

INTERREG V-A ROMANIA-HUNGARY PROGRAMME



Reporting in the eMS Manual for lead partners and project partners



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

Version 5

April 2019

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CHANGES LOG

Month of the modification	Version no.	Main changes
February 2017	Version 1	Initial version
March 2018	Version 2	Introduction of Modification Request procedure
May 2018	Version 3	Modifications after PIM was approved
August 2018	Version 4	Update according to new eMS version 4_1.1 elaborated by INTERACT including new features to comply with GDPR requirements (available in eMS since 23.05.2018).
April 2019		Update according to new eMS version 4_2.1 elaborated by Interact. New updates are added regarding the Partner and Project Global LoE, some improvements and bug fixing.

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/LB - Lead partner/Lead beneficiary

LP FLC - Lead partner’s first level control

MA – Managing Authority

MC – Monitoring Committee

PIM - Project Implementation Manual

PP - Project partner/Project beneficiary

PR – Project Report (Progress report and reimbursement claim)

TEC - Total eligible costs

VAT - Value-added tax

WP - Work package

1. GENERAL PRINCIPLES OF REPORTING

1.1. Introduction

This guidance consists of six chapters: General principles of reporting, Supplementary Information, Partner report, Project report and Modification request and Help and Technical Support. 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/beneficiary (LP/LB) 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=PLvYGVfGv4leEn2QC4ztZAFawICQztWGYy>

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. The reporting process in eMS consists in partners filling in Partner reports in eMS and submitting them to:

- national controllers (called FLC in the eMS) - if the report includes expenditure to be verified or
- LB - if only progress of activities is reported and no expenditure is included in the Partner report.

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 /partner reports previously certified by FLC, in case expenditure is included in the report.

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

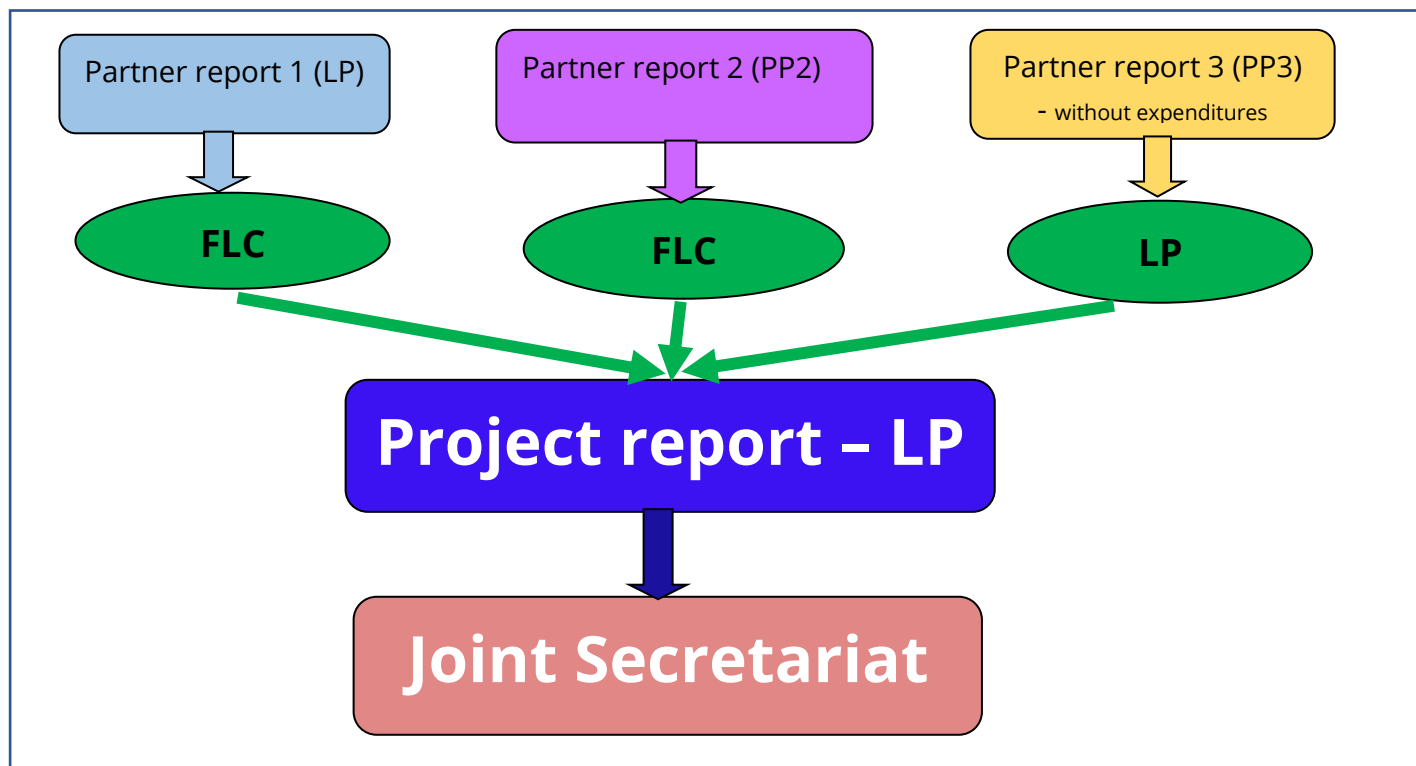


Figure 1 - Reporting process in the eMS

1.3. Partner report

- Partner reports serve for requesting FLC validation and 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(s).
- Each partner report is verified by the partner's FLC in the eMS, except those with no expenditure.
- The partner which does not want to claim any expenditure, still has to observe the provisions of the financing contract and fill in a partner report (with 0 expenditure) for every reporting period and submit it directly to LP.
- Reports created by mistake should be deleted.

1.4. Project report

- LP creates the global project report where partners' progress on activities is described and all available FLC certificate are 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 all FLC certificates attached to partner reports available at the moment of the submission of the project report. Financial data is automatically integrated in the project report.
- LP submits the project report to the Joint Secretariat, who assesses it.
- Reports created by mistake should be deleted.

1.5. Periods

All Partner Reports must be submitted to FLC or LB according to the timetable set up in PIM.

The Project Report must be submitted to the JS according to the timeline set up in the Subsidy Contract.

Periods are created based on the "start" and "end" dates of the project. Period 0 serves for reporting preparation costs.

The partner report(s) created for one period must cover the same time span as project report, namely the respective reporting period. Partner reports for claiming the amounts won after an FLC appeal and partner reports created for validation of amounts suspended by FLC ("sitting ducks") can be created in the period when the respective appeal/suspension reason is solved.

A project 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.

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

Exceptions:

- During one reporting period, project partners can submit intermediary partner

reports for only a part of the respective period. For the remaining part of that period the partner will have to submit another partner report, so that the entire time span of the reporting period is covered by partner reports.

- A project partner can create and submit maximum 3 intermediary partner reports per reporting period.

As an example: A project starting on May 1st, 2018 and ending on July 31, 2019 (15 month) will have the following division into reports and the following reporting deadlines:

Period	Reporting deadline for	
	Partner Report(s) (to be submitted to FLC) latest at:	Project Report(s) (to be submitted to JS) the latest at:
Period 0 – preparation activities Report 0.1	31.07.2018	31.10.2018
Period 1 – 3 month – (01.05.2018-31.07.2018) Report 1.1	15.08.2018	31.10.2018
Period 2 – 3 month – (01.08.2018-31.10.2018) Report 2.1	15.11.2018	31.01.2019
Period 3 – 3 month – (01.11.2018-31.01.2019) Report 3.1	15.02.2019	30.04.2018
Period 4 – 3 month – (01.02.2019 -30.04.2019) Report 4.1	15.05.2019	31.07.2019
Period 5 – 3 month – (01.05.2019-31.07.2019) Report 5.1	15.09.2019	31.12.2019

Report 0.1 (expenditure for the preparation activities) **must be the first one submitted to FLC.**

2. SUPPLEMENTARY INFORMATION

Each project contracted in the system has a Supplementary information section, separate from the Application Form.

The supplementary information section represents a way of providing additional data by a Lead beneficiary and should be filled in as soon as a project is contracted in the system. The section is available in the left menu of the project:

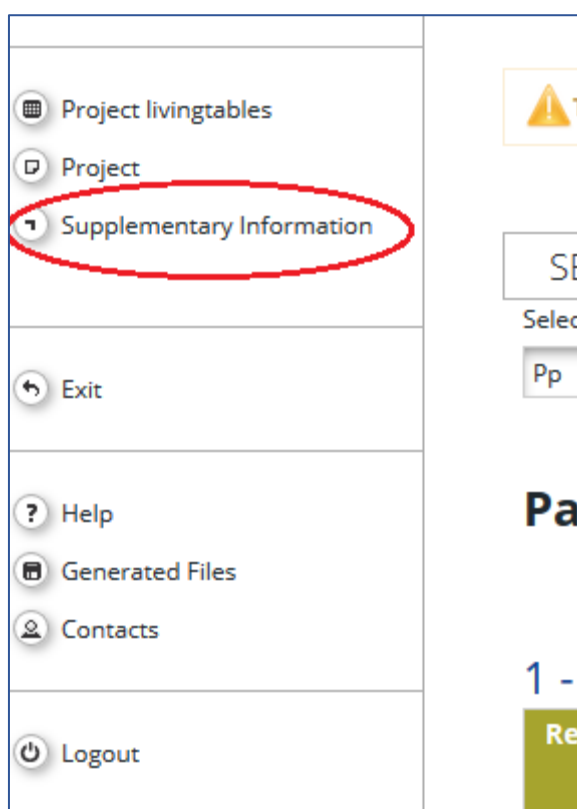


Figure 2 – Accessing “Supplementary information” section via reporting view of a project

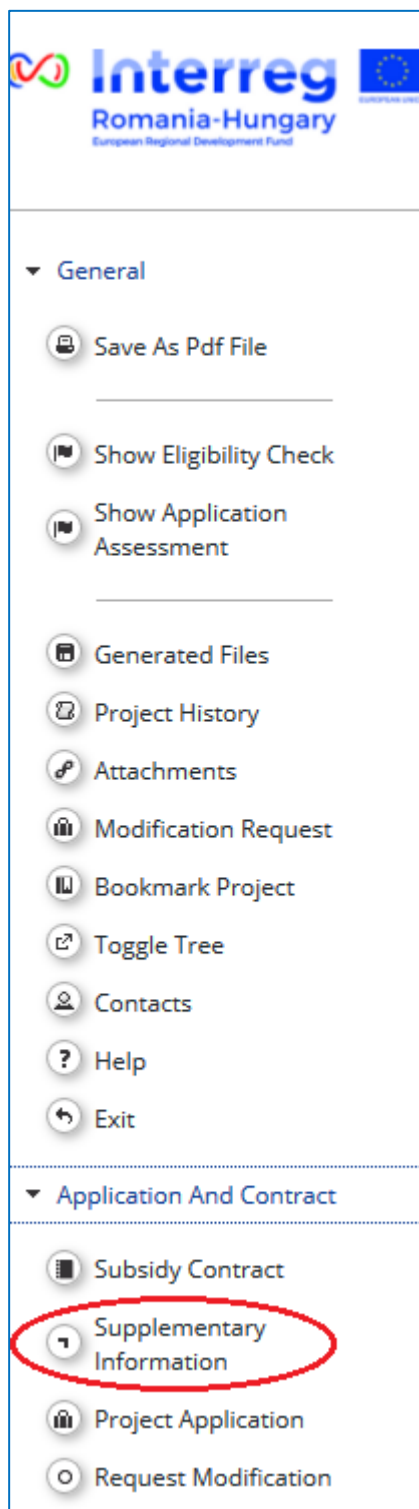


Figure 3 – Accessing “Supplementary information” section via project view

Supplementary Information section is not locked in the system and can be modified by the LB.

The Supplementary Information section consists in more sub-sections that have to be filled in by either LB, beneficiaries or JS officers, according to each sub-section specific.

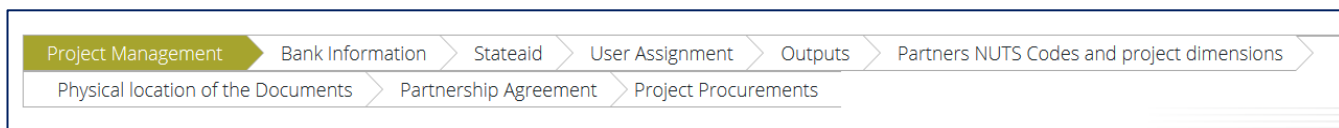
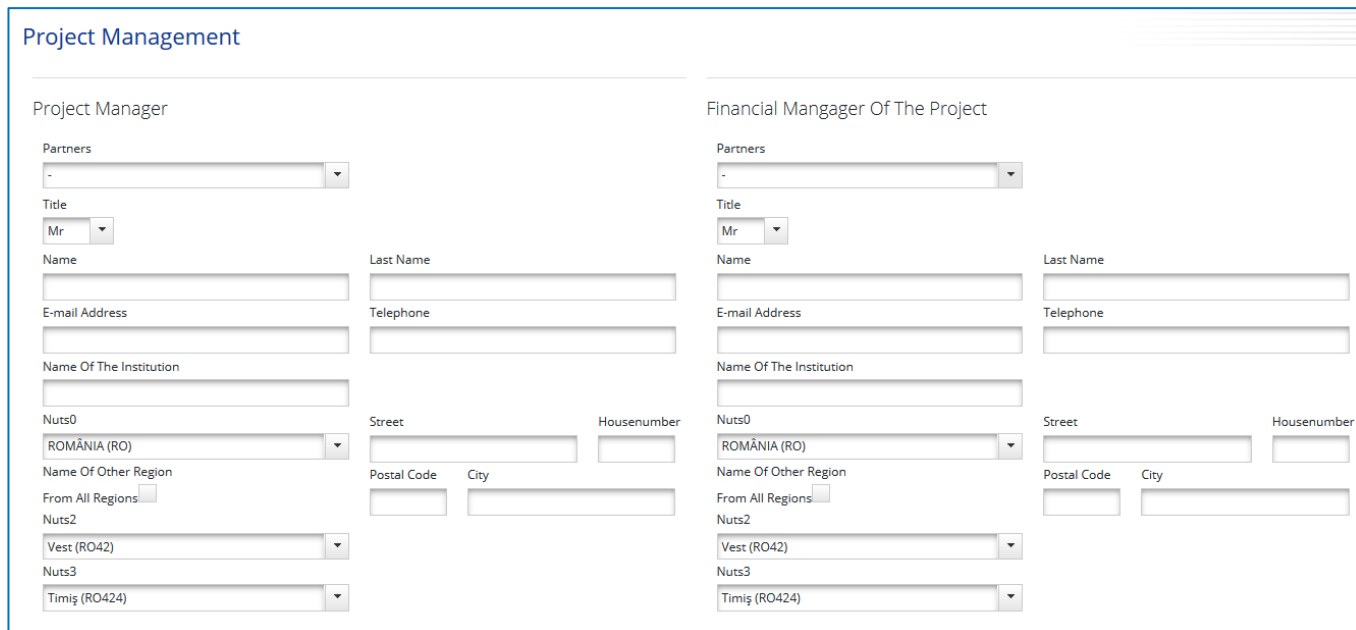


Figure 4 – “Supplementary information” sub-sections

2.1 Project Management

The LB shall fill in here the requested information for the project manager, project financial manager and project communication manager (one type of manager per project), as requested by the fields displayed. Details on partner institution and accredited person responsible for the particular position are to be provided in these sections.



Project Management

Project Manager

Partners:

Title:

Name: Last Name:

E-mail Address: Telephone:

Name Of The Institution:

Nuts0: Street: Housenumber:

Name Of Other Region: Postal Code: City:

From All Regions: ☐

Nuts2:

Nuts3:

Financial Manager Of The Project

Partners:

Title:

Name: Last Name:

E-mail Address: Telephone:

Name Of The Institution:

Nuts0: Street: Housenumber:

Name Of Other Region: Postal Code: City:

From All Regions: ☐

Nuts2:

Nuts3:

Figure 5.a – “Supplementary information” – Project management

Communication Manager Of The Project

Partners
-

Title
Mr

Name
Last Name

E-mail Address
Telephone

Name Of The Institution

Nuts0
ROMÂNIA (RO)

Name Of Other Region
From All Regions ☐

Nuts2
Vest (RO42)

Nuts3
Timiș (RO424)

Street
Housenumber

Postal Code
City

Save

Figure 5.b – “Supplementary information” – Project management

2.2 Bank Information

The LB shall fill in here details on the Bank of the LB such as name and full address. Further data involve specific bank connection data including Account Number, IBAN, SWIFT, Nat Bank Code, Internal Reference and Holder of the account.

The LB shall also upload here the Financial Identification Forms for:

- ERDF and national co-financing account for the LB and
- Co-financing account for each partners involved in the project.

All advance payments and reimbursements shall be done into the accounts that are mentioned in this section, so make sure you upload all the required documents in time and keep the information updated in case changes occur!

Bank Information

Bank Information Of The Lead Partner

Name Of The Bank

E-mail Address

Telephone

Nuts0

ROMÂNIA (RO)

Name Of Other Region

From All Regions

Nuts2

Vest (RO42)

Nuts3

Timiș (RO424)

Street

House number

Postal Code

City

Bank Data

Account Number

Iban

Swift

Nat Bank Code

Internal Reference

Holder Of The Account

☒ Check Iban And Swift

Uploads

[+ Upload](#)

Filename ↕	Filetype ↕	Date ↕	User ↕	Options
No records found.				

[Return To Reporting](#)

Figure 6 – “Supplementary information” – Bank Information

2.3 User Assignment

The User Assignment section enables the LB to assign specific user(s) to all project partners. In order to be assigned, you first need to be registered as an e-MS user. You will register yourself in the system at the following link: www.ems-rohu.mdrap.ro

Login

Username*

Password*

☒ Login ☒ Register ☒ Forgot Password

This is the PRODUCTIVE environment of the Interreg V-A Romania – Hungary Programme!

Important notice:

New features were implemented in e-MS in order to comply with General Data Protection Regulation – GDPR requirements, introducing strict rules on data protection in the following sections of the partner report:

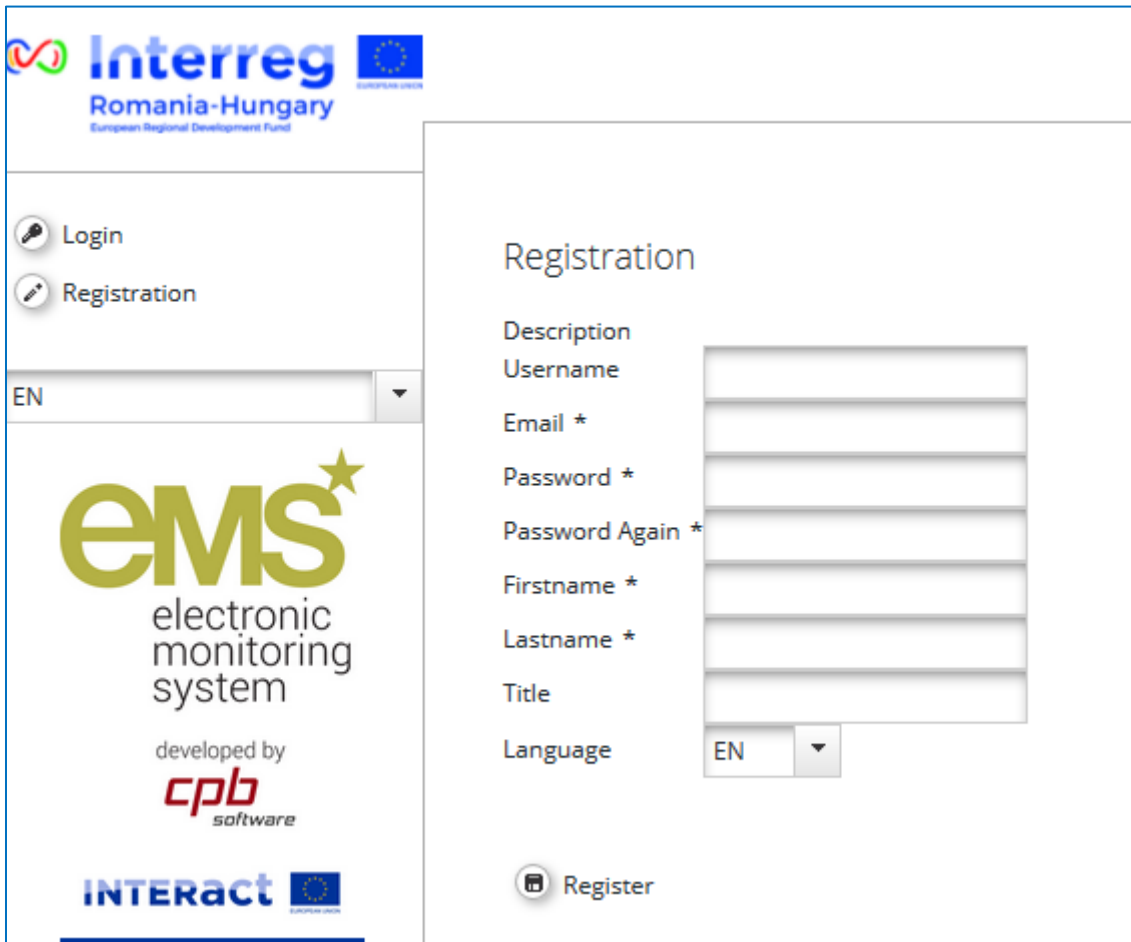
- All attachments uploaded to the List of Expenditure in the budget line staff costs;
- All 'comment' fields related to items in budget line staff costs (all comments on right side of the expenditure inserted form);
- 'Personal data attachments' tab added to the partner report;
- Also, each partner has the possibility to move files from the 'Attachments' section to 'Personal data attachments' (option available for all previous reports).

