# **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-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	▼ ÐQ®×	
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.

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Item 1		
Document • Edit • View •		
Master data Details Misc		
Item	1	
Name		
ShortName		
Description		
GoodsGroup		
Unit		
Purchase price	EUR	
Selling price	EUR	
Supplier	Age x	
Commission rate	%	
DeliveryTime	d	
Prices	No entries 🔻	

After all information is entered, the document is saved using  $\square$ . 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.

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Item 1		
Document * Edit * View *		
Master data Details Misc		
Item	1	
Name	QM-Module 1.2	
ShortName		
Description	Optional QM-Module for Projectile	
GoodsGroup		
Unit	Pieces 💌	
Purchase price	1200,00 EUR	
Selling price	2.200,00 EUR	
Supplier	Information Desire Software Gm 🗸 🕀 🖓 🕅 🗙	
Commission rate	96	
DeliveryTime	d	
Prices	No entries 🔻	

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