



# GUIDANCE ON THE PARTNER REPORT SECTION IN JEMS

For Lead and Project Partners; Jems version 7

Version 2

07 2023

## A. General information

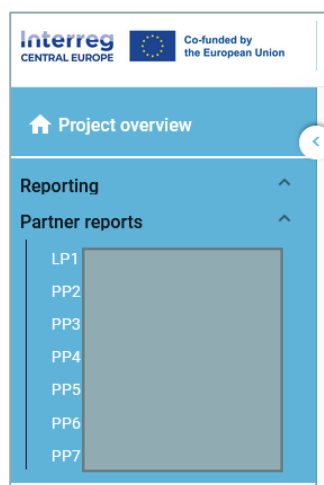
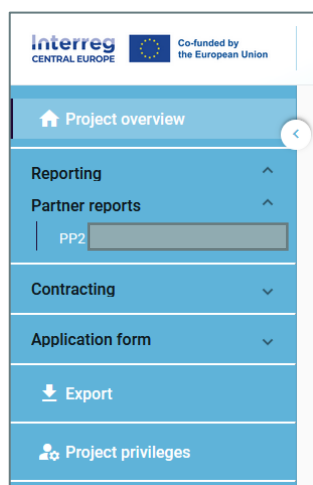
This guidance is based on the Interact Jems User Manual.

### 1. Access to the Reporting Section

- From the “Dashboard” select the project for which you would like to fill in the partner report and click to open.

ProjectID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
		22.02.2022 08:15	03.07.2023 05:55	P2	SO2.5	Contracted	CE Call 1

- Select “Reporting” in the left menu to get to the reports of the dedicated project partner.

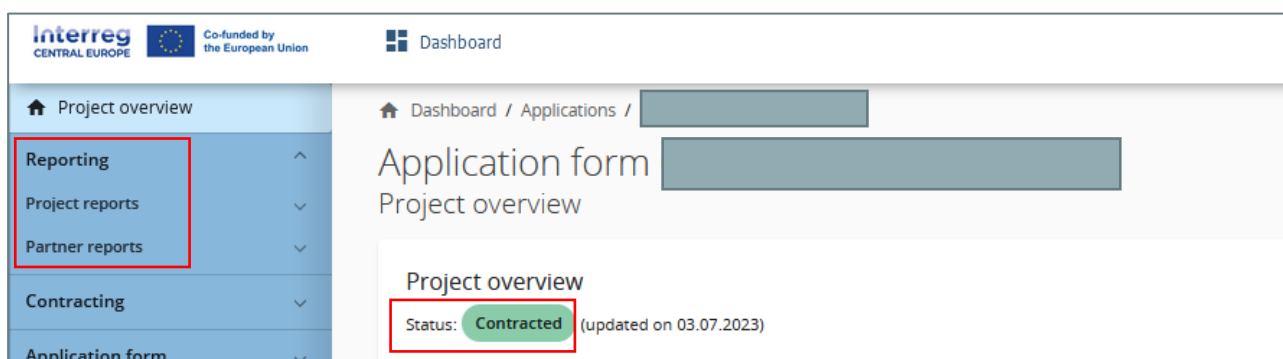




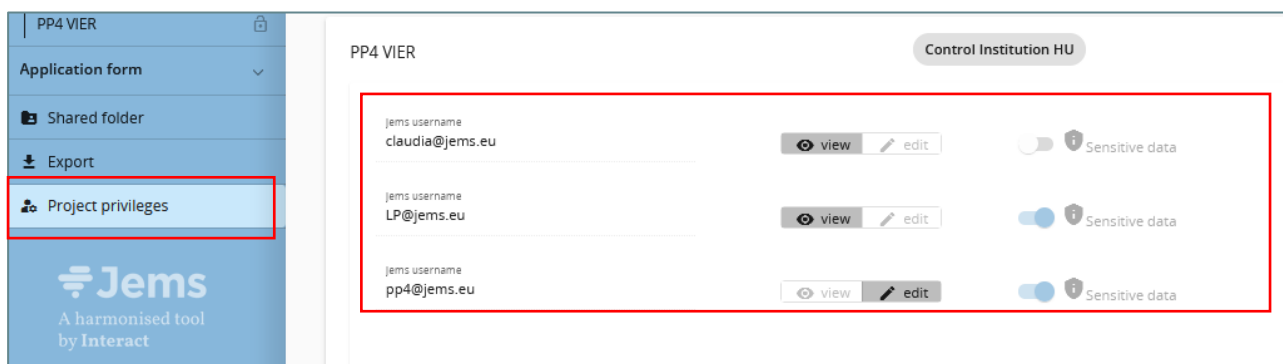
- The user has access to the partner reports of the partner institution according to the settings in the “Project privileges”. For example, to have access to PP2 reports, the user needs to be added to PP2 with view/edit rights (see chapter 2. Prerequisites).
- In order to fulfil the LP tasks and do the reporting on project level, the LP should have view access to the partner reports of all project partners.
- 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 application form) 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.

