

ADM002
Working with Projetex
Okodia – Grupo traductor

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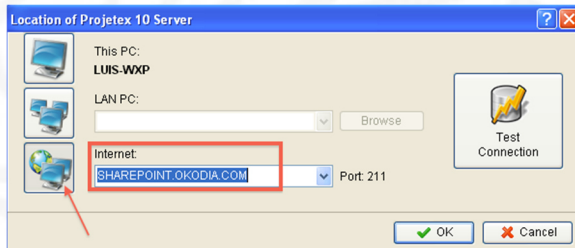
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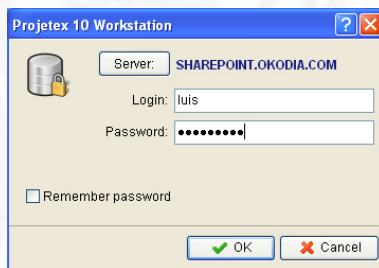
1) Access to Projetex

1.1 Open Projetex Workstation

1.2 Connect via Internet to sharepoint.okodia.com:

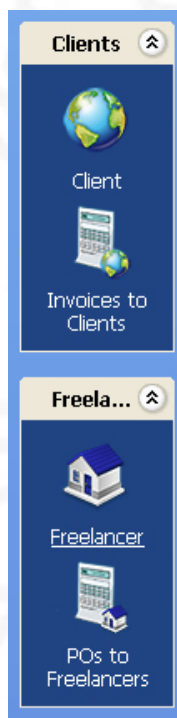


1.3 Enter your credentials:



2) Navigation

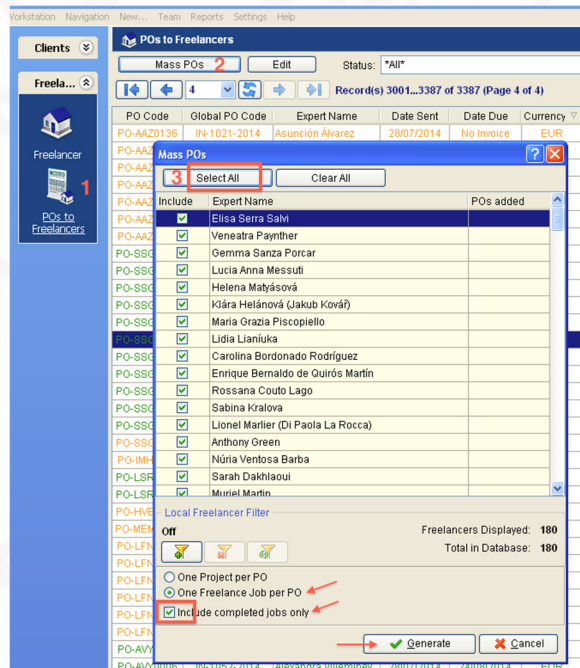
You can navigate through Clients and Freelancers. Each of them has different items. In the example, for Clients, you can navigate through Client and Invoices to Clients.



