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]project-open[V3.0 Finance User Guide

Klaus Hofeditz and Frank Bergmann, V1.3.1, 16.8.2005

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1 About this Document

1.1Version

Version: 1.3.1, 16.8.2005 Author: Klaus Hofeditz and Frank Bergmann Status: Advanced Draft

1.2 Scope

This manual describes how to use the financial management functionality of **]project-open[** such as issuing invoices, quotes and purchase orders.

1.3 Audience

This manual is written for senior managers and accountants. We assume that you have basic computer skills. However, we do not assume that you have any previous accounting or financial skills.

2 About Financial Management

The financial management modules of **]project-open[** are specially designed to satisfy the needs of small and medium enterprises (SME's) in service and project-oriented sectors. **]po[** financial management is not suitable for enterprises oriented towards the production of physical goods. It does not contain a fully-fledged general ledger module.

]po[financial management instead focuses on ease of use and "management accounting", which includes the capability to quickly see whether a project or customer is generating benefits or losses.

However, general ledger applications can be *integrated* with **]project-open[** using special export modules that allow mapping **]po[** financial documents to country and industry specific accounting frames.

3 Issuing My First Invoice

This chapter will briefly guide you through the process of generating your first invoice.

3.1 Locating a Sample Project

Invoices are frequently associated with **]po[** Business Objects such as project, customers, providers, users, etc.

To complete the following steps you need to locate a sample project where you have full read and write permissions. In the case of the **]project-open[** "preconfigured" installation, please log in as "Ben Bigboss", go to the "Projects" tab and select the "Iteligent Software L10n" ("2004_0012") project from the list of projects. Within the project, please select the "Finance" tab to see the projects' list of financial documents.

Project	Open				Adm	i <u>sers online</u> min: Ben Bigboss g.Out <u>Change Password</u>
<u>Home Forum</u> Project: Itelligent		jects		<u>anies Fina</u> nmary <mark>File</mark>		Main Site : Project/Open Core : One proj
	Financial Docur	nent	s			Administration Links
Document	Company		Due	Amount	Paid	New Customer Invoice from scratc New Customer Invoice from Quote New Translation Invoice
Customer Invoic	е					 New Quote from scratch
2005 03 0004	ABC Translation	20	05-04-01	3561.347 EUR		New Translation Quote New Provider Bill from scratch
Quote		_			_	 New Provider Bill from Purchase Order
2005 03 0005	ABC Translation	20	05-03-02	3561.347 EUR		New Purchase Order from scratch
Provider Bill						
2005 03 0006a	Freelance Angelique Picard	20	05-05-01	717.601 EUR		
2005 03 0002	Office World	20	05-03-31	123.000 EUR		
Purchase Order						
005 03 0006	Freelance Angelique Picard	20	05-05-01	717.601 EUR		
'imesheet Cost						
:005_03_02_Laura .ang	Tigerpond Internal	20	105-03-02	198.000 EUR		
:005_02_28_Laura .ang	Tigerpond Internal	20	105-02-28	198.000 EUR		
	ç	tumr	narv			
Re	al Costs			Prelimi	narv	Costs
ustomer Invoices	3561,347 8	UR	Ouotes			3561.347 EUR
rovider Bills	- 840.601 8		Purchase	orders		- 717.601 EUR
imesheet Costs	- 396.000 E	EUR				
irand Total	2324.746 E	IIR	Grand T	otal		2843.746 EUR

Figure 1: The financial summary of project "Iteligent Software Localization"

3.2 Creating a new "Customer Invoice"

Let's assume we want to send the customer an additional invoice for some extra work on the project. From the "Administrative Links" please select "New Customer Invoice From Scratch" to start a new invoice. A new page will appear where we can fill in some invoice details:

New Customer Invoice - Mo	zilla Firefox							_ 🗆 ×		
<u>Eile E</u> dit <u>V</u> iew <u>G</u> o <u>B</u> ookma	arks <u>T</u> ools <u>H</u> elp									
	New Customer Invoice									
New Customer Invoice										
<u>Cust</u>	omers Finance Home	Provider:	<u>New Tra</u>	ns In	voice	<u>All Costs</u>	Repea	<u>ting Costs</u>		
Customer I	Invoice Data				Compa	ny				
Customer Invoice nr.:	2005_03_0024	Customer	ABC Trans	lation		-				
Customer Invoice date:	2005-03-15		Additions							
Payment terms	30 days		email fro 13th.	m Ca	arlos Cu	istomer	on Febr	uary		
Payment Method	Cheque EUR 💌	Note:	1							
Customer Invoice template:	invoice-english.adp 💌									
Customer Invoice status	Created 💌									
Customer Invoice type	Customer Invoice									
Line De	scription		Туре		Units	UON	1	Rate		
1 Extra Functional Te	sting Efforts	Localizatio	on	-	16	Hour	• 35	EUR 💌		
		- Please :	select –	-	0	Hour	• 0	EUR 💌		
		- Please :	select –	-	0	Hour	- 0	EUR -		
		,					VAT	0 %		
							TAX			
						N	ew Custon	ner Invoice		
Comments? Contact: <u>frank.t</u>	bergmann@project-open.con	<u>n</u>								

Figure 2: Creating a new invoice from scratch

After pressing "New Customer Invoice" we get transferred to view the newly generated invoice:

