Jems - Technical guidance
Project Partners

Version 3.0

Date: 01/04/2025

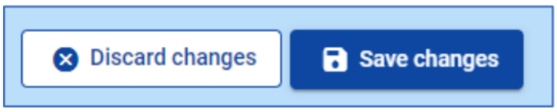
Disclaimer

This guidance contains key technical information on the operation and use of the joint electronic monitoring system (Jems) of the **Interreg VI-A IPA Bulgaria-Türkiye, Bulgaria-North Macedonia and Bulgaria-Serbia Programmes**. Reports and costs related to the work on the contracted projects can exclusively be submitted via Jems (no offline template accepted). It is therefore highly recommended to read this document carefully before starting to use Jems. This technical guidance on Jems complements the “Contractual arrangements” and “Project implementation” sections of our programme manuals.

Jems v.12 have reached its final development phase, however there might be differences between the manual and system itself. In case of changes, this manual will be updated but please be patient and let us know if you have any issues with accessing or using the system.

Technical information and system requirements

Jems is a web application that is compatible with the latest versions of popular web browsers such as Google Chrome, Microsoft Edge, and Mozilla Firefox. The system operates in accordance with standard web application practices for data entry and submission. The working language of the Interreg VI-A IPA Bulgaria – Türkiye, Bulgaria-North Macedonia and Bulgaria-Serbia programmes is English, and it is pre-set and cannot be modified within Jems.
Jems allows users to save their work and resume a data entry session at any time, before the final submission. To avoid losing your progress,remember to always save your application before leaving a section!
The **save button** is at the bottom of the page and becomes active as soon as new data is entered. Certain fields are mandatory, and in these cases, the page cannot be saved unless they are filled in.



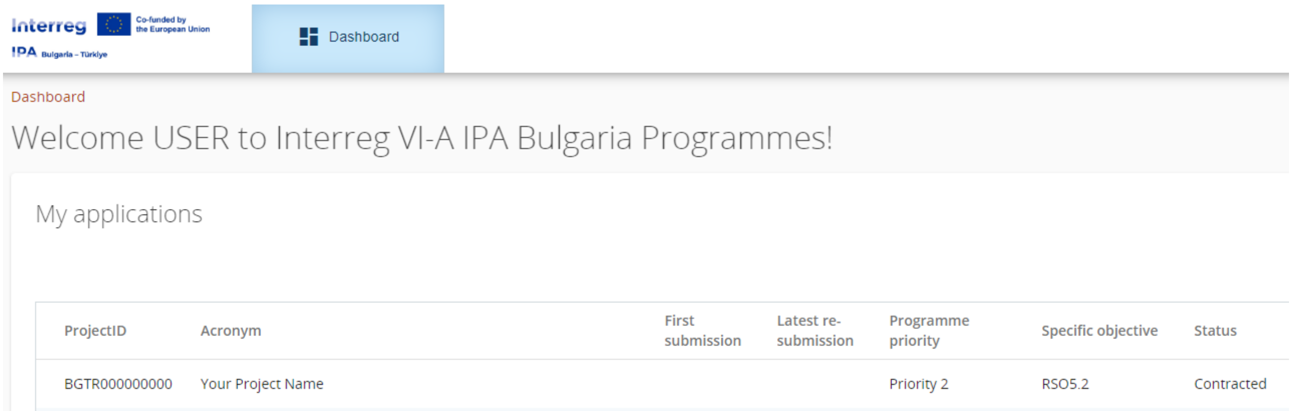
<u>Users will be **automatically logged out after 60 minutes of inactivity without warning.**</u>

Content

1. Contracting

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

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



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

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

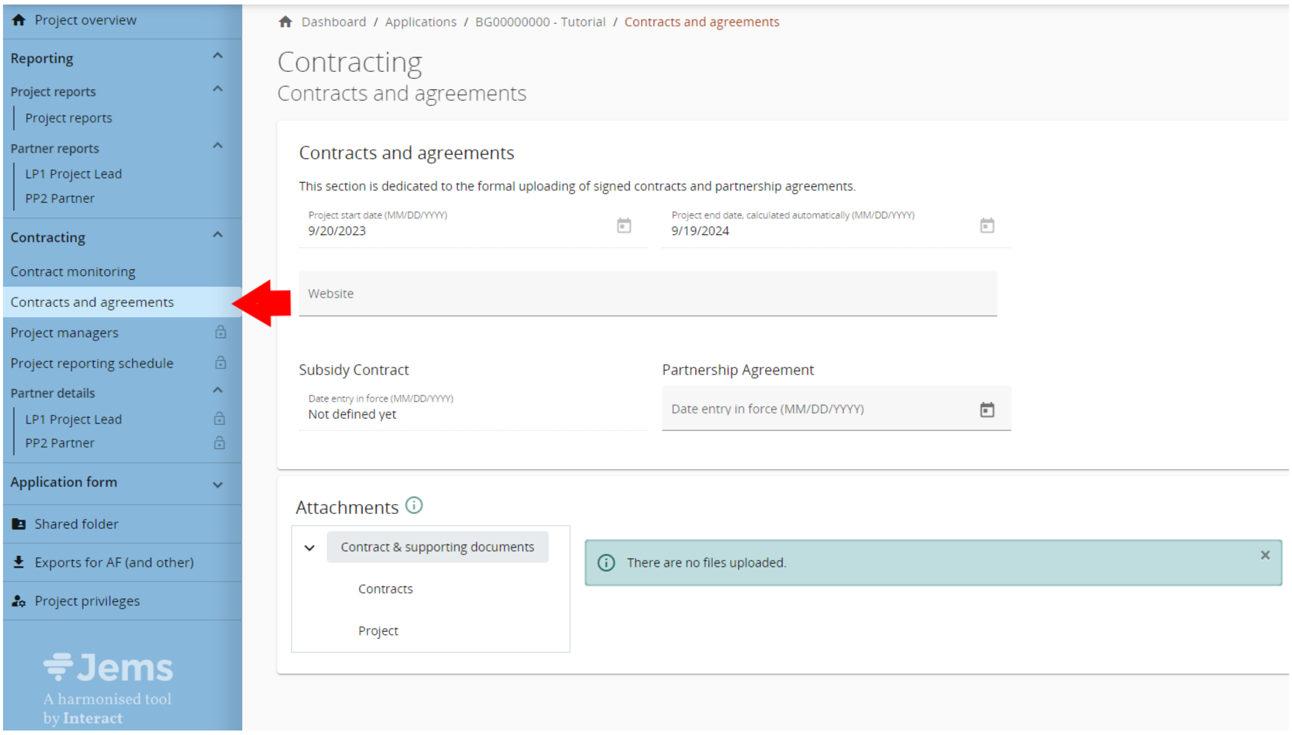
Additionally, the LP has to be defined in the project privileges (for details see chapter on Project Privileges).

1.1 Contracts and Agreements

The Managing authority (MA), the Joint Secretariat (JS), and the LP can make changes to this part, while Project Partners can only view it. The data entered by the programme in the contract monitoring section is visible to project users in this section.

Application form (AF) users/project managers with edit or manage rights can also upload documents in this section:

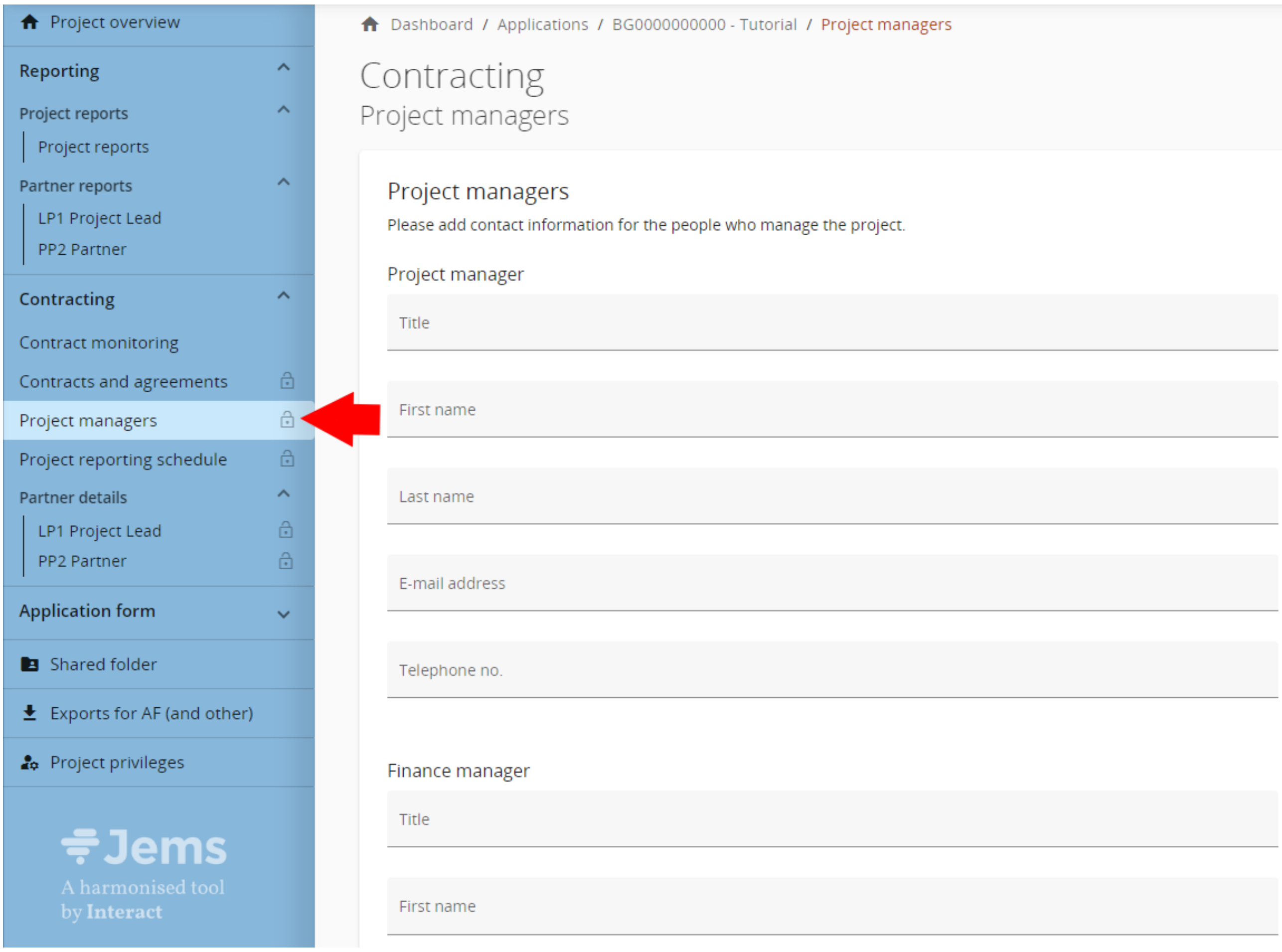
- either related to contracts (signed contracts) under “Contracts” or
- other project related files under “Project”.



The project start date information is automatically transferred from the internal section “Contracting/Contract monitoring”. Information on the project website (URL) should be entered here by the LP, whereas the subsidy contract date information is automatically transferred from the internal section **Contracting/Contract monitoring**. The .pdf of the signed subsidy contract (in English) is uploaded by the MA expert. The partnership agreement signature date should be entered and the document should be uploaded by the LP. All uploaded documents will appear in the attachment section “Contract & supporting documents/Contracts” and are available for download.

1.2 Project Managers

This section provides information on project, finance and communication managers of the project. The information is filled in by the Lead Partner.

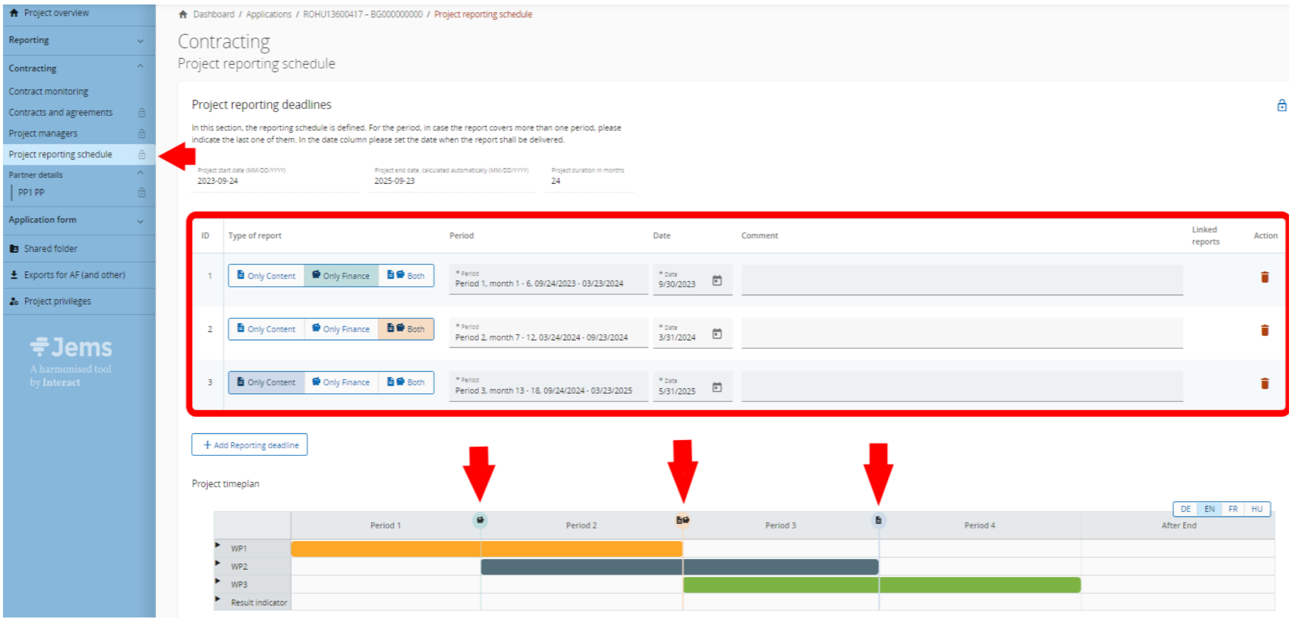


1.3 Project Reporting Schedule

Within this section, LP/PP can view the project reporting deadlines. The project reporting schedule is pre-established by JS/MA, as outlined in the programme manuals and in the subsidy contract. Under Jems, financial reports are designated as "**Only finance**", progress reports are named **"Only content"** and comprehensive project report containing both technical and financial progress are categorized as "**Both**". It's important to note that these classifications pertain exclusively to project reports, as partner reports always encompass both financial and content reporting. The specified reporting deadlines are visible in the project timeline.

Project Time Plan

The project timeline consistently reflects the schedule derived from the most recent approved AF, found in section C6. Within the project timeline, you will find the reporting deadlines aligned with the periods outlined in the project reporting deadlines planner. This planner is prepared in advance by the responsible JS/MA/NA expert – the schedule is set on quarterly basis with 1 financial and 1 content report for each period.

