

Interreg IPA CBC Italy–Albania–Montenegro Programme

PROGRAMME MANUAL

4.2 eMS User Manual – Reporting procedures

| | |
|------------------------|--------------------------------|
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Introduction

This factsheet provides technical guidance to the partners on how to fill in partner progress reports and joint progress reports in the eMS platform. Please follow the activities as described below.

More information on eMS operative procedures can be found on YouTube in the following tutorials developed by INTERACT:

https://www.youtube.com/watch?v=YXVFcEhbNp0&list=PLleYZgDh1wiRGPp75QZKv0y_KdiDD-H8-&t=1224s&index=1

https://www.youtube.com/watch?v=rkQp05VDLpQ&list=PLleYZgDh1wiRGPp75QZKv0y_KdiDD-H8-&index=1

https://www.youtube.com/watch?v=uFvJ2thGCI0&index=2&list=PLleYZgDh1wiRGPp75QZKv0y_KdiDD-H8-

https://www.youtube.com/watch?v=QHfCmOCARwc&index=3&list=PLleYZgDh1wiRGPp75QZKv0y_KdiDD-H8-

1.1 PARTNER REPORT

1.1.1 General Information & preliminary activities

Once a project is set to the status “contracted” in eMS, the reporting section becomes available only to Lead Partner (LP). When accessing the project, you are automatically directed to the reporting overview section. Partner reports cover activities and expenditure of individual project partners and need to be verified by the authorised national controllers. All partner reports need to be created for reporting periods as defined in the application form. A new partner report can be created once the previous one has been submitted. It is currently not possible for the partner to open more than one report at the same time.

Please always remember to press “SAVE REPORT” before leaving a section!



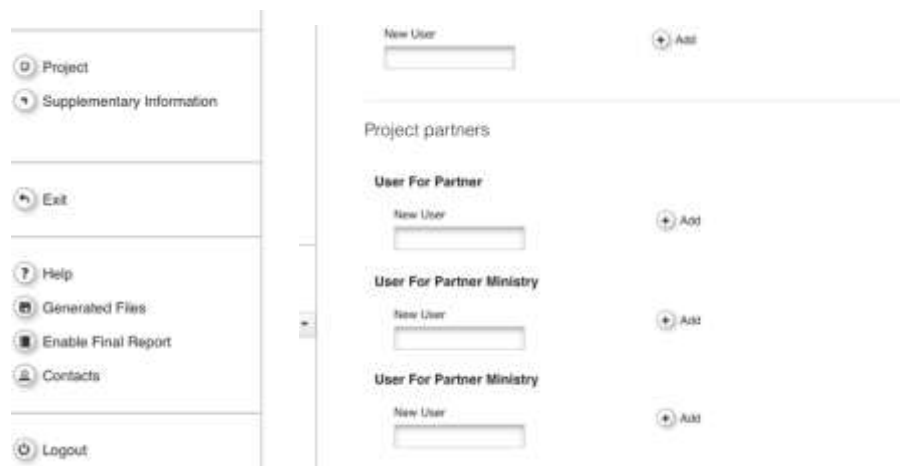
1.1.2 Assigning new users account for reporting (for LP and PPs).

LP can decide to have only one user account for its reporting activities or to add more than one. For the LP, a user is assigned by default, it is the so-called Lead Partner user.

It is possible to assign additional users to the LP institution that will then have access to the reporting of the LP as well as to the joint progress report.

Before assigning a new user, the person in charge needs to be registered into the eMS platform.

(see procedures on “User manual_v.0.2” uploaded on eMS login page). After that, LP has to insert “username” used for registration, in the section “Supplementary information/User assignment” section. This procedure is valid also for Project Partner (PP) user assignment. This user(s) will then have access rights to the partner report of the PP they are assigned to.



IMPORTANT!!

Please remember to fill-in all the information required in the “supplementary information” section, especially the tab “Bank account” (for LP it is a pre-requisite for preparation cost reimbursement). See section 1.1.5 – Lump Sum. option

1.1.3 Partner Report generation

After the log-in, select the project from the overview table and open it by clicking on “viewreporting”.



| Project ID | Name | Approval | Start | End | Lead Partner | LP Nationality | Call | Closed | Specific Objective | Submission Date | Project Status | Applicant ID | View Project |
|-------------------------|------|----------|-------|-----|--------------|----------------|------|--------|--|-----------------|----------------|--------------|----------------|
| EMERIT/2015/0001_000001 | | | | | | | | | 2.1.7a: Develop and implement initiatives to increase energy efficiency and renewable energy usage in public infrastructures | 04/12/2015 | Continued | sp/it | View Reporting |
| EMERIT/2015/0001_000002 | | | | | | | | | 2.1.7b: Develop and implement initiatives to increase energy efficiency and renewable energy usage in public infrastructures | 04/12/2015 | Continued | sp/it | View Reporting |

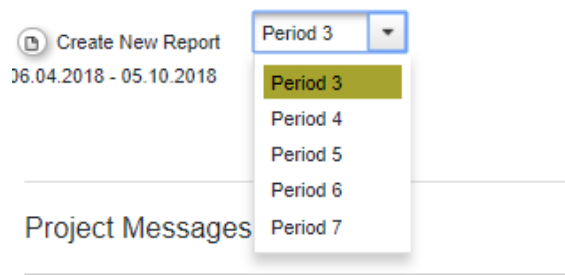
If a user has multiple roles in the project (e.g. LP = Lead Partner; PP = Project Partner), it is necessary to select the role from the dropdown menu at the top of the interface called “Select role”.

Note:

- For filling in the partner report, make sure that the correct role is selected: “PP”
- Lead Partners must create their own partner reports as ‘PP’, not as ‘LP’. The LP role is exclusively for creating ‘Joint Project reports’. (for more detail see section “Joint Project reports”)



Please note that only the periods for which the report can be generated are listed (e.g. if partner can generate only 1 report per period and there is already 1 report for period 1 submitted, period 1 will no longer be listed).



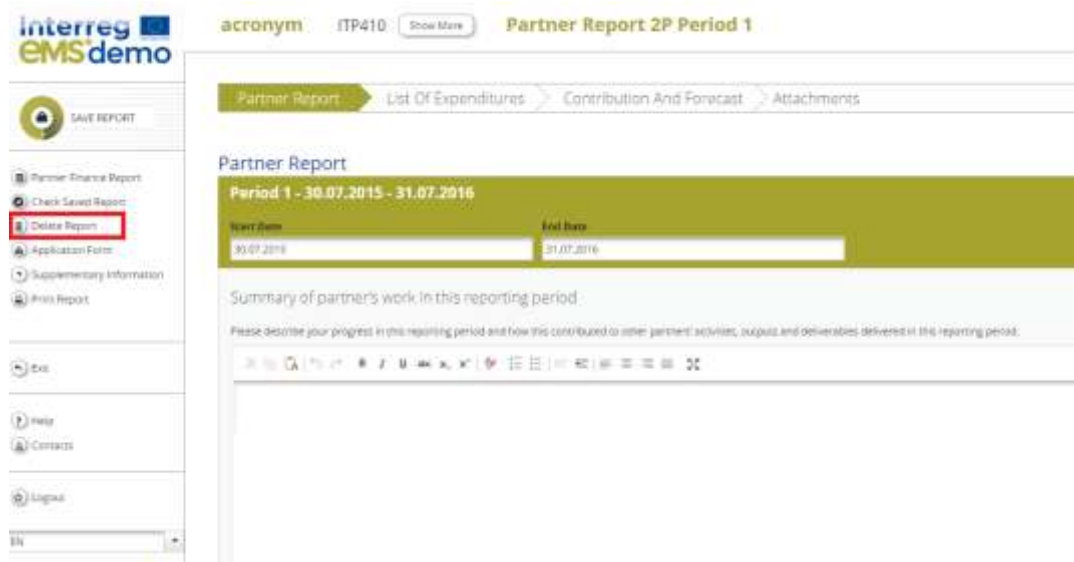
Each partner report is given a number that consists of a period number and a report number.

2 - -

| Report | Report Start |
|---|--------------|
| Period 1 29.04.2016 - 29.04.2017 | |
| Report 1.1 | 29.04.2016 |
| Period 2 30.04.2017 - 29.04.2018 | |
| Report 2.1 | 30.04.2017 |
| Period 3 30.04.2018 - 29.04.2019 | |
| Report 3.1 | 30.04.2018 |
| Report 3.2 | 30.04.2018 |
| Period 4 30.04.2019 - 29.04.2020 | |
| Report 4.1 | 30.04.2019 |

Partner Living Tables

It is possible to delete a partner progress report as long as it is not submitted to the FLC. In order to delete the report, please click on 'Delete report' in the report menu to the left. All users assigned to the partner are able to create and to delete a partner report.



Lead partners can view submitted/not submitted reports of all project partners, once they have been created by each partner.



Project Reports

| Report | Report Start | Report End | State | Date Of Project Submission | Total Expenditures | View Report |
|---|--------------|------------|------------------|----------------------------|--------------------|-------------|
| Period 1 09.06.2016 - 09.06.2018 | | | | | | |
| Report 1.1 | 09.06.2016 | 09.06.2018 | Report Submitted | 09.06.2016 | € 2 150.00 | |

In case the lead partner wants the right to also edit and submit partner reports, the lead partner user must be added to the partner as a user in the user assignment of the supplementary information.

Project Management > Bank Information > FLC > **User Assignments** > Documents > Partnership Agreement > Procurements Above The Thresholds

| | | | | |
|--|-------------------------------|-------|---------------------------------|----------|
| User For Partner AT cooperation agency | <input type="text"/> New User | + Add | Assigned User [Institution] | - Remove |
| User For Partner Croatpartner | <input type="text"/> New User | + Add | Assigned User [CroatPartner] | - Remove |
| User For Partner Albanian Partner | <input type="text"/> New User | + Add | Assigned User [AlbPartner] | - Remove |

1.1.4 Filling-in the partner report

Partner reports consist of several sections (i.e. 'Partner report', 'List of expenditure', Contribution and forecast' and 'Attachments'), each of which must be filled with information.



