

# Manual



## Modul Invoicing

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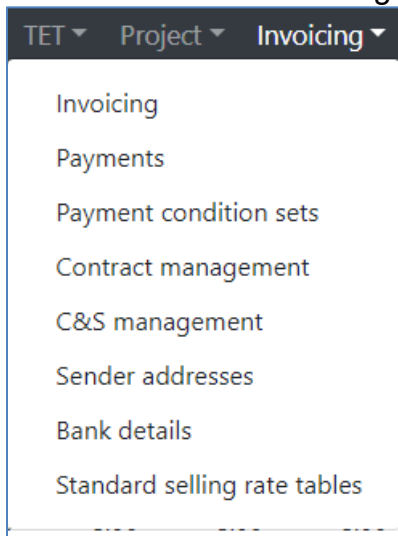
State: 01/2025

## Content

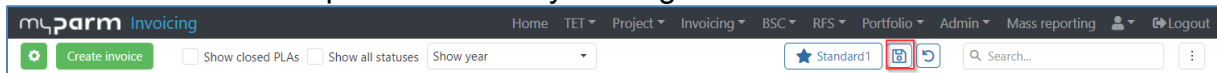
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## 1. Invoicing

By default, the user is taken directly to the timesheet page after logging in. Various additional functions are displayed in the header for users with a project manager role. This also includes invoicing. Everything related to invoicing is located here.



The user can save his personal view by moving the columns.



By clicking the symbol marked in red, a small wizard opens in which you can give the new view a name and define whether this view should be saved as the standard view. If the checkmark is set, the invoicing portal is always opened in the view saved by the user.

### Save view

Standard1

Default view

Cancel Save



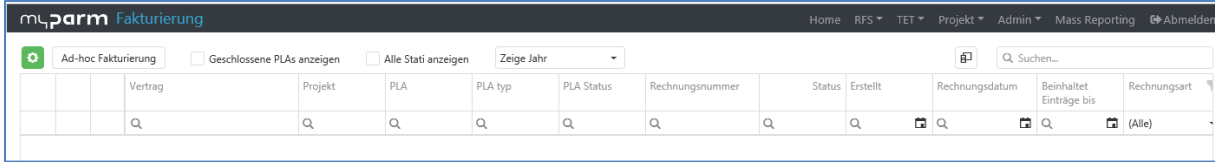
The back arrow brings you back to the original view and clicking the star gives you the saved views.

### 1.1. Invoicing portal

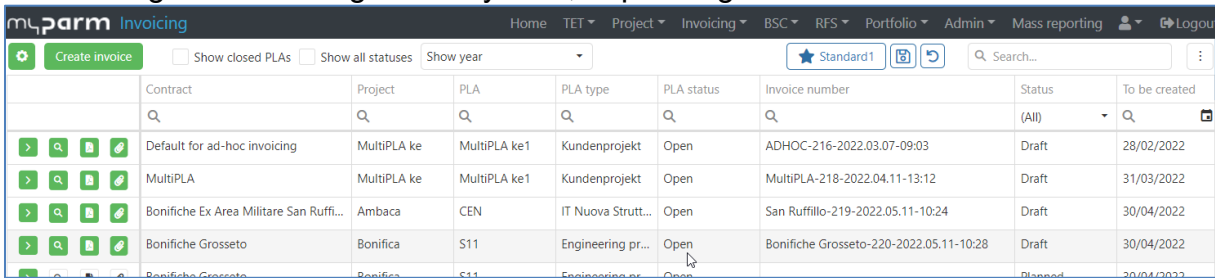
The portal shows the invoices depending on the filter settings.

The default setting is:

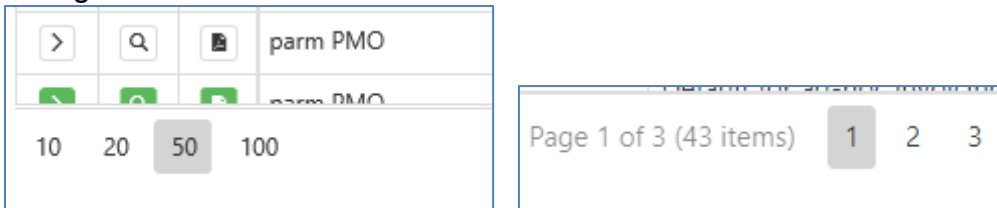
- 1) Show all statuses
- 2) Show year



This setting can be changed at any time, depending on the user's needs.



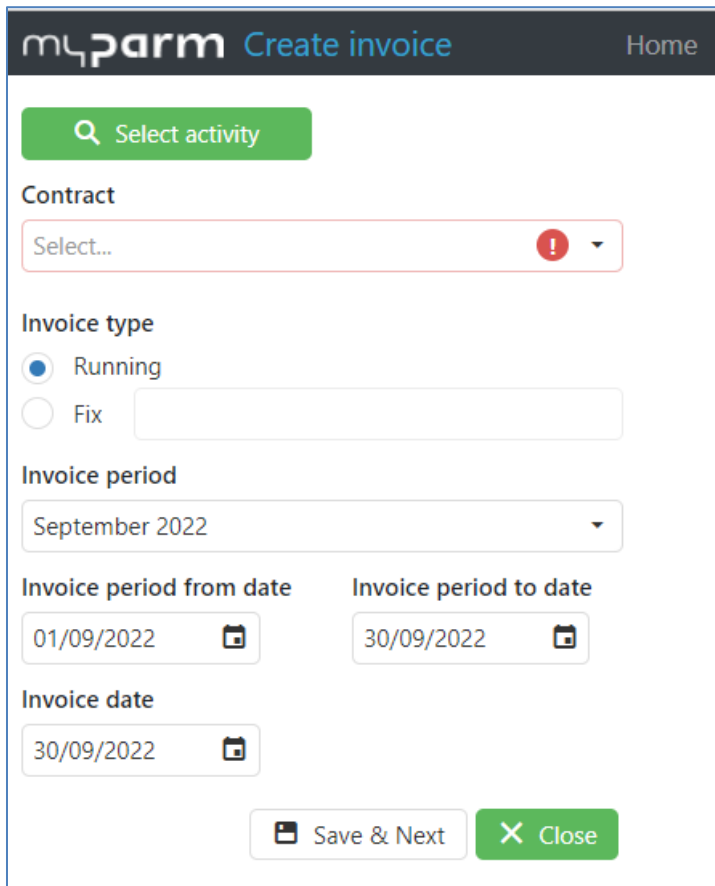
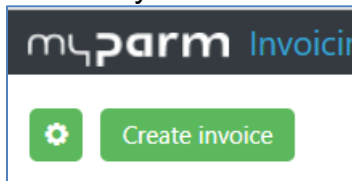
The bottom left of the view shows how many invoices are to be displayed in one image. The user is free to choose a number. The resulting page numbers appear on the right-hand side.



Documents can also be uploaded with the invoice. These documents are then downloaded together with the PDF of the invoice (as one PDF). Once the invoice has status 5, documents can still be uploaded but no longer deleted.

## 1.2. Create an invoice

A form opens when you click the «Create invoice» button. The fields outlined in red must be filled out. All other fields are filled in by default and can be changed if necessary.

