



Reporting in e-MS Guidance For lead beneficiaries and partners

Version 4
January 2018

Table of Contents

TABLE OF CONTENTS	2
CHANGES LOG.....	3
LIST OF ABBREVIATIONS	4
CHAPTER 1 - GENERAL PRINCIPLES OF REPORTING.....	5
1.1 INTRODUCTION.....	5
1.2 REPORTING PROCESS.....	5
1.3 PERIODS AND REPORTING DEADLINES	6
1.4 GENERAL ATTACHMENT REQUIREMENTS	6
CHAPTER 2 - PARTNER REPORT	8
2.1 ACCESSING A PARTNERREPORT	8
2.2 GENERATING A PARTNER REPORT	10
2.3 FILLING-IN A PARTNER REPORT	15
2.4 SUBMITTING A PARTNER REPORT	28
2.5 OTHER POINTS	30
CHAPTER 3 - PROJECT REPORT	32
3.1 NEEDED USER RIGHTS / PRIVILEGES	32
3.2 GENERATING A PROJECT REPORT	33
3.3 FILLING-IN A PROJECT REPORT	35
3.4 SUBMITTING A PROJECT REPORT	40
CHAPTER 4 - HELP AND TECHNICAL SUPPORT	42

CHANGES LOG

Month of the modification	Version no.	Main changes
March (2 nd) 2017	Version 2	<p>Further clarifications for the introduction of historical data in e-MS.</p> <p>Inclusion of the reporting rules applicable after April 1, 2017, in line with Instruction for beneficiaries no.3/2.03.2017.</p> <p>Further clarification on the currencies in which expenditure should be reported in the system.</p>
July 2017	Version 3	<p>Insertion of Changes Log in the report.</p> <p>Elimination of references to historical data for applications submitted on paper (as 31 March was the deadline to have all information in the system by all beneficiaries with projects under implementation).</p> <p>Addition of explanations on supplementary partner/project reports needed for creating more reports in a defined period.</p> <p>Addition of details concerning the operation in the system of contract modifications/notifications.</p> <p>Addition of reporting details for attachments related to staff costs - for projects under the second call for proposals which opted for real costs for staff budgetary line.</p> <p>Addition of description for filling in the new section for public procurements above threshold</p> <p>Addition of Help and Technical Support chapter</p>
January 2018	Version 4	<p>Introduction of obligation for reporting on activities every 6 months and clarification of possibility to report on certified amounts after summing the right amount at project level</p> <p>Introduction of Modification Request procedure</p> <p>Further details/clarification of the creation of partner/project reports per period</p> <p>Harmonisation of abbreviation and naming of different actors according to eMS terminology</p>

LIST OF ABBREVIATIONS

AF	Application form
BL	Budget line
e-MS	Electronic monitoring system
ERDF	European Regional Development Fund
EU	European Union
FLC	First Level Control
JS	Joint Secretariat
LP	Lead partner = Lead beneficiary in the sense of EC Regulation 1303/2013
LoE	List of expenditure
MA	Managing Authority
MC	Monitoring Committee
NA	National Authority
Partner report	FLC request in the initial terminology of Interreg V-A Romania-Bulgaria + technical progress report at partner level
PP	Project partner
Project report	Reimbursement claim/progress report in the initial terminology of Interreg V-A Romania-Bulgaria
VAT	Value added tax
WP/Activity	WorkPackage = Activity, as it was described in section 2.3 of the Application Form for 1st and 2nd call for proposals for Interreg V-A Romania-Bulgaria WorkPackage = group of activities contributing to achieving the same final goal (e.g. Study, Seminar aso) and contributing to a programme output (where possible) - for the 3 rd call for proposals

CHAPTER 1 - GENERAL PRINCIPLES OF REPORTING

1.1 Introduction

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

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

The reporting process is also presented in Session 11 on the INTERACT YouTube channel that can be accessed to the following link:

<https://www.youtube.com/playlist?list=PLvYGVfGv4leEn2QC4ztZAFawICQztWGY>

1.2 Reporting process

The reporting process in e-MS when requesting amounts for reimbursement consists in partners filling in partner reports which are then verified by their First Level Controllers (FLC) and when the costs are certified the reports and certificates are submitted to the LP who then prepares one single project report and submits it to the Joint Secretariat.

Please find below an example of how the procedure looks like for a project with 3 partners:

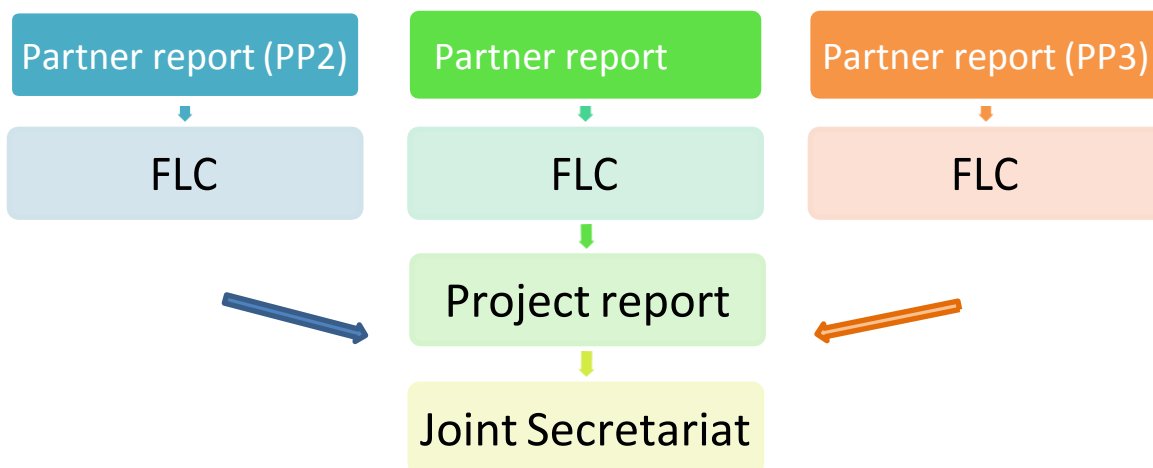


Figure 1 - Reporting process in the e-MS - when requesting amounts for reimbursement

The consolidated project reporting of activities process performed every 6 months consists in partners filling in partner reports [with no expenditure added] which are submitted directly to the LP (without FLC verification) who then prepares one single project report and submits it to the Joint Secretariat.

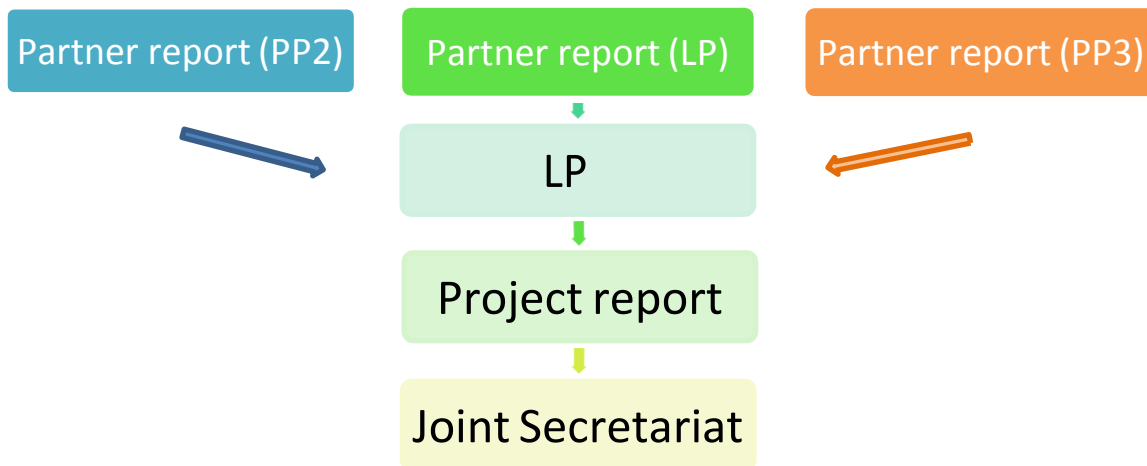


Figure 2 - Reporting process in the e-MS - consolidated reporting of activities

I.3 Periods and reporting deadlines

- The project reporting periods reflect the duration of the project and are defined in the Application Form in the Work Plan section, subsection “Define Periods”.
- Periods are defined by the partnership based on the logic workplan of each application. It is mandatory for projects to have a consolidated report on progress of activities at least every 6 months.
- Expenditure can be requested for FLC verification in e-MS via a partner report as soon as over 1000 Euro are incurred and paid at partner level (in this case, the partner report should also contain the description of progress of activities covering exactly the period of the request for FLC verification)
- The reporting date represents the deadline by which the LP must aggregate the project report and submit it to the JS (usually 2 months after the end date of the defined period, maximum 5 months for the last reporting period).

I.4 General attachment requirements

Please note, that the e-MS is not a repository!

- All information to be provided by the partners as attachments to partner/project reports (e.g. invoices, procurement documents) must be scanned preferably in black and white colors and **at a resolution of 300 dpi**.
- When you have to upload a document, a button ‘Upload’ is available to you in the system. When you click it, the upload pop up will appear and you can select one or

more files (ctrl + select). The user has the option to add a description of each file or .zip /.rar packages (in English in accordance with the relevant content of documents) by clicking on the “Comment” icon.

- The maximum size of an attachment is 50 Mb per file/package! In case the attachment/evidence exceeds the limit of 50Mb, the partners should create .rar or .zip packages of no more than 50 Mb and upload them in more parts (adding a description is necessary).
- Please coordinate with the LP to make sure that you don't duplicate relevant evidence/attachments in the system. If the evidence/attachment was already provided in a previous Partner Report, just mention where the evidence can be found in the system (e.g. “Partner report x.1, List of expenditure - item xx”) and don't attach it again!

CHAPTER 2 - PARTNER REPORT

The reporting section becomes available to project partners as soon as the project has been contracted in e-MS.

Partner reports are used for requesting validation from FLC for expenditure incurred and/or for providing information/progress of activities for project consolidated activities progress report to the LP.

Partner reports may cover only activities of individual project partners - in which case they can be submitted in e-MS directly to the LP or they may contain both activities and expenditure of individual project partners which need to be verified by first level controllers (called FLC) in the system - in which case they must be submitted in e-MS to FLC.

If necessary, more than one partner report can be created for a defined period.

The information provided by each partner in their partner reports is then integrated by the LP into project report.

Partner reports created by mistake should be deleted (before submitted)!

2.1 Accessing a partner report

To access a partner report, you first need to be registered as an e-MS user (1). Then, you need to be assigned by the LP (2) in the Supplementary Information section - User Assignment tab.

(1) User self-registration via the publicly available registration form

You will register yourself in the system at the following link:

www.ems-robg.mdrap.ro.