A. Partner report Tab

The 'Partner report' section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting per Work Package.

This section asks you to describe activities during the reporting period ('Summary of partner's work in this reporting period').

To provide information on specific outputs, please select each applicable output from a drop-down which lists all outputs included in the AF. It is possible to upload documents for each output under 'Output evidence'.

Partner Report > List Of Expenditures > Contribution And Forecast > Attachments

Partner Report

Period 3 - 01.01.2017 - 05.05.2017

Start Date: 01.01.2017 End Date: 05.05.2017

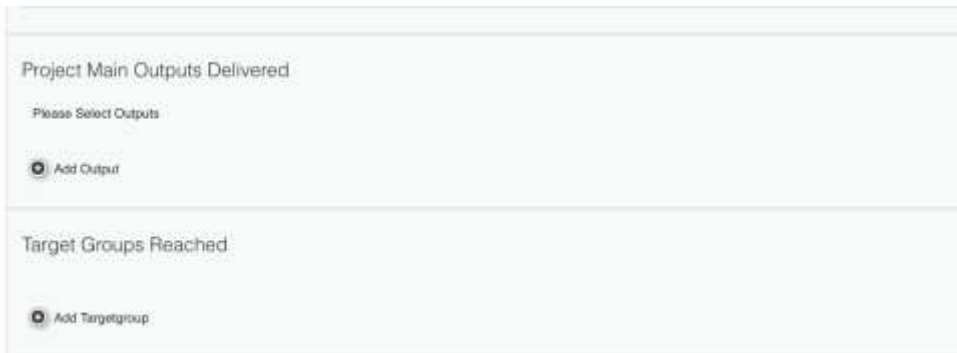
Summary of partner's work in this reporting period :

Please describe your progress in this reporting period and how this contributed to other partner's activities, outputs and deliverables defined in this reporting period.

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, list-group, indent, outdent, undo, redo, and other text formatting options.

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Provide information on the development of outputs by clicking on “Add output” and then selecting the relevant output from the drop-down menu (outputs as defined in the AF).



Insert information in the description text box; output evidence can be directly uploaded here.



Provide information on the target groups reached by clicking on “Add target group” and then selecting the relevant target group from the drop-down menu (target groups as defined in the AF). Quantify the reached target group (the target as defined in the AF is displayed) and insert explanations in the description text box.



Below you can report on individual work packages. The list of work packages depends on the work packages included in the approved application form. The example report shown below has the work package management and one implementation work package. You will see all work packages, even if you have not been assigned to a work package in the AF.

Reports of individual work packages should contain descriptions of activities, problems (if any) and information on individual deliverables with evidence in the form of an attachment.

Deliverables are reported by clicking on ‘Add deliverable’ under the relevant work package. The drop-down shows all deliverables listed in the AF.

Reporting per Work Package

M Management (05.2015 - 05.2017)

| | | | | | |
|---|--|---------------------|--------|--------------------|-------------|
| Please describe your contribution to the activities carried out in this reporting period <input style="width: 95%; height: 20px;" type="text"/> <p style="text-align: right; font-size: small;">201 Characters Remaining</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; font-size: small;">Current Expenditure</td> <td style="text-align: right;">€ 0,00</td> </tr> <tr> <td style="text-align: right; font-size: small;">Expenditure So Far</td> <td style="text-align: right;">€ 20.228,93</td> </tr> </table> If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found <input style="width: 95%; height: 20px;" type="text"/> <p style="text-align: right; font-size: small;">201 Characters Remaining</p> | Current Expenditure | € 0,00 | Expenditure So Far | € 20.228,93 |
| Current Expenditure | € 0,00 | | | | |
| Expenditure So Far | € 20.228,93 | | | | |
| Please choose deliverables you have contributed to and describe your contribution. No records found. <input type="button" value="Add Deliverable"/> | | | | | |

T1 My Implementation 1 (05.2015 - 05.2017)

| | | | | | |
|---|---|---------------------|--------|--------------------|--------|
| Please describe your contribution to the activities carried out in this reporting period <input style="width: 95%; height: 20px;" type="text"/> <p style="text-align: right; font-size: small;">201 Characters Remaining</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; font-size: small;">Current Expenditure</td> <td style="text-align: right;">€ 0,00</td> </tr> <tr> <td style="text-align: right; font-size: small;">Expenditure So Far</td> <td style="text-align: right;">€ 0,00</td> </tr> </table> If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found <input style="width: 95%; height: 20px;" type="text"/> <p style="text-align: right; font-size: small;">201 Characters Remaining</p> | Current Expenditure | € 0,00 | Expenditure So Far | € 0,00 |
| Current Expenditure | € 0,00 | | | | |
| Expenditure So Far | € 0,00 | | | | |
| Please choose deliverables you have contributed to and describe your contribution. | | | | | |

D.T1.1.1 - My Deliverable T1.1.1

| Deliverable Description <input style="width: 95%; height: 20px;" type="text"/> <p style="text-align: right; font-size: small;">201 Characters Remaining</p> <input type="button" value="Remove"/> | Attachments <input type="button" value="Deliverable Evidence"/> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="text-align: left;">Filename</th> <th style="text-align: left;">Filetype</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Uploaded By</th> <th style="text-align: left;">Options</th> </tr> </thead> <tbody> <tr> <td colspan="5">No records found.</td> </tr> </tbody> </table> | Filename | Filetype | Date | Uploaded By | Options | No records found. | | | | |
|--|--|----------|-------------|---------|-------------|---------|-------------------|--|--|--|--|
| Filename | Filetype | Date | Uploaded By | Options | | | | | | | |
| No records found. | | | | | | | | | | | |

“Thematic Result indicators” and “Communicative Result Indicators” need to be fulfilled according to the AF by each Project Partner (PP) for each reporting period. (see picture below)

| Thematic result indicators | | | | |
|---|------------------|---------------------------|--|---|
| Result indicator | Measurement unit | Target (on project level) | Reached in the current period | Explanations |
| Number of institutions adopting new and/or improved strategies and action plans | Institutions | 3,00 | <input style="width: 80%;" type="text"/> | <input style="width: 95%; height: 20px;" type="text"/> <small>200 Characters Remaining</small> |
| Number of institutions applying new and/or improved tools and services | Institutions | 5,00 | <input style="width: 80%;" type="text"/> | <input style="width: 95%; height: 20px;" type="text"/> <small>200 Characters Remaining</small> |
| Amount of funds leveraged based on project achievements | EUR | 80.000,00 | <input style="width: 80%;" type="text"/> | <input style="width: 95%; height: 20px;" type="text"/> <small>200 Characters Remaining</small> |
| Number of jobs created (FTE) based on project achievements | FTE | 1,00 | <input style="width: 80%;" type="text"/> | <input style="width: 95%; height: 20px;" type="text"/> <small>200 Characters Remaining</small> |
| Number of trained persons | Persons | 30,00 | <input style="width: 80%;" type="text"/> | <input style="width: 95%; height: 20px;" type="text"/> <small>200 Characters Remaining</small> |

Communicative result indicators

| Result indicator | Measurement unit | Target (on project level) | Reached in the current period | Explanations |
|--|--|---------------------------|-------------------------------|---------------------------|
| Visits to the project website | Number of stakeholders reached | 3.500,00 | <input type="text"/> | 3000 Characters Remaining |
| Participants at project events | Number of stakeholders reached | 1.000,00 | <input type="text"/> | 3000 Characters Remaining |
| Articles, TV/Radio News/Reportage, etc. on local and international press | Number of publications, radio/ video productions | 500,00 | <input type="text"/> | 3000 Characters Remaining |
| Cross-border events, jointly organized by project partners | Number of joint events | 2,00 | <input type="text"/> | 3000 Characters Remaining |

Please always remember to save the report!

The screenshot shows the 'Interreg EMS demo' interface. On the left, there is a sidebar with a 'SAVE REPORT' button circled in red. Below it are options for 'Partner Finance Report' and 'Check saved report'. On the right, there is a main content area with a text input field for describing activities and progress. Below this, there is a section for 'Deliverables' with a 'No records found' message and an 'Add deliverable' button. At the bottom of the main content area, a 'Save Report' button is also circled in red.

B. List of Expenditure Tab

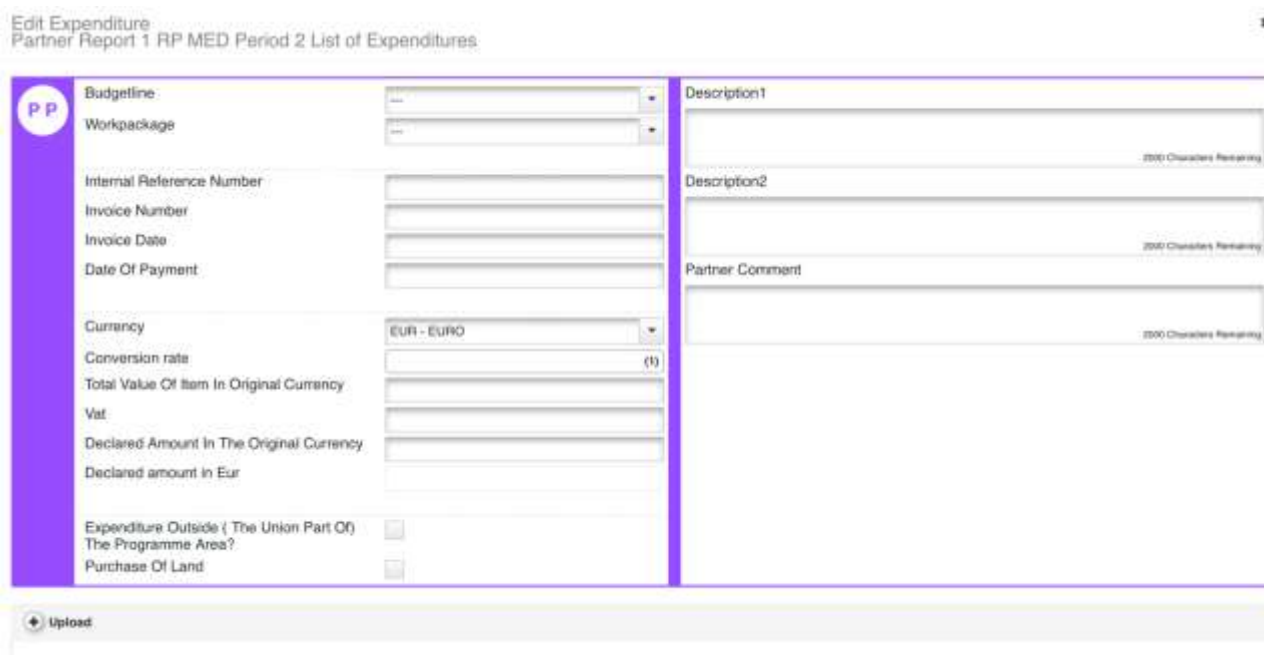
Financial reporting is done through the List of expenditures (LoE) section.

