

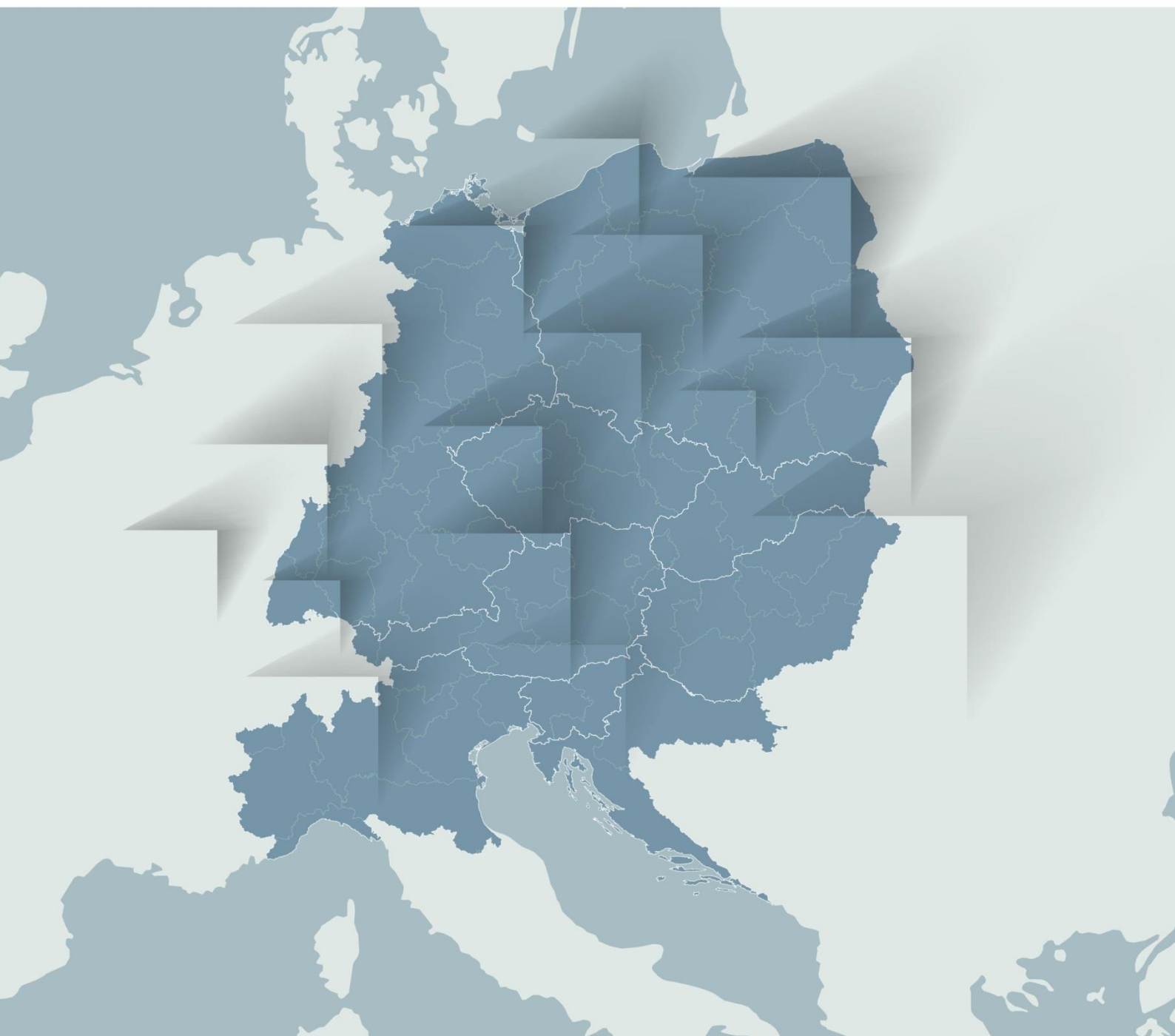
# eMS-FACTSHEET

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Partner report (eMS)

Version 1  
11 2016

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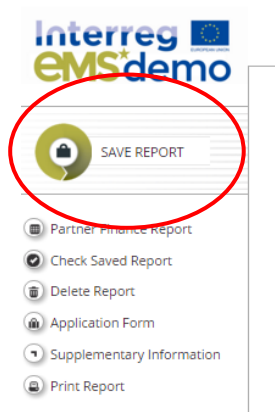
## 1. General information

Once a project is set to the status “contracted” in eMS, the reporting section becomes available to all project partners. When accessing the project you are automatically directed to the reporting overview section.

