



Controlling Center

User Manual

The instructions in this manual are for informational purposes only and are subject to change. Protonic Software GmbH assumes no liability. The software described in this manual requires a license.

The individual functions are described using screenshots. Depending on your easyjob license, operating system or Office version, the functions and screenshots you have in your environment may differ from this manual or may only be available in later versions.

This manual or any portions thereof may not be copied or digitally reproduced without the written permission of protonic software GmbH.

protonic and easyjob are registered trademarks of protonic software GmbH in Germany and other countries.

Microsoft Windows, SQL and Office are registered trademarks of Microsoft Corp. in the USA and other countries, List & Label is a registered trademark of Combit Software GmbH.

Manual Version October 2021

Documentation based on easyjob® Version 6.16.2.108

Copyright © 2021
protonic® software GmbH
Frankfurter Landstr. 52
63452 Hanau
Germany

www.protonic-software.com

Introduction	5
Important notice	6
Main Office	6
Support	6
Training	6
About this manual	6
How to use this manual	7
Additional documentation	9
Controlling Center	10
Installation and activation	12
Configuration and settings	13
User settings	13
Program Settings	15
Standard Expense Account Resources	17
Standard Expense Account General Expenses	17
Standard Expense Account Job Cost Type	18
Additional Standard Expense Types	18
Creating a cash book account 	20
CC Workflow settings	21
Controlling Center Cockpit	22
Purchase Invoice Management	23
Main Data	24
Line Items	25
Attachments	35
Document	35
Costs	38
Finalizing a Purchase Invoice	39
Overviews in Navigator and easyjob Heute	40
Purchase invoice overview	41
Further purchase invoice views	42
General expense management	43
Payment instructions	43
Investment planning	44
easyjob Business Information Center	46
Data export to the accounting department	47
Project post calculation	48
Calculation Basis in job 	50
CC Workflow process	52

Controlling Center - Table of contents

Authorization workflow overview.....	52
Authorize and reject assigned purchase invoices.....	54
Automatic assignment with a CC workflow process.....	56
Alternative release workflows	56
Cash book 	57

INTRODUCTION

Information about the structure and content of this document can be found [here](#).



Important notice

This manual will help you get started with the easyjob 6 rental software Controlling Center module.

The development of the easyjob rental software as well as the documentation has been done with great care. The individual program functions are constantly checked through our Quality Assurance Process. However, errors can still occur.

Main Office

protonic software GmbH
Frankfurter Landstr. 52
63452 Hanau
Germany

<http://www.protonic-software.com>

Support

You can find more information about the support options on-line at www.protonic-software.com/en/service/support/.

In addition, there is a support forum where you can exchange information with other users. The support forum can be found at <http://forum.protonic-software.com>

Training

We offer customized training programs for the following extensive topics.

To learn more, please visit our website or contact our sales office.

About this manual

The individual functions are described using screenshots of easyjob license 6. Depending on your easyjob license, the forms you have in your environment may differ from the screenshots shown in the manual.

How to use this manual

This document uses the following standards




Functions that require a license

Individual program functions are made available in your easyjob environment based on your license. This may concern individual program functions or entire modules.

Functions that are only available in individual modules are marked with minimum-edition symbols **S**, **M**, **L** or **XL**. Some functions are limited in easyjob S. There is no indication of this. You can find the limitations in the version comparison matrix on our website.

Functions that are only available by subscription are marked with the symbol .

For example:

L	The function is only available in easyjob L and easyjob XL
L 	The function is only available in easyjob L and XL with a current subscription.

easyjob-specific terms

In order to make a description better understood, in some cases easyjob-specific terms are **highlighted** with a color.

For example: with the **Project** and **Job** Groups, you also have the possibility to select a **Template**.

Work steps, buttons, actions and menu paths

Individual work steps, actions, menu paths or clicks are separated from each other or initiated by the symbol "↪•".

Buttons, menus, tabs, etc. used in context are **highlighted** in color.

Example 1: Check the box in the **Activating the List Editor** field.

Example 2: easyjob Menu ↪• **View** ↪• **Monthly Overview**

Example 3: ↪• **Help**

Example 4: ↪• **Ok**

Reference to other chapters

References to other chapters and sections are underlined and displayed in blue on the screen with a manual icon.

Example: See section  **Important information**.

Important information











Important information is highlighted in orange and presented with a light bulb.

Example:

[illegible]

Special keys

Special keys are represented with the following symbols:

	Windows key
	Tabulator key
	Arrow keys
	Return key
	Context Menu key
	Escape key
	Function key 1
 + A	Control key. Keep the control key pressed down and press the A button.
 + H	Alt key. Keep the Alt key pressed down and also press the H button
	Delete key

Phrasing

In this manual and in the easyjob examples, terms such as employee, assistant, technician or carpenter are used both for men and for women.

Screenshot explanations

The screenshots will be explained using numbers ① ② ③ and arrows → marked.

Screenshot highlights will be marked with orange frames.

Nummer	Bezeichnung	Name1	Art	Rechnungsdatum	Netto	Brutto	Umrechnungskurs	ISO Code
12-0009	EM-Live Übertragung	XY Event Productions	Rechnung	05.09.2016	13.854,32 €	16.487,35 €	1,000000	EUR
12-0005	Vermietung Projektor XL	XY Event Productions	Rechnung	30.08.2016	2.500,00 €	2.975,00 €	1,000000	EUR
12-0003	EM Live Übertragung	XY Event Productions	Rechnung	05.09.2016	72.726,67 €	86.491,51 €	1,000000	EUR
12-0001	Vermietung Projektor XL	XY Event Productions	Rechnung	30.08.2016	2.500,00 €	2.975,00 €	1,000000	EUR
10-0003	Beispieljob	XY Event Productions	Rechnung	21.07.2016	41.650,00 €	41.650,00 €	1,000000	EUR
12-0013	Abverkauf Podeste	UEFA Events SA	Rechnung	05.09.2016	3.200,00 €	3.200,00 €	1,000000	EUR
10-0001	Beispieljob005	Messe Frankfurt	Rechnung	21.07.2016	17,46 €	17,46 €	1,000000	EUR
02-0001	Beispielprojekt	MaxBeispielkunde	Rechnung	23.07.2016	492,00 €	570,72 €	1,000000	EUR
12-0004	Talkshow Festinstallation	Hotel Berlin Hof GmbH	Gutschrift	05.09.2016	-22.999,03 €	-27.368,85 €	1,000000	EUR
16-0003			Rechnung	19.09.2016	0,00 €	0,00 €	1,000000	EUR
10-0005	Beispielprojekt 02		Rechnung	21.07.2016	1.649,18 €	1.962,52 €	1,000000	EUR
Summen	Anzahl	12	Netto	115.590,20 €	Brutto	128.959,71 €		

Additional documentation

In order to make it easier to become acquainted with and consult the easyjob documentation, we have divided it into multiple sections.

You can find an overview of all documentation on the following website.

<https://help.protonic-software.com/en/documentation>

CONTROLLING CENTER

The easyjob Controlling Center
makes effective financial
controlling possible

Controlling Center


The Controlling Center consists of various parts. The heart of the Controlling Center is purchase invoice management. With purchase invoice management, all incoming invoices are processed and assigned to the various areas (project costs, sub-hires, workshop activities, purchase orders, etc.).

The costs can be easily analyzed in the applicable program module. This matching process also enables data to be automatically posted to the appropriate accounts. Data can be electronically submitted to your accounting professional as well.




Each purchase invoice can assigned using the scanner. When assigning purchase invoices to projects, an authorization workflow is started so that the project leaders can confirm or reject the cost assignment.

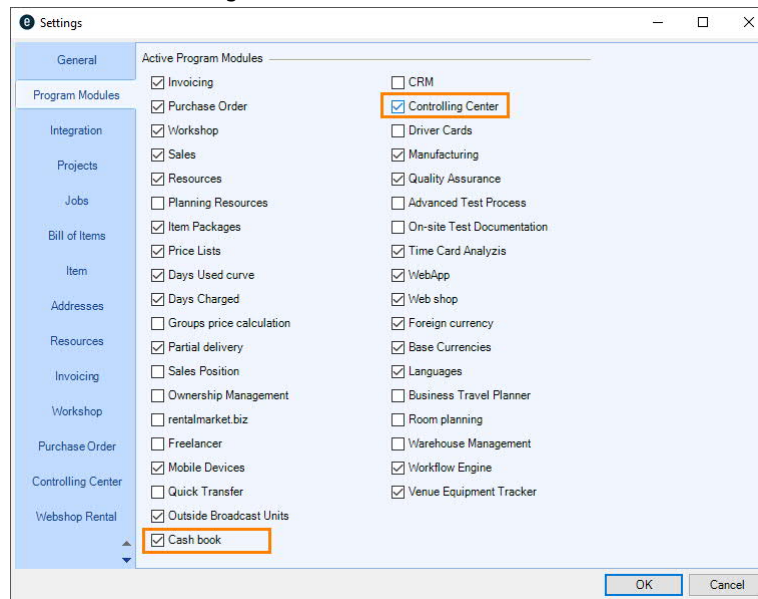
A cash book is also integrated that links cash transactions with invoices and purchase invoices.

Installation and activation

Go to the easyjob program settings to activate the easyjob Controlling Center module and the Cash Book . The Cash Book function is coupled with the Controlling Center module. A separate installation is not required.

Activating the **Controlling Center** module and the **Cash Book**

1. easyjob Menu  Tools  Options
2.  Functions tab
3. Select the Controlling Center and Cash book



4.  Ok

easyjob must be restarted to activate the settings.

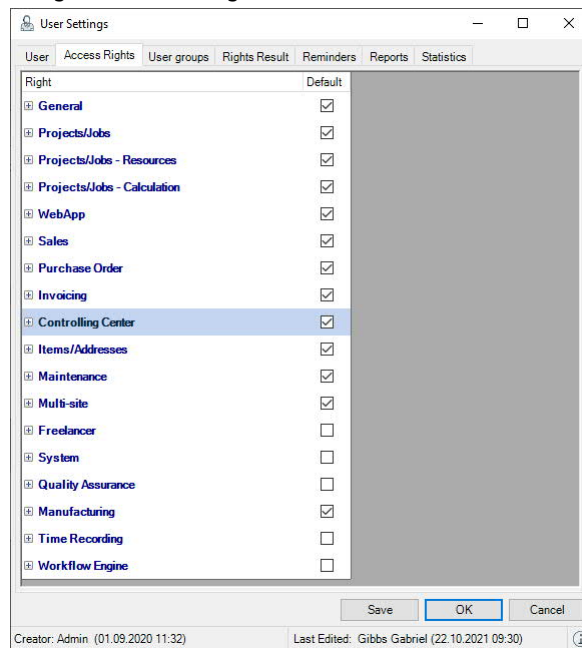
Configuration and settings

User settings

There are various Controlling Center rights available in the User Rights Manager.

Assigning user rights for the Controlling Center

1. easyjob Menu ➞ Tools ➞ Manage Users
2. ➞ Select a User
3. ➞ Edit
4. ➞ Rights tab
5. ➞ Controlling Center
6. Assign the desired rights

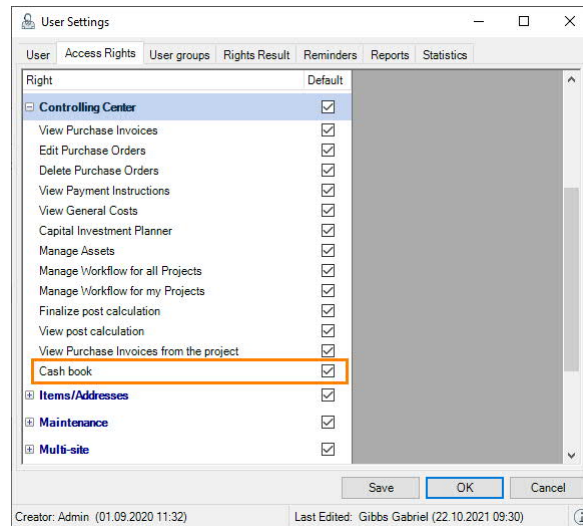


7. ➞ Save
8. ➞ Ok

There is a separate user right setting for the **Cash book** function.

Assigning the user right for the cash book

1. easyjob Menu ➤ **Tools** ➤ **Manage Users**
2. ➤ Select a user
3. ➤ **Edit**
4. ➤ **Rights** tab
5. ➤ Controlling Center
6. Assign the desired rights



7. ➤ **Save**
8. ➤ **Ok**

Program Settings

Chart of accounts

The Chart of accounts is used to assign accounts between easyjob and your accounting. Different expense accounts are required depending on the type of company. If you outsource your accounting to an external service provider (i.e. an accountant), you must synchronize the individual accounts with your accountant's office.

Then you can create the required accounts:

1. easyjob Menu ➔ Master Data ➔ Accounts
2. ➔ Add
3. Enter a unique name
4. Select Expense Account as the account type
5. Enter the account number

Tax Type	Normal Account	Insurance Account
EU Member Tax-free	4018	4018
MwSt	4019	4019
Tax	4020	4020
Tax Free	4021	4021

6. ➔ Ok

Repeat the procedure until all accounts have been created.

On the basis of the created accounts, the preset account will be selected automatically in the purchase invoice upon assignment of the purchase invoice line item.

Standard Expense Accounts

To make automatic account assignment possible when exporting data to the accounting department, the individual expense accounts can be pre-defined for the various easyjob program modules and areas. The predefined expense account is used automatically when assigning a purchase invoice.

Use is basically identical for the income accounts. As expense account assignment is generally done in more detail, various expense accounts can be selected in the various program modules and areas.

There are standard expense accounts for Sub Categories (material), Resources, General Costs, Job Cost Type and for additional standard expense types.

The settings are modified in the easyjob Master Data.

Standard Expense Account Categories

Defining expense accounts for subcategories:

1. easyjob Menu ➡ Master Data ➡ Subcategories
2. Select the required Mutterwarengruppe
3. Select the subcategory
4. ➡ Edit

5. Define the required expense accounts
6. ➡ Ok

Five different expense accounts can be assigned to each category.

Rental Inventory and Purchase Order

When assigning a purchase invoice to a **rental inventory entry purchase order** or directly to an **inventory entry** in the master data, the selected expense account is assigned.

Sales Inventory and Purchase Order

When assigning a purchase invoice to a **sales inventory purchase order** or direct to an **inventory entry** in the master data, the selected expense account is used.

Maintenance

When assigning a purchase invoice to a **maintenance** workshop activity, the selected expense account is assigned.

Repair

When assigning a purchase invoice to a **repair** workshop activity, the selected expense account is used.

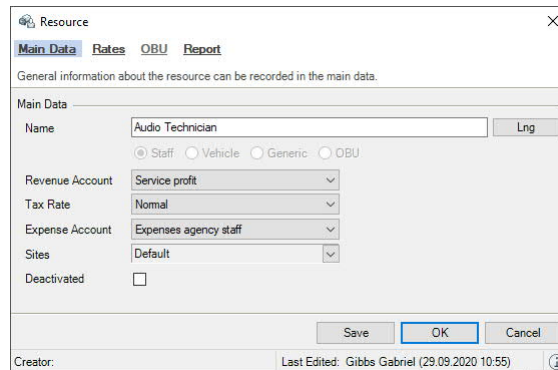
Sub-rental

When assigning a purchase invoice to a **sub-rental purchase order** or a **sub-rental job**, the selected expense account is assigned.

Standard Expense Account Resources

Defining the expense accounts for resources

1. easyjob Menu ➤ Master Data ➤ Resources
2. Select the required resource
3. ➤ Edit



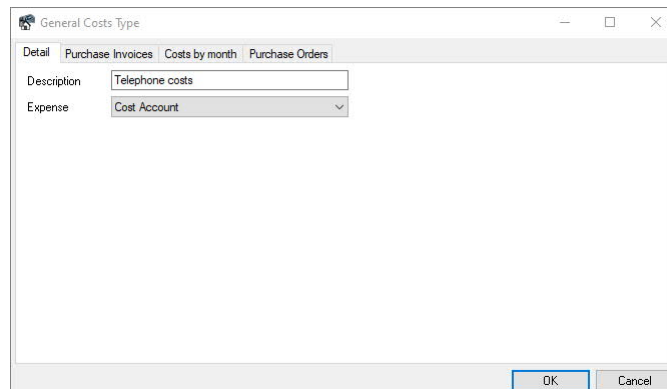
4. Define the required expense accounts
5. ➤ Save
6. ➤ Ok

The corresponding expense account can be selected for each resource type. When assigning a purchase invoice from an external service provider, the selected expense account is used.

