INTERREG V-A ROMANIA-HUNGARY PROGRAMME

Reporting in the eMS
Manual
For lead partners
and project partners

"Partnership for a better future"

www.interreg-rohu.eu

Version 1

February 2017

Disclaimer: This is a living document and further content will be developed at a later stage.

Table of Contents

ABBREVIATIONS

AF - Application form

eMS – (Programme’s) Electronic monitoring system

ERDF - European Regional Development Fund

EU - European Union

FLC - First level control

JS - Joint Secretariat

LoE – List of expenditure

LP - Lead partner

LP FLC - Lead partner’s first level control

PP - Project partner

TEC - Total eligible costs

VAT - Value-added tax

WP - Work package

1. GENERAL PRINCIPLES OF REPORTING

1.1 Introduction

This guidance consists of three chapters: General principles of reporting, Partner report and Project report. It is recommended to read all the chapters to understand how reporting works.

However, to submit the report:

- The project partners (PP) need to get accustomed with the chapter General Principles and Partner report
- The lead partner (LP) needs to get accustomed with the chapter General Principles, Partner report and Project report

The reporting process is also presented in Session 11 on the Interact YouTube channel accessible here:
https://www.youtube.com/playlist?list=PLvYGVfGv4leEn2QC4ztZAFAwlCQztWGyY

1.2 Reporting process

Once a project is contracted, the reporting section becomes available to project partners. **Partner reports** cover activities and expenditure of individual project partners and need to be verified by national controllers (called FLC in the eMS). All partner reports need to be created for reporting periods as they are defined in the application form
Project reports are created by the Lead Partner based on partner reports previously certified by FLC.

The procedure is shown in the figure below for a project with three partners.

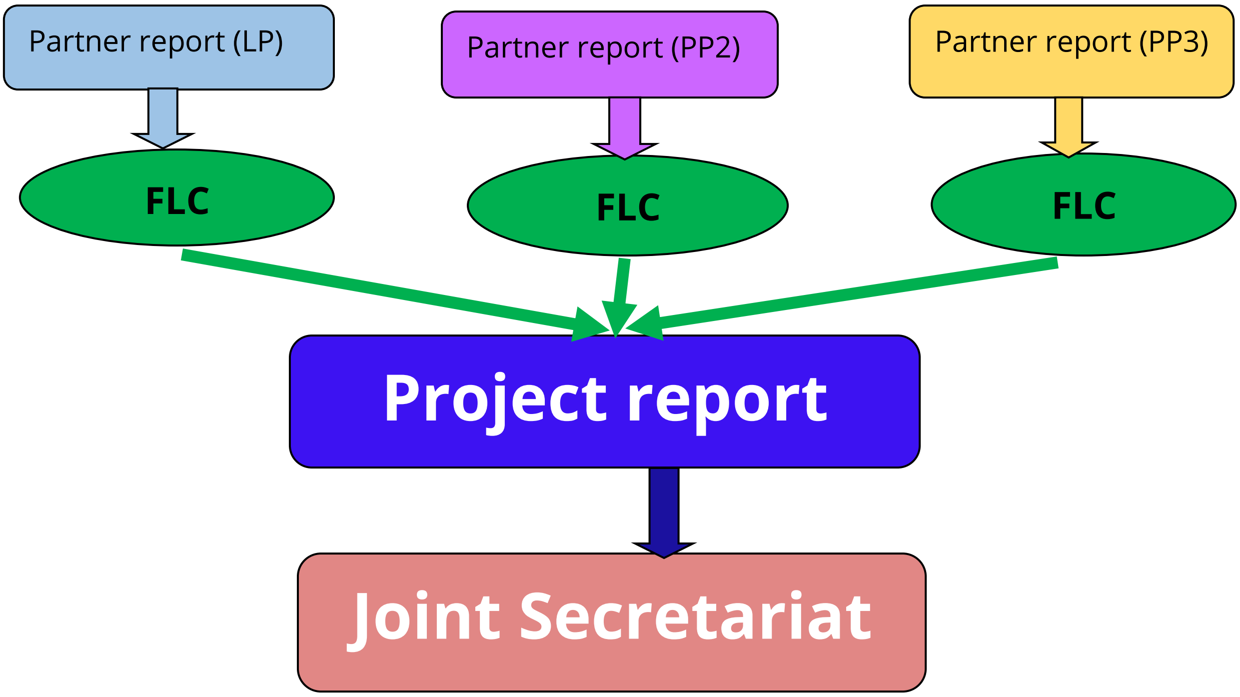


***Figure 1**-Reporting process in the eMS*

1.3 Partner report

- Partner reports serve for providing information by partners to the LP which is then integrated into project report.
- Partners (including LP) create their own partner reports using their own eMS user.
- Each partner report is verified by the partner's FLC in the eMS.
- The partner which does not want to claim any expenditure, still have to observe the provisions of the financing contract requesting submission of progress reports for every reporting period and , fill-in a partner report and submits it to FLC.
- Mistakenly created reports should be deleted.

1.4 Project report

- LP creates the global project report where all partner reports (FLC certificate) will be integrated.
- LP prepares the aggregated activity report at project level, based on the progress

of activities provided by the partners in the partner reports.

- LP includes in the project report FLC certificates (except those with 0 expenditures) attached to partner reports. Financial data is automatically integrated in the project report.
- LP submit the project report to the Joint Secretariat, who assess it.

1.5 Periods

All reports need to be created for reporting periods as they are defined in the Application Form ->Work Plan -> Define Periods section.

Partner Reports must be submitted to the FLC till reporting date declared in Application Form.

The Project Report (Progress Report and Reimbursement Claim) must be submitted to the JS according to the Subsidy Contract art. 6 (16).

- Periods are created based on the start and end date of the project.
- Period 0 serves for reporting preparation costs.
- A partner report covers a time span of 3 months if the implementation period of the project is under 18 month or 4 month for projects with implementing period over 18 month.
- The reporting date from AF represents the date when the PP must aggregate the partner report and submit it to the FLC.
- The partner reports must cover the same time span as project report.
- The Project Report (Progress Report and Reimbursement Claim) have to be submitted to the JS at the latest within 3 months after the reporting period.
- The final Project Report (Progress Report and final Reimbursement Claim) have to be submitted to the JS at the latest within 4 months after the end date of the implementation period of the project.

A project starting on 1st of July 2017 and ending on September 30, 2018 would have the following division into reports and the following reporting deadlines:

Period	Reporting deadline for	
	Partner Report (to be submitted to FLC)	Project Report (to be submitted to JS)
Period 0 – preparation activities **Report 0.1**	30.07.2017	30.09.2017
Period 1 (01.07.2017-30.09.2017) **Report 1.1**	20.10.2017	31.12.2017
Period 2 (01.10.2017-31.12.2017) Report 2.1	22.01.2018	31.03.2018
Period 3 (01.01.2018-31.03.2018) **Report 3.1**	21.04.2018	30.06.2018
Period 4 (01.04.2018-30.06.2018) **Report 4.1**	21.07.2018	30.09.2018
Period 5 (01.07.2018-30.09.2018) **Report 5.1**	21.10.2018	31.12.2018

By default, it is possible to create just one report per period, but the JS may allow additional reports for the same period.

2. PARTNER REPORT

Partner reporting technically starts with the signature of the subsidy contract. You can immediately tell that the status of your project has changed into 'contracted' because the Lead Partner and all other partners, when accessing their project, are automatically directed to the overview of partner and project reports ('Reporting overview'). Previously, before signing, you were directed to the application form.

Partner reports cover activities and expenditure of individual project partners and need to be verified by approved first level controllers (FLC).

The partner report must be submitted in maximum15 working days after the end date of the reporting period and for the final partner report in maximum 30 working days after the project end date.

2.1 Accessing a partner report

Users do not need any special privilege to create and/or submit a partner report. The access to a partner report is granted via assigning users as partners by the Lead Partner in the "Supplementary Information" "User Assignment" section.

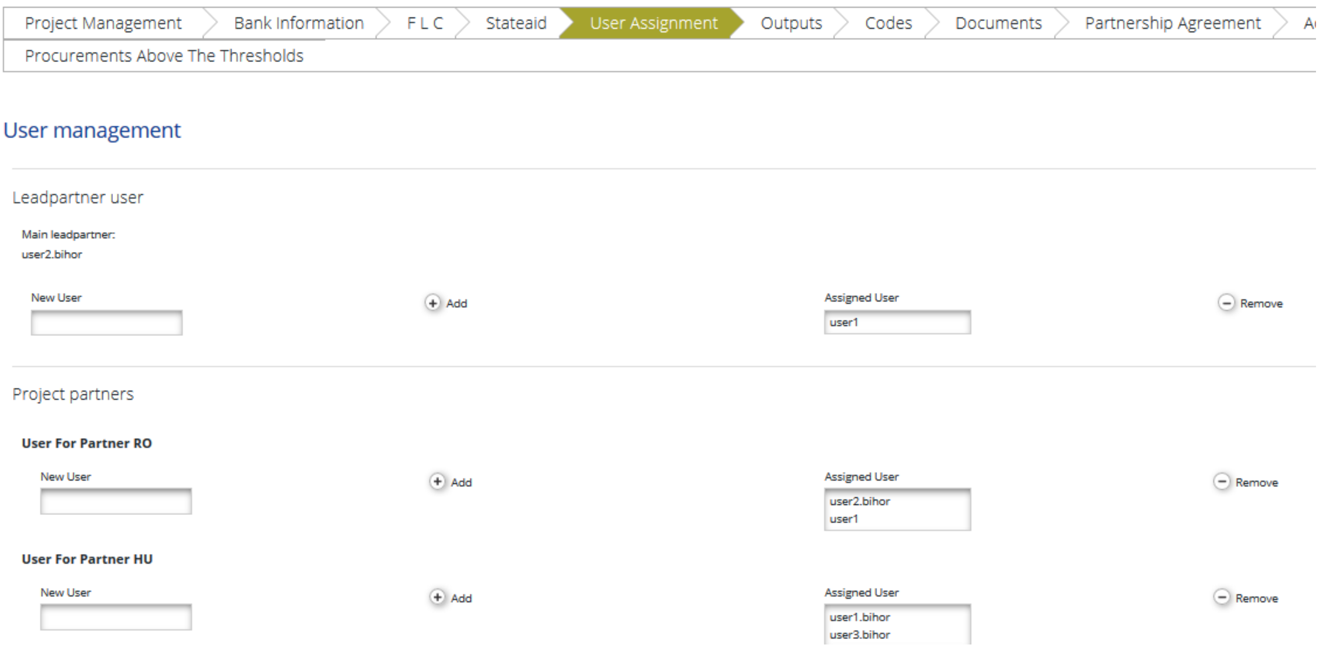


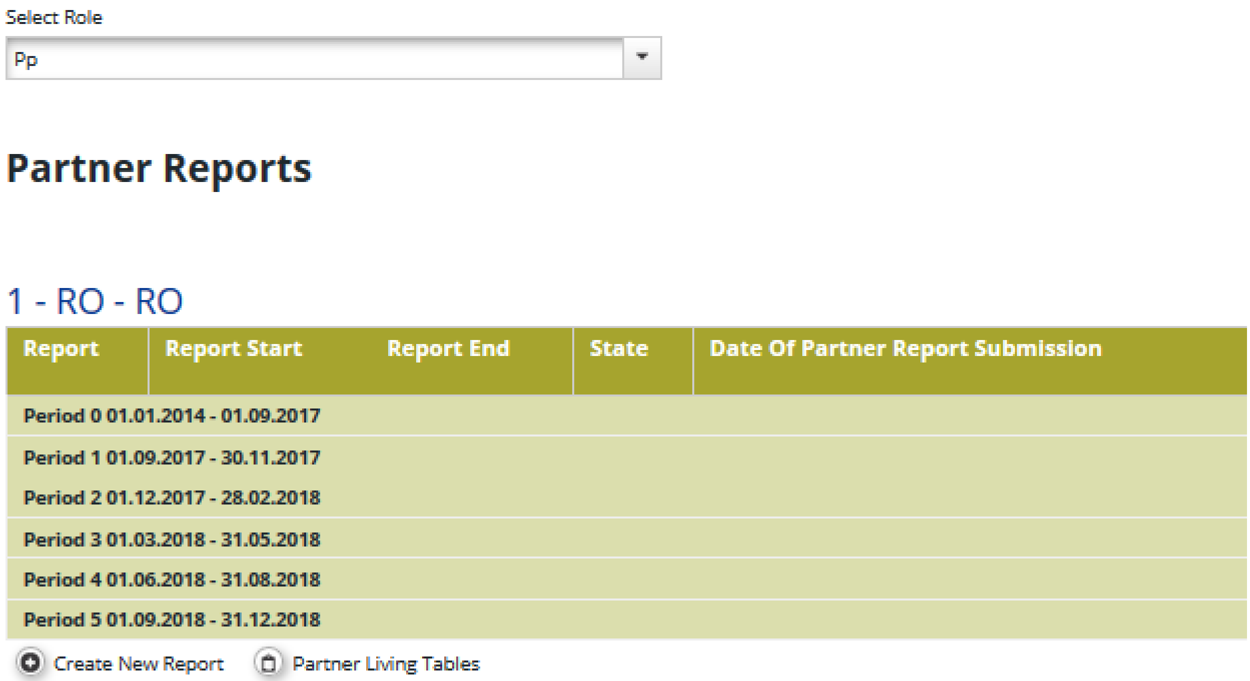
Figure 2 *-Supplementary information - Partner User assignment*

Lead Partners can access the 'User assignment' section of the Supplementary Information and allocate users. For this, a person/institution needs first to become an eMS user (see *eMS Application Instruction –Part A Registration*). Each partner can have multiple users and they will all have the same access to the partner report.

