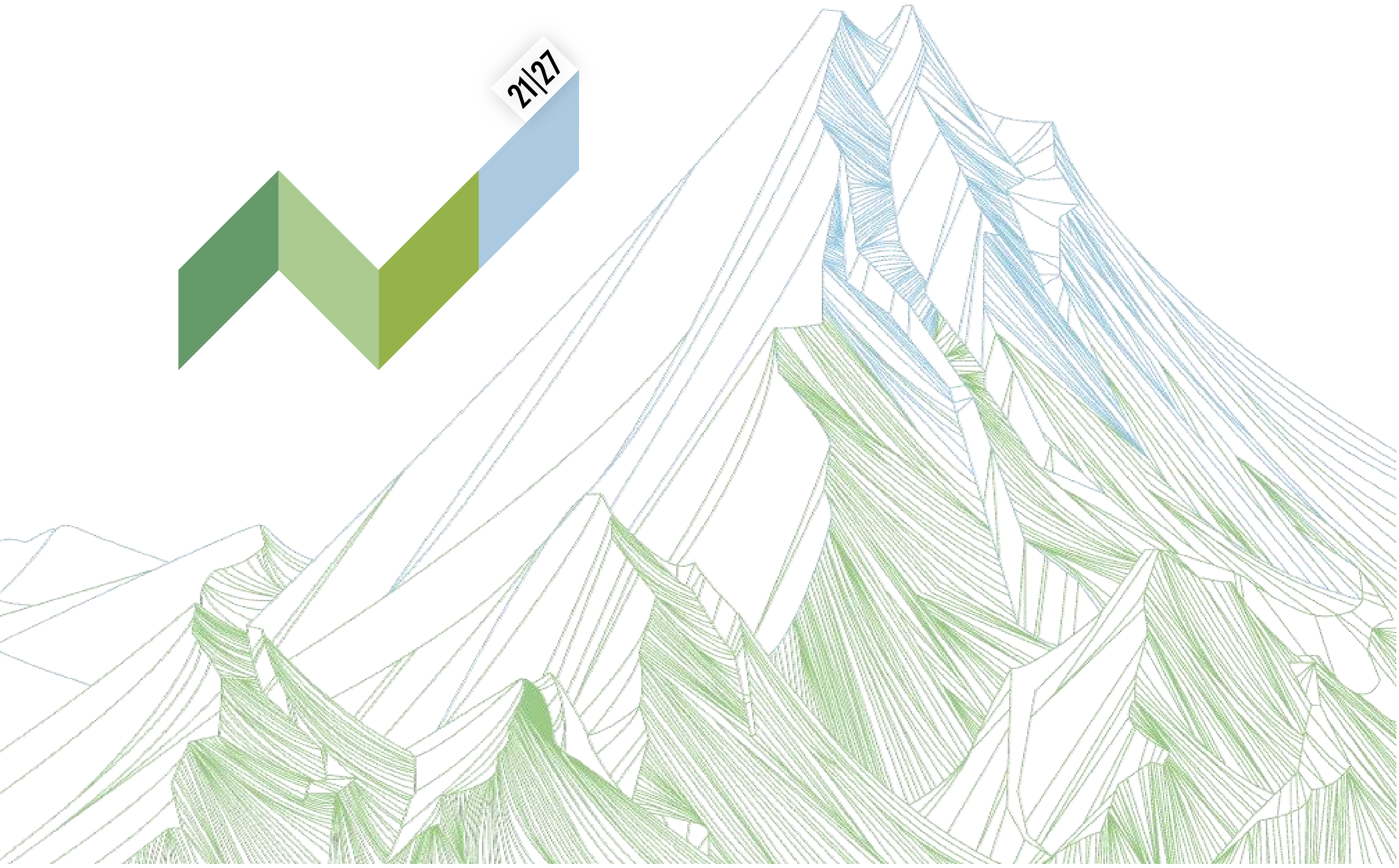
Interreg
Co-funded by the European Union
Alpine Space

Jems Technical Guidance

Project Partners

Version 4 – July 2024



This guidance contains key technical information on the operation and use of the joint electronic monitoring system (Jems) of the Interreg Alpine Space programme (ASP). Reports and costs related to the work on the ASP contracted projects can exclusively be submitted via Jems (no offline template accepted). It is therefore highly recommended to read this document carefully before starting to use Jems. This technical guidance on Jems complements the chapters C. “Contractual arrangements” and D. “Project implementation” of our programme manual.

This guidance is related to Jems version 10 and may be updated after the release of the next version of Jems. Keep an eye on the page dedicated to Jems on our website for more information: https://www.alpine-space.eu/for-project-partners/jems/.

Technical information and system requirements

Jems is a web application, which can be accessed with recent versions of most common browsers (e.g. Google Chrome, Microsoft Edge, Mozilla Firefox). The functionality of the system follows the common standards of web applications for entering and submitting data.

The English language is pre-defined and cannot be changed; it is the official language of the ASP.

Interreg Alpine Space

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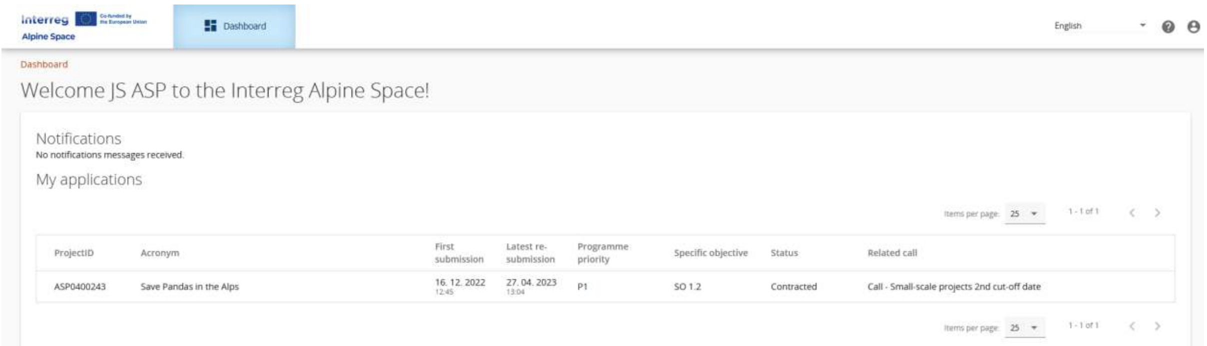
Content

1. Contracting

Point of attention: It is important to keep this section up-to-date during the project implementation phase, especially after project modifications. The contracting section becomes available in Jems after the project status change to "approved" and then "contracted" (set by the programme).

From the **"Dashboard"** select the project for which you would like to fill in the additional required information and click to open.



Select **"Contracting"** in the left menu. The lead partner (LP) and project partner (PP) have access to the following sections:

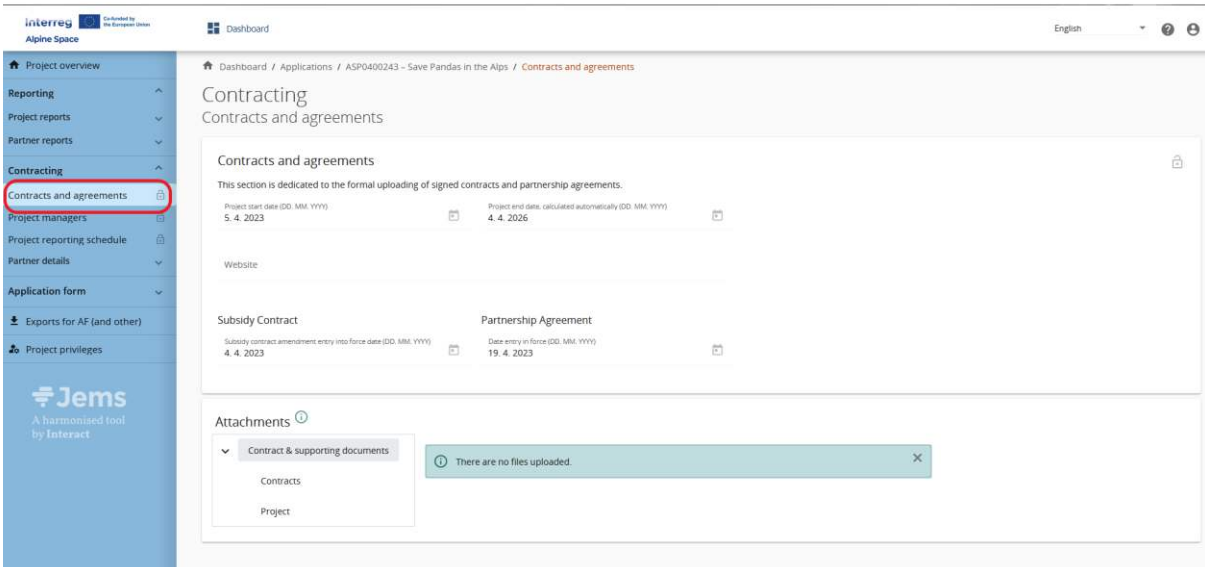
- Contracts and agreements
- Project managers
- Project reporting schedule
- Partner details

In order to have access to the subsection **"Partner details"**, the user needs to be assigned to a PP in the project privileges (for details see chapter on Project Privileges).

Also the LP has to be defined in the project privileges (for details see chapter on Project Privileges).

1.1 Contracts and agreements

This section can be edited by the managing authority (MA), the joint secretariat (JS), and LP. PP have view access. The information filled in by the programme (i.e. JS project officer) in the contract monitoring section is displayed here for the project users.



The project start date information is automatically transferred from the internal section “Contracting/Contract monitoring”.

Information on the project website (URL) should be entered here by the LP, whereas the subsidy contract date information is automatically transferred from the internal section ”Contracting/Contract monitoring”. The pdf of the signed subsidy contract is uploaded by the JS.

The partnership agreement signature date should be entered and the document should be uploaded by the LP. All uploaded documents will appear in the attachment section **“Contract & supporting documents/Contracts”** and are available for download.

Project officer will upload in attachment the signed subsidy conctract and the signed partnership agreement before setting the project to contracted.

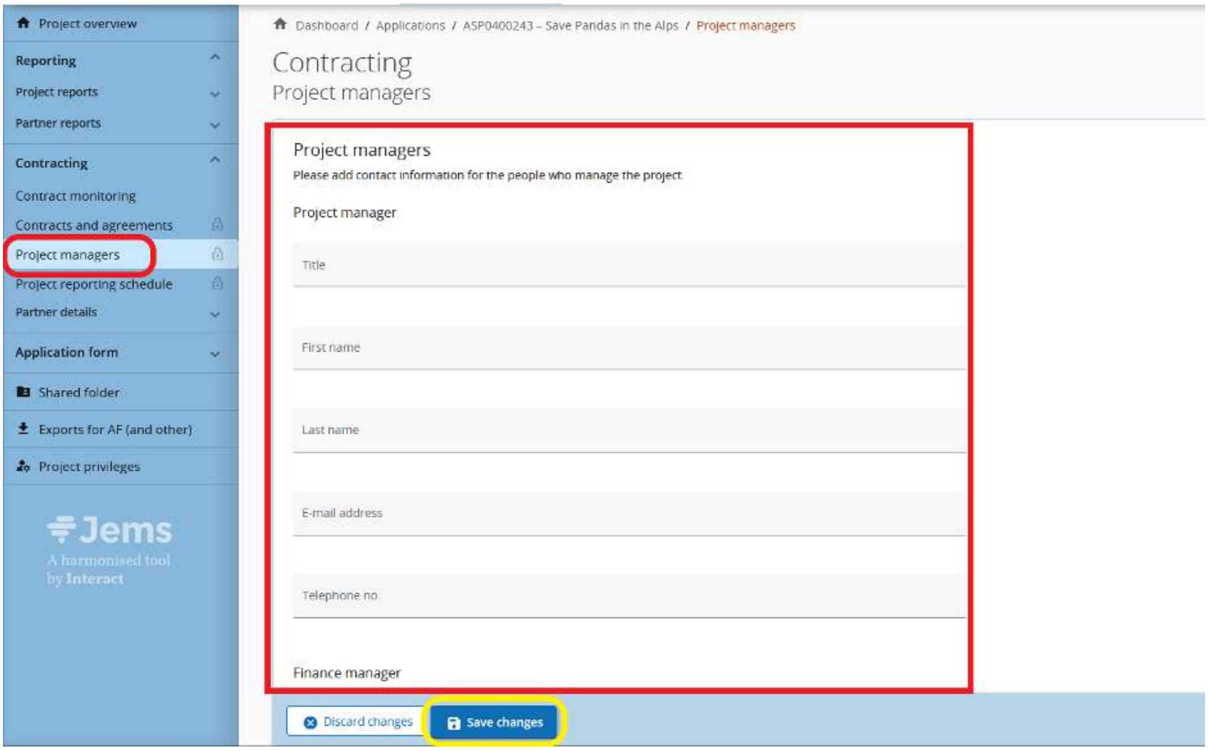
1.2 Project managers

This section provides information on project, finance and communication managers of the project.

The information should be filled in by the LP.

The AF users/project managers with **edit** or **manage** rights are allowed to complete this section. By default partner users have view rights. This settings can be regulated in the section “Project privileges”.

The project managers are expected to keep the contact information of the people who manage the project (project managers, finance manager, communication manager) up to date in this section, so that these can always be contacted easily.



1.3 Project reporting schedule

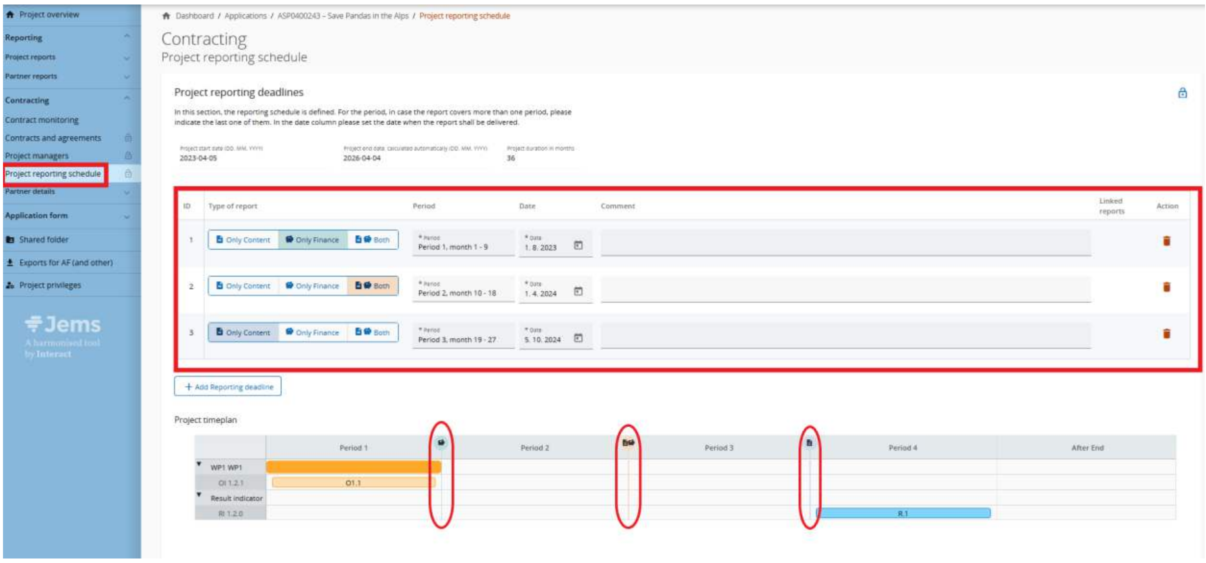
In this section, the LP/PP will be able to see the project reporting deadlines. The project reporting schedule is already setup, as described in programme manual D.7 “Project reporting” and in the subsidy contract.

Under Jems, finance reports are labelled as “Only finance” and progress reports as “Both” for a full project report. These categories only apply to project reports, partner reports always include a financial and content reporting.

Defined reporting deadlines are displayed in the project time plan.

Project time plan

The project time plan always shows the time plan coming from the last approved AF, section C6. In the project time plan the reporting deadlines are displayed, corresponding to the period indicated in the project reporting deadlines planner. The project reporting deadlines planner is completed in advance by the JS project officer (PO).



1.4 Partner details

Every partner has its own dedicated partner page in the "contracting" section, in order to keep its own data up to date. This section is connected to the "Project privileges" section. Unless project users are added with view rights to that partner, they will not see other partners' details.

In this section the project LP/PP should provide the following information per PP:

- Ultimate Beneficial Owner(s)
- Bank details
- Location of documents

Ultimate beneficial owner(s)

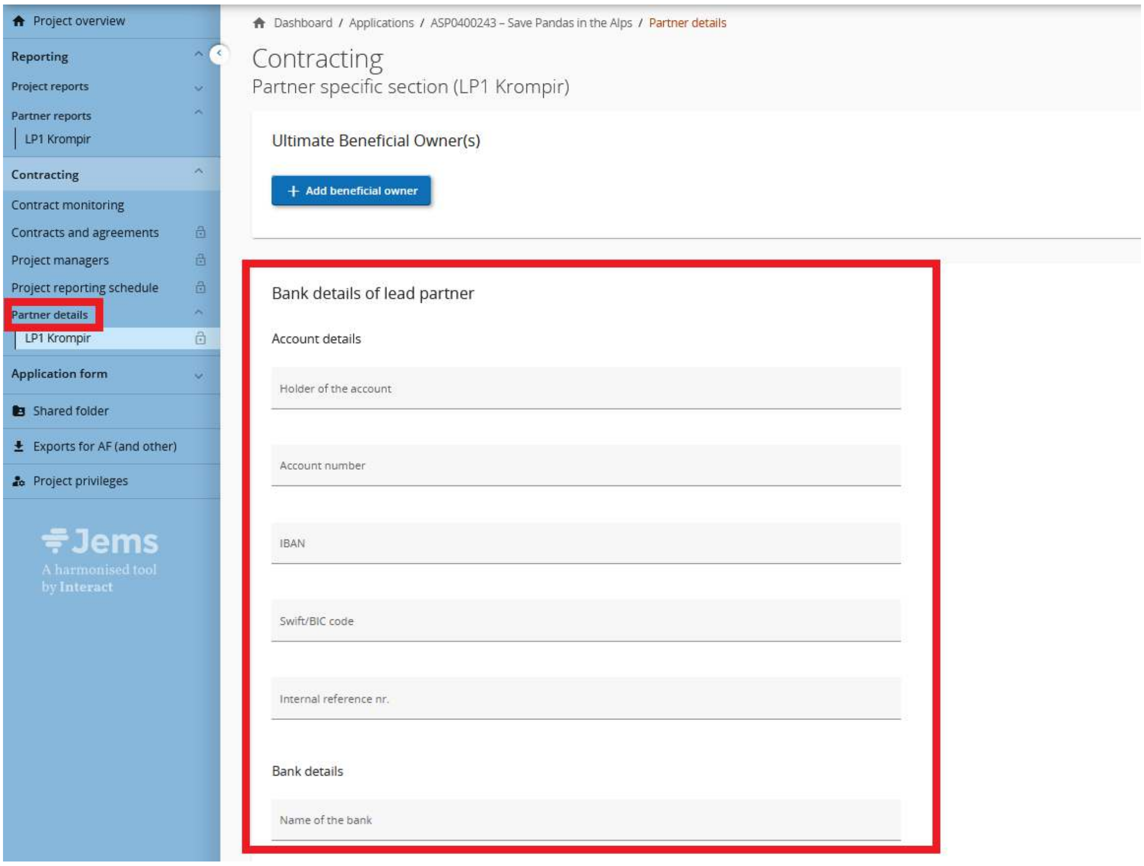
This section is not relevant for public partner institutions. However, in line with the CPR (Common Provision Regulation), private partner organisation(s) should - if applicable (e.g. in case of SME etc.)