Ӱ One Customer Invoice - Mozilla	Firefox					
Eile Edit View Go Bookmarks	<u>T</u> ools <u>H</u> elp				1	
Project/Op	Offices Projects	Companies	<u>1 user online</u> Admin: Ben Bigb Log Out Chang Finance Main Site	<u>e Password</u> : Project/Open In	voices : Finance	
	Unices Projects	companies	<u>rmance</u>	: One C	ustomer Invoice	
One Customer Invoice <u>Customers</u>	Finance Home	Providers N	lew Trans Invoice	<u>All Costs</u> <u>Repe</u>	<u>ating Costs</u>	
Related Projects Itelligent Software L10n Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" Itelligent Software L10n Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" Itelligent Software L10n Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" Add a Project Del	Related Paymen No payments four Add a Payment	nd • Previ				
Custome	r Invoice Data			Recipient		
Customer Invoice nr.:.:	2005_03_0024		Company name	ABC Translation		
Customer Invoice date::	2005-03-15		VAT	18039771C		
Customer Invoice due date:	2005-04-14		Contact	Antonio Salas		
Payment terms	30 days date of	invoice	Adress	Tunastraße 12		
Payment Method	Cheque EUR		Zip	5123		
Customer Invoice template:	invoice-english.	adp	Country	Switzerland		
Customer Invoice type:	Customer Invoi	ce	Phone	+41 51 376 60 60		
Customer Invoice status:	Created)	
		Edit	Email	antonio_salas@at	c.com	
Description	Otv. Unit	Rate	Yr. Job / P.O. No	. Our Ref.	Amount	
Extra Functional Testing Efforts	16.0 Hour	35.000 EUR			560.00 EUR	
Excertanoconar rosang Erroro	2010 11001	001000 2011		Subtotal	560.00 EUR	
				VAT: 0%	0 EUR	
				Total Due	560.00 EUR	
Payment Terms:			id after 2005-04-14.			
Payment Method:		payable to comp				
Note:		ng effort accordi Carlos Custome				
Comments? Contact: frank.berg	mann@project-open.co	om				

Figure 3: Viewing the newly generated invoice

We can see that the new invoice has been automatically associated with the "Iteligent Software L10n" project. Also, we can see that the system has automatically taken the contact information of the customer "ABC Translations" on the right hand side. Now please click on the "Preview" link in the "Administrative Links" section to preview the print layout of the invoice:

Project/O	pen			your any	ect/Open projects online- time, anywhere project-open.com
Client Details Company ABC Translatior Address Tunastraße 12 Zip/City 5123 Basel Country Switzerland Phone +41 51 376 60 Fax +41 51 376 60	60	Zip/City 08 Country Sp Phone +3 Fax +3	oject/Open onda Sant Anto 2011 Barcelona	Ə	
nvoice No. 2005_03_00 Description	24 Oty. Unit	Rate Yr.]	lob / P.O. No.	Our Dof	Amount
Extra Functional Testing Effor			007 P.O. NO.	our ker.	560.00 EUR
				Subtotal	560.00 EUR
				VAT: 0%	0 EUR
				Total Due	560.00 EUR
Payment Terms:	This invoice is p	ast due if unpa	id after 2005-04-	14.	
Payment Method:	Check in EUR p	ayable to comp	any		
Note:) effort according irlos Customer on			

Figure 4: Invoice preview

This preview is based on the default **]project-open[** invoice template of the demo system. Please ask your system administrator to customize the template to your corporate design and style. Please see the "**]project-open[** Configuration Guide" for more details on invoice template customization or contact us.

3.3 Printing the Invoice

You can print your new invoice using the "Print" command of your normal web browser. Please disable page headers and footers in the "Print Setup" page of your browser. Also, you can use this setup to print to a PDF file if you install a "PDF printer" such as Adobe Acrobat.

Printing from within a web browser is a comfortable and easy solution for generating invoices. However, some companies may need to print on a different medium or need to comply with requirements that cannot met by printing from a web browser. In this case, please contact us for further alternatives.

3.4 Modifying the Invoices

To modify the original invoice please go back to the invoice view page (using the "Back" button of your web browser) and press "Edit". You will be transferred back to the invoice edit screen where you can add/remove lines, etc.

3.5 Viewing the Updated Project

To see how the project financial status has changed, please go back to the invoice view page and click on the "Iteligent Software L10n" link. This link leads you back to the projects finance page, which will show the updated list of documents and an update financial summary.

3.6 Viewing Accounts Receivables

To see the list of currently open invoices please select the "Finance" tab of the main menu (not the project's "Finance" tab) and select the "Customers" tab from the submenu. Your new invoice appears at the top of the list of invoices with a status "Created".

List of Quote -	Mozilla Firef	DX						⊐l×l			
<u>Eile E</u> dit <u>V</u> iew	<u>G</u> o <u>B</u> ookm	arks <u>T</u> ools	Help					-			
Project/Open											
Financial Do	cuments						Docament				
Filter Documents New Company Documents Document Status: Created • New Customer Invoice from Suratch • New Customer Invoice from Quote • New Customer Invoice from Quote • New Quote from Suratch • New Quote from Stratch • New Quote from Stratch • New Quote from Stratch • New Quote from Stratch • New Translation Duote											
<u>Custom</u>	and the second second	<u>nce Home</u> <u>b c d e f</u>	<u>Providers</u> <u>g h i i k l</u>	<u>New Trans</u> <u>m n o p</u>	A CARDY IN CARDY AND A		ating Costs				
Document #	Type	<u>Provider</u>	<u>Customer</u>	<u>Due Date</u>	<u>Amount</u>	Paid Status	Del				
2005 03 0024	Customer Invoice	<u>Tigerpond</u> Internal	ABC Translation	2005-04-14	560.00 EUR	Created	· 「				
<u>2005 03 0023</u>	Quote	<u>Tigerpond</u> Internal	A Client	2005-04-13	2,000.00 EUR	Created	•				
<u>2005 03 0022</u>	Quote	<u>Tigerpond</u> Internal	<u>Hannes heini</u>	2005-04-11	5,882.00 EUR	Created	·				
<u>2005 03 0021</u>	Quote	<u>Tigerpond</u> Internal	<u>Hannes heini</u>	2005-04-10	900.00 EUR	Created	•				
<u>2005 03 0018</u>	Customer Invoice	<u>Tigerpond</u> Internal	<u>Hannes heini</u>	2005-04-10	2.00 EUR	Created	•				
<u>2005 03 0017</u>	Customer Invoice	<u>Tigerpond</u> Internal	<u>Hannes heini</u>	2005-04-09	.00 EUR	Created					
<u>2005 03 0016</u>	Quote	<u>Tigerpond</u> Internal	<u>Browne</u> Brossels	2005-03-03	141.92 FUR	Created	- -	-			

