Reporting in the eMS Guidance for Lead partners and Partners

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LIST OF ABBREVIATIONS

AF- Application form

eMS – (Programme’s) Electronic monitoring system

ERDF - European Regional Development Fund

EU - European Union

FLC - First level control

JS - Joint Secretariat

LoE – list of expenditure

LP - Lead partner

LP FLC - Lead partner’s first level control

PP - Project partner

TEC - Total eligible costs

VAT - Value-added tax

WP – Work package

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:

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

The reporting process is also presented in Session 11 on the Interact YouTube channel accessible here:
https://www.youtube.com/playlist?list=PLvYGVfGv4IeEn2QC4ztZAFAwICQztWGyY

1.2 Reporting process

The reporting process 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 are submitted to the LP who then prepares one single project report and submits it to the Joint Secretariat. The procedure is depicted below reflecting how the procedure looks for a project with 3 partners.

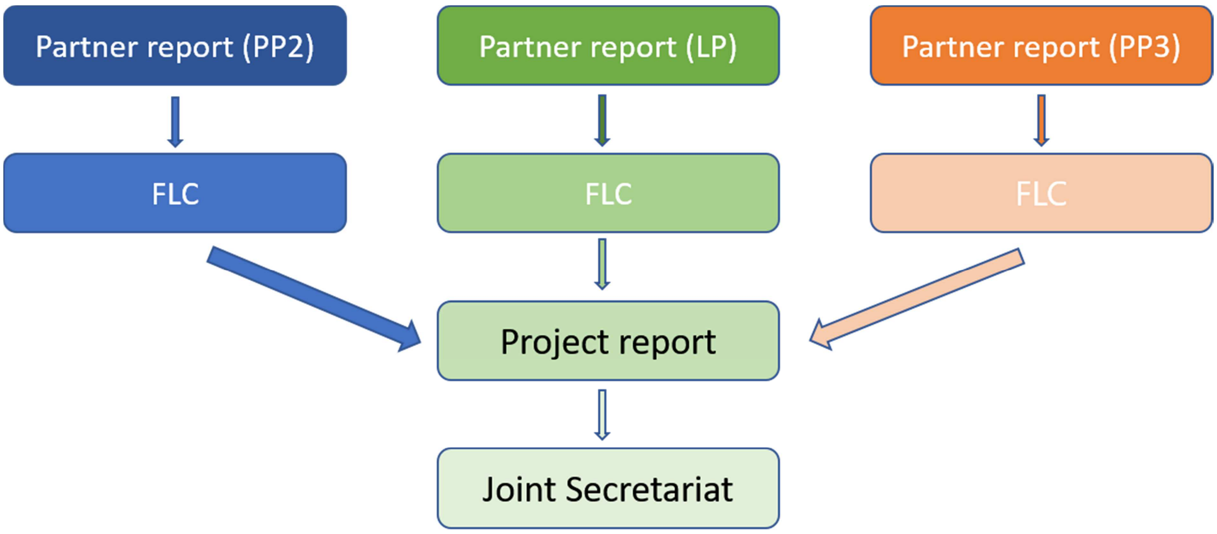

Figure 1 Reporting process in the eMS

1.3 Partner report

- Partner reports serve for providing information by partners to the LP which is then integrated into project report.
- Partners (including LP) create their own partner reports.
- Each partner report is verified by the partner's FLC in the eMS.
- Mistakenly created reports should be deleted.

1.4 Project report

- LP creates the global project report where all partner reports will be integrated.
- LP prepares the integrated activity report based on activities provided by partners in the partner reports.
- LP includes in the project report FLC certificates attached to partner reports. Financial data is automatically integrated in the project report.
- The project report is submitted to the JS and assessed.

1.5 Periods

- The project periods reflect the duration of the project and are defined in the Application Form in the Work Plan section.
- Periods are automatically created based on the start and end date of the project.
- Usually a report covers a time span of 6 months, as partners are asked to report twice per period. Do not confuse project period (1 year) and reporting time span (6 months).

CHAPTER 2 – PARTNER REPORT

The reporting section becomes available to project partners as soon as the project has been contracted. Partner reports cover activities and expenditure of individual project partners and need to be verified by approved first level controllers (called FLC).

2.1 Accessing a partner report

To access a partner report, you first need be registered as a eMS user (1). Then, you need to be assigned by your lead partner (2).

(1) User registration via the eMS-Helpdesk

You can request a user account via the eMS helpdesk. To do so, the lead partner of a project must send an e-mail to “ems-helpdesk@prvlimburg.nl” and specify the name, e-mail addresses and preferred language of the project partner. The helpdesk will then create the new users and send a separate e-mail with the access data. 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 reports for partner reports.

Each partner can have multiple users and they will all have the same access to the partner report.