## 2. Prerequisites

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



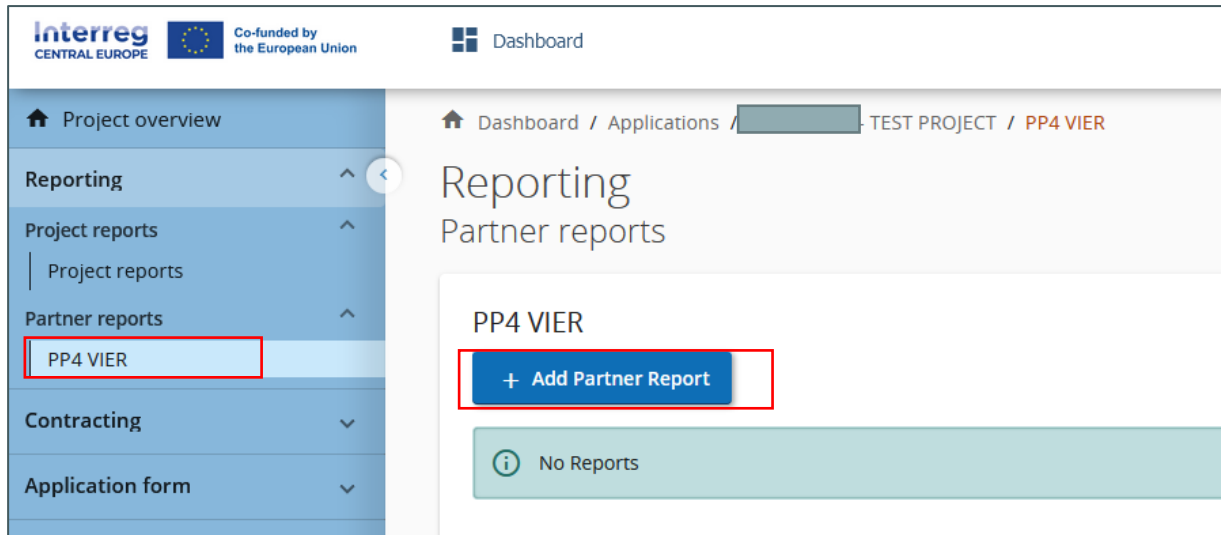
- In order to have access to the sub-section “Partner reports”, the user needs to be assigned to a project partner in the “Project privileges” (for details see Jems Guidance on Project Privileges). The LP should be granted view access to the reports of all project partners.
- Please carefully check the settings for access to General Data Protection Regulation (GDPR) sensitive data in the “Project privileges”.





## B. 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.



- 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.
- Data from the last approved application form version is taken into the partner report in the moment of its creation. Ongoing modifications will have no impact on the data in existing reports.
- 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



Partner report R.1  
PP4 VIER

Status **Draft**

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

A.1 Partner progress report identification

Project ID and acronym: [ ]

Partner report ID: R.1

Partner report status: **Draft** → Submitted → Control ongoing → Certified

Partner number: PP4

Name of the organisation in original language: Vereinigung

Name of the organisation in English: Association

Legal status: Private

Type of partner: Interest groups including NGOs

Co-financing source and rate: ERDF 80,00%

Country: Magyarország (HU)

Local currency (according to InforEuro): HUF

AF Version linked: 5.0

- To go back to the partner report overview, click on the PP under “Partner reports” in the left menu.