Figure 5: Accounts receivable

In this page you can track unpaid invoices. Their "Due Date" field is turning red when they have not been paid after the due date, as you can observe with invoice 2005_03_0016 at the end of the figure above.

3.7 Register a payment

To register a payment for an invoice please go to the invoice view page (click on the link "2005_03_0024") and press the "Add a Payment" button (see figure 3).

😻 New payment - Mozilla Firefox	
<u>File Edit View Go Bookmarks Tools H</u> elp	0
Project/Open	ange Password
Home Forum Users Offices Projects Companies Finance	Main Site : Project/Open Payments : New payment
New payment	
Customers Finance Home Providers New Trans Invoice All	Costs Repeating Costs
Payment Details	
Cost Name 2005 03 0024	
Amount 560.00 EUR	
Received 2005-03-15	
Payment Type Bank Transfer	
Note	
Add payment	
Comments? Contact: frank.bergmann@project-open.com	•

The dialog above will appear that allows you to enter payment information.

3.8 Closing the Invoice

To close the invoice, you need to change its state to "paid" manually, by setting the drop-down box to "Paid" for this project and pressing "Update" (in figure 5, "Accounts Receivable"). This manual mode of operations allows full control over the state of payments, which is necessary to deal with unusual situations and exceptions.

4 Understanding Cost Classification

The classification of costs in **]project-open[** is based on a matrix structure of cost centers and projects:

• "Horizontally" according to projects:

"Vertically" according to cost centers:

Costs are classified according to projects or subprojects, allowing specifying the project tasks being executed. This allows calculating profit & loss on the project level. These projects normally represent the "Profit Centers" of companies in the service sectors.

Costs are classified according to project phases and cost types. This classification

allows analyzing the distribution of costs within a project. Client Providen A snen a nage X 挭 Operations Manager Manager 2 Project À X X ŋ Project Project Mán. В £ H Project rojec Man

Figure 6: Horizontal and Vertical Classification

Note: Vertical classification of costs is going to be available in summer 2005.

4.1 Classifying Costs by Project

Projects can contains subprojects and these subprojects can contain other subprojects, providing a project hierarchy that can be nested to any arbitrary level. The management of these projects is explained in the "**]project-open[** Project Managers Guide".

The financial status of a project consists of the sum of its financial items plus the sum of the financial items of all of its subprojects.

4.2 Classifying Costs by Cost Centers

Cost centers frequently correspond to departments or subdivisions of departments. The figure below shows a typical structure of departments (blue) and cost centers (below the departments).



Figure 7: Some default Cost Centers defined in by Project/Open

You can view and modify the cost center hierarchy in "Finance" / "Cost Centers". Cost Classification according to cost centers will be available in fall 2005.

5 Understanding Financial Items

In this chapter we are going to present a more detailed picture of the financial model of **]project-open[**.



Figure 8: Types of financial items

Figure 8 above shows a summary of all "Financial Items":

- Customer Invoices, Provider Invoices, Quotes and Purchase Orders are called "financial documents".
- Timesheet costs are costs generated by employees based on the number of hours dedicated to a project, multiplied by a fixed "internal cost" rate for the employee.
- Travel costs are collected by a separate **]project-open[** module that is going to be available in fall 2005.

The financial model behind this hierarchy consists of incorporating all corporate costs other then providers into the "Internal Cost" timesheet rate for each employee. The table below shows an example.

This model of incorporating all costs in the "Internal Costs" of an employee is probably one of the easiest options for management accounting. Also, it fits to the internal management structures of small and medium service companies of 2-200 employees. Please contact us if you would need to use a different model of management accounting.

	Monthly Costs	Productive %	Cost of Service	••••		Hours/I Month	
Productive Employees							
System Administrator	€3.380,0	50%	€1.690,0	€1.507€	3.197	120	€26,6
Barbara Breimann	€1.414,0	100%	€1.414,0	€1.261€	2.675	120	€22,3
Carlos Codificador	€2.750,0	100%	€2.750,0	€2.452€	5.202	120	€43,4
Laura Languagelead	€1.813,0	100%	€1.813,0	€1.617€	3.430	120	€28,6
Larry Littleboss	€3.080,0	100%	€3.080,0	€2.747€	5.827	120	€48,6
Jens Monien-Manager	€3.800,0	100%	€3.800,0	€3.389€	7.189	120	€59,9
Petra Projectmanager	€1.540,0	100%	€1.540,0	€1.373€	2.913	120	€24,3
Tamara Translator	€1.430,0	100%	€1.430,0	€1.275€	2.705	120	€22,5
Toni Translator	€1.870,0	100%	€1.870,0	€1.668€	3.538	120	€29,5
		Productive Sum	€19.387,0	T			
Improductive Employees	5						
Andrew Accounting	€2.890,0	100%	€2.890,0				
System Administrator	€3.380,0	50%	€1.690,0				
Ben Bigboss	€3.850,0	100%	€3.850,0				
Samuel Salesmanager	€4.070,0	100%	€4.070,0				
Sally Sales	€2.730,0	100%	€2.730 ,0	▶			
	ι	Inproductive Sum	€15.230,0	€ 17.288,0			
Other				/			
Rent			€1.200,0				
Internet			€280,0 /	/			
Electricity			€35,0/				
Telephone			€543,0				
		Other Sum	€2.058,0				

