Interreg
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Interreg IPA South Adriatic
(Italy–Albania–Montenegro 2021-2027)

JEMS MANUAL

PARTNER REPORTING

Current version	02
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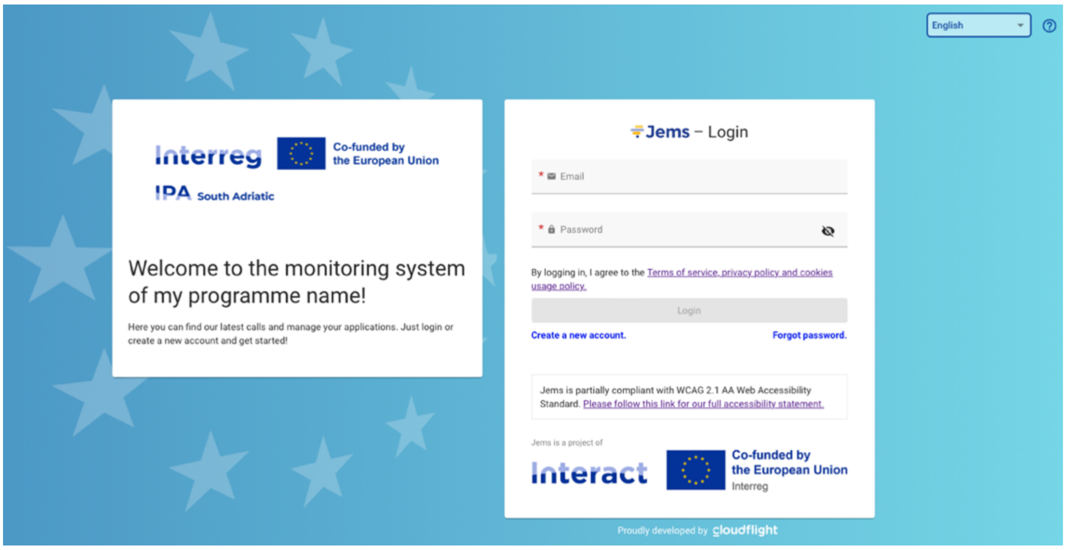
General Information

This manual provides beneficiaries of projects, approved under Interreg IPA South Adriatic 2021-2027, with practical procedures to be performed in Jems during the implementation phase:

- **Partner Reporting**

- URL of Interreg IPA South Adriatic Jems: **https://jems.southadriatic.eu/**
- Use your email and password to Log-in;
- In case you forgot your password click on "Forgot password" button or contact: jems@southadriatic.eu



- The usage of up-to-date web browsers (Google Chrome, Microsoft Edge, Mozilla Firefox) is recommended;
- Jems Interreg IPA South Adriatic runs in English language only;

1. Partner Reports

<u>The Jems partner report section is available for approved projects with the status “**Contracted**”.</u>

Users with the project privilege “**edit**” for a dedicated partner organisation are able to create/edit and submit partner reports. This chapter explains the steps to be taken so to complete the sections of the partner report.

Newly created partner reports take data from the last approved version of the AF. If modifications of the AF occur in between two reports, the information provided in past reports will remain static and changes will be taken into account only in the future reports.

1.1 Access to the partner report section

When a partner user has been assigned with edit rights of its partner organisation within the project privileges overview, it can create partner reports within its own dedicated section.

- From the “**Dashboard**” select the project for which you would like to fill in the partner report and click to open.
- Select “**Reporting**” in the left menu to get to the reports of the dedicated PP.

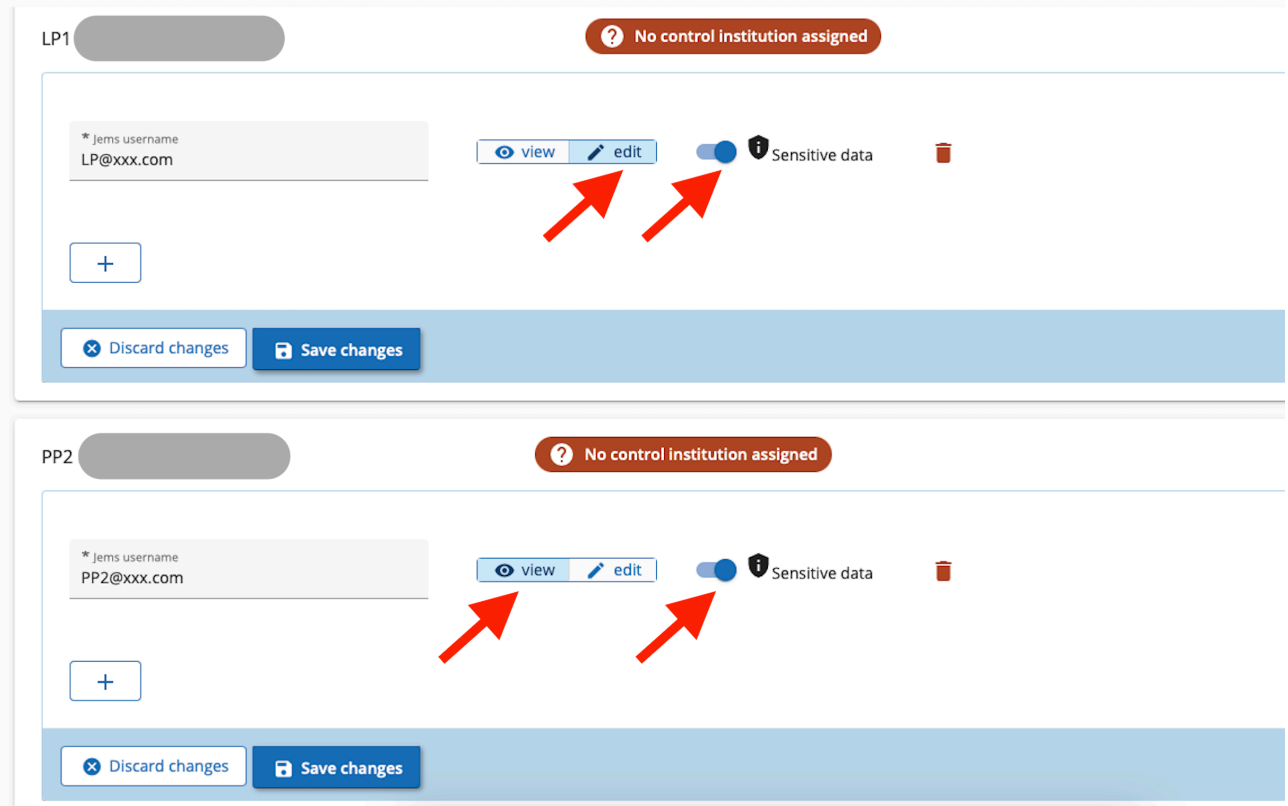
The user has access to the partner reports of the partner institution according to the settings in the “Project privileges”. For example, to have access to PP2 reports, the user needs to be added to PP2 with view/edit rights.

ATTENTION!

See factsheet "**Jems Manual Contracting and privileges**", published on our website, for more details on partner setting procedures.

In order to fulfil the LP tasks and do the reporting on project level, the LP should have view access to the partner reports of all PP.

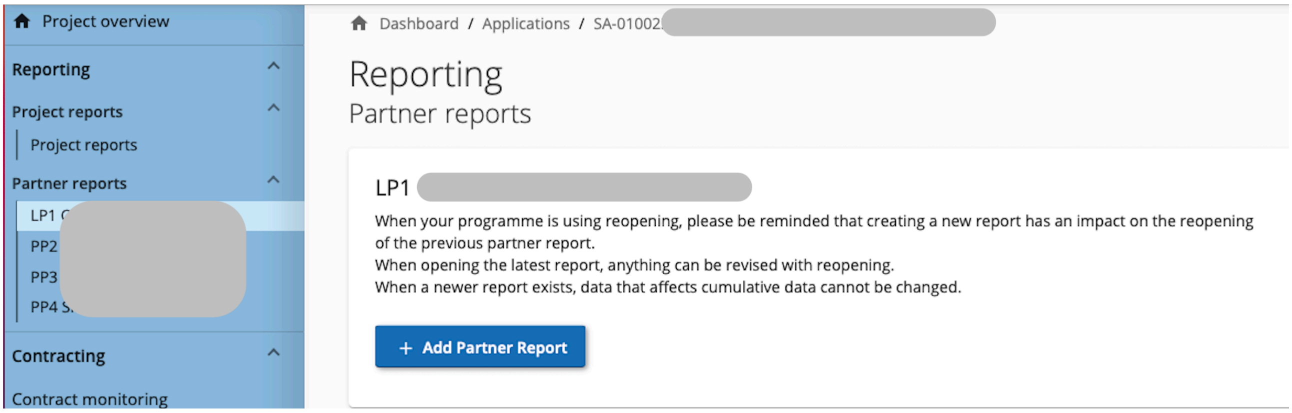
Please carefully check the settings for access to General Data Protection Regulation (GDPR) sensitive data in the "Project privileges".