Please note that it is possible to also allocate users to the Lead Partner and they will have access to the Lead Partner report. Those users will not be able to create a project report as currently only one user (the one accepted by JS in handover phase, or in case of automatic handover the same as Lead Applicant) has the Lead Partner role in the eMS.

2.2 Generating a partner report

Once the project is contracted, the overview of partner and project reports ('Reporting overview') will automatically be displayed.



Report	Report Start	Report End	State	Date Of Partner Report Submission
Period 0 01.01.2014 - 01.09.2017				
Period 1 01.09.2017 - 30.11.2017				
Period 2 01.12.2017 - 28.02.2018				
Period 3 01.03.2018 - 31.05.2018				
Period 4 01.06.2018 - 31.08.2018				
Period 5 01.09.2018 - 31.12.2018				

Figure 3 *- Reporting overview*

It is of course still possible to see the project application form, which is accessible from the left-side menu under a menu item 'Project'. This menu item always leads to the latest approved application form.

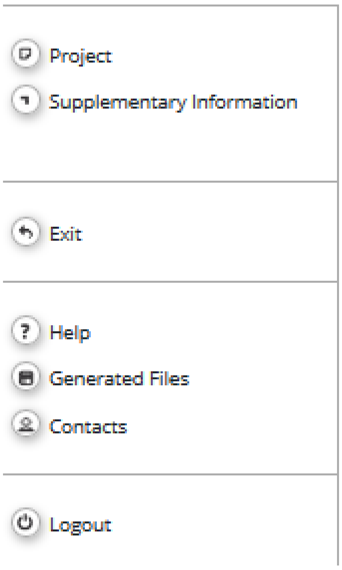


Figure 4 *– Left menu- Project*

If a user has multiple roles in the system (e.g. lead partner and partner at the same time), it is necessary to select the role from the dropdown menu at the top of the interface called 'Select role'.

Figure 5 *– Select role*

Please note, lead partners must create their own partner reports as 'PP', not as 'LP'. The LP role is exclusively for creating 'Project reports'.

For creating a new partner report, you need to click "Create New Report" under the table displaying an overview of partner reports. Afterwards, you are redirected to a partner report corresponding to chosen reporting period.

Report	Report Start	Report End	State
Period 0 01.01.2014 - 01.09.2017			
Period 1 01.09.2017 - 30.11.2017			
Period 2 01.12.2017 - 28.02.2018			
Period 3 01.03.2018 - 31.05.2018			
Period 4 01.06.2018 - 31.08.2018			
Period 5 01.09.2018 - 31.12.2018			

Create New Report   Partner Living Tables

Figure 6 ***–****Create new report*

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

Report	Report Start	Report End	State
Period 1 10.04.2016 - 30.10.2016			
Report 1.1	10.04.2016	30.10.2016	Report F Lc Certified
Period 2 31.10.2016 - 31.03.2017			
Report 2.1	31.10.2016	31.03.2017	Report In Progress

Partner Living Tables

Figure 7 *- Partner report number showing reporting period and report number*

By default, it is possible to create just one partner report per period.

All the partners are required to submit a partner report for each period. If there is no sufficient activity (or costs) to report on, the partner fills-out all other parts of the report (e.g. problems and deviations, activities if any, forecast for the next report) and submits with 0 expenditures to FLC.

Currently, in eMS, all reports that don’t have the status “submitted” are deleted in case a modification (of the Periods and Reporting deadlines or any other modification request) is being processed! Any modifications should be done after all reports in progress are submitted to the FLC.

It is possible to delete a partner 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.

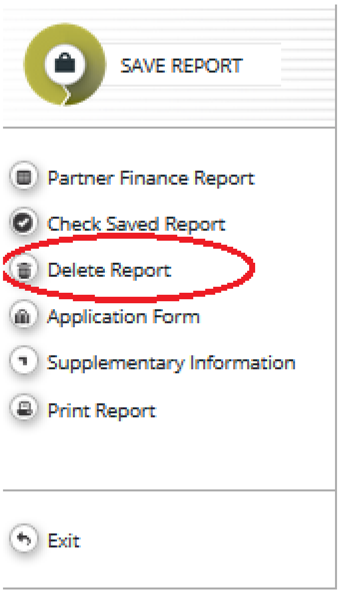


Figure 8 *–Delete report*

Lead partners can also view reports of all project partners, once they have been created by the partner by selecting the role 'lead partner'. Lead partners can view also not submitted partner reports (saved reports).

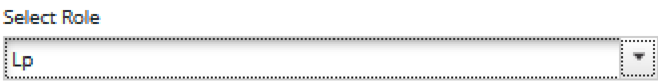


Figure 8 *–Selecting Lp role*

2.3 Filling-in a 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.
Fields in the partner report depend on the application form of the project (e.g. number of work packages, type of target groups…).

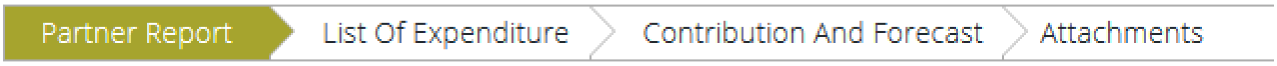


Figure 9 *– Navigation bar – Partner report sections*

2.3.1 'Partner report' Section

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').

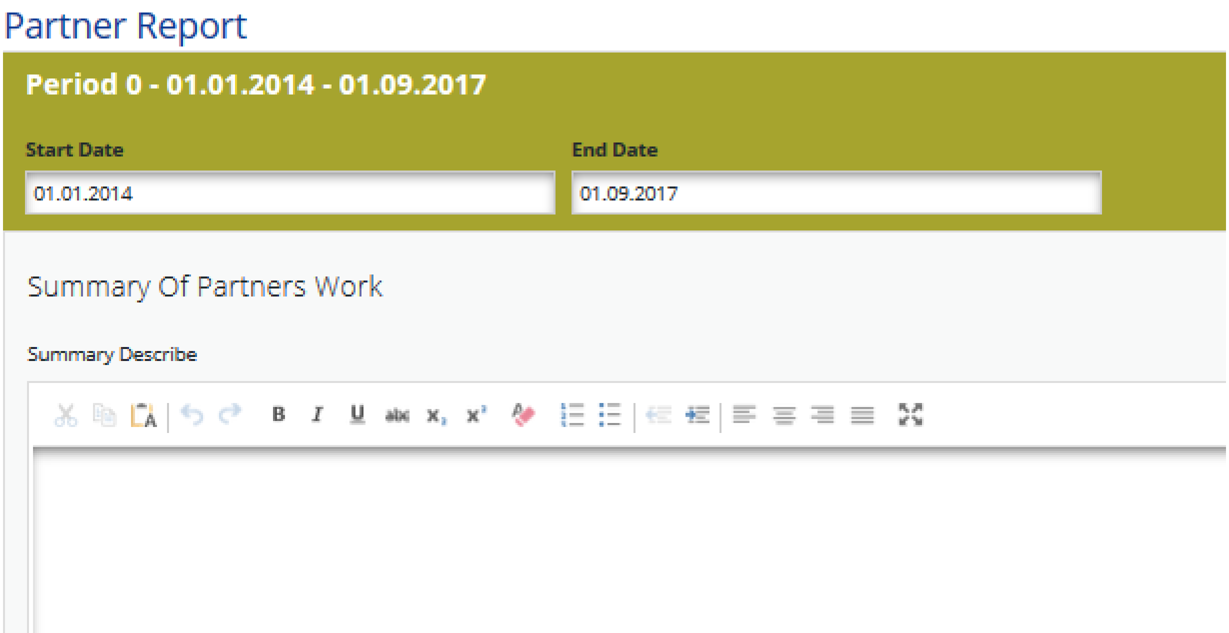


Figure 10 *–Summary of partner work*

To provide information on specific outputs, please click the output button and then select each applicable output from a drop-down which lists all outputs included in the AF.

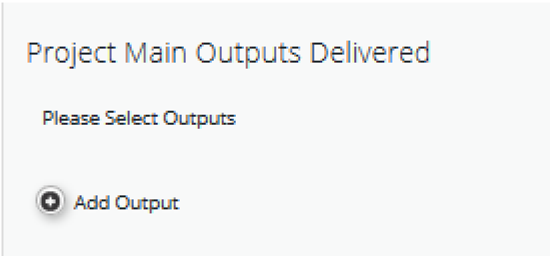


***Figure 11** –Add output*

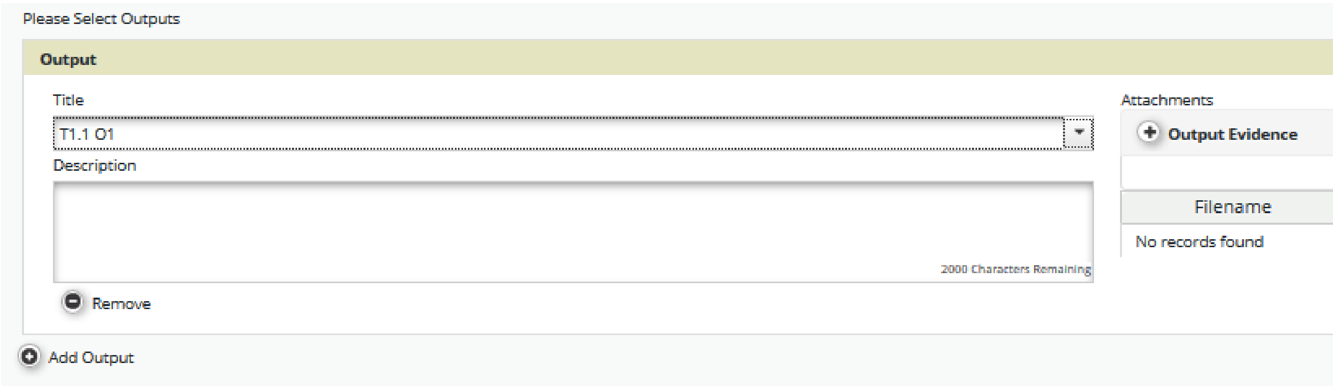


***Figure 12** –Select output*

It is possible to upload documents for each output under 'Output evidence'.

