

# Reporting in eMS

*Project Implementation Seminar  
Turku 9.5. & Riga 23.5.2017  
Project Coordinator Tiina Keinänen*

interreg

# Content

- Partner Report, especially financial reporting functions
- Lead partner functions



# Partner functions and Partner Report



# Partner Report - Process status

## 1 - Lead partner from Finland - PPF

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of frc verification	Included In Project Report
Period 0 01.01.2015 - 01.01.2015						
Report 0.1	01.01.2015	01.01.2015	Report F Lc Certified	04.04.2017	04.04.2017	Period 0 Project Report 1
Period 1 01.01.2016 - 30.06.2016						
Report 1.1	01.01.2016	30.06.2016	Report F Lc Certified	04.04.2017	04.04.2017	Period 1 Project Report 1
Period 2 01.07.2016 - 31.12.2016						
Report 2.1	01.07.2016	31.12.2016	Report Submitted	04.04.2017		Not Certified
Period 3 01.01.2017 - 30.06.2017						
Report 3.1	01.01.2017	30.06.2017	Report In Progress	In Progress		Not Certified
Period 4 01.07.2017 - 30.11.2017						

 Partner Living Tables



## Application Form - *Partner Report*

- Project application creates a basis for reporting template
  - Project main outputs defined in work plan → *report progress towards output(s) and attach evidence*
  - Target groups defined in work plan → *amount of reached target group, how they are reached and involved*
  - Activities and their deliverable defined in work plan → *describe activities and select right deliverable and attach evidence*



## Partner Finance Report

- Various financial tables summing up the declared expenditure
- Tables are up-date live with every new expenditure item
- "Currently reported" column
  - Amount to be declared to FLC
  - Amount declared to FLC
  - Amount certified by FLC
  - Amount included in project finance report



# Partner Finance Report

## Partner Expenditure Per Budgetline Period 1 Partner Report - CA certified

Budgetline	Partner Total Budget	Previously Reported( Certified By C A)	Currently Reported (amount included in project finance report)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Total Amount Included In Project Finance Report
Staff costs	€ 20.000,00	€ 0,00	€ 1.000,00	€ 1.000,00	5,00 %	€ 19.000,00	€ 1.000,00	€ 1.000,00	€ 1.000,00
Office and administration	€ 3.000,00	€ 0,00	€ 150,00	€ 150,00	5,00 %	€ 2.850,00	€ 150,00	€ 150,00	€ 150,00
Travel and accomodation	€ 10.000,00	€ 0,00	€ 1.000,00	€ 1.000,00	10,00 %	€ 9.000,00	€ 1.000,00	€ 1.000,00	€ 1.000,00
External expertise and services	€ 10.000,00	€ 0,00	€ 1.000,00	€ 1.000,00	10,00 %	€ 9.000,00	€ 1.000,00	€ 1.000,00	€ 1.000,00
Equipment	€ 1.000,00	€ 0,00	€ 800,00	€ 800,00	80,00 %	€ 200,00	€ 1.000,00	€ 800,00	€ 800,00
Infrastructure & works	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total</b>	<b>€ 44.000,00</b>	<b>€ 0,00</b>	<b>€ 3.950,00</b>	<b>€ 3.950,00</b>	<b>8,98 %</b>	<b>€ 40.050,00</b>	<b>€ 4.150,00</b>	<b>€ 3.950,00</b>	<b>€ 3.950,00</b>
Net Revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total Eligible Expenditure</b>	<b>€ 44.000,00</b>	<b>€ 0,00</b>	<b>€ 3.950,00</b>	<b>€ 3.950,00</b>	<b>8,98 %</b>	<b>€ 40.050,00</b>	<b>€ 4.150,00</b>	<b>€ 3.950,00</b>	<b>€ 3.950,00</b>