Accessing data from the above mentioned e-MS sections is hidden by default for all users except the partner users and programme bodies responsible for cost verification!

In order to make the documents easy to track in the eMS system and to facilitate the assessment process, we kindly ask Lead applicants to upload attachments in a logical order, according to the Table of contents, and to give a suggestive name to each file uploaded.

Figure 7 – First page of e-MS

After clicking on the “Register” button, you have to fill in your information details:



The screenshot shows the user registration interface. On the left, there is a sidebar with the Interreg logo, a 'Login' button, a 'Registration' button, a language dropdown set to 'EN', and the 'ems' logo with the text 'electronic monitoring system' and 'developed by cpb software'. At the bottom of the sidebar is the 'INTERact' logo. The main area is titled 'Registration' and contains the following fields: 'Description', 'Username', 'Email *', 'Password *', 'Password Again *', 'Firstname *', 'Lastname *', 'Title', and 'Language' (set to 'EN'). A 'Register' button is located at the bottom right of the form.

Figure 8 – User registration

- The username registered in the system should be like: **firstname.lastname**.
- The e-mail registered in the system should be your official address, which you use more frequently at work (e.g. firstname.lastname@mdrap.ro).
- You should define a password for your account. Please be informed that the password used should be formed of at least 8 characters, one capital letter and one digit! Also, please be very careful of what password you are using for login and **keep this password confidential** in order to protect unauthorized access of your account!

- You should fill in your name and position within the organization you represent.

After clicking on the “Register” button, the e-MS sends you a validation e-mail to the provided e-mail address, which contains a validation link. Clicking on this link validates the e-mail address in the e-MS and activates your account.

Afterwards, you will be able to log into the system.

Please note that it is recommended to all users to change the password every 3 months in order to ensure an increased security and privacy of the account!

Forgot password

In case you are already registered and you don’t remember your password, use the “Forgot password” option that is available via www.ems-rohu.mdrap.ro

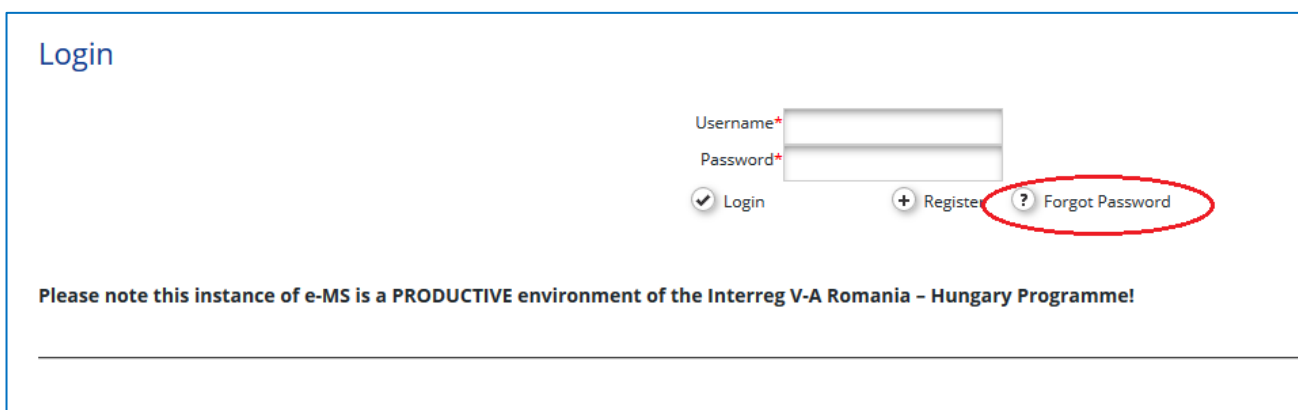
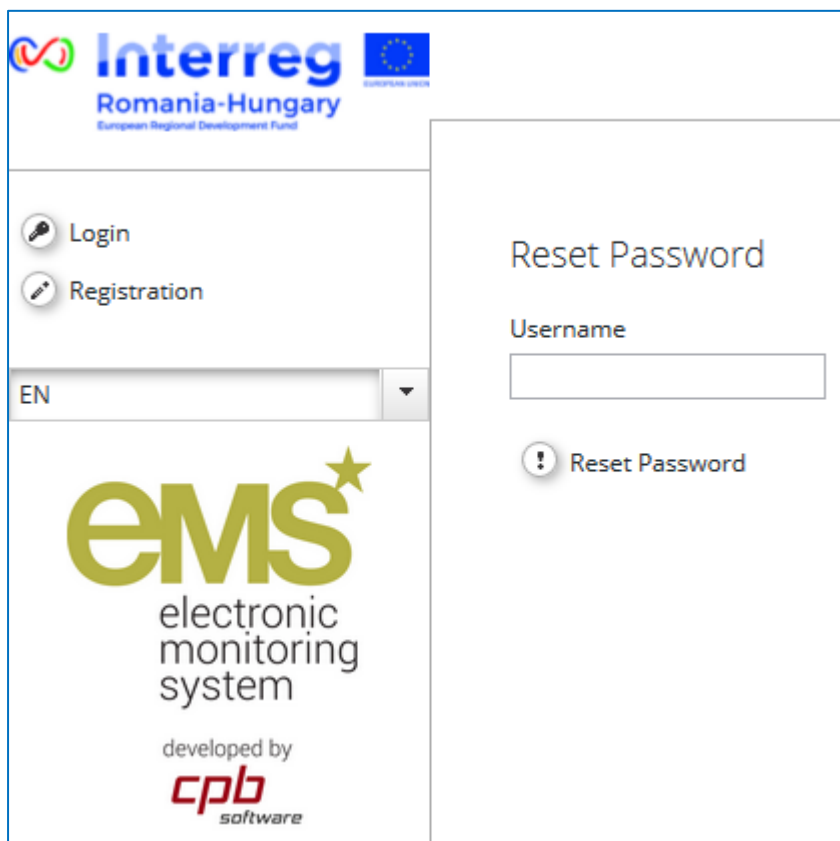


Figure 9 – Forgot password

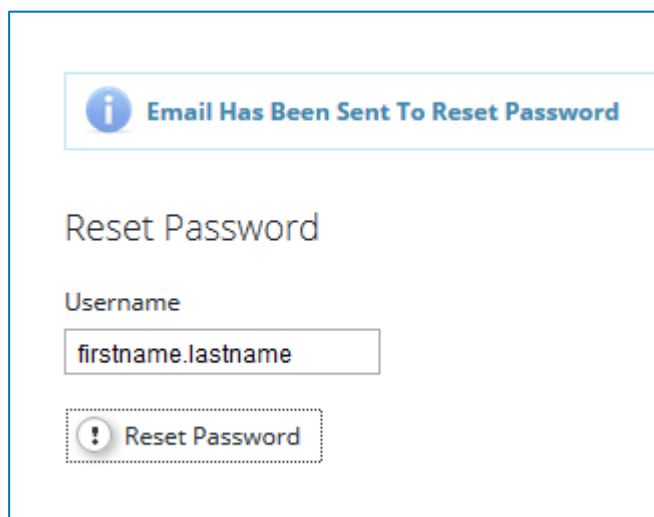
After you press “Forgot password” you are requested to confirm the username for which you request the reset of the password by inserting the username and pressing “Reset password button”



The screenshot shows the Interreg Romania-Hungary eMS login interface. On the left, there are links for 'Login' and 'Registration', a language dropdown menu set to 'EN', and the 'eMS electronic monitoring system' logo developed by 'cpb software'. On the right, the 'Reset Password' section is active, featuring a 'Username' input field and a 'Reset Password' button with an exclamation mark icon.

Figure 10.a – Resetting password

You will see on the screen a message that an email has been sent for resetting your password and you will receive an email at the address you provided when first register in eMS.



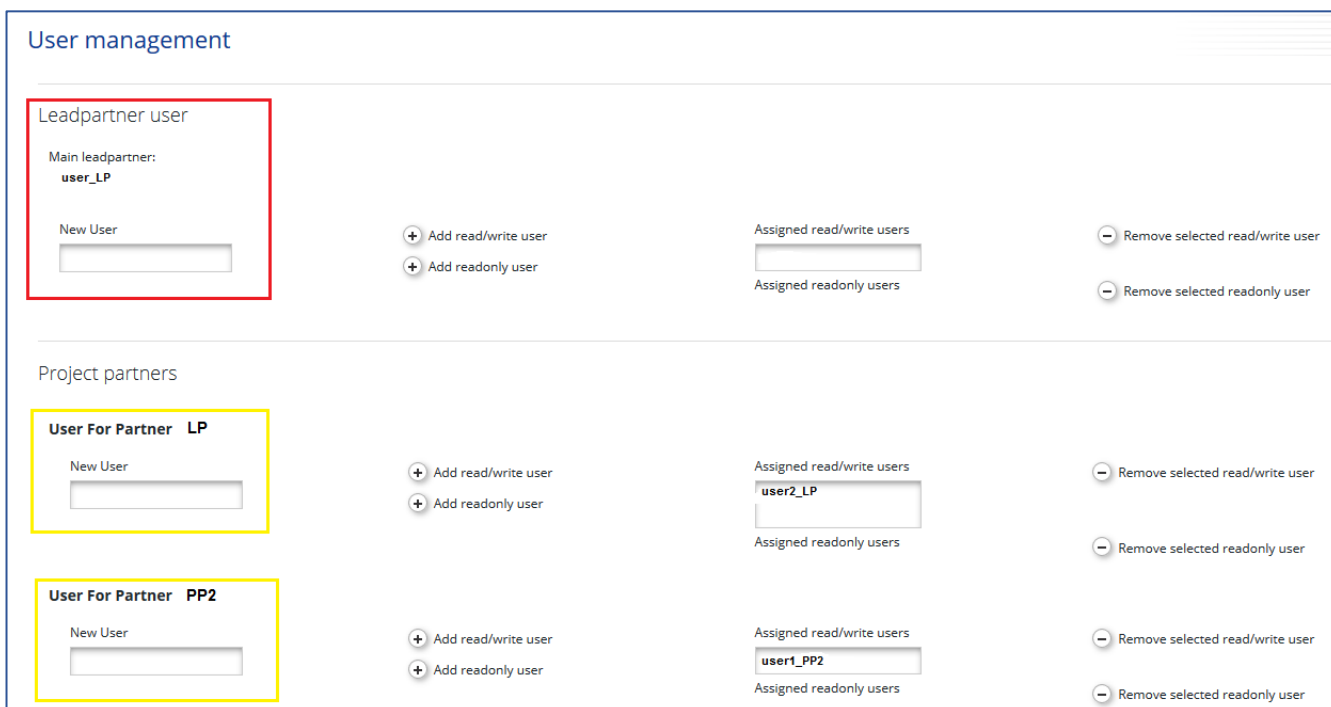
This screenshot shows the same login page as Figure 10.a, but with an additional confirmation message at the top: 'Email Has Been Sent To Reset Password' accompanied by an information icon. The 'Reset Password' section below remains the same, with the 'Username' field containing the placeholder text 'firstname.lastname' and the 'Reset Password' button highlighted with a dashed border.

Figure 10.b – Resetting password

Follow the link provided in the email and reset the password.

Please note that inserting a wrong password for 5 consecutive times is banning your access in the system for the next 60 minutes!

Each partner can have multiple users with read/write or read only privileges.



The screenshot displays the 'User management' interface. It is divided into two main sections: 'Leadpartner user' and 'Project partners'.

Leadpartner user section (highlighted in red):

- Main leadpartner:** user_LP
- New User:** A text input field.
- Actions:**
 - + Add read/write user
 - + Add readonly user
- Assigned read/write users:** A text input field.
- Assigned readonly users:** A text input field.
- Removal actions:**
 - Remove selected read/write user
 - Remove selected readonly user

Project partners section (highlighted in yellow):

- User For Partner LP:**
 - New User:** A text input field.
 - Actions:**
 - + Add read/write user
 - + Add readonly user
 - Assigned read/write users:** user2_LP
 - Assigned readonly users:** A text input field.
 - Removal actions:**
 - Remove selected read/write user
 - Remove selected readonly user
- User For Partner PP2:**
 - New User:** A text input field.
 - Actions:**
 - + Add read/write user
 - + Add readonly user
 - Assigned read/write users:** user1_PP2
 - Assigned readonly users:** A text input field.
 - Removal actions:**
 - Remove selected read/write user
 - Remove selected readonly user

Figure 11 - Supplementary information - User assignment

Only users assigned with read/write privilege to the LB role are allowed to create and submit project reports - section in red from picture above.

Only users assigned with read/write privilege to Project Partners (including the Lead beneficiary) are allowed to create and submit partner reports - section in yellow from picture above.

In case you are not seeing your partner report section, please contact your Lead Beneficiary for assigning you as an eMS user to the project partner!

In case you as a LB want your project partner(s) to be able to view/read-only the project reports in e-MS, the Lead beneficiary should assign the project partner user(s) as a Lead beneficiary user (section in red from picture above) with read-only privileges. In this way the partner can see in the system all information that a Lead beneficiary has access to. Users assigned in this section with read-only privilege will have only read access without permissions of editing in the project reports or partner reports

It is mandatory for each project partner to have their own eMS user assigned to the project!

2.4 Outputs

- Not to be filled in by LB as it is filled in by JS

2.5 Partner NUTS codes and project dimensions

- Not to be filled in by LB as it is filled in by JS

2.6 Physical location of the documents

LB has to provide here the location of the official project documentation for each partner involved in the project.

Project Management > Bank Information > Stateaid > Outputs > Partners NUTS Codes and project dimensions >
Physical location of the Documents > Partnership Agreement > Project Procurements > Area Of Impact

Documents For **LP** (Initial)

Title

Name Last Name

E-mail Address Telephone

Name Of The Institution Where Documents Are Stored

Nuts0 Street Housenumber

Name Of Other Region Postal Code City

From All Regions ☐

Nuts2 Url

Nuts3

Comment

2000 Characters Remaining

Documents For **PP2** (Initial)

Title

Name Last Name

E-mail Address Telephone

Name Of The Institution Where Documents Are Stored

Nuts0 Street Housenumber

Name Of Other Region Postal Code City

From All Regions ☐

Nuts2 Url

Nuts3

Comment

2000 Characters Remaining

Figure 12 - Supplementary information - Physical location of the documents

2.7 Partnership Agreement

LB should fill in here the date of signature of the Partnership Agreement and upload a scanned copy of it.

Project Management > Bank Information > Stateaid > User Assignment > Outputs > Partners NUTS Codes and project dimensions >
Physical location of the Documents > Partnership Agreement > Project Procurements

Uploads (Initial)

Filename Filetype Date User Options

No records found

Partnership Agreement

Partnership Agreement Signed ☒

Partnership Agreement Signature Date

Partnership Agreement Comment

2000 Characters Remaining

Figure 13 - Supplementary information – Partnership agreement

2.8 Project Procurements

This is a mandatory section for all procurements of all partners, including LB!

All partners (including LB) shall fill in here the details for their own procurement. In this section each partner will add and visualize only their own procurements with the exception of LB who can visualize all the procurements filled in the system by all partners

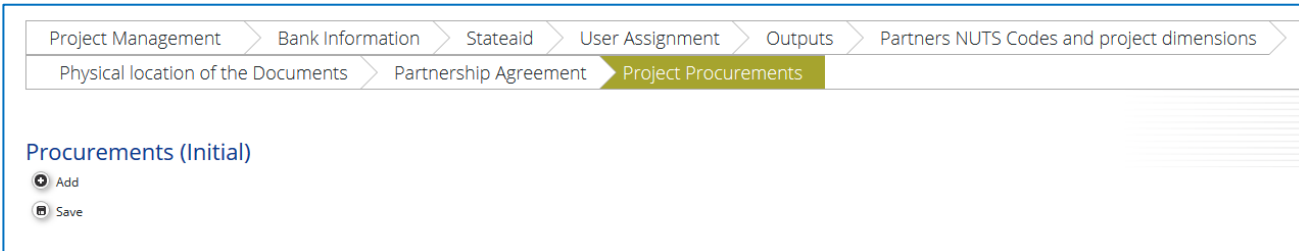


Figure 14 - Supplementary information – Project procurement

Each partner will click the 'Add' button to add a section for the project partner and then the '+' button in order to add a project procurement.

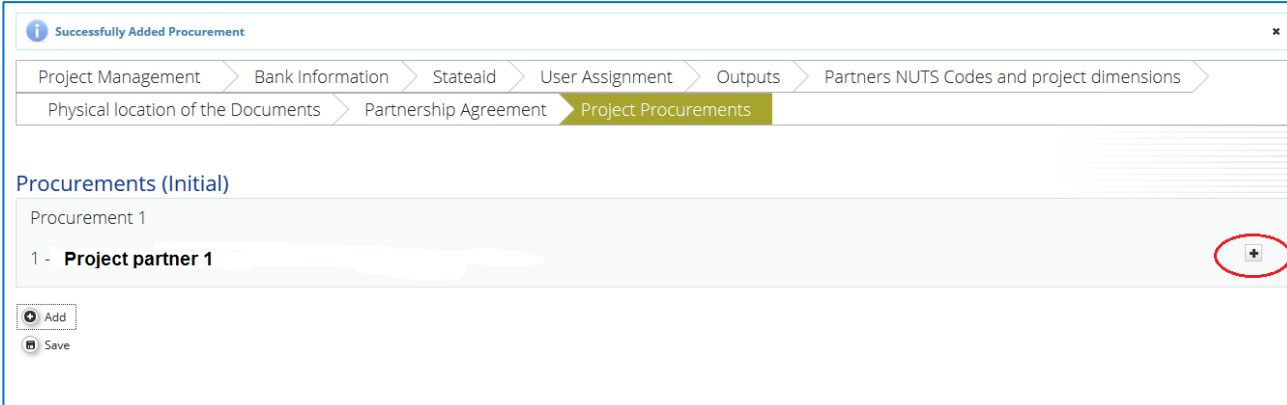


Figure 15 - Supplementary information – Add a project procurement

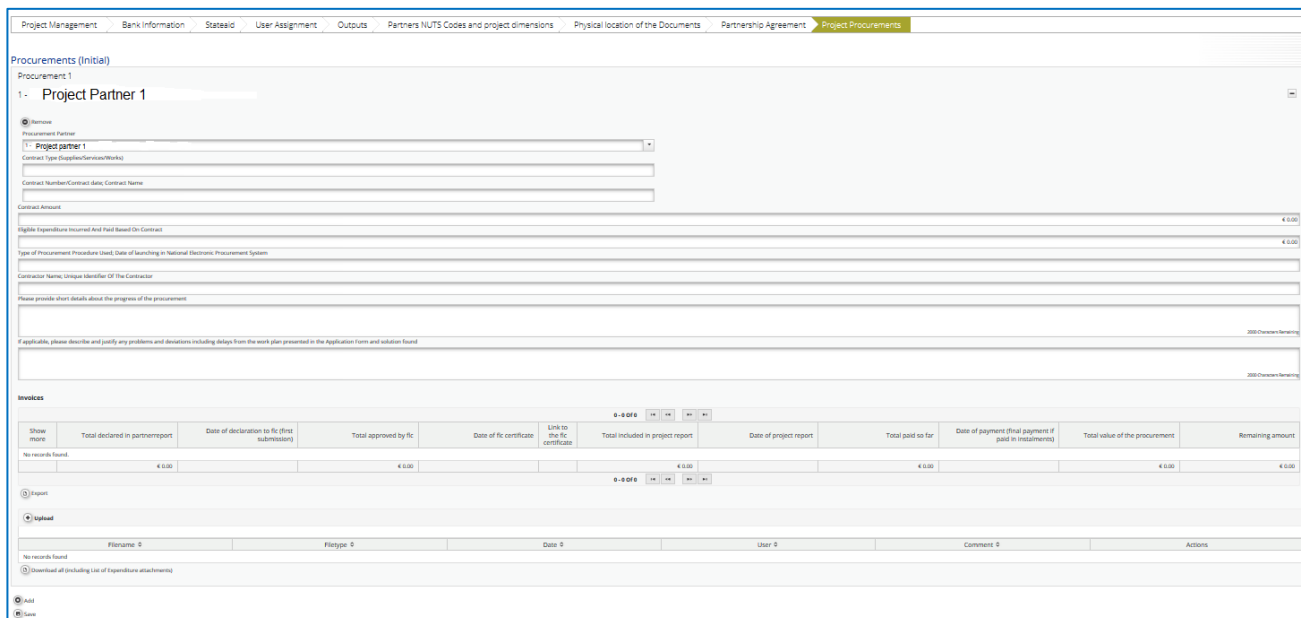


Figure 16 - Supplementary information – Insert the project procurement

The following fields are **mandatory** to be filled in:

- Partner responsible for the procurement
- Contract type (services/supplies/works)
- Contract Number/Contract date; Contract Name
- Contract Amount (in Euro)
- Eligible expenditure incurred and paid based on contract – when the information is available at partner level
- Type of Procurement Procedure Used; Date of launching in National Electronic Procurement System
- Contractor Name; Unique Identifier of the Contractor
- Please provide short details about the progress of the procurement
- If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the Application Form and solution found (e.g. details on re-launching of a procedure)

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.