Interreg

EN

ems
electronic
monitoring
system
developed by
PLOT
INTERACT

INTERACT is co-financed by the
European Regional Development Fund
3_10j

Login

Username*
Password*

Login

Disclaimer:
Please note this instance of e-MS is a productive environment!

Registration of the users:

- The users have to register themselves in e-MS according with the Registration form (click on "+ Register" button).
- The username registered in the system should be: **first.name.last.name**
- The E-mail registered in the system should be the official address (e.g. **first.name.last.name@mdrap.ro**)
- To activate the account click on the link sent automatically by the system on e-mail.
- Activated user has a default role of "Applicant" in the e-MS system and this role can be changed only by the administrators of the system according with the job description of the user. **In case you are not an Applicant, please contact MA or JS administrators in order to get a proper role!**

Please be very careful of what password you are using for login, keep this password confidential in order to protect unauthorized access of your account taking into consideration this system is online!

TO SEE HOW TO USE THE SYSTEM PLEASE CONSULT THE "eMS screencast" PUBLISHED BY INTERACT ON YOUTUBE:
https://www.youtube.com/watch?v=E_C0zju09c48&list=PLvYGVGv4leEn2QC4ztZAFaWICQztWGY8kindex=1

Confidentiality policy:
Logging into the e-MS express your agreement to preserve the confidentiality of all information and documents presented in e-MS according to the confidentiality policy of the e-MS system and Interreg V-A Romania - Bulgaria Programme.

e-MS Manual:
This manual is published by Interact Programme for general use of the e-MS system and can be used for public use.
None of this material may be used for commercial purposes!

• [eMS_Manual_3_1.0.pdf](#)

Figure 3 - first page of e-MS

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

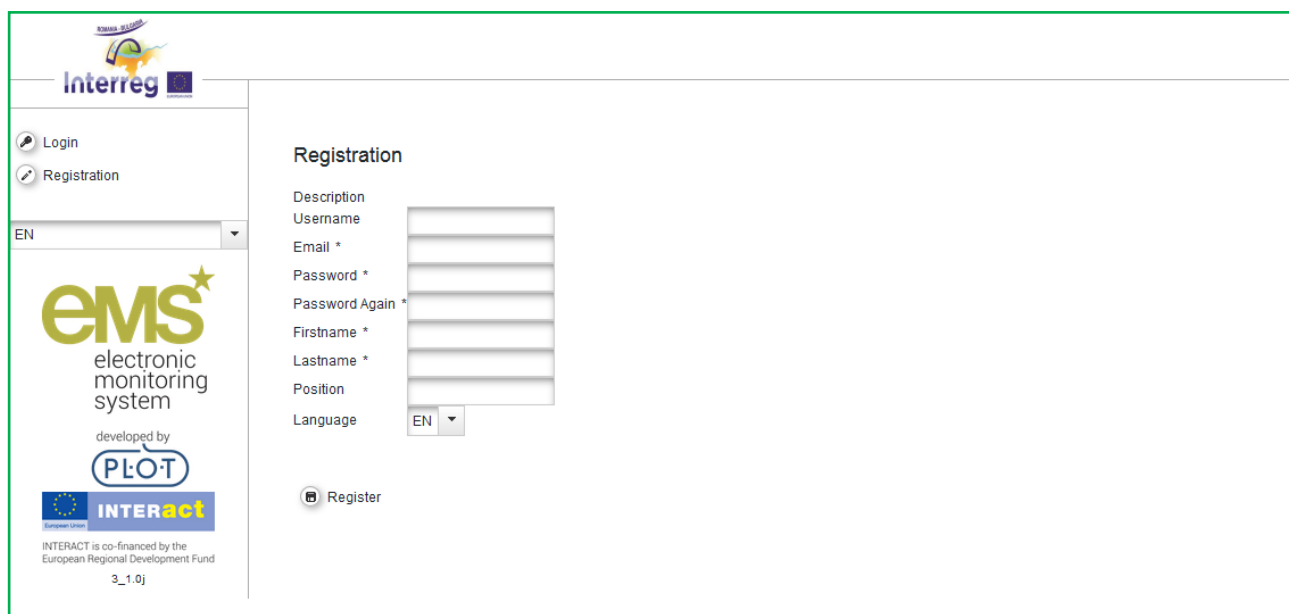


Figure 4 - User registration

- The username registered in the system should be: **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 taking into consideration this system is online!
- 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 are able to log into the system.

(2) User Assignment

The User Assignment section of the Supplementary information enables the Lead partner to assign specific user(s) to all project partners. Only users assigned to a PP are allowed to create and submit partner reports.

In case you are not seeing your partner report section please contact your LP for assigning you as an e-MS user to the project partner.

Each partner can have multiple users and they will all have the same access to the partner report, but only one user assigned by the LP can submit the report to FLC!

Please note that the Lead partner can also allocate several users to access the project report - they can work in parallel at the same time, but not in the same section/tab.

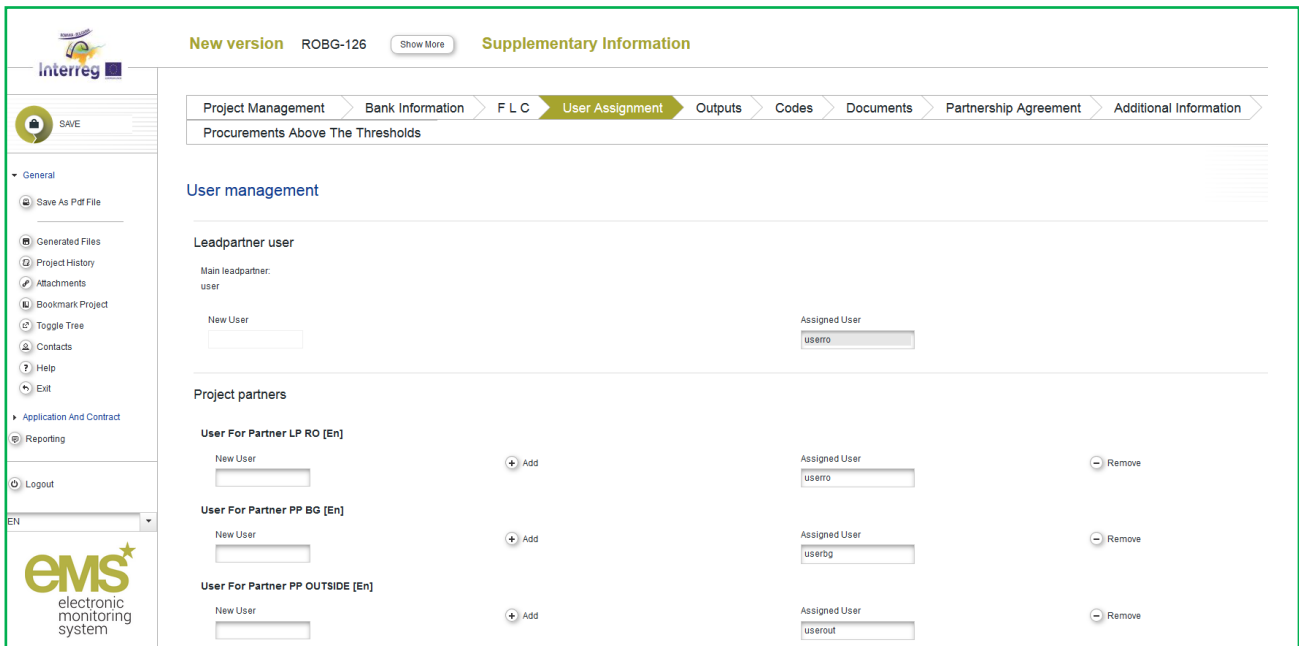


Figure 5 - Supplementary information - Partner User assignment

2.2 Generating a partner report

Once the project is contracted, the overview of partner reports will automatically be displayed when a partner is accessing his project in the Dashboard.

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of Verification	Included in Project Report	Total Partner Expenditure Declared	View Report
Period 0 03.06.2015 - 02.02.2016									
Report 0.1	03.06.2015	02.02.2016	Report F Lc Certified	14.03.2017		15.03.2017	Period 0 Project Report 1	€ 0.00	View Report
Period 1 03.02.2016 - 31.05.2016									
Report 1.1	03.02.2016	05.05.2016	Report F Lc Certified	14.03.2017	14.03.2017	18.03.2017	Period 1 Project Report 1	€ 9 555.23	View Report
Period 2 01.08.2016 - 14.10.2016									
Report 2.1	03.05.2016	02.08.2016	Report F Lc Certified	15.03.2017	15.03.2017	20.03.2017	Period 2 Project Report 1	€ 11 484.44	View Report
Period 3 15.10.2016 - 02.11.2016									
Report 3.1	15.10.2016	05.12.2016	Report F Lc Certified	15.03.2017		09.06.2017	Not Included	€ 0.00	View Report
Report 3.2	15.10.2016	02.11.2016	Report F Lc Certified	09.05.2017		12.06.2017	Period 9 Project Report 1	€ 0.00	View Report
Period 4 03.11.2016 - 05.12.2016									
Report 4.1	03.11.2016	05.12.2016	Report F Lc Certified	15.03.2017	15.03.2017	15.06.2017	Period 4 Project Report 1	€ 7 795.42	View Report
Period 5 06.12.2016 - 31.01.2017									
Report 5.1	06.12.2016	31.01.2017	Report F Lc Certified	03.05.2017	03.05.2017	19.06.2017	Period 5 Project Report 1	€ 14 163.01	View Report
Period 6 01.02.2017 - 02.04.2017									
Report 6.1	01.02.2017	02.04.2017	Report F Lc Certified	03.05.2017		08.06.2017	Period 6 Project Report 1	€ 0.00	View Report
Period 7 03.04.2017 - 02.06.2017									
Report 7.1	03.04.2017	02.06.2017	Report F Lc Certified	08.05.2017	08.05.2017	08.06.2017	Period 7 Project Report 1	€ 38 115.33	View Report
Period 8 03.06.2017 - 02.08.2017									

Figure 6 - Partner reporting

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

In case you identify any need for modification of the Application Form, first you have to inform your Lead Beneficiary to ask the JS for permission to process a Modification Request in e-MS (as described in page 15 below). Only after this change is operated and approved by JS, you start creating your partner report!

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'.

Please note that the lead beneficiaries must create their own partner reports as "PP", not as "LP". The LP role is exclusively for creating Project reports.