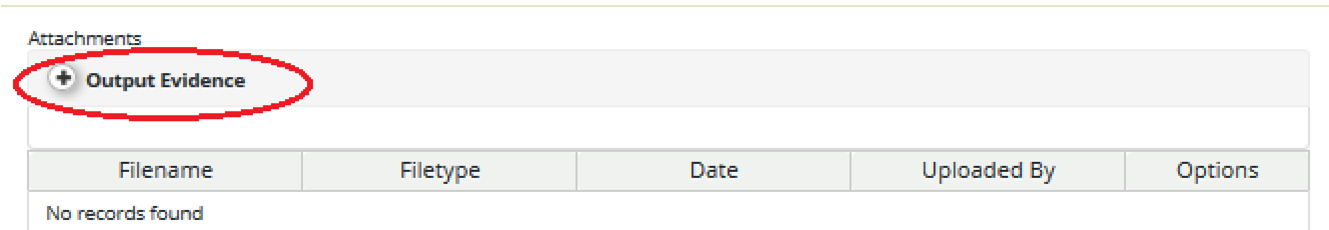


***Figure 13** –Upload documents for outputs*

Please note, that the eMS is not a repository. All information to be provided by the partner to their FLC (e.g. invoices, procurement documents) must be scanned preferably in black and white and at a resolution of 300 dpi.

Check with the Project Implementation Manual which evidence is needed, and how it should be submitted in the Attachments section.

In case the evidence exceeds the limit of 50Mb, the lead beneficiary should create .rar or .zip packages of no more than 50 Mb and upload them in the Attachments' section of the partner report.

Please coordinate with the LB to make sure all relevant evidence is well included in the project report, but not duplicated!

Partner reports also contain a section to provide information on the target groups reached. For each target group selected in the AF, information can be provided.

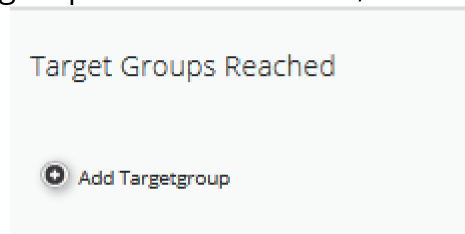


Figure 14 *–Add target groups*

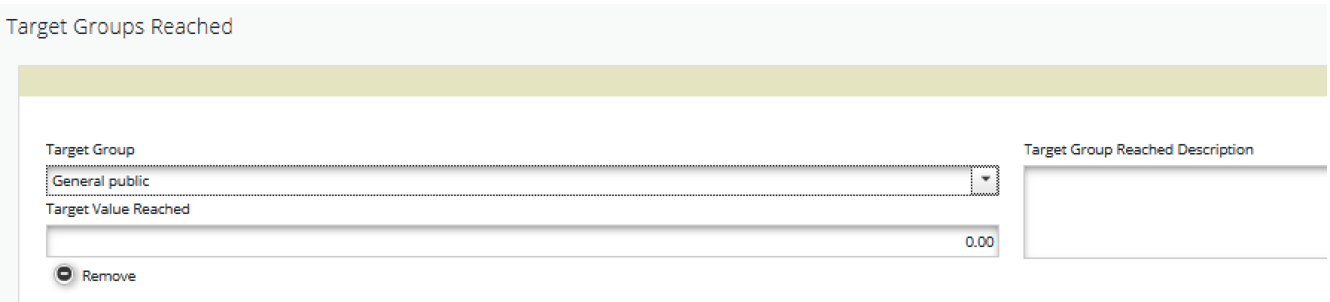


Figure 15 *– Reporting on target groups*

Below you can report on individual activities/work packages. The list of work packages depends on the work packages included in the approved application form.

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.

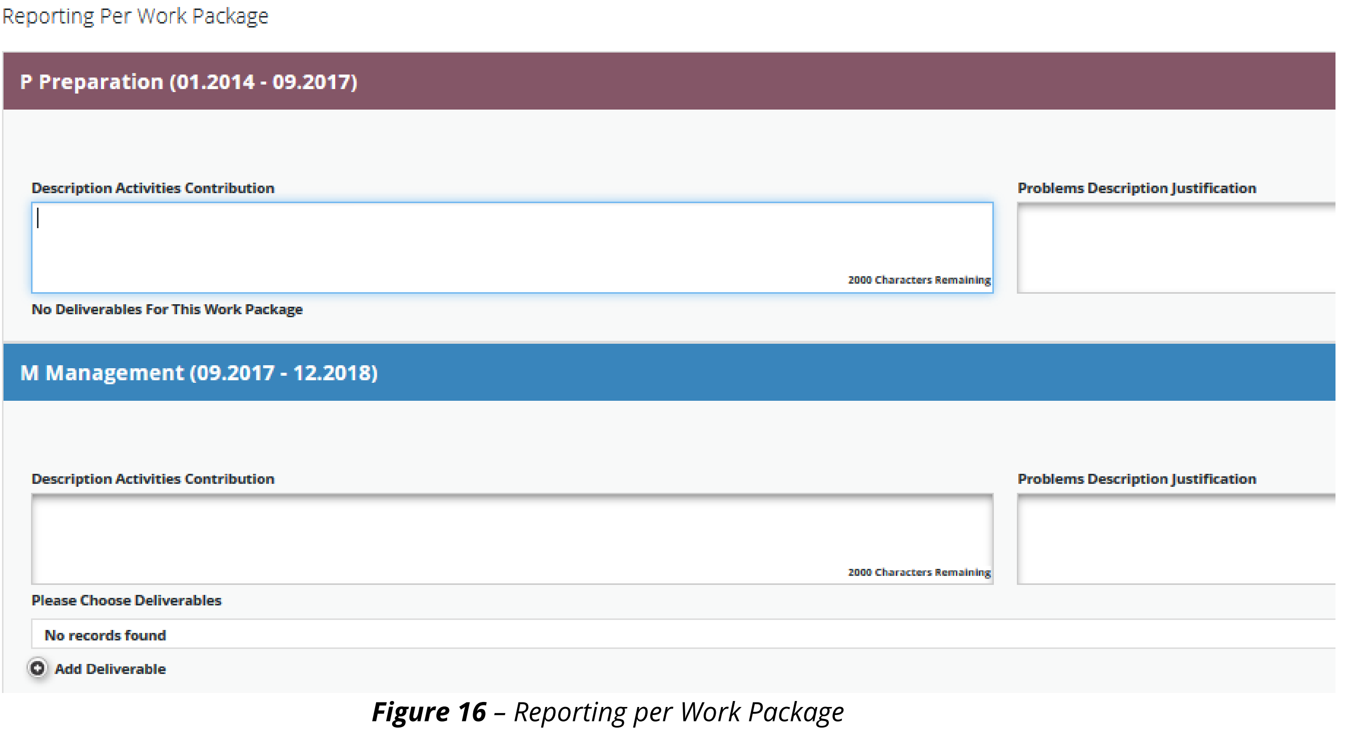


Figure 16 *– Reporting per Work Package*

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

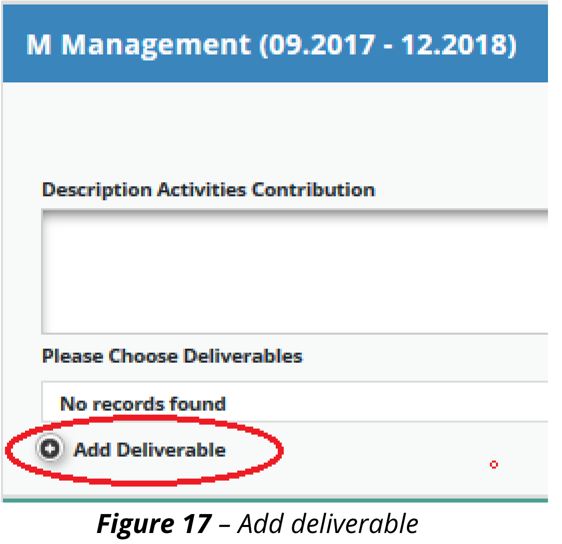


Figure 17 *– Add deliverable*

2.3.2 'List of Expenditures (LoE)' section

Figure 18 *– Navigation bar – List of expenditure -*

Financial reporting is done through the List of Expenditures (LoE) section. Partner and period are determined by the partner report itself (each report refers to just one partner and one period), the work package and budget line must be selected for every item in the LoE.

The following points should be respected:

- Each invoice represents one single item reported in the List of Expenditure
- For staff costs, a payroll is considered as an invoice
- Every expenditure must be linked to a work package and a budgetary line.

In order to add an expenditure please click on *Add Real Cost* button (see figure below).

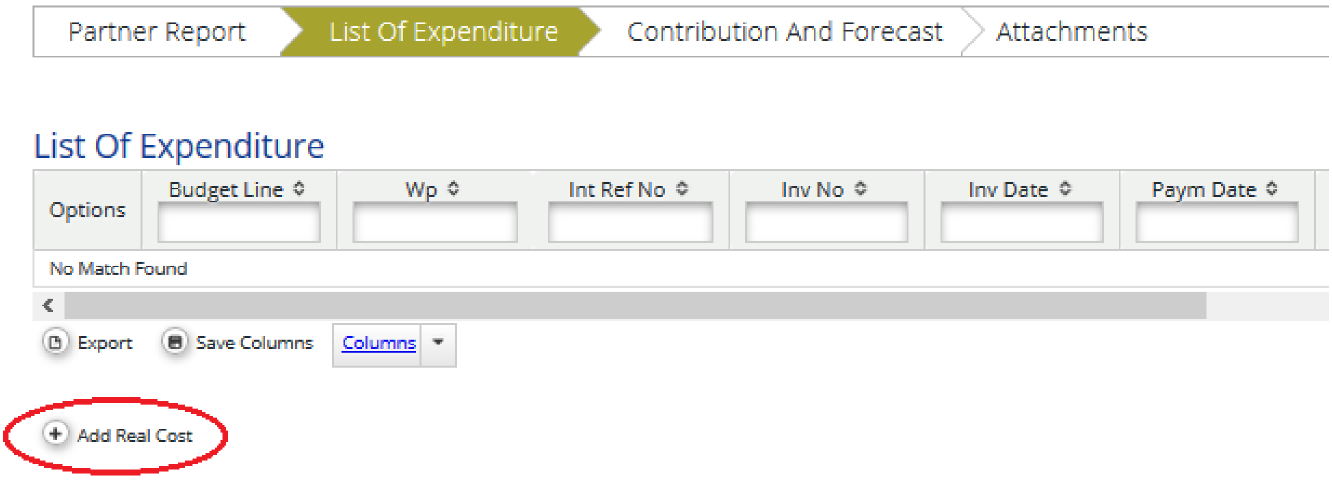


Figure 19 *–Adding real cost*

After clicking on 'Add real cost' a LoE appears, where the system asks you to give basic information on the cost item.

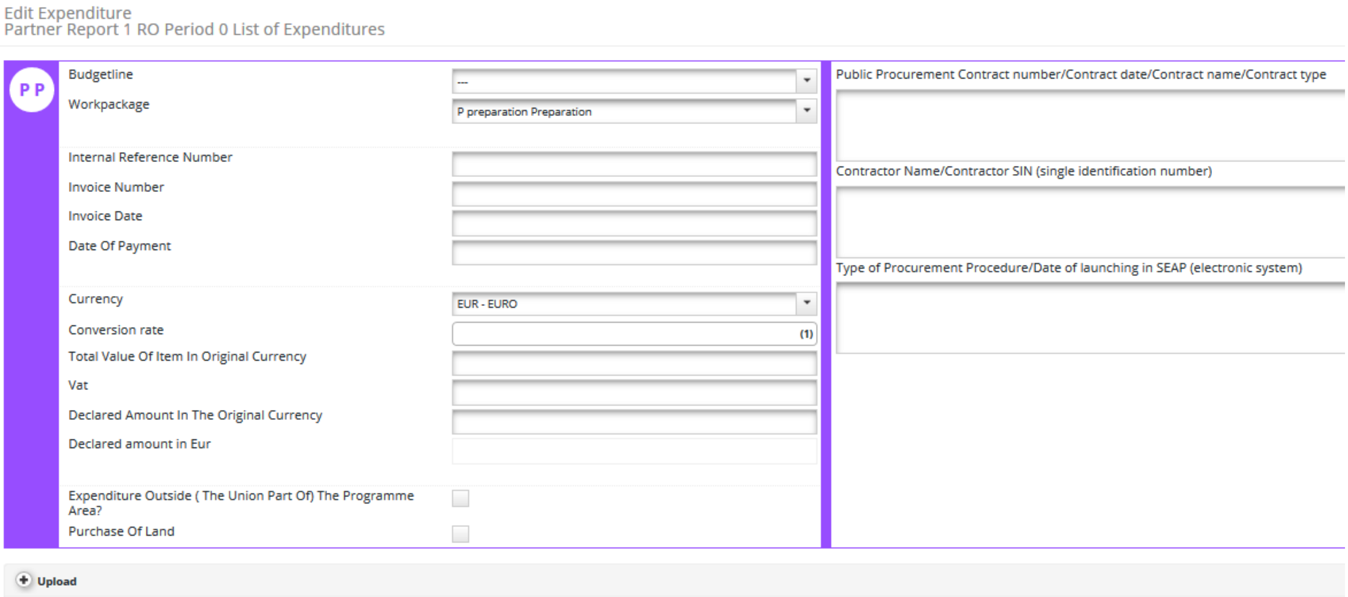


Figure 20 *–Adding expenditure*

It is necessary to allocate each expenditure item to one budget line and one workpackage. It is also obligatory to select 'Currency', to indicate 'Total Value of Item in Original Currency' and 'Declared amount in Original Currency' as well as to fill in the 'Invoice Number', 'Invoice Date' and 'Date of Payment'.