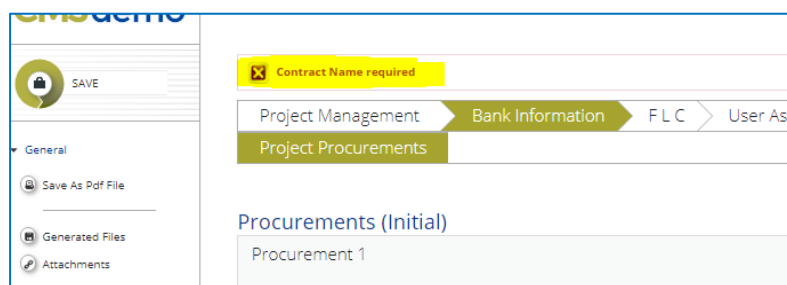


Figure 17 - Error message in filling in Project Procurements

The entire procurement documentation shall be uploaded in the Upload section of each procurement:

- procurement files (tender dossier, announcement, bids from tenderers, evaluation reports, award documents, all relevant documents related to this procurement ...)
- services contract
- addenda to the contract
- 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.

Each procurement is available in the List of expenditure of relevant partner and can be linked to an invoice in a partner report. Once such a link is created, and you will request for FLC verification invoices related to a procurement, the list of invoices for each procurement shall be populated. This list can be exported to Excel (by pressing the “Export” button below the list).

Invoices

0 - 0 Of 0

Show more	Total declared in partner report	Date of declaration to fic (first submission)	Total approved by fic	Date of fic certificate	Link to the fic certificate	Total included in project report	Date of project report	Total paid so far	Date of payment (final payment if paid in instalments)	Total value of the procurement	Remaining amount
No records found.											
	€ 0.00		€ 0.00			€ 0.00		€ 0.00		€ 0.00	€ 0.00

0 - 0 Of 0




 Export

Figure 18 - List of invoices linked to a procurement

There is a possibility to download all attachments at once.

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.

 Upload

Filename	Filetype	Date	User	Comment	Actions
Dosarul achizitiei	pdf	17.10.2018 17:45:05	ildiko.lorincz	insert comment here, then click the button SAVE COMMENTS	 Delete


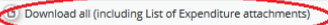
 Save Comments
  Download all (including List of Expenditure attachments)

Figure 19 - Download at once all attachments related to a procurement

The button **Download all (including List of Expenditure attachment)** will download (in a structured zip folder) all procurement attachments and all List of expenditure attachments of all invoices linked to the respective procurement.

The Project Procurements section can be filled in at any time during project implementation, so you can fill in procurement details just before you request in the system the first related expenditure.

Recording all the procurements of the project is compulsory!

In case you don't create procurements in this section, you won't be able to link the invoice to the procurement when you request it for FLC verification **and your FLC request (partner report) shall be reverted!**

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.

3. 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 (in case of partner reports with expenditure, or partner reports for claiming the amounts won after an FLC appeal, or partner reports created for validation of amounts suspended by FLC until issues are solved) or are sent directly to the LB (in case of partner reports without expenditure).

The partner report(s) must be submitted:

- In maximum **15 calendar days** after the end date of the reporting period
 - In maximum **45 calendar days** after the end date of the implementation period, for the final partner report
-

3.1. Accessing a partner report

To access a partner report, your username has to be assigned to a partner by LB. Lead Partners can access the 'User assignment' section of the Supplementary Information and allocate users (see chapter 2.3 above).

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)).

3.2. Generating a partner report

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

The project contains an ongoing modification request and on approval of this request the approved application form can therefore change

[RO] - LP3

Select Role
Pp

Partner Reports

1 - LP3 - [RO] - LP3

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate	Download Attachments
Period 0 25.06.2015 - 25.10.2017	Report 0.1	25.06.2015	25.10.2017	Report In Progress	In Progress	07.06.2018		No Certified	€ 0.00		
Period 1 25.04.2018 - 24.07.2018											
Period 2 25.07.2018 - 24.10.2018											
Period 3 25.10.2018 - 24.01.2019											
Period 4 25.01.2019 - 24.04.2019											
Period 5 25.04.2019 - 24.07.2019											
Period 6 25.07.2019 - 24.10.2019											
Period 7 25.10.2019 - 24.01.2020											
Period 8 25.01.2020 - 24.04.2020											
Period 9 25.04.2020 - 24.07.2020											
Period 10 25.07.2020 - 24.10.2020											
Period 11 25.10.2020 - 24.01.2021											
Period 12 25.01.2021 - 24.04.2021											

Partner livingtables

Figure 20 - Reporting overview

It is at all time possible to see the Supplementary Information and the approved project application form, which are accessible from the left-side menus under 'Supplementary information' and 'Project'. The menu 'Project' will always lead to the latest approved version of application form.

Project livingtables

Project

Supplementary Information

Exit

Help

Generated Files

Contacts

Logout

Figure 21 - 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'.

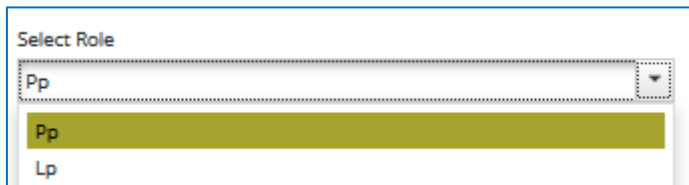
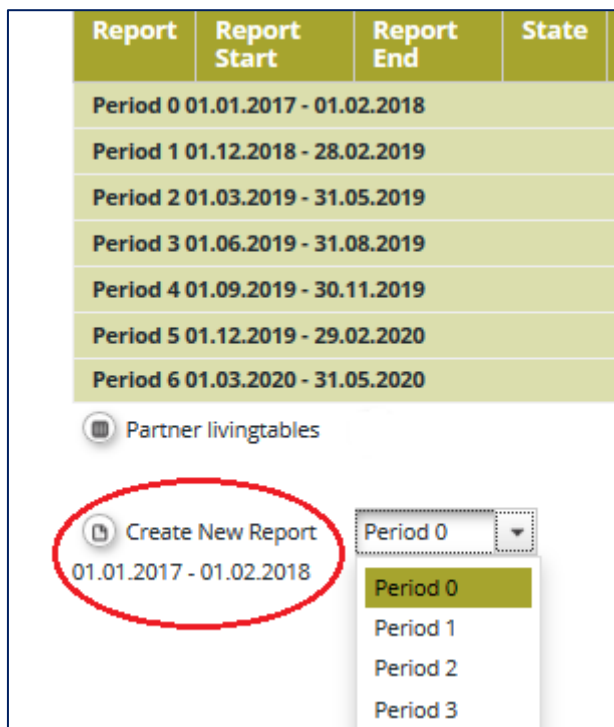


Figure 22 – Select role

Please note, lead partners must create their own partner reports as 'PP', not as 'LP'. The LB role is exclusively for creating reports at project level and managing modification request'.

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	01.01.2017	01.02.2018	
Period 1	01.12.2018	28.02.2019	
Period 2	01.03.2019	31.05.2019	
Period 3	01.06.2019	31.08.2019	
Period 4	01.09.2019	30.11.2019	
Period 5	01.12.2019	29.02.2020	
Period 6	01.03.2020	31.05.2020	

☐ Partner livingtables

01.01.2017 - 01.02.2018

Period 0

Period 0
 Period 1
 Period 2
 Period 3

Figure 23 –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 24 - Partner report number showing reporting period and report number

The reports created are linked to a version of the application form which is valid/ approved at the moment of partner report creation. If the AF is in the process of modification, the system displays warnings about ongoing modification or version change after report creation. The reporting process is not interrupted by the modifications of the AF and can go in parallel.

Partner Report > List Of Expenditure > Contribution And Forecast > Attachments > Personal data attachments

 This report is linked to an older version than the currently approved version of the application form.

Partner Report
Period 4 - 27.10.2018 - 26.04.2019

Start Date	End Date
27.10.2018	26.04.2019

Summary of Partner's Work in this reporting period

Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables in this reporting period.




Figure 25 - Warnings about ongoing modification or version change after report creation

By default, it is possible to create just one partner report per period at the initiative of the partner. The creation of other (second or third) report(s) for a defined period is only possible if the LB contacts the JS officer (via e-MS email for example) and asks for JS to open a second/third report for the same reporting period, by clearly mentioning the partner and reporting period for which such a permission is requested.

When requesting amounts for FLC verification, each partner (including LB) creates

their own individual partner reports reflecting their share of activities and expenditure, according to the activities planned in the AF. In this respect, each partner (including LB) fills-in the individual partner report, using their own eMS account or a read/write user assigned by LB in User Assignment section.

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.

Important notice: In case a partner report generated for a reporting period includes expenditure incurred after the end of the period (exceed the respective period), your partner report will be reverted by FLC and you will be asked to remove those expenditure item incurred outside of the reporting period from the partner report and include it in a report created for the implementation period when the expenditure was incurred!

More users assigned for a partner (see Chapter 2.3 above) can work for the elaboration of a partner report. It is however not recommended for more users to work in the same time on the same sub-section of a partner report in order to avoid saving errors!

All the partners are required to submit at least one partner report for each period. If there is no sufficient activity (or no 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 it directly to LB (see chapter 3.4 below).

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

Should you have created a report by mistake, please delete it!

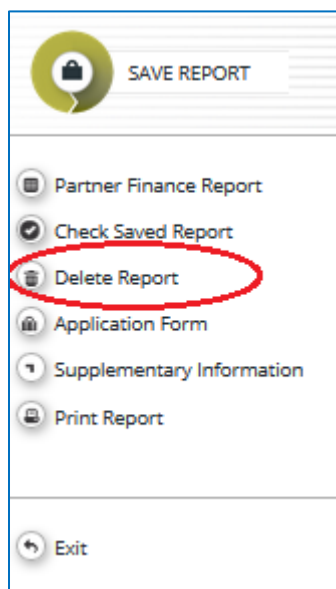


Figure 26 –Delete report

Lead partners (and all users assigned for the lead beneficiary role – see chapter 2.3 above) 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).

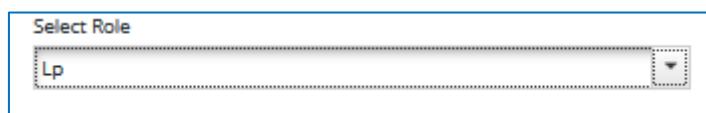


Figure 27 –Selecting LB role

3.3. Filling-in a partner report

Partner reports consist of several sections (i.e. ‘Partner report’, ‘List of expenditure’, ‘Contribution and forecast’, ‘Attachments’ and ‘Personal data attachments’), each of which must be filled with information, except for the ‘List of expenditure’ that can be left unfilled in case of partner reports containing only the progress of activities (with no expenditure requested for FLC validation).

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

The partner should save any information recorded in the eMS after each operation made by pressing the “**SAVE**” button located in the left menu or by pressing the save button located at the end of each tab.

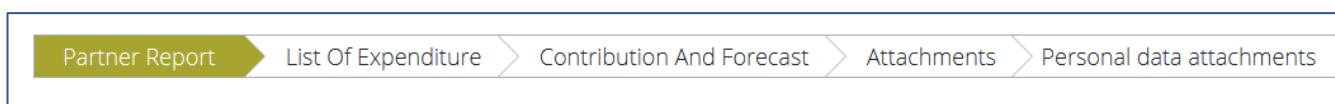


Figure 28 – Navigation bar – Partner report sections

3.3.1. ‘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 each activity carried out during the reporting period, including a ‘Summary of partner’s work in this reporting period’.

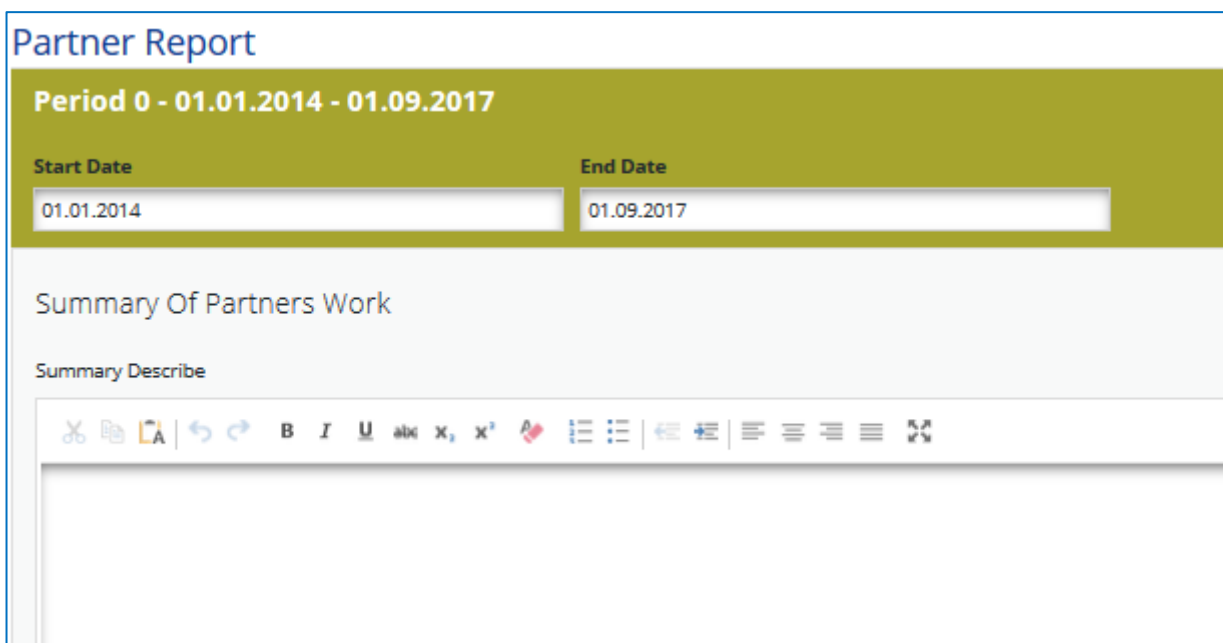


Figure 29 –Summary of partner work

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

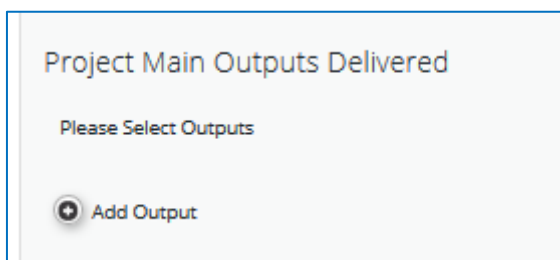


Figure 30 –Add output

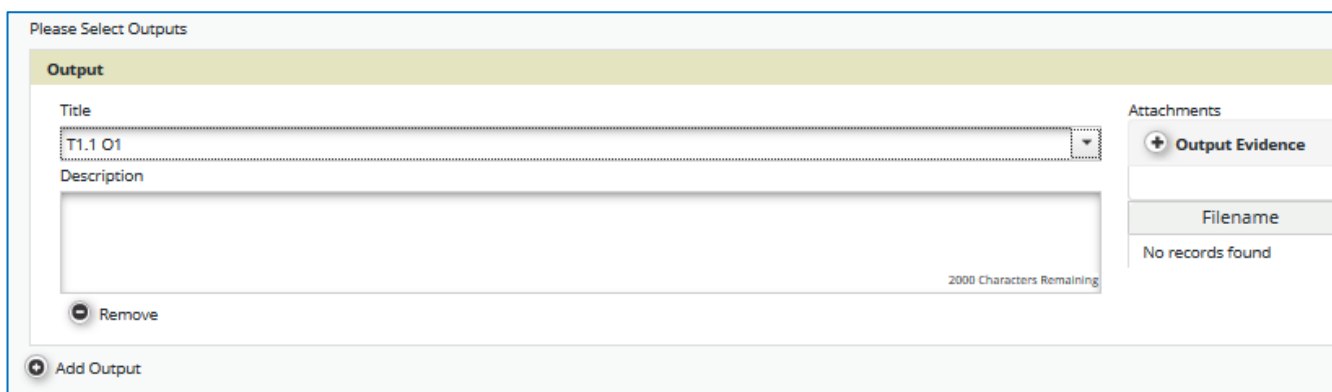


Figure 31 –Select output

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

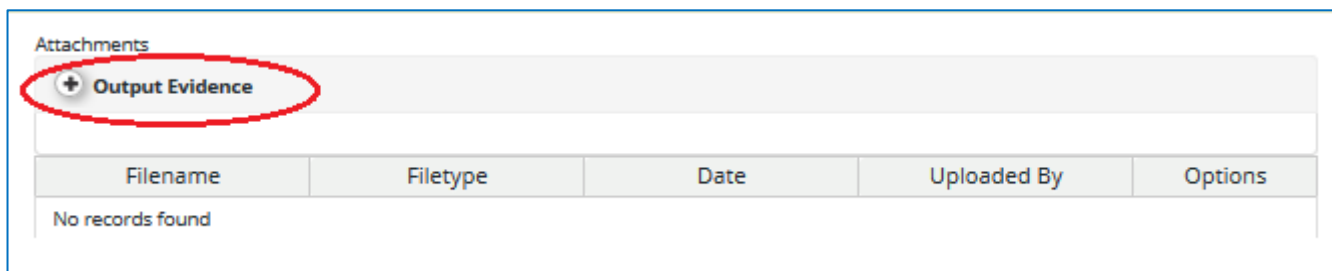


Figure 32 –Upload documents for outputs

Please note that the eMS is not a repository. Before you upload, please make sure that uploads are relevant and **are not duplicating with other documents** provided by you in this report or previous ones (in this case you just mention where

the evidence was uploaded/can be found: e.g. “Partner report x.1 – Attachment” or “Partner report x.1 – List of expenditure – item xx”). Intermediary versions of outputs should be uploaded only if it has been asked specifically.

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.

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. The LB has the option to create links from projects report attachments to partner report attachments.

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.

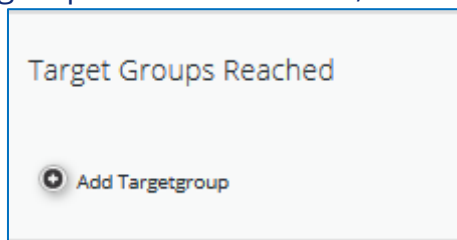


Figure 33 –Add target groups

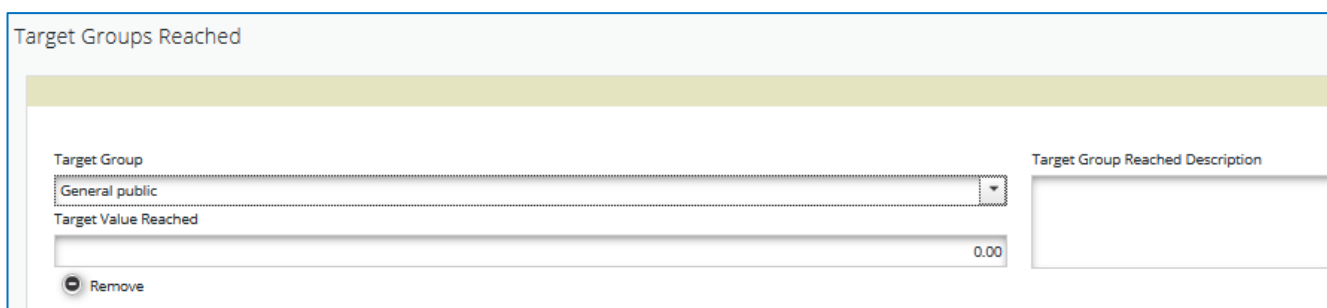


Figure 34 – Reporting on target groups

Below you should 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 and solutions found (if any) and information on individual deliverables with evidence in the form of an attachment.

