

Reporting in eMS – Main modification in v.5 – April 2019

Nr. Crt.	Position	Object of modification	Original text	Position	Modified text
1	<i>Ch.2.3.User Assignment Page 18</i>	User Assignment	-	<i>Ch.2.3.User Assignment Page 18</i>	It is mandatory for each project partner to have their own eMS user assigned to the project!
2	<i>Ch.2.8 Project Procurement Page 21</i>	Project Procurement	In case you get an error message in the top of the page, the procurement is not saved in the system!	<i>Ch.2.8 Project Procurement Page 22</i>	In case you get an error message in the top of the page, the procurement is not saved in the system! This means that a mandatory field is not properly filled in for a procurement (or one of the procurements in this section, if the case) and should be revised before saving again. If the field Contract Name is empty, eMS will display an error message and your procurement will not be saved
3	<i>Ch.2.8 Project Procurement Page 21</i>	Project Procurement	In case of equipment and services procured under a works contract all the related documents will be attached.	<i>Ch.2.8 Project Procurement Page 22</i>	In case of equipment and services procured under a works contract all the related documents will be attached, except for the deliverables which have to be attached in the relevant deliverables report section.
4	<i>Ch.2.8 Project Procurement Page 22</i>	Project Procurement	-	<i>Ch.2.8 Project Procurement Page 23</i>	Also, it is recommended to insert comments about the content of the document especially in case the documents are named in national language, the beneficiary should insert a brief comment, in English (which is the official language of the

					Programme), explaining the content of the attachment.
5	<i>Ch.2.8 Project Procurement Page 23</i>	Project Procurement	The documents related to a procurement shall be uploaded in eMS only once, in this section. The invoices and payment documents will be linked by the system to the respective procurement (using information filled in by the partner in the List of expenditure of the partner report).	<i>Ch.2.8 Project Procurement Page 22</i>	The documents related to a procurement shall be uploaded in eMS only once, in this section. The invoices and their payment documents have to be inserted in the partner report and each invoice has to be linked by the user selecting the associated procurement. Once linked and submitted within a partner report to the FLC, the invoice will appear also in the procurement section. The deliverables shall be uploaded separately in the partner report deliverable attachment section located in the reporting per work packages section and the accounting documents in the partner report attachment section.
6	<i>Ch.3.1. Accessing a partner report Page 23</i>	Accessing a partner report	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.	<i>Ch.3.1. Accessing a partner report Page 25</i>	For this, a person/institution needs first to become an eMS user (see chapter 2.3 above). Each partner can have multiple users with read/write access to the partner reports (that can create/edit the partner report or read-only rights (in case you need a supervisor of the work from your institution for example).
7	<i>CH. 3.2. Generating a partner report Page 27</i>	<i>Generating a partner report</i>	-	<i>CH. 3.2. Generating a partner report Page 29</i>	Each partner report generated for a reporting period must include expenditures paid within that reporting period or maximum 15 calendar days after the end of the related reporting period or within maximum 45 calendar days after the end of implementation period but no later than 31 December 2023 in case of the last reporting period.

8	Ch. 3.3.1. 'Partner report' Section Page 32	'Partner report' Section	Please coordinate with the LB to make sure all relevant evidence is well included in the project report, but not duplicated!	Ch. 3.3.1. 'Partner report' Section Page 33	Please coordinate with the LB to make sure all relevant evidence is well included in the project report. <i>The LB</i> has the option to create links from projects report attachments to partner report attachments.
9	Ch.3.3.2. 'List of Expenditures (LoE)' section Page 34	'List of Expenditures (LoE)' section	Each item should be reported in a separate line in the LoE (even if an invoice contains more than one item)	Ch.3.3.2. 'List of Expenditures (LoE)' section Page 35	Each item should be reported in a separate line in the LoE (even if an invoice contains more than one item), except if the items belongs to the same budgetary line and the same activity/workpackage, case in which the items should be reported compressed in positions that contain the value of the same materials/goods.
10	Ch.3.3.2. 'List of Expenditures (LoE)' section Page 35	'List of Expenditures (LoE)' section	-	Ch.3.3.2. 'List of Expenditures (LoE)' section Page 37	Please be aware that partners are the only users that can create a link between an invoice and a procurement in the List of expenditure! All partner reports failing to create this link shall be the case of reversion to the partner for correction (thus delaying the verification and reimbursement process)!
11	Ch.3.3.2. 'List of Expenditures (LoE)' section Page 36	'List of Expenditures (LoE)' section	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'.	Ch.3.3.2. 'List of Expenditures (LoE)' section Page 37	It is necessary to allocate, each expenditure item, to one budget line and one workpackage. It is also obligatory to select the 'Currency' of the invoice, to fill in the fields 'Total Value of Item in Original Currency' (representing the total value of the invoice, including VAT), 'VAT' and 'Declared amount in Original Currency' (representing the amount requested for FLC validation) as well as the 'Invoice Number', 'Invoice Date' and 'Date of Payment'.