It is possible to upload one or multiple attachments to each of the expenditure items by clicking the *Upload* button. However, please do not upload any attachments (invoices, contracts, payslips etc.) unless you are explicitly asked to do so by FLC or JS.

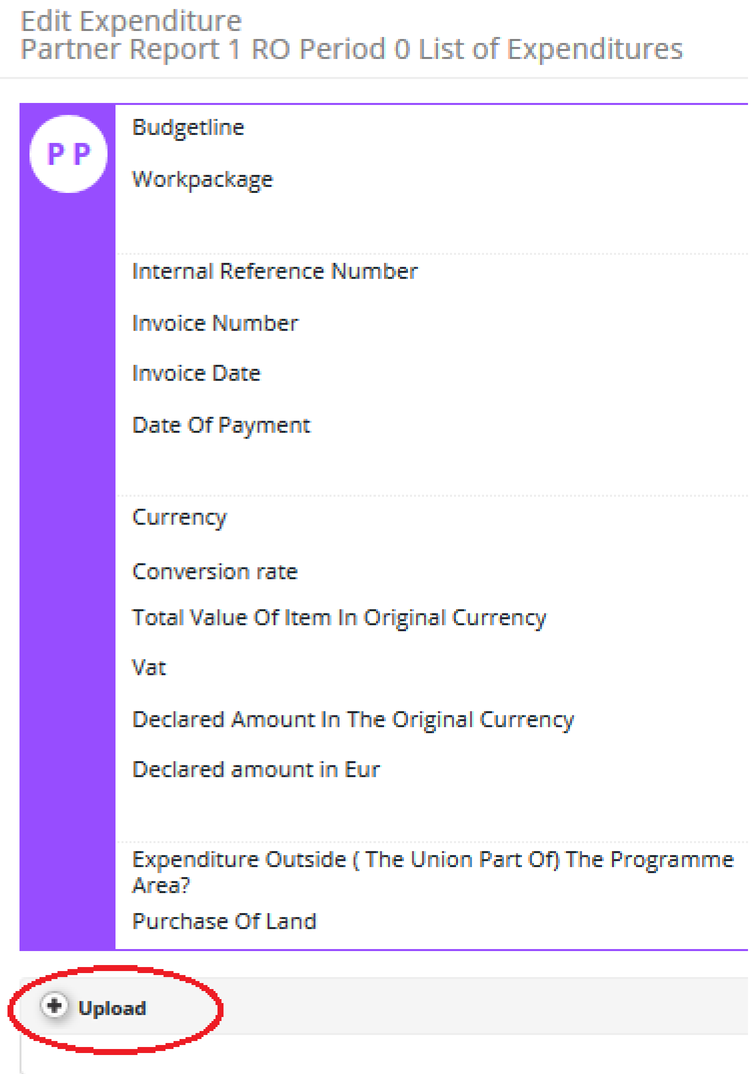


Figure 21 *–Uploading documents*

Please refer to Project Implementation Manual for guidance regarding documents to be attached to expenditures.
In order to be identified and verified in the system, the beneficiaries will name the uploaded files in accordance with the relevant contained documents.

Expenditure can be filled in in other currencies than EURO and the system converts it automatically into EURO using the currency conversion rate applicable at the moment of entering the information in the List of Expenditure, based on available exchange rates of the European Commission:
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

The system recalculates the amounts several times – first time when the expenditure item is created and every time when clicking on 'check saved report' button.
The final value is calculated and locked 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 to the FLC is the valid one.

In the LoE you should mark any expenditure spent outside the programme area. Please note that it is possible to change this checkbox also during FLC check, if FLC considers it was checked incorrectly.

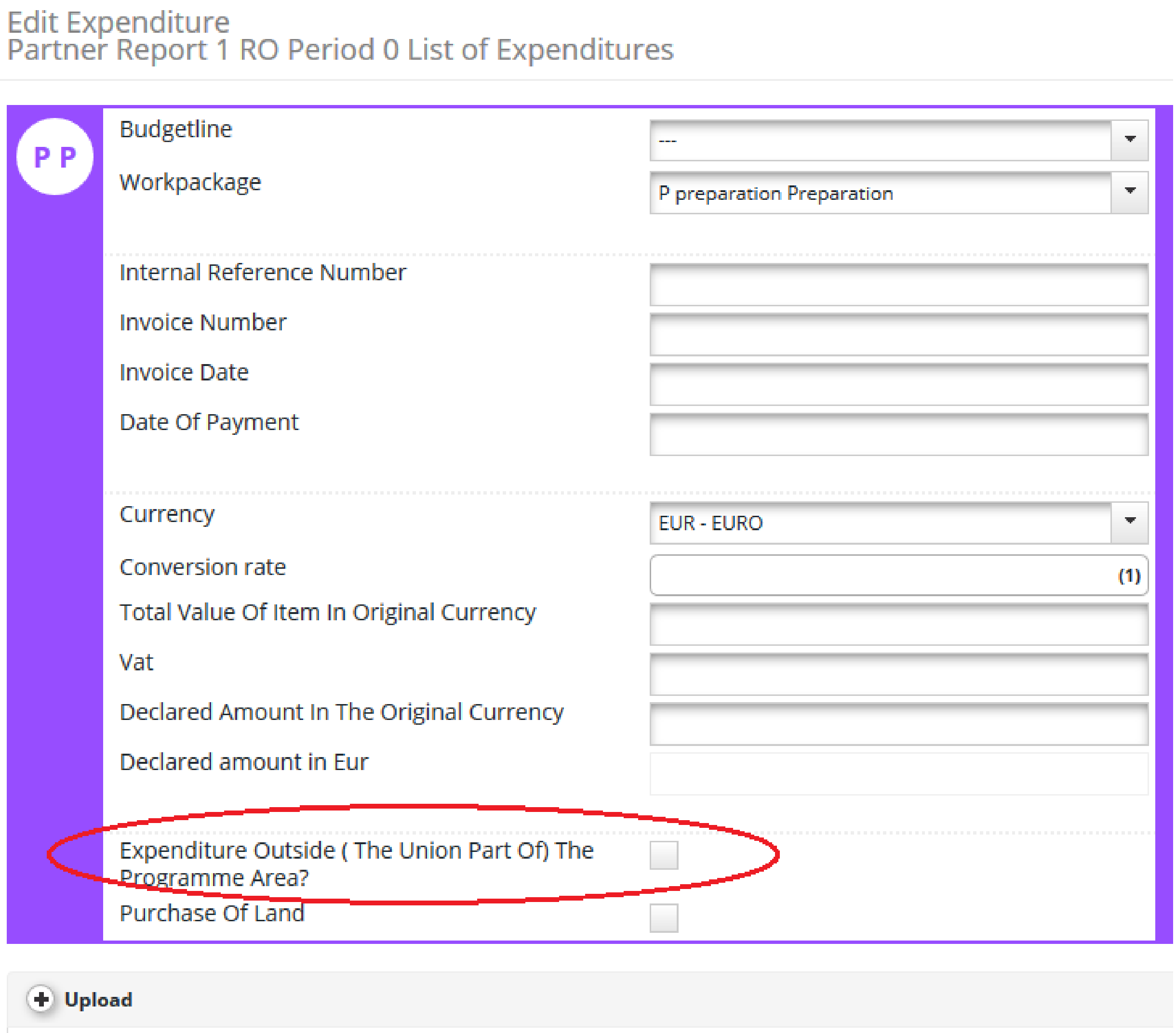


Figure 22 *–Expenditure outside programme area*

A very important section needed to be filled in is the right section of the expenditure declared, where each partner has to register the required relevant information in 3 sections (please see Fig. 22):

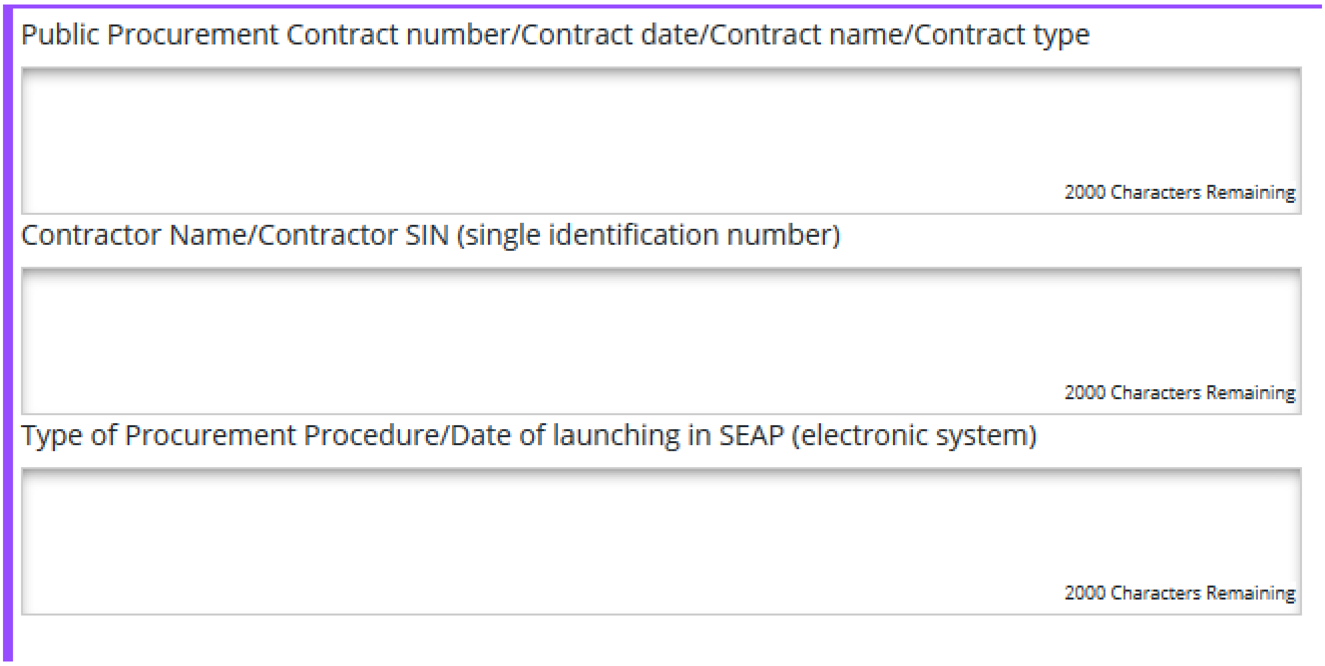


Figure 23 *–Additional information for expenditure*

- **Public procurement contract number/ Contract date/ Contract name/ Contract type. -** In this field the partner has to describe shortly the contract This field is mandatory for all the expenditures added, except those calculated by the flat rate.
- **Contractor Name;** This field is dedicated those expenditures incurred from the contracts signed by the partner with contractors and has to contain all data required in this order.
- **Type of Procurement Procedure; Date of launching in National Electronic Procurement System;** From the procedural point of view the partner has to fill in the type of procedure and the launching date in the National Electronic System in this filed.

If you have 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 for Staff cost..

Not filling in all the required information may be considered cause for rejection of the partner report. Also, please fill in the required information separated by “;”.

The LoE can be scrolled by pressing the middle-mouse-button (press it and move around in the table).

