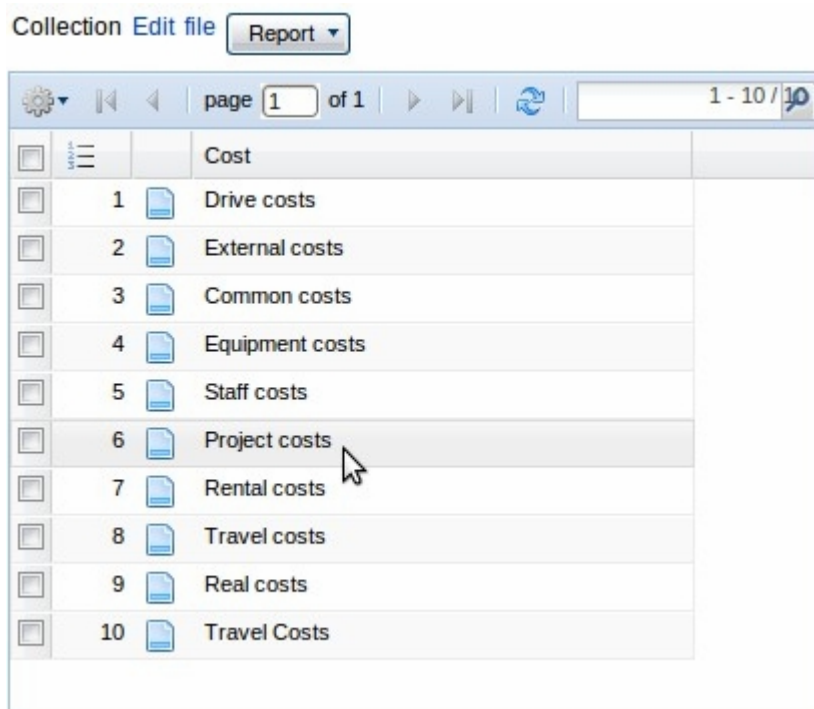
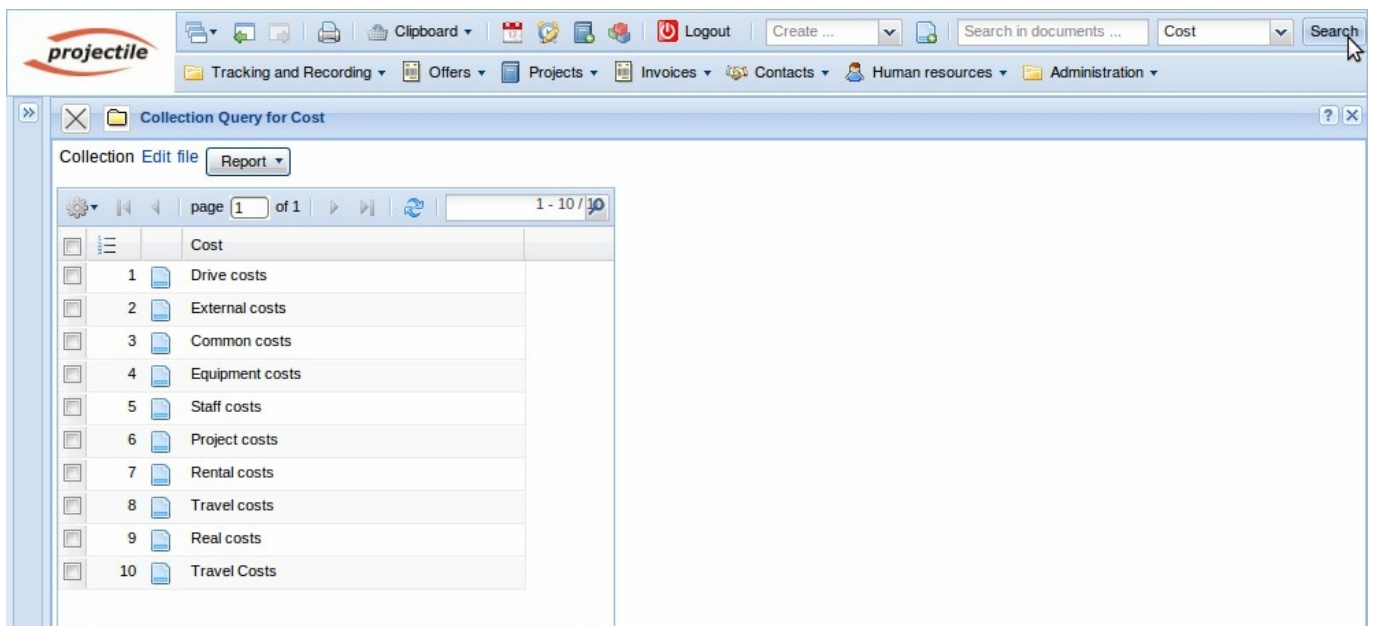