A screenshot of the 'Create invoice' form in the my<sup>2</sup>parm system. The form has a dark header with the my<sup>2</sup>parm logo, the text 'Create invoice', and a 'Home' link. Below the header is a green button with a magnifying glass icon and the text 'Select activity'. The form contains several fields: 'Contract' (a dropdown menu with 'Select...' and a red outline and warning icon), 'Invoice type' (radio buttons for 'Running' and 'Fix'), 'Invoice period' (a dropdown menu with 'September 2022'), 'Invoice period from date' (a date field with '01/09/2022' and a calendar icon), 'Invoice period to date' (a date field with '30/09/2022' and a calendar icon), and 'Invoice date' (a date field with '30/09/2022' and a calendar icon). At the bottom of the form are two buttons: 'Save & Next' and 'Close'.

The window may change due to the selection of the contract.

The screenshot shows the 'myparm' Invoicing module interface. At the top, there is a green button with a magnifying glass icon and the text 'Select activity'. Below this, the 'Contract' field is set to 'Default for ad-hoc invoicing'. The 'Invoice currency' is set to 'CHF'. A row of three icons is visible: a green plus sign (highlighted with a red box), a green right-pointing arrow, and a red exclamation mark. Below the icons, there are two empty input fields labeled 'Customer' and 'Invoice customer add'. The 'Invoice type' section has radio buttons for 'Running' (selected) and 'Fix'. The 'Invoice period' is set to 'September 2022'. The 'Invoice period from date' is '01/09/2022' and the 'Invoice period to date' is '30/09/2022'. The 'Invoice date' is '30/09/2022'. At the bottom, there are two buttons: 'Save & Next' and 'Close'.

You can now select the activity that is to be invoiced.

The customer address is then entered by clicking on the green plus sign above the "Customer" field. A pop-up opens in which all information can be entered at once.

The user selects the customer, enters the lump sum if it is a lump sum invoice, adds the VAT rate for time and material and the payment terms. Then click OK.

If the user selects an invoice based on running, all entries for hours and expenses/material are listed for the selected period, which can then be edited. These entries are now locked in the timesheet and the employee can no longer change these entries. Such entries can no longer be rebooked.

<p><b>Customer</b></p> <p>Select... <span style="color: red;">!</span> <span style="color: green;">➔</span></p> <p style="background-color: red; color: white; padding: 2px;">This field cannot be empty.</p> <p>Fix amount</p> <p>Distribution <span style="float: right;">100.00% ✕</span></p> <p>VAT rate time</p> <p>Select... <span style="color: red;">!</span></p> <p>VAT rate material</p> <p>Select... <span style="color: red;">!</span></p> <p>Payment conditions</p> <p>Select... <span style="color: red;">!</span></p> <p>Invoice recipient</p> <p>Select...</p> <p>Invoice recipient address</p> <p style="text-align: right;">Cancel <span style="background-color: #0070C0; color: white; padding: 2px 5px;">OK</span></p>	<p><b>Customer</b></p> <p>BAdresse - BADR <span style="color: green;">➔</span></p> <p>Invoice customer address</p> <p>Bahnhofstrasse 1, 8000 Zürich, Switzerland</p> <p>Fix amount</p> <p>Distribution <span style="float: right;">100.00% ✕</span></p> <p>VAT rate time</p> <p>7.70% - Switzerland Standard VAT rate</p> <p>VAT rate material</p> <p>7.70% - Switzerland Standard VAT rate</p> <p>Payment conditions</p> <p>30 days net, 10 days 2% <span style="float: right;">▼</span></p> <p>Invoice recipient</p> <p>Select... <span style="color: blue;">↓</span></p> <p>Invoice recipient address</p> <p style="text-align: right;">Cancel <span style="background-color: #0070C0; color: white; padding: 2px 5px;">OK</span></p>
---	--

If the remaining information is correct, the process continues with «Save & Next».

**Invoice type**

Running

Fix

**Invoice period**

September 2022 ▼

**Invoice period from date**      **Invoice period to date**

01/09/2022 📅      30/09/2022 📅

**Invoice date**

30/09/2022 📅

📁 Save & Next
✕ Close

### 1.3. Check and edit an invoice

The "General" page now appears with the additional tabs for hours, material, extras, additional items and customers.

General	Time	Material	Extras	Additional items	Customers
Contract name	Hugentobler2		Comment		
Invoice number	202213172-226-2022.10.21-09:44				
Bank reference number					
Invoice type	Running		Contract comment		
Invoice date	<input type="text" value="30/09/2022"/>				
Status	1				
Invoice currency	EUR		Sender address	PARM Ltd. <span>✕</span>	
Invoice period from date	<input type="text" value="01/09/2022"/>		Bank details	Raiffeisen <span>✕</span>	
Invoice period to date	<input type="text" value="30/09/2022"/>		Invoice template	Short_EN <span>▼</span>	
Include records till date	<input type="text" value="30/09/2022"/>		Customer address	Hugentobler2, Bahnhofstrasse 2, 8152 Glattbrugg, Switzerland	
Created by	Lardi, Heidi, LAH				
To be created	<input type="text" value="30/09/2022"/>				
Created date	<input type="text" value="21/10/2022"/>				
Last modified by	Lardi, Heidi, LAH				
Last modified date	<input type="text" value="21/10/2022"/>				
Components		Full cost	Not yet invoiced	This invoice	
Time		4,950.00	9,123.50	0.00	
Total invoice net	0.00 EUR				
Total gross amount	0.00 EUR				

Save Save & Approve Close

As can be seen above, no selling rates were stored on the PLA. Therefore, the "This invoice" field has the value 0 and the total invoice, net and gross, is also 0. If a PLA was provided with a selling rate table when it was created, the selling rates appear according to the stored table.

### 1.3.1 Tab «Time»

All hourly entries for the selected period are displayed here.

General		Time		Material		Extras		Additional Items		Customers					
Date of record	Activity	Employee	Employee category	Comment	Hours	Cost rate	Total costs	Employee category (invoice)	Invoice hours	Invoice rate	Total invoice	Billable	Include	Edited	
Q	(All)	(All)	(All)		Q	Q	Q	(All)	Q	Q	Q	(...)	(...)	(All)	
25/01/2021	MultiPLA ke.MultiPLA ke4.MultiPLA ke4	Lardi, Heidi, LAH	SIA C		4:00	100	400	SIA C	4:00	270	1080	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26/01/2021	MultiPLA ke.MultiPLA ke4.MultiPLA ke4	Lardi, Heidi, LAH	SIA C		3:00	100	300	SIA C	3:00	270	810	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27/01/2021	MultiPLA ke.MultiPLA ke4.MultiPLA ke4	Lardi, Heidi, LAH	SIA C		3:00	100	300	SIA C	3:00	270	810	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28/01/2021	MultiPLA ke.MultiPLA ke4.MultiPLA ke4	Lardi, Heidi, LAH	SIA C		2:00	100	200	SIA C	2:00	270	540	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29/01/2021	MultiPLA ke.MultiPLA ke4.MultiPLA ke4	Lardi, Heidi, LAH	SIA C		0:30	100	50	SIA C	0:30	270	135	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27/09/2021	MultiPLA ke.MultiPLA ke4.MultiPLA ke4	Sommer, Martin, MS	SIA C		3:00	100	300	SIA C	3:00	156.8	470.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

User can change billable hours and the selling rate. The comment field can also be edited. These changes are not saved in the employee's timesheet but only apply to this invoice.