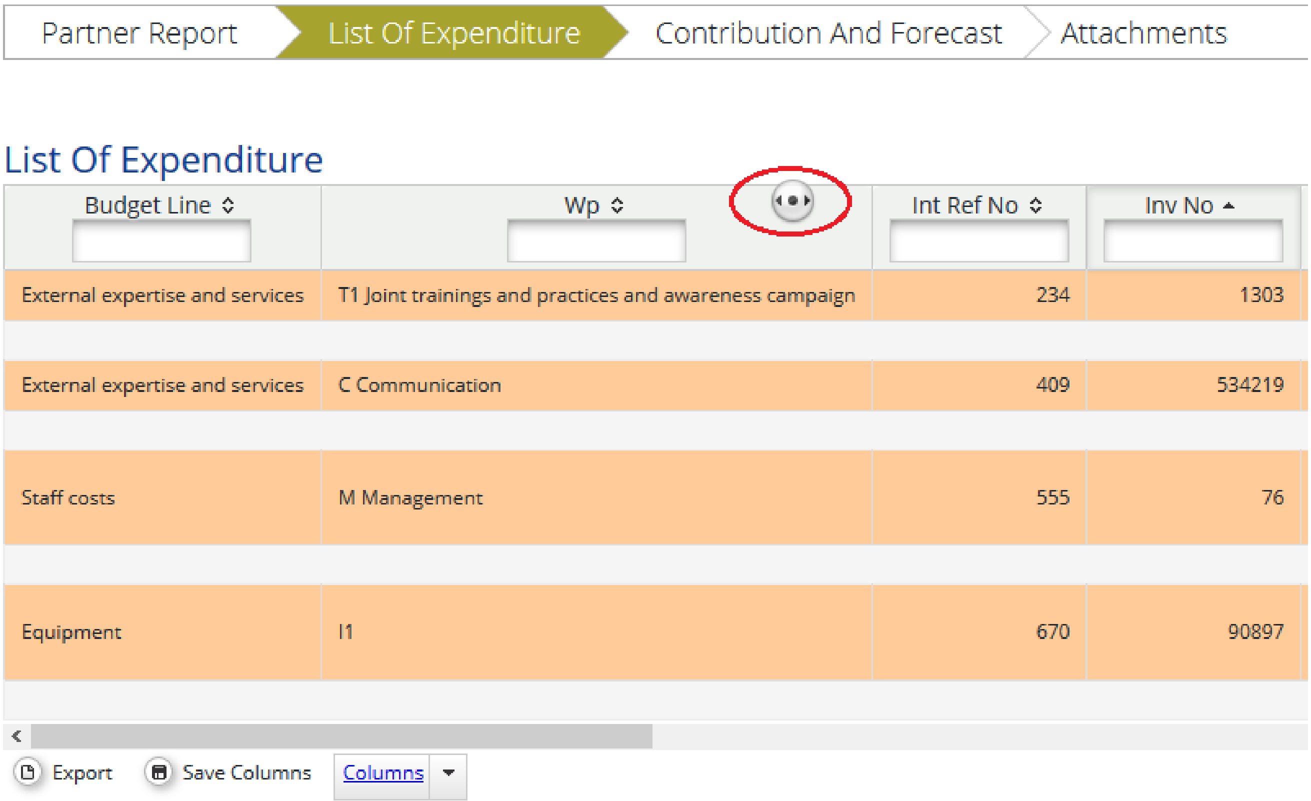


***Figure 24**– Scrolling the LoE*

2.3.3 'Contribution and Forecast' section

***Figure 25**– Navigation bar – 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.

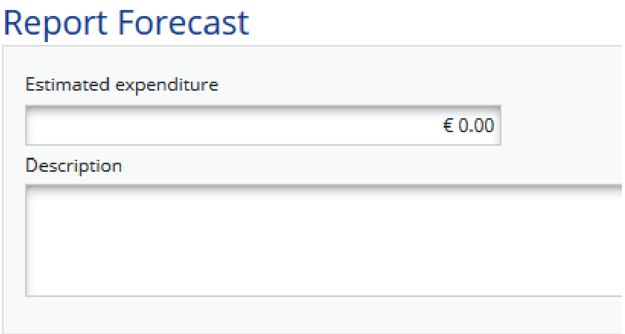
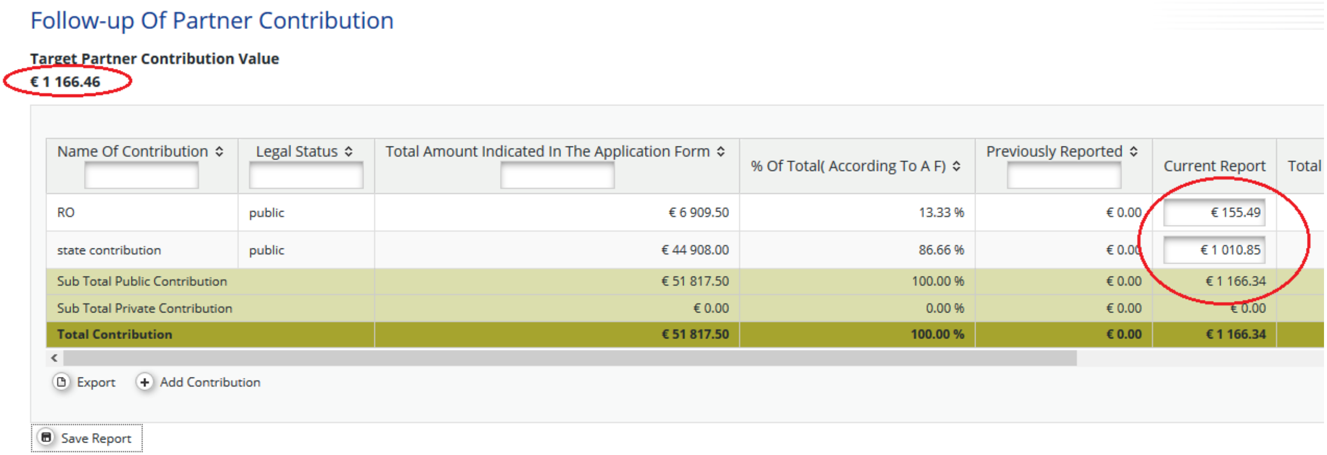


***Figure 26**– Spending Forecast*

In this section you need to specify the contribution amounts calculated from the target partner contribution value by applying the % per sources proposed in the Application Form.

The e-MS gives the partner target amount calculated by deducting the ERDF fund from total eligible expenditure introduced in the List of Expenditures. The total value of the contribution recorded for all sources needs to match exactly the target value provided by the system (e.g. *Target Partner Contribution Value = Partner contribution + RO State Budget contribution*)

The system has a built-in check, which does not allow submitting a report where the sum of all sources of partner contribution does not match exactly the target value, in Euro.



Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total(According To A F)	Previously Reported	Current Report	Total
RO	public	€ 6 909.50	13.33 %	€ 0.00	€ 155.49	
state contribution	public	€ 44 908.00	86.66 %	€ 0.00	€ 1 010.85	
Sub Total Public Contribution		€ 51 817.50	100.00 %	€ 0.00	€ 1 166.34	
Sub Total Private Contribution		€ 0.00	0.00 %	€ 0.00	€ 0.00	
Total Contribution		**€ 51 817.50**	**100.00 %**	**€ 0.00**	**€ 1 166.34**	

***Figure 27**– Follow up Partner Contribution*

2.3.4 'Attachments' section

Partners are also allowed to upload additional attachments related to the entire report, e.g. should any other document be relevant or required by the Project Implementation Manual/FLC/LB. All documents must be scanned preferably in black and white and at a resolution of 300dpi.
Before uploading, make sure the upload is of relevance for the report and is not duplicating with other documents you already provided. Intermediary versions of deliverables or outputs should be updated only if it has been asked specifically.
Always coordinate with the LB to make sure all relevant evidence is well included in the project report, but not duplicated.

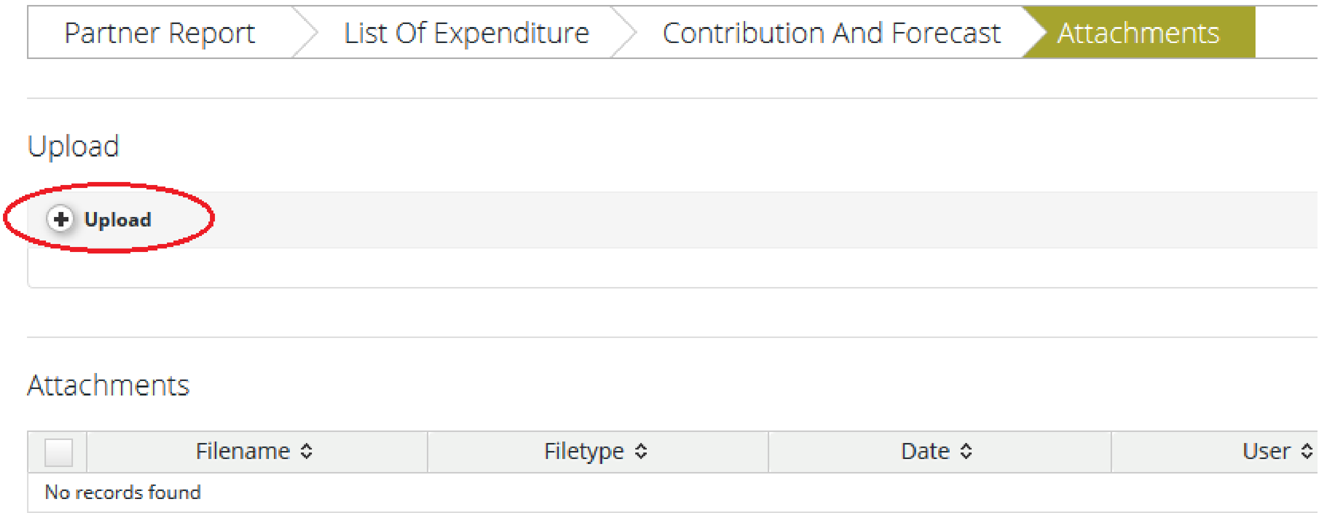


Figure 28– *Attachments*

In order to upload a document, please click on the button 'Upload', the upload pop up will appear, also you can select one or more file (ctrl + select). The user has the option to add a description of the file or .zip /.rar packages by clicking on the "Comment" icon. The maximum size of an attachment is 50 Mb per file.

Figure 29– *Report attachment*

Please note that in order to be identified and verified in the system, the beneficiaries must create separate archived (.zip or .rar) before uploading for each category of expenditures (e.g. one archived for Travel and accommodation, one for External expertise and services, one for Equipment expenditure and one for Infrastructure and works).
The files attached to these archived will be named in accordance with the relevant content of documents. Also, in the comment section, the beneficiaries must specify the budget line to which the archive is linked to.
In case the supporting documents are not properly named and/or uploaded without being linked to the corresponding budget line, the FLC controller may return the whole report to the partner for revision.

