

Interreg IPA CBC Italy–Albania–Montenegro Programme

PROGRAMME MANUAL

4.2 eMS User Manual – Reporting procedures

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<i>Updated</i>	25 September 2018
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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, following tutorials developed by INTERACT:

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

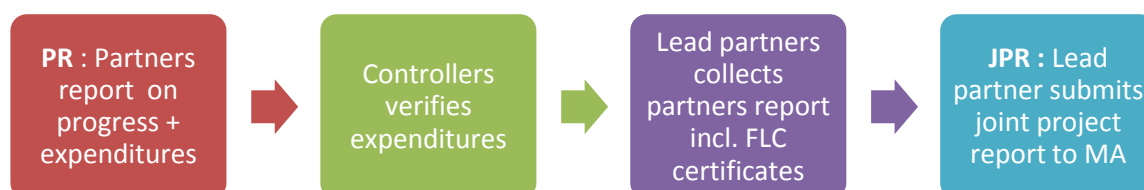
https://www.youtube.com/watch?v=rkQp05VDLpQ&list=PLleYZgDh1wiRGPp75QZKv0y_KdiDD-H8-&index=1

https://www.youtube.com/watch?v=uFvJ2thGCl0&index=2&list=PLleYZgDh1wiRGPp75QZKv0y_KdiDD-H8-

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

Please note that in the eMS platform as well as in several section of this factsheet:

- Partner report stands for progress partner’s report (PR), which is the report by the Partner, passed on to the First level controllers for certification of expenditures and afterwards to the Lead Partner.
- Project report stands for joint progress report of the project (JPR), which is the report by the Lead Partner to the Managing Authority, which includes also the information on progress and certified expenditures by all project partners.



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!



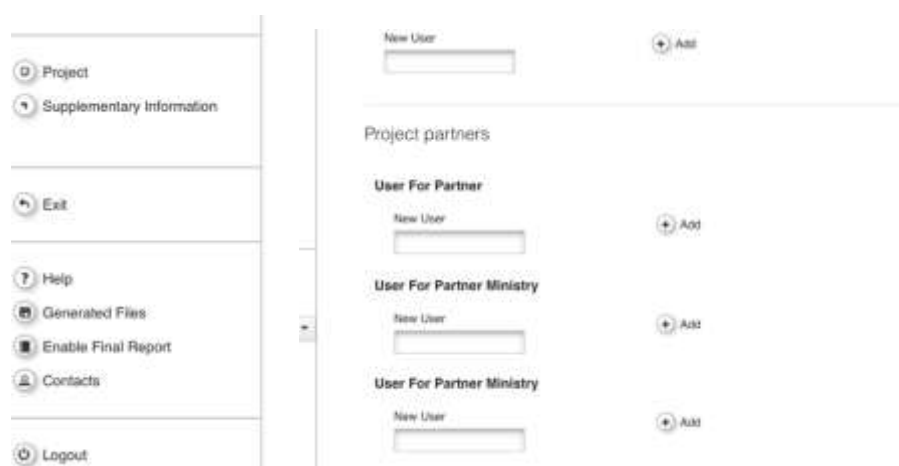
1.1.2 Assigning new users account for reporting (for LP and PPs).

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, who 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”.



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 ‘Project reports’. (for more detail see section “Project reports”)



Please note that only the periods for which the report can be generated are listed; partners have to generate only 1 report per period; eMs also gives the possibility to generate max 2 Partner Reports per Period (allowed only after authorization or formal request by the MA/JS).

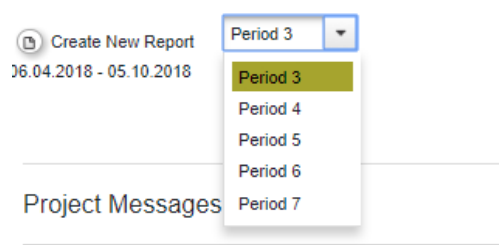
Example of 2 partner reports per period:

Period 2 (01/07-2018 - 31/12/2018)

Once project partners have closed their PR 1 (period 1), they shall open the 1st report for Period 2, (i.e. PR 2.1) (**specifying the period relates to 01/07-31/10/2018**), upload their expenditures incurred and paid and submit it to the national controllers (FLC).

Afterwards, the Lead Partner shall generate the JPR 2.1 specifying that it relates to the interim period 01/07- 31/10/2018 and collecting all partners' reports (PR) certified by FLCs .

The same procedure needs to be followed to open Partner Report 2.2 (**specifying the period 01/11-31/12/2018**) and the JPR 2.2 (By LP).



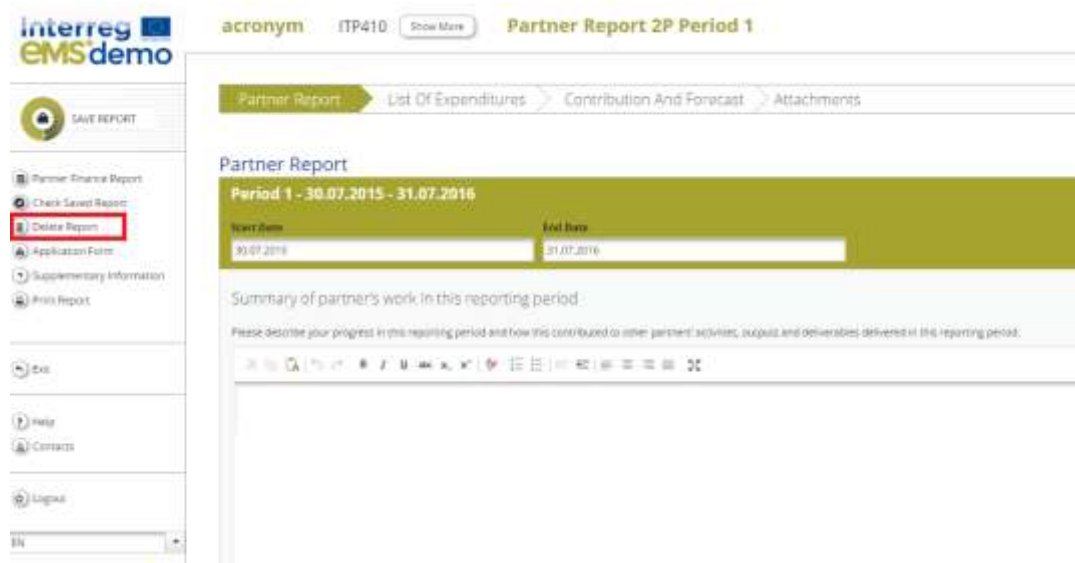
Each partner report (PR) is given a number that consists of a period number and a report number.

