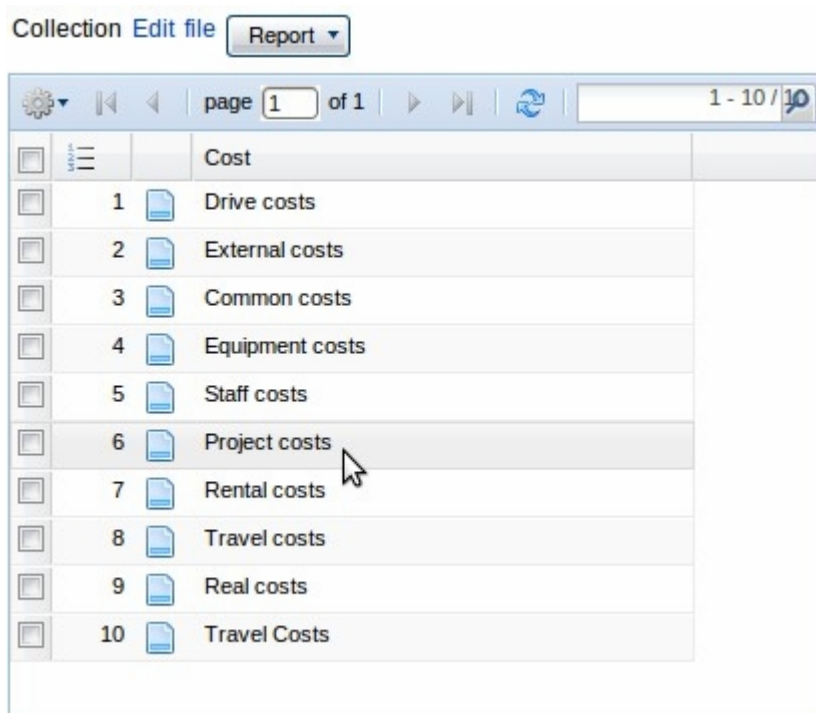
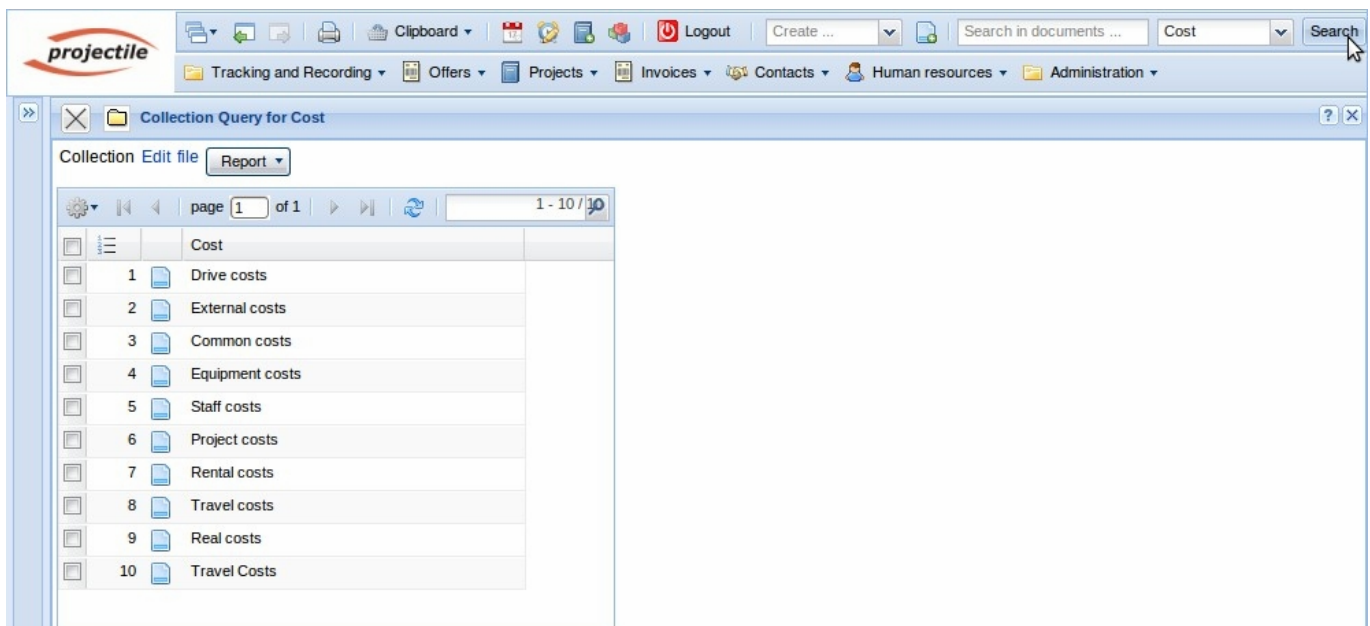


