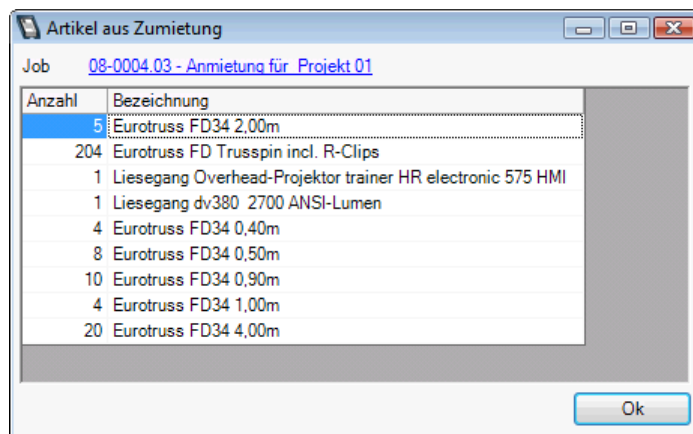
Buttons: Ok, Abbrechen

Expense account The expense account is pre-selected on the basis of the item category account settings. If it concerns maintenance or repair, the respective maintenance or repair expense account is used.

Purchase invoice display Workshop Activity and Item Master Data

Service assignment - Job Item

With a sub-hired equipment service assignment, you assign the purchase invoice line item as a cost for the sub-hired equipment.



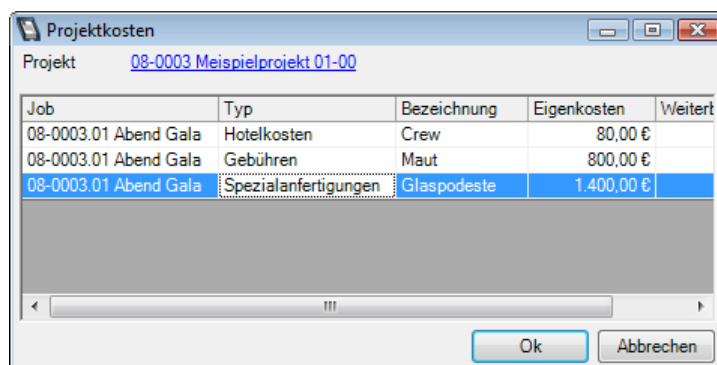
Expense calculation In the project cost plan, this assignment is included in the real cost of the sub-hired equipment.

Expense account The expense account is pre-selected on the basis of the "Sub-hired" account setting from the item category.

Purchase invoice display Project and Item Master Data

Service assignment - Job costs

With job service assignment, supplier services are assigned to the job costs.



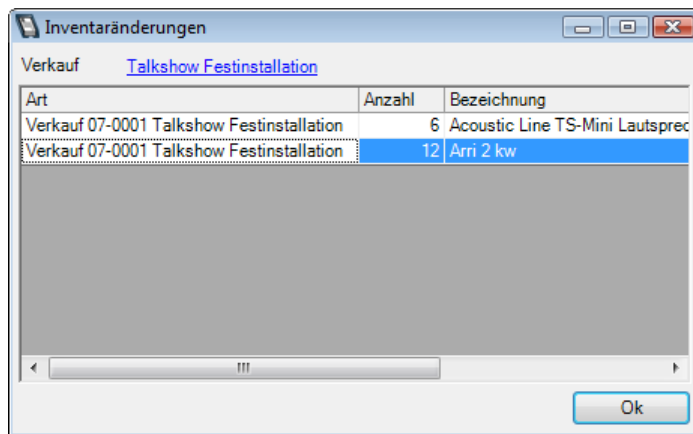
Expense calculation In the project cost plan, these assignment are included in the real costs of the job costs.

Expense account The expense account is pre-selected on the basis of the expense account assigned to the job type.

Purchase invoice display Project

Service assignment - Sales

By assigning a service to a sales project, you assign the purchase invoice as a cost for a sales order.



Expense account

Manual sales line items:

The account is pre-selected on the basis of the "Expense account manual sales line items" program setting.

Sales line item from item master data

The expense account is selected from the item category on the basis of the "sales" account settings.

Purchase invoice display

Sales Order, Purchase Order, Item Master Data, Item Inventory

Service assignment - Project

Each project can be assigned many different costs for services through job, resource and sub-hire costs.

If an assignment is not exactly possible or if there is a document that cannot be assigned to any of the listed areas, you can make a general service assignment to the project.

Expense calculation

In the project cost plan, these assignment are included in the real costs of the job costs.

Expense account

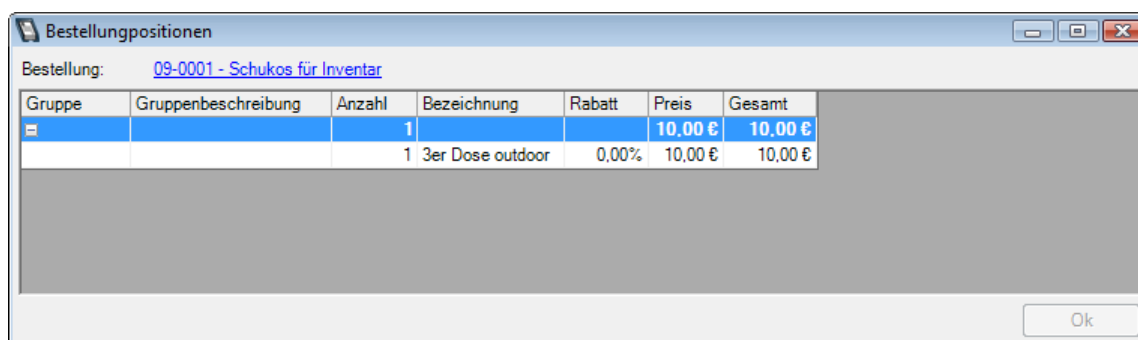
The account is pre-selected on the basis of the "project expense account" program setting

Purchase invoice display

Project

Service assignment - Purchase order

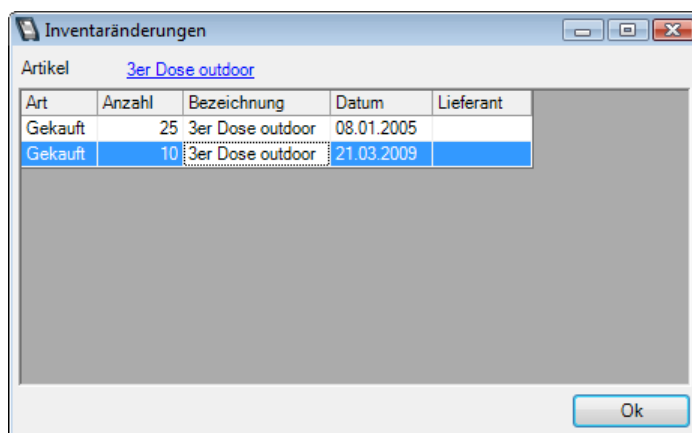
Purchase invoices that you receive based on purchase orders executed thorough easyjob purchase orders can be assigned to the corresponding purchase orders.