If a project modification (i.e. new version of the AF) is approved, modified items will only be shown in the partner report(s) created after approval of the modification, but not in partner reports which are in draft or submitted status at the time of approval of the modification.

1.2 Create a partner report

- Select the PP from the left menu and click to open the partner specific reporting section. To create a partner report, click on **“+ Add Partner Report**”.



- Only users with “**edit**” privilege can create a partner report.

Consider that the last approved AF version at the moment of creation is the reference basis for the partner report. Ongoing modifications will have no impact on the data in existing reports.

The partner report is created and automatically numbered R.1 (ID in ascending order R.1, R.2, R.3, etc). The partner report ID does not reflect the reporting period. There are no restrictions in Jems for the number of reports to be created. **In any case it is strongly suggested to open at least one partner report per each semester.**

Only the SSPs are invited to not submit partner report with 0,00 € expenditures.

Remind that only the last report (if it is a draft) can be deleted from the overview.

Similar as for the AF partner list, the partner reporting section also indicates which PP has been deactivated through a project modification (i.e. in case of partner withdrawal). Partner reports can still be created by deactivated PP.

The partner report is divided in different sections accessible through tabs at the top:

- Report identification
- Work plan progress

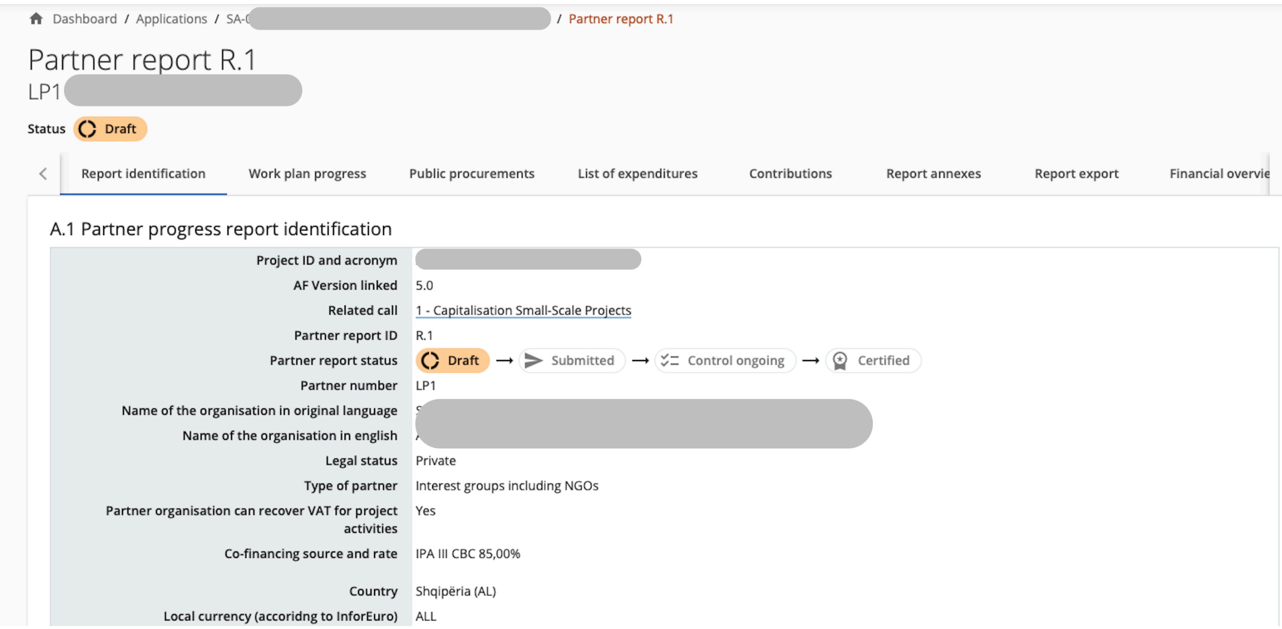
- Public procurements
- List of expenditures
- Contributions
- Report annexes
- Report export
- Financial overview
- Submit

To go back to the partner report overview, click on the PP under "**Partner reports**" in the left menu.

The partner report overview provides information on the partner report ID, the current status (Draft – Submitted – Control ongoing – Certified), the reporting period (once selected in the "Report identification"), the date of report creation and the date when the report was submitted for the first time.

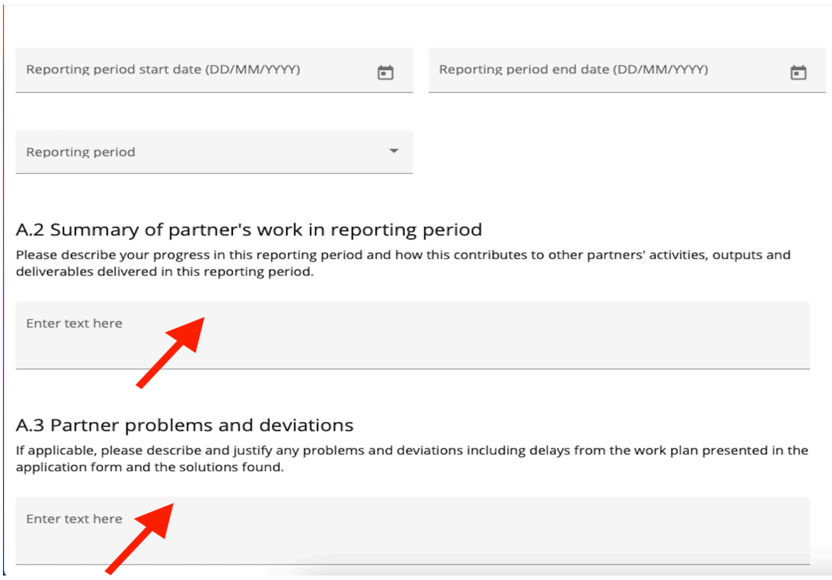
1.3 "Report Identification" section

Creating a partner report will lead you automatically to the first tab called "partner progress report identification".



Key information is taken from the AF version valid at the moment of the partner report creation. The AF version to which the partner report is linked is displayed in the partner reports overview section.

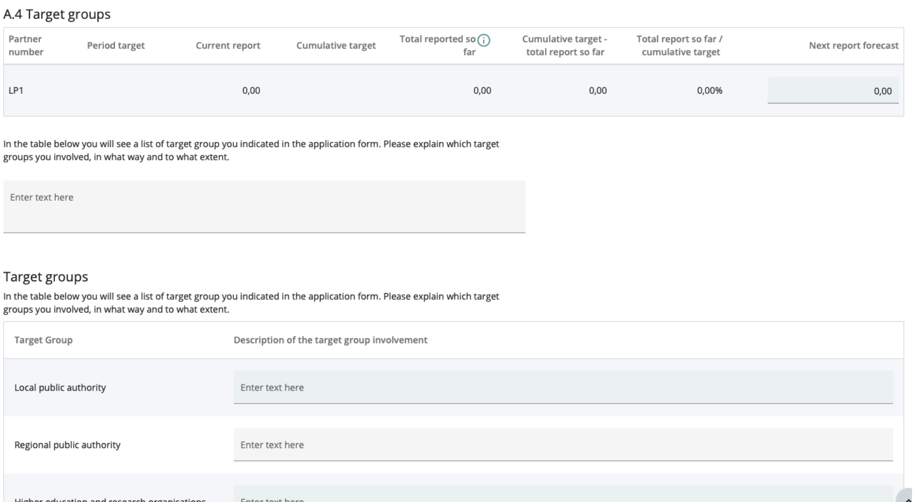
- The partner report status is indicated.
- The partner report should be linked to a reporting period (drop down menu).
- The reporting period start and end dates should be defined.



A summary description on the partner achievements in the reporting period should be provided. Describe your progress in this reporting period and how this contributed to other partner's activities, outputs and deliverables in this reporting period. The information will not only be used by the LP for drafting the project report but also by the controllers for verifying the expenditure related to these activities. Please consider any remarks/recommendations provided by the LP.

If applicable, describe and justify any problems and deviations including delays from the work plan presented in the AF and the solutions found.

Information on the involvement of target groups should be described. The listed target groups are based on the target groups specification in the last approved AF.



The partner spending profile gives an overview on the spending targets and reported expenditure. Deviations can be explained in the textbox below the overview table. A forecast on the expected spending in the next reporting period should be filled in.

A forecast on the expected spending in the next reporting period can be filled in.