2.3.5 'Partner Finance Report' menu

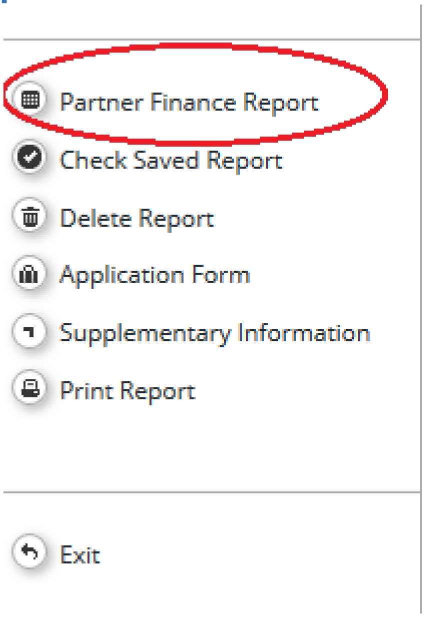


***Figure 30**– Partner finance report*

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

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

Partner Report Expenditure Summary

Programme Co-financing	Partner Total Budget	Previously Reported(Certified By C A)	Currently Reported (amount to be declared to flc)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Flc	Total Amount Included In Project Finance Report
Total Co-financing	€ 293 632.50	€ 0.00	€ 6 609.92	€ 6 609.92	2.25 %	€ 287 022.58	€ 6 609.92	€ 0.00	€ 0.00
Of Which ERDF	€ 293 632.50	€ 0.00	€ 6 609.92	€ 6 609.92	2.25 %	€ 287 022.58	€ 6 609.92	€ 0.00	€ 0.00
Partner Contribution	€ 51 817.50	€ 0.00	€ 1 166.46	€ 1 166.46	2.25 %	€ 50 651.04	€ 1 166.46	€ 0.00	€ 0.00
Total Eligible Expenditure	**€ 345 450.00**	**€ 0.00**	**€ 7 776.38**	**€ 7 776.38**	**2.25 %**	**€ 337 673.62**	**€ 7 776.38**	**€ 0.00**	**€ 0.00**

Export

Partner Expenditure Per Budgetline

Budgetline	Partner Total Budget	Previously Reported(Certified By C A)	Currently Reported (amount to be declared to flc)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Flc	Total Amount Included In Project Finance Report
Staff costs	€ 13 000.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 13 000.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	€ 1 950.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 1 950.00	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation	€ 3 500.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 3 500.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	€ 59 500.00	€ 0.00	€ 7 776.38	€ 7 776.38	13.07 %	€ 51 723.62	€ 7 776.38	€ 0.00	€ 0.00

Figure 31*– Partner finance report table*

2.4 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.

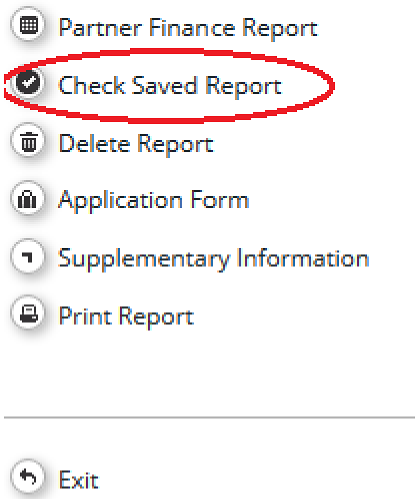


***Figure 32**– Check saved report*

When clicking on ‘Check saved report’, an automatic check will be made. Should there be
some inaccuracies, the system will notify you about them. In case some of the rules are not fulfilled, an error message will appear and the partner will need to correct any wrong data.
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.

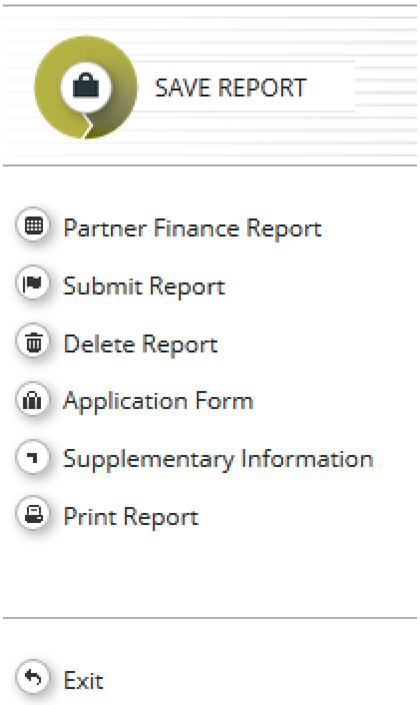


***Figure 33**– Submit report*

> *Please pay attention, the euro amounts calculated by the system are changing if the amounts are inserting in different months with the exchange rate from the moment of check and submission. The value is updated when clicking on 'check saved report' and frozen when the partner report is submitted to the FLC.*

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. In case of clarifications requested by FLC or, the partner can upload in the system the missing/relevant document or other documents only if the FLC opens one or both upload section of the partner report.

Please pay attention, currently, if the partners have a report saved, the lead partner should not ask for the modification request of the AF. All the partners' reports has to be submitted in order to require for a modification request.

2.5 Other

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

Partner living tables

Partner living tables are financial tables at the partner level that summarize partner expenditure processed through all partner reports. Like all other living tables (i.e. project level and programme 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 partner reports. To access partner living tables, press the button under the partner report overview table.

Report	Report Start	Report End	State
Period 0 01.01.2014 - 01.09.2017			
Report 0.1	01.01.2014	01.09.2017	Report In Progress
Period 1 01.09.2017 - 30.11.2017			
Period 2 01.12.2017 - 28.02.2018			
Period 3 01.03.2018 - 31.05.2018			
Period 4 01.06.2018 - 31.08.2018			
Period 5 01.09.2018 - 31.12.2018			

Partner Living Tables

Figure 34– *Partner living table button*

Partner Expenditure Summary

Programme Co-financing	Partner Total Budget	Previously Reported(Certified By C A)	Previously Reported (total amount declared by partners)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Flc	Total Amount Included In Project Finance Report
Total Co-financing	€ 293 632.50	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 293 632.50	€ 6 609.92	€ 0.00	€ 0.00
Of Which ERDF	€ 293 632.50	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 293 632.50	€ 6 609.92	€ 0.00	€ 0.00
Partner Contribution	€ 51 817.50	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 51 817.50	€ 1 166.46	€ 0.00	€ 0.00
Total Eligible Expenditure	**€ 345 450.00**	**€ 0.00**	**€ 0.00**	**€ 0.00**	**0.00 %**	**€ 345 450.00**	**€ 7 776.38**	**€ 0.00**	**€ 0.00**

Export

Partner Expenditure Per Budgetline

Budgetline	Partner Total Budget	Previously Reported(Certified By C A)	Previously Reported (total amount declared by partners)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Flc	Total Amount Included In Project Finance Report
Staff costs	€ 13 000.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 13 000.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	€ 1 950.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 1 950.00	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation	€ 3 500.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 3 500.00	€ 0.00	€ 0.00	€ 0.00

***Figure 35**– Partner living table*

3. PROJECT REPORT

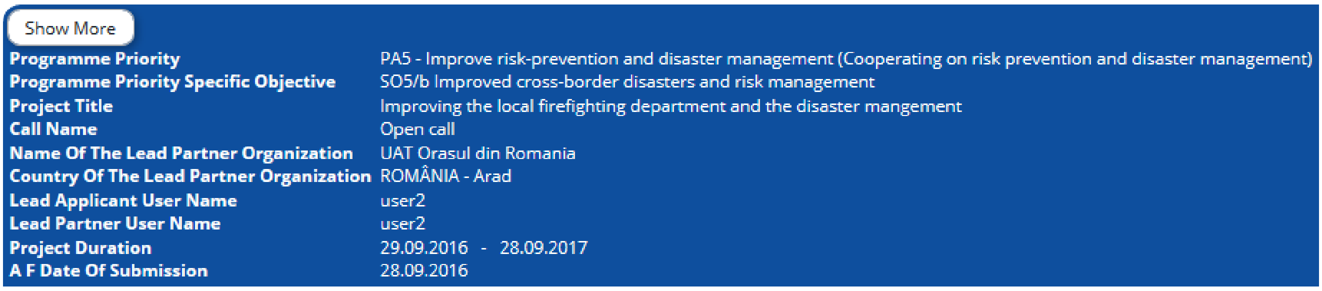
Project reports are created by the lead partner, based on partner reports previously verified and certified by FLC:

- The partners create, fill in their partner report for each project reporting period and submit it electronically (via e-MS). As all the partners, the lead partner, in its partner role, has also to create, fill in and submit its own report electronically. (Please see the chapter 'Partner report' for how to create and fill in partner reports.)
- The FLCs access the partner reports, verify and certify the amounts (the verified amounts are included in the FLC certificate).
- The lead partner can access the partner reports and the FLC certificates of all partners in the eMS to fill in the project report.
- Before submitting a project report, the lead partner needs to have his/her partner report checked by his/her FLC.
- The LP will have to include the FLC certificates of all the reporting partners (including the one issued for its own organization).

3.1 Needed user rights / privileges

Project reports can only be created by the lead beneficiary of a project, starting from the moment the project status is changed to 'contracted'.

Currently only one user has the Lead Partner role. Even if more users are allocated to the Lead Partner in the 'Supplementary information/User assignment' they do not have the right to create and/or submit the project reports. Such users can only work with partner reports of the Lead Partner. The only user having Lead Partner role is the one accepted by the JS in the Handover procedure or in case of automatic handover the same as Lead Applicant. It is always possible to see which user is the Lead Partner for the project in the 'Show more' button at the top of the project/reporting view.


Show More

Programme Priority	PA5 - Improve risk-prevention and disaster management (Cooperating on risk prevention and disaster management)
Programme Priority Specific Objective	SO5/b Improved cross-border disasters and risk management
Project Title	Improving the local firefighting department and the disaster mangement
Call Name	Open call
Name Of The Lead Partner Organization	UAT Orasul din Romania
Country Of The Lead Partner Organization	ROMÂNIA - Arad
Lead Applicant User Name	user2
Lead Partner User Name	user2
Project Duration	29.09.2016 - 28.09.2017
A F Date Of Submission	28.09.2016

Figure 36– *Show more – lead partner user name*

3.2 Generating a project report

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.

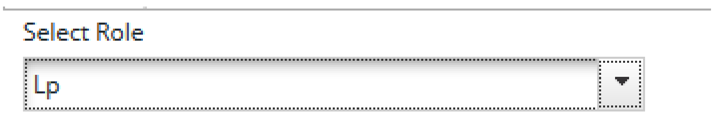


Figure 37– *Select LP role*

For creating a new project report, you need to select a project period (which have been set in the AF) for which you wish to create the report and to click “Create Report For”.

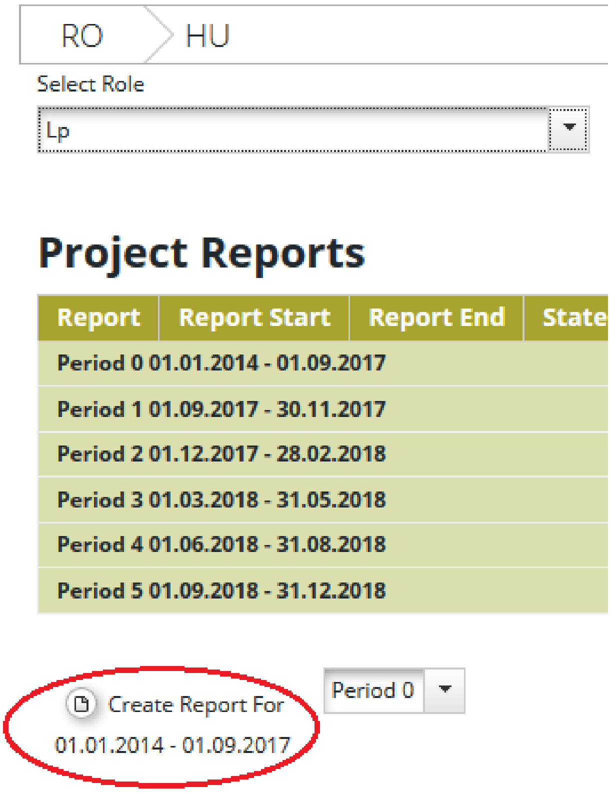


***Figure 38**– Create report*

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

***Figure 39**– Project report number*

It is possible to delete a project report only as long as it has not been submitted to the JS. In order to do this, the lead beneficiary needs to click on the 'Delete Report' button in the left-side menu.

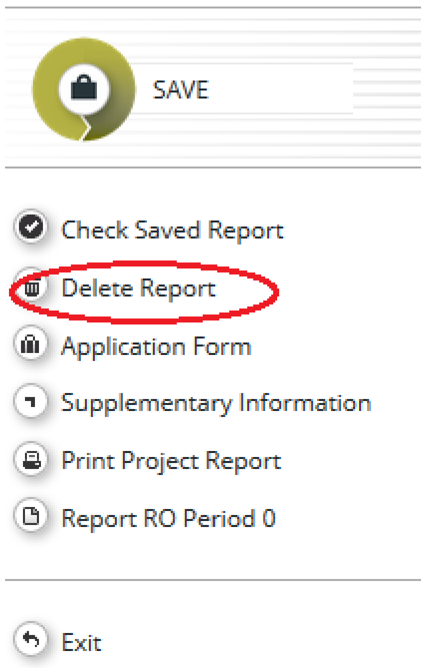


***Figure 40**– Delete report*

The lead partner can see reports of other partners but he/she cannot create, modify, delete or submit them, unless he/she has been assigned to other partners as a user in the supplementary information ('User assignement' tab).