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Dashboard / Applications / PP4 VIER

Reporting  
Partner reports

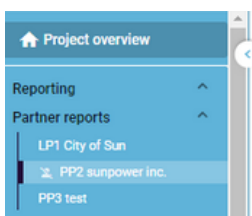
PP4 VIER

+ Add Partner Report

ID	Status	Included in project report	AF version linked	Reporting period	Date of report creation	Date of first submission	Last submission	Amount submitted	Total eligible after control	Control	Delete
R.1	<b>Draft</b>		5.0		03.07.2023 08:44						

Items per page: 25 1 - 1 of 1

- 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.
- Only the most recent partner report (if in *DRAFT*) can be deleted from the overview.
- If applicable, similar as for the application form partner list, the partner reporting section also indicates which partner has been deactivated through a project modification (i.e. in case of partner withdrawal). Partner reports can still be created by deactivated partners.



## 1. Partner report Identification

- When creating a report, the user will land automatically on the first tab called “Report identification”.
- Key information is taken from the application form (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 indicated.
- Based on the country of the partner's main address, the **local currency is also automatically added** to the overview table. This is later on used in the partner report "List of expenditures".
- The partner report should be linked to a Reporting Period (drop down menu).
- The reporting period start and end dates should be defined. The dates should **match with those defined in the Subsidy contract**.

### Partner report R.1

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

#### A.1 Partner progress report identification

Project ID and acronym  
Partner report ID  
Partner report status  
Partner number  
Name of the organisation in original language  
Name of the organisation in English  
Legal status  
Type of partner  
Co-financing source and rate

R.1  
Draft → Submitted → Control ongoing → Certified  
PP3  
  
  
Public  
Infrastructure and (public) service provider  
ERDF 80,00%

Country: Magyarország (HU)  
Local currency (according to InforEuro): HUF  
AF Version linked: 1.0

Reporting period start date (DD.MM.YYYY)  
Reporting period end date (DD.MM.YYYY)  
Reporting period

#### A.2 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

#### A.3 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

#### 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
PP2	17.618,00	0,00	17.618,00	0,00	17.618,00	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

- A summary description on the partner achievements in the reporting period should be provided.
- If applicable, problems and deviations from the work plan should be highlighted.
- 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 can be filled in.



- The information in the column “Current report” is automatically updated upon submission of the partner report.
- Information on involvement of target groups should be described. The listed target groups are based on the target groups specification in the last approved AF.

**A.4 Target groups**  
In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

Target group	Description of the target group involvement
Local public authority	Enter text here
Regional public authority	Enter text here
National public authority	Enter text here
Sectoral agency	Enter text here
Infrastructure and (public) service provider	Enter text here
Higher education and research organisations	Enter text here
Interest groups including NGOs	Enter text here
General public	Enter text here

## 2. Work plan progress

- The second tab, “Work plan progress”, takes the work plan related data from the last approved AF, organised per work package.

Partner report R.1

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

**A.5 Work plan progress**

Work package 1

Work package 2

Work package 3

- 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.
- The partner’s contribution to the work package in the reporting period should be described.
- Information on the progress to an activity should be provided.
  - Please use the “Progress” textbox per activity to describe how you contributed to project activities, related deliverables and outputs in this reporting period.
  - Please specifically highlight if deliverables/outputs were finalised. In case of investments, please report on your contribution in the textbox of the concerned project activity.



- Supporting documents can be uploaded (One upload possible - in case of several documents, please upload as a .zip or .rar file). File names should be self-explanatory.
- Deliverables to which the partner contributed in the reporting period can be selected (tick “Contribution”). Supporting documents can be uploaded (One upload possible - in case of several documents, please upload as a .zip or .rar file). File names should be self-explanatory.
- Outputs to which the partner contributed in the reporting period can be selected (tick “Contribution”). Supporting documents can be uploaded (One upload possible - in case of several documents, please upload as a .zip or .rar file). File names should be self-explanatory.

Partner report R.1

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

**A.5 Work plan progress**

**Work package 1**

Please describe your contribution to the activities carried out in this reporting period.

Enter text here

Please indicate how you contributed to project activities in this reporting period and choose deliverables and outputs you contributed to.

