

**Interreg**



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A decorative graphic element consisting of a green and blue swirl on the left, transitioning into a horizontal blue line that spans the width of the page.

# **INTERREG ITALY–CROATIA**

## **PROGRAMME 2021–2027**

# **Manual for Reporting in Jems**

**(Version 2.0 – August 2024)**

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This manual is intended to provide beneficiaries of projects approved under the 1<sup>st</sup> Call for Proposals of the Interreg VI A Italy-Croatia CBC Programme 2021-2027 with a practical and basic overview of the reporting procedures to be performed in Jems in the implementation phase. Therefore, the present document is structured in the following four parts: Partner Report, Control Report, Project Report and Verification Work. For a more detailed overview, please see the Application/project details section of the Jems User manual at <https://jems.scrollhelp.site/manual/v10/user-manual>.

# 1. Partner Report

The “Partner reports” section appears in the “Project overview” menu when the project is set to status Contracted. Users with the **project privilege edit** for a dedicated partner organisation (**LP user** for a Lead Partner organisation, or **PP user** for a Project Partner organisation) are thus able to use this section to create, edit and submit Partner reports. For detailed information concerning the configuration, please refer to the “Project Privileges and Notifications” chapter in the *Manual for Starting the Project Implementation in Jems*.

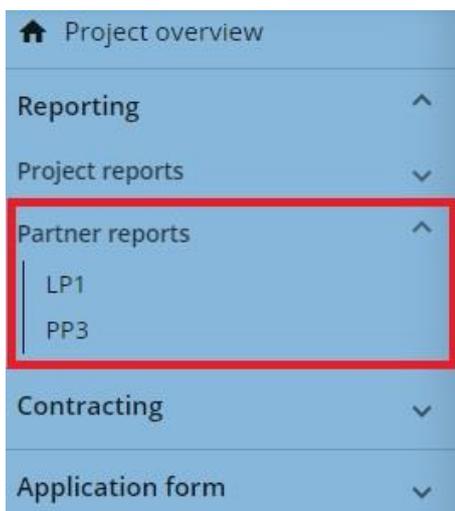


Image 1. Location of the “Partner reports” section in the “Project overview” menu

When LP users or PP users (in the following text: **partner users**) have the edit rights of their partner organisations within the project privileges overview, they can create Partner reports within their own dedicated sections.

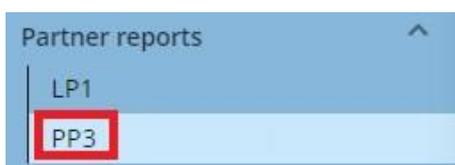


Image 2. “Partner reports” section for PP3



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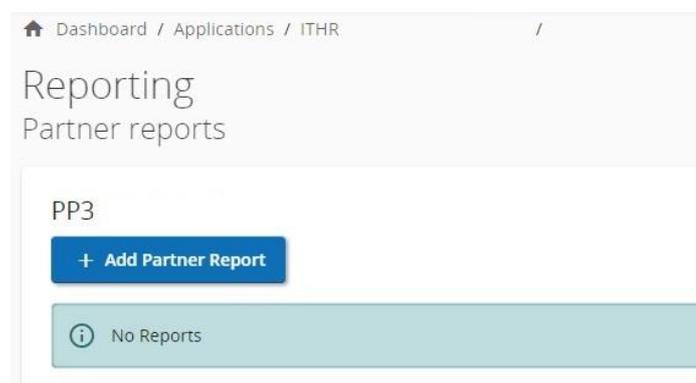


Image 3. "Partner reports" overview table for PP3

When the "+Add Partner Report" button is clicked the Partner Report is generated.

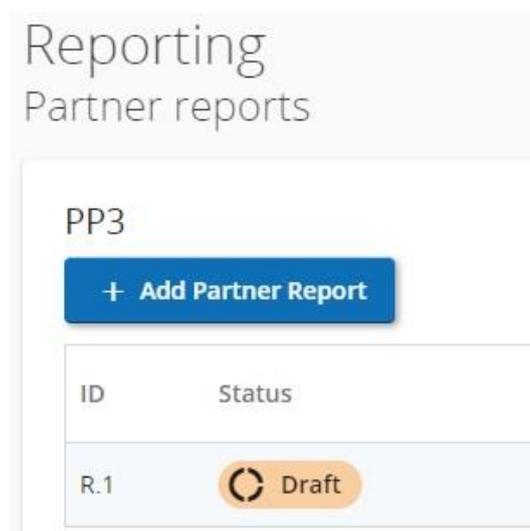


Image 4. When Partner Report is generated, it is in status Draft

Important to note is that the **data from the last approved version of the Application Form is taken into the Partner Report in the moment of its creation.** Ongoing modifications, such as budget change, will have no impact on the data in existing reports.

**! POINT OF ATTENTION:**

- Partner users will only see the Partner reports of the partner organisation they are assigned to. In case a Lead Partner's **Project manager (Application form user with the project privilege edit or manage)** wants to see the Partner reports of all project partners, they should be added with View rights to each partner organisation in Project privileges.



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When reports are created, they can be accessed via the overview table found in the same section, as shown below.

## Reporting

### Partner reports

LP1

[+ Add Partner Report](#)

ID	Status	Included in project...	AF version linked	Reporting period
R.3	 Draft		2.0	
R.2	 Control ongoing		2.0	Period 2, month 7 - 12
R.1	 Certified	<a href="#">PR.1</a>	2.0	Period 1, month 1 - 6

Image 5. Partner reports overview table

Each Partner Report is divided into nine tabs:

1. Report identification,
2. Work plan progress,
3. Public procurements,
4. List of expenditures,
5. Contributions,
6. Report annexes,
7. Report export,
8. Financial overview, and
9. Submit.



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## 1.1. “Report identification” tab

When creating a report, **partner user** will land automatically on the first tab called “Report identification” in which the top table provides some basic data retrieved from the last approved version of the Application Form. The partner user with edit rights must in this tab also link the Partner Report to a Reporting Period (coming from the Application Form) and indicate the Reporting start and end dates.

The screenshot shows the 'Report identification' tab with a table of partner progress report identification data. The table includes fields such as 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, Partner organisation can recover VAT for project activities, Co-financing source and rate, Country, Local currency (according to InforEuro), and AF Version linked. Below the table, there are input fields for Reporting period start date (MM/DD/YYYY) and Reporting period end date (MM/DD/YYYY), and a dropdown menu for Reporting period.