- provide information on the ultimate beneficial owner(s) of their organisation. The fields required by the regulation are: first name, last name, date of birth, VAT/tax identifier.

Bank details

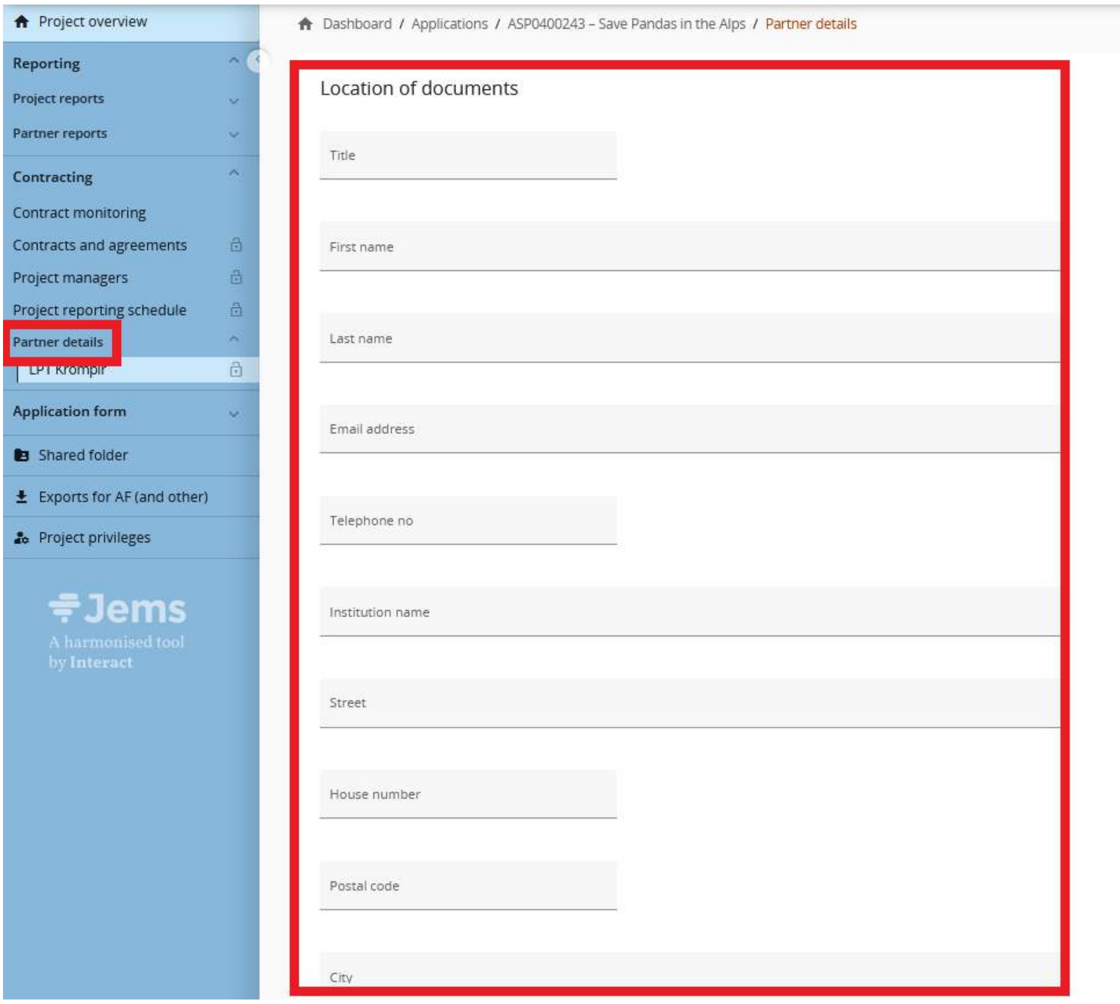
Every LP/PP has a section to keep its bank details up to date.

The programme's MA will only be able to initialise ERDF payments to the LP if the bank details are provided correctly and in the requested level of detail. The same is valid to all EU partners: the LP will only manage to forward the respective ERDF share to the partner without any delay, if the bank details of the single partners are indicated. Partners are reminded to keep this section up to date before partner reports are submitted.



Location of documents

Information on the location of documents should be provided by the LP/PP. Partner organisations have to keep the location of documents up to date. They are required to indicate where original documents are stored and shall use this space to fulfil this requirement.



2 Project privileges

The **"Project privileges"** section enables multiple users to collaborate together in a project.

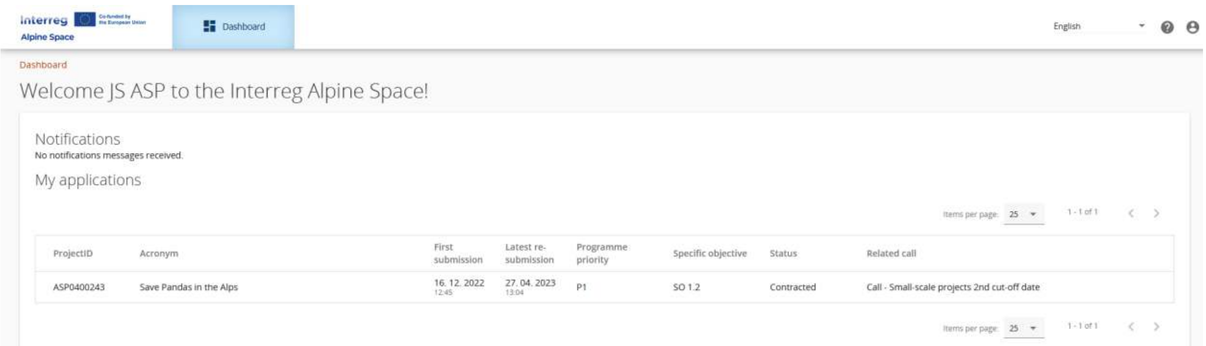
It allows the lead applicant (LA)/LP to manage the access rights of users to a project application and to an approved project.

For approved projects and once assigned by the respective national body, the section also displays the control institution of a PP.

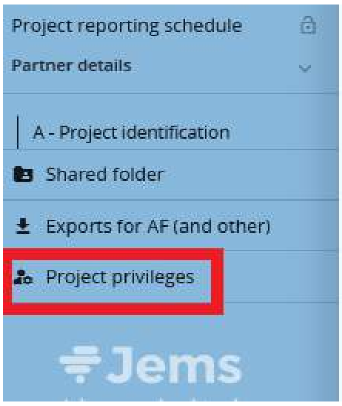
Project privileges are restricted to the level of a specific project – each project is an “isolated island”. A user who collaborates in many projects, can have distinct privileges in different projects.

2.1 Access to project privileges section

From the **“Dashboard”** select the project for which you would like to access the “Project privileges” section and click to open.



Select **“Project privileges”** in the left menu.



2.2 Prerequisites

Upon creation of a project, the LA has manage access rights to the project application.

As from project status “**Approved**” the project privileges on partner level appear.

The updating of LA users to LP users as well as the assignment of users to PP should be done before the project is set to status “**Contracted**”. This gives PP users access to their own dedicated part of the Contracting and Reporting sections of the project.

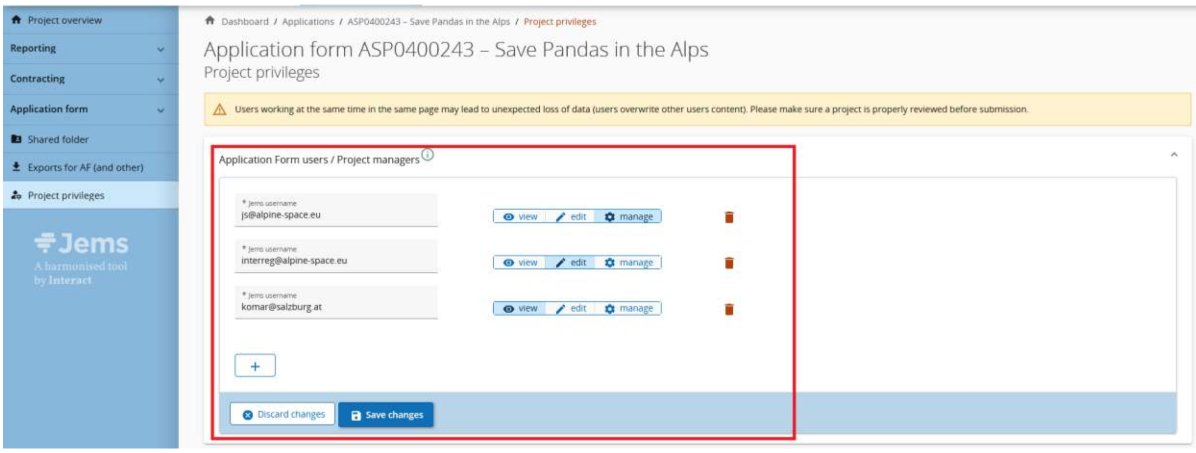
Point of attention: It is only possible to assign users who are already registered in Jems. The only required parameter to identify the user is the respective Jems username (e-mail used to register in Jems). Please ensure the correct typing of the username (lower/upper case). Upon successful assignment, the user will see the respective project in his/her Dashboard.

2.3 Project privileges – application phase

The LA user is granted manage access rights upon creation of the project application.

To add an additional user click on “+”. Different access rights can be granted:

- manage – allows to assign/remove users from the project application
- edit – allows writing access to the AF
- view – allows read access to the AF



Point of attention: Having users working at the same time in the same page may lead to unexpected loss of data (users might overwrite other users content). Please make sure that a project application is properly reviewed before submission.

To remove a user, click on the trash bin icon. There must be minimum one user with manage rights. Changes of privileges will only enter into force when the user(s) logout and login again.

Again, project privileges are restricted to the level of a specific project - each project is an isolated island. A user that is collaborator in many projects, can have distinct privileges in different projects.

An assigned user can view the access rights.

2.4 Project privileges – implementation phase

Project privileges on partner level only appear once the project status is set to "**Approved**".

The project privileges are split into:

- access rights on **project** level
- access rights on **partner** level

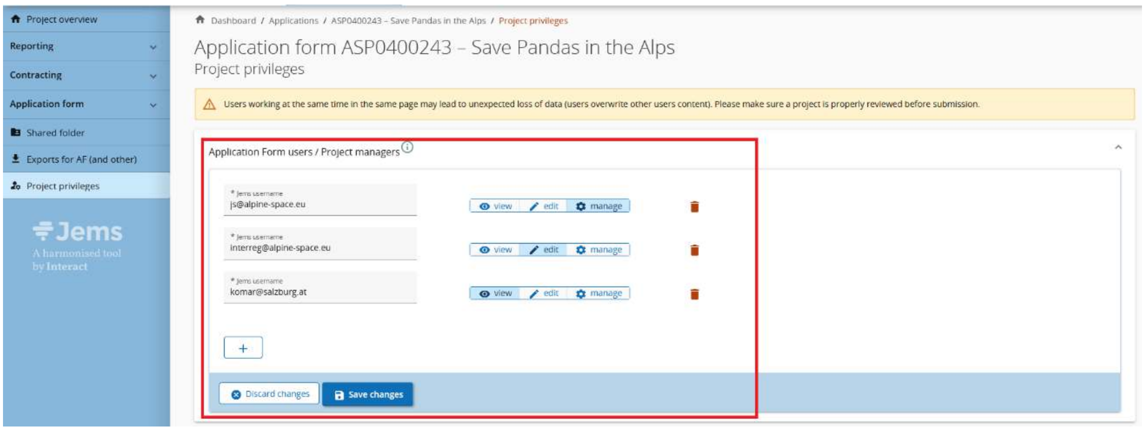
Privileges on project level

During the contracting phase the access rights on project level should be handed over from the LA to the LP. The LP user should be consistent with the LP contact person as defined in the AF section B.1.5.

To add an additional user, click on "+". Different access rights can be granted:

- manage – allows to assign/remove users on project and partner level.
- edit – allows writing access to on project level (e.g. AF, Contracting, Project report)
- view – allows read access to the AF

Having users working at the same time in the same page may lead to unexpected loss of data (users might overwrite other users content). Please make sure a project application or report is properly reviewed before submission.



To remove a user, click on the trash bin icon. There must be minimum one user with manage rights.

Upon successful assignment, the user will see the respective project in his Dashboard.

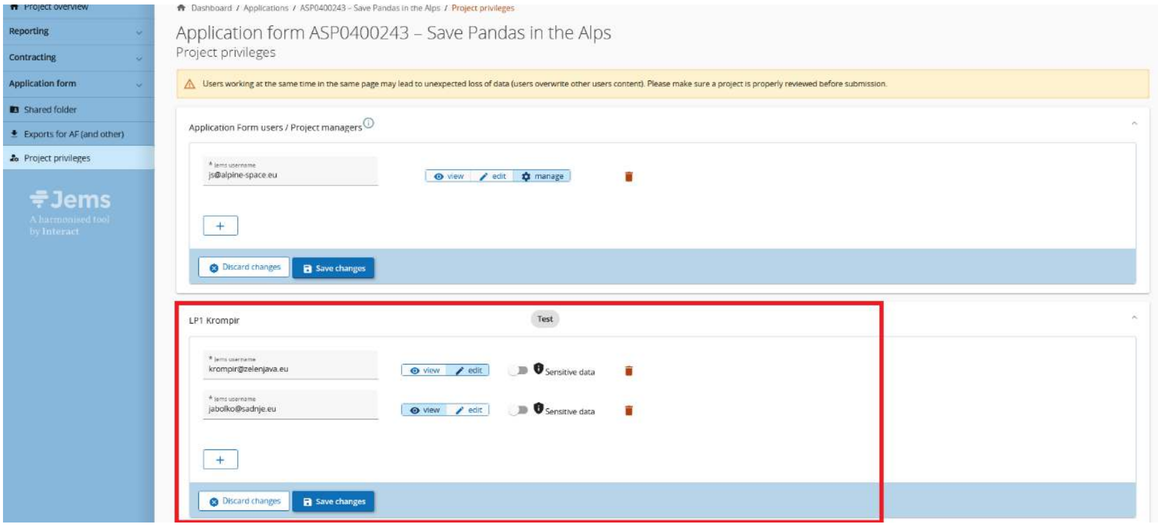
Point of attention: A user who is assigned to a PP gets automatically view access to sections on project level (AF, contracting, project report). Thus, there is no need to assign a user to the LP on project level in order to grant read access to e.g. the AF or project reports.

Privileges on partner level

During the contracting phase the access rights on partner level should be defined by the LP. To add a user, click on "+". Different access rights can be granted:

- edit - allows writing access on partner level
- view – allows read access on partner level

Toggle button „Sensitive data" needs to be switched on to allow access of a partner user in their organisation's partner report to the expenditures marked as GDPR sensitive in the List of expenditures (see section 4.6). Controllers and MA/JS users who are assigned to a project can always see content marked as sensitive in the related partner report sections.



To remove a user, click on the trash bin icon.

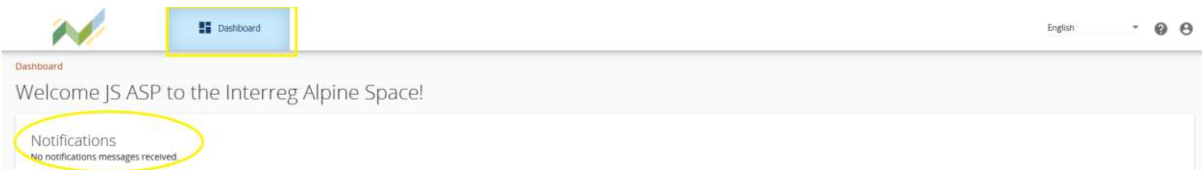
The assignment of a user gives access to its **own partner report** as well as to its **own part of "Partner details"** in the contracting section (for details see: Jems Guidance on Contracting)

During the contracting phase **control institutions** are assigned to a PP by the national assigning body. When a control institution is assigned the name of the controller organisation will automatically show up instead of **"No control institution assigned".**

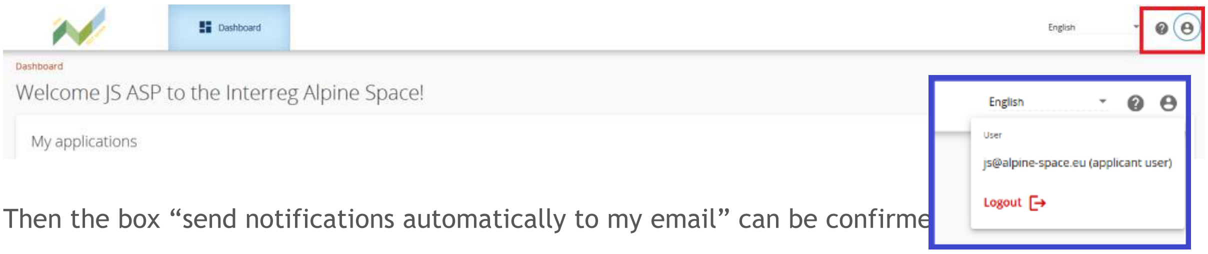
3 Notifications

Jems allows the users to get a notification from an event, happened in Jems to its allocated projects (project status change/partner report/project report).

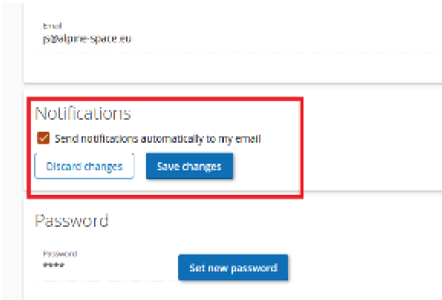
When an event for which a notification was configured occurs, the notification is shown in the "Dashboard/Notifications section".



