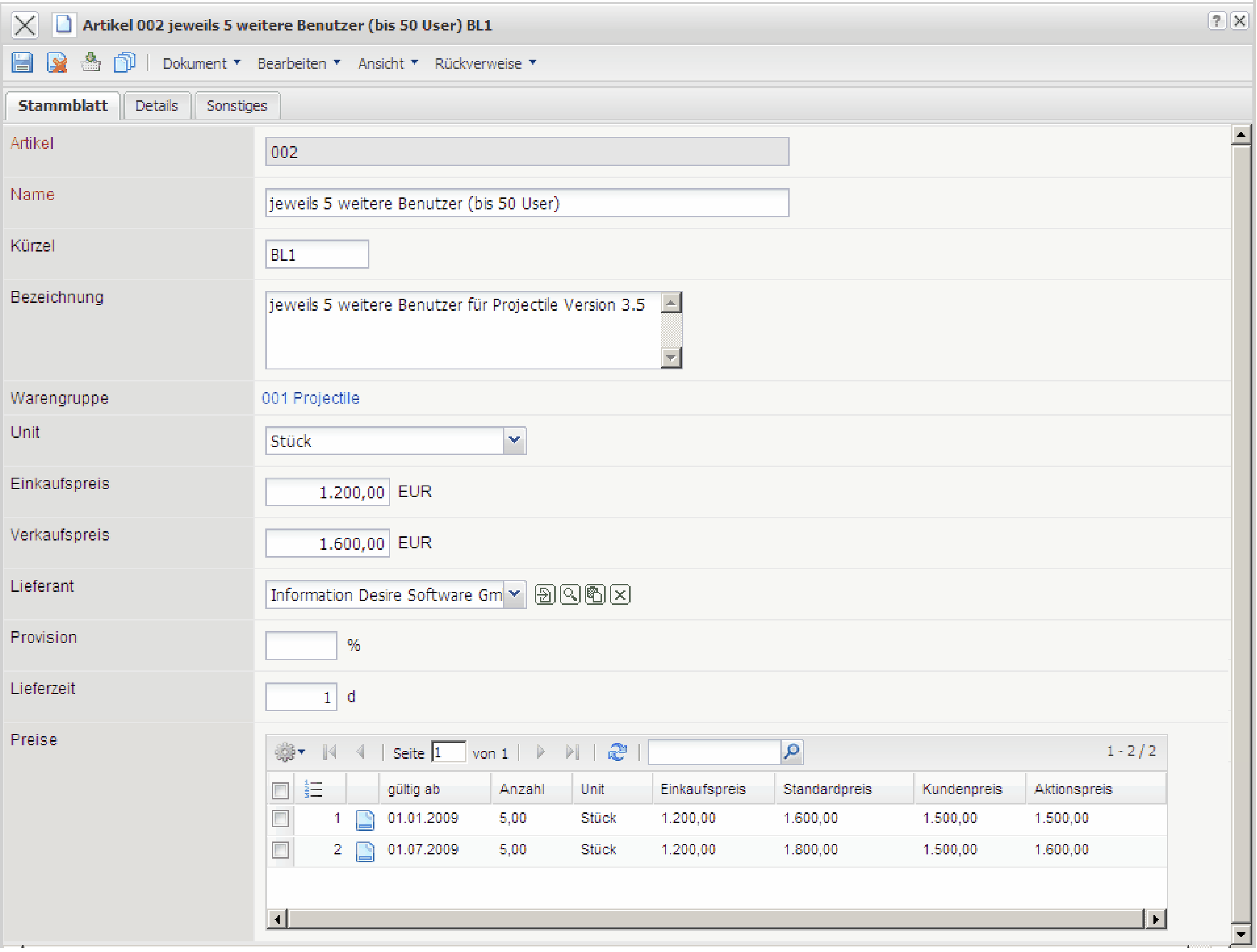
previous Home next

2.01.29 Item/Article

The **Item/Article** form administers the items (also third-party/external services) in the system, which can be billed project-related. The items of the company's own product portfolio or external services, the purchase price and selling price can be stored here. These services can be billed project-related in the external costs form. Furthermore, this document type also displays the warehouse stock of the item/item and the minimum stock limit can be defined as information when going below this lowest limit.

Tip: For more on this subject see chapter 4.1.09 Item Administration.

Note: The items are either the company's own items or external services, such as hosting packages, volumn transfers (traffic), license packages, etc. These components can be used in budget management, issuing quotations, entering external costs and as contract positions.



