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## 2.3.07 Item Sheet

Using the **item sheet** form, project-related invoicing/charging of external services and/or items are possible. The amount of defined external services (for example, items or licenses) in the the Main Data module are assigned to a project. The sales price is pre-occupied with the suggested retail price of the item and the appropriate total price is displayed.

**Tip:** For more on this subject see chapter [4.3.05 External costs recording](#).

**Item sheet 1 Projectile Basis Projectile Basis PRB**

Document Edit View Back references

**Master data** Misc

**Number** 1

**Item** Projectile Basis Projectile Basis PI

**Employee** Timothy Jones

**Project** 3 Introduction Projectile

**Date** 06.10.2009

**Cost** Project costs

**NumberGroup** Number1 1 Stk Amount 2 1 Stk Amount 3 1 Stk

**Item price** 2.000,00 EUR

**Sum** 2.000,00 EUR

**Cost center** Engineering

**Note**

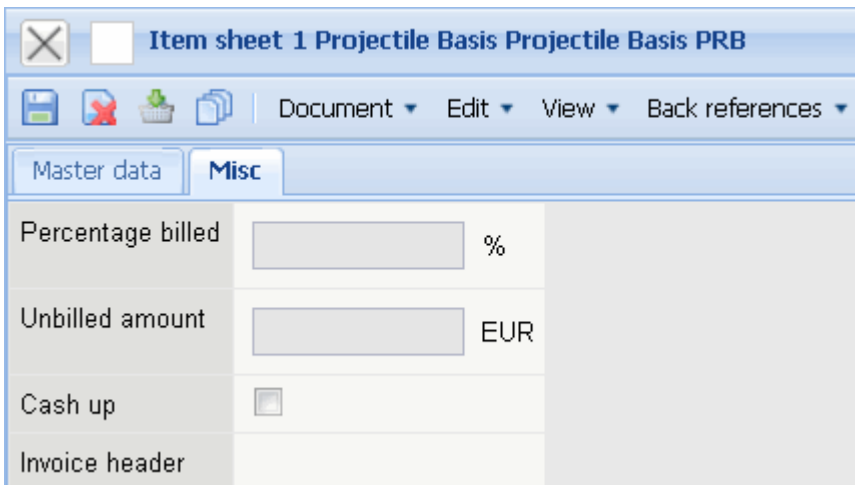
The document type consists of the following elements:

On the “Master data” tab:

- **Number:** This numerical field specifies distinctly the external costs. This number is suggested from the system.
- **External Services:** This alphanumerical field specifies the external services, which are billed project-related. These external services are administered in the external services form.
- **Employee:** In this field, the employee who recorded the data record for the external service is selected. By default, this field is pre-occupied with the employee, who has logged on to the system. Employees can be administered in the Employee form.
- **Project:** The field Project specifies the project, to which the external costs are assigned. Projects can be defined and modified in the Project form.
- **Date:** This field describes the date of the charges (Weiterbelastung). This entry is automatically

performed through the system.

- **Cost Type:** This field specifies the cost type for the external service. The cost type can be defined and modified in the Cost Type form.
- **Amount:** This field specifies the amount of items and/or external services are billed for this project.
- **Net:** In this field, the sales price per item or external service is defined. This field is pre-occupied with the suggested retail price of the external service.
- **Total costs:** This field specifies the total amount of the external costs (the results of the amount multiplied with the sales price).
- **Comments:** This field is designated for comments.
- **Billed:** This element specifies, if the external costs are already billed. This box is automatically set, when the external costs are transferred to an invoice and this invoice has been billed.



The screenshot shows a software interface titled "Item sheet 1 Projectile Basis Projectile Basis PRB". Below the title bar is a menu bar with "Document", "Edit", "View", and "Back references". Below the menu bar are two tabs: "Master data" and "Misc". The "Misc" tab is active, showing a form with four rows: "Percentage billed" with a text input field and a "%" symbol; "Unbilled amount" with a text input field and a "EUR" symbol; "Cash up" with a checkbox; and "Invoice header" with a text input field.

On the "Misc" tab:

- **Percentage billed:**
- **Unbilled amount:**
- **Cash up:**
- **Invoice Header:**

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