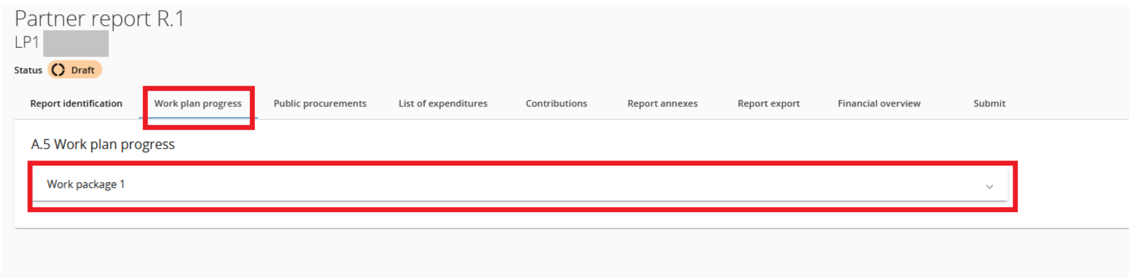
The information in the column “**Current report**” is automatically updated upon submission of the partner report.

Save changes before moving on to the next section.

1.4 “Work plan progress” section

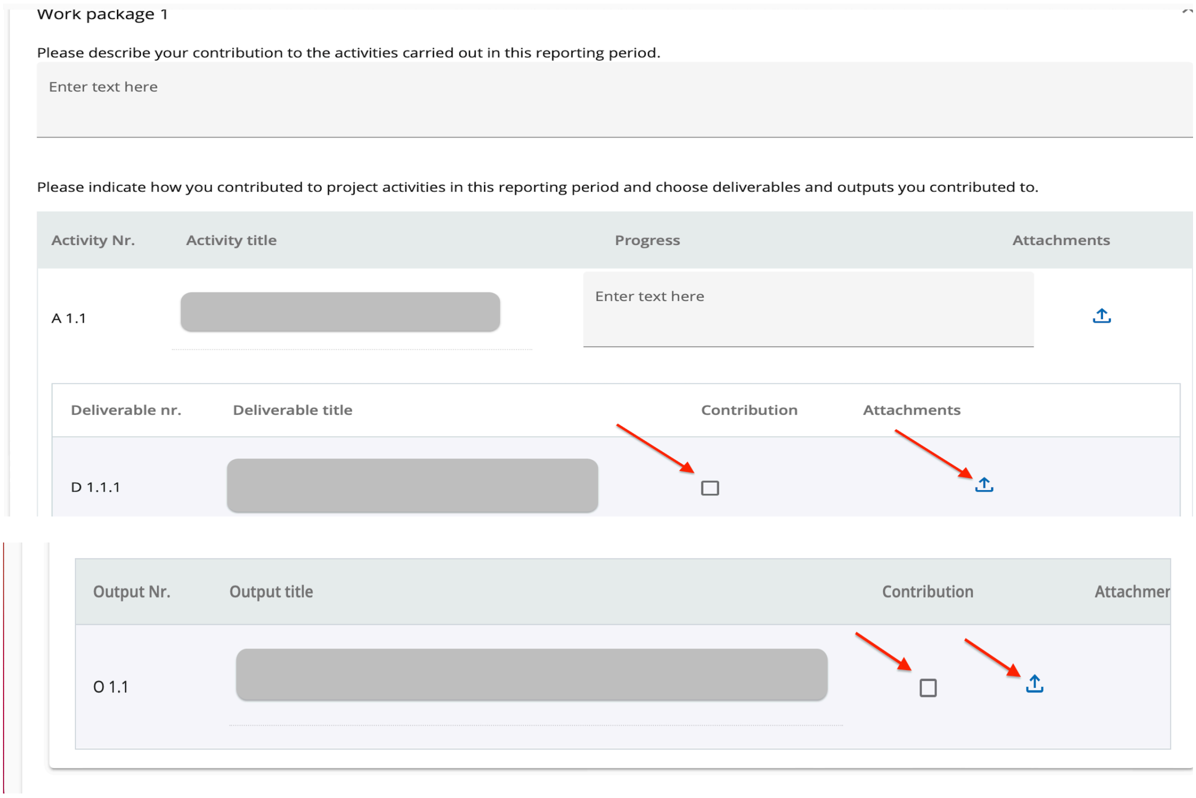
The second tab “**work plan progress**” takes the work plan related data from the last approved AF, organized per work packages.

Describe your contribution to each work package during the reporting period. Click on the work package to unfold it for reporting on activities, deliverables and outputs under this WP. To fold the detailed view again, click on the work package or the “**^**” icon in the top right corner.



First, the partner’s contribution to the work package in the reporting period should be described. Then information on the progress of an activity should be provided.

The information will be used by both: the controller and the LP. For the controller it is relevant for verifying the expenses related to these activities.



Please fill in all the editable sections related to the Activities, deliverables, and outputs performed and achieved by you during the reporting period; please flag the corresponding icon (as indicated in the picture and attach related documents).

The LP will use the information provided in all the partner reports to prepare the project report:

- Describe your contribution to each activity during the reporting period.
- Any relevant supporting document can be uploaded under attachments per each foreseen deliverable. Please upload any deliverable produced when implementing or contributing to project activities.
- *The system allows the uploading of only one file per item. Therefore, in case multiple files should be uploaded per item, it is recommended to upload a .zip or .rar file, with a defined title clearly linked to the item itself* (**maximum dimension for item: 100 MB).**

Annexes must be added only in the specific section of each activity/deliverable. Please avoid to upload files in the general section "Report annexes".

- The annexes uploaded in the specific attachment sections will automatically be displayed in the general section "**Report annexes**" and not viceversa

- Tick the box if you contributed to the output.

- Add an attachment demonstrating your contribution to the output.

Save changes before moving on to the next section.

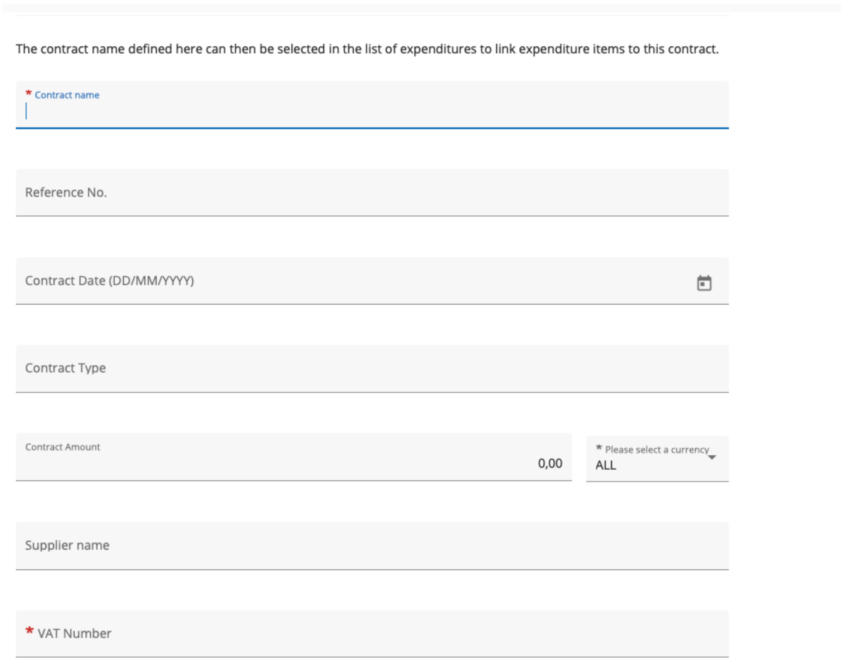
1.5 “Public procurement” section

This section is not required for small scale projects

The “**Public procurements**” section is where a partner should fill in information on project-related procurements.

Partners have to report on each new public procurement and update it in later reports. Any procurement can be directly linked to expenditures in the section list of expenditures.

- The section has an **“+ Add procurement**” button which opens a new procurement part for filling in details, and an overview list with details of the procurements already created (see below).
- The section with procurement details has the following fields (see below). Fields marked with an **“*”** are obligatory. A procurement item can only be saved once all obligatory fields are filled in.
- Upon creation/saving of a procurement item the procurement is in edit mode (“Edit procurement”) and details can be filled in or updated. Editing is not possible after submission of the report.


The contract name defined here can then be selected in the list of expenditures to link expenditure items to this contract.

* Contract name

Reference No.