Standard Expense Account General Expenses

Defining the expense accounts for general expenses

1. easyjob Menu ➤ Controlling ➤ General expenses
2. ➤ Add
3. Enter a Name



4. Define the required expense account
5. ➤ Ok

The corresponding expense account can be selected for each general expense type. When assigning a purchase invoice to the general expense type, the selected expense account is used.

In addition, all purchase invoices assigned to the general expense type and the general expenses grouped by month can be viewed.

Standard Expense Account Job Cost Type

Defining an expense account for the job cost type

1. easyjob Menu ➡ Master Data ➡ Job Cost Types
2. Select the required job cost type
3. ➡ Edit

4. Define the required expense account
5. ➡ Ok

The corresponding expense account can be selected for each job cost type. When assigning a purchase invoice to a job expense entry, the selected expense account is used.

Additional Standard Expense Types

Additional expense accounts are recorded in the program settings.

1. easyjob Menu ➡ Options ➡ Controlling Center

2. Define the required expense accounts
3. ➡ Ok

easyjob must be restarted to activate the settings.

Details about additional standard expense types

Standard Purchase Invoice Line Item Expense Account

When creating a new purchase invoice line item, the expense account is pre-selected in the purchase invoice.

Standard Purchase Invoice Line Item Invoice Line Item Type

When creating a new purchase order line item, the line item type is pre-selected in the purchase invoice.

Project Expense Account

When managing purchase invoices, a purchase invoice can be assigned to a project without qualifying it. As the assignment does not belong to sub-rental, job costs or resources, the selected expense account will be used for it.

Sub-rental expense account

If items are sub-hired that are not contained in the master data, this expense account is used.

Manual Purchase Order Item Expense Account

If a manual line item is added to a purchase order, none of the item's standard expense accounts may be used. The expense account is used for this.


Manual Sales Line Items Expense Account

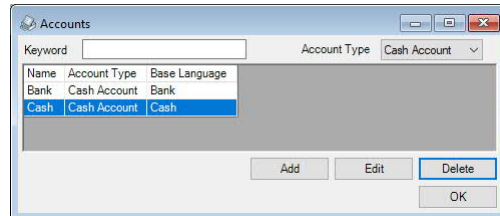
If a manual line item is added to a sales order, none of the articles standard expense accounts may be used. The expense account is used for this.



Creating a cash book account

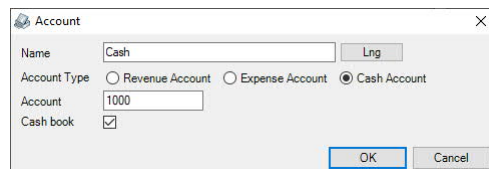
Before you can use the cash book, you must create a **Cash Account** type of account for the cash book account and then activate it for the cash book.


Activating the cash book account

1. easyjob Menu  **Master Data**  **Accounts**
2. Filter by the **Cash Account** type of account



3.  Select the account
4.  **Edit**
5. Check the **Cash book** box

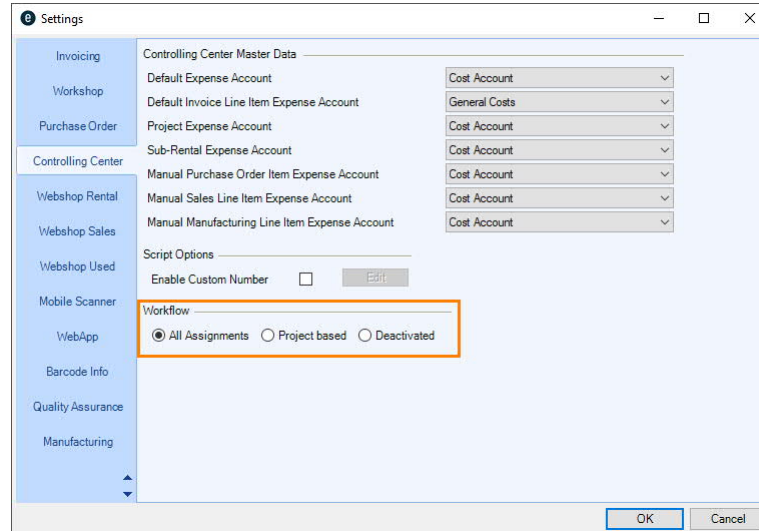


6.  **Save**
7.  **Ok**

CC Workflow settings

To ensure the checking of Received Invoices, an authorization process is started when assigning Purchase Invoices. In the program settings you can define the types of assignment positions that activate the CC workflow when they are created and therefore must be confirmed later.

1. easyjob Menu ➡ Options ➡ Controlling Center

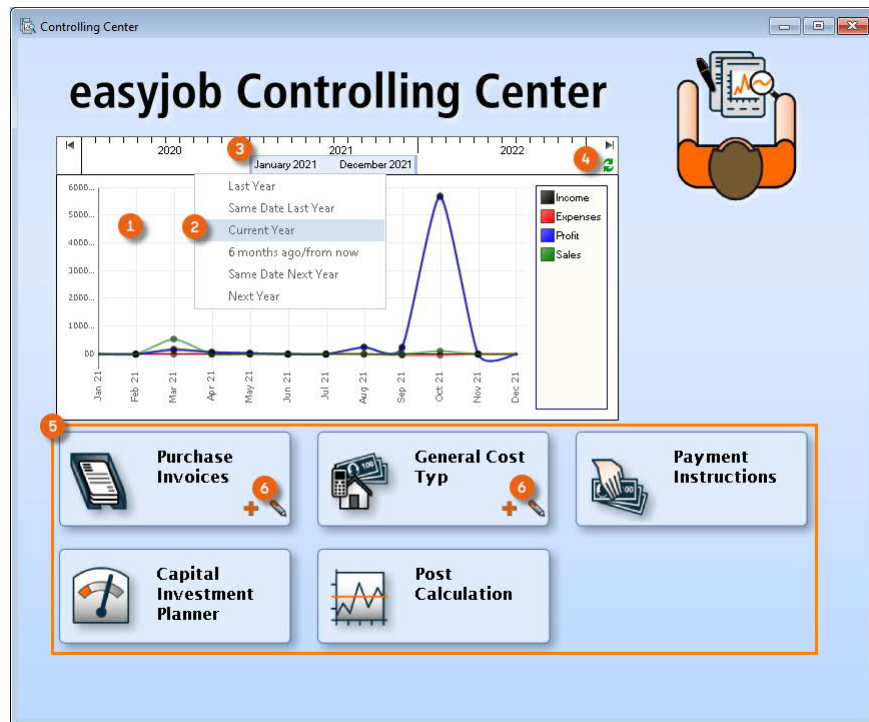


2. Define the required workflow setting
3. ➡ Ok

easyjob must be restarted to activate the settings.

Controlling Center Cockpit

The **Controlling Cockpit** is the main way to access the Controlling Center features. The various area of the Controlling Center can also be opened from the easyjob Menu.



The overview graphic ① provides a brief overview of the company's financial situation. Various lines calculate the current income and expenses, resulting in monthly profit. The corresponding numbers are calculated from the scheduled income, from confirmed projects and sales orders as well as from scheduled expenses. The current year ② is automatically displayed. In addition to the predefined time windows from the context menu, you can use the mouse to move the timeline ③ as preferred. To calculate the period click Refresh ④. The buttons ⑤ make it possible to quickly navigate the various Controlling Center areas. Clicking the button will open the respective program area. It is also possible to create a new data set ⑥ or edit an existing data set for purchase invoices and general expenses.

Purchase Invoice Management

A purchase invoice is used as the basis for many areas in the Controlling Center. You must register the content of every invoice you receive as a purchase invoice in easyjob. By assigning the purchase invoice to the individual easyjob modules and areas, **cost control**, **project post calculation** as well as **purchase invoice export** to the accounting department can be carried out. Furthermore, the respective project leader can use an **authorization workflow** to decide if the scheduled purchase invoice is correct. The payment instructions are calculated based on the payment terms. It is also possible to attach the original purchase invoice to the documentation using the document scanner. An advantage of entering the original purchase invoice is that by simply pressing a button, you can access the purchase invoice as well as the ergonomic assignment of the purchase invoice line item. For the assignment, visual contact is not necessary between the purchase invoice, screen and the keypad.

Creating a purchase invoice

1. easyjob Menu ➤ Controlling ➤ Create Purchase Invoice

or

1. easyjob Menu ➤ Controlling Center ➤ Add Purchase Invoice icon

2. Enter the required data as described in the following sections
3. ➤ Ok

Main Data

Enter the Invoice number ②, the Supplier ③ and the Tax type ⑥ in the Main data ①. When selecting the supplier, you can directly assign the corresponding Purchase Order ④. The address name or the name of the Purchase Order is used to create the Name ⑤ upon assignment of the address, and can be changed at any time. The tax rate is selected as a presetting for the individual purchase invoice line items. If a purchase invoice line item has various tax rates, the tax can be corrected manually for the document line item. Furthermore, you can enter the Type ⑦ (invoice or credit) and the Date ⑧ of the document. The Payment Date ⑨ and the Cash Account ⑩ used for the payment, as well as an overview and the status of the Costs ⑪ are also displayed in the main data. You can also see the Workflow Status ⑫.

Purchase Invoice DFT21-0019

① Main Data | Line Items | Attachments | Purchase Invoice | Costs | Workflow

All information necessary for the purchase invoice can be recorded.

Main Data

Number: DFT21-0019

Custom Number: 12345687

Invoice Number: BARCO-084897

Name: AV

Manager: Gibbs Gabriel

Type: Invoice

Document Date: 10/22/2021

Tax Type: Tax

Paid: ☐ 10/22/2021

Cash Account: ☐ 10/22/2021

Exported: ☐ 10/22/2021

Site: Default

Company: Default

Base Currency: EUR

Output Currency: EUR

Supplier

From Purchase Order ④ Add Edit Del

Creditor ID: 70016

Costs

Total	€29,000.00
Tax	€2,320.00
Total incl. Tax	€31,320.00
Payments	€0.00
Open	€31,320.00
Base Currency	€29,000.00

Workflow Status

1 Unapproved Assignments

Creator: Gibbs Gabriel (10/22/2021 1:36 PM) Last Edited:

Print Save Finalize Ok

Warning if the invoice number is the same

To prevent invoices from being recorded twice, a corresponding warning is displayed if the same invoice number is used for a supplier.

Purchase Invoice DFT21-0020

Main Data | Line Items | Attachments | Purchase Invoice | Costs | Workflow

All information necessary for the purchase invoice can be recorded.

Main Data

Number: DFT21-0020

Custom Number:

Invoice Number: BARCO-084897

Name: BARCO Inc.

Manager: Gibbs Gabriel

Type: Invoice

Document Date: 10/22/2021

Tax Type: Tax

Paid: ☐ 10/22/2021

Cash Account: ☐ 10/22/2021

Exported: ☐ 10/22/2021

Site: Default

Company: Default

Base Currency: EUR

Output Currency: EUR

Supplier

1000002.00 Edit Del ...

BARCO Inc.
Carl Vanden Bussche
3078 Prospect Park Drive
Rancho Cordova CA 95670

Phone: 888-414-7226
Company Phone: 888-414-7205

Creditor ID: 70057

Costs

Total	€1,300.00
Tax	€104.00
Total incl. Tax	€1,404.00
Payments	€0.00
Open	€1,404.00
Base Currency	€1,300.00

Workflow Status

5 Unapproved Assignments

Creator: Gibbs Gabriel (10/22/2021 1:42 PM) Last Edited:

Print Save Finalize Ok

There is another Purchase Invoice with the same Invoice Number for this Supplier.

Line Items

The number of line items you create depends on the level of detail with which you will later carry out your controlling. You can create a line item for each individual sub-rental item in a supplier invoice, for example, or combine all sub-rental items for a job in one line item.



In order to quickly and easily enter the purchase invoices, we recommend creating as few individual line items as possible. With the Business Information Center, easyjob provides a detailed evaluation of all possible combinations so that you can limit yourself to what is necessary when creating purchase invoices.

It is possible to use the scanned purchase invoice to graphically create line items quickly and simply (see also section [Document](#)) or to enter the line items manually.

Adding purchase invoice line items manually

1. easyjob Menu ➤ [Controlling](#) ➤ [Create Purchase Invoice](#)
2. ➤ [Line Items](#) tab
3. ➤ [Add](#)
4. Enter the desired data

Purchase Invoice Line Item Distribution

The detail with which you want to enter the purchase invoice line items depends on the requirements of the individual reports. In principle, you can also create a purchase invoice line item, for example, for a rental invoice with multiple items. If a supplier has summarized multiple services in one line item ①, you can divide this into different services ② using sub-line items.

Purchase Invoice DFT21-0021

Main Data | Line Items | Attachments | Purchase Invoice | Costs | Workflow

The calculated line items can be recorded and assigned.

Invoice Number: [] Document date: 10/22/2021 Paper Total: €1,200.00 Remaining: €0.00

Pos.	Quantity	Line Item Type	Name	Amount	Total	Plan	Tax	Total incl. Tax	Tax Rate	Account	Workflow
1	1	Resource	1 x Mark McNeil - 21-0039.01 Hall 1 Video Technician (10/10/2021 8:00 AM - 10/10/2021 4:00 PM)	€1,200.00	€1,200.00	€1,200.00			Normal	Cost Account	Assignment
1.1	1	Resource	1 x Mark McNeil - 21-0039.01 Hall 1 Video Technician (10/10/2021 8:00 AM - 10/10/2021 4:00 PM)	€300.00	€300.00	€300.00	€24.00	€324.00	Normal	Cost Account	Assignment
1.2	1	Resource	1 x Mark McNeil - 21-0039.01 Hall 1 Video Technician (10/9/2021 8:00 AM - 10/9/2021 7:00 PM)	€300.00	€300.00	€300.00	€24.00	€324.00	Normal	Cost Account	Assignment
1.3	1	Resource	1 x Mark McNeil - 21-0039.01 Hall 1 Video Technician (10/9/2021 8:00 AM - 10/9/2021 7:00 PM)	€300.00	€300.00	€300.00	€24.00	€324.00	Normal	Cost Account	Assignment
1.4	1	Resource	1 x Mark McNeil - 21-0039.01 Hall 1 Video Technician (10/7/2021 8:00 AM - 10/7/2021 7:00 PM)	€300.00	€300.00	€300.00	€24.00	€324.00	Normal	Cost Account	Assignment
1	1	Expendable		€0.00	€0.00	€0.00	€0.00	€0.00			

Fuzzy logic: Assignments

Type	Quantity	Name	Price	Start	End	Account
Resource Assignment	1	Video Technician (21-0002.01 Opening)	€300.00	3/20/2021 4:00 PM	3/20/2021 8:00 PM	Cost Account
Resource Assignment	1	Video Technician (21-0002.01 Opening)	€300.00	3/19/2021 8:00 AM	3/19/2021 2:00 PM	Cost Account

Creator: Gibbs Gabriel (10/22/2021 1:47 PM) Last Edited: Gibbs Gabriel (10/22/2021 1:51 PM)

In the purchase invoice line item you can enter the quantity, line item type, name, amount, tax rate and the revenue account. If you enter the purchase invoice line item via a document, you can keep the name open, as you can view the original text in the display window ③ at any time. You can change the order of the line items using the arrow keys ④. The tax is automatically pre-selected based on the data in the document header (from the supplier's master data).

21-0012 Hotel Berlin

Main Data | Line Items | Activities | Attachments | Purchase Invoice | Costs | Workflow

The calculated line items can be recorded and assigned.

Invoice Number: 110972 Document date: 22/02/2021 Paper Total: 1,670.00 € Remaining: 0.00 €

Pos.	Quantity	Line Item Type	Name	Amount	Total	Plan	Tax	Total incl. Tax	Tax Rate	Account	Workflow
1	1	Project	Overnight stay	960.00 €	960.00 €	0.00 €				Item Tax	Other operating expenses
			21-0002 Festival - 21-0002 Festival	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	Item Tax	Other operating expenses
			1 Sub-Rental	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €		Assignment
2	2	Job Costs	Overnight stay	190.00 €	380.00 €	0.00 €	60.80 €	440.80 €	Item Tax	Travel costs	
3	10	Job Costs	Breakfast	21.00 €	210.00 €	0.00 €	33.60 €	243.60 €	Item Tax	Travel costs	
4	8	Job Costs	Parking ticket	15.00 €	120.00 €	0.00 €	19.20 €	139.20 €	Item Tax	Travel costs	

Fuzzy logic: Assignments

Quantity	Name	Price	Start	End	Account
6	Overnight stay Single room 1/10/2021-1/15/2021	160.00			960.00

Creator: Andrew Bedford (22/02/2021 12:53) Last Edited: Andrew Bedford (23/02/2021 15:42)

Based on the selected account, the expenses will be assigned to an account when exported to the accounting department. If you want to assign services to the respective line items, do not select the account and line item type field.