Monthly Costs	= Salary + Social security + Insurance + Fancy car + Other				
Productive %	% Of productive time. Sales and administrative personal are not "productive" (in the sense of actively participating in projects)				
Cost of Service	Monthly costs multiplied with productivity				
Common Cost Share	The proportional part of the common costs (unproductive employees and other costs)				
Total Cost	= Cost of Service + Common Cost Share				
Hours per Month	The number of net hours per month worked productively by the employee during the year. This number takes care of sickness, vacation, training etc. This number has to be adjusted to the average number of hours worked in average in the past.				
Internal Cost	Internal cost rate to be used to calculate the timesheet cost of an employee. Effectively, all company costs are included in this cost per employee				

The values for "Internal Cost" are maintained in the "Employee Information" component of each employee. To get there, please select the "Users" main tab, select the "Employees" sub tab and select one employee (for example "Ben Bigboss"). The "Employee Information" box is located at the lower left hand part of the screen.

6 Generating Financial Documents

The generation of financial documents (Customer Invoice, Provider Invoice, Quote, Purchase Order) represents a considerable administrative effort in many companies. **]project-open[** therefore provides a number of ways to accelerate this process by taking advantage of already existing information such as customer and provider addresses and already existing quotes or purchase orders.

Also, **]project-open[** provides specific modules to generate financial documents from the translation workflow module **]project-translation[** and from timesheet management (**]project-consulting[**).

6.1 Generating Documents "From Scratch"

The easiest way to generate a financial document is "from scratch" as shown in Chapter 3. Generation "from scratch" allows you to manually edit one or more "invoice lines" manually and to select Description, Activity Type, # of Units, Unit of Measure and Rate. You can optionally use the Line field to change the order of invoice lines.

😻 New Customer Invoice - Moz	tilla Firefox									
<u>Eile E</u> dit <u>V</u> iew <u>G</u> o <u>B</u> ookma	rks <u>T</u> ools <u>H</u> elp									
Project/Open Admin: Ben Bigboss Log Out Change Password Home Forum Users Offices Projects Companies Finance Main Site : Project/Open Invoices : Finance : New Customer Invoice										
New Customer Invoice										
Custo	omers Finance Home	Providers	New Trans	Invoice	All Costs	Repeating Costs				
Customer II	nvoice Data			Comp	any					
Customer Invoice nr.:	2005_03_0024	Customer	ABC Translati	on	•					
Customer Invoice date:	2005-03-15					cording to the				
Payment terms	30 days		email from 13th.	Carlos C	ustomer o	n February				
Payment Method	Cheque EUR 💌	Note:	13011.							
Customer Invoice template:	invoice-english.adp 💌									
Customer Invoice status	Created 💌									
Customer Invoice type	Customer Invoice 🔹									
Line Des	scription		Туре	Units	UOM	Rate				
1 Extra Functional Tes	sting Efforts	Localizatio	n 🗖	16	Hour	• 35 EUR •				
		– Please s	elect-	0	Hour	• 0 EUR •				
		– Please s	elect -	1 0	Hour					
·						VAT 0 %				
						TAX 0 %				
					Nev	v Customer Invoice				
Comments? Contact: <u>frank.b</u>	ergmann@project-open.com	L								

Figure 10: Creating a financial document from scratch

Additionally, you need to specify several fields in the header of the document:

- The **document number** is automatically generated by the system in order to generate a continuous sequence of number, composed by year, month and a current number per month (YYYY_MM_NNNN). You can manually modify this document number. However, you can not have two invoices with the same number.
- **Document date** is the date of issuing the document. The field by default shows the current date, but you can manually modify it.
- **Payment terms:** Specifies the number of days until payment is requested (invoices only).
- **Payment method**: Allows you to select a predefined payment method from a list. The list of payment methods can be modified by a system administrator using the "Admin" / "Categories" maintenance pages (see Configuration Guide).

- **Payment Template**: Allows you to select a printing template from a predefined list of options. This list can be modified by a system administrator (see Configuration Guide)
- Document Status: Allows you to remember whether a document has been "created" or "paid".
- **Document Type**: Lets you select the type of financial document that you want to create:
- Customer Invoices
- Provider Invoice
- Quote
- Purchase Order
- **Customer** (Customer Invoice or Quote) or **Provider** (Provider Invoice or Purchase Order) lets you select the target company. The system will automatically take the company contact information from the "Companies" section.
- **VAT**: Allows you to specify added value tax to be added to the invoiced amount. The VAT amount is not considered when calculating profit & loss.
- **Tax**: In some countries you may need to add or subtract a tax to or from your invoice amount. The Tax amount is not considered when calculating profit & loss.

6.2 Associating a Document With a Project

Once the document is generated from scratch, you can associate it with a project so that it appears in the project's profit & loss calculation.