The screenshot shows the 'List Of Expenditure' tab in the software interface. The top navigation bar includes 'Partner Report', 'List Of Expenditure' (highlighted), 'Contribution And Forecast', 'Documents', and 'Attachments'. Below the navigation bar, the 'List Of Expenditure' section is displayed. It features a table with columns for 'Options', 'Report Number', 'Budget Line', 'Wp', 'Int Ref No', 'Inv No', 'Inv Date', and 'Pay'. Below the table, there are buttons for 'Export', 'Save Columns', and 'Columns'. At the bottom, there are buttons for 'Add Real Cost' and 'Add Lump Sum', and a link for 'Download all attachments'.

Select "Add real cost" to add a new expenditure. (Please note that "Add lump sum" is only required for closure costs – see section 1.1.5).

Real cost items

After clicking on 'Add real cost' a pop-up appears, where the system asks you to give basic information on the cost item. It is necessary to allocate each expenditure item to one budget line and one work package. It is also obligatory to indicate 'Total Value of Item in Original Currency' and 'Declared amount in Original Currency'. It is possible to introduce expenditure in different currencies and the system converts it automatically into EUR using the currency conversion rate applicable at the moment of entering the information into the pop-up.



Internal reference Number: Please enter this data based on your internal organization registration of costs system, e.g. you could add the number of the record/account office system.

Invoice Number: Enter the number of the concerned reported invoice/receipt/payslip or other document with probative value. In case the document does not foresee a specific number, e.g. travel claim, you could add the number of the record office system.

Invoice date: Enter date of issue of the invoice, or in case the document does not foresee a specific number, e.g. travel claim, you could add the date of the record office system or the date of delivery of the document for approval by the responsible for reimbursement.

Date of payment: Enter the date of payment, i.e. payment order date, where applicable, or the money transfer document date for the concerned expenditure.

Currency: Enter the amount of the reported expenditure as indicated in the invoice, i.e document of expenditure (cfr. "Paragraph Currencies other than Euro").

Total value of item in original currency: Enter the total value of the invoice including VAT as well. In case of currencies other than euro please Cfr. "Paragraph Currencies other than Euro".

VAT: Amount of VAT concerning the reported expenditure, if there is any, in national currency. In other cases, e.g. mission reimbursement, do not fill in this section.

Declared amount in original currency: Amount of cost declared for the project excluding VAT if VAT can be recovered by any mean or with VAT if that is definitely borne by the beneficiary. Amounts are declared in national currency.

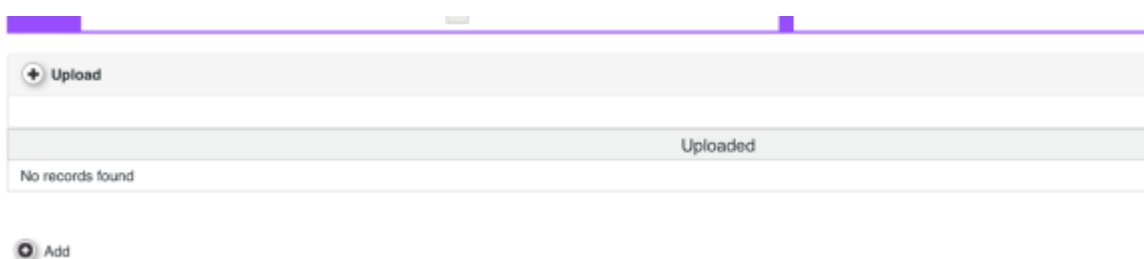
Expenditures outside the Programme area: Flag this box if you are reporting an expenditure incurred outside the programme's eligible area (see Programme manual).

Description 1: Describe shortly the most relevant information related to the reported expenditure, (e.g. Description under Travel and accommodation costs: Type of the cost, name of the beneficiary staff, event, destination,).

Description 2: Describe other relevant information not described under Description 1 (Description under Travel and accommodation costs: duration of mission, details on mission reimbursement payment, etc.).

Partner comment: Optional: only in case of further relevant information not included in the other previous paragraphs (e.g. in cases of expenditures connected to public selection procedures – staff costs hired for the project - it is advisable to upload the documents of the selection procedure only in the report of the first payslip costs. When reporting following monthly payment only the concerning payslip, and other supporting documents of payment can be uploaded, so the exact No of Report and reference of expenditure where public selection documents have been uploaded could be described in this section in order).

It is possible to upload one or multiple attachments to each of the expenditure items by clicking the 'Upload' button. Once a button is clicked, a dialogue box is shown where it is possible to upload different files. It is also possible to download all the attachments related to one expenditure item at once, using 'download all attachments' option. To save all information please click "add" button.



Flat Rates

If you have Staff cost and/or Office and administration flat rates approved in the application form, the system will automatically calculate flat rates based on relevant inputs into the List of Expenditures.

Attention!

Please note, it is not possible to add real cost invoices to budget lines covered by flat rates. It is also not possible to modify the amount claimed based on flat rates (neither by project partner nor by any of the authorities verifying the report).

1.1.5 Lump Sum option (only for LP)

This functionality is available only for Lead Partner and concern only “Preparation & Closure” costs. Preparation Costs and Closure costs are claimed by Lead partner in different ways.

Preparation Costs

After the project has been contracted, the **Lead Partner** could claim only the preparation cost lump sum (10.000 EUR). (remember to select “LP” in the textbox “Select Role”).



Select Role
lp

Project Reports

| Report | Report Start | Report End | State | Date Of Project Report Submission | Total Expenditure Submitted To JS | View Report |
|----------------------------------|--------------|------------|-------|-----------------------------------|-----------------------------------|-------------|
| Period 0 26-12-2010 - 26-12-2010 | | | | | | |
| Period 1 26-12-2010 - 19-01-2011 | | | | | | |
| Period 2 26-01-2011 - 19-12-2011 | | | | | | |
| Period 3 26-12-2011 - 19-01-2012 | | | | | | |
| Period 4 26-01-2012 - 19-12-2012 | | | | | | |
| Period 5 26-12-2012 - 31-12-2012 | | | | | | |

Create Report For: Period 1, 26-12-2010 - 26-12-2010

Claim preparation cost

Partner Reports

If LP clicks on the button “ Claim preparation cost” the system will ask for confirmation of the action. If confirmed the following will happen automatically:

1. The system will generate partner reports (only for LP). The reports will contain no text, just the List of Expenditure. All values will be taken from the Application Form and all items will be marked as lump sums.




Partner Reports

| Report | Report Start | Report End | State | Date Of Partner Report Submission | Included In Project Report | Total Partner Expenditure Declared TRIP | Show Report | Cost Item |
|----------------------------------|--------------|------------|----------------------|-----------------------------------|----------------------------|---|-------------|-----------|
| Period 0 26-12-2010 - 26-12-2010 | | | | | | | | |
| Report 0 1 | 26-12-2010 | 26-12-2010 | Report FLC Certified | 26-12-2010 | Period 0 Project Report 1 | € 10.000,00 | | |
| Period 1 26-12-2010 - 19-01-2011 | | | | | | | | |
| Period 2 20-01-2011 - 19-12-2011 | | | | | | | | |
| Period 3 20-12-2011 - 19-01-2012 | | | | | | | | |
| Period 4 20-01-2012 - 19-12-2012 | | | | | | | | |
| Period 5 20-12-2012 - 31-12-2012 | | | | | | | | |

Partner Listing Tables

2. The report will be automatically marked as ‘Report FLC Certified’ but no FLC certificate will be available. The report will skip the FLC.
3. The system will automatically generate project progress report and mark it as ‘Report submitted to JS’ and attach all certificates of all automatically generated partner reports.
4. The project report will automatically be submitted to the JS.
5. The ‘Claim preparation cost’ button will be deactivated and cannot be pressed again.