Invoice hours	Invoice rate	Total invoice	Billable	Include	Edited
Q	Q	Q	(...)	(...)	(All)
4:00	270	1080	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00	270	810	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00	270	810	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Billable:** Are the hours billable (field checked) or not (field not checked)? The non-billable hours are not deleted but appear at the end of the list. It would be possible that the hours could be charged at a later point in time with an addendum. If the tick is removed, these hours are also displayed as non-billable in the PLA reports and in project controlling. If the invoice is then discarded, the changed hours remain marked as non-billable and must be marked as billable again for the next invoice.
- Included:** Are the hours included in this invoice (tick) or should they be included in a later invoice (no tick). The system then automatically carries these hours forward when the next invoice is created.
- Edited:** This column is not editable. It shows whether the entry was changed manually or not.

### 1.3.2 Tab «Material»

The expenses and material recorded in the selected period are displayed.

General		Time	Material	Extras			Additional items		Customers					
Date of record	Supplier	Activity	Cost account	Comment	Units	Unit price	Total costs	Cost account (invoice)	Units (invoice)	Unit price (invoice)	Total invoice	Billable	Include	Edited
14/03/2022	(All)	(All)	(All)	Hotel, Hotel	5.00	180.00	900.00	Hotel, Hotel	5.00	180.00	900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 1.3.3 Tab «Extras»

This tab is empty. The user can insert values that have not been charged to the project.

Clicking the green plus opens a pop-up that helps with the capture.

PLA  
MultiPLA ke.MultiPLA ke4.MultiPLA ke.MultiPLA ke4

Kind  
Select... !

Date  
30/09/2022

Comment

Quantity

Rate

Total invoice !

Cancel OK

PLA  
MultiPLA ke.MultiPLA ke4.MultiPLA ke.MultiPLA ke4

Kind  
Select... !

Time

Expenses

Material

3rd party

Entries made in this tab can also be deleted again.

General		Time	Material	Extras			Additional items		Customers					
<span style="color: green; font-weight: bold;">+</span>														
Kind	PLA	Date	Comment	Quantity	Rate	Total invoice								
Expenses	MultiPLA ke.MultiPLA ke4.MultiPLA ke.MultiPLA ke4	30/09/2022	5 x Lunch	5.00	20.00	100.00	<span style="color: red;">!</span>							

Receipts can also be uploaded for each entry of expenses/material and extras

MultiPLA ke.MultiPLA ke4.MultiPLA ke.MultiPLA ke4 (EUR)														
General		Time	Material	Extras			Additional items		Customers					
Date of record	Supplier	Activity	Cost account	Comment	Units	Unit price	Total costs	Cost account (invoice)	Units (invoice)	Unit price (invoice)	Total invoice	Billable	Include	Edited
14/03/2022	(All)	(All)	(All)	Hotel, Hotel	5.00	180.00	900.00	Hotel, Hotel	5.00	180.00	900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

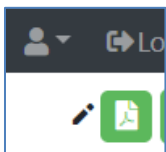
### 1.3.4 Tab «Additional items»

This tab can be helpful if an employee does not record hours in the system but invoices them. Here, too, a pop-up opens for the entry. In the example below, hours were recorded for Mr. Huber. These hours appear in the invoice supplement like an employee from your own company.

Activity MultiPLA ke.MultiPLA ke4.MultiPLA ke.MultiPLA ke4	
Cost account 125%, 8:00pm-22:00pm	Date 30/07/2022
Employee Select...	Type Time
Employee category (invoice) C	Employee - manual Green David
Quantity 1:00	Supplier Select...
Rate 25.00	Comment
Total invoice 25.00	

Cancel OK

Once the invoice has been created, a green symbol appears in the upper right corner. The PDF of the invoice is stored behind it.



Expenses, discount and inflation in % can be entered below. By clicking the green plus sign, a new line is added, which can then be filled out accordingly.

At the end of the calculation, you can decide whether the amount should now be rounded to a lump sum. The "Lump sum" field is marked and the lump sum is entered. The invoice is still considered a running invoice. An additional discount can also be granted here.

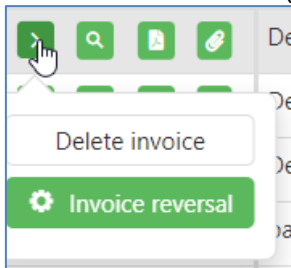
<b>Subtotal invoice, PLA: MultiPLA ke.MultiPLA ke4.MultiPLA ke.MultiPLA ke4</b>		<b>125.00</b>
<input type="checkbox"/> Lump sum		
Discount		0.00

If the process is interrupted with "Save" and then "Close", the invoice has the status "Draft" (1). The process can be opened again in the portal and the invoice processed further. The option to delete the invoice is also available.

Once the invoice has been checked and all information is correct, the process can be completed with "Save & Approve".

If the invoices are exported to financial accounting, they are given the status "Created" (4) and after the export (manually or automatically) the status "Exported" (5) and is complete. If there is no interface to accounting, the completed invoices are automatically given the status "Exported" (5). Corrections in the invoice can no longer be made.

If the invoice is incorrect, a reversal can be made. Only the «Invoice reversal» process is available (green).



The invoice to be cancelled is displayed with the corresponding minus amount. "Save&Finish" completes the process and the reversal is created. No modifications can be made in a reversal. The invoice will be credited exactly as it was created. All hourly and expense entries are activated again and can then be charged again in a new invoice.

There are no further processes available for a cancelled invoice.

**Information**

As can be seen from the example below, not all time entries have a tick in the "Included" column.

Stunden	Kostensatz	Totalkosten	Mitarbeiterkategorie (Rechnung)	Verrechenbare Stunden	Verkaufssatz	Total Rechnung	Verrechenbar	Inbegriffen ↓	Geändert
Q	Q	Q	(Alle) ▾	Q	Q	Q	(Alle) ▾	(Alle) ▾	(Alle)
7:00	123,00	861,00	SIA C	7:00	155,25	1.086,75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7:00	123,00	861,00	SIA C	7:00	155,25	1.086,75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7:00	123,00	861,00	SIA C	7:00	155,25	1.086,75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7:00	123,00	861,00	SIA C	7:00	155,25	1.086,75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

All these entries are displayed in the "General" tab in the "Not yet invoiced" column.

Components	Full cost	Not yet invoiced	This invoice
Time	28,404.19	39,281.28	8,856.00
Material	49.20	0.00	61.50
Expenses	1,935.07	1,805.92	129.15
3rd party costs	14,815.35	0.00	14,760.00
Fix	0.00	0.00	0.00
Extras	0.00	0.00	0.00
	<b>45,203.81 CHF</b>	<b>41,087.20 CHF</b>	<b>23,806.65 CHF</b>

These entries will appear again in the next invoice and it can be decided again whether these entries are included in the next invoice or not.

After «Save&Approve», the invoice that has now been created appears in the invoice portal.

The invoice has the status "Exported" (5) and can no longer be changed. Only a invoice reversal is possible.