[previous](#) [Home](#) [next](#)

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

Cost Project costs	
Cost	Projektkosten
Description	Project costs
Parent cost	
Subcosts	[1] Travel costs [2] Drive costs [3] Real costs [4] External costs
Value added tax	VAT-GB-15
Belongs to Receipt	☒
Belongs to Drive	☒
Belongs to Travel	☒
Belongs to Ordering	☒
Add Surcharge for Work Cost	☐
Note	

Required fields: cost type, description

Characteristics:

- The top-cost types overhead and project costs are the only top-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 ...

Im folgenden Beispiel soll eine neue Unterkostenart "Sonstige Projektkosten" für die Kostenart "Projektkosten" angelegt werden. Mit Hilfe der Funktion "Anlegen" im Element Unterkostenarten ...

Cost Project costs

Document ▾ Edit ▾ View ▾ Back references ▾

Cost Projektkosten

Description Project costs

Parent cost

Subcosts

[1] Travel costs [2] Drive costs [3] Real costs [4] External costs

New document

Value added tax VAT-GB-15

Belongs to Receipt ☒

Belongs to Drive ☒

Belongs to Travel ☒

Belongs to Ordering ☒

Add Surcharge for Work Cost ☐

Note

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

Cost	
Cost	
Description	
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	

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

Document ▾ Edit ▾ View ▾

Cost Save the document 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

Cost

Document ▾ Edit ▾ View ▾

Cost Save the document 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.

Kostenart Sonstige Projektkosten

Dokument Bearbeiten Ansicht

Kostenart Sonstige Projektkosten

Bezeichnung Sonstige Projektkosten

Oberkostenart Projektkosten

Unterkostenarten [Suchen] [Dokument]

FiBu-Konto []

Umsatzsteuer MwSt-D-19% [Suchen] [Dokument] [X]

Gehört zu Beleg ☒

Gehört zu Fahrt ☒

Gehört zu Reise ☒

Mit Zuschlag für Arbeitskosten ☐

Bemerkung []

Diese Unterkostenart wird dann automatisch in die Oberkostenart übertragen.

Kostenart Projektkosten

Dokument Bearbeiten Ansicht

Kostenart Projektkosten

Bezeichnung Projektkosten

Oberkostenart []

Unterkostenarten [Dropdown] [X] [Suchen] [Dokument] [X]

[1] Reisekosten [2] Fahrtkosten [3] Sachkosten
 [4] Fremdleistungen [5] Lizenzkosten [6] Sonstige Projektkosten

FiBu-Konto []

Umsatzsteuer MwSt-D-19% [Suchen] [Dokument] [X]

Analog können die Gemeinkosten modifiziert und erweitert werden. Allerdings wird diese Kostenart nur in der Erfassungskomponente Gemeinkosten verwendet, die nicht für das System obligatorisch

ist.

   Kostenart Gemeinkosten	
    Dokument Bearbeiten Ansicht	
Kostenart	Gemeinkosten
Bezeichnung	Gemeinkosten  
Oberkostenart	
Unterkostenarten	        ☐  [1] Personalkosten ☐  [2] Raumkosten ☐  [3] Inventar
FiBu-Konto	
Umsatzsteuer	MwSt-D-19%    
Gehört zu Beleg	☐
Gehört zu Fahrt	☐
Gehört zu Reise	☐
Mit Zuschlag für Arbeitskosten	☐
Bemerkung	

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