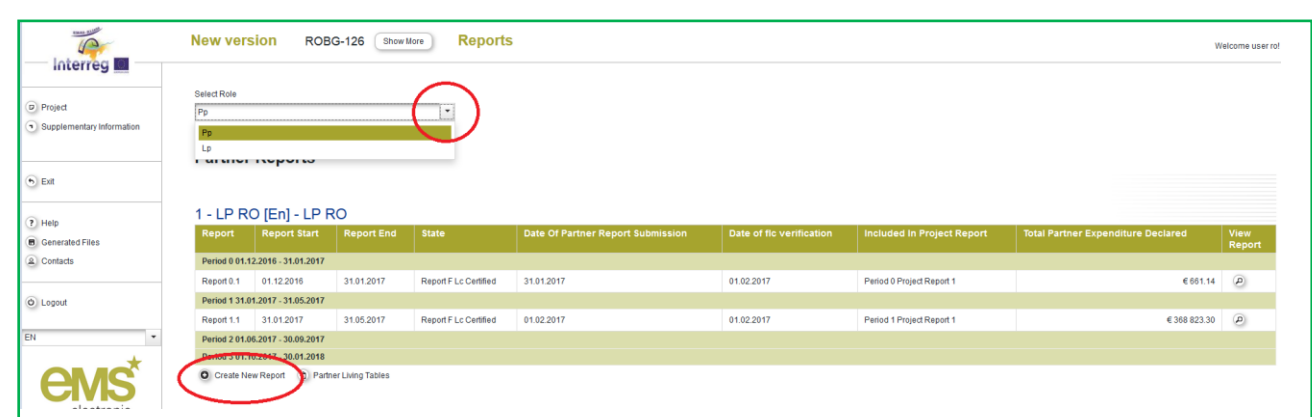


Figure 7 - 'Select role' drop-down and create new report

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.

Important notice: In case the partner reports generated for each implementation period exceeds the respective periods, your partner report will be reverted!



Figure 8 - Create a new partner report

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

Report	Report Start
Period 1 29.04.2016 - 29.04.2017	
Report 1.1	29.04.2016
Period 2 30.04.2017 - 29.04.2018	
Report 2.1	30.04.2017
Period 3 30.04.2018 - 29.04.2019	
Report 3.1	30.04.2018
Report 3.2	30.04.2018
Period 4 30.04.2019 - 29.04.2020	
Report 4.1	30.04.2019

Partner Living Tables

Figure 9 - Partner report number showing reporting period and report number

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

When requesting amounts for FLC verification, each partner (including LP) creates their own individual partner reports reflecting their share of activities and expenditure, according to the AF. In this respect, each partner (including LP) fills-in the individual partner report, using their own e-MS account.

Each partner report with expenditure is verified by the partner’s FLC in e-MS and then is included by the LP in a project report.

Partner reports with only information regarding the progress of activities (with 0 expenditure requested) are submitted by the partners directly to the LP. Each partner should create and submit to the LP at least one such report every 6 months, according to the established schedule for reporting the consolidated progress of activities at project level. If there is no sufficient activity 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 the partner report with NO expenditure declared directly to the LP.

Figure 10 - Partner report submitted to the LP

In case one partner already has partner report/s requesting amounts for FLC verification during the usually 6 months periods (as defined within the attached Annex 1 of the MA instruction for beneficiaries for call 1-hard and call 2 projects and every 6 months period for call 3 projects), it only creates a partner report with information regarding the progress of activities for the remaining period and submits it directly to the LP for integration in the consolidated project progress report on activities.

In case the periods initially defined in the system must be changed, first you have to inform your Lead Beneficiary to ask the JS permission to initiate a Modification Request of the Periods and Reporting deadlines in e-MS. Only after this change is operated and approved by JS, you start creating your partner report.

Please note that any Partner report with the state “in progress” (not submitted) will be deleted from e-MS if the Modification request is initiated!

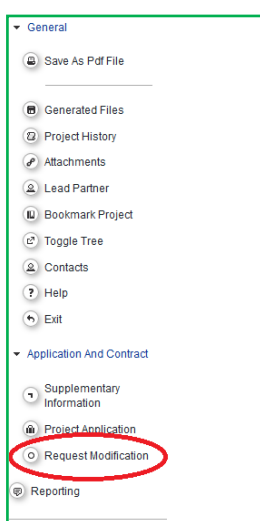


Figure 11 - Modification request at the initiative of the Lead partner

Modifications in the Application Form can be operated only by the LP using the LP role. Each modification request initiated by the LP will pass through the following steps:

1. The LP initiates modifications in the AF by using the "Request Modification" button under the left-side menu 'Application and Contract' (see fig. displayed above).
2. In the pop-up window the LP 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;
3. The responsible JS officer will analyze your request, and if justified will accept it and open the Application Form for editing by the LP.
4. Once the Application Form is opened by the JS for editing, the LP shall edit only the relevant sections of the AF, exactly as indicated in the request. Having operated all the relevant modifications, the LP should press the button "Check Modification" under the left-side menu 'Application and Contract' and then press

the "Submit" button under the same menu item (analogically to the submission of the Application Form or the Partner/Project Report). It is recommended that the LP notifies the responsible JS expert that the revised AF was submitted, as unlike in the initial submission of the Modification Request, at this step the JS is not automatically alerted by the system;

5. JS checks if the modification is correct and in accordance with the modifications indicated by the LP 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 LP if other/further modifications are needed. In the latter case, the LP should go back to step 4 and operated the modifications in accordance with the JS guidance;

Currently, in e-MS, all reports that don't have the status "submitted" are deleted in case any Modification Requests is being processed and work on a new partner report is no longer possible until the Modification Request is approved in the system!

Any modifications in the system should be operated after all reports in progress are submitted (to the FLC/LP in case of partner reports or to JS in case of project reports).

Therefore, all addenda and notification allowed according to the contracts will be requested by the Lead Beneficiaries to the JS in hard copy (written form). After the approval on paper, the documents related to the approved contract amendment will be uploaded in the eMS by the Lead Beneficiary in maximum 3 working days in section "Attachment". Furthermore, all related modifications will be operated in the system by the Lead Beneficiary (through "Modification Request") in maximum 3 working days after the approval on paper, the extension of this deadline until the end date of the reporting period/reporting date being possible at LP request to JS in case beneficiaries have a Partner/Project Report in progress in the system and the approved contract modifications have no impact on the reporting for the current reporting period. In this case, the LP shall still upload in the e-MS, "Attachment" section, all the documentation related to the approved contract amendment within the 3 working days deadline after paper approval of contract modifications."

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



Figure 12 - Deleting partner reports

LP can also view reports of all project partners, once they have been created by the respective partner, even if they were not yet submitted (saved reports).

The screenshot shows a 'Select Role' dropdown menu with 'Lp' selected. Below it is a table titled 'Project Reports' with the following data:

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 09.06.2016 - 09.06.2018						
Report 1.1	09.06.2016	09.06.2018	Report Submitted	09.06.2016	€ 2 150.00	

Figure 13 - To view partner reports, lead beneficiaries need to select the role 'Lp'.

2.3 Filling-in a partner report

Partner reports consist of several sections (i.e. 'Partner report', 'List of expenditure', 'Contribution and forecast' and 'Attachments'). Each section must be filled with information, except for the 'List of expenditure' that can be left unfilled in case of partner report only on progress of activities with no expenditure.

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

The partner should save any information recorded in the e-MS 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 the tab.

2.3.1 'Partner report' Tab

The navigation bar shows four tabs: 'Partner Report' (active), 'List Of Expenditures', 'Contribution And Forecast', and 'Attachments'.

Figure 14 - Navigation bar - Partner Report

The 'Partner report' section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting of progress for purchasing main equipment / services / works related to the respective activity.

This section asks you to describe each activity carried out during the reporting period, including also a Summary of partner's work in this reporting period.

To provide information on specific outputs (report the progress of the output indicators), please press the "Add Output" button and then select each applicable output from the drop-down list with all outputs included in the AF.

It is possible to upload documents for each output under 'Output evidence'. We recommend to upload only the relevant/main proving documents **and not to duplicate them in the Attachments section!** In case the file of output evidence is bigger than 50 Mb and cannot be split in parts (e.g. a movie or a presentation), we highly recommend you to add only the reference to the link published on the website of the project outside the e-MS system.

Check with the Project Implementation Manual <http://interregobg.eu/en/rules-of-implementation/programme-rules/project-implementation-manual.html> which evidence is needed, and how it should be submitted in the Attachments section.

Please observe the general attachment requirements from [section 1.4](#) above!

The screenshot shows the 'Partner Report' interface. At the top, there are navigation tabs: 'Partner Report', 'List Of Expenditures', 'Contribution And Forecast', and 'Attachments'. Below this, the 'Partner Report' section is titled 'Period 3 - 01.01.2017 - 05.05.2017'. It includes fields for 'Start Date' (01.01.2017) and 'End Date' (05.05.2017). The main content area is a rich text editor with a toolbar and a large text input field. Below the editor, there is a section titled 'Project main outputs delivered' with a sub-header 'Output'. It contains a dropdown menu for 'Title' (selected: 'T1.1 My Output T1.1'), an 'Explanation' text area, and an 'Attachments' section with a table header: 'Filename', 'Filetype', 'Date', 'Uploaded By', 'Options'. The table currently shows 'No records found.' There is also a 'Remove' button for the output entry.

Figure 15 - Reporting on activities - summary and description of outputs

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

The screenshot shows the 'Target groups reached' section. It features a table with columns for 'Target Group', 'Target Group Reached Description', and 'Target Group Target Value'. The first row shows 'infrastructure and (public) service provider' with a target value of 0.0. The second row shows 'higher education and research' with a target value of 0.0. Each row has a 'Remove' button. At the bottom left, there is a red-bordered button labeled 'Add Targetgroup'.

Figure 16 - Reporting on target groups - Open fields by pressing 'Add Target group'

Below you should report on individual activities. The list of activities depends on what is included in the approved AF. You will see all activities of the project, even if you have not been assigned to an/some activity/activities from the AF.

Reports of individual activities should contain a detailed description of the progress in implementation, problems (if any) and information on individual deliverables

(main equipment/services/works) related to the respective activity, with evidence on the reported progress in the form of an attachment to the respective deliverable.

The main equipment/services/works related to the respective activity are reported by clicking on 'Add deliverable' under the relevant activity. The drop-down shows all equipment/services/works that are listed in the AF.

Reporting Per Work Package

P Project Preparation (03.2015 - 06.2015)

Please describe your contribution to the activity carried out in this reporting period
 LB signed a contract (No. 003/03.06.2015) through a direct award with a contractor (Tonus 21 Ltd.) to elaborate the project Application form. The contractor handed it over with an Acceptance protocol on 28.06.2015.
 5786 Characters Remaining

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the Application Form and solution found.
 N/A
 1397 Characters Remaining

Current Expenditure € 1 438.82 Expenditure So Far € 0.00

No Deliverables For This Work Package

M NA FOR RO-BG (02.2016 - 02.2018)

Please describe your contribution to the activity carried out in this reporting period
 10000 Characters Remaining

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the Application Form and solution found.
 2000 Characters Remaining

Current Expenditure € 0.00 Expenditure So Far € 0.00

No Deliverables For This Work Package

T1 A2- Project management (02.2016 - 02.2018)

Please describe your contribution to the activity carried out in this reporting period
 10000 Characters Remaining

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the Application Form and solution found.
 N/A
 1397 Characters Remaining

Current Expenditure € 0.00 Expenditure So Far € 0.00

Please choose deliverables you have contributed to and describe your deliverables

D.T1.1.1 - Portable computer

Deliverable Description
 2000 Characters Remaining

Remove

Attachments
 + Deliverable Evidence

Filename	Filetype	Date	Uploaded By	Options
No records found.				