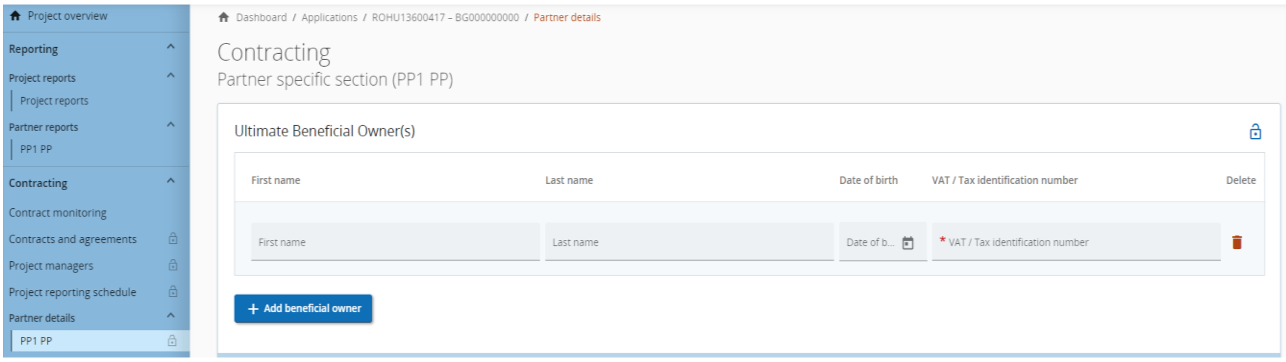


1.4 Parter Details

Every partner has its own dedicated partner page in the "**Contracting**" **section**, in order to keep its own data up to date. This section is connected to the 2.1 "Project privileges" section. Unless project users are added with view rights to that partner, they will not see other partners' details. In this section the project LP/PP should provide the following information per PP:

- **Ultimate Beneficial Owner(s)**

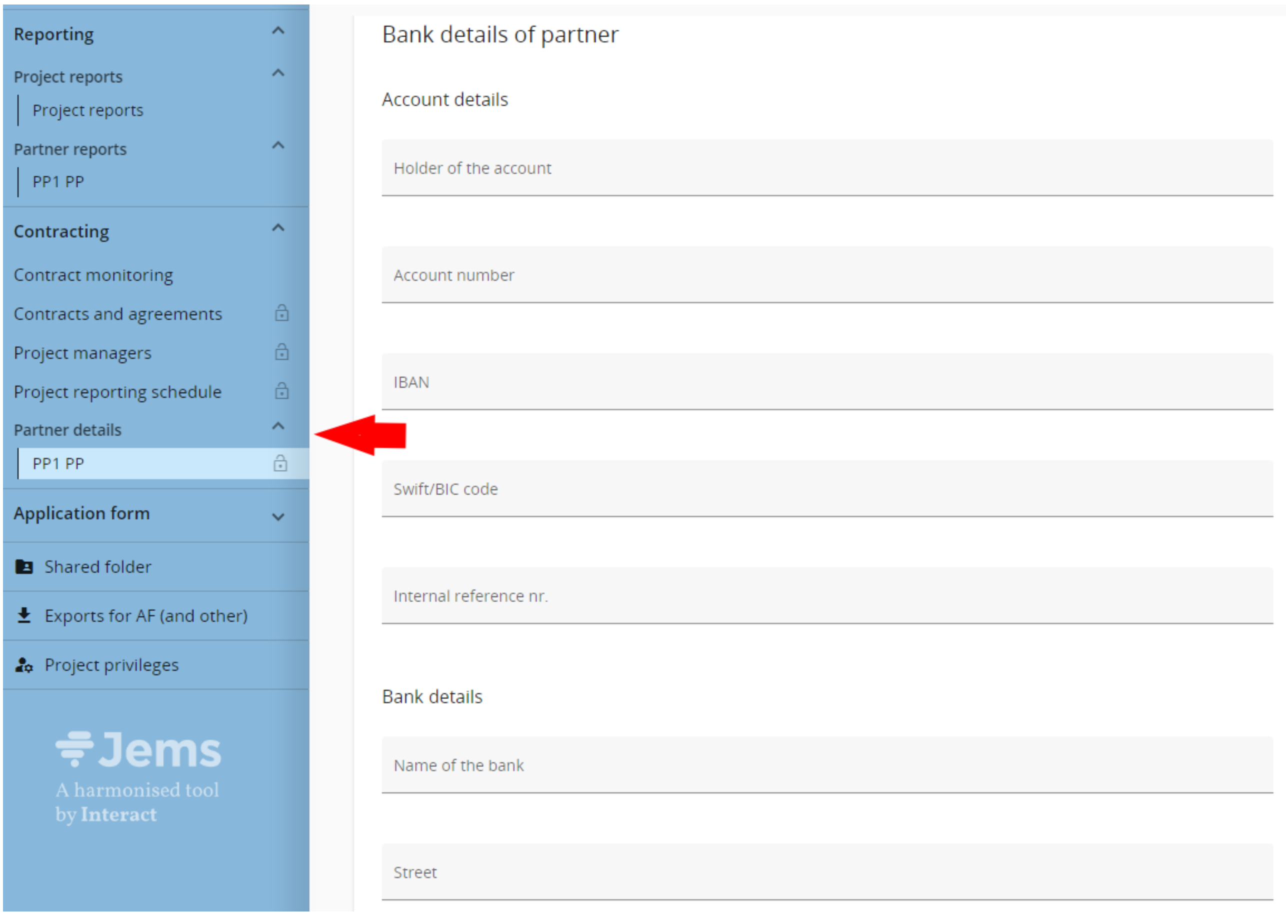
This section is not relevant for public partner institutions. However, in line with the CPR (Common Provision Regulation), private partner organisation(s) should - if applicable (e.g. in case of SME etc.) provide information on the ultimate beneficial owner(s) of their organisation. The fields required by the regulation are: first name, last name, date of birth, VAT/tax identifier.



- **Bank details**

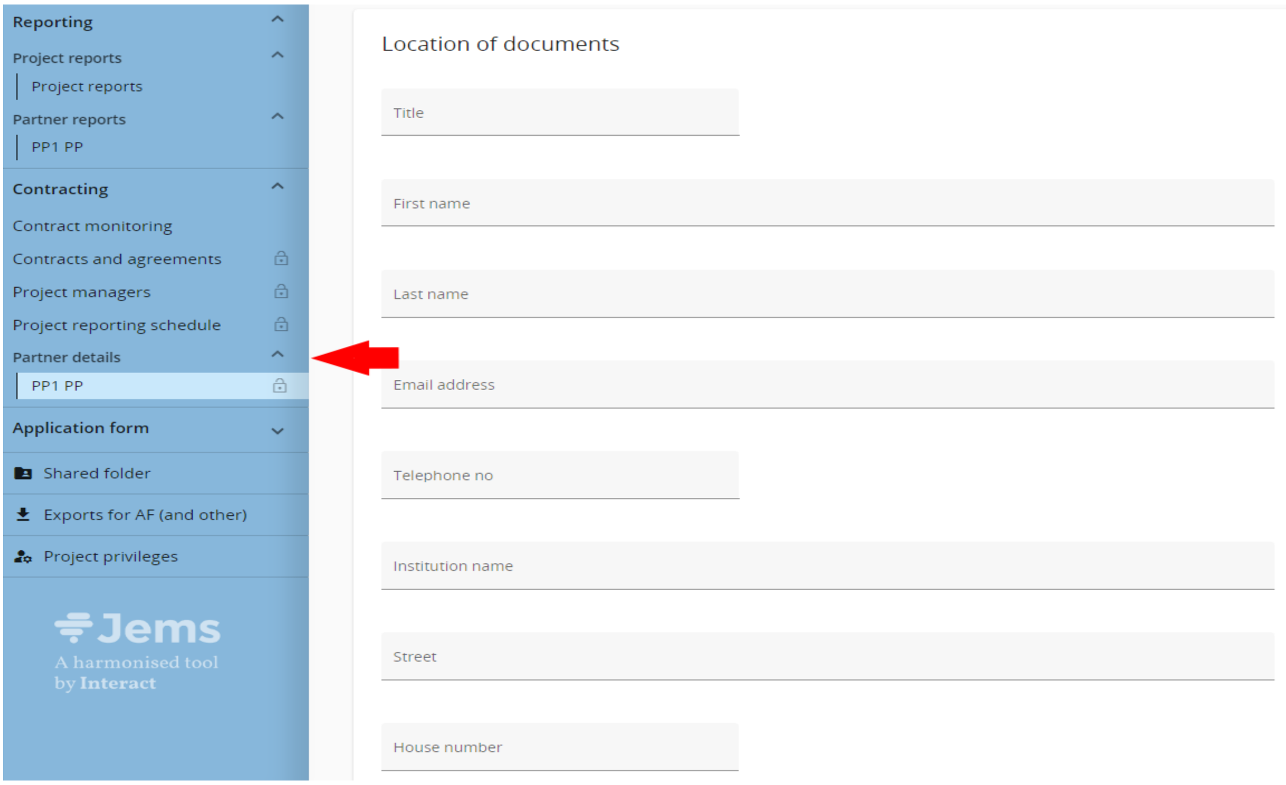
Every LP/PP has a section to keep its bank details up to date.

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



➢ Location of documents

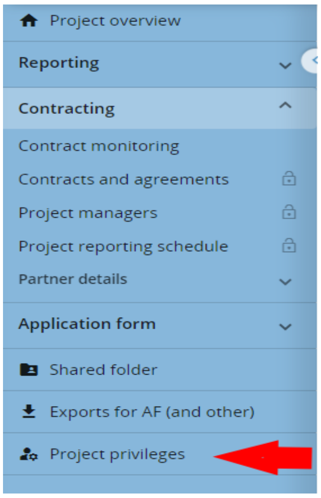
Information on the location of documents should be provided by the LP/PP. Partner organisations have to keep the location of documents up to date. They are required to indicate where original documents are stored and shall use this space to fulfil this requirement.



2. Project Privileges

The "Project privileges" section enables multiple users to collaborate together in a project. It allows the Lead partner to manage the access rights of users to a project application and to an approved project. For approved projects and once assigned by the respective national body, the section also displays the control institution of a PP. Project privileges are restricted to the level of a specific project. A user who collaborates in many projects, can have distinct privileges in different projects.

How it can be accessed:



Upon creation of a project, the LP has managing access rights to the project application. As from project status "Approved" the project privileges on partner level appear.

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

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

2.1 Project Privileges - Implementation phase

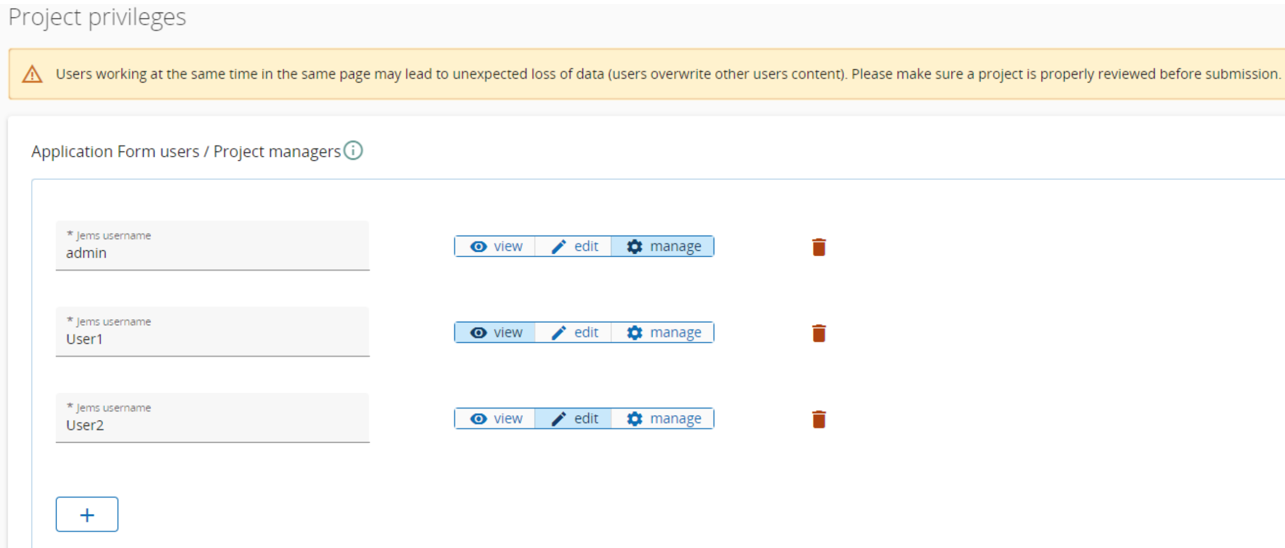
Project privileges on partner level only appear once the project status is set to "**Approved**". The project privileges are split into:

- **access rights on project level**

The LP user should be consistent with the LP contact person as defined in the AF. To add an additional user, click on "+". Different access rights can be granted:

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

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



To remove a user, click on the trash bin icon. There must be minimum one user with manage rights. Upon successful assignment, the user will see the respective project in his Dashboard.

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

➢ **access rights on partner level**

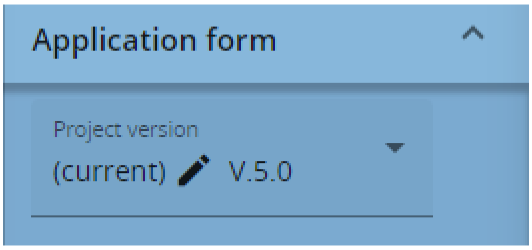
During the contracting phase the access rights on partner level should be defined by the LP. To add a user, click on "+". Different access rights can be granted:

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

To remove a user, click on the trash bin icon. **The assignment of a user gives access to its own partner report as well as to its own part of "Partner details" in the contracting section.** Control institutions (namely NC units in Bulgaria and partnering countries) are assigned to a project partner by the MA during the contracting. When a control institution is assigned the name of the controller organisation will automatically show up instead of **"No control institution assigned".**

3. Project Modifications

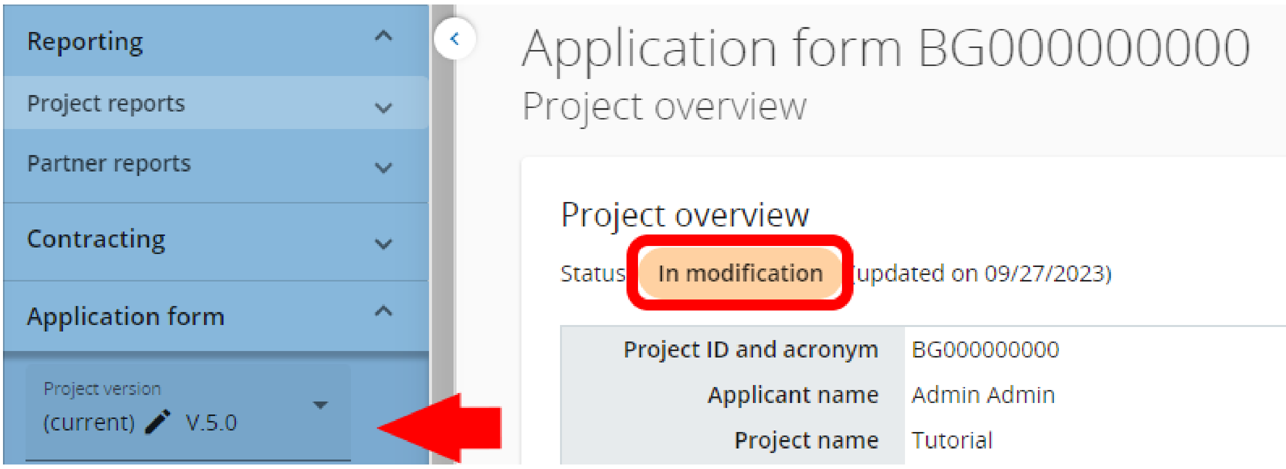
To begin, the LP should initiate communication by sending an email to notify the JS or MA about the project's need for a modification in accordance with Project Implementation Manual for the respective call for proposals. Depending on the type of modification requested it may refer either to JS (in case of minor changes) or in case of administrative changes to JS and MA. The LP will be able to edit new version of the AF after unlocking of the latest AF by Programme users. The previous versions of the AF are available in the left menu, with the editable version being indicated by a pencil icon.



Initiating Modification procedure

Once the request for project modification is initiated and AF is unlocked in Jems, after implementing the required procedures defined in the PIM for each programme, the project will appear with status "**In modification**".

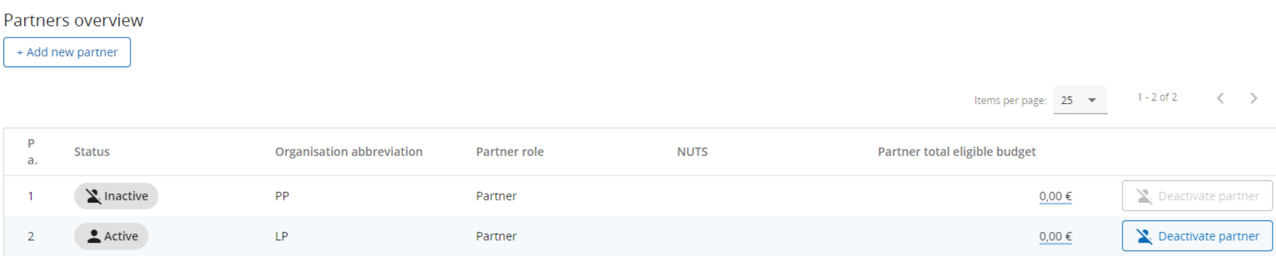
A new, editable version of the project AF will be available for the LP in order to update information (all LP users with "**edit**" rights can modify the AF and submit it).



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

Deactivation of Partners

As soon as approved, partners or associated organisations can no longer be removed from a project application. If a partner exits the partnership, it shall be deactivated. New partners can still be added to the project. When the project is in modification status, the LP can go to the partner or associated organisations overview page and click on "**Deactivate partner**" in **part B - Partners Overview.**



IMPORTANT: If a partner is deactivated, a cautionary message will appear, indicating that this action is irreversible. Therefore, it is crucial for the LP to exercise caution when deactivating a partner, and this should only be done after consulting with the JS. Once a partner has been deactivated, it is **not possible to reactivate** them. Hence, it is essential to engage in discussions with the JS before proceeding with deactivation.

The partner section of a deactivated partner can still be edited by LP while the project is in modification status. This allows e.g. to change the description or budget of a deactivated partner. If the LP wants to disable all user access rights of a withdrawing partner, this needs to be done in the “[Project privileges](#)” section. **New partners can still be added to the project.**

Priority and Programme Specific Objective

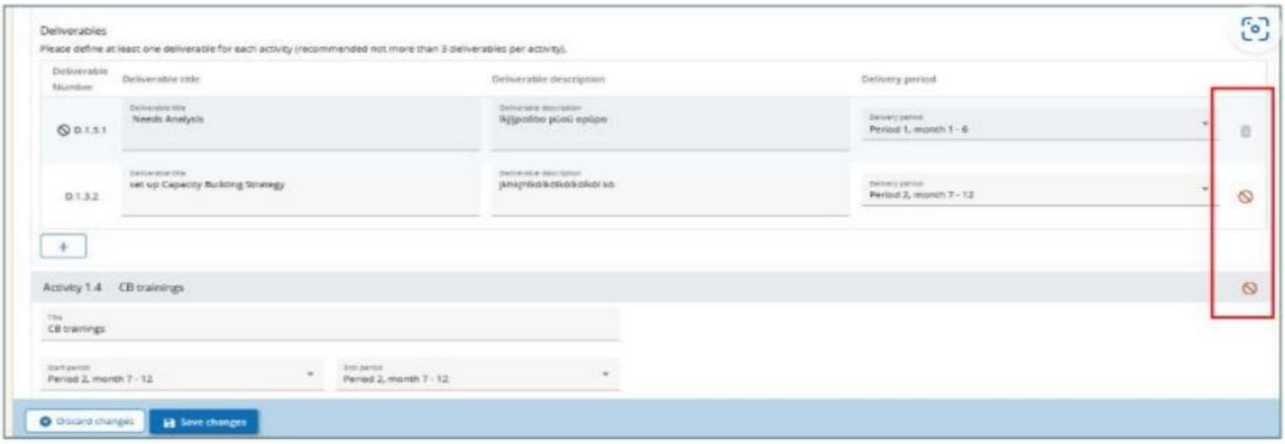
<u>The priority and programme specific objective of a contracted project cannot be changed.</u>

Existing activities, deliverables, investments, outputs or results **cannot be removed**, but can be deactivated. Please note that such changes may be done following the respective procedures for modification of the Subsidy Contract in the Project Implementation Manual.

