

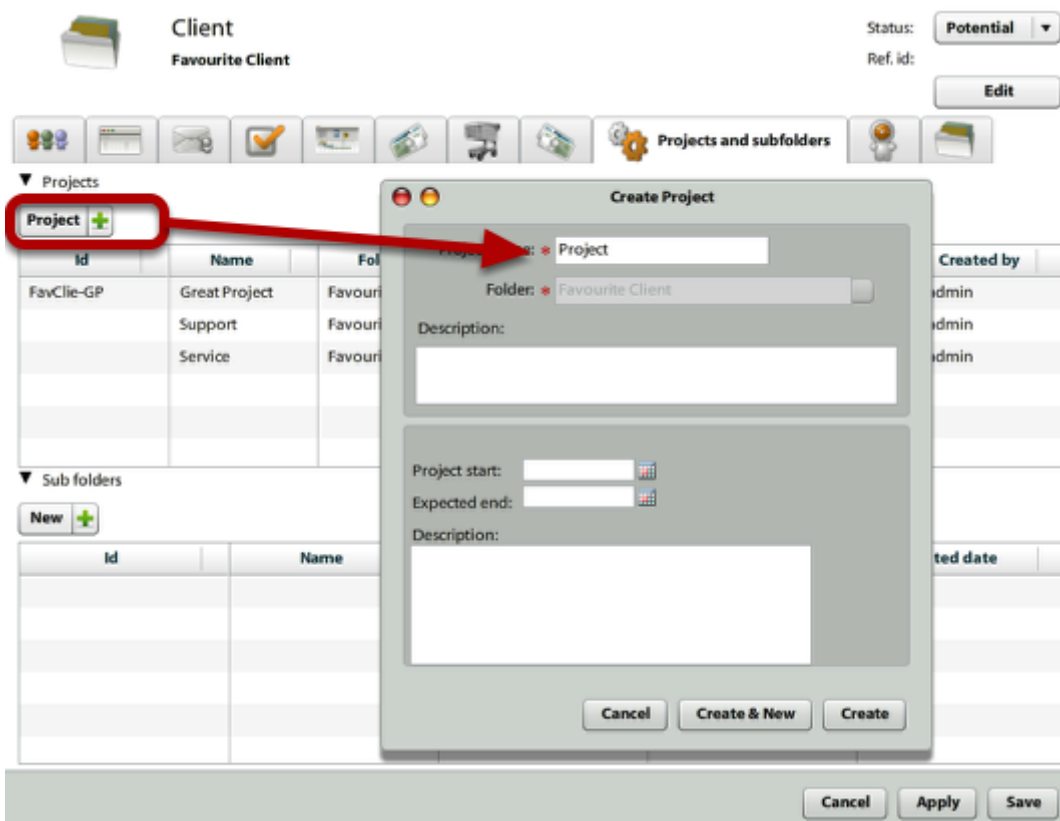
Project Budgeting

There are two ways project budget may be assigned:

- 1.) Ad-hoc (ie coming from contractual agreement)
- 2.) From approved Estimate

We are going to discuss both options below.

Open or create Project



There are many ways you can create new or open existing project. Some of the options are:

- 1.) **Finder** (browse Folder type > Folder > Project)
- 2.) **Projects & Folders** application (Lagoon > Projects & Folders)
- 3.) **Report** results (open / run any report, in report results you should be able to open the project)
- 4.) Projects overview on **client detail** (select any client > show Projects & Subfolders Tab)

To create new project, you may use **Finder** (for instance) or client's detail on tab **Projects and subfolders** (as shown above).

Add new Billing Item

The screenshot shows a software interface for managing project billing. At the top, there's a 'Project' header with a 'Favourite Client > Project' breadcrumb. Below this is a toolbar with various icons, including a 'Billing' tab which is highlighted with a circled '1'. Under the 'Billing' tab, there are three buttons: 'Add Item' (circled '2'), 'Add Copy Item', and 'Remove Item'. To the left of the main form is a table with columns 'Item' and 'Unit Price'. The main form is titled 'Billing Item' and contains several input fields: 'Project' (set to 'Project'), 'Item' (empty, circled '3'), 'Purchase' (0), 'Catalog Price' (0), 'Margin (%)' (0), 'Discount (%)' (0), 'Currency' (dropdown), and 'VAT' (dropdown). At the bottom of the form are buttons for 'Cancel', 'Save And New', and 'Save'.

When creating project budget ad-hoc, you start adding your budget on project **Billing** tab.

By adding new Item in project Billing, you create project budget.

Enter the Billing Item details

This screenshot provides a detailed view of the 'Billing Item' form. It includes the following fields and controls:

- Project:** * Project (text field)
- Item:** * (empty text field, circled in red)
- Purchase:** 0 (text field)
- Catalog Price:** 0 (text field)
- Margin (%):** 0 (text field)
- Discount (%):** 0 (text field)
- Currency:** * (dropdown menu)
- VAT:** * (dropdown menu)
- Paid Quantity:** * 0 (text field)
- Unit Price:** 0 (text field, highlighted in yellow)
- Free Quantity:** 0 (text field)
- Total:** 0 (text field, highlighted in red)
- Total Quantity:** 0 (text field)
- Including VAT:** 0 (text field)
- Billing Status:** * Pending (dropdown menu)
- Billing Date:** 09/05/2010 (text field with calendar icon)
- Description:** (large text area)
- Buttons:** Cancel, Save And New, Save

The **Item** is selected from your items database. Your items might be regular ware, material or other goods, or you may add services like consulting, design or support.