You can also receive notification directly by **e-mail** (the e-mail you are registered in Jems). In order to activate this option, you have to tick the box under the **User profile**:



Then the box “send notifications automatically to my email” can be confirme



4 Project modifications

As a first step, the LP should send an e-mail to inform the JS PO that the project requests a project modification.

The JS PO will provide the LP with the modification requirements and will guide the LP through the modification process. Once the modification request was accepted by the JS, the project modification in Jems will be launched and a new editable version of the AF will be available for the LP to revise information.

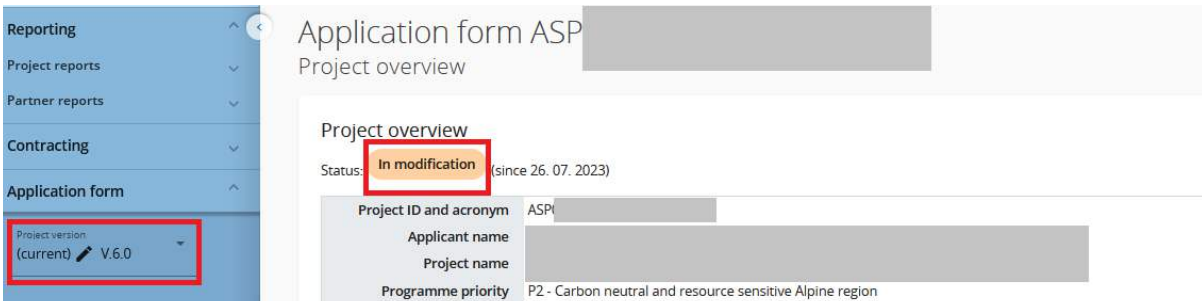
The different versions of the AF can be accessed from the left menu. The editable version is marked with a pencil icon.

4.1 Start modification procedure in Jems

Once the JS has accepted the request for project modification and started the process in Jems, the project will appear with status **"In modification"**.

A new, editable version of the project AF will be available for the LP in order to update information (all LP users with **"edit"** rights can modify the AF and submit it).

Please also consult chapter D.6 "Project changes" of the programme manual for more details on the different types of project changes.

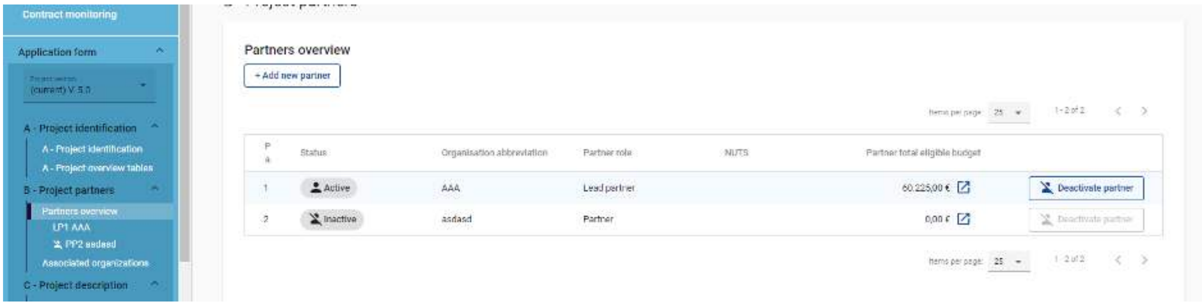


To switch to the current valid AF or earlier versions unfold the project versions in the left menu and select the AF version of your interest.

4.2 Deactivation of partners

As soon as approved, partners or associated organisations can no longer be removed from a project application. If a partner exits the partnership, it shall be deactivated. New partners can still be added to the project.

When the project is in modification status, the LP can go to the partner or associated organisations overview page and click on "Deactivate partner".



Point of attention: In case a partner is deactivated, a warning message pops up informing that this action cannot be reverted. LP therefore should deactivate PP carefully and only after consultation of the JS PO. A deactivated partner cannot be re-activated! Therefore, deactivation should be done only after consultation with the PO.

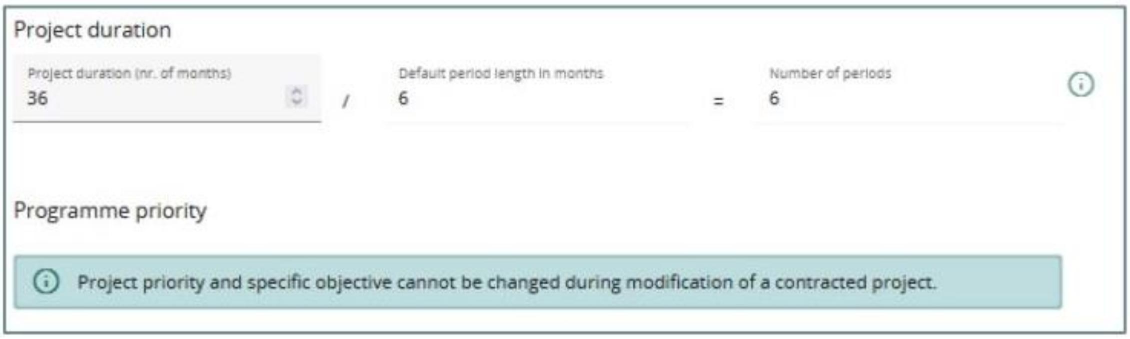
The partner section of a deactivated partner can still be edited by LPs while the project is in modification status. This allows for example to change the description or budget of a deactivated partner.

If the LP wants to disable all user access rights of a withdrawing partner, this needs to be done in the "Project privileges" section.

New partners can still be added to the project.

4.3 Priority and programme specific objective

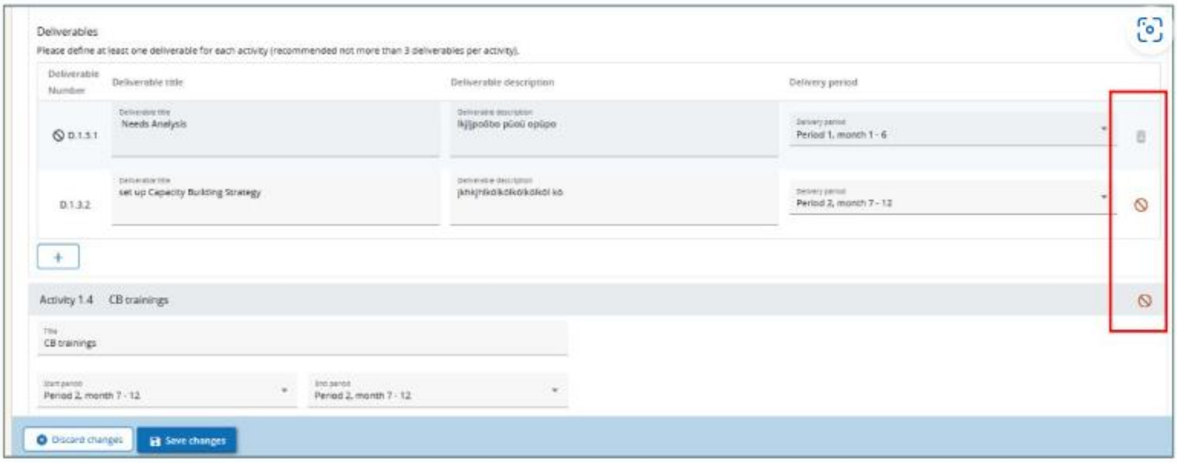
The priority and programme specific objective of a contracted project cannot be changed.

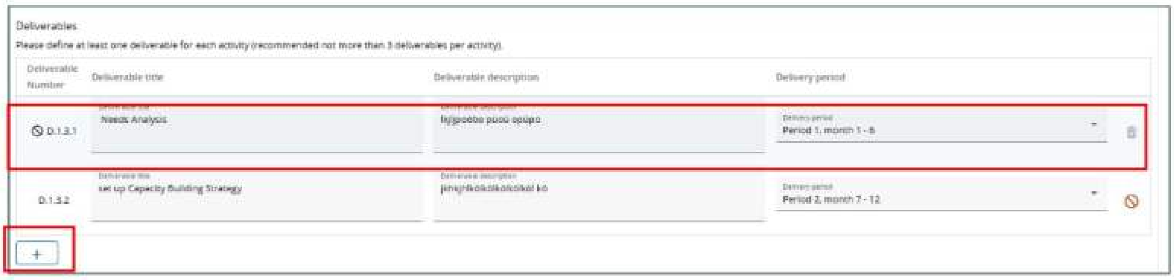


Existing activities, deliverables, investments, outputs or results cannot be removed, but can be deactivated.

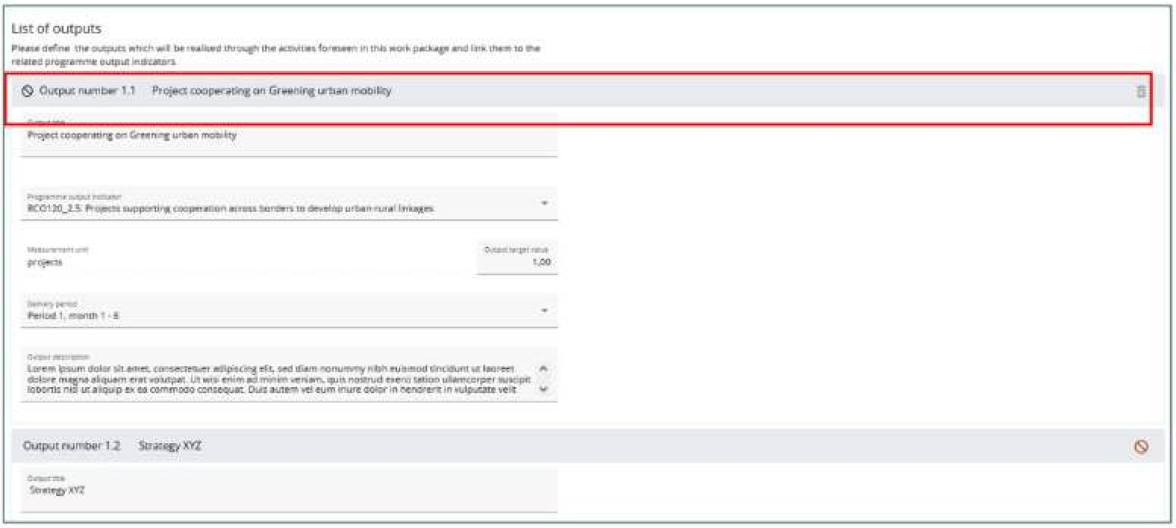
Point of attention: Once an activity, deliverable, output or investment was set inactive, it cannot be activated again! Therefore, this should be done only after consultation with the PO.

To deactivate, click on the red icon on the right and save the changes. NOTE: when de-activating an activity, all deliverables under the activity are also deactivated. New activities or new deliverables can still be added.





The same applies to outputs and results.



4.4 Budget

Please consider:

- flat rate options for existing partners cannot be changed
- flat rate options can only be selected for newly added partners

The budget of deactivated partners can be still edited.

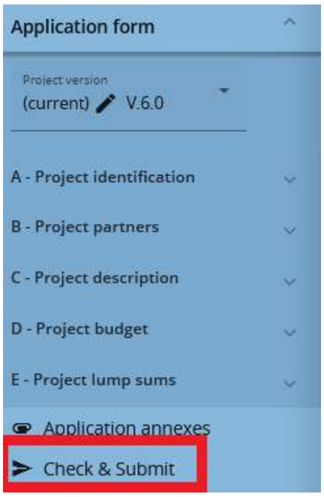
4.5 Submission of the revised AF

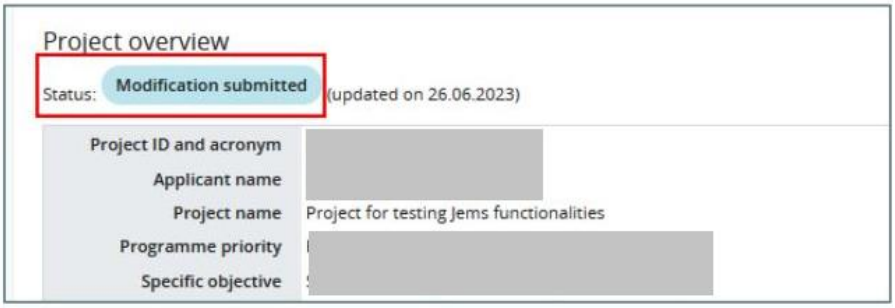
Go to **“Check & Submit”** in the left menu.

In order to be able to submit the revised AF, you need to run the pre-submission checks first.

Issues found will be listed and need to be solved. Only once the pre-submission check was passed, the submission button will turn active.

Upon re-submission the project moves to status **“Modification submitted”.**





In case needed, the JS will reopen the modified AF for further revisions. Upon reopening, no new AF version is generated, but the revised one reopened.

4.6 Finalizing a project modification

After the decision by the concerned programme body, the JS sets the status of the modification request to “approved” or “rejected” in Jems.

In case of approval, the revised AF becomes the latest approved AF version. In case of rejection, the rejected AF version remains in the project history.

The different AF versions are accessible through the left menu.

5 Partner reports

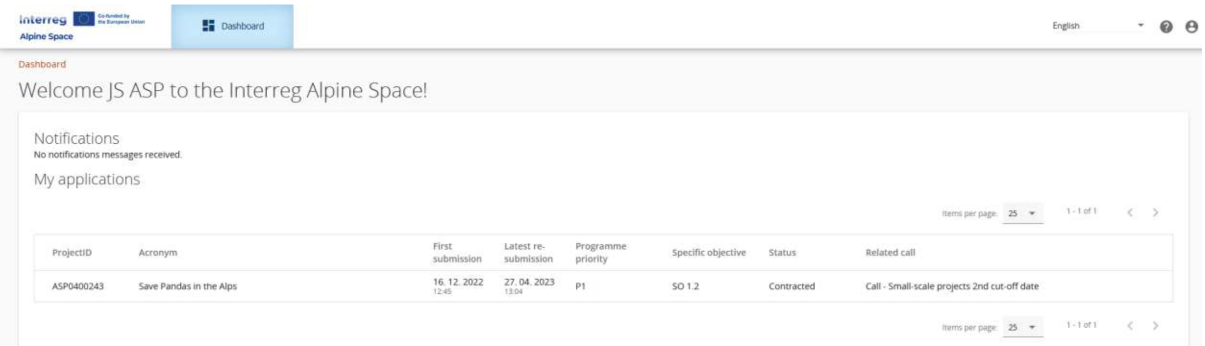
The Jems partner report section is available for approved projects with the status **“Contracted”**. Users with the project privilege “edit” for a dedicated partner organisation are able to create/edit and submit partner reports. This chapter explains the steps to be taken so to complete the sections of the partner report.

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

5.1 Access to the partner report section

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

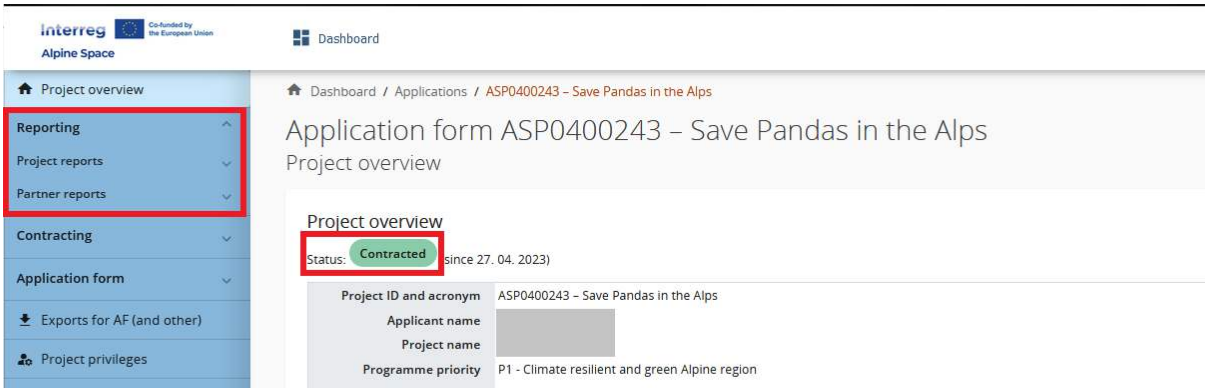
From the **"Dashboard"** select the project for which you would like to fill in the partner report and click to open.



Prerequisites

In order to have access to the reporting section, the project needs to be at least set to the status **"Contracted"**.

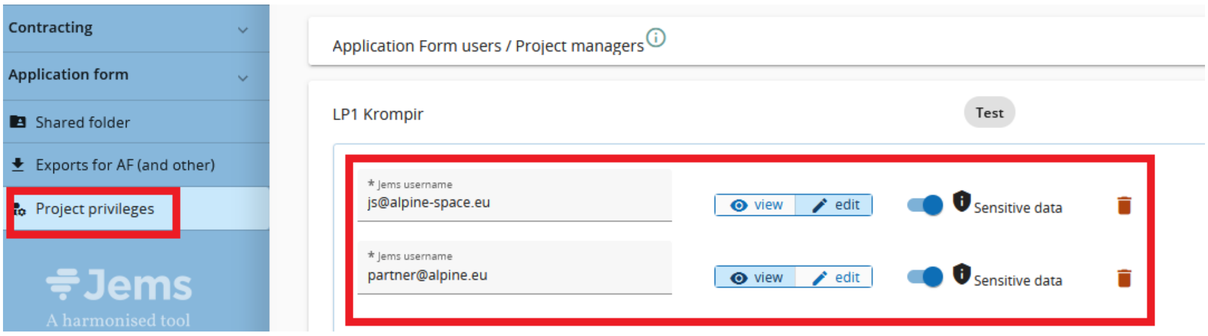
Select **"Reporting"** in the left menu to get to the reports of the dedicated PP.



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

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

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



Following the assignment of a control institution to a partner, the controller will have view access to submitted partner reports.

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

5.2 When have ERDF and non-ERDF beneficiaries to create a partner report?

As set out in the subsidy contract and in the partnership agreement, project partners have the obligation to report on every reporting period. Every partner report entails both financial and content related information.

Project partners located in Switzerland or Liechtenstein shall also submit reports regularly. However expenditure should only be reported in the last report. Therefore in all other regular reports, financial information should be excluded (by leaving sections “List of expenditures” and “Public procurement” empty) and only content-related information should be provided. In the final partner report, in addition to the activities, the expenditure incurred should be listed and will be confirmed by the Swiss ACP (acting as a Controller and certifying the partner report). The related certificates are issued for information purposes only and shall not be included in any progress report.

5.3 Create a partner report

Select the PP from the left menu and click to open the partner specific reporting section.

