

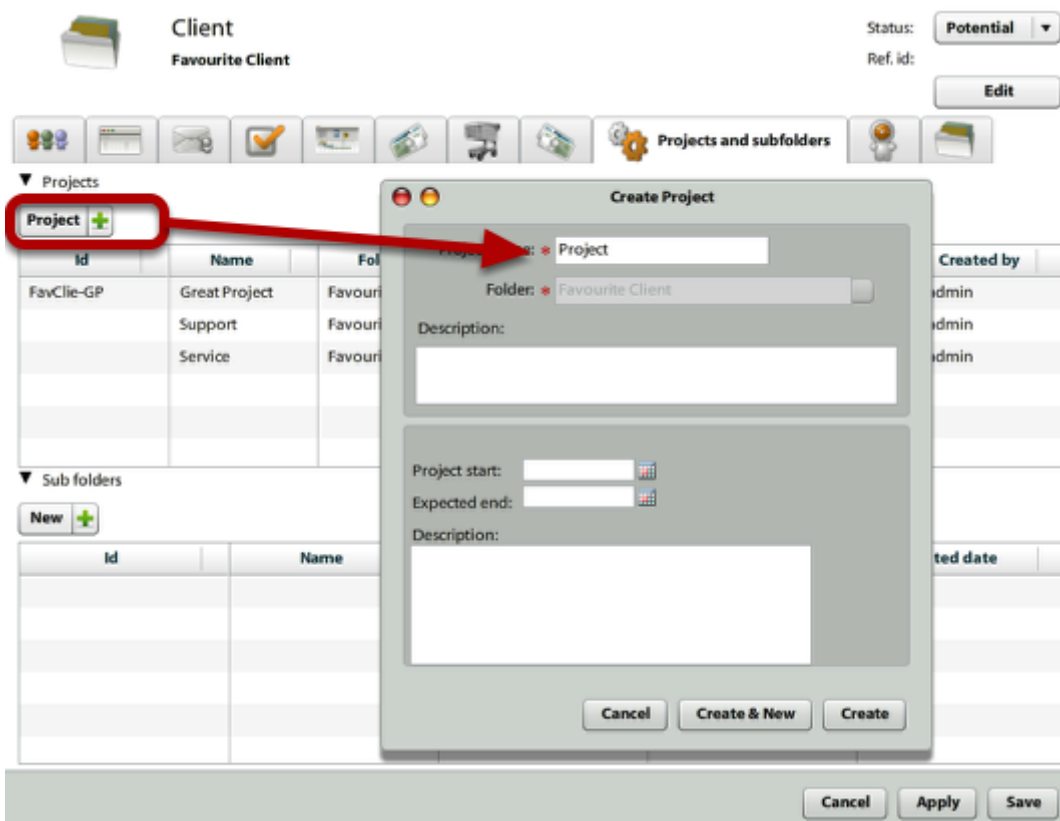
Project Budgeting

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

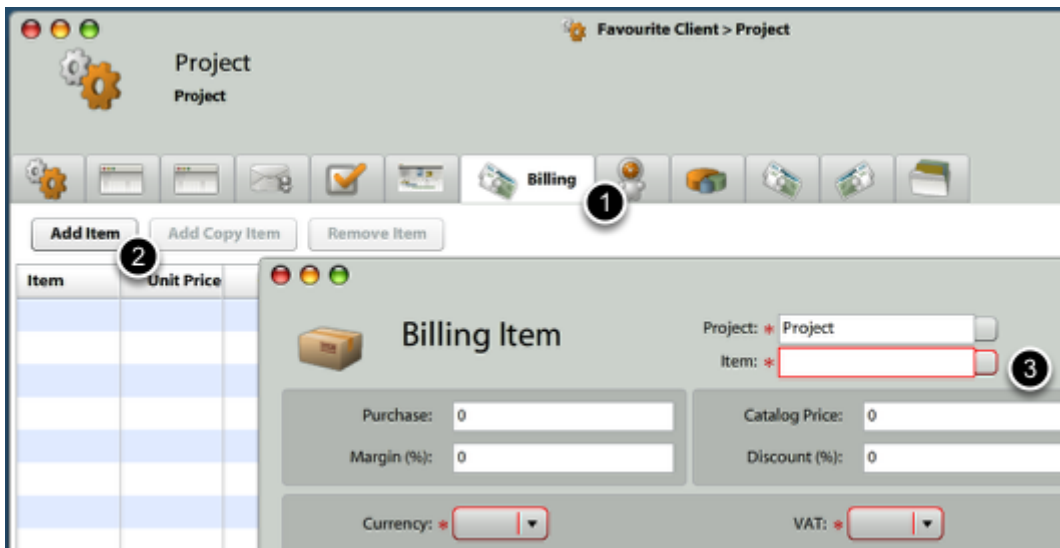


There are many ways you can create new or open existing project. Some of the options are:

- 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 title bar with a box icon and the text 'Billing Item'. The form is divided into several sections. The top right has '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 'Paid Quantity' (0), 'Free Quantity' (0), and 'Total Quantity' (0). To the right of these are 'Unit Price' (0, highlighted in yellow), 'Total' (0, highlighted in red), and 'Including VAT' (0). The bottom section has 'Billing Status' (set to 'Pending') and 'Billing Date' (09/05/2010). At the very bottom is a 'Description' text area. 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)