Data export is based on the account information from the service assignment. Then you can also leave the amount field open. The field will be calculated automatically based on the assignment.

Service assignment (automatic)

Based on the **service assignment** (connecting activities in easyjob with the purchase invoice), expenses are displayed and calculated in the corresponding easyjob program module. For a quick assignment, easyjob Fuzzy Logic makes suggestions based on the current purchase invoice and the available information (supplier). Enter the invoice amount in the Paper Total ① field. The Fuzzy Logic ② lists all activities that are connected to the supplier and that could apply for the purchase invoice. Various filters such as the Process ③ (sub-rental, sub-rental item, job costs, etc.), the Date ④ (preselected from a period minus two months) and a keyword filter ⑤ (you can use the wildcards * and ?. * replaces the rest of a word and ? replaces a letter with a variable text) help provide a better overview.

Type	Quantity	Name	Price	Start	End	Account
Resource Assignment	1	Light Engineer (21-0002.02 Opening)	200,00 €	02/03/2021 10:00	02/03/2021 20:00	Cost Account
Resource Assignment	1	Light Engineer (21-0002.02 Opening)	200,00 €	01/03/2021 10:00	01/03/2021 20:00	Cost Account
Resource Assignment	1	Sound Engineer (21-0002.01 Festival)	0,00 €	01/02/2021 08:00	02/02/2021 20:00	Cost Account
Resource Assignment	1	AV Engineer (21-0002.01 Festival)	250,00 €	01/02/2021 08:00	01/02/2021 20:00	Expenses external staff
Resource Assignment	1	Light Designer (21-0002.01 Festival)	0,00 €	01/02/2021 08:00	01/02/2021 20:00	Cost Account

The following logic is used for the analysis

Sub-rental or sub-rental item

All sub-rental type jobs (or the contained items), all purchase orders for sub-rental type jobs (or the items) without the service assigned to the selected supplier.

Job Costs

All job costs from the past from the selected suppliers that do not have the service assigned during the previous and next six months are displayed.

Resource

All resources without the service assigned to the selected supplier. Vehicles are suggested when the delivery address corresponds with the address entered for the vehicle. The vehicles are displayed with a license plate number.

Sales or Sales Line Items

All sales type jobs (or their sales line items), all purchase orders for sales type jobs (or their sales line items) without the service assigned to the selected supplier.

Inventory

All inventory entries for which the selected supplier was defined as the supply source.


Workshop

All workshop activities in progress without the service assigned, in which the selected supplier is selected as the address of the maintenance provider.

Purchase Order Line Items

All purchase orders in progress without the service assigned to the selected supplier.

Corporate structure assignment via fuzzy logic

When using the easyjob CRM module, the address of the parent companies and subsidiaries will be displayed. See also  [easyjob CRM Parent address and Subsidiaries](#).

Create and assign a purchase invoice line item via fuzzy logic:

Add a new Line Item ⑥ as done for an invoice and customize the Line item type ⑦, the Name ⑧ and the Account ⑨ as required. A new sub-line item is created automatically and marked with a star ⑩.

Purchase Invoice 21-0014

Main Data | Line Items | Activities | Attachments | Purchase Invoice | Costs | Workflow

The calculated line items can be recorded and assigned.

Invoice Number: 1598732 | Document date: 24/02/2021 | Paper Total: 400.00 € | Remaining: 400.00 €

Pos.	Quantity	Line Item Type	Name	Amount	Total	Plan	Tax	Total incl. Tax	Tax Rate	Account	Workflow
1	1	Resource	SeveralJobs	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	Resource Tax	Expenses external staff
	1	Sub-Rental		0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €		

Fuzzy logic: Assignments

Type: Resource Assignment

Type	Quantity	Name	Price	Start	End	Account
Resource Assignment	1	Light Engineer (21-0002.02 Opening)	200.00 €	02/03/2021 10:00	02/03/2021 20:00	Cost Account
Resource Assignment	1	Light Engineer (21-0002.02 Opening)	200.00 €	01/03/2021 10:00	01/03/2021 20:00	Cost Account
Resource Assignment	1	Sound Engineer (21-0002.01 Festival)	200.00 €	01/02/2021 08:00	02/02/2021 20:00	Cost Account
Resource Assignment	1	AV Engineer (21-0002.01 Festival)	250.00 €	01/02/2021 08:00	01/02/2021 20:00	Expenses external staff
Resource Assignment	1	Light Designer (21-0002.01 Festival)	200.00 €	01/02/2021 08:00	01/02/2021 20:00	Cost Account

Creator: Andrew Bedford (24/02/2021 12:50) | Last Edited: Andrew Bedford (24/02/2021 12:58)

You can Drag&Drop the appropriate line items from the Fuzzy Logic in succession to the free subheadings ⑪. The Line Item type ⑫ and the account are applied from the main line item and can then be customized. A warning ⑬ shows the difference between the planned amount and the current amount. By right clicking the symbol, you can open the sub-menu and decide how to distribute the difference ⑭ (proportionately to the quantity or proportionately to the costs). With Apply total, you can apply the planned total.

Purchase Invoice 21-0014

Main Data | Line Items | Activities | Attachments | Purchase Invoice | Costs | Workflow

The calculated line items can be recorded and assigned.

Invoice Number: 1598732 | Document date: 24/02/2021 | Paper Total: 650.00 € | Remaining: 650.00 €

Pos.	Quantity	Line Item Type	Name	Amount	Total	Plan	Tax	Total incl. Tax	Tax Rate	Account	Workflow
1.1	1	Resource	1 x Hugh Hooke - 21-0002.02 Opening Light Engineer (02/03/2021 10:00 - 02/03/2021 20:00)	200.00 €	200.00 €	200.00 €	0.00 €	200.00 €	0.00 €	Cost Account	Assignment
1.2	1	Resource	1 x Hugh Hooke - 21-0002.02 Opening Light Engineer (01/03/2021 10:00 - 01/03/2021 20:00)	200.00 €	200.00 €	200.00 €	0.00 €	200.00 €	0.00 €	Cost Account	Assignment
	1	Sub-Rental		0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €		

Fuzzy logic: Assignments

Type: Resource Assignment

Type	Quantity	Name	Price	Start	End	Account
Resource Assignment	1	Sound Engineer (21-0002.01 Festival)	200.00 €	01/02/2021 08:00	02/02/2021 20:00	Cost Account
Resource Assignment	1	AV Engineer (21-0002.01 Festival)	250.00 €	01/02/2021 08:00	01/02/2021 20:00	Expenses external staff
Resource Assignment	1	Light Designer (21-0002.01 Festival)	200.00 €	01/02/2021 08:00	01/02/2021 20:00	Cost Account

Creator: Andrew Bedford (24/02/2021 12:50) | Last Edited: Andrew Bedford (24/02/2021 12:58)

Alternatively, the assignments suggested by the Fuzzy Logic can be dragged and dropped to the empty field in the Purchase Invoice Line Item window. easyjob creates a separate entry for each assignment.

Purchase Invoice 21-0014

Main Data | Line Items | Activities | Attachments | Purchase Invoice | Costs | Workflow

The calculated line items can be recorded and assigned.

Invoice Number: 1598732 | Document date: 24/02/2021 | Paper Total: 650.00 € | Remaining: 650.00 €

Pos.	Quantity	Line Item Type	Name	Amount	Total	Plan	Tax	Total incl. Tax	Tax Rate	Account	Workflow
1	1	Resource	SeveralJobs	0.00 €	0.00 €	400.00 €	0.00 €	0.00 €	0.00 €	Resource Tax	Expenses external staff
1.1	1	Resource	1 x Hugh Hooke - 21-0002.02 Opening Light Engineer (02/03/2021 10:00 - 02/03/2021 20:00)	200.00 €	200.00 €	200.00 €	0.00 €	200.00 €	0.00 €	Cost Account	Assignment
1.2	1	Resource	1 x Hugh Hooke - 21-0002.02 Opening Light Engineer (01/03/2021 10:00 - 01/03/2021 20:00)	200.00 €	200.00 €	200.00 €	0.00 €	200.00 €	0.00 €	Cost Account	Assignment
	1	Sub-Rental		0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €		
2	1	Resource	1 x Dan Driggs - 21-0002.01 Festival AV Engineer (01/02/2021 08:00 - 01/02/2021 20:00)	250.00 €	250.00 €	250.00 €	0.00 €	250.00 €	0.00 €	Resource Tax	Expenses external staff
	1	Sub-Rental		0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €		

Fuzzy logic: Assignments

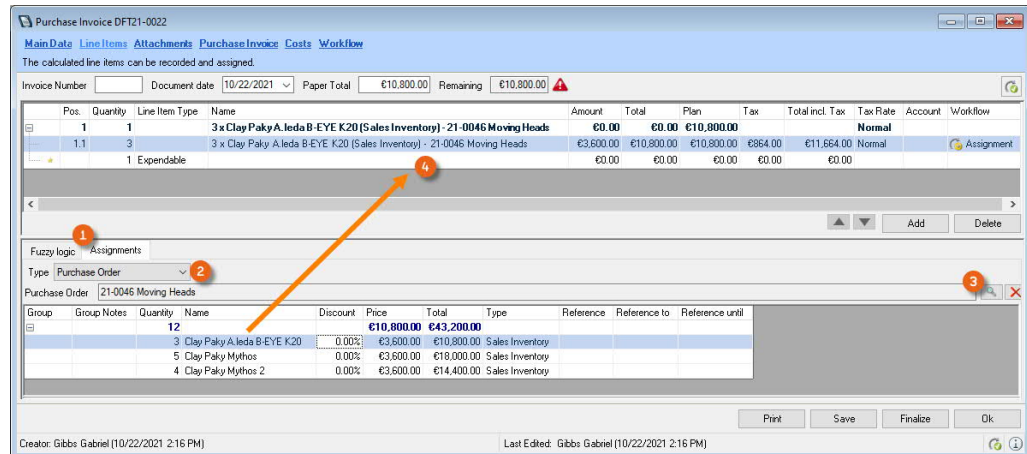
Type: Resource Assignment

Type	Quantity	Name	Price	Start	End	Account
Resource Assignment	1	Sound Engineer (21-0002.01 Festival)	0.00 €	01/02/2021 08:00	02/02/2021 20:00	Cost Account
Resource Assignment	1	Light Designer (21-0002.01 Festival)	0.00 €	01/02/2021 08:00	01/02/2021 20:00	Cost Account

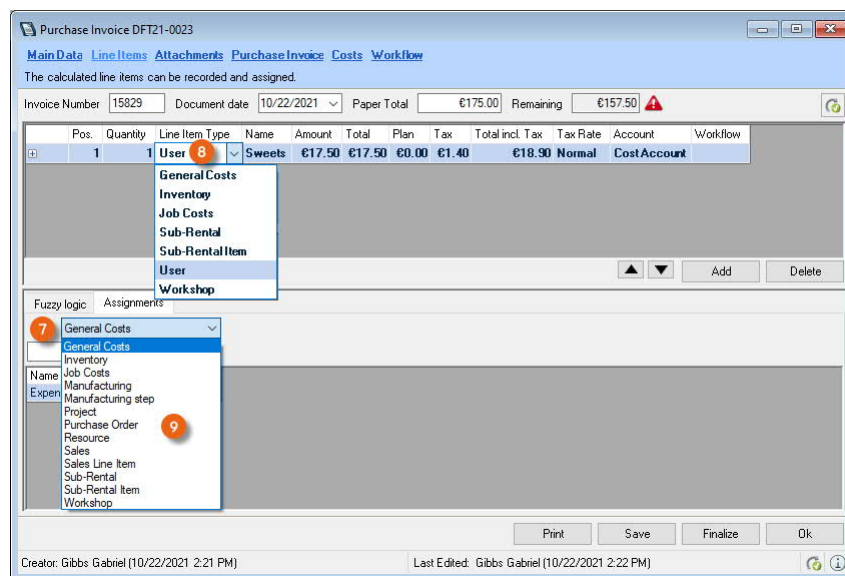
Creator: Andrew Bedford (24/02/2021 12:50) | Last Edited: Andrew Bedford (24/02/2021 12:58)

Service assignment (manual)

The service assignment can be carried out manually. To do so, select the Assignments ^① tab and the Line item type ^② (e.g. purchase orders) to which you want to assign the services. Select a Purchase Order ^③ and drag and drop the line items to the free field ^④. A corresponding main line item is created automatically with the relative sub-line items ^⑤ and the selected purchase order line item is assigned to the purchase invoice.



In addition to the easyjob activities (Purchase Order, Inventory, etc.) ^⑥ you can also assign your purchase invoice to General costs ^⑦. If you cannot assign a Purchase Invoice Line Item to any easyjob activity, select the User ^⑧ line item type.



Afterwards, the individual service assignments and their connections are shown in easyjob.

Service assignment - General expenses

General expense services such as telephone bills or similar will be assigned to the general expenses.

Expense calculation	Investment planning
Expense account	The expense account is assigned on the basis of the selected general expense account.
Purchase invoice display	General expenses

Service assignment - User

If you cannot assign any object in easyjob to a purchase invoice line item, select User.

Expense account	The account is pre-selected on the basis of the Expense account manual purchase invoice line item program setting
-----------------	---

Service assignment - Purchase order

Purchase invoices that you receive based on purchase orders executed thorough easyjob purchase orders can be assigned to the corresponding purchase orders.

Expense calculation	In the project cost plan, these assignments are included in the real costs of staff or transportation.
Expense account	<p>Purchase order line item from item master data for rental inventory: The expense account is pre-selected from the item sub category on the basis of the rental inventory and purchase order account settings.</p> <p>Purchase order line items from item master data for sales inventory: The expense account is pre-selected from the item sub category on the basis of the sales inventory and purchase order account settings.</p> <p>Resources The expense account is pre-selected on the basis of the expense account assigned to the resource type.</p> <p>Manual Purchase Order Line Item: The account is selected on the basis of the Expense account manual purchase order line item program setting.</p>
Purchase invoice display	Project, Sales, Purchase Order, Item Master Data

Service assignment - Inventory

If you want to assign a purchase invoice for purchasing an item for the rental or sales stock and you do not have a purchase order or sales order, the service can be assigned an inventory entry.

Expense account	<p>Sales inventory entry:</p> <p>The expense account is pre-selected from the item category on the basis of the rental inventory and purchase order account settings.</p> <p>Rental inventory entry:</p> <p>The expense account is pre-selected from the item category on the basis of the sales inventory and purchase order account settings.</p>
Purchase invoice display	Item Master Data

Service assignment - job costs

With job service assignment, supplier services are assigned to the job costs.

Expense calculation	In the project cost plan, these assignments are included in the real costs of the job costs.
Expense account	The expense account is pre-selected on the basis of the expense account assigned to the job cost type.
Purchase invoice display	Project

Service assignment - Project

Each project can be assigned many different costs for services through job, resource and sub-hire costs.

If an assignment is not exactly possible or if there is a document that cannot be assigned to any of the listed activities, you can make a general service assignment to the project.

Expense calculation	In the project cost plan, these assignment are included in the real costs of the job costs.
Expense account	The account is pre-selected on the basis of the project expense account program setting
Purchase invoice display	Project

Service assignment - resources

By assigning a service to a resource, you assign the purchase invoice line item as a cost to an invoice for a project resource.

Expense calculation	In the project cost plan, this assignment is included in the real cost of staff or transportation.
Expense account	The expense account is pre-selected on the basis of the expense account assigned to the resource type.
Purchase invoice display	Project

Service assignment - sales or sales line items

By assigning a service to a sales project, you assign the purchase invoice as a cost for a sales order or to the individual sales line items.

Expense account	<p>Manual sales line items:</p> <p>The account is pre-selected on the basis of the Expense account manual sales line items program setting.</p> <p>Sales line item from item master data</p> <p>The expense account is selected from the item category on the basis of the sales account settings.</p>
Purchase invoice display	Sales Order, Purchase Order, Item Master Data, Item Inventory

Service assignment - workshop

By assigning a service to a workshop activity, you can enter the purchase invoice line item as a cost to an invoice that you received for a workshop activity.