A.1 Partner progress report identification	
Project ID and acronym	ITHR
Partner report ID	R.1
Partner report status	<span>Draft</span> → <span>Submitted</span> → <span>Control ongoing</span>
Partner number	PP3
Name of the organisation in original language	
Name of the organisation in english	
Legal status	Private for-profit
Type of partner	SME
Partner organisation can recover VAT for project activities	Yes
Co-financing source and rate	ERDF 80,00%
Country	Hrvatska (HR)
Local currency (according to InforEuro)	EUR
AF Version linked	2.0

Reporting period start date (MM/DD/YYYY)

Reporting period end date (MM/DD/YYYY)

Reporting period

Image 6. “Report identification” tab’s top table (part A.1)

The other fields and tables on this page include “Summary of partner’s work in reporting period”, “Partner problems and deviations”, “Partner spending profile” and “Target groups”. Data in tables comes from the last approved version of the Application Form (such as Target groups listed and Period target budget).

In the textbox “Partner problems and deviations”, partner users must list any deviation in their part of the project activities, such as any changes to the approved work plan, outputs, deliverables, etc.



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### 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

Image 7. "Report identification" tab's additional information section (parts A.2 & A.3)

#### Partner spending profile

Partner number	Period target	Current report	Cumulative target	Total reported so far <sup>ⓘ</sup>	Cumulative target - total report so far	Total report so far / cumulative target	Next report forecast
LP1		0,00		23.800,00	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

Image 8. "Report identification" tab's additional information section (Partner spending profile part).

In the Partner spending profile section, the partner users must fill in an amount in the "Next report forecast" field, as well as explain in the text field below any eventual deviations in the spending profile compared to the amount indicated in the last approved version of the Application Form.

### 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
Regional public authority	Enter text here

Image 9. "Report identification" tab's additional information section (Target groups part).



## 1.2. “Work plan progress” tab

The second tab, “Work plan progress”, takes the work plan related data from the last approved version of the Application Form, organised per work package.

The screenshot shows a web interface with three tabs: 'Report identification', 'Work plan progress' (selected), and 'Public procurements'. Under the 'Work plan progress' tab, the heading 'A.5 Work plan progress' is followed by three input fields labeled 'Work package 1', 'Work package 2', and 'Work package 3'. The 'Work package 1' field is highlighted with a red border.

Image 10. “Work plan progress” tab’s overview

### A.5 Work plan progress

The screenshot shows the expanded view for 'Work package 1'. It includes a text input field for describing contributions. Below this is a table for activities:

Activity Nr.	Activity title	Progress	Attachments
A 1.1		Enter text here	

Below the activity table is a table for deliverables:

Deliverable nr.	Deliverable title	Contribution	Attachments
D 1.1.1		<input type="checkbox"/>	

At the bottom, there is another activity row for 'A 1.2' with a text input field and an upload icon.

Image 11. WP1 expanded view (Activities and Deliverables)

The screenshot shows the expanded view for 'Outputs' within 'Work package 1'. It features a table with the following structure:

Output Nr.	Output title	Contribution	Attachments
O 1.1		<input type="checkbox"/>	

Image 12. WP1 expanded view (Outputs)



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In this tab, the partner users must describe their progress on work packages, objectives, investments, activities, deliverables, and outputs, while for deliverables and outputs also indicating if they contributed. (Later, at Project Report level the LP’s Project manager shall fill in the values achieved). Partner users can also upload an attachment per item which will show up again in “Report annexes” tab.

### **! POINTS OF ATTENTION:**

- In case multiple files should be uploaded per item, it is recommended to upload a zip or rar file. **The maximum recommended file size per upload is 50 MB.**
- Each LP/PP opting for the **20% flat rate for Staff costs** must provide evidence of the existence of the Staff costs category during the 1<sup>st</sup> Reporting Period in which they declare real costs by **briefly describing** under WP1 Progress the **Staff involved** in carrying out project activities and by enclosing **supporting documents** proving that at least one person has worked in the project: **self-declaration** certifying that at least one employee of the beneficiary institution has worked in the project, accompanied by the related **work contract** or equivalent document.
- Each LP/PP opting for the **15% flat rate for Travel and accommodation costs** must provide evidence of the existence of the Travel and accommodation cost category at least once in the project’s lifetime by **briefly describing** under relevant WP Progress the **travels that took place.**

### 1.3. “Public procurements” tab

The “Public procurements” tab has a “+ Add Procurement” button which opens the procurement for filling in details, and an overview list with details of the procurements already created.

Created in	Last changed	Procurement	Reference No.	Contract Date
R.3	11/30/2023 2:26 PM	test		
R.2	10/13/2023 12:46 PM	1		

Image 13. “Public procurements” tab’s overview list



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The section with the procurement details is partly shown in the next image and its following fields are **mandatory for all procurements**:

- Supplier name,
- Contract Name,
- Reference number (CIG number to be indicated here for Italian partners; a relevant procurement identification number to be indicated here for Croatian partners),
- Contract type (in line with the latest applicable EU rules – Directive 2014/24/EU or subsequent EU rule in force),
- Contract amount,
- VAT, and
- Currency.

 Edit Procurement

Created in  
R.2

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

Procurement  
1

Reference No.

Contract Date (MM/DD/YYYY)



Contract Type

Contract Amount

15.000,00

Please select a currency  
EUR

Supplier name

VAT Number  
123456

Image 14. Public procurement's details section (excerpt)



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The Contract Name shall be reused in the List of expenditures. It is therefore important that the partner provides a distinct name for the procurement, so that it can be easily identified and linked to in the “List of Expenditures” tab. The procurement details can be edited only in the Partner Report where procurement was created, while report is in status Draft. After submission, fields are locked for editing.

In the EC Regulation, it is requested that for procurements with **contracted value equal to, or above, 10.000,00 EUR, without VAT**, information on beneficial owner(s) and subcontract(s) is filled-in inside all relevant procurements.

### Beneficial owner(s) of the contractor

First name	Last name	Date of birth
First name	Last name	Date of birth

[+ Add beneficial owner](#)

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

### Subcontract(s)

Contract name	Reference number	Contract date	Contract Amount
Contract name	Reference number	Contract date (M...	Contract Amount 0,00

[+ Add subcontractor](#)

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

Image 15. Beneficial owners and Subcontracts subsections



## Italy – Croatia

If an item is added, **VAT Number/Tax identification number is a mandatory field to be filled-in before saving**. Beneficial owner(s) and subcontractors can be added in any draft Partner Report after the procurement was created, but items added in previously submitted Partner reports are locked for editing/deletion. Procurement related attachments can also be added in this section. Attachments can be added in any draft Partner Report after procurement was created but uploads from previously submitted reports are locked for editing/deletion.