Partner reports cover activities and expenditure of individual project partners and need to be verified by the authorised national controllers. All partner reports need to be created for reporting periods as defined in the application form.

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

**Please always remember to press “SAVE REPORT” before leaving a section!**



## 2. Assigning users to a partner report

In the “Supplementary information/User assignment” section the lead partner (LP) assigns one or more users to a project partner (PP) institution. This user(s) will then have access rights to the partner report of the PP they are assigned to.

For the LP institution a user is assigned by default, who is the so called lead partner user. It is possible to assign additional users to the LP institution that will then have access to the partner report of the LP as well as to the joint progress report.

## 3. Accessing the partner report

To access your partner report, login to eMS with your user name and password.

Select the project from the overview table and open it by clicking on “view reporting”.

**Interreg EMSdemo** **Dashboard** Welcome Rita Rico

**My Projects**

ProjectId	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Timeslot	Specific Objective	Submission Date	Projectstate	Applicant Or Leadpartner	View Project
CE744	Test EMS Project Report	REPORT	01.07.2016	30.06.2019	Ministry ABC	ITALY	EUROPE 1st Call / step 2		2.1 To develop and implement solutions for increasing energy efficiency and renewable energy usage in public infrastructures	04.12.2015	Contracted	lp744	<a href="#">View Reporting</a>

[Add Project](#)

If a user has multiple roles in the project (e.g. LP and PP), it is necessary to select the role from the dropdown menu at the top of the interface called "Select role". For filling in the partner report, make sure that the correct role is selected: "PP"

Select Role  
Pp

### Partner Reports

#### 1 - Ministry ABC - ABC

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report
Period 0 01.07.2015 - 01.06.2016							
Report 0.1	01.07.2015	01.06.2016	Report F Lo Certified	15.09.2016	Period 0 Project Report 1	€ 1.600,00	<a href="#">View Report</a>
Period 1 01.07.2016 - 31.12.2016							
Report 1.1	01.07.2016	31.12.2016	Report F Lo Certified	19.09.2016	Not Included	€ 33.650,00	<a href="#">View Report</a>
Period 2 01.01.2017 - 30.06.2017							
Period 3 01.07.2017 - 31.12.2017							
Period 4 01.01.2018 - 30.06.2018							
Period 5 01.07.2018 - 31.12.2018							
Period 6 01.01.2019 - 30.06.2019							

[Create New Report](#) [Partner Living Tables](#)

Open a new report by clicking on "Create new report".

Enter the report by clicking on the magnifying glass in "View report". You are redirected to a partner report corresponding to the chosen reporting period.

You now have access to the different sections of the partner report.

NOTE!: The LP can view partner reports of all PPs, once they have been created by the partner. The LP can view also not submitted partner reports.

Select Role  
Lp

### Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 09.06.2016 - 09.06.2018						
Report 1.1	09.06.2016	09.06.2018	Report Submitted	09.06.2016	€ 2 150,00	<a href="#">View Report</a>

## 4. Filling-in a partner report

Partner reports consist of several sections (i.e. 'A+B - Partner report', 'C - List of expenditure', 'D - Co-financing and forecast' and 'Annexes'), each of which must be filled with information.

Fields in the partner report depend on the AF of the project.