Add Deliverable

Figure 17 - Reporting per Activity - add main equipment/services/works by pressing 'Add deliverable'

The upload of the deliverable evidence is recommended to be done as the output evidence. Only the relevant/main proving documents (e.g. reception minutes or documents, documents of service delivery) should be uploaded in this section and **do not duplicate them in the Attachments section!** In case a document is already uploaded in other section, just indicate where it can be found (see [section 1.4](#) above)!

2.3.2 'List of Expenditures (LoE)' tab

Partner Report > **List Of Expenditures** > Contribution And Forecast > Attachments

Figure 18 - Navigation bar - List of Expenditures

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

For applications submitted on paper for the first two calls for proposals, please note that all expenditures corresponding to a budget line are filled out in the budget form of activity 1 in your application, as there was no requirement of budget per activity for those calls for proposals of Interreg V-A Romania-Bulgaria!

The following points should be respected:

- As a general rule, each invoice represents one single item reported in the List of Expenditure. For example, for staff costs, a pay slip is considered as an invoice, each item in the List of Expenditure needs to be separated per person per month (as staff employed are usually paid on a monthly basis).
- For **Travel and accommodations** budget line, the reported expenditure related to one person should be recorded one after the other.
- For **projects with simplified costs** for Staff costs and Office and Administration, please pay attention to the fact that the corresponding claimed amounts should be inserted manually even if they fall under a flat-rate option. The automatic calculation by the system can't be performed at this point following the method that was used for the first two calls for proposals of Interreg V-A Romania-Bulgaria, so the amounts should be filled-in manually for each of the two budgetary lines in each partner report claiming any direct cost.

In order to be sure that you claim the right amount, please use the percentage you have at project level for each of the budget lines Staff costs and Office and Administration in the project budget - Annex 1 to the contracts. Apply the percentage to the calculation basis formed of the total of amount you claim in the respective partner report for budget lines: Travel and accommodation + External expertise and services + Equipment expenditure + Infrastructure and works.

Any amount requested that is bigger than the result obtained in the manner described above (and also in the List of eligible expenditure for Interreg V-A Romania-Bulgaria for PA 1-5 <http://interregobg.eu/en/rules-of-implementation/programme-rules/list-of-eligible-expenditures-of-projects.html>) will not be certified by FLC!

Partner Report > List Of Expenditure > Contribution And Forecast > Attachments

List Of Expenditure

Options	Report Number	Budget Line	Activity	Int Ref No	Inv No	Inv Date	Paym Date

No Match Found

<

Export Save Columns Columns

+ Add Real Cost

Figure 19 - List of Expenditure - cost types

Real cost items

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

Edit Expenditure
 Partner Report 1 LP RO Period 2 List of Expenditures

PP Budgetline: Procurement
 Activity: ---
 Procurement: ---
 Internal Reference Number: ---
 Invoice Number: ---
 Invoice Date: ---
 Date Of Payment: ---
 Currency: EUR - Euro
 Conversion rate: ---
 Total Value Of Item In Original Currency: ---
 out of which VAT: ---
 Declared Amount In The Original Currency: ---
 Declared amount in Eur: ---
 Expenditure Outside (The Union Part Of) The Programme Area?

Description of Expenditure,Activity No,Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ...) *
 Contractor Name,Contract number,Contract date,Contract name,Contract type (Supplies/Services/Works) 2000 Characters Remaining
 Type of Procurement Procedure,Date of launching in National Electronic Procurement System 2000 Characters Remaining

Upload
 No records found
 Add

Figure 20 - Adding Expenditures

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

In which currency should the expenditure be reported?

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

Edit Expenditure
 Partner Report 1 LPRO Period 1 List of Expenditures

PP Budgetline: Travel and accomodation
 Activity: T1 implementation Activity A
 Procurement: ---
 Internal Reference Number: ---
 Invoice Number: 1
 Invoice Date: 28.02.2017
 Date Of Payment: 10.03.2017
 Currency: RON - Romanian Leu
 Conversion rate: ---
 Total Value Of Item In Original Currency: ---
 out of which VAT: ---
 Declared Amount In The Original Currency: ---
 Declared amount in Eur: ---
 Expenditure Outside (The Union Part Of) The Programme Area?

Public Procurement Contract number/Contract date/Con
 Contractor Name/Contractor Fiscal Code
 Type of Procurement Procedure/Date of launching in ele

Upload
 No records found
 Add

Figure 21 - Selecting the currency

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, B for BGN or E for Euro after clicking on the arrow). Please note that after the first selection of the currency the system will bring automatically the selected currency, so in order to change into another 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 EUR using the currency conversion rate applicable at the moment of entering the information in the List of Expenditure, based on available exchange rates of the European Commission (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm).

The system recalculates the amounts several times - first time when the expenditure item is created and every time when the partner is clicking on 'check saved report' button.

The final value is calculated and locked at the moment of first 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 first submission to the FLC is remaining the valid one.

'Total Value of Item in Original Currency' and 'Declared amount in Original Currency'

Example: The partner might declare in the LoE only a part related to the project (1,000 RON/LEVA) of the overall invoice (20,000 RON/LEVA) that was issued for consultancy services. "The Total Value of Item in Original Currency" will amount to 20,000 RON/LEVA and the "Declared amount in Original Currency" will amount to 1,000 RON/LEVA.

No matter the currency of which the expenditure was made, the bookkeeping is only in the national currency of the project partner.

Uploads

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

Please upload only the attachments (invoices, pay slips etc.) that are explicitly asked by the Project Implementation Manual, FLC or JS and don't duplicate the documents in the Attachment section (see below examples)! Also, please have in mind the scanning requirements that were mentioned above in [section I.4!](#)

Edit Expenditure
Partner Report 1 LP RO Period 2 List of Expenditures

PP	Budgetline	Travel and accommodation	Description of Expenditure;Activity No;Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ...)
	Activity	T1 implementation Activity A	
	Procurement	---	
	Internal reference number	123	Contractor Name;Contract number;Contract date;Contract name;Contract type (Supplies/Services/Works)
	Invoice Number	5621	
	Invoice Date	10.01.2017	Type of Procurement Procedure;Date of launching in National Electronic Procurement System
	Date Of Payment	31.01.2017	
	Currency	BGN - Bulgarian lev	
	Conversion rate	(1.9568)	
	Total Value Of Item In Original Currency	5 000.00	
	out of which VAT	0.00	
	Declared Amount In The Original Currency	5 000.00	
	Declared amount in Eur	2 556.49	
	Expenditure Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>	

Upload

Test of Expenditure: 03.02.2017

Download all attachments

Save

Figure 22 - Uploading/downloading attachments in the List of Expenditure

For each reported expenditure the following supporting documents should be attached:

1. Staff costs (for projects reporting staff costs as real costs - call 2 and on):

- ✓ upload section: payrolls and documents proving the payment (net salary, contributions, other taxes);

2. Travel and accommodations costs:

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

Edit Expenditure
Partner Report 1 LP RO Period 2 List of Expenditures

PP	Budgetline	Travel and accommodation	Description of Expenditure;Activity No;Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ...)
	Activity	T1 implementation Activity A	
	Procurement	---	
	Internal reference number	123	Contractor Name;Contract number;Contract date;Contract name;Contract type (Supplies/Services/Works)
	Invoice Number	5621	
	Invoice Date	10.01.2017	Type of Procurement Procedure;Date of launching in National Electronic Procurement System
	Date Of Payment	31.01.2017	
	Currency	RON - Romanian Leu	
	Conversion rate	(4.5068)	
	Total Value Of Item In Original Currency	5 000.00	
	out of which VAT	0.00	
	Declared Amount In The Original Currency	1 000.00	
	Declared amount in Eur	222.18	
	Expenditure Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>	

Upload

Uploaded *

[statement_of_account.pdf \(userno_03.02.2017\)](#)
[statement_of_account.pdf \(userno_03.02.2017\)](#)
[hotel_bills.pdf \(userno_03.02.2017\)](#)
[payment_order.pdf \(userno_03.02.2017\)](#)
[cash_register.pdf \(userno_03.02.2017\)](#)
[travel_order.pdf \(userno_03.02.2017\)](#)
[hotel_tickets.pdf \(userno_03.02.2017\)](#)

Figure 23 - Uploading/downloading attachments for Travel and accommodation

3. External expertise and services:

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

The screenshot shows the 'Edit Expenditure' form for 'External expertise and services'. The 'Budgetline' dropdown is set to 'External expertise and services'. The 'Activity' dropdown is set to 'T1 Implementation Activity A'. The 'Procurement' dropdown is set to '---'. The 'Internal Reference Number' is '45', 'Invoice Number' is '1472', 'Invoice Date' is '10.01.2017', and 'Date Of Payment' is '31.01.2017'. The 'Currency' is 'RON - Romanian Leu', 'Conversion rate' is '(4.5008)', 'Total Value Of Item In Original Currency' is '50 000.00', 'out of which VAT' is '0.00', 'Declared Amount In The Original Currency' is '50 000.00', and 'Declared amount in Eur' is '11 109.13'. The 'Expenditure Outside (The Union Part Of) The Programme Area?' checkbox is unchecked. The 'Upload' section contains four files: 'invoice.pdf (userro_03.02.2017)', 'statement_of_account.pdf (userro_03.02.2017)', 'document_related_to_reception_and_acceptance.pdf (userro_03.02.2017)', and 'payment_order.pdf (userro_03.02.2017)'. The 'Upload' button is circled in red.

Figure 24 - Uploading/downloading attachments for External expertise and services

4. Equipment expenditure:

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

The screenshot shows the 'Edit Expenditure' form for 'Equipment'. The 'Budgetline' dropdown is set to 'Equipment'. The 'Activity' dropdown is set to 'T1 Implementation Activity A'. The 'Procurement' dropdown is set to '---'. The 'Internal Reference Number' is '---', 'Invoice Number' is '3254', 'Invoice Date' is '09.01.2017', and 'Date Of Payment' is '27.01.2017'. The 'Currency' is 'RON - Romanian Leu', 'Conversion rate' is '(4.5008)', 'Total Value Of Item In Original Currency' is '100 000.00', 'out of which VAT' is '100 000.00', 'Declared Amount In The Original Currency' is '100 000.00', and 'Declared amount in Eur' is '22 218.27'. The 'Expenditure Outside (The Union Part Of) The Programme Area?' checkbox is unchecked. The 'Upload' section contains four files: 'document_related_to_reception_and_acceptance.pdf', 'payment_order.pdf', 'statement_of_account.pdf', and 'invoice.pdf'. The 'Upload' button is circled in red.