Contract Date (DD/MM/YYYY)

Contract Type

Contract Amount 0,00

* Please select a currency ALL

Supplier name

* VAT Number

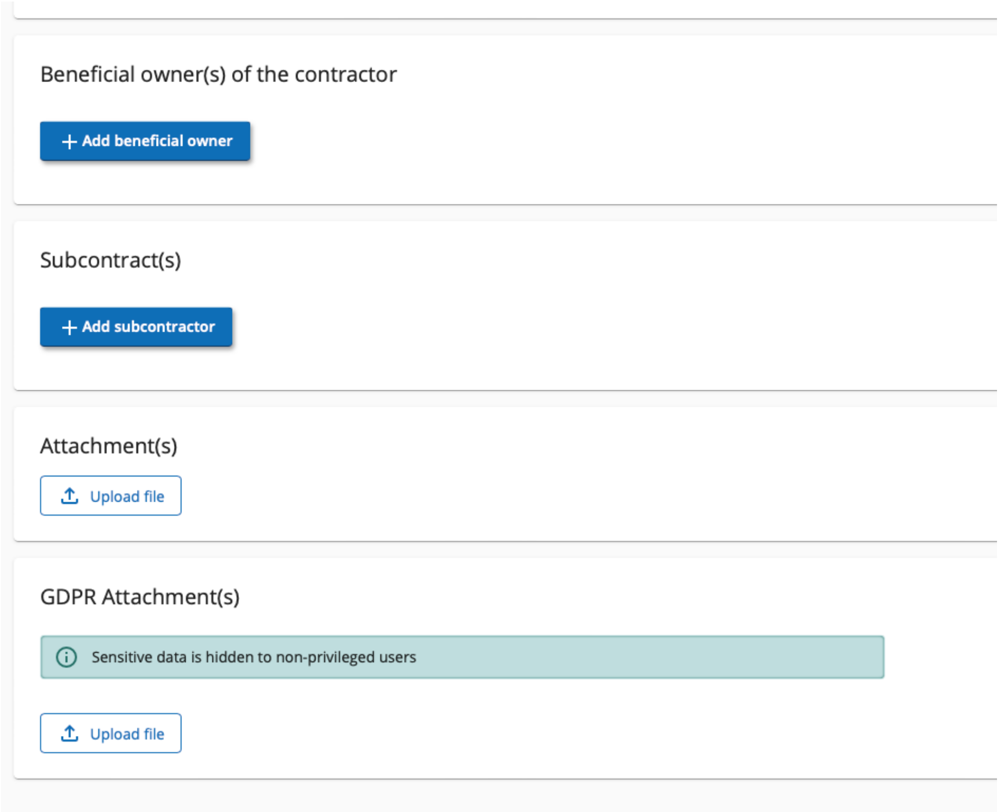
The contract name is then used in the "List of Expenditures" (LoE). It is therefore important that the partner provides a distinct and clear name, so that the procurement can be easily identified in the LoE.

Following the creation/saving of the procurement item, an overview list with details of the procurements becomes available on the general page of the "**Public procurements**" section.

In order to delete a procurement item, click on the "**trash bin**" icon in the overview table. The procurement item can only be deleted and edited in the report where it was created as long as the report is in "**draft**" status. The information under which report the procurement was created is displayed in the overview table as well as in the detailed view.

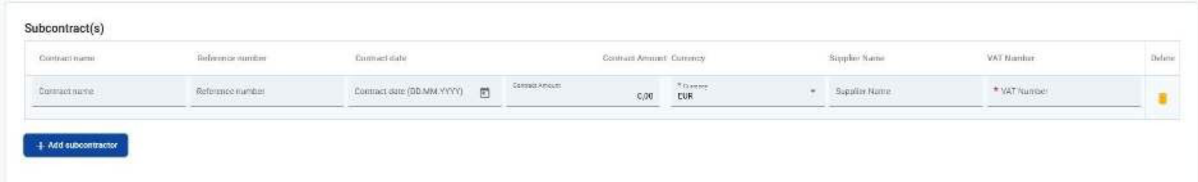
- Click on the procurement item in the overview table to get to the detail view.

For public procurement above the EU thresholds, the following fields are mandatory:

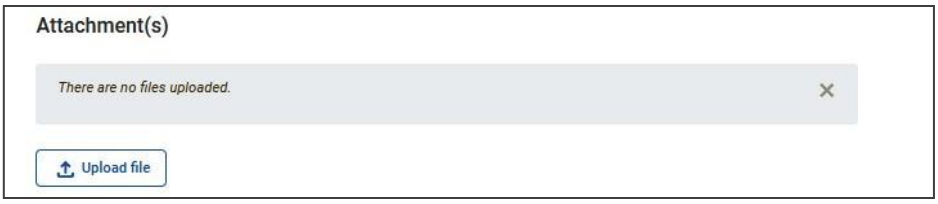


In order to fill in the respective information click on **"+ Add beneficial owner**" to get to the detailed view. Fields marked with an **"*"** are obligatory. A beneficial owner item can only be saved once the obligatory field (VAT number) was filled in.

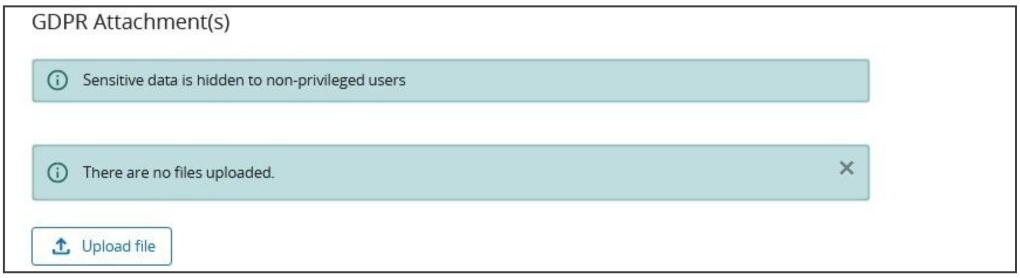
A subcontract item can only be saved once the obligatory fields (marked with an "*") are filled in.



- Attachments can be uploaded under the procurement section. Uploaded files can be further described (use the pencil item to add a description), downloaded or removed. Remind that the system allows the uploading of only one file per item. Therefore, in case multiple files should be uploaded per item, it is recommended to upload a .zip or .rar file, with a defined title clearly linked to the item itself (**maximum dimension per item: 100 MB);**



GDPR Attachments – Access to documents that fall under the General Data Protection Regulation should be restricted and thus uploaded in the GDPR attachments section. Only a user with edit rights and the privilege GDPR sensitive data set to active in the "Project privileges" section can upload documents. A project user without privilege to view sensitive data cannot download a file in this section and can also not see the file name and description. However, the controller of the partner as well as the MA/JS have access based on their role.



In case of amendment(s) to the contract, the amended contract(s) should be uploaded in the attachment section of the procurement concerned in a subsequent draft partner report. In case needed, the information on the ultimate beneficial owner(s) of the contractor and information on subcontract(s) can be edited.

1.6 “List of expenditures (LoE) ” section

The list of expenditure (LoE) section is the place where partners list incurred costs. When first coming to this section, it looks as below. By clicking on **“+Add expenditure**”, the PP can add expenditure items one by one.

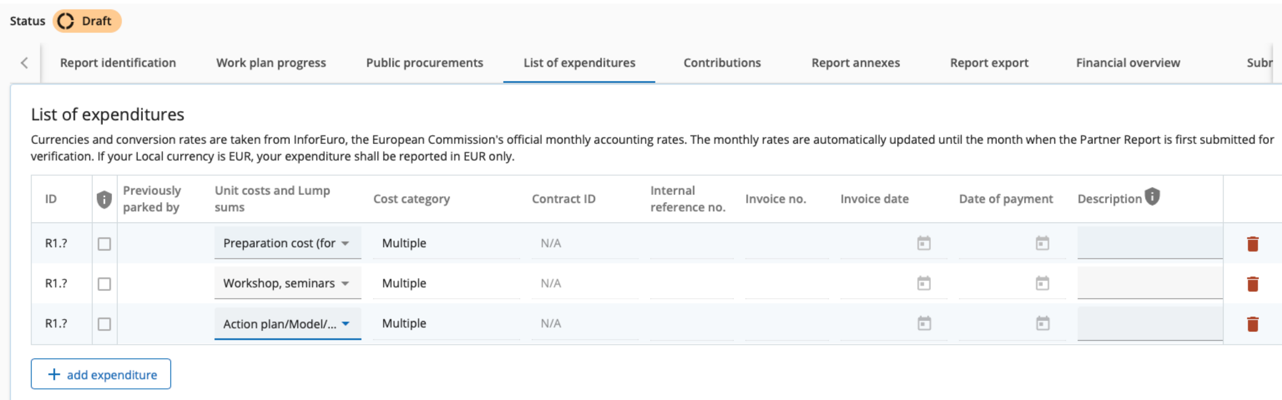
Important: All supporting documents required for the reimbursement of expenditures based on the audit trail/management verification of the eligible costs, shall be transmitted to the controller via Jems.