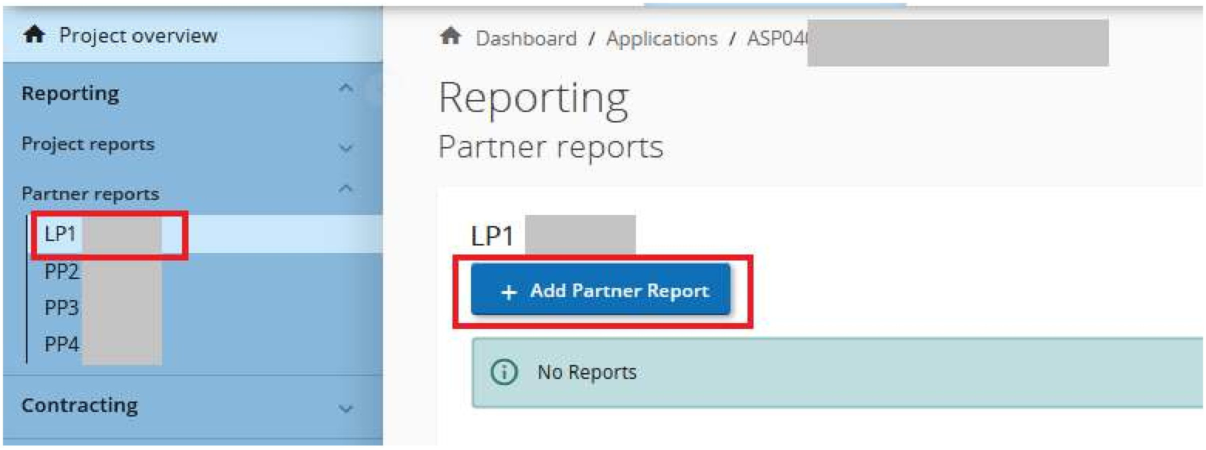
To create a partner report, click on **"+ Add Partner Report"**.

Only users with **"edit"** privilege can create a partner report.

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

The partner report is created and automatically numbered R.1 (ID in ascending order R.1, R.2, R.3, etc). The partner report ID does not reflect the reporting period. There are no restrictions for the number of reports created. Please note that only the last added report (if it is a draft) can be deleted from the overview.

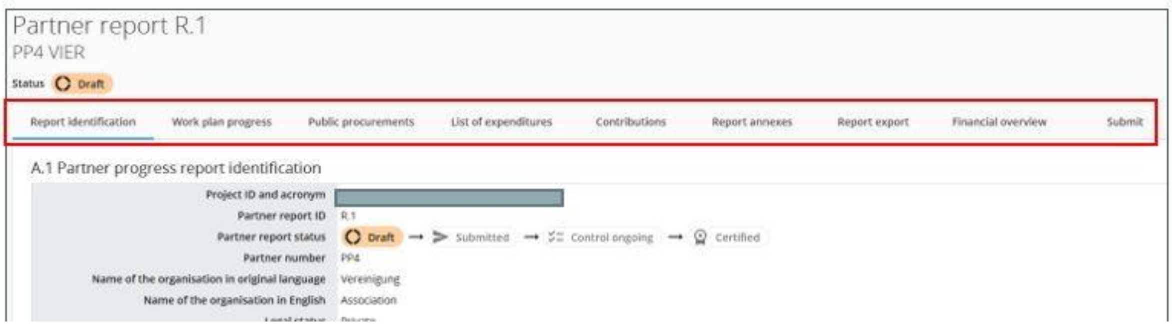
Similar as for the AF partner list, the partner reporting section also indicates which PP has been deactivated through a project modification (i.e. in case of partner withdrawal). Partner reports can still be created by deactivated PP.



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

- Report identification
- Work plan progress
- Public procurements
- List of expenditures
- Contributions

- Report annexes
- Report export
- Financial overview
- Submit



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

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

5.4 Identification

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

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

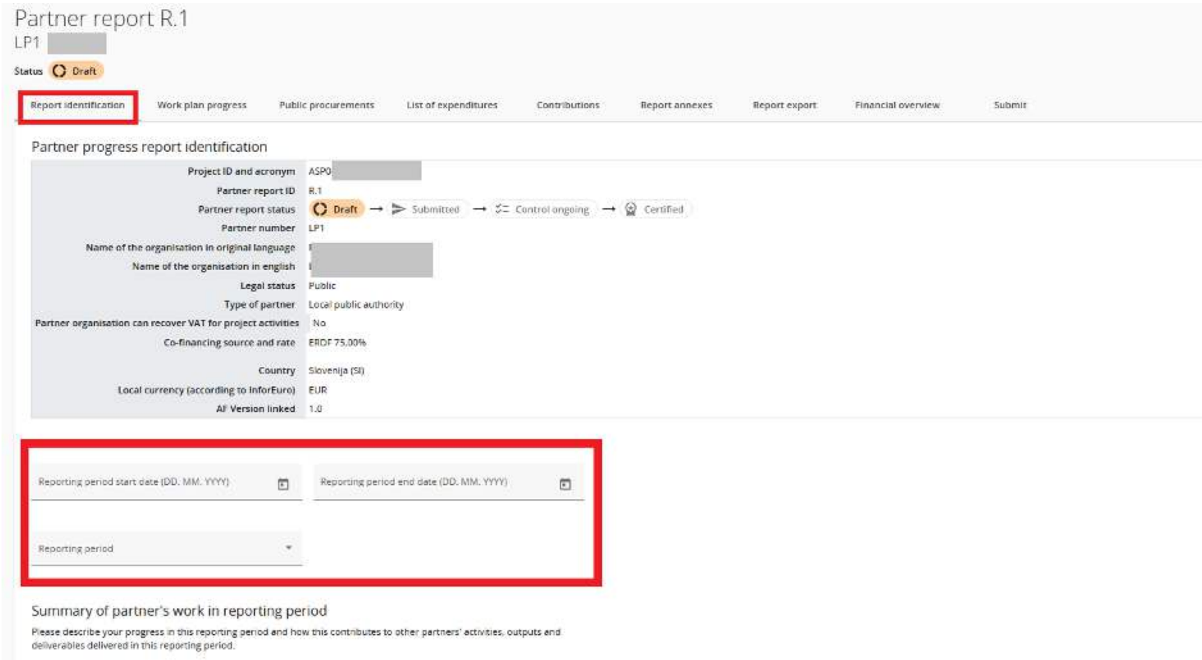
The partner report status is first "Draft", after submission to the controller it becomes "Submitted", then "Control ongoing" and finally "Certified". The partner report should be linked to a reporting period (drop down menu).

Point of attention: There shall be only one partner report per reporting period. Please refrain from submitting a partner report when a draft has been created before and avoid creating draft when the last partner report is not in status "Certified". These actions could interfere with the reporting process (see section 4.12).

The reporting period start and end dates should be defined.

Please proceed as follows:

- 1: Enter the starting date of the period, i.e. the first day of the first month of the reporting period this report is going to be linked to.
- 2: Enter the end date of the period, i.e. the last day of the last month of the reporting period this report is going to be linked to.
- 3: Select the corresponding period number (e.g. ‘Period 1, month 1 - 6’).



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

Summary of partner's work in reporting period

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

Enter text here

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

Partner problems and deviations

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

Enter text here

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

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

Partner spending profile

Partner number	Period target	Current report	Cumulative target	Total reported so far	Cumulative target - total report so far	Total report so far / cumulative target	Next report forecast
LP1		0,00		0,00	0,00	0,00%	0,00

If applicable, please explain any deviations in the spending profile compared to the amounts indicated in the Application form

Enter text here

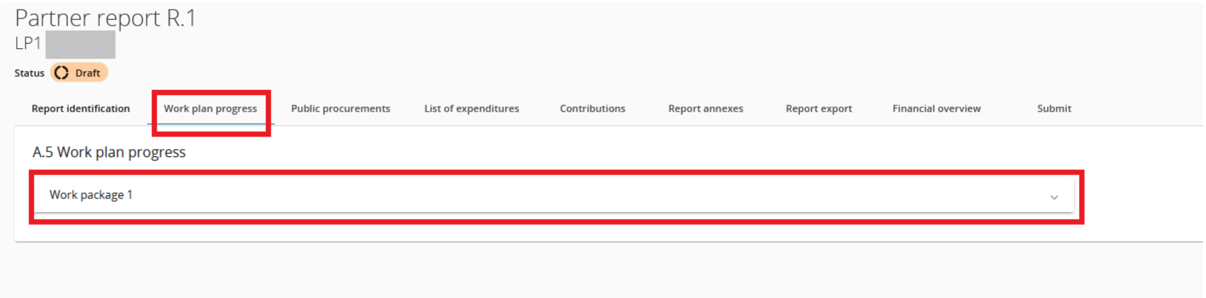
Information on the involvement of target groups should be described. The listed target groups are based on the target groups specification in the last approved AF.

Save changes before moving on to the next section.

5.5 Work plan progress

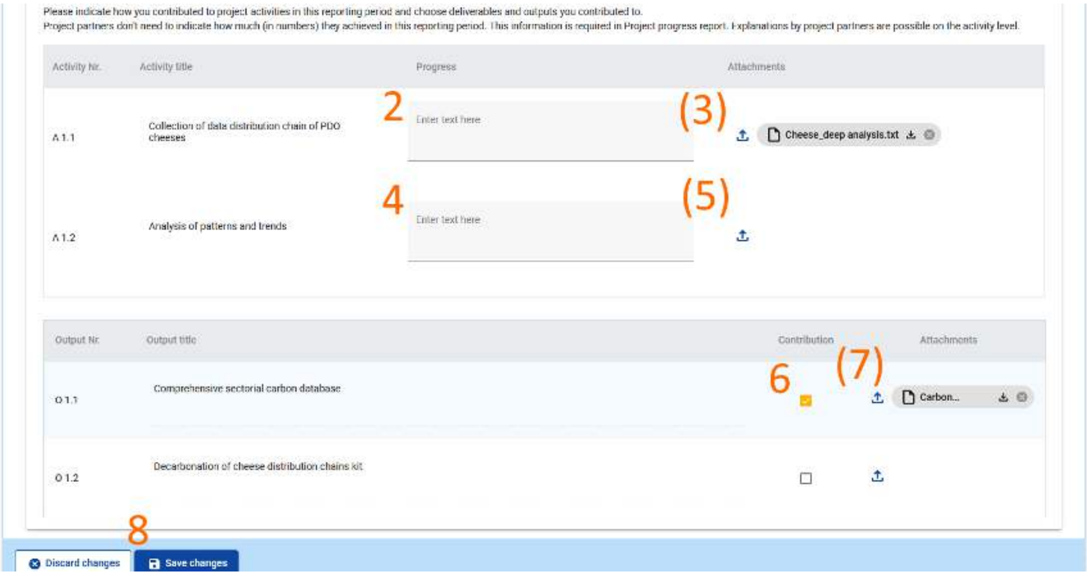
The second tab "work plan progress" takes the work plan related data from the last approved AF, organised per work packages.

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



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

The information will be used by both: the controller and the LP. For the controller it is relevant for verifying the expenses related to these activities. The LP will use the information provided in all the partner reports to prepare the project report. Please consider any remarks/recommendations of the LP.



- 2 & 4: Describe your contribution to each activity during the reporting period.
- 3 & 5: Any relevant supporting document can be uploaded under attachments. Please upload any deliverable produced when implementing or contributing to project activities. In case multiple files should be uploaded per item, it is recommended to upload a .zip or .rar file.
- 6: Tick the box if you contributed to the output.
- 7: Add an attachment demonstrating your contribution to the output.
- 8: Save changes before moving on to the next section.

Point of attention: In order to avoid excessive or unnecessary content reporting, PP should only describe and add attachments to activities/deliverables/outputs they directly contributed to or they are responsible for. Only the final version of documents should be reported.

5.6 Public procurement

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

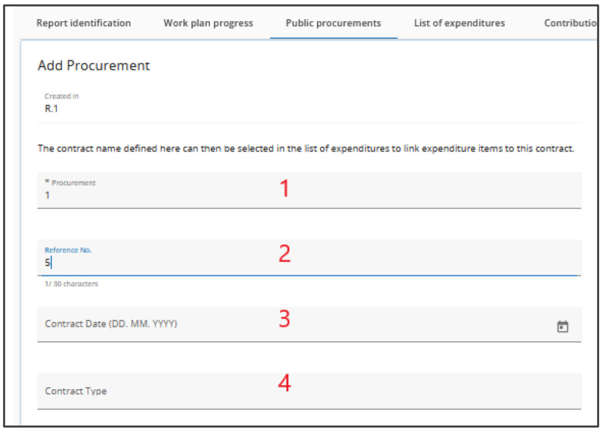
Partners have to report on each new public procurement and update it in later reports. Any procurement can be directly linked to expenditures in the section list of expenditures.

Point of attention: Regardless in which report a procurement is added, it will show up in all following partner reports. The procurement can only be deleted and edited in the report where it was created. If this report has already been submitted, it is no longer possible to modify the initial public procurement item.

Beneficial owners, sub-contractors and attachments can still be added in following reports.

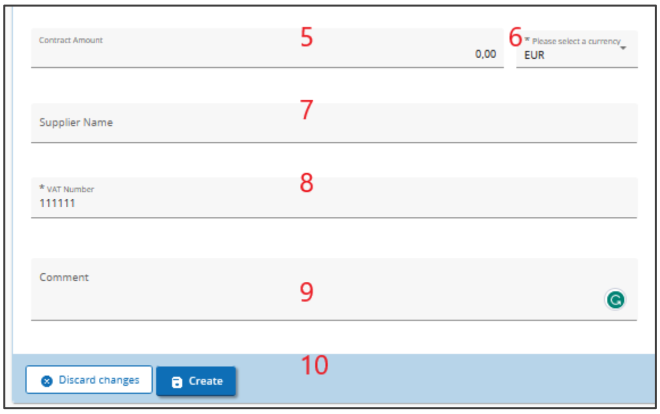
The section has an “+ Add procurement” button which opens a new procurement part for filling in details, and an overview list with details of the procurements already created (see below).

The section with procurement details has the following fields (see below). Fields marked with an “*” are obligatory. A procurement item can only be saved once all obligatory fields are filled in.



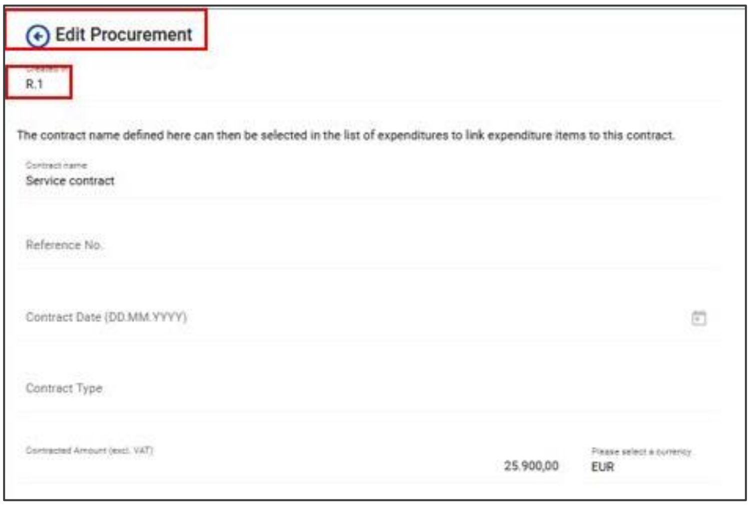
Upon creation/saving of a procurement item the procurement is in edit mode ("Edit procurement") and details can be filled in or updated. Editing is not possible after submission of the report.

- 1, 2, 3, & 7: Fill in the contract information.
- 4: Enter the type of procurement, i.e. supply, service or works.
- 5 & 6: Fill in the contract amount excluding VAT and select the currency.
- 8: Add the VAT number of the supplier.
- 9: Add any relevant further information.
- 10: Confirm the new procurement and keep on scrolling down.



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

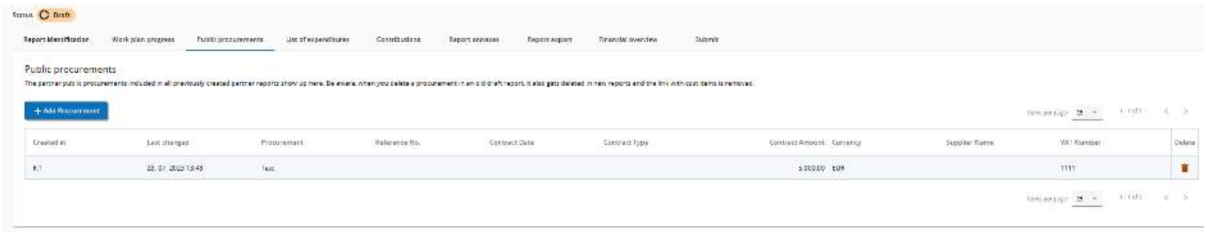
Click on the arrow to go back to the procurement overview.



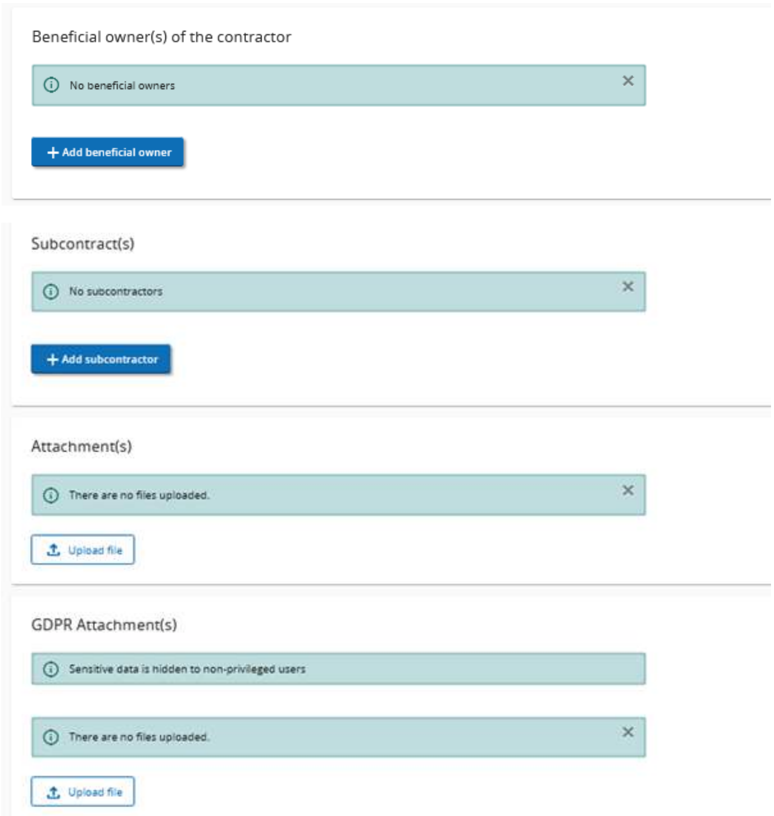
Following the creation/saving of the procurement item, an overview list with details of the procurements becomes available on the general page of the "Public procurements" section.