Figure 25 - Uploading/downloading attachments for Equipment expenditure

5. Infrastructure and works:

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

The screenshot shows the 'Edit Expenditure' form for 'Infrastructure and works'. The form is divided into several sections:

- Budgetline:** Infrastructure and works
- Activity:** I1 investment Activity B
- Procurement:** ---
- Internal Reference Number:** 1
- Invoice Number:** 4679
- Invoice Date:** 05.01.2017
- Date Of Payment:** 23.02.2017
- Currency:** BGN - Bulgarian lev
- Conversion rate:** (1.9558)
- Total Value Of Item In Original Currency:** 50 000.00
- out of which VAT:** 0.00
- Declared Amount In The Original Currency:** 50 000.00
- Declared amount in Eur:** 25 564.98
- Expenditure Outside (The Union Part Of) The Programme Area?:**

The 'Upload' section shows a list of uploaded files:

Uploaded *	
invoice.pdf	
payment_order.pdf	
statement_of_account.pdf	
document_related_to_reception_and_acceptance.pdf	

Figure 26 - 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.

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

Additional options

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

The screenshot shows the 'Edit Expenditure' form for 'Equipment'. The form is divided into several sections:

- Budgetline:** Equipment
- Activity:** I1 investment Activity B
- Procurement:** ---
- Internal Reference Number:** 123
- Invoice Number:** 5621
- Invoice Date:** 17.01.2017
- Date Of Payment:** 31.01.2017
- Currency:** RON - Romanian Leu
- Conversion rate:** (4.5008)
- Total Value Of Item In Original Currency:** 500 000.00
- out of which VAT:** 0.00
- Declared Amount In The Original Currency:** 500 000.00
- Declared amount in Eur:** 111 091.36
- Expenditure Outside (The Union Part Of) The Programme Area?:**

Figure 27 - Additional options in the List of Expenditure

A very important section needed to be filled in is the right section of the expenditure declared, where each partner has to register the required relevant information in 3 sections (please see Fig. 24):

1. Description of Expenditure; Activity No; Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ...);

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 expenditures added, except those calculated by the flat rate.

2. Contractor Name; Contract number; Contract date; Contract name; Contract type (Supplies/Services/Works);

This field is dedicated those expenditures incurred from the contracts signed by the partner with contractors and has to contain all data required in this order.

3. Type of Procurement Procedure; Date of launching in National Electronic Procurement System;

From the procedural point of view the partner has to fill in the type of procedure and the launching date in the National Electronic System in this filed.

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

Figure 28 - Description of expenditure and public procurement

Scrolling the LoE from left to right

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

Partner Report > List Of Expenditure > Contribution And Forecast > Attachments

List Of Expenditure

Options	Report Number	Budget Line	Activity	In Ref No	Inv No	Inv Date	Paym Date	Description of Expenditure:Activity No:Sub-activity No from AF (E1, E2, ... / S1
<input type="button" value="Delete"/>	LP RO 2.1	Staff costs	T1 Activity A	-	-			
<input type="button" value="Delete"/>	LP RO 2.1	Office and administration	T1 Activity A	-	-			
<input type="button" value="Delete"/>	LP RO 2.1	Travel and accommodation	T1 Activity A	123	5621	10.01.2017	31.01.2017	
<input type="button" value="Delete"/>	LP RO 2.1	External expertise and services	T1 Activity A	45	1472	10.01.2017	31.01.2017	

Figure 29 - Scrolling the LoE

2.3.3 'Contribution and Forecast' tab

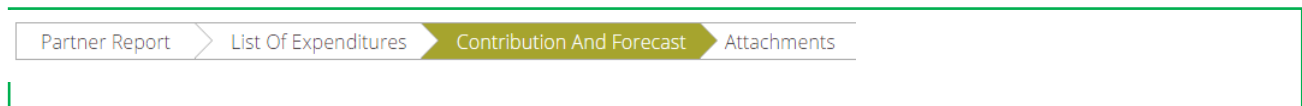


Figure 30 - Navigation bar - Contribution and Forecast

In the Contribution and Forecast tab, Report Forecast section, you are asked to estimate spending for the next partner report and you need to provide information on the financial contribution in the description field.

Report Forecast

Estimated Expenditure

Description

Figure 31 - Spending Forecast

In the Follow up section the Partner Contribution amount is split automatically by the system!

2.3.4 'Attachments' tab

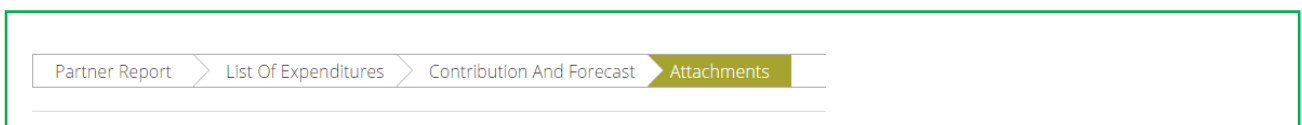


Figure 32 - Navigation bar - Attachments

Partners are also allowed to upload additional attachments related to the entire report, e.g. any other document relevant or required by the Project Implementation Manual/FLC/LP. All documents must be scanned preferably in black and white and at a resolution of 300dpi.

Before uploading, make sure the upload is of relevance for the report and is not duplicating with other documents you already provided. Intermediary versions of deliverables or outputs should be updated only if it has been asked specifically.

Always coordinate with the LP to make sure all relevant evidence is well included in the project report, but not duplicated (if not necessary).

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

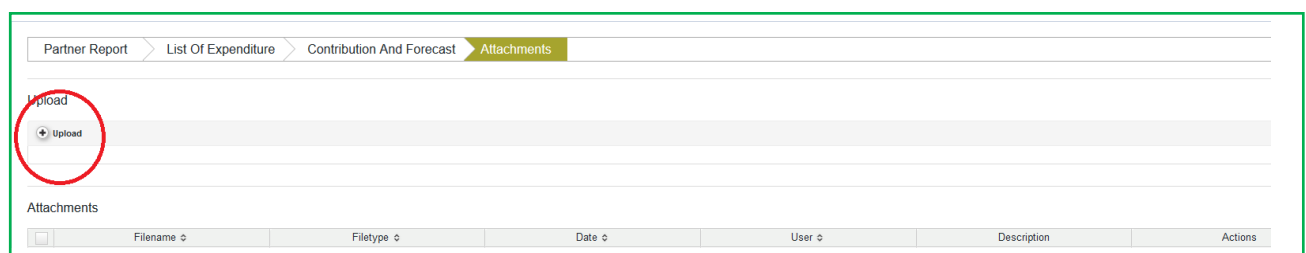


Figure 33 - Report attachments.

Please keep in mind that the documents that have to be uploaded here are different than the ones described at page 18 (Fig. 18), as described below:

1. Staff costs (for projects reporting staff costs as real costs - call 2 and on):

- ✓ attachment section: administrative order for determining staff members (if the case), employment/work contract or an appointment decision/contract considered as an employment document (including information on the hourly rate), job description providing information on responsibilities related to the project (these documents should be attached only once and if modifications within the initial employment conditions occur, then documents supporting these modifications should be attached for the period during which they have occurred, data from the working time registration system (e.g. time sheets providing information on the number of hours spent per month on the project), other supporting documents.

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.

3. External expertise and services:

- ✓ attachment section: procurement files (tender dossier, announcement, bids from tenderers, evaluation reports, award documents, ...), services contract, addenda to the contract, and relevant results (studies, training material, attendance in seminars, conferences and training courses, certificates, photographs, promotional brochures, print screens of web page delivered, films) etc.;

4. Equipment expenditure:

- ✓ attachment section: procurement files (tender dossier, announcement, bids from tenderers, evaluation reports, award documents, ...), contract, addenda to the contract, inventory files;

5. Infrastructure and works:

- ✓ attachment section: procurement files (tender dossier, announcement, bids from tenderers, evaluation reports, award documents, ...), contract, addendum to the contract, all documents related to the works carried out. Also, in case of equipment and services procured under a works contract all the related documents will be attached.

Filename	Filetype	Date	User	Description	Actions
attendance list.pdf	pdf	03.02.2017 11:27:27	userro	Travel and accommodations	Comment Delete
letter(s) of confirmation.pdf	pdf	03.02.2017 11:27:27	userro	Travel and accommodations	Comment Delete
mission report.pdf	pdf	03.02.2017 11:27:27	userro	Travel and accommodations	Comment Delete
agenda of the meeting seminar conference.pdf	pdf	03.02.2017 11:27:27	userro	Travel and accommodations	Comment Delete
letter of evaluation.pdf	pdf	03.02.2017 11:27:27	userro	Travel and accommodations	Comment Delete
transport costs.pdf	pdf	03.02.2017 11:27:28	userro	Travel and accommodations	Comment Delete
addenda to the contract.pdf	pdf	03.02.2017 11:31:38	userro	External expertise and services	Comment Delete
announcement.pdf	pdf	03.02.2017 11:31:38	userro	External expertise and services	Comment Delete
bids from tenderers.pdf	pdf	03.02.2017 11:31:38	userro	External expertise and services	Comment Delete
award documents.pdf	pdf	03.02.2017 11:31:38	userro	External expertise and services	Comment Delete
evaluation reports.pdf	pdf	03.02.2017 11:31:39	userro	External expertise and services	Comment Delete
services contract.pdf	pdf	03.02.2017 11:31:40	userro	External expertise and services	Comment Delete
tender dossier.pdf	pdf	03.02.2017 11:31:40	userro	External expertise and services	Comment Delete
award documents.pdf	pdf	03.02.2017 11:38:56	userro	Equipment expenditure	Comment Delete
announcement.pdf	pdf	03.02.2017 11:38:57	userro	Equipment expenditure	Comment Delete
evaluation reports.pdf	pdf	03.02.2017 11:38:57	userro	Equipment expenditure	Comment Delete
bids from tenderers.pdf	pdf	03.02.2017 11:38:57	userro	Equipment expenditure	Comment Delete
tender dossier.pdf	pdf	03.02.2017 11:38:57	userro	Equipment expenditure	Comment Delete
bids from tenderers.pdf	pdf	03.02.2017 11:38:09	userro	Infrastructure and works	Comment Delete

Figure 34 - Attachments section

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.

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 (e.g: agenda of the seminar/event/conference held at/on ...)

Also, in the comment section, the beneficiaries must specify the budget line to which the archive is linked to.

In case of (public) procurement procedure, a separate archive must be created and uploaded with all supporting documents (tender dossier, announcement, bids from tenderers, evaluation reports, award documents, ...) and linked to the corresponding budget line (e.g: procurement Infrastructure and works).

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.

A list of all attachments uploaded in this section is shown here, including information on who uploaded which document and when.