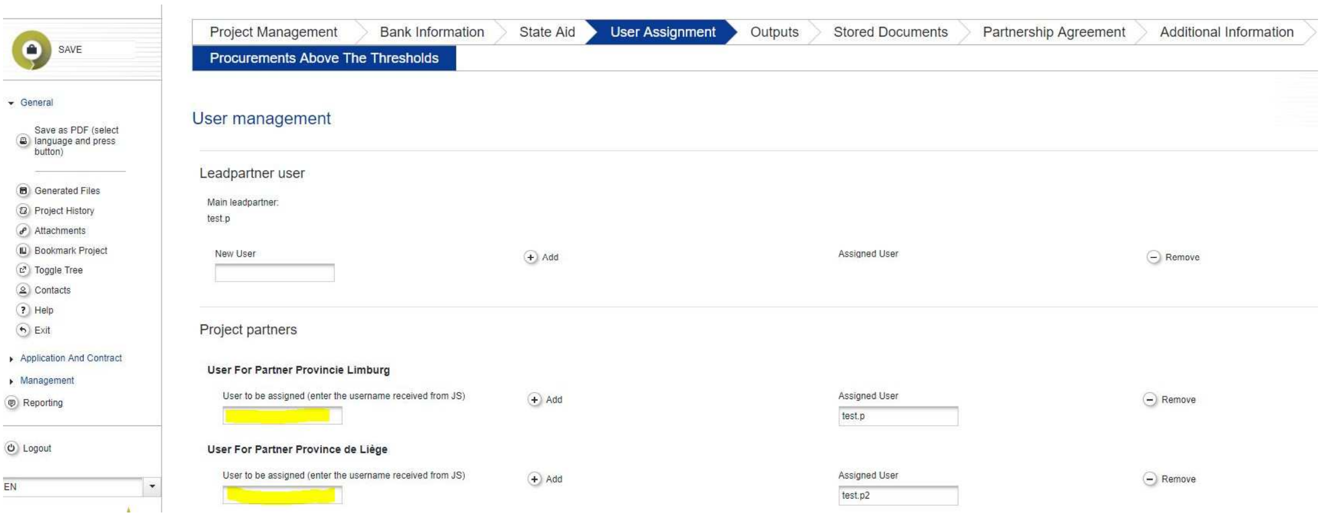

Figure 2 Supplementary information - Partner User assignment

2.2 Generating a partner report

Once contracted, the overview of partner and project reports (‘Reporting overview’) will automatically displayed. Previously, before signing, you were directed to the application form.