Activity Nr.	Activity title	Progress	Attachments
A 1.1	Establishing State-of-the art	<div style="border: 1px solid red; padding: 5px;">           Enter text here         </div>	

Deliverable nr.	Deliverable title	Contribution	Attachments
D 1.1.1	Baseline Study	<div style="border: 1px solid red; padding: 5px;"> <input type="checkbox"/> </div>	

Output Nr.	Output title	Contribution	Attachments
O 1.1	Urban-rural cooperation network	<div style="border: 1px solid red; padding: 5px;"> <input type="checkbox"/> </div>	
O 1.2	PopUpCitiesC apacity Building Strategy	<input type="checkbox"/>	
O 1.3	Pool of sustainable PopUp mobility ambassadors	<input type="checkbox"/>	

### 3. Public procurements

- The “Public procurements” section is where a partner should fill in information on project related procurements. This applies for contracts above €10.000 (excl. VAT) - unless stricter national rules apply. For details please refer to the programme manual.
- Regardless in which report a procurement is added, it will show up in all following partner reports.
- Click on “+ Add procurement” to create a procurement. The procurement item opens for filling in the required details.



Partner report R.2  
PP4 VIER

Status Draft

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

**Public procurements**

The partner public procurements included in all previously created partner reports show up here. Be aware, when you delete a procurement in an old draft report, it also gets deleted in new reports and the link with cost items is removed.

+ Add Procurement

No procurements ×

- Fields marked with an “\*” are obligatory. A procurement item can only be saved once all obligatory fields are filled in.

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

**Add Procurement**

Created in  
R.1

The contract name defined here can then be selected in the list of expenditures to link expenditure items to this contract.

\* Contract name

Reference No.

Contract Date (DD.MM.YYYY) 📅

Contract Type

Contracted Amount (excl. VAT) 0,00 \* Please select a currency  
HUF

Supplier Name

\* VAT Number

Comment

✖ Discard changes 📄 Create

- 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.
- 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.
- The following information should be provided:
  - ☐ Contract name
  - ☐ Reference number
  - ☐ Contract date
  - ☐ Contract type





- ☐ Contract amount & currency
- ☐ Supplier name
- ☐ VAT number
- ☐ Comment

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

Edit Procurement

Created in  
R.1

The contract name defined here can then be selected in the list of expenditures to link expenditure items to this contract.

Contract name  
Service contract

---

Reference No.

---

Contract Date (DD.MM.YYYY)

---

Contract Type

---

Contracted Amount (excl. VAT) 25.900,00 Please select a currency  
EUR

---

Supplier Name

---

VAT Number  
AT1232213

---

Comment

- 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” item 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.

Partner report R.1

Report identification

Work plan progress

List of expenditures

Public procurements

Contributions

Report annexes

Financial overview

Submit

Public procurements

The partner public procurements included in all previously created partner reports show up here. Be aware, when you delete a procurement in an old draft report, it also gets deleted in new reports and the link with cost items is removed.

+ Add Procurement

Items per page: 251 - 1 of 1<>

Created in	Last changed	Contract name	Reference No.	Contract Date	Contract Type	Contract Amount	Currency	Supplier Name	VAT Number	Delete
R.1	21.03.2023 12:02	Service contract XXXX				0,00	HRK		AT123456	

Items per page: 251 - 1 of 1<>

- For procurement above the EU threshold, it is obligatory to provide information on the beneficial owner(s). Such information is not required for procurement below the [EU thresholds](#).



- In order to fill in the respective information click on “+ Add beneficial owner” to get to the detailed view.

**Beneficial owner(s) of the contractor**

No beneficial owners

+ Add beneficial owner

- Fields marked with an “\*” are obligatory. A beneficial owner item can only be saved once the obligatory field (VAT number) was filled in.

**Beneficial owner(s) of the contractor**

First name	Last name	Date of birth	VAT Number	Delete
First name	Last name	Date of birth (DD.MM.YYYY)	* VAT Number	

+ Add beneficial owner

Discard changes Save changes

- For procurement above the EU threshold, it is obligatory to provide information on the subcontractor(s), if applicable. Such information is not required for procurement below the [EU thresholds](#).

In order to fill in the respective information click on button “+ Add subcontractor” to get to the detailed view.