Artikel 002 jeweils 5 weitere Benutzer (bis 50 User) BL1

Artikel	002
Name	jeweils 5 weitere Benutzer (bis 50 User)
Kürzel	BL1
Bezeichnung	jeweils 5 weitere Benutzer für Projectile Version 3.5
Warengruppe	001 Projectile
Unit	Stück
Einkaufspreis	1.200,00 EUR
Verkaufspreis	1.600,00 EUR
Lieferant	Information Desire Software Gm
Provision	%
Lieferzeit	1 d
Preise	Seite 1 von 1 — 1 - 2 / 2

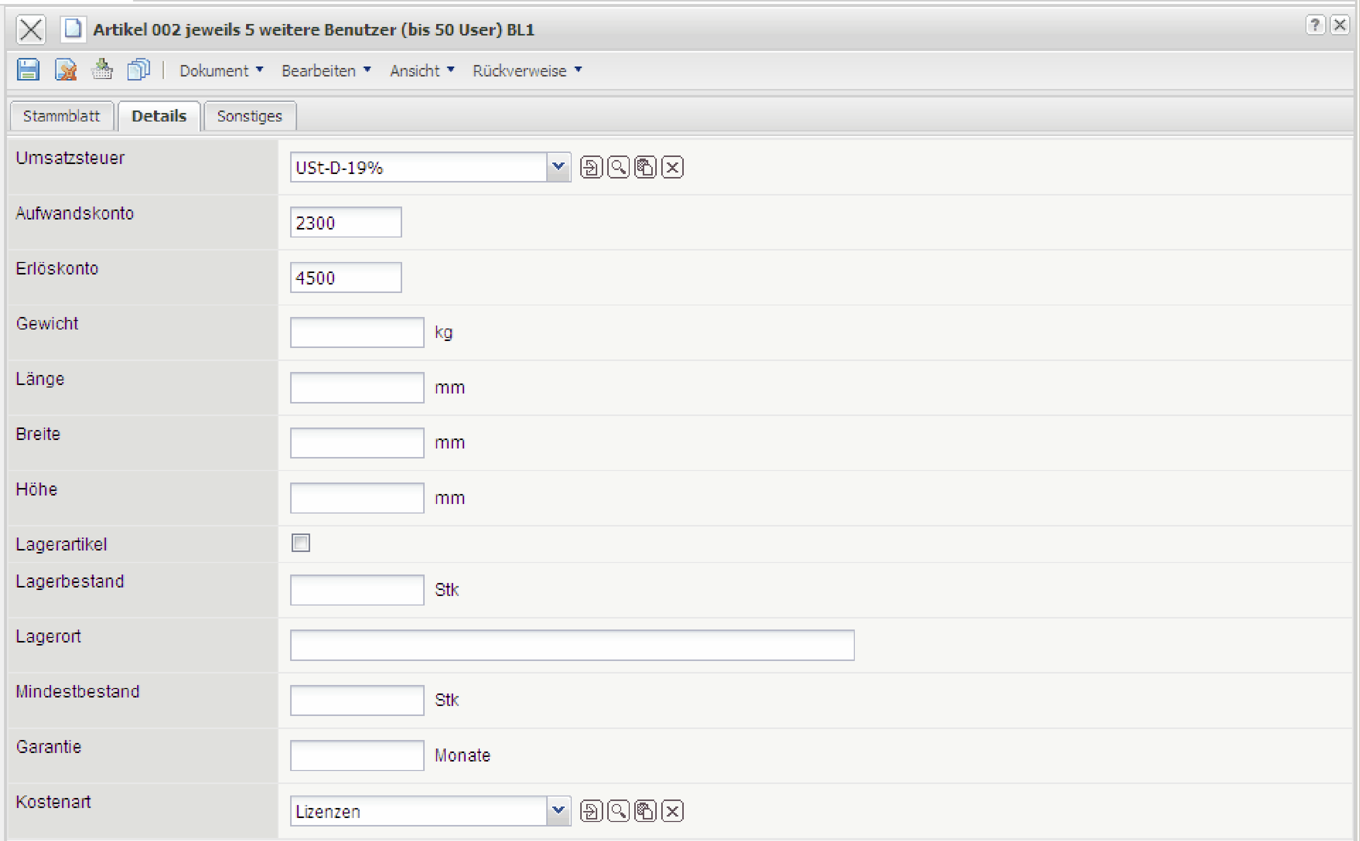
☐		gültig ab	Anzahl	Unit	Einkaufspreis	Standardpreis	Kundenpreis	Aktionspreis
☐	1	01.01.2009	5,00	Stück	1.200,00	1.600,00	1.500,00	1.500,00
☐	2	01.07.2009	5,00	Stück	1.200,00	1.800,00	1.500,00	1.600,00

The form consists of the following elements:

On the “master data” tab:

- **Item:** This field specifies distinctly the items in the system. This identification is used as a short description (50 characters).