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

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

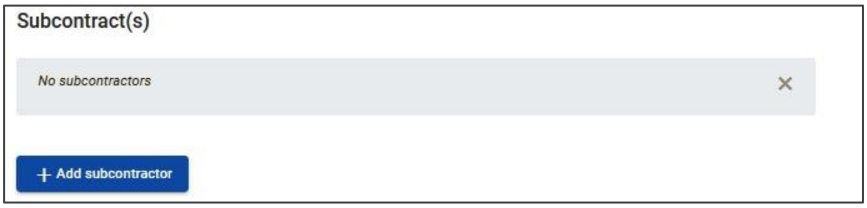


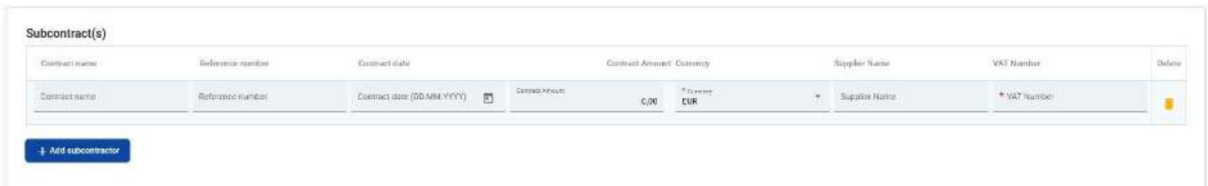
For public procurement above the EU thresholds, the following fields are mandatory:



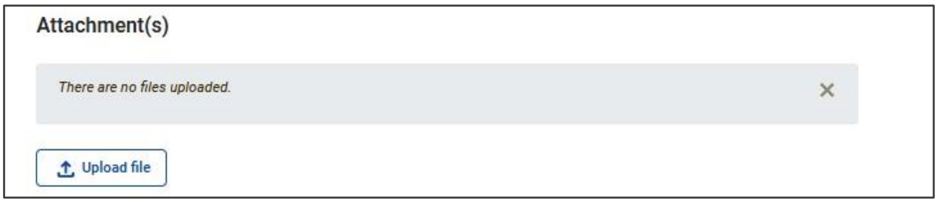
In order to fill in the respective information click on "+ Add beneficial owner" to get to the detailed view. Fields marked with an "*" are obligatory. A beneficial owner item can only be saved once the obligatory field (VAT number) was filled in.

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

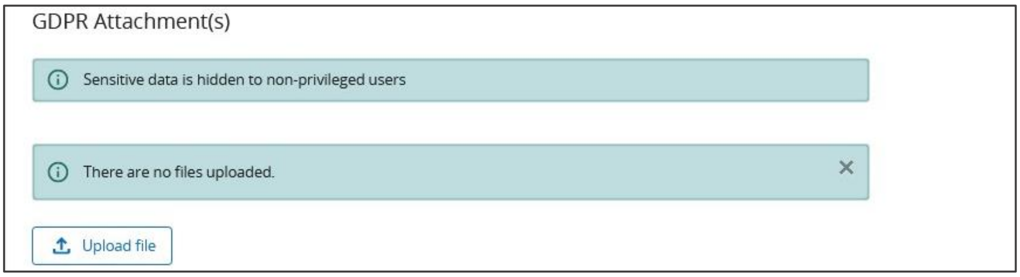




Attachments can be uploaded under the procurement section. Uploaded files can be further described (use the pencil item to add a description), downloaded or removed.



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



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

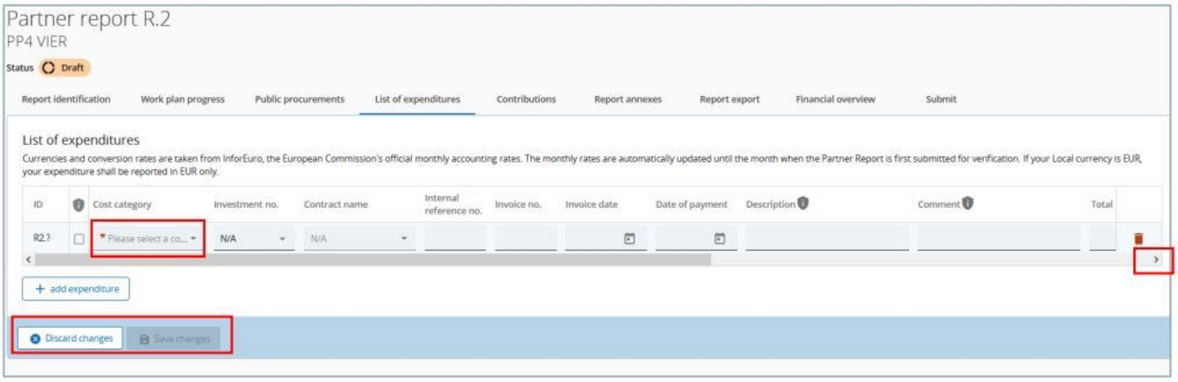
5.7 List of expenditures

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

Only the expenditures reimbursed on **a real cost basis** shall be added to this section. The expenditure reimbursed on **a flat rate** basis will be automatically calculated and added in the section "Financial overview" of the partner report once the expenditure to which the flat rate applies to is added to the list of expenditures.

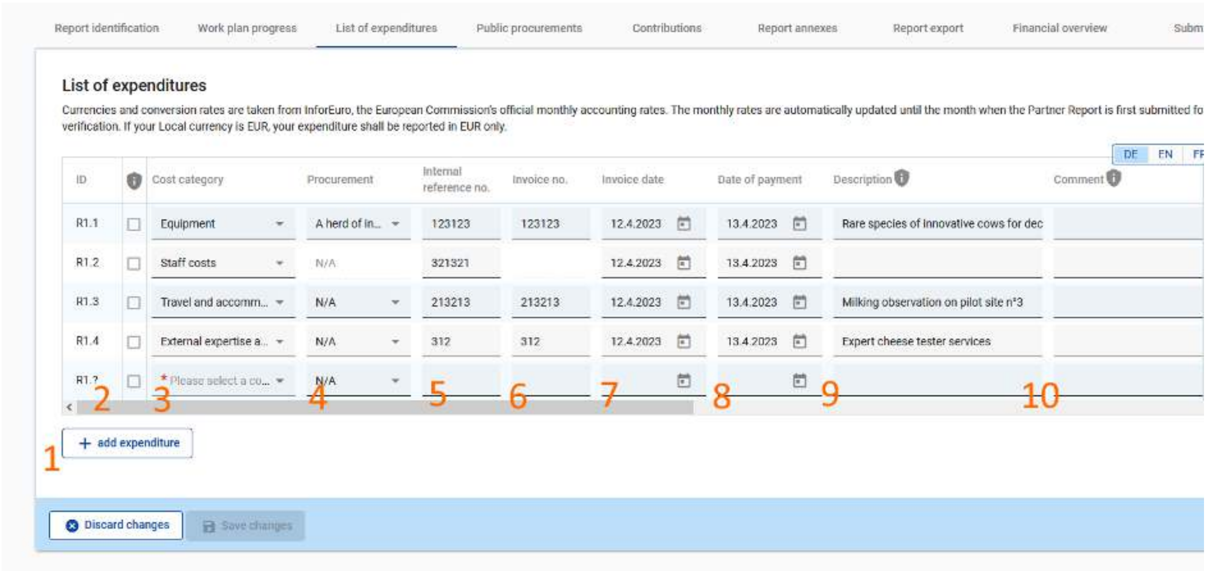
Important: All invoices, proofs of payment and other supporting documents required for the reimbursement of expenditures on a real costs shall be transmitted to the controller via Jems. Please consult chapter B.3 of the programme manual concerning the audit trail requirements per cost category.

E.g. for the reimbursement of staff costs on a real cost basis by using the fixed percentage method, the PP must create **one expenditure item per staff member assigned to the project for the reporting period in question**, fill in the relevant fields and add as attachments the employment contract, the assignment to the project activities and pay slips and/or documents of equivalent probative value.



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

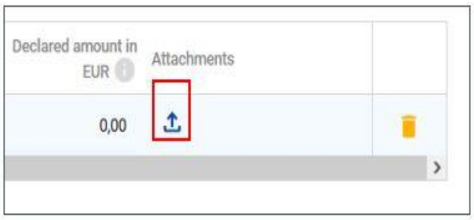
- Cost category – This field links the cost item to a cost category. Cost categories as available in the AF budget can be selected here. The field is marked with an "*" to highlight that it is an obligatory field. An expenditure item can only be saved once all obligatory fields are filled in.
- Internal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



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

- 5, 6, 7 & 8: Fill in the information on reference and invoice numbers and the dates of invoice and payment.
- 9: Enter a short description to help identifying the expenditure and providing a first information on the project relevance.
- 10: Adding a comment could be a helpful way to give further information on expenditure items that are not self-explaining.

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



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

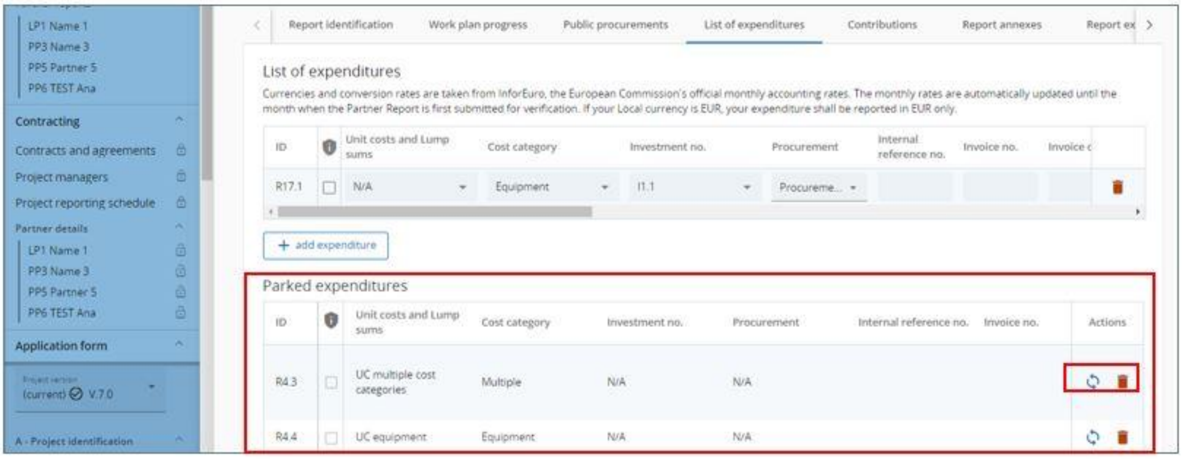
Once a file was uploaded, the related expenditure item can’t be deleted anymore. After the attachment has been removed, the expenditure can be deleted again.

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

Parked expenditure items

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

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



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

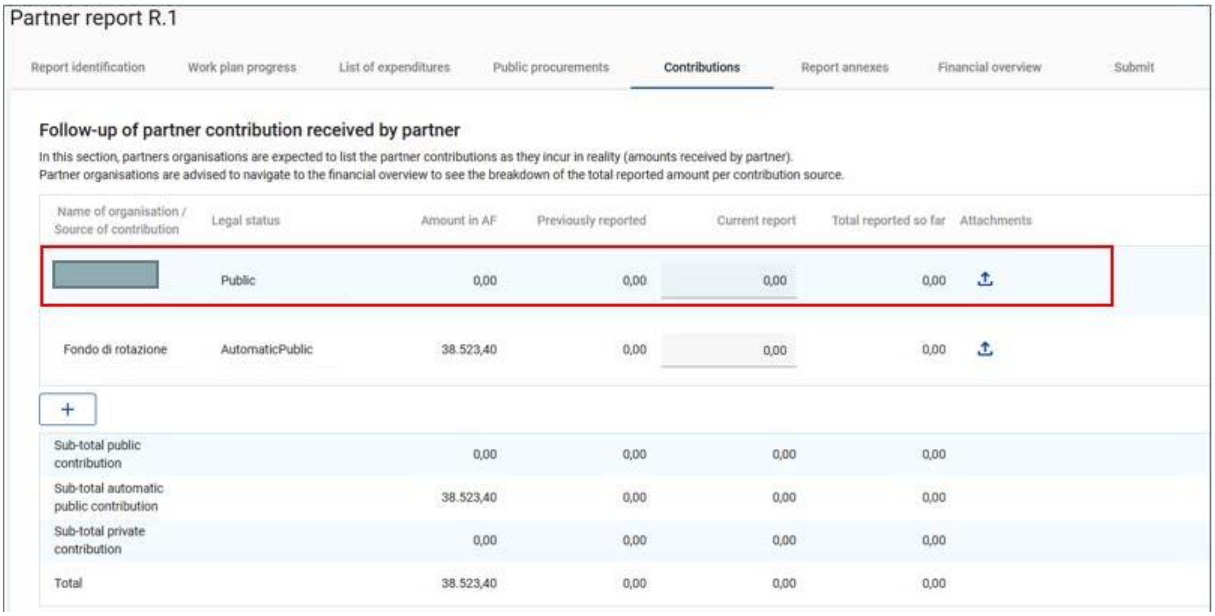
When the item gets re-included, it will get included in the list of expenditure. The entire item is editable for changes by the partner except for:

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

5.8 Contributions

The **"Contributions"** section is the place where the partner should report on the actual received partner contributions. This is a cumulative section, which records amounts received per reporting period and adds them up in next partner reports.

Point of attention: This section has only to be filled in by those partners benefitting from external financial contributions to their budget. It is therefore disconnected from the financial overview tables.



The section is prefilled with the information on sources of partner contribution provided in the AF valid at the moment of creation of the partner report. The first row shows the partner organisation's own contribution (similar as in the AF).

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

Please proceed as follows:

- 1: Fill in the financial contributions to the project during the reporting period in question.

For external financial contributions, the co-financing contract and the proof on the receipt of payment shall be attached. Please consider: For each contribution row only one attachment file can be uploaded. If more files should be uploaded it is recommended to upload a .zip or .rar file.

- 2: Add as many contributions as there are contributors. Financial contributions not initially foreseen in the application shall be filled in too.
- 3: Save and move on to the next step.

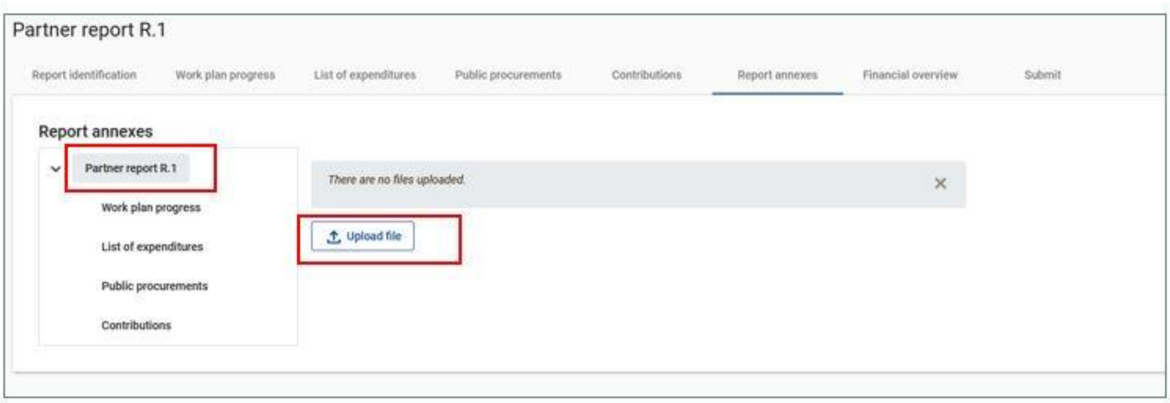
To remove a contribution item, click on the “trash bin” icon. Deletion is only possible before submission of the partner report, when the partner report is in status “Draft”.

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

5.9 Annexes

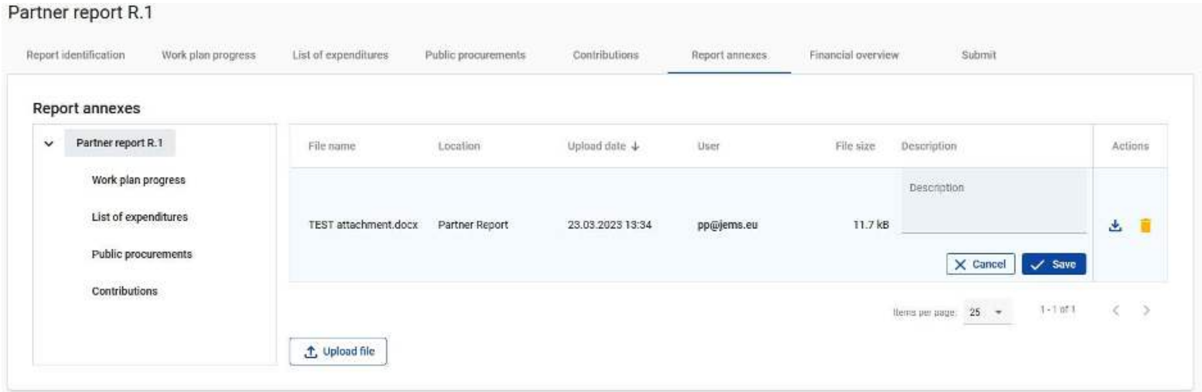
In the report annexes section all files uploaded in the different sub-sections of the partner report are shown.

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



Files uploaded in this section can be deleted here, other files can only be deleted in the section where they were uploaded.

The tree structure represents the different sections within that partner report having an upload function. Select a sub section (e.g. “Work plan progress”) to see files uploaded under this sub section.



5.10 Partner report export

In this section a plugin, partner report can be exported. Two plugins are available one PDF and one excel plugin centered on finance. The exports remain available at all time after report submission.

5.11 Financial overview

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

The amounts included in the tables represent the aggregation of data from partner reports previously submitted, by the date the current partner report was created. Beware that only the last partner report created has the most recent aggregated data. Note: A report for a new reporting period should be created only once reports on earlier periods are no longer in **“draft”** status.

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

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

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

Partner Expenditure – summary (in Euro)

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

For **partner contribution**, as the information bubble explains, the split per partner contribution is calculated horizontally, using the figures from the table and from the AF, namely “AF share of contribution” / “AF partner eligible budget“ * “Total current report“, rounded down to whole cents.

Previously reported column: sums up amounts from partner reports previously submitted, but also the partner’s share in the preparation lump sum.

