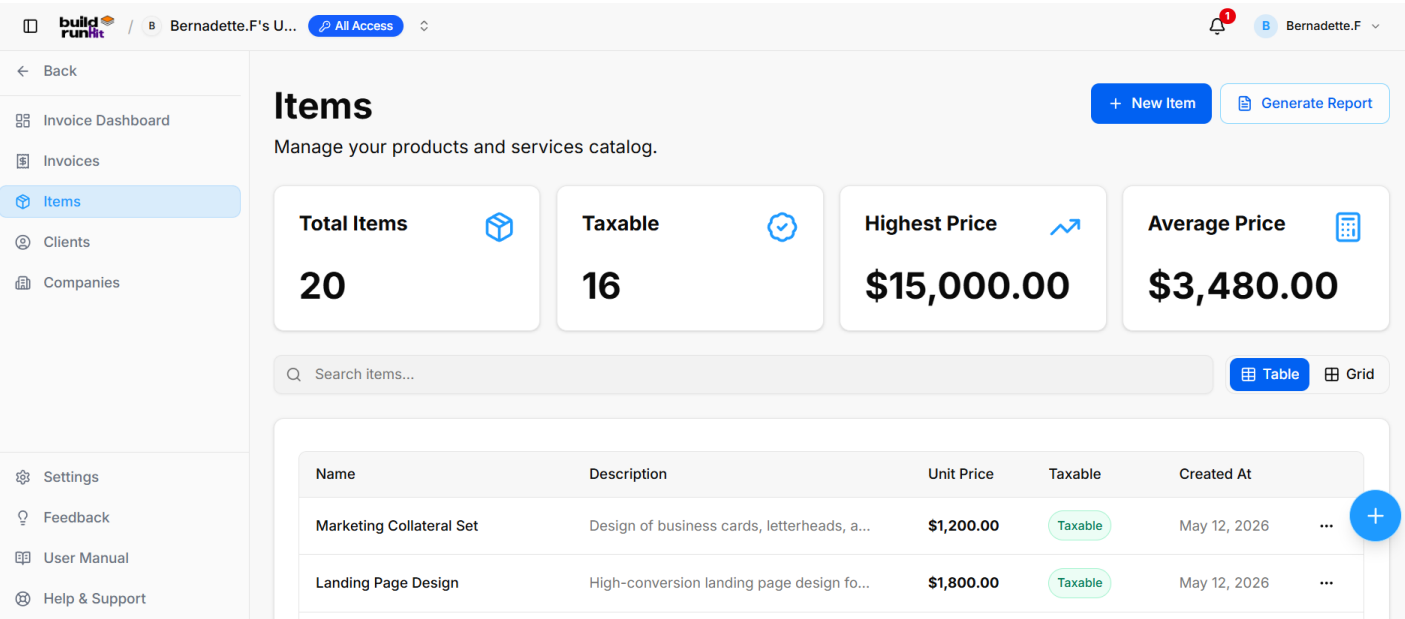


BuildRunKit Invoices: Items Sub-Section

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The **Items** sub-section provides central management for your products and services catalog used across billing records.

Item Summary Metrics

Top KPI cards display key catalog breakdown totals:

- **Total Items:** Tracks the overall number of registered product/service entries (e.g., 20).
- **Taxable:** Displays total count of taxable catalog items (e.g., 16).
- **Highest Price:** Highlights the maximum unit price recorded in the catalog (e.g., \$15,000.00).
- **Average Price:** Calculates the average price across all catalog entries (e.g., \$3,480.00).

Directory Controls & Search Bar

- **Search items...**: Global filter input for locating products or services by name and description.
- **View Switcher**: Toggle viewing modes between **Table** (list layout) and **Grid** (card layout).

Items Table Data Columns

- **Name**: Title of the product or service entry (e.g., *Marketing Collateral Set, Landing Page Design*).
- **Description**: High-level details of the offering (e.g., *Design of business cards, letterheads..., High-conversion landing page design...*).
- **Unit Price**: Standard billing cost per unit (e.g., *\$1,200.00, \$1,800.00*).
- **Taxable**: Badge indicating tax status (*Taxable*).
- **Created At**: Date when the item entry was added to the catalog (e.g., *May 12, 2026*).

Row Actions Menu ()

Clicking the three dots icon on any item row displays quick record management actions:

- **View**: Opens full item details.
- **Edit**: Opens the item editor to adjust pricing, tax status, or description.
- **Delete**: Removes the item from the catalog.

Header & Action Buttons

- **+ New Item**: Direct action button to open the product/service setup modal.
- **Generate Report**: Opens the **Invoice Items Report** export modal:
 - **Export Count**: Displays total targeted item records (e.g., *Exporting 20 records*).
 - **Export Format Options**: Allows instant downloads via **Export as PDF** or **Export as CSV**.

 **Invoice Items Report** ×

Generate a report for the Invoice Items data.

Exporting **20** records

Export format

 **Export as PDF**

 **Export as CSV**

BuildRunKit Invoices: Creating a New Item

New Item ×

Name *

e.g., Consulting Hour

Description

Optional description

Unit Price *

0

☒ Taxable

Cancel

Save Item

The **New Item** modal provides a creation interface for adding products or services to the catalog for invoice line item selection.

Input Fields & Form Controls

- **Name ***: Required text field to enter the item name (placeholder: `e.g., Consulting Hour`).
- **Description**: Optional text area to provide detailed item specifications (placeholder: `Optional description`).
- **Unit Price ***: Required numeric input field to set default item pricing (default: `0`).
- **Taxable**: Checkbox control to specify whether tax applies to this product/service (checked by default).

Header & Action Buttons

- **Close** (`x`): Top-right button to dismiss the modal without saving changes.
- **Cancel**: Outline button to close the setup modal and discard inputs.
- **Save Item**: Primary blue action button to save the new entry to the catalog directory.

Revision #3

Created 2026-05-12 10:40:42 UTC by Bernadette F

Updated 2026-09-15 12:18:03 UTC by Bernadette F