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# 3.11.03 Cost Type Administration

The cost elements are the basis for grouping in the budget management and costing. The system distinguishes between project costs and overheads, which can be sub-divided arbitrarily. Several project costs (travel expenses, driving expenses, foreign services) are mandatory and should (as the top cost types, project costs and overheads) not be deleted. The cost types can also support (with linkage for financial accounting) allocations to finance-accounting accounts.

In the following return list all top cost types and sub-cost types are displayed.



Project costs are sub-divided in four sub-cost types

**Required fields:** cost type, description

## Characteristics:

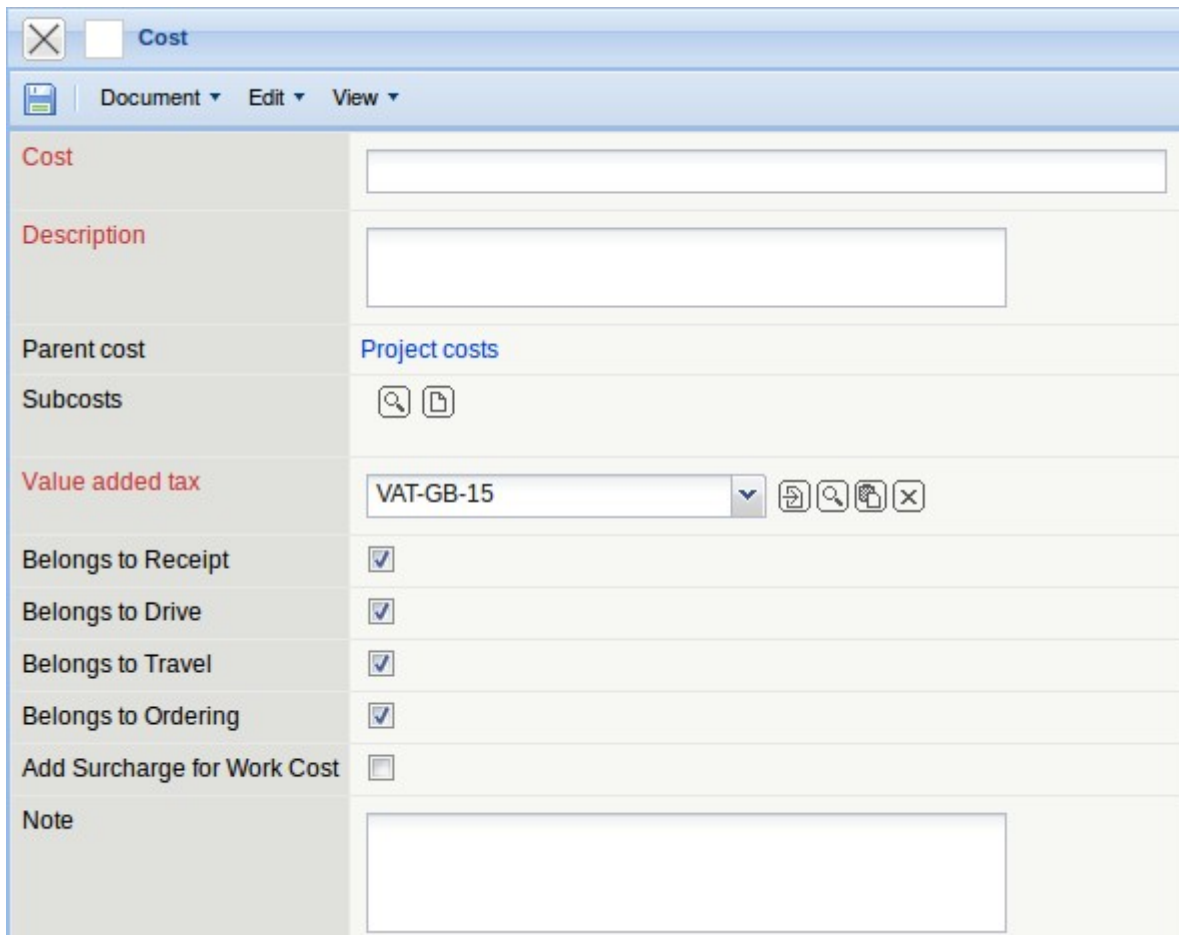
- The parent cost types “overhead” and “project costs” are the only parent cost types which are (in the standard version) permitted and can not be deleted.
- Several project-related sub-cost types should not be deleted, because they are necessary for the system. E.g. travel costs, driving costs and foreign services.