## Partner Expenditure Per Budgetline Period 2 Partner Report - submitted for FLC, not certified

Budgetline	Partner Total Budget	Previously Reported( Certified By C A)	Currently Reported (amount declared to fic)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Total Amount Included In Project Finance Report
Staff costs	€ 20.000,00	€ 1.000,00	€ 0,00	€ 1.000,00	5,00 %	€ 19.000,00	€ 0,00	€ 0,00	€ 0,00
Office and administration	€ 3.000,00	€ 150,00	€ 0,00	€ 150,00	5,00 %	€ 2.850,00	€ 0,00	€ 0,00	€ 0,00
Travel and accomodation	€ 10.000,00	€ 1.000,00	€ 1.000,00	€ 2.000,00	20,00 %	€ 8.000,00	€ 1.000,00	€ 0,00	€ 0,00
External expertise and services	€ 10.000,00	€ 1.000,00	€ 0,00	€ 1.000,00	10,00 %	€ 9.000,00	€ 0,00	€ 0,00	€ 0,00
Equipment	€ 1.000,00	€ 800,00	€ 0,00	€ 800,00	80,00 %	€ 200,00	€ 0,00	€ 0,00	€ 0,00
Infrastructure & works	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total</b>	<b>€ 44.000,00</b>	<b>€ 3.950,00</b>	<b>€ 1.000,00</b>	<b>€ 4.950,00</b>	<b>11,25 %</b>	<b>€ 39.050,00</b>	<b>€ 1.000,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>
Net Revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total Eligible Expenditure</b>	<b>€ 44.000,00</b>	<b>€ 3.950,00</b>	<b>€ 1.000,00</b>	<b>€ 4.950,00</b>	<b>11,25 %</b>	<b>€ 39.050,00</b>	<b>€ 1.000,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>

## Partner Living Tables

- Summaries partner expenditure processed through all partner reports
  - Tables grow over time as expenditure is declared by partner and processed by the different authorities (FLC/JS/MA/CA)
- Can be used to to keep overview on expenditure declared in partner reports






# Partner report status vs. Partner Living Tables

## 1 - Lead partner from Finland - PPF

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared
Period 0 01.01.2015 - 01.01.2015							
Report 0.1	01.01.2015	01.01.2015	Report F Lc Certified	04.04.2017	04.04.2017	Period 0 Project Report 1	€ 0,00
Period 1 01.01.2016 - 30.06.2016							
Report 1.1	01.01.2016	30.06.2016	Report F Lc Certified	04.04.2017	04.04.2017	Period 1 Project Report 1	€ 4.150,00
Period 2 01.07.2016 - 31.12.2016							
Report 2.1	01.07.2016	31.12.2016	Report Submitted	04.04.2017		Not Certified	€ 1.000,00
Period 3 01.01.2017 - 30.06.2017							
Report 3.1	01.01.2017	30.06.2017	Report In Progress	In Progress		Not Certified	€ 0,00
Period 4 01.07.2017 - 30.11.2017							

 Partner Living Tables






## Partner Expenditure Per Budgetline

Budgetline	Partner Total Budget	Previously Reported( Certified By C A)	Previously Reported (total amount declared by partners)	Total Reported	%of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Fic	Total Amount Included In Project Finance Report
Staff costs	€ 20.000,00	€ 1.000,00	€ 0,00	€ 1.000,00	5,00 %	€ 19.000,00	€ 5.150,00	€ 1.000,00	€ 1.000,00
Office and administration	€ 3.000,00	€ 150,00	€ 0,00	€ 150,00	5,00 %	€ 2.850,00	€ 0,00	€ 150,00	€ 150,00
Travel and accommodation	€ 10.000,00	€ 1.000,00	€ 1.000,00	€ 2.000,00	20,00 %	€ 8.000,00	€ 0,00	€ 1.000,00	€ 1.000,00
External expertise and services	€ 10.000,00	€ 1.000,00	€ 0,00	€ 1.000,00	10,00 %	€ 9.000,00	€ 0,00	€ 1.000,00	€ 1.000,00
Equipment	€ 1.000,00	€ 800,00	€ 0,00	€ 800,00	80,00 %	€ 200,00	€ 0,00	€ 800,00	€ 800,00
Infrastructure & works	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total</b>	<b>€ 44.000,00</b>	<b>€ 3.950,00</b>	<b>€ 1.000,00</b>	<b>€ 4.950,00</b>	<b>11,25 %</b>	<b>€ 39.050,00</b>	<b>€ 5.150,00</b>	<b>€ 3.950,00</b>	<b>€ 3.950,00</b>
Net Revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total Eligible Expenditure</b>	<b>€ 44.000,00</b>	<b>€ 3.950,00</b>	<b>€ 1.000,00</b>	<b>€ 4.950,00</b>	<b>11,25 %</b>	<b>€ 39.050,00</b>	<b>€ 5.150,00</b>	<b>€ 3.950,00</b>	<b>€ 3.950,00</b>

 Export

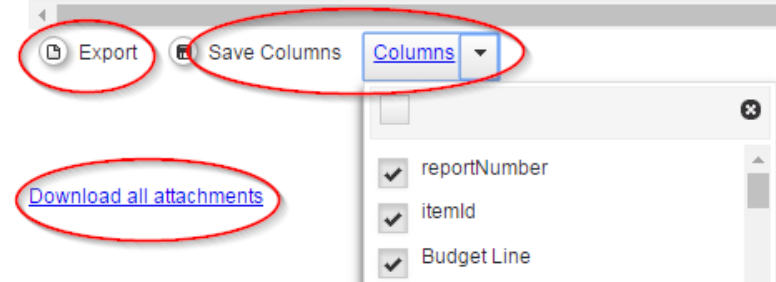
## FLC certificate

- As a result of the FLC check, an FLC certificate is generated
- FLC certificate i.e. includes information about expenditure declared and certified per budget line, FLC comments on possible findings, recommendations and follow-up measures