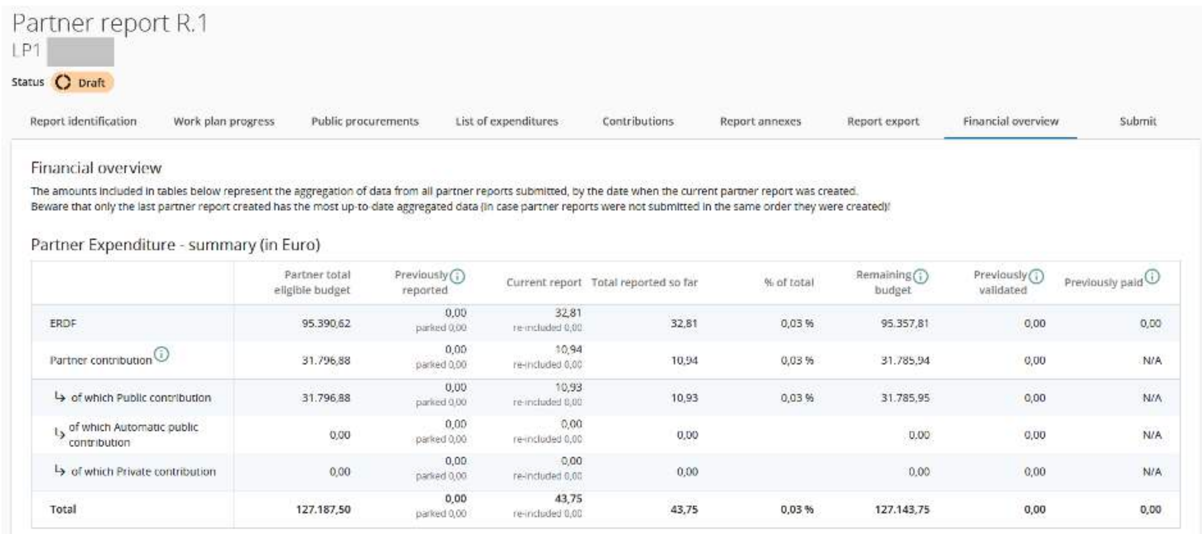
Remaining budget column: indicates the difference between "Total reported so far" and "Partner total eligible" from the AF. This value can become negative in case the reported expenditures exceed the budget in the approved AF. Please consider: In this column any deductions made by controllers or JS/MA or any parked expenditure items are not reflected. Therefore the actual remaining budget could even be higher than displayed here.

Previously paid column: When a payment (regular or a lump sum) is made, the amounts paid by the programme will be added to this column. Amounts are added up in the partner report created after the payment was confirmed in the system.

Point of attention: The information in the 'Remaining budget' column is calculated on the basis of declared expenditure, i.e. the sum of all expenditure declared by a partner in its partner reports.

If financial deductions have been made by a controller or MA/JS, or if an expenditure has been re-included in a partner report after being parked, the information shown in the 'Remaining budget' column will be incorrect. It does not necessarily reflect the remaining eligible budget which is not reduced by financial deductions or previously parked items.

Financial information based on verified expenditure will be available in the forthcoming Jems v11.



Partner report R.1
LP1
Status Draft

Report identification | Work plan progress | Public procurements | List of expenditures | Contributions | Report annexes | Report export | Financial overview | Submit

Financial overview

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

Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated	Previously paid
ERDF	95.390,62	0,00 parked 0,00	32,81 re-included 0,00	32,81	0,03 %	95.357,81	0,00	0,00
Partner contribution	31.796,88	0,00 parked 0,00	10,94 re-included 0,00	10,94	0,03 %	31.785,94	0,00	N/A
↳ of which Public contribution	31.796,88	0,00 parked 0,00	10,93 re-included 0,00	10,93	0,03 %	31.785,95	0,00	N/A
↳ of which Automatic public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
Total	**127.187,50**	**0,00** parked 0,00	**43,75** re-included 0,00	**43,75**	**0,03 %**	**127.143,75**	**0,00**	**0,00**

Partner Expenditure – breakdown per cost category (in Euro)

This table shows the partner budget (approved in the AF, previously reported and current report) split per cost category.

Partner Expenditure - breakdown per cost category (in Euro)

Cost category	Flat rate	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
Staff costs	20 %	20.350,00	0,00 parked 0,00	7,00 re-included 0,00	7,00	0,03 %	20.343,00	0,00
Office and administrative costs	15 %	3.052,50	0,00 parked 0,00	1,05 re-included 0,00	1,05	0,03 %	3.051,45	0,00
Travel and accommodation	10 %	2.035,00	0,00 parked 0,00	0,70 re-included 0,00	0,70	0,03 %	2.034,30	0,00
External expertise and services		101.750,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	101.750,00	0,00
Equipment		0,00	0,00 parked 0,00	35,00 re-included 0,00	35,00		35,00	0,00
Other costs		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Lump sum		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Total		127.187,50	0,00 parked 0,00	43,75 re-included 0,00	43,75	0,03 %	127.143,75	0,00

Partner Expenditure - breakdown per investment (in Euro)

Investment Nr.	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
I1.1	0,00	0,00 parked 0,00	35,00 re-included 0,00	35,00	0,00	35,00	0,00
Total	0,00	0,00 parked 0,00	35,00 re-included 0,00	35,00	0,00 %	-35,00	0,00

The table works in a similar way as the other tables with similar columns. There are however a few unique elements that are important to note in regard to the simplified cost options:

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

Partner Expenditure – breakdown per lump sum (in Euro)

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

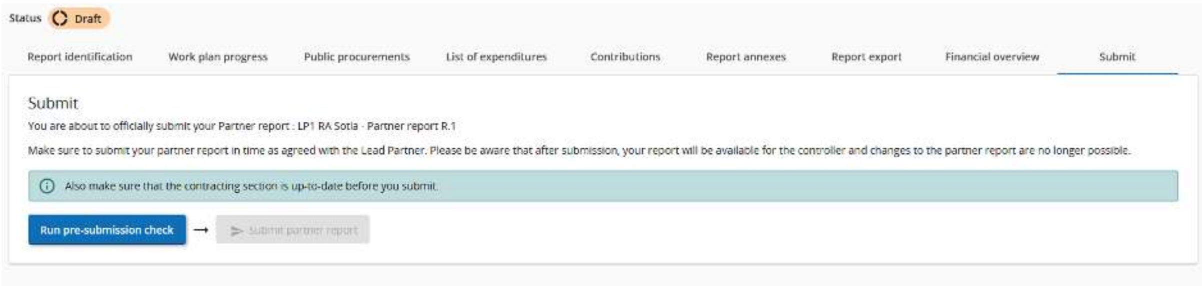
This table is hidden when no lump sums are used in the project.

Partner Expenditure - breakdown per Lump sum (in Euro)

Lump sum	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously paid
Preparation and contracting costs - ...	17.500,00	17.500,00	0,00	17.500,00	100,00 %	0,00	0,00
Total	17.500,00	17.500,00	0,00	17.500,00	100,00 %	0,00	0,00

5.12 Submission

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

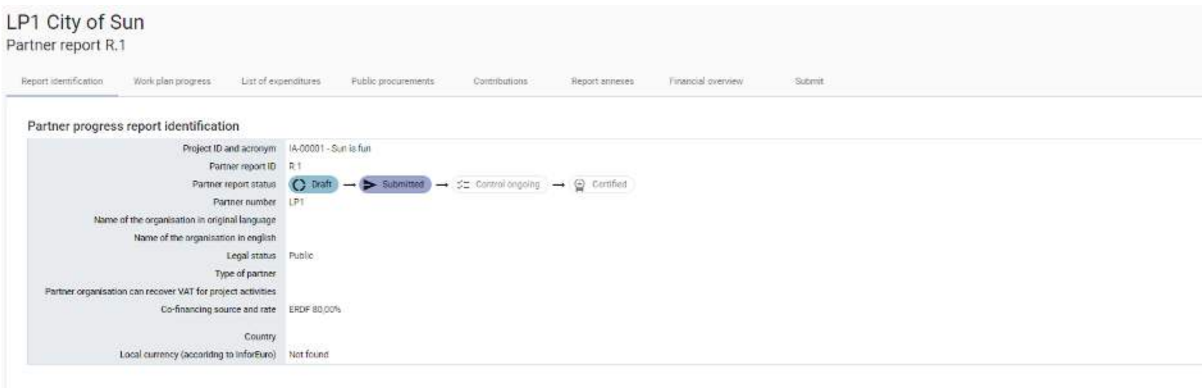


Final steps before submission:

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

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

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



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

5.13 Reopening a partner report

If needed, the controller or JS can reopen the partner report for adjustments.

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

- expenditure item ID from the initial report
- expenditure items cannot be deleted (but can be edited)

Parked expenditure list is visible and any item from it can be deleted or added to the reopened partner report.

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

Previous uploads are displayed and can be changed, except in the partner report annexes tab, where user can only add new ones.

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

Reopening a partner report that is not the last created (later draft partner report has been created) adds further restrictions in order to keep the finances consistent with the already verified project report(s). In the partial reopening of a partner report, no data is cleared from the report and only the following is editable in the “List of expenditure” tab: GDPR flag, Link to procurement, Description and Comment. Expenditure items attachments can be changed resp. new items uploaded. Files can also be uploaded in the Report Annexes tab.

In addition, the following restrictions apply:

- as for all reopened reports, expenditure items can neither be added nor deleted;
- parked expenditure cannot be included in the report;
- as for all reopened reports, public procurements created in the current partner report cannot be deleted, but can be edited only (except procurement name, which is locked);
- contributions tab: only changes as regards the attachment(s) are allowed

Point of attention: If during a partner report reopening you encounter the above listed additional restrictions on editing and if the partner report created right after the reopened one is in status "Draft", please consider deleting the draft partner reports in the partner overview. So that only the normal restrictions will apply and no longer the additional ones.

5.14 Reporting post-implementation costs

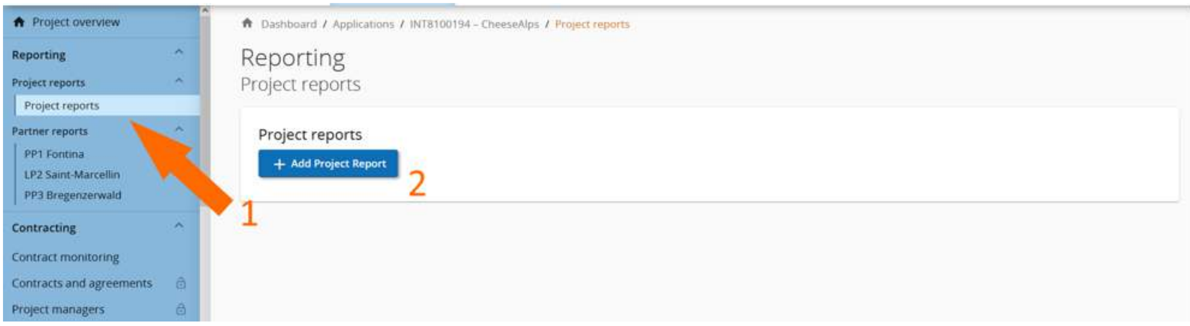
The costs related to the controller of the last reporting period to be invoiced by the control body and paid by the beneficiary, by way of exception, are eligible past the implementation phase.

Controller should first perform their work on the expenditures presented in the last partner report, then invoice their services and reopen the partner report. The partner must add the invoice to the list of expenditures and submit again the reopened partner report. Finally the controller can complete the certification of the partner report.

6 Project report

6.1 Project report identification

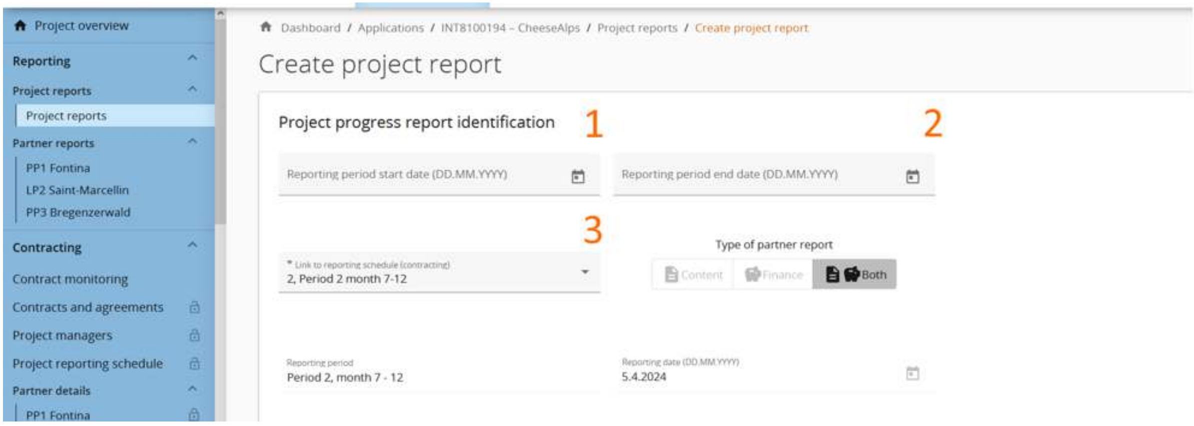
To access the project report section, click on “reporting” and then “project report” (1). Then click on “+ Add Project Report” to generate a new project report.

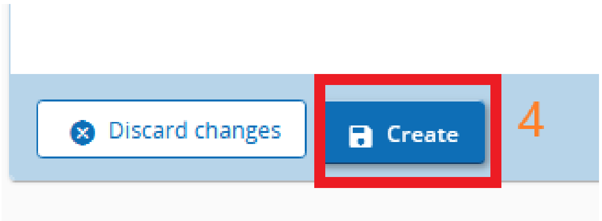


When the “+Add Project Report” button is clicked, The “Create project report” form pops up and further entry fields appear.

Please proceed as follows:

- 1: Enter the starting date of the period, i.e. the first day of the first month of the reporting period this report is going to be linked to (the project start date for the first reporting period).
- 2: Enter the end date of the period, i.e. the last day of the last month of the reporting period this report is going to be linked to.
- 3: Select the corresponding period number (e.g. ‘Period 1, month 1 - 6’). The type of project report and reporting date will automatically be selected according to the project reporting schedule (defined in the contracting section). For more information on the type of project report please consult chapter D.7 of the programme manual (classic projects will have to provide alternately finance and both reports, whereas small scale project will have to provide both reports in any case).
- 4: Confirm the entries by ticking “Create”.

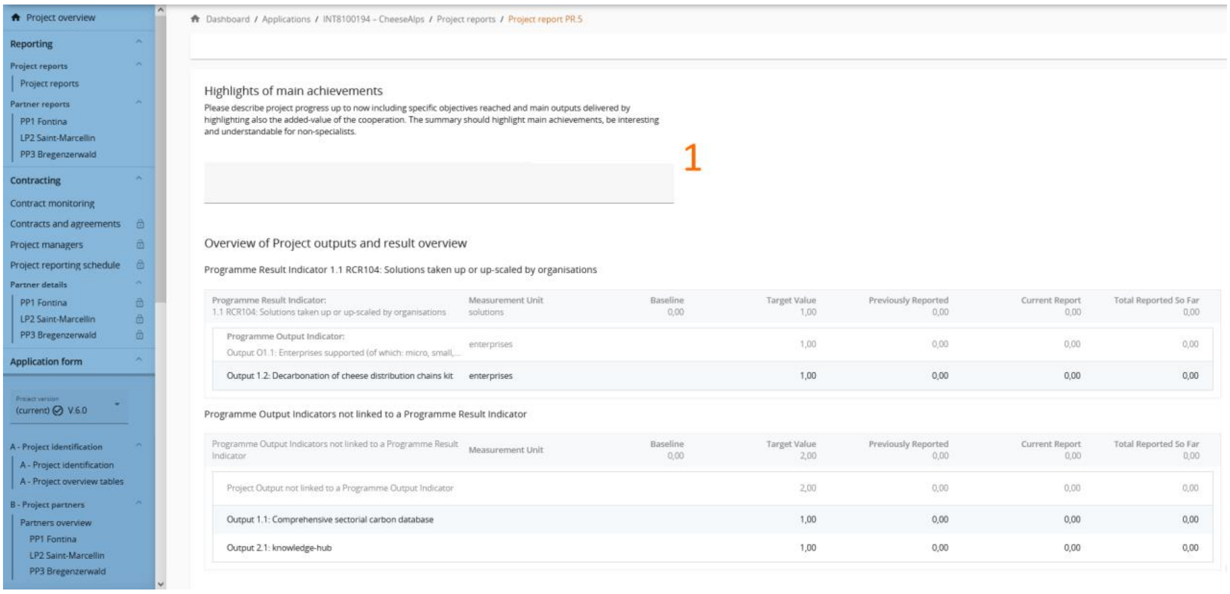




The reporting date is pre-filled in and is coherent with the deadline for the submission of the project report as fixed in the subsidy contract.

With creating the report, the first tab “Project progress report identification” pops up and further entry fields appear. The project report identification tab is dynamic, in a sense that it responds to the project report type and to what is in the last approved AF.

First, a summary of the achievements shall be provided:

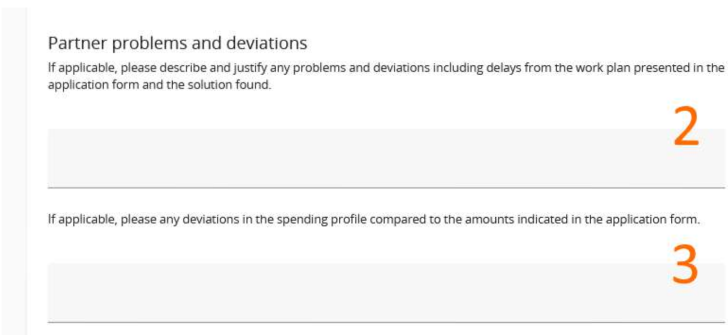


- 1: Enter the highlights of main achievements of the project over the reporting period according to the instructions.

Then, an overview of project outputs and results is tabled. The information automatically displayed is based on the AF (target value), previously submitted reports (previous) and the information provided in the tab "work plan progress". In addition, an overview on the partner spending profile is provided.

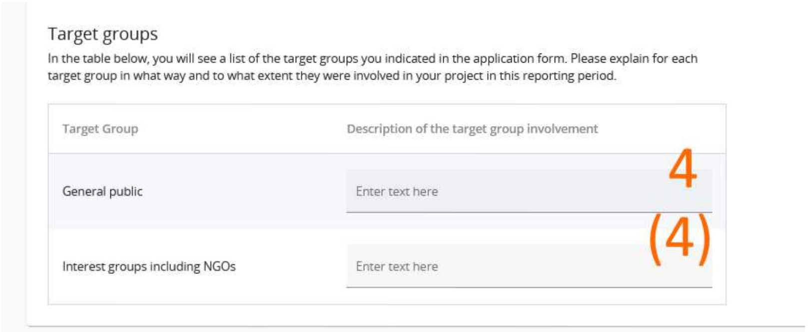
The **Outputs and Results indicator** table is hidden entirely in case the project report has the type "Finance".