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.



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

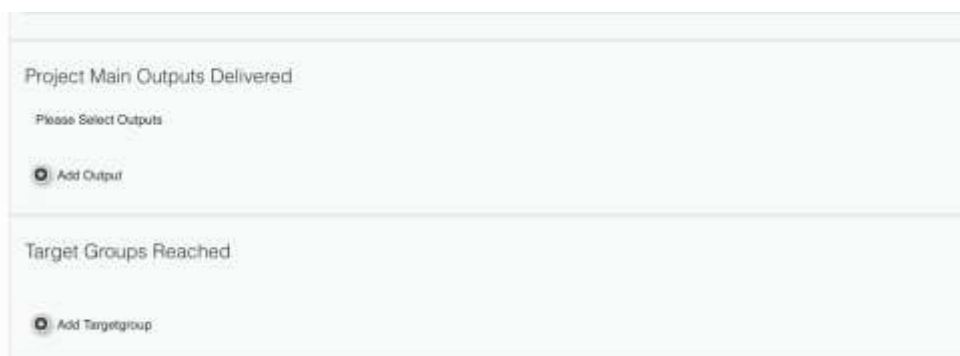
The ‘Partner report’ section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting per Work Package.

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’.



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)

<p>Please describe your contribution to the activities carried out in this reporting period</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p style="text-align: right; font-size: small;">200 Characters Remaining</p>	<p style="text-align: right;">Current Expenditure € 0.00</p> <p style="text-align: right;">Expenditure So Far € 20 228.95</p> <p>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</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p style="text-align: right; font-size: small;">200 Characters Remaining</p>
<p>Please choose deliverables you have contributed to and describe your contribution</p> <p>No records found.</p> <p><input type="button" value="Add Deliverable"/></p>	

T1 My Implementation 1 (05.2015 - 05.2017)

<p>Please describe your contribution to the activities carried out in this reporting period</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p style="text-align: right; font-size: small;">200 Characters Remaining</p>	<p style="text-align: right;">Current Expenditure € 0.00</p> <p style="text-align: right;">Expenditure So Far € 0.00</p> <p>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</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p style="text-align: right; font-size: small;">200 Characters Remaining</p>												
<p>Please choose deliverables you have contributed to and describe your contribution</p> <div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;"> D.T1.1.1 - My Deliverable T1.1.1 </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>Deliverable Description</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p style="text-align: right; font-size: small;">200 Characters Remaining</p> </td> <td style="width: 50%; padding: 5px;"> <p>Attachments</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="button" value="Deliverable Evidence"/></p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 20%;">Filename</th> <th style="width: 20%;">Filetype</th> <th style="width: 20%;">Date</th> <th style="width: 20%;">Uploaded By</th> <th style="width: 20%;">Options</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center; padding: 5px;">No records found.</td> </tr> </tbody> </table> </div> </td> </tr> </table> <p><input type="button" value="Remove"/></p>		<p>Deliverable Description</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p style="text-align: right; font-size: small;">200 Characters Remaining</p>	<p>Attachments</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="button" value="Deliverable Evidence"/></p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 20%;">Filename</th> <th style="width: 20%;">Filetype</th> <th style="width: 20%;">Date</th> <th style="width: 20%;">Uploaded By</th> <th style="width: 20%;">Options</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center; padding: 5px;">No records found.</td> </tr> </tbody> </table> </div>	Filename	Filetype	Date	Uploaded By	Options	No records found.				
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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: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> <small>2000 Characters Remaining</small>
Number of institutions applying new and/or improved tools and services	institutions	5,00	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> <small>1800 Characters Remaining</small>
Amount of funds leveraged based on project achievements	EUR	50.000,00	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> <small>2000 Characters Remaining</small>
Number of jobs created (FTE) based on project achievements	FTE	1,00	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> <small>2000 Characters Remaining</small>
Number of trained persons	Persons	30,00	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> <small>1800 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"/>	2000 Characters Remaining
Participants at project events	Number of stakeholders reached	1.000,00	<input type="text"/>	2000 Characters Remaining
Articles, TV/Radio News/Reportage, etc. on local and international press	Number of publications, radio/ video productions	500,00	<input type="text"/>	2000 Characters Remaining
Cross-border events, jointly organized by project partners	Number of joint events	2,00	<input type="text"/>	2000 Characters Remaining

Please always remember to save the report!