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')

Partner Reports

1 - Romanian town - UAT Ro

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 29.01.2016 - 29.05.2016									
Report 0.1	29.01.2016	29.05.2016	Report F Lc Certified	29.09.2016	30.09.2016	Period 0 Project Report 1	€ 0.00		
Period 1 29.09.2016 - 28.09.2017									
Report 1.1	29.09.2016	28.09.2017	Report F Lc Certified	29.09.2016	30.09.2016	Period 1 Project Report 1	€ 145 781.35		

Partner Living Tables

2 - Hungarian townhall - HU town

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 29.01.2016 - 29.05.2016									
Report 0.1	29.01.2016	29.05.2016	Report F Lc Certified	29.09.2016	06.10.2016	Period 0 Project Report 1	€ 0.00		
Period 1 29.09.2016 - 28.09.2017									
Report 1.1	29.09.2016	28.09.2017	Report F Lc Certified	29.09.2016	30.09.2016	Period 1 Project Report 1	€ 782.39		

Partner Living Tables

***Figure 41**– Partner reports*

3.3. Filling-in Project Reports

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 items in the project report depend on the call setup and approved application form (e.g. which work packages are available).

The lead beneficiary needs to make sure all relevant evidence for main outputs and deliverables is well included in the project report, in the 'Activities' section. Any other attachment upon request by the programme should be attached in the

‘Attachments’. Please acknowledge that no intermediary versions of outputs and deliverables should be uploaded in the eMS. The maximum size of an attachment is 50Mb per file.
In case the evidence exceeds the limit of 50Mb, the lead beneficiary should create .rar or .zip packages of no more than 50 Mb and upload them in the Attachments’ section of the project report.

***Figure 42**– Navigation bar -project reports*

3.3.1 ‘Report’ Section

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.

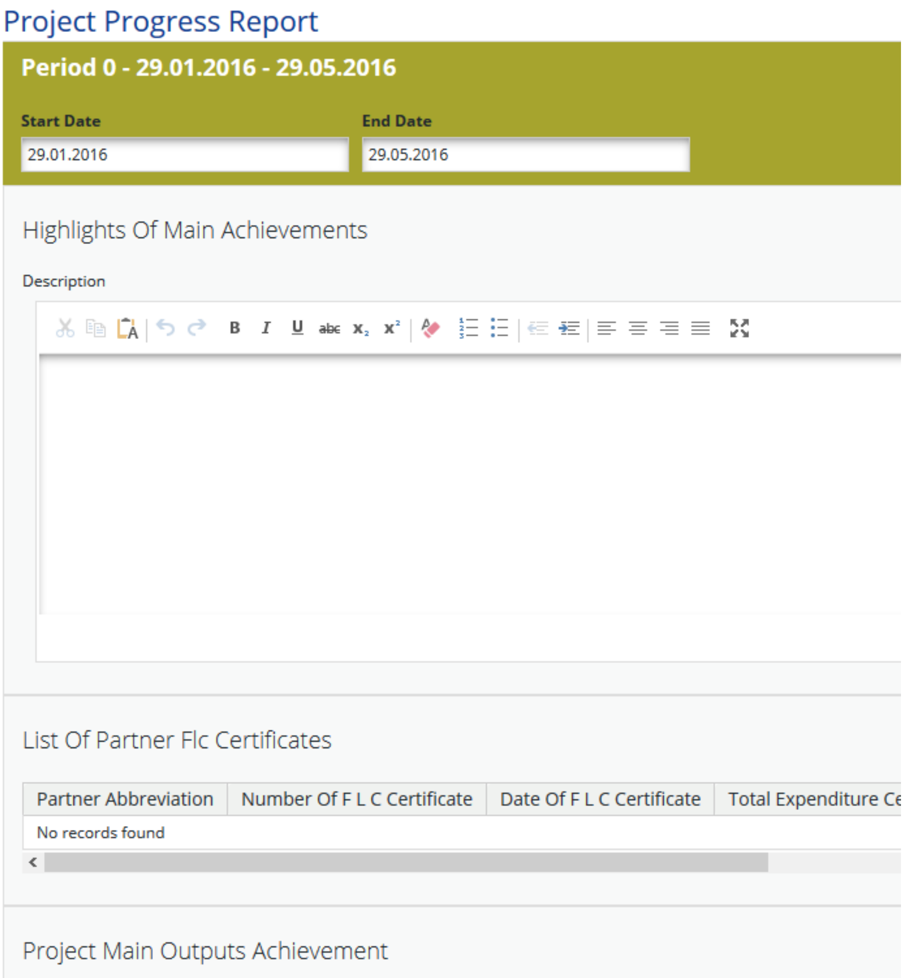


Figure 43– P*roject report section – top part*

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

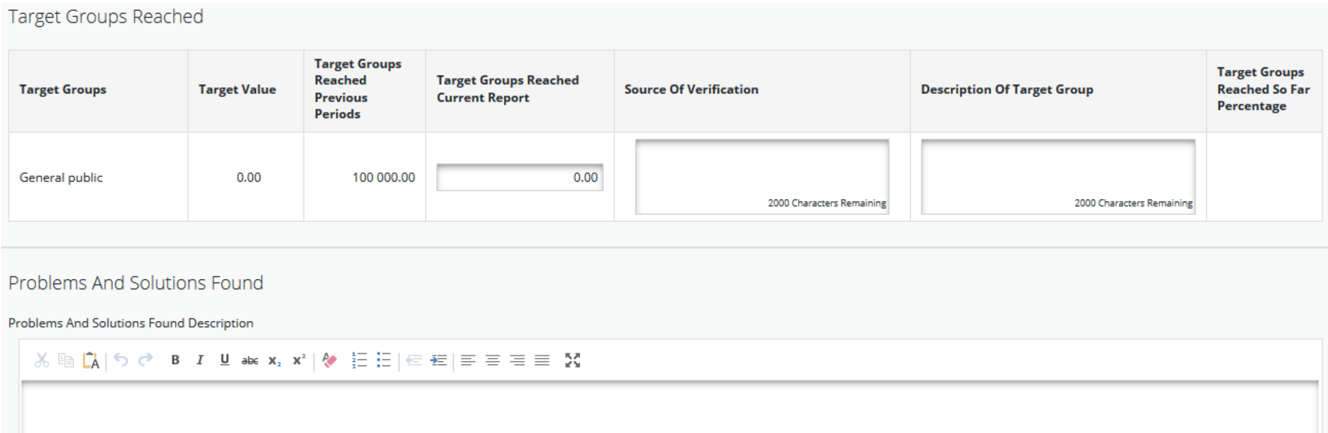


Figure 44– P*roject report section – middle part*

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.

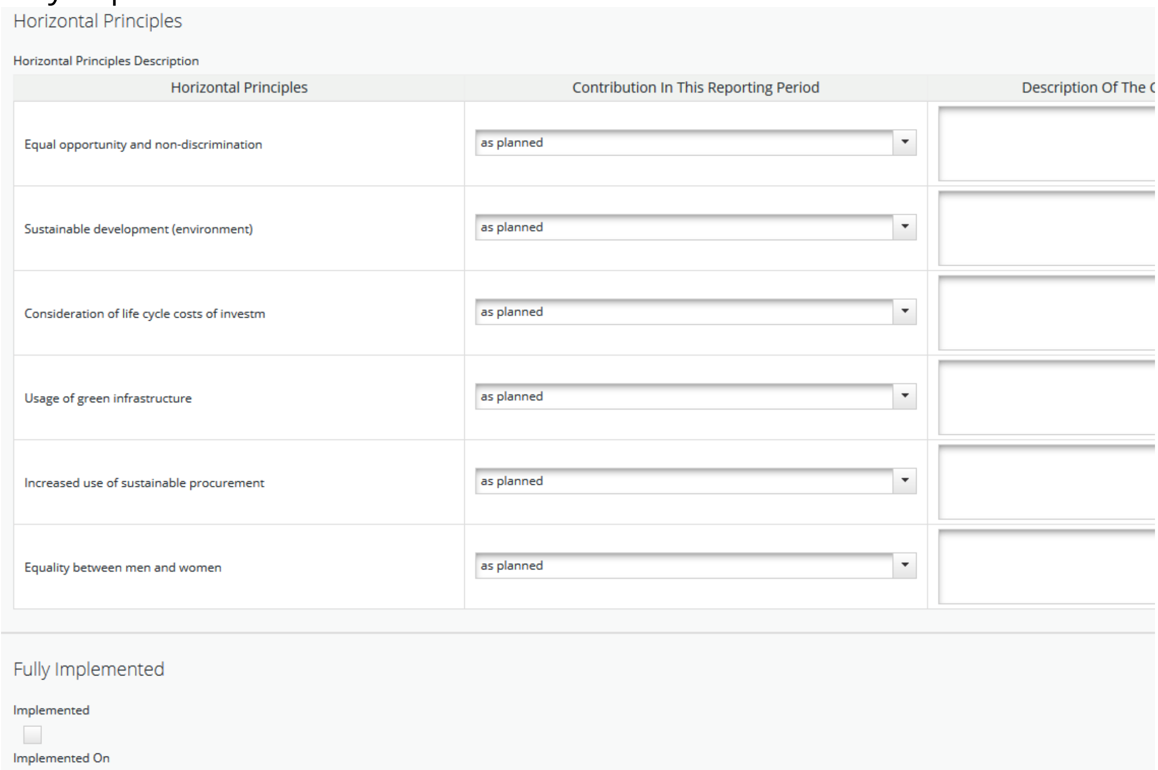
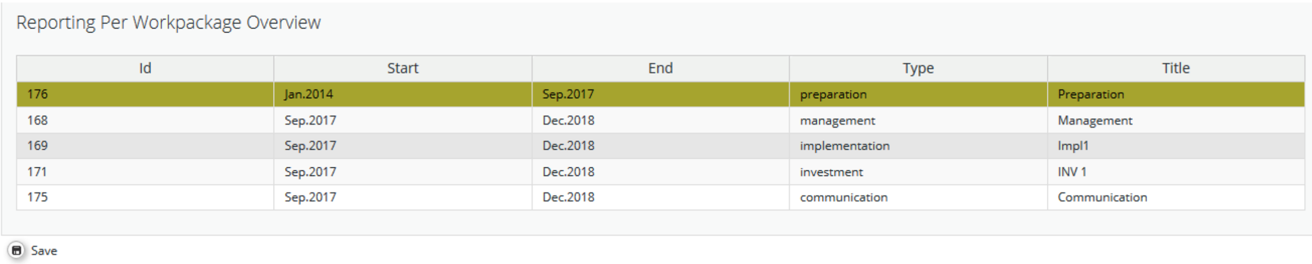


Figure 45– P*roject report section – bottom part1*

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


Reporting Per Workpackage Overview

Id	Start	End	Type	Title
176	Jan.2014	Sep.2017	preparation	Preparation
168	Sep.2017	Dec.2018	management	Management
169	Sep.2017	Dec.2018	implementation	Impl1
171	Sep.2017	Dec.2018	investment	INV 1
175	Sep.2017	Dec.2018	communication	Communication

Save

***Figure 46**– Project report section – bottom part2*

3.3.2 'Work packages' section

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'.