## 4.1. Section A+B - Partner report

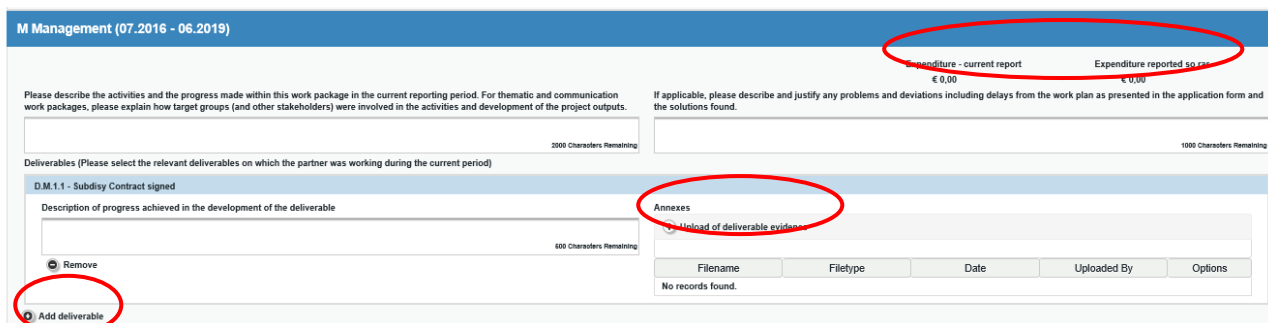
Please provide info on the partner's work. For detailed information refer to the "Implementation manual".

Provide information on the development of outputs by clicking on "Add output" and then selecting the relevant output from the drop down menu (outputs as defined in the AF). Insert information in the description text box; output evidence can be directly uploaded here.

Provide information on the target groups reached by clicking on "Add target group" and then selecting the relevant target group from the drop down menu (target groups as defined in the AF). Quantify the reached target group (the target as defined in the AF is displayed) and insert explanations in the description text box.

All work packages as defined in the AF are listed. An overview on the achieved progress and problems /deviations, if applicable, has to be provided per work package.

To provide more detailed information per deliverable you need to report, please click on “Add deliverable”. Evidence per deliverable can be directly uploaded. Information on expenditure included in the current report as well as reported so far is displayed.



M Management (07.2016 - 06.2019)

Expenditure - current report € 0.00 Expenditure reported so far € 0.00

Please describe the activities and the progress made within this work package in the current reporting period. For thematic and communication work packages, please explain how target groups (and other stakeholders) were involved in the activities and development of the project outputs.

Deliverables (Please select the relevant deliverables on which the partner was working during the current period)

D.M.1.1 - Subsidy Contract signed

Description of progress achieved in the development of the deliverable

Annexes

Upload of deliverable evidence

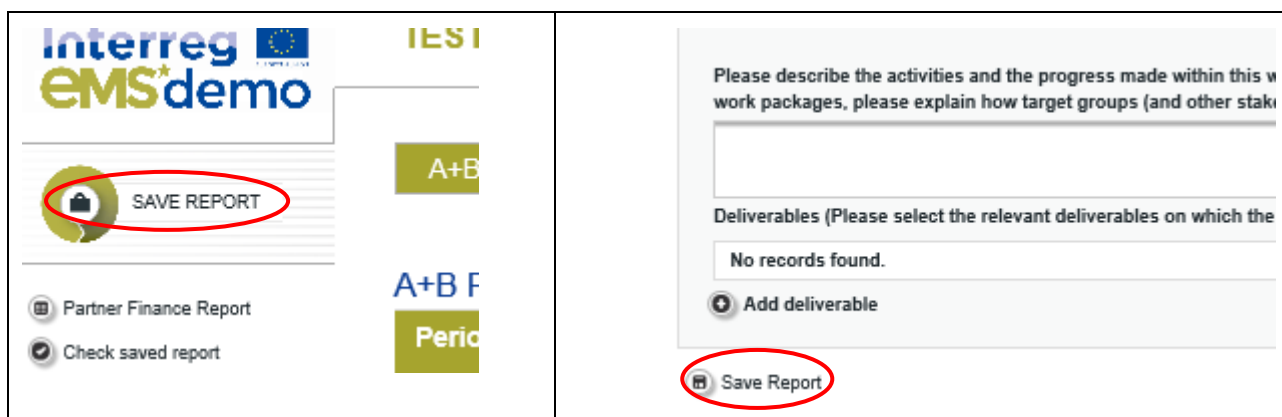
Remove

Add deliverable

Filename Filetype Date Uploaded By Options

No records found.

Please always remember to save the report!



Interreg EMS demo

SAVE REPORT

Partner Finance Report

Check saved report

Please describe the activities and the progress made within this work packages, please explain how target groups (and other stakeholders) were involved in the activities and development of the project outputs.

Deliverables (Please select the relevant deliverables on which the partner was working during the current period)

No records found.