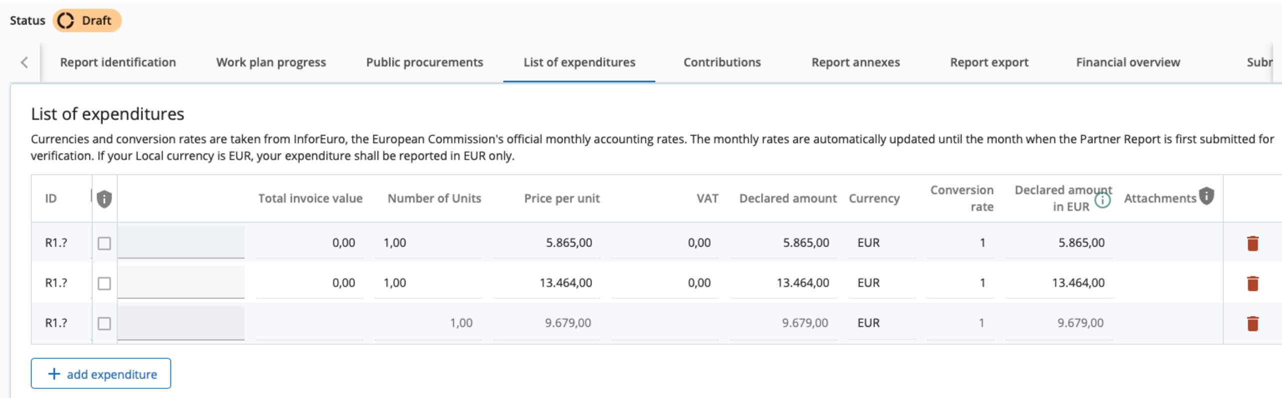
<u>For small Scale Projects</u>

Considering that all the expenditures are “Lump sums” or “Unit Costs”, and are pre-filled into the system, only the following columns need to be filled by each PP (see pictures below):

- **Unit costs and Lumps sums** - List of expenditures are pre-filled in this column. Please, check and select, in the drop-down menu, the right expenditure. (*<u>ATTENTION! - In the drop-down menu, select “**N/A**” in order to declare FLC expenditures (only for Italian Partners)</u>*)
- **Description** – Detailed description of the expenditure item should be provided.
- **Comment** – A comment on the expenditure item can be added.
- **Attachments** – no documents can be attached in this section, since the management verification supporting documents as stated in the SA_FS_4.10.1 - management verification section per each selected SCOs, shall be uploaded per each achieved deliverable/SCO output in the **partner report – workplan progress – deliverable – attachment section (maximum dimension per item: 100 MB)**

Please note that all the other fields are pre-filled by the system





For Strategic Projects and Standard project

All the expenditures (**real cost basis calculation, SSUC for staff costs, and Lumpsum)** shall be added to this section. The expenditure reimbursed on a flat rate basis will be automatically calculated and added in the section "**Financial overview**" of the partner report once the expenditure to which the flat rate applies to is added to the list of expenditures.

Alert: take care to upload per each expenditure item, the related annexes as required in the SA_FS 4.10 - Audit trail section per each selected eligible expenditure category, and/or in the SA_FS_4.10.1 - management verification section per each selected SCOs, in accordance with the eligibility rules stated by the related call for proposal

For Lumpsum and SSUC staff costs

"Lump sums" or "Unit Costs", and are pre-filled into the system, only few columns need to be filled by each PP:

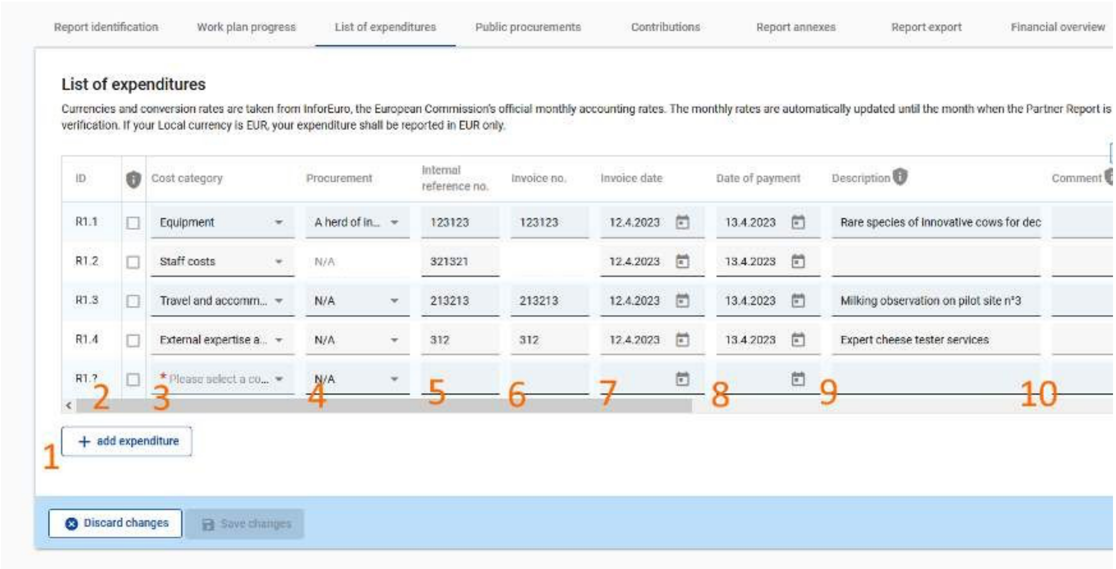
- **Unit costs and Lumps sums** - List of expenditures are pre-filled in this column. Please, check and select, in the drop-down menu, the right expenditure. (*ATTENTION! - In the drop-down menu, select "**N/A**" in order to declare FLC expenditures (only for Italian Partners)*)

- **Description** – Detailed description of the expenditure item should be provided.
- **Comment** – A comment on the expenditure item can be added.
- **Attachments** – Upon creation of an expenditure item it is not yet possible to add attachments. Once the expenditure item has been saved for the first time, only one file can be uploaded to each item. In case multiple files need to be uploaded to one cost item, it is recommended to upload a .zip or .rar file. **(maximum dimension per item: 100 MB)**

For real cost basis expenditures

When adding an expenditure item (+ add expenditure), the cost categories options from the AF are showed (see screenshot below).

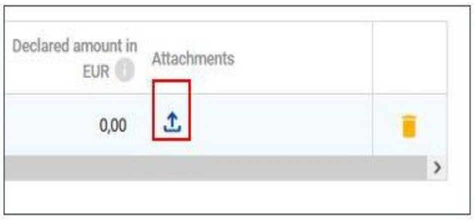
- **Cost category** – This field links the cost item to a cost category. Cost categories as available in the AF budget can be selected here. The field is marked with an **"*"** to highlight that it is an obligatory field. An expenditure item can only be saved once all obligatory fields are filled in.
- **Internal reference no.** – This input field can be used to identify the expenditure.
- **Invoice no.** – This input field can be used to identify the expenditure.
- **Invoice date** – Use the date picker to fill in the invoice date (where applicable).
- **Date of payment** – Use the date picker to fill in the payment date.
- **Description** – Detailed description of the expenditure item should be provided.
- **Comment** – A comment on the expenditure item can be added.
- **Total invoice value** – The total invoice value (including VAT) should be filled in.
- **Declared amount** – It is the value the partner claims as basis for reimbursement, i.e. this amount will be checked by the controller for eligibility.
- **Attachments** – Upon creation of an expenditure item it is not yet possible to add attachments. Once the expenditure item has been saved for the first time, only one file can be uploaded to each item. In case multiple files need to be uploaded to one cost item, it is recommended to upload a .zip or .rar file. **(maximum dimension per item: 100 MB)**

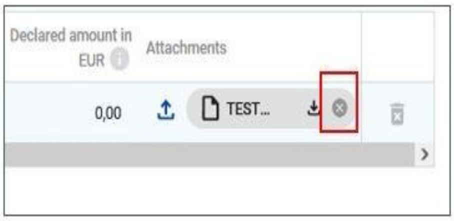


- **1**: Click on "+ Add expenditure".
- **2**: By ticking this box (GDPR flag), the expenditure details are defined as sensitive in regard of data privacy and access to the expenditure item and related descriptions as well as attachments that fall under the General Data Protection Regulation (GDPR) is restricted. If considered to be sensitive data, only users with the appropriate privileges will be able to see the information on the expenditure. The view of other users on expenditures marked sensitive will be limited to the cost category and the amount. Only a user with edit rights and the privilege GDPR sensitive data set to active in the "Project privileges" section can flag expenditure items as GDPR sensitive. By GDPR flagging of an expenditure item other project users without sensitive data privilege active will not be able to see the fields marked with the GDPR icon "!" (i.e. "Description", "Comment" and "Attachment"). However, the national controller of the partner as well as well as the JS/MA have access based on their role.
- **3**: Select the relevant cost category for the expenditure.
- **4**: If this expenditure corresponds to a purchase made through a public procurement procedure, select the relevant contract name. To do so please enter first the relevant information for all public procurements under the next tab "Public Procurement". Contract names will then be available for selection in the list of expenditure.
- **5, 6, 7 & 8**: Fill in the information on reference and invoice numbers and the dates of invoice and payment.
- **9**: Enter a short description to help identifying the expenditure and providing a first information on the project relevance.

- **10**: Adding a comment could be a helpful way to give further information on expenditure items that are not self-explaining.

- **11, 12, 13 & 14**: Detail the financial information of the expenditure. Do not forget to insert the “declared amount”. A controller can only certify what has been declared!
- **15**: Attach the supporting document(s) related to the expenditure item. Please be aware that only one file can be uploaded. Therefore several supporting documents per cost item shall be collected in one file and uploaded as a zip-file or rar-file (**maximum dimension per item: 100 MB**) .