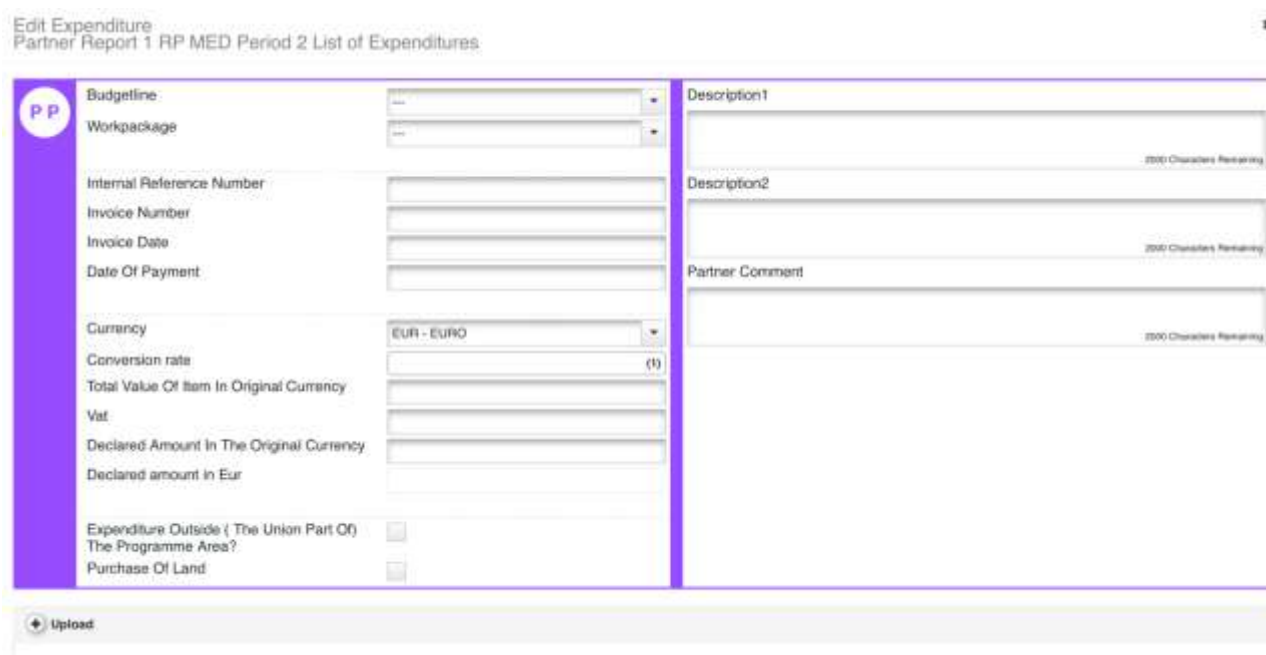
B. List of Expenditure Tab

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

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/pay-slip 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 (see "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 see "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 pay-slip costs. When reporting following monthly payment only the concerning pay-slip, 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).

Example: How to fill in “list of expenditures” for Equipment Costs.

(Clarification concerning “Total value of item in original currency” and “Declared amount in original currency”).

EQUIPEMENT COSTS EXAMPLE

- Total value of the equipment: 12.100 euro (VAT included not recoverable)
- of which VAT (e.g. 20%): 2.100 euro (not recoverable)
- depreciation rate accordingly to the national law: e.g. 20%, this mean that the total value is divided in 5 year
- period 1 (duration: months of the project period: e.g. 6 month):

In EMS:

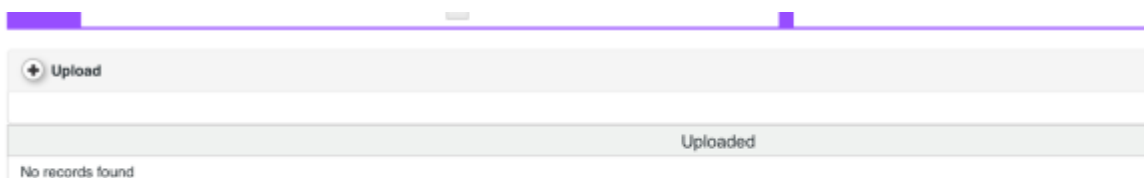
Total value of item in original currency : 12.100 euro (vat included)

VAT: 2.100 euro

Declared amount in original currency : 1.210 euro ($(12.100 \text{ €} * 20\%)/2$). This is the value that will be certified by FLC.

The above procedure shall be carried out also in the next project periods (2, 3, etc...)

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.



 Add

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

Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Total Expenditure Submitted To JS	View Report
Period 0 26-12-2016	26-12-2016	30-12-2016				
Period 1 26-12-2016	26-12-2016	19-06-2017				
Period 2 26-06-2017	26-06-2017	19-12-2017				
Period 3 26-12-2017	26-12-2017	19-06-2018				
Period 4 26-06-2018	26-06-2018	19-12-2018				
Period 5 26-12-2018	26-12-2018	31-12-2018				

Create Report For:

Claim preparation cost

Partner Reports

4

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 TROP	View Report	Certificate
Period 0 26-12-2016	26-12-2016	30-12-2016						
Report 0 1	26-12-2016	30-12-2016	Report FLC Certified	26-12-2016	Period 0 Report Report 1		#348836	
Period 1 26-12-2016	26-12-2016	19-06-2017						
Period 2 26-06-2017	26-06-2017	19-12-2017						
Period 3 26-12-2017	26-12-2017	19-06-2018						
Period 4 26-06-2018	26-06-2018	19-12-2018						
Period 5 26-12-2018	26-12-2018	31-12-2018						

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 preparat cost

Partner Reports

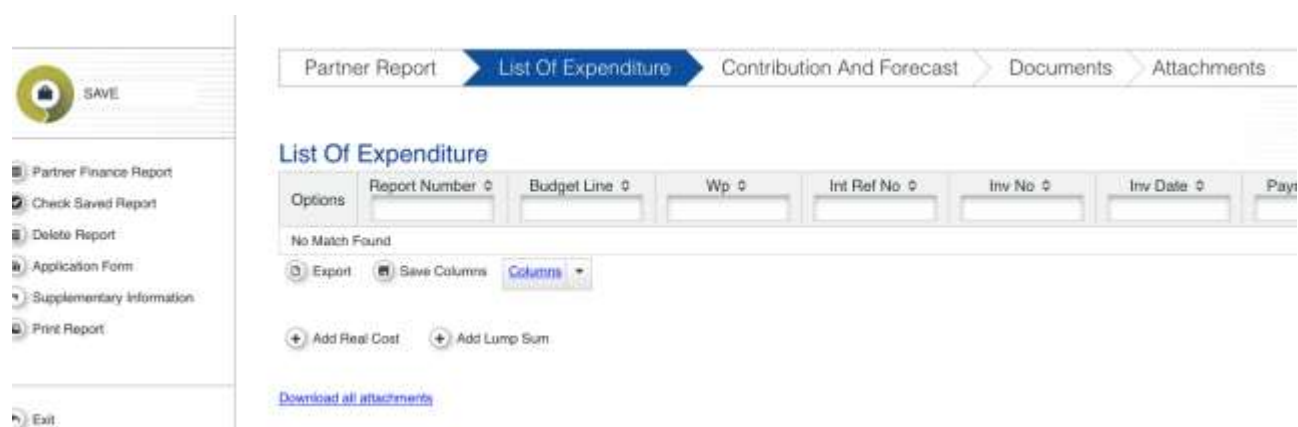
Caution!