Expense calculation	In the project cost plan, these assignments are included in the real cost of staff or transportation.
Expense account	<p>Purchase order line item from item master data for rental inventory:</p> <p>The expense account is pre-selected from the item category on the basis of the "rental inventory and purchase order" account settings.</p> <p>Purchase order line items from item master data for sales inventory:</p> <p>The expense account is pre-selected from the item category on the basis of the "sales inventory and purchase order" account settings.</p> <p>Resources</p> <p>The expense account is pre-selected on the basis of the expense account assigned to the resource type.</p> <p>Manual purchase order line items:</p> <p>The account is selected on the basis of the "Expense account manual purchase order line items" program setting.</p>
Purchase invoice display	Project, Sales, Purchase Order, Item Master Data

Service assignment - Inventory

If you want to assign a purchase invoice for purchasing an item for the rental or sales stock and you do not have a purchase order or a sales order, the service can be assigned an inventory entry.



Expense account	<p>Sales inventory entry:</p> <p>The expense account is pre-selected from the item category on the basis of the "rental inventory and purchase order" account settings.</p> <p>Rental inventory entry:</p> <p>The expense account is pre-selected from the item category on the basis of the "sales inventory and purchase order" account settings.</p>
Purchase invoice display	Item Master Data

Service assignment - General expenses

General expense services such as telephone bills or similar will be assigned to the general expenses.

Expense calculation	Investment planning
Expense account	The expense account is assigned on the basis of the selected general expense account.
Purchase invoice display	General expenses

Automatic service assignment

For quicker assignment, based on the current purchase invoices, the fuzzy logic provides suggestions on the basis of the information available in easyjob.

To guarantee display clarity and performance, the filter is limited to 25 results and a time frame of plus/minus six months.

The following logic is used for the analysis:

Sub-hires

All sub-hire jobs, purchase orders for sub-hire jobs without the service assigned to the selected supplier.

Job Costs

From the selected suppliers, all job costs from the past without the service assigned in the previous and next six months are displayed.

Basis Job cost type

Purchase orders

All purchase orders in progress without the service assigned to the selected supplier.

Resources

All resource assignments without the service assigned to the selected supplier.

Sale with assigned purchase order

All sales orders with purchase orders without the service assigned from the purchase order, in which the selected supplier is assigned.

Workshop

All workshop activities in progress without the service assigned, in which the selected supplier is selected as the address of the maintenance provider.

Assign a purchase invoice line item via fuzzy logic to a invoice item in progress.

1. Drag the entry from the fuzzy logic and drop it on an empty assignment row

Create and assign a new purchase invoice line item via fuzzy logic:

1. Drag the entry from the fuzzy logic and drop it on an empty area in the list

Eingangsbeleg

[Kopfdaten](#) [Positionen](#) [Dokumente](#) [Beleg](#) [Kosten](#)

Zeigt die bestellten Positionen an.

Rechnungsnummer Dokumentdatum 14.07.2009 Prüfsomme 0,00 € Restbetrag 0,00 €

Anzahl	Bezeichnung	Betrag	MwSt. Typ	Konto	Positionstyp
1.	1,00	0,00 €	MwSt	Kostenkonto	Ressource

Anzahl	Typ	Vorgang	Betrag	Gesamt	Konto	0,00 €
0,00	Ressource	...	0,00 €		Allgemeinkosten	<input type="button" value="X"/> <input type="button" value="WF"/>

Fuzzy Logik **Zuordnungen**

Typ	Art
<input type="checkbox"/> Ressource zu Job	
Ressource zu Job	08-0001.01 Neue Druckhalle - 2,00 * AV-Techniker
Ressource zu Job	02-0002.01 Architektur - 1,00 * AV-Techniker

☐ Bildausschnitte oben anzeigen

Angelegt: Admin admin (14.07.2009 12:14) Bearbeitet: Admin admin (14.07.2009 13:02)

Joining an assignment/line item

This function is newly implemented in easyjob 4.0 935. The documentation will be provided shortly.

Joining and distributing assignments/line items

This function is newly implemented in easyjob 4.0 935. The documentation will be provided shortly.

Cost overview

The sum of the individual line items is summarized in the cost overview.

Eingangsbeleg

[Kopfdaten](#) [Positionen](#) [Dokumente](#) [Beleg](#) [Kosten](#)

All costs associated with this Purchase Invoice

Mwst Typ	Konto	Netto	MwSt	Brutto
MwSt	Alle	24.415,00 €	4.638,85 €	29.053,85 €
MwSt	Allgemeinkosten	400,00 €	76,00 €	476,00 €
MwSt	Allgemeinkosten	24.015,00 €	4.562,85 €	28.577,85 €
MwStfrei	Alle	0,00 €	0,00 €	0,00 €

Gesamt Netto: 24.415,00 € Gesamt MwSt.: 4.638,85 € Gesamt Brutto: 29.053,85 €

Zahlungsziel

1. Zahlung	0	Tage	0,00	%	12.03.2009	zu Bezahlen:	29.053,85 €
2. Zahlung	0	Tage	0,00	%	12.03.2009	zu Bezahlen:	29.053,85 €

Abschließen OK

Angelegt: Admin admin (09.02.2009 19:01) Bearbeitet: Admin admin (21.03.2009 13:37)

The list is grouped according to tax type and expense accounts.

The payment terms are taken from the address master data and can be adjusted later.

General expense management

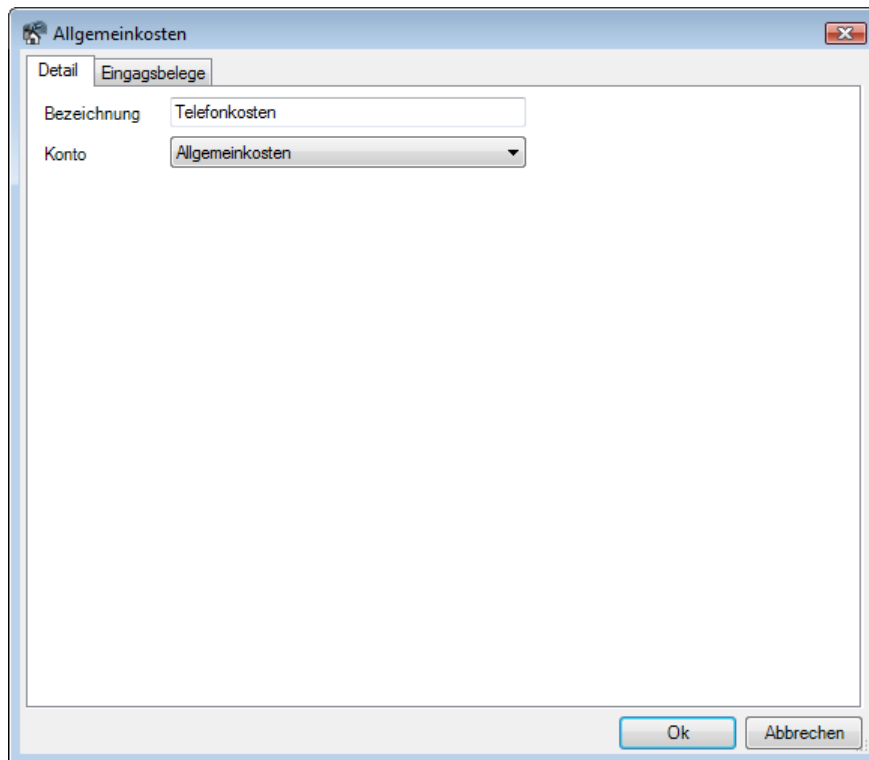
It should be possible to enter all incoming invoices via purchase invoice management. Therefore, it must be possible to process all general costs such as telephone costs, warehouse rent etc.