**Subcontract(s)**

No subcontractors

+ Add subcontractor

- Fields marked with an “\*” are obligatory. A subcontract item can only be saved once the obligatory fields are filled in.

**Subcontract(s)**

Contract name	Reference number	Contract date	Contract Amount	Currency	Supplier Name	VAT Number	Delete
Contract name	Reference number	Contract date (DD.MM.YYYY)	Contract Amount	0,00	* Currency	* VAT Number	

+ Add subcontractor

- 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.

**Attachment(s)**

There are no files uploaded.

Upload file



Attachment(s)						
File name	Location	Upload date	User	File size	Description	Actions
TEST attachment.docx	Procurement Attachment	21.03.2023 17:11	pp4@jems.eu	11.7 kB		<a href="#">edit</a> <a href="#">download</a> <a href="#">delete</a>
<a href="#">Upload file</a>						

**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.

GDPR Attachment(s)

*i* Sensitive data is hidden to non-privileged users

*i* There are no files uploaded.

[Upload file](#)

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Dashboard

- Project overview
- Reporting
- Contracting
- Application form
- Shared folder
- Export
- Project privileges**

**Jems**  
A harmonised tool

Dashboard / Applications / CE0100161 – TEST PROJECT / **Project privileges**

PP4 VIER Control Institution HU

* jems username claudia@jems.eu	<a href="#">view</a> <a href="#">edit</a>	<input type="checkbox"/> Sensitive data	
* jems username LP@jems.eu	<a href="#">view</a> <a href="#">edit</a>	<input type="checkbox"/> Sensitive data	
* jems username pp4@jems.eu	<a href="#">view</a> <a href="#">edit</a>	<input checked="" type="checkbox"/> Sensitive data	

[+](#)

- 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.

## 4. List of Expenditures

- The “List of expenditures” (LoE) section is the place where partners list incurred costs in original currency.
- By clicking on “+ add expenditure”, the partner can add expenditure items, one by one.
- To delete an expenditure item, click on the “trash bin” icon.



- Scroll to the right to see all input fields.
- Fields marked with an “\*” are obligatory. An expenditure item can only be saved once all obligatory fields are filled in.

Partner report R.2  
PP4 VIER

Status Draft

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

**List of expenditures**  
Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	Cost category	Investment no.	Contract name	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Comment	Total
R2.7	* Please select a co...	N/A	N/A							

+ add expenditure

Discard changes   Save changes

Partner report R.2  
PP4 VIER

Status Draft

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

**List of expenditures**  
Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	Cost category	Investment no.	Contract name	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Comment	Total
R2.7	* Please select a co...	N/A	N/A							

- **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.
- **GDPR flag** - Access to expenditure items and related descriptions as well as attachments that fall under the General Data Protection Regulation should be restricted. 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 not having the sensitive data privilege set to active will not be able to see the fields marked with the GDPR icon “!” (i.e. “Description”, “Comment” and “Attachment”). However, the controller of the partner as well as the MA/JS have access based on their role.

**List of expenditures**  
Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	Cost category	Investment no.	Contract name	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Comment	Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments
R2.7	* Please select a co...	N/A	N/A							0,00	0,00	0,00	HUF	370.9	0,00	

+ add expenditure



- **Cost category** - This field links the cost item to a cost category. Cost categories as available in the Application form 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.
- **Investment No.** - This field (drop down menu) allows to link an expenditure item to an investment as defined in the AF. If the project has no investments this field is hidden in the report. The field only applies to CC5 “Equipment” and CC6 “Infrastructure and works”.
- **Contract name** - This field (drop down menu) allows to link an expenditure item to public procurements previously created by the partner in the “public procurements” section (for more info see chapter 4 “Public procurements”). The field is not applicable for cost category “Staff costs”.
- **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 (max. 255 characters).
- **Comment** - A comment on the expenditure item can be added (max. 255 characters).
- **Total invoice value** - The total invoice value (including VAT) should be filled in.
- **Out of which VAT** - Where applicable, the VAT value 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. If in foreign currency, this value is the basis for the automatic calculation of the declared amount in EUR. **Important:** Partners receiving ERDF as direct State aid under the General Block Exemption Regulation (GBER) shall declare expenditure net of VAT that is recoverable by the partner according to the applicable national legislation.
- **Currency** - The partner has to select the currency of the declared amount. In case of other currency than Euro the information is used for the automatic conversion of the declared amount into Euro. The conversion is done based on the exchange rate applicable at the moment of first submission of the partner report. 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.
  - Euro countries: partner can only declare costs in Euro



- Non-Euro countries: the respective currency of the country is pre-filled but can be changed to any other currency. However, the other currency selected should only be Euro.
- 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.