Attachment(s)

File name	Location	Upload date	User	File size	Description	Actions
20230601_SMARTWORKING.pdf	Procurement Attachment	12/01/2023 11:31 AM		120.6 kB	test	

Upload file

Image 16. Attachments subsection

GDPR sensitive data can be uploaded in section GDPR Attachment(s). Visibility of this section can be configured in Project privileges. A user without privilege to view sensitive data cannot download a file in this section and can also not see File name and Description.

For detailed information concerning the configuration, please refer to the “Project Privileges and Notifications” chapter in the *Manual for Starting the Project Implementation in Jems*.

GDPR Attachment(s)

Sensitive data is hidden to non-privileged users

File name	Location	Upload date	User	File size	Description	Actions
20230601_SMARTWORKING.pdf	Procurement GDPR Attachment	12/01/2023 11:38 AM		120.6 kB	GDPR test	

Upload file

Image 17. GDPR Attachments view with privilege to view sensitive data

GDPR Attachment(s)

Sensitive data is hidden to non-privileged users

File name	Location	Upload date	User	File size	Description	Actions
*****.pdf	Procurement GDPR Attachment	12/01/2023 11:38 AM		120.6 kB	*****	

Image 18. GDPR Attachments view without privilege to view sensitive data



**/! POINT OF ATTENTION:**

Since this tab is cumulative, one should understand the following unique aspects of this tab:

- 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.

## 1.4. "List of expenditures" tab

The "List of expenditures" tab is the place where partner users list incurred costs in original currency. It consists of two sections: List of expenditures and Parked expenditures.

**/! POINTS OF ATTENTION:**

- It is of utmost importance to fill in all the "List of expenditure" fields providing the requested details.
- **In case a partner user had no expenses during the relevant reporting period, he must in this tab add one expenditure with declared amount 0,00 EUR. Any available cost category can be used for this "zero expenditure".**

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.

[+ add expenditure](#)

**Parked expenditures**

ID	Unit costs and Lump sums	Cost category	Contract ID	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Actions
R1.1	<input type="checkbox"/>	Preparation cost Standard projects	Multiple	N/A					<a href="#">refresh</a> <a href="#">delete</a>

Image 19. List of expenditures and Parked expenditures sections of "List of expenditures" tab



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In case a controller parked some items in finalized Control Reports, they show up in the **Parked expenditure** section. A partner user can decide to either **re-include** such an item in the **next** Partner Report by clicking the re-inclusion button or delete the item. When the item gets re-included, it will get included in the List of expenditure section. For more details on the parking functionality, please read the Control Report chapter of this Manual, section 2.2 “Expenditure verification” tab.

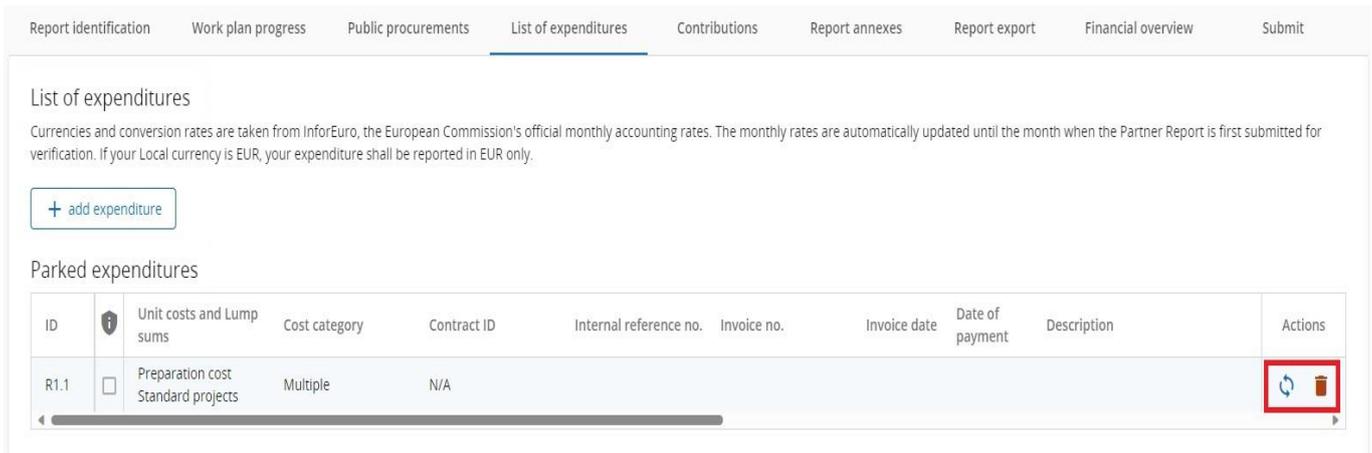


Image 20. Location of the re-inclusion and deletion buttons for Parked expenditures

By clicking the “+add expenditure” button, the partner can add expenditure items, one by one. Each expenditure item has a set of input fields described below.

### ID

This running number is always in the format R[report number].X. 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. The number will be used later on to identify cost items coming from another (previous) report (through parking of expenditure).

### 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.

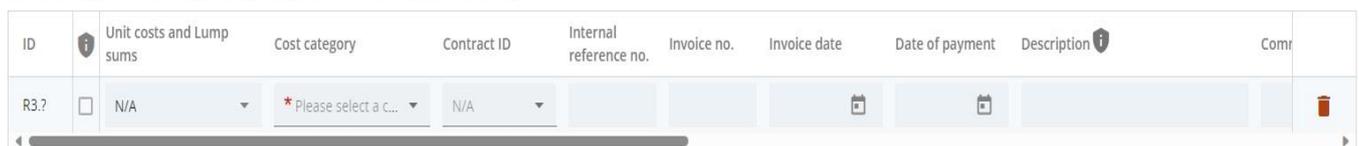


Image 21. An expenditure item's Input fields, Part 1

### GDPR Flag

Partner user with privilege Sensitive data set to active in Project privileges can flag expenditure items that are GDPR sensitive. In this case, users without Sensitive data privilege active will not be able to see the contents of Description, Comment and Attachment fields.