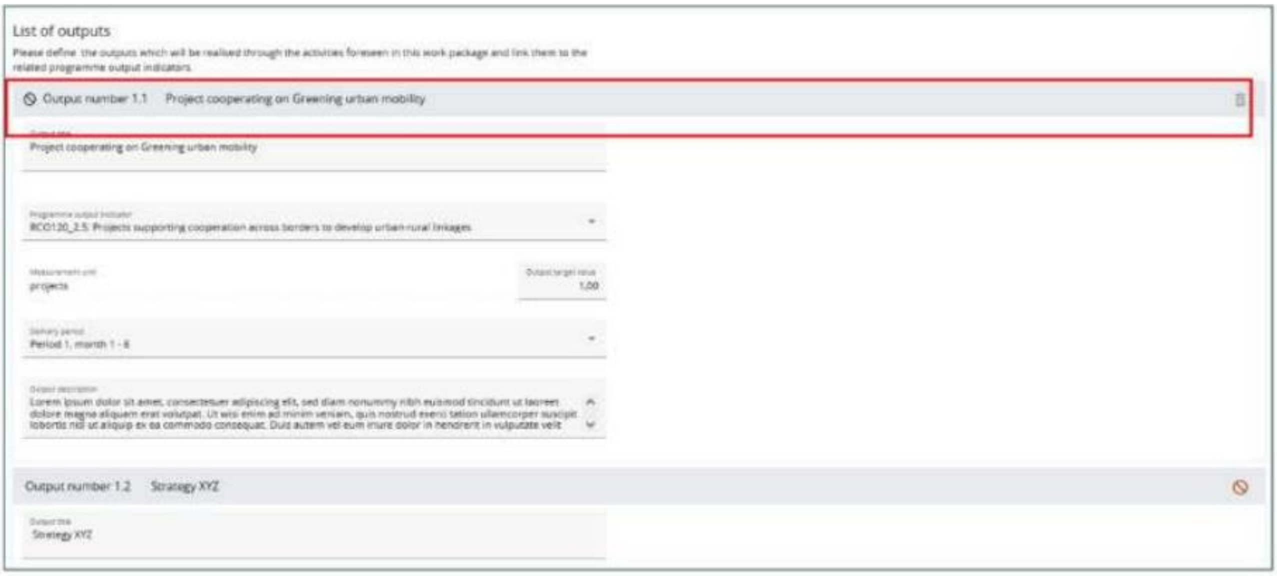
IMPORTANT: Once an activity, deliverable, output or investment was set inactive, it cannot be re-activated any longer! Therefore, this should be done only after consultation with the JS/MA.

To deactivate, click on the red icon on the right and save the changes.

NOTE: when de-activating an activity, all deliverables under the activity are also deactivated. New activities or new deliverables can still be added.



Regarding the **Outputs** and **Results**, the same principle applies:



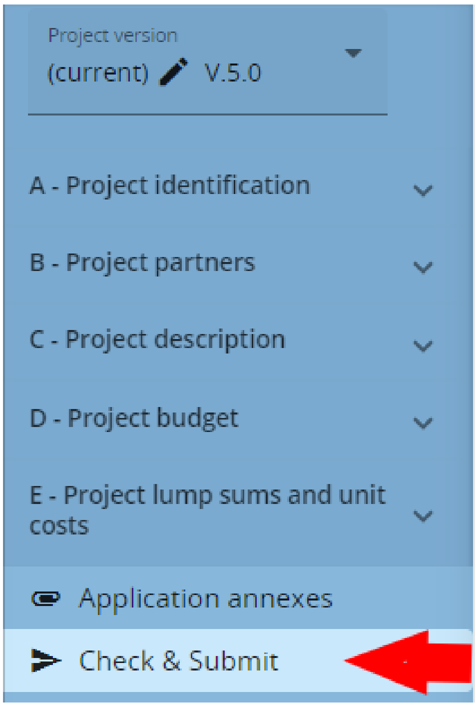
Budget

IMPORTANT:
Flat rate options for existing partners cannot be changed!

Flat rate options can only be selected for newly added Partners!

The budget of Deactivated partners can be edited!

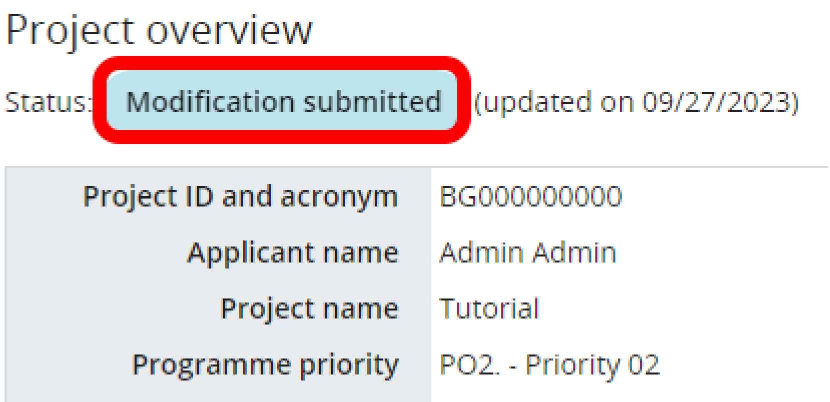
Submission of Revised Application Form



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

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

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



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

Finalizing a Project Modification

After the decision by the concerned programme body, the status of the modification request will be changed to "**approved**" or "**rejected**" in Jems.

In case of approval, the revised AF gets the latest approved AF version. In case of rejection, the rejected AF version remains in the project history. The different AF versions are accessible through the left menu.

4. Partner Reports

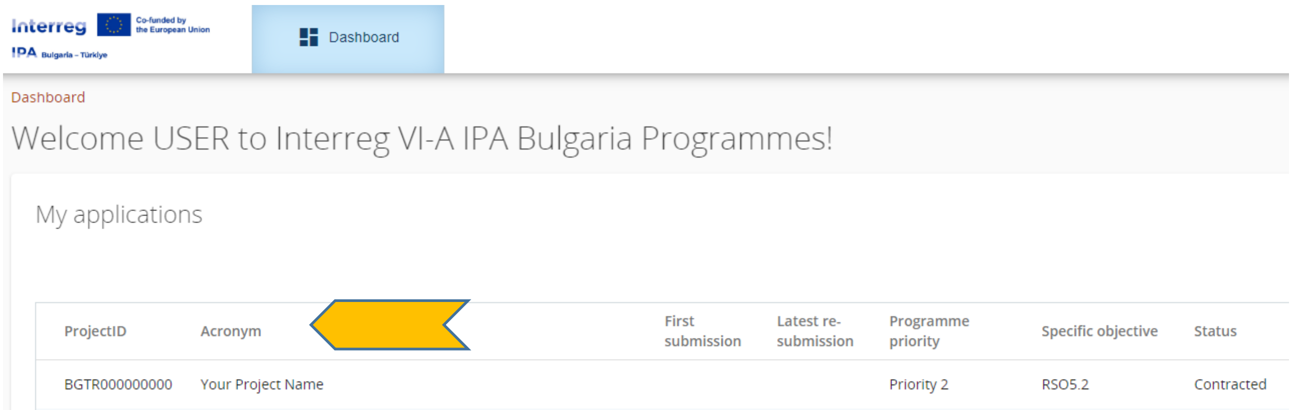
The Jems partner report section is available for approved projects with the status "**Contracted**". **Users with the project privilege "edit" for a dedicated partner** organisation are able to create/edit and submit partner reports.** This chapter explains the steps to be taken so to complete the sections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

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

4.1 Access to Partner Report section

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

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



> **IMPORTANT:**
> In order to have access to the reporting section, the project needs to be at least set to the status "**Contracted**". Select "**Reporting**" in the left menu to get to the reports of the dedicated PP.

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

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

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

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

4.2 Create a Partner Report

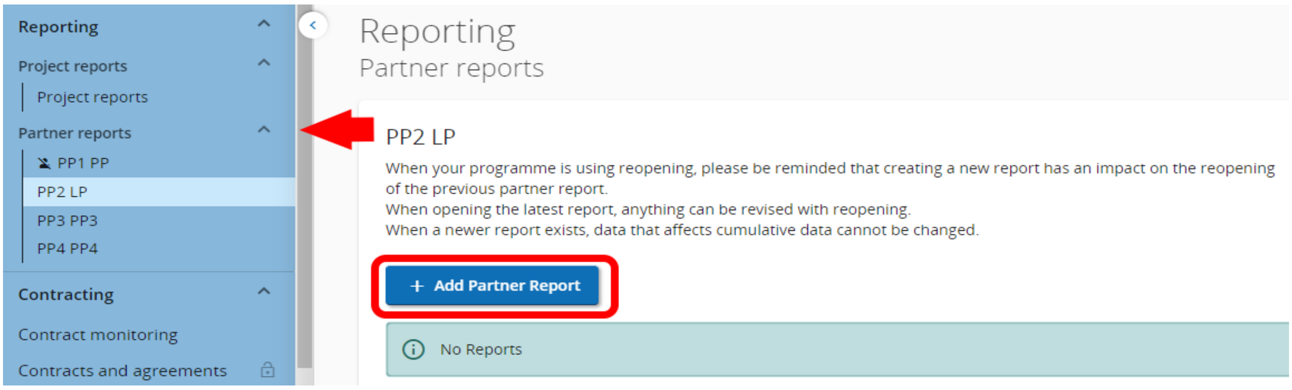
Select the PP from the left menu and click to open the partner specific reporting section. To create a partner report, click on "**+ Add Partner Report**".
Only users with "edit" privilege can create a partner report.
Consider that the last approved AF version at the moment of creation is the reference basis for the partner report.
Ongoing modifications will have no impact on the data in existing reports.
The partner report is created and automatically numbered R.1 (ID in ascending order R.1, R.2, R.3, etc). The partner report ID does not reflect the reporting period. There are no restrictions for the number of reports created. Be reminded that only the last report (if it is a draft) can be deleted from the overview.

Reporting Rules:

- Before submission of Project Report for the 1st period, LP checks if Partnership Agreement is uploaded in JEMS (see section "Contracting" of this Guidance) if applicable.

- Do not delay submission of reports; start preparation of reports on time even in draft status.
- Create and submit the reports in consecutive order (1st period, 2nd period, etc.).
- **Report preparation costs in Partner Report for the 1st reporting period.**
- Upload supporting documents to prove reported costs, deliverables and outputs. Upload documents in accurate manner: name a file with reference to the content of the document and in comments' section shortly describe the content of the file.
- Prepare reports in a good quality to spend less time for clarifications and get faster claimed grant amount from the Programme.
- It is possible to delete the report as long as it has not yet been submitted to the Control (for Partner Report) and to the JS for (Project Report).

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

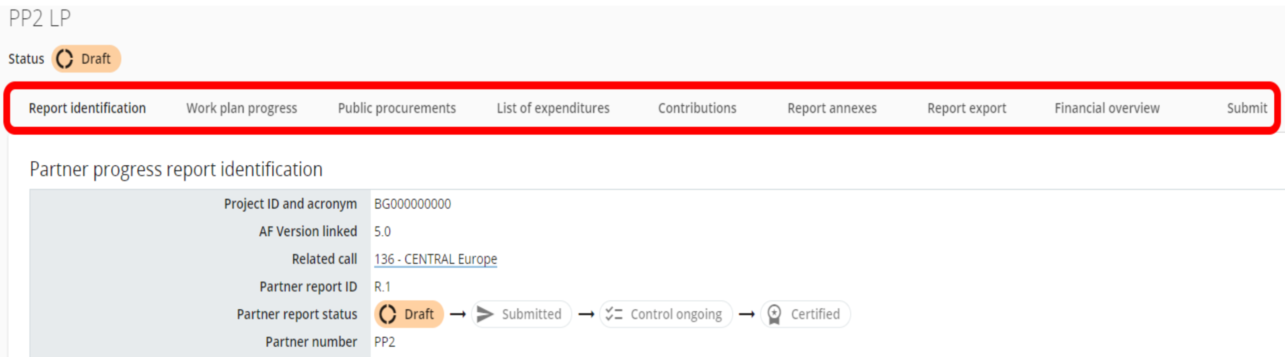


Note:
The data from the last approved AF version is taken into the Partner Report in the moment of its creation. Ongoing modifications will have no impact on the data in existing reports.

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

- **Report Identification:** information about the reporting dates, activities and deviations from plan.
- **Work Plan Progress:** a description of your contribution to the activities carried out in this reporting period.
- **Public Procurements:** please include information about procurements throughout the project lifetime. The PP public procurements included in all previously created Partner Reports show up here.

  Note: 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.
- **List of Expenditures:** in this section, please add the costs incurred by the PP and to be verified by Controller.
- **Contributions:** in this section, PP is expected to list its contributions
- **Report Annexes:** upload area to attach supporting documents other than the evidence required in the List of expenditure.
- **Report Export:** download data that are part of the Partner Report
- **Financial Overview:** aggregated overview of the PP's financial data, including information submitted in previous reports
- **Submit:** pre-checks and submission function



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.

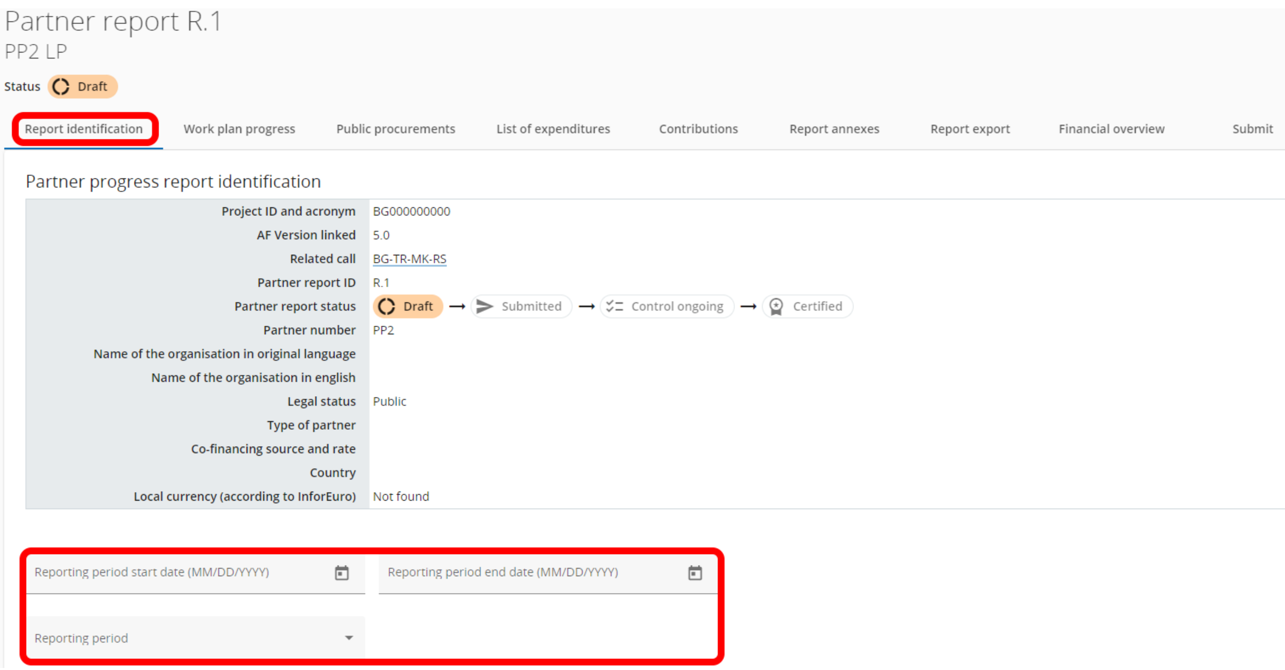
4.3 Identification

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

Key data is extracted from the AF version that is current at the time when the partner report is generated. The partner reports overview section displays the AF version that is associated with the partner report. The status of the partner report is clearly indicated. It is necessary to link the partner report to a specific reporting period using a drop-down menu. Additionally, the start and end dates for this reporting period should be specified.

