

## Importing actual Direct Cost

At **Implementation > Reporting > Costs**, you can import incurred costs using a comma-separated values file. The .csv file must correspond with the required structure and code-format. You can download a template via the button **Template needed?** in dialog box after clicking the button "Import costs".

**The required data format must be a .csv-file that is UTF8-encoded and the delimiter must be ";"**

The cost import file must be structured and headed as following:

*Contractor No.;Contractor Acronym;Work package;Cost Category;Amount (€);Remaining Direct Costs;Date Description*

- Contractor No.: must be valid with those in EMDESK and only numeric
- Contractor Acronym: must be valid with those in EMDESK
- Work package: must be valid with those in EMDESK (the Activity Type per WP needs to be specified after the import is completed)
- Cost Category: only "Travel and Subsistence", "Subcontracting", "Other Specific Costs", "Consumables", "Durable Equipment", "Personnel Costs"
- Amount (€): numeric only, dot as decimal separator
- Remaining Direct Costs: "YES" or "NO" (FP7 only, ignore for H2020 projects)
- Date: DD/MM/YYYY format only
- Description: any text only

	A	B	C	D	E	F	G	H
1	Contractor No.	Contractor Acro	Work package	Cost Category	Amount (€)	Remaining Direct Costs	Date	Description
2	3	UOL	WP 4	Consumables	17000	NO	21.07.2012	Material
3	3	UOL	WP 6	Consumables	9000	NO	23.06.2013	Material
4	3	UOL	WP 2	Travel and Subsistence	9000	NO	21.02.2013	Tickets
5	3	UOL	WP 6	Other Specific Costs	4000	YES	15.09.2012	Flyers
6	3	UOL	WP 9	Personnel Costs	23000	NO	26.11.2013	Salary
7	3	UOL	WP 5	Personnel Costs	20000	NO	08.01.2012	Salary
8	1	CLL	WP 4	Consumables	17000	NO	21.07.2012	Material
9	1	CLL	WP 6	Consumables	9000	NO	23.06.2013	Material
10	1	CLL	WP 2	Travel and Subsistence	9000	NO	21.02.2013	Tickets
11	1	CLL	WP 6	Other Specific Costs	4000	NO	15.09.2012	Flyers

Once the .csv file is ready for import (make sure the file is UTF8-encoded and the data delimiter is ";" ), click the **Import data** button at the top right, search for the .csv file on your computer with **Select** and then click **Upload and verify file**.

Cost claims for BSO

Import data

Select contractor	Estimated Budget	Estimated EC Contribution	Actual Costs	Requested EC Contribution
Periodic Report (M01-M12)	412,677.78 €	293,313.00 €	96,000.00 €	72,000.00 €

Direct costs

	M00	PhD Student	WP 1	Personnel Costs	12,000.00 €	9,000.00 €
	M00					52,500.00 €
	M01					9,000.00 €
						70,500.00 €

Import cost data

Please select a file (.csv only) **Template needed?**

Select

Upload and verify file

When the upload has successfully been completed, you'll be able to verify, adjust, or correct invalid cost entries before the final import.

Import cost data

Please select a file (.csv only) **Template needed?**

Select

Upload and verify file

Valid data sets 8 data sets

Description	Workpackage	Contractor	Cost type	Amount (€)	Date
Material	WP 4 (RTD)	P3 UOL	Consumables	17000	21.07.2012
Material	WP 6 (DEM)	P3 UOL	Consumables	9000	23.06.2013
Tickets	WP 2 (RTD)	P3 UOL	Travel and Subsist	9000	21.02.2013
Flyers	WP 6 (DEM)	P3 UOL	Other Specific Cos	4000	15.09.2012
Salary	WP 9 (RTD)	P3 UOL	Personnel Costs	23000	26.11.2013
Salary	WP 5 (RTD)	P3 UOL	Personnel Costs	20000	08.01.2012
Material	WP 4 (RTD)	P1 CLL	Consumables	17000	21.07.2012
Material	WP 6 (DEM)	P1 CLL	Consumables	9000	23.06.2013

Invalid data sets 2 data sets

Description	Workpackage	Contractor	Cost type	Amount (€)	Date
Tickets		P1 CLL	[Please select]	9000	21.02.2013
Flyers		P1 CLL	[Please select]	4000	15.09.2012

Import Delete contractor data and import Delete all contractors data and import Cancel

Finally, click the button **Import** to import the data.

### How to save my .csv file in UTF8-encoded in Windows

1. While working in Excel, choose 'Save As' and choose the format of the Excel file to be comma-separated values (.CSV)
2. Click Save
3. Open the csv-file in notepad
4. Go to File > Save As, Select "ANSI" as encoding and click Save
5. Open the file again in notepad
6. Go to File > Save As, Select "UTF-8" as encoding and click Save
7. Upload the file to EMDESK

### How to save my .csv file in UTF8-encoded in Mac

1. While working in Excel, choose 'Save As' and choose the format of the Excel file to be comma-separated values (.CSV)
2. Click Save
3. Open the csv-file in TextEdit
4. Click Shift + Command + S. This will trigger the Save As... function when saving the file in

---

#### Step 5

5. Go to File > Save As, Select "Unicode (UTF-8)" as Plain Text Encoding and click Save
6. Upload the file to EMDESK

#### **What if my Region Settings use “,” as delimiter?**

You can either change your region settings and change them back after finishing with the import file.

The alternative is to copy the text from the csv-file into Notepad or Word, use the replace function to change all , to ; and then copy-paste back into the .CSV and proceed as explained above.

This entry was posted on Tuesday, August 28th, 2012 at 1:01 am and is filed under [Reporting](#)  
You can follow any responses to this entry through the [Comments \(RSS\)](#) feed. Both comments and pings are currently closed.