2.3.5 'Partner Finance Report' menu

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

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

Programme	Partner Total Budget	Previously Reported/ Certified By C.A)	Currently Reported (amount certified by FLC)	Total Reported	Net Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By FLC	Total Amount Included in Project Finance Report
Total Co-financing	€ 497 250.00	€ 0.00	€ 4 292.50	€ 4 292.50	1.00 %	€ 492 957.50	€ 2 677.50	€ 4 292.50	€ 0.00
Of Which ESDF	€ 497 250.00	€ 0.00	€ 4 292.50	€ 4 292.50	1.00 %	€ 492 957.50	€ 2 677.50	€ 4 292.50	€ 0.00
Partner Contribution	€ 97 750.00	€ 0.00	€ 757.50	€ 757.50	1.00 %	€ 96 992.50	€ 472.50	€ 757.50	€ 0.00
Total Eligible Expenditure	€ 595 000.00	€ 0.00	€ 5 050.00	€ 5 050.00	1.00 %	€ 579 950.00	€ 3 150.00	€ 5 050.00	€ 0.00

Budgetline	Partner Total Budget	Previously Reported/ Certified By C.A)	Currently Reported (amount certified by FLC)	Total Reported	Net Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By FLC	Total Amount Included in Project Finance Report
Staff costs	€ 300 000.00	€ 0.00	€ 1 000.00	€ 1 000.00	0.00 %	€ 299 000.00	€ 3 150.00	€ 1 000.00	€ 0.00
Office and administration	€ 45 000.00	€ 0.00	€ 150.00	€ 150.00	0.00 %	€ 44 850.00	€ 0.00	€ 150.00	€ 0.00
Travel and accommodation	€ 200 000.00	€ 0.00	€ 0.00	€ 0.00	0.00 %	€ 200 000.00	€ 0.00	€ 0.00	€ 0.00

Figure 35 - Partner finance report

2.4 Submitting a partner report

Before submitting a partner report, the saved report needs to be checked (analogically to checking the saved application form prior to submission) by clicking 'Check Saved Report' in the left-side menu.

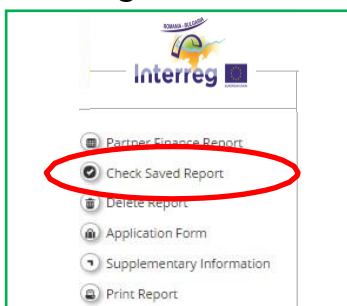


Figure 36 - Checking Saved Report

When clicking on 'Check saved report', an automatic check will be made. Should there be some inaccuracies, the system will notify you about them

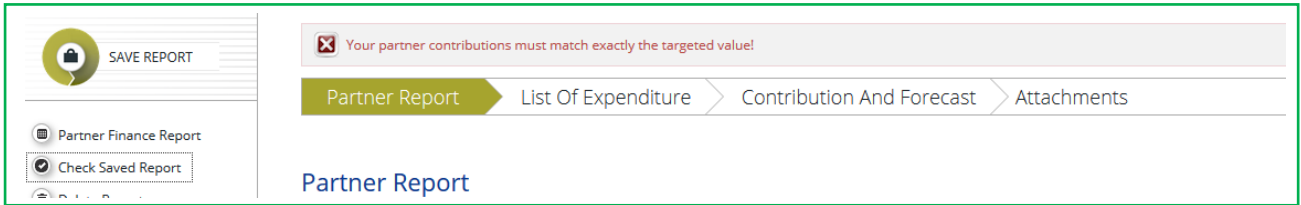


Figure 37 - Error message when Checking Saved Report

In case this message is appearing after pressing the check button, please click on the "Contribution and Forecast" tab and then press again check button in order to validate the report.

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.

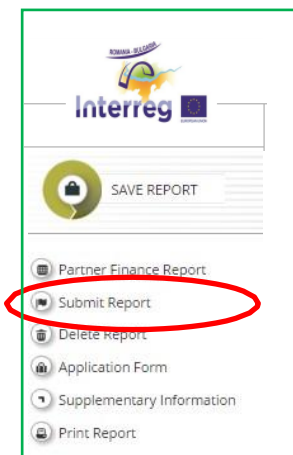


Figure 38 - Submitting checked report

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

A submitted report is locked and the partner cannot modify it anymore. After submission, the partner report is forwarded to the FLC assigned to the partner in question if it includes expenditure or to the LP directly in case it does not include expenditure.

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

Please pay attention, currently, if the partners have a report in progress (not yet submitted), the LP should not ask for the modification request of the AF (do not press the button "Request Modification"). All the partners' reports have to be submitted in order to require for a modification request.

2.5 Other points

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

Please pay attention and never submit an empty report!

Empty reports, reports created by mistake or reports created for wrong periods need to be deleted by the user who created it!

Partner Reports

2 - PP2 - PP2

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
Period 0 01.09.2016 - 01.12.2016										
Report 0.1	01.09.2016	01.12.2016	Report F Lc Certified	19.06.2017	19.06.2017	22.06.2017	Period 0 Project Report 1	€ 0.00		
Period 1 30.12.2016 - 29.05.2017										
Report 1.1	30.12.2016	29.03.2017	Report F Lc Certified	31.07.2017	31.07.2017	01.08.2017	Period 1 Project Report 1	€ 0.00		
Period 2 30.05.2017 - 29.06.2017										
Report 2.1	30.05.2017	29.06.2017	Report F Lc Certified	22.08.2017	22.08.2017	24.08.2017	Not Included	€ 0.00		
Period 3 30.06.2017 - 29.01.2018										
Report 3.1	30.08.2017	29.01.2018	Report Submitted	15.12.2017	15.12.2017		Not Certified	€ 100.00		
Period 4 30.01.2018 - 29.04.2018										
Report 4.1	30.01.2018	29.04.2018	Report In Progress	In Progress			Not Certified	€ 0.00		
Period 5 30.04.2018 - 29.06.2018										

Partner Living Tables

Figure 39 - Reporting overview - partner reports in various stages

If the partner report is submitted to FLC, the report state is changed from 'Report in progress' into 'Report Submitted' and first date of submission is displayed in the overview table. In case the Project report is reverted to the PP the date of last submission is displayed too.

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

	View Report	Certificate
€ 3 150.00		
€ 0.00		
Report € 4 150.00		
€ 2 000.00		
€ 1 000.00		
€ 0.00		

Figure 40 - Reporting overview - After certification of reports by FLC, a magnifying glass appears to the right of the reports to access the FLC certificate.

Partner living tables

Partner living tables are financial tables at the partner level that summarise partner expenditure processed through all partner reports. Partner living tables grow over time as the expenditures are declared by the project partner and processed by the programme authorities.

You can use living tables to keep an overview on expenditure declared in partner reports. To access partner living tables, press the button under the partner report overview table.

Partner Reports

2 - PP2 - PP2

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
Period 0 01.09.2016 - 01.12.2016										
Report 0.1	01.09.2016	01.12.2016	Report F Lc Certified	19.06.2017	19.06.2017	22.06.2017	Period 0 Project Report 1	€ 0.00		
Period 1 30.12.2016 - 29.05.2017										
Report 1.1	30.12.2016	29.03.2017	Report F Lc Certified	31.07.2017	31.07.2017	01.08.2017	Period 1 Project Report 1	€ 0.00		
Period 2 30.05.2017 - 29.06.2017										
Report 2.1	30.05.2017	29.06.2017	Report F Lc Certified	22.08.2017	22.08.2017	24.08.2017	Not Included	€ 0.00		
Period 3 30.06.2017 - 29.01.2018										
Report 3.1	30.06.2017	29.01.2018	Report In Progress	In Progress			Not Certified	€ 0.00		
Period 4 30.01.2018 - 29.04.2018										
Period 5 30.04.2018 - 29.06.2018										
<input type="checkbox"/> Partner Living Tables										

Figure 41 - Accessing partner living tables

CHAPTER 3 - PROJECT REPORT

Project reports are created by the LP, based on partner reports:

- LP creates the project reports in the system and submits them to JS. The LP can access the partner reports and the FLC certificates of all partners in the e-MS to fill in the project report.
- LP can create a project report in the system requesting amounts for reimbursement from the programme no later than 3 working days from when FLC certificates summing up more than 5000 Euro (from all partners) are available in the system, even if not all partners have FLC certificates to be included in the project report. The LP needs to have his/her partner report checked by FLC controller. Financial data is automatically integrated in the project report by the e-MS. It is not mandatory for such reports to include detailed progress of activities at project level.
- Exceptions:
 - a. Preparation costs can be only requested in the first project report! Therefore even if the total amount at project level is below the 5,000 euro ERDF threshold, a project report can be created and submitted to JS.
 - b. Also, in case the final amounts requested from the programme is below 5000 Euro, a project report can be created and submitted to JS.
- If necessary, more than one project report requesting amounts for reimbursement can be created for a defined period.
- It is mandatory for the LP to create a consolidated project progress report on activities in the system according to the established schedule for reporting the consolidated progress of activities at project level established within the MA Instruction for beneficiaries for call 1-hard and call 2 projects and every 6 months for call 3 projects. The report must be submitted using the eMS system within a deadline of maximum 10 working days since the last day of the reporting period, as defined within the Annex 1 of the MA Instruction for beneficiaries for call 1-hard and call 2 projects and after the end of every 6 months period for call 3 projects). Such reports on the progress of activities should not include FLC certificates with amounts to be requested for reimbursement by the programme. The activities progress has to be aggregated manually by the LP (using the information provided by the partner/in the partner reports). All sections of the Project Report will be filled in by the LP in a clear and concise manner. Section “Highlight of the main achievements” includes the main achievements of the project with a focus on the content-related activities, in an understandable language even for non-specialists and in a cumulative way (providing an overview from the start of the project to the current period). The project report is submitted by LP to the JS.
- Deficiencies in preparing the project report may result in clarification(s) requested by the JS and sending back the report to the beneficiaries for modifications.

3.1 Needed user rights / privileges

Project reports can only be created by the LP of a project, starting from the moment the project status is changed to ‘contracted’.

Only one user has the LP role. Even if more users are allocated to the LP in the ‘Supplementary information/User assignment’, they do not have the right to create and/or submit the project reports. Such users can only work with partner reports of the LP. The only user having LP role is the one accepted by the JS in the Handover procedure. It is always possible to see which user is the LP for the project in the ‘Show more’ button at the top of the project/reporting view.