12	<i>Ch.3.3.2. 'List of Expenditures (LoE)' section Page 39</i>	'List of Expenditures (LoE)' section	1. Staff costs: □ upload section: payrolls and documents proving the payment (net salary, contributions, other taxes);	<i>Ch.3.3.2. 'List of Expenditures (LoE)' section Page 41</i>	1. Staff costs: □ upload section of the invoice: - Proof of payment of salaries, related taxes and employer's contribution: payment order and account statement or, in case of cash payment, the receipt and cashbook - Documents proving receiving the amounts by the employees, for those salary payments that are done in an collecting account, without nominal allocation to employees personal accounts - the payroll (salary slip only if available), with detailed information about the salary (including any overtime pay and social contributions, wage taxes, total working time, net salary, etc.);
13	<i>Ch.3.3.4. 'Attachments' and 'Personal data attachments' sections page 47</i>	'Attachments' and 'Personal data attachments' sections	-	<i>Ch.3.3.4. 'Attachments' and 'Personal data attachments' sections page 49</i>	It is the Project Partner responsibility to decide which documents fall under the General Data Protection Regulation and to upload them in "Personal data attachment" section.
14	<i>Ch.3.3.4. 'Attachments' and 'Personal data attachments' sections page 47</i>	'Attachments' and 'Personal data attachments' sections	1. Staff costs: □ attachment section: administrative order for determining staff members (if the case), employment/work contract or an appointment decision/contract considered as an employment document (including information on the hourly rate), job description providing information on responsibilities related to the project	<i>Ch.3.3.4. 'Attachments' and 'Personal data attachments' sections page 49</i>	1. Staff costs: □ attachment section - "Personal data attachment" folder: - administrative order for determining staff members (if the case), employment/work contract or an appointment decision/contract considered as an employment document (including information on the hourly rate), - Job description (the project related tasks of the employee must be included in the job description); (those documents should be

			(those documents should be attached only once and if modifications within the initial employment conditions occur, then documents supporting these modifications should be attached for the period during which they have occurred, data from the working time registration system (e.g. time sheets providing information on the number of hours spent per month on the project), other supporting documents.		attached only once and if modifications within the initial employment conditions occur, then documents supporting these modifications should be attached for the period during which they have occurred, <ul style="list-style-type: none"> - Description of the calculation method of staff costs; - Transparent time records/ timesheets signed by the person claiming to have spent the hours working on the project and his/her supervisor and describing the activities performed;
15	<i>Ch.3.3.4. 'Attachments' and 'Personal data attachments' sections page 47</i>	'Attachments' and 'Personal data attachments' sections	2. Travel and accommodations costs: <ul style="list-style-type: none"> □ Attachment section: letter of invitation and agenda of the meeting/seminar/conference, letter(s) of confirmation, attendance list, transport costs (calculated according to the national legislation), mission report. 	<i>Ch.3.3.4. 'Attachments' and 'Personal data attachments' sections page 49</i>	2. Travel and accommodations costs: <ul style="list-style-type: none"> □ Attachment section: letter of invitation and agenda of the meeting/ seminar/ conference, letter(s) of confirmation, attendance list, transport costs (calculated according to the national legislation), mission report, travel orders filled-in with all requested information on travel and per diems and signed by the authorized person
16	<i>Ch.3.3.4. 'Attachments' and 'Personal data attachments' sections page 48</i>	'Attachments' and 'Personal data attachments' sections	5. Infrastructure and works: <ul style="list-style-type: none"> □ Attachment section: all documents related to the works carried out. 	<i>Ch.3.3.4. 'Attachments' and 'Personal data attachments' sections page 49</i>	5. Infrastructure and works: <ul style="list-style-type: none"> □ Attachment section: all documents related to the works carried out, except procurement documents which are uploaded in section Supplementary Information – Project Procurements (see chapter 2.8 above in the manual).

17	<i>Ch.3.5. Other Page 53</i>	Other / Other – partner report status		<i>Ch.3.5. Other – partner report status Page 55</i>	new reports available – see the manual
18	<i>Ch.5. Modification Request page 70</i>	Modification Request	During the project lifetime modifications can either be initiated by a programme authority (e.g. JS) or by the Lead Partner.	<i>Ch.5. Modification Request page 77</i>	During the project lifetime modifications can either be initiated by a programme authority (e.g. JS) or by the Lead Partner (and other users with read/write lead partner role – see chapter 2.3 above).
19	<i>Ch.5.2. Modifications requested by the LP Page 79</i>	Modifications requested by the LP	Reports are not affected by the modification and stay accessible during the entire AF modification process! All partner and project reports stay editable during a modification procedure. Partner and project reports always stay linked to the application form valid at the time of report creation! Changes of the application form only affect reports that were generated after the new AF was approved by the JS.	<i>Ch.5.2. Modifications requested by the LP Page 85</i>	Partner and project reports always are linked to the application form valid at the time of report creation! Changes of the application form only affect reports that were created after the new AF was approved by the JS.