3) Registering invoices

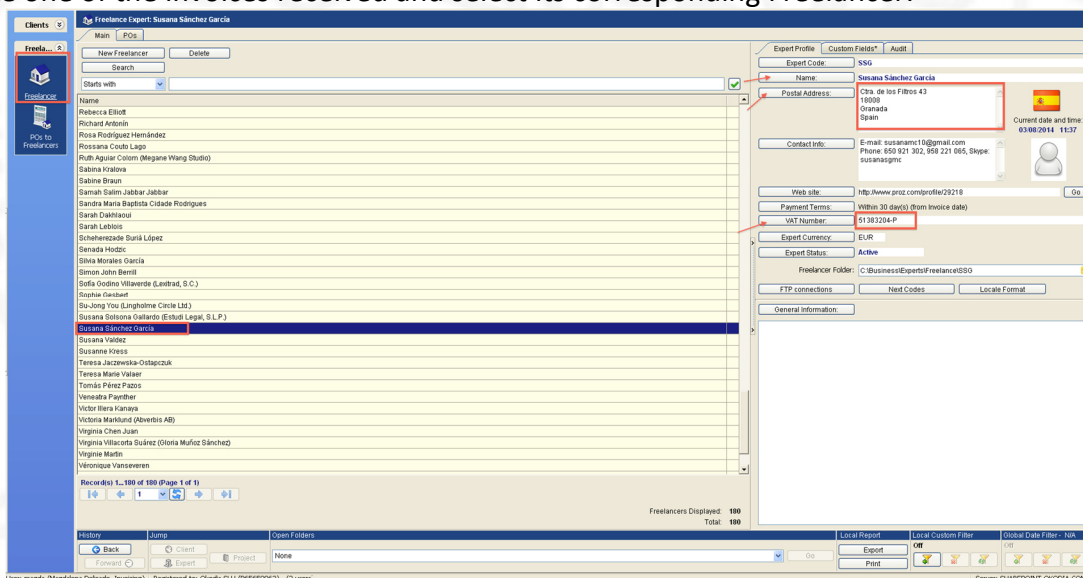
Please notice that anytime we receive an invoice from a provider, we must ensure to acknowledge receipt of this invoice by replying to his/her e-mail.

3.1 In order to create Mass Project Orders (POs) from jobs, we must follow the following steps:



- Click on POs to Freelancers
- Click on Mass POs to open the popup.
- Make sure to "Select All", to choose "One Freelance Job per PO" and to "Include completed jobs only"
- Click on "Generate"

3.2 Take one of the invoices received and select its corresponding Freelancer:



3.3 Double check that the fiscal details in the invoice correspond with the fiscal details indicated in the Freelancer information (mainly “Name”, “Postal Address” and “VAT number”). You can do this only “once a year per freelancer”. In order to modify any of the details, you can click onto its boxes.

3.4 Double check that the provider complies with the following instructions:

- Spanish resident provider: has sent us the “Certificado de contratistas” (valid for the current year)
- EU resident provider: VAT number is validated in the VIES system:
ec.europa.eu/taxation_customs/vies/?locale=en
- Non-EU resident provider: has sent us a certificate of fiscal residence (or a document that indicates that he/she is fiscally registered in the corresponding country) E.g.: for USA: EIN number or W9 form.

3.5 Make sure that this information is correctly registered in the provider area:

- Spanish resident provider:

Expert Profile Custom Fields* Audit

Expert Code: SSG

Name: Susana Sánchez García

Postal Address: Ctra. de los Filtros 43
18008 Granada Spain

Contact Info: E-mail: susanam10@gmail.com
Phone: 650 921 302, 958 221 065, Skype: susanasmc

Web site: <http://www.proz.com/profile/29218> Go

Payment Terms: Within 30 day(s) (from Invoice date)

VAT Number: 51383204-P

Expert Currency: EUR

Expert Status: Active

Freelancer Folder: C:\Business\Experts\Freelance\SSG

FTP connections Next Codes Locale Format

General Information:

AND

Expert Profile Custom Fields* Audit

Works for Client Bank account Documents

Date of NDA signed: 15/03/2013

Date of SLA signed: 15/03/2013

Dat of Cert. contratistas sent: 10/04/2014

Date Fiscal Residence sent:

- EU-resident provider:

Expert Profile Custom Fields* Audit

Expert Code: RAN

Name: Richard Antonin

Postal Address: Vitovka 27
742 35 Olšany
Czech Republic

Contact Info: E-mail: richard@czechtranslator.cz
Phone: +420 552 309 927, +420 605 310 629
Fax: +44 870 915 6540

Web site: <http://www.czechtranslator.cz> Go

Payment Terms: Within 30 day(s) (from Invoice date)

VAT Number: CZ-7207225454

Expert Currency: EUR

Expert Status: Active

Freelancer Folder: C:\Business\Experts\Freelance\RAN

FTP connections Next Codes Locale Format

General Information:

Only indicate VAT number when checked against the VIES system. Leave blank when not checked.