Add deliverable

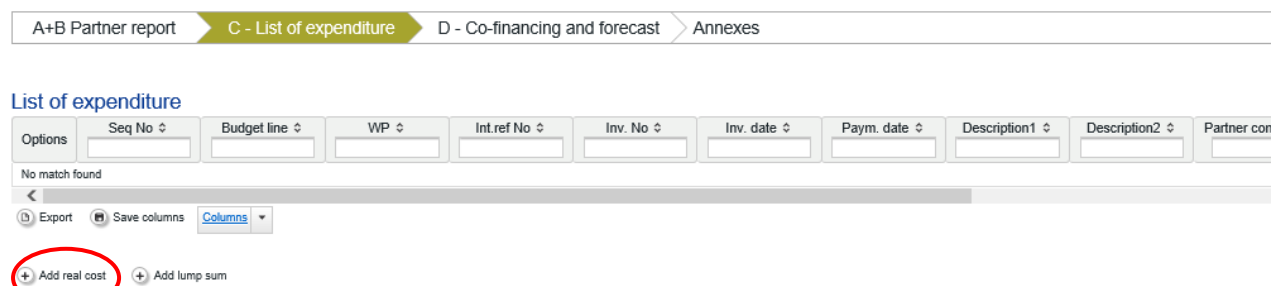
Save Report

## 4.2. Section C - List of expenditure

Financial reporting is done through the List of expenditures (LoE) section.

Select “Add real cost” to add a new expenditure. (Please note that “Add lump sum” is only required for the preparation costs).

**Warning! Always add expenditure by clicking on “Add real cost”. The button “Add lump sum” is for JS internal use only!**



A+B Partner report C - List of expenditure D - Co-financing and forecast Annexes

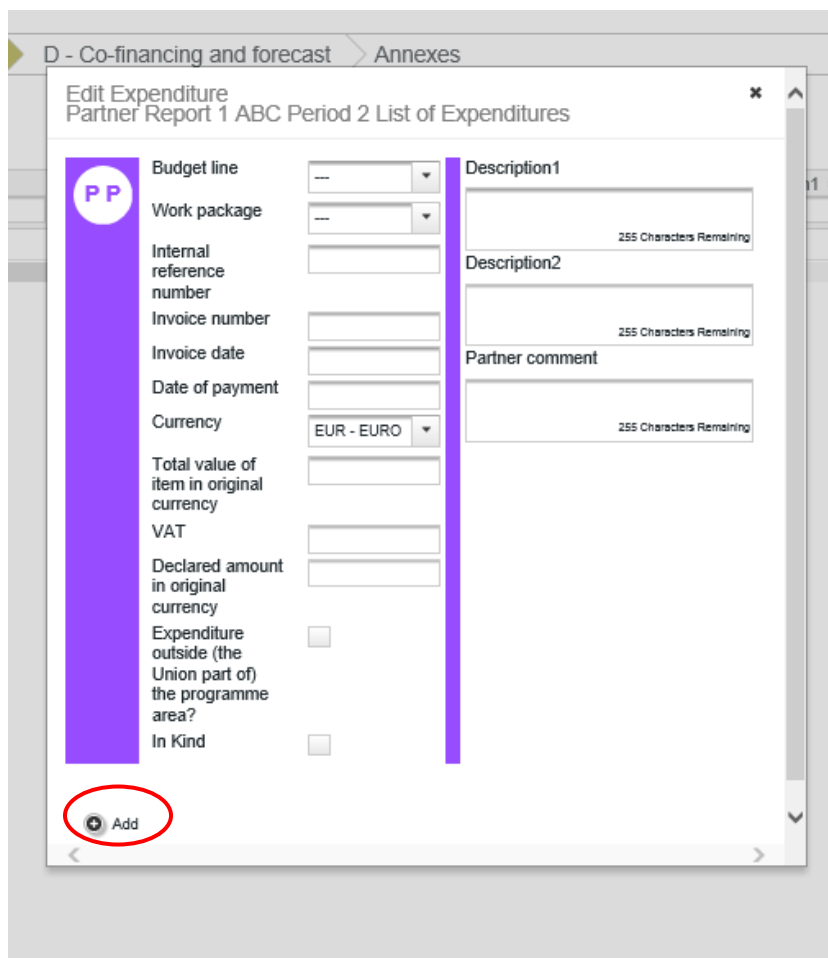
List of expenditure

Options	Seq No	Budget line	WP	Int.ref No	Inv. No	Inv. date	Paym. date	Description1	Description2	Partner com
No match found										

Export Save columns Columns

Add real cost Add lump sum

Insert information on the single expenditure and press “Add” to include the expenditure in the partner report. Please thoroughly follow the instructions in the “Factsheet\_List of expenditure” on how to properly fill in the LoE which can be downloaded from the programme website [http://www.interreg-central.eu/Content.Node/implement/Implementation\\_Documents.html](http://www.interreg-central.eu/Content.Node/implement/Implementation_Documents.html) .