- **Name:** This field specifies the item. This identification is used as a short description (50 characters) of the item..
- **Abbreviation:** This field specifies the short form of the item. This identification is used as an abbreviation (10 characters) of the item.
- **Description:** This alphanumerical field specifies the external service and/or item. This description is used as a long definition (255 characters).
- **Commodity Group:** In this field an item can be assigned to a commodity/product group. This group classifies the items to a group.
- **Unit:** This field specifies the unit (amount, weight, hours, measurements) for the item.
- **Purchase Price:** In this field the purchase price for the defined items/external services can be entered. This price is utilised with internal cost accounting for the project analysis and cost analysis.
- **Selling Price:** In this field the selling price for the defined items/external service can be entered. The suggested selling price is used as the default price in the external costs form and is added to the external cost accounting.
- **Supplier and Commission:** This field specifies the suppliers of the items and/or the external services and if needed, with the appropriate commission. The suppliers are administered in the contact form.
- **Delivery Time:** The delivery time in days (with supplier items) can be entered here. This field is only of informative character.
- **Prices:** Differing prices between purchase price and selling price can be entered here. These prices have validity as well as up to three price stages and are administered in the price form.

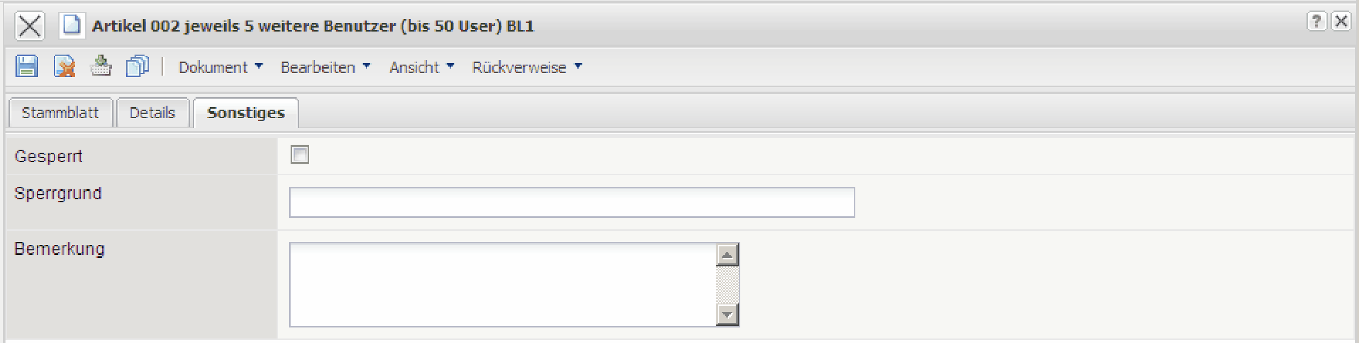


Umsatzsteuer	USt-D-19%
Aufwandskonto	2300
Erlöskonto	4500
Gewicht	kg
Länge	mm
Breite	mm
Höhe	mm
Lagerartikel	☐
Lagerbestand	Stk
Lagerort	
Mindestbestand	Stk
Garantie	Monate
Kostenart	Lizenzen

On the “Details” tab:

- **Value-Added Tax:** In this field the value-added tax for the item of the commodity group is entered from the selection item. The value-added tax can be defined and modified in the value-

added tax form.
- **Expense and Revenue Account:** The expense and revenue account of postings can be stored here.
- **Weight, Length, Width and Height:** The weight and measurements of the items can be entered here.
- **Stock Item:** Mark if a defined item is a stock item. Depending on the implementation, the stock location (with help of a condition) and the minimum stock level become required fields.
- **Stock Supply:** The stock supply for the defined item/external service can be entered in this field. When an item is sold, the extracted amount of the item is noted and is automatically subtracted from the stock supply.
- **Stock Location:** The stock location can be entered in this field.
- **Minimum Stock Level:** The minimum stock level for a defined item/external service can be entered in this field. If the stock supply is equal to or smaller than the minimum stock level for an item, the user group invoicing(faktura) can receive a notice.
- **Guarantee:** This field specifies the duration of the guarantee of the item in months.
- **Type of Costs:** This field is used as the default for budget entry (budget form) in the project when an item is selected.



Gesperrt	☐
Sperrgrund	
Bemerkung	

On the “Misc” tab:

- **Blocked, Reason:** This box can be marked, if the item should no longer be used in the system. The reason for blocking can be entered in the next field.
- **Comments:** This field is designated for entering comments.

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