- Non-EU provider:

3.6 Once these checks have been done, enter the information from the invoice into its area:

Factura de:
Susana Sánchez García
NIF: 61382024 P
Carrera de los Fitros, 43
18008 Granada
España

Factura para:
Okodia SLU
C/ Núria 57
08191 Rubí, España
N.º IVA: ES-B65659963

Factura N°: 2014GRA013
Fecha: 28/07/2014

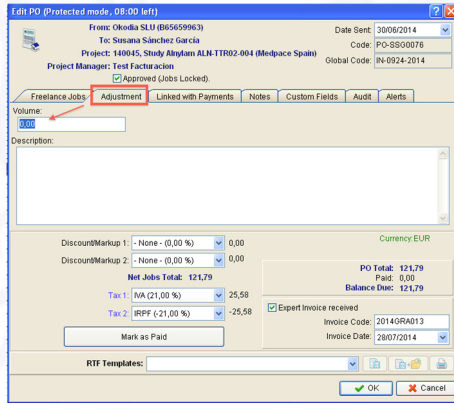
Numero de Trabajo	Volumen	Unidades	Precio unitario	Moneda	Cantidad
J-SSG0076	Traducción	3-488/95	Palabras	EUR	121,79
J-SSG0077	Traducción	326,75	Palabras	EUR	26,34
J-SSG0078	Traducción	3,00	Horas	EUR	60,00
J-SSG0079	Traducción	83,23	Palabras	EUR	2,64
J-SSG0080	Traducción	623,30	Palabras	EUR	31,18
J-SSG0081	Traducción	719,30	Palabras	EUR	35,98
J-SSG0082	Traducción	20,00	Horas	EUR	400,00
J-SSG0083	Traducción	99,75	Palabras	EUR	4,99
J-SSG0084	Traducción	4,00	Horas	EUR	80,00
J-SSG0085	Traducción	235,30	Palabras	EUR	11,78
J-SSG0086	Traducción	2,50	Horas	EUR	50,00
J-SSG0087	Traducción	1,00	Horas	EUR	20,00
J-SSG0088	Traducción	0,25	Horas	EUR	5,00
J-SSG0089	Traducción	347,30	Palabras	EUR	17,36
J-SSG0091	Traducción	3,00	Horas	EUR	60,00
J-SSG0092	Traducción	786,75	Palabras	EUR	39,34
TOTAL				EUR	966,44
IVA (21% /+/):				EUR	202,95
IRPF (21% /+/):				EUR	202,95

Net Jobs Total: 121.79
Tax 1: IVA (21,00 %) 25,58
Tax 2: IRPF (-21,00 %) -25,58

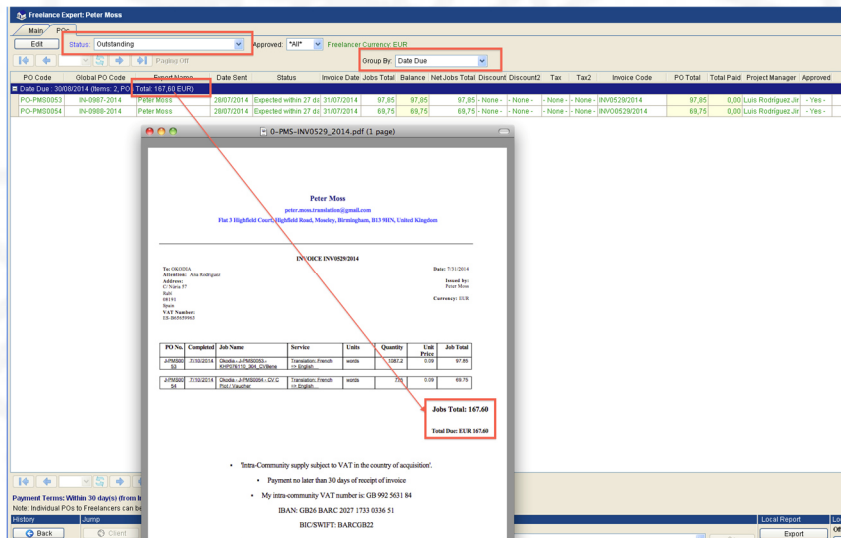
PO Total: 121,79
Balance Paid: 0,00
Balance Due: 121,79