Amounts inserted in currencies other than EUR will automatically be re-calculated into EUR based on the available exchange rates of the European Commission. The system recalculates the amounts several times - first time when the expenditure item is created and each time it is modified before submission of the report. The value is updated when clicking on “Check saved report” and once more at the moment of submission of the report to the controller. It is not modified ever again.

If the flat rate option for staff costs has been selected in the AF, the BL1 staff costs will be automatically calculated. Given that BL2 office and administrative expenditure is reimbursed according to a flat rate calculated on the basis of direct staff costs, the BL2 is automatically calculated. In the LoE you should mark any expenditure spent outside the Union part of the programme area. These will be summed up in the appropriate report summary table and taken over to project and programme statistics. Please note that it is possible to change this tickbox also during management verifications, if a national controller considers it was ticked incorrectly.

“In kind “ contributions are not applicable for Interreg CENTRAL EUROPE. Therefore this item will disappear from the LoE in the future.

A+B Partner report > **C - List of expenditure** > D - Co-financing and forecast > Annexes

#### List of expenditure

Options	Seq No	Budget line	WP	Int.ref No	Inv. No	Inv. date	Paym. date	Description
	1	BL1 Staff costs	M Management	4	45	20/09/2016	21/09/2016	fgh
	1	BL2 Office and admin.	M Management		FR	N/A FR	N/A FR	
	1	BL3 Travel and accom.	I1 Smart metering, building energy mgmt system and display of energy values in schools of Stuttgart DE	54	546	13/09/2016	13/09/2016	ökik

Export
 Save columns
 Columns

Add real cost
 Add lump sum

### 4.3. Section D - Co-financing and forecast

A spending forecast on the next reporting period can be provided to give the project finance manager and LP a better overview and ease project planning.

A+B Partner report > C - List of expenditure > **D - Co-financing and forecast** > Annexes

#### Partner report forecast

Estimated Expenditure

€ 0,00

Estimated expenditure for next reporting period

Information on the partner co-financing has to be provided. The target value is displayed and calculated based on the expenditure included in section C. The different partner co-financing sources and amounts as defined in the AF are indicated. If necessary, additional co-financing sources can be added by clicking on “Add contribution”.

#### Partner co-financing reporting

Partner co-financing target value in Euro  
€ 860,00

Name of co-financing	Legal status	Total co-financing amount as indicated in AF	% of total (according to AF)	Previously reported	Current report	Total reported so far	% of total reported
Ministerio ABC	public	€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 0,00	0,00 %
Rotation fund	automatic public	€ 39.279,05	100,00 %	€ 7.050,00	€ 0,00	€ 7.050,00	100,00 %
Sub-total public co-financing		€ 39.279,05	100,00 %	€ 7.050,00	€ 0,00	€ 7.050,00	100,00 %
Sub-total private co-financing		€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 0,00	0,00 %
<b>Total co-financing</b>		<b>€ 39.279,05</b>	<b>100,00 %</b>	<b>€ 7.050,00</b>	<b>€ 0,00</b>	<b>€ 7.050,00</b>	<b>100,00 %</b>

Export
 Add Contribution


Save Report

### 4.4. Section E - Annexes

Additional documents can be uploaded here.

A+B Partner report > C - List of expenditure > D - Co-financing and forecast > **Annexes**


Upload


 Upload


Attachments

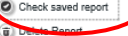
<input type="checkbox"/>	Filename ↕	Filetype ↕	Date ↕	User ↕
No records found				

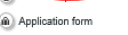
Before submitting the partner report click on “Check saved report”. In case the partner co-financing is not or not properly filled-in a warning message appears.