For this, you can create as many general expenses as you require.

You can start the general expense management from the Controlling Center or using the easyjob menu.

1. easyjob -> Controlling -> General expenses

The general expenses receive a name as well as an expense account.



If the general costs are assigned from the purchase invoice via a service entry, the assigned expense account is automatically used.

In addition, all purchase invoices assigned to the general expense type can be viewed.

Allgemeinkosten

Detail Eingangsbelege

von ☒ 21.12.2008 bis ☒ 21.03.2009 ☒ Allgemeinkost

Nummer	Lieferant	Positionsnummer	Anzahl	Bezeichnung	Typ
08-0004	<Gruppe>		1,00	<Gruppe>	
08-0004	Toll Collect	1	1,00		Allgemeinkosten Telefonk

Netto: 900,00 € MwSt: 171,00 € Brutto: 1.071,00 €

Ok Abbrechen

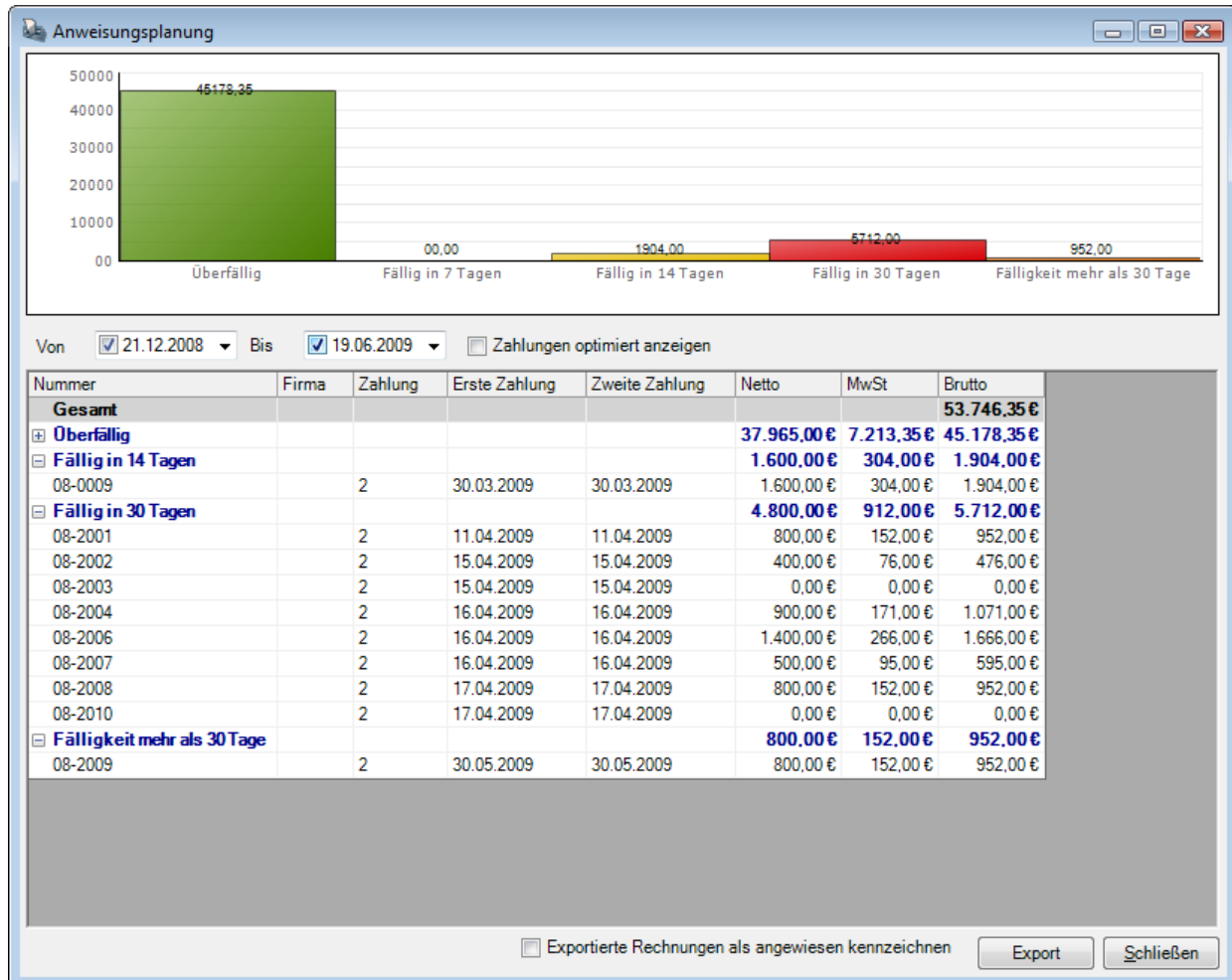
An arranged view groups the sum of all assigned services from the purchase invoice on a monthly basis.

Payment instructions

The payment instructions can be scheduled on the basis of the processed purchase invoices.

The payment instructions can be started from the Controlling Center or using the easyjob Menu

1. easyjob Menu Controlling -> Payment instructions



The payment list ^① groups the individual purchase invoices into the categories of "Overdue", "Due in 14 days", "Due in 30 days" and "Due in more than 30 days". In addition, the sum of all the invoices ^② is represented graphically according to the due date.

With the switch ^③ "display optimized payments", the payment instructions are scheduled according to liquidity. If the switch is activated, the payments are recalculated on the basis of cash discounts.

To prevent having to enter the data manually in a banking program, the list can be sent to an Excel table ^④. By activating the switch "Mark exported invoices as remitted: ^⑤", the purchase invoices will be marked as paid.

