Fakturierung

User Manual

December 2021

Document Version 1.1

Product Release 1.0.0

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Document History

Document Version	Date	Author	Revised Section
1.0	23.12.2021	Maria Despoina Gkaintatzi	
1.1	30.12.2021	Julia Hemmer	7.1 partial-final: remark will be implemented later 6.7.2.1: Benefit period is a mandatory field 6.7.2.4: Tax Amount = Net Amount with conditions x tax rate 8. Projects: remark added: rework ongoing

Contents

1. Introduction

The ‘Fakturierung User Manual’ describes the functionality of the ‘BRZ 365 Fakturierung’ platform which is an invoicing application that is designed for the BRZ end users in order to perform basic invoicing operations through a comprehensive set of functions and a user-friendly interface.

2. About this user manual

The ‘Fakturierung User Manual’ follows a set of conventions to indicate special types of information. You can use this guide more effectively by recognizing these conventions and their meaning.

2.1. Notes

Notes explain special considerations about the adjacent text.

This sample shows the format of a Note.

2.2. Examples

An example provides a detailed and explanatory instance of a greater concept.

This sample shows the format of an Example.

2.3. Extras

Extras give an additional information that maybe important, although might me redundant or even elementary to an experienced user.

This sample shows the format of an Extra.

3. Fakturierung Application Overview

The ‘BRZ 365 Fakturierung’ is a web application for managing invoices (create, update, delete) and perform other invoice related operations like create, edit and delete invoice chains, set default project, determine items’ quantities, create invoice items, create payments and issue invoices.

4. Login

In order to log in to the application, navigate through the BRZ 365 platform to the ‘Fakturierung’ application. You are directly landed in the onboarding page where the displayed message prompts you to log in to the application. There are two ways to log in to ‘Fakturierung’, either by using the ‘Login’ button on the bottom of the page or by using the ‘Login’ menu option of the user menu on the top right corner of the application.

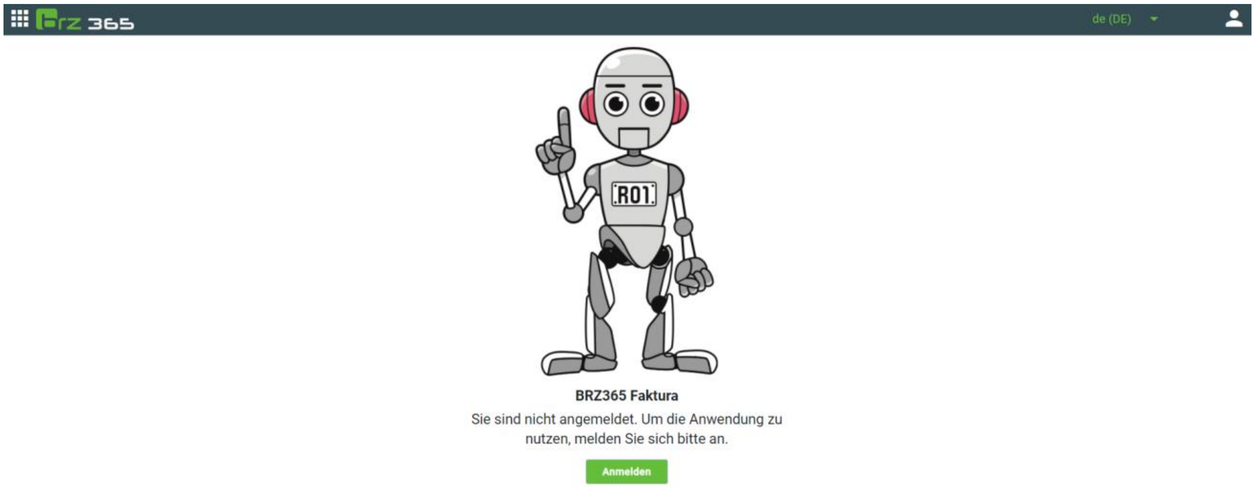

Figure 1-Onboarding Page

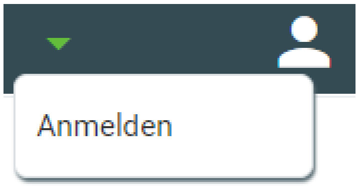

Figure 2-User menu (Login)

Both options redirect you to the BRZ 365 Login page where you can log in with your Active Directory credentials.

5. Navigation bar

Once logged in, you are landed to the ‘Fakturierung’ home page. By using the navigation bar on the left of the page, you can navigate to either of the four menus that are currently available in ‘Fakturierung’ and are listed below:

- Outgoing Invoice List
- Invoice
- Projects
- Manual Determination

Figure 3- Navigation Bar

Although the navigation bar is displayed in the onboarding page, the menu items are not functional unless you are logged in.

6. Outgoing Invoice List

The Outgoing Invoice List page is where you can create, edit, delete or view any invoices you are allowed to work with.

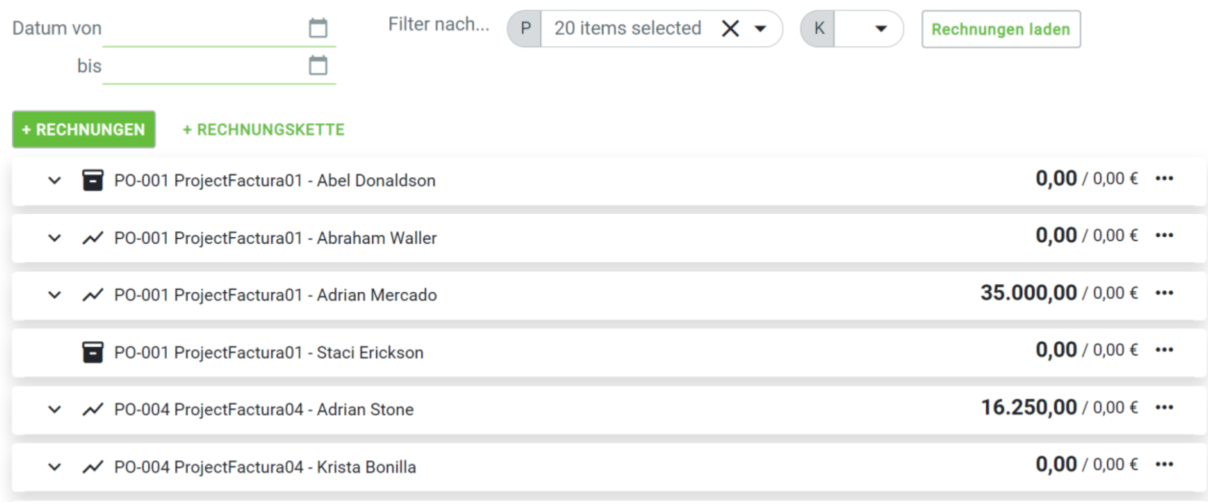

Figure 4- Outgoing Invoice List

7.1. Invoice Types

Currently, there are four types of invoices in the Fakturierung application:

- Simple
- Partial
- Partial-final (will be implemented later)
- Final

7.2. Organize Invoices

Depending on the invoice type, invoices can be organized in chains or collections. Collections consist of simple invoices, while invoice chains contain partial, partial-final and final invoices.

7.3. Invoice Chains

Invoice Chains can be distinguished by the ‘chart’ icon that is displayed in front of the Project Name. The information that is displayed in every invoice chain or collection in the collapsed outgoing invoice list is the Project Number, Project Name and Organization, while the amount displayed on the top right corner of the invoice chain is the sum of all the payments that have been made for this invoice chain compared to the total amount of the original offer.

An invoice chain can contain as many partial invoices as you need to create but only one final invoice.

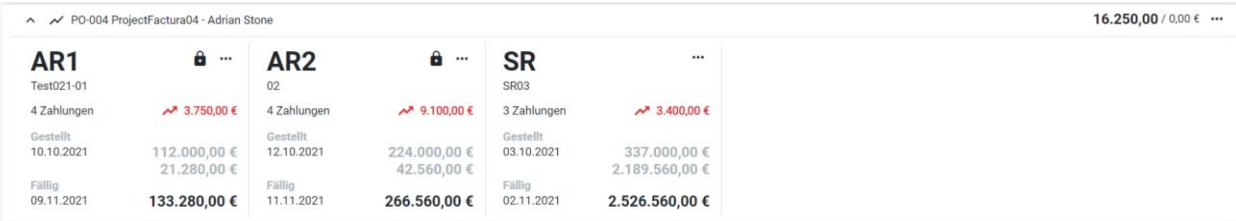

Figure 5 - Invoice Chain

6.3.1. Create Invoice Chain

In the ‘Outgoing Invoice List’ there is an ‘Invoice Chain’ button that can be used to create an invoice chain.