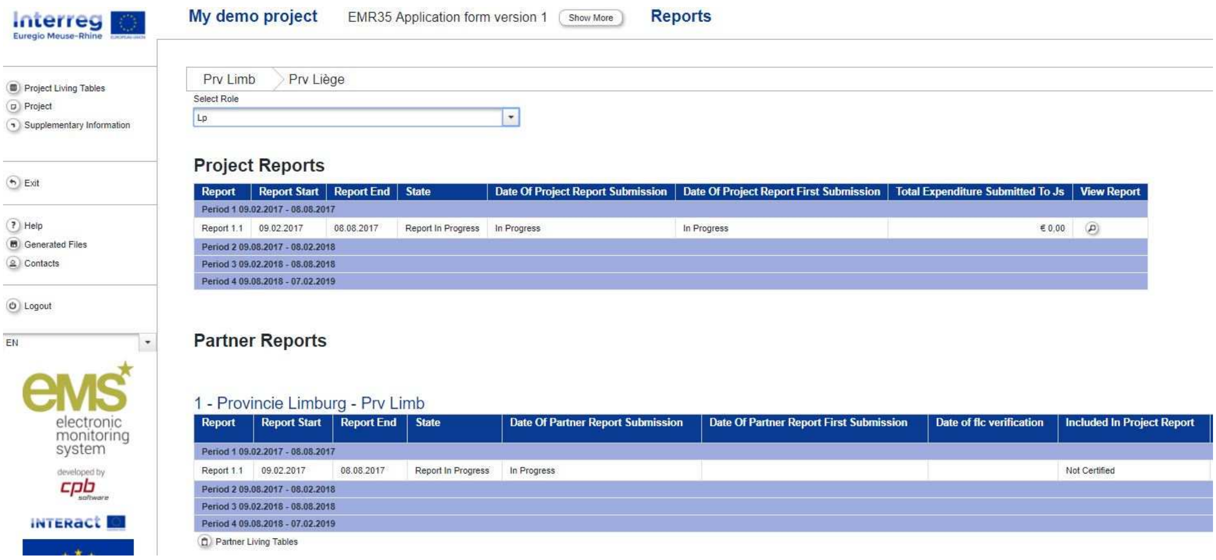

Figure 3 Reporting overview

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

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

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

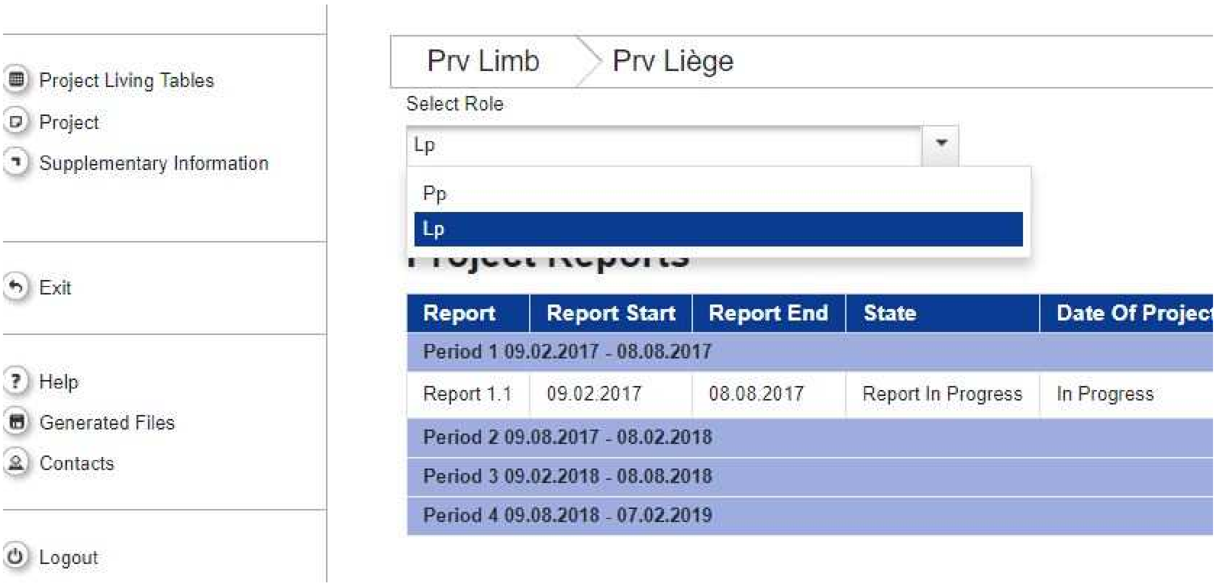

Figure 4 ‘Select role’ drop-down and create new report

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

Partner Reports

1 - Provincie Limburg - Prv Limb

Report	Report Start	Report End	State	Date Of Partner Report Submission
Period 1 09.02.2017 - 08.08.2017				
Report 1.1	09.02.2017	08.08.2017	Report In Progress	In Progress
Report 1.2	09.02.2017	08.08.2017	Report In Progress	In Progress
Period 2 09.08.2017 - 08.02.2018				
Report 2.1	09.08.2017	08.02.2018	Report In Progress	In Progress
Period 3 09.02.2018 - 08.08.2018				
Report 3.1	09.02.2018	08.08.2018	Report In Progress	In Progress
Period 4 09.08.2018 - 07.02.2019				

Partner Living Tables   Check partner

Figure 5 Partner report number showing reporting period and report number

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

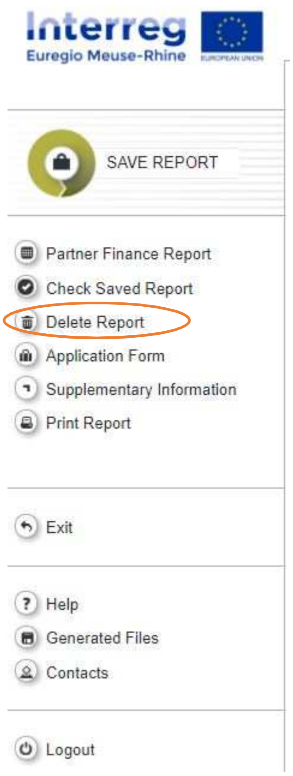

Figure 6 Deleting partner reports

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


Lp

Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Date Of Project Report First Submission
Period 1 09.02.2017 - 08.08.2017					
Report 1.1	09.02.2017	08.08.2017	Report In Progress	In Progress	In Progress

Figure 7 To view partner reports, lead partners need to select the role 'lead partner'.

In case the lead partner wants the right to also edit and submit partner reports, the lead partner user must be added to the partner as a user in the user assignment of the supplementary information.

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').

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

2.3.1 'Partner report' Tab

Figure 8 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 per Work Package.

This section asks you to describe activities during the reporting period ('Summary of partner's work in this reporting period').

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

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

2.3.2 'List of Expenditures (LoE)' tab

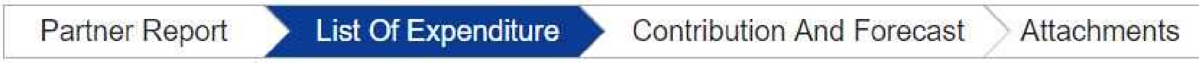

Figure 9 Navigation bar – List of Expenditures

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

The following points should be respected:

- Each invoice represents one single item reported in the List of Expenditure
- Consequently, for staff costs, as 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)
- In order to reflect the staff costs budgeted in the AF, you may link your staff costs to several WPs when reporting on the implementation of the project. However, you may only select one WP per reported item (salary slip).

Example: If a person works 50% of the time on the WP Management and the other 50% on the WP Communication you may attribute three months of their cost to WP Management while the other three are attributed to WP Communication.