Reporting Per Work Package

P Preparation (01.2014 - 09.2017)

Description Activities Contribution

Problems Description Justification

No Deliverables For This Work Package

M Management (09.2017 - 12.2018)

Description Activities Contribution

Problems Description Justification

Please Choose Deliverables

No records found

+ Add Deliverable

Figure 35 – 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.

Description Activities Contribution

Please Choose Deliverables

No records found

+ Add Deliverable

Deliverable Attachments

+ Deliverable Evidence

Figure 36 – Add Deliverable and Deliverable Evidence

Only the relevant/main proving documents of the deliverable evidence should be

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uploaded in this section. Before you upload, please make sure that uploads are relevant and are not duplicating with other documents provided by you in this report or previous ones (in this case you just mention where the evidence was uploaded/can be found). Intermediary versions of deliverables should be uploaded only if it has been asked specifically.

3.3.2. 'List of Expenditures (LoE)' section

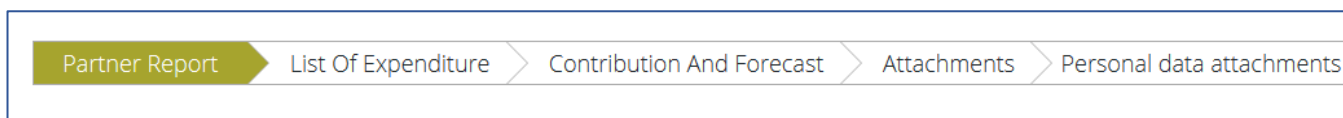


Figure 37 – Navigation bar – List of expenditure -

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

The following points should be respected:

- 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.
- Costs related to each staff member should be reported in a separate line in the LoE
- Every expenditure must be linked to a work package, a budgetary line and a project procurement (if the case).

Each and every expenditure must be reported just once during project lifetime!

The costs related to Office and Administration are inserted automatically by the system once you insert a staff cost item in the List of Expenditure.

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

below).

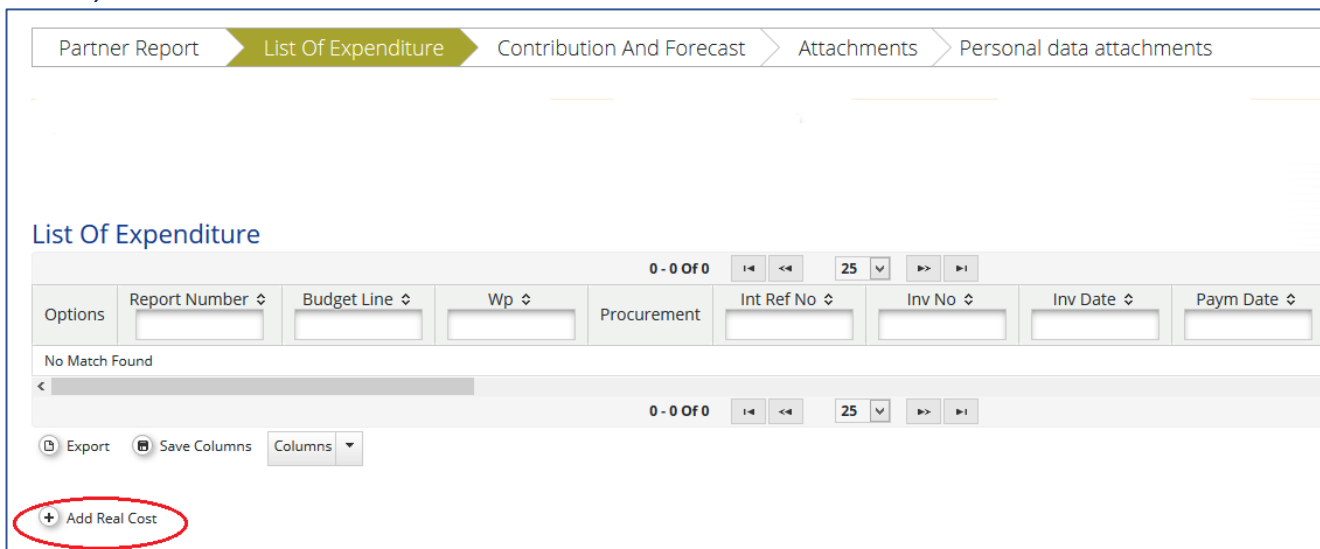


Figure 38 –Adding real cost

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

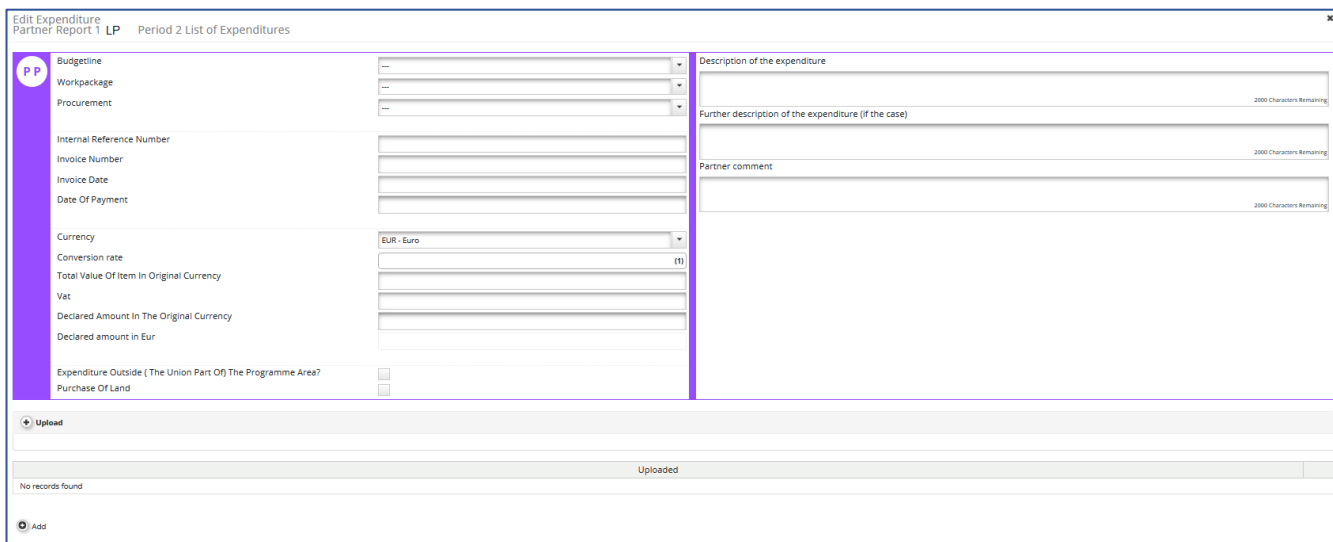


Figure 39 – Adding expenditure

In case no procurement row is displayed in this window and you are inserting an invoice/expenditure related to a procurement, you should first go to the 'Supplementary information' section of the AF and create the procurement in 'Project procurement section' – see **Chapter 2.8** above!

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)!

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'.

The expenditure **should be claimed/reported in the original currency of the invoice/bill.**

The default currency displayed by the system is Euro and in order to choose the required currency, please click on the arrow and select the wanted currency (for an easy selection, please tap the letter R for RON, H for HUF or E for Euro after clicking on the arrow). Please note that, the system will bring automatically the selected currency, after the first selection of the currency and in order to change it into a different currency you have to select again the expected currency.

It is possible to introduce expenditure in different currencies 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:

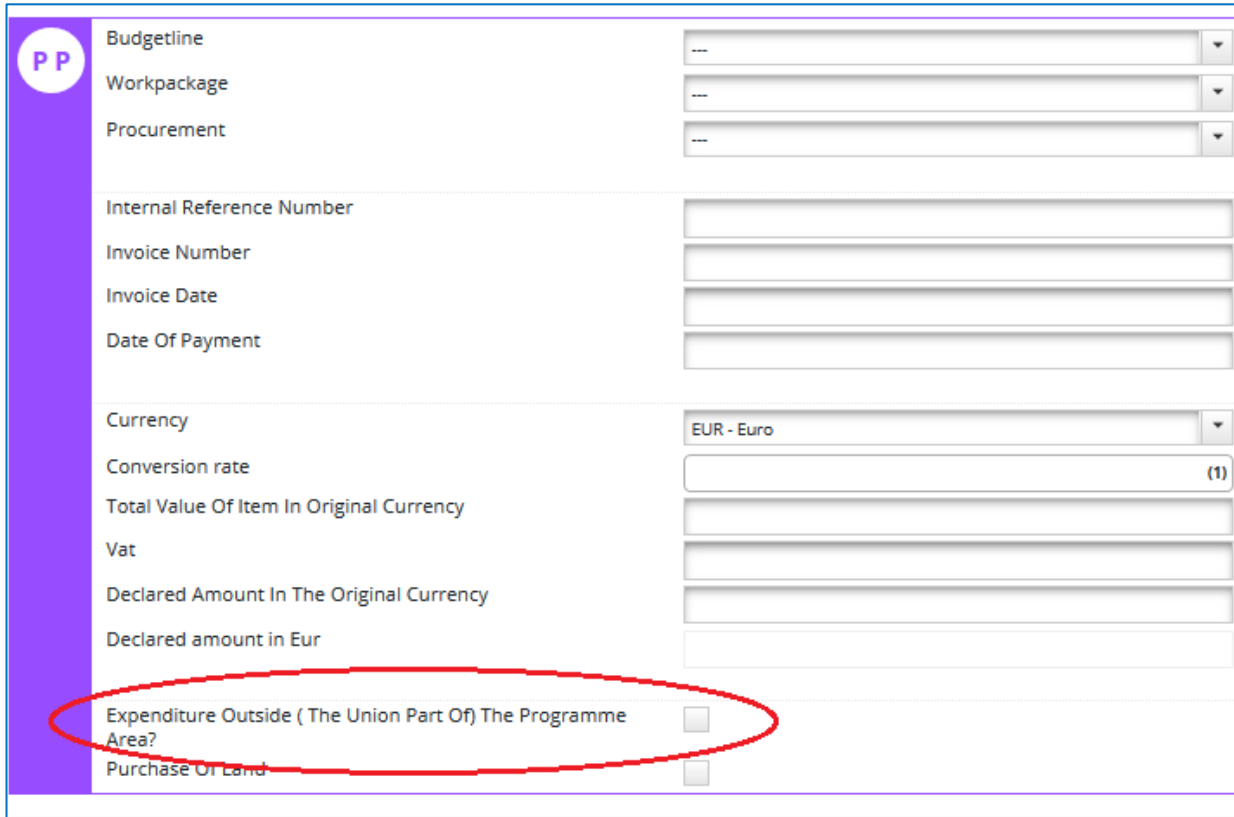
http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/index_en.cfm

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. The exchange rate 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.

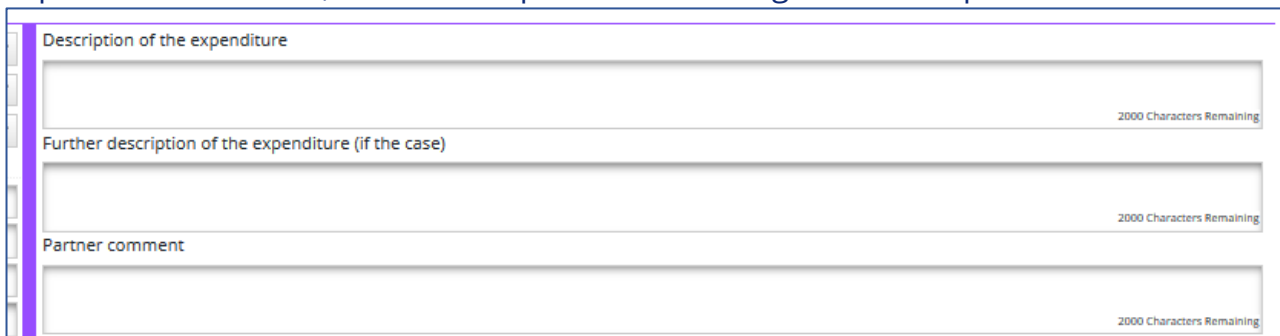
In the LoE you should mark any expenditure spent outside the programme area. Please note that FLC have the possibility to change this checkbox if it is considered that it was checked incorrectly.



The screenshot shows a web form for the 'PP' (Partnership) section. It includes fields for Budgetline, Workpackage, and Procurement, each with a dropdown menu. Below these are fields for Internal Reference Number, Invoice Number, Invoice Date, and Date Of Payment. Further down are fields for Currency (set to EUR - Euro), Conversion rate (with a '(1)' indicator), Total Value Of Item In Original Currency, Vat, Declared Amount In The Original Currency, and Declared amount in Eur. At the bottom, there are two checkboxes: 'Expenditure Outside (The Union Part Of) The Programme Area?' and 'Purchase Of Land'. The first checkbox is circled in red.

Figure 40 –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:



The screenshot shows the 'Additional information for expenditure' section. It contains three text input fields: 'Description of the expenditure', 'Further description of the expenditure (if the case)', and 'Partner comment'. Each field has a '2000 Characters Remaining' indicator on the right side.

Figure 41 –Additional information for expenditure

- **Description of Expenditure** - In this field the partner has to describe shortly the expenditure with the link to the activity and sub-activity number as is mentioned in AF. This field is mandatory for all the expenditure added.
- **Further description of the expenditure (if the case);**
- **Partner Comment;** to be filled in if necessary.

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.

Uploads

It is possible to upload one or multiple attachments to each of the expenditure items by clicking the '**Upload**' button.

PP	Budgetline
	Workpackage
	Procurement
	Internal Reference Number
	Invoice Number
	Invoice Date
	Date Of Payment
	Currency
	Conversion rate
	Total Value Of Item In Original Currency
	Vat
	Declared Amount In The Original Currency
	Declared amount in Eur
	Expenditure Outside (The Union Part Of) The Programme Area?
	Purchase Of Land
<input type="button" value="+ Upload"/>	

Figure 42 –Uploading documents

In order to be identified and verified in the system, the beneficiaries will **name the uploaded files in accordance with the relevant contained documents** and using maximum 50 characters.

Public procurement documentations are uploaded in the dedicated section of the procurement in 'Supplementary information', 'Project procurements' and not in the upload section of the expenditure item (see Chapter 2.8 above)!

For each reported expenditure the following supporting documents should be attached in the report at expenditure level:

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.);

2. Travel and accommodations costs:

✓ upload section of the invoice: travel order, transport invoice, fuel receipt, hotel bills, road/bridge/ferry tax and proof of payment (receipts, payment order, statement of account, cash register);

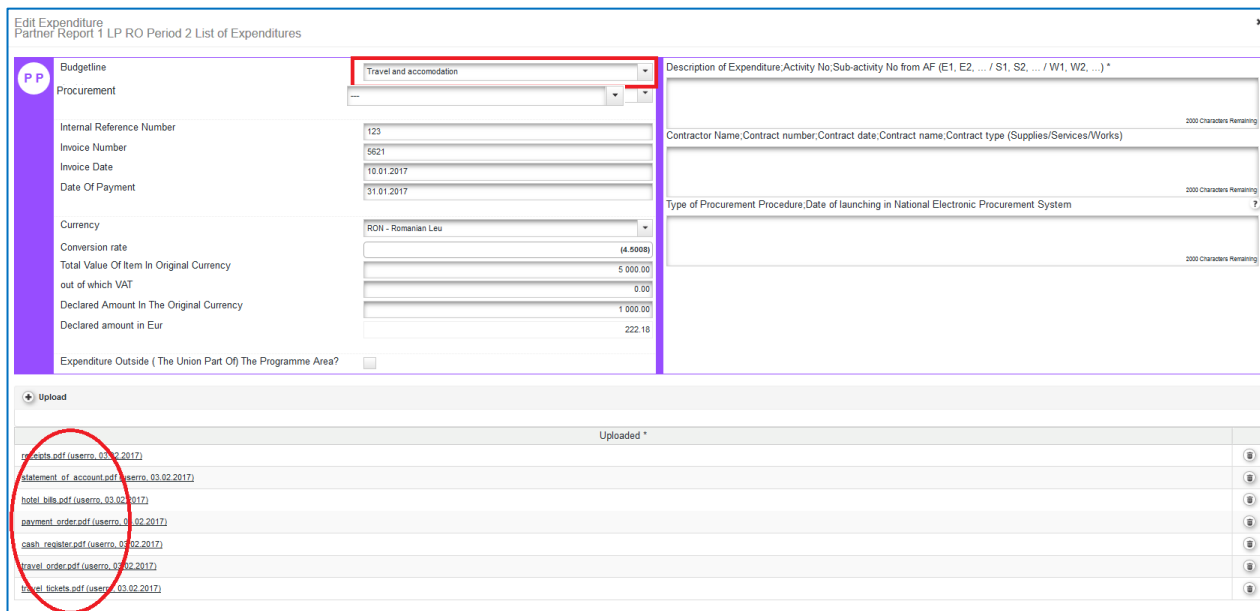


Figure 43 - Uploading/ downloading attachments for Travel and accommodation

3. External expertise and services:

- ✓ upload section of the invoice: invoice, proof of payment (payment order, statement of account) documents related to reception and acceptance;

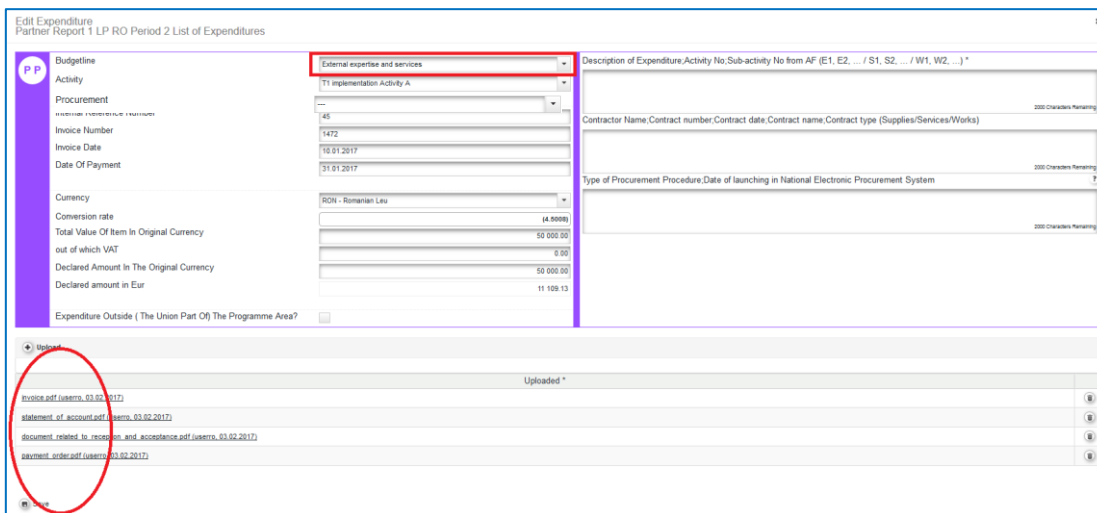


Figure 44 - Uploading/ downloading attachments for External expertise and services

4. Equipment expenditure:

- ✓ upload section of the invoice: invoice and proof of payment (payment order, statement of account) documents related to reception and acceptance;

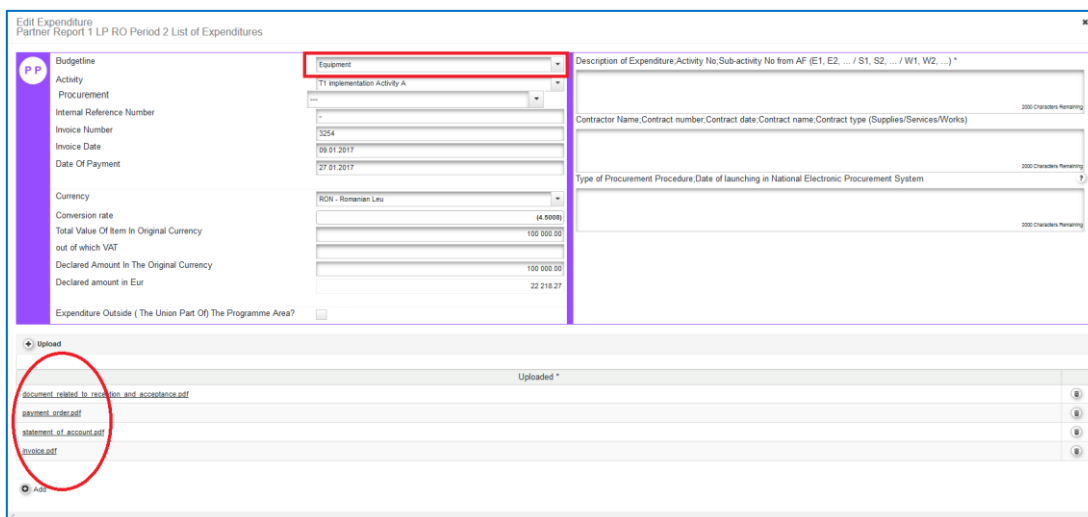


Figure 45 - Uploading/ downloading attachments for Equipment expenditure

5. Infrastructure and works:

- ✓ upload section of the invoice: invoice and proof of payment (payment order, statement of account), documents related to reception and acceptance;

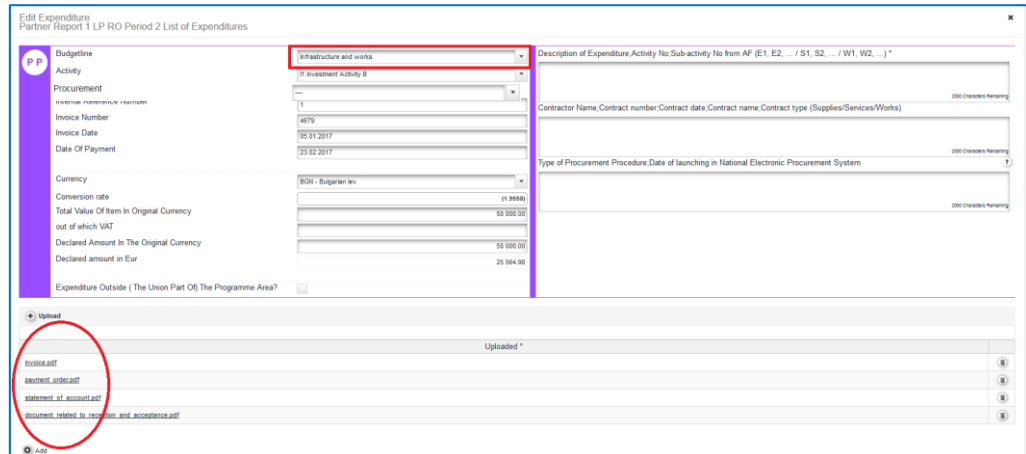


Figure 46 - Uploading/downloading attachments for Infrastructure and works

Please refer to Project Implementation Manual for guidance regarding stamping the supporting documents with: programme name, project code, number of FLC request and requested amount in the currency of the invoice.