Figure 6- Create Invoice Chain Button

Clicking the ‘Invoice Chain’ button displays a pop-up window like the one displayed below:

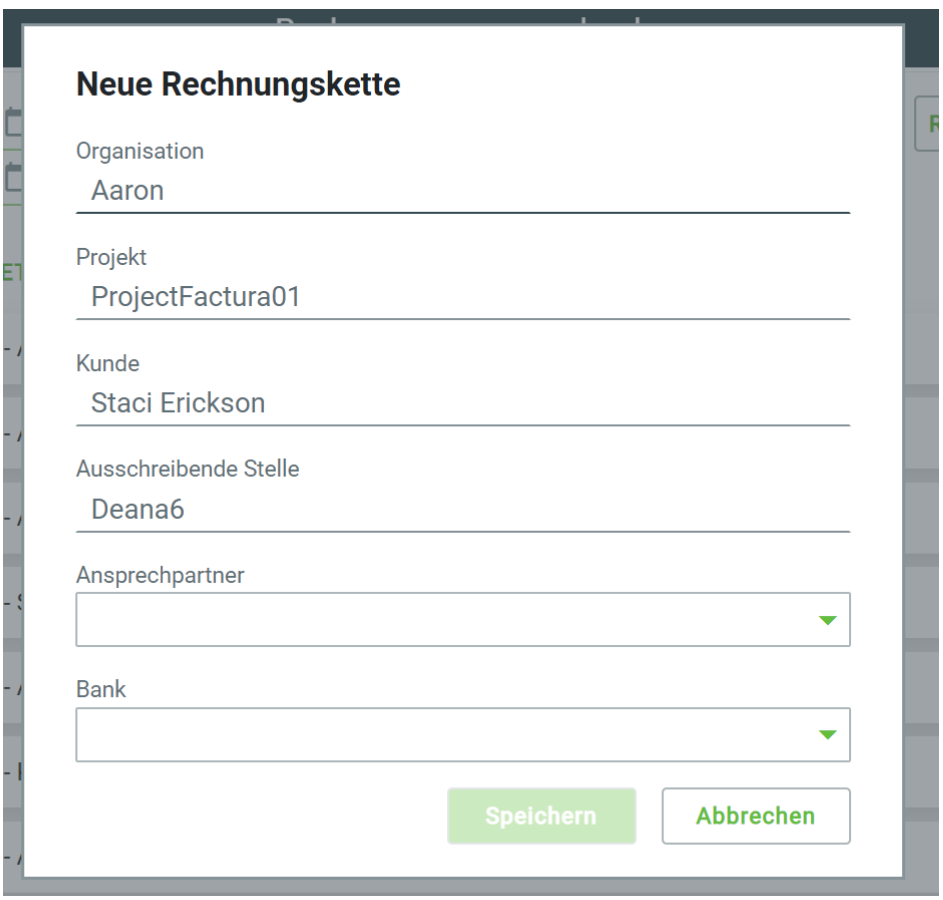

Figure 7- Create Invoice Chain

The pop-up contains the following information:

- Organization
- Project
- Customer
- Tendering Entity
- Contact Person
- Bank

The selected default project defines the first four properties of the invoice chain which come prefilled in the pop-up window. The ‘Contact Person’ and ‘Bank’ can be selected by the dropdown lists. Once all information is selected the ‘Save’ button becomes enabled and you can save the new invoice chain.

6.3.2. Edit Invoice Chain

The ‘Edit Invoice Chain’ option of the three-dot menu can be used to edit the invoice chain and update the ‘Contact Person’ and/or the ‘Bank’.

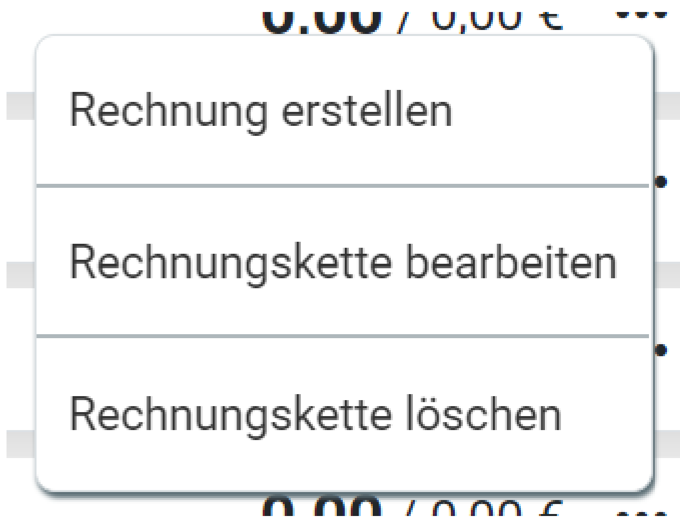

Figure 8- Invoice Chain Three-Dot Menu Options

6.3.3. Delete Invoice Chain

To delete an invoice chain, click the ‘Delete Invoice Chain’ option from the three-dot menu of the invoice chain. Only empty invoice chains can be deleted. Trying to delete an invoice chain that contains at least one invoice, displays a toaster message which informs you that the invoice chain cannot be deleted as it contains invoices.

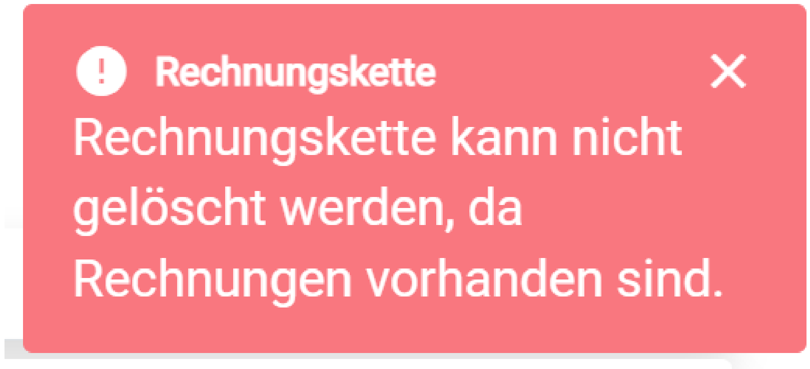

Figure 9- Delete Invoice Chain Is Not Allowed

7.4. Collections

Collections can be distinguished by the 'inventory' icon that is displayed in front of the Project Name. The information that is displayed in every collection is the same as in the invoice chain. Collections currently can contain up to only one simple invoice. In case there is already one simple invoice in a collection the 'Create Invoice' option is eliminated from the three-dot menu of the collection.

6.4.1. Create Collection

A collection can be created in two different ways. Firstly, you can create an invoice chain and within it create a simple invoice. Once a simple invoice is created, the invoice chain is automatically converted to collection. The second way is to directly create a simple invoice which will automatically create the collection to which the simple invoice belongs.

6.4.2. Edit Collection

Collections can be edited the same way as invoice chains. Editing an invoice chain is described in detail in the section 6.3.2 Edit Invoice Chain.

6.4.3. Delete Collection

Collections can be deleted the same way as invoice chains. Deleting an invoice chain is described in detail in the section 6.3.3 Delete Invoice Chain.

7.5. Filtering Invoice Chains

In order to eliminate the great number of invoice chains and collections you work with you can apply some filtering to all the invoice chains and collections you are allowed to work with. There are three different types of filtering:

- Filter by invoice date
- Filter by project
- Filter by customer

6.5.1. Filter by invoice date

You can filter by the date an invoice was created. In case an invoice was created during the filtered period, the chain or collection it belongs to, is retrieved as the result of the filtering.

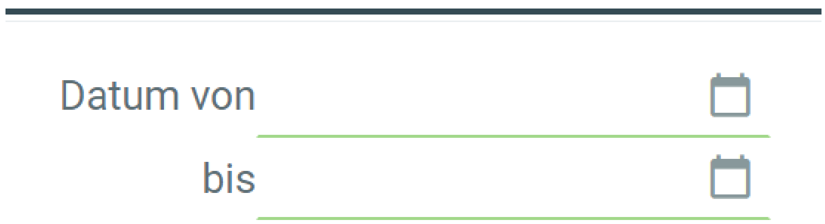

Figure 10 - Filter by invoice date

You can filter by entering both dates (from and to) or by just entering one of the two. Setting the from date only will retrieve all invoice chains and collections that contain invoices which were created from that date until today. Setting only the to date, will retrieve all invoice chains and collections that contain invoices which were on and created before that date.

6.5.2. Filter by project

Invoice chains and collections can be filtered by project. In the project dropdown list you can search the project you are looking for, scroll and check several projects or check all the projects.