Ways to proceed:

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



A summary description on the partner achievements in the reporting period should be provided. Describe your progress in this reporting period and how this contributed to other partner's activities, outputs and deliverables in this reporting period. The information will not only be used by the LP for drafting the project report but also by the controllers for verifying the expenditure related to these activities. Please consider any remarks/recommendations provided by the LP. *(Up to 5000 characters)*

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.

DE EN FR HU

Enter text here

If applicable, describe and justify any problems and deviations including delays from the work plan presented in the AF and the solutions found. *(Up to 5000 characters)*

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.

DE EN FR HU

Enter text here

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

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.

Partner spending profile

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

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

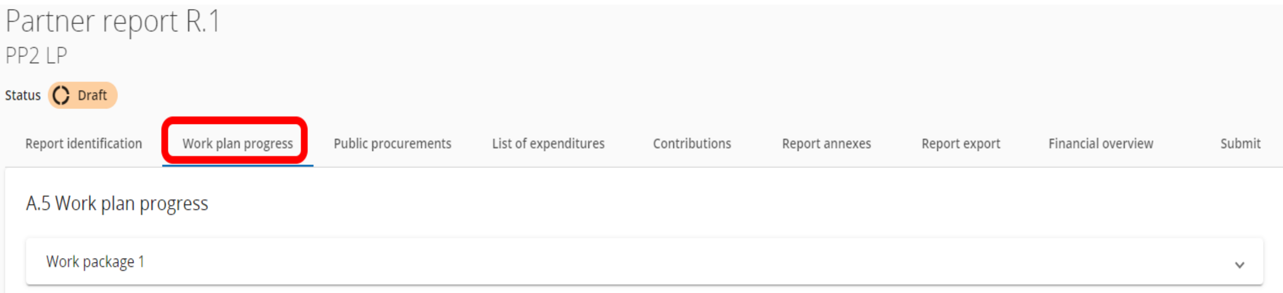
Enter text here

Information on the involvement of target groups should be described. The listed target groups are based on the target groups specification in the last approved AF.
Save changes before moving on to the next section.

4.4 Work Plan Progress

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

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



First, the partner's contribution to the work package in the reporting period should be described.

Then information on the progress of an activity should be provided.

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

Upload attachments to confirm the progress of the work. Examples of attachments:

1) Organized events (conference, seminar, workshop, training, etc.): agenda, participants list, presentations, handout and other relevant materials, pictures from the event, evidence confirming compliance with visibility requirements, screenshot (for online events) etc.

2) Developed documents (research, guidance, etc.): document (including draft version if final version is not available yet), evidence confirming compliance with visibility requirements, link where the final document is publicly available (if relevant) etc.

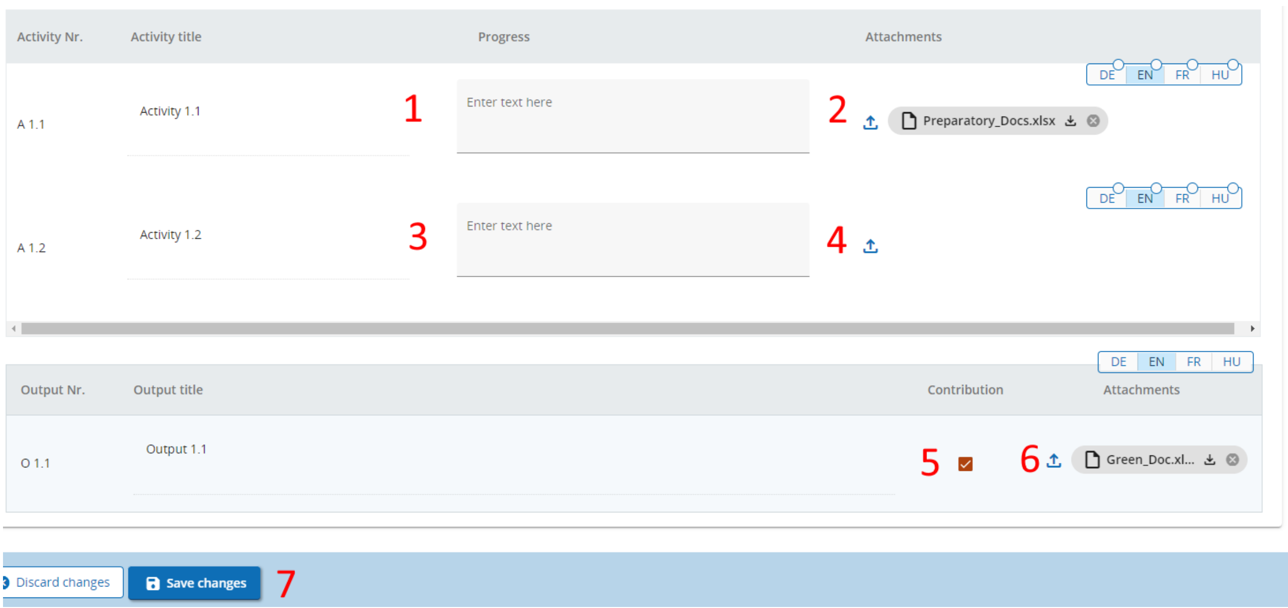
3) **Developed IT product** (application, website, system, database, etc.): link to the IT product, print screens (as a .pdf file).

4) Promotional materials: pictures of produced materials, links to publications, copies of publicity materials, evidence confirming compliance with visibility requirements, etc.

5) Purchased equipment: pictures of purchased equipment, evidence confirming compliance with visibility requirements, acceptance acts, etc.

6) Implemented works: acceptance acts, registration documentation and/or other documents confirming completion of construction and putting the object into exploitation according to the national legislation (if relevant), pictures confirming implemented works and evidence confirming compliance with visibility requirements, etc.

It is possible to add only **one attachment per deliverable** which will also appear in the tab partner report Annexes.



Legend:

1 and 3: Describe your contribution to each activity during the reporting period.

2 and 4: Any relevant supporting document can be uploaded under attachments. Please upload any deliverable produced when implementing or contributing to project activities. In case multiple files should be uploaded per item, it is recommended to upload a .zip or .rar file (compressed type).

5: Indicate by Selecting the box if you contributed to the output.

6: Upload an attachment demonstrating your contribution to the output.

7: Make sure to Save changes before moving on to the next section.

IMPORTANT:

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

4.5 Public Procurement

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

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

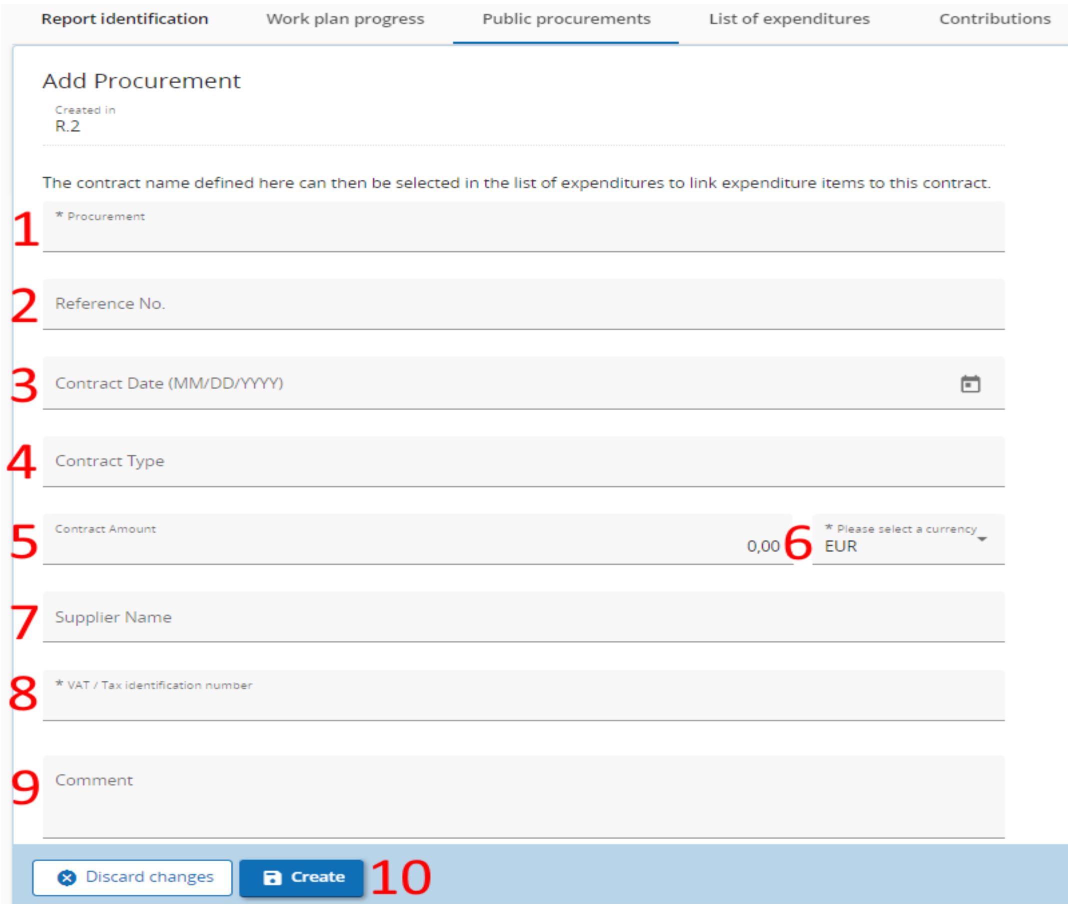
IMPORTANT:

Regardless in which report a procurement is added, it will show up in all following partner reports. The procurement can only be deleted and edited in the report where it was created. Beneficial owners, sub-contractors and attachments can still be added in following reports.

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

The section with procurement details has the following fields (see below). Fields marked with an "*" are obligatory. A procurement item can only be saved once all obligatory fields are filled in. Upon creation/saving of a procurement item the procurement is in edit mode ("**Edit procurement**") and details can be filled in or updated.

Editing is not possible after submission of the report.



<u>**Legend**</u>:

1, 2, 3 and 7: Contract information to be filled in.

4: Type of procurement (supply, service, works).

5 and 6: Contract amount to be filled in excluding VAT and choosing Currency (dropdown options)

8: VAT number of the supplier.

9: Additional relevant information.

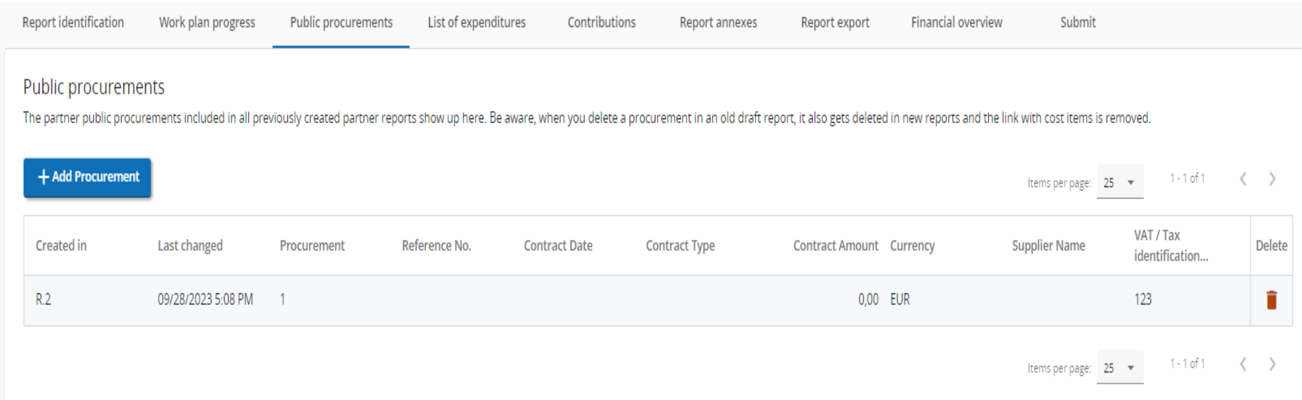
10: Confirm the Creation of Procurement.

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 List of Expenditures.

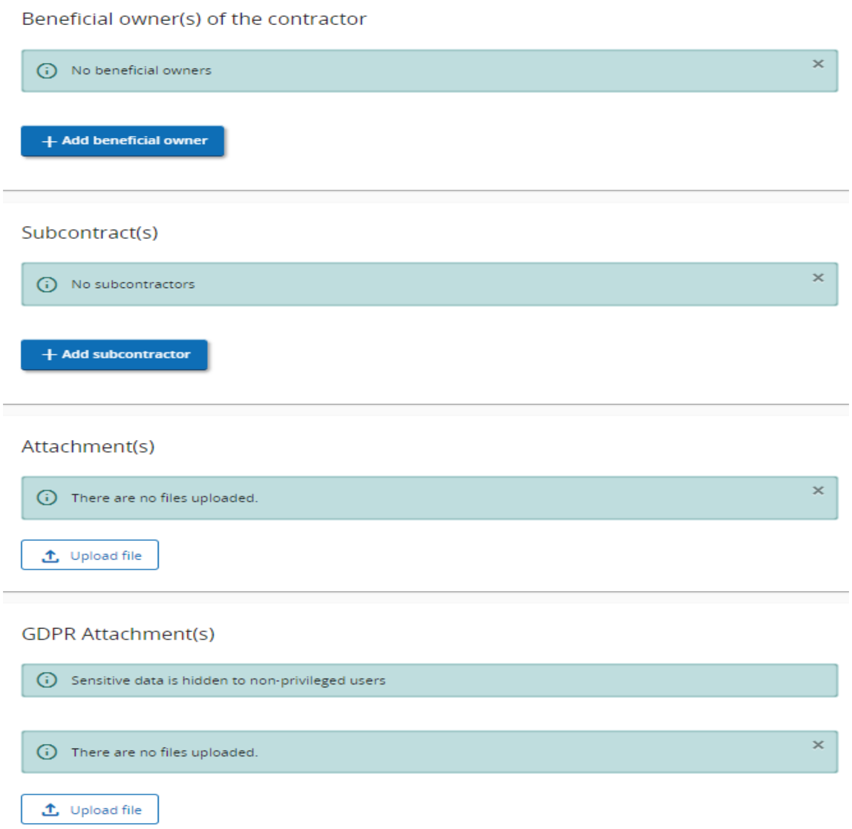
Following the creation/saving of the procurement item, an overview list with details of the procurements becomes available on the general page of the "**Public procurements**" section. In order to delete a procurement item, click on the "trash bin" icon in the overview table.

The procurement item can only be deleted and edited in the report where it was created as long as the report is in "**draft**" status. The information under which report the procurement was created is displayed in the overview table as well as in the detailed view.

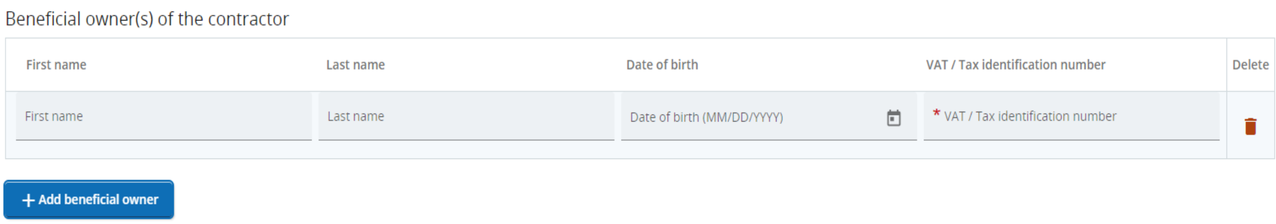
Click on the procurement item in the overview table to get to the detail view.



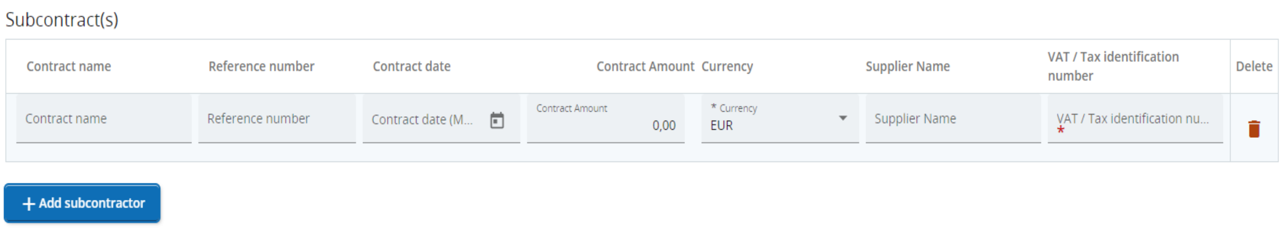
For public procurement above the EU thresholds, the following fields are mandatory:



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

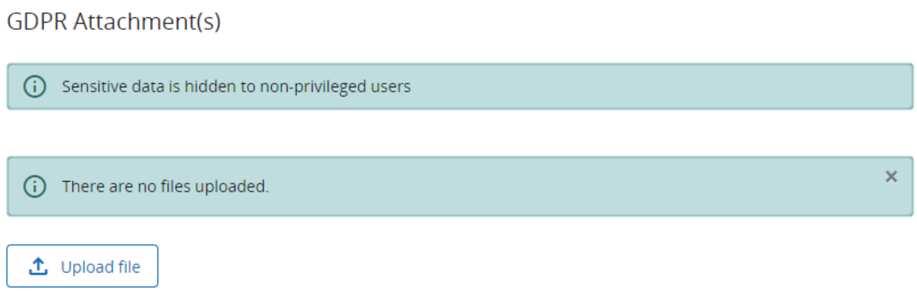


A subcontract item can only be saved once the obligatory fields (marked with an "*") are filled in.