Fast download of attachments to the List of Expenditure

It is possible to download all attachments to the list of expenditure at once using the "Download all attachments" button that can be found under the list of expenditure.

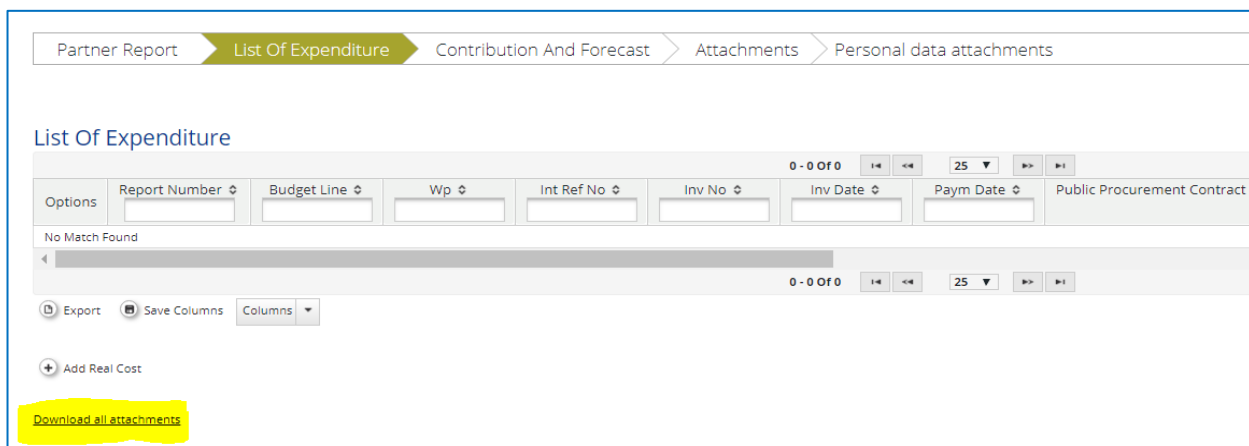


Figure 47 – Downloading attachments for the entire List of expenditure at once

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

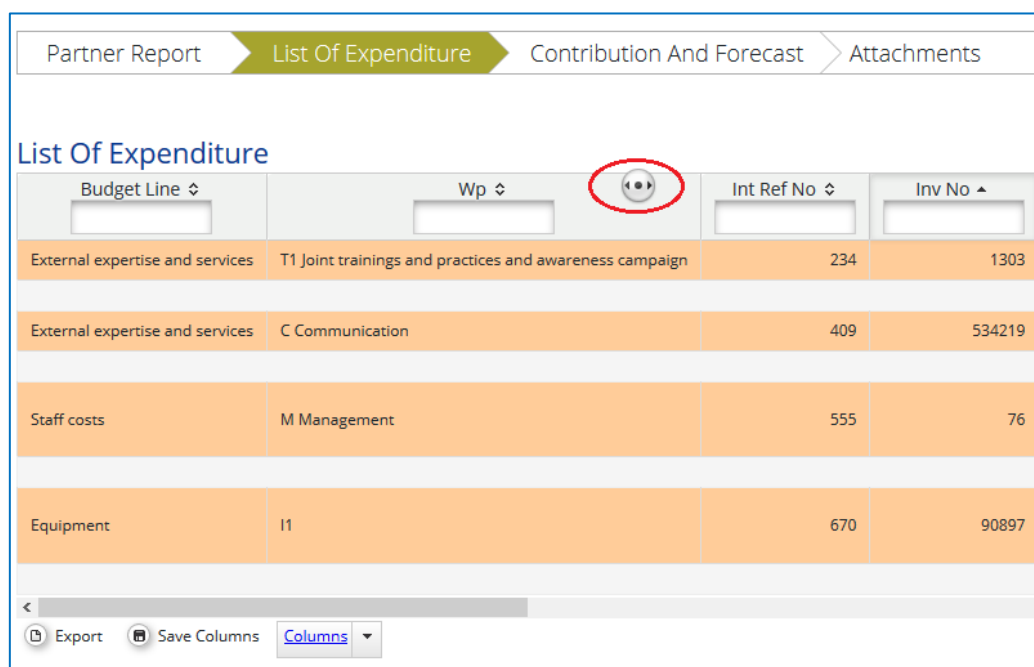


Figure 48– Scrolling the LoE

You can also adjust the number of columns to be displayed on the screen for the List of expenditure by selected only the columns that interest you. This can be done by selecting in the menu “Columns” from the bottom of the List of Expenditure only the needed ones.

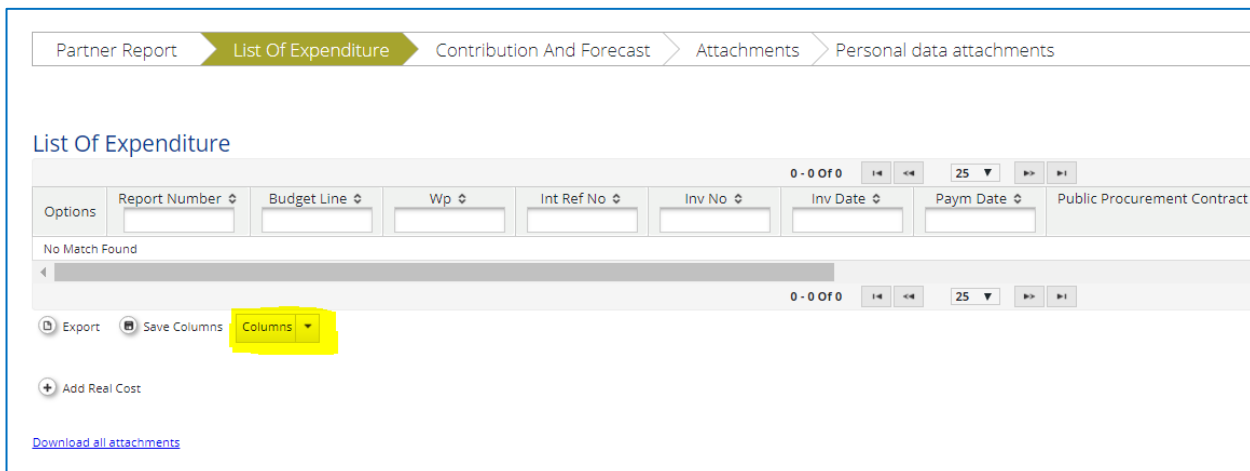


Figure 49 – Displaying only needed columns in the LoE

In case you need to perform extra calculations on the List of Expenditure, or want to filter the information in a way that the interface of the eMS doesn't allow you to, you can also export the entire LoE to an Excel sheet, by pressing "Export" from the bottom of the LoE.

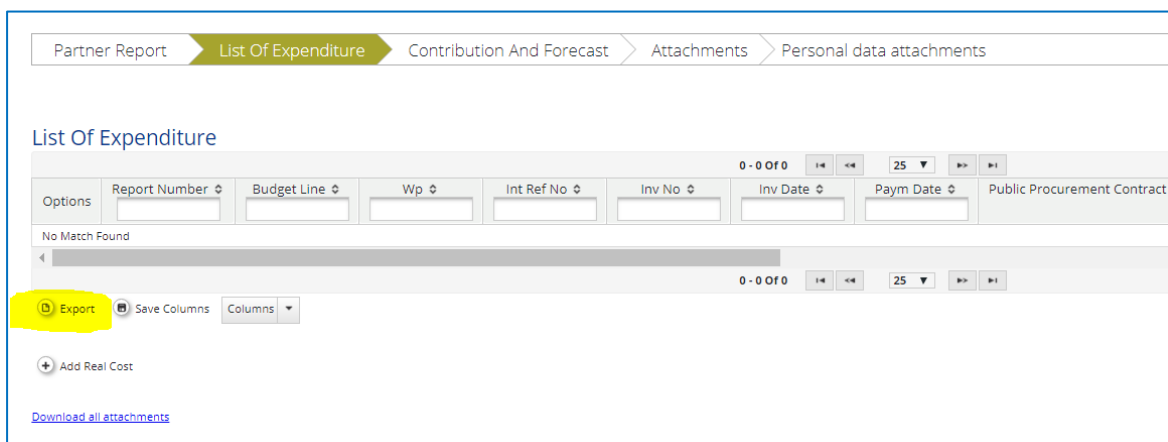


Figure 50 – Exporting LoE to Excel sheet

FLC can choose to postpone for validation an expenditure item (e.g. in case verification takes a long time or needs further clarification). Any item that is NOT ticked 'Verified by FLC', is NOT included in the current FLC certificate.

This means that – by not ticking 'Verified by FLC', the item is neither accepted nor rejected and waits in the system to be verified by FLC ('Sitting Duck'). Sitting ducks are highlighted in pink color and can be validated by FLC with later reports.

Having in mind the fact that an expenditure can be reported only once, in case the FLC does not validate a certain amount, and the Project Partner submits a complain which is accepted, in order to reclaim the amount in question, the project partner shall include in his next Partner Report, in the "List of expenditures", a line corresponding to the original expenditure, filled in with zero amount. Subsequently, the FLC will make a positive correction at that line, corresponding with the amount accepted after the complaint.

3.3.3. 'Contribution and Forecast' section



Figure 51 – Navigation bar – Contribution and Forecast

In the Report Forecast section -is compulsory to forecast spending for the following partner reports of all the periods defined in AF. The system also displays planned budget and actual spending per period.

Report Forecasting Per Period

Period	Period start-end date	Reporting date	Total eligible budget	Actual spending	Forecast	Revised forecast
Period 0	01.01.2014 - 28.05.2017	29.02.2020	€ 10 450.00	€ 9 214.43		
Period 1	01.03.2018 - 30.06.2018	20.07.2018	€ 6 520.00	€ 1 000.00		
Period 2	01.07.2018 - 31.10.2018	21.11.2018	€ 83 200.00	€ 4 500.00		
Period 3	01.11.2018 - 28.02.2019	21.03.2019	€ 102 700.00		€ 95 800.00	€ 95 800.00
Period 4	01.03.2019 - 30.06.2019	19.07.2019	€ 158 750.00		€ 0.00	€ 0.00
Period 5	01.07.2019 - 31.10.2019	21.11.2019	€ 34 280.00		€ 0.00	€ 0.00
Period 6	01.11.2019 - 29.02.2020	10.04.2020	€ 4 200.00		€ 0.00	€ 0.00
			€ 400 100.00	€ 14 714.43	€ 95 800.00	€ 95 800.00

Total Actual Spending Plus Forecast: € 110 514.43 Total Actual Spending Plus Revised Forecast: € 110 514.43 Potential Savings: € 289 585.57 Revised Potential Savings: € 289 585.57

Total Advances Paid To Partner: € 0.00 Total Advances Settled So Far: € 0.00

Partner Comment:

☐ Reviewed

Authority Comment:

Figure 52 – Navigation bar – Contribution and Forecast

The next section is automatically filled in by the system; amount is split automatically by the system according to the AF.

Follow-up Of Partner Contribution

Target Partner Contribution Value
€ 1 166.46

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 53 – Follow up Partner Contribution

3.3.4. 'Attachments' and 'Personal data attachments' sections

Partners should also upload additional attachments related to the entire report, if the case.

All documents must be scanned preferably in black and white and at a resolution of 300 dpi.

Before uploading, **make sure the upload is of relevance for the report and is not duplicating with other documents you already provided in this report or a previous one!**

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

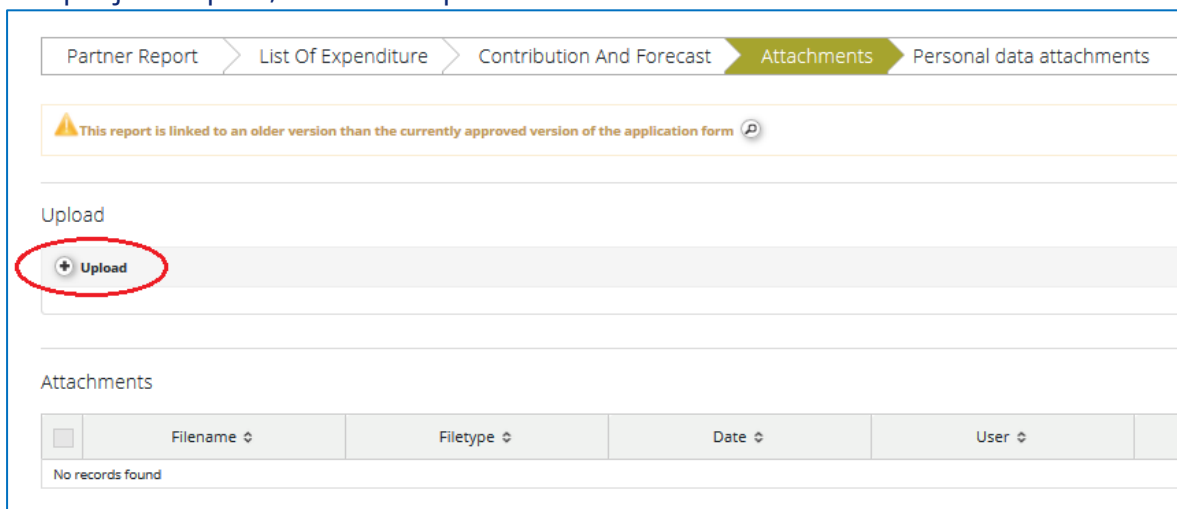


Figure 54 – Navigation bar – Attachments

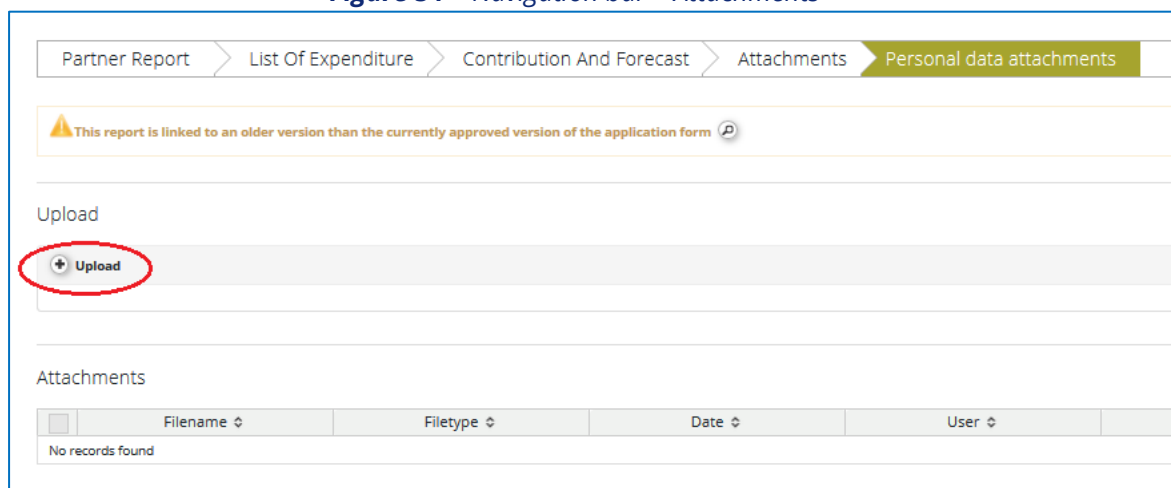


Figure 55 – Navigation bar – Personal Data Attachments

Partners are also allowed to upload additional attachments related to the entire report, e.g. should be any other document 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.

In order to upload a document, please click on the button 'Upload' in section "Attachment" or "Personal Data Attachment" (as the case may be) and the upload pop up will appear, also you can select one or more file (ctrl + select). The user has the option to add a short English description of the file or .zip /.rar packages by clicking on the "Comment" icon. The maximum size of an attachment is limited up to 50 Mb per file or package.



Attachments						
<input type="checkbox"/>	Filename ↕	Filetype ↕	Date ↕	User ↕	Description	Actions
<input type="checkbox"/>	Coala cu antet Interreg.doc	doc	28.02.2017 14:51:11	user2.bihor		 Comment  Delete
Download Selected Files						

Figure 56 – Report attachment

Please keep in mind that the public procurement documentations are uploaded in the dedicated section of the procurement in 'Supplementary information', 'Project procurement' and the documents uploaded in the *Attachment or Personal data Attachment* section of the partner report are different than the ones requested to be attached at each expenditure level (described above in the manual):

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.

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 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,

- 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;

2. Travel and accommodations costs:

□ 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.

3. External expertise and services:

□ Attachment section: relevant results (studies, training material, attendance in seminars, conferences and training courses, certificates, photographs, promotional brochures, print screens of web page delivered, films) etc., if not already attached in other sections of the report (in which case, please indicate where)

4. Equipment expenditure:

□ Attachment section: inventory files;

5. Infrastructure and works:

□ 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)..

6. General bookkeeping documents

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 archives will be named in English 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.**

3.3.5. 'Partner Report Overview table' menu

For each partner report, it is at any time possible to access the partner report overview tables from the left side menu of the partner report where you will find various financial tables summing up the declared expenditure. The tables are updated live with every new expenditure item.