Default for ad-hoc invoicing	TUniBoFi	SP1	Investment pro...	Open	myPARM/00066	Exported	31/01/2022
invoicing	BKK2013004, B...	L01, L02	Engineering pr...	Open, Open	myPARM/00078	Exported	31/01/2022
invoicing	MultiPLA ke	MultiPLA ke1	Kundenprojekt	Open	myPARM/00083	Exported	28/02/2022

If the created invoice is saved and the process is closed, the invoice now appears with the status "Draft" (1) and can be changed or deleted if necessary.

MultiPLA	MultiPLA ke	MultiPLA ke1	Kundenprojekt	Open	MultiPLA-218-2022.04.11-13:12	Draft	31/03/2022
	Spese Interne ...	Spese Generali	04 Administrat...	Open	myPARM/00080	Exported	31/03/2022
invoicing	TUniBoFi	SP1	Investment pro...	Open	myPARM/00072, myPARM/00073	Exported	30/04/2021
itare San Ruffi...	Ambaca	CEN	IT Nuova Strutt...	Open	San Ruffillo-219-2022.05.11-10:24	Draft	30/04/2022
Bonifica	S11	Engineering pr...		Open	Bonifiche Grosseto-220-2022.05.11-10:28	Draft	30/04/2022

After completing the process with "Save&approval", the invoice is set to the status "Exported" (5) and given a consecutive invoice number.

## 2. Additional Invoicing information

### 2.1 Multi PLA Invoice

It is possible - and if the interface from myPARM to accounting allows it - to integrate various PLAs into one invoice.

First the project is selected and then the individual PLAs that are to be invoiced.

MultiPLA ke MultiPLA ke			
Search...			
Activity	Start date	End date	
MultiPLA ke1 MultiPLA ke1	01/12/2019	31/12/2025	<input checked="" type="checkbox"/>
MultiPLA ke2 MultiPLA ke2	01/12/2019	31/12/2025	<input type="checkbox"/>
MultiPLA ke3 MultiPLA ke3	01/12/2019	31/12/2025	<input checked="" type="checkbox"/>
MultiPLA ke4 MultiPLA ke4	01/12/2020	01/12/2025	<input type="checkbox"/>
PLA Pausch1 PLA Pauschale1	01/12/2020	01/12/2023	<input type="checkbox"/>
PLAPausch3 PLA Pauschale2	01/12/2020	17/10/2022	<input type="checkbox"/>

The selection is completed with the bottom right «Select» button.

The selected PLAs then appear in the list and you can continue with the invoicing.

myPArM Create invoice			
Home TET Project Invoicing BSC RFS			
Select activity			
Activity	Revenue type	Contract	
MultiPLA ke.MultiPLA ke1.MultiPLA ke.MultiPLA ke1	Running		
MultiPLA ke.MultiPLA ke3.MultiPLA ke.MultiPLA ke3	Running	2221	

In the next step of invoicing, the selected PLAs appear with the amount to be charged. The different tabs can be edited, like in a standard invoice.

<b>Subtotal invoice, PLA: MultiPLA ke.MultiPLA ke1.MultiPLA ke.MultiPLA ke1</b>	<b>0.00</b>
<input type="checkbox"/> Lump sum	<input type="text"/>
Discount	0.00
<b>Subtotal invoice, PLA: MultiPLA ke.MultiPLA ke3.MultiPLA ke.MultiPLA ke3</b>	<b>0.00</b>
<input type="checkbox"/> Lump sum	<input type="text"/>
Discount	0.00

The selected PLAs also appear separately in the PDF of the invoice.

	CHF	VAT %	VAT amount	Total CHF
Basic sum	0.00		0.00	0.00
Total invoice, PLA: MultiPLA ke , MultiPLA ke1	0.00		0.00	0.00
	CHF	VAT %	VAT amount	Total CHF
Basic sum	0.00		0.00	0.00
Total invoice, PLA: MultiPLA ke , MultiPLA ke3	0.00		0.00	0.00
<b>Total invoice amount rounded</b>	0.00		0.00	<b>0.00</b>

## 2.2 Allocation of selling rates tables in the project

If the project is selected in the structure, "Invoicing" appears below the tabs for editing.

The screenshot shows the 'Project structure (Edit project structure)' interface. The main table lists project elements with columns for Index, Name, Start date, End date, and a grid for monthly effort (November, December, January, February). One row is highlighted with a red box, showing 'BudAdv Budge...' with start and end dates of 01/06/2021 and 31/12/2025. The bottom navigation bar includes tabs for 'Team management', 'Estimated effort', 'TET', 'Dependencies', 'Cross-project dependencies', 'Invoicing' (highlighted with a red box), 'Logs', 'Milestones', and 'POC'. The right sidebar contains 'Main attributes' and 'Custom fields' sections, with 'WBS element type' and 'Name' fields visible.

You can either create a new selling rate table or add an existing one.

The screenshot shows the 'Invoicing' tab selected in the bottom navigation bar. The main area displays a 'Selling rate table' section with a dropdown menu set to 'Select...' and a green 'Create SSRT' button.

A wizard opens for creating a new selling rate table, which you fill in with the necessary information.

By default, the new SRT (selling rate table) is given the name of the project and can be overwritten. On the left side you select an employee and with the green plus sign it is added in the list. With the green button next to the plus sign, all employees who are assigned to the team can be moved to the table. Now the selling category is selected and the sales rate and the valid from date are entered. The plus saves the information in the table below. Complete the process with "ok" at the end. The SRT created at project level now also applies to all sub-elements.

If this is not the case, the information can be changed as follows.

Employee exceptions

Name: Budget advanced Short: BudAdv

Employee: Select... + [person icon]

Employee	HR selling category	Employee rate [EUR]	
AgSo, Par, AgSo	C	180.00	[trash icon]

Selling category: Select... Selling rate: Valid from: [calendar icon] +

Selling category	Selling rate [EUR]	Selling rate in admin tables [EUR]	Valid from	
B/C	180.00	167.50	01/01/2022	[trash icon]

Select a PLA in the project structure and then the "Invoicing" tab. By checking the «Unlink» box, the selected SRT will be unmounted and a new or different SRT can be assigned for this PLA.

Team management Estimated effort TET Dependencies Cross-project dependencies Invoicing

Unlink

Selling rate table

Budget advanced [Create SSRT]

Team management Estimated effort TET Dependencies Cross-project dependencies Invoicing

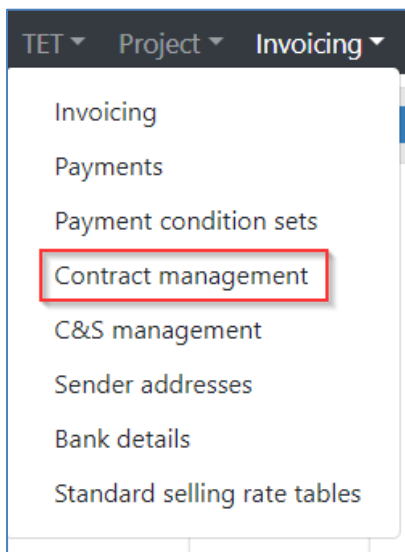
Unlink

Selling rate table

SBB Hauptbahnhof ZH1 [x] [Create SSRT]

The newly added SRT then applies explicitly only to the selected PLA.

