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## 3.11.09 Item Administration

Projectile offers optionally the possibility to administer external 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   |                    |
|------------------------------------|--------------------|
| Document Edit View Back references |                    |
| Master data Details Misc           |                    |
| 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.

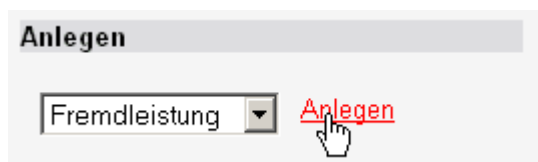
### Note:

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 neuen Fremdleistungen

Um eine neue Fremdleistung zu definieren, wird die Funktionalität "Neues Dokument" mit dem Dokumenttyp "Fremdleistung" verwendet.



Nach Betätigung der Aktion wird ein neues Dokument erzeugt.

The screenshot shows a software window titled "Fremdleistung 1" with a standard toolbar at the top. Below the toolbar is a secondary toolbar with icons for file operations and a green checkmark. The main area of the window contains a form with the following fields:

|                |   |
|----------------|---|
| Fremdleistung  | 1 |
| Bezeichnung    |   |
| Gruppe         |   |
| Unit           |   |
| Einkaufspreis  |   |
| Verkaufspreis  |   |
| Lagerbestand   |   |
| Mindestbestand |   |
| Garantie       |   |
| Lieferant      |   |
| Bemerkung      |   |

Wenn alle Informationen eingegeben sind, wird das Dokument mit  gespeichert. Im Beispiel ist eine neue Fremdleistung "QM-Modul" angelegt worden. Diese "Fremdleistung" basiert auf einer Eigenentwicklung, die je Stück für EUR 2.200,00 verkauft werden sollen. Der interne Preis/Einkaufspreis ist hier ein kalkulatorischer Satz aus der Produktentwicklung.

The screenshot shows a software window titled 'Fremdleistung QM-Modul'. It features a toolbar with icons for file operations and a menu bar. Below the menu bar, there is a text input field containing 'Fremdli' and a tooltip that reads 'Dokument speichern'. The main area contains several form fields: 'Bezeichnung' (Optional QM-Modul für Projectile), 'Gruppe' (Lizenzen), 'Unit' (Stunden), 'Einkaufspreis' (1.200,00 EUR), 'Verkaufspreis' (2.200,00 EUR), 'Lagerbestand', 'Mindestbestand', 'Garantie' (24 m), 'Lieferant' (Information Desire Software GmbH), and 'Bemerkung'.

|                |                                    |
|----------------|------------------------------------|
| Bezeichnung    | Optionales QM-Modul für Projectile |
| Gruppe         | Lizenzen                           |
| Unit           | Stunden                            |
| Einkaufspreis  | 1.200,00 EUR                       |
| Verkaufspreis  | 2.200,00 EUR                       |
| Lagerbestand   |                                    |
| Mindestbestand |                                    |
| Garantie       | 24 m                               |
| Lieferant      | Information Desire Software GmbH   |
| Bemerkung      |                                    |

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