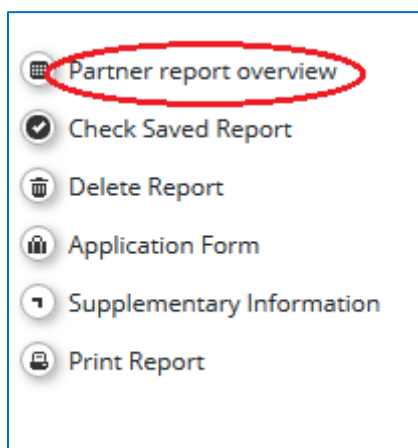


Figure 57 – Partner finance report

Partner Report Tables										
Partner report expenditure summary										
Fund	Partner total budget	Previous reports (state of play at the date of first submission to ftc of the current report)			Total amount currently declared to ftc	Total amount certified by ftc	Ftc difference at the date of ftc certificate			Total amount included in project report - declared to js
		Declared to ftc	Reported to js	Confirmed by ca			Total amount verified by ftc and found ineligible	Total amount declared to ftc in current report but not processed with the current certificate (ftc sitting duck)	Total amount declared to ftc in different report(s) but processed with current certificate (ftc sitting duck)	
ERDF	€ 340,085,00	€ 8,682,26	€ 7,832,26	€ 0,00	€ 3,825,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Partner contribution	€ 60,015,00	€ 1,532,17	€ 1,382,17	€ 0,00	€ 675,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure	€ 400,100,00	€ 10,214,43	€ 9,214,43	€ 0,00	€ 4,500,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Export										
Partner report expenditure per budgetline										
Budgetline	Partner total budget	Previous reports (state of play at the date of first submission to ftc of the current report)			Total amount currently declared to ftc	Total amount certified by ftc	Ftc difference at the date of ftc certificate			Total amount included in project report - declared to js
		Declared to ftc	Reported to js	Confirmed by ca			Total amount verified by ftc and found ineligible	Total amount declared to ftc in current report but not processed with the current certificate (ftc sitting duck)	Total amount declared to ftc in different report(s) but processed with current certificate (ftc sitting duck)	
Staff costs	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Office and administration	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Travel and accommodation	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
External expertise and services	€ 37,840,00	€ 10,214,43	€ 9,214,43	€ 0,00	€ 4,500,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Equipment	€ 31,680,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00

Figure 58 – View partner report tables

The most frequently used table from this section is 'Partner report expenditure summary', which consists in the following sections:

- **Section 'Previous reports':**
 - Column 'Declared to FLC' displays total amount declared by partners to FLC before the current report was submitted to FLC (state of play at the moment of first submission to FLC).
 - Column 'Reported to JS' displays total amount previously declared to JS from the partner at the date of submission of the current report to FLC (state of play at the moment of first submission to FLC).
 - Column 'Confirmed by CA' displays total amount confirmed by CA until the moment of first submission of project report to FLC.
- Column 'Total amount declared to FLC' displays total amount declared by partners to FLC in the current report. The total does not exclude amounts turned into sitting ducks/suspended by FLC!! Total updates only if reverted and total changes.
- Column 'Total amount certified by FLC' displays total amount certified by FLC for FLC for current partner report. Amount is shown only once FLC certificate is generated. Includes any sitting ducks taken into account for the certificate. Updates only if reverted and re-certified.
- **Section 'FLC difference':**
 - Column 'Total amount verified FLC in the current report but found ineligible' displays total amount cut by FLC from the items verified (does not include cuts on sitting ducks that are handled later). Shows after the FLC certificate is generated, updates only if FLC certificate is reverted. If FLC adds something to the report, the amount can be negative.
 - Column 'Total amount declared to FLC in current report but not processed

with the current certificate (FLC sitting duck)' displays total amount that was declared to FLC in current report but not verified by FLC (sitting ducks that might be processed with a different FLC certificate). Shows after FLC certificate is generated, Updates only if FLC certificate is reopened. Does not update if the FLC processed the sitting duck with a different report.

- Column 'Total amount declared to FLC in different report(s) but processed with current certificate (FLC sitting duck)' displays total amount that was declared to FLC with a different partner report but was verified by FLC with current certificate (ducks included in certified but declared with different report). Shows after the FLC certificate is generated, updates only if flc certificate is reverted. Shows amount certified (so after potential FLC cuts).
- Column 'Total amount included in project report - declared to JS' displays total amount included in project report and declared to JS (includes LP cuts, if any). Amount is shown **ONLY** when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore and the date should be added.

3.4. 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.

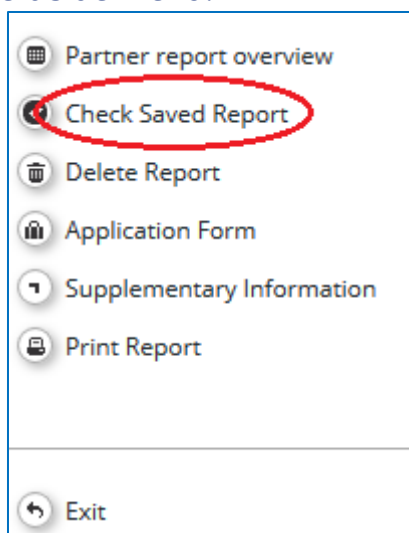


Figure 59 – Check saved report

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.

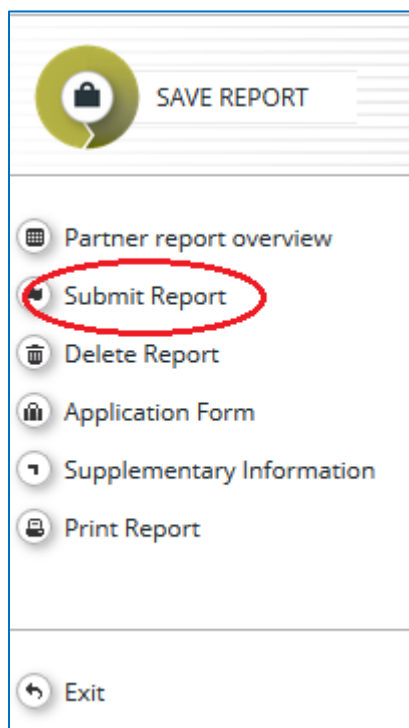


Figure 60 – Submit report

Please pay attention that the euro amounts calculated by the system are changing if the amounts are inserted in the report in different months than the month of checking and submitting. The final amount will be automatically calculated using 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.

In case there are no expenditure in the reporting period the Partner Report will be submitted to the LP.

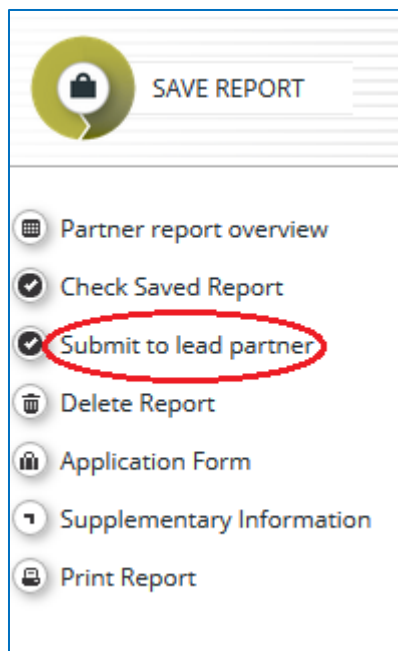


Figure 61 – Submit report to Lead Partner

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/LB respectively (in case no expenditure is included). The partner can see the status of the report on the reporting overview dashboard.

In case of clarifications requested by FLC, 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.

3.5. Other – partner report status

The partner can see the status of the report on the reporting overview dashboard.

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of fic verification	Included In Project Report	Total Partner Expen Declared
Period 0 01.01.2014 - 28.05.2017								
Report 0.1	01.01.2014	28.05.2017	Report F Lc Certified	14.05.2018	14.05.2018	14.06.2018	Period 0 Project Report 1	
Period 1 01.03.2018 - 30.06.2018								
Report 1.1	01.03.2018	30.06.2018	Report Submitted	11.07.2018	11.07.2018		Not Certified	
Period 2 01.07.2018 - 31.10.2018								
Report 2.1	01.07.2018	31.10.2018	Report In Progress	In Progress			Not Certified	

Figure 62 – Reporting overview – partner reports in various stages

Report in progress - means the Partner Report is at partner level and information/expenditures can be inserted about the activities related to the reporting period.

Report submitted – means the Partner Report is at FLC level but no FLC Certificate was issued, yet.

Report FLC Certified – means that an FLC Certificate was issued and the Partner Report can now be added to a Project Report.






View Report	Certificate	Download Attachments
		 Download Attachments
		 Download Attachments

Figure 63– Reporting overview – After certification of reports by FLC, a magnifying glass appears to the right of the reports to access the FLC certificate.

Period x project report y – means that an FLC Certificate was issued and the Partner Report was included by the LB in a Project Report requesting reimbursement of the expenditure by the programme.

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

‘Partner living tables’

Under the ‘Partner living tables’ menu items you will find various financial tables summing up the declared expenditure and validation process.

Select Role

Pp

Partner Reports

1 - Project Partner 1

Report	Report Start	Report End	State	Date of Report
Period 1 01.01.2019 - 31.03.2019				
Report 1.1	01.01.2019	31.03.2019	Report Submitted	18.04.2019
Period 2 01.04.2019 - 30.06.2019				
Period 3 01.07.2019 - 30.09.2019				
Period 4 01.10.2019 - 31.12.2019				
Period 5 01.01.2020 - 31.03.2020				
Period 6 01.04.2020 - 30.06.2020				
Period 7 01.07.2020 - 30.09.2020				
Period 8 01.10.2020 - 31.12.2020				
Period 9 01.01.2021 - 31.03.2021				
Period 10 01.04.2021 - 30.06.2021				
Period 11 01.07.2021 - 30.09.2021				
Period 12 01.10.2021 - 31.12.2021				

☒ Partner livingtables
 ☐ Partner global loe

Figure 64 – Accessing living tables

Columns are updated live with every new expenditure item from partner reports submitted. Tables can be exported to Excel by pressing 'Export' button under each table.

Partner Living Tables

Partner expenditure summary

Fund	Partner total budget B	Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E	Pending fic level (incl sitting ducks) F= C- D- E	Fic certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js Reported to js I	Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S	Total amount paid to partner (excluding advance payments) U
ERDF	€ 128,860,12	€ 13,779,19	€ 5,294,66	€ 410,26	€ 8,074,26	€ 0,00	€ 5,294,66	€ 13,368,92	€ 115,491,20	€ 0,00
Partner contribution	€ 22,740,03	€ 2,431,65	€ 934,36	€ 72,42	€ 1,424,88	€ 0,00	€ 934,36	€ 2,359,24	€ 20,380,79	N/a
Total eligible expenditure	€ 151,600,15	€ 16,210,84	€ 6,229,02	€ 482,68	€ 9,499,14	€ 0,00	€ 6,229,02	€ 15,728,16	€ 135,871,99	N/a

[Export](#)

Partner expenditure per budgetline

Budgetline	Partner total budget B	Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E	Pending fic level (incl sitting ducks) F= C- D- E	Fic certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js Reported to js I	Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S
Staff costs	€ 31,680,00	€ 12,529,14	€ 4,703,23	€ 267,49	€ 7,558,42	€ 0,00	€ 4,703,23	€ 12,261,65	€ 19,418,35
Office and administration	€ 1,500,99	€ 166,48	€ 61,68	€ 5,18	€ 99,62	€ 0,00	€ 61,68	€ 161,30	€ 1,339,69
Travel and accommodation	€ 3,335,60	€ 232,62	€ 19,34	€ 0,00	€ 213,28	€ 0,00	€ 19,34	€ 232,62	€ 3,102,98
External expertise and services	€ 28,897,00	€ 2,311,80	€ 1,444,77	€ 210,01	€ 657,02	€ 0,00	€ 1,444,77	€ 2,101,79	€ 26,795,21
Equipment	€ 86,186,56	€ 970,80	€ 0,00	€ 0,00	€ 970,80	€ 0,00	€ 0,00	€ 970,80	€ 85,215,76
Infrastructure and works	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total	€ 151,600,15	€ 16,210,84	€ 6,229,02	€ 482,68	€ 9,499,14	€ 0,00	€ 6,229,02	€ 15,728,16	€ 135,871,99
Net Revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure	€ 151,600,15	€ 16,210,84	€ 6,229,02	€ 482,68	€ 9,499,14	€ 0,00	€ 6,229,02	€ 15,728,16	€ 135,871,99

[Export](#)

Invoices incurred outside of the eu part of the programme area

Fund	Partner total budget B	Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E	Pending fic level (incl sitting ducks) F= C- D- E	Fic certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js Reported to js I	Pipeline S = F+ G+ L+ O+ R
ERDF	€ 128,860,12	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00

Figure 65 – View partner living tables

'Partner global list of expenditure'

A table called 'Partner global LoE' is added. The access button is placed next to partner living tables. It gives access to all the invoices ever submitted by partner in any of the progress reports and can be exported in Excel.



Figure 66 – Partner Global List of Expenditures (LoE)

4. PROJECT REPORT

Project reports are created by the lead partner, based on partner reports/partner reports previously verified and certified by FLC (in case amounts are requested for reimbursement):

- The partners (including the lead beneficiary in its partner role) create, fill in, their partner report for each project reporting period and submit it electronically —as described in the ‘Partner report’ chapter.
- The lead partner can access the partner reports and the FLC certificates of all partners in the eMS to fill in the project report.
- The LB will have to include the FLC certificates of all the reporting partners (including the one issued for its own organization) available at the submission date of the project report.
- It is mandatory for the LB to create at least one project report per reporting period. If necessary, more than one project report can be created for a defined reporting period.
- Deficiencies in preparing the project report may result in clarification(s) requested by the JS and sending back the report to the LB for modifications.

4.1. 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’.

The user having Lead Partner role is the one accepted by the JS in the Handover procedure. 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 management
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 67 – Show more – lead partner user name

More users can be assigned in the system to the LB and work together with the LB for creating/submitting project reports (see chapter 2.3 of this manual).

4.2. Generating a project report

Only Lead Partners user 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 LB role allows to see reports of all project partners and to create and submit the project report.

Select Role

Lp

Figure 68 – Select LB 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".

RO

HU

Select Role

Lp

Project Reports

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 Report For

Period 0

01.01.2014 - 01.09.2017

Figure 69 – Create report

It is currently not possible to have two opened 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).

Project Reports				
Report	Report Start	Report End	State	Date Of Pr
Period 0 29.01.2016 - 29.05.2016				
Report 0.1	29.01.2016	29.05.2016	Report submitted to M A	06.10.2016
Period 1 29.09.2016 - 28.09.2017				
Report 1.1	29.09.2016	28.09.2017	Report submitted to M A	06.10.2016


 Create Report For
 Period 0 ▼
 29.01.2016 - 29.05.2016

Figure 70 – Project report number

By default, it is possible to create one project report per period at the initiative of the LB. In case it is needed to create and submit to JS another (second or third) project report(s) during a reporting period, the LB has to contact the JS officer (via eMS email for example) and to ask for permission to create a supplementary project report – clearly mentioning the reporting period for which such a permission is requested.

LP shall submit intermediate project report during one reporting period only if the expenditures from the attached FLC Certificates sum-up more than 10,000 EURO.

If a project has 2 or 3 project reports in one period, only the final project report of that period must include the description of the technical progress of the project in the period.

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.

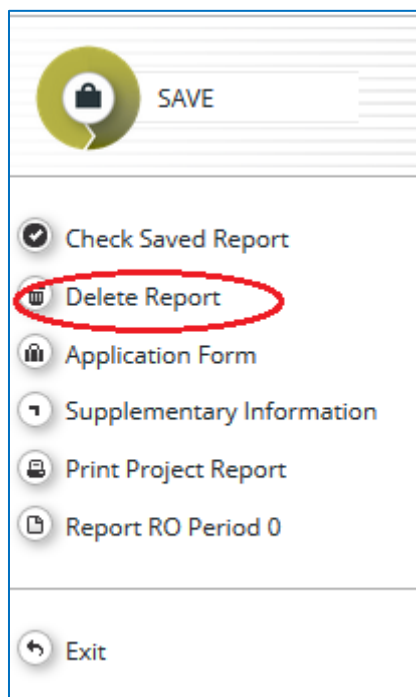


Figure 71 – Delete report

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 assignment' tab – chapter 2.3 of this manual).

All partner reports have statuses from which users can find out if the report was already submitted or 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 2 - 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 72 – Partner reports

4.3. Filling-in Project Reports

Project reports consist of a financial part and a content part. Some items in the project report depend on the call setup and approved application form (e.g. which work packages are available).

The financial part is compiled automatically by the system based on available FLC certificates included in the project report by the Lead Partner.

The reporting on progress of activities builds on the partner reports but should provide an overview of the project as a whole. The content must be filled in by the Lead Beneficiary, based on the information provided by the partners. The content is not automatically transferred from partner reports, but it is up to the Lead Beneficiary to analyze the information of the whole project and provide a joint report for the reference period.

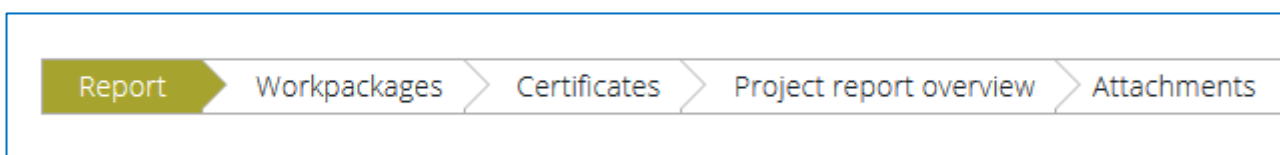


Figure 73 – Navigation bar -project reports

4.3.1. 'Report' Section

The 'Report' section focuses on activities implemented throughout the reporting period and will be mainly filled in for the consolidated reports on progress of activities (can be skipped for intermediary project reports with only amounts requested for reimbursement).

This section first asks you to provide an overview of the project implementation since the start of the project by presenting the most relevant progress in the project content activities ('Highlights of main achievements').

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

Project Progress Report

Period 1 - 01.03.2018 - 30.06.2018

Start Date


01.03.2018

End Date

30.06.2018

Highlights Of Main Achievements

Description



List Of Partner FLC Certificates

Partner Abbreviation	Number Of FLC Certificate	Date Of FLC Certificate	Total Expenditure Certified By FLC	Include In Pro
No records found				
<div> <div><</div> <div>Export As Xls</div> </div>				

Project Specific Objectives

Objective number	Level Of Achievement
1 - To support the development of competitive tourist attractions achieved through bilateral cooperation and thus contributing to the diversification of tourist products in the cross-border region	-
2 - To improve integrated environmental management capacities for the protection and sustainable use of natural heritage and resource	-
3 - To raise public awareness on the importance of the sustainable protection and development of natural heritage from this cross-border region	-

Project Main Outputs Achievement

Programme Output Indicators	Sum Of Output Indicator Targets	Sum Of Achieved Output Indicators So Far	Project Main Output Indicator Number
CO23 Nature and biodiversity: Surface area of habitats supported to attain a better conservation status	386.0	0.00	T1.1.2
			T3.1.1
			I2.1.2

Figure 74 – Project report section – top part

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

Target Groups Reached

Target Groups	Target Value	Target Groups Reached Previous Periods	Target Groups Reached Current Report	Source Of Verification	Description Of Target Group	Target Groups Reached So Far Percentage
General public	0.00	100 000.00	<input type="text" value="0.00"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>	

Problems And Solutions Found

Problems And Solutions Found Description




Figure 75 – Project report section – middle part

At the bottom you will find an interface to provide information on horizontal principles, where the LB should describe the specific measures/efforts undertaken by the partners during the respective reporting period in relation to complying with and promoting the horizontal principles and a tick box which can be used to indicate that the project has been fully implemented.

Horizontal Principles

Horizontal Principles Description

Horizontal Principles	Contribution In This Reporting Period	Description Of The Contribution
Equal opportunity and non-discrimination	<input type="text" value="as planned"/>	<input type="text" value=""/>
Sustainable development (environment)	<input type="text" value="as planned"/>	<input type="text" value=""/>
Consideration of life cycle costs of investment	<input type="text" value="as planned"/>	<input type="text" value=""/>
Usage of green infrastructure	<input type="text" value="as planned"/>	<input type="text" value=""/>
Increased use of sustainable procurement	<input type="text" value="as planned"/>	<input type="text" value=""/>
Equality between men and women	<input type="text" value="as planned"/>	<input type="text" value=""/>

Fully Implemented

Implemented ☐

Implemented On ☐

Figure 76 – Project 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 77 – Project report section – bottom part2

4.3.2. 'Workpackages' section

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

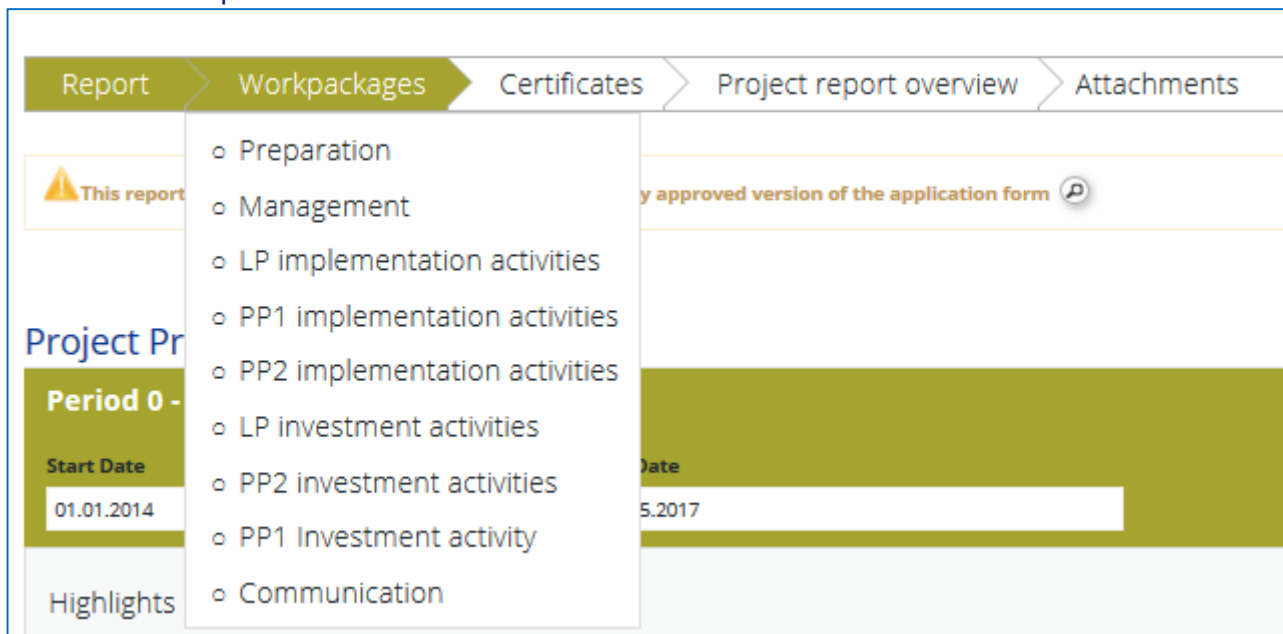


Figure 78 – Navigation bar- Workpackages

Reporting Per Workpackage Overview

Id	Start	End	Type	Title
2894	Jan.2016	Jun.2017	preparation	Preparation
2895	Mar.2018	Aug.2020	management	Management
2896	Mar.2018	Aug.2020	implementation	WP Implementation LP
2897	Mar.2018	Aug.2020	implementation	WP Implementation PP2
2898	Mar.2018	Aug.2020	implementation	WP Implementation PP3
2899	Mar.2018	Aug.2020	implementation	WP Implementation PP4
2900	Mar.2018	Aug.2020	investment	WP Investment LP
2901	Mar.2018	Feb.2020	investment	WP Investment PP4
2902	Mar.2018	Aug.2020	communication	Communication

Save

Figure 79 – Reporting per Workpackages Overview table

In this section you can describe the implementation of each work package in detail, including information on activities carried out and contributions of 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, including upload of evidence of achievement (no more than 50 Mb per file) is also part of reporting on work packages.

