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## 2.01.10 Cost Type

The mask cost element manages the groupable cost elements for budget management and cost entry. The system distinguishes between project costs and overhead costs, which can be subdivided as required. Some project costs (travel expenses, travel costs, external activities) are mandatory and cannot be deleted (like the overhead cost elements Project costs and Overhead costs). You define the grouping of cost elements using the overhead cost element.



The mask consists of the following elements:

- **Name:** This alphanumeric field uniquely identifies the cost elements in the system for further use in budget management, cost entry and in the billing module.
- **Description:** The description field allows you to name the cost element and is of an informal nature.
- **Parent Cost:** The superior cost element field characterizes the existence of a superior cost element. If the selection menu is empty, then the cost element is not subdivided further; it is itself an overhead cost element. The overhead cost elements in the system (project costs and overhead) cannot be deleted.
- **Subordinate Costs:** This multiple selection contains all derived cost elements of the defined cost element.
- **Value Added Tax:** In this field you enter the sales tax as a default value from the selection menu. The sales tax can be defined and changed in the [Sales Tax](#) mask. This value is used as a default value when entering costs.
- **Belongs to Drive, Travel, Receipt or Ordering:** These indicators control the use of the defined cost element in the cost entry screens for [Receipts](#), [Drives](#) and [Trips](#) or the use in order processing.
- **Belongs to Incoming Invoice Position:** This indicator controls the use of the cost element in the creation and use of purchase orders.
- **Add Surcharge for Work Cost:** This indicator is required for surcharges for foreign invoice items if these items are based on labor costs. Projectile checks during invoicing whether foreign invoice items transferred to an invoice belong to a vendor and adds a surcharge to these items if necessary. Whether or not there is a markup is controlled in the cost element using the flag of the same name. The external invoice markup is stored in the form of two fields in the project and sales activity.
- **Note:** This field allows you to enter comments on the cost element.

### Comments:

1. Field "Surcharge for labour costs" in contact (tab Miscellaneous)
2. Field "Surcharge for labour costs" in the project, inherited from the client (Finance tab)
3. Cost element with new field "With surcharge for labor costs"
4. When the foreign invoice item is transferred to an invoice, the surcharge is taken into account. If the indicator is set in the cost element, the overhead is used in the project of the item, otherwise the overhead in the sold-to party of the project is used.

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