Expense account	The expense account is pre-selected on the basis of the item category account settings. If it concerns maintenance or repair, the respective maintenance or repair expense account is used.
Purchase invoice display	Workshop Activity and Item Master Data

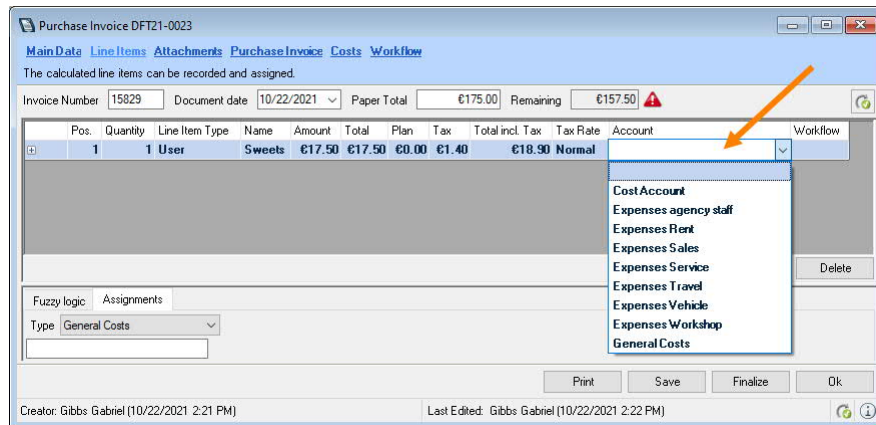
Service assignment - sub-rental or sub-rental item

With a sub-rental service assignment, you assign the purchase invoice line item as a cost for the entire sub-rental or for the sub-hired equipment.

Expense calculation	In the project cost plan, these assignments are included in the real cost of the sub-hired equipment.
Expense account	The expense account is pre-selected on the basis of the sub-rental account settings.
Purchase invoice display	Project and Item Master Data

Service assignment not known initially


It is possible in individual cases that your accounting department must select the correct expense account. To do so, you can select an empty entry.



With the Navigator view, all purchase invoices with an empty entry can be determined. See also section [Overviews in Navigator and easyjob Heute](#).

Attachments

As in many of the easyjob program modules, you can assign as many documents to a purchase invoice as you want.






It is also possible to scan and import the original document in the purchase invoice. See also  [easyjob 6 Manual Documenttype](#).

Document

Assignment of the purchase invoice

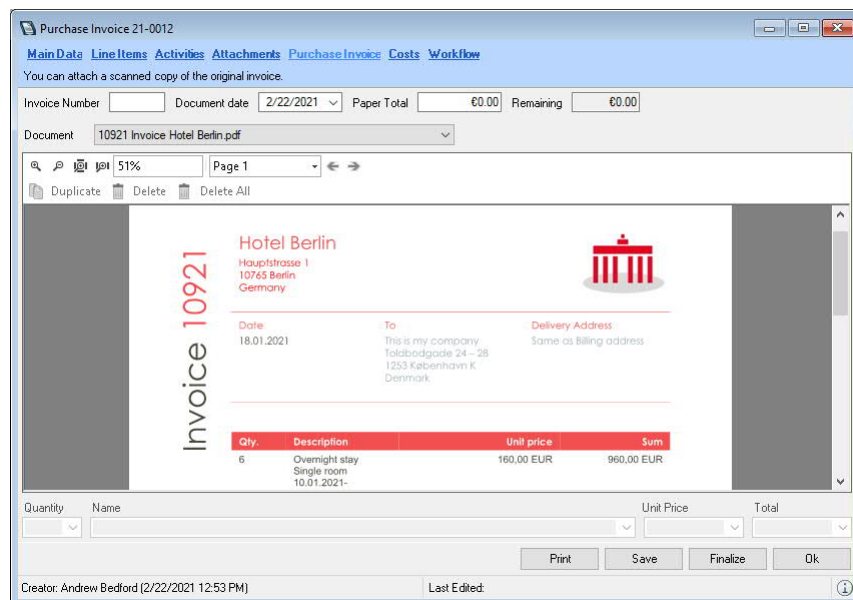
To automatically apply line items from the scanned invoice or the invoice in PDF format, the concerned invoice must first be added to the Documents tab. Then you can select the document as a purchase invoice.


Adding the invoice

1. easyjob Menu  [Controlling](#)  [Edit Purchase Invoice](#)
2. Select the purchase invoice
3.  [Ok](#)
4.  [Documents](#) tab
5.  [Add](#)
6. Add the desired document

Selecting the added invoice as the purchase invoice:

1. easyjob Menu  [Controlling](#)  [Edit Purchase Invoice](#)
2.  [Purchase invoice](#) tab



3.  [Documents](#)
4. Select the desired document

Processing a collective document

If you want to create multiple purchase invoices at the same time, scan all the desired documents at once. With the **Process collective document** function you can easily create the corresponding purchase invoices from all invoices. After scanning, select the file of your created collective document ①. Use the arrow keys ② to navigate the various pages, enter the invoice number, date and invoice amount as well as the supplier ④ and in the case of multi-page invoices, always click **New purchase invoice** ③ on the first page (for one-page invoices also on the first page). At the end, click **Create purchase invoices** ⑤.

Edit Summary Document

File: SummaryDoc.pdf

Page 1

Invoice 10921

Hotel Berlin
Hauptstrasse 1
10785 Berlin
Germany

Date: 18.01.2021 To: 100.00 EUR Delivery Address: 100.00 EUR

Qty	Description	Unit price	Sum
1	Overnight stay Single room 18.01.2021 - 19.01.2021	100.00 EUR	100.00 EUR
2	Overnight stay Double room 18.01.2021 - 19.01.2021	190.00 EUR	380.00 EUR
10	Breakfast 18.01.2021 - 19.01.2021	21.00 EUR	210.00 EUR
8	Parking ticket 18.01.2021 - 19.01.2021	15.00 EUR	120.00 EUR
Sum total (Net)			670.00 EUR
plus 19% VAT			127.30 EUR
Total sum (Gross)			797.30 EUR
Total sum due to 18.01.2021			797.30 EUR

Thank you very much for your stay!

Purchase Invoice Main Data

Page: 1 - 6

Invoice Number:

Name:

Document date: 2/22/2021

Invoice Total: 0.00

Supplier:

Site: Denmark

Company: Standard

Base Currency: EUR

Output Currency: EUR

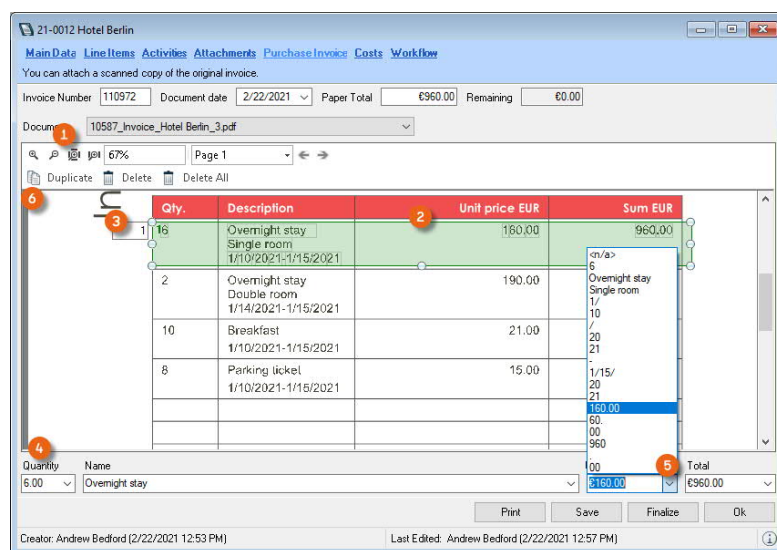
Open after Creation ☐ **Create documents**

Processing a collective document

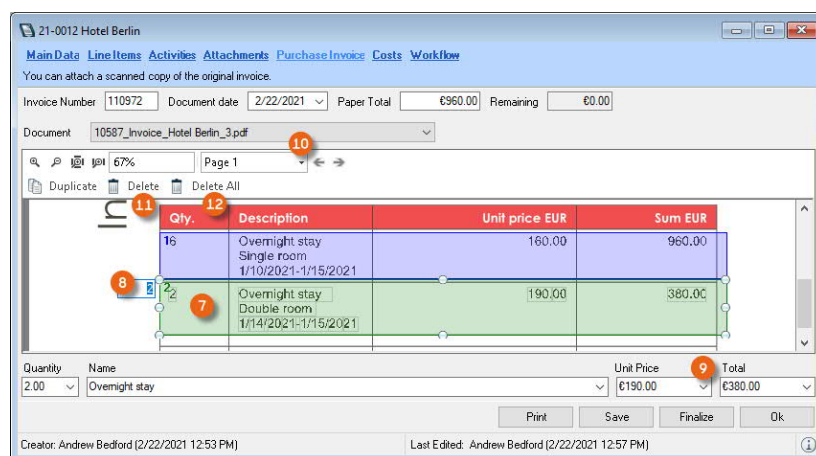
1. easyjob Menu ➞ Controlling ➞ Edit Summary Document

Assigning individual line items in the purchase invoice

In order to make it easier to assign the individual line items to the respective cost types at a later time, you can graphically divide the original document into individual portions. In the tools list, you can customize the view so that you can see the purchase invoice line items correctly on your screen. Selecting with the mouse (pull down the frame), you can create a new Line Item. If there are multiple line items on a document that you want to combine, you can expand the selection over multiple lines. After assigning the area, the line item number is automatically added (e.g. 1). The line item ③ can be updated through a manual entry in the text field. The results row ④ displays the files that can be selected that were automatically detected for the respective field. Use the arrow key to open the selection ⑤ and assign the suitable value. If the purchase invoice consists of multiple line items, you can duplicate the selection via the menu ⑥.



After duplication, the new line item is created in the same way as the first line item ⑦ and numbered sequentially ⑧. The selection made under line item 1 is usually displayed in the results row. If necessary, the line item contents can be customized using the arrow keys of the individual cells ⑨. Continue with duplication until all line items have been entered. If the purchase invoice consists of multiple pages, you can select it via the tool menu ⑩. It is also possible to delete individual ⑪ or all selected line items ⑫. All created elements are displayed on the Line item tab. See also section [Line Items](#).



Costs

The sum of the individual line items is summarized on a line in the cost overview ①. The line items list is displayed grouped by accounts ② and the payment target ③ is taken from the address master data (**Supplier payment method**). If the purchase invoice was created based on a purchase order, the payment target for the purchase order is applied. If there are multiple purchase orders, this is the payment target for the first line item. If you select a payment type with a blank entry ④, you can change the terms of payment ⑤. The result can be added as the Payment Plan ⑥.

Account	Name	Tax Type	Total	Tax	Total incl. Tax
Cost Account			€1,075.00	€204.25	€1,279.25
Cost Account	10 x CAT5E cable 1 m (Rental Inventory) - 21-0044 Neue Kabel	MwSt	€850.00	€161.50	€1,011.50
Cost Account	5 x CAT5E cable 50 m (Rental Inventory) - 21-0044 Neue Kabel	MwSt	€75.00	€14.25	€89.25
Cost Account	10 x CAT5E cable 15 m (Rental Inventory) - 21-0044 Neue Kabel	MwSt	€150.00	€28.50	€178.50
Total Net			€1,075.00	Total Tax €204.25	Total incl. Tax €1,279.25

Payment Target

Payment: 3% 8 days | 2% 14 days | 30 days net

1st payment: 8 Days 3 % 10/29/2021 Balance Due: €1,240.87

2nd payment: 14 Days 2 % 11/4/2021 Balance Due: €1,253.67

Payment Plan

Date	Amount	Cash Account	Variable payment	Exported on	Paid
10/29/2021 2:25 PM	1,240.87	Bank	<input type="checkbox"/>		<input type="checkbox"/>

Total incl. Tax: €1,279.25 Payments: €0.00 Open: €1,279.25

Buttons: Add, Edit, Delete, Print, Save, Finalize, Ok

Creator: Thomas Taylor (10/21/2021 2:25 PM) Last Edited: Casagni Brad (10/21/2021 2:47 PM)

In the payment plan, determine when and for how much the transfer should be made. Based on the payment target, the Amount ⑥ and Date ⑦ of the payment is suggested. With Apply ⑧ you start the preparation of the payment instructions, which can then be finalized under Controlling Center ➡ **Payment instructions**. Furthermore, you can select your cash account and the supplier's bank account (in the address master data)

Payment Plan

Payment Target

1st payment	8 Days	3.00 %	10/29/2021	Balance Due:	€1,240.87	Apply
2nd payment	14 Days	2.00 % <td>11/4/2021 <td>Balance Due: <td>€1,253.67 <td>Apply</td> </td></td></td>	11/4/2021 <td>Balance Due: <td>€1,253.67 <td>Apply</td> </td></td>	Balance Due: <td>€1,253.67 <td>Apply</td> </td>	€1,253.67 <td>Apply</td>	Apply

Payment Plan

Date: 29.10.2021

Variable: ☐

Amount: €1,240.87

Paid: ☐

Cash Account: Bank

Exported: ☐ 04.11.2021

Bank account: Ethik Bank DE48830944950003373576

Buttons: OK, Cancel

Finalizing a Purchase Invoice

When a purchase invoice is finalized, the purchase order can no longer be edited and is prepared to be exported to the accounting department. Upon finalization, it is checked if the purchase invoice corresponds with the export definitions for the data export configured in the master data. The cash account entered for the payment plan is automatically set in the main data of the Purchase Invoice.

21-0012 Hotel Berlin

Main Data Line Items Activities Attachments Purchase Invoice Costs Workflow

All costs associated with this Purchase Invoice

Line Items

Account	Name	Tax Type	Total	Tax	Total incl. Tax
Travel costs			€1,670.00	€267.20	€1,937.20

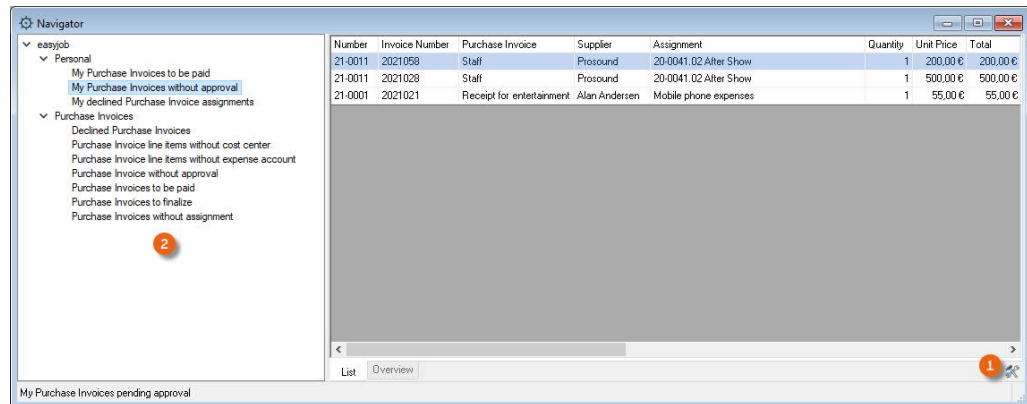
Base: €1,670.00 Total Net: €1,670.00 Total Tax: €267.20 Total incl. Tax: €1,937.20

Print Save Finalize Ok

Creator: Andrew Bedford (2/22/2021 12:53 PM) Last Edited: Andrew Bedford (2/22/2021 2:51 PM)

Overviews in Navigator and easyjob Heute

There are many filters in Navigator and easyjob Today in order to maintain an overview of all purchase invoices. Click the Settings ^① icon and drag & drop the desired filter to the Navigator area ^②.