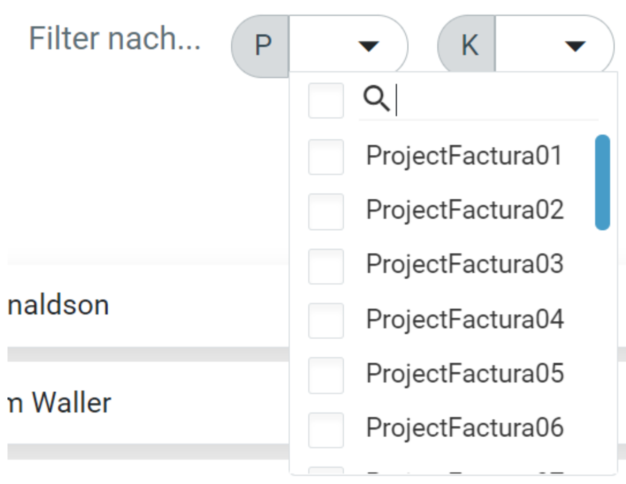

Figure 11 - Filter by project

6.5.3. Filter by customer

You can filter invoice chains and collections by the customer they are related to. Only one customer can be selected in the customer dropdown list.

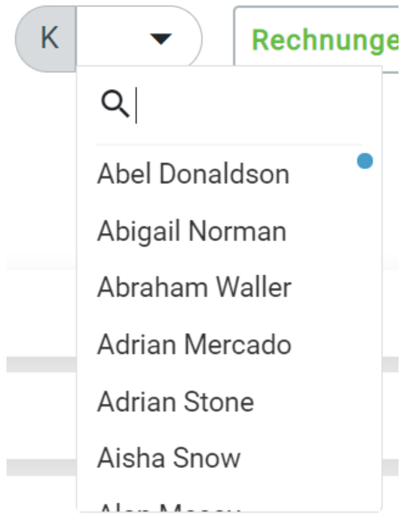

Figure 12 - Filter by customer

After filtering is set click the ‘Filter’ button to retrieve results.

Figure 13 - Filter button

You can have a combination of all three filters. Filters can be cleared by the X icon on the dropdown lists and by erasing the dates. In case no filtering is applied, nothing is retrieved.

7.6. Invoices

Invoices are always linked to an invoice chain or collection depending on their type.

6.7.1. Invoice Card

You can have a quick overview of an invoice if you expand the invoice chain or collection to which it belongs. In the displayed invoice card(s), you can view the following information:

- Abbreviation of invoice type
  - R for Simple Invoice
  - AR for Partial Invoice. In case of partial invoices, the invoice type is always followed by an auto-incremented numbering.
  - SR for Final Invoice
- Invoice Number
- Number of payments for the specific invoice

- Sum of all invoice payments
    - It is displayed in red in case the total sum of payments is less than the amount to be paid
    - It is displayed in green in case the total sum of payments is equal or greater than the amount to be paid
- The date the invoice was created
- The date the invoice is due
- The net amount with conditions for the invoice
- The tax amount for the invoice
- The gross amount for the invoice
- The status
    - A lock icon is displayed in case the invoice is closed
    - Nothing is displayed in case the invoice is open

6.7.2. Create Invoice

Depending on their invoice type, invoices can be created in various ways.

- Create Invoice Menu Item -The first way to create an invoice of either type is to click the three-dot menu of the invoice chain in which you want it to be added and click the ‘Create Invoice’ option.

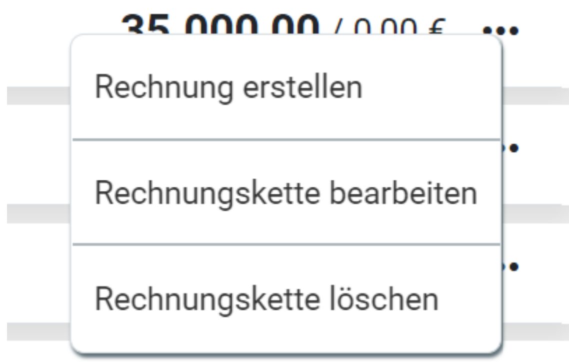

Figure 14 - Create Invoice

- Create Simple Invoice button – To create a simple invoice you can click the button in the Invoice Chain List

Figure 15 - Create Simple Invoice

- Create Simple Invoice option in the Navigation Bar – To create a simple invoice you can click the 'Invoice' menu of the navigation bar. You are navigated to the same page as with the 'Invoice' button.

Figure 16 - Create Simple Invoice

After clicking to create the new invoice you are redirected to the Invoice page where you can start completing all the required information. An invoice consists of five different views to which you can navigate through the following tabs:

- General
- Items
- Texts
- Conditions
- Output

6.7.2.1. General

This is the first view of the invoice, where you are redirected when opening an invoice. It contains general information for the invoice separated in sections.

- General section – This is displayed even when you navigate from one Invoice tab to the other. It contains general information regarding the invoice:
  - Organization – It comes prefilled either with the organization of the invoice chain the invoice is created in or with the organization that is related to the default project you have selected.
  - Project – It comes prefilled either with the project of the invoice chain the invoice is created in or with the project that is set as default
  - Invoice Chain – It comes prefilled when the chain is already created. In case you create a new simple invoice directly without chain, this field is empty until the invoice is saved.
  - Invoice Type – It comes prefilled when you create a simple invoice from the 'Invoice' button or the menu item of the navigation bar. In case you create an invoice within an invoice chain, it is a dropdown list with the following choices:
    - Simple
    - Partial – set as default
    - Final
- Invoice section: It contains more specific information related to the invoice and its current status:
  - Number - Mandatory
  - Date - Mandatory

  - Benefit period – Mandatory. You can fill in both or only one of the two date fields
  - Status – This is set automatically. It is ‘Open’ since the creation of the invoice and during editing and it is updated to ‘Closed’ once the invoice is issued. In case of ‘Closed’, a lock icon is displayed in the field along with the description, while in case of ‘Open’ an unlocked lock icon is displayed.
- Customer Information: All the customer related information comes prefilled with the customer that is related to the project of the invoice chain or the customer that is related to the default project. The following information is displayed for the customer:
  - Customer Name
  - Street
  - Post Code
  - City
- Tendering Entity Information: Same as with customer, this information comes prefilled. The following properties are displayed for the tendering entity:
  - Tendering Entity Name
  - Street
  - Post Code
  - City

6.7.2.2. Items

In the Items tab the user can create the invoice items that will be billed in the current invoice. There are two ways to create invoice items: either by using the Quantity Determination service which feeds ‘Fakturierung’ with already defined quantities for specific items of the project or by using the Manual Quantity Determination which loads item quantities that you can determine manually. For each invoice item the following information is displayed:

- Ordering Number – copied by the Item ID
- Short Text - a short description of the item
- EP – the unit price
- GP – the total price
- Item type – There are two types of items, the ‘Item’ and the ‘Hierarchy Level’ item type. Hierarchy Level items do not have a price or quantity, thus they are never billed. In the ‘Items’ tab the only invoice items that can be created are of type ‘Item’.
- Score – the quantities billed until now in the current or any other invoice of the chain grouped by item (position id)
- Progress – the new quantities that have been added grouped by item (position id)
- Total – the total quantity for this item which equals to the sum of Score and Progress

The total quantity is calculated as the sum of score and progress while the total price is calculated as the total quantity multiplied by the unit price as displayed below:

Gesamt = Stand + Zuwachs

GP = Gesamt * EP

6.7.2.3. Texts

There are three text fields available to add related to the invoice context. The ‘Start’ text is printed in the first page of the invoice, the ‘Items’ text is related to the invoice items and currently is not printed in the invoice. The ‘End’ text is printed in the last page of the invoice.

Although you can apply some basic format on the text (Bold, Italics, Strikethrough, Underline) this is not printed when the invoice is issued.

Save each text separately and before you save the invoice, otherwise texts will not be saved. Texts are copied from the previous invoice to the next within an invoice chain.

6.7.2.4. Conditions

Contract conditions, tax conditions and skonto discounts are displayed in the various sections of this view.

- Contract Conditions
  - Net Amount – It is the sum of all total prices of the invoice items that are related to the invoice.
  - Discount Percentage – A percentage set by the user in simple invoice or in the first invoice of an invoice chain. All subsequent invoices take this value from the previous invoice of the chain. In case you enter a percentage greater than 100, a warning toaster is displayed, and the field is emptied. Depending on whether the percentage is positive or negative the discount description is adapted to ‘Aufschlag’ or ‘Nachlass’ respectively.
  - Discount Amount – If the discount percentage is set, the amount is automatically calculated, and no user input is required. In case the discount percentage is empty, fill in directly the discount amount in which case the percentage is calculated. The discount amount description is adapted the same way the discount percentage does for positive and negative amounts. As with the discount percentage, after the first invoice of the chain, all subsequent invoices take this value from their previous invoice.
  - Net Amount with Conditions: It is the total net amount after contract conditions have been applied
- Tax

  - Tax Percentage – It comes prefilled by the project. Within a chain, every invoice takes this value from its previous invoice in the chain.
  - Tax Amount – It is calculated by Fakturierung, it doesn't require user input.
  - Gross Amount – It is calculated by Fakturierung, it doesn't require user input.
- Payments
  - Open Payments – The amount yet to be paid as a Net, Tax and Gross Amount.
  - Current Payments – The payments that have already been made to the invoice. Payments are listed by date.
- Terms of Payment
  - Skonto Days 1 – The number of days that the first skonto applies. It comes with the Project.
  - Skonto Date 1 – The date until which the customer can make use of the skonto discount 1. It is calculated by Fakturierung by adding to the Invoice Date the Skonto Days 1.
  - Skonto Percentage 1 – The percentage of the discount. It comes with the Project.
  - Skonto Discount 1 – The discount amount that the customer will have if they pay within the first skonto due date. It is calculated by Fakturierung on save.
  - Skonto Days 2 – The number of days that the first skonto applies. It comes with the Project, and it also can be empty.
  - Skonto Date 2 – The date until which the customer can make use of the skonto discount 2. It is calculated by Fakturierung by adding to the Invoice Date the Skonto Days 2.
  - Skonto Percentage 2 – The percentage of the discount. It comes with the Project, and it can also be empty.
  - Skonto Discount 2 – The discount amount that the customer will have if they pay within the first skonto due date. It is calculated by Fakturierung on save.