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

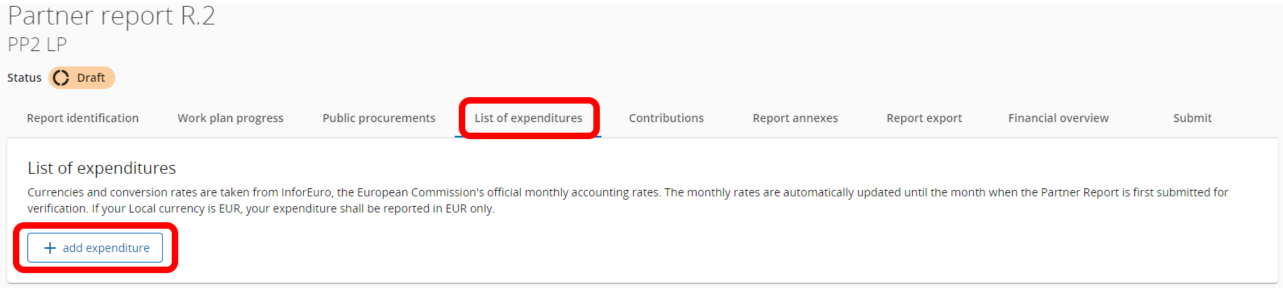
GDPR Attachments – Access to documents that fall under the General Data Protection Regulation should be restricted and thus uploaded in the GDPR attachments section. **Only a user with edit rights and the privilege GDPR sensitive data set to active in the "Project privileges" section can upload documents**.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



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

4.6 List of Expenditures

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

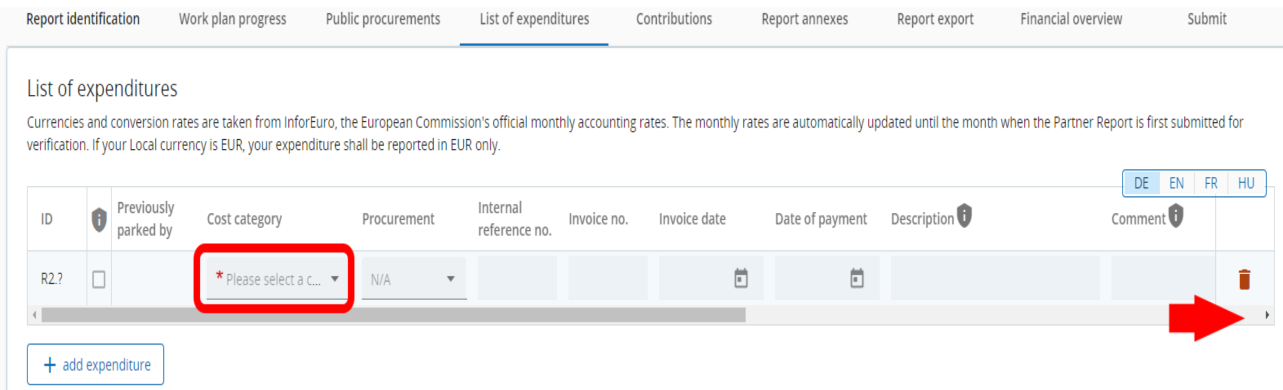


Only the expenditures reimbursed on a real cost basis shall be added to this section. The expenditure reimbursed on a flat rate basis will be automatically calculated and added in the section "Financial overview" of the partner report once the expenditure to which the flat rate applies to is added to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

IMPORTANT: All invoices, proofs of payment and other supporting documents required for the reimbursement of expenditures on a real cost shall be transmitted to the controller via Jems.

Example:

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

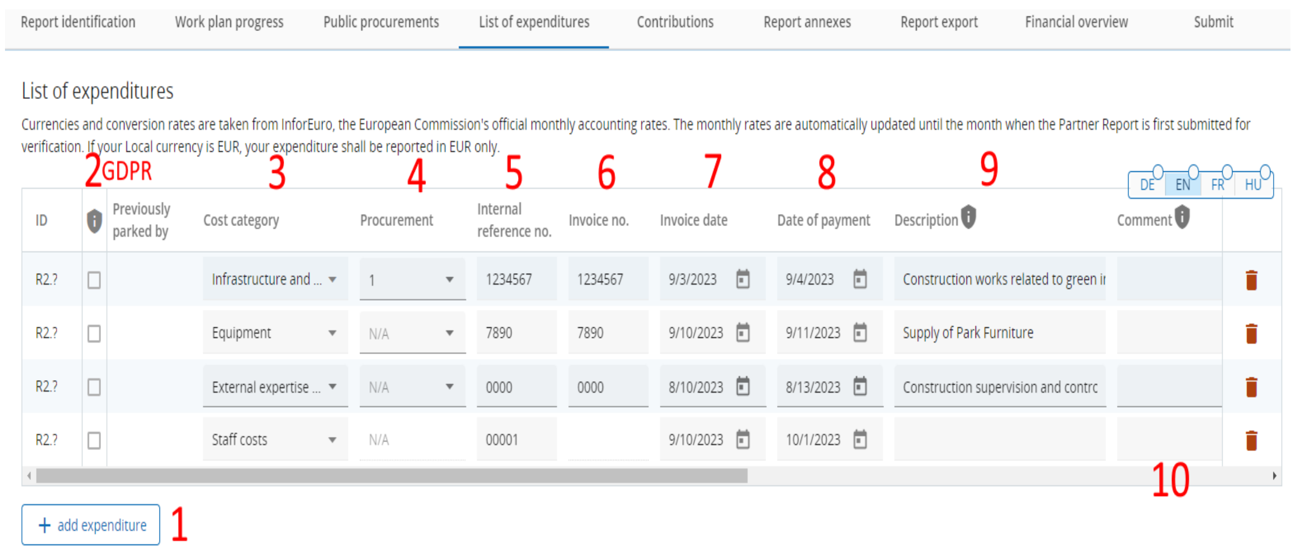


When adding an expenditure item (**+ add expenditure**), the cost categories options from the AF are showed:

- **Cost category** – This field links the cost item to a cost category. Cost categories as available in the AF budget can be selected here. The field is marked with an

"*" to highlight that it is an obligatory field. An expenditure item can only be saved once all obligatory fields are filled in. **Reporting of flat rates under BC1, BC2 and BC3 as well as other costs flat rate is ensured automatically by the system.**

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



Legend:

1: Begin by clicking **"+ add expenditure"**

2: By ticking this box (**GDPR flag**), the expenditure details are defined as sensitive in regard of data privacy and access to the expenditure item and related descriptions as well as attachments that fall under the General Data Protection Regulation (GDPR) is restricted. If considered to be sensitive data, only users with the appropriate project privilege will be able to see the information on the expenditure. The view of other users on expenditures marked sensitive will be limited to the cost category and the amount. Only a user with edit rights and the privilege GDPR sensitive data set to active in the "Project privileges" section can flag expenditure items as GDPR sensitive. By GDPR flagging of an expenditure item other project users without sensitive data privilege active will not be able to see the fields marked with the GDPR icon "!" (i.e. "Description", "Comment" and "Attachment"). However, the national controller of the partner as well as well as the JS/MA have access based on their role.

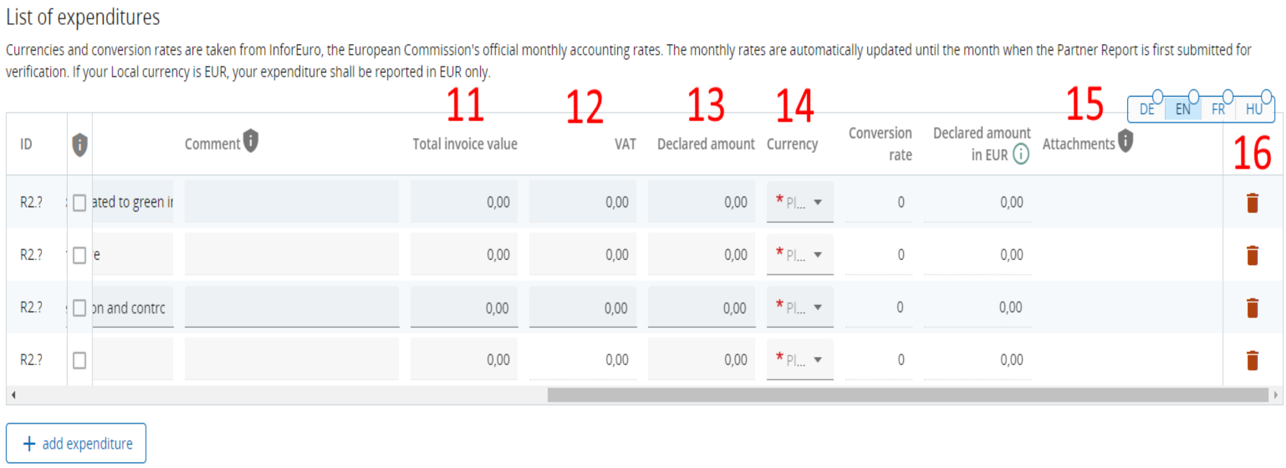
3: Select the relevant **cost category** for the expenditure.

4: If this expenditure corresponds to a purchase made through a public procurement procedure, select the relevant contract name. To do so please enter first the relevant information for all public procurements under the previous tab "Public procurements". Contract names will then be available for selection in the list of expenditure.

5, 6, 7, 8: Fill in the information on reference and invoice numbers and the dates of invoice and payment.

9: Enter a short description to help identifying the expenditure and providing a first information on the project relevance.

10: Adding a comment could be a helpful way to give further information on expenditure items that are not self-explaining.



11, 12, 13, 14: Detail the financial information of the expenditure. Make sure to insert the "**declared amount**". A controller can only certify what has been declared!

15: Attach the supporting document(s) related to the expenditure item. **Please be aware that only one document can be uploaded**. Therefore, several supporting documents per cost item shall be collected in one file and **uploaded as a zip/rar file.**

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

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

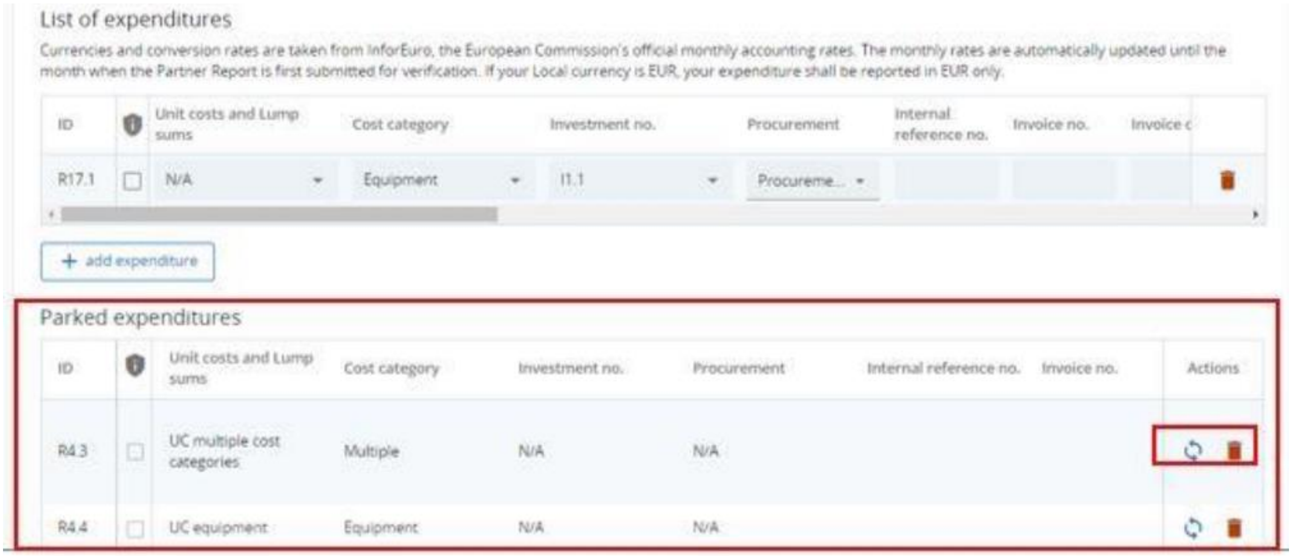
ID – The expenditure item identification number is a running number; it reflects the partner report number. The ID is dynamic in draft status (reports created have seamless consecutive numbering, even if a report is deleted), however it will be frozen upon submission of the report. It is therefore always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

Jems specific Report Export module, namely the Export Module for List of Expenditures (LoE) in Excel format can be used.

Parked Expenditure Items

Controller can "park", i.e. put on hold, an expenditure item for later verification in a following partner report in case further clarification is needed (e.g. suspicion of

irregularities/requested clarifications that are not received within deadlines and etc.). This allows to still finalize the control work and to issue the control certificate. In case a controller parked some expenditure items in a previous partner report, they show up in the parked expenditure section of the list of expenditure.



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

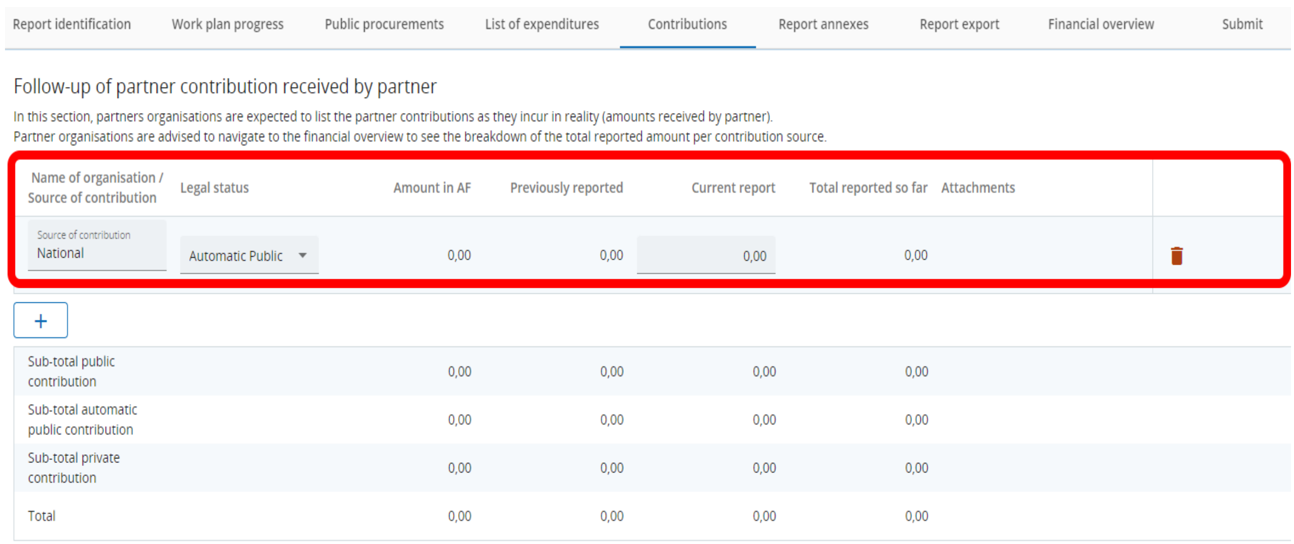
When the item gets re-included, it will get included in the list of expenditure. The entire item is editable for changes by the partner except for:

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

4.7 Contributions

The “Contributions” section is the place where the partner should report on the actual received partner contributions. This is a cumulative section, which records amounts received per reporting period and adds them up in next partner reports. This section has only to be filled in by those partners benefitting from external financial contributions to their budget.

IMPORTANT: This section has only to be filled in by those partners **benefitting from external financial contributions** to their budget. It is therefore disconnected from the financial overview tables. This section is mandatory for Serbian partners as the 15 % national contribution is own financing from each partner.



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

A partner can also add contributions by clicking the “+” button, which will add a row, allowing to indicate new contributions received that were not mentioned in the AF (without going through a project modification).

If the contributions are changed due to a project modification, the changes will apply to newly created reports after the approval of the modification. Previously reported amounts will of course still show up in the existing rows.

Ways to proceed:

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

2: Add as many contributions as there are contributors. Financial contributions not initially foreseen in the application shall be filled in too.