CHECKS:

- Okodia’s fiscal details are properly indicated
- Job number in the invoice corresponds to the job number in our system (in the example: J-SSG0076)
- The job amount in the invoice corresponds to the job amount in our system (in the example: 121.79 EUR)
- If the provider charges VAT/IRPF: indicate so (if the provider should charge VAT/IRPF and does not, ask the provider to modify the invoice accordingly)
- Enter the Invoice Code and the invoice date.
- If the job number corresponds, but in the case there is a slight difference in the amount indicated, you may adjust it in the tab “Adjustment”

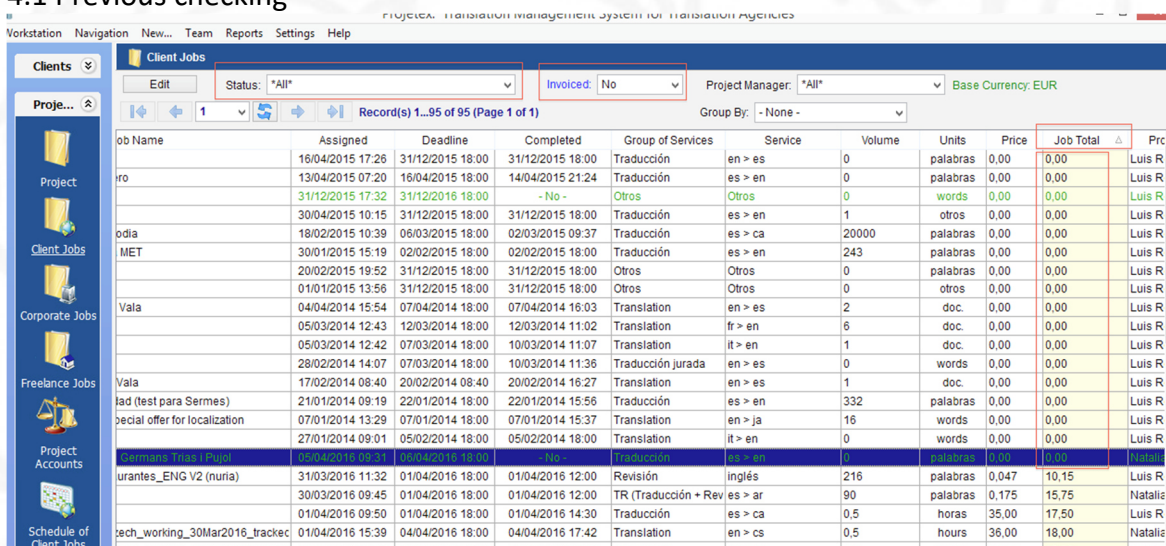


3.7 Once all jobs from the invoice have been registered, doublecheck that the total amount of the invoice corresponds to the total amount to be paid (you can filter by Status and by Group):



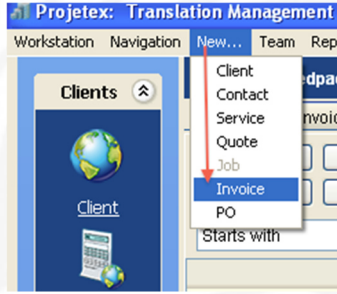
4) Creating invoices

4.1 Previous checking

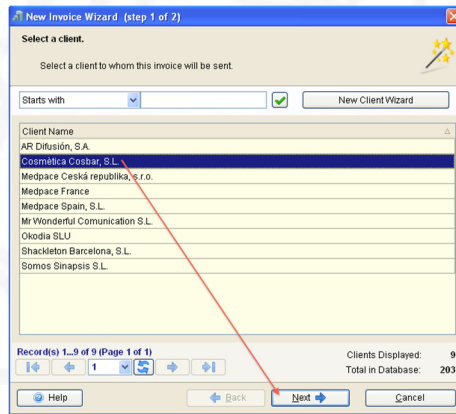


If there are some *0 Job Total*, we will report this situation to Luis, before creating invoices.