NOTE: One document can be associated with more then one project (for business that have to invoice many small projects). In this case, the invoice amount is divided in equal parts between the projects. Please generate multiple documents if you need to distribute the invoice amount in a different way.

6.3 Generating Documents from Other Documents

The process of generating an "Customer invoice from quote" and a "Provider invoice from purchase order" is similar to generating documents from scratch.

The difference is that the values of the original document are taken as a blueprint for the new document. However, you can modify all values manually, just as when generating a document "from scratch".

7 Timesheet Costs

Timesheet cost items are generated when employees are logging their hours. The timesheet cost items are calculated as:

Number of Hours * Internal Cost per Hour

The "Internal Cost per Hour" is defined in the "Employee Information" component on each user's screen ("Users" / "Employees" / select an employee).

8 Profit & Loss

]project-translation[V3.0 supports the calculation of profit and loss on a per project level. The figure below shows P&L for a sample project:

e edt view so ec Project/(ookmarks Iools Help			ser online		
riojeciv	Jhen			eAdmin: Sys 2 Out I Chan	tem Administrator ge Password	
	-					
	Isers Offices Project	<u>s</u> <u>Compa</u>	<u>nies Finan</u>	<u>ce</u> <u>Help</u>	Admin	
Project: Itelligent S	oftware L10n					
			Summa	ry Files	Finance Tas	ks <u>Assignments</u>
	et a la la company					
	Financial Docume				Administra	
Document	Company	Due	Amount	Paid		Invoice from scratch Invoice from Ouote
					 New Quote from 	scratch
Customer Invoice					<u>New Translation</u>	<u>Quote</u> Customer Invoice
2005 03 0024	ABC Translation		560.000 EUR		<u>New Translation</u>	Customer Invoice
2005 03 0004	ABC Translation	2005-04-01	3561.347 EUR		• New Provider Bi	
Quote					 New Provider Bi New Translation 	Il from Purchase Ord
2005 03 0005	ABC Translation	2005-03-02	3561.347 EUR		New Translation	Provider Invoice
Provider Bill						
2005 03 0006a	Freelance Angelique Picard	2005-05-01	717.601 EUR			
2005 03 0002	Office World	2005-03-31	123.000 EUR			
Purchase Order						
2005 03 0025	Freelance Angelique Picard	2005-05-16	194.555 EUR			
2005 03 0006	Freelance Angelique Picard	2005-05-01	717.601 EUR			
Fimesheet Cost						
2005-03-02 Laura Lang	Tigerpond Internal		198.000 EUR			
2005 02 28 Laura Lang	Tigerpond Internal	2005-02-28	198.000 EUR			
		mary				
	Costs		Prelimir	iary Cost	S	
Customer Invoices	4121.347 EUR	Quotes			3561.347 EUR	
rovider Bills	- 840.601 EUR	Purchase	Orders		- 912.156 EUR	
imesheet Costs	- 396.000 EUR					
Grand Total	2884.746 EUR	Grand To	tal		2649.191 EUR	
Comments? Contact: fra	ank.bergmann@project-oper	n.com				

You can identify four different areas in this screenshot:

- The list of financial documents on the top left hand side. The documents are ordered by document type
- The "Administration Links" menu on the upper right hand side. This menu allows you to generate new documents.
- The "Real Costs" summary on the lower left hand side. This summary captures customer invoices, provider invoices and timesheet costs (based on internal costs) and provides a P&L grand total
- The "Preliminary Costs" on the lower right hand side captures quotes and purchase orders.

The "Preliminary Costs" summary is still lacking information from resource planning. This module is expected to be written towards end of 2005.

9 Translation Invoicing

Translation invoicing is a specific module of **]project-translation[** (the **]project-open[** solution for translation agencies and localization departments). The module is not suitable for use outside of the translation sector.

Features:

- You can invoice multiple projects in a single invoice. This is useful when you have many small projects.
- Partial invoicing: You can emit several invoices per projects. Large projects are sometimes split into more then one invoice.
- No translation task is lost. Every Translation tasks contains a reference to an invoice. The tasks will continue to pop up in the Translation Invoices page until they are invoiced.

Translation invoicing allows you to generate Customer invoices and Quotes from information of the Translation Workflow Module. Translation invoicing consists of three different parts:

- The "Trados Matrix":
 - The Trados Matrix defines discounts for repeated words in a document that were identified by a translation memory.

• A "Price List":

The price list defines prices for translation services based on criteria such as customer, translation service type, quality, source language, target language and subject area.

 A "Translation Invoice Wizard": The wizard allows you to select translation tasks from one or more projects and generates a translation guote or invoice from the selected translation tasks.

9.1 The Translation "Trados Matrix"

The figure below shows the system default Trados Matrix:

	Trados Matrix (default)											
XTr	Rep	100%	95%	85%	75%	50%	0%					
25.0%	25.0%	25.0%	30.0%	50.0%	100.0%	100.0%	100.0%					

<u>edit</u>

Figure 11: System default Trados Matrix

This matrix defines how repeated words in a document are valuated. The abbreviations have the following meaning:

- XTr (X-Translated text): These are 100% matches (see below) that also share the same "context", which is the previous and the following sentence.
- Rep (Repetitions):

These are repeated sentences inside the same document.

- 100% (100% Matches):
 - These are sentences that are identical to sentences in the translation memory.
- 95% (95% Matches)
- 85% (85% Matches)
- 75% (75% Matches)
- 50% (50% Matches)
- 0% (0% Matches):
 - These words are absolutely new.