State	Date Of Partner Report Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Report F Lc Certified	04.04.2017	04.04.2017	Period 0 Project Report 1	€ 0,00		
Report F Lc Certified	04.04.2017	04.04.2017	Period 1 Project Report 1	€ 4.150,00		
Report Submitted	04.04.2017		Not Certified	€ 1.000,00		

# List of expenditure

- Columns can be edited
- List can be exported as excel
- All attachment can be download
- List can be scrolled by pressing the middle-mouse-button



## List Of Expenditure

Report Number ⇅	Item Id ⇅	Budget Line ⇅	Wp ⇅	Int Ref No ⇅	Inv No ⇅	Inv Date ⇅	Paym Date ⇅
PPF 1.1	1.1	Staff costs	M Management	001	001	23.03.2016	23.03.2016
PPF 1.1	2.1	Office and administration	M Management		FR	N/A FR	N/A FR
PPF 1.1	 3.1	Travel and accomodation	M Management	002	002	12.04.2016	27.04.2017

## Filling in the List of Expenditure (LoE)

- Cost are reported during the period they are paid out - remember to add payment date
- Reporting on single invoice level
- If salaries are reported in 6 month block add last month salary payment date in LoE
- Link cost to reported activities with description
- LoE is filled in in English, attachments can be in national language



## List of expenditure logic

- Tool for reporting cost in eMS
- Not a tool for communicating certified, uncertified or cut cost by FLC/MA/CA
- Lead partner can see FLC verifications and cuts in LoE
- Partner and lead partner can see sitting ducks implemented by FLC or CA in LoE





# Sitting ducks

- FLC or CA can leave some cost uncertified in the report and postpone its certification for later report(s) - pink line in LoE

## List Of Expenditure

Report Number ↕	Budget Line ↕	Wp ↕	Int Ref No ↕	Inv No ↕	Inv Date ↕	Paym Date ↕	Description1 ↕
TE 2.1	Staff costs	M Management					Salary for FM, April 2017
TE 2.1	Staff costs	M Management	003	003	05.04.2017	05.04.2017	Salary for PM, April 2017
TE 2.1	Office and administration	M Management		FR	N/A FR	N/A FR	
TE 2.1	Travel and accomodation	T1 Transport development	006	006	06.02.2017	21.02.2017	Travel and hotel in Riga 28.-31.1.2017, PM
TE 2.1	Travel and accomodation	T1 Transport development	008	00224	03.04.2017	05.04.2017	Travel and hotel 26.-27.3. in Tallinn
TE 2.1	External expertise and services	T1 Transport development	009	1236	06.03.2017	22.03.2017	IT tool expert services 2/6 invoices

# Contribution and forecast

- Report forecast
  - Estimation of budget use for next six months reporting period
  - If estimation differs from planned budget give a description

## Report Forecast

Estimated expenditure	
<input type="text"/>	€ 0,00
Description	
<input type="text"/>	

# Contribution and forecast

- Follow-up of partner contribution
  - Reporting of partner contribution from different sources
  - Public-private share of partner contribution

## Follow-up Of Partner Contribution

Target Partner Contribution Value  
€ 2.100,00

Name Of Contribution ↕	Legal Status ↕	Total Amount Indicated In The Application Form ↕	% Of Total( According To A F) ↕	Previously Reported ↕	Current Report	Total Reported So Far	Percentage Of Total Reported ↕
Transport Suomi	public	€ 36.000,00	90,95 %	€ 4.033,34	€ 2.100,00	€ 6.133,34	99,53 %
Road Association	private	€ 3.583,34	9,05 %	€ 28,75	€ 0,00	€ 28,75	0,47 %
Sub Total Public Contribution		€ 36.000,00	90,95 %	€ 4.033,34	€ 2.100,00	€ 6.133,34	99,53 %
Sub Total Private Contribution		€ 3.583,34	9,05 %	€ 28,75	€ 0,00	€ 28,75	0,47 %
Total Contribution		€ 39.583,34	100,00 %	€ 4.062,09	€ 2.100,00	€ 6.162,09	100,00 %