The formulas for the amounts displayed in this tab are listed below:

Net Amount = Sum of all total prices of the invoice items

Discount Percentage (given the Discount Amount) = Discount Amount / Net Amount *100

Discount Amount (given the Discount Percentage) = Net Amount * Discount Percentage / 100

Net Amount with Conditions = Net Amount + Discount Amount

Tax Amount = Net Amount with Conditions x tax rate

Gross Amount = Net Amount with Conditions + Tax Amount

Once all the fields are completed you can save the invoice. In case any of the following fields

- Invoice Number
- Invoice Date
- Net Discount Percentage
- Net Discount Amount
- Tax Amount

is empty on save, a toaster message is displayed to inform that the field is mandatory and the save action cannot be completed.

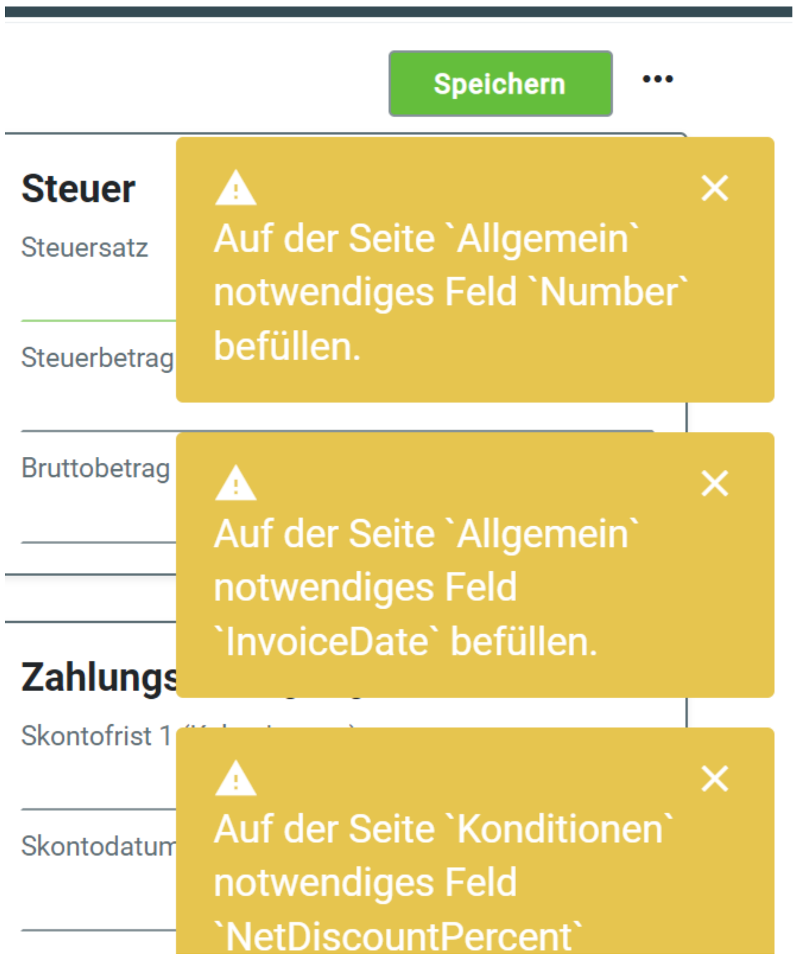

Figure 17- Mandatory fields left empty

6.7.2.5. Output

Depending on the status of the invoice and the mode you are in, the Output view may change.

An open invoice in view mode can be printed either as a test invoice by clicking the ‘VORSCHAU’ button or can be issued by clicking the ‘PDF ERSTELLEN’ button.

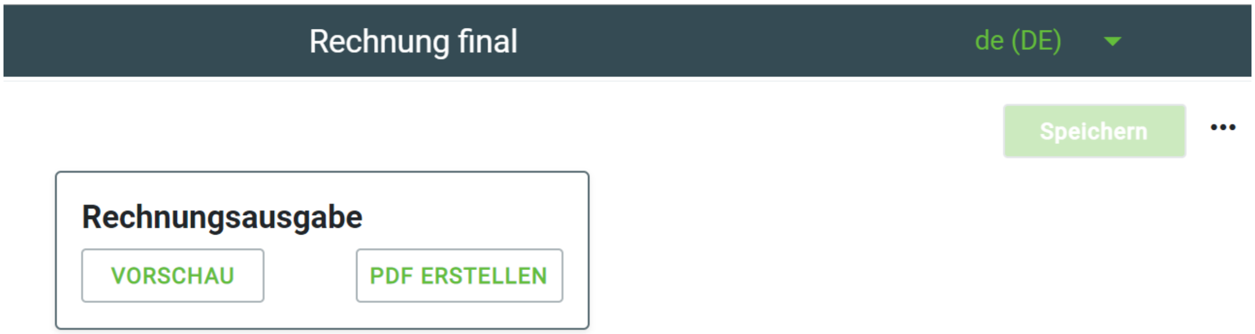

Figure 18- Open Invoice in View mode

Issuing an invoice changes its status from ‘Open’ to ‘Closed’ and the Output view is updated. A lock icon is displayed to show the status of the invoice. By clicking the ‘RECHNUNG ÖFFNEN’ button you can reopen the invoice for editing. Its status is updated to ‘Open’. The ‘PDF ANZEIGEN’ currently has no functionality.

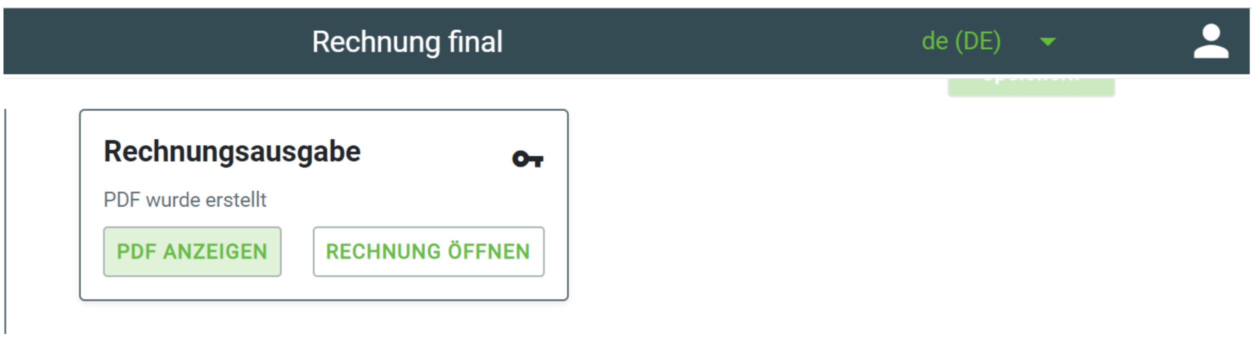

Figure 19 - Closed invoice in View mode

An invoice that doesn’t have any items assigned to it cannot be issued. If you click the ‘PDF ERSTELLEN’ button, you will get a toaster message explaining that in order to issue the invoice, it needs to have at least one item assigned.