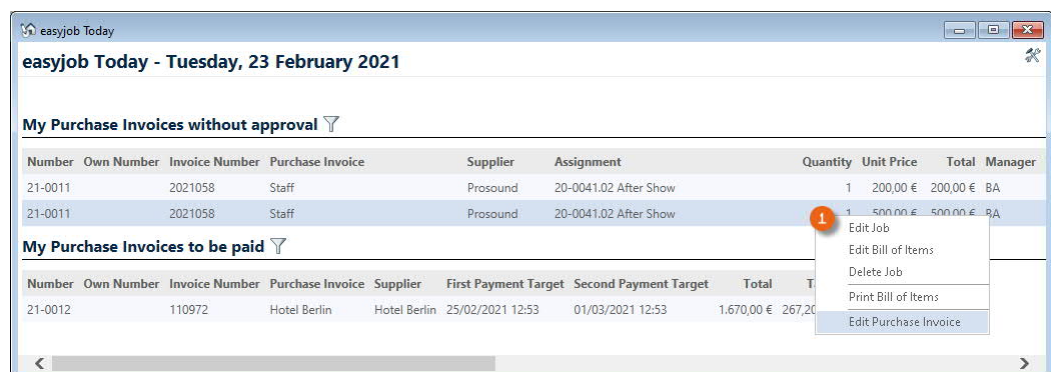
In the personal area:

- My purchase invoices without release
- My purchase invoices to be paid
- My declined purchase invoice assignments

In the general area:

- Purchase invoices without release
- Declined purchase invoices
- Purchase invoice without assignment
- Purchase invoices to finalize
- Purchase invoices to be paid
- Purchase invoice line items without expense account
- Purchase invoice line items without cost center

The same overviews are available in easyjob Today. You can perform additional work steps using the context menu.



Purchase invoice overview

In the Purchases Invoice view, you will have an overview of all invoices and can filter them according to various criteria. In addition to the period ①, a keyword filter ② or the supplier ③ you can limit the display in addition to the type ④ (Invoice or Credit) and the Operator ⑤.

Number	Name	Document Date	Type	Supplier	Manager	Status	Total	Total incl. Tax	Invoice Number	Paid	WF Status
DFT21-0015	Pro Sound	9/27/2021	Invoice	Pro Sound	Thomas Taylor	Finalized	€2,650.00	€2,862.00	RE-5896	10/21/2021	🟢
DFT21-0002	Fire Approval ABC Product L	9/27/2021	Invoice	Fire Department 450	Prototronic Support	Open	€750.00	€892.50	FD-789231569		🟢
DFT21-0012	Projector cases	9/28/2021	Invoice	AV Rental Depot	Thomas Taylor	Open	€29,000.00	€31,320.00	5698429		🟢
DFT21-0013	Technology Center	9/29/2021	Invoice	Stage and Trussing Company	Thomas Taylor	Open	€39,500.00	€47,005.00	7557889	10/21/2021	🟢
DFT21-0016	Projector	10/6/2021	Invoice	AV Rental Depot	Thomas Taylor	Open	€29,000.00	€34,510.00	678-00865		🟢
DFT21-0003	New Projectors	10/20/2021	Invoice	BARCO Inc.	Prototronic Support	Open	€166,650.00	€198,313.50	123456	10/20/2021	🟢
DFT21-0005	Power CON cable	10/20/2021	Invoice	Audio Visual Service	Prototronic Support	Open	€49.00	€49.00		10/20/2021	🟢
DFT21-0006	Displays	10/20/2021	Invoice	Audio Visual Service	Prototronic Support	Open	€49.00	€58.31	236941	10/20/2021	🟢
DFT21-0007	Displays 1	10/20/2021	Invoice	Audio Visual Service	Prototronic Support	Open	€0.00	€0.00	856694		🟢
DFT21-0008	Displays 2	10/20/2021	Invoice	Audio Visual Service	Prototronic Support	Open	€49.00	€58.31		10/20/2021	🟢
DFT21-0009	Displays 3	10/20/2021	Invoice	Audio Visual Service	Prototronic Support	Open	€49.00	€49.00		10/20/2021	🟢
DFT21-0010	Displays 4	10/20/2021	Invoice	Audio Visual Service	Prototronic Support	Open	€49.00	€49.00		10/20/2021	🟢
DFT21-0011	Cinema Event	10/21/2021	Invoice	AV Rental Depot	Thomas Taylor	Open	€20,100.00	€23,919.00	RE-22559		🟢
DFT21-0017	AV Rental Depot	10/21/2021	Invoice	AV Rental Depot	Thomas Taylor	Finalized	€1,075.00	€1,279.25	116881268		🟢
DFT21-0018	Alter Show	10/21/2021	Invoice	Crowd Control Event Services	Thomas Taylor	Open	€50.00	€59.50			🟢
DFT21-0019	AV	10/22/2021	Invoice	BARCO Inc.	Gabriel Gibbs	Open	€29,000.00	€31,320.00	BARCO-084897		🟢
DFT21-0020	BARCO Inc.	10/22/2021	Invoice	BARCO Inc.	Gabriel Gibbs	Open	€1,300.00	€1,404.00	BARCO-084897		🟢
DFT21-0021	Mark McNeil Video Tech	10/22/2021	Invoice	Mark McNeil	Gabriel Gibbs	Open	€1,200.00	€1,296.00			🟢
DFT21-0022	Moving Heads	10/22/2021	Invoice	CLAY PAKY S.p.A.	Gabriel Gibbs	Open	€10,800.00	€11,664.00			🟢
DFT21-0023	General Costs	10/22/2021	Invoice	Sean Stein	Gabriel Gibbs	Open	€17.50	€18.90	15829		🟢
Totals		Quantity	20	Total	€331,337.50	Total incl. Tax	€386,127.27				

Open the purchase invoice overview

1. easyjob Menu ➡ View ➡ Purchase invoices

or

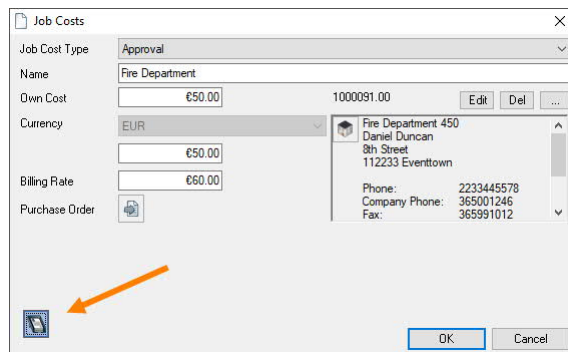
1. easyjob Menu ➡ Controlling ➡ Edit Purchase Invoice

The processed purchase invoices are displayed via the service assignments in the various easyjob areas (purchase order, workshop, etc.). An additional Purchase Invoice tab ① is shown in the forms (here in the project example) With the selection, the period ② as well as the Process ③ can be filtered in the purchase invoice lists. The assigned external services are displayed ④ according to purchase invoices. The context menu ⑤ is used to open the corresponding purchase invoice. You can view the workflow status ⑥ and approve it if necessary ⑦. In addition, the total of the listed costs can be calculated ⑧.

Number	Invoice Number	Document Date	Supplier	Line Item Number	Quantity	Name	Total	Tax	Total incl. Tax	WF Status
DFT21-0021	21-189	10/22/2021	Mark McNeil	4.00	1	Mark McNeil Video Tech	€1,200.00	€96.00	€1,296.00	🟢
DFT21-0021	21-189	10/22/2021	Mark McNeil	1.00	1	1 x Mark McNeil - 21-0039.01 Hall 1 Video Technician (10/10/2021 8:00 AM - 10/10/2021 4:00 PM)	€300.00	€24.00	€324.00	🟢
DFT21-0021	21-189	10/22/2021	Mark McNeil	1.00	1	1 x Mark McNeil - 21-0039.01 Hall 1 Video Technician (10/8/2021 8:00 AM - 10/8/2021 7:00 PM)	€300.00	€24.00	€324.00	🟢
DFT21-0021	21-189	10/22/2021	Mark McNeil	1.00	1	1 x Mark McNeil - 21-0039.01 Hall 1 Video Technician (10/7/2021 8:00 AM - 10/7/2021 7:00 PM)	€300.00	€24.00	€324.00	🟢
DFT21-0025	44-897-2	10/22/2021	All you need Rental	66.00	1	Congress Green Planet	€14,575.95	€1,166.08	€15,742.03	🟢
DFT21-0025	44-897-2	10/22/2021	All you need Rental	3.00	3	3 x Christie - Boxer 4K20 (Sub-Rental) - 21-0047 Congress Green Planet	€3,442.50	€275.40	€3,717.90	🟢
DFT21-0025	44-897-2	10/22/2021	All you need Rental	5.00	5	5 x Christie - Boxer 4K30 (Sub-Rental) - 21-0047 Congress Green Planet	€6,013.75	€481.10	€6,494.85	🟢
DFT21-0025	44-897-2	10/22/2021	All you need Rental	4.00	4	4 x NEC NP-P4653U-412L (Sub-Rental) - 21-0047 Congress Green Planet	€714.00	€57.12	€771.12	🟢
DFT21-0025	44-897-2	10/22/2021	All you need Rental	10.00	10	10 x HB Zoom Lens 1.99-2.71-1 Boxer (Sub-Rental) - 21-0047 Congress Green Planet	€1,857.50	€132.60	€1,990.10	🟢
DFT21-0025	44-897-2	10/22/2021	All you need Rental	14.00	14	14 x CAT5E cable 1 m (Sub-Rental) - 21-0047 Congress Green Planet	€274.40	€21.95	€296.35	🟢
DFT21-0025	44-897-2	10/22/2021	All you need Rental	6.00	6	6 x HDMI cable 1 m (Sub-Rental) - 21-0047 Congress Green Planet	€12.00	€0.96	€12.96	🟢
DFT21-0025	44-897-2	10/22/2021	All you need Rental	3.00	3	3 x NEC HDBaseT media switch (Sub-Rental) - 21-0047 Congress Green Planet	€205.00	€16.40	€221.40	🟢
DFT21-0025	44-897-2	10/22/2021	All you need Rental	8.00	8	8 x Meyer Galileo Galaxy 408 (Sub-Rental) - 21-0047 Congress Green Planet	€1,834.00	€146.72	€1,980.72	🟢
DFT21-0025	44-897-2	10/22/2021	All you need Rental	2.00	2	2 x Yamaha QL1 Digital console (Sub-Rental) - 21-0047 Congress Green Planet	€41.00	€3.28	€44.28	🟢
DFT21-0025	44-897-2	10/22/2021	All you need Rental	11.00	11	11 x 20 A PowerCON cable blue gray 1.5 m (Sub-Rental) - 21-0047 Congress Green Planet	€10.00	€0.80	€10.80	🟢
Totals		€15,775.95	Tax	€1,262.08	Total incl. Tax	€17,038.03				

Further purchase invoice views

The assigned purchase invoices can also be navigated using some forms. In job costs, a purchase invoice icon is displayed for the assigned costs.



Job Costs

Job Cost Type: Approval

Name: Fire Department

Own Cost: €50.00 1000091.00 Edit Del ...

Currency: EUR €50.00

Billing Rate: €60.00

Purchase Order: [Icon]

Contact Information:

- Fire Department 450
- Daniel Duncan
- 8th Street
- 112233 Eventtown
- Phone: 2233445578
- Company Phone: 365001246
- Fax: 365991012

OK Cancel

Click the icon to open the purchase invoice.



General expense management

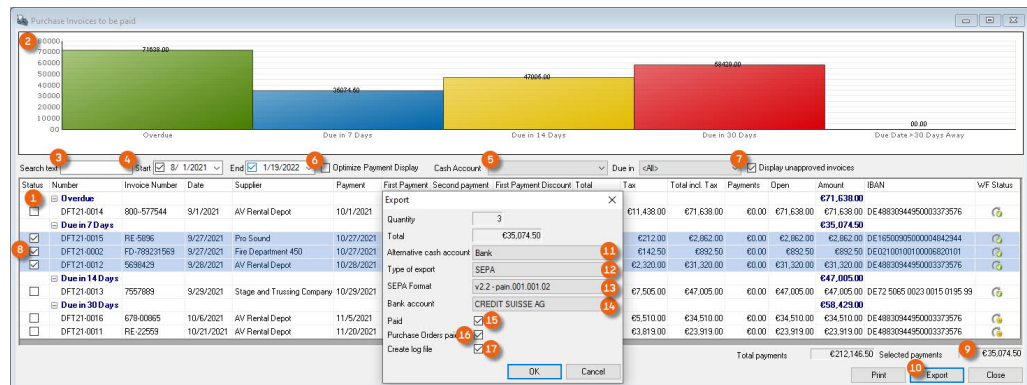
See section  [Standard Expense Account General Expenses](#).

Payment instructions

The payment instructions can be scheduled on the basis of the processed purchase invoices.

You can start the payment instructions from the Controlling Center or using the easyjob menu.

1. easyjob Menu  [Controlling Center](#)
2.  [Payment instructions](#)

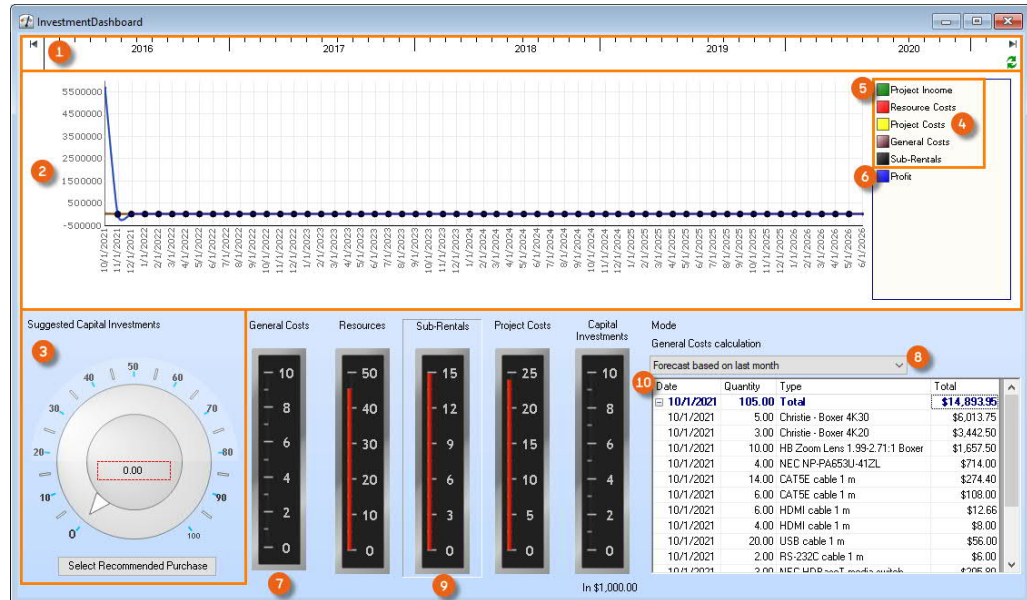


The payment list ① groups the individual purchase invoices into various time categories of "Overdue", "Due in 14 days", "Due in 30 days" and "Due in more than 30 days". In addition, the sum of all the invoices is represented graphically ② according to the due date. Different filters such as [Search text](#) ③, Period ④, [Cash account](#) ⑤ and [Unapproved invoices](#) ⑦ are available. By checking the box [Display optimized payments](#) ⑥, the payment instructions are scheduled according to liquidity. If the switch is activated, the payments are recalculated on the basis of cash discounts. Check the box ⑧ for the payment instructions you would like to execute. The total row shows the total amount of the selected payments ⑨. Pressing Export ⑩ opens a window where additional information such as [Alternative cash account](#) ⑪, [Export type](#) ⑫ (Sepa or Excel), [SEPA format](#) ⑬ and the [Bank account](#) ⑭ can be entered. By checking the [Paid](#) ⑮ and [Purchase Orders paid](#) ⑯ boxes, the corresponding purchase invoice or purchase order is marked as paid. You can also select [Create log file](#) ⑰. These are created with the name SEPA_Log_CurrentDate and contain all relevant information for the SEPA Export (Excel Format).

Investment planning

Investment planning provides you with support for investment decisions regarding rental equipment. You can start the investment planning from the Controlling Center Cockpit or using the easyjob menu.

1. easyjob Menu ➡ [Controlling](#)
2. ➡ [Investment planning](#)



The investment planning is divided into various areas.