## Italy – Croatia

### Unit costs and Lump sums

Lump sums from the last approved version of the Application Form are added to this dropdown. When choosing Lump sum item in the dropdown, some cells are automatically filled-in and locked. For a real cost item N/A (pre-filled as default option) shall be chosen.

### Cost category

This field links the cost item to a cost category. Cost categories available in the last approved version of the Application Form budget can be selected here. When a lump sum was chosen in the previous field, this field is pre-filled with the respective cost category if the lump sum is a single cost category or “Multiple” if the lump sum covers more than one cost category.

### Investment No.

This field links expenditure to investment items in the last approved version of the Application Form if the project has investments. If the project has no investments this field is hidden in the report. This field is locked when a lump sum is chosen.

### Contract ID

This field is used to link expenditure to public procurements. All contract names created by the partner in the public procurement section show up here. This field is locked when a lump sum is chosen.

### Internal reference no. & Invoice no.

These input fields can be used to identify the expenditure. These fields are locked when a lump sum is chosen.

### Invoice Date & Date of Payment

Date pickers to be entered by the partner. These fields are locked when a lump sum is chosen.

### Description & Comment

Here the partner can provide further justification on the cost item. These fields are anonymized for expenditure items flagged GDPR sensitive and content is not displayed to users without Sensitive data privilege.

### Number of units

This field is locked when a normal cost is entered. In case a normal cost needs to be entered with more units than 1, it is recommended to report them as individual items or to report them as one grouped cost item. If lump sums are chosen, this field is automatically pre-filled with 1 and locked.



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### 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	Comment	Total invoice value	Number of Units	Price per unit	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR	Atta
R3.?		0,00			0,00	0,00	EUR	1	0,00	

Image 22. An expenditure item's Input fields, Part 2

### Price per unit

This field is always locked and automatically calculated or taken from the last approved version of the Application Form. It is only used for Lump sums and is blank in all other cases. The partner share of the Lump sum is automatically pre-filled here.

### Total invoice value & VAT

Here the partner can add the invoice value and VAT value. These fields are locked when a lump sum is chosen.

### Declared amount

The Declared amount is based on Total invoice value and VAT. 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 calculation of the Declared amount in EUR. This field is locked when a lump sum is chosen.

### Currency & Conversion rate & Declared amount in EUR

The currency field is the only input field of these 3 fields. The other fields are automatically calculated. **Euro partners can only declare costs in Euro.**

### Attachments

Upon creation of an expenditure item it is not possible to add attachments. After the item has been saved for the first time, one file can be uploaded to each item - which will show up in a chip style form.

### 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	Comment	Total invoice value	Number of Units	Price per unit	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments
R3.1		0,00			0,00	0,00	EUR	1	0,00	jems...

Image 23. An expenditure item with attachment uploaded



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When a file is uploaded, the related expenditure item cannot be deleted. After the attachment has been deleted, the expenditure can be deleted again. If a user needs to upload multiple files to one cost item, it is recommended to upload a .zip or .rar file. If due to the size of the file it is not possible to upload all the necessary documentation in the relevant List of Expenditures item, it is recommended to upload it in “Report Annexes” tab.

## 1.5. “Contributions” tab

### **POINT OF ATTENTION:**

- This section must be **used only when** the sources and amounts of **co-financing differ from** those indicated in the last approved version of the **Application Form**.

The contributions automatically displayed on this page come from the last approved version of the Application Form, where the first row is always the partner organisation’s own contribution. In case of actually receiving contributions in the relevant reporting period **that are not indicated in the last approved version of the Application Form**, a partner must add this information by clicking the “+” button, shown in the image below, which will add a row, allowing them to indicate new contributions received (without going through a project modification). 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.

Report identification	Work plan progress	Public procurements	List of expenditures	Contributions	Report annexes	Report export	Financial overview
Follow-up of partner contribution							
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	
		11.785,06	0,00	0,00	0,00		
<b>+</b>							
Sub-total public contribution		0,00	0,00	0,00	0,00		
Sub-total automatic public contribution		0,00	0,00	0,00	0,00		
Sub-total private contribution		11.785,06	0,00	0,00	0,00		
Total		11.785,06	0,00	0,00	0,00		

Image 24. “Contributions” tab with indicated “+” button to be used when adding new contributions received.

Per row, per report, only one file can be uploaded as attachment. As goes for similar sections, if more files should be uploaded it is recommended to upload a .zip or .rar file.



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The “Contributions” tab is a cumulative section, which records amounts received per report and adds them up in next reports.

**⚠️ POINT OF ATTENTION:**

- 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” columns, **make sure that all previous Partner reports are submitted before opening a new report.**

## 1.6. “Report annexes” tab

This tab shows all files uploaded in the Partner Report. The tree structure represents the places within that report where files can be uploaded. All uploads from all tabs are shown in this list.

Image 25. “Report annexes” tab

Partner users have the possibility to upload additional files linked to the Partner Report here (by clicking the Upload file button).

**⚠️ POINT OF ATTENTION:**

- In case of **budget modifications monitored by the Lead Partner**, budget tool presenting these modifications must be uploaded in this tab by all concerned LP/PPs.



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Since it is not always possible to add descriptions to files in the dedicated tabs (due to the chip style upload), users with edit right can add those descriptions within this tab.

### **⚠️ POINT OF ATTENTION:**

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

## 1.7. “Report export” tab

In this tab partner users can export their Partner Report to a PDF file. They can also export the Partner Report’s budget to a .XLS file.