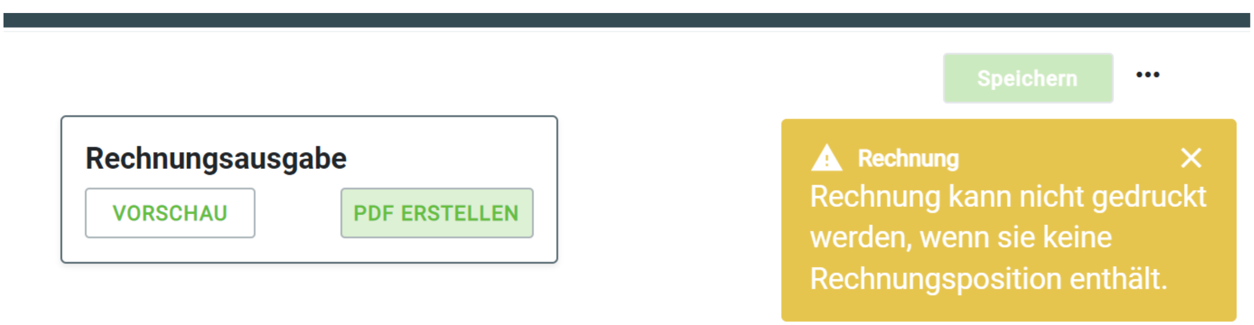

Figure 20- Print invoice with no items warning message

Open invoices in ‘Create’ or ‘Edit’ mode have the Output functionality completely disabled.

Figure 21 - Open invoice in Create/Edit mode

To navigate back to the Invoice Chain List page, click the ‘Cancel’ option of the three-dot menu on the top right corner of the Invoice page.

6.7.3. Edit Invoice

To edit an invoice, you need to open the invoice and click the three-dot menu on the top right corner of the invoice and click the ‘Edit Invoice’ option.

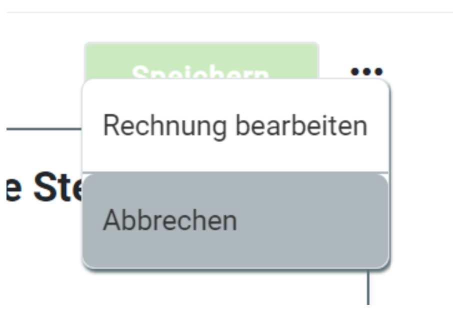

Figure 22 - Edit Invoice

Once the invoice is in ‘Edit’ mode, the ‘Save’ button is enabled along with all editable fields. Open invoices can be edited at any time. The same validations that happen while creating an invoice apply for editing as well.

6.7.4. Delete Invoice

To delete an invoice, expand an invoice chain or collection, click the three-dot menu on the top right corner of the invoice card and click the ‘Delete Invoice’ option.

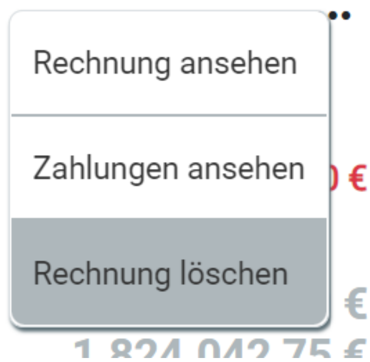

Figure 23 - Delete Invoice

Open invoices can be deleted at any time. Once an invoice is deleted, all invoice items assigned to that invoice will be deleted as well.

6.7.5. View Invoice

To view an invoice, expand the invoice chain or collection it belongs to and click either the ‘View Invoice’ option of the three-dot menu on the top right of the invoice card or double-click on the invoice card.

7.7. Invoice Items

To create invoice items and assign them to an invoice, open the invoice and navigate to the Items tab.

6.7.6. Select Quantity Determination Type

Invoice Items can be created either by the Quantity Determination service or by the Manual Quantity Determination. Click the ‘Edit Invoice’ option from the three-dot menu of the invoice to make both buttons enabled.

Figure 24 - Create Invoice Items

Depending on the quantity source you want to use, click one of the two buttons. The process is the same for both. Once the quantity determination type is selected only the respective button is enabled for invoice items creation.

6.7.7. Select Quantities

A ‘Select Quantities’ pop-up window is displayed. Quantities will appear if the available billing numbers of the default project contain quantities that haven’t been associated to the current or any other invoice.

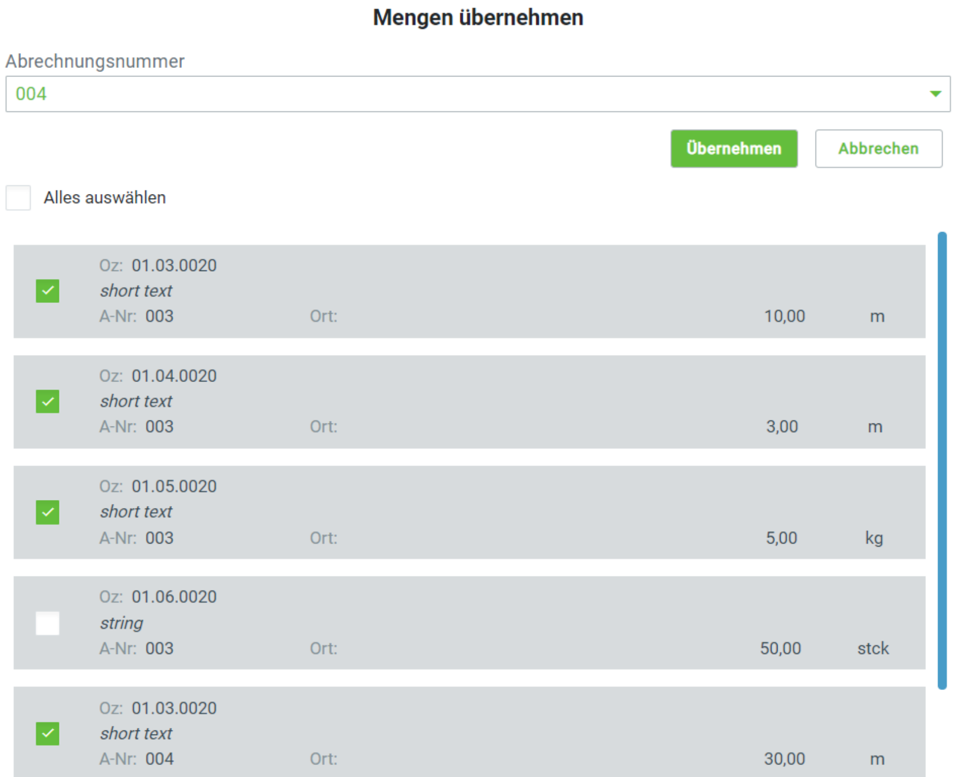

Figure 25 - Select Quantities to create invoice items

Quantities will be retrieved based on the billing number you select in the Billing Number dropdown list.

The list of quantities will contain the quantities that belong to the selected billing number and to all the previous billing numbers than the selected.

You may select all the quantities by checking the 'Select All' checkbox or select only the quantities that you want from the list.

6.7.8. Create Invoice Items

By clicking the 'Transfer' button quantities of the current invoice and all invoices in the same invoice chain are summed per invoice item as described in the section Items.

Net Amount = Sum

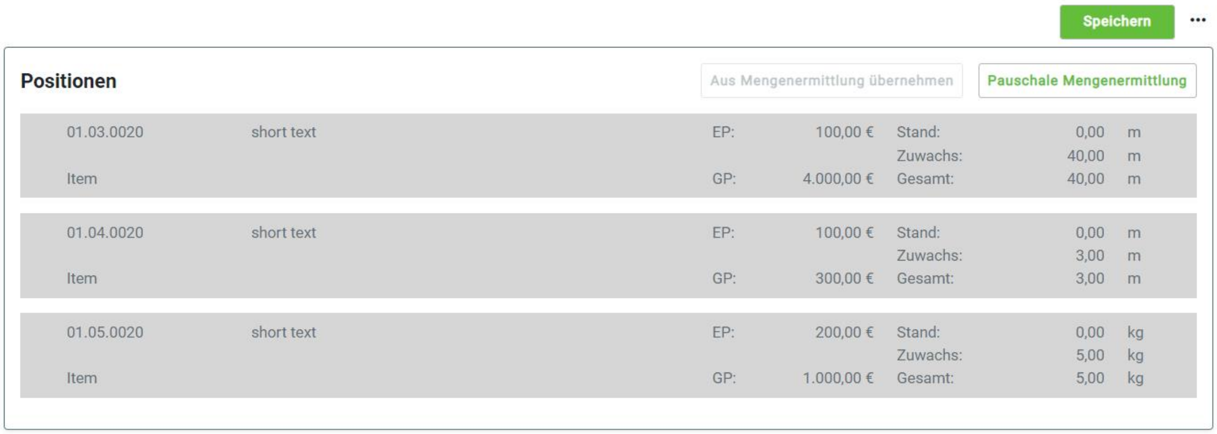

Figure 26 - Invoice Items

To save the invoice items that are displayed in the Items page, click the Save button. As displayed in the above screenshot, once the Quantity Determination Type is set, only the respective button is enabled for adding more invoice items to the invoice.

7.8. Payments

Once an invoice is issued payments can be made. To create, edit or delete a payment navigate to the respective invoice card and click the three-dot menu on the right corner of the invoice card. Click the option ‘Edit Payments’.

