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## 2.03.07 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 [4.09.01 Item Sheet Recording](#).

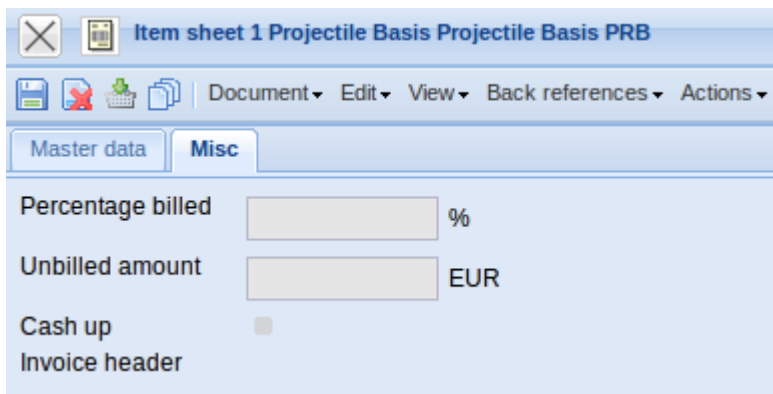
The screenshot shows a software interface for an 'Item sheet'. The title bar reads 'Item sheet 1 Projectile Basis Projectile Basis PRB'. Below the title bar is a menu bar with 'Document', 'Edit', 'View', 'Back references', and 'Actions'. There are two tabs: 'Master data' (selected) and 'Misc'. The form contains several fields: 'Number' with value '1'; 'Item' with a dropdown menu showing 'Projectile Basis Projectile Basis'; 'WarehouseStatus' with value 'open'; 'ChangeInStock' and 'ChangeInStockCancel' (empty); 'Employee' with a dropdown menu showing 'Carter Simon'; 'Project' with a dropdown menu showing '162.2 Indroduction Projectile'; 'Date' with value '16.04.2012'; 'Cost' with a dropdown menu showing 'Project costs'; 'NumberGroup' with three sub-fields: 'Number1' (1 pcs), 'Amount 2' (1 pcs), and 'Amount 3' (1 pcs); 'Item price' with value '2.000,00 EUR'; 'Sum' with value '2.000,00 EUR'; 'Cost center' with a dropdown menu showing 'Marketing'; and 'Note' (empty text area).

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:** 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.



Item sheet 1 Projectile Basis Projectile Basis PRB

Document Edit View Back references Actions

Master data Misc

Percentage billed  %

Unbilled amount  EUR

Cash up ☐

Invoice header

On the "Misc" tab:

- **Percentage billed:** In this field the percentage of the complete billed invoice is displayed.
- **Unbilled amount:** In this field the amount remained to be billed is displayed.
- **Cash up:** 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.
- **Invoice Header:** Here the appropriate invoice can be accessed through a link.

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