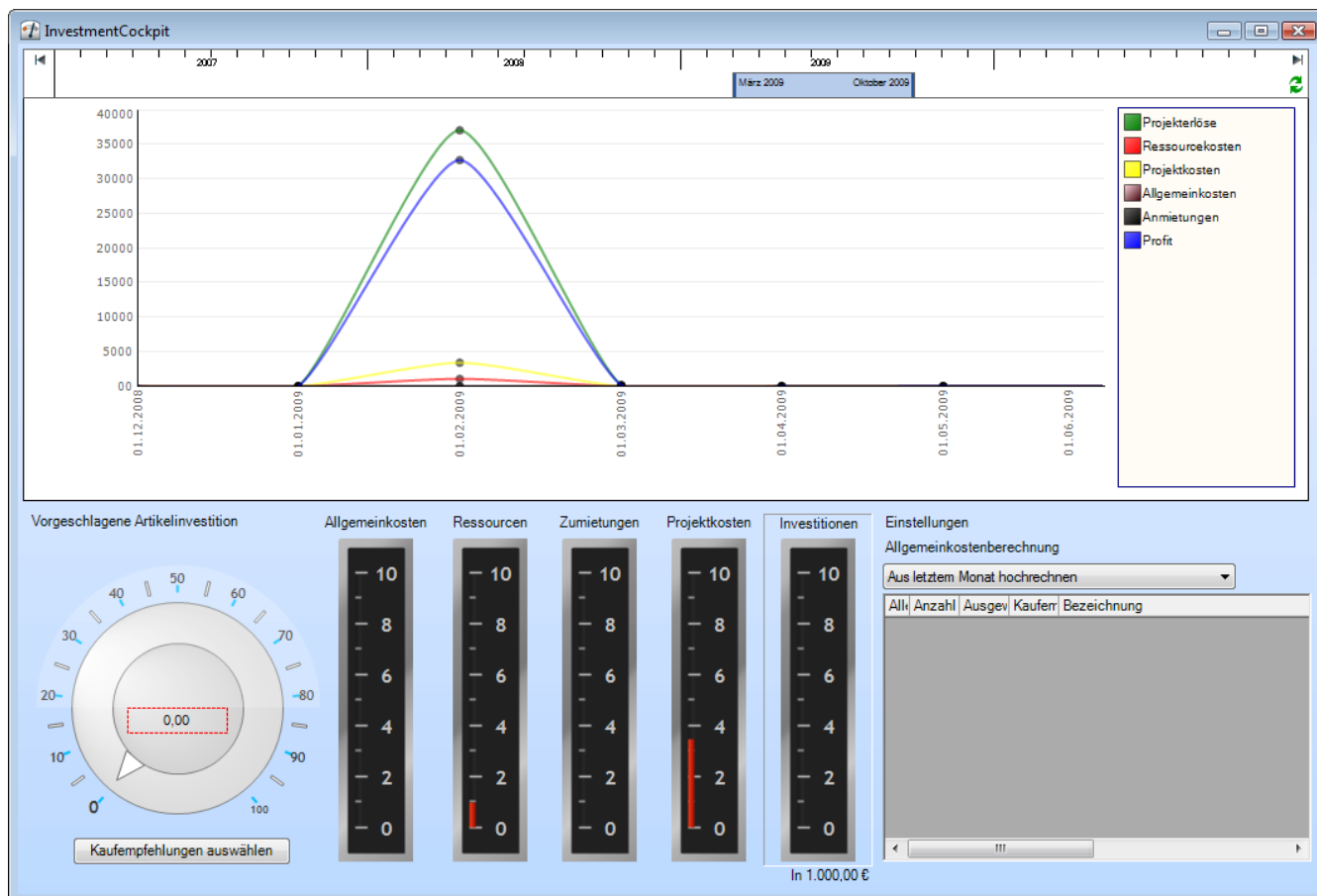
In the future, it will be possible to export the data to most banking programs.

Investment planning

Investment planning provides support for investment decisions regarding rental equipment.

You can start the investment planning from the Controlling Center or using the easyjob menu.

1. easyjob Menu Controlling -> Investment Planning



The investment planning is divided into various areas.

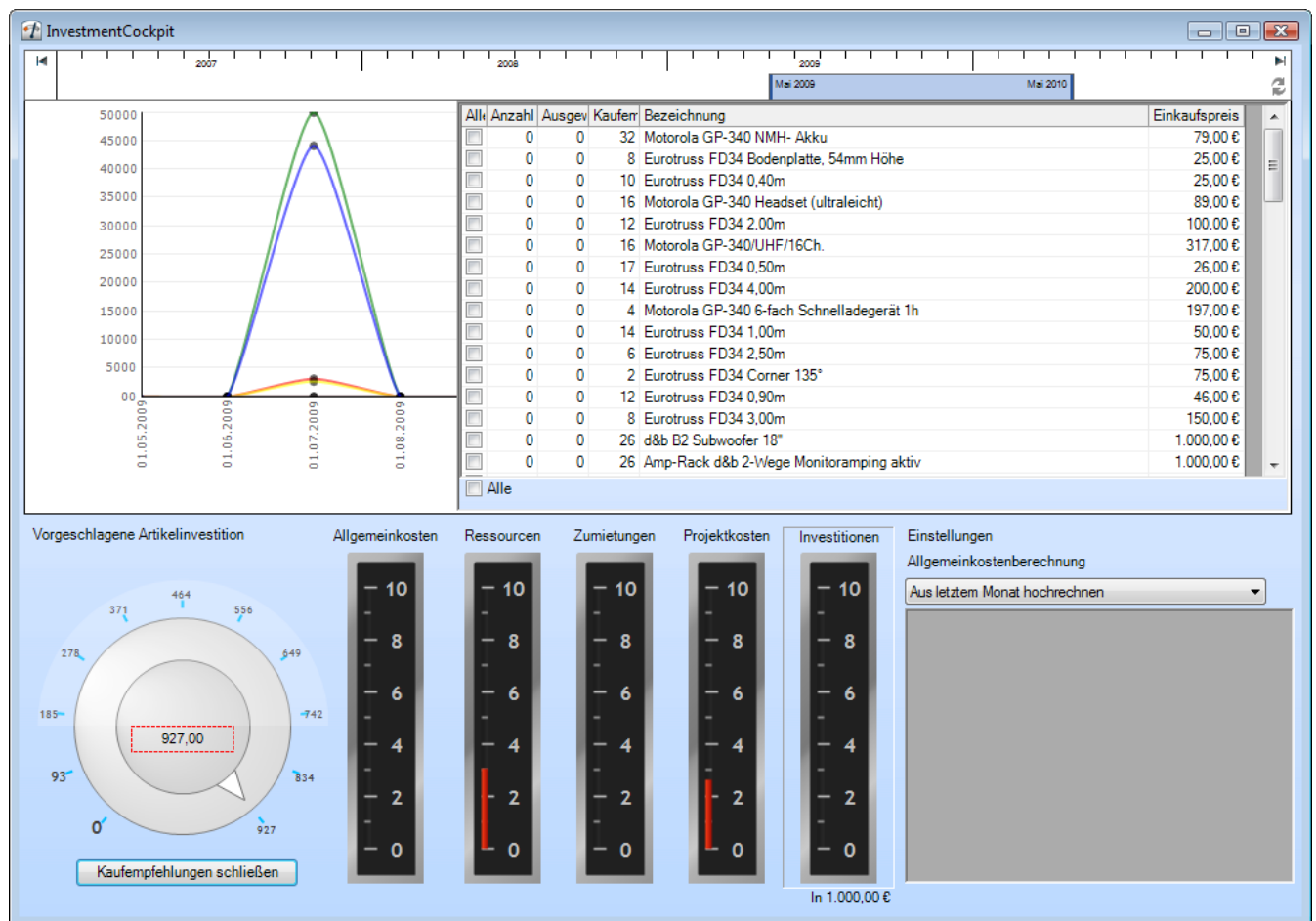
- ① Time frame selection
- ② Cost and income chart
- ③ Selection of the items for investment
- ④ Detailed cost calculation

The statistics ① calculate the scheduled project income, resource costs, project costs, general expenses and sub-hire costs of external equipment. The monthly profit is calculated on the basis of the costs.

In order to better assess liquidity based on monthly profit, a future projection is made of the general expenses ③ either based on the last month or the last year.