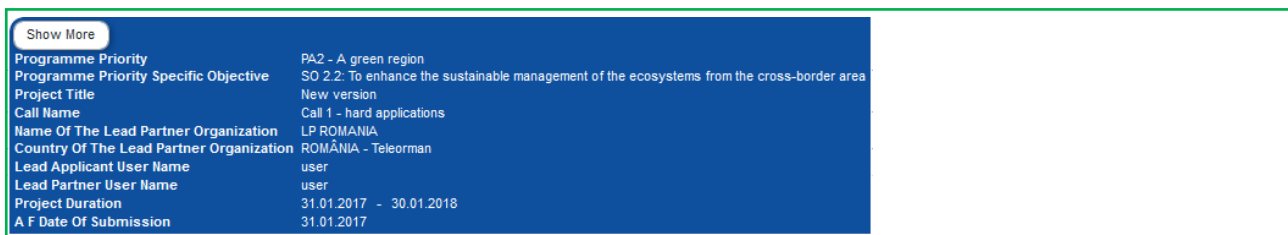


Figure 42 - Show more button

3.2 Generating a project report

After the project has been contracted, the ‘Reports overview’ is the default view when accessing the project.

Only lead beneficiaries can generate and submit project reports.

In order to generate a project report, the LP needs to select the role ‘LP’ from the role dropdown box. Each LP has two roles to select from, ‘PP’ for creating own partner reports and ‘LP’. The LP role allows to view reports of all project partners and to create and submit the project report.

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

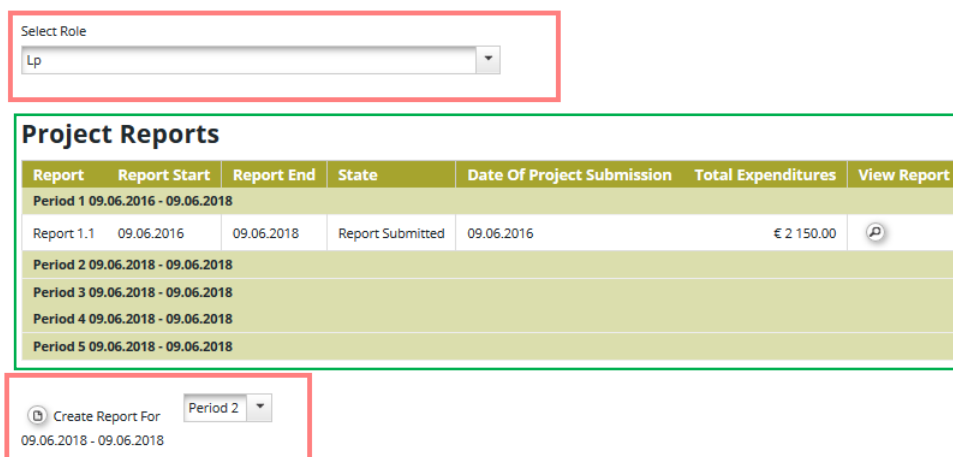


Figure 43 - Reporting overview - Generating a project report

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).

Select Role
Lp

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission
Period 1 11.03.2016 - 31.12.2016				
Report 1.1	1.03.2016	31.12.2016	Report In Progress	In Progress
Period 2 01.07.2016 - 31.12.2016				

Figure 44 - Project report showing reporting period and report number

By default, it is possible to create one project report per period. In case it is needed to create and submit to JS another (second, third) project report(s) during a reporting period, the LP has to contact the JS officer (via e-MS 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.

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 LP needs to click on the 'Delete Report' button in the left-side menu.

The LP must delete any empty reports created by mistake. He/she also has to warn the partners to do so and not to submit any empty reports!

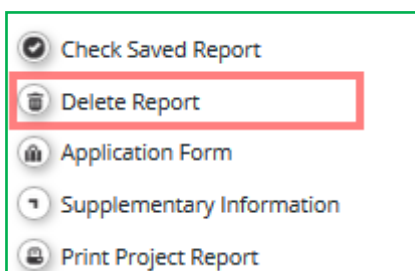


Figure 45 - Project report: deleting a report

The LP can see and access reports of other partners and related FLC certificates (via the partner reports overview), but he/she cannot create, modify, delete or submit them, unless he/she has been assigned as partner user in the supplementary information ('User assignment' tab).

All partner reports have statuses from which users can find out if the report was already certified by the FLC and if yes, whether it was included in the project report.

Partner Reports

2 - PP2 - PP2

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of FLC Verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 01.09.2016 - 01.12.2016										
Report 0.1	01.09.2016	01.12.2016	Report F Lc Certified	19.06.2017	19.06.2017	22.06.2017	Period 0 Project Report 1	€ 0.00		
Period 1 30.12.2016 - 29.05.2017										
Report 1.1	30.12.2016	29.03.2017	Report F Lc Certified	31.07.2017	31.07.2017	01.08.2017	Period 1 Project Report 1	€ 0.00		
Period 2 30.05.2017 - 29.06.2017										
Report 2.1	30.05.2017	29.05.2017	Report F Lc Certified	22.08.2017	22.08.2017	24.08.2017	Not Included	€ 0.00		
Period 3 30.06.2017 - 29.01.2018										
Report 3.1	30.06.2017	29.01.2018	Report Submitted	15.12.2017	15.12.2017		Not Certified	€ 100.00		
Period 4 30.01.2018 - 29.04.2018										
Report 4.1	30.01.2018	29.04.2018	Report In Progress	In Progress			Not Certified	€ 0.00		
Period 5 30.04.2018 - 29.06.2018										

Partner Linking Tables

Figure 46 - Partner reports overview

3.3 Filling-in a project report

Project reports consist of a financial part and a content part.

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

The content part of the report needs to be filled out manually by the LP, based on information provided by the partners in their reports.

It is also possible to upload attachments to a project report. The LP needs to make sure all relevant evidence for main outputs and deliverables is well included in the project report, in the 'Activities' section. In case the evidence is already attached in a partner report, the LB will not attach the document again, but will only mention where it can be found in the partner report. Any other attachment upon request by the programme should be attached in the 'Attachments' section. Intermediary versions of deliverables or outputs should be updated only if it has been asked specifically.

Please observe the general attachment requirements from [section 1.4](#) above!

3.3.1 'Report' Tab

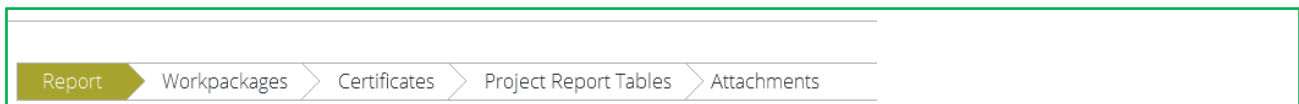


Figure 47 - Project report: Sections of the report

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 project reports including only expenditure 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 (see framed in green below). This table is automatically generated from information provided in the 'Activities' section of the report.

Project Progress Report
 Period 2 - 09.06.2018 - 09.06.2018
 Start Date: 09.06.18 | End Date: 09.06.18

Highlights Of Main Achievements
 Description: [Text area]

List Of Partner Flc Certificates

Partner Abbreviation	Number Of FLC Certificate	Date Of FLC Certificate	Total Expenditure Certified By FLC	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner ERDF Included	Total Partner IPA II Included	Total Part
ATCoop	ATCoop 1.1	09.06.2018	€ 9 050.00	<input checked="" type="checkbox"/>	€ 9 050.00	ERDF	85.00 %	€ 4 292.50		€ 0.00

Overview of project main outputs achievement

Project's contribution to programme output indicators	Sum Of Output Indicator Targets	Sum Of Achieved Output Indicators reported So Far	Project Main Output Indicator Number	Project Main Output Title	Project Main Output Quantification Target	Planned Delivery	Achieved So Far	Level Of Achievement
Number of strategies and action plans developed and/or implemented for strengthening mobility	4.0		0.00	T1.1.1	First Output	4.00	jun2018	0.00 not started

Figure 48 - Project report: Top part of the 'Report' Tab

You are then 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 in previous reporting periods	Target group reached in this reporting period	Source Of Verification	Description of the target group involvement	Target groups reached so far values (in %)
infrastructure and (public) service provider	0.00	0.00	<input type="text" value="20.00"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>	
higher education and research	0.00	0.00	<input type="text" value="0.00"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>	
business support organisation	0.00	0.00	<input type="text" value="0.00"/>	<input type="text" value="2000 Characters Remaining"/>	<input type="text" value="2000 Characters Remaining"/>	

Problems And Solutions Found

Please describe (if applicable) problems and solutions found during this reporting period as regards: objectives, outputs, results, partnership development and cooperation dynamics, investments; other

Characters (including HTML): 0 (limit: 2000); Words: 0

Figure 49 - Project report: Middle part of the 'Report' Tab

Below you will find an interface to provide information on horizontal principles, where the LP 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.

At the bottom you will find a tick box, which can be used, at the end of the project, to indicate that the project has been fully implemented.

The section 'reporting per activities overview' can be used to access individual activities visible on the second tab

Horizontal Principles

Horizontal Principles	Contribution In This Reporting Period	Description Of The Contribution
Sustainable development (environment)	<input type="text" value="as planned"/>	<input type="text" value="2000 Characters Remaining"/>
Equality between men and women	<input type="text" value="as planned"/>	<input type="text" value="2000 Characters Remaining"/>
Equal opportunity and non-discrimination	<input type="text" value="as planned"/>	<input type="text" value="2000 Characters Remaining"/>

Fully Implemented

Implemented

Implemented On

Reporting Per Activity Overview

Id	Start	End	Type	Title
1736	Dec.2016	Jan.2017	preparation	Project Preparation
1737	Jan.2017	Jan.2018	management	NA FOR RO-BG
1738	Jan.2017	Jul.2017	implementation	Activity A
1739	Jan.2017	Jan.2018	investment	Activity B

Figure 50 - Project report: Bottom part of the 'Report' Tab

3.3.2 'Activities' tab

Reporting per activity is the second part of the project report and will be mainly filled in for the consolidated reports on progress of activities (can be skipped for project reports with only expenditure amounts requested for reimbursement).

Report sections of individual activities can be accessed either from the navigation bar 'Activities' or from the table at the bottom of the page under the section 'Report'.

The screenshot shows a web interface for reporting on activities. The navigation bar at the top includes 'Report', 'Activities', 'Certificates', 'Project Report Tables', and 'Attachments'. The 'Activities' tab is selected. Below the navigation bar, there is a list of activities with radio buttons next to each: Project Preparation, NA FOR RO-BG, A2 - Project management, A3 - Elaboration of tender dossiers for public procurement procedures in Bulgaria and Romania, A4 - Organization of 8 round tables, A5 - Elaboration of a common preliminary study on intermodal nodes' current state and their capability to enhance the TEN-T network, A6 - Elaboration of a common strategy on TEN-T network enhancement through improving intermodal nodes' capacity, A7 - Implementation of information and publicity, and A8 - Implementation of translation and interpretation services. Below the list is a text area for describing progress, with a '2000 Characters Remaining' indicator. At the bottom, there is a table with columns for 'Activity Title', 'Start Month', 'End Month', and 'Act Status'.