Furthermore, information on any problems and deviations encountered and the involvement of target groups shall be provided.



2 & 3: If applicable, describe any problems and deviations from the work plan and spending targets as indicated in the AF.

- 4: Describe for each single target group how it was involved in the project implementation of the reporting period in question.



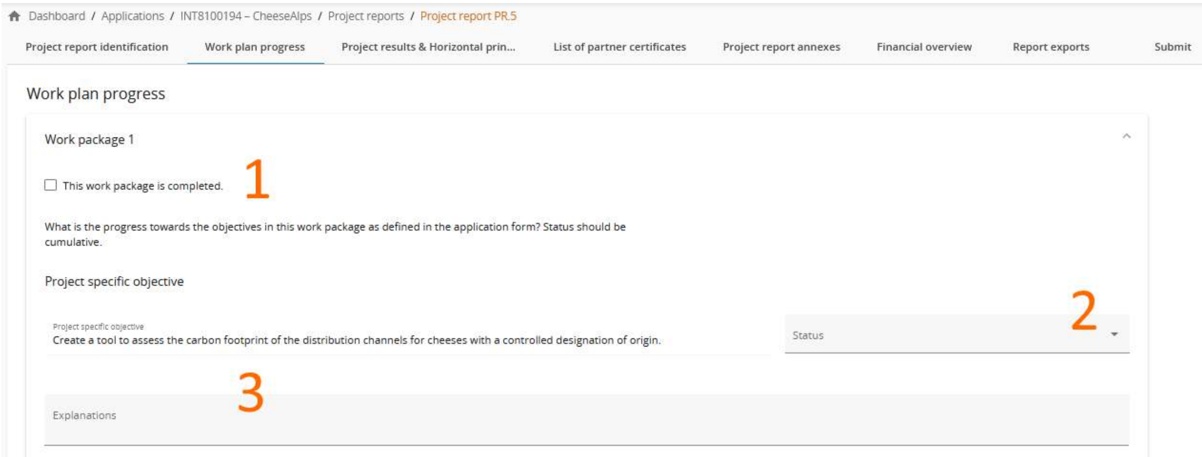
6.2 Work plan progress

In the tab ”work plan progress” project managers shall describe the progress on work package level including the project specific objective and communication objective, activities, deliverables and outputs.

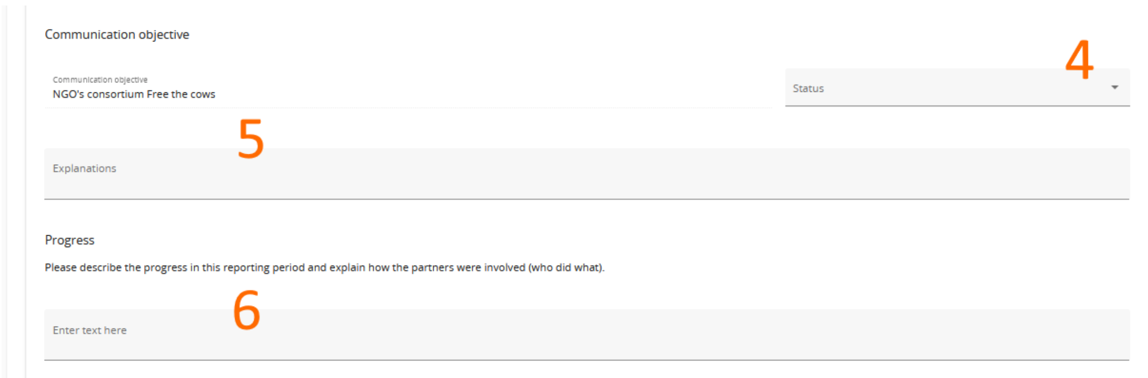
Point of attention: The tab “work plan progress” is included in project reports of the type “both”, but not in project reports of the type “finance”.

When the first project report is created, the status fields of the project specific objective, the communication objective or the activities are empty. If a prior submitted project report exists, the status fields of a newly created report are pre-filled with the status selected for the respective objective or activity in the latest submitted project report (namely the submitted report with the highest report number, not latest by date of submission).

Please proceed as follows:



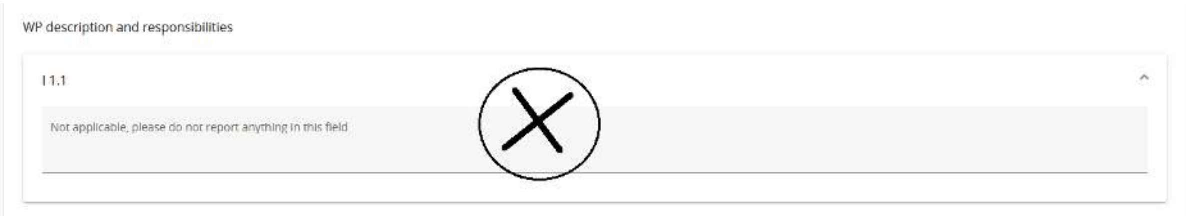
- 1: If relevant, tick the box to mark this work package as completed. If ticked, there will be no need to report about the progress made in the implementation of this work package in future reports.
- 2: Select the advancement status of the project specific objective among the options “Fully achieved”, ”Partly achieved” and ”Not achieved”. If you select “Fully achieved”, there will be no need to report on the status in future reports.
- 3: Describe the progress in the achievement of the project specific objective during the reporting period.



- 4: Select the advancement status of the communication objective among the options “Fully achieved”, ”Partly achieved” and ”Not achieved”. If you select “Fully achieved”, there will no need to report further in future reports.
- 5: Describe the progress in the achievement of the communication objective during the reporting period.

- 6: Describe the overall progress in the implementation of the work package over the reporting period, including the contributions of the partners.

The field below has to be disregarded.



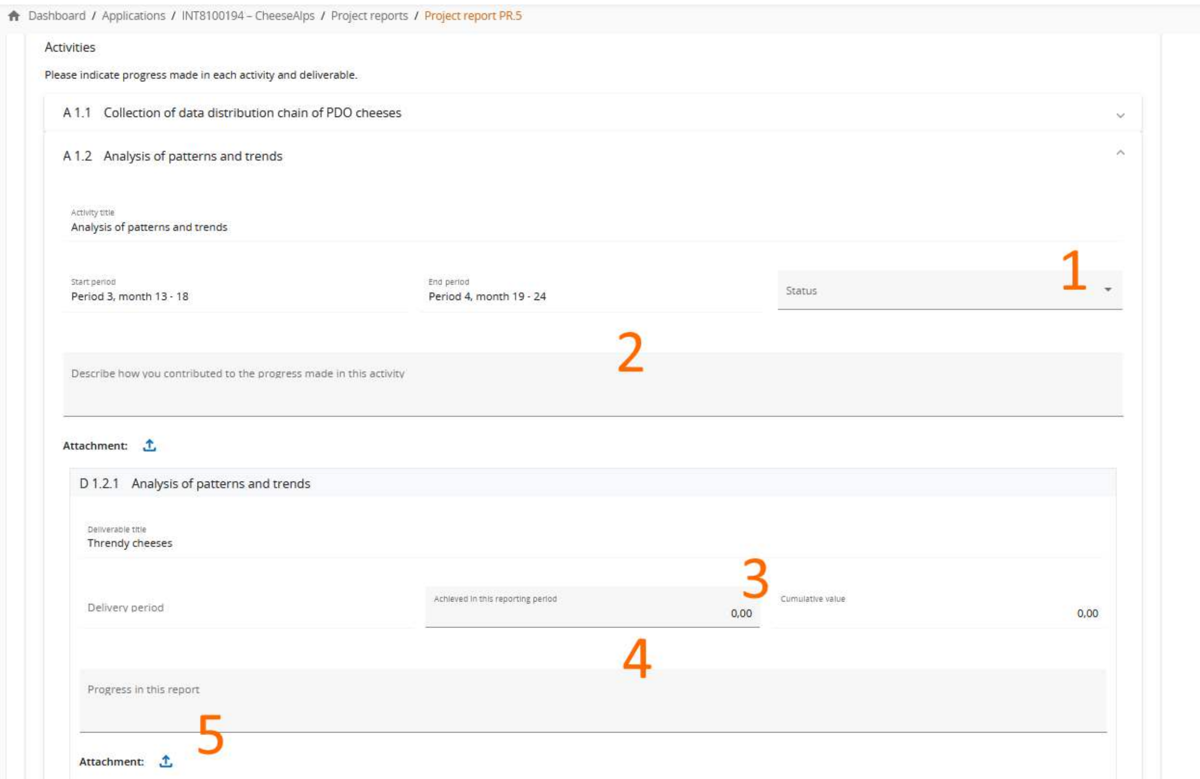
Point of attention: Even if a work package was confirmed “completed” in a previous report, status or data can be revised. Then the label changes to “new changes after completion.”

For deliverables and outputs, there is also a number field available to fill in how much was achieved in this reporting period. In this field, the LP can fill in a positive or negative number. Negative numbers could be used to correct achievements wrongfully reported in previous project reports.

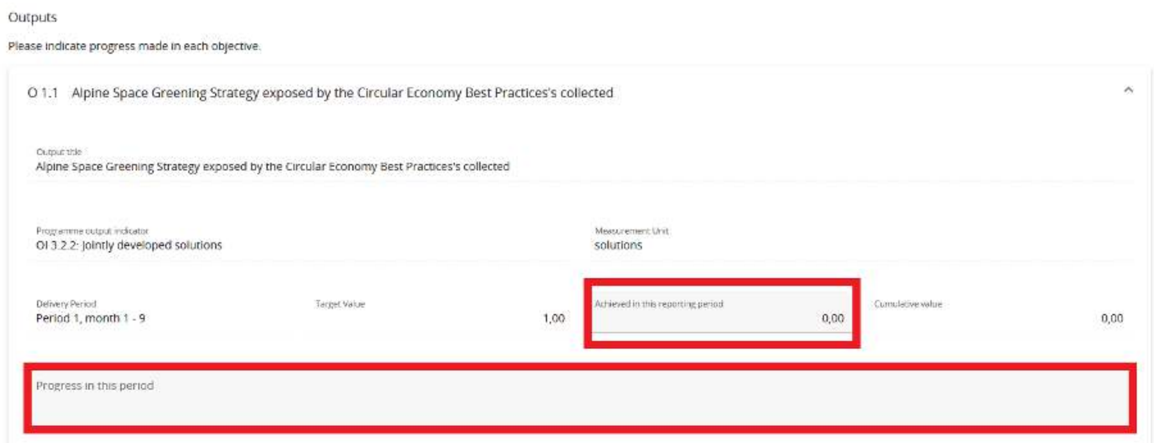
For each activity, deliverable and output a separate section with input fields to describe the progress in the reporting period follows.

Please proceed as follows:

- 1: Select the advancement status of the activity among the options “Fully achieved”, ”Partly achieved” and ”Not achieved”. If you select “Fully achieved”, there will no need to report further in future reports.
- 2: Describe the contributions of all partners involved in this activity and the collective achievement.
- 3: Please ignore this field as it is not applicable to the ASP.
- 4: Describe the progress made towards the achievement of the deliverable in this period.
- 5: Add in attachment the deliverable or any document relevant for the verification of the work done. Please consider that only one attachment can be uploaded and collect all relevant documents in a .zip or .rar file.
- Repeat these steps for every work package, save, and move on to the next section.



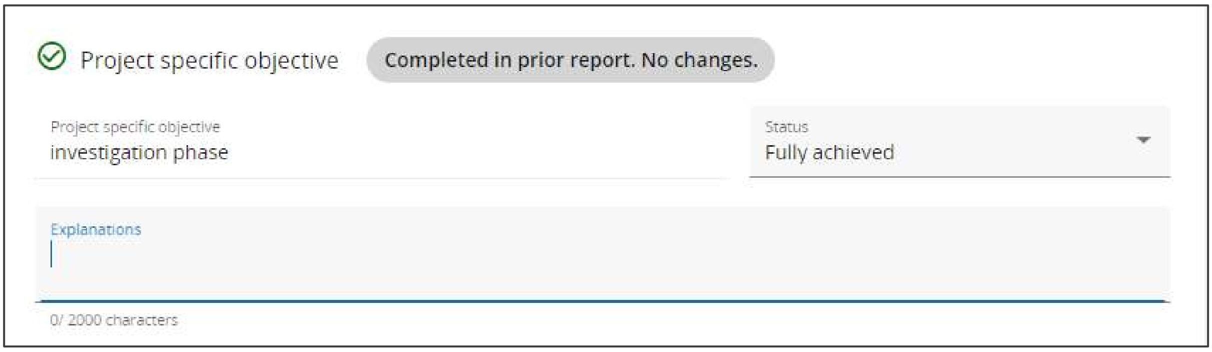
Please also inform about the achievements made with regard to the project output(s) and describe the progress in this period.



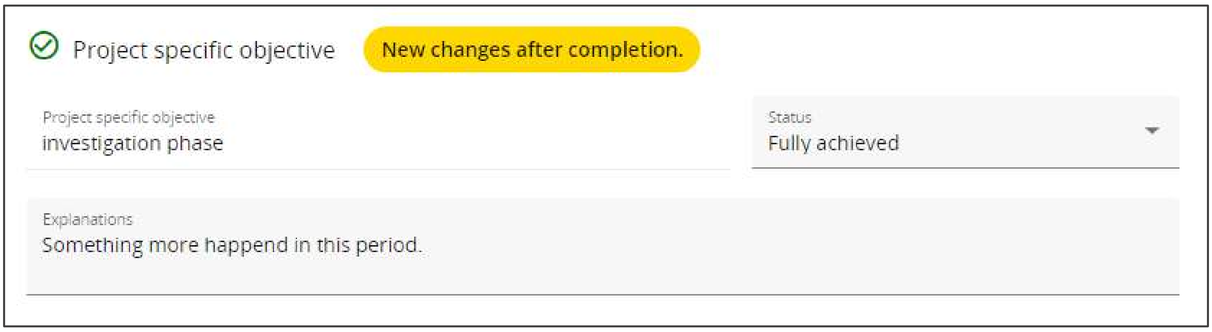
Labels for completed in this report/in prior report

If for a project specific objective, a communication objective or an activity the status “Completed in this report” is selected, a label is added to the respective item.

When the next project report is created, all items marked with “Fully achieved” in the previous submitted Project report receive a label with the wording “Completed in prior report. No changes.“ and all information provided will be automatically pre-filled in the following report.



This label shall ensure that the LP and the MA/JS are aware that the respective project specific objective, communication objective or activity was already previously completed and no changes were made. If the LP changes the status or revises data in a text or number field underneath the respective item, the label changes to “New changes after completion.”



For activities, the label is changed to “New changes after completion.”, if either there are changes within the activity or any deliverable underneath the activity.

The same logic applies to the overall work package completion. If a work package was ticked as completed in a prior report, the label “Completed in prior report. No changes.” is shown at the top of the work package.

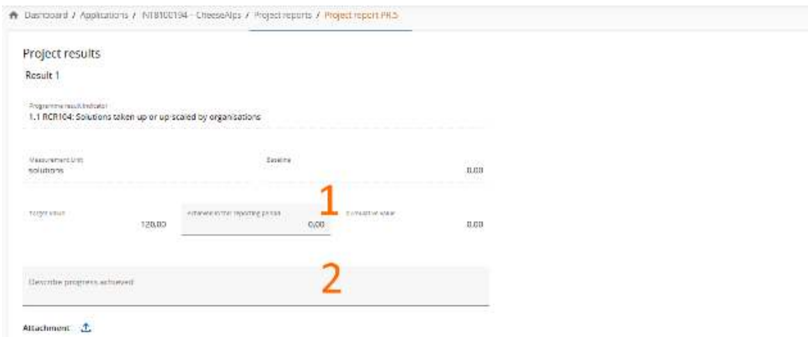
If the LP changes any status, textbox or number field within the work package, the label changes to “New changes after completion.”

6.3 Project results & horizontal principles

The LP shall describe the progress on planned results by inserting what was achieved in this reporting period.

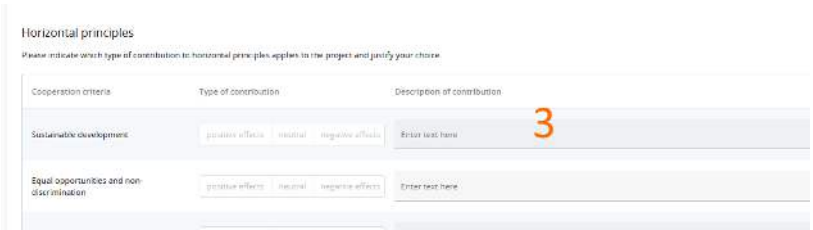
Results are cumulative, meaning that if a report is submitted and another report created, the values from the previous report are added to the cumulative values. The cumulative value achieved is calculated as the sum of all the figures reported in all project reports with the status submitted.

- 1: Enter the value of the result(s) achieved in this reporting period.
- 2: Add a description of the achieved progress.



For horizontal principles there is a table to report on the contribution for each of the three criteria. The type of contribution is pre-defined from the latest approved AF and cannot be changed. There is a text field to describe the contribution made in the respective reporting period.

- 3: Describe the impact of the project for each horizontal principle, if it ever does.



6.4 List of partner certificates

In this tab, all partner certificates of the project are listed. A certificate can only be included in one project report. Once ticked, the certificate is unavailable in other project reports.

The LP shall carefully check which partner certificates to be included in the project report, thereby determining the payment amount for each reporting period. Partner certificates that have already been included in another project report are shown in the list of partner certificates in grey colour.

Dashboard / Applications / IA-00001 – Sun is fun / Project reports / Project report PR.3

Project report PR.3

Project report identification | Work plan progress | Project results & Horizontal prin... | List of partner certificates

List of partner certificates

In this section you can find all partner certificates of this project. Please exclude the partner certificates you would not want to include in this project report. A partner report can only be included once. Once ticked, the certificate is unavailable in other reports.

	Partner	Partner Report	Date of certificate	Included in project report	Amount certificate (in Euro)
☑	PP2	R.1	26.06.2023 12:20	PR.3	15.000,00
☑	PP3	R.2	26.06.2023 12:12	PR.3	108,00
☑	LP1	R.4	16.06.2023 14:28	PR.3	0,00

Items per page: 25 1 - 3 of 3

Upon creation of a new project report, all available partner certificates, which are not yet included in any other project report, are included in the newly created project report. If a certificate shall be excluded in this project report, the respective partner certificate needs to be unticked.

If the control work of a partner report is finished and the report certified when a project report is already created, it is added to the list of partner certificates unticked and can be manually included in the project report by ticking the tick box in the first row of the table.