The items recommended for investment are taken from the recommended purchase statistics from the easyjob Business Information Center. More information regarding the basis of computation can be found in the easyjob Business Information Center.

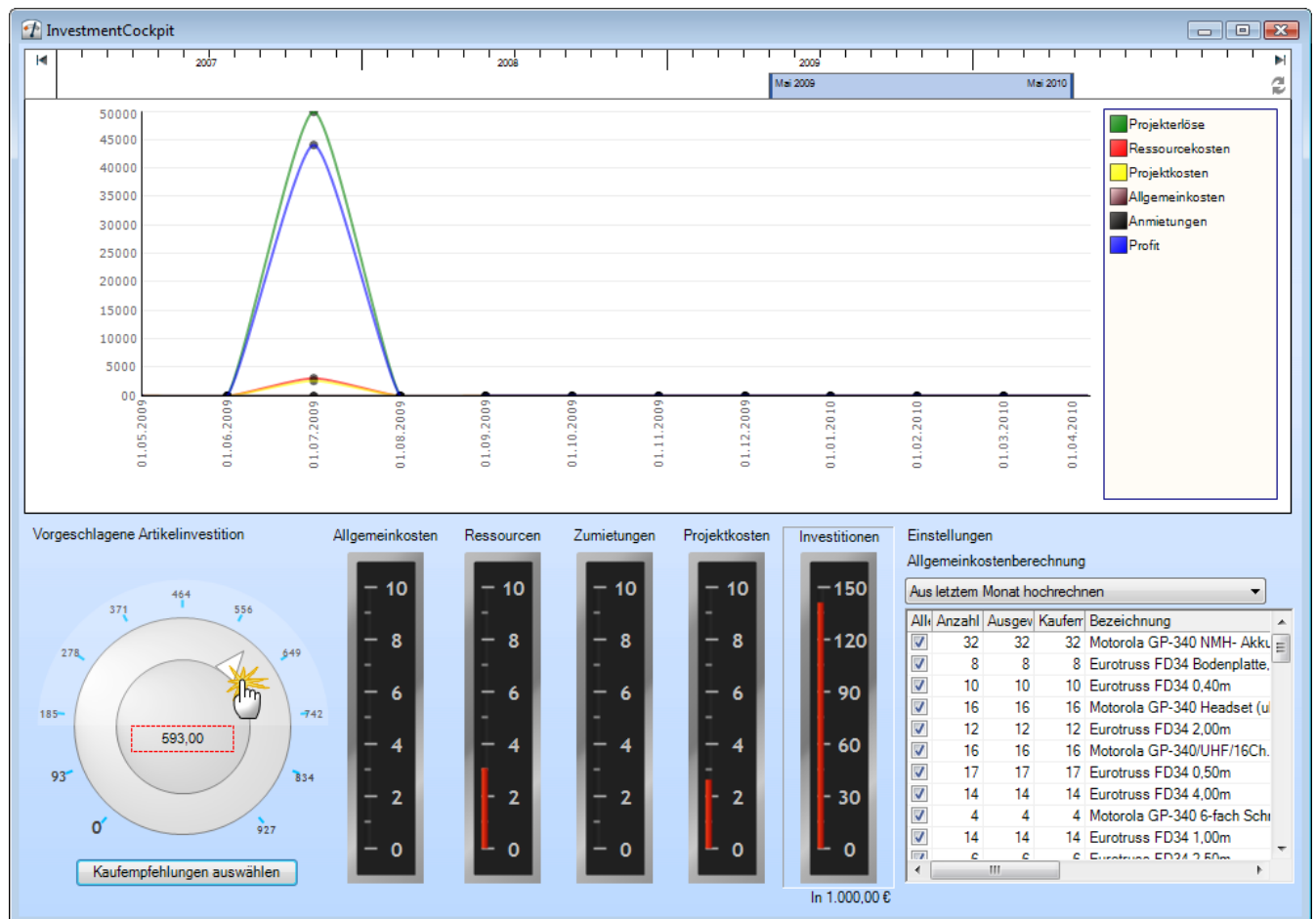
For this click on the ⑤ Recommended Purchase button



The list ② shows all recommended purchases from the selected time frame ①.

You can select your favorite items using the checkbox ③. All recommended purchases can be selected in the box All ④.

Click on the ⑤ button again to finalize the selection.



After selecting the suggested items, you can use the scroll wheel ① to select the quantity of the included items to be calculated.

All numbers will be recalculated based on the selection. You can see in real time how the costs ② change for each selected item.

With larger investments, the necessary expenses ④ for sub-hires ③ are lower, and they are higher for smaller investments.

You can see a more detailed view of the corresponding costs by selecting the cost type.

To do so, click on the cost diagram.

Calculations

The post calculation is done via the easyjob Business Information Center. A separate license is required for the Business Information Center.

You can start the calculations from the Controlling Center or using the easyjob menu.

1. easyjob Menu Statistics -> Business Information Center

The Controlling Center expands the easyjob Business Information Center with two important areas:

- Enhancement of the basis of computation of the existing statistics
- Its own category for Controlling Center data

Enhancement of the basis of computation

In statistics, many income side amounts are calculated. Without the Controlling Center, the Business Information Center only takes the scheduled costs into account.

By activating the Controlling Center, the scheduled and real costs are considered together. For costs with a service assignment from the purchase invoice, the real costs are considered, for unassigned costs the scheduled costs are considered.

For example:

If a job consists of two job cost entries, for the first the service assignment is entered via the purchase invoice and for the second there is not yet an assignment, therefore the real costs are considered for the first entry and the scheduled costs are considered for the second entry.

Controlling Center Category

Basic Terminology

The following terms are used to explain individual statistics. The basis of computation used for each term is documented below.

External services

The external services are services that are assigned to the individual purchase invoice line items.

Category Overview

Total costs from the purchase invoices	Income from confirmed jobs + income from project costs for the selected time frame.
Total costs without a purchase invoice	Income from proposed jobs + income from project costs for the selected time frame.
Total purchase invoices to process for payment	
Number of processed purchase invoices	

Cost by cost type

The cost trend grouped according to the type of cost of the selected time frame. Sales trends for the same time frame in the previous year are also displayed. The calculation provides information regarding the percentage of costs from the various areas.

Sorting Year, Month

Fields

Cost type

Costs Sum of the external services

Total costs by cost type

The total costs by various cost type for the selected time frame.

Sorting None

Fields

Cost type Cost type name

Costs Sum of the external services

Payment according to due date

Sum of the payment amounts without payment instructions, grouped according to month for the selected time frame.

Sorting Year, Month

Fields

Total Purchase invoice total

Tax Total tax for the purchase invoices

Total incl. tax Total incl. tax for the purchase invoices

General expenses by cost type

The total general expenses by general expense type for the selected time frame

Sorting Year, Month

Fields

Cost type General expense type

Total General expense type total

Account costs

The total costs by expense account for the selected time frame.

Sorting Account number

Fields

Account Cost account number and name

Total Total cost account costs

Item cost distribution

The costs assigned to an item for the selected time frame

Use the expand and collapse buttons to view this data by category, sub-category, item or cost type.

The calculation provides information regarding the costs related to the individual items during the selected time frame.

Sorting Category, Sub-category, Item

Fields

Costs Net sum of the external service

Costs by project

The external services assigned to all projects in the selected time frame.