To change the values of the Default Trados Matrix, please go to the "Companies" and select your "Internal Company" (your company; it has the company_path "internal", please see the "Configuration Guide"). Use the "edit" link and modify the values of the Trados Matrix. This matrix is then becoming the system default.

To change the values of the Trados Matrix for a specific customer or provider, also please use the "edit" link. You can have a different Trados Matrix for every company.

9.2 The Translation Price List

The translation price list allows you to define prices depending on a variety of parameters including:

- Customer,
- Unit of Measure,
- Translation service type,
- Quality,
- Source language,
- Target language and
- Subject area

These parameters allow you to define an arbitrary price for any combination of these parameters. However, doing so would mean entering several thousand individual prices per customer. This may not always be necessary, because most prices follow a specific scheme.

		Pri	ce List				
UoM	Task Type	Source	Target	Subjec	tRate		×
Hour					40.000	EUR	
S-Word					0.250 E	UR	Γ
				Ac	ld New	D	el

Figure 12: A very simple translation price list

Consider the price list from figure 12 above. In this price list we have left all fields empty except for "UoM" (Unit of Measure) and we have defined two price rules:

- The price for any translation service is 40 EUR per hour and
- The price for any translation is 0.25 EUR per source word.

Such a price list may be acceptable for a considerable number of translation agencies. However, it is possible to refine this scheme and to specify exceptions. Consider the following price list:

		Pri	ice List				
UoM	Task Type	Source	Target	Subje	ct	Rate	$\boldsymbol{\times}$
Hour						40.000 EUR	
S-Word						0.250 EUR	
S-Word			zh_cn			0.220 EUR	
S-Word			fr_BE			0.260 EUR	
S-Word			fr_FR			0.270 EUR	
				- A	٨d	d New 🛛 D	el

Figure 13: A slightly more complex translation price list

In this price list we have added exceptions for the Continental Chinese, Belgium French and French French languages.

The translation invoice wizard is going to prefer the more specific rules to the generic rules when the parameters match. This way, you only need to specify exceptions.

However, there are conflicting cases where for example either target language *or* subject area match. In these cases the human accountant needs to decide which price to take. We will come back to this issue in the next chapter about the Translation Wizard.

NOTE: The price list of the "internal company" (see above, and the "Configuration Guide") plays a special role, because it serves as a system wide default for prices. This is the locate where you can enter and maintain your standard corporate price list.

9.3 The Translation Invoice Wizard

The wizard allows you to select translation tasks from one or more projects and generates a translation quote or invoice from the selected translation tasks.

To start the wizard please go to the "Finance" main menu and select the "New Translation Invoice" link that will lead you to the first screen of the wizard:

le <u>E</u> dit	<u>View G</u> o	<u>B</u> ookmar	ks <u>T</u> ools	Help					
Pro	ject	/Op	oen			<u>1 user online</u> SiteAdmin: Sy: <u>Log Out</u> <u>Char</u>		rator	
Home	<u>Forum</u>	Users	Offices	<u>s Proje</u>	<u>cts</u> <u>C</u>	ompanies Financ	e <u>Help</u>	Admin	
nvoices				_					
roject Status: Project Sype:	Filter Pro Delivered All Go				projects	te a new invoice plea : <i>of the same client</i> a of the page.			
						and the second	and the second second second	TRACKS CONTRACTOR OF THE OWNER OF	Costs
Project	Client		<u>cae</u> Project		KID	nopgrstu Type	Status	<u>z</u> Delivery D	ato Rol
TOPECL	Glient		Project_	ivanie		туре	otatus	Delivery D	ate <u>sei</u>
005 0011	<u>A Client</u>		Roll Out D	anish Tran	slation	Trans + Edit + Proo	Delivered	2005-03-23	
2004 0009	Browne	London	Pekina Air	Condition	ina	Trans + Edit + Proo	Delivered	2004-08-01	Г
	bronno	London	r oking hii	condition	ing .		Donrorod	2004 00 01	
					Inv	oice Currency: EUF	R 💌 Sele	ct Projects for	Invoice

Figure 14: Selecting projects for a new translation invoice

In this screen you can select one or more translation projects for invoicing. Please note that the screen by default only shows projects with the status "Delivered". You will have to set the status of your projects to "Delivered" manually, so that they appear by default in this screen.

The following screen allows you to select a number of translation tasks from the selected project(s). You can manually select them in order to invoice only part of the project (multiple invoices per project).

	roject/Open	_	SiteAdmin: Log Out C apanies Finar ance Home C	hange Pass	iword I <mark>p Admin</mark>	<u>All Costs</u>
2	Task Name	Units	Billable Units	UoM 🞗	Туре	Status
0	05_0011 : Roll Out Danish Translation					
7	Emerging Market Bond Fund.doc	360.8	360.8	S-Word	Trans + Edit + Proof	Created
7	EU Convergence Fund Managers Report may 04.doc	483.0	483.0	S-Word	Trans + Edit + Proof	Created
7	May2004 Property Fund.doc	217.8	217.8	S-Word	Trans + Edit + Proof	Delivered
7	American Eq Fund_May04.doc	325.3	325.3	S-Word	Trans + Edit + Proof	Created
7	Asia Pacific Fund May 2004.doc	304.0	304.0	S-Word	Trans + Edit + Proof	Created
7	Emerging Countries Fund - May 2004.doc	302.0	302.0	S-Word	Trans + Edit + Proof	Created
	nments? Contact: frank.beromann@project-open				Select Tasks fo	r Invoicing

Figure 15: Selecting translation tasks for a new translation invoice

By default, all translation tasks are selected.