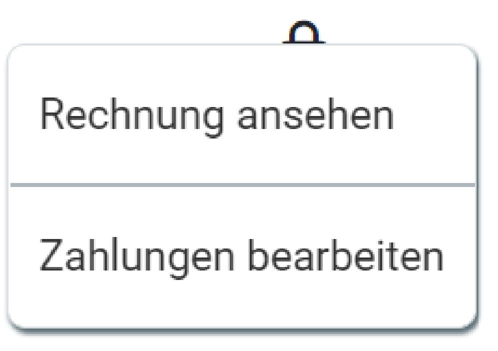

Figure 27 - Edit Payments

In case the invoice is not the last of the invoice chain, payments are only available for viewing, therefore the instead of the ‘Edit Payments’ option there is a ‘View Payments’ option in the invoice card.

6.7.9. View Payment

Once the ‘Edit Payments’ option is clicked a pop-window is displayed where you can view all the payments that have been made for this invoice. Payments are displayed in chronological ordered, with the most recent being displayed first on the list. The net, tax and gross amount of the payment is displayed for every payment in the list.

Figure 28 - View Payments of last invoice

In case the invoice is not the last closed invoice in the chain, the ‘New Payment’ button and the three-dot menu of each payment are not available, and payments can only be viewed.

Figure 29 - Payments list that cannot be edited

6.7.10. Create Payment

Click the ‘New Payment’ button to create a new payment.

Figure 30 - Edit Payments

A ‘New Payment’ pop-up window is displayed. The following information is displayed:

- Date – The current date is prefilled. The date can be edited by the date picker that is provided
- Gross amount – The gross amount to be paid, it must be greater than 0.
- Tax amount – The tax amount to be paid
- Net amount – The net amount to be paid

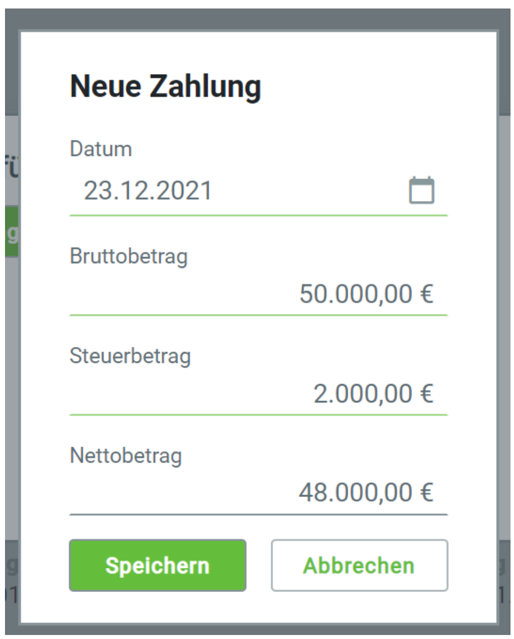

Figure 31 - Create new payment

Once the gross and net amount are filled in, the ‘Save’ button becomes enabled. Click ‘Save’ to save the new payment.

6.7.11. Edit Payment

To edit a payment, click the 'Edit Payment' option in the three-dot menu of the listed payment you want to edit.

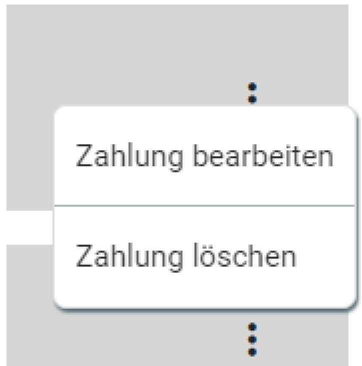

Figure 32 - Edit Payment

An 'Edit Payment' pop-up window is displayed where you can edit the properties of the payment. The same validations regarding the gross amount apply in edit as in create.

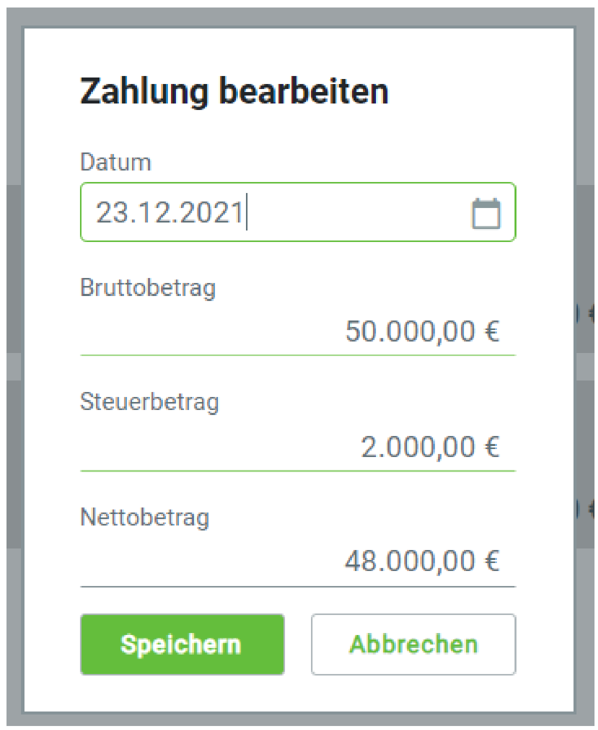

Figure 33 - Edit Payment

6.7.12. Delete Payment

To delete a payment, click the 'Delete Payment' option of three-dot menu. A pop-up window is displayed asking whether you are certain about the deletion. Click the 'Yes' button to delete the payment or the ‘No’ to discard the deletion. Once the payment is deleted, it is eliminated from the payments list.

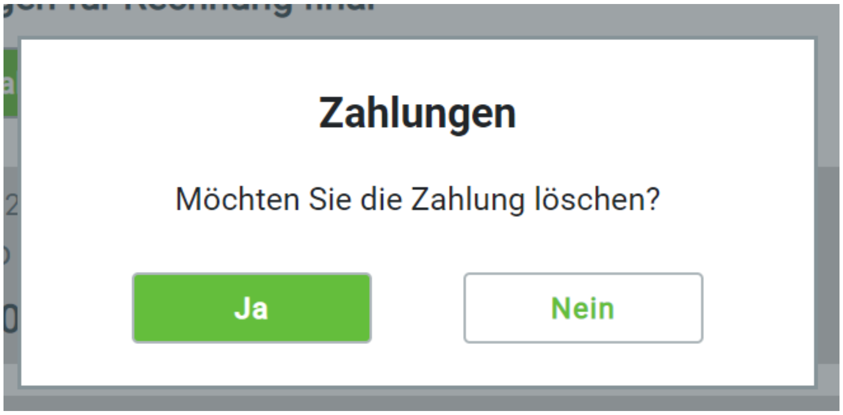

Figure 34 - Delete Payment

7. Invoice

To create a simple invoice, you can directly go to the navigation bar and click the ‘Invoice’ option. You will be redirected to the Create Invoice page where the Invoice Type option will be set to ‘Simple Invoice’. The invoice creation is described in detail in the section 6.7.2 Create Invoice.

8. Projects

Remark: the Projects menu is under construction caused by PDS changes – you will not have to load projects to Fakturierung in the future.

The first thing to setup once you are logged in to Fakturierung is to load all the projects you are allowed to work with and to set the default project. In order to do that, open the navigation bar and click the ‘Projects’ menu. You are redirected to the Projects page which is empty the first time you are logged in the system. Click the ‘Load more projects’ button to download the projects you want to work with.

Figure 35- Load more projects

You are redirected to the ‘Select Projects’ page where a list with all the eligible projects is displayed.