Use the expand and collapse buttons to view this data by year, month, project or cost type.

The calculation provides an overview of the individual external services related to the projects in the selected time frame.

Sorting Year, Month, Project, Cost Type

Fields

Cost type Cost type name

Purchase invoice Purchase invoice number and name

Costs Costs of the external service

Distribution of general expenses

The overview summarizes all general expenses for the selected time frame.

Sorting None

Fields

Cost type Cost type name

Costs Costs of the external service

Distribution of costs by services

The assigned services from the purchase invoices are grouped and displayed according to the expense account for the selected time frame.

Sorting Expense account

Fields

Cost type Cost type name

Costs Costs of the external service

Purchase invoices by suppliers

The assigned services costs are displayed for each supplier for the selected time frame.

Use the expand and collapse buttons to view this data by supplier, purchase invoice, service type or service cost.

Sorting Supplier, Purchase Invoice, Cost Type

Fields

Document number Purchase invoice number

Cost type Cost type name

Costs Costs of the external service

Cost type by supplier

The assigned suppliers are displayed for each cost type for the selected time frame.

Use the expand and collapse buttons to view this data by service type or supplier.

Sorting Service Type, Supplier

Fields

Supplier Company name from the supplier address

Costs Costs of the external service

Project costs over time

The assigned external services are displayed for each project in the selected time frame.

Use the expand and collapse buttons to view this data by year, month, project or service type.

Sorting Year, Month, Project, Service Type

Fields

Cost type Cost type name

Costs Costs of the external service

Unassigned purchase invoices

For each purchase invoice, the processed purchase invoice line items without an assigned service are displayed for the selected time frame.

Sorting Purchase invoice, purchase invoice line item

Fields

Purchase invoice Number and company from the supplier address

Line item Line item number of the purchase invoice line item

Quantity Quantity from the purchase invoice line item

Text Purchase invoice line item text

Costs Purchase invoice line item costs

Total Quantity * Costs

Invoiced scheduled costs

The percentage of the scheduled costs with processed external services for the selected time frame.

Use the expand and collapse buttons to view this data by year, month, project, job and external service.

The report provides an overview of the scheduled costs that have been invoiced and of the external services the still require purchase invoices.

Sorting Year, Month, Project, Job

Fields

Scheduled costs Scheduled costs (sub-hire price for sub-hires, actual costs for resources and actual costs for job costs)

Costs by service assignment Scheduled costs - costs without a service assignment

Costs without a service assignment Values for the selected time frame

Percentage from a service assignment Scheduled costs / costs without a service assignment

Percentage from a service assignment

Data export to the accounting department

With data export, all finalized purchase invoices are transferred to the accounting department.

It is implemented in the same manner as when exporting invoice data.

Exportieren	Typ	Nummer	Datum	Beschreibung	Brutto	Firma	Kontonummer	Status
<input type="checkbox"/>	Rechnung	09-0002	22.03.2009		2.430,20 €			geschlossen
<input type="checkbox"/>	Eingangsbefug	08-1001	12.03.2009		4.562,85 €	Schleichpower GmbH		geschlossen
<input type="checkbox"/>	Eingangsbefug							

In addition to invoices and processed payment receipts, also finalized purchase invoices can be selected for the data export.

The cost accounts will be used from the purchase invoice line item or the service assignment depending on if the purchase invoice was processed on a line item level or with a service assignment.

Purchase invoice overview

The processed purchase invoices are displayed via the service assignments in the various easyjob program modules.

An additional tab is shown in the forms (here in the project example)

02-0001 Beispielprojekt 01

Kopfdaten Übersicht Termine Ressourcen Aufgaben Jobkosten Dokumente Kostenplan Felder Eingangsbelege Workflow

von 22.03.2009 bis 22.03.2009 ☒ Bestellung ☒ Resource ☒ Anmietung ☒ Jobkost ☒ Allgemeinkost

Nummer	Lieferant	Anzahl	Bezeichnung	Typ	Netto	MwSt	Brutto	WF Status
08-0006	<Gruppe>	1,00	<Gruppe>		1.400,00 €	266,00 €	1.666,00 €	
08-0007	<Gruppe>	1,00	<Gruppe>		500,00 €	95,00 €	595,00 €	
08-0007	Hotel Berlin Hof GmbH	1,00	Übernachtung	Jobkosten Crew	500,00 €	95,00 €	595,00 €	
08-0010	<Gruppe>	215,00	<Gruppe>		500,00 €	95,00 €	595,00 €	
08-1004	<Gruppe>	1,00	<Gruppe>		800,00 €	0,00 €	800,00 €	
08-1004	Toll Collect	1,00	Jobkosten: 02-0001.01	Jobkosten Maut	800,00 €	0,00 €	800,00 €	

Netto: 3.200,00 € MwSt: 456,00 € Brutto: 3.656,00 €

Zumieten Übersicht Zu Outlook Ressourcen Material Schließen

Angelegt: Bearbeitet: Admin admin (12.02.2009 17:03)

With the selection, the time frame ① as well as the service type ② can be filtered in the purchase invoice lists.

The assigned external services are displayed ③ according to purchase invoices. The context menu is used to open the corresponding purchase invoice.

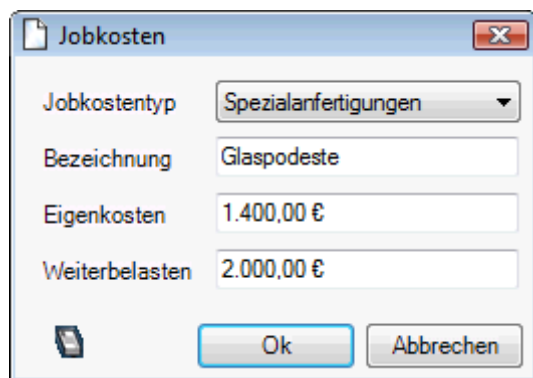
The current workflow status ④ can be viewed in the project.

In addition, the ⑤ total of the listed costs can be calculated.

Further purchase invoice views

The assigned purchase invoices can also be navigated using some other forms.

In job costs, a purchase invoice icon is displayed for the assigned costs.