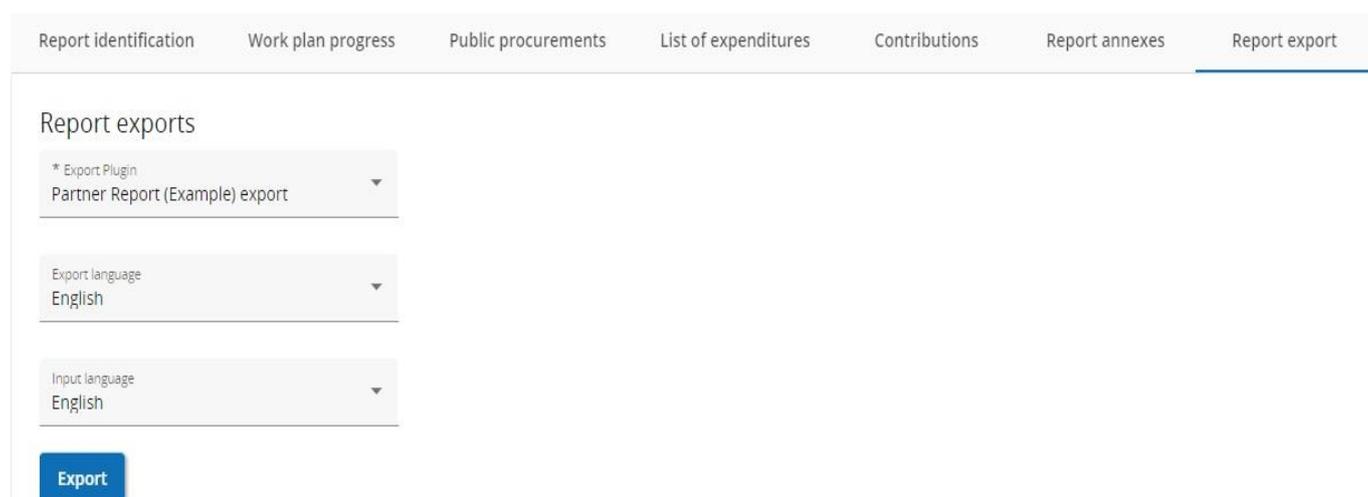


Image 26. “Report export” tab

## 1.8. “Financial overview” tab

The tables found in the “Financial overview” tab show how the partner organisation is proceeding in terms of spending. The amounts included in the tables represent the aggregation of data from all Partner reports submitted, by the date when the current Partner Report was created.

“Previously reported” column is displaying separately in a second row how much of the total was previously parked by control.

“Current report” column is displaying separately in a second row how much of the total was previously parked by control and reincluded in the current Partner Report.



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“Total eligible after control for current” column sums up total eligible costs certified by control and only shows up in the Partner Report overview tables once control work is finalized.

### **Partner Expenditure - summary (in Euro)**

This table shows the total partner budget, 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.

For contribution type, the split per partner contribution is calculated horizontally, using the figures from the table and from the last approved version of the Application Form, namely “AF amount 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 (including reopened ones). Amounts that were previously parked by control are displayed in the second row in this column.

“Remaining budget” column indicates the difference between Total reported so far and Partner total eligible from the last approved version of the Application Form. This value can become negative in case the reported expenditures exceed the budget in approved AF.

“Previously validated” column indicates the sum of Total eligible after control at the moment of creation of current Partner Report.

“Previously paid” column indicates amounts related to funds paid by the Programme. They will be added to this column in the next created report after payment is confirmed in the system.

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

This table, as shown on the image below, displays the total partner budget, previously reported and current report - split per cost category. The table behaves quite similarly 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:

1. Flat rate is only calculated in the overview table on the totals declared in the current report and not on top of each individual cost item.
2. Lump sums covering multiple cost categories 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 covering more than one cost category.



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Partner Expenditure - breakdown per cost category (in Euro)

Cost category	Flat rate	Partner total eligible budget	Previously reported <sup>(i)</sup>	Current report	Total reported so far	% of total	Remaining budget	Previously validated <sup>(i)</sup>
Staff costs		95.000,00	0,00 parked 0,00	10.000,00 re-included 0,00	10.000,00	10,53 %	85.000,00	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	40 %	38.000,00	0,00 parked 0,00	4.000,00 re-included 0,00	4.000,00	10,53 %	34.000,00	0,00
Lump sum		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
<b>Total</b>		<b>133.000,00</b>	<b>0,00</b> parked 0,00	<b>14.000,00</b> re-included 0,00	<b>14.000,00</b>	<b>10,53 %</b>	<b>119.000,00</b>	<b>0,00</b>

Image 27. "Financial overview" tab - Partner Expenditure - breakdown per cost category (in Euro) table

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

This table shows the Lump sums and their partner share. Lump sums declared in the list of expenditure show up in the "Current report" column.

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 validated <sup>(i)</sup>	Previously paid <sup>(i)</sup>
Preparation cost Standard projects -...	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	0,00
<b>Total</b>	<b>0,00</b>	<b>0,00</b> parked 0,00	<b>0,00</b> re-included 0,00	<b>0,00</b>	<b>0,00 %</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

Image 28. "Financial overview" tab - Partner Expenditure - breakdown per Lump sum (in Euro) table

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

In this overview table all cost items linked to an investment are summed up. What is important to note is that no Simplified cost items are added up to this table, as they are automatically calculated on top. Only real costs linked to the investment in the "List of expenditures" tab are displayed in this overview table.

**! POINT OF ATTENTION:**

- This table is **hidden when no investments** are used in this project.



## 1.9. "Submit" tab

In this tab the Partner Report can be submitted.

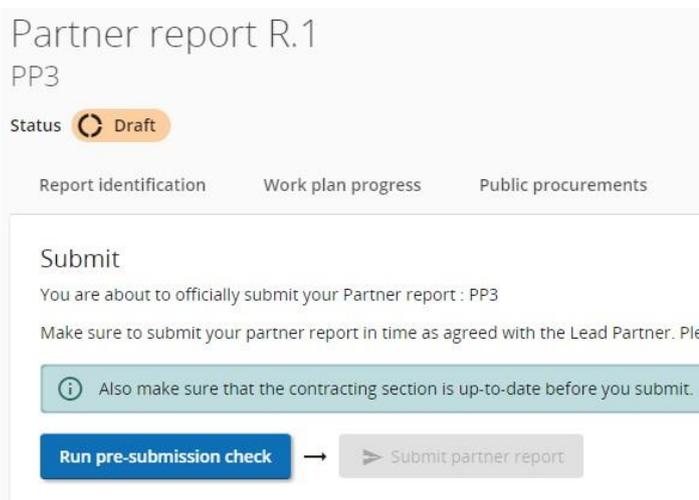


Image 29. "Submit" tab

**Before submission**, partner users must click on the **"Run pre-submission check"** button in order for the system to check the Partner Report for possible errors and to, in case none were found, enable the button **"Submit partner report"**. To finally submit the Partner Report, partners must click on the **"Submit partner report"** button. **After submission, the Partner Report is frozen, and the control work can be started.**