**Interreg EMSdemo**  **TEST PROJECT REPORT** CE744 [Show More](#) **Partner Report 1 ABC Period 2 Contribution and Forecast**

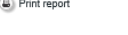
 SAVE REPORT


 Partner Finance Report


 **Check saved report**


 Delete Report


 Application form

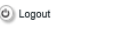
 Supplementary Information

 Print report

 Exit

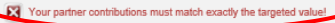
 Help

 Contacts

 Logout

EN

**ems**  
electronic  
monitoring  
system  
developed by



A+B Partner report > C - List of expenditure > **D - Co-financing and forecast** > Annexes

**Partner report forecast**



Estimated Expenditure

Estimated expenditure for next reporting period

**Partner co-financing reporting**

Partner co-financing target value in Euro  
€ 860,00

Name of co-financing ↕	Legal status ↕	Total co-financing amount as indicated in AF ↕	% of total (according to AF) ↕	Previously reported ↕	Current report	Total report
Ministerio ABC	public	€ 0,00	0,00 %		€ 0,00	
Rotation fund	automatic public	€ 39.279,05	100,00 %		€ 0,00	
Sub-total public co-financing		€ 39.279,05	100,00 %	€ 0,00	€ 0,00	
Sub-total private co-financing		€ 0,00	0,00 %	€ 0,00	€ 0,00	
<b>Total co-financing</b>		<b>€ 39.279,05</b>	<b>100,00 %</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	

 Export  Add Contribution

## 5. Submitting the partner report


Each time a report is saved, it needs to be checked again before submission. Only after the check is successful, the system will allow for the report to be submitted. After successful checks, the ‘Checked saved report’ button is replaced by the ‘Submit report’ item in the left menu. The report is automatically submitted to the responsible national controller for verifying the expenditure and to the LP for including the information into the joint progress report. A submitted partner report is locked and the partner cannot modify it anymore.





**TEST PROJECT REPORT** CE744 [Show More](#) **P**

A+B Partner report > C - List of expenditure > **D - Co-fin**

 **SAVE REPORT**


- Partner Finance Report
- Submit report
- Delete Report**
- C Application form
- Supplementary Information
- Print report

**Partner report forecast**

Estimated Expenditure

€ 0,00

Estimated expenditure for next reporting period

 Exit

**Partner co-financing reporting**

As long as a report has not been submitted, it can be deleted by clicking on the “Delete report” item.

The approved application form, as well as the supplementary information can be accessed via the left menu. The menu item always leads you to the latest approved version of the AF. Older AF versions are available in the “project history”.

The partner report can be printed as pdf document by clicking on “Print report” and is then available in the “filebrowser” of the general project menu.

The financial overview tables of the report can be accessed by clicking on “Partner finance report” in the left menu. Financial tables can be exported to xls-files.

To leave the partner report and go back to the partner report overview section click on “Exit”.

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

#### 1 - AT cooperation agency - ATCoop

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF
<b>Period 1 09.06.2016 - 09.06.2018</b>						
Report 1.1	09.06.2016	09.06.2018	Report FLC Certified	09.06.2016	Period 1 Project Report 1	Report submitted, FLC certified and included in submitted project report
Report 1.2	09.06.2016	09.06.2018	Report Submitted	27.06.2016	Not Certified	Report submitted but not yet FLC certified
<b>Period 2 09.06.2018 - 09.06.2018</b>						
Report 2.1	09.06.2018	09.06.2018	Report FLC Certified	09.06.2016	Not Included	Report submitted and FLC certified but not yet included in submitted project report
<b>Period 3 09.06.2018 - 09.06.2018</b>						
Report 3.1	09.06.2018	09.06.2018	Report Submitted	09.06.2016	Not Certified	
<b>Period 4 09.06.2018 - 09.06.2018</b>						
Report 4.1	09.06.2018	09.06.2018	Report Submitted	13.06.2016	Not Certified	
<b>Period 5 09.06.2018 - 09.06.2018</b>						
Report 5.1	09.06.2018	09.06.2018	Report In Progress	In Progress	Not Certified	Report not yet submitted to FLC

 Partner Living Tables

## 6. View a certificate of expenditure

As soon as a national controller has issued a certificate of expenditure, its electronic version is accessible from the reporting overview table. Click on the magnifying glass to view it.