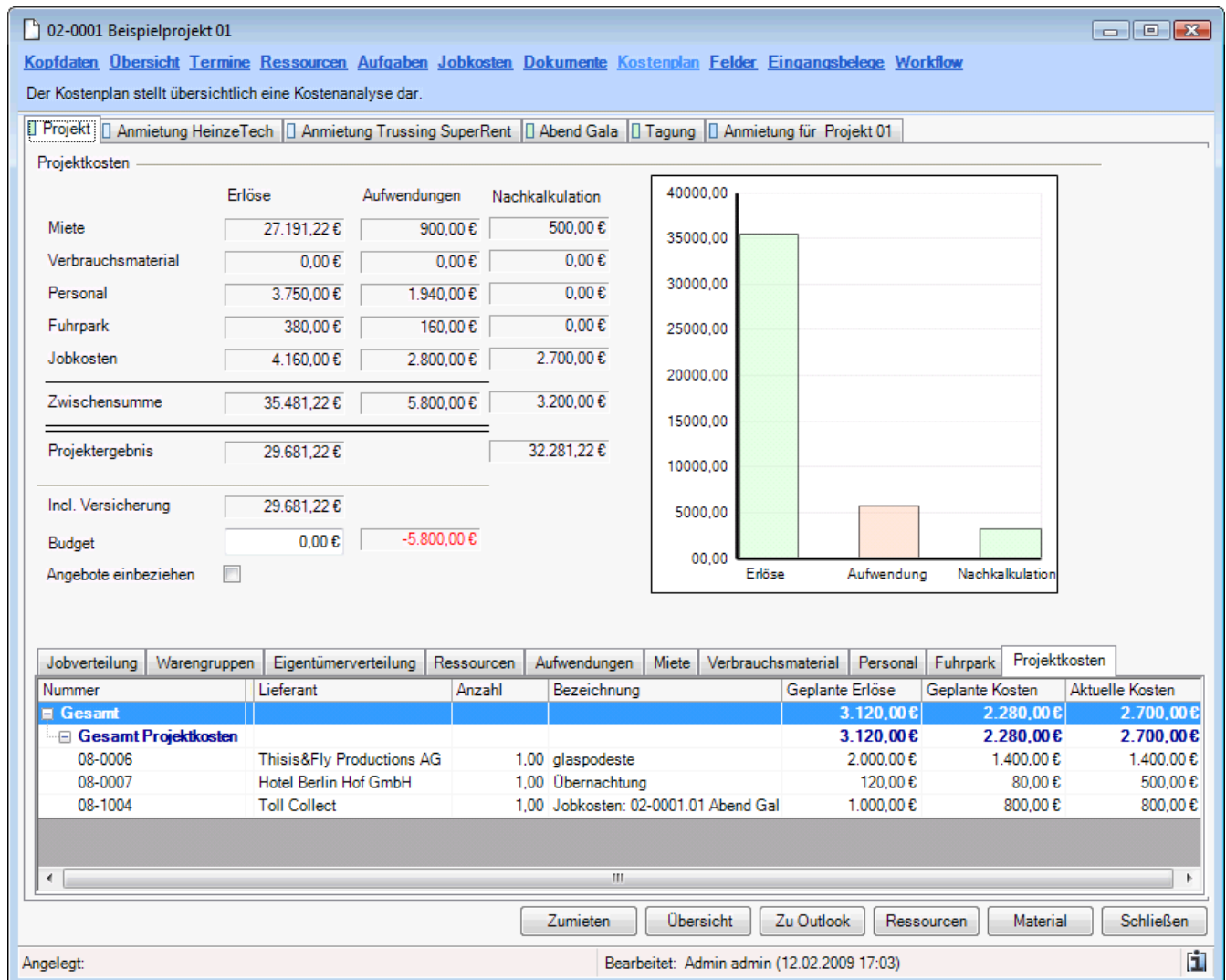


Jobkostentyp	Spezialanfertigungen
Bezeichnung	Glaspodeste
Eigenkosten	1.400,00 €
Weiterbelasten	2.000,00 €

Ok Abbrechen

Click on the icon to open the purchase invoice.

Project post calculation



On the basis of the processed services, the cost planner displays the costs from the assigned ^② external services for the scheduled ^① expenses.

Profit is calculated on the basis of the scheduled costs ^③ and based on the actual ^④ costs.




To better view the information, the income/expenses graphic shows a new bar with the actual ^⑤ costs.

In the individual cost detailed views, the actual costs ^⑥ are displayed by an additional column.

Authorization workflow in the project

To ensure the checking of received invoices, an authorization process is started when assigning purchase invoices.

The workflow status is displayed using the following icons:

-  Workflow started. Waiting for authorization or rejection.
-  Purchase invoice assignment authorized.
-  Purchase invoice assignment rejected.

Authorization workflow overview

The status of the current workflow is shown in various views.


Authorization workflow status in a project

The purchase invoice assignment lists in the project show the status of the authorization workflow in the last column.

02-0002 Beispielprojekt 02

Kopfdaten Übersicht Termine Ressourcen Aufgaben Jobkosten Dokumente Kostenplan Felder Bewertung Referenzen Eingangsbelege

von 14.07.2009 bis 14.07.2009 ☒ Bestellung ☒ Resource ☒ Anmietung ☒ Jobkost

Nummer	Rechnungsnummer	Positionsnummer	Anzahl	Bezeichnung	Netto	WF Status
09-0002			1	<Gruppe>	250,00 €	
09-0002		1,00	1.00000000	Ressource zu Job: 02-0002.01 Architektur - AV-Techniker	250,00 €	

Netto: 250,00 € MwSt: 40,00 € Brutto: 290,00 €

Zumieten Übersicht Zu Outlook Ressourcen Material Schließen

Angelegt: Bearbeitet: Admin admin (06.07.2009 16:28)

Authorization workflow status in purchase invoice line items

The authorization status of each line item is shown in the purchase invoice.

Eingangsbeleg

Kopfdaten

Positionen

Dokumente

Beleg

Kosten

Zeigt die bestellten Positionen an.

Rechnungsnummer

Dokumentdatum 14.07.2009

Prüfsumme 2.000,00 €

Restbetrag -250,00 €

Verteilen

Anzahl	Bezeichnung	Betrag	MwSt. Typ	Konto	Positionstyp
1.	1 Ressource zu Job: 02-0002.01 Architektur - AV-Technik	2.250,00 €	MwSt	Kostenkonto	Ressource

Anzahl	Typ	Vorgang	Betrag	Gesamt	Konto	2.250,00 €
2,00	Ressource	...	Ressource zu Job: 08-0001.01 Neue Druckhalle - AV-Techniker	500,00 €	1.000,00 €	Kostenkonto
1,00	Ressource	...	Ressource zu Job: 02-0002.01 Architektur - AV-Techniker	250,00 €	250,00 €	Kostenkonto
4,00	Ressource	...	Ressource zu Job: 02-0012.01 Ground Suport - Lichttechniker	250,00 €	1.000,00 €	Kostenkonto
0,00	Ressource	...		0,00 €		Allgemeinkosten

Fuzzy Logik

Zuordnungen

☐ Bildausschnitte oben anzeigen

Verbinden

Hinzufügen

Drucken

Abschließen

OK

Angelegt: Admin admin (14.07.2009 12:14)

Bearbeitet: Admin admin (14.07.2009 13:17)

Authorization workflow status in the purchase invoice

The main data of the purchase invoice displays an overview of the current workflow status of the assignment.

Eingangsbeleg

Kopfdaten Positionen Dokumente Beleg Kosten

Alle für eine Bestellung notwendigen Informationen können festgehalten werden.

