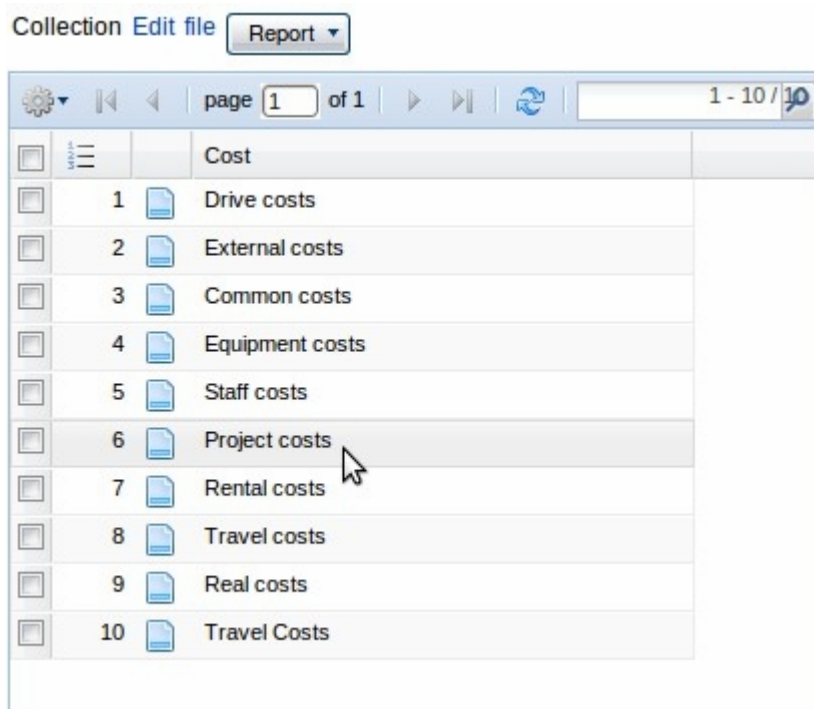
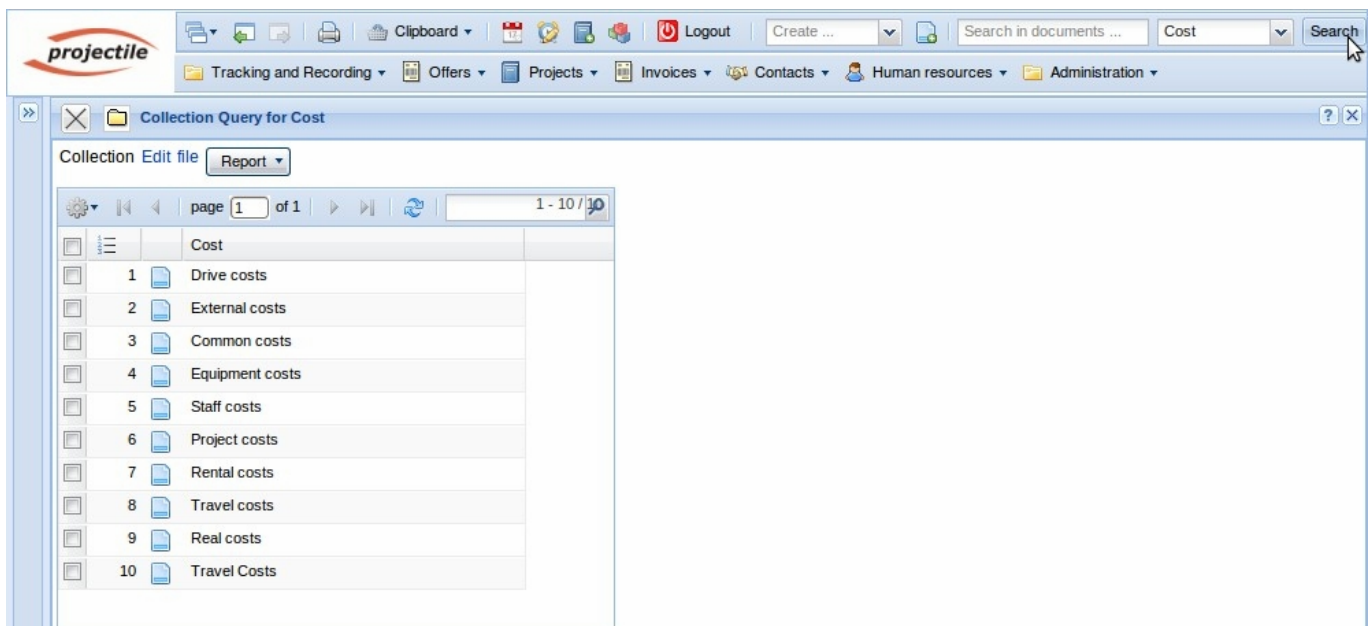


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3.11.03 Cost Type Administration

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

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 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