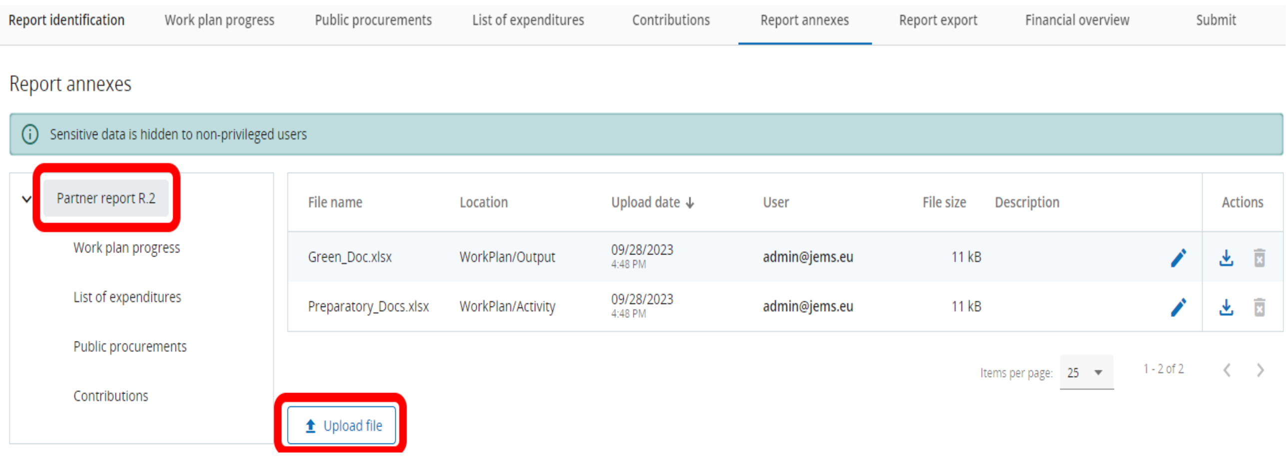
3: Save and move on to the next step.

To remove a contribution item, click on the "**trash bin**" icon. **Deletion is only possible before submission of the partner report.**

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

4.8 Annexes

In the report annexes section all files uploaded in the different sub-sections of the partner report are shown. Additional files can also be uploaded here (by clicking on "**Upload file**"). Since it is not always possible to add descriptions to files in the dedicated sections, users with edit right are allowed to add descriptions to all files in this section by clicking on the pencil.

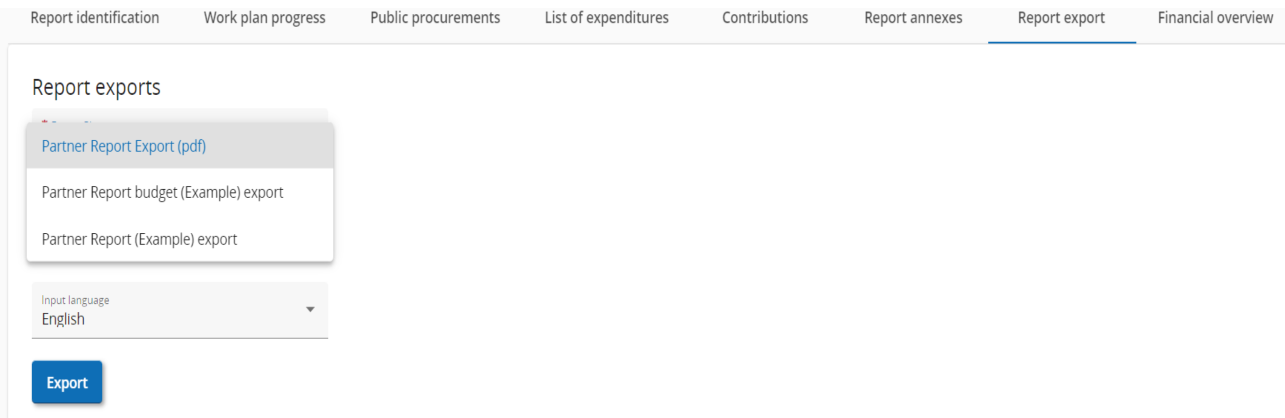


Files uploaded in this section can be deleted here, other files can only be deleted in the section where they were uploaded.

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

4.9 Report Export

When export button is initiated the plugin can be selected (**PDF or Excel for the budget overview tables**). Since the programme language is English, no other language options are available.



4.10 Financial Overview

The partner report financial overview section comes with three different financial overview tables. You can review the summary of the information you provided and, if needed, make modifications in the relevant section. The amounts included in the tables represent the aggregation of data from partner reports previously submitted, by the date the current partner report was created.

Beware that only the last partner report created has the most recent aggregated data.

***Note**: A report for a new reporting period should be created only once reports on earlier periods are no longer in "**draft**" status.*

All amounts shown in the overview tables are in Euro.

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

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

Partner Expenditure - Summary (EURO)

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

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

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

Remaining budget column: indicates the difference between "Total reported so far" and "Partner total eligible" from the AF. This value can become negative in case the reported expenditures exceed the budget in the approved AF.

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.

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

Financial overview

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

Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated	Previously paid
Partner contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Automatic public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
Total	**0,00**	**0,00** parked 0,00	**0,00** re-included 0,00	**0,00**	**0,00 %**	**0,00**	**0,00**	**0,00**

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

Partner Expenditure - breakdown per cost category (in Euro)

Cost category	Flat rate	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
Staff costs		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Office and administrative costs		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Travel and accommodation		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
External expertise and services		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Equipment		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Infrastructure and works		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Other costs		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Lump sum		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Total		**0,00**	**0,00** parked 0,00	**0,00** re-included 0,00	**0,00**	**0,00 %**	**0,00**	**0,00**

Partner Expenditure - Breakdown per Lump Sum (EURO)

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

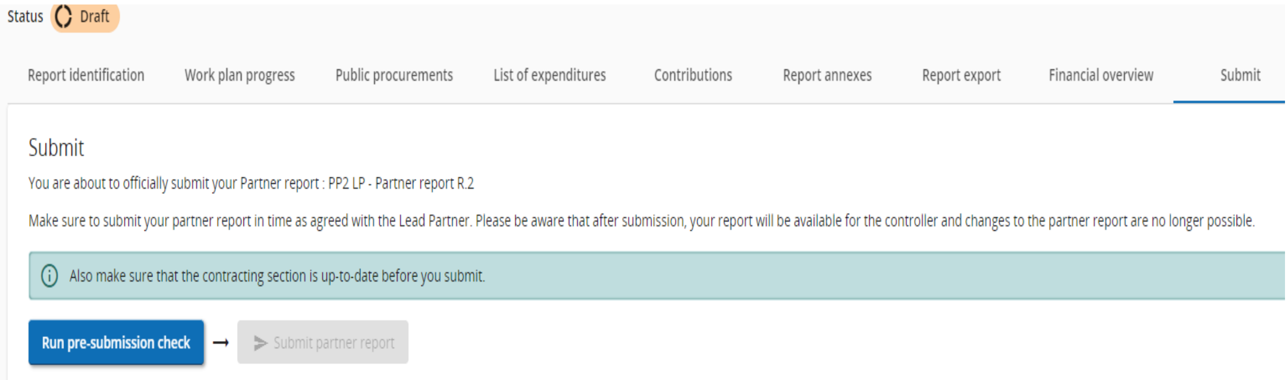
This table remains hidden when no lump sums are used in the project.

Partner Expenditure - breakdown per Lump sum (in Euro)

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

4.11 Submission

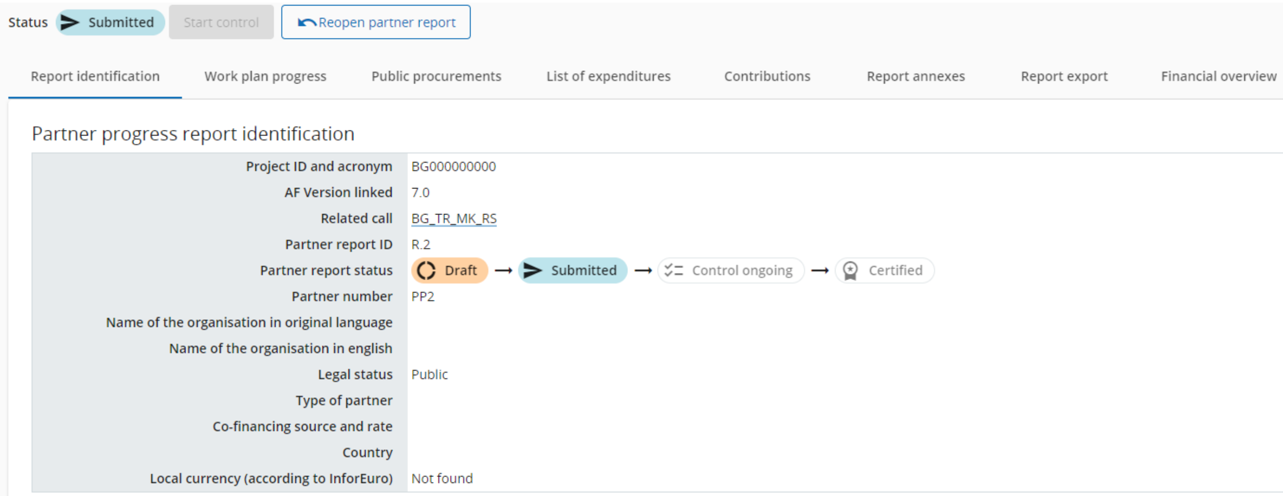
In this section the partner report can be submitted. After submission, the partner report is locked and the report will be ready to be checked by controller/JS.



Before you submit, please consider:

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

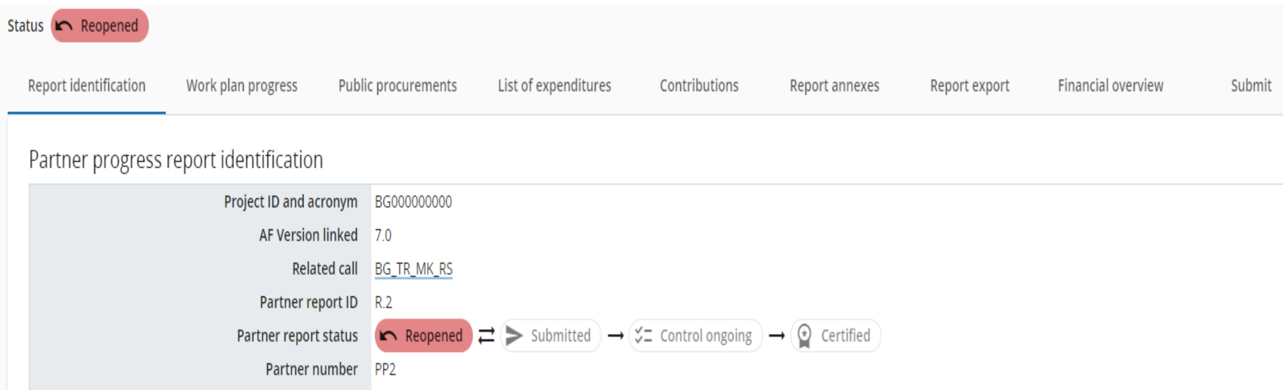
Besides the submission of the report, a general warning is given to partners that they are reminded to make sure that the contracting section is up to date. This is to make sure that the bank details and other information in the contracting section and the dedicated partner pages stay up to date.



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

4.12 Re-Open a Partner Report

If needed, the **controller or JS can re-open** the partner report for adjustments.



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

- **expenditure item ID from the initial report;**
- **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.

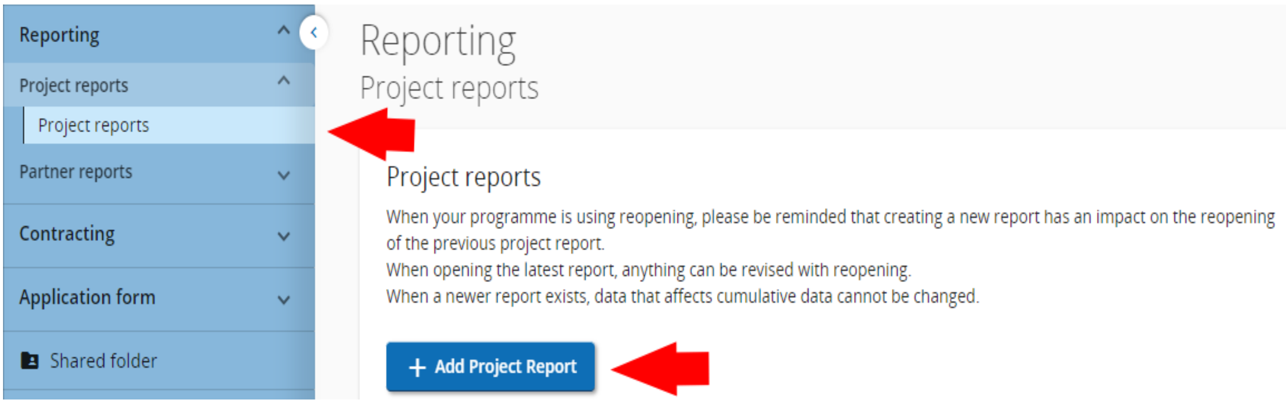
Note: Creation of a new draft partner report is locked while last partner report is in status "Reopened".

5. Project Report

Project reports are built upon the data imported form the latest approved version of the AF (ongoing modifications will have no impact on the data in existing reports) and previous project reports with the status "verified". The LP has the responsibility to complete one project report for each reporting period.

5.1 Project Report Identification

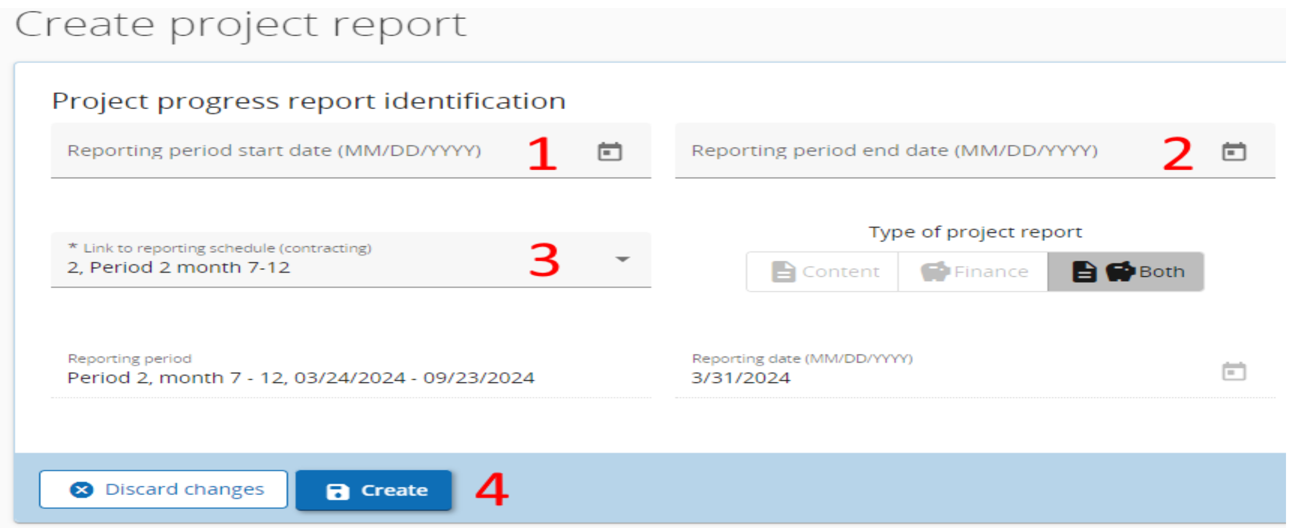
To access the project report section, click on "**reporting**" and then "**project report**". Then click on **"+ Add Project Report"** to generate a new project report.



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

Ways to proceed:

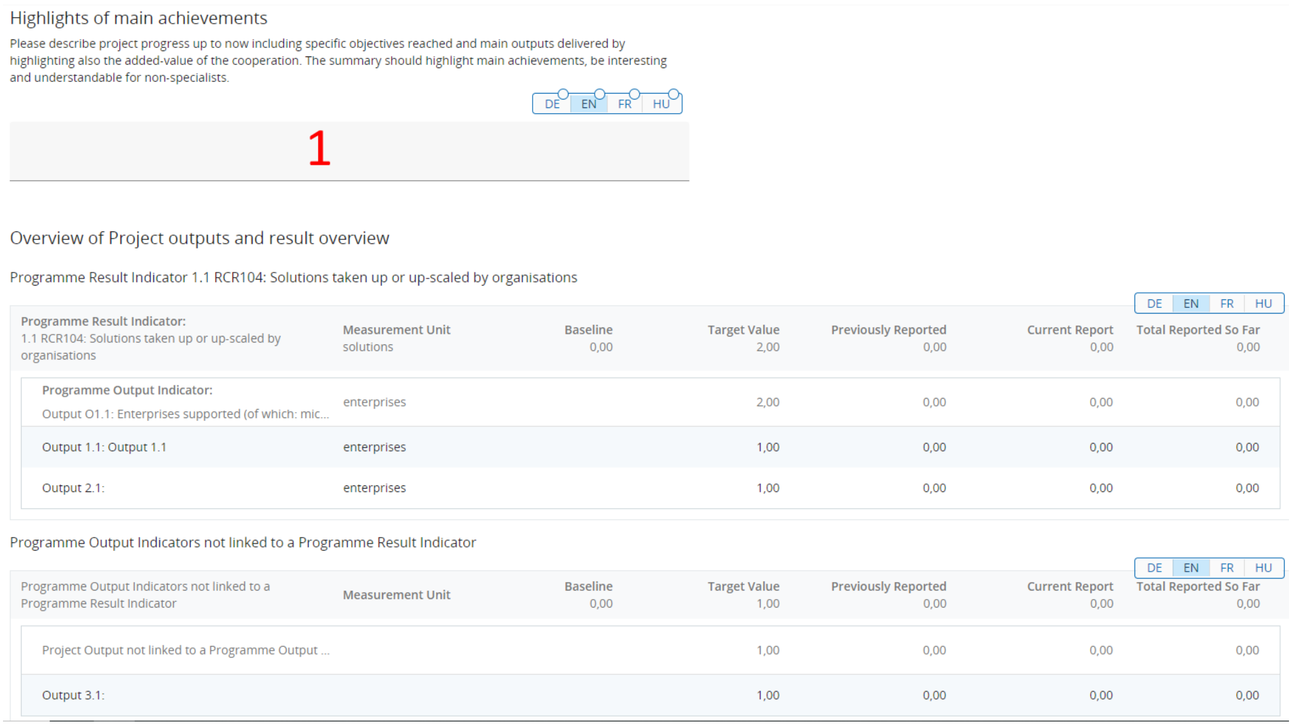
1. Enter the **starting date of the period**, i.e. the first day of the first month of the reporting period this report is going to be linked to (the project start date for the first reporting period).
2. Enter the **end date of the period**, i.e. the last day of the last month of the reporting period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



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

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

Initially, a summary of the achievements shall be provided:


Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.