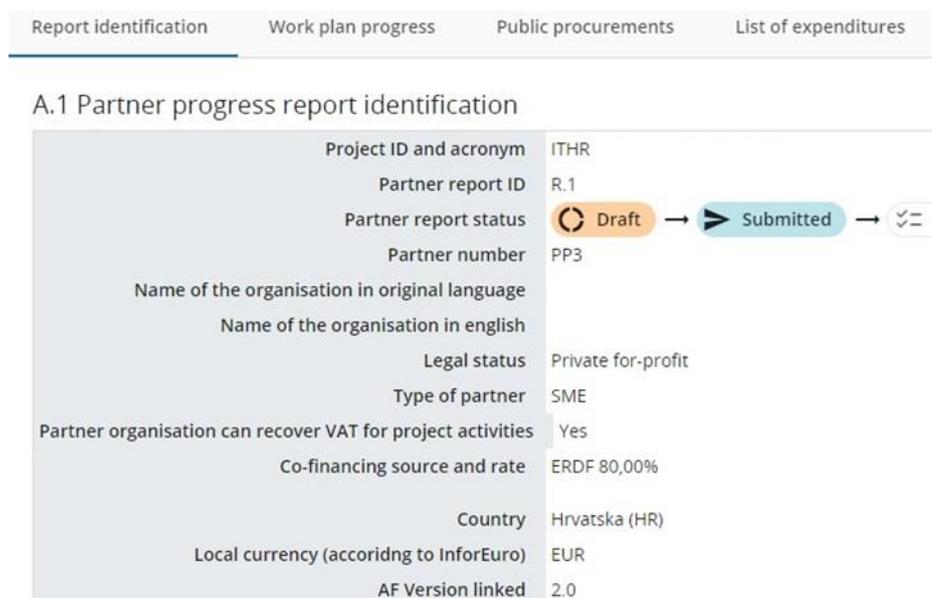


Image 30. "Report identification" tab showing the change in Status for Partner Report



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Once submitted, the status of the report changes, which is shown in the “Report identification” tab, as seen on the image above. Change in the status of the report is also shown in the report overview, where also the submission date is logged, as seen on the image below.

Reporting  
Partner reports

PP3

+ Add Partner Report

ID	Status	Included in project report	AF version linked	Reporting period	Date of report creation	Date of first submission
R.1	Submitted		2.0		12/01/2023 8:59 AM	12/04/2023 9:29 AM

Image 31. Submission date logged in the Partner reports overview table

## 2. Control Report

By clicking the “Start control” button, the Controllers belonging to the control institution assigned to a project partner can start their control work for a Submitted Partner Report. “Start control” button can be accessed in two different ways as presented in the following two images:

Reporting  
Partner reports

LP1

ID	Status	Included in project...	AF version linked	Reporting period	Date of report...	Date of first submission	Last submission	Amount submitted	Control end date	Total eligible after control for current...	Control
R.3	Submitted		2.0		11/30/2023 2:24 PM	12/08/2023 1:34 PM		24.000,00			Start control
R.2	Certified	PR.1	2.0	Period 2, month 7 - 12	10/13/2023 12:45 PM	10/13/2023 12:47 PM		50.600,00	12/04/2023 8:06 AM	33.600,00	Open controller work
R.1	Certified	PR.1	2.0	Period 1, month 1 - 6	10/13/2023 11:46 AM	10/13/2023 11:50 AM	10/13/2023 12:38 PM	65.580,00	10/13/2023 12:44 PM	41.580,00	Open controller work

Image 32. Accessing “Start control” button from the “Partner reports” overview table



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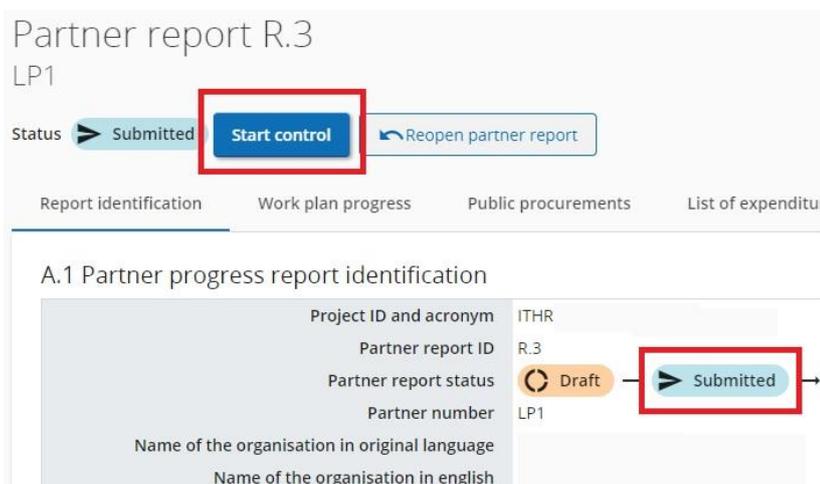


Image 33. Accessing “Start control” button from inside the Partner Report

Once control is started, the “Start control” button changes to the “Open controller work” button, as shown in the following image.

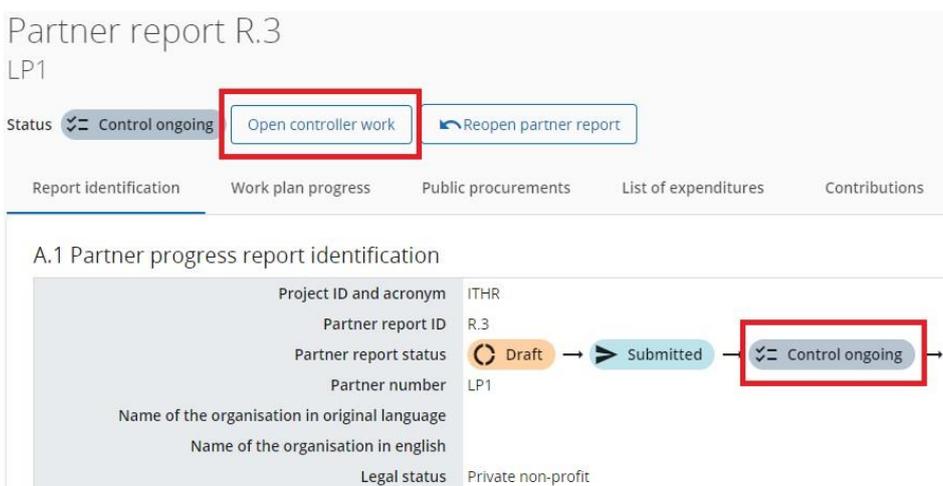


Image 34. “Open controller work” button activated inside the Partner Report in status Control ongoing

**⚠️ POINTS OF ATTENTION:**

- By clicking on the row in the “Partner reports” overview table, the users can **navigate to the Partner Report**.
- By clicking on the “Open controller work” button from inside the Partner Report, the users can **navigate to the Control Report**.