- ① Time frame selection
- ② Cost and income chart
- ③ Selection of the items for investment
- ④ Detailed cost calculation

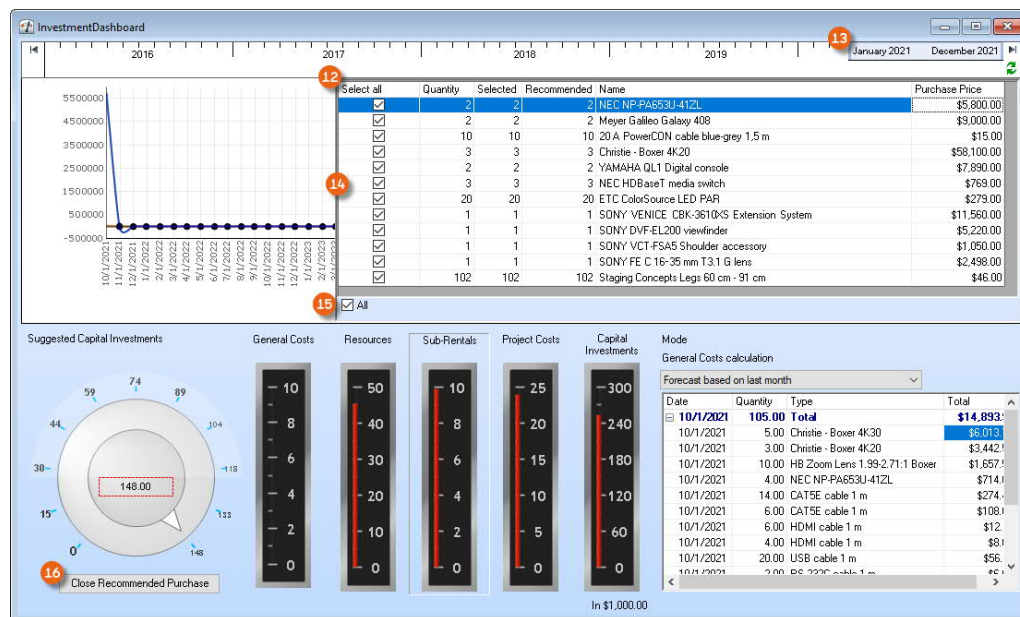
The statistics calculate the scheduled project income, resource costs, project costs, general expenses and sub-hire costs of external equipment ⑤. The monthly profit ⑥ is calculated on the basis of the costs. In order to better assess liquidity based on monthly profit, a future projection is made of the general expenses ⑦ either based on the last month or the last year ⑧. To view details about resources, sub-rentals, project costs or investments, click the respective area (e.g. sub-rentals) ⑨. The details ⑩ are displayed in the right window. The items recommended for investment are taken from the **recommended purchase statistics** from the **easyjob Business Information Center**.

You can see the basis of computation here

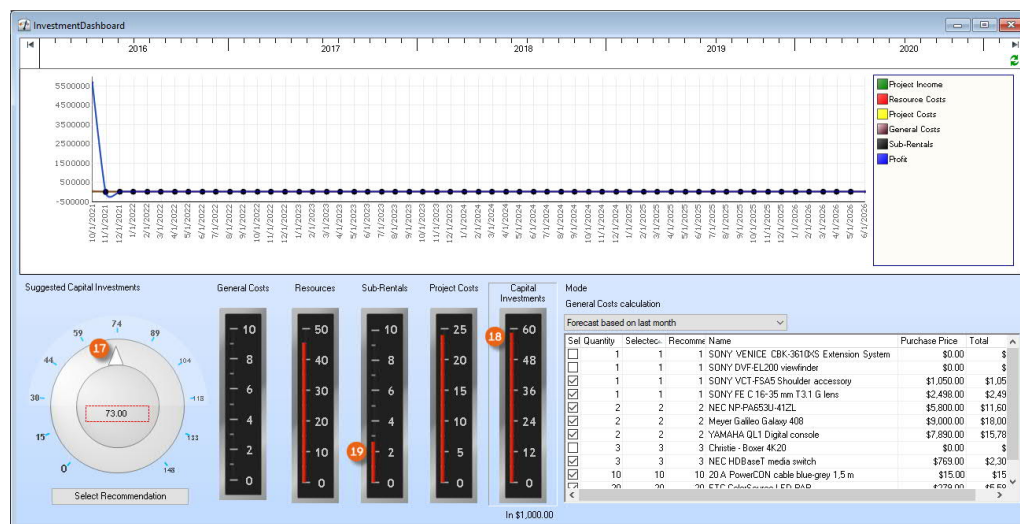
1. easyjob Menu ➡ [Business Information Center](#)
2. ➡ [Settings](#)
3. ➡ [Recommended Purchases](#) statistics
4. ➡ [Design](#)

Controlling Center - Investment planning

For the next step click **Select recommended purchases** ⑪. The list ⑫ shows all purchase recommendations for the selected period ⑬. You can select your favorite items using the checkbox ⑭. If you want to select all purchase recommendations, check the All ⑮ box. Click close purchase recommendations ⑯.



After selecting the suggested items, you can use the scroll wheel ⑰ to select the quantity of the items to be included in the calculation. All numbers will be recalculated based on the selection. With larger investments ⑱, the necessary expenses for sub-rentals ⑲ are lower, and they are higher for smaller investments.



easyjob Business Information Center

The easyjob Business Information Center provides a few reports in the Controlling ① area.

1. easyjob Menu ➡ Statistics ➡ Business Information Center
2. ➡ Controlling

The screenshot shows the 'easyjob Business Information Center' interface. The sidebar on the left contains a menu with icons and labels: Personal, Company Overview, Controlling (marked with a red circle and '1'), Customers, Projects, Item, Staff, Vehicles, Generic Resources, Invoicing, Workshop, Purchase Order, User, Manufacturing Controller, Foreign currency, and Time Recording. The main content area is titled 'Controlling' and displays three reports: 'Unpaid Invoices', 'Purchase Invoices', and 'List of Payments'. Each report has a table with columns for Company/Debtor/Invoice Date, Number, Total without Tax, Tax, Total incl. Tax, Paid, Open, Payment Date, Reminder Status, and Next Reminder. The 'List of Payments' report also includes a sub-table for 'Year/Month Receipt of Payment Outgoing Payment'.

If you use the Business Information Center module, you can group the individual reports. A separate license is required.

More information can be found in [easyjob Business Information Center manual](#).

Enhancement of the basis of computation

In statistics, many income side amounts are calculated. Without the Controlling Center, the Business Information Center only takes the scheduled costs into account.

By activating the Controlling Center, the scheduled and real costs are considered together. For costs with a service assignment from the purchase invoice, the real costs are considered, for unassigned costs the scheduled costs are considered.

If, for example, a job consists of two job cost entries, for the first the service assignment is entered via the purchase invoice and for the second there is not yet an assignment, therefore the real costs are considered for the first entry and the scheduled costs are considered for the second entry.

Data export to the accounting department

With data export, all finalized purchase invoices are transferred to the accounting department. It is implemented in the same manner as when exporting invoice data.

Invoice Export

Invoices

Start: ☒ 8/1/2021 Type: <All> Status: Finalized

End: ☐ 8/31/2021 Keyword: Reminder Status: Customer: ... All

Export	Type	Number	Invoice	Date	Total	Total incl. Tax	Customer	Status
<input type="checkbox"/>	Invoice							
<input type="checkbox"/>	Invoice	DFT21-0012	Cinema Event	10/12/2021	€550.00	€550.00		Finalized
<input type="checkbox"/>	Invoice	DFT21-0010	ABC Product Lounge	10/5/2021	€23,537.70	€23,537.70	XY Event Productions Martin Mouse	Finalized
<input type="checkbox"/>	Invoice	DFT21-0007	Rechnung urt.wi:17533	10/5/2021	€4,500.00	€4,500.00	Pro Sound Luke Logan	Finalized
<input type="checkbox"/>	Purchase Invoice							
<input checked="" type="checkbox"/>	Purchase Invoice	DFT21-0030		10/25/2021	€43,200.00	€46,856.00	CLAY PAKY S.p.A.	Finalized
<input checked="" type="checkbox"/>	Purchase Invoice	DFT21-0029		10/25/2021	€50.00	€50.00	Fire Department 450	Finalized
<input checked="" type="checkbox"/>	Purchase Invoice	DFT21-0028		10/25/2021	€14,575.95	€15,742.03	All you need Rental and Delivery	Finalized
<input type="checkbox"/>	Cash book							
<input type="checkbox"/>	Cash book			10/1/2021		\$27,372.08		Not exported
<input type="checkbox"/>	Cash book			8/1/2021		€0.00		Not exported

☐ Select all

Start Cancel

In addition to invoices and processed payment receipts, also finalized purchase invoices can be selected for the data export. The cost accounts will be used from the purchase invoice line item or the service assignment depending on if the purchase invoice was processed on a line item level or with a service assignment.

Exporting purchase invoices

1. easyjob Menu ➞ Invoicing
2. ➞ Export
3. ➞ e.g. Datev
4. ➞ Select the desired purchase invoices
5. ➞ Start

Project post calculation

With the easyjob Controlling Center you can assign, in addition to the default Cost plan ①, also the real costs via a service assignment in the purchase invoices to your project in the Post calculation ②. You can select ③ for which job the post calculation should be displayed. Press **Calculate** ④ to update the post calculation with the job selection. For comparison, the current Cost plan overview ⑤ is shown on the left side under **Current** and the actual Overview ⑥ is shown on the right side with the open Expenses ⑦. Under **Real**, the respective cost line items from the purchase invoices are displayed as soon as they are available. More details can be found at the bottom of various Tabs ⑧ regarding the possible costs or Unassigned costs ⑨. Currently, no expenses are assigned (except for imputed costs for own rental items ⑩ or the purchase price for expendable items ⑪). Costs are missing (purchase invoices) for Sub-rentals ⑫, Staff ⑬, Vehicles ⑭ and Job costs ⑮.

The screenshot displays the '21-0052 Dance Hall Festival' project post calculation window. The window is divided into several sections:

- Current (Left):** Shows planned costs for Items, Resources, and Job Costs. The total planned cost is €64,523.48, with a profit of €49,857.40.
- Real (Right):** Shows actual costs for Items, Resources, and Job Costs. The total actual cost is €64,523.48, with a profit of €55,621.40.
- Profit (Bottom):** Shows the difference between planned and actual costs. The profit is €55,621.40.
- Table (Bottom):** Lists sub-rentals, expendable items, staff, vehicles, generic resources, and job costs with their planned and open costs.

Number	Name	Planned job costs	Open job costs	Planned Sub-Rental costs	Open Sub-Rental costs	Planned staff costs	Assigned Staff Costs
21-0052.01	Dance Hall Festival	€1,145.00	€1,145.00	€3,170.00	€0.00	€1,200.00	€0.00
21-0052.02	Sub-Rental Sound Event Service	€0.00	€0.00	€0.00	€3,170.00	€0.00	€0.00
21-0052.03	Sub-Rental Video Event Service	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00

The total in the actual Overview ⑬ before cost assignment is higher than what is indicated in the Cost plan ⑭ by an amount equal to the amount of the open Expenses ⑮. Costs for canceled jobs for which purchase invoices were already created are also shown.

If you made a general service assignment to the project, these will be included in the calculation of the actual costs of the job costs.



Calculation Basis in job XL

In the project, for every job you can automatically create a new job with the **Calculation basis** status or create it manually. At the moment of creation, this job is "frozen" in the background. All jobs for which a calculation basis was created will also be shown in the post calculation, under Planning ①.

	Planning			Current			Real			
	Income	Expenses	Profit	Income	Expenses	Profit	Income	Expenses	Profit	Open expenses
Items	€10,080.60	€1,962.12	81%	€7,900.00	€1,527.60	81%	€7,900.00	€1,527.60	81%	€0.00
Resources	€0.00	€0.00	0%	€1,600.00	€1,200.00	25%	€1,600.00	€0.00	100%	€0.00
OBUs	€0.00	€0.00	0%	€0.00	€0.00	0%	€0.00	€0.00	0%	€0.00
Job Costs	€0.00	€0.00	0%	€0.00	€0.00	0%	€0.00	€0.00	0%	€0.00
Subtotal	€10,080.60	€1,962.12	81%	€9,500.00	€2,727.60	71%	€9,500.00	€1,527.60	84%	€0.00
Total	€10,080.60			€9,500.00			€9,500.00			
Profit	€8,118.48			€6,772.40			€7,972.40			
Invoiced							€0.00			

In program settings, you can set ② if the calculation basis should be queried or be automatically created when confirming a job.

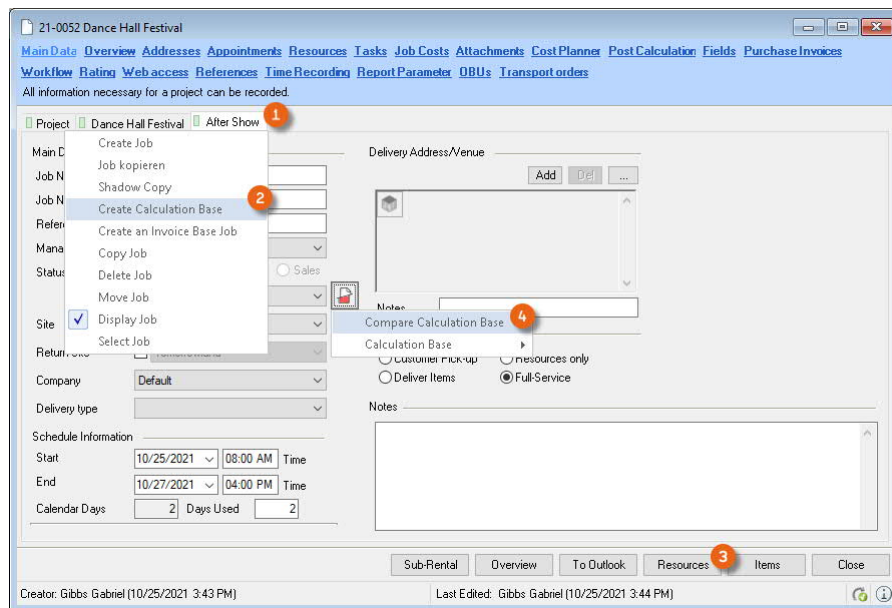
Calculation Basis settings

1. easyjob Menu ➡ Tools ➡ Options
2. ➡ Jobs tab
3. Modify the desired Settings
4. ➡ Ok

easyjob must be restarted to activate the settings.

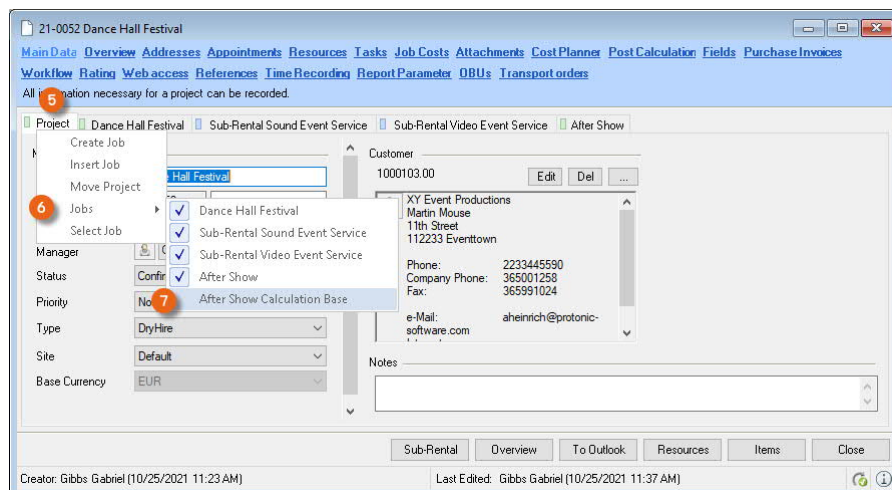
Controlling Center - Project post calculation

After you have created a Job ① and used it as a calculation basis, select [Create calculation basis](#) ②. in the Jobs context menu. Then change the job (e.g. more resources and/or items ③). On the basis of this change, afterwards you can compare the calculation basis with the current job content ④.



The **Job differences overview** is functionally identical to the invoice base. You can find more details in the easyjob manual [Invoice Basis](#).




To display the calculation basis as a tab, right click the Project tab ⑤, select Jobs ⑥ and check the box for the desired Calculation basis ⑦.