- **16**: You can save and remove expenditure any time before the submission of the partner report.

Once a file was uploaded, the related expenditure item can’t be deleted. Only removing the attachment, the expenditure item can be deleted again.

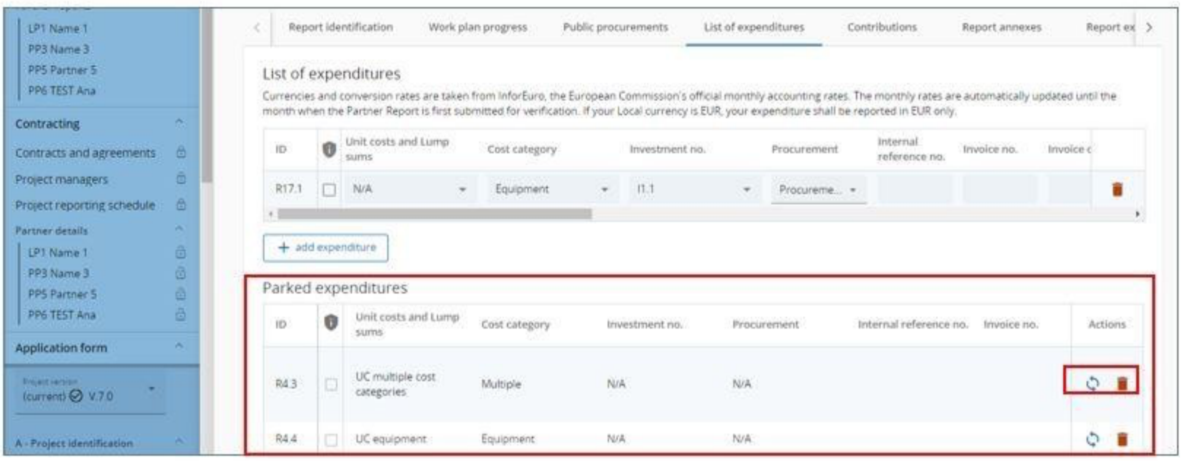
ATTENTION

ID – The expenditure item identification number is a running number; it reflects the partner report number. The ID is dynamic in draft status (reports created have seamless consecutive numbering, even if a report is deleted), however it will be frozen upon submission of the report. It is therefore always traceable to which partner report an expenditure item is linked. The ID will be used later on to identify cost items coming from another (previous) partner report.

Parked expenditure items

In case further clarification is needed, a controller can **"park"**, i.e. put on hold, an expenditure item for final verification in a later partner report. This allows to still finalize the control work and to issue the control certificate.

In case a controller parked some expenditure items in a previous partner report, they show up in the parked expenditure section of the list of expenditure.



A PP can decide to either re-include the item in the current partner report by clicking the re-inclusion icon, to keep it for a later partner report or delete the expenditure item.

When the item gets re-included, it will get included in the list of expenditure. The entire item is editable for changes by the partner except for:

- The cost item ID is "**frozen**" and is therefore recognizable (the first number indicates from which report the item came initially and the second the item number).
- The exchange rate and currency. These are "frozen" as this item has already been submitted for control.

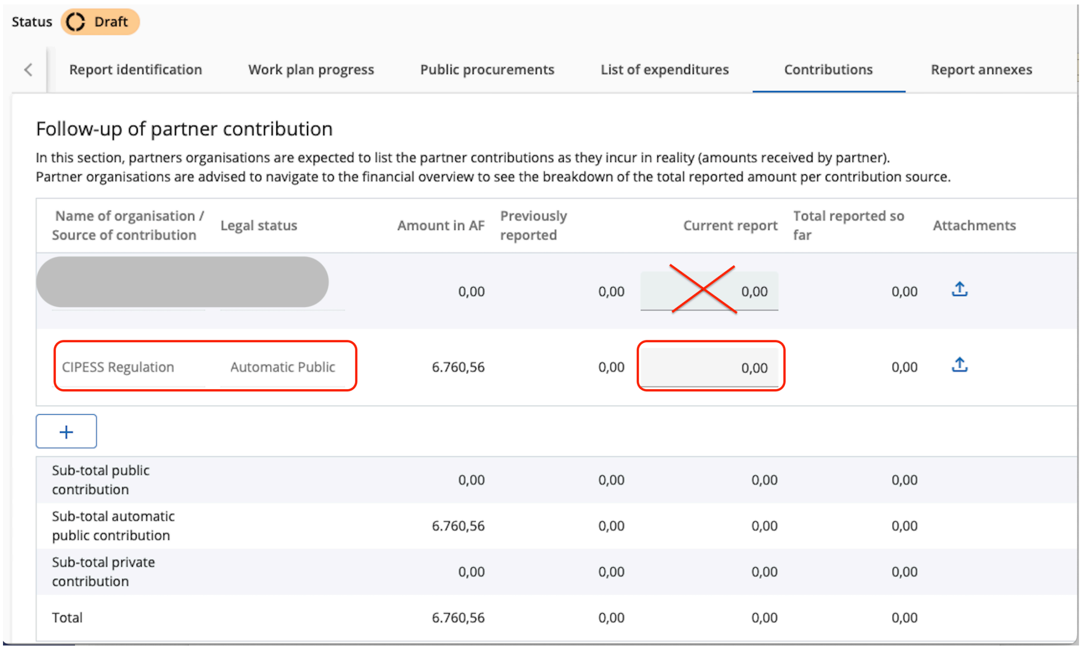
1.7 “Contributions” section

The “**Contributions**” section is the place where the partner should report on the actual received partner contributions. This is a cumulative section, which records amounts received per reporting period and adds them up in next partner reports. This section has only to be filled in by those partners benefitting from external financial contributions to their budget

The section is prefilled with the information on sources of partner contribution provided in the AF valid at the moment of creation of the partner report.

- The first row shows the partner organisation’s own contribution (similar as in the AF).

Public and private Italian Partners need to fill only the 2nd row (CIPESS regulation) as indicated in the table below.



Status Draft

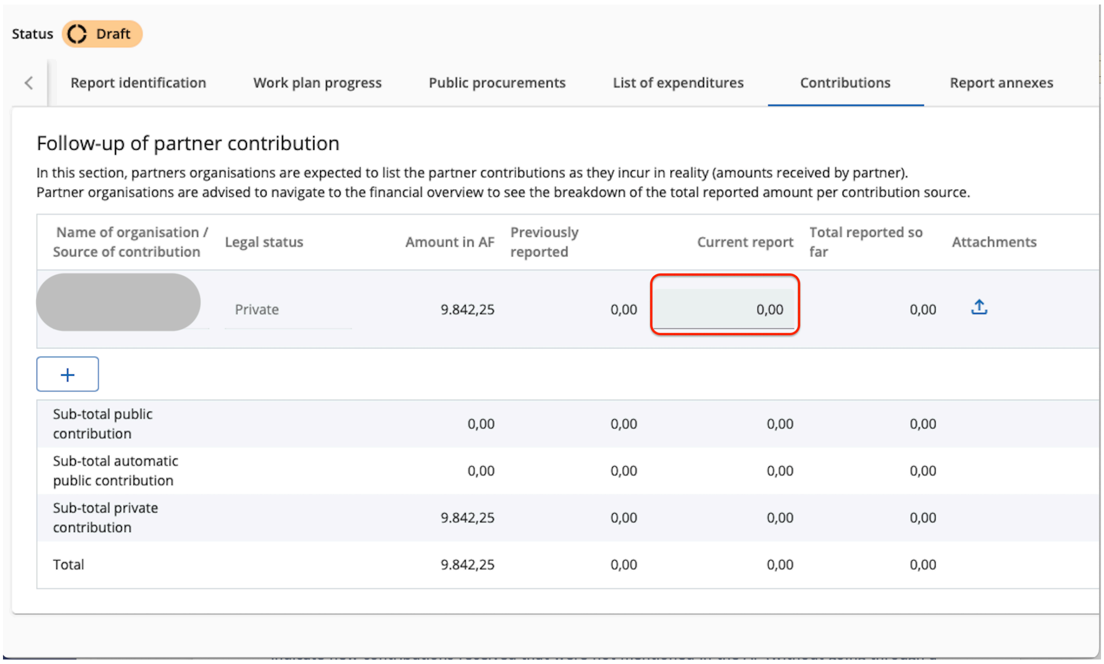
Report identification | Work plan progress | Public procurements | List of expenditures | Contributions | Report annexes

Follow-up of partner contribution

In this section, partners organisations are expected to list the partner contributions as they incur in reality (amounts received by partner).
Partner organisations are advised to navigate to the financial overview to see the breakdown of the total reported amount per contribution source.