In the following example a new sub-cost type “Misc. cost types” are created for the cost type “project costs”. Using the function “create” in the element sub costs ...

The screenshot shows a software window titled "Cost Project costs". At the top, there is a menu bar with "Document", "Edit", "View", and "Back references". The main area is divided into several sections:

- Cost:** A text field containing "Projektkosten".
- Description:** A text field containing "Project costs".
- Parent cost:** An empty field.
- Subcosts:** A list of subcosts with icons for each: [1] Travel costs, [2] Drive costs, [3] Real costs, and [4] External costs. A "New document" button is highlighted over the subcosts area.
- Value added tax:** A dropdown menu showing "VAT-GB-15" and several icons.
- Belongs to Receipt:**
- Belongs to Drive:**
- Belongs to Travel:**
- Belongs to Ordering:**
- Add Surcharge for Work Cost:**
- Note:** A large empty text area.

... a new sub-cost type is created for the project costs.



Cost	<input type="text"/>
Description	<input type="text"/>
Parent cost	Project costs
Subcosts	<input type="text"/> <input type="text"/>
Value added tax	VAT-GB-15 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Belongs to Receipt	<input checked="" type="checkbox"/>
Belongs to Drive	<input checked="" type="checkbox"/>
Belongs to Travel	<input checked="" type="checkbox"/>
Belongs to Ordering	<input checked="" type="checkbox"/>
Add Surcharge for Work Cost	<input type="checkbox"/>
Note	<input type="text"/>

The system generates a new document of the type "cost" and pre-populates the parent cost automatically with "project costs. Then, the remaining entries are defined ...

Cost

Misc. project costs

Description

Misc. project costs

Parent cost

Project costs

Subcosts

Value added tax

VAT-GB-15

Belongs to Receipt

Belongs to Drive

Belongs to Travel

Belongs to Ordering

Add Surcharge for Work Cost

Note

... and the document is saved.

These sub-costs are then transferred automatically the the parent costs.

Cost Project costs

Projektkosten

Description

Project costs

Parent cost

Subcosts

[1] Travel costs [2] Drive costs [3] Real costs  
[4] External costs [5] Misc. project costs

Value added tax

VAT-GB-15

At the same time, the overhead costs can be modified and extended. But, this cost type is only used in the component "overhead", which is not obligatory for the system.

Cost Common costs	
Cost	Overhead
Description	Overhead
Parent cost	
Subcosts	 [1] Staff costs [2] Rental costs [3] Equipment costs
Value added tax	VAT-GB-15
Belongs to Receipt	<input type="checkbox"/>
Belongs to Drive	<input type="checkbox"/>
Belongs to Travel	<input type="checkbox"/>
Belongs to Ordering	<input checked="" type="checkbox"/>
Add Surcharge for Work Cost	<input type="checkbox"/>
Note	

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