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.



The screenshot shows the 'List Of Expenditure' tab selected in a breadcrumb navigation: Partner Report > List Of Expenditure > Contribution And Forecast > Documents > Attachments. On the left, a sidebar contains a 'SAVE' button and a menu with options: Partner Finance Report, Check Saved Report, Delete Report, Application Form, Supplementary Information, Print Report, and Exit. The main content area displays a table with columns: Options, Report Number, Budget Line, Wp, Int Ref No, Inv No, Inv Date, and Pay. Below the table, it states 'No Match Found' and provides 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'.

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	Min
2	Staff costs	M Management	08141	-		31.10.2014	Min

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/infoeuro/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



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 Fi #	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.

Programme Expenditure	Budget Total	Previously Reported/Declared by FLC	Currently Reported/Declared by FLC	Total Reported	Net Total Budget	Remaining Budget	Total Amount Declared by Partners	Total Amount Certified by FLC	Total Amount Included in Project Finance Report
Total Expenditure	€ 497 200,00	€ 0,00	€ 2 250,00	€ 2 250,00	€ 495 000,00	€ 494 750,00	€ 2 250,00	€ 2 250,00	€ 2 250,00
Internal MGR	€ 487 000,00	€ 0,00	€ 4 000,00	€ 4 000,00	€ 483 000,00	€ 483 000,00	€ 4 000,00	€ 4 000,00	€ 4 000,00
Partner Contribution	€ 10 200,00	€ 0,00	€ 750,00	€ 750,00	€ 9 450,00	€ 9 450,00	€ 750,00	€ 750,00	€ 750,00
Total Eligible Expenditure	€ 507 400,00	€ 0,00	€ 4 750,00	€ 4 750,00	€ 502 650,00	€ 502 650,00	€ 4 750,00	€ 4 750,00	€ 4 750,00

Budgetline	Partner Total Budget	Previously Reported/Declared by FLC	Currently Reported/Declared by FLC	Total Reported	Net Total Budget	Remaining Budget	Total Amount Declared by Partners	Total Amount Certified by FLC	Total Amount Included in Project Finance Report
Staff costs	€ 200 000,00	€ 0,00	€ 1 000,00	€ 1 000,00	€ 199 000,00	€ 199 000,00	€ 1 000,00	€ 1 000,00	€ 1 000,00
Office and administration	€ 40 000,00	€ 0,00	€ 150,00	€ 150,00	€ 39 850,00	€ 39 850,00	€ 150,00	€ 150,00	€ 150,00
Travel and accommodation	€ 200 000,00	€ 0,00	€ 0,00	€ 0,00	€ 199 950,00	€ 199 950,00	€ 0,00	€ 0,00	€ 0,00

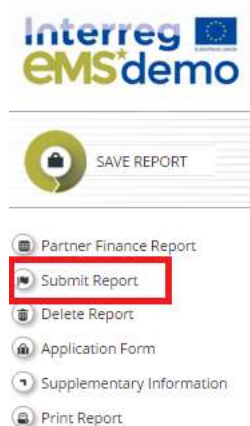
Submitting a Partner Report

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

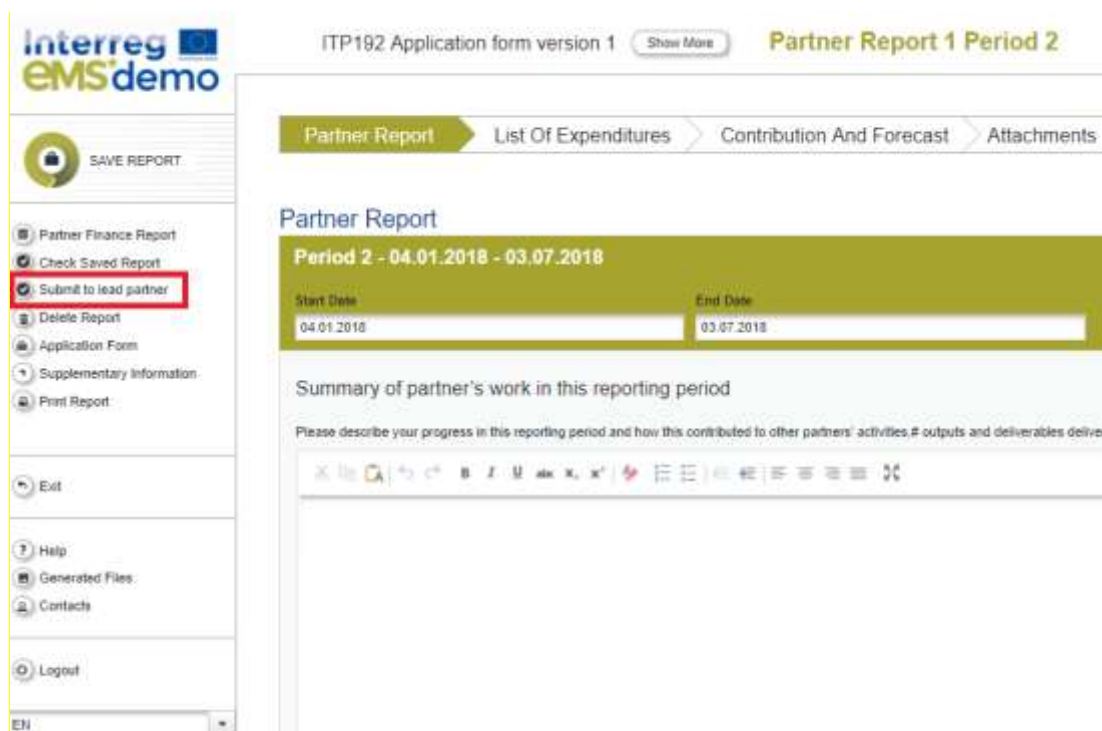
Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared (EDF)
Period 1 09.06.2016 - 09.06.2018						
Report 1.1	09.06.2016	09.06.2018	Report FLC Certified	09.06.2016	Period 1 Project Report 1	Report submitted, FLC certified and included in submitted project report
Report 1.2	09.06.2016	09.06.2018	Report Submitted	27.06.2016	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.