Project Reports

| Report | Report Start | Report End | State | Date Of Project Report Submission | Total Expenditure Submitted To Jc | View Report |
|----------------------------------|--------------|------------|--------------------|-----------------------------------|-----------------------------------|---|
| Period 0 20.12.2016 - 20.12.2016 | | | | | | |
| Report 0.1 | 20.12.2016 | 20.12.2016 | Report In Progress | 20.12.2016 | € 50 000.00 |  |
| Period 1 20.12.2016 - 19.06.2017 | | | | | | |
| Period 2 20.06.2017 - 19.12.2017 | | | | | | |
| Period 3 20.12.2017 - 19.06.2018 | | | | | | |
| Period 4 20.06.2018 - 19.12.2018 | | | | | | |
| Period 5 20.12.2018 - 31.12.2018 | | | | | | |

 Create Report For Period 1
20.12.2016 - 19.06.2017

 Claim preparation cost

Partner Reports

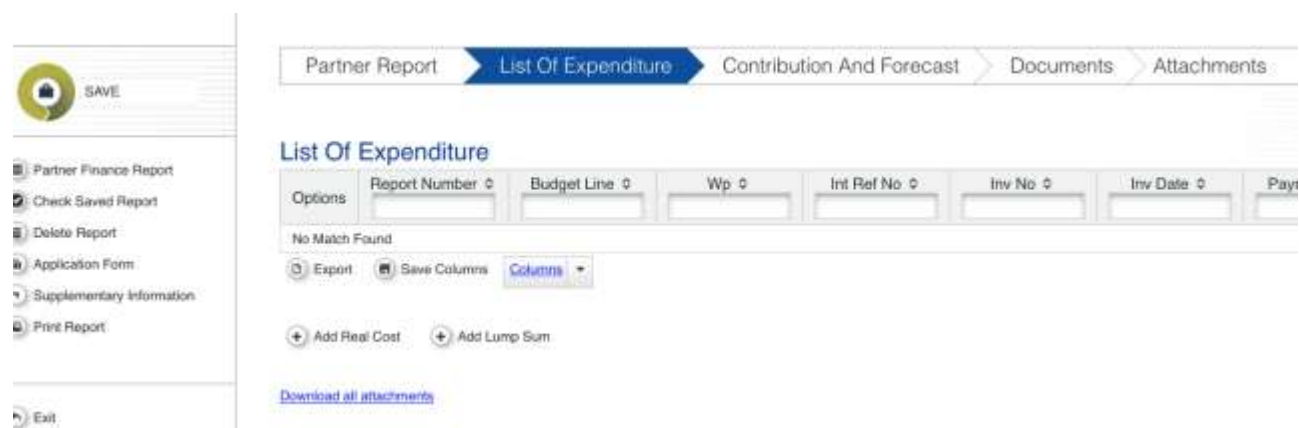
Caution!

It is not possible to repeat this reporting process! The system does not allow for submission of any additional preparation costs reports.

Closure Costs

The remaining 5000 EUR, automatically allocated in WP M (Management) - budget line "External expertise and services" will be claimed, by the LP in the last period, within the final report.

This expenditure item will be claimed by LP following the same procedure for real costs (see sub-section "List of Expenditure Tab"), but marked as lump sum (clicking on "lump sum button" in the relevant pop-up); in this case the expenditure still goes through FLC.



Scrolling the List of Expenditures (LoE) from left to right

The LoE can be scrolled by pressing the middle-mouse-button (press it and move around in the table). This was already possible previously but feature is hard to detect.

TA CB367 [Show More](#) Partner Report

Partner Report **List Of Expenditure** Attachments Forecast

←

List Of Expenditure

| Seq No | Budget Line | Wp | Int Ref No | Inv No | Inv Date | Paym Date | |
|--------|-------------|--------------|------------|--------|----------|------------|------|
| 1 | Staff costs | M Management | 08042 | - | | 30.10.2014 | Misc |
| 2 | Staff costs | M Management | 08141 | - | | 31.10.2014 | Misc |

Currencies other than Euro

Amounts introduced into the eMS in currencies different than EUR will automatically be recalculated into EUR based on available exchange rates of the European Commission (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm).

The system recalculates the amounts several times – first time when the expenditure item is created and each time it is modified before submission. The value is updated when clicking on ‘check saved report’ and once more at the moment of submission of the report to the FLC. It is not modified ever again, even if the report is reverted to the partner and re-submitted the exchange rate from the moment of submission is the valid one.

A. Contribution and Forecast

Partner Report > List Of Expenditures > **Contribution And Forecast** > Attachments

In the Contribution and Forecast section, you are asked to forecast spending for the next partner report and you need to provide information on the financial contribution.

Report Forecast

Estimated Expenditure

Description

In this section you need to specify the source(s) of partner contribution matching the IPA funds. The eMS gives the partner target amount (i.e. the total contribution calculated by deducting the fund co-financing from total eligible expenditure introduced in the List of Expenditures). The system proposes the same sources of contribution as specified in the application form.

The total value of contribution from all sources needs to match the target value. The exact information on sources of partner contribution is necessary to calculate the total public expenditure at CA level.

Follow-up Of Partner Contribution

Target Partner Contribution Value
€ 25 000.00

| Name Of Contribution # | Legal Status # | Total Amount Indicated In The Application Form # | % Of Total According To A.F. # | Previously Reported # | Current Report | Total Reported So Far | Percentage Of Total Reported # |
|--------------------------------|----------------|--|--------------------------------|-----------------------|----------------|-----------------------|--------------------------------|
| IP | public | € 0.00 | | € 0.00 | € 0.00 | € 0.00 | |
| Sub Total Public Contribution | | € 0.00 | | € 0.00 | € 0.00 | € 0.00 | |
| Sub Total Private Contribution | | € 0.00 | | € 0.00 | € 0.00 | € 0.00 | |
| Total Contribution | | € 0.00 | | € 0.00 | € 0.00 | € 0.00 | |

B. Report Attachments



Partners are also allowed to upload additional attachments related to the entire report. A list of all attachments uploaded in this section is shown here, including information on who uploaded which document and when.

In order to upload a document, please click on the button 'Upload', the upload pop up will appear.



Partner Finance Report

Under the 'Partner finance report' menu item (left-side menu) you will find various financial tables summing up the declared expenditure. The tables are updated live with every new expenditure item.

Please note that 'Currently reported' column changes over time. Initially (when you are preparing the report), it is 'amount to be declared to FLC'. After submission to FLC it becomes 'amount declared to FLC'. It changes into 'amount certified by FLC' after the FLC certificate is issued and finally changes into 'amount included in project finance report' once the Lead Partner submits the project progress report with the relevant certificate to the JS.

Partner Report | List Of Expenditures | Contribution And Forecast | Attachments

Partner Report Expenditure Summary

| Programme Expenditure | Partner Total Budget | Previously Reported Certified By C.R. | Currently Reported Unsettled By C.R. | Total Reported | Self Total Budget | Remaining Budget | Total Amount Declared By Partners | Total Amount Certified By C.R. | Total Amount Included in Project Finance Report |
|----------------------------|----------------------|---------------------------------------|--------------------------------------|----------------|-------------------|------------------|-----------------------------------|--------------------------------|---|
| Travel Expenditure | € 197 000,00 | € 0,00 | € 2 200,00 | € 2 200,00 | 1,00% | € 194 800,00 | € 2 200,00 | € 2 200,00 | € 2 200,00 |
| General Admin | € 497 000,00 | € 0,00 | € 4 500,00 | € 4 500,00 | 0,90% | € 492 500,00 | € 4 500,00 | € 4 500,00 | € 4 500,00 |
| Personnel Expenditure | € 2 710 000,00 | € 0,00 | € 70 000,00 | € 70 000,00 | 2,58% | € 2 640 000,00 | € 70 000,00 | € 70 000,00 | € 70 000,00 |
| Total Eligible Expenditure | € 3 404 000,00 | € 0,00 | € 11 700,00 | € 11 700,00 | 0,34% | € 3 392 300,00 | € 11 700,00 | € 11 700,00 | € 11 700,00 |

Partner Expenditure Per Budgetline

| Budgetline | Partner Total Budget | Previously Reported Certified By C.R. | Currently Reported Unsettled By C.R. | Total Reported | Self Total Budget | Remaining Budget | Total Amount Declared By Partners | Total Amount Certified By C.R. | Total Amount Included in Project Finance Report |
|----------------------------|----------------------|---------------------------------------|--------------------------------------|----------------|-------------------|------------------|-----------------------------------|--------------------------------|---|
| Self Costs | € 2 000 000,00 | € 0,00 | € 1 000,00 | € 1 000,00 | 0,05% | € 1 999 000,00 | € 1 000,00 | € 1 000,00 | € 1 000,00 |
| Offices and administration | € 40 000,00 | € 0,00 | € 1 000,00 | € 1 000,00 | 2,50% | € 39 000,00 | € 1 000,00 | € 1 000,00 | € 1 000,00 |
| Travel and accommodation | € 300 000,00 | € 0,00 | € 500,00 | € 500,00 | 0,17% | € 299 500,00 | € 500,00 | € 500,00 | € 500,00 |

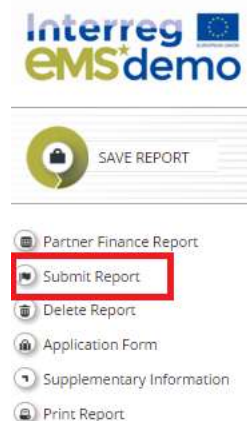
Submitting a Partner Report

Before submitting a partner report, the saved report needs to be checked (analogically to checking the saved application form prior to submission) by clicking 'Check Saved Report' in the left-side menu.



When clicking on 'Check saved report' a validation plugin is called, where programmes can set different validation rules to make sure that the report follows the programme rules. In case some of the rules are not fulfilled, an error message will appear and the partner needs to correct information.

Each time a report is saved, it needs to be checked again before submission. Only after the check is successful, the system will allow for the report to be submitted. The 'Checked saved report' button will be replaced with the 'Submit report' button.



A submitted report is locked and the partner cannot modify it anymore. After submission, the partner report is forwarded to the FLC of the partner in question. The partner can see the status of the report on the reporting overview dashboard.