Figure 51 - Navigation bar - Activities

Reporting Per Activity Overview				
Id	Start	End	Type	Title
561	Feb.2016	Feb.2016	preparation	Project Preparation
562	Feb.2016	Feb.2018	management	NA FOR RO-BG
563	Feb.2016	Feb.2018	implementation	A2 - Project management
564	Feb.2016	Mai.2016	implementation	A3 - Elaboration of tender dossiers for public procurement procedures in Bulgaria and Romania
565	Sep.2016	Ian.2018	implementation	A4 - Organization of 8 round tables
566	Iun.2016	Feb.2017	implementation	A5 - Elaboration of a common preliminary study on intermodal nodes' current state and their capability to enhance the TEN-T network
567	Mar.2017	Ian.2018	implementation	A6 - Elaboration of a common strategy on TEN-T network enhancement through improving intermodal nodes' capacity

Figure 52 - Reporting per Activities Overview table

In this section, you can describe the implementation of each activity in detail, incl. information on activities carried out and contributions by the project partners as well as information on any problems or deviations from the initial plan.

Here you also provide information on project output indicators and activities and deliveries. Reporting on deliverables, incl. upload of evidence of achievement (no more than 50 Mb per file) is also part of reporting on activities.

Report > Activities > Certificates > Project Report Tables > Attachments

Reporting Activity Implementation

Activity Nr	Activity Title	Activity Start Month	Activity End Month	Activity Status	Activity Expenditure Current Report	Percentage O
T1	Activity A	Jan.2017	Jul.2017	not started	€ 10 000.00	1.10 %

Partners Involvement

Abbreviation	Name	Responsible partner
LP RO	LP ROMANIA(Lead Partner)	
PP BG	PP BULGARIA	
PP OUT	PP OUTSIDE	

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

Project Main Outputs	Project Main Output Description	Programme Output Indicator	Planned Delivery Month	Main Output Quantification Target	Achieved So Far(Not Including This Reporting Period)	Achieved In This Report	Lt Ach
T1.1 Output 1		CO23 - Surface area of habitats supported to attain a better conservation status (ha)	Jan.2018	0.00			not start

Please Describe Progress Achieved In This Reporting Period

A.T1.1

Activity Title	Start Month	End Month	Act Status
S1- LP RO	01.2017	03.2017	not started

D.T1.1.1

Deliverable Title	Deliverable Description	Planned Delivery Month	Del Status
		03.2017	

Del Description

Figure 53 - Reporting on activities

3.3.3 'FLC Certificates' tab

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

You can decide which of the available FLC certificates to include in the project report under 'Include in project finance report' (see framed in green below). 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 e-MS does not check whether all the FLC certificates included in a project report by the LP refer to the same reporting period. This means that FLC certificates could originate from different reporting periods. This option is useful in the case when the total value of the FLC certificates for a given period is below the 5,000 euro ERDF thresholds, allowing the LP to cumulate them with the FLC certificates from the next reporting period and exceed the required threshold.

List Of Partner FLC Certificates

Partner Abbreviation	Number Of FLC Certificate	Date Of FLC Certificate	Total Expenditure Certified By FLC	Include in Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner ERDF Included
RIP	RIP 1.1	13.05.2016	€ 126 637.76	<input checked="" type="checkbox"/>	€ 126 637.76	ERDF	85.00 %	€ 107 642.11
	1.1	13.05.2016	€ 196.79	<input checked="" type="checkbox"/>	€ 185.73	ERDF	85.00 %	€ 157.87

Figure 54 - Including Partner 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.

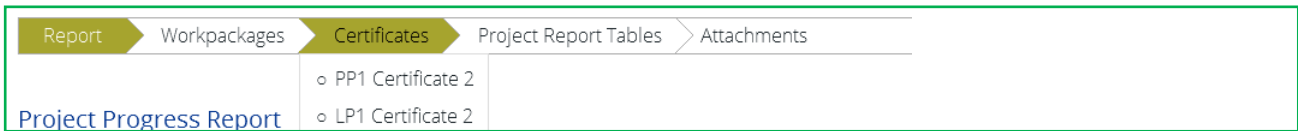


Figure 55 - Navigation bar - FLC Certificates

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

List Of Partner Flc Certificates				
Total Partner E R D F Included	Total Partner I P A I I Included	Total Partner E N I Included	Flc Report	Revert
€ 212.00			Show Report	Revert From Lp To Flc Revert From Lp To Pp
	€ 10 050.00		Show Report	Revert From Lp To Flc Revert From Lp To Pp

Figure 56 - Reverting Partner Reports from the LP to FLC or project partners

Reverting the report to a project partner means that the project partner needs to correct and re-submit the report to the FLC and then the FLC needs to re-certify the report.

Reverting the report to FLC level means that the FLC needs to re-certify the report but no corrections from the partner are necessary.

If the LP needs to revert his/her partner report, the JS needs to be contacted. The LP cannot revert his own report neither to FLC nor to the PP. If he tries, the e-MS displays error message at the top of the page and no action is performed by the system.

3.3.4 'Project Report Tables' tab



Figure 57- Navigation bar - Project Report Tables

Here you can find various summary tables of the expenditure included in the project report. Please note that the tables are updated before the report is submitted.

Project report tables follow the same logic as those in the partner report but take into account all certificates included in the project report.

Please note that the 'Currently reported' column changes its values (and name) each time a project report changes a status. Before the report is submitted it is 'amount to be declared to the JS' and once it is submitted it changes into 'amount declared to the JS'. Likewise, the column 'Previously reported (certified by CA)' also changes if new CA confirmations become available. After submission of the report to the JS, the values do not change anymore.

RT ITP609 Show More **Project Report 1 - Period 1** Welcome Baguslawa Lukomska

Report > Workpackages > Certificates > **Project Report Tables** > Attachments

Project Report Expenditure Summary

Programme Co-financing	Project Total Budget	Previous Reported (amount certified to the JS)	Currently Reported (amount declared to the JS)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partners(s)	Total Amount Certified By FIC	Total Amount Included in Project Finance Report	Total Amount Approved By Js	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount In Pipeline
Total Co-financing	€ 39 433.94	€ 0.00	€ 107 799.98	€ 107 799.98	273.00 %	€ -68 366.04	€ 108 056.05	€ 107 810.41	€ 107 799.98	€ 107 677.26	€ 107 563.89	€ 107 563.89	€ 494.14	€ 107 563.98
Of which ERDF	€ 39 433.94	€ 0.00	€ 107 799.98	€ 107 799.98	273.00 %	€ -68 366.04	€ 108 056.05	€ 107 810.41	€ 107 799.98	€ 107 677.26	€ 107 563.89	€ 107 563.89	€ 494.14	€ 107 563.98
Partner Contribution	€ 6 958.94	€ 0.00	€ 19 023.53	€ 19 023.53	273.00 %	€ -12 064.59	€ 19 069.07	€ 19 023.37	€ 19 023.53	€ 19 001.88	€ 18 981.87	€ 18 981.87	€ 67.22	€ 18 981.87
Total Eligible Expenditure	€ 46 392.88	€ 0.00	€ 126 823.51	€ 126 823.51	273.00 %	€ -80 430.63	€ 127 127.12	€ 126 835.78	€ 126 823.51	€ 126 679.14	€ 126 545.76	€ 126 545.76	€ 581.36	€ 126 545.76

Export

Project Expenditure Per Budgetline

Budgetline	Project Total Budget	Previous Reported (amount certified to the JS)	Currently Reported (amount declared to the JS)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partners(s)	Total Amount Certified By FIC	Total Amount Included in Project Finance Report	Total Amount Approved By Js	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount In Pipeline
Staff costs	€ 6 089.56	€ 0.00	€ 20 447.21	€ 20 447.21	336.00 %	€ -14 357.65	€ 0.00	€ 20 448.26	€ 20 447.21	€ 20 425.75	€ 20 405.15	€ 20 405.15	€ 88.93	€ 88.93
Office and administration	€ 852.72	€ 0.00	€ 2 750.42	€ 2 750.42	323.00 %	€ -1 897.70	€ 0.00	€ 2 750.57	€ 2 750.42	€ 2 747.51	€ 2 744.73	€ 2 744.73	€ 12.01	€ -12.01

Figure 58 - Project Report Tables

3.3.5. 'Attachments' tab

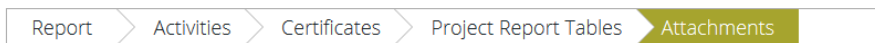


Figure 59 - Navigation bar - Attachments

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

Should any additional attachments be relevant for the entire project report, the LP needs to upload them in this 'Attachment' section. The programme authorities may also ask you to upload specific attachments.

Please observe the general attachment requirements from [section I.4](#) above!

3.4 Submitting a project report

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

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

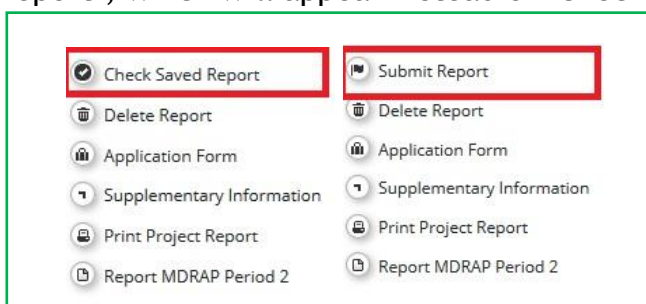


Figure 60 - Checking and submitting project report

The project report is submitted to the JS. The report state is changed from 'In progress' into 'Report Submitted to JS' and first date of submission is displayed in the overview table. In case the Project report is reverted to the LP the date of last submission is displayed too.

Lp

Project Reports



Report	Report Start	Report End	State	Date Of Project Report Submission	Date Of Project Report First Submission	Total Expenditure Submitted To Js	View Report
Period 0 01.09.2016 - 01.12.2016							
Report 0.1	01.10.2014	30.09.2015	Report submitted to C A	23.09.2017	24.08.2017	€ 0.00	
Period 1 30.12.2016 - 29.05.2017							
Report 1.1	30.12.2016	29.03.2017	Report submitted to J S	15.12.2017	15.12.2017	€ 0.00	
Period 2 30.05.2017 - 29.06.2017							
Report 2.1	30.05.2017	29.06.2017	Report submitted to J S	15.12.2017	15.12.2017	€ 5 905.80	
Period 3 30.06.2017 - 29.01.2018							
Report 3.1	30.06.2017	29.01.2018	Report In Progress	In Progress	In Progress	€ 0.00	
Period 4 30.01.2018 - 29.04.2018							
Period 5 30.04.2018 - 29.06.2018							

Figure 61 - Report submitted

After submission, the LP can see the report but cannot modify it anymore. A new project report can be opened by LP once the previous one has been submitted to JS.

CHAPTER 4 - HELP AND TECHNICAL SUPPORT

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

- Email addresses: jsrobg@calarasicbc.ro or info@calarasicbc.ro
- The email address of the JS officers assigned to your project or
- By phone at +40 242 313 091 (during office hours: 8:00 - 17:00, Friday: 8:00-14:00)

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

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



Please note that 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).