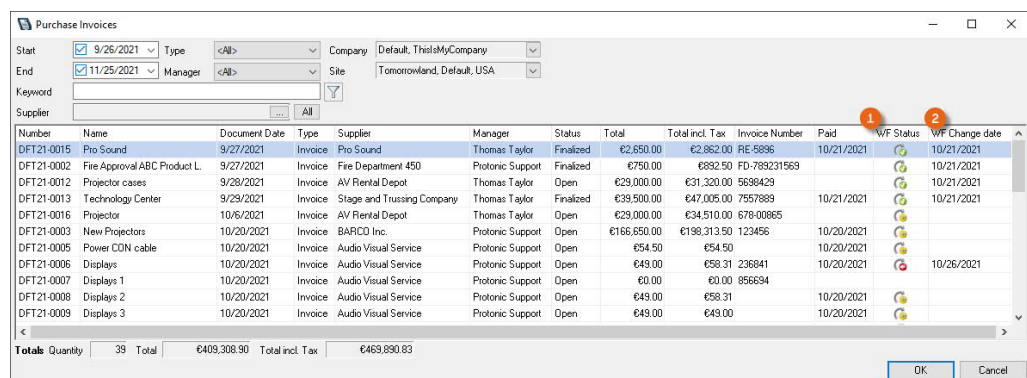
CC Workflow process












To ensure the checking of received invoices, an authorization process is started when assigning purchase invoices.

The workflow status is displayed using the following icons:

	Workflow started. Waiting for authorization or rejection.
	Purchase Invoice Assignment authorized
	Purchase Invoice Assignment rejected

In the purchase invoice overview, the WF Status ①, as well as the change date ② are both displayed.



Number	Name	Document Date	Type	Supplier	Manager	Status	Total	Total incl. Tax	Invoice Number	Paid	WF Status ①	WF Change date ②
DFT21-0015	Pro Sound	9/27/2021	Invoice	Pro Sound	Thomas Taylor	Finalized	€2,650.00	€2,862.00	RE-5896	10/21/2021		10/21/2021
DFT21-0002	Fire Approval ABC Product L	9/27/2021	Invoice	Fire Department 450	Protomic Support	Finalized	€750.00	€892.50	FD-789231569			10/21/2021
DFT21-0012	Projector cases	9/28/2021	Invoice	AV Rental Depot	Thomas Taylor	Open	€29,000.00	€31,320.00	5698429			10/21/2021
DFT21-0013	Technology Center	9/29/2021	Invoice	Stage and Trussing Company	Thomas Taylor	Finalized	€39,500.00	€47,005.00	7557889	10/21/2021		10/21/2021
DFT21-0016	Projector	10/6/2021	Invoice	AV Rental Depot	Thomas Taylor	Open	€29,000.00	€34,510.00	678-00865			
DFT21-0003	New Projectors	10/20/2021	Invoice	BARCO Inc.	Protomic Support	Open	€166,650.00	€198,313.50	123456	10/20/2021		
DFT21-0005	Power CON cable	10/20/2021	Invoice	Audio Visual Service	Protomic Support	Open	€54.50	€54.50		10/20/2021		
DFT21-0006	Displays	10/20/2021	Invoice	Audio Visual Service	Protomic Support	Open	€49.00	€58.31	236841	10/20/2021		
DFT21-0007	Displays 1	10/20/2021	Invoice	Audio Visual Service	Protomic Support	Open	€0.00	€0.00	856694			
DFT21-0008	Displays 2	10/20/2021	Invoice	Audio Visual Service	Protomic Support	Open	€49.00	€58.31		10/20/2021		
DFT21-0009	Displays 3	10/20/2021	Invoice	Audio Visual Service	Protomic Support	Open	€49.00	€49.00		10/20/2021		

Open the purchase invoice overview

- easyjob Menu  **View**  **Purchase invoice**

or

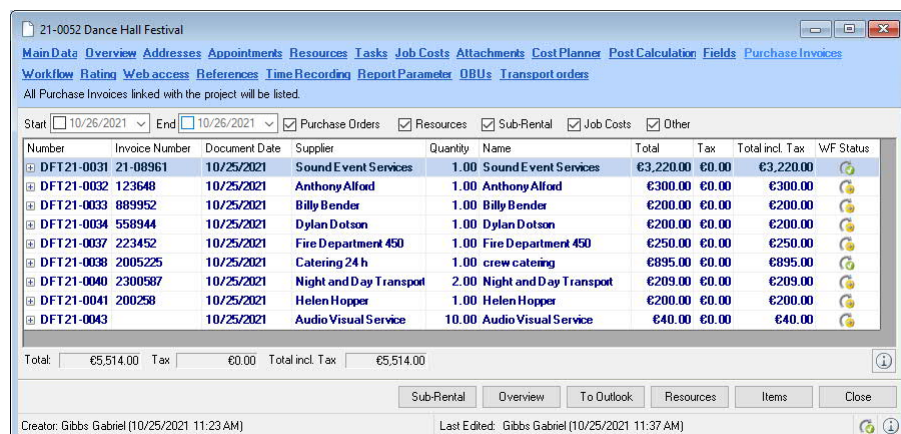
- easyjob Menu  **Controlling**  **Edit Purchase Invoice**










Authorization workflow overview

The status of the current workflow is shown in various views.

Authorization workflow status in a project

The purchase invoice assignment list in the project shows the status of the authorization workflow (WF status) in the last column.



Number	Invoice Number	Document Date	Supplier	Quantity	Name	Total	Tax	Total incl. Tax	WF Status
DFT21-0031	21-08961	10/25/2021	Sound Event Services	1.00	Sound Event Services	€3,220.00	€0.00	€3,220.00	
DFT21-0032	123648	10/25/2021	Anthony Allford	1.00	Anthony Allford	€300.00	€0.00	€300.00	
DFT21-0033	889952	10/25/2021	Billy Bender	1.00	Billy Bender	€200.00	€0.00	€200.00	
DFT21-0034	558944	10/25/2021	Dylan Dotson	1.00	Dylan Dotson	€200.00	€0.00	€200.00	
DFT21-0037	223452	10/25/2021	Fire Department 450	1.00	Fire Department 450	€250.00	€0.00	€250.00	
DFT21-0038	2005225	10/25/2021	Catering 24 h	1.00	crew catering	€895.00	€0.00	€895.00	
DFT21-0040	2300587	10/25/2021	Night and Day Transport	2.00	Night and Day Transport	€209.00	€0.00	€209.00	
DFT21-0041	200250	10/25/2021	Helen Hopper	1.00	Helen Hopper	€200.00	€0.00	€200.00	
DFT21-0043		10/25/2021	Audio Visual Service	10.00	Audio Visual Service	€40.00	€0.00	€40.00	

Authorization workflow status in purchase invoice line items

The authorization status of each line item is shown in the purchase invoice.

Pos.	Quantity	Line Item Type	Name	Amount	Total	Plan	Tax	Total incl. Tax	Tax Rate	Account	Workflow
1	1	Purchase Order	Bestellpositionen	€55,300.00	€55,300.00	€55,300.00				Normal	Cost Account
1.1	1	Purchase Order	1 x Barco UDM-4K15 Projector (Rental Inventory) - 21-0028 Neue Projektoren	€50,000.00	€50,000.00	€55,300.00	€11,400.00	€71,400.00	Normal	Cost Account	Declined
	1	Expendable		€0.00	€0.00	€0.00	€0.00	€0.00			
2	1	Purchase Order	Bestellpositionen	€750.00	€750.00	€750.00				Normal	Cost Account
2.1	1	Purchase Order	1 x Fire Department (Job Costs) - 20-0004 Fire Approval ABC Product L.	€750.00	€750.00	€750.00	€142.50	€892.50			Approved
	1	Expendable		€0.00	€0.00	€0.00	€0.00	€0.00			
3	1	Purchase Order	Bestellpositionen	€55,300.00	€55,300.00	€55,300.00				Normal	Cost Account
3.1	1	Purchase Order	1 x Barco UDM-4K15 Projector (Rental Inventory) - 21-0028 Neue Projektoren	€55,300.00	€55,300.00	€55,300.00	€10,507.00	€65,807.00	Normal	Cost Account	Approved
	1	Expendable		€0.00	€0.00	€0.00	€0.00	€0.00			
4	1	Purchase Order	Bestellpositionen	€61,000.00	€61,000.00	€55,300.00				Normal	Cost Account
4.1	1	Purchase Order	1 x Barco UDM-4K15 Projector (Rental Inventory) - 21-0028 Neue Projektoren	€55,300.00	€55,300.00	€55,300.00	€10,507.00	€65,807.00	Normal	Cost Account	Approved
	1	Expendable		€0.00	€0.00	€0.00	€0.00	€0.00			

Authorization workflow status in the purchase invoice

The main data of the purchase invoice displays an overview of the current workflow status ① of the assignments. You can view additional details by clicking the info icon ②.

Main Data

Number: DFT21-0003
 Custom Number:
 Invoice Number: 123456
 Name: New Projectors
 Manager: Protomic Support
 Type: Invoice
 Document Date: 10/20/2021
 Tax Type: MwSt
 Paid: 10/20/2021
 Cash Account: Cash book
 Exported: 10/26/2021
 Site: Default
 Company: Default
 Base Currency: EUR
 Output Currency: EUR

Supplier
 1000002.00
 BARCO Inc.
 Carl Vanden Bussche
 3078 Prospect Park Drive
 Rancho Cordova CA 95670
 USA
 Phone: 888-414-7226
 Company Phone: 888-414-7205

Costs
 Total: €171,350.00
 Tax: €32,556.50
 Total incl. Tax: €203,906.50
 Payments: €198,313.50
 Open: €0.00
 Base Currency: €171,350.00

Workflow Status

① 1 Unapproved Assignments
 ③ 3 Approve Assignments
 ① 1 Declined Assignments

②

Authorization workflow status in the Navigator and easyjob Today

The Navigator and easyjob Today list all assignments that have not been authorized in the **Purchase Invoices without authorization** ① view. In addition, all purchase invoices with a rejected authorization are shown in the **Rejected purchase invoices** ② view.

Number	Invoice Number	Purchase Invoice	Supplier	Connection	Quantity	Unit Price	Total	Manager
DFT21-0011	RE-22559	Cinema Event	AV Rental Depot	21-0038 Party	1	€20,000.00	€20,000.00	GG
DFT21-0011	RE-22559	Cinema Event	AV Rental Depot	20-0016.01 Cinema Event	4	€25.00	€100.00	CC
DFT21-0019	BARCO-084897	AV	BARCO Inc.	21-0043 Projektoren	5	€5,800.00	€29,000.00	TH
DFT21-0020	BARCO-084897	BARCO Inc.	BARCO Inc.	21-0044 Neue Kabel	10	€85.00	€850.00	TH
DFT21-0020	BARCO-084897	BARCO Inc.	BARCO Inc.	21-0044 Neue Kabel	10	€15.00	€150.00	TH
DFT21-0020	BARCO-084897	BARCO Inc.	BARCO Inc.	21-0044 Neue Kabel	5	€15.00	€75.00	TH
DFT21-0020	BARCO-084897	BARCO Inc.	BARCO Inc.	21-0044 Neue Kabel	10	€15.00	€150.00	TH
DFT21-0020	BARCO-084897	BARCO Inc.	BARCO Inc.	21-0044 Neue Kabel	5	€15.00	€75.00	TH
DFT21-0033	889952	Billy Bender	Billy Bender	21-0052.01 Dance Hall Festival	1	€200.00	€200.00	GG
DFT21-0007	856694	Displays 1	Audio Visual Service	21-0038 Party	1	€2,580.00	€2,580.00	GG
DFT21-0016	678-00865	Projector	AV Rental Depot	21-0043 Projektoren	5	€5,800.00	€29,000.00	TH
DFT21-0034	558944	Dylan Dotson	Dylan Dotson	21-0052.01 Dance Hall Festival	1	€200.00	€200.00	GG
DFT21-0025	44-897-2	Congress Green Planet	All you need Rental and Delivery	21-0039.07 Congress Green Planet	3	€1,147.50	€3,442.50	GG
DFT21-0025	44-897-2	Congress Green Planet	All you need Rental and Delivery	21-0039.07 Congress Green Planet	5	€1,202.75	€6,013.75	GG
DFT21-0025	44-897-2	Congress Green Planet	All you need Rental and Delivery	21-0039.07 Congress Green Planet	4	€178.50	€714.00	GG
DFT21-0025	44-897-2	Congress Green Planet	All you need Rental and Delivery	21-0039.07 Congress Green Planet	3	€68.60	€205.80	GG
DFT21-0025	44-897-2	Congress Green Planet	All you need Rental and Delivery	21-0039.07 Congress Green Planet	8	€229.32	€1,834.56	GG

Authorize and reject assigned purchase invoices

The assignment is authorized or rejected via the workflow dialogue. You can also add a comment.

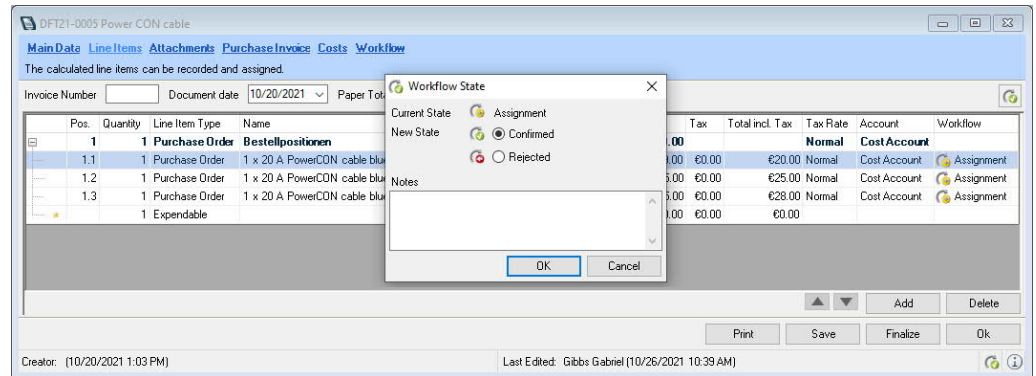
Authorization from the project

1. easyjob Menu ➡ View ➡ Projects
2. ➡ Select the project
3. ➡ Edit
4. ➡ Purchase invoices tab
5. Open the context menu and ➡ authorize.

Number	Invoice Number	Document Date	Supplier	Quantity	Total	Tax	Total incl. Tax	WF Status
DFT21-0031	21-08961	10/25/2021	Sound Event Services	1.00	€3,220.00	€0.00	€3,220.00	🟢
DFT21-0032	123648	10/25/2021	Anthony Allford	1.00	€300.00	€0.00	€300.00	🟢
DFT21-0033	889952	10/25/2021	Billy Bender	1.00	€200.00	€0.00	€200.00	🟢
DFT21-0034	558944	10/25/2021	Dylan Dotson	1.00	€200.00	€0.00	€200.00	🟢
DFT21-0037	223452	10/25/2021	Fire Department 450	1.00	€250.00	€0.00	€250.00	🟢
DFT21-0038	2005225	10/25/2021	Catering 24 h	1.00	€895.00	€0.00	€895.00	🟢
DFT21-0040	2300587	10/25/2021	Night and Day Transport	2.00	€209.00	€0.00	€209.00	🟢
DFT21-0040	2300587	10/25/2021	Night and Day Transport	1.00	€110.00	€0.00	€110.00	🟢
DFT21-0040	2300587	10/25/2021	Night and Day Transport	1.00	€99.00	€0.00	€99.00	🟢
DFT21-0041	200258	10/25/2021	Helen Hopper	1.00	€200.00	€0.00	€200.00	🟢
DFT21-0043		10/25/2021	Audio Visual Service	10.00	€40.00	€0.00	€40.00	🟢

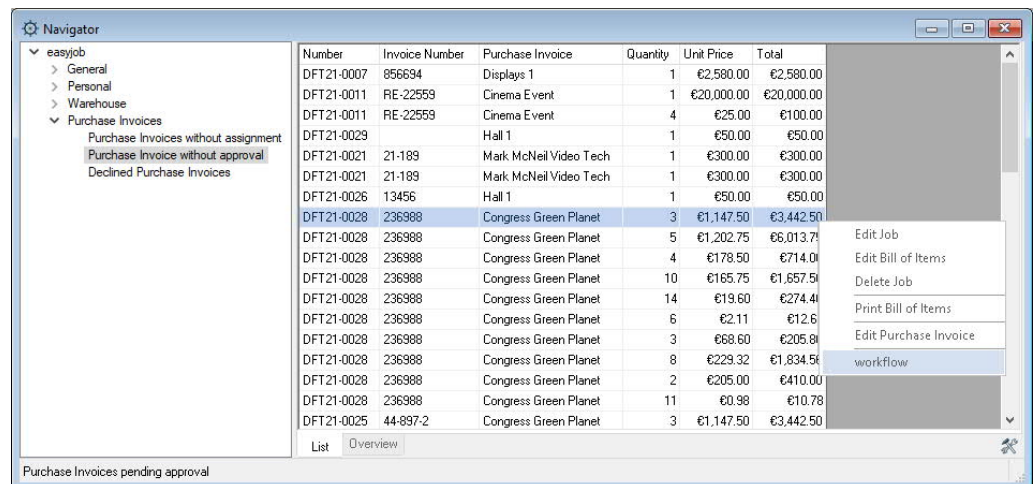
Authorization from the purchase invoice

1. easyjob Menu ➡ Controlling ➡ Edit Purchase Invoice
2. Select the purchase invoice
3. ➡ Ok
4. ➡ Line items tab
5. Double click the workflow status
6. Select confirm
7. ➡ Ok



Authorization from the navigator

1. easyjob Menu ➡ Navigator icon
2. ➡ Purchase invoices without authorization
3. Open the context menu
4. ➡ Workflow



5. Select confirm
6. ➡ Ok

Automatic assignment with a CC workflow process

With an active CC workflow process, the following users are requested to release the purchase invoice.

