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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.

Collection Query for Cost	
Collection Edit file Report	
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<input type="checkbox"/> Cost	
<input type="checkbox"/> 1 Drive costs	
<input type="checkbox"/> 2 External costs	
<input type="checkbox"/> 3 Common costs	
<input type="checkbox"/> 4 Equipment costs	
<input type="checkbox"/> 5 Staff costs	
<input type="checkbox"/> 6 Project costs	
<input type="checkbox"/> 7 Rental costs	
<input type="checkbox"/> 8 Travel costs	
<input type="checkbox"/> 9 Real costs	
<input type="checkbox"/> 10 Travel Costs	

Collection Edit file Report	
Collection Edit file Report	
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	1 - 10 / 10
<input type="checkbox"/> Cost	
<input type="checkbox"/> 1 Drive costs	
<input type="checkbox"/> 2 External costs	
<input type="checkbox"/> 3 Common costs	
<input type="checkbox"/> 4 Equipment costs	
<input type="checkbox"/> 5 Staff costs	
<input type="checkbox"/> 6 Project costs	
<input type="checkbox"/> 7 Rental costs	
<input type="checkbox"/> 8 Travel costs	
<input type="checkbox"/> 9 Real costs	
<input type="checkbox"/> 10 Travel Costs	

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

Cost Project costs

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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	<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	

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 ...

Cost Project costs

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Cost	Projektkosten
Description	Project costs
Parent cost	
Subcosts	<input type="button"/> <input type="checkbox"/> [1] Travel costs [2] Drive costs [3] Real costs [4] External costs
Value added tax	VAT-GB-15 <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
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	

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

Cost

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Cost	
Description	
Parent cost	Project costs
Subcosts	
Value added tax	VAT-GB-15
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	

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 ...

The screenshot shows a software interface titled 'Cost'. At the top, there are buttons for 'Document', 'Edit', and 'View'. A sub-menu 'Cost' is open, with 'Save the document' highlighted. The main area contains fields for 'Cost' (set to 'Misc. project costs'), 'Description' (also 'Misc. project costs'), 'Parent cost' (set to 'Project costs'), and 'Subcosts' (with icons for search and edit). Below these are sections for 'Value added tax' (set to 'VAT-GB-15') and several checkboxes for 'Belongs to Receipt', 'Drive', 'Travel', 'Ordering', and 'Add Surcharge for Work Cost'. A large text area for 'Note' is also present.

... and the document is saved.

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

The screenshot shows a software interface titled 'Cost Project costs'. At the top, there are buttons for 'Document', 'Edit', 'View', and 'Back references'. A sub-menu 'Cost' is open, with 'Projektkosten' selected. The main area contains fields for 'Cost' (set to 'Projektkosten'), 'Description' (set to 'Project costs'), 'Parent cost' (empty), and 'Subcosts' (a list including 'Travel costs', 'Drive costs', 'Real costs', 'External costs', and 'Misc. project costs', with 'Misc. project costs' highlighted). Below these is a 'Value added tax' field set to '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

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Cost	Overhead
Description	Overhead
Parent cost	
Subcosts	<input type="button"/> [1] Staff costs [2] Rental costs [3] Equipment costs
Value added tax	VAT-GB-15 <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
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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