Report > Workpackages > Certificates > Project report overview > Attachments

⚠ This report is linked to and older version than the currently approved version of the application form

Reporting Workpackage Implementation

Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status	Wp Expenditure Current Report	Percentage Of Wp Reported So Far
T3	PP2 Implementation activities	Jul.2018	Jan.2020	completed	€ 0.00	0.00 %

Partners Involvement

Abbreviation	Name	Responsible partner
ABC	ABC ONG	

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What

Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found

2000 Characters Remaining

Figure 80 – Workpackages section

4.3.3. '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 previous project report, are available to be included in the project report.

The LB can decide which of the available FLC certificates to include in the project report by ticking the box '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/next project report. The eMS does not check whether all the FLC certificates included in a project report by the LB refer to the same reporting period. This means that FLC certificates could originate from different reporting periods.

Please don't include in a project report FLC certificates from future reporting periods, but only from the current reporting period!

FLC certificates included in a Project report and the content description of the report should be linked to the reference reporting period. The only accepted exceptions are FLC certificates for giving back the amounts won after an FLC appeal.

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	Total
1 RO	RO 0.1	01.03.2017	€ 7 000.00	<input checked="" type="checkbox"/>	
2 HU	HU 0.1	01.03.2017	€ 6 337.54	<input checked="" type="checkbox"/>	

Figure 81 – Including FLC Certificates in a Project Report

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.

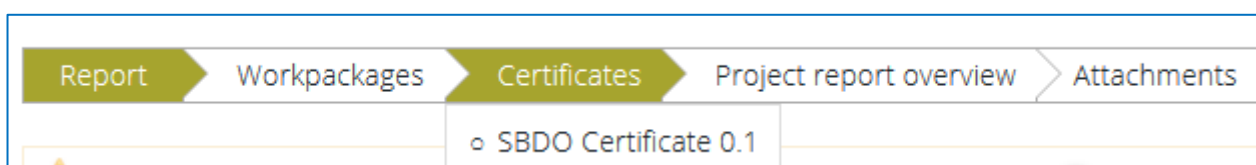


Figure 82 – Navigation bar - FLC Certificates

If the LB observes some inconsistencies and needs to revert his/her partner report to FLC/PP, the JS needs to be contacted.

4.3.4. 'Project Report Tables' section

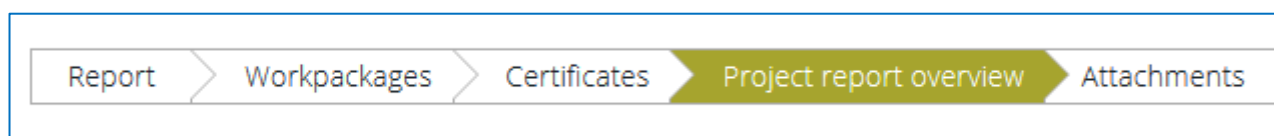


Figure 83 – Navigation bar – Project Report Table

Here you can find various summary tables of the expenditure included in the project report. Project report tables take into account all certificates included in the project report. Please note that the tables are updated before the report is submitted. All tables can be exported to Excel by clicking the 'Export' button from under each table.

Project Report Tables

Project report expenditure summary

Fund	Project total budget	Previous reports (state of play at the date of submission to js of the current report)			Total amount declared to flc	Total amount certified by flc	Flc difference			Total amount included in project report - declared to js
		Declared to flc	Reported to js	Confirmed by ca			Total amount verified by flc and found ineligible	Total amount declared to flc in current report but not processed with the current certificate (flc sitting duck)	Total amount declared to flc in different report(s) but processed with current certificate (flc sitting duck)	
Total co-financing	€ 2.547.779,68	€ 23.731,20	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Partner contribution	€ 449.608,18	€ 4.187,86	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure	€ 2.997.387,86	€ 27.919,06	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00

Export

Figure 84 – Project Report Tables – Project Report expenditure table

The most frequently used table from this section is 'Project report expenditure summary', which consists in the following sections:

- **Section 'Previous reports':**
 - Column 'Declared to FLC' displays total amount declared by partners to FLC before the current report was submitted to JS (state of play at the moment of first submission to JS).
 - Column 'Reported to JS' displays total amount previously declared to JS from the partner at the date of submission of the current report to JS (state of play at the moment of first submission to JS).
 - Column 'Confirmed by CA' displays total amount confirmed by CA until the moment of first submission of project report to JS.

- *Column 'Total amount declared to FLC' displays total amount declared by partners to FLC from the certificates included in this project report. The total does not exclude amounts turned into sitting ducks/suspended by FLC!! Amount shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.*
- *Column 'Total amount certified by FLC' displays total amount certified by FLC for FLC certificates included in this project report. Amount shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.*
- *Section 'FLC difference':*
 - *Column 'Total amount verified by FLC but found ineligible' displays total amount cut by FLC from the items verified (does not include cuts on sitting ducks that are handled later). Applies only to FLC certificates included in project report. Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.*
 - *Column 'Total amount declared to FLC in current report but not processed with the current certificate (FLC sitting duck)' displays total amount that was declared to FLC together with one of the LoEs included in the project report but not verified by FLC (sitting ducks that might be processed with a different FLC certificate). Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.*
 - *Column 'Total amount declared to FLC in different report(s) but processed with current certificate (FLC sitting duck)' displays total amount that was declared to FLC with a different partner report (not with it's initial LoE) BUT was verified by FLC with one of the certificates included in project report (ducks included in certified but declared with different report). Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.*
- *Column 'Total amount included in project report - declared to JS' displays total amount included in project report and declared to JS (includes LP cuts). Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore and the date should be added.*

4.3.5. 'Attachments' section

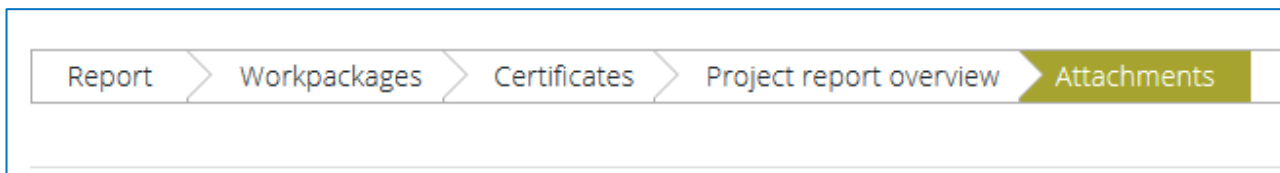


Figure 85 – Navigation bar – Attachments

All relevant evidence for main outputs and deliverables should be included in the project report, in the 'Workpackages' section.

In case the evidence is already attached to a partner report corresponding to an FLC certificate included in the project report, the LB will not attach the document again, but will only include the link to where it can be found in the 'Attachments' section.

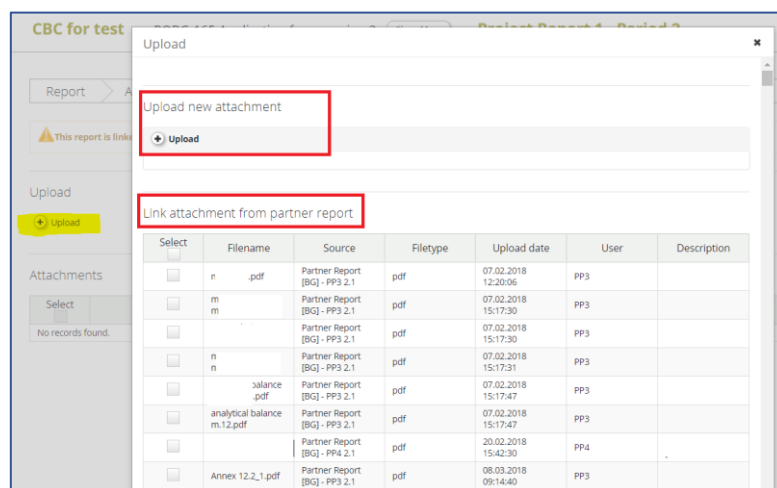


Figure 86 – Link Attachments from partner report in project report attachment

Should any additional attachments be relevant for the entire project report, the LB needs to upload them in this 'Attachment' section. Any other attachment upon request by the programme should be attached in the 'Attachments' section.

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 packages of no more than 50 Mb and upload them in the Attachments' section of the project report by clicking *Upload* button

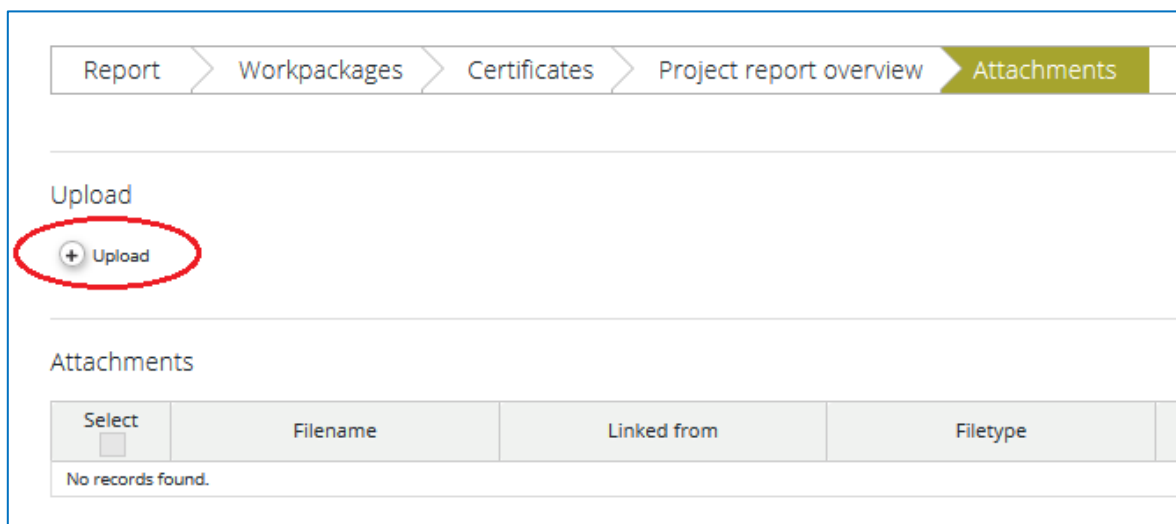


Figure 87 –Upload attachments

4.4. Submitting a project report

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

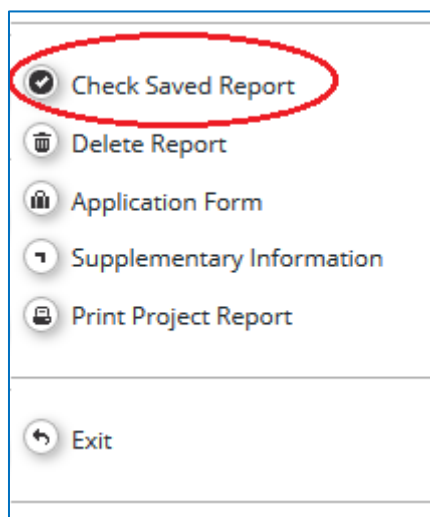


Figure 88 –Checking saved report

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

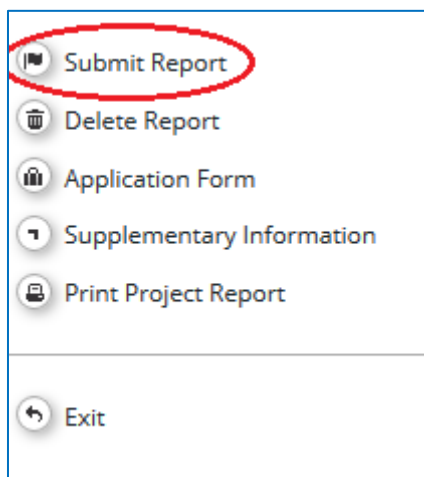


Figure 89 – Submitting report

The project report is submitted and became automatically available to the JS. The report status 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 JS	01.03.2017	€ 13 337.54	
Period 1 01.09.2017 - 30.11.2017						

Figure 90 – Report submitted

After submission, the LB can see the report but can't modify it anymore. A new project report can be opened by the LB user once the previous one has been successfully submitted to JS.

4.5. Other - project level tables

4.5.1. 'Project living tables'

Under the 'Project living tables' menu items you will find various financial tables summing up the declared expenditure and validation process.

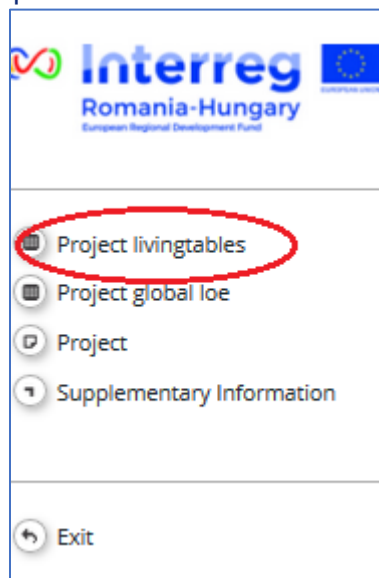


Figure 91 – Accessing Project living tables

The **project living tables** have self-explanatory column names and are updated live with every new expenditure item from reports submitted. Tables can be exported to Excel by pressing 'Export' button under each table

Project Living Tables										
Project expenditure summary										
Fund	Project total budget B	Fic				Fic certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js Reported to js I	Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S	Total amount paid to partner (excluding advance payments) U
		Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E	Pending fic level (incl sitting ducks) F= C- D- E					
Total co-financing	€ 845.636,62	€ 158.241,11	€ 87.543,58	€ 2.330,64	€ 68.366,84	€ 61.325,18	€ 26.218,40	€ 154.723,82	€ 689.726,20	€ 1.186,60
Partner contribution	€ 149.230,02	€ 27.924,98	€ 15.448,93	€ 411,35	€ 12.064,75	€ 10.822,13	€ 4.626,80	€ 27.304,28	€ 121.716,34	N/A
Total eligible expenditure	€ 994.866,64	€ 186.166,09	€ 102.992,51	€ 2.741,99	€ 80.431,59	€ 72.147,31	€ 30.845,20	€ 182.028,10	€ 811.442,54	N/A
Export										
Project expenditure per partner										
Partner	Project total budget B	Fic				Fic certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js Reported to js I	Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S	
		Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E	Pending fic level (incl sitting ducks) F= C- D- E					
[BO]- LP	€ 637.420,90	€ 87.432,05	€ 85.550,83	€ 1.781,22	€ 100,00	€ 21.808,10	€ 21.808,10	€ 84.254,83	€ 551.770,07	
[BG]- PP2	€ 151.600,15	€ 16.210,84	€ 9.229,02	€ 482,68	€ 9.499,14	€ 0,00	€ 6.229,02	€ 15.728,16	€ 135.871,99	
[BG]- PP3	€ 103.173,68	€ 4.091,09	€ 4.095,14	€ 35,95	€ 0,00	€ 3.790,31	€ 1.104,83	€ 4.895,14	€ 98.278,54	
[BG]- PP4	€ 102.871,91	€ 77.592,11	€ 6.317,52	€ 442,14	€ 70.832,45	€ 4.614,27	€ 1.703,25	€ 77.149,97	€ 25.321,94	
Total eligible expenditure	€ 994.866,64	€ 186.166,09	€ 102.992,51	€ 2.741,99	€ 80.431,59	€ 72.147,31	€ 30.845,20	€ 182.028,10	€ 811.442,54	
Export										
Project expenditure per budgetline										
Budgetline	Project total budget B	Fic				Fic certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js Reported to js I	Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S	
		Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E	Pending fic level (incl sitting ducks) F= C- D- E					
Staff costs	€ 154.080,00	€ 59.599,92	€ 51.487,12	€ 574,38	€ 7.538,42	€ 28.803,28	€ 21.883,84	€ 59.025,54	€ 95.054,46	
Office and administration	€ 9.836,20	€ 1.227,65	€ 1.005,90	€ 122,13	€ 99,62	€ 714,33	€ 291,57	€ 1.105,52	€ 8.730,68	
Travel and accommodation	€ 9.048,76	€ 1.881,80	€ 1.616,82	€ 31,70	€ 213,28	€ 474,24	€ 1.142,58	€ 1.830,10	€ 7.218,66	

Figure 92– View project living tables

4.5.2. 'Project global list of expenditure'

A table called 'Project global LoE' is added. The access button is placed below project living tables. It gives access to all the invoices ever submitted by any of the partners of one project and can be exported in Excel. It is privilege-based and Only the Lead partner and users with lead partner role can access this list (project partners cannot access it if are not allocated as LB coworker in User Assignment section - see chapter 2.3 above).

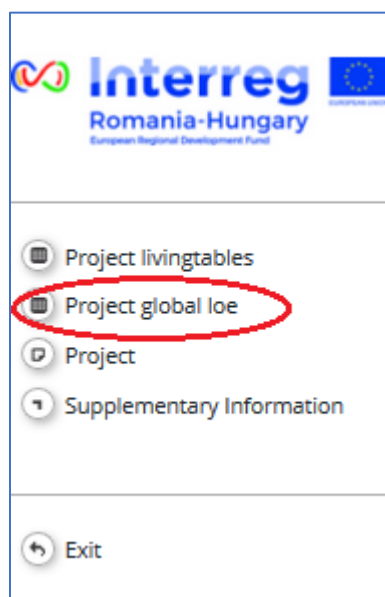


Figure 93 - Project Global List of Expenditures (LoE)

5. Modification Request

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).

It is not possible to initiate a modification request if a previous modification is not finalized in the system (i.e. approved or rejected by JS).

It is always the last valid application form that is subject to modification request in the system (not the initial one)!

5.1. Modifications requested by Programme Authorities

JS can initiate a modification by pressing the “Modification Request Overview” button and then ‘Request Modification’ button in the project view.

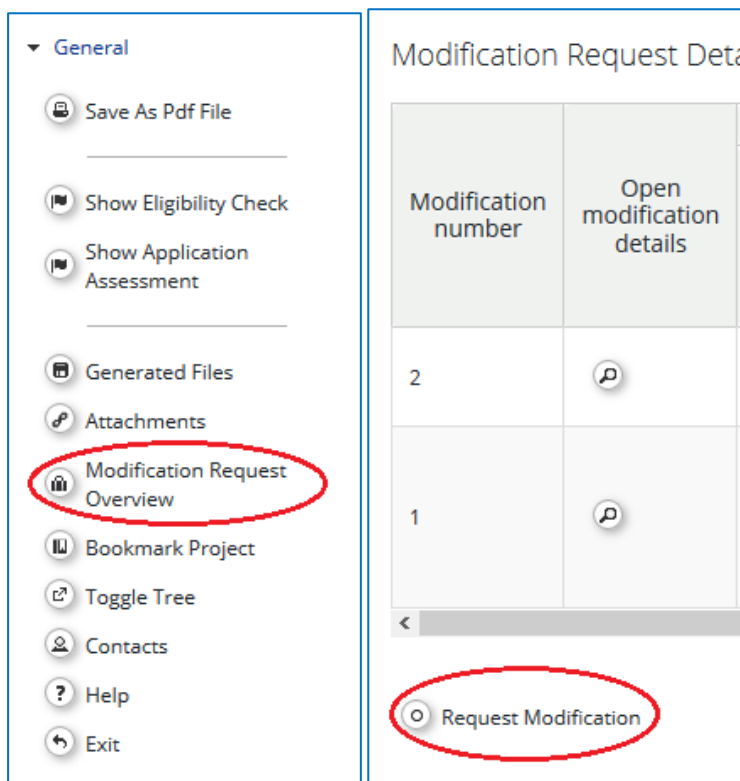


Figure 94 – Request modification - JS

The following workflow are initiated:

- JS requests modification -> LB modifies AF -> JS approves modification -> new version of the AF is generated. OR
- JS requests modification -> LB modifies AF-> JS requests further modifications -> LB modifies AF -> JS approves modification -> new version of the AF is generated. OR
- JS requests modification -> LB modifies AF -> JS rejects modification -> AF remains not changed and no new version of the AF is generated.