List of partner certificates

In this section you can find all partner certificates of this project. Please exclude the partner certificates you would not want to include in this project report. A partner report can only be included once. Once ticked, the certificate is unavailable in other reports.

	Partner	Partner Report	Date of certificate	Included in project report	Amount certificate (in Euro)	
☐	LP1	R.2	26.06.2023 12:28		58.400,00	Not included in any PR.
☑	PP3	R.1	26.06.2023 12:27	PR.4	1.800,00	Included in this PR.
☑	PP2	R.1	26.06.2023 12:20	PR.3	15.000,00	Partner certificates included in another Project report.
☑	PP3	R.2	26.06.2023 12:12	PR.3	108,00	
☑	LP1	R.4	16.06.2023 14:28	PR.3	0,00	

Items per page: 25 1 - 5 of 5

If a new project report (of the type “finance” or “both”) is created, while another project report is still in the status draft, all unticked (available) partner certificates will be automatically included in the newly created project report.

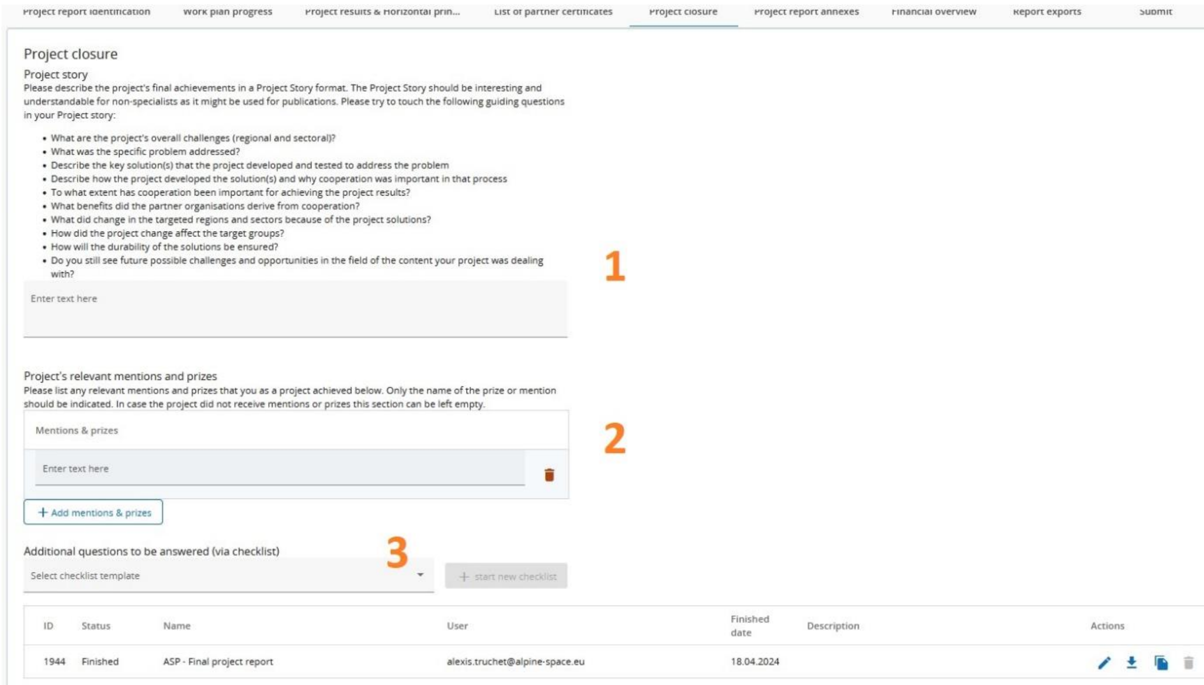
The overview provides also information in which previous project report a certificate is included.

Point of attention: A LP may submit a project report even if partner(s) have not managed to submit a partner report and certificate in due time. The certificate can then be included in the next project report. In this case, the concerned partner report still has to be linked with the corresponding reporting period at the stage of partner report identification, e.g. cost incurred and activity implemented in period X have to be linked to reporting period X and the partner certificate can be included in the project report for the reporting period Y. This flexibility is not given for the final report.

Partner certificates from Swiss or Liechtenstein partners should never be included in the project report.

6.5 Project closure

When the project report is link to the last reporting period (the second one for SSP and sixth one for classic project), there is a new section in this final project report called “Project closure”.

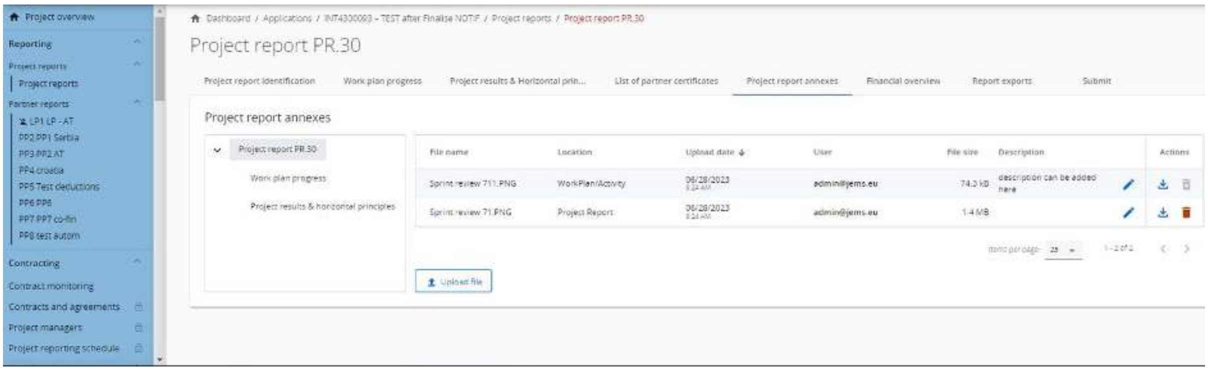


In this section LP needs to:

1) Describe the project's final achievements in a project story format
2) List any relevant mentions and prizes that you as a project achieved
3) Select the checklist „ASP – Final project report“, fill in all the checklist fields and click on „Finish the checklist“ button at the top of the checklist when done.

6.6 Project report annexes

Similar as to partner reports, this section shows all files uploaded in the project report. The tree structure represents the places within that report where files can be uploaded. All uploads from all sections are shown in this list.



Files can be uploaded in the central place or in the content report related tabs (work plan progress and project results & horizontal principles). Therefore if a finance report is created you will not see the tree structure but files can be uploaded on the general project report entry.

Project managers have the possibility to upload additional files linked to the project report here (by clicking the “upload file” button).

Since it is not always possible to add descriptions to files in the dedicated sections, users with edit right are also allowed to add descriptions to all files in this section.

Files uploaded in this section can be deleted here, other files can only be deleted in the section where they were uploaded.

6.7 Financial overview

This tab offers an overview of the aggregated financial data per cost category, as well as the ERDF co-financing.

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

Project Expenditure - summary (in Euro)

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

Project expenditure - summary (in Euro)

	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously paid
ERDF	4.022.569,62	183.862,83	2.000,00	185.862,83	4,62 %	3.836.706,79	0,00
IPA III CBC	47.974,62	40.338,57	7.856,18	48.194,75	100,46 %	-220,13	0,00
NDICI	19.091,50	77.475,57	125,00	77.600,57	406,47 %	-58.509,07	2.500,00
Swiss/Liechtenstein Funds	0,00	0,00	0,00	0,00		0,00	0,00
Partner contribution	1.015.160,82	94.745,37	5.525,79	100.275,16	9,88 %	914.885,66	N/A
↳ of which Public contribution	1.014.950,82	55.355,39	2.111,36	57.466,75	5,66 %	957.484,07	N/A
↳ of which Automatic public contribution	0,00	0,00	0,00	0,00		0,00	N/A
↳ of which Private contribution	210,00	35.554,78	348,44	35.903,22	17.096,77 %	-35.693,22	N/A
Total	5.109.346,56	396.422,39	15.510,98	411.933,37	8,06 %	4.697.413,19	2.500,00

Previously reported column: Sums up amounts from project reports previously submitted, but also the lump sum on project preparation (if relevant).

Remaining budget: This column indicates the difference between Total reported so far and Partner total eligible budget from the AF. This value can become negative in case the reported expenditures exceed the budget in approved AF. Please consider: In this column any deductions made by controllers or JS/MA or any parked expenditure items are not reflected. Therefore the actual remaining budget could even be higher than displayed here.

Previously paid column: When a (regular or fast track lump sum) payment is made, the amounts related to funds paid by the programme will be added to this column, in the next created report after payment is confirmed in the system.

Project Expenditure - breakdown per cost category (in Euro)

This table shows the project budget as approved in AF, the previously reported and the currently reported expenditure per cost category. The table behaves quite similar as the other tables with similar columns.

Project expenditure - breakdown per cost category (in Euro)

Cost category	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget
Staff costs	78.011,52	54.086,17	2.544,60	56.630,77	72,59 %	21.380,75
Office and administrative costs	11.147,72	8.112,91	61,69	8.174,60	73,33 %	2.973,12
Travel and accommodation	11.699,72	8.112,91	81,69	8.194,60	70,04 %	3.505,12
External expertise and services	822.430,00	201.506,13	400,00	201.906,13	24,55 %	620.523,87
Equipment	182.457,60	34.062,01	2.623,00	36.685,01	20,11 %	145.772,59
Infrastructure and works	3.900.600,00	34.862,77	0,00	34.862,77	0,89 %	3.865.737,23
Other costs	0,00	0,00	0,00	0,00		0,00
Lump sum	44.000,00	39.000,00	7.000,00	46.000,00	104,55 %	2.000,00
Unit Costs	59.000,00	16.679,49	2.800,00	19.479,49	33,02 %	39.520,51
Total	5.109.346,56	396.422,39	15.510,98	411.933,37	8,06 %	4.697.413,19

Project Expenditure - breakdown per Lump sum (in Euro)

Project expenditure - breakdown per Lump sum (in Euro)

Lump sum	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously paid
FTLS one	7.000,00	7.000,00	0,00	7.000,00	100,00 %	0,00	0,00
FTLS three - Preparation	6.000,00	6.000,00	0,00	6.000,00	100,00 %	0,00	0,00
TEST AGAIN FTLS - Period 3	10.000,00	10.000,00	0,00	10.000,00	100,00 %	0,00	2.500,00
FTLS two - Preparation	7.000,00	7.000,00	0,00	7.000,00	100,00 %	0,00	0,00
non fast track - Period 1	14.000,00	0,00	7.000,00	7.000,00	50,00 %	7.000,00	0,00
Total	**44.000,00**	**30.000,00**	**7.000,00**	**37.000,00**	**84,09 %**	**7.000,00**	**2.500,00**

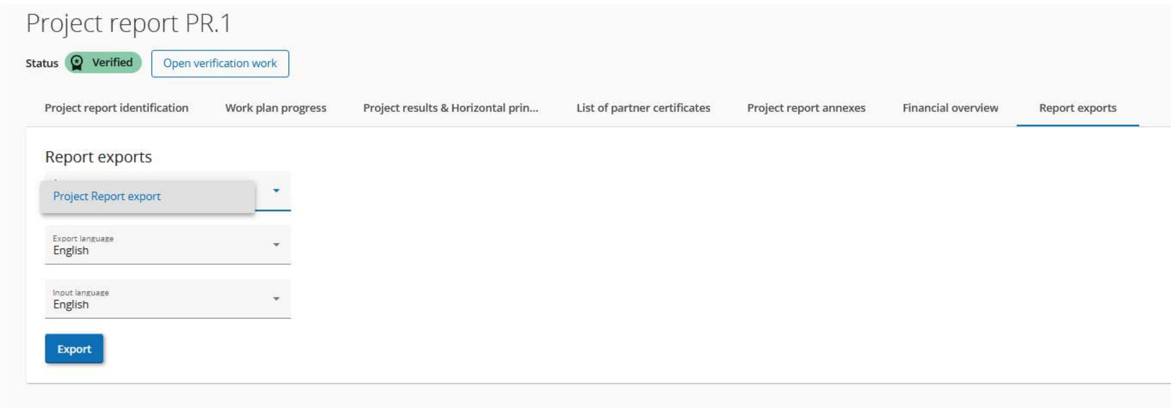
Fast track lump sums (as the project preparation lump sum) are displayed in the "Previously reported" column. Therefore, at the end, this table shows which lump sums are approved in AF and which are already reported. This table is hidden when no lump sums are used in the project.

Project expenditure - Summary of deducted items by control - Current report

This table sums up all deductions carried out by controllers per partner and type of error. These values are not cumulative but only relate to the certificates included in this report.

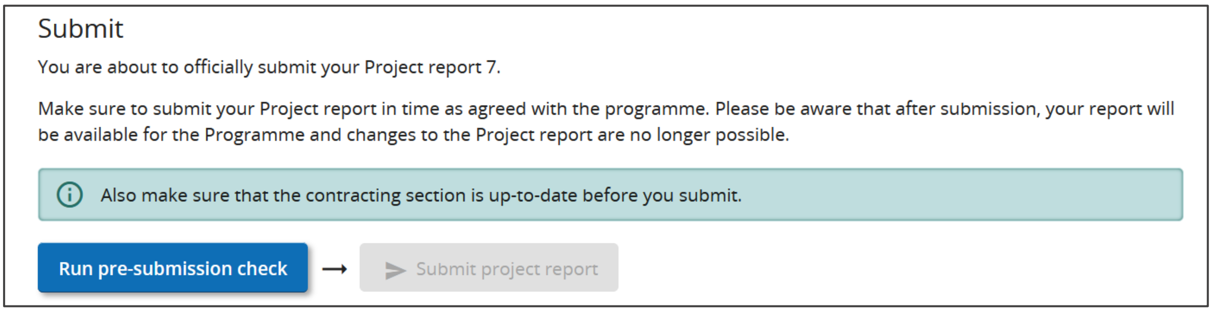
6.8 Project report export

In this section, project report can be exported in a PDF document. The exports remain available at all time after report submission.

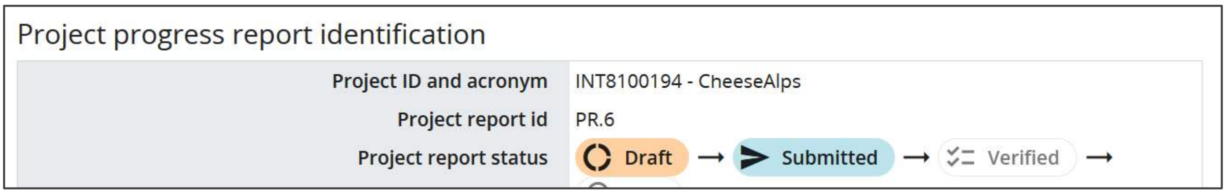


6.9 Submission

In this section the project report can be submitted. The pre-submission check has to be run to verify if any necessary fields have been inserted before submitting the report.

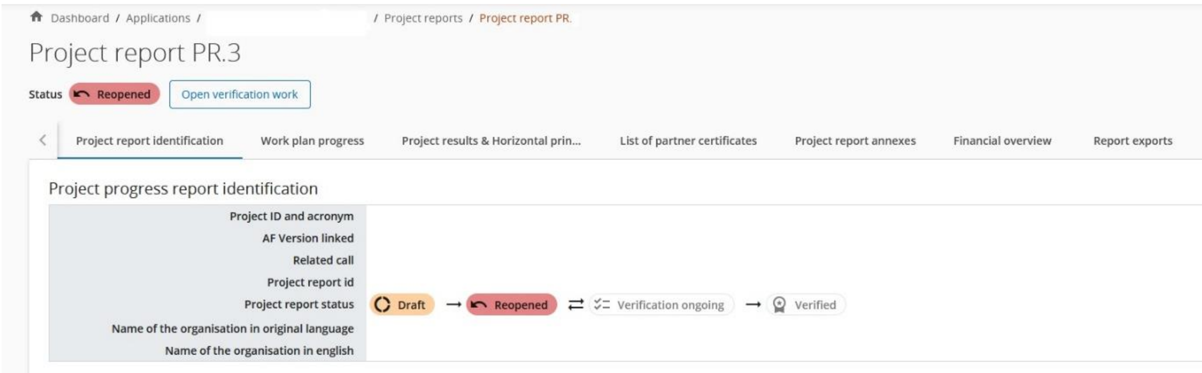


After submission, the project report will be checked by the JS and the MA. The status of the project report changes from “Draft” to “Submitted”.



6.10 Project report reopening

A project report in status „Verification ongoing“ can only be reopened by MA/JS users. This action allows the LP to provide further clarifications by directly modifying the content of the project report during the process of MA/JS verification. When the last submitted report is reopened, editing is unlimited.



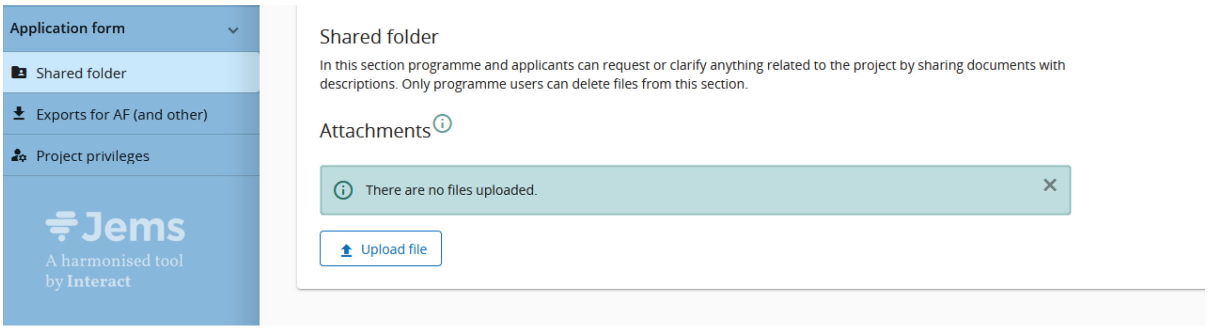
When the reopened project report is not the last one (e.g. a later draft project report has been created), dates, inputs and uploaded files can still be edited but the following restrictions apply:

- Number fields are locked
- List of partner certificates can't be changed, meaning partner certificates cannot be selected or unselected
- Status and completeness checkbox can’t be changed

When the modifications are done, the LP needs to re-submit the project report by following the same steps taken for the first submission.

7 Shared folder

This section is a file sharing section, accessible to partner users (respective privilege needs to be granted via project privileges), controllers and JS/MA. This section can be used to upload, edit a file description and download documents all along the project lifecycle, especially during contracting and control.



Point of attention: Partner users, called applicant user on Jems, have no permission to delete documents. Information provided by PP’s to controller during clarification rounds should preferably be added directly in the re-opened partner report (see section 4.11 Re-open a partner report). Any additional exchange of information not included in partner reports should be uploaded here so to ensure a complete audit trail for any further controls.