Top part of the Billing Item is used to calculate resulting item price. There are two options;

- a) Calculate price from **Purchase Price**, adding a **margin**
- or
- b) Calculate price from **Catalog Price**, using **discount**

In both ways, the resulting item price goes to **Unit Price** field.

The **mid part** of the form is used to add details for the Billing Item, eg. **Total Quantity** minus **Free Quantity** = **Paid Quantity**.

Paid Quantity * Unit Price = Total.

Total * VAT = Including VAT

The bottom part of the form is used to set **Billing Status & Date**. Use these fields, once you want to directly add this item for billing to client. If not, use the Billing Date to set the date, in which the item is **expected** to be billed.

Add the budget from Estimate

EST0001 - Ref.Id.: FavClic-GP

Context: Favourite Client > Great Project

Status: Approved internally

Number: EST0001

Journal: Estimate

Currency: EUR

Issued date: 09/05/2010

Valid until: 09/19/2010

Created: 09/05/2010, Joe Admin

Modified: 09/05/2010, Joe Admin

Id: FavClic-GP

Provider: Atollon Lagoon Organization

Customer: Favourite Client, Short Road 12, Slig, Ireland (Ireland or Eire)

Comment:

Name	Unit Price	Qty.	VAT	Amount	incl. Tax
Chargeable expense	200.00 EUR	1	20%	200.00 EUR	240.00 EUR
Chargeable time	500.00 EUR	20	20%	10,000.00 EUR	12,000.00 EUR

Add Transaction Remove Transaction

Total: EUR 10,200.00 Incl. VAT: EUR 12,240.00

Estimate/Invoice/Order is locked and can not be edited

Convert to budget... Print Cancel Apply OK

First open the **Estimate**, which is the winning proposal to your client. Go to **Lagoon > Estimates** > open any Estimate.

The Estimate must be **approved**, once it should be converted to budget. To approve Estimate, open it and press **Approve** button.

Once the Estimate is approved, you can press **Convert to budget...** button to select the project, on which budget (coming from Estimate) should be assigned.

Assign the Estimate to proper project(s)

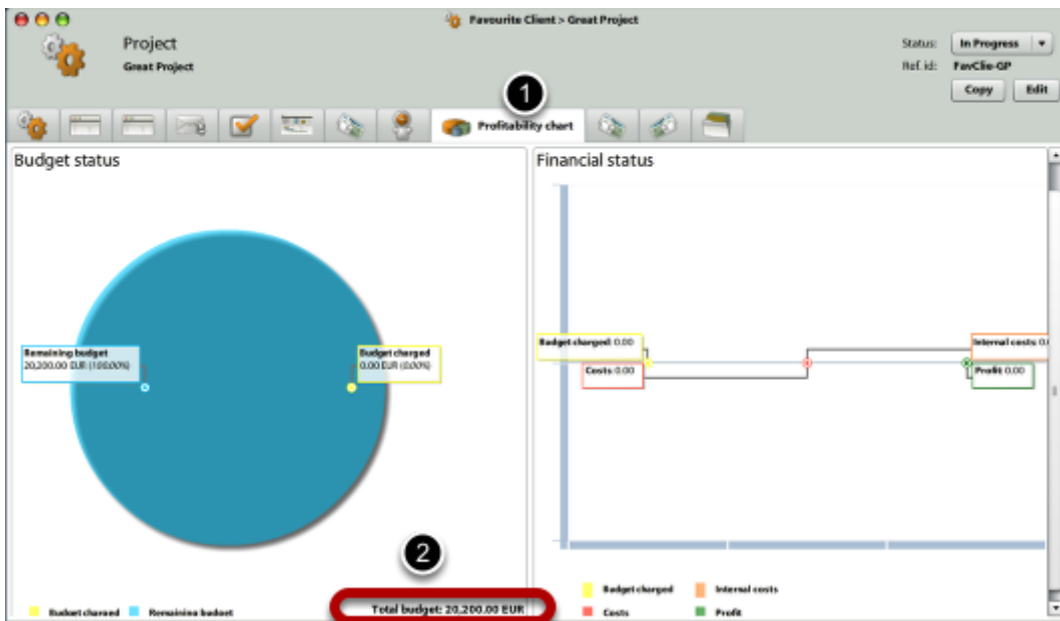
[illegible]

Once you press **Convert to budget...** button, the above mentioned form for assigning the items coming from Estimate to project(s) is displayed.

- 1.) Select any item(s)
- 2.) press **Assign To Project** button below to change the allocation of items to project(s)
- 3.) The overview below displays, whether the whole **Estimate value** has been **assigned** to project(s).

Please note that only Estimate rows, which were selected from **Items** database, are converted to **Budget**. **Billing Item** is created only once **Item** is selected. If your Estimate contains rows, where **Item** was not selected, you can add any new Billing Item in the overview above manually.

Review assigned budget



In order to get quick overview about project budget, open any project and show the **Profitability Chart** tab.

The first chart displays the **Total Budget** overview with indication, how much % was already billed.

Revision #2

Created 16 March 2020 16:21:23 by Jan Safka

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