Submission of partner reports to Lead Partner (in case of no expenditure)

It is possible to generate a zero partner report, which will be submitted to the LP and not to the FLC. The partner generates a report in the same way as any other partner report and as long as the List of Expenditure remains empty he/she can see a button 'Submit to lead partner'



Partner can fill out all the content fields of the report as well as forecast and submit to LP.

Submission to Lead Partner means that the report is not validated by the FLC and no certificate has been issued. Lead Partner has access to partner content information and forecast and can use it when preparing the project report, even if it cannot attach any FLC certificate linked to that report.

Submitted partner report is not editable but can be reverted by LP if needed (in case of Mistake). See section 1.2.7 “Reverting Procedure”

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 Date	Report End	Status	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report
Period 01.01.2016 - 31.06.2016							
Report 1.1	01.07.2016	01.06.2016	Report F (a) Certified	10.06.2016	Period 1 Project Report 1	€ 1.000,00	
Period 1.01.01.2016 - 31.12.2016							
Report 1.1	01.07.2016	31.12.2016	Report F (a) Certified	10.06.2016	Not Included	€ 31.000,00	
Period 2.01.01.2017 - 30.06.2017							
Period 2.01.01.2017 - 31.12.2017							
Period 3.01.01.2018 - 30.06.2018							
Period 3.01.01.2018 - 31.12.2018							
Period 4.01.01.2019 - 31.12.2019							

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	€ 37.145,00	€ 1.200,00	€ 21.000,00	€ 22.200,00	59,80%	€ 15.945,00	€ 22.200,00	€ 21.000,00	€ 1.200,00
Of which ERDF	€ 107.145,00	€ 1.200,00	€ 20.800,00	€ 22.000,00	10,30%	€ 120.945,00	€ 22.000,00	€ 21.000,00	€ 1.000,00
Partner co-financing	€ 36.275,00	€ 0,00	€ 1.200,00	€ 1.200,00	3,31%	€ 35.075,00	€ 1.200,00	€ 0,00	€ 1.200,00
Total eligible expenditure	€ 146.390,00	€ 1.200,00	€ 22.200,00	€ 23.400,00	16,00%	€ 122.990,00	€ 23.400,00	€ 21.000,00	€ 1.400,00

Partner expenditure per budgetline

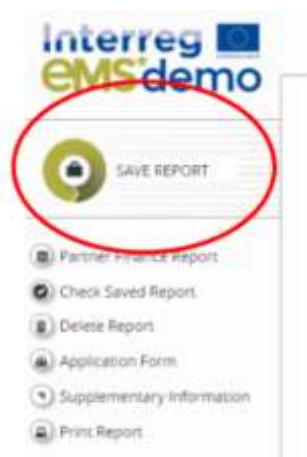
Budget line	Partner total budget	Previously reported (certified by CA)	Previously reported (total amount declared by partners)	Total reported	% of total budget	Remaining budget	Total amount declared by partners	Total amount validated by controller	Total amount included in project finance report
BL1 Staff costs	€ 33.517,00	€ 0,00	€ 21.000,00	€ 21.000,00	62,68%	€ 12.517,00	€ 0,00	€ 21.000,00	€ 0,00
BL2 Office and admin.	€ 3.777,00	€ 0,00	€ 0.000,00	€ 0.000,00	0,00%	€ 3.777,00	€ 0,00	€ 0.000,00	€ 0,00
BL3 Travel and accom.	€ 0.000,00	€ 0,00	€ 0.000,00	€ 0.000,00	0,00%	€ 0.000,00	€ 0,00	€ 0.000,00	€ 0,00
BL4 Contractual and services	€ 22.000,00	€ 1.000,00	€ 0.000,00	€ 0.000,00	0,00%	€ 21.000,00	€ 0.000,00	€ 0.000,00	€ 1.000,00
BL5 Equipment	€ 10.000,00	€ 0,00	€ 0.000,00	€ 0.000,00	0,00%	€ 10.000,00	€ 0,00	€ 0.000,00	€ 0,00
BL6 Inform. and comm.	€ 0.000,00	€ 0,00	€ 0,00	€ 0,00	0,00%	€ 0.000,00	€ 0,00	€ 0,00	€ 0,00
Total	€ 146.390,00	€ 1.200,00	€ 22.200,00	€ 23.400,00	16,00%	€ 122.990,00	€ 23.400,00	€ 21.000,00	€ 1.400,00
Not included	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00%	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure	€ 146.390,00	€ 1.200,00	€ 22.200,00	€ 23.400,00	16,00%	€ 122.990,00	€ 23.400,00	€ 21.000,00	€ 1.400,00

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 Project report (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.

Select Role

Lp

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						

 Create Report For

09.06.2018 - 09.06.2018

Period 2

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 ERDF	View Report	Certificate
Period 1 29.09.2015 - 29.09.2017								
Report 1.1	29.09.2015	29.09.2017	Report FIC Certified	13.05.2016	Period 1 Project Report 1	€ 210.82		
Period 2 30.09.2017 - 30.09.2018								
Report 2.1	30.09.2017	30.09.2018	Report FIC Certified	15.05.2018	Period 2 Project Report 1	€ 194.38		
Period 3 01.10.2018 - 30.09.2019								
Report 3.1	30.09.2018	01.10.2019	Report FIC Certified	06.09.2019	Period 4 Project Report 1	€ 1120.12		
Report 3.2	30.09.2018	29.09.2019	Report FIC Certified	06.09.2019	Period 4 Project Report 1	€ 1099.64		
Period 4 30.09.2019 - 30.09.2020								
Report 4.1	30.09.2019	29.09.2020	Report FIC Certified	02.06.2019	Not included	€ 1084.55		

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.

