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## 3.11.09 Item Administration

Projectile offers optionally the possibility to administer foreign services or items and to bill this project-related. Assigning the foreign services or items to the [project](#), can be performed in the document type [item sheet](#).

When creating a new item or external service, various field are automatically pre-populated. In the standard version of Projectile the following fields are pre-populated:

- **Item:** Pre-defined with a consecutive number.

Item SQL-Server SQL-Server SQL-S	
Item	SQL-Server
Name	SQL-Server
ShortName	SQL-S
Description	MS SQL-Server 2000
GoodsGroup	1 Projectile
Unit	Pieces
Purchase price	1.995,00 EUR
Selling price	2.300,00 EUR
Supplier	
Commission rate	%
DeliveryTime	d
Prices	No entries

**Required fields:** Item, Name

**Characteristics:**

- The description of the item or external service is used from the field short name and name (long text).

- The category of the item can be used to classify the item or service.
- The purchase price which should be entered for the own products are internal cost accounting, the product costs or development costs. As a rough rule of thumb, the total development costs are divided through the planned sales volumn.
- The suggested retail price of the external services should be entered as the selling price without any deductions. This selling price is pre-defined in the document type [item sheet](#) and can then be modified.
- In the field "Stock" the stock of the item can be entered. When assigning the article to a project, the extracted quantity of the article is considered and automatically recorded from the stock.
- In the field Min. stock the smallest quantity of the item which must be available is entered.

### Note:

External services can be administered using [purchase/foreign invoice](#). This approach is recommended even if the cash flow ( [incoming payments](#) and - [foreign payments](#)) should be defined through Projectile.

The same external services should be either defined through external services or purchase/foreign invoice, so that the costs are not defined twice in the system.

## Defining New Items


To define a new item, the functionality "Create" with the document type "Item" is applied.








After confirming the action a new document is generated.

The screenshot shows a software window titled "Item 1" with a menu bar containing "Document", "Edit", and "View". Below the menu are three tabs: "Master data" (selected), "Details", and "Misc". The form contains the following fields:

- Item:** Text input field containing "1".
- Name:** Empty text input field.
- ShortName:** Empty text input field.
- Description:** Empty text area.
- GoodsGroup:** Empty text input field.
- Unit:** Dropdown menu.
- Purchase price:** Text input field followed by "EUR".
- Selling price:** Text input field followed by "EUR".
- Supplier:** Dropdown menu with search, refresh, and close icons.
- Commission rate:** Text input field followed by "%".
- DeliveryTime:** Text input field followed by "d".
- Prices:** Button with a gear icon and text "No entries" followed by a dropdown arrow.

After all information is entered, the document is saved using . In the example a new item "QM-Module 1.2" is created. This "external service" is based on internal development, which should be sold at EUR 2.200,00 each. Here, the internal price/purchase price is the calculated rate from the product development.

Item 1	
Document Edit View	
Master data Details Misc	
Item	<input type="text" value="1"/>
Name	<input type="text" value="QM-Module 1.2"/>
ShortName	<input type="text"/>
Description	<input type="text" value="Optional QM-Module for Projectile"/>
GoodsGroup	
Unit	<input type="text" value="Pieces"/>
Purchase price	<input type="text" value="1200,00"/> EUR
Selling price	<input type="text" value="2.200,00"/> EUR
Supplier	<input type="text" value="Information Desire Software Gm"/>    
Commission rate	<input type="text"/> %
DeliveryTime	<input type="text"/> d
Prices	 No entries <input type="text"/>

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