5.2. Modifications requested by the LP

Lead Beneficiaries can request modifications after the project has been handed over to a lead partner and the LB user has been approved by the JS. Before that stage it is not possible for the LB to request modifications.

Modifications in the Application Form can be operated only by the LB users using the LB role, after accessing the project in the system.

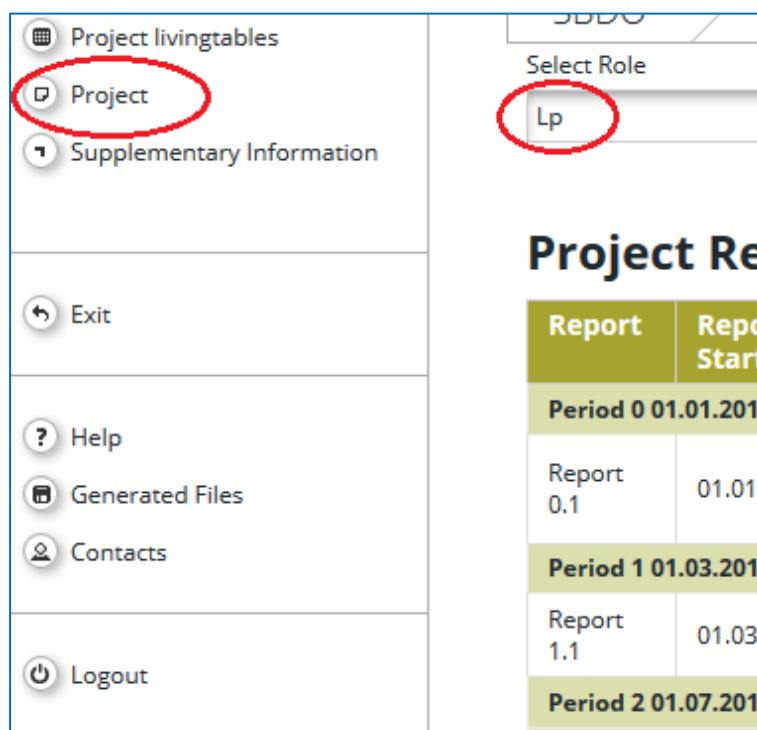


Figure 95 - Selection of Lead Beneficiary role for a LB user

Each modification request initiated by the LB will pass through the following steps:

1. The LB initiates modifications in the AF by accessing "Request Modification Overview" in the left side menu of the project and press the "Request Modification" button:

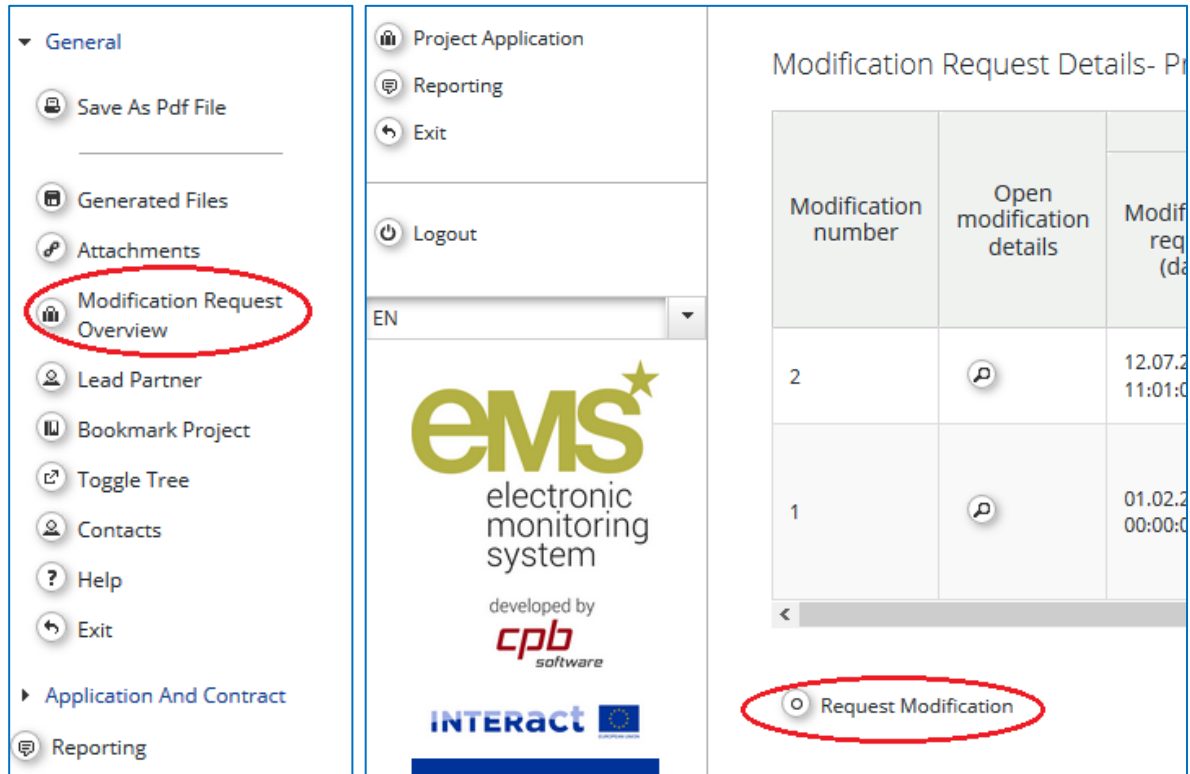


Figure 96– Initiation of modification request by the Lead beneficiary

2. In the pop-up window that will be displayed on the screen the LB should select the category of modification depending on the subject of modification (reporting periods, activities, budget, etc.), state in brief in the Message box the subject of modification and the reasons for the requested modification, upload attachments if needed and press the “Send” button. The Modification Request is thus submitted to the JS and LB waits for JS approval to continue with the modification;

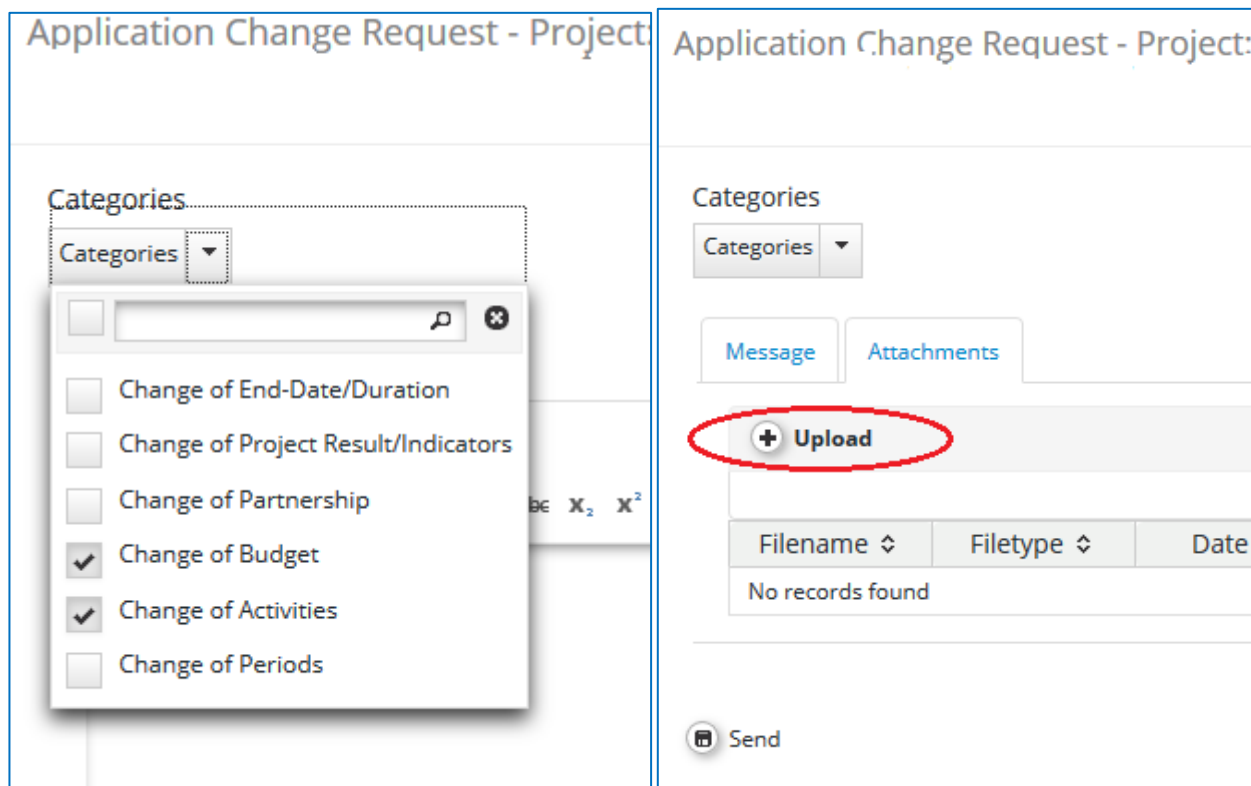


Figure 97 – Requesting modification

3. The responsible JS officer will analyze your request, and if justified will accept it and open the Application Form for editing by the LB. JS can open all sections of the application form for editing or only some. Only selected sections will be editable by the LB. In some cases, JS Officer will require clarifications before accepting the LB request.
4. Once the Application Form is opened by the JS for editing, the LB must access the version opened for modification in order to operate the relevant sections of the AF, exactly as indicated in the request. **The new AF version that is under modification can be accessed by clicking on the magnifying glass** located in the right side of the information message that there is an ongoing modification.

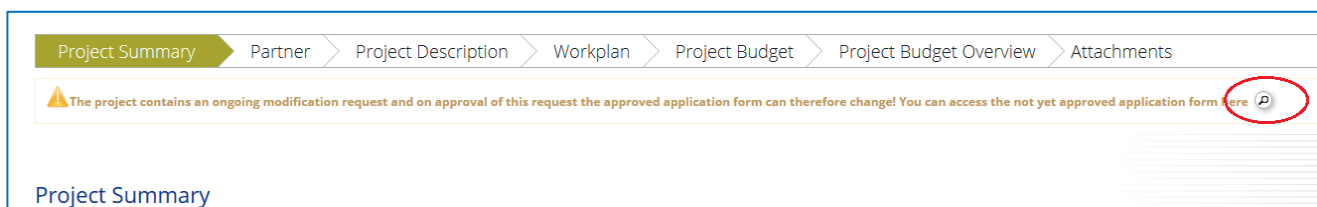


Figure 98 – Operating AF changes during modification request

- Having operated all the relevant modifications, the LB should press the button "Check Modification" under the left-side of the AF and then press the "Submit" button under the same menu item. It is recommended that the LB notifies the responsible JS expert that the revised AF was submitted;

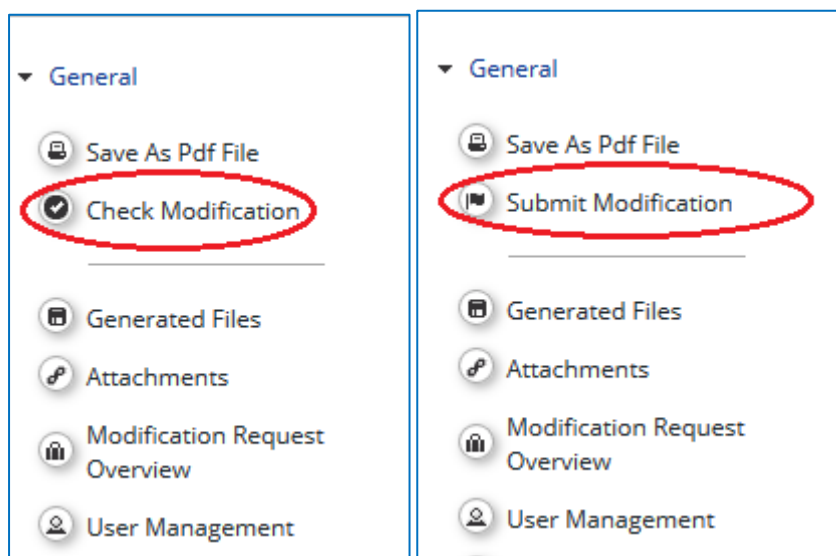


Figure 99 – Submitting changed AF during modification request

- JS checks if the modification is correct and in accordance with the modifications indicated by the LB in the message box and will either approve the modification thus generating a new version of the Application Form or hand it back to the LB if other/further modifications are needed. In the latter case, the LB should go back to step 4 and operate the modifications in accordance with the JS guidance;

User can overview project modifications in several ways, by accessing the Application Form left side menu 'Modification Request overview' or 'Project History'.

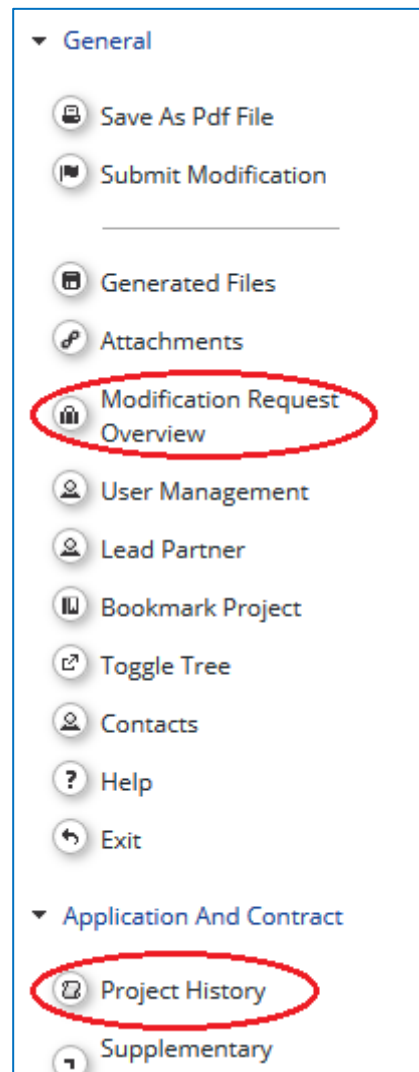


Figure 100 – Accessing modification request overview

Modification Request Overview: All users having access to the project can also access the 'Modification Request Overview'. In this section all modification requests are listed, even those which were rejected by JS and no version was generated (such requests are not visible in Project history). Users can see old and new version of the application form.

Modification Request Details- Project

Modification number	Open modification details	Modification request						Modification				Application form		
		Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected	Modification request approved / rejected (date)	Modification request approved / rejected by	Submission of application form by lp (date)	Application form accepted / rejected / handed back	Application form accepted / rejected / handed back (date)	Application form accepted / rejected / handed back by	User	Open original application form	Open new application form
3		10.08.2018 15:51:34	LP user	Change of Budget, Change of Activities	Accepted	10.08.2018 15:52:56	JS user							
2		12.07.2018 11:01:08	LP user	Change of Budget, Change of Activities	Accepted	12.07.2018 11:16:51	JS user	12.07.2018 11:44:45	Accepted	12.07.2018 11:46:02		JS user		
1		01.02.2018 00:00:00	president.AWG	Change of Budget, Change of Activities, Change of Project Result/Indicators	Accepted	01.02.2018 12:14:17	JS user	01.02.2018 12:05:39	Accepted	01.02.2018 12:14:17		JS user		

Request Modification

Figure 101 – Accessing modification request overview via Modification Request overview

Under 'modification details' a modification history table is accessible, which logs all the actions related to one modification.

Modification request details

Information

Modification request (date):	01.02.2018 00:00:00
Modification requested by:	president.AWG
Type of modification:	Change of Budget, Change of Activities, Change of Project Result/Indicators
Comment:	

Categories

- Change of Budget
- Change of Activities
- Change of Project Result/Indicators

Attachments

Filename ↕	Filetype ↕
No records found	

Modification request decision

State

Mr Accepted

Decision Message

Figure 102– Modification Request overview – Modification details

Project History view: The eMS stores all versions of the Application Form in consecutive order under the menu item 'Project History'. Whenever a version is generated (i.e. when a modification request is approved by JS or JS requests a modification or a project is approved under conditions), a new line is added to the project history. Authorities can insert additional information about the different versions of the AF, when and who decided etc. Different versions of application forms can always be compared via the comparison function.
























Project Summary > Partner > Project Description > Workplan > Project Budget > Project Budget Overview > Attachments																			
Application form			Modification request							Modification				Contracting					
Application form version	Status	Open application form	Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected / handed back	Modification request approved / rejected (date)	Modification request approved / rejected by	Details of the modification request	Submission of application form by LP (date)	Application form accepted / rejected	Application form accepted / rejected (date)	Application form accepted / rejected by	User	Date of signature of subsidy contract	Number of contract amendment	Comment	Attachment	Compare (can be used to compare any version with any version)
1	Archived				Change of Budget, Change of Project Result Indicators, Change of Activities														
2	Archived		01.02.2018 00:00:00	president.AWG		Accepted	01.02.2018 12:14:17	JS user		01.02.2018 12:05:39	Accepted	01.02.2018 12:14:17		JS user					
3	Cr. accepted		12.07.2018 11:01:08	LP user	Change of Budget, Change of Activities	Accepted	12.07.2018 11:16:51	JS user		12.07.2018 11:44:45	Accepted	12.07.2018 11:46:02		JS user					
4	Cr. in process		10.08.2018 15:51:34	LP user	Change of Budget, Change of Activities	Accepted	10.08.2018 15:52:56	JS user											

Figure 103 – Accessing modification request overview via Project History

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.

5.3. Project statuses during modifications

Modifications lead to changes in the status of a project as can be seen in the various overview lists of projects and in the project history.

	Status in 'My Applications'	Status in 'Application Browser'	Status in 'Modification requests' overview	Versions shown in Project History
LP requested permission to modify	Cr	Cr	Cr	CR
JS granted permission to modify	Cr_in_process	Cr_accepted (=old version) Cr_in_process (=version to be modified)	Cr_in_process	CR_ACCEPTED CR_IN PROCESS
JS refused permission to modify	Contracted (=old version)	Contracted (=old version)	Contracted (=old version)	CONTRACTED
LP submitted modified AF	Cr_done	Cr_accepted (=old version) Cr_done (=modified version)	Cr_done	CR_ACCEPTED CR_DONE
JS approved modified AF	Contracted	Archived (=old version) Contracted (=modified version)	<i>not shown</i>	ARCHIVED CONTRACTED
JS rejected modified AF	Contracted (=old version)	Contracted (=old version) Archived_copy_cr (=archived version of the rejected modified AF)	<i>not shown</i>	CONTRACTED ARCHIVED_COPY_CR

After the JS approves the Cr_done version, a new AF is generated and the old one is archived.

In the 'My Applications' view only the latest version of the AF is shown.

6. Help and Technical Support

For any problems you might experience with the eMS, please contact the Joint Secretariat at:

- email address: joint.secretariat@breacoradea.ro
- by telephone at +40 259 473 174 or +40 359 436 529 during office hours.
- the email address of the JS officers assigned to your project
- email address: ems.admin@mdrap.ro if you want your eMS account to be deactivated

In all communication related to eMS, please don't forget to mention the following information:

- eMS code of the project you refer to (ROHU-xx)
- Partner and Number of the report or eMS Section/Module/Function/Screen/Field - for which you ask the question
- eMS user that encountered the problem
- Short description of the error/problem you encounter (including actions performed by the eMS user that triggered the error/problem)
- Print screen with the error/problem/message you get from the system.

Please note!

The images published in this manual are used as a reference title and may reflect the real images from the eMS productive environment.

The information above is vital for the celerity of solving the problem (as the accurate identification of the problem allows reproducing it in the e-MS testing environment in order to find a solution).

Your e-MS account is personal and **non-transferable** and you should not disclose your login Credentials, personal data or any related data to third party!

Also, we recommend **the users to change their password every 3 months** to ensure an increased security and privacy of their account.

Please be informed that your eMS account can be deactivated upon request sending an email to **ems.admin@mdrap.ro!**

As a user of this system you have to notify about any issue or incident that may affect the data or system security!
