

Units and Items

Overview

Define all the units you need for invoicing all your billable Items under **Finance > Settings > Units**.

Whether you bill by volume, media sizes, hours, days, or per service, you can set up the required units and then simply select them when invoicing. The *Download* and *Volume* units are set up by default in Backstage.

Add units

Once a new unit is added, it is available in the various relevant areas of your system.

Create units

1. Go to **Finance > Settings > Units** and select **Edit > New**.
2. Fill in an internal name for the unit in the **Name** field.
3. Enter a name for each language available for your Finance area. These names will then appear on the invoices that are created in their respective languages.
4. Click **Save**.

▼ General Data

Name: *

▼ Languages

English (USA): *

German: *

▼ Description

For Customers who are restricted to a specific number of media files per month

Cancel and Back to Overview

Save

Unit dialog

Tip

Set the languages under **Administration > Language Settings > Languages** in the Finance column.

Assign units when configuring Items

In **Finance > Settings > Items**, you can manage media and other billable items and services for which you create invoices, such as Images, Videos and Download Fees.

When you set up a new item, you can directly associate it with a unit via the **Unit** dropdown menu:

Items / New Item

Back to Overview

General

Languages

Currencies

Financial Data

Custom Fields

▼ Language

English (USA) ▼

▼ Currency

Euro € EUR ▼

▼ Master Data

Item Number: *

Name: *

Item Description:

Price *

 €

Not discountable:

☐

Unit:

Select Unit >> ▼

Item Group:

Select Unit >>

Tax Rate:

Download

File Size

Number

Cancel and Back to

Stunde(n)

New Item dialog: Unit dropdown

Assign units when configuring Download Fees

In **Finance > Prices > Download-Based Pricing**, you can configure all the media sizes that are used in Download-Based Pricing. The corresponding system items are created automatically. By default, only the *Download* unit is displayed when editing download fees. This cannot be changed at this point.

▼ Media-Type Selection

Select each type of media that can be invoiced automatically based on downloads.

☒ Image ☐ Audio ☐ Video ☒ Text ☐ Other

▼ Media-Size Selection

Add each media size you want to price, and then fill in the requested details, which will be used to populate your Invoices.

[Add Media Sizes](#)

Media Group	Media Size	Name * ?	Item Description ?	Price * ?	Unit	Tax Rate * ?
Image	highres			70,00 €	Download	VAT 7% (7,0%) -
Text	highres			9,99 €	Download	VAT 19% (19,0%) -

Download-Based Pricing dialog: Media Size Selection > Download units

Note

For more information, refer to the [Download-Based Prices](#) FAQ.

Assign units when configuring Invoices

You can display units when invoicing your items if necessary.

Important

You can adjust units only for unposted invoices.

▼ Acquisition of Items

Edit Items ▼

Quick Search Filter Sorting Views ▼ Export

	ID	Line ↓	Media Number	Thumbnail	Description	Quantity	Unit (Name)	Price EUR	Sum EUR
	89	3			Processing costs	1,00	Hour(s)	30,00 €	30,00 €

Invoice dialog: Unit field in the Acquisition of Items panel

Note

For more information, refer to [Financial Document Creation](#).

Manage units

In **Finance > Settings > Units** you can find a list of all available units.

Add a new unit

- Select **Edit > New**.

Edit existing units

- Double-click the unit in the table overview or select it and click **Edit > Open**.
- Make the necessary changes and click **Save**.

Copy existing units

- Select a unit and click **Edit > Copy**.

Delete existing units

- Select a unit you do not need any more and click **Edit > Delete**.

Note

The integrated table functions allow you to search, filter, and sort data records. You can also learn how to set up custom views and use the export function in the [Advanced Table Views FAQ](#).