Name of organisation / Source of contribution	Legal status	Amount in AF	Previously reported	Current report	Total reported so far	Attachments
		0,00	0,00	0,00	0,00	
CIPESS Regulation	Automatic Public	6.760,56	0,00	0,00	0,00	
+						
Sub-total public contribution		0,00	0,00	0,00	0,00	
Sub-total automatic public contribution		6.760,56	0,00	0,00	0,00	
Sub-total private contribution		0,00	0,00	0,00	0,00	
Total		6.760,56	0,00	0,00	0,00	

Public and Private Albanian/Montenegrin Partners need to fill only the 1nd row as indicated in the table below.



A partner can add contributions by clicking the “**+**” button, which will add a row, allowing to indicate new contributions received that were not mentioned in the AF (without going through a project modification). If the contributions are changed due to a project modification, the changes will apply to newly created reports after the approval of the modification. Previously reported amounts will of course still show up in the existing rows.

To remove a contribution item, click on the “**trash bin**” icon. Deletion is only possible before submission of the partner report.

Attention:

When a new partner report is created, it shall take into account values of all previously submitted reports at that moment. Therefore, if you want to have the correct amounts in the “Previously reported“ and in the “Total reported so far” column, make sure that all previous partner reports are submitted before opening a new report.

1.8 “Report annexes” section

This section shows all files uploaded in the partner report.

In the report annexes section all files uploaded in the different sub-sections of the partner report are automatically shown and not vice versa.

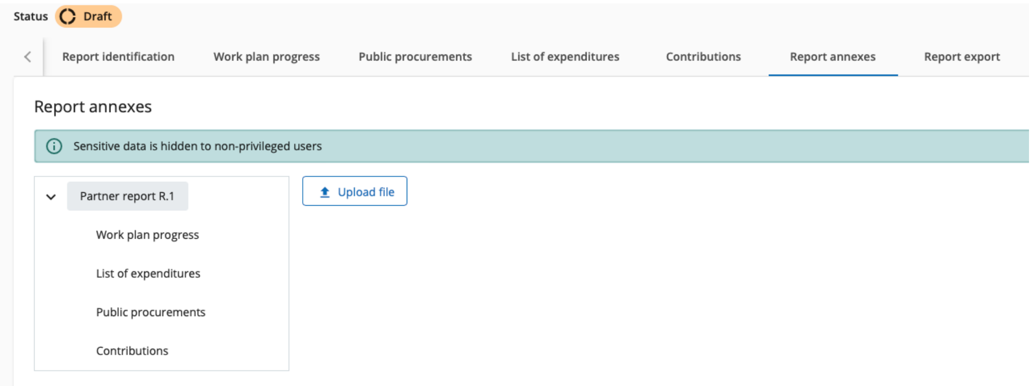
ATTENTION!

1) Please, avoid to upload files in this section except for justified cases, since annexes must be added only in the specific sub-sections of the partner report.

2) PARTNER REPORT IN PROGRESS: Files uploaded in this section can be deleted here, other files can only be deleted in the section where they were uploaded.

3) PARTNER REPORT REOPENED: Previous uploaded Files, in this section, cannot be deleted. New files, once uploaded, cannot be deleted.

Additional files can also be uploaded here (by clicking on "**Upload file**"). Since it is not always possible to add descriptions to files in the dedicated sections, users with edit right are allowed to add descriptions to all files in this section by clicking on the pencil.

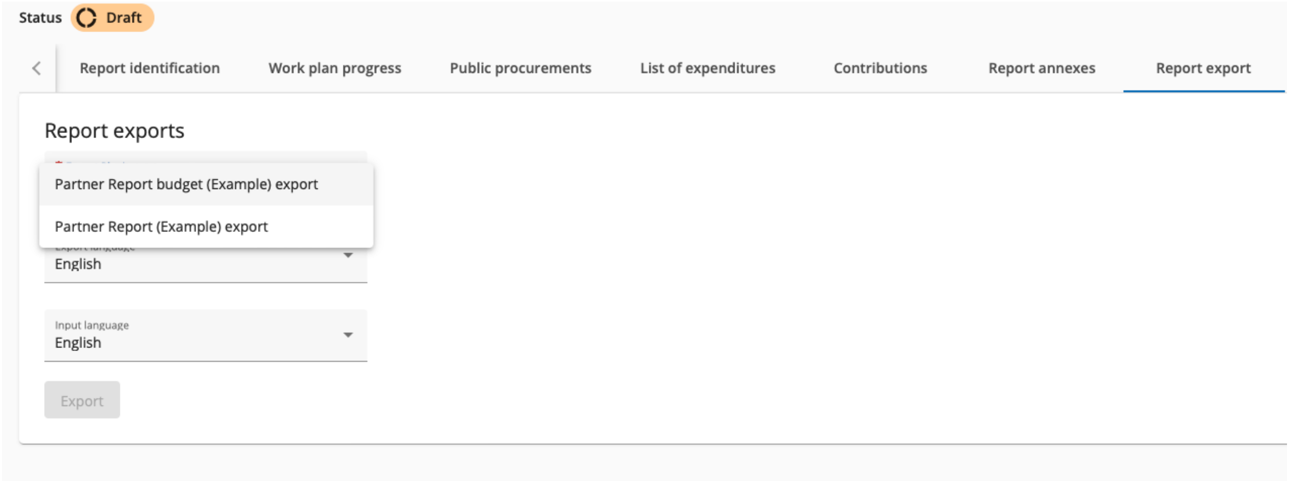


- Files uploaded in this section can be deleted here, other files can only be deleted in the section where they were uploaded.
- The tree structure represents the different sections within that partner report having an upload function. Select a sub section (e.g. "Work plan progress") to see files uploaded under this sub section.

1.9 "Report export" section

Please pay attention that this functionality is not available at the moment, therefore in case you will export the partner report, a blank document will appear.

When this option will be implemented, an export plugin can be selected (PDF or Excel for the budget overview tables). Since the programme language is English, no other language options are available.



1.10 “Financial overview” section

The partner report financial overview section comes with three different financial overview tables. You can review the summary of the information you provided and, if needed, make modifications in the relevant section.

The amounts included in the tables represent the aggregation of data from partner reports previously submitted, by the date the current partner report was created. Beware that only the last partner report created has the most recent aggregated data.

Note: A report for a new reporting period should be created only once reports on earlier periods are no longer in “draft” status.

All amounts shown in the overview tables are automatically converted into Euro. A partner with expenditures in another currency than Euro has to be aware that exchange rates are updated monthly and fixed upon first submission of the partner report. Therefore, the values might change in draft reports.

The financial overview tables show how the partner is proceeding in terms of spending. The amounts included in the tables represent the aggregated data from all partner reports submitted, by the date when the current partner report was created.

Beware that only the last partner report created has the most recent aggregated data (only data of reports submitted at the moment of creating a new report are taken over)! A report for a new reporting period should be created only once reports on earlier periods are no longer in “draft” status.

Partner Expenditure – summary (in Euro)

This overview table shows the partner budget (approved in the AF, previously reported, current report, previously paid) divided per fund and contribution type (public/private/automatic public). It also shows some calculations using figures from the table.

- For **partner contribution**, as the information bubble explains, the split per partner contribution is calculated horizontally, using the figures from the table and from the AF, namely "**AF share of contribution" / "AF partner eligible budget**" * "**Total current report**", rounded down to whole cents.
- **Previously reported column**: sums up amounts from partner reports previously submitted.
- **Remaining budget column**: indicates the difference between "Total reported so far" and "Partner total eligible" from the AF. This value can become negative in case the reported expenditures exceed the budget in the approved AF.
- **Previously paid column**: When a payment (regular or a lump sum) is made, the amounts paid by the programme will be added to this column. Amounts are added up in the partner report created after the payment was confirmed in the system.

Financial overview

The amounts included in tables below represent the aggregation of data from all partner reports submitted, by the date when the current partner report was created.
Beware that only the last partner report created has the most up-to-date aggregated data (in case partner reports were not submitted in the same order they were created)!

Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated	Previously paid
IPA III CBC	55.772,75	0,00 parked 0,00	24.656,80 re-included 0,00	24.656,80	44,21 %	31.115,95	0,00	0,00
Partner contribution	9.842,25	0,00 parked 0,00	4.351,20 re-included 0,00	4.351,20	44,21 %	5.491,05	0,00	N/A
↳ of which Public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Automatic public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	9.842,25	0,00 parked 0,00	4.351,20 re-included 0,00	4.351,20	44,21 %	5.491,05	0,00	N/A
Total	**65.615,00**	**0,00** parked 0,00	**29.008,00** re-included 0,00	**29.008,00**	**44,21 %**	**36.607,00**	**0,00**	**0,00**

Partner Expenditure – breakdown per cost category (in Euro)

This table shows the partner budget (approved in the AF, previously reported and current report) split per cost category. The table works in a similar way as the other tables with similar columns. There are however a few unique elements that are important to note in regard to the simplified cost options:

- **Flat rates**: are calculated in the overview table on the totals declared in the current report. Therefore, there is less rounding difference in relation to flat rates, as they are calculated on top of total sums and not on top of each individual cost item, directly in the list of expenditure.
- **Lump sum:** is always shown up in a separate row and never added up to a specific cost category. Flat rates are not calculated on top of the lump sums.