- 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.

## 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 project partner 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 be included in the list of expenditure. The entire item is editable for changes by the partner except for:
  - The cost item ID. This is “frozen” so as to be recognizable (the first number indicates in which report the item was initially included and the second is the item number).



- The exchange rate and currency. These are “frozen” as this item has already been submitted for control.

## 5. Partner contributions

- This section has only to be filled in by those partners benefitting from external financial contributions to their budget. This section is therefore disconnected from the Financial overview tables. The section is prefilled with the information on sources of partner contribution provided in the application form valid at the moment of creation of the partner report.

Note: Partners, which receive ERDF from the programme as State aid under the General Block Exemption Regulation (GBER), cannot receive any additional public contributions to their budgets.

- 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.
- The first row always 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.
- If the contributions are changed in a project modification, the changes shall apply to newly created reports after the approval of the modification. Previously reported amounts will of course still show up in the existing rows.
- Note: When a new partner report is created, it takes into account values of all previously submitted reports at that moment. Therefore, in order to have the correct amounts in the columns “Previously reported” and “Total reported so far”, make sure that all previous partner reports were submitted before opening a new partner report.
- Attachments: Per contribution row only one file can be uploaded. If more files should be uploaded it is recommended to upload a .zip or .rar file.



## Partner report R.1

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

### Follow-up of partner contribution received by partner

In this section, partners organisations are expected to list the partner contributions as they incur in reality (amounts received by partner). Partner organisations are advised to navigate to the financial overview to see the breakdown of the total reported amount per contribution source.

Name of organisation / Source of contribution	Legal status	Amount in AF	Previously reported	Current report	Total reported so far	Attachments
<div></div>	Public	0,00	0,00	0,00	0,00	<a href="#">↑</a>
Fondo di rotazione	AutomaticPublic	38.523,40	0,00	0,00	0,00	<a href="#">↑</a>
+						
Sub-total public contribution		0,00	0,00	0,00	0,00	
Sub-total automatic public contribution		38.523,40	0,00	0,00	0,00	
Sub-total private contribution		0,00	0,00	0,00	0,00	
Total		38.523,40	0,00	0,00	0,00	

- To add an additional source of contribution, click on the “+” button. In order to save the information, all obligatory fields (marked in red) have to be filled in.
- To remove the contribution item, click on the “trash bin” icon. Deletion is only possible before submission of the partner report.

Name of organisation / Source of contribution	Legal status	Amount in AF	Previously reported	Current report	Total reported so far	Attachments
<div></div>	Public	38.075,60	0,00	0,00	0,00	<a href="#">↑</a>
Source of contribution	Legal status	0,00	0,00	0,00	0,00	
Cannot be blank						
+						
Sub-total public contribution		38.075,60	0,00	0,00	0,00	
Sub-total automatic public contribution		0,00	0,00	0,00	0,00	
Sub-total private contribution		0,00	0,00	0,00	0,00	
Total		38.075,60	0,00	0,00	0,00	

[Discard changes](#)
[Save changes](#)

## 6. Report annexes

- “Partner report R.x” shows all files uploaded in the different sub-sections of the partner report. Additional files can also be uploaded here.





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

Partner report R.1

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

**Report annexes**

Partner report R.1

Work plan progress
List of expenditures
Public procurements
Contributions

There are no files uploaded.

Upload file

- If needed, a description can be added to files uploaded in this section by clicking on the pencil.
- 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.

Partner report R.1

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

**Report annexes**

Partner report R.1

Work plan progress
List of expenditures
Public procurements
Contributions

File name	Location	Upload date ↓	User	File size	Description	Actions
TEST attachment.docx	Partner Report	23.03.2023 13:34	pp@jems.eu	11.7 kB	Description	<div> <div>Download</div> <div>Delete</div> </div>

Upload file

Cancel

Save

Items per page: 25   1 - 1 of 1

## 7. Report export

- To export the partner report select an export plugin (PDF or Excel for the budget overview tables)
- Since the programme language of the Interreg CENTRAL EUROPE Programme is English, no other language options are available.