1 - AT cooperation agency - ATCoop

| Report | Report Start | Report End | State | Date Of Partner Submission | Included In Project Report | Total Partner Expenditure Declared (TPE) |
|---|--------------|------------|----------------------|----------------------------|----------------------------|---|
| Period 1 09.06.2018 - 09.06.2018 | | | | | | |
| Report 1.1 | 09.06.2018 | 09.06.2018 | Report FLC Certified | 09.06.2018 | Period 1 Project Report 1 | Report submitted, FLC certified and included in submitted project report |
| Report 1.2 | 09.06.2018 | 09.06.2018 | Report Submitted | 27.06.2018 | Not Certified | Report submitted but not yet FLC certified |
| Period 2 09.06.2018 - 09.06.2018 | | | | | | |
| Report 2.1 | 09.06.2018 | 09.06.2018 | Report FLC Certified | 09.06.2018 | Not Included | Report submitted and FLC certified but not yet included in submitted project report |
| Period 3 09.06.2018 - 09.06.2018 | | | | | | |
| Report 3.1 | 09.06.2018 | 09.06.2018 | Report Submitted | 09.06.2018 | Not Certified | |
| Period 4 09.06.2018 - 09.06.2018 | | | | | | |
| Report 4.1 | 09.06.2018 | 09.06.2018 | Report Submitted | 13.06.2018 | Not Certified | |
| Period 5 09.06.2018 - 09.06.2018 | | | | | | |
| Report 5.1 | 09.06.2018 | 09.06.2018 | Report In Progress | In Progress | Not Certified | Report not yet submitted to FLC |

Partner Living Tables

A new partner report can be opened once the previous one has been submitted. It is currently not possible for the partner to open more than one report at the same time.

1.1.6 Partner living tables

In the partner report overview section click on “Partner living tables” to access the different financial overview tables. Partner living tables are financial tables at the partner level that summarise partner expenditure processed through all partner reports.

Like other living tables (e.g. at project level), partner living tables grow over time as expenditure is declared by the project partner and processed by the various authorities. You can use living tables to keep an overview on expenditure declared in the partner reports. To access partner living tables, click on the button under the partner report overview table.

Partner Reports

1 - Ministry ABC - ABC

| Report | Report Start | Report End | State | Date Of Partner Submission | Included In Project Report | Total Partner Expenditure Declared (TPE) | View Report |
|---|--------------|------------|----------------------|----------------------------|----------------------------|--|-------------|
| Period 1 01.01.2017 - 31.03.2017 | | | | | | | |
| Report 1.1 | 01.01.2017 | 31.03.2017 | Report FLC Certified | 19.03.2017 | Period 1 Project Report 1 | € 1.800,00 | |
| Period 2 01.01.2017 - 31.03.2017 | | | | | | | |
| Report 1.2 | 01.01.2017 | 31.03.2017 | Report FLC Certified | 19.03.2017 | Not Included | € 2.800,00 | |
| Period 3 01.01.2017 - 30.06.2017 | | | | | | | |
| Period 4 01.01.2017 - 31.12.2017 | | | | | | | |
| Period 5 01.01.2018 - 30.06.2018 | | | | | | | |
| Period 6 01.01.2018 - 31.12.2018 | | | | | | | |

Create New Report Partner Living Tables

Partner expenditure summary

| Programme co-financing | Partner total budget | Previously reported (certified by CA) | Previously reported (total amount declared by partners) | Total reported | % of total budget | Remaining budget | Total amount declared by partners | Total amount validated by controller | Total amount included in project finance report |
|-----------------------------------|----------------------|---------------------------------------|---|--------------------|-------------------|---------------------|-----------------------------------|--------------------------------------|---|
| Total co-financing | € 107 146,25 | € 1 200,00 | € 20 000,00 | € 20 000,00 | 18,66% | € 110 946,25 | € 20 000,00 | € 20 000,00 | € 1 200,00 |
| Of which ERDF | € 107 146,25 | € 1 200,00 | € 20 000,00 | € 20 000,00 | 18,66% | € 110 946,25 | € 20 000,00 | € 20 000,00 | € 1 200,00 |
| Partner co-financing | € 36 276,25 | € 100,00 | € 7 750,00 | € 7 750,00 | 21,37% | € 30 226,25 | € 7 750,00 | € 7 750,00 | € 100,00 |
| Total eligible expenditure | € 143 422,50 | € 1 300,00 | € 27 750,00 | € 27 750,00 | 19,33% | € 111 146,25 | € 27 750,00 | € 27 750,00 | € 1 300,00 |

[Report](#)

Partner expenditure per budgetline

| Budget line | Partner total budget | Previously reported (certified by CA) | Previously reported (total amount declared by partners) | Total reported | % of total budget | Remaining budget | Total amount declared by partners | Total amount validated by controller | Total amount included in project finance report |
|-----------------------------------|----------------------|---------------------------------------|---|--------------------|-------------------|---------------------|-----------------------------------|--------------------------------------|---|
| BL1 Staff costs | € 55 917,91 | € 0,00 | € 21 000,00 | € 21 000,00 | 37,56% | € 37 917,91 | € 0,00 | € 21 000,00 | € 0,00 |
| BL2 Office and admin. | € 9 777,94 | € 0,00 | € 3 100,00 | € 3 100,00 | 31,71% | € 6 677,94 | € 0,00 | € 3 100,00 | € 0,00 |
| BL3 Travel and accom. | € 5 000,00 | € 0,00 | € 500,00 | € 500,00 | 10,00% | € 4 500,00 | € 0,00 | € 500,00 | € 0,00 |
| BL4 Equipment and services | € 20 000,00 | € 1 000,00 | € 0 000,00 | € 0 000,00 | 20,00% | € 19 000,00 | € 0 000,00 | € 0 000,00 | € 1 000,00 |
| BL5 Equipment | € 12 000,00 | € 0,00 | € 0 000,00 | € 0 000,00 | 0,00% | € 12 000,00 | € 0,00 | € 0 000,00 | € 0,00 |
| BL6 Inform. and work | € 60 000,00 | € 0,00 | € 0,00 | € 0,00 | 0,00% | € 60 000,00 | € 0,00 | € 0,00 | € 0,00 |
| Total | € 146 395,25 | € 1 000,00 | € 25 600,00 | € 25 600,00 | 17,49% | € 121 145,25 | € 25 600,00 | € 25 600,00 | € 1 000,00 |
| Net resources | € 0,00 | € 0,00 | € 0,00 | € 0,00 | 0,00% | € 0,00 | € 0,00 | € 0,00 | € 0,00 |
| Total eligible expenditure | € 146 395,25 | € 1 000,00 | € 25 600,00 | € 25 600,00 | 17,49% | € 121 145,25 | € 25 600,00 | € 25 600,00 | € 1 000,00 |

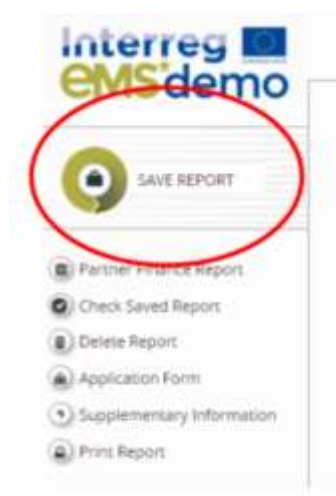
[Report](#)

1.2 JOINT PROGRESS REPORT

1.2.1 General Information

Once a project is set to the status “contracted” in eMS, the reporting section becomes available and the lead partner (LP) has access to the joint progress report. When accessing the project you are automatically directed to the reporting overview section. Joint progress reports cover activities and expenditure on project level in the respective period. Joint progress reports are created by the lead partner based on partner reports including expenditure previously certified by their national controller. It is not possible to have two joint progress reports open at the same time. A new joint progress report can only be created once the previous has been submitted to the JS.

Please always remember to press “SAVE REPORT” before leaving a section!



1.2.2 Assigning users to a joint progress report

Attention!

Currently only one user has the lead partner role in eMS and thus access to the joint progress report. This is the user accepted as LP by the JS in the handover procedure. Even if more users are assigned to the LP institution in the section 'Supplementary information/User assignment', they do not have the right to create, edit and/or submit joint progress reports. Such users can only work on the partner reports of the LP institution. It is always possible to see which user is the LP for the project by clicking the 'Show more' button at the top of the project/reporting view.

1.2.3 Generating the joint progress report

Project reports are created by the Lead Partner based on partner reports previously certified by FLC.

Only Lead partners can generate and submit project reports.

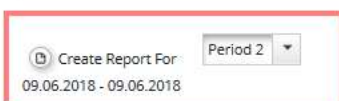
After the project has been contracted, the 'Reports overview' is the default view when accessing the project.

In order to generate a project report, the Lead Partner needs to select the role 'LP' from the role dropdown. Each Lead Partner has two roles to select from 'PP' for creating own partner reports and 'LP'. The LP role allows to see reports of all project partners and to create and submit the project report.



Project Reports

| Report | Report Start | Report End | State | Date Of Project Submission | Total Expenditures | View Report |
|---|--------------|------------|------------------|----------------------------|--------------------|---|
| Period 1 09.06.2016 - 09.06.2018 | | | | | | |
| Report 1.1 | 09.06.2016 | 09.06.2018 | Report Submitted | 09.06.2016 | € 2 150.00 |  |
| Period 2 09.06.2018 - 09.06.2018 | | | | | | |
| Period 3 09.06.2018 - 09.06.2018 | | | | | | |
| Period 4 09.06.2018 - 09.06.2018 | | | | | | |
| Period 5 09.06.2018 - 09.06.2018 | | | | | | |



If the Lead Partner user is not assigned to other partners as a user in the supplementary information, he/she can only see reports of other partners and cannot create, modify, delete or submit them.

