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*
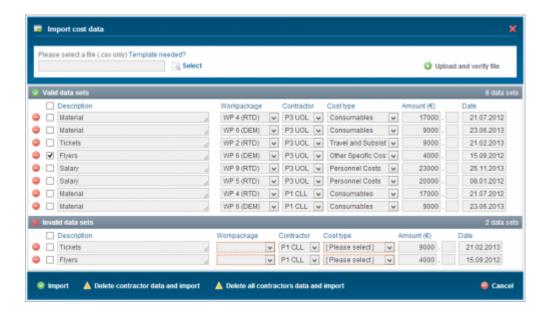>
> - Contractor No.: must be valid with those in EMDESK and only numeric
> - Contractor Acronym: must be valid with those in EMDESK
> - Work package: must be valid with those in EMDESK (the Activity Type per WP needs to be specified after the import is completed)
> - Cost Category: only "Travel and 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**.

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

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.