Partner Expenditure - breakdown per cost category (in Euro)

Cost category	Flat rate	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
External expertise and services		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Lump sum		65.615,00	0,00 parked 0,00	29.008,00 re-included 0,00	29.008,00	44,21 %	36.607,00	0,00
Total		**65.615,00**	**0,00** parked 0,00	**29.008,00** re-included 0,00	**29.008,00**	**44,21 %**	**36.607,00**	**0,00**

<u>**Partner Expenditure – breakdown per lump sum (in Euro)**</u>

- **Lump sums**, if used in the project, are displayed in this separate table. It compares the lump sum as approved in the AF with the ones actually reported.

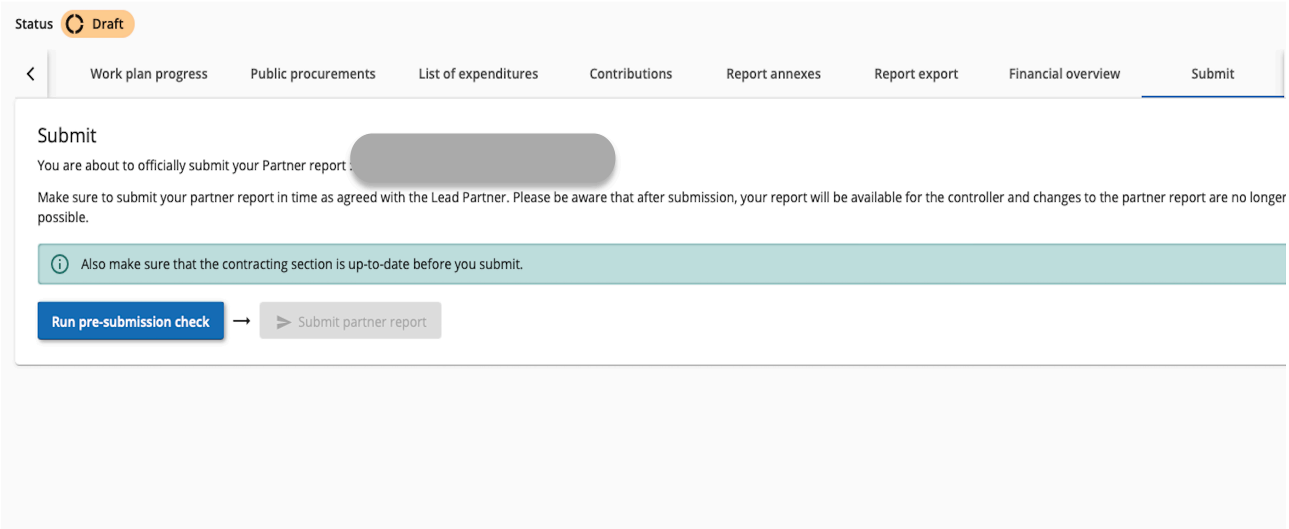
This table is hidden when no lump sums are used in the project.

Partner Expenditure - breakdown per Lump sum (in Euro)

Lump sum	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated	Previously paid
Preparation cost (for Small Scale Projects) -...	5.865,00	0,00 parked 0,00	5.865,00 re-included 0,00	5.865,00	100,00 %	0,00	0,00	0,00
Workshop, seminars and conferences...	13.464,00	0,00 parked 0,00	13.464,00 re-included 0,00	13.464,00	100,00 %	0,00	0,00	0,00
Workshop, seminars and conferences (ITAL...	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	0,00
Workshops, seminars and conferences (MNE...	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	0,00
Action plan/Model/Methods...	9.679,00	0,00 parked 0,00	9.679,00 re-included 0,00	9.679,00	100,00 %	0,00	0,00	0,00
Action plan/Model/Methods...	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	0,00
Action plan/Model/Methods...	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	0,00
Action plan/Model/Methods...	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	0,00
Action plan/Model/Methods...	9.679,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	9.679,00	0,00	0,00
Action plan/Model/Methods...	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	0,00
Action plan/Model/Methods...	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	0,00

1.11.”Submission” section

In this section the partner report can be submitted. After submission, the partner report is frozen and the control work can be started.



Final steps before submission:

1. Click on ‘run pre-submission check’ to automatically check if you forgot to fill in any necessary fields before submitting the report. The submission button turns active only once the partner report has successfully passed the pre-submission check.
2. Submit the partner report. The partner report is now available for the controller to check.

Once submitted, the status of the report changes, which is shown in the report identification tab.

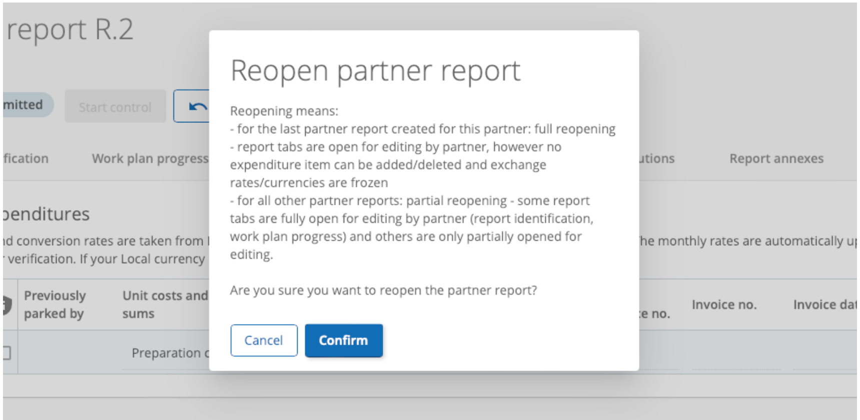
Besides the submission of the report, a general warning is given to partners that they are reminded to make sure that the contracting section is up to date. This is to make sure that the bank details and other information in the contracting section and the dedicated partner pages stay up to date.

Attention

During the controller’s check of the partner report, a controller may contact the PP in order to get further information or clarification on the provided report and the related expenditure. Controllers have also the possibility to re-open the partner report if it needs to be amended.

1.12 Re-open a partner report

If needed, the controller or JS can re-open the partner report for adjustments.



Reopening of the last partner report (full reopening of partner report)

No data is cleared from the report and all is editable, with the following exceptions in the list of expenditure:

- expenditure item ID, currency and exchange rates are frozen from the initial report
- no expenditure item can be deleted (but can be edited)
- **no new expenditure item can be added (in order to avoid exchange rate issues)**
- Parked expenditure list is visible and any item from it can be deleted or added to the reopened partner report.

Procurements created in the current partner report can be further edited; for procurements created in earlier partner reports only new additions of beneficial owners/subcontractors/attachments is allowed.

Creation of a new draft partner report is locked while last partner report is in status "**Reopened**".

All Previous uploads are displayed in the section "Report Annexes".

Previous Files uploaded in this section cannot be deleted here, other files can only be deleted in the section where they were uploaded.

Please upload new file in the specific sub-section, because new files, once uploaded in Report Annexes tab, can no longer be deleted.

Reopening of any partner report that is not last (partial reopening of partner report)

No data is cleared from the report and only the following is editable:

- List of expenditure tab:
  - following fields are editable: GDPR flag, Link to procurement, Description and Comment
  - **no expenditure item can be deleted / no new expenditure item can be added (in order to avoid exchange rate issues)**
  - Parked expenditure list is not visible
  - Expenditure item attachment can be changed/uploaded
- Public Procurements created in current partner report cannot be deleted, but can be further edited, except procurement name, which is locked.
- Contributions tab: only changing attachment is allowed
- Report Annexes tab: user can add new uploads

Upon (re)submission of a Reopened partner report:

- partner report goes back to the status from before reopening, namely Submitted or Control ongoing
- no recalculation of exchange rates happens
- financial overviews are refreshed, reflecting changes done
- partner report overview is populated with updated Amount submitted and Date of last submission

Unlimited and limited editing does not change for a report that is already reopened when deleting the last report in draft. You have to first delete the last draft report and then reopen for it to be unlimited editing.

ATTENTION!

In case a partner has forgotten to add an expense to the report submitted in a reporting period, it is mandatory to open a new partner report and enter the missing expenses for the same reporting period.

Control work

- Control work can't be started/finalised while partner report is in status Reopened.
- Control work started before reopening a partner report is not lost and can be continued by controller even while partner report is reopened, except for Expenditure verification tab and Finalize control button - which are locked until Reopened partner report is (re)submitted
- Expenditure verification tab: everything except Parked and Comment columns is reset upon resubmission of a Reopened partner report.

Whenever a change is made to the list of expenditure during reopening the item shall be highlighted in orange in both the partner report list of expenditure and the Expenditure verification.

Whenever the report is submitted and reopened again the highlighting is reset and again only latest changes shall be highlighted. Changing items manually back to their original state shall undo the highlighting.