

Planning Direct Costs (other than Personnel Costs)

Please note: this article is not relevant for projects that are running in implementation mode and were registered on EMDESK before 01/01/2014. For these projects please read [this article](#) instead.

Related articles: [Understanding the Budget Calculation](#)

The planned Direct Costs per partner are created and managed at *Proposal > Work plan > Costs* (at *DoW > Work plan > Costs* during the project implementation stage).

Here users can create and manage the planned direct costs (except personnel costs) for their contractor. Users with *Coordinator Rights* can manage the costs of all partners. Several cost categories (Other Costs, Travel, Equipment, Subcontracting etc.) are available.

WP Structure	Costs				Deliverables	Milestones	Gantt Chart
	Year 1 M01 - M12	Year 2 M13 - M24	Year 3 M25 - M36	Year 4 M37 - M42			
RIA	40000.00	30000.00	20000.00	10000.00			
DEMO Demonstration activities (4)	42,000.00	42,000.00	42,000.00	42,000.00			168,000.00
Travel	1,500.00	1,500.00	1,500.00	1,500.00			6,000.00
Equip	30,000.00	30,000.00	30,000.00	30,000.00			120,000.00
Consum	7,000.00	7,000.00	7,000.00	7,000.00			28,000.00
WP 1 M01 - M42	3,500.00	3,500.00	3,500.00	3,500.00			14,000.00
Other	3,500.00	3,500.00	3,500.00	3,500.00			14,000.00
MGNT Management activities (4)	43,000.00	34,000.00	23,000.00	14,000.00			114,000.00
WP 2 M01 - M42	43,000.00	34,000.00	23,000.00	14,000.00			114,000.00
Travel	3,000.00	4,000.00	3,000.00	4,000.00			14,000.00
Equip	40,000.00	30,000.00	20,000.00	10,000.00			100,000.00


You can plan direct costs either per work package or per activity type (RIA, MNGT...). If you add a cost item to a specific WP, it is then automatically assigned to the WP activity type. Alternatively you can plan the cost item on all work packages of the same activity type by adding it to the activity type directly. Read on for a step by step explanation.

NB: for managing plan personnel costs, please read these articles: [Understanding the Budget Calculation](#), [Managing Personnel Rates](#) and [Manage Staff Efforts](#).

Create a new plan cost entry

Work Plan Costs		Direct Costs				
Contractor: P1 - SIZ (M01 - M42)		WP Structure	Description	Staff effort	Costs	Deliverables Milestones Gantt Chart
Finalise P1 - SIZ		Year 1 M01 - M12	Year 2 M13 - M24	Year 3 M25 - M36	Year 4 M37 - M42	Export (.csv)
RIA	Durable equ	40000.00	30000.00	20000.00	10000.00	Add entry
DEMO Demonstration activities (H)		42,000.00	42,000.00	42,000.00	42,000.00	168,000.00
Travel		1,500.00	1,500.00	1,500.00	1,500.00	6,000.00
Equip		30,000.00	30,000.00	30,000.00	30,000.00	120,000.00
Consum		7,000.00	7,000.00	7,000.00	7,000.00	28,000.00
WP 1 M01 - M42		3,500.00	3,500.00	3,500.00	3,500.00	14,000.00
Other		3500.00	3500.00	3500.00	3500.00	14,000.00
Justification						
MGNT Management activities (H)		43,000.00	34,000.00	23,000.00	14,000.00	114,000.00
WP 2 M01 - M42		43,000.00	34,000.00	23,000.00	14,000.00	114,000.00
Travel		3,000.00	4,000.00	3,000.00	4,000.00	14,000.00
Equip		40,000.00	30,000.00	20,000.00	10,000.00	100,000.00


Remove a cost entry

To remove a cost entry, open the relevant activity type or work package and find the cost entry to be deleted. Then click the red delete button  to the left of the cost row. You will be prompted to confirm the removal.

Note:

- Cost entries on a work package are also removed when the work package is deleted at **Proposal > Work Plan > WP Structure** or **DoW > Work Plan > WP Structure**. You will be prompted to confirm the removal.
- Cost entries on a work package are automatically changed to a new activity type when the work package activity type is changed at **Proposal > Work Plan > WP Structure** or **DoW > Work Plan > WP Structure**. You will be prompted to confirm the change.
- Cost entries on an activity type are also removed when the last work package of the activity type is deleted at **Proposal > Work Plan > WP Structure** or **DoW > Work Plan > WP Structure**. You will be prompted to confirm the removal.

Finalize plan direct costs for a contractor

You can finalize the planned direct cost data of a contractor on this page by clicking the **Finalize** button  at the top left. Once you click the **Finalize** button no further changes are possible and the page is locked. The page can be unfinalized by a user with *Coordinator Rights* only.

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