All partner reports have statuses from which users can find out if the report was already certified by the FLC and if yes, whether it was included in the project report. Lead Partner can access the reports and the certificates of all partners (See Chapter Partner Report’)

| Report | Report Start | Report End | Status | Date Of Partner Submission | Included in Project Report | Total Partner Expenditure Declared 2019 | View Project | Certificate |
|---|--------------|------------|----------------------|----------------------------|----------------------------|---|--------------|-------------|
| Period 1 30.09.2015 - 30.09.2018 | | | | | | | | |
| Report 1.1 | 30.09.2015 | 30.09.2018 | Report FLC Certified | 15.09.2016 | Period 1 Project Report 1 | € 210.81 | | |
| Period 2 01.10.2018 - 30.09.2019 | | | | | | | | |
| Report 2.1 | 01.10.2018 | 30.09.2019 | Report FLC Certified | 15.09.2016 | Period 2 Project Report 1 | € 594.98 | | |
| Period 3 01.10.2018 - 30.09.2019 | | | | | | | | |
| Report 3.1 | 01.10.2018 | 30.09.2019 | Report FLC Certified | 06.09.2019 | Period 3 Project Report 1 | € 1 120.71 | | |
| Report 3.2 | 01.10.2018 | 30.09.2019 | Report FLC Certified | 06.09.2019 | Period 3 Project Report 1 | € 1 098.89 | | |
| Period 4 30.09.2019 - 30.09.2020 | | | | | | | | |
| Report 4.1 | 30.09.2019 | 30.09.2020 | Report FLC Certified | 01.09.2019 | Not included | € 1084.62 | | |

For creating a new project report, you need to click “Create Report For” and select a period for which you wish to create a report. The system redirects you to the project report corresponding to the selected reporting period.

Each project report is given a number which consists of the period number and the report number (see example below).

Select Role

Project Reports

| Report | Report Start | Report End |
|---|--------------|------------|
| Period 1 30.09.2015 - 30.09.2018 | | |
| Report 1.1 | 30.09.2015 | 30.09.2018 |
| Period 2 01.10.2018 - 30.09.2019 | | |
| Report 2.1 | 01.10.2018 | 30.09.2019 |

Caution!

It is currently not possible to have two open project reports at the same time. You can open another report only once the previous one has been submitted to the JS.

It is possible to delete the report only as long as it has not been submitted to the JS. In order to do this, the Lead Partner needs to click on the ‘Delete Report’ button in the left-side menu.

- Check Saved Report
- Delete Report**
- Application Form
- Supplementary Information
- Print Project Report

1.2.4 Filling-in a joint progress report

Project reports consist of a financial part and a content part. The financial part is compiled automatically by the system based on available FLC certificates included in the project report by the Lead Partner. The content part of the report needs to be filled out manually by the Lead Partner. It is also possible to upload attachments to a project report.

Some parts of the joint progress report depend on the contents of the approved application form (e.g. defined work packages etc.).

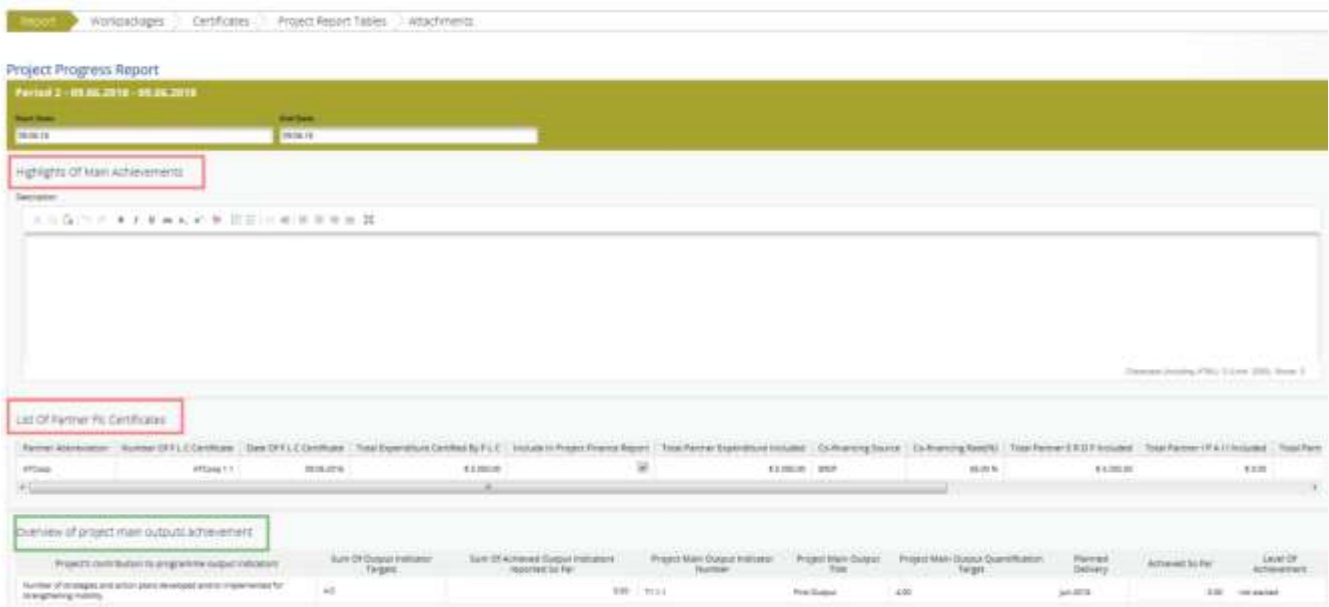
Report > Workpackages > Certificates > Project Report Tables > Attachments

A. Report tab

The 'Report' section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting per Work Package.

This section first asks you to describe activities during the reporting period ('Highlights of main achievements') in this reporting period and to include FLC certificates of project partners.

An overview of project main indicators ('project main outputs achievement') is also provided (see framed in green below). This table is automatically generated from information provided in the 'Workpackages' section of the report.



The screenshot shows the 'Project Progress Report' interface. At the top, there are navigation tabs: Report, Workpackages, Certificates, Project Report Tables, and Attachments. Below the tabs is a title bar for 'Project Progress Report' with a period of 'Period 2 - 01.01.2018 - 31.12.2018'. There are input fields for 'Start Date' and 'End Date'. The main content area is divided into several sections:

- Highlights of Main Achievements:** A section with a red border, containing a text area for describing activities.
- List of Partner FC Certificates:** A table with a red border. The table has columns: Partner Allocation, Number of FLC Certificates, Date of FLC Certificate, Total Expenditure Certified by FLC, Include in Project Finance Report, Total Partner Expenditure Included, Co-financing Source, Co-financing Rate(%), Total Partner EDP Included, Total Partner F & I Included, and Total Part.
- Overview of project main outputs achievement:** A table with a green border. The table has columns: Project contribution to programme output indicators, Sum of Output Indicator Target, Sum of Achieved Output Indicator Reported so far, Project Main Output Indicator Number, Project Main Output Title, Project Main Output Quantification Target, Planned Delivery, Achieved so far, and Level of achievement.

You are then asked to provide information on the target groups reached as well as problems encountered and solutions found.

Target Groups Reached

| Target Group | Target Value | Target group reached in previous reporting periods | Target group reached in this reporting period | Source ID/Verification | Description of the target group treatment | Target group reached in the period (in %) |
|---|--------------|--|---|------------------------|---|---|
| Infrastructure and public service provision | 3.00 | 0.00 | <input type="text" value="0.00"/> | | | |
| Higher education and research | 0.00 | 0.00 | <input type="text" value="0.00"/> | | | |
| Business support organisation | 3.00 | 0.00 | <input type="text" value="0.00"/> | | | |

Problems And Solutions Found

Please describe if applicable problems and solutions found during this reporting period as regards alignment, access, results, partnership, dissemination and cooperation systems, instruments, other

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

At the bottom you will find an interface to provide information on horizontal principles and a tick box which can be used to indicate that the project has been fully implemented.

The section 'reporting per workpackages overview' can be used to access individual work packages.

Horizontal Principles

| Horizontal Principle Description | Horizontal Principles | Contribution to This Reporting Period | Description of the Contribution |
|--|-----------------------|--|---------------------------------|
| Sustainable development | | <input type="text" value="All planned"/> | |
| Equal opportunities and non-discrimination | | <input type="text" value="Additional public works 400 000 planned"/> | |
| Quality, innovation and excellence | | <input type="text" value="All planned"/> | |

Fully implemented

Implemented:

Not implemented:

Reporting Per Workpackage Overview

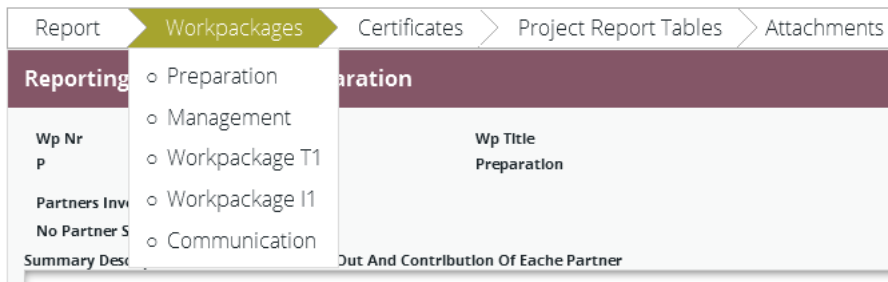
| ID | Start | End | Management | Type | Management | Title |
|-----|------------|------------|------------|------------|------------|-------|
| 000 | 01-01-2016 | 31-12-2016 | Management | Management | Management | |

Please always remember to save the report!



B. Work Package tab

Reporting per work package is the second part of the project report. Report sections of individual work packages can be accessed either from the navigation bar 'Work packages' or from the table at the bottom of the page under the section 'Report'.