DE EN FR HU

1

Overview of Project outputs and result overview

Programme Result Indicator 1.1 RCR104: Solutions taken up or up-scaled by organisations

DE EN FR HU

Programme Result Indicator: 1.1 RCR104: Solutions taken up or up-scaled by organisations	Measurement Unit solutions	Baseline 0,00	Target Value 2,00	Previously Reported 0,00	Current Report 0,00	Total Reported So Far 0,00
Programme Output Indicator: Output O1.1: Enterprises supported (of which: mic...	enterprises		2,00	0,00	0,00	0,00
Output 1.1: Output 1.1	enterprises		1,00	0,00	0,00	0,00
Output 2.1:	enterprises		1,00	0,00	0,00	0,00

Programme Output Indicators not linked to a Programme Result Indicator

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Programme Output Indicators not linked to a Programme Result Indicator	Measurement Unit	Baseline 0,00	Target Value 1,00	Previously Reported 0,00	Current Report 0,00	Total Reported So Far 0,00
Project Output not linked to a Programme Output ...			1,00	0,00	0,00	0,00
Output 3.1:			1,00	0,00	0,00	0,00

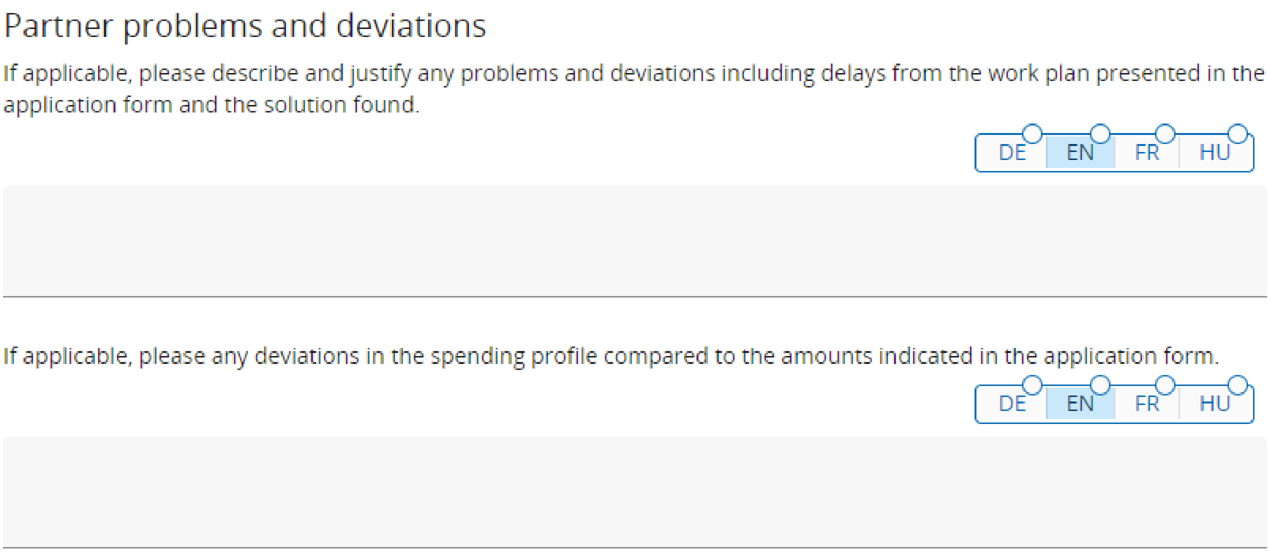
1: Enter the highlights of main achievements of the project over the reporting period according to the instructions *(up to 5000 characters)*.

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

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

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

If applicable, describe any problems and deviations from the work plan and spending targets as indicated in the AF (see below) – *up to 5000 characters for both fields.*



5.2 Work Plan Progress

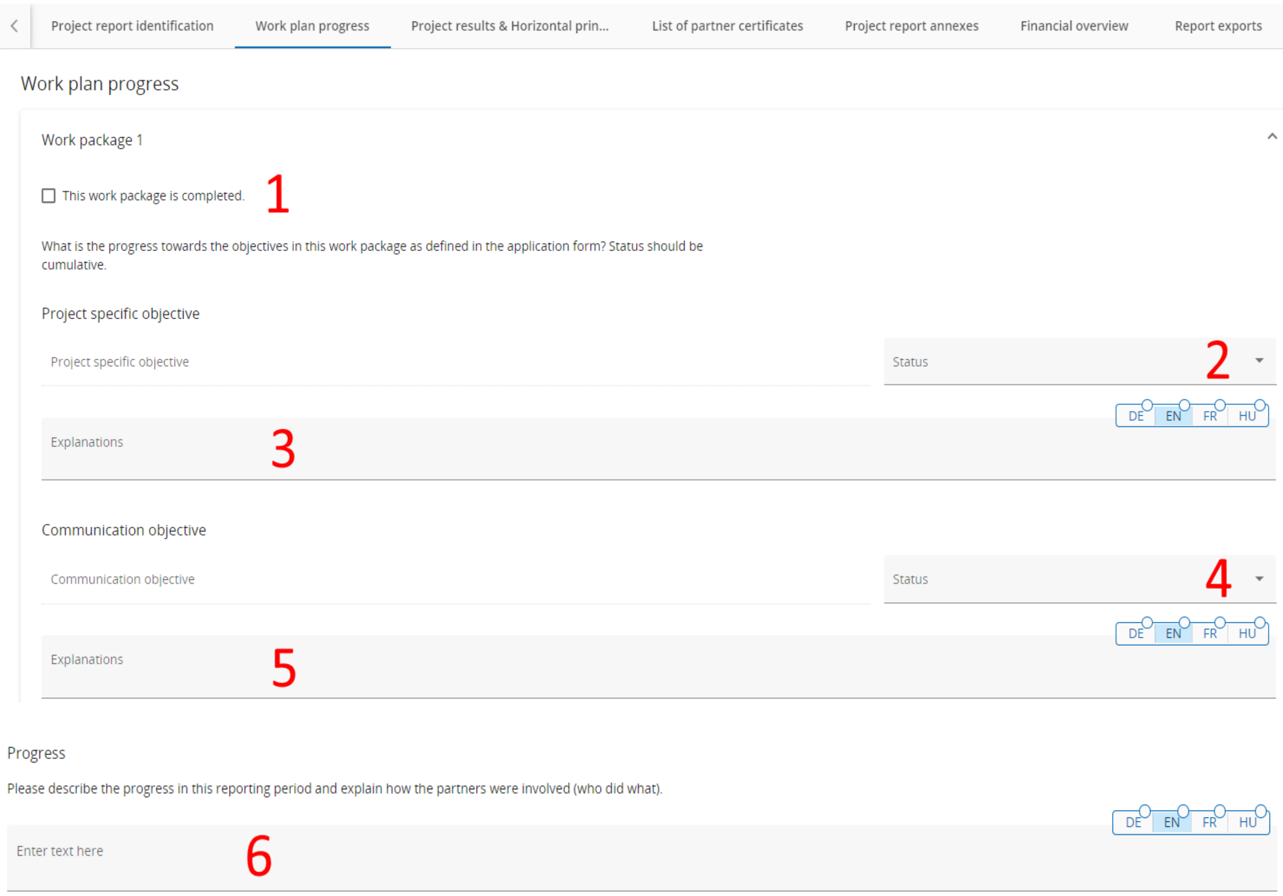
In the ”**work plan progress**” tab, shall be described the progress on work package level including the project specific objective and communication objective, activities, deliverables and outputs.

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

When the **first project report** is **created**, the status fields of the project specific objective, the communication objective or the activities are **empty**.

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

Ways to proceed:



<u>**Legend**</u>:

1: If relevant, tick the box to mark this work package as completed. If ticked, there will be no need to report about the progress made in the implementation of this work package in future reports.

2: Select the advancement status of the project specific objective among the options **"Fully achieved", "Partly achieved" and "Not achieved". If you select "Fully achieved", there will be no need to report on the status in future reports.**

3: Describe the progress in the achievement of the project specific objective during the reporting period.

4: Select the advancement status of the communication objective among the options "Fully achieved", "Partly achieved" and "Not achieved". **If you select "Fully achieved", there will no need to report further in future reports.**

5: Describe the progress in the achievement of the communication objective during the reporting period.

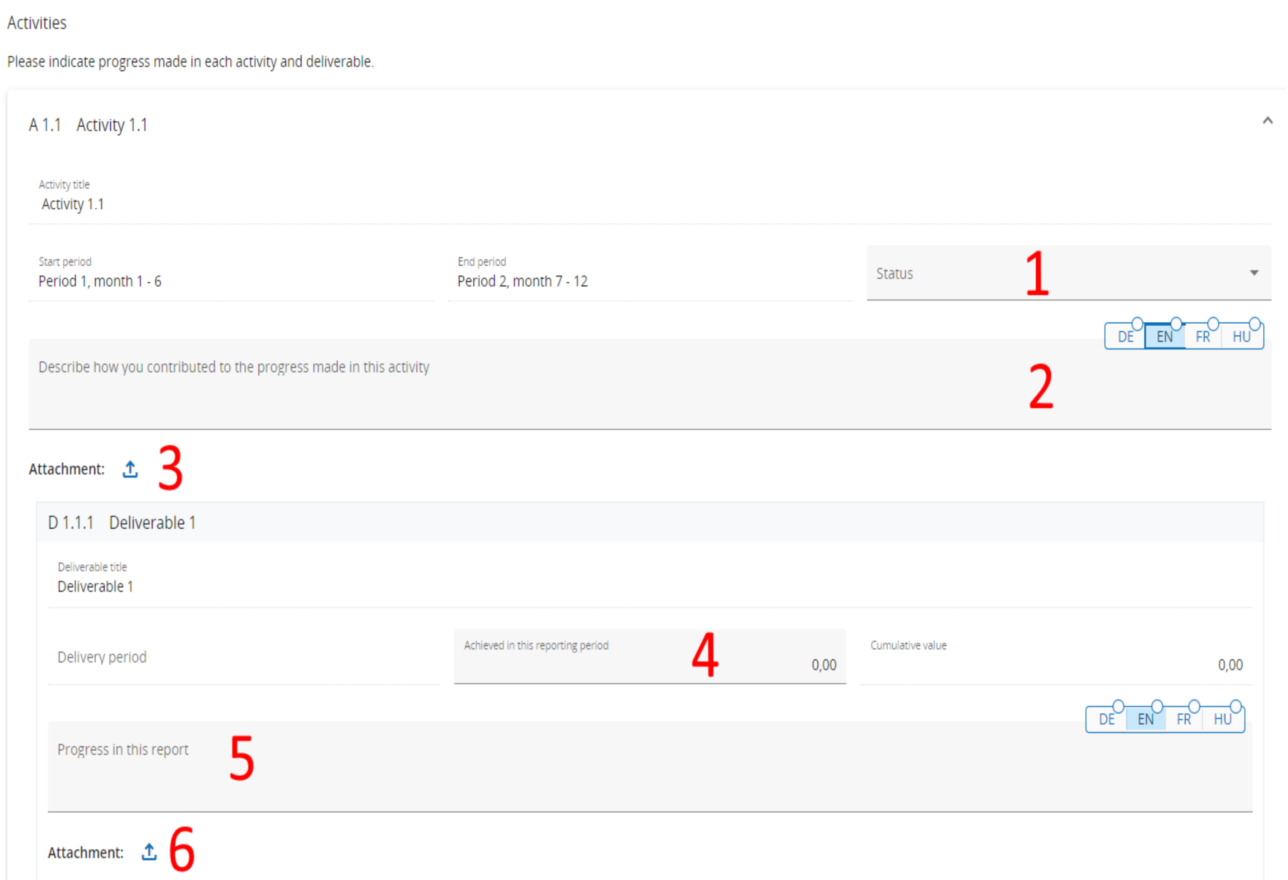
6: Describe the overall progress in the implementation of the work package over the reporting period, including the contributions of the partners.

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

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

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

Ways to proceed:



Legend:

1: Select the advancement status of the activity among the options “Fully achieved”, ”Partly achieved” and ”Not achieved”. **If you select “Fully achieved”, there will no need to report further in future reports.**

2: Describe the contributions of all partners involved in this activity and the collective achievement (up to 2000 characters).

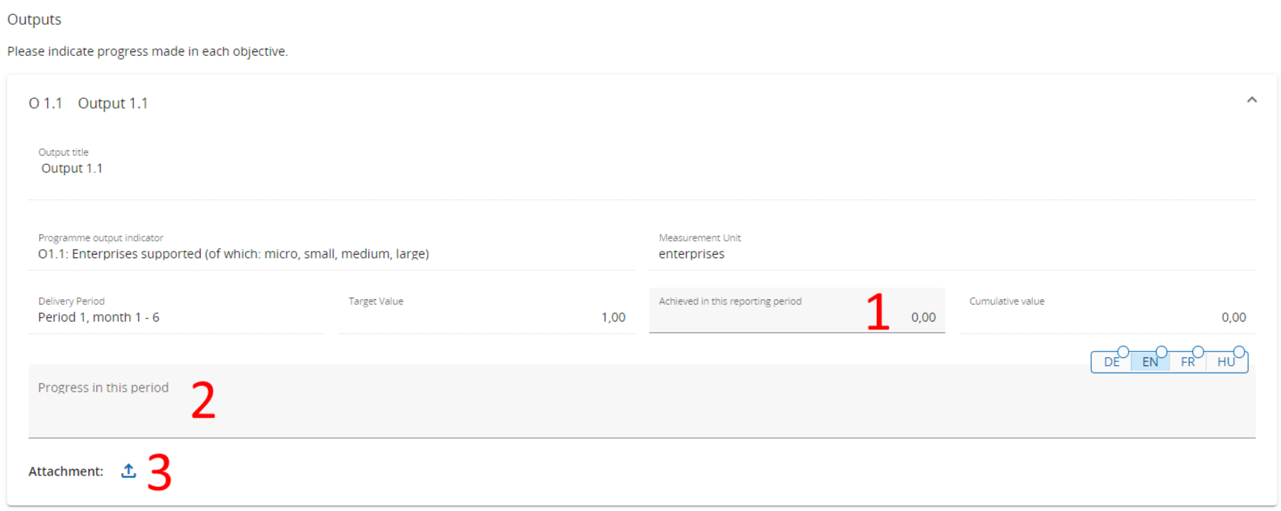
3: In case of relevant documentation, please use the section to upload files.

4: This field may be ignored if deliverables are not included in the contracted project.

5: Describe the given Deliverable progress report (up to 2000 characters).

6: Add in attachment the deliverable or any document relevant for the verification of the work done. Please consider that only one attachment can be uploaded and collect all relevant documents in a .zip or .rar file.

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

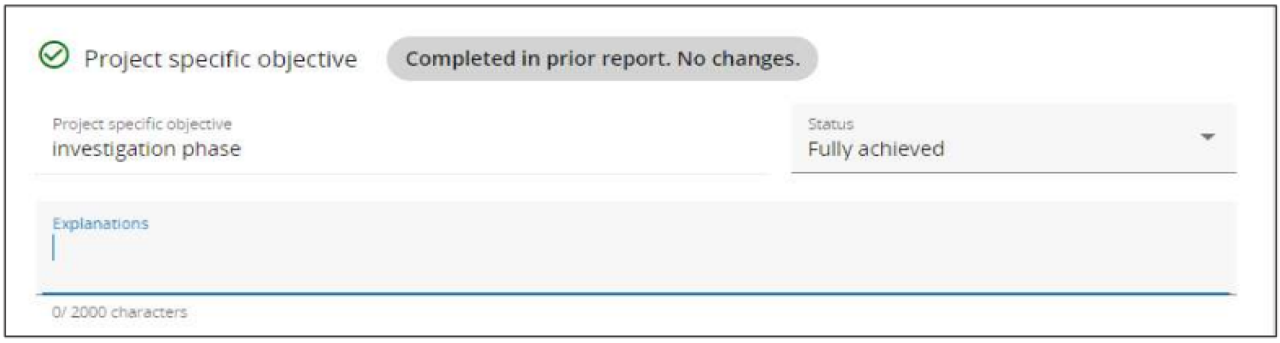


Repeat for every work package, save, and move on to the next section.