Kopfdaten

Nummer: 09-0002
 Benutzernummer:
 Rechnungsnummer:
 Bezeichnung: Ferdinand Kerl
 Bearbeiter: Admin admin
 Typ: Rechnung
 Dokumentdatum: 14.07.2009
 MwSt. Typ: MwSt
 Standort: Hamburg

Lieferant

1000093.00
 Bea Entf ...
 Ferdinand Kerl
 Hauptstraße 1
 14558 Nuthetal
 Telefon: 123456789
 Telefon Mobil: 123456789
 Telefon Fima: 123456789
 Kreditornummer:

Workflow Status

- 1 Zuordnungen ohne Freigabe
- 1 Zuordnungen freigegeben
- 1 Zuordnungen abgelehnt

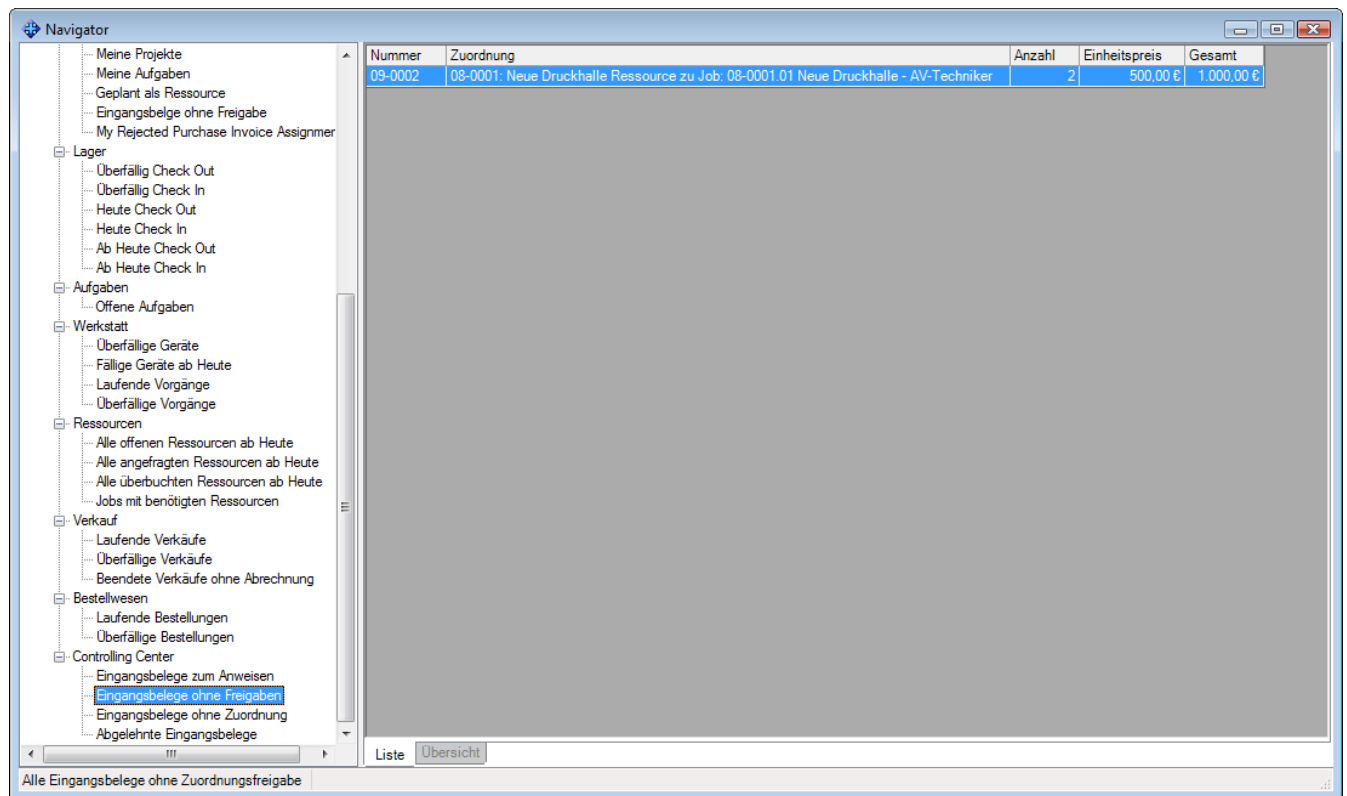
Drucken Abschließen OK

Angelegt: Admin admin (14.07.2009 12:14) Bearbeitet: Admin admin (14.07.2009 13:22)

You can view additional details by clicking on the info button.

Authorization workflow status in the Navigator and easyjob Today

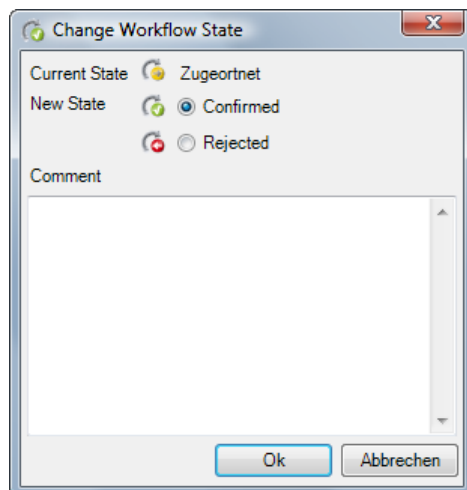
The Navigator and easyjob Today list all assignments that have not been authorized in the "Purchase Invoices without authorization" view.



In addition, all purchase invoices with a rejected authorization are shown in the "Rejected purchase invoices" view.

Authorize and reject assigned purchase invoices

The assignment is authorized or rejected via the workflow dialogue.



Authorization from the project

1. Open the project.
2. Go to purchase invoices.
3. Open the context menu and click authorize.

Nummer	Rechnungsnummer	Positionsnummer	Anzahl	Bezeichnung	Netto	WF Status
09-0002			1	<Gruppe>	250,00 €	
09-0002		1.00	1,00000000	Ressource zu Job: 02-0002.01 Architektur - AV-Techniker	250,00 €	

Eingangsbeleg öffnen
Dokument öffnen
Freigeben

Authorization from the purchase invoice

1. Open the purchase invoice
2. Go to the purchase invoice line items
3. Click on the "WF" button

Eingangsbeleg

Kopfdaten Positionen Dokumente Beleg Kosten

Zeigt die bestellten Positionen an.

Rechnungsnummer Dokumentdatum 14.07.2009 Prüfsumme 2.000,00 € Restbetrag -250,00 € Verteilen

Anzahl	Bezeichnung	Betrag	MwSt. Typ	Konto	Positionstyp
1	1 Ressource zu Job: 02-0002.01 Architektur - AV-Technik	2.250,00 €	MwSt	Kostenkonto	Ressource

Anzahl	Typ	Vorgang	Betrag	Gesamt	Konto	2.250,00 €
2,00	Ressource	Ressource zu Job: 08-0001.01 Neue Druckhalle - AV-Techniker	500,00 €	1.000,00 €	Kostenkonto	WF
1,00	Ressource	Ressource zu Job: 02-0002.01 Architektur - AV-Techniker	250,00 €	250,00 €	Kostenkonto	WF
4,00	Ressource	Ressource zu Job: 02-0012.01 Ground Support - Lichttechniker	250,00 €	1.000,00 €	Kostenkonto	WF
0,00	Ressource		0,00 €		Allgemeinkosten	WF

Fuzzy Logik Zuordnungen

☐ Bildausschnitte oben anzeigen

Verbinden Hinzufügen

Drucken Abschließen OK

Angelegt: Admin admin (14.07.2009 12:14) Bearbeitet: Admin admin (14.07.2009 13:17)

Authorization from the navigator

1. Open the navigator
2. Select the "purchase invoices without authorization" view
3. Open the context menu and click on "workflow"