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

## 7. Partner living tables

In the partner report overview section click on “Partner living tables” to access the different financial overview tables.

Partner living tables are financial tables at the partner level that summarise partner expenditure processed through all partner reports. Like other living tables (e.g. at project level), partner living tables grow over time as expenditure is declared by the project partner and processed by the various authorities.

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

Select Role

Pp

### Partner Reports

#### 1 - Ministry ABC - ABC

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report
Period 0 01.07.2015 - 01.06.2016							
Report 0.1	01.07.2015	01.06.2016	Report F Lo Certified	15.09.2016	Period 0 Project Report 1	€ 1.600,00	
Period 1 01.07.2016 - 31.12.2016							
Report 1.1	01.07.2016	31.12.2016	Report F Lo Certified	19.09.2016	Not Included	€ 33.650,00	
Period 2 01.01.2017 - 30.06.2017							
Period 3 01.07.2017 - 31.12.2017							
Period 4 01.01.2018 - 30.06.2018							
Period 5 01.07.2018 - 31.12.2018							
Period 6 01.01.2019 - 30.06.2019							
<input checked="" type="radio"/> Create New Report <input checked="" type="radio"/> Partner Living Tables							

TEST PROJECT REPORT CE744 [Show More](#) Finance Reporting

Welcome Rita Ricci

Project ID:

#### Partner expenditure summary

Programme co-financing	Partner total budget	Previously reported (certified by CA)	Previously reported (total amount declared by partners)	Total reported	% of total budget	Remaining budget	Total amount declared by partners	Total amount validated by controller	Total amount included in project finance report
Total co-financing	€ 157.116,20	€ 1.280,00	€ 26.920,00	€ 28.200,00	18,00 %	€ 128.916,20	€ 28.200,00	€ 27.960,00	€ 1.280,00
Of which ERDF	€ 157.116,20	€ 1.280,00	€ 26.920,00	€ 28.200,00	18,00 %	€ 128.916,20	€ 28.200,00	€ 27.960,00	€ 1.280,00
Partner co-financing	€ 39.279,05	€ 320,00	€ 6.730,00	€ 7.050,00	18,00 %	€ 32.229,05	€ 7.050,00	€ 6.990,00	€ 320,00
Total eligible expenditure	€ 196.395,25	€ 1.600,00	€ 33.650,00	€ 35.250,00	18,00 %	€ 161.145,25	€ 35.250,00	€ 34.950,00	€ 1.600,00

Export

#### Partner expenditure per budgetline

Budget line	Partner total budget	Previously reported (certified by CA)	Previously reported (total amount declared by partners)	Total reported	% of total budget	Remaining budget	Total amount declared by partners	Total amount validated by controller	Total amount included in project finance report
BL1 Staff costs	€ 58.517,81	€ 0,00	€ 21.000,00	€ 21.000,00	36,00 %	€ 37.517,81	€ 0,00	€ 21.000,00	€ 0,00
BL2 Office and admin.	€ 8.777,84	€ 0,00	€ 3.150,00	€ 3.150,00	36,00 %	€ 5.627,84	€ 0,00	€ 3.150,00	€ 0,00
BL3 Travel and accom.	€ 5.000,00	€ 0,00	€ 500,00	€ 500,00	10,00 %	€ 4.500,00	€ 0,00	€ 500,00	€ 0,00
BL4 External exp. and services	€ 20.800,00	€ 1.600,00	€ 3.000,00	€ 4.600,00	22,00 %	€ 16.200,00	€ 35.250,00	€ 4.300,00	€ 1.600,00
BL5 Equipment	€ 13.300,00	€ 0,00	€ 6.000,00	€ 6.000,00	45,00 %	€ 7.300,00	€ 0,00	€ 6.000,00	€ 0,00
BL6 Infrastr. and works	€ 90.000,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 90.000,00	€ 0,00	€ 0,00	€ 0,00
Total	€ 196.395,25	€ 1.600,00	€ 33.650,00	€ 35.250,00	18,00 %	€ 161.145,25	€ 35.250,00	€ 34.950,00	€ 1.600,00
Net revenues	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure	€ 196.395,25	€ 1.600,00	€ 33.650,00	€ 35.250,00	18,00 %	€ 161.145,25	€ 35.250,00	€ 34.950,00	€ 1.600,00

Export