Project Progress Report
Period 2 - 01.01.2019 - 31.12.2019

Start Date: 01.01.19 End Date: 31.12.19

Highlights Of Main Achievements

Description:

List Of Partner P/c Certificates

Partner Abbreviation	Number OF FLC Certificate	Desc OF FLC Certificate	Total Expenditure Certified By FLC	Include in Project Financial Report	Total Partner Expenditure Included	Co-Financing Source	Co-Financing Rate(%)	Total Partner E R D P Included	Total Partner I P A I I Included	Total Part
IP1000	11	000000	€ 1.000,00	0	€ 1.000,00	000	00,00 %	€ 1.000,00	€ 0,00	

Overview of project main outputs achievement

Project contribution to programme output indicators	Sum Of Output Indicator Target	Sum Of Activated Output Indicator Reported So Far	Project Main Output Indicator Number	Project Main Output Title	Project Main Output Quantification Target	Planned Delivery	Activated So Far	Last Of Achievement
Number of strategies and action plans developed and/or implemented for strengthening mobility	40		000	11 01	Per Subject	400	000	not started

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 groups reached in previous reporting periods	Target groups reached in this reporting period	Source Of Verification	Description of the target group involvement	Target groups reached as per values (in %)
Infrastructure and public service provider	0.00	0.00	0.00			
Higher education and research	0.00	0.00	0.00			
Business support organisations	0.00	0.00	0.00			

Problems And Solutions Found

Please describe (if applicable) problems and solutions found during the reporting period as regards objectives, outputs, results, partnership development and cooperation dynamics, investments, etc.

Navigation icons: back, forward, search, etc.

Interreg - Italy-Albania-Montenegro - Reporting - 2014-2020 - Results

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 Principles Declaration

Horizontal Principles	Contribution in this Reporting Period	Description Of The Contribution
Sustainable development	<input type="checkbox"/> No contribution <input checked="" type="checkbox"/> Additional positive effects <input type="checkbox"/> Not clear/justified	
Equal opportunities and non-discrimination		
Equality between men and women	<input type="checkbox"/> No contribution <input checked="" type="checkbox"/> Additional positive effects <input type="checkbox"/> Not clear/justified	

Fully implemented

Implemented:

Not implemented:

Reporting Per Workpackage Overview

ID	Start	End	Type	Manager	Title
302	Jan-2016	Jan-2016	management	Management	
303	Jan-2016	Jan-2016	implementation	Management	

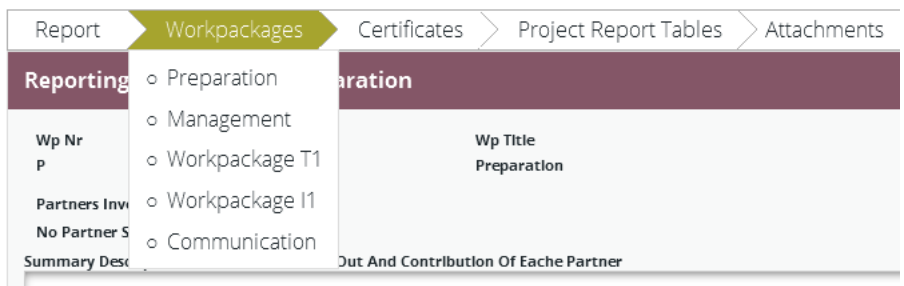
Please always remember to save the report!



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
2461	wrz.2015	wrz.2019	management
2462	wrz.2015	wrz.2019	implementation
2463	wrz.2015	wrz.2019	investment
2464	wrz.2015	wrz.2019	communication

Save

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



The screenshot displays a web-based reporting form. At the top left, there is a dropdown menu labeled 'Management work' which is currently open, showing a list of options: Preparation, Management, Strategy and Action plan development and implementation, Pilot implementation, Investment čalsdkföla, Investment XYDDSDf, and Communication. Below the dropdown, there is a table with columns for 'date', 'Status', and 'Expenditure - cu'. The 'date' column shows '2015', the 'Status' column has a dropdown menu with 'not started' selected, and the 'Expenditure - cu' column shows '€ 5.00'. Below the table, there are three text input fields with instructions: 'Please describe the progress in the current reporting period and explain how partners were involved in the activities (who did what). For thematic and communication work packages, please explain how target groups (and other stakeholders) were involved in the activities and development of the project outputs.', 'If applicable, please describe and justify any problems and deviations including delays from the work plan as presented in the application form and the solutions found.', and 'Please describe the progress of activities and deliverables achieved in the current reporting period.' At the bottom, there is a table with columns for 'Activity Title', 'Start month', 'End month', and 'Sta'. The first row shows 'Start-up activities' with '07.2015' for start month and '08.2015' for end month. Below this table, there is a dropdown menu with 'D.M.1.1' selected.

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).

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

Management work package

No	Title	Start date	End date	Status	Expenditure - current report	% of expenditure reported so far
M	Management	Jul 2015	Jun 2016	<input type="text" value="proceeding according to work plan"/> <ul style="list-style-type: none"> not started completed proceeding according to work plan behind schedule ahead of schedule 	4 24,835,00	6,69 %

Involved partners

Abbreviation	Name
ABC	Ministero ABC (Lead Partner)
DEF	Ministero DEF
GHI	Min. IGI
JKL	Gruppo KLM

Please describe the progress in the current reporting period and explain how partners were involved in the activities (who did what). For thematic and communication work packages, please explain how target groups (and other stakeholders) were involved in the activities and development of the project outputs.

If applicable, please describe and justify any problems and deviations including delays from the work plan as presented in the application form and the variations found.

Please describe the progress of activities and deliverables achieved in the current reporting period.

Activity Title	Start month	End month	Status
Start-up activities	07 2015	08 2016	<input type="text" value="proceeding according to work plan"/> <ul style="list-style-type: none"> not started completed proceeding according to work plan behind schedule ahead of schedule

Deliverable Title	Deliverable description	Planned delivery month	Status
Subsidy Contract signed	Subsidy contract signed between MR and LP	07 2016	<input type="text" value="proceeding according to work plan"/> <ul style="list-style-type: none"> not started completed proceeding according to work plan behind schedule ahead of schedule

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 (contribution for the entire project including current period)	Upload output documentation (output not ahead of investment report)
71.1 Strategic benchmark	Lead value identification process. Performance indicator: number of strategies developed and implemented for improved energy efficiency and renewable energy use in public infrastructures.	5.0.2.1 - Number of strategies and action plans developed and implemented for improved energy efficiency and renewable energy use in public infrastructures.	Mar 2017	1,00	1,00	<input type="text" value="proceeding according to work plan"/> <ul style="list-style-type: none"> not started completed proceeding according to work plan behind schedule ahead of schedule 	<input type="checkbox"/> Attached File (1) <input type="checkbox"/> Basic Attachment	
71.2 Action Plan	Lead value identification process. Performance indicator: number of tools and services developed and implemented for improved energy efficiency and renewable energy use in public infrastructures.	5.0.2.1 - Number of tools and services developed and implemented for improved energy efficiency and renewable energy use in public infrastructures.	Mar 2017	1,00	1,00	<input type="text" value="proceeding according to work plan"/> <ul style="list-style-type: none"> not started completed proceeding according to work plan behind schedule ahead of schedule 	<input checked="" type="checkbox"/> Upload	

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.