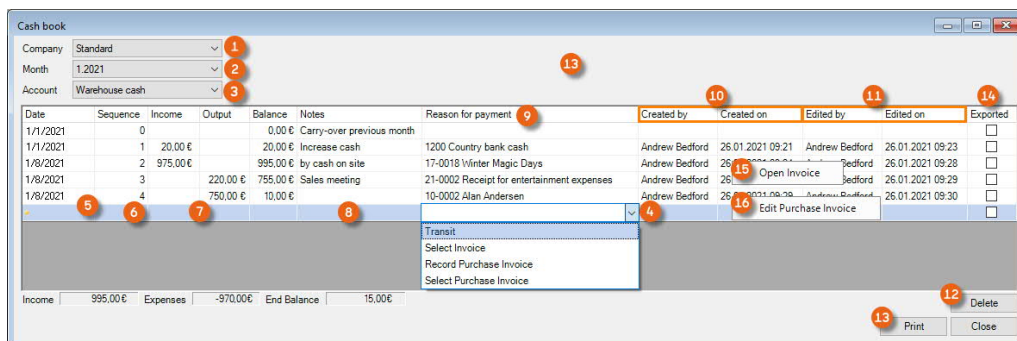
Assignment - Line item type	Responsible for the release
General expenses	Purchase Invoice Manager
Purchase Order - Items, Staff, Vehicle generic resources, General costs, manual	Purchase Order Manager
Purchase Order - Resources, Job Costs, Sub-Rental, Items from Bill of Items	Project Manager
Inventory	Inventory Entry Manager
Job Costs	Project Manager
Project	Project Manager
Resource	Project Manager
Sales Order	Project Manager
Sales Line Items	Project Manager
Workshop	Workshop Activities Manager
Sub-Rental Items	Project Manager
Sub-hires	Project Manager

Alternative release workflows

The Workflow Engine module provides options for an expanded release process, e.g. that has multiple release levels, automatic release when the invoice total is equal to the purchase order total, or to change the release managers. For more information, please contact our [Support](#). Alternatively, you can activate one of the available release workflows. More information can be found in [📖 easyjob Workflow Engine Purchase Invoice Line Item Authorization](#).

Cash book

With the Cash book function, you can document your cash transactions according to standard accounting practices and link them with invoices and purchase invoices from easyjob. Select the **Company** ①, **Month** ② and corresponding **Account** ③. Create a new entry by first defining the **Reason for payment**. You can select between **Transit** ④ (from one cash account to another), **Invoice** ④ and **Purchase invoice** ④. You can also create the purchase invoice directly from the cash book. The entry can only be made chronologically. The **Date** ⑤ of the current entry may not precede the date of the previous entry. The lines are automatically assigned a **Sequence number** ⑥. **Income/Output** ⑦ can be entered directly in the field. You can add a **Comment** ⑧. The **Reason for payment** ⑨ automatically includes the dates of the assigned purchase order or activity. A log documents when and by whom the entry was **created** ⑩ and **edited** ⑪. It is only possible to **delete** ⑫ the last entry if the window is open, after it is closed the entry can no longer be changed. You can print ⑬ directly from the view. If the entry was already **exported** ⑭, this is indicated by a checkmark. You can open the Invoice ⑮ or the Purchase Invoice ⑯ using the context menu. The payment receipt is set when posting.



Date	Sequence	Income	Output	Balance	Notes	Reason for payment	Created by	Created on	Edited by	Edited on	Exported
1/1/2021	0			0,00 €	Carry-over previous month						<input type="checkbox"/>
1/1/2021	1	20,00 €		20,00 €	Increase cash	1200 Country bank cash	Andrew Bedford	26.01.2021 09:21	Andrew Bedford	26.01.2021 09:23	<input type="checkbox"/>
1/8/2021	2	975,00 €		995,00 €	by cash on site	17-0018 Winter Magic Days	Andrew Bedford	26.01.2021 09:28	Andrew Bedford	26.01.2021 09:28	<input type="checkbox"/>
1/8/2021	3		220,00 €	755,00 €	Sales meeting	21-0002 Receipt for entertainment expenses	Andrew Bedford	26.01.2021 09:29	Andrew Bedford	26.01.2021 09:29	<input type="checkbox"/>
1/8/2021	4		750,00 €	10,00 €		10-0002 Alan Andersen	Andrew Bedford	26.01.2021 09:30	Andrew Bedford	26.01.2021 09:30	<input type="checkbox"/>

Income: 995,00 € Expenses: -970,00 € End Balance: 15,00 €



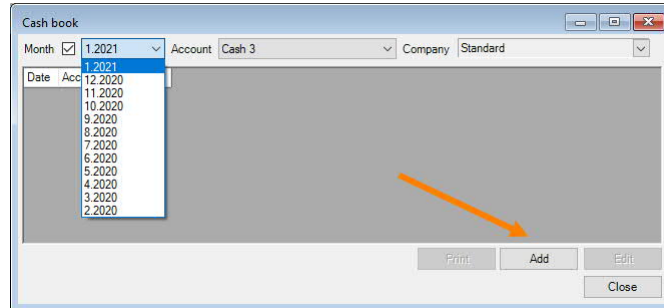
No changes cannot be made retroactively. If you create an entry during the current month, for example, from this moment you cannot make any entries for the previous month.

Opening the cash book

1. easyjob Menu ➤ Controlling ➤ Cash book

Adding a new month for cash book entries

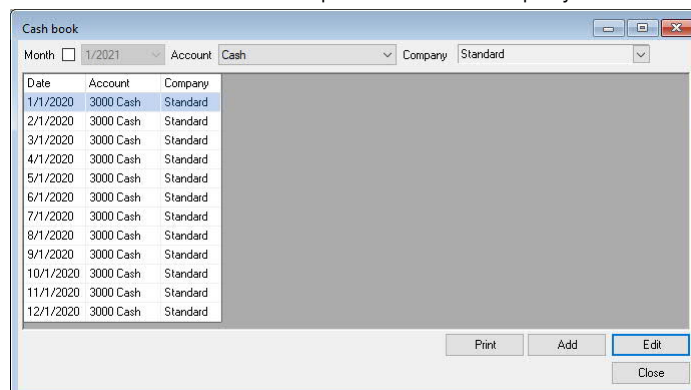
1. easyjob Menu ➤ Controlling ➤ Cash book
2. Select the account/company and the month



3. ➤ Add
4. Make your cash transaction
5. ➤ Close

Making cash book entries for an already added month

1. easyjob Menu ➤ Controlling ➤ Cash book
2. Use the filter to select the required account/company and the month



3. ➤ Open
4. Make your cash transaction.
5. ➤ Close

Creating an invoice as a cash book entry

1. easyjob Menu ➡ Controlling ➡ Cash book
2. Use the filter to select the required account/company and the month
3. ➡ Open
4. Click **Select invoice** in the **Reason for payment** column

The 'Cash book' window shows a table with columns: Date, Sequence, Income, Output, Balance, Notes, Reason for payment, Created by, Created on, Edited by, Edited on, Exported. The first row shows a date of 1/1/2021, sequence 0, and a balance of 1,750.26 €. The 'Reason for payment' column is highlighted, and a dropdown menu is open showing options: 'Transit', 'Select Invoice', 'Record Purchase Invoice', and 'Select Purchase Invoice'. An orange arrow points to the 'Select Invoice' option.

5. Select the corresponding invoice

The 'Invoices' window shows a table with columns: Number, Name, Invoice Date, Total, Total incl. Tax, Name1, Status, Paid, Site, Manager, Payment Method, Open, Payments. The first row shows an invoice number of 21-0001, name 'Live broadcast', invoice date 1/26/2021, total €55.80, total incl. tax €61.38, and status 'Open'. The 'Status' column is highlighted, and a dropdown menu is open showing options: 'Open', 'Paid', 'Site', 'Manager', 'Payment Method', 'Open', 'Payments'. An orange arrow points to the 'Open' option.

6. ➡ Ok
7. The cash transaction is carried out automatically
8. Adjust the posting date if necessary

The 'Kassenbuch' window shows a table with columns: Datum, Laufnummer, Einnahme, Ausgabe, Saldo, Bemerkung, Verwendungszweck, Angelegt von, Angelegt am, Bearbeitet von, Bearbeitet am, Exportiert. The first row shows a date of 01.01.2021, sequence 0, and a balance of 4,877.66 €. The 'Datum' column is highlighted, and a dropdown menu is open showing options: '07.01.2021', '12.01.2021', '13.01.2021', '14.01.2021', '15.01.2021', '16.01.2021', '17.01.2021', '18.01.2021', '19.01.2021', '20.01.2021', '21.01.2021', '22.01.2021', '23.01.2021', '24.01.2021'. An orange arrow points to the '07.01.2021' option.

9. The payment receipt is automatically created in the invoice

The 'Credit Live broadcast (21-0001)' window shows a table with columns: Date of Receipt, Total, Total incl. Tax, Cash Account, Notes, Creator, Created, Manager, Edited. The first row shows a date of receipt of 1/7/2021, total €55.80, total incl. tax €61.38, cash account 3000, and creator Andrew Bedford.

10. You can select whether to set the invoice to paid

The 'Payment Receipt created' dialog box asks 'Do you want to set the invoice to paid?' with 'Yes' and 'No' buttons.

11. ➡ Close

As long as you are still in the current entry, that is the cash book has not yet been closed, you can delete the current entry (e.g. if you selected the wrong invoice, for example). After closing the cash book, this is no longer possible and you must make a counter entry.

Entering the purchase invoice as the cash book entry

1. easyjob Menu ➡ Controlling ➡ Cash book
2. Use the filter to select the required account/company and the month
3. ➡ Open
4. Click Record Purchase Invoice in the Reason for payment column

The screenshot shows the 'Cash book' window with filters for Company (Standard), Month (1/2021), and Account (Cash 2). The table lists a transaction on 1/1/2021 with a balance of 1,750.26. The 'Reason for payment' dropdown is open, showing options: Transit, Select Invoice, Record Purchase Invoice (highlighted), and Select Purchase Invoice. An orange arrow points to the 'Record Purchase Invoice' option.

5. Enter the purchase invoice as usual

The screenshot shows the 'Purchase Invoice 21-0007' window. The 'Main Data' tab is active, showing fields for Number (21-0007), Custom Number, Invoice Number, Name (Business lunch), Manager (Andrew Bedford), Type (Invoice), Document Date (1/27/2021), Tax Type (United States other states), Paid (1/27/2021), Cash Account (Cash 2), Exported (1/27/2021), and Site (Denmark). The 'Supplier' section shows Carol Crane with contact details. The 'Costs' section shows a total of €90.00. The 'Print', 'Save', 'Finalize', and 'Ok' buttons are at the bottom.

6. ➡ Ok
7. The cash transaction is carried out automatically
8. Adjust the posting date if necessary

The screenshot shows the 'Cash book' window with the transaction for 1/7/2021. The balance is €1,660.26. The 'Purpose' column shows '21-0007 Business lunch'. The 'Created by' field shows 'Andrew Bedford' and the 'Created on' field shows '1/27/2021 12:03 PM'. A calendar widget is visible for January 2021, with the 7th highlighted.

9. The purchase invoice is automatically set to paid

The screenshot shows the 'Purchase Invoice 21-0007 Business lunch' window. The 'Line Items' tab is active, showing a table with columns: Account, Name, Tax Type, Total, Tax, Total incl. Tax. The table shows a single line item for 'Cost Account' with a total of €90.00. The 'Payment Target' section shows 'Option 1' with a balance due of €90.00. The 'Payment Plan' section shows a table with columns: Date, Amount, Cash Account, Variable payment, Exported on, Paid. The 'Paid' column has a checked box for 1/7/2021 12:00 AM. An orange arrow points to the 'Paid' checkbox.

Selecting the purchase invoice for the cash book entry

1. easyjob Menu Controlling Cash book
2. Use the filter to select the required account/company and the month
3. Open
4. Click **Select Purchase Invoice** in the **Reason for payment** column

Cash book

Company: Standard
Month: 1/2021
Account: Cash 2

Date	Sequence	Income	Output	Balance	Notes	Reason for payment	Created by	Created on	Edited by	Edited on	Exported
1/1/2021	0			1,750.26	Carry-over previous month						<input type="checkbox"/>

Income: €0.00 Expenses: €0.00 End Balance: €1.7

Buttons: Print, Close

5. Select the corresponding purchase invoice

Purchase Invoices

Start: 12/28/2020 End: 2/26/2021
Type: <All> Manager: <All> Company: Standard Site: Stockholm, Prague, Brighton, Denmark

Number	Name	Document Date	Type	Supplier	Manager	Status	Total	Total incl. Tax	Invoice Number	Paid	WF Status	Site	Company
21-0001	Prosound	8/25/2020	Invoice	Prosound	Administrator	Open	€500.00	€500.00				Stockholm	Standard

Totals: Quantity: 1 Total: €500.00 Total incl. Tax: €500.00

Buttons: OK, Cancel

6. Ok
7. The cash transaction is carried out automatically
8. Adjust the posting date if necessary

Cash book

Company: Standard
Month: 1/2021
Account: Cash 2

Date	Sequence	Income	Output	Balance	Notes	Purpose	Created by	Created on	Edited by	Edited on	Exported
1/1/2021	0			1,750.26	Carry-over previous month						<input type="checkbox"/>
1/7/2021	1	€500.00		€1,160.26		21-0001 Prosound	Andrew Bedford	1/27/2021 1:47 PM			<input type="checkbox"/>

January 2021 calendar view.

Buttons: Print, Close

9. The purchase invoice is automatically set to **paid**

17-0001 Prosound

Main Data Line Items Activities Attachments Purchase Invoice Costs Workflow

All costs associated with this Purchase Invoice

Account	Name	Tax Type	Total	Tax	Total incl. Tax
Cost Account	Daily Session (Hotel costs) - 17-0010.01 Daily Session	United States other states	€500.00	€0.00	€500.00

Base: €423.83 Total Net: €500.00 Total Tax: €0.00 Total incl. Tax: €500.00

Payment Target: Option 1: 14 Days 2.00 % 9/8/2020 Balance Due: €490.00
Sec. Payment: 30 Days 0.00 % 9/24/2020 Balance Due: €500.00

Payment Plan: Date: 1/7/2021 12:00 AM Amount: €500.00 Cash Account: Cash 2 Variable payment: ☐ Exported on: ☐ Paid: ☒

Total incl. Tax: €500.00 Payments: €500.00 Open: €0.00

Buttons: Print, Save, Finalize, OK

Creator: sys admin (8/25/2017 10:30 AM) Last Edited: sys admin (8/25/2017 12:13 PM)

Creating a cash book entry in the purchase invoice

1. easyjob Menu ➡ Controlling ➡ Create Purchase Invoice
2. Enter the purchase invoice data
3. Select the **cash book** cash account

4. ➡ Costs tab
5. ➡ Add
6. Apply the amount or enter it.
7. ➡ Via Cash book

8. The cash book entry is made automatically and the purchase invoice is set to **paid**.



If you make a cash book entry from a Purchase Invoice, from this moment (date) you cannot make any earlier entries. The corresponding purchase invoice cannot be deleted.

Creating a cash book entry upon payment receipt (invoicing)

1. easyjob Menu ➡ Invoicing ➡ Payment Receipt
2. Select an invoice
3. Select the **cash book** cash account

4. ➡ Add

5. The cash transaction is carried out automatically and the invoice is set to **paid**



If you create an entry during from a Payment Receipt, from this moment you cannot make any earlier entries.. The corresponding invoice cannot be deleted.