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

**Report exports**

Export Plugin

Export language  
English

Input language  
English

Export



## 8. Financial overview

- The partner report financial overview section comes with 4 different financial overview tables. For further details please see the information on each of the tables below.
  - 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.
- 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.

### Detailed information on each of the 4 financial overview tables

#### 8.1. Partner Expenditure - summary (in Euro)

- This overview table shows the partner budget (approved in the application form, 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 partner’s share in the preparation and contracting lump sum.
- Remaining budget column: indicates the difference between Total reported so far and Partner total eligible from the application form. This value can become negative in case the reported expenditures exceed the budget in the approved AF.
- 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.



Partner report R.1

Report identification    Work plan progress    List of expenditures    Public procurements    Contributions    Report annexes    **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 <sup>1</sup>	Current report	Total reported so far	% of total	Remaining budget <sup>1</sup>	Previously paid <sup>1</sup>
ERDF	311.704,00	14.000,00	0,00	14.000,00	4,49 %	297.704,00	0,00
Partner contribution <sup>1</sup>	77.926,00	3.500,00	0,00	3.500,00	4,49 %	74.426,00	N/A
↳ of which Public contribution	77.926,00	3.500,00	0,00	3.500,00	4,49 %	74.426,00	N/A
↳ of which Automatic public contribution	0,00	0,00	0,00	0,00		0,00	N/A
↳ of which Private contribution	0,00	0,00	0,00	0,00		0,00	N/A
<b>Total</b>	<b>389.630,00</b>	<b>17.500,00</b>	<b>0,00</b>	<b>17.500,00</b>	<b>4,49 %</b>	<b>372.130,00</b>	<b>0,00</b>

## 8.2. 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. 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: the flat rate is only 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 sums: always show up in their own separate row and are never added up in specific cost categories. Flat rates are not calculated on top of the Lump sums.

**Partner Expenditure - breakdown per cost category (in Euro)**

Cost category	Flat rate	Partner total eligible budget	Previously reported <sup>1</sup>	Current report	Total reported so far	% of total	Remaining budget
Staff costs		153.000,00	0,00	0,00	0,00	0,00 %	153.000,00
Office and administration	15 %	22.950,00	0,00	0,00	0,00	0,00 %	22.950,00
Travel and accommodation	6 %	9.180,00	0,00	0,00	0,00	0,00 %	9.180,00
External expertise and services		163.000,00	0,00	0,00	0,00	0,00 %	163.000,00
Equipment		12.000,00	0,00	0,00	0,00	0,00 %	12.000,00
Infrastructure and works		12.000,00	0,00	0,00	0,00	0,00 %	12.000,00
Other costs		0,00	0,00	0,00	0,00		0,00
<b>Lump sum</b>		<b>17.500,00</b>	<b>17.500,00</b>	<b>0,00</b>	<b>17.500,00</b>	<b>100,00 %</b>	<b>0,00</b>
<b>Total</b>		<b>389.630,00</b>	<b>17.500,00</b>	<b>0,00</b>	<b>17.500,00</b>	<b>4,49 %</b>	<b>372.130,00</b>

## 8.3. Partner Expenditure - breakdown per Lump sum (in Euro)

- Lump sums, if used in the project, are displayed in Previously reported column. Therefore, at the end, this table shows which lump sums are approved in the Application Form and which are already 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 <sup>1</sup>
Preparation and contracting costs -...	17.500,00	17.500,00	0,00	17.500,00	100,00 %	0,00	0,00
<b>Total</b>	<b>17.500,00</b>	<b>17.500,00</b>	<b>0,00</b>	<b>17.500,00</b>	<b>100,00 %</b>	<b>0,00</b>	<b>0,00</b>

## 8.4. Partner Expenditure - breakdown per investment (in Euro)

- In this overview table all cost items linked to an investment are summed up.
- Since for Interreg CENTRAL EUROPE only real costs apply for investments, the info bubble note (“Flat rates and other SCOs are not included in the calculation of Partner total eligible budget.”) can be ignored.
- This table is hidden when no investments are used in the project.