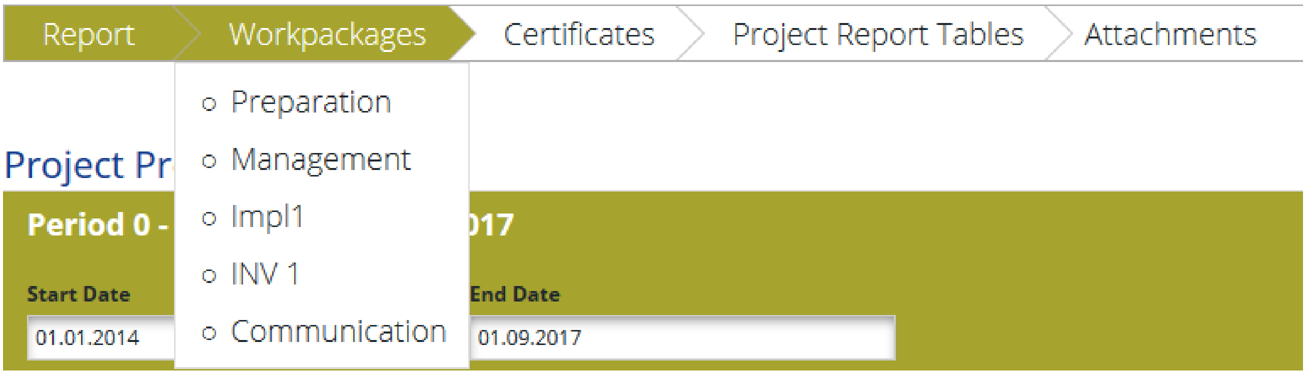


***Figure 47**– Navigation bar- Workpackages*

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.

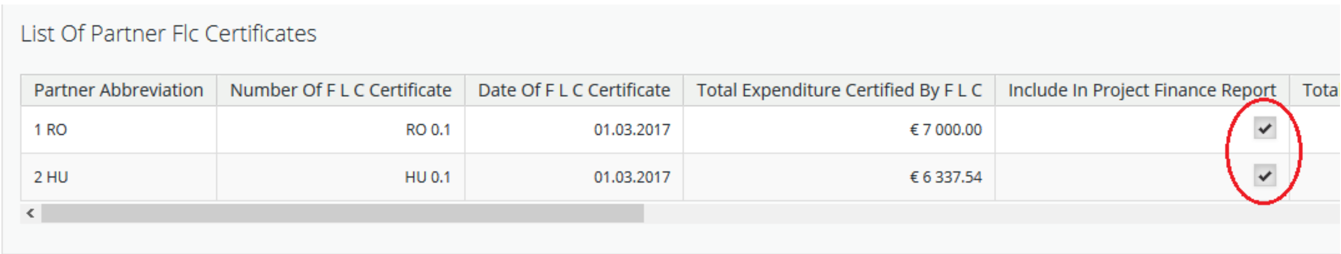
Figure 48–*Workpackages section*

3.3.3 'FLC Certificates' section

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

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

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



List Of Partner Flc Certificates

Partner Abbreviation	Number Of F L C Certificate	Date Of F L C Certificate	Total Expenditure Certified By F L C	Include In Project Finance Report	Tota
1 RO	RO 0.1	01.03.2017	€ 7 000.00	✓	
2 HU	HU 0.1	01.03.2017	€ 6 337.54	✓	

Figure 49–*Including FLC Certificates*

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.

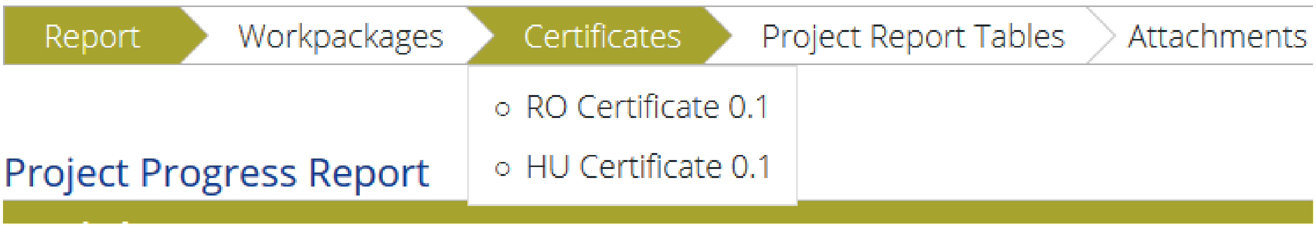


***Figure 50**– Navigation bar - FLC Certificates*

The lead beneficiary can also revert partner reports back to the FLC or to the partners. This might be necessary in case he/she notices a mistake, which is not in his/her authority to correct. The lead beneficiary does not have this privilege by default, he/she need to ask this user right to JS, in order to view the revert section in the project report.

List Of Partner Flc Certificates

'artner E R D F Included	Total partner contribution	Private partner contribution	Public partner contribution	F L C certificate	Revert
€ 5 950.00	€ 1 050.00	€ 0.00	€ 1 050.00	Show F L C certificate	
€ 5 386.90	€ 950.64	€ 0.00	€ 950.64	Show F L C certificate	Revert From Lp To Flc Revert From Lp To Pp

***Figure 51**– Reverting partner FLC Certificates*

Reverting the report to a project partner means that the project partner needs to correct and re-submit the report to the FLC and then the FLC needs to re-certify the report.
Reverting the report to FLC level means that the FLC needs to re-certify the report but no corrections from the partner are necessary.

If the lead partner needs to revert his/her partner report, the JS needs to be contacted. The lead partner cannot revert his own report neither to FLC nor to the PP.

3.3.4 'Project Report Tables' section

***Figure 52**– Navigation bar – Project Report Table*

Here you can find various summary tables of the expenditure included in the project report. Please note that the tables are updated before the report is submitted. All the corrections done by the LP should be immediately visible in the tables.
Project report tables follow the same logic as those in the partner report but take into account all certificates included in the project report.
Please note that the 'Currently reported' column changes its values (and name) each time a project report changes a 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.

Project Report Expenditure Summary

Programme Co-financing	Project Total Budget	Previously Reported(Certified By C A)	Currently Reported (amount to be declared to the js)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Flc	Total Amount Included In Project Finance Report
Total Co-financing	€ 466 182.50	€ 0.00	€ 11 336.90	€ 11 336.90	2.43 %	€ 454 845.60	€ 11 996.82	€ 11 336.90	€ 0.00
Of Which ERDF	€ 466 182.50	€ 0.00	€ 11 336.90	€ 11 336.90	2.43 %	€ 454 845.60	€ 11 996.82	€ 11 336.90	€ 0.00
Partner Contribution	€ 82 267.50	€ 0.00	€ 2 000.64	€ 2 000.64	2.43 %	€ 80 266.86	€ 2 117.10	€ 2 000.64	€ 0.00
Total Eligible Expenditure	**€ 548 450.00**	**€ 0.00**	**€ 13 337.54**	**€ 13 337.54**	**2.43 %**	**€ 535 112.46**	**€ 14 113.92**	**€ 13 337.54**	**€ 0.00**

Export

Project Expenditure Per Budgetline

Budgetline	Project Total Budget	Previously Reported(Certified By C A)	Currently Reported (amount to be declared to the js)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Flc	Total Amount Included In Project Finance Report
Staff costs	€ 53 000.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 53 000.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	€ 7 950.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 7 950.00	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation	€ 3 500.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 3 500.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	€ 216 500.00	€ 0.00	€ 13 337.54	€ 13 337.54	6.16 %	€ 203 162.46	€ 14 113.92	€ 13 337.54	€ 0.00
Equipment	€ 67 500.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 67 500.00	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	€ 200 000.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 200 000.00	€ 0.00	€ 0.00	€ 0.00
Total	€ 548 450.00	€ 0.00	€ 13 337.54	€ 13 337.54	2.43 %	€ 535 112.46	€ 14 113.92	€ 13 337.54	€ 0.00
Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total Eligible Expenditure	**€ 548 450.00**	**€ 0.00**	**€ 13 337.54**	**€ 13 337.54**	**2.43 %**	**€ 535 112.46**	**€ 14 113.92**	**€ 13 337.54**	**€ 0.00**

***Figure 53**–Project Report Tables*

3.3.5. 'Attachments' section

Figure 54– *Navigation bar – Attachments*

All relevant evidence for main outputs and deliverables should be included in the project report, in the ‘Activities’ section.
Should any additional attachments be relevant for the entire project report, the lead beneficiary needs to upload them in this ‘Attachment’ section. The programme authorities may also ask you to upload specific attachments. Please acknowledge the maximum size of an attachment is 50Mb per file.
In case the files are bigger than 50 Mb, the lead beneficiary should create .rar or .zip packages of no more than 50 Mb and upload them in the Attachments’ section of the project report by clicking *Upload* button

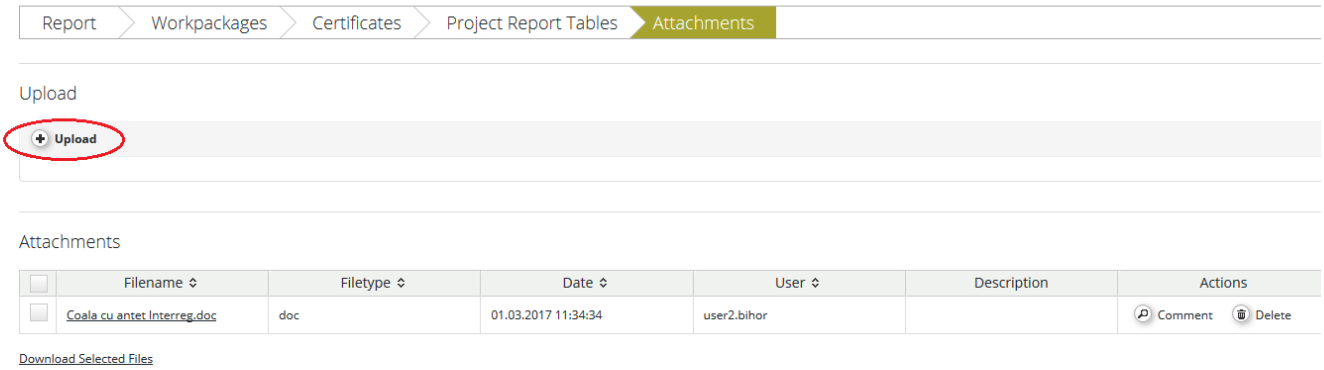


Figure 55–*Upload attachments*

3.4 Submitting a project report

Before submitting a project report, the saved report needs to be checked (analogically to checking saved projects when submitting the application form) by clicking “Check Saved Report” in the left-side menu.

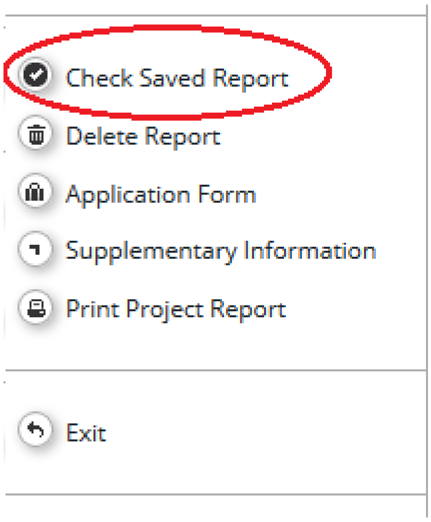


Figure 56*–Checking saved report*

Once the report is successfully checked, it can be submitted by clicking 'Submit Report', which will appear instead of 'Check Saved Report' button.

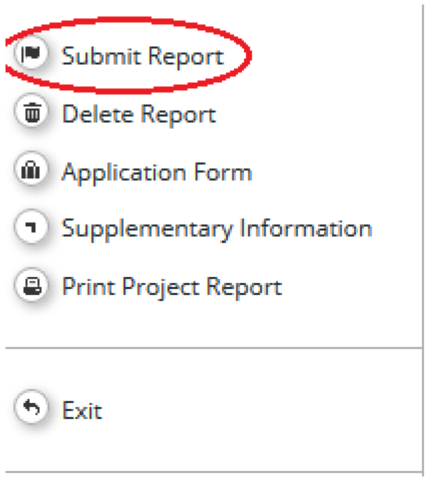


Figure 55*–Submiting report*

The project report is submitted to the JS. The report state is changed from 'In process' into 'Report Submitted' and a submission date is displayed in the overview table.

Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Total Expenditure Submitted To Js	View Report
Period 0 01.01.2014 - 01.09.2017						
Report 0.1	01.01.2014	01.09.2017	Report submitted to J S	01.03.2017	€ 13 337.54	
Period 1 01.09.2017 - 30.11.2017						

Figure 56*–Report submitted*

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.

4. Help and Technical Support

For any problems you might experience with the eMS, please contact the Joint Secretariat at joint.secretariat@brecoradea.ro or by telephone at +40 259 473 174 or +40 359 436 529 during office hours .