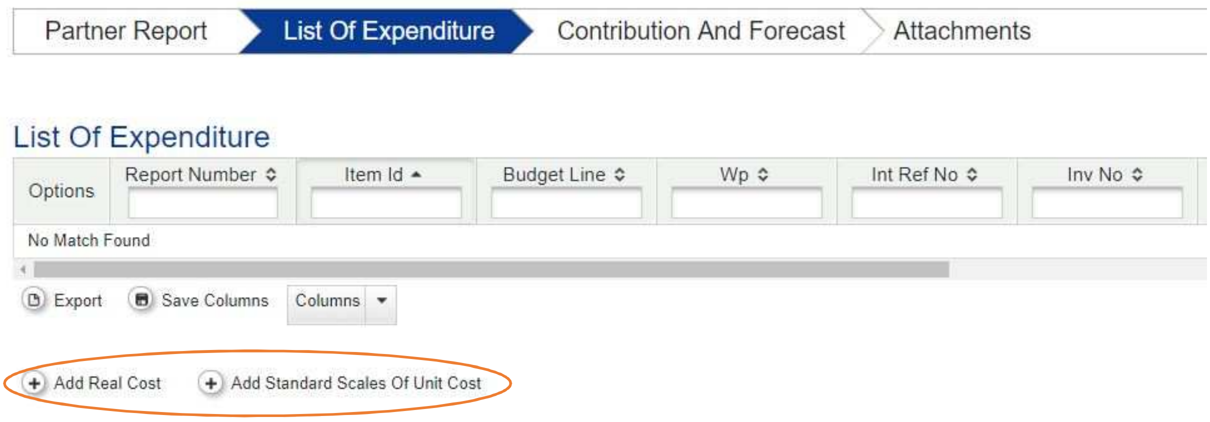

Figure 10 List of Expenditure – cost types

Real cost items

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

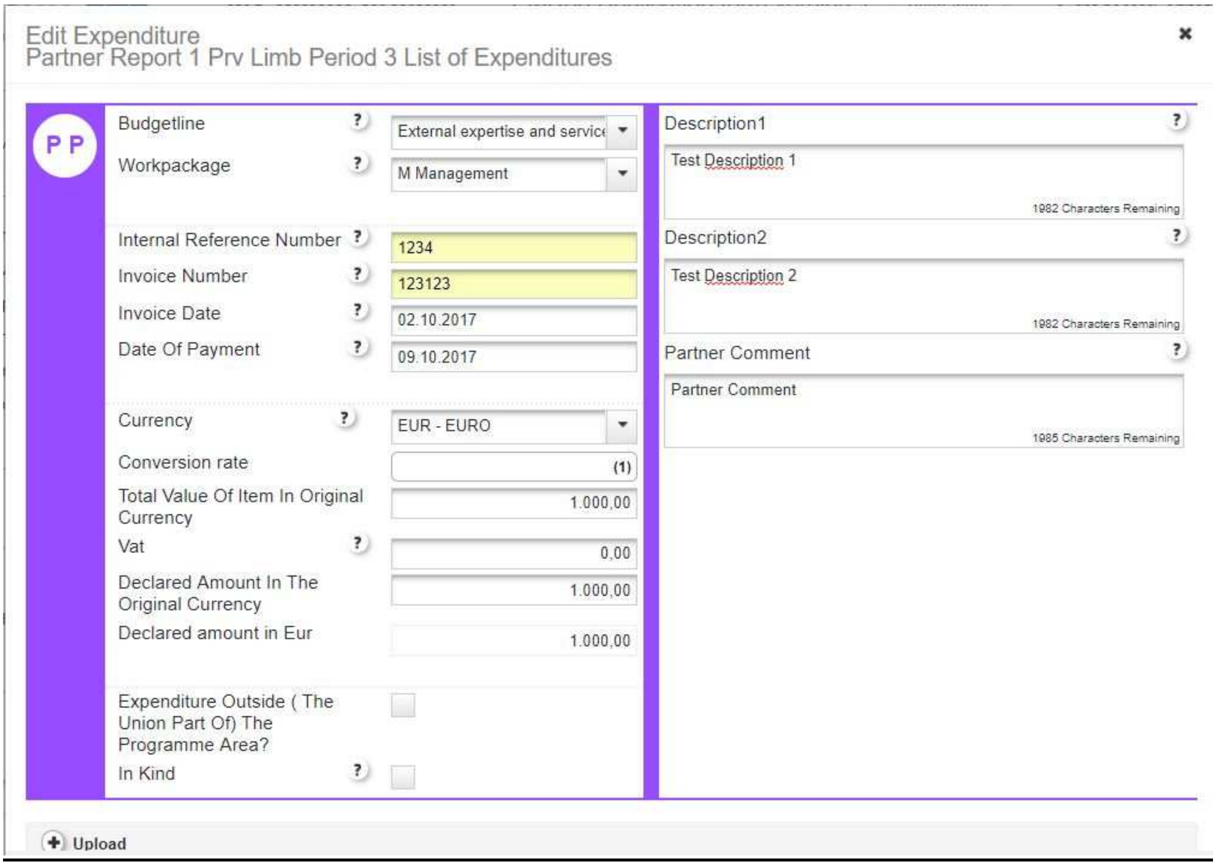

Figure 11 Adding Expenditures

It is necessary to allocate each expenditure item to one budget line and one work package. It is also obligatory to indicate 'Total Value of Item in Original Currency' and 'Declared amount in Original Currency' as well as 'Date of Payment'.

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

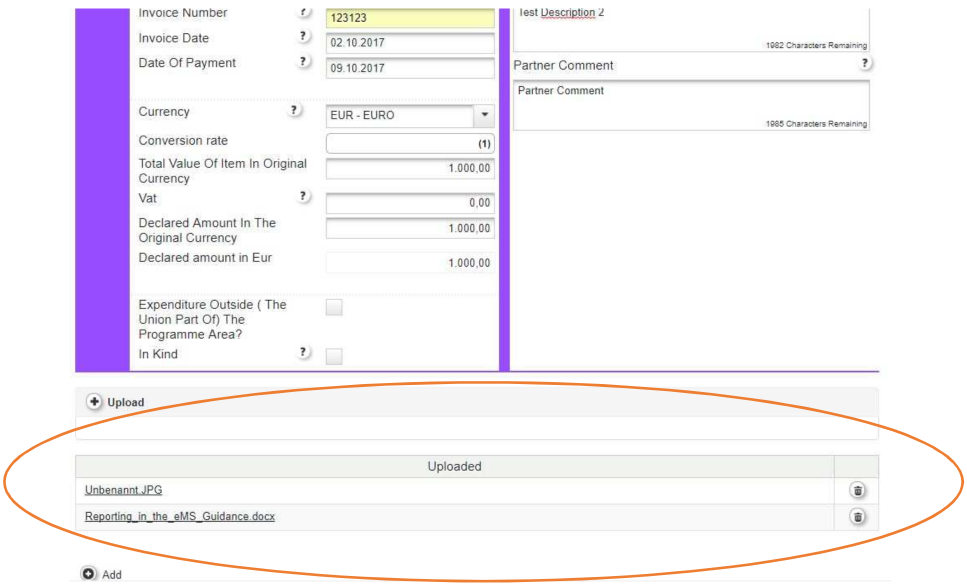

Figure 12 Uploading/downloading attachments in the List of Expenditure

Flat Rates

If you have Staff cost and/or Office and administration flat rates approved in the application form, the system will automatically calculate flat rates based on relevant inputs into the List of Expenditures.

Please note, it is not possible to add real cost invoices to budget lines covered by flat rates. It is also not possible to modify the amount claimed based on flat rates (neither by project partner nor by any of the authorities verifying the report).