Reporting Per Workpackage Overview

| ID | Start | End | Type | Title |
|------|----------|----------|----------------|----------------------|
| 2482 | apr.2015 | apr.2015 | management | Management |
| 2482 | apr.2015 | apr.2015 | implementation | My Implementation T1 |
| 2483 | apr.2015 | apr.2015 | investment | My investment I1 |
| 2484 | apr.2015 | apr.2015 | communication | Communication |

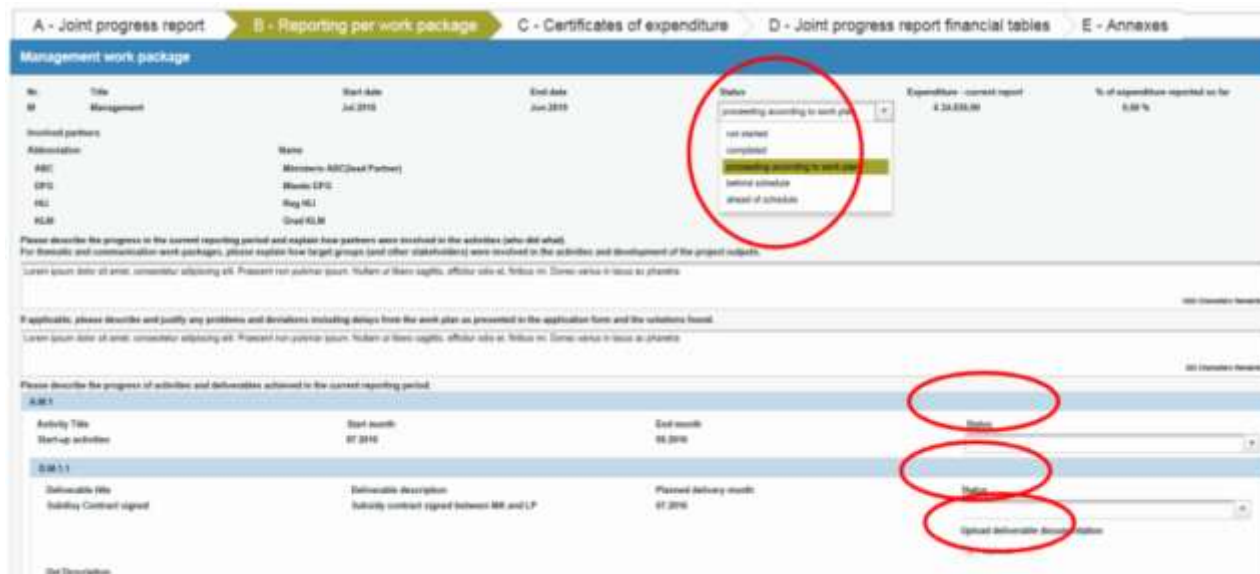
In this section you can describe the implementation of each work package in detail, incl. information on activities carried out and contributions by the project partners as well as information on any problems or deviations from the initial plan.

Here you also provide information on project output indicators and activities and deliveries. Reporting on deliverables, incl. upload of evidence of achievement is also part of reporting on work packages.

Select a work package from the drop-down menu

Information on the work package, activities and deliverables indexes and titles, as well as work package start and end dates are automatically displayed based on the information in the AF. The status of the work package and progress of activities and deliverables has to be selected from the respective drop-down menus.

A description on the work package progress and eventual problems and deviations is required. For deliverables explanations on their progress have to be provided and related documentation can be uploaded (obligatory for finalised deliverables).



Within thematic work packages specifications, if foreseen within the AF, reporting on the foreseen outputs is required (quantification, current status, upload of documentation).

| Project output | Output description | Programme output indicator | Planned delivery month | Output quantification (target) | Achieved so far (for reporting period not included) | Achieved in the current period | Level of achievement (cumulative for the entire project including current period) | Upload output documentation (upload not allowed in investment report) |
|---------------------------------|--|--|------------------------|--------------------------------|---|--------------------------------|---|---|
| 71.1 Strategic framework | Definire obiectivele proiectului. Prezentarea rezultatelor activitatilor de lucru... | 7.0.2.1 - Number of strategies and action plans developed and/or implemented for improved energy efficiency and renewable energy use in public infrastructures | May 2017 | 0.00 | 0.00 | 0.00 | pending according to work plan | Upload (File) <input type="checkbox"/> Status: Not Achieved |
| 71.2 Action Plan implementation | Definire obiectivele proiectului. Prezentarea rezultatelor activitatilor de lucru... | 7.0.2.1 - Number of both similar services developed and/or implemented for improved energy efficiency and renewable energy use in public infrastructures | May 2017 | 1.00 | 1.00 | 1.00 | before schedule | Upload <input checked="" type="checkbox"/> Status: Achieved |

For the communication work package information on the level of achievement of the communication objectives (as defined in the AF) and related explanations are required.



C. Certificates Tab

Financial reporting is done based on FLC certificates. All FLC certificates of all project partners, which were not yet included in any project report, are available to be included in the project report.

ATTENTION!

You can decide which of the available FLC certificates to include in the project report under ‘Include in project finance report’. Only the selected FLC certificates will be taken into account for project report.

FLC certificates, which are not included in one project report, can be included in another project report. The eMS does not check whether all the FLC certificates included in a project report by the LP refer to the same reporting period. This means that FLC certificates could originate from different reporting periods.

List Of Partner FLC Certificates

| Partner Abbreviation | Number Of FLC Certificate | Date Of FLC Certificate | Total Expenditure Certified By FLC | Include In Project Finance Report | Total Partner Expenditure Included | Co-financing Source | Co-financing Rate(%) | Total Partner E R D F Included |
|----------------------|---------------------------|-------------------------|------------------------------------|-------------------------------------|------------------------------------|---------------------|----------------------|--------------------------------|
| ILP | ILP 1.1 | 13.05.2016 | € 126.638.96 | <input checked="" type="checkbox"/> | € 126.637.78 | ERDF | 85.00 % | € 107.642.11 |
| | 1.1 | 13.05.2016 | € 195.79 | <input checked="" type="checkbox"/> | € 183.75 | ERDF | 85.00 % | € 157.87 |

Once the FLC certificates are selected to be added to the project report, they can be accessed from two places in the project report: navigation toolbar tab ‘Certificates’ or table ‘List of Partner FLC Certificates’ under ‘Reports’ tab. Under ‘Certificates’ only those selected will be visible.

Report > Workpackages > **Certificates** > Project Report Tables > Attachments

Project Progress Report

- o PP1 Certificate 2
- o LP1 Certificate 2

All the certificates of expenditure as selected in section A are listed in section “Certificates” and accessible for checks by the LP. By selecting a certificate of expenditure the related list of expenditures (LoE) is shown and single expenditures can be accessed by clicking on the item in the overview table.

A - Joint progress report > B - Reporting per work package > **C - Certificates of expenditure** > D - Joint progress report financial tables > E - Annexes

= ABC Certificate 1.1

List of expenditure

| Seq No | Budget line | WP | Int ref No | Inv No | Inv date | Paym date | Description | Direct |
|--------|--------------------------------|---|------------|--------|------------|------------|-------------------------------|--------|
| 1 | BL1 Staff costs | M Management | 54 | 554 | 08/02/2016 | 13/05/2016 | staff 1.1.1.1.1 | |
| 1 | BL2 Office and admin. | M Management | | 78 | N/A | N/A | N/A | |
| 1 | BL3 Travel and accom. | M Management | 45 | 45 | 02/08/2016 | 01/08/2016 | travel to look up | |
| 1 | BL4 External exp. and services | T1 Strategic and Action plan development and implementation | 554 | 552 | 01/08/2016 | 13/08/2016 | analysis, Nr. 498, 3 days | |
| 1 | BL5 Equipment | T2 Pilot implementation | 554 | 55405 | 04/08/2016 | 13/08/2016 | IT Equipment for Pilot action | |

Export Save columns Select

| Difference controller | amount verified by controller | Comment controller | Difference LP | Amount approved by LP | Comment LP |
|-----------------------|-------------------------------|--------------------|---------------|-----------------------|------------|
| € 0,00 | € 21.000,00 | | € 0,00 | € 21.000,00 | |
| € 0,00 | € 3.150,00 | | € 0,00 | € 3.150,00 | |
| € 0,00 | € 500,00 | | € 0,00 | € 500,00 | |
| € 300,00 | € 2.700,00 | VAT not deducted | € 0,00 | € 2.700,00 | |
| € 0,00 | € 8.000,00 | | € 0,00 | € 8.000,00 | |

In well justified cases, the LP can decrease (but not increase!) in the list of expenditure amounts certified by the controller and provide an explanation. Expenditures can be edited by a LP directly in the item overview table or in the expenditure item form by setting the difference in the corresponding field. The values previously inserted by a partner and by the national controller (Budget line, work package, Internal reference number, Invoice number, Invoice date, Date of payment, currency, VAT) cannot be modified anymore.

Please remember to always save the changes!

Expenditures can be edited by a Lead Partner directly in the item view form by setting the difference in the corresponding field (see Figure 9). The values previously inserted by a partner and by FLC (Budget Line, Work package, Internal Reference Number, Invoice Number, Invoice Date, Date of Payment, Currency, VAT) cannot be modified anymore.

Attention!

The Lead Partner can only decrease items certified by FLC and cannot increase them

The Lead Partner can also revert partner reports back to the FLC or to the partners. This might be necessary in case he/she notices a mistake, which is not in his/her authority to correct

List Of Partner Flc Certificates

| Total Partner ERDF Included | Total Partner IPA II Included | Total Partner ENI Included | Flc Report | Revert |
|-----------------------------|-------------------------------|----------------------------|-------------|---|
| € 212.00 | | | Show Report | Revert From Lp To Flc Revert From Lp To Pp |
| | € 10 050.00 | | Show Report | Revert From Lp To Flc Revert From Lp To Pp |

Reverting the report to a project partner means that the project partner needs to correct and re-submit the report to the FLC and then the FLC needs to re-certify the report.

Reverting the report to FLC means that the FLC needs to re-certify the report but no corrections from the Partner are necessary.

D. Project report tables

This section provides various summary tables of the expenditure included in the joint progress report. Please note that the tables are updated before the report is submitted. All the cuts done by the LP should be immediately visible in the tables. Joint progress report tables follow the same logic as those in the partner report but take into account all certificates included in the joint progress report. Please note that the ‘Currently reported’ column changes its values (and name) each time a joint progress report changes the status.