Communication objectives: What is the progress toward the communication objectives as defined in the application form? The level of achievement should be cumulative. However, the explanation should describe the achievements in this reporting period.

Influence attitude and behavior

Description: Lead value identification process. Performance indicator: number of strategies developed and implemented for improved energy efficiency and renewable energy use in public infrastructures.

Level of achievement:

- not achieved
- to a large degree
- fully achieved**
- to a large degree
- not achieved

Acquire expertise and increase knowledge

Description: Lead value identification process. Performance indicator: number of tools and services developed and implemented for improved energy efficiency and renewable energy use in public infrastructures.

Level of achievement:

- not achieved
- to a large degree
- fully achieved
- to a large degree
- not achieved

C. Adding FLC Certificates to the Project Report

Financial reporting is done based on FLC certificates. **All available FLC certificates could be included in the current 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. It is possible for programmes, however, to add error checks in the validation plugin.

A Project report can be closed also without any 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 ERDF Included
ILP	1.1	31.05.2016	€ 126 638.96	<input checked="" type="checkbox"/>	€ 126 637.78	ERDF	85.00 %	€ 107 642.11
	1.1	31.05.2016	€ 196.79	<input checked="" type="checkbox"/>	€ 195.73	ERDF	85.00 %	€ 167.87

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](#)

- PP1 Certificate 2
- 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	Descr
1	BL1 Staff costs	M Management	54	554	06/09/2016	13/09/2016	staff 3 Per period 1	
1	BL2 Office and admin.	M Management		FR	N/A FR	N/A FR		
1	BL3 Travel and accom.	M Management	45	45	02/08/2016	01/09/2016	travel to kick off	
1	BL4 External exp. and services	T1 Strategy and Action plan development and implementation	554	552	01/08/2016	13/09/2016	analysis , Mr. djf. 3 days	
1	BL5 Equipment	T2 Pilot implementation	554	55455	04/09/2016	13/09/2016	IT Equipment for Pilot action	

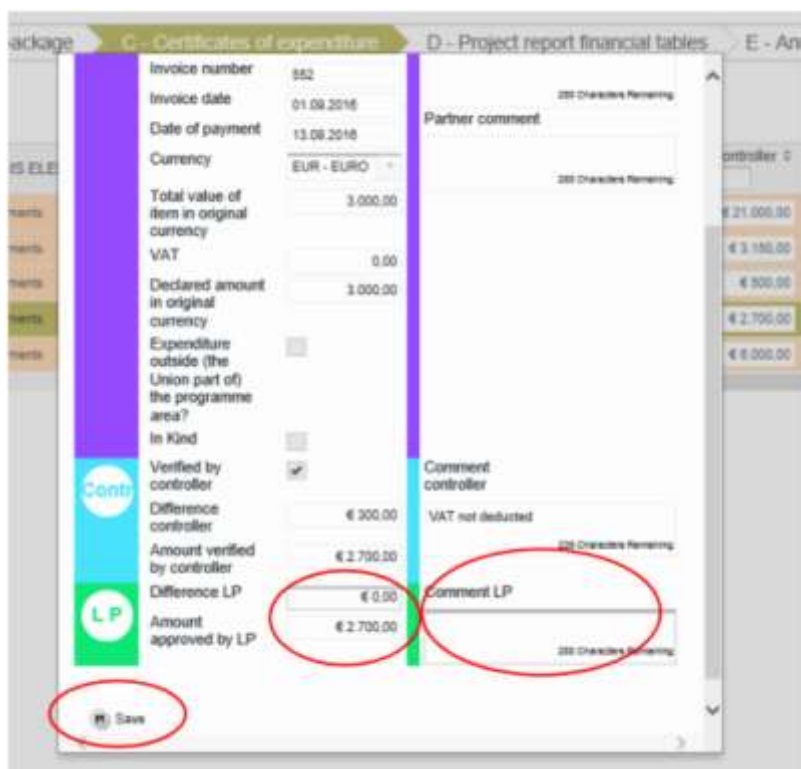
Export Save columns Columns

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	€ 6.000,00		€ 0,00	€ 6.000,00	

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!



Amount
€ 21.000,00
€ 3.150,00
€ 900,00
€ 2.700,00
€ 6.000,00

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.

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 co-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 controller	Total amount included in financial report
Total co-financing	€ 4 677 246.00	€ 1 280.00	€ 20 880.00	€ 21 860.00	0.46%	€ 4 655 386.00	€ 20 880.00	€ 20 880.00	€ 20 880.00
Of which ERDF	€ 4 457 246.00	€ 1 280.00	€ 20 880.00	€ 22 860.00	0.51%	€ 4 436 386.00	€ 20 880.00	€ 20 880.00	€ 20 880.00
Partner co-financing	€ 110 000.00	€ 0.00	€ 0.00	€ 0.00	0.00%	€ 110 000.00	€ 0.00	€ 0.00	€ 0.00
Total eligible expenditure	€ 4 787 246.00	€ 1 280.00	€ 20 880.00	€ 23 860.00	0.50%	€ 4 763 386.00	€ 20 880.00	€ 20 880.00	€ 20 880.00



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 controller	Total amount included in financial report
8.1 Staff costs	€ 224 987.81	€ 0.00	€ 21 000.00	€ 21 000.00	0.00%	€ 203 987.81	€ 21 000.00	€ 21 000.00	€ 21 000.00
8.2 Office and admin.	€ 32 745.74	€ 0.00	€ 1 700.00	€ 1 700.00	0.00%	€ 31 045.74	€ 0.00	€ 1 700.00	€ 1 700.00
8.3 Travel and accom.	€ 23 633.78	€ 0.00	€ 800.00	€ 800.00	2.50%	€ 22 833.78	€ 0.00	€ 800.00	€ 800.00
8.4 External exp. and services	€ 96 600.00	€ 1 000.00	€ 2 700.00	€ 4 200.00	4.35%	€ 92 400.00	€ 0.00	€ 2 700.00	€ 2 700.00
8.5 Equipment	€ 34 000.00	€ 0.00	€ 0.00	€ 0.00	0.00%	€ 34 000.00	€ 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.