Pressing "Select Tasks for Invoicing" leads you to the last page of the wizard. This page is similar to the page from "Create Invoice From Scratch", with a few differences. It consists of the following sections (from top to bottom):

- The invoice header, just as in "Create Invoice from Scratch". Here you can choose between generating a quote or an invoice.
- A list of the translation tasks that have been select for this invoice.
- A list of invoice lines, just as in "Create Invoice from Scratch".
- Finally, the list of relevant prices for this invoice. Please see the description of the price list above. The two lines in the example below are from the invoiced company ("theclient" is the short name of the current "A Client" customer) and from the site-wide default price list, which is defined at the "Internal" company ("internal"). Both prices match to the English -> Danish translation tasks selected, so both prices are shown for reference. However, the more specific price for the current company has been selected.

New Invoice - Mozilla Firefox						
ile Edit <u>V</u> iew <u>G</u> o <u>B</u> ookmarks <u>T</u> ools <u>H</u> el	p					
Project/Open		Si	<u>user online</u> teAdmin: S q Out <u>Ch</u>			
Home Forum Users Offices	Project	<u>s</u> <u>Companie</u> :	<u>Fina</u>	nce He	elp <u>Admin</u>	
New Invoice	1997 - 1997 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -					
		Finance Hom	e <u>Cus</u>	tomers	Providers	All Costs
Invoice Data					Recipient	
nvoice nr.: 2005_03_0025			Comp	any nam		
			VAT		123456789	
nvoice date: 2005-03-16 19:43:2			Accou Adres		tact <u>Eva Bazire</u> Customer E	rive 123
ype Customer Invoice			Zip	,	12345	
Payment terms 30 days date of invi	oice		Count		United King	dom
Payment Method 🗕 – Please select – 💌			Phone Fax		57457457	
nvoice template: - Please select - 💽			Email		eva_bazire	@tiscali.co.uk
Task Name	Units	Billable Units	Target	UoM ?	Туре	Status
2005_0011 : Roll Out Danish Transl					Tenne i Edit i	
Emerging Market Bond Fund.doc	360.8	360.8	da_DK	S-Word	Trans + Edit + Proof	Created
EU Convergence Fund Managers Report may 04.doc	483.0	483.0	da_DK	S-Word	Proof	Created
May2004 Property Fund.doc	217.8	217.8	da_DK	S-Word	Trans + Edit + Proof	Delivered
American Eq Fund_May04.doc	325.3	325.3	da_DK	S-Word	Proof	Created
Asia Pacific Fund May 2004.doc	304.0	304.0	da_DK	S-Word	Trans + Edit + Proof	Created
Emerging Countries Fund - May 2004.doc	302.0	302.0	da_DK	S-Word	Trans + Edit + Proof	Created
Order		Descriptio	n		Units UOM	Rate
2005_001	.1					
1 Tra	ns + Edi	t + Proof (da_Dk)		1992.9(S-Word	0.230 EUR
					VAT	0 %
					TAX	0 %
					Crea	te Invoice
		Rei	erence	Prices		
Compa	iny Uol	4 Task Type	Target	Source	Subject Are	a Price
2005_0						
theclient internal	S-W S-W					0.230 EUR 0.200 EUR
Comments? Contact: frank.bergmann@proj	ject-oper	n.com				
one						

Figure 16: The automatically generated translation invoice

The most important pieces of this page are the invoice lines in the 3rd section. There is only one line in this example. Each line consists of the following fields:

- Description: Corresponds to the type of the translation tasks to be invoiced. You can change the description in the "Category" maintenance page (see "Configuration Guide").
- Units: The sum of all units of a specific translation task type.
- UoM: The UoM of the translation task type.
- Rate: The best price match from the price list.

You only need to press the "Create Invoice" button to create the invoice.

9.4 The Translation Purchase Order Wizard

The Purchase Order (PO) wizard works similar to the Invoice Wizard, allowing to automatically generating purchase orders and provider invoices for translation projects.

To start the wizard please select a suitable project ("Project" main menu and the "Iteligent Software Localization") and select the "Finance" tab of the project submenu. There please follow the link "New Translation Purchase Order". You will see a page similar to the following one:

Project/Open	<u>Luser online</u> SiteAdmin: System Administrator Loo Out <u>Change Password</u>								
<u>Home Forum Users Offices Pr</u>	ojects	Compa	nies <u>Fi</u>	<u>nance</u> <u>H</u>	elp ,	Admin			
Generate Purchase Orders									
		Summ	<u>iary Fi</u>	es <u>Fina</u>	nce	<u>Tasks</u>	Assignme		
Task Name			Status		Units	UoM	Sel		
Angeligue Picard	Freel		elique Pica				_		
Fund Asia Pacific Fund May 2004.doc	en	-		Trans Only					
Fund Asia Pacific Fund May 2004.doc	en	it_IT	for QCing	Trans Only	304.0	S-Word	N		
Fund Emerging Countries Fund - May 2004.doc	en	de_DE	for Proof	Trans Only	302.0	S-Word	N		
Fund Emerging Countries Fund - May 2004.doc	en	it_IT	for Edit	Trans Only	302.0	S-Word	N		
Fund Euro Corporate Bond Fund.doc	en	de_DE	for Deliv	Trans Only	346.8	S-Word	N		
Fund Euro Corporate Bond Fund.doc	en	it_IT	Editing	Trans Only	346.8	S-Word	N		
Fund Euro Reserve Fund June 2004.doc	en	it_IT	QCing	Trans Only	208.0	S-Word			
Fund Euro Soc Resp june 04.doc	en	it_IT	Trans-ing	Trans Only	242.5	S-Word	N		
Fund European Smaller Companies Fund.doc	en	de_DE	for Edit	Trans Only	282.3	S-Word	M		
Fund European Smaller Companies Fund.doc	en	it_IT	for QCing	Trans Only	282.3	S-Word	V		
Fund Funds European Equity.doc	en	de_DE	for Proof	Trans Only	311.3	S-Word	V		
Fund Funds European Equity.doc	en	it_IT	for Edit	Trans Only	311.3	S-Word	V		
Fund Funds European Value Fund.doc	en	de_DE	Editing	Trans Only	174.0	S-Word	V		
Fund Funds European Value Fund.doc	en	it_IT	for Deliv	Trans Only	174.0	S-Word	V		
						Subr	mit		

Figure 17: Selecting translation tasks for a purchase order

This table allows you to select the translation tasks that should be contained in the purchase order.