Export

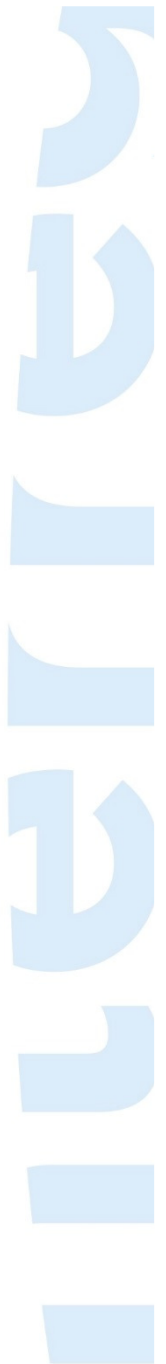
# Amount of partner contribution based on certified cost

Partner Expenditure Summary **Partner Living Table**

Programme Co-financing	Partner Total Budget	Previously Reported( Certified By C A)	Previously Reported (total amount declared by partners)	Total Reported
Total Co-financing	€ 33.000,00	€ 2.962,50	€ 750,00	€ 3.712,50
Of Which ERDF	€ 33.000,00	€ 2.962,50	€ 750,00	€ 3.712,50
Partner Contribution	€ 11.000,00	€ 987,50	€ 250,00	€ 1.237,50
Total Eligible Expenditure	€ 44.000,00	€ 3.950,00	€ 1.000,00	€ 4.950,00

## Reporting in other currencies than euro

- Cost is reported in currency the expenditure was incurred
- Currency is converted into euro twice in eMS
  - When cost is added in LoE
  - When Partner Report is submitted for FLC for the first time (this will be final conversion)





## Lead partner functions



## Reverting Partner Reports

- FLC can revert submitted Partner Report for partner
- Lead partner can revert FLC certified Partner Report for FLC or partner

Report		List Of Partner Flc Certificates		
Private partner contribution	Public partner contribution	F L C certificate	Revert	
€ 0,00	€ 172,50	Show F L C certificate	Revert From Lp To Flc	Revert From Lp To Pp



# Project Report

- Compiles achievements on project level
- Evidence about reported outputs and deliverables must be added both in Partner Report and Project Report - cannot be copied
- Several lead partner users can be added by main lead partner user (User Assignment)



# Reporting project output indicators

- Project output indicators vs. Programme output indicators
- Project output achievement is shown as attached document and level of achievement

Project Main Outputs	Project Main Output Description	Programme Output Indicator	Achieved In This Report	Level Of Achievement	Attachment
T1.1 International student teams	this will be done...	Number of participating young people	<input type="text"/>	not started ▾	 Upload
T1.2 eToolbox for entrepreneurial education in high schools	we will...	Number of participating young people	<input type="text"/>	not started ▾	 Upload
			kesäkuuta.2017		

# Reporting programme output indicators

- Programme output indicators are reported as achieved values

Programme Output Indicator	Planned Delivery Month	Main Output Quantification Target	Achieved So Far( Not Including This Reporting Period)	Achieved In This Report
Number of participating young people	heinäkuuta.2017	300,00		
Number of participating young people	kesäkuuta.2017	0,00		
T1.1 International student teams				
T1.2 eToolbox for entrepreneurial education in high schools				



## Financial tables on project level

- Project Report Tables
  - Follows the same logic than those in Partner Report but take into account all certificates included in the Project Report
  - After Project Report is submitted for JS the table does not change anymore
- Project Living Tables
  - Follows the same logic than those in Partner Report but take into account all certificates included in the Project Report



## Project Living Tables

- Flexibility rule - 20% exceeding per budget line on project level (not Staff cost and Equipment)

Project Expenditure Per Budgetline

Budgetline	Project Total Budget	Previously Reported( Certified By C A)	Currently Reported	Total Reported	%of Total Budget
Staff costs	€ 40.000,00	€ 2.000,00	€ 0,00	€ 2.000,00	5,00 %
Office and administration	€ 6.000,00	€ 300,00	€ 0,00	€ 300,00	5,00 %
Travel and accomodation	€ 20.000,00	€ 1.000,00	€ 0,00	€ 1.000,00	5,00 %
External expertise and services	€ 20.000,00	€ 1.000,00	€ 0,00	€ 1.000,00	5,00 %
Equipment	€ 1.000,00	€ 800,00	€ 0,00	€ 800,00	80,00 %
Infrastructure & works	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %
<b>Total</b>	<b>€ 87.000,00</b>	<b>€ 5.100,00</b>	<b>€ 0,00</b>	<b>€ 5.100,00</b>	<b>5,86 %</b>
Net Revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %
<b>Total Eligible Expenditure</b>	<b>€ 87.000,00</b>	<b>€ 5.100,00</b>	<b>€ 0,00</b>	<b>€ 5.100,00</b>	<b>5,86 %</b>

## Submitting Project Report

- Remember to attach Confirmation Letter to Project Report
  - Payment claim must be signed by authorised person
- No need for additional paper copy of FLC certificate





Thank you!