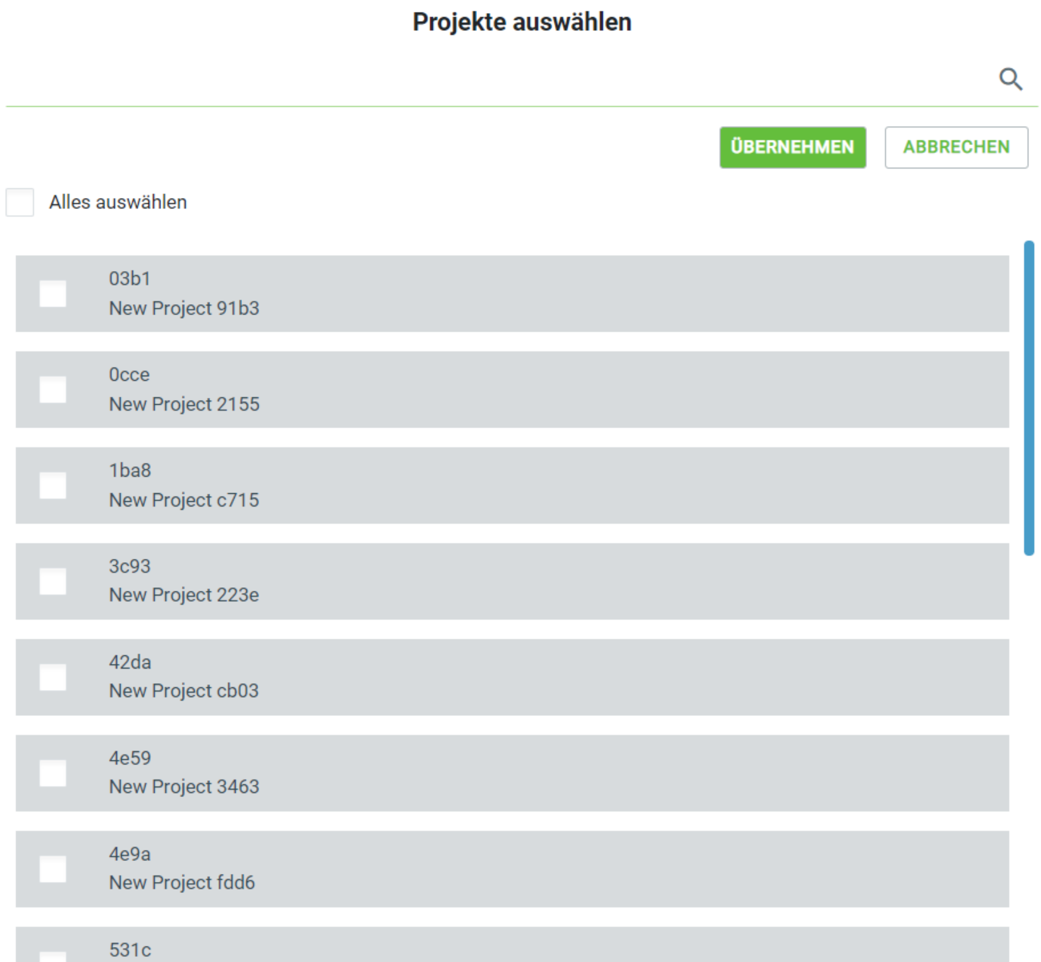

Figure 36- Select Projects

6.1 Search Projects

To find projects you may type the Project Number or the Project Name of the project you are looking for and click the Search Icon or click Enter in your keyboard. Only the projects that match the search criteria will be displayed in the list.

In the below screenshots you can see the result set that is displayed when the search criteria are:

a) Existing Project Number
b) Existing Project Name
c) Search term that doesn't exist in the list

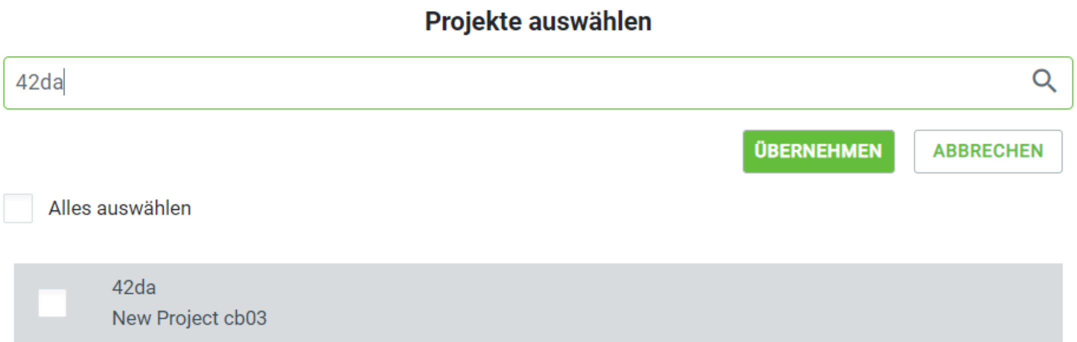

Figure 37- a) Search by Project Number

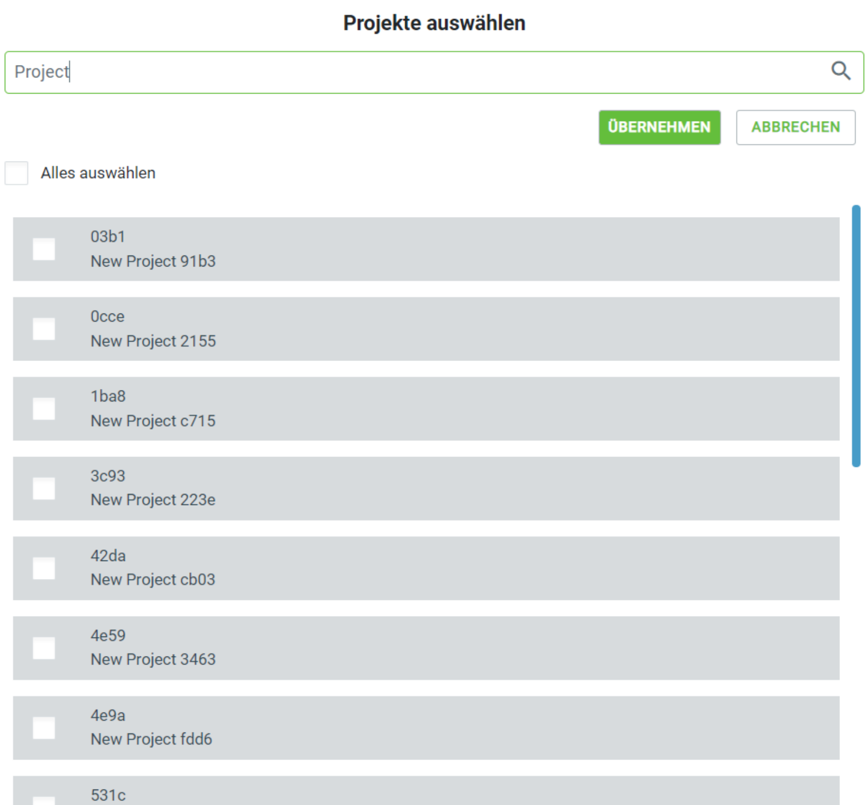

Figure 38- b) Search by Project Name

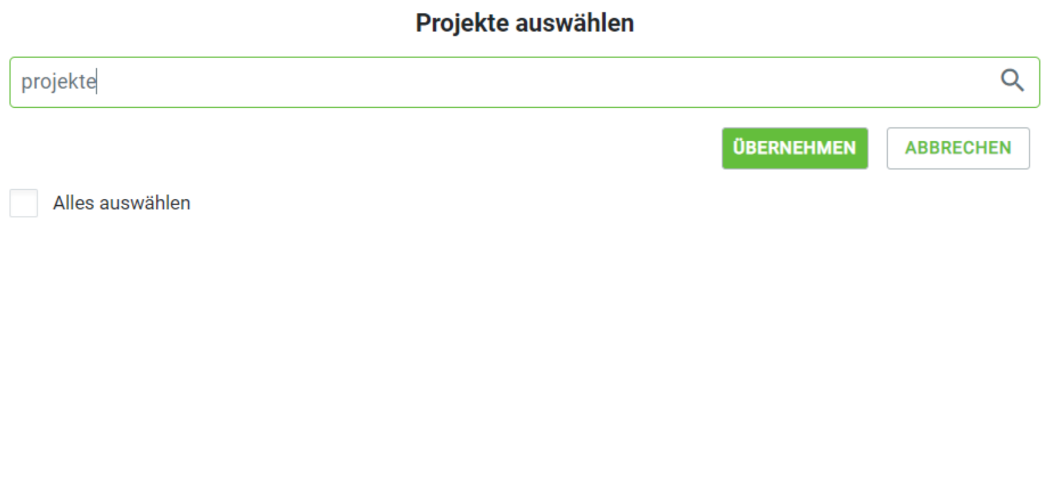

Figure 39- c) Search by term that doesn't exist in the list

In order to retrieve the original list, clear the search term from the search field and click the Search icon, this will display the original list with all the eligible projects to the user.

6.2. Select Projects

Every project in the list can be selected by checking the checkbox in front of its Project Number and Project Name. The 'Select All' checkbox selects all the displayed projects of the list.

6.3 Transfer Projects

After having selected all the projects you want to load by checking their checkboxes respectively, click the 'Transfer' button to load them to the available projects view. As soon as the button is clicked you will be redirected to the first view where all the transferred projects will be displayed.

6.4 Set Default

In the Projects list click any of the displayed projects to set it as default. The selected as default project is turned green and is also displayed on the top of the list along with a tick sign and the label Standard. Once you set a project as default, you can only change the default selection by clicking on another project, but you cannot deselect the default project, as Fakturierung requires that there is always a project set as default.

9. Manual Quantity Determination

In order to determine quantity entries manually, you need to set the default project first as described in section 6.4 Set Default. Then, you can navigate to the 'Manual Quantity Determination' page by clicking the respective menu option of the navigation bar.

9.1. Overview

In the Overview page you can view all the billing numbers and the quantities that are assigned to them. The list is ordered by billing number and the following information is displayed for each billing number record:

- Billing Number
- Create Date of the Billing Number
- Number of determined items

Figure 40 - Manual Quantities Overview

Every record of the list, except for the last, has a lock icon, which means that the quantities have been determined and are ready to be added to an invoice. These quantities have an arrow icon which is clickable and allows you to view the items that have been added to the specific billing number.