Before the report is submitted it is ‘amount to be declared to the JS’ and once it is submitted it changes into ‘amount declared to the JS’. Likewise, the column ‘Previously reported (certified by CA) also changes if new CA confirmations become available. After submission of the report to the JS, the values do not change anymore. Tables can be exported to xls-files.

Project report expenditure summary

| Programme financing | Project total budget | Previously reported (certified by CA) | Currently reported (amount declared to JS) | Total reported | % of total budget | Remaining budget | Total amount declared by partners | Total amount validated by contributor | Total amount included in finance report |
|-----------------------------------|----------------------|---------------------------------------|--|--------------------|-------------------|---------------------|-----------------------------------|---------------------------------------|---|
| Total co-financing | € 407 240.00 | € 1 200.00 | € 20 000.00 | € 21 200.00 | 5.20% | € 406 040.00 | € 20 000.00 | € 20 000.00 | € 20 000.00 |
| Operational ERDF | € 407 240.00 | € 1 200.00 | € 20 000.00 | € 21 200.00 | 5.20% | € 406 040.00 | € 20 000.00 | € 20 000.00 | € 20 000.00 |
| Partner co-financing | € 100 000.00 | € 0.00 | € 0.00 | € 0.00 | 0.00% | € 99 999.99 | € 0.00 | € 0.00 | € 0.00 |
| Total eligible expenditure | € 507 240.00 | € 1 200.00 | € 20 000.00 | € 21 200.00 | 4.18% | € 486 040.00 | € 20 000.00 | € 20 000.00 | € 20 000.00 |



Project expenditure per budgetline

| Budget line | Project total budget | Previously reported (certified by CA) | Currently reported (amount declared to JS) | Total reported | % of total budget | Remaining budget | Total amount declared by partners | Total amount validated by contributor | Total amount included in finance report |
|--------------------------------|----------------------|---------------------------------------|--|----------------|-------------------|------------------|-----------------------------------|---------------------------------------|---|
| BL1 Staff costs | € 224 907.81 | € 0.00 | € 21 000.00 | € 21 000.00 | 9.33% | € 203 907.81 | € 21 000.00 | € 21 000.00 | € 21 000.00 |
| BL2 Office and admin. | € 22 546.14 | € 0.00 | € 1 100.00 | € 1 100.00 | 4.88% | € 21 446.14 | € 0.00 | € 0.00 | € 0.00 |
| BL3 Travel and accom. | € 23 633.78 | € 0.00 | € 0.00 | € 0.00 | 0.00% | € 23 633.78 | € 0.00 | € 0.00 | € 0.00 |
| BL4 External exp. and services | € 99 000.00 | € 1 000.00 | € 2 700.00 | € 4 200.00 | 4.24% | € 94 800.00 | € 0.00 | € 0.00 | € 0.00 |
| BL5 Equipment | € 59 000.00 | € 0.00 | € 0.00 | € 0.00 | 0.00% | € 59 000.00 | € 0.00 | € 0.00 | € 0.00 |

E. Attachment

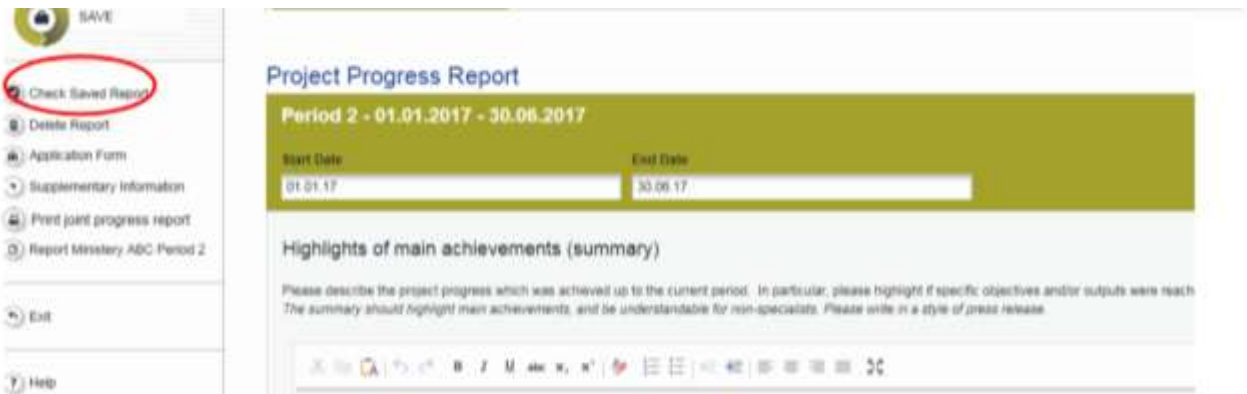


It is possible to upload additional attachments relevant for the entire project report. In order to do so, please use the ‘Attachments’ tab.



1.2.5 Submitting a joint progress report

From the menu at the left side, the joint progress report needs to be checked before it is submitted to the JS. Only after the check has been successful, the system will allow for the report to be submitted and the 'Checked saved report' button is replaced by the 'Submit report' item in the left menu.



By pressing this button, the joint progress report is automatically submitted to the JS.



A submitted joint progress report is locked and the LP cannot modify it anymore unless the JS re-opens it for amendments during the clarification process. The report state is changed from "Report in progress" into "Report Submitted" and the submission date is displayed in the overview table.

Project Reports

| Report | Report Start | Report End | State | Date Of Project Submission | Total Expenditures | View Report |
|----------------------------------|--------------|------------|------------------|----------------------------|--------------------|-------------|
| Period 1 05.05.2015 - 05.05.2016 | | | | | | |
| Report 1.1 | 05.05.2015 | 05.05.2016 | Report Submitted | 25.02.2016 | € 10 261.85 | |
| Period 2 06.05.2016 - 31.12.2016 | | | | | | |
| Period 3 01.01.2017 - 05.05.2017 | | | | | | |

As long as the report is not submitted it can be deleted. The left menu gives direct access to the AF and the supplementary information section.

The joint progress report can be printed as pdf-document. The pdf file is then available in the “Filebrowser” in the project general menu.

In order to leave the joint progress report and go back to the report overview tables please click on “Exit”.

1.2.6 Project living tables

From the menu in the report overview section the project living budget overview tables can be accessed. Project living tables are financial tables at the project level that summarise project expenditure processed through all joint progress reports. Like other living tables (e.g. at partner level), project living tables grow over time as expenditure is declared by the project and processed by the various authorities.

You can use living tables to keep an overview on expenditure declared in the joint progress reports. To access the project living tables, click on the button “Project living tables” in the left menu.

| Report | Report Start | Report End | Status | Date Of Project Submission | Total Expenditure | View Report |
|----------------------------------|--------------|------------|--------------------|----------------------------|-------------------|-------------|
| Period 0 01.07.2015 - 01.06.2016 | | | | | | |
| Report 0.1 | 01.07.2015 | 01.06.2016 | Report Submitted | 05.08.2016 | € 1.800,00 | [icon] |
| Period 1 01.07.2016 - 31.12.2016 | | | | | | |
| Report 1.1 | 01.07.2016 | 31.12.2016 | Report In Progress | In Progress | € 0,00 | [icon] |
| Period 2 01.01.2017 - 30.06.2017 | | | | | | |
| Period 3 01.07.2017 - 31.12.2017 | | | | | | |
| Period 4 01.01.2018 - 30.06.2018 | | | | | | |
| Period 5 01.07.2018 - 31.12.2018 | | | | | | |
| Period 6 01.01.2019 - 30.06.2019 | | | | | | |

| Programme line | Project total budget | Previously reported (certified by CA) | Currently reported | Total reported | % of total budget | Remaining budget | Total amount declared by partners | Total amount validated by contributor | Total amount included in project finance report |
|---------------------|----------------------|---------------------------------------|--------------------|----------------|-------------------|------------------|-----------------------------------|---------------------------------------|---|
| Total co-financing | € 407.000,00 | € 1.000,00 | € 0,00 | € 1.000,00 | 0,25% | € 406.000,00 | € 1.000,00 | € 1.000,00 | € 1.000,00 |
| Contract 0007 | € 407.000,00 | € 1.000,00 | € 0,00 | € 1.000,00 | 0,25% | € 406.000,00 | € 1.000,00 | € 1.000,00 | € 1.000,00 |
| Period 00 financing | € 407.000,00 | € 1.000,00 | € 0,00 | € 1.000,00 | 0,25% | € 406.000,00 | € 1.000,00 | € 1.000,00 | € 1.000,00 |
| Remaining budget | € 406.000,00 | € 1.000,00 | € 0,00 | € 1.000,00 | 0,25% | € 405.000,00 | € 1.000,00 | € 1.000,00 | € 1.000,00 |

| Budget line | Project total budget | Previously reported (certified by CA) | Currently reported | Total reported | % of total budget | Remaining budget | Total amount declared by partners | Total amount validated by contributor | Total amount included in project finance report |
|-----------------------------|----------------------|---------------------------------------|--------------------|----------------|-------------------|------------------|-----------------------------------|---------------------------------------|---|
| 01.1 Def costs | € 224.977,00 | € 0,00 | € 0,00 | € 0,00 | 0,00% | € 224.977,00 | € 0,00 | € 0,00 | € 0,00 |
| 02.2 Other activities | € 22.790,00 | € 0,00 | € 0,00 | € 0,00 | 0,00% | € 22.790,00 | € 0,00 | € 0,00 | € 0,00 |
| 02.3 Travel and accom. | € 23.033,00 | € 0,00 | € 0,00 | € 0,00 | 0,00% | € 23.033,00 | € 0,00 | € 0,00 | € 0,00 |
| 03.4 Equipment and services | € 88.880,00 | € 1.000,00 | € 0,00 | € 1.000,00 | 0,11% | € 87.880,00 | € 1.000,00 | € 1.000,00 | € 1.000,00 |