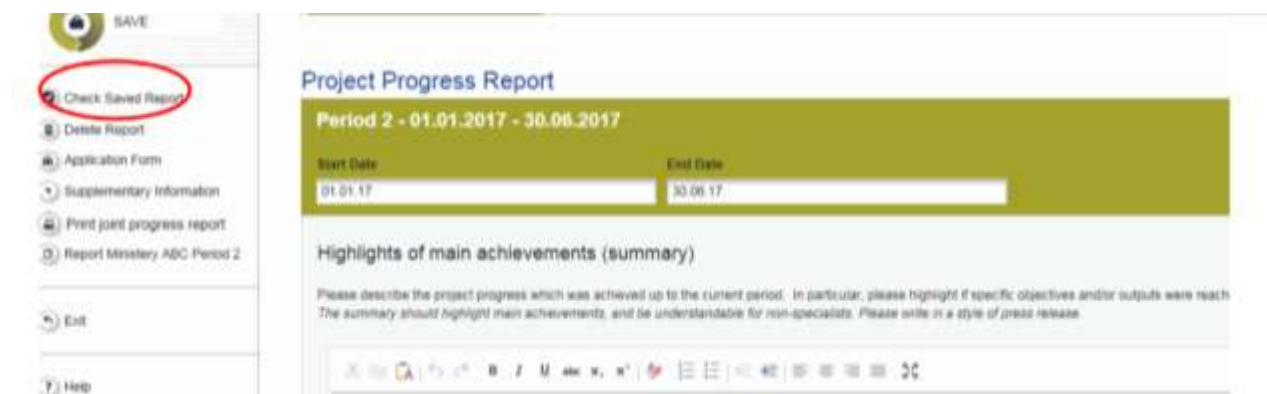
Upload

Attachments

Filename	Filetype	Date	User	Description
No records found				

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”.

After submission, the Lead Partner can see the report but can't modify it anymore.

A new project report can be opened once the previous one has been submitted to JS. More than one project report can be submitted per period.

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.

Joint progress report

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 0 01.07.2016 - 01.06.2016						
Report 0.1	01.07.2016	01.06.2016	Report Submitted	15.08.2016	€ 1.000,00	
Period 1 01.07.2016 - 31.12.2016						
Report 1.1	01.07.2016	31.12.2016	Report In Progress	In Progress	€ 0,00	
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						

Project expenditure summary

Programme or Budgetline	Project total budget	Previously reported (certified by CA)	Currently reported	Total reported	% of total budget	Remaining budget	Total amount declared by partners	Total amount certified by controller	Total amount included in project finance report
Total expenditure	€ 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
Structure 0002	€ 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
Partner for financing	€ 700.000,00	€ 0,00	€ 0,00	€ 0,00	0,00%	€ 700.000,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure	€ 1.107.000,00	€ 1.000,00	€ 0,00	€ 1.000,00	0,09%	€ 1.106.000,00	€ 1.000,00	€ 1.000,00	€ 1.000,00

Project expenditure per budgetline

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 certified by controller	Total amount included in project finance report
B.1 INF costs	€ 224.977,01	€ 0,00	€ 0,00	€ 0,00	0,00%	€ 224.977,01	€ 0,00	€ 0,00	€ 0,00
B.2 INF non-capital	€ 22.780,14	€ 0,00	€ 0,00	€ 0,00	0,00%	€ 22.780,14	€ 0,00	€ 0,00	€ 0,00
B.2 Travel and accom.	€ 23.432,75	€ 0,00	€ 0,00	€ 0,00	0,00%	€ 23.432,75	€ 0,00	€ 0,00	€ 0,00
B.4 External exp. and services	€ 68.600,00	€ 1.000,00	€ 0,00	€ 1.000,00	0,01%	€ 67.600,00	€ 1.000,00	€ 1.000,00	€ 1.000,00

1.2.7 Reverting Procedure

The Lead Partner can revert partner reports back to the First level Control (FLC) or to the Project Partner (PP).

This might be necessary in case he/she notices a mistake, which is not in his/her authority to correct.

This procedure is done through the table “**List of Partner FLC Certificates**” (see below) that is in the Joint Progress Report.

List Of Partner Flc Certificates

Total Partner E R D F Included	Total Partner I P A I I Included	Total Partner E N I 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

Typology of Mistakes & related procedures to correct them

Mistakes concerning descriptive sections (es: summary of report, deliverable/activity description, etc)

In case of Mistakes concerning descriptive section, LP can revert partner reports back to PP clicking the button “**Revert From LP To PP**” in the table “List of Partner FLC Certificates” section “Revert”.

In this case the PP will only have the possibility to edit descriptive sections in that report. List of expenditure (budget lines verified by FLC) cannot be modified.

Mistakes concerning budget lines verified by FLC

In case of Mistakes concerning expenditures verified by FLC (es: amount of budget; budget lines; etc.) LP have to revert partner reports back to FLC clicking the button “**Revert From LP To FLC**”.

Then FLC needs to untick the “verified by FLC” flag of the expenditures in which the mistake occurred. Then, FLC have to revert the report back to the partner. Only then, PP can modify the budget.

In this option PP can also modify Descriptive section.

In this option, 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 certify the report again.

Mistakes strictly related to FLC activities

In case of Mistakes strictly related to FLC activities (document missing, expenditure verified for error, ...), LP have to revert partner reports back to FLC clicking the button “**Revert From LP To FLC**”. Then FLC can correct mistake or add data/document missing.

In this option, reverting the report to FLC means that the FLC needs to certify the report again but no corrections from the Partner are necessary.