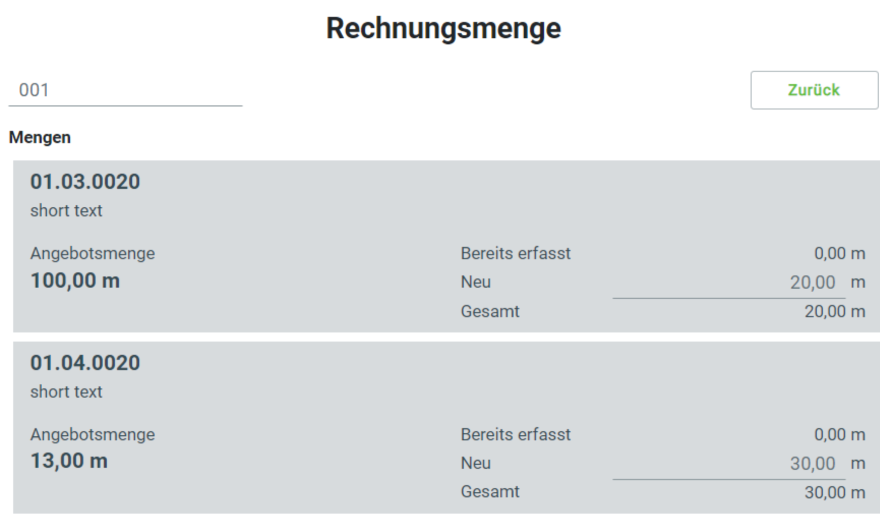

Figure 41 - View Items of Locked Billing Number

To navigate back to the 'Overview' page click the 'Back' button.

The last record of the list is still in progress and can be edited if you click the pencil icon. Clicking the edit icon, will redirect you to the 'Invoice Quantity' view, where the 'New Quantity' fields are now editable.

9.1.1. Create Billing Number

To create a new billing number and determine item quantities, click the plus icon on the bottom of the page. A new view 'New Invoice Quantity' is displayed. The billing number is set automatically to the next available three-digit billing number. You can change the billing number to a greater number but not to a lower than the already existing.

To create a new invoice quantity for the specified billing number, click the plus icon.

9.2. Select Item

In the 'Select Item' view for the specified billing number, you can see a list of item quantities that are connected to the default project, and they are available for determination. For every item in the list the following information is displayed:

- Ordering Number – the ordering number of the item.
- Short Text - a short description of the item.
- Offer Quantity – the quantity that was originally estimated in the offer followed by the quantity unit.

9.2.1. Search Items

Use the search field to search for items either by ordering number or by short text. To retrieve the entire list, clear the search field and click the search icon or press Enter. Searching by a term that doesn't exist will retrieve an empty list.

Figure 42 - Select Items

9.2.2. Check Items

To select the items for which you want to determine new quantities, check the checkbox in front of each item.

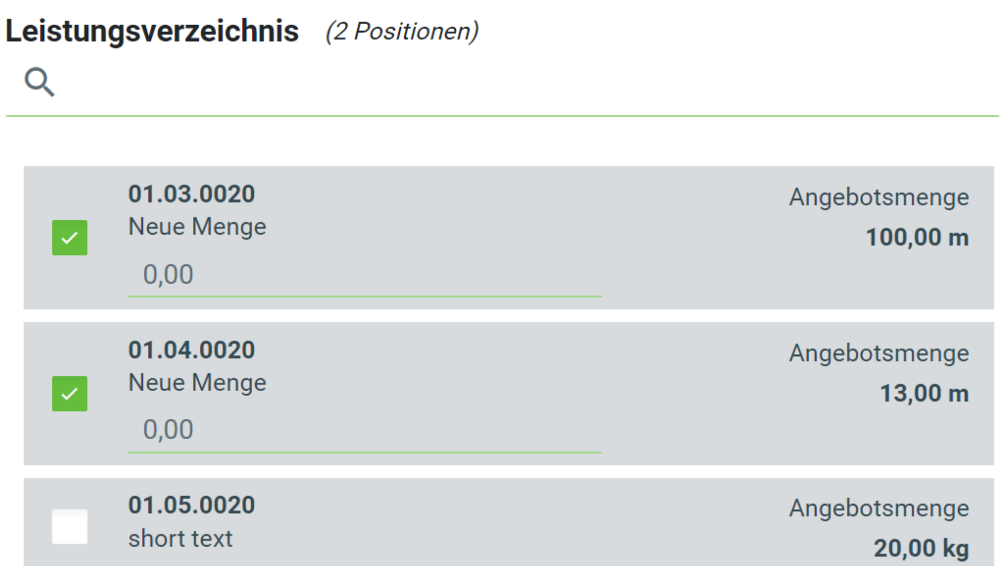

Figure 43 - Select items

Once items are selected the item counter on the top of the list is updated accordingly. The short text is eliminated, and the ‘New Quantity’ text field is displayed. You can either set the new quantities at this point or click the ‘Transfer’ button and set quantities in the ‘New Invoice Quantity’ view.

9.3. Create New Invoice Quantity

While you are on this view, all the items for which you want to determine the new quantities have been transferred. Each item of the list displays the following information:

- Ordering number – the ordering number of the item.
- Short text – a short description of the item.
- Offer quantity - the quantity that was originally estimated in the offer followed by the quantity unit.
- Recorded Quantity – the quantity that is already recorded for this item.
- New Quantity – the quantity that will be entered.
- Total Quantity – the sum of the Recorded and New Quantity.

Enter the new quantities, if they haven’t been entered in the ‘Select Items’ view and click Save. The quantities are saved, and you are redirected to the ‘Invoice Quantities’ view where you can edit or delete a determined quantity or add a new one.

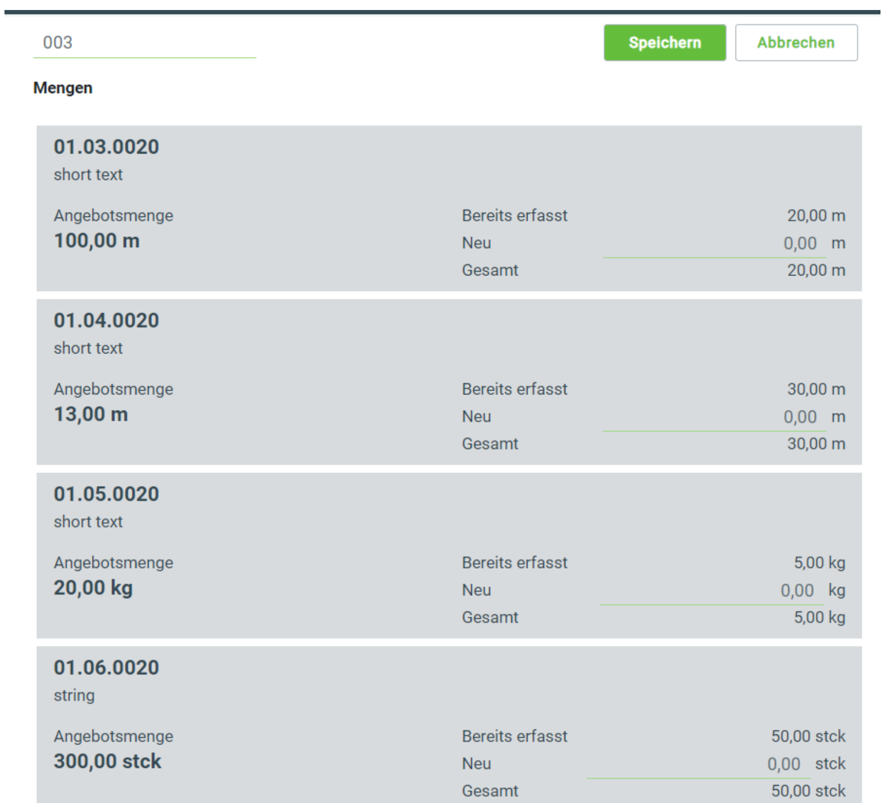

Figure 44 - New Invoice Quantity

9.4. Edit Invoice Quantities

Only the quantities of the last billing number are open for editing. Click the pencil button of the last billing number to navigate to the 'Invoice Quantity' view. Update the existing quantities or click the plus icon to add a new item quantity to the billing number as described in section Create New Invoice Quantity

9.5. Delete Invoice Quantities

As with editing, deleting a determined quantity is only allowed for the last billing number's quantities. Navigate to 'Invoice Quantity' through the pencil icon of the last billing number record and set the 'New Quantity' field of the quantity item you want to delete to 0 and click 'Save'.

This action will eliminate the quantity from the list, while the position counter of the billing number in the 'Overview' page will be decreased as per the deleted quantities.