

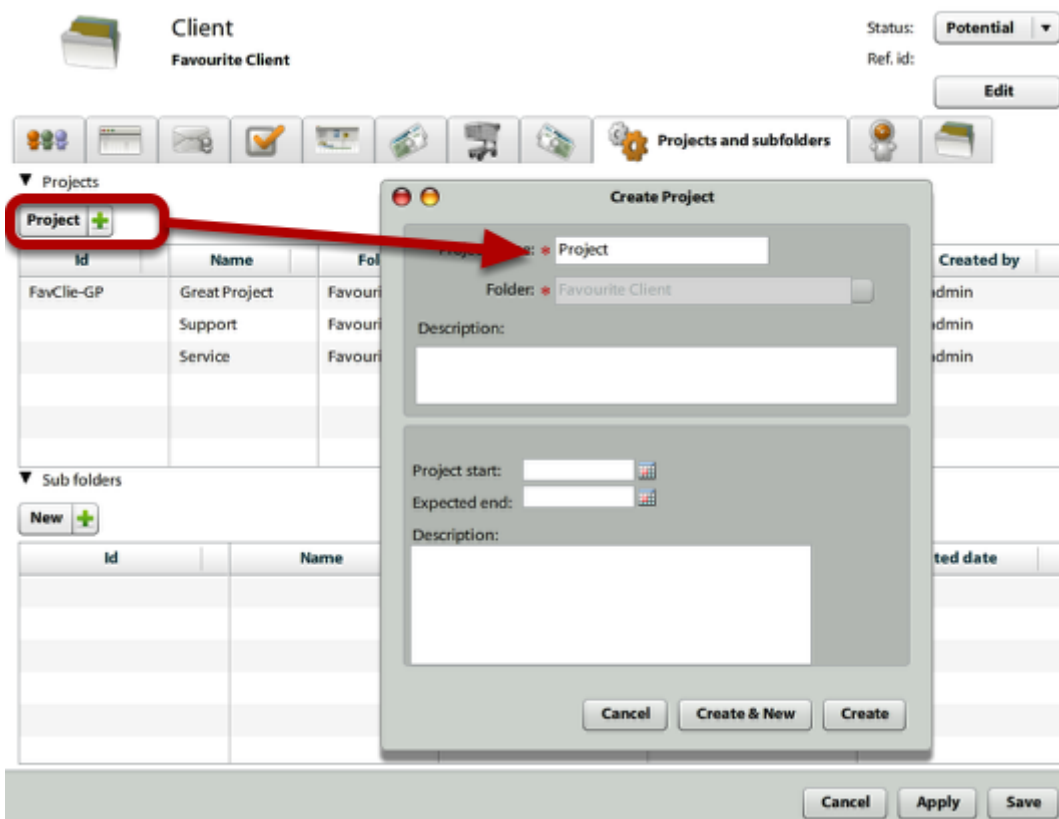
Project Budgeting

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

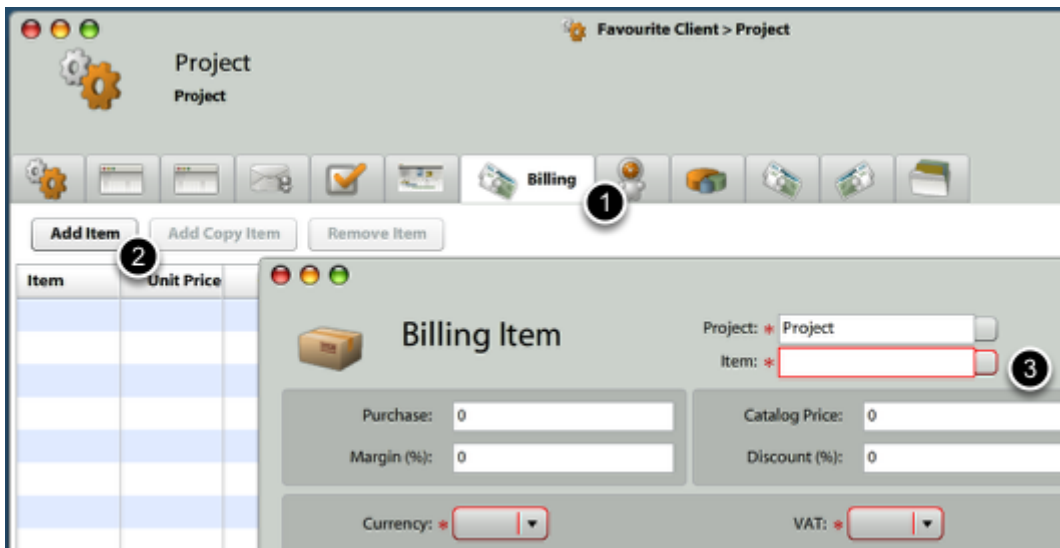


There are many ways you can create new or open existing project. Some of the options are:

- 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



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

A detailed view of the 'Billing Item' form. It features a header with a box icon and the title 'Billing Item'. The form is divided into several sections. The top section contains 'Project' (set to 'Project') and 'Item' (empty). Below this are four input fields: 'Purchase' (0), 'Catalog Price' (0), 'Margin (%)' (0), and 'Discount (%)' (0). The next section contains 'Currency' (dropdown) and 'VAT' (dropdown). Below these are three input fields: 'Paid Quantity' (0), 'Free Quantity' (0), and 'Total Quantity' (0). To the right of these are three input fields: 'Unit Price' (0, highlighted in yellow), 'Total' (0, highlighted in red), and 'Including VAT' (0). The bottom section contains 'Billing Status' (set to 'Pending') and 'Billing Date' (09/05/2010). At the very bottom is a large text area for 'Description'. At the bottom right are three buttons: 'Cancel', 'Save And New', and '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)

The screenshot shows a window titled "Budget: EST0001". At the top, there are buttons: "Add Item", "Add Copy Item", and "Remove Item". Below these is a table with the following columns: Item, Unit Price, Quantity, VAT, Total Price Ex, Billing Status, Billing Date, Folder, Project, Estimate, Invoice, Provider, and Description. The first two rows are highlighted in blue. The first row has "Chargeable ex" as the item, "200.00 EUR" as the unit price, "1" as the quantity, "200.00 EUR" as the total price, and "Pending" as the billing status. The second row has "Chargeable ts" as the item, "500.00 EUR" as the unit price, "20" as the quantity, "10,000.00 EUR" as the total price, and "Pending" as the billing status. To the right of the table is a sidebar with a "Filter" button and a list of filters: "All", "Pending", "For Approval", "To Be Invoiced", "Billed", "Postponed", and "Cancelled". At the bottom left, there is a button labeled "Assign To Project" with a red circle '2' next to it. At the bottom right, there is a summary section with a red circle '3' next to it, showing: "Approved Budget: EUR 10,200.00", "Current Budget: EUR 10,200.00", and "Remaining Budget: EUR 5.00".

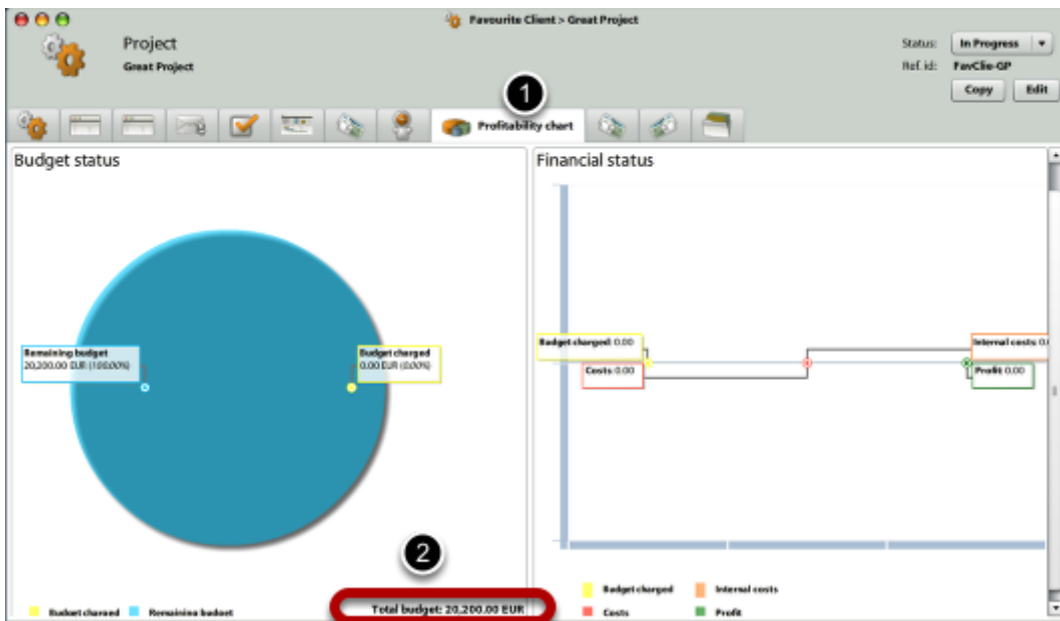
Item	Unit Price	Quantity	VAT	Total Price Ex	Billing Status	Billing Date	Folder	Project	Estimate	Invoice	Provider	Description
Chargeable ex	200.00 EUR	1		200.00 EUR	Pending	08/05/2010	Favourite Cks	Great Project	EST0001			
Chargeable ts	500.00 EUR	20		10,000.00 EUR	Pending	08/05/2010	Favourite Cks	Great Project	EST0001			

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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