Labels for completed in this / prior report

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

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



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

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

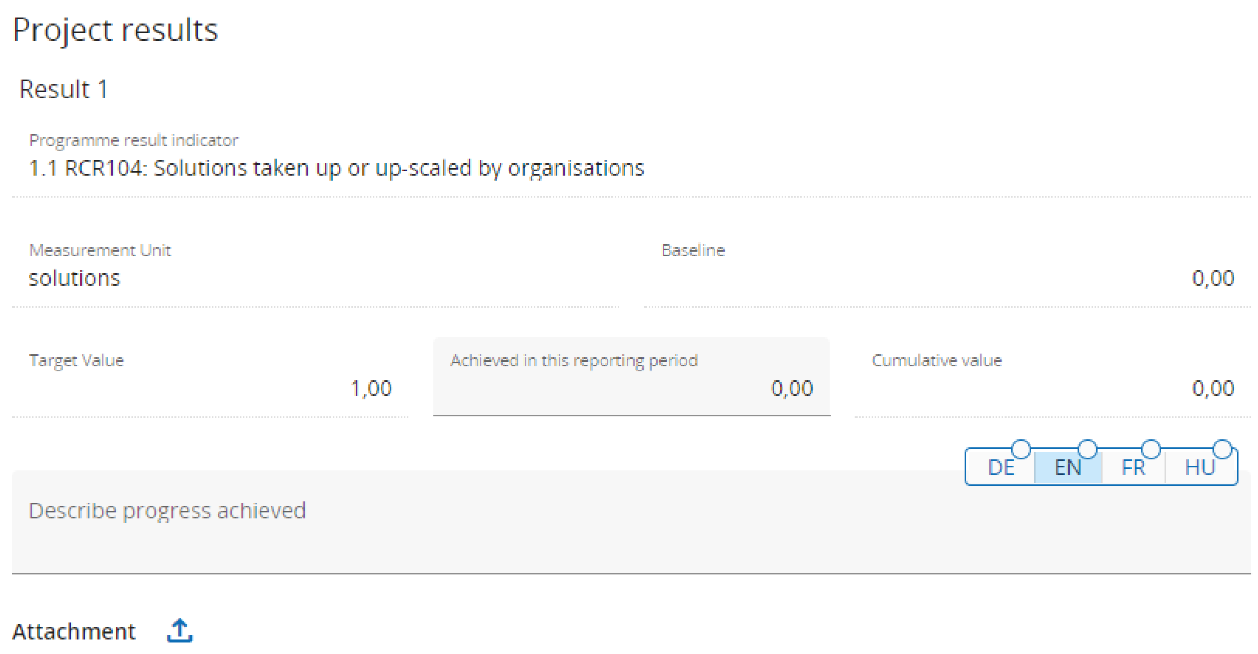
The same logic applies to the overall work package completion. If a work package was ticked as **completed in a prior report, the label "Completed in prior report. No changes." is shown at the top of the work package.**

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

5.3 Project Results and Horizontal Principles

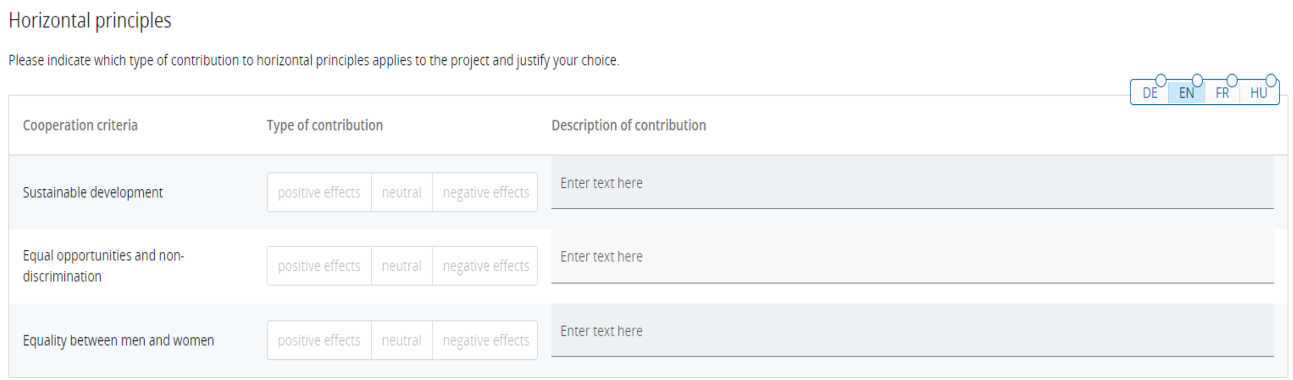
The LP shall describe the progress on planned results by inserting what was achieved within reporting period.

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



Enter the value of the result(s) achieved in this reporting period and **Add a description of the achieved progress** *(up to 2000 characters)*.

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

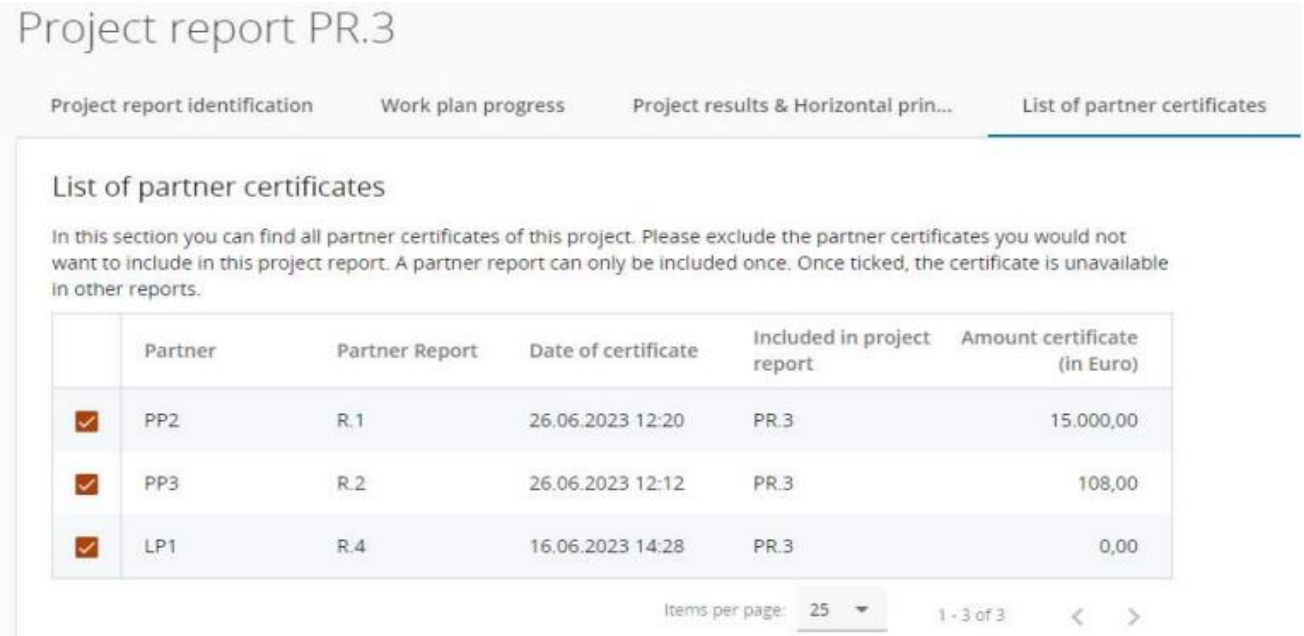


Describe the impact of the project for each horizontal principle, if its corresponding. *(up to 2000 characters)*.

5.4 List of Partner Certificates

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

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



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

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

List of partner certificates

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

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

Items per page: 25 1 - 5 of 5

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

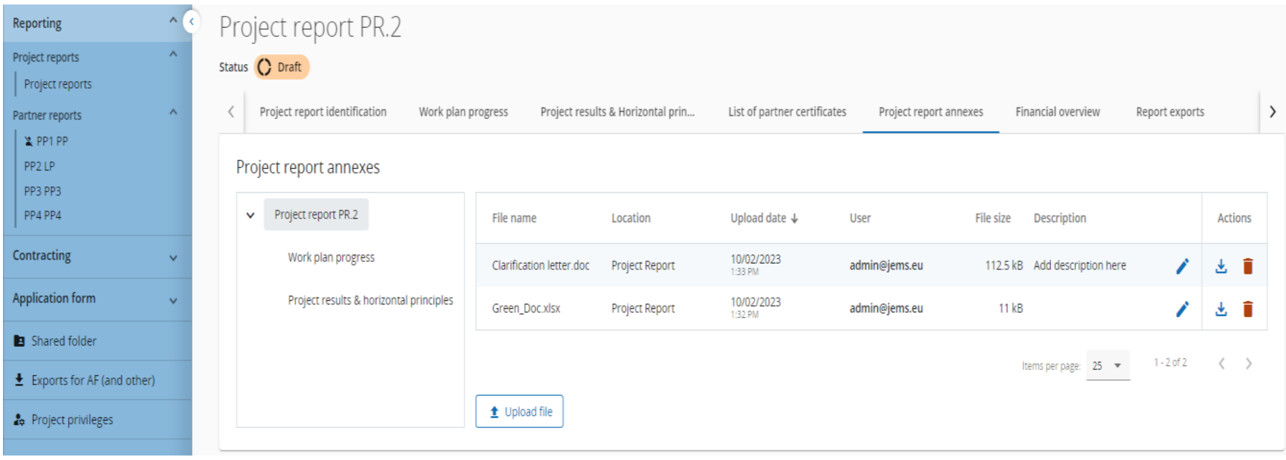
The overview provides also information in which report a certificate is included. If the project report number in the partner overview is ticked, you will be automatically directly to the report.

IMPORTANT:

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

5.5 Project Report Annexes

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



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

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

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

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

5.6 Project Report Annexes

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

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

Project Expenditure Summary (EURO)

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

Financial overview

Amounts in tables below are always in Euro and include Fast track lump sums (if applicable for this project).

Project expenditure - summary (in Euro)

	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified	Previously paid
ERDF	0,00	0,00	0,00	0,00		0,00	0,00	0,00
IPA III CBC	0,00	0,00	0,00	0,00		0,00	0,00	0,00
Partner contribution	0,00	0,00	0,00	0,00		0,00	0,00	N/A
↳ of which Public contribution	0,00	0,00	0,00	0,00		0,00	0,00	N/A
↳ of which Automatic public contribution	0,00	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	0,00	N/A
Total	**0,00**	**0,00**	**0,00**	**0,00**	**0,00 %**	**0,00**	**0,00**	**0,00**

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

Remaining budget: This column indicates the difference between Total reported so far and Partner total eligible budget from the AF. This value can become negative in case the reported expenditures exceed the budget in approved AF.

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

Project Expenditure – Breakdown per Cost Category (EURO)

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

Project expenditure - breakdown per cost category (in Euro)

Cost category	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified
Staff costs	0,00	0,00	0,00	0,00		0,00	0,00
Office and administrative costs	0,00	0,00	0,00	0,00		0,00	0,00
Travel and accommodation	0,00	0,00	0,00	0,00		0,00	0,00
External expertise and services	0,00	0,00	0,00	0,00		0,00	0,00
Equipment	0,00	0,00	0,00	0,00		0,00	0,00
Infrastructure and works	0,00	0,00	0,00	0,00		0,00	0,00
Other costs	0,00	0,00	0,00	0,00		0,00	0,00
Lump sum	0,00	0,00	0,00	0,00		0,00	0,00
Total	**0,00**	**0,00**	**0,00**	**0,00**	**0,00 %**	**0,00**	**0,00**

Project Expenditure - Breakdown per Lump Sum (EURO)

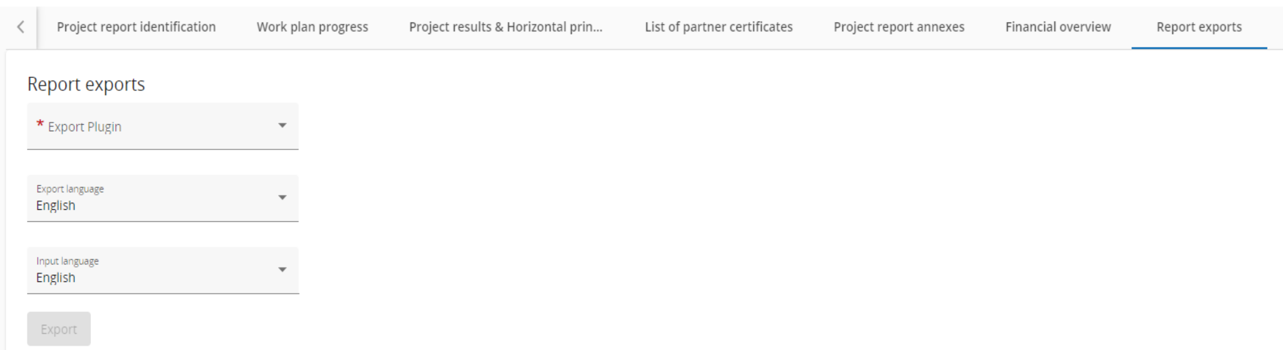
Project expenditure - breakdown per Lump sum (in Euro)

DE EN FR HU

Lump sum	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified	Previously paid
	17.500,00	0,00	0,00	0,00	0,00 %	17.500,00	0,00	0,00
Total	17.500,00	0,00	0,00	0,00	0,00 %	17.500,00	0,00	0,00

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

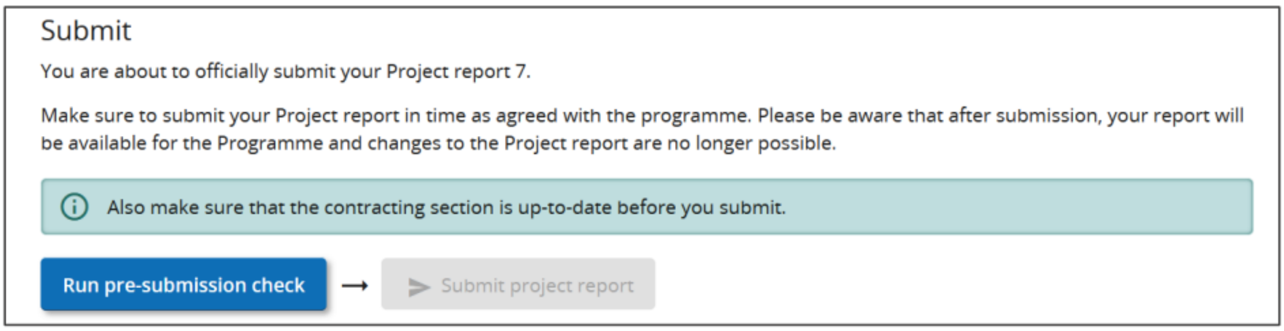
5.7 Report Exports



This functionality may not be working properly, therefore in case you will export the report, a blank document may appear. When this option will be implemented, an export plugin can be selected. Since the programme language is English, no other language options are available.

5.8 Submission

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



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

Project progress report identification

Project ID and acronym	BG000000000
AF Version linked	2.0
Related call	BG_TR_MK_RS
Project report id	PR.1
Project report status	Draft → Submitted → Verification ongoing → Verified
Name of the organisation in original language	
Name of the organisation in english	

6. Notifications

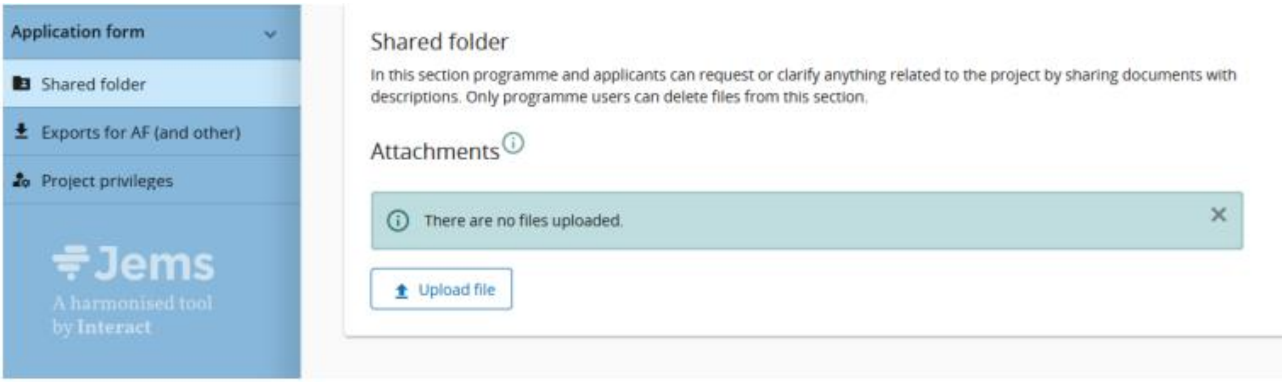
Version 8 onwards, Jems allows the users to get a notification from an event, happened in the system to its allocated projects (project status change/partner report/project report). Covered events, but not limited are:

- Partner / Project report Submitted;
- Partner / Project report Reopened;
- Partner report Control Ongoing and Control Reopened;
- Project report Verification ongoing and Verification Finalised;
- Project report Verification done by JS.

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

7. Shared Folder

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



IMPORTANT:

Partner users, called applicant user on Jems, have **no permission to delete documents.** Information provided by PP's to controller during clarification rounds should preferably be added directly in the re-opened partner report (see section 4.12 Re-open a partner report). Any additional exchange of information not included in partner reports should be uploaded here so to ensure a complete audit trail.