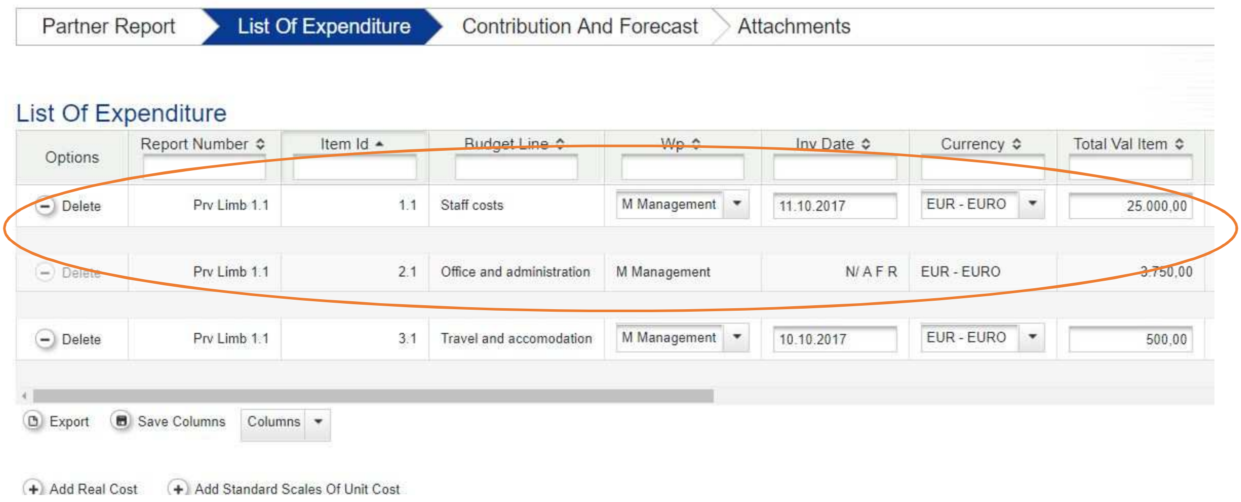

Figure 13 Adding Expenditures – Flat rates

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.

In case any of the expenditure is financed as in kind contribution, it should be marked as such in the LoE when adding the item.

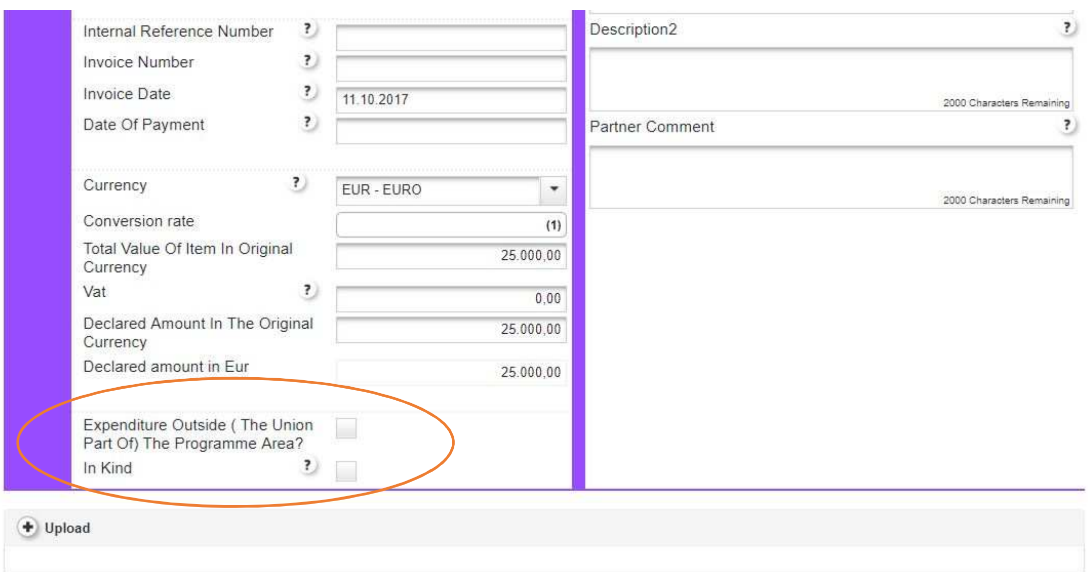

Figure 14 Additional options in the List of Expenditure

2.3.3 'Contribution and Forecast' tab

Figure 15 Navigation bar – Contribution and Forecast

In the Contribution and Forecast section, you are asked to forecast spending for the next partner report and you need to provide information on the financial contribution. Moreover, in case of in kind contribution, you are requested to specify the in kind contribution.

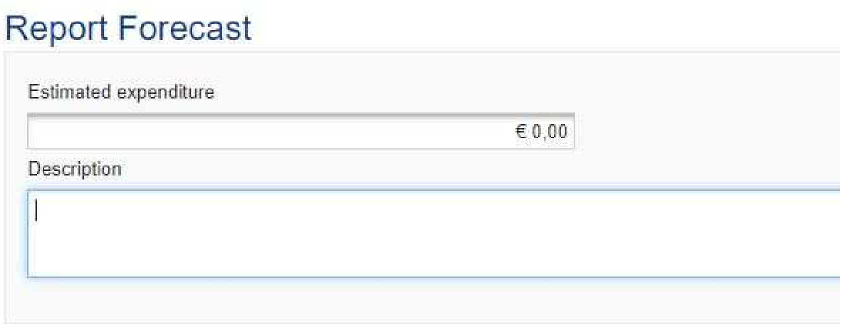

Figure 16 Spending Forecast

The system calculates the total in kind contribution reported in the List of Expenditure (summing up all invoices where the checkbox 'in kind' is selected), only the description should be given by the partner here.

Figure 17 In kind contribution

The Partner Contribution Value is calculated automatically in the eMS system.

2.3.4 'Attachments' tab

Figure 18 Navigation bar – Attachments

Partners are also allowed to upload additional attachments related to the entire report, e.g. should any other document (other than outputs and deliverables) be asked by the FLC or LP. Before uploading, make sure the upload is of relevance for the report.

