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## 2.03.06 Item Sale

The mask **external costs** enables the project-related billing/forwarding of external services or articles. The number of external services (e.g. articles or licenses) defined in the Master Data module are assigned to a project. The sales price is preset with the recommended sales price of the article and the corresponding total price is displayed.

The document type consists of the following elements:

### General Data



- **Item:** This field allows you to select different articles.
- **Quantity (1-3):** These fields indicate the number of items or external services to be invoiced for these projects.
- **Cost:** This field indicates the cost element of the external service. The cost elements can be defined and changed in the cost type mask.
- **From Inventory:** 
- **Price per Unit (Net):** This field defines the sales price per item or external service. This field defaults to the recommended sales price of the external service.
- **Total Price (Net):** This field indicates the total amount of the external costs, that is, the result of the number multiplied by the sales price.
- **Project:** Indicates the project to which the external costs are to be assigned. Projects can be defined and modified in the project mask.
- **From/To:** This field describes the date of the further debit. This entry is currently made automatically by the system.
- **Created by:** This field selects the employee who entered the record for the external services. By default, this field is filled with the name of the employee who has logged on to the system. Employees can be managed in the mask employees.
- **Note:** This field allows you to enter comments.
- **Billable:** Is this item sale billable?

### Misc



- **Cost Center:** In this field the type of cost center is entered (travel, material, project costs and external services).
- **Percentage Billed:** This field shows the percentage of item sales that has already been invoiced.
- **Unbilled Invoice:** In this field, the sum of the amounts not yet invoiced is entered.
- **Billed:** This element indicates whether all amounts of the item sales have been billed.
- **Outgoing Invoice:** This field displays the invoice.

- **Number:** This numeric field clearly identifies the external costs. This number is proposed by the system.

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