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: ☒

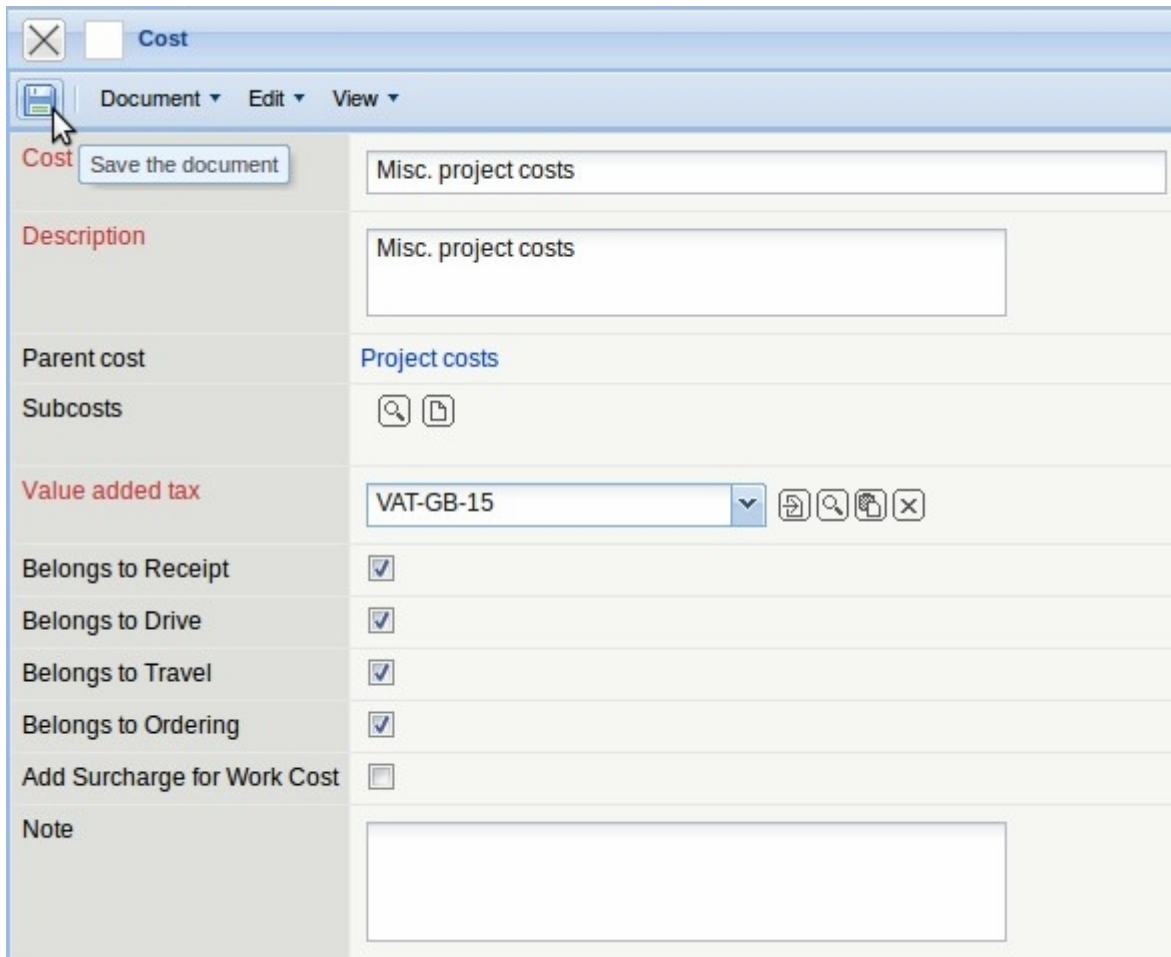
Add Surcharge for Work Cost: ☐

Note:

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

Cost	
Document Edit View	
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

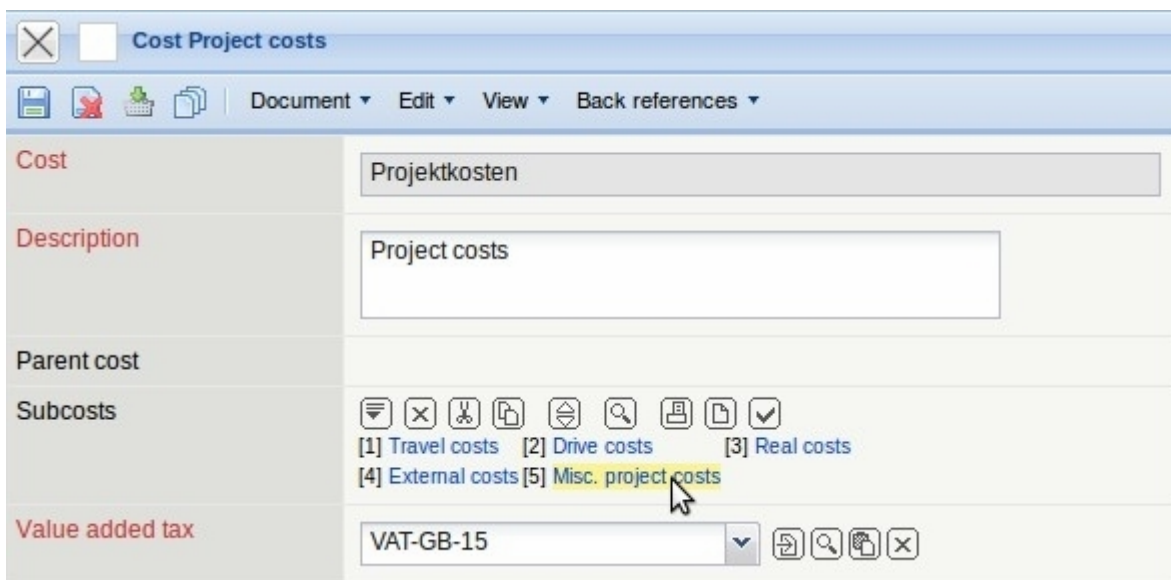
Belongs to Ordering

Add Surcharge for Work Cost

Note

... and the document is saved.

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



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 [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	☐
Belongs to Drive	☐
Belongs to Travel	☐
Belongs to Ordering	☒
Add Surcharge for Work Cost	☐
Note	

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