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

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

In order to upload a document, please click on the button 'Upload', the upload pop up will appear.

Figure 19 Report attachments

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 20 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. In case some of the rules are not fulfilled, an error message will appear and the partner will need to correct any wrong data.

Each time a report is saved, it needs to be checked again before submission. Only after the check is successful, the system will allow for the report to be submitted. The ‘Checked saved report’ button will be replaced with the ‘Submit report’ button.

Figure 21 Submitting checked report

A submitted report is locked and the partner cannot modify it anymore. After submission, the partner report is forwarded to the FLC of the partner in question. For more information on the FLC role in the eMS, see the related guidance note.

2.5 Workflow Partner Report

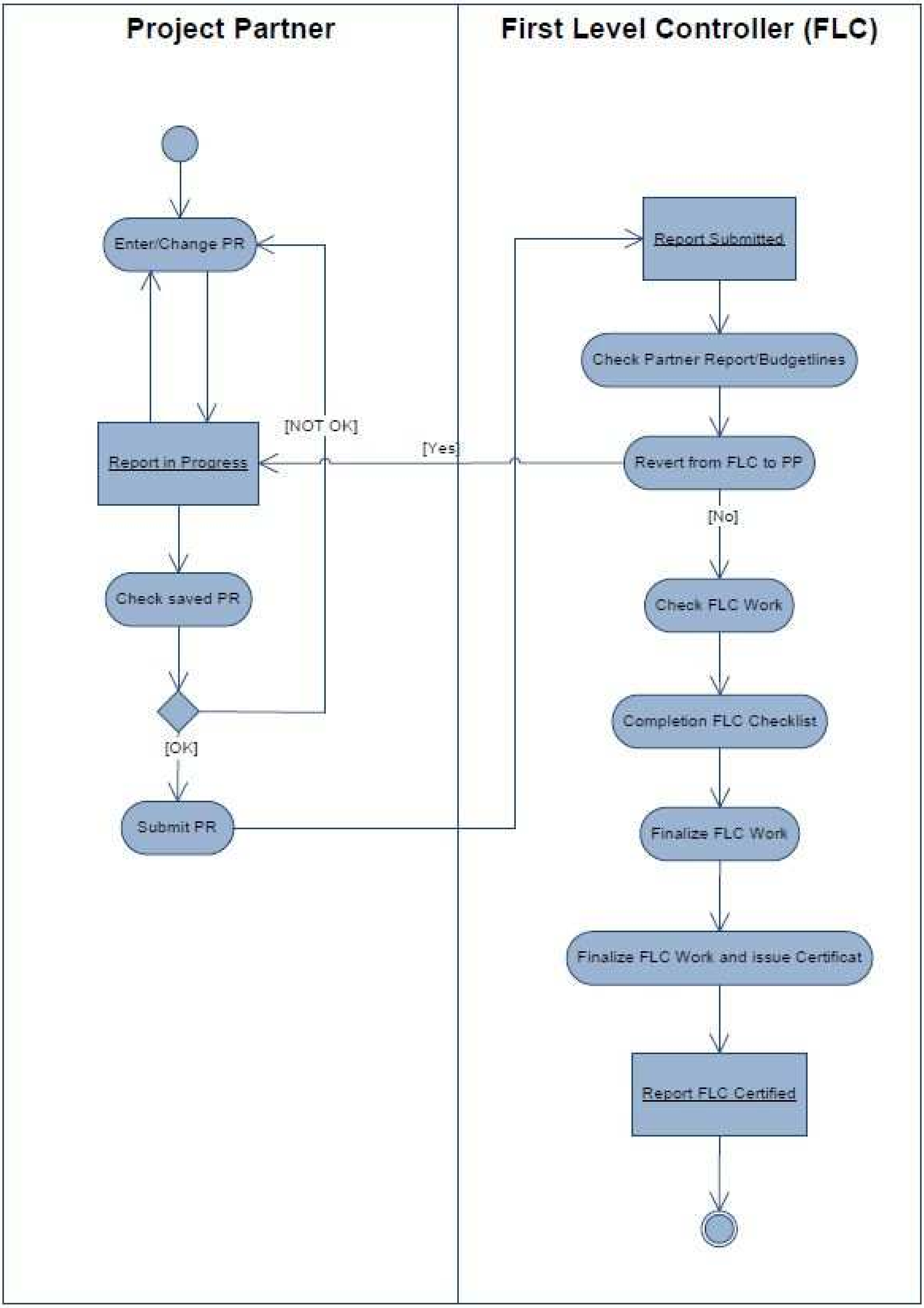

Figure 22 Workflow Partner Report

CHAPTER 3 – PROJECT REPORT

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

- The partners create, fill in their partner report for each project reporting period and submit it electronically. As all the partners, the lead partner, in its partner role, has also to create, fill in and submit its own report electronically.

Please see the chapter 'Partner report' for how to create and fill in partner reports.

- The FLCs access the partner reports, verify and certify the amounts (the verified amounts are included in the FLC certificate).
- The lead partner can access the partner reports and the FLC certificates of all partners in the eMS to fill in the project report.
- Before submitting a project report, the lead partner needs to have his/her partner report checked by his/her FLC.
- The LP will have to include the FLC certificates of all the reporting partners (including the one issued for its own organisation).

3.1 Generating a project report

Only lead partners can generate and submit project reports.

After the project has been contracted, the 'Reports overview' is the default view when accessing the project. In order to generate a project report, the lead partner needs to select the role 'LP' from the role dropdown. Each lead partner has two roles to select from 'PP' for creating own partner reports and 'LP'. The LP role allows to see reports of all project partners and to create and submit the project report.