Budget: EST0001

Item	Unit Price	Quantity	VAT	Total Price €:	Billing Status	Billing Date	Folder	Project	Estimate	Invoice	Provider	Description
Chargeable ex	200.00 EUR	1	%	200.00 EUR	Pending	09/05/2010	Favourite Cks	Great Project	EST0001			All
Chargeable Is	500.00 EUR	20	%	10,000.00 EUR	Pending	09/05/2010	Favourite Cks	Great Project	EST0001			Pending
												For Approval
												To Be Invoiced
												Billed
												Postponed
												Cancelled

☒ Assign To Project

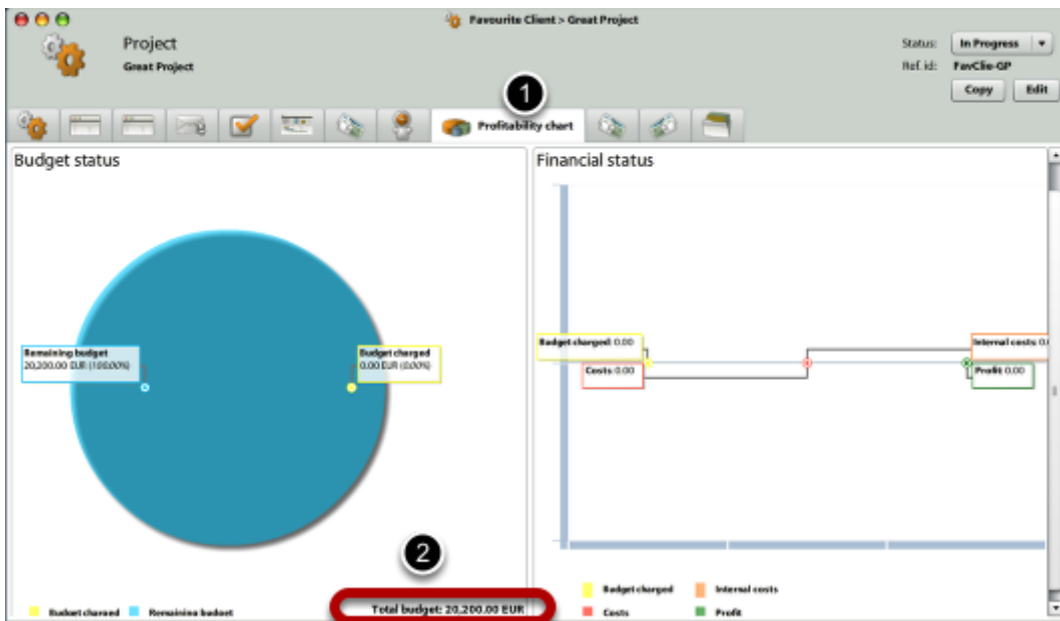
Approved Budget: EUR 10,200.00
 Current Budget: EUR 10,200.00
 Remaining Budget: EUR 0.00

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

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