## 2.2 Contract Management



Contracts are no longer assigned to a person. All employees who can issue invoices can choose from all existing contracts which one is required for the invoice. All existing contracts are displayed on the left side. If you click the plus sign, a wizard opens on the right-hand side, which is filled out with the necessary information. The expenses in %, inflation in % and discount in % can now also be recorded directly in the contract. This information will then be included in the invoice with this contract.

The screenshot displays the 'Contract management' interface. On the left is a table of contracts, and on the right is a 'Contract attributes' wizard.

Contract number	Contract short name	Contract name	Active
2221	2221	2221	<input checked="" type="checkbox"/>
2222	2222	2222	<input checked="" type="checkbox"/>
20200012	Alpha20	Alpha CConstruction WW Software Infrastructure	<input type="checkbox"/>
2021030	Ambaca	Ambaca	<input checked="" type="checkbox"/>
2021010	Angola21	Angola 2021	<input checked="" type="checkbox"/>
2022002	San Ruffillo	Bonifiche Ex Area Militare San Ruffillo	<input checked="" type="checkbox"/>
2022001	Bonifiche Grosseto	Bonifiche Grosseto	<input checked="" type="checkbox"/>
2021004	Boston	Boston Water Supply	<input checked="" type="checkbox"/>
20210004	Carisbo	Carisbo Psicologia Cesena	<input type="checkbox"/>
1	Default Co	DContract	<input checked="" type="checkbox"/>
0	ADHOC	Default for ad-hoc invoicing	<input checked="" type="checkbox"/>
2	dwójka	dwójka	<input checked="" type="checkbox"/>

**Contract attributes**

Active  Only for ad-hoc invoicing

Contract number:  Contract currency: EUR

Contract short name:  Organisational assignment:

Contract name:  Standard selling rate table:

**Customers**

Customer	Invoice customer address	Fix amount	Distribution	VAT rate time
		0.00		0.00%

The 'Invoice defaults' wizard includes the following fields:

- Default invoice comment:
- Order identifier:
- Agreement identifier:
- Invoice template:
- Sender address:
- Bank details:

Below these are two tables for recording expenses and discounts:

Expenses in % of	Comment	Percentage
No data		

Discount in % of	Comment	Percentage

### 2.3 Store / record contract at the start of the project

In the PLA tab, an existing contract can be assigned or newly entered. It makes sense to first check whether a suitable contract already exists. If there is no suitable contract, click the forward arrow.

The screenshot shows the 'Main attributes' tab of the PLA interface. It includes fields for Status (Not yet opened), PLA type (Engineering project), Revenue type (Running), and Currency (EUR). There is also an 'ORG CC assignment' section with a dropdown for '2000 - Ambro Engineering' and a date field for 'Mai 2021'. Below these are several checkboxes for requirements like 'Start and end time required'. The 'Contract' dropdown menu is highlighted with a red box and has a green plus sign button next to it.

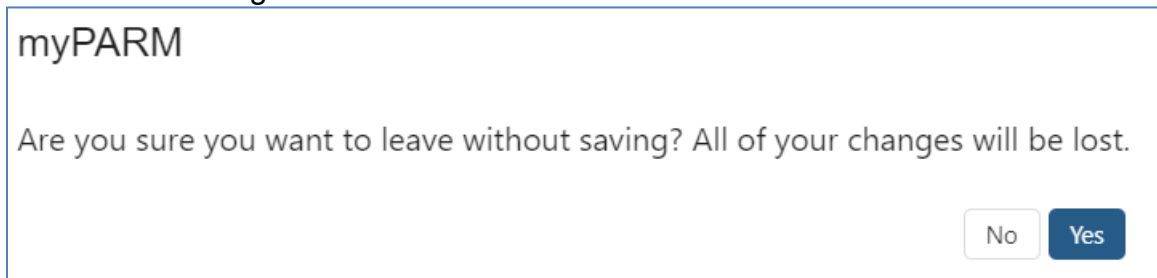
The contract management opens and you add a new contract with the green plus sign.

Before any information is entered in the contract, it is first checked whether a corresponding customer address is available.

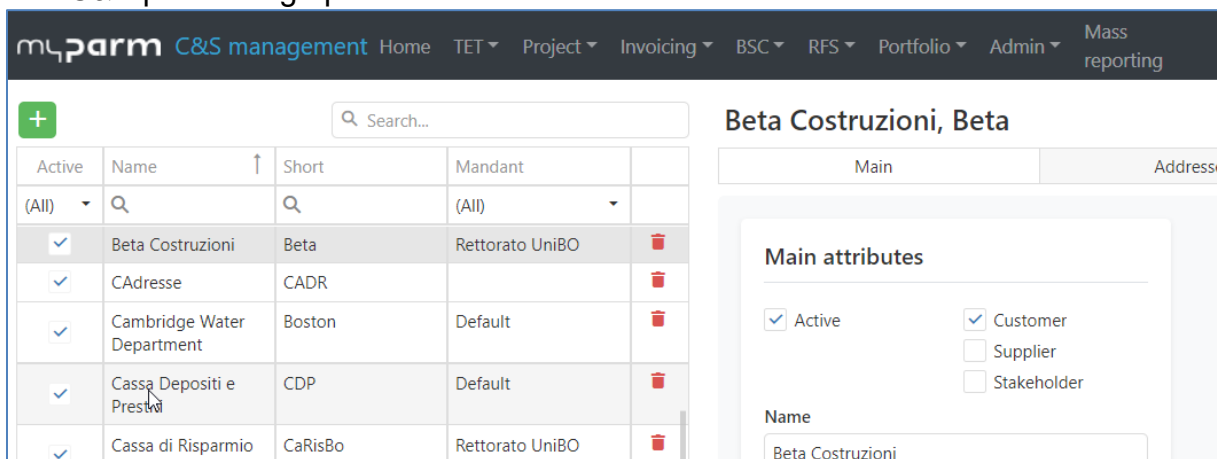
The screenshot shows the 'Contract attributes' form. It has sections for 'Contract attributes' with checkboxes for 'Active' and 'Only for ad-hoc invoicing', and input fields for 'Contract number', 'Contract short name', and 'Contract name'. There are also dropdowns for 'Contract currency' (EUR), 'Organisational assignment', and 'Standard selling rate'. The 'Customers' section at the bottom has a red box around a green plus sign, a green forward arrow, and a red warning icon.

If the customer address is missing, click the forward arrow.

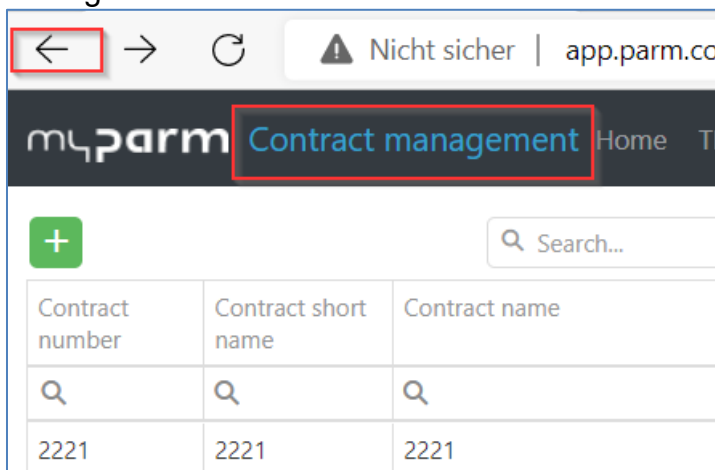
The following message appears and you continue with Yes.  
 For technical reasons, it is not possible to save the contract in advance because the address is missing.