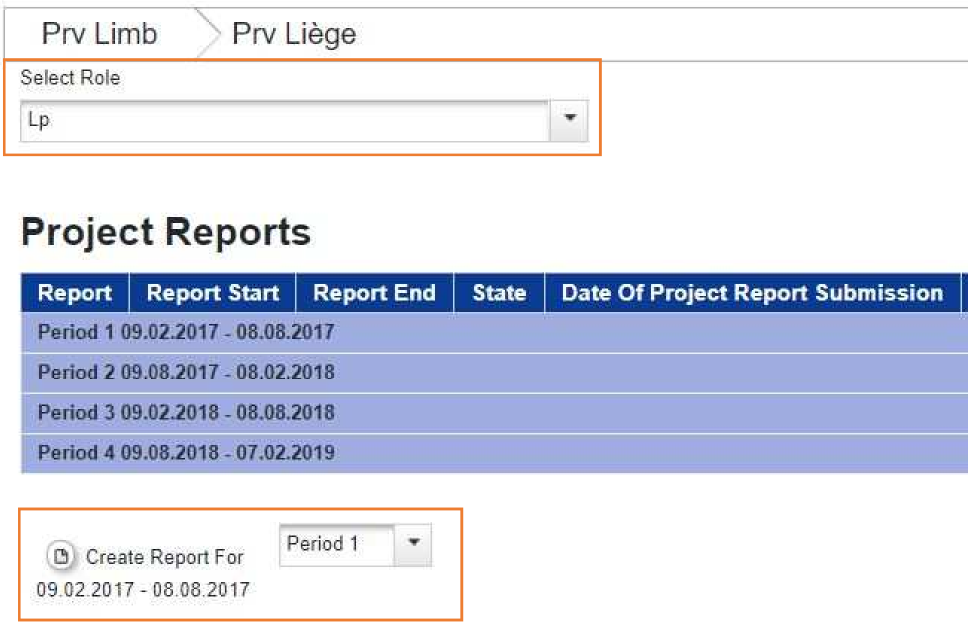

Figure 23 Reporting overview - Generating a project report

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

All partner reports have a project status where users can see if the report was already certified by the FLC and if yes, whether it was included in the project report. The lead partner can access the reports and the certificates of all partners via the partner reports overview

Partner Reports

1 - Provincie Limburg - Prv Limb

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
Period 1 09.02.2017 - 08.08.2017							
Report 1.1	09.02.2017	08.08.2017	Report In Progress	In Progress			Not Certified
Period 2 09.08.2017 - 08.02.2018							
Period 3 09.02.2018 - 08.08.2018							
Period 4 09.08.2018 - 07.02.2019							

Partner Living Tables

2 - Province de Liège - Prv Liège

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
Period 1 09.02.2017 - 08.08.2017							
Report 1.1	09.02.2017	08.08.2017	Report In Progress	In Progress			Not Certified
Period 2 09.08.2017 - 08.02.2018							
Period 3 09.02.2018 - 08.08.2018							
Period 4 09.08.2018 - 07.02.2019							

Partner Living Tables

Figure 24 Partner reports overview

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

Each project report is given a number which consists of the Period number and the Report number.

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

The lead partner needs to delete any empty reports mistakenly created. He/she also has to warn the partners to do so and not to submit any empty reports!

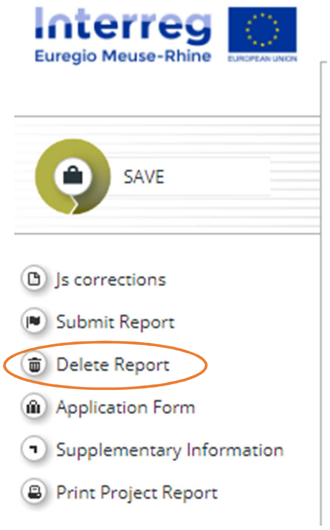

Figure 25 Project report: deleting a report

3.2 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 lead partner. The content part of the report needs to be filled out manually by the lead partner. It is also possible to upload attachments to a project report. The lead partner needs to make sure all relevant evidence for main outputs and deliverables is well included in the project report, in the 'Work packages' section. Any other attachment upon request by the programme should be attached in the 'Attachments'. The maximum size of an attachment is 6Mb.

The lead partner may ask JS which evidence is needed for outputs and deliverables (e.g. those exceeding the size limit of 6 Mb), and how it should be submitted (electronically sent, attached to the report or hard support).

3.2.1 'Report' Tab

Figure 26 Project report: Sections of the report

The 'Report' section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting per Work Package.

This section first asks you to describe activities during the reporting period ('Highlights of main achievements') in this reporting period and to include FLC certificates of project partners.

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

3.2.2 'Work packages' tab

Reporting per work package is the second part of the project report.

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

Figure 27 Navigation bar – Work packages

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

Here you also provide information on project output indicators and activities and deliveries. Reporting on deliverables, incl. upload of evidence of achievement is also part of reporting on work packages.