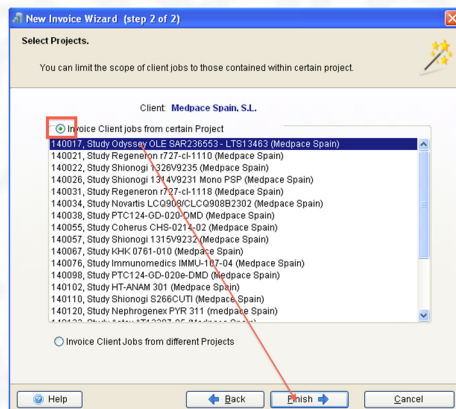
4.2 From the main Menu: “New > Invoice”



4.3 Select client and click next



4.4 Select project and click Finish (only one invoice per Project)



4.5 Complete the corresponding fields

Choose the person in charge for receiving invoices.

Remove “NOT completed jobs” from invoice.

Apply discounts or tax values, when required.

Check Payment method (second screenshot).

Choose the invoice template.

When clicking on “Save and open” icon, save as Word in your local folder and double check that the invoice shows correctly. Then, save as pdf in Sharepoint.

Click OK to finish.

5) Folder organization in Sharepoint

5.1 Invoices received

Invoices should be kept in **pdf format only** in the corresponding path: “Admon/YEAR/TX-FrasRecibidas” (where “X” means the Quarter).

- Invoices should be renamed according to the following information:

0-ABC-filename.pdf

Where the first number varies from 0 to 9 as follows:

0 -> Invoice received (just received)

1 -> Invoice pending some fiscal document (Certificado de contratistas, Fiscal residence or VIES ok) or another document, requirement, wrong details in the invoice, etc.

2 -> Invoice checked and managed, only pending to include for payment (bank transfer or paypal or any other)

3 -> Invoice prepared for payment (bank transfer or paypal or any other)

4-7 -> No meaning yet

8 -> Invoice paid and sent to Accounting

9 -> No meaning yet

C-X -> Invoice processed by Accounting department (X = earlier states 0, 1, etc.)

ABC is the provider code.

Filename is the filename of the invoice received.

* When Accounting department process the invoice, they usually add a letter C between the number code and the provider code, i.e.: 3-C-ABC-filename.pdf

5.2 Fiscal documents

Fiscal documents should be kept in **pdf format only** in this folder "Admon/YEAR/FiscalDocs" according to the following coding:

ABC-DocumentChecked-Date.pdf

Where ABC is the provider code.

Document Checked is one of the following:

- VIES
- Contratistas
- FiscalResidence

Date is the date/document checked in format YYYY/MM/DD

5.3 Invoices issued

Invoices should be kept in **pdf format only** in the corresponding path: "Admon/YEAR/TX-FrasEmitidas/ZZ-MONTH" (where "X" means the Quarter, ZZ is the number of the month and MONTH is the month name).

- Invoices should be named according to the following information (the naming should be automatic):

OD-1234-YYYY.pdf

Where "OD" means "Okodia invoicing series"

1234 means the invoice number

YYYY means the invoice year

6.1 Invoices received

All invoices received should be registered in Projetex no later than the day 20 of each month.

6.2 Payment of invoices received

All invoices received should be paid between the days 25-30 of each month.

6.3 Invoices issued

All invoices should be issued and sent to destination between the days 1-5 of each month, with the exception of some clients, which is clearly identified in each client's main tab in Projetex.