The C&S processing opens and the new customer address can be inserted:



Now go to the left in the browser with the arrow and you are back in the contract management.



With the green plus sign, a new contract is created and the previously recorded customer address can be selected and the necessary details can be recorded.

Contract number	Contract short name	Contract name	Active	
2221	2221	2221	(All)	

**Customer**

Select...

Invoice customer address

After saving the contract, go left in the browser with the arrow and you are back on the project / PLA.



	1	MultiPLA ke1 MultiPLA ke1	01/12/2	
	2	MultiPLA ke2 MultiPLA ke2	01/12/2	>
	3	MultiPLA ke3 MultiPLA ke3	01/12/2	
	4	MultiPLA ke4 MultiPLA ke4	01/12/2	C

The newly entered contract can now be added to the PLA tab.

Main attributes
Custom fields
PLA

**Status**

Open ▾

**Revenue type**

Running ▾

**+ ORG CC assignment**

00 - PARM ltd ▾

Dezember 2019 ▾

Start and end time required

Timesheet comment required

Expenditures comment required

Enabled for mass invoice scheduling

**Project kind**

**PLA type**

Kundenprojekt

**Currency**

EUR

**Contract**

Select...
▾

## 2.4 Enter planned invoices in the contract

It is already known how the invoicing is to take place, this can already be planned in the contract today.

m4parm Contract management
Home TET ▾ Project ▾ Invoicing ▾ BSC ▾ RFS ▾ Portfolio ▾ Admin ▾
Mass reporting Logout

+

Contract number	Contract short name	Contract name	Active	
2221	2221	2221	✓	
2222	2222	2222	✓	
20200012	Alpha20	Alpha COnstruction WW Software Infrastructure	□	
2021030	Ambaca	Ambaca	✓	
2021010	Angola21	Angola 2021	✓	
2022002	San Ruffillo	Bonifiche Ex Area Militare San Ruffillo	✓	
2022001	Bonifiche Grosseto	Bonifiche Grosseto	✓	
2021004	Boston	Boston Water Supply	✓	
20210004	Carisbo	Carisbo Psicologia Cesena	□	
1	Default Co	DContract	✓	
0	ADHOC	Default for ad-hoc invoicing	✓	
2	dwójka	dwójka	✓	
002	EmCe	EmCe	✓	

2222

No data

+

No data

Planned invoices

	Project	PLA	PLA type
+			

🔍 Select activity

Activity	Revenue type	Contract	
No data			

**Contract**

**Invoice type**

Running  
 Fix

**Invoice period**

**Invoice period from date**      **Invoice period to date**

**Invoice date**

Cancel
OK

The PLA to be charged is selected and the necessary data is recorded. Only the invoice date is mandatory. Click OK and then «Save».

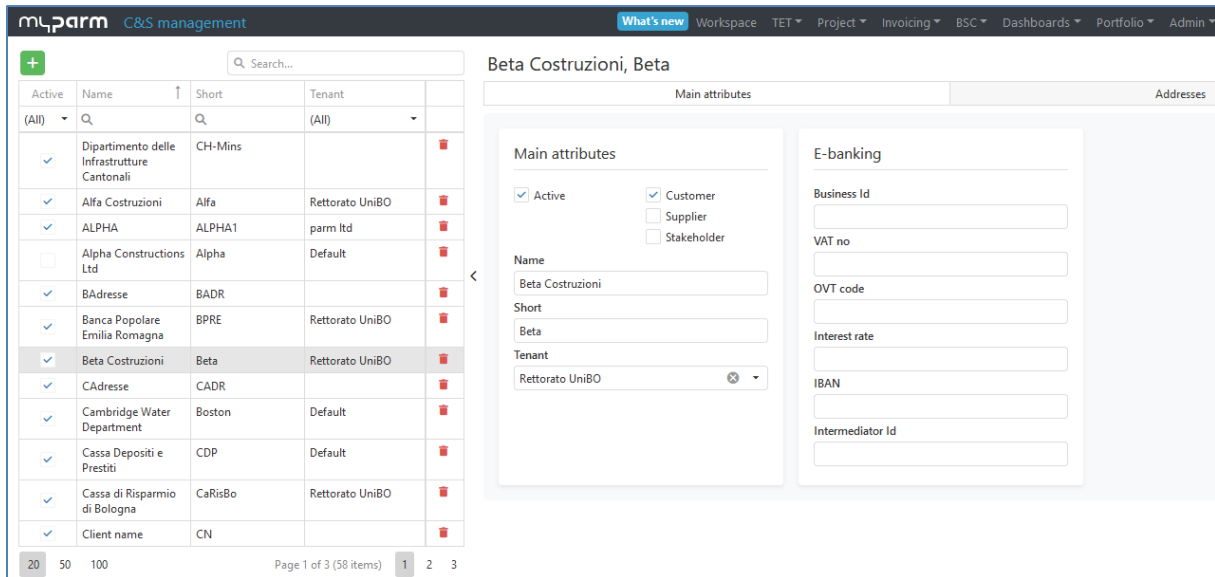
This invoice is displayed as "Planned" in the invoicing portal.

m4parm Invoicing							
<span style="float: right;">Home TET Project Invoicing BSC RFS Portfolio Admin Mass reporting Logout</span>							
<span style="float: left;"> <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">⚙️</span> <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Create invoice</span> <span style="margin-left: 10px;"> <input type="checkbox"/> Show closed PLAs                             <input checked="" type="checkbox"/> Show all statuses                         </span> <span style="float: right; margin-right: 10px;"> <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">★ Standard1</span> <span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">🔍 Search...</span> </span> </span>							
<span style="float: left;"> <span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Show all data ranges</span> </span>							
	Contract	Project	PLA	PLA type	PLA status	Invoice number	Status
	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	Planned
>	<input type="text" value="manual"/>	MultiPLA ke	MultiPLA ke4	Kundenprojekt	Open		Planned
>	<input type="text" value="Boston Water Supply"/>	MultiPLA ke	MultiPLA ke1	Kundenprojekt	Open		Planned
>	<input type="text" value="Bonifiche Grosseto"/>	Bonifica	S11	Engineering pr...	Open		Planned
>	<input type="text" value="Ambaca"/>	Angola 21	S12	Engineering pr...	Open		Planned

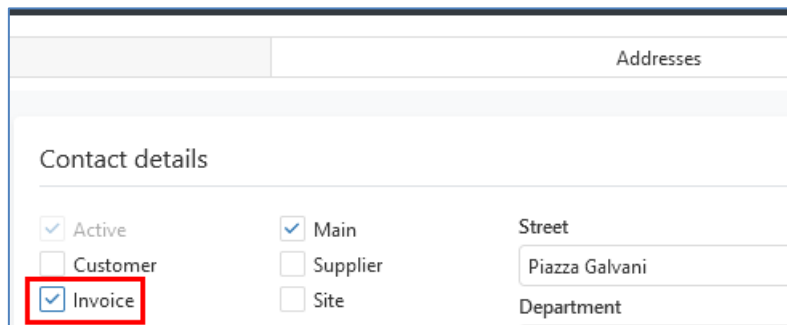
### 3. C&S Management

In the C&S Management (Customers & Supplier), all addresses relevant for invoicing are maintained.

By clicking the green plus icon, a new address can be created. All fields marked in red are mandatory. Clicking the arrow in the middle of the screen displays the topics on the right side in full and allows them to be edited. The main attributes are filled out first.



If a customer has multiple addresses, it is important to mark which one is the billing address. If the customer has an external reference number, this can also be included in the QR code.



To generate an invoice with a QR code later, the "Name" field must be filled out.

Main attributes
Addresses

### Addresses

+

Act...	Main	Inv...	Name	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Beta Costruzioni	

### Contact details

Active  
 Customer  
 Invoice

Main  
 Supplier  
 Site

Street

Number

Department

Postal code

City

Country

PO Box

Phone

Mobile phone

Fax

E-mail

Internet address

External reference

**Name**

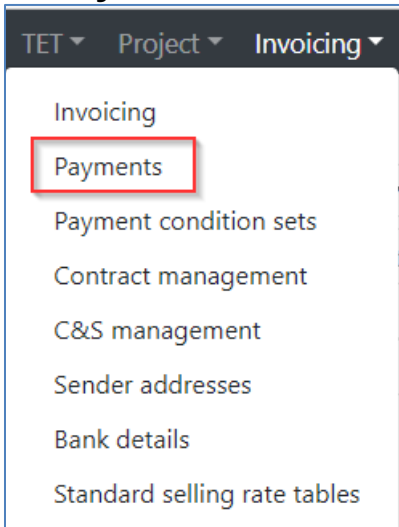
Full name

Attn.

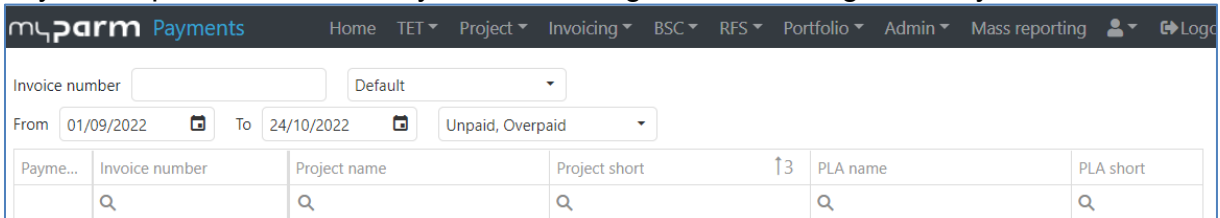
Direct extension

Comment

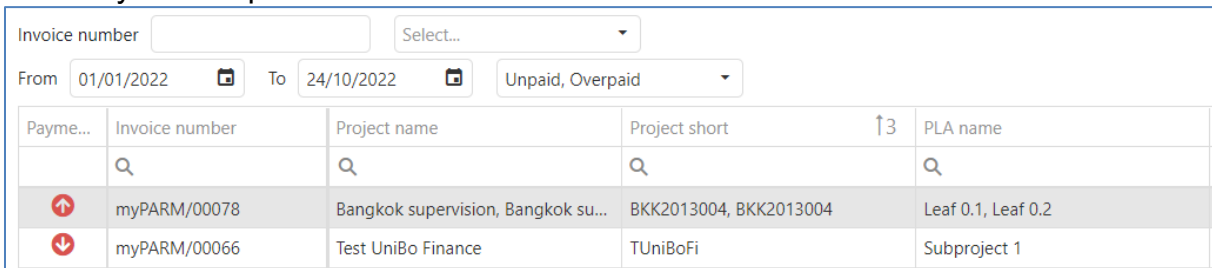
## 4. Payments



By default, the unpaid and overpaid invoices are displayed for the period from the 1st day of the past month to today. These settings can be changed at any time.



If the red arrow points up, it is an overpayment; if the arrow points down, the invoice has not yet been paid.



An invoice is selected for payment by clicking in a column. The screen for entering the payment appears below, which is activated with the green arrow.

↓	myPARM/00082	MultiPLA ke	MultiPLA ke



Payment (EUR)	Payment	Payment currency	Exchange rate	Payment date	↑	Comment
🔍	🔍	(All) ▾	🔍	🔍	📅	🔍

A window opens in which to enter the payment information.

**Payment (EUR)**

**Payment**

**Payment date**

**Payment currency**

**Exchange rate**

**Comment**

The entry is written with OK.

The entry is saved with «Save».

The invoice will now receive a green tick confirming correct payment.

Pay...	Invoice number	Customer	Invoice date	Payment due date	Last payment date	Invoice amount EUR	Invoice amount	Payment done EUR
↑	🔍	🔍	📅	📅	📅	🔍	🔍	🔍
↑	myPARM/00072	Default Customer	30/04/2022	30/05/2022	25/05/2022	3,000.00	3,000.00 EUR	11,000.00
↑	myPARM/00078	Default Customer	31/01/2022	02/03/2022	01/07/2022	4,731.38	5,819.60 CHF	6,000.00
✔	myPARM/00082	Hugentobler2	30/09/2022	30/10/2022	01/01/2022	134.62	134.62 EUR	134.62

## 5. Payment condition sets

The usual company terms of payment are recorded here.

The screenshot shows the 'Payment condition sets' interface. On the left, there is a table with columns: Active, Short, Name, and a delete icon. Two conditions are listed: '30 net' and '30 net 10 2%'. The '30 net' condition is selected. To the right, a form for editing this condition is shown. It has a 'Name' field with '30 days net', a 'Short' field with '30 net', and a table for payment terms. The table has columns for 'Days' and 'Discount'. One row is visible with '30' days and '0.00' discount.

## 6. Sender addresses

The sender of the invoice is recorded here. Several sender addresses can also be entered, which are then selected when the invoice is issued.

If there are various QR codes from different bank accounts, a sender address must be entered for each QR code.

The screenshot shows the 'Sender addresses' interface. On the left, there is a table with columns: Active, Default, Name, Company name, City, and a delete icon. Four addresses are listed: 'AES Unibo', 'Dionea SA', 'Parm AG', and 'PARM ltd.'. The 'Parm AG' address is selected. To the right, a form for editing this address is shown. The form title is 'Parm AG'. It has fields for: 'Full company name', 'Attn', 'Street' (with a sub-field for 'Number'), 'Department', 'Postal code' (with a sub-field for 'City'), 'Country' (set to 'Switzerland'), 'PO Box', 'Phone' (with a sub-field for 'Mobile phone'), 'Vat no.', 'QR customer number' (highlighted with a red box and containing '123456'), and 'Fax'.

## 7. Bank details

Where should the invoice be paid? The necessary information for this is recorded here. Any number of bank accounts can be entered.

**m4parm** Bank details
Home TET Project Invoicing BSC

+

Active	Default	Name	Bank name	City	
(All) ▾	(All) ▾	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BPER	Banca Popolare dell'Emilia Romagna	Bologna	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Intesa San Paolo	Intesa San Paolo	Torino	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Raiffeisen	Raiffeisen	St. Gallen	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ZKB	Züricher Kantonalbank	Zürich	

### Raiffeisen

Active
  Default

**Name**

**Bank name**

**Street** **Number**

**Postal code** **City**

**Country**

Select... ▾


**Account number**

## 8. Invoices with QR code

To summarize, the following information is required to generate a QR invoice. These points are also detailed in the individual sections.

- Sender Address:**  
 You will receive a QR customer number from your bank, which is a 6-digit number. If you do not want to create payment slips in myPARM, your bank's QR IBAN number is required.
- Customer Address:**  
 The "Name" field must be filled out to create a QR code invoice.
- Invoice Number:**  
 Only numbers are allowed in the QR code. If letters are included in the invoice number, they will be omitted.
- Bank Details:**  
 A new entry is created for each bank, preferably with the prefix "QR" at the beginning. The QR IBAN number provided by your bank is then recorded there.

### Example with Reference:

<p><b>Empfangsschein</b></p> <p>Konto / Zahlbar an                  CH78 9999 8787 5431 3309                  Hugentobler AG                  Waldweg 6                  8800 Humberg</p> <p>Zahlbar durch                  Züger AG                  Tannenweg 8                  7700 Chur</p> <table> <tr> <td>Währung</td> <td>Betrag</td> </tr> <tr> <td>CHF</td> <td>3 688.45</td> </tr> </table> <p style="text-align: center;">Annahmestelle</p>	Währung	Betrag	CHF	3 688.45	<p><b>Zahlteil</b></p>  <table> <tr> <td>Währung</td> <td>Betrag</td> </tr> <tr> <td>CHF</td> <td>3 688.45</td> </tr> </table>	Währung	Betrag	CHF	3 688.45	<p>Konto / Zahlbar an                  CH78 9999 8787 5431 3309                  Hugentobler AG                  Waldweg 6                  8800 Humberg</p> <p>Referenz                  38 89002 00000 00000 01180 44989</p> <p>Zahlbar durch                  Züger AG                  Tannenweg 8                  7700 Chur</p>
Währung	Betrag									
CHF	3 688.45									
Währung	Betrag									
CHF	3 688.45									

## 9. Adapting invoicing amounts

Our client often faces situations where they need to adapt the invoice based of specific contracting situations.

Based on the contract or in the invoice you have three different options to adapt the total of an invoice.

- Expenses in % of
- Discount in % of
- Inflation in % of

### Adjusted Subtotals

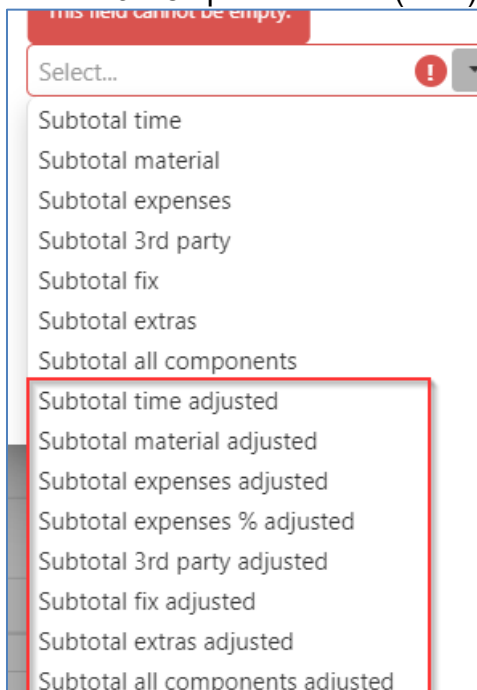
The adjustment applies to components such as **“Subtotal all components”**, which includes the invoice components and the entry **“Expenses in % of”**. Components labeled **“adjusted”** also account for **“percentage deductions”** and **“percentage inflation”**, if these values are recorded.

There are now additional options for selecting percentage-based adjustments for various chapters.

### “Subtotal Time Adjusted”

Adjustments for expenses and inflation are included under **“adjusted”**, provided these entries exist. For example:

- If inflation is entered as a percentage of the **“subtotal time”**, this value is factored into the **“subtotal time adjusted”**, which includes the component **“time”** plus inflation (in %).



### Example Calculation:

- The initial value for “time” is 8,856.00.
- A 10% inflation adjustment of the “subtotal time” adds 885.60 (10% of 8,856.00).
- If expenses are then calculated as a percentage of the “subtotal time adjusted”, the total becomes:

- $8,856.00 + 885.60 = 9,741.60$ .
- Expenses are then calculated as a percentage of 9,741.60.

This formula applies universally to all components labeled as “adjusted” and ensures accurate calculations for invoicing.

## 10. Artificial Invoicing – Intercompany settlement

To enable intercompany billing, please contact myPARM first to discuss further details. myPARM can then review the internal configuration and activate the setting accordingly.

Intercompany billing allows amounts to be allocated between PLAs.

The screenshot shows a web form for creating an intercompany invoice. It is divided into two main sections: 'Source PLA' and 'Destination PLA'. Each section has a search button and two input fields for 'Project name' and 'PLA name', each with a red exclamation mark icon indicating a required field. The right side of the form contains fields for 'Invoice date' (12.01.2025), 'Net amount', 'VAT rate' (a dropdown menu), and 'Gross amount', all with red exclamation mark icons. A large text area for 'Comment' is located at the bottom right, and a 'Save' button is at the bottom right corner.

First, select the source and destination PLA, the amount, and the VAT rate, which together form the gross amount. The comment function allows the business case to be documented and ensures traceability.

🔍 Bitte Ziel PLA wählen

31.12.2024

**Projekt Name**

Name\_1000000001

**PLA Name**

Name\_0001

**Währungscode**

CHF

**Netto Betrag**

10'000.00 ✕

**MwSt. Satz**

19 % - Umsatzsteuer DE 19%

**Brutto Betrag**

11'900.00 ✕

**Kommentar**

Artificial bills

📄 Speichern

After saving, the invoices are created immediately, but no PDF or similar document is generated. The payment is executed directly and is only visible in project controlling, not in the invoicing portal.

The source PLA receives the negative payment amount:

Ziehen Sie eine Spalte hierhin, um danach zu gruppieren													Suchen...	
Projektname	Projekt...	PLA Name	PLA Nummer	PLA Kürzel	Monat	Jahr	Rechnungsdatum	Rec...	V...	K...	Betrag netto CHF	Betrag brutto CHF	C	
Name_1000000001	1000000001	Name_0001	0001	Sh_0001	2024.12	2024	31.12.2024				-10'000.00	-11'900.00		

The destination PLA receives the positive amount:

Time Expenditures Invoices Payments Budget													Suchen...	
Project name	Project number	PLA name	PLA number	PLA short	Year	Month	Invoice date	Invoice net CHF	Invoice gross CHF	Open CHF	Comr			
Name_1000000002	1000000002	Name_0700	0700	Sh_0700	2024	2024.12	31.12.2024	10,000.00	11,900.00	0.00	Artific			

The invoices are displayed in all views as regular paid amounts, affecting financial overviews.