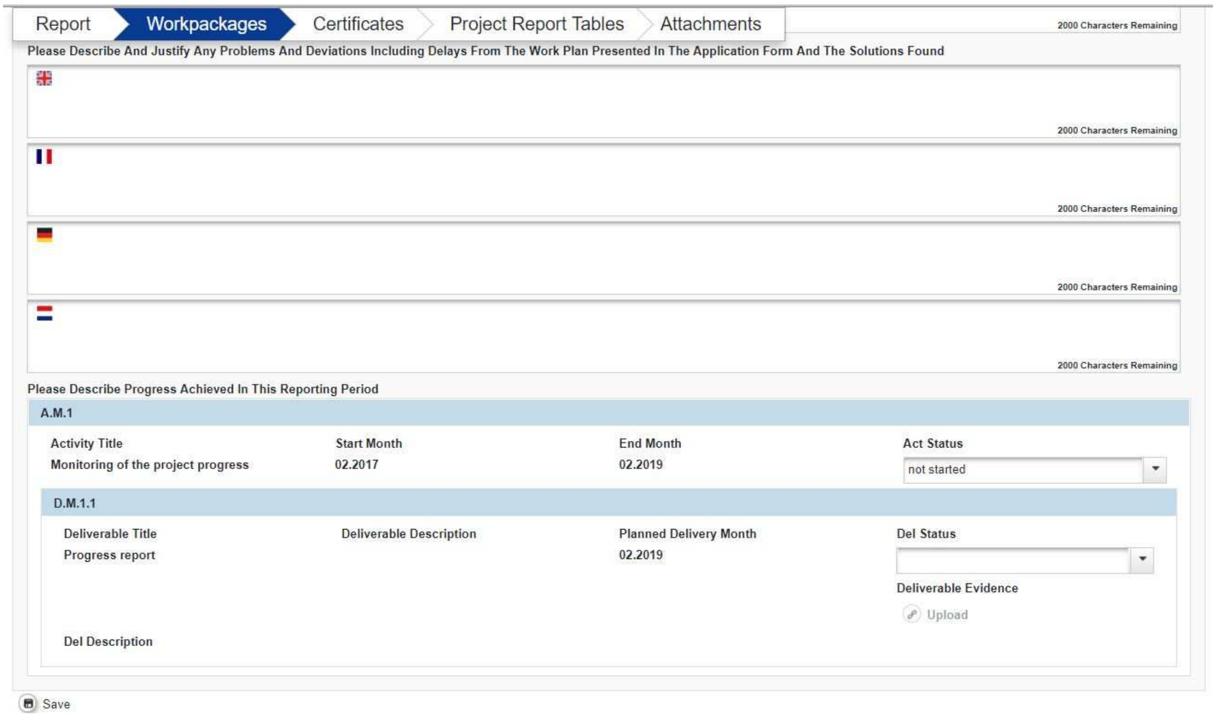

Figure 28 Reporting on work packages

3.2.3 '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’. Only the selected FLC certificates will be taken into account for project report.

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

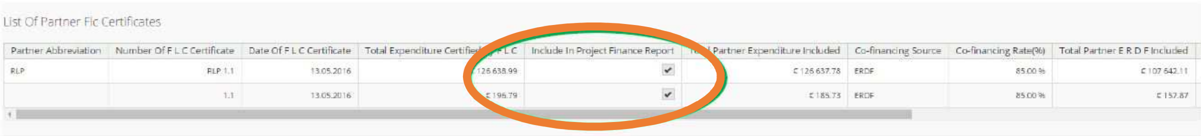

Figure 29 Including Partner FLC Certificates in a Project Report

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.

The lead partner can access individual expenditure items of project partners in the List of Expenditure (LoE) and decrease the amount of single items if necessary. The LP can also decrease single expenditure items to zero, which means that the expenditure claimed by the project partner for this item will completely be excluded from the project report.

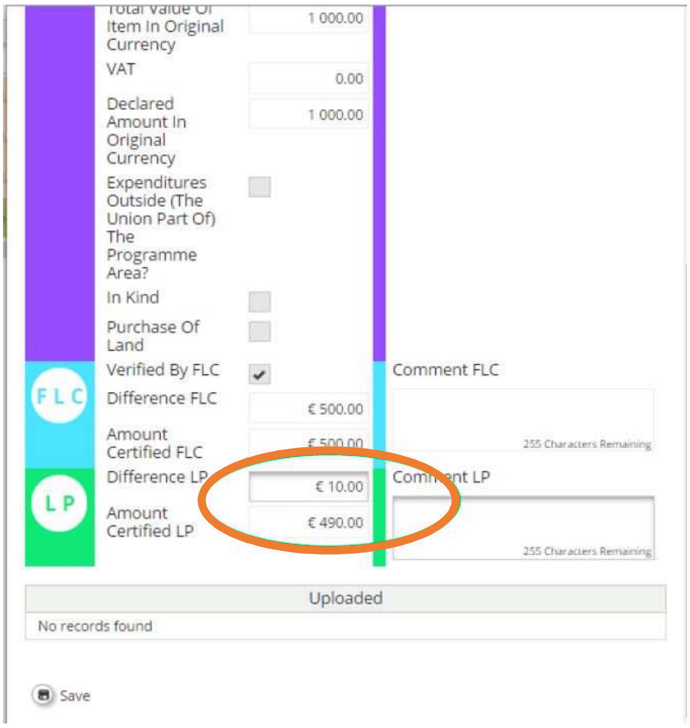

Figure 30 Editing Expenditures by the lead partner

Expenditures can be edited by a lead partner directly in the item view form by setting the difference in the corresponding field. The values previously inserted by a partner and by FLC (Budget Line, Work package, Internal Reference Number, Invoice Number, Invoice Date, Date of Payment, Currency, VAT) cannot be modified anymore.

The lead partner 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.

Figure 31 Reverting Partner Reports from the lead partner 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.

3.2.4 'Project Report Tables' tab

Figure 32 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. All the corrections done by the LP should be immediately visible in the tables.

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

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

3.2.5. 'Attachments' tab

Figure 33 Navigation bar – Attachments

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

Should any additional attachments be relevant for the entire project report, the lead partner needs to upload them in this 'Attachment' section. The programme authorities may also ask you to upload specific attachments. Please acknowledge the maximum size of an attachment is 6Mb.

In order to do so, please use the 'Attachments' tab.

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 34 Checking and submitting project report

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

After submission, the lead partner can see the report but cannot modify it anymore.

A new project report can be opened once the previous one has been submitted to JS.

3.5. Workflow Project Report