Please note the link to "Freelance Angelique Picard" in the table header and the checkbox. This link provides the connection between the "person" ("Angelique Picard") and her "company" ("Freelance Angelique Picard" is actually a provider company). This link is necessary, because one person can be part of more then one company in rare cases.

Pressing "Submit" will lead you to the next page:

Project/C)per	I					SiteAc	<u>online</u> Imin: S <u>ut</u> <u>Ch</u>	ystem ange P	Admini asswor	strator 1	
Home Forum Use	ers <u>Off</u> i	ces J	Proje	cts	Compa	anies	<u>Fina</u>	ance	Hel		dmin	
New Purchase Order								_				
					E	inanco	e Hom	<u>e (</u>	usto	ners	Providers Al	l Costs
Purchase	Order D	ata								Re	cipient	
urchase Order nr.:	2005_03_0	025					Com VAT	pany	name	Fre	elance Angelique P	icard
Purchase Order date:	2005-03-1	7					Acco) Cont		gelique Picard	
ayment terms	60 c	ays dat	e of i	nvoice			Adre Zip	55		198 060) Promenade des A 110	mericaine
ayment Method	– Please	select-	•				Cour			Fra	nce	
Purchase Order template:	– Please	select-	-	-			Phor Fax	ne		+3	3 594 87 49 92	
Гуре	Purchase	Order	•				Ema	il		api	card@wanadoo.fr	
Task Name	Src	Trg	XTr	Rep	100 %	95 %	85 %	75 %	50 %	0 %	Units	Туре
<u>2004_0012</u> : Itelligen		re L10	n									
Fund Asia Pacific Fund May 2004.doc	f en	de_DE	0	0	0	0	6	11	0	290	304.00 S-Word	Trans Only
Fund Asia Pacific Fund May 2004.doc	en	it_IT	0	0	0	0	6	11	0	290	304.00 S-Word	•,
Fund Euro Reserve Fund J 2004.doc	une en	it_IT	0	0	64	0	0	6	0	186	208.00 S-Word	Trans Only
Fund Euro Soc Resp june 04.doc	en	it_IT	0	0	114	0	0	0	0	214	242.50 S-Word	Trans Only
Fund European Smaller Companies Fund.doc	en	de_DE	0	0	5	0	6	0	0	278	282.25 S-Word 🕄	Trans Only
Fund European Smaller Companies Fund.doc	en	it_IT	0	0	5	0	6	0	0	278	282.25 S-Word	-
Fund Funds European Equity.doc	en	de_DE	0	0	5	0	0	18	0	292	311.25 S-Word	• m)
Fund Funds European Equity.doc	en	it_IT	0	0	5	0	0	18	0	292	311.25 S-Word	Unity
Fund Funds European Valu Fund.doc	en	de_DE	0	190	10	0	0	0	0	124	174.00 S-Word	Trans Only
Fund Funds European Valu Fund.doc	e en	it_IT	0	190	10	0	0	0	0	124	174.00 S-Word	Trans Only
	Or	der			Desc	riptio	n			Unit	s UOM	Rate
	20	04_00	12:									
	1	1T	ans (Only (i	UT)					2170.	7! S-Word 💌 0.	05 EUR
	2	- F i	ans (Dnly (d	de_DE)					1720.	2! S-Word 💌 0.	05 Eur
											VAT 0	%
											TAX 0	%
											Create Purchas	e Order
							Re	fere	nce P	rices		- 51401
			Com	npan	y UoM	Tas					e Subject Area	Price
				4_00					-			
			5 inte 1 inte		S-Wor S-Wor	-		it	e	n		0.18 EUR 0.20 EUR
			5 inte		S-Wor	-		de		en		0.19 EUR
			1 inte	ernal	S-Wor	d						0.20 EUR
				pen.co								

Figure 18: A proposed purchase order

In this page we can see the list of included translation tasks, together with the sum of task per task type. We have manually corrected the translator rate to a (random) value of 0.05 EUR/word.

The price list field at the very bottom only shows prices of the "internal" customer, because the provider company ("Freelance Angelique Picard") does not have a price list defined yet. Please define the provider price list in order to get the expected results.

10 Travel Costs

The travel costs module has not been ported to **]project-open[** V3.0. We expect the module to be ready in fall 2005.

11 Financial Reporting

There are several option that allow you to obtain summaries of financial information:

- The built-in pages provide an overview over current movements. The "filter criteria" ("Document Status" and "Document Type") allow you select the desired financial documents.
- We recommend you to use the **]project-open[** data-warehouse configuration to obtain detailed information. Please contact us for details
- Third party reporting tools: Crystal Reports and other 3rd party reporting tools allow you to create customized reports on the fly.
-]project-open[Reporting: Please contact us for customized reporting solutions for your company.



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