Partner Expenditure - breakdown per investment (in Euro)						
Investment Nr.	Partner total eligible budget <sup>1</sup>	Previously reported	Current report	Total reported so far	% of total	Remaining budget
I2.1 Transnational demonstration actions -LP1	24.000,00	0,00	0,00	0,00	0,00	24.000,00
I2.2 Transnational demonstration actions -PP6	0,00	0,00	0,00	0,00	0,00	0,00
I2.3 Transnational demonstration actions - PP9	0,00	0,00	0,00	0,00	0,00	0,00
<b>Total</b>	<b>24.000,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00 %</b>	<b>24.000,00</b>

## 9. Partner report Submit

- In this section the partner report can be submitted.
- The submission button turns active only once the partner report has successfully passed all pre-submission checks.
- After submission, the partner report is frozen.
- 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.

Partner report R.2  
PP4 VIER

Status Draft

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

Submit

You are about to officially submit your Partner report : PP4 VIER - Partner report R.2  
Make sure to submit your partner report in time as agreed with the Lead Partner. Please be aware that after submission, your report will be available for the controller and changes to the partner report are no longer possible.

Also make sure that the contracting section is up-to-date before you submit.

Run pre-submission check → Submit partner report

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



Partner report R.1  
PP4 VIER

Status ➤ Submitted

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

A.1 Partner progress report identification

Project ID and acronym	CE0100161 - TEST PROJECT
Partner report ID	R.1
Partner report status	<span>🔄 Draft</span> → <span>➤ Submitted</span> → <span>✅ Control ongoing</span> → <span>🏆 Certified</span>
Partner number	PP4

- In the partner report overview, the report status as well as date of first submission are displayed.
- The partner report is now available to be checked by the controller.

## 10. Reopening of report

### Reopening of the last partner report

- If needed, the controller or JS can re-open the partner report for adjustments.
- Reopen report that is the last created for the project partner means a full reopening of the partner report.

Reporting  
Partner reports

PP4 VIER

[+ Add Partner Report](#)

✓ Partner report was deleted successfully

ID	Status	Included in project report	AF version linked	Reporting period	Date of report creation	Date of first submission	Last submission	Amount submitted	Total eligible after control	Control
R.1	🔄 Reopened		5.0		03.07.2023 06:44	03.07.2023 06:59	03.07.2023 07:44	0,00	0,00	

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- No data is cleared from the report and all is editable, with the following exceptions in the list of expenditure:
  - expenditure item ID, currency and exchange rates are frozen from the initial report
  - no expenditure item can be deleted (but can be edited)
  - no new expenditure item can be added (in order to avoid exchange rate issues)
- 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 of any partner report that is not the last report

- Reopen report that is not the last created for the project partner means a partial reopening of partner report.
- No data is cleared from the report and the following rules apply:

List of expenditure tab:

- following fields are editable: GDPR flag, Link to procurement, Description and Comment
- no expenditure item can be deleted / no new expenditure item can be added (in order to avoid exchange rate issues)
- Parked expenditure list is not visible
- Expenditure item attachment can be changed/uploaded

Public Procurements tab:

- Procurement items created in current partner report cannot be deleted, but can be further edited, except procurement name, which is locked.

Contributions tab:

- only changing attachment is allowed

Report Annexes tab:

- user can add new uploads

### Resubmission of a reopened partner report

- In order for a partner report to be resubmitted, the pre-submission checks need to first be run successfully.
- Upon submission of a reopened partner report:
  - the partner report goes back to the status from before reopening, namely “Submitted” or “Control ongoing”
  - no recalculation of exchange rates happens; the exchange rate is the one applicable at the moment of the partner report first submission.
  - the financial overviews are refreshed, reflecting changes done.
  - The partner report overview is refreshed with updated information in the columns “Amount submitted” and “Date of last submission”.



## Reporting

### Partner reports

PP4 VIER

+ Add Partner Report

ID	Status	Included in project report	AF version linked	Reporting period	Date of report creation	Date of first submission	Last submission	Amount submitted	Total eligible after control
R.1	Control ongoing		5.0		03.07.2023 06:44	03.07.2023 06:59	03.07.2023 14:20	0,00	0,00

Items per page: 25 ▼