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The Controller has access to all five Control Report tabs:

1. Report Identification,
2. Expenditure verification,
3. Control communication,
4. Control checklists, and
5. Overview and Finalize.

By clicking on the “Open controller work” button shown in Image 34., the Control Report can be opened by:

1. the Controllers belonging to the control institution assigned to the partner - they can view and edit all Control Report tabs,
2. partner users - they can only view the “Control communication” tab of the Control Report while the control is in status Control ongoing, and all tabs of the Control Report after the Control Report is finalised, and
3. all assigned JS/MA users - they can view, but not edit, all Control Report tabs.

Users can also switch view from Control Report to Partner Report, as presented in the following image.



Image 35. “Switch to partner report” button inside the Control Report



## 2.1. “Report Identification” tab

In the top part of the “Report Identification” tab, the Controllers can see pre-filled Partner Report information.

Report Identification	Expenditure verification	Control communication	Control checklists	Overview and Finalize
1. Partner progress report info				
Interreg programme	(Interreg VI-A) Italy- Croatia			
Project title				
Project acronym				
Project ID				
Application Form version linked to partner report	2.0			
Project implementation period	09/08/2023 - 03/07/2026			
Reporting period				
Partner Report Number	R.3			
Partner Report first submission date	12/08/2023 1:04 PM			
Partner Report last re-submission date				

Image 36. “Report Identification” tab’s top table

Below the top table in this tab, the Controllers can also fill in basic identification information about the control work:

1. Format of supporting documents (Originals/Copy/Electronic),
2. Type of partner report (Partner report/Final report),
3. Designated Project partner controller - the information filled in the “Controller name”<sup>1</sup> field in this section will automatically be imported in the Control Report PDF generated in the “Overview and Finalize” tab,
4. General methodology used for the control, including dates and basic information about the on-the-spot verification, and
5. Risk-based verification general description.

If any risk-based sampling is applied by Controllers in these verifications, this is the place where it should be described, as seen on the following image:

<sup>1</sup> In case a finalized Partner Report is recertified / re-finalized by another controller, upon being reopened for the purpose of conducting corrections, this controller's name is to be indicated in the Controller reviewer section.



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### 4. Verification

General methodology (multiple selection possible):

- Administrative verification
- On-the-spot verification

Risk-based verification applied

Yes  No

If (yes), briefly describe sampling methodology and indicate where a detailed description can be found. For example, include additional information on the scope and on the percentage checked.

Enter text here

In accordance with the RBMV, all reported staff costs have been verified.

Image 37. "Report Identification" tab – part 4. Verification

**⚠️ POINT OF ATTENTION:**

- No input field is by default mandatory in this tab. However, the default pre-submission check provided with Jems requires information to be filled in the **"Controller name" field**. The controllers are anyway required to complete "Report identification" tab with all the necessary information related to the control performed.

## 2.2. "Expenditure verification" tab

In the "Expenditure verification" tab, all expenditure items from the Partner Report's "List of expenditures" tab are listed (including attachments) and Controllers can fill in the results of their control work per item.

### Expenditure verification

Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

Expenditure data									
ID		Previously parked by	Unit costs and Lump sums	Cost category	Contract ID	Internal reference...	Invoice no.	Invoice date	Date of payment
R2.1	<input type="checkbox"/>		Preparation cost Small- :	Multiple	N/A				
R2.2	<input type="checkbox"/>		N/A	External expertise ...	Demo	Demo 1	1/24	2024-06-10	2024-06-18



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### Expenditure verification

Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

Expenditure data						
ID	<input type="checkbox"/>	Unit costs and Lump sums	Cost category	Description	Comment	Total invoice value
R2.1	<input type="checkbox"/>	Preparation cost Small- :	Multiple			0,00
R2.2	<input type="checkbox"/>	N/A	External expertise ...	Demo cost		1.000,00

### Expenditure verification

Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

Expenditure data										
ID	<input type="checkbox"/>	Unit costs and Lump sums	Cost category	Number of Units	Price per unit	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR
R2.1	<input type="checkbox"/>	Preparation cost Small- :	Multiple	1,00	1.300,00	0,00	1.300,00	EUR	1	1.300,00
R2.2	<input type="checkbox"/>	N/A	External expertise ...	0,00	0,00	250,00	1.250,00	EUR	1	1.250,00

### Expenditure verification

Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

Expenditure data				Control work						
ID	<input type="checkbox"/>	Unit costs and Lump sums	Cost category	Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
R2.1	<input type="checkbox"/>	Preparation cost Small- :	Multiple		<input type="checkbox"/>	0,00	1.300,00	N/A	<input type="checkbox"/>	
R2.2	<input type="checkbox"/>	N/A	External expertise ...		<input checked="" type="checkbox"/>	0,00	1.250,00	N/A	<input type="checkbox"/>	

Images 38., 39., 40 and 41. "Expenditure verification" tab – scrolled from left to right

While the Partner Report is in the status Control ongoing, this tab is visible only to Controllers belonging to the control institution assigned to the partner. After the control is finalized (report is in status Certified), the tab becomes accessible read-only to all users who have access to the Partner Report (including partner users assigned via Project privileges).

For each expenditure item, the Controller can:

1. Add item to sample,
2. Deduct an amount and select a typology of error for the deduction,
3. Park item, and
4. Add a comment.

### Add item to sample

When choosing which expenditure items are to be controlled, Controllers must **respect the Programme's Methodology for Risk-based management verifications**, already provided by the



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Programme to the Controllers. Each expenditure item thus chosen must then be **manually added to the Control sample by switching the toggle button** in the "Part of sample" column, as shown in the middle of Image 41.

### **! POINT OF ATTENTION:**

- If item was not in the sample, but the Controller fills in a deduction or parks the expenditure, then the expenditure item is **automatically set as part of sample**.

### **Deduct an amount and select a typology of error for the deduction**

For each expenditure item, the deducted amount is pre-filled with 0 and the Controller can fill in a deduction - both positive and negative amounts are allowed. Once a deduction is filled in, it is mandatory to also select a typology of error for the respective deduction. The certified amount is automatically calculated as the difference between declared amount in Euro and the deducted amount.

### **Park item**

The Controller can park expenditure by switching on the toggle button in the "Park item" column.

When parking, the expenditure item is locked, and the deducted amount and certified amount are both automatically set to 0. After the control work is finalized, the **parked item will show up in the next Partner Report**, in the "Parked expenditures" section of its "List of expenditure" tab, where the partner can decide what happens to the respective expenditure (**either delete it or reinclude it in a new Partner Report, with or without modifications**).

### **! POINT OF ATTENTION:**

- Parked expenditure items are **not considered deducted** amounts!

### **Add a comment**

The Controller can add a comment in the text field under the "Comment" column, either to justify a deduction or to provide other explanations (e.g. stating reasons for parking an item), according to the Programme's rules.

### **! POINT OF ATTENTION:**

- **Flat rates** (if any is used by the partner) are neither calculated, nor displayed in this tab, but they are **calculated automatically** and included in the **financial overview tables** in the "Overview and Finalize" tab.



## 2.3. “Control communication” tab

This section is quite unique in terms of privileges, as it is a shared file section, accessible to both Controller(s) belonging to the control institutions assigned to a partner and partner user(s) assigned via Project privileges. This section can be used to upload and download documents related to the Control Report.

When Control Report is in status Control ongoing, both Controller(s) and partner user(s) can:

- download any document, and
- upload, delete and edit the description of own uploads.

File name	Location	Upload date ↓	User	File size	Description	Actions
3_2013_11_12_Final guid...	Control document	12/11/2023 8:26 AM		256.5 kB		

Image 42. “Control communication” tab

When Control Report is in status Certified (after control is finalized):

- download is possible for any document,
- new uploads can be added (by either Controllers or partners with edit rights),
- the description can be edited for own uploads, and
- deletion is disabled.



## 2.4. “Control checklists” tab

In this tab, the checklists of the type control related to the Control Report can be created, filled in and finished. To create a new checklist, users must first select a checklist template from a drop-down menu and then click the button “+ start new checklist”.

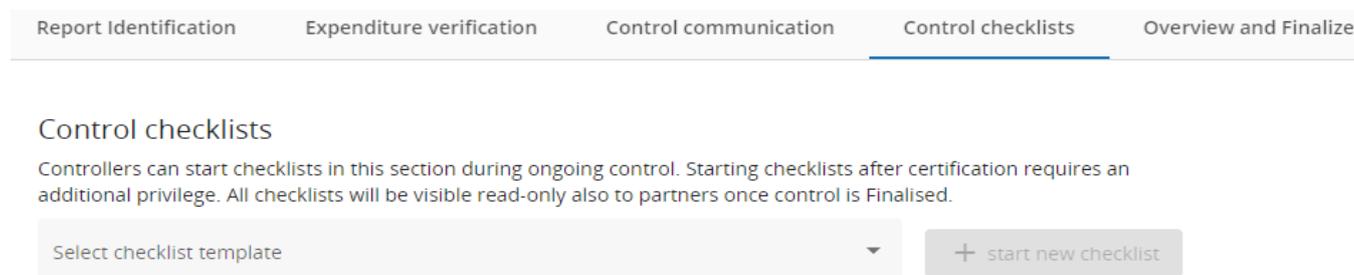


Image 43. “Control checklists” tab

Controller can:

1. edit only own checklist(s),
2. delete only own checklist(s) in status Draft,
3. edit the description of any checklist,
4. return any finished checklist to initiator (back to Draft - only checklist initiator can further edit it), and
5. download any checklist.

All questions in a checklist are to be provided with an answer. The controller is to keep **separate checklists** for each procurement of contracted value equal to, or **above, 10.000,00 EUR**, without VAT. In case of contracted values **below 10.000,00 EUR**, without VAT, only **one joint checklist** for those public procurements is required.

When the Control Report is in status Control ongoing or Control reopened, only Controllers belonging to the control institution assigned to the partner have access to this section.

When the Control Report is in status Certified (after control is finalized):

1. the entire tab becomes visible read-only to all users with access to the Partner Report (including partner users assigned via Project privileges),
2. checklists created before finalization of the control are locked for editing, and
3. a Programme user/Controller with the relevant system privilege can still create, fill in, download, and finalize checklists - same rules as above apply for newly created checklists.



## 2.5. “Overview and Finalize” tab

This tab refers to the control work done for the current report and provides:

1. Overview of control work,
2. Overview of deductions,
3. Controller can fill-in further details about control work,
4. Controller can generate PDFs of Control report and Control certificate, and
5. Controller can finalize control work.

### Overview of control work

This table consists of amounts related only to the current report (there is no cumulative data in this table).

Report Identification	Expenditure verification	Control communication	Control checklists	Overview and Finalize		
Overview of control work for current report (in Euro)						
This is the summary of the control work only for current report. Flat rates are calculated on top of total eligible after control (with 2 decimals, rounded down) and Deducted amounts are calculated as difference of Total declared, Total eligible after control and Parked - thus any potential rounding differences will always go to Total deducted by control.						
Total declared by partner	Total included in control sample without flat rates added	% sampled from Total declared without flat rates	Total parked in current report ⓘ	Total deducted by control	Total eligible after control for current report	% Total eligible after control / Total declared by partner
24.000,00	22.000,00	100,00%	0,00	0,00	24.000,00	100,00%
↳ of which, flat rate: 2.000,00						

Image 44. “Overview of control work for current report (in Euro)” table

“Total declared by partner” column is copied from the Partner Report and flat rates are displayed also in a separate row.

“Total included in control sample” column is summing up the declared amount in EUR of the expenditure items marked as part of sample in the Expenditure verification tab. No flat rate is added on top!

“% sampled” column displays percentage of sampled out of declared (both without adding flat rates on top).

“Total parked in current report” column is summing up the declared amount in EUR of the expenditure items parked in the “Expenditure verification” tab. Flat rates are added on top and calculated according to the partner budget rounding settings (2 decimals, rounded down).



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“Total deducted by control” column is calculated as difference of “Total declared by partner” minus “Total eligible after control” minus “Total parked in current report”. In this way, potential rounding differences (if any) will always go to “Total deducted by control” column.

“Total eligible after control” column is summing up the certified amount in EUR of the expenditure items from the “Expenditure verification” tab. Flat rates are added on top and calculated according to the partner budget rounding settings (2 decimals, rounded down).

“% total eligible after control” column displays percentage of “Total eligible after control” out of “Total declared by partner” (both including also flat rates).

### Overview of deductions

This table sums up deductions applied to this report from the “Expenditure verification” tab and displays also related flat rates (in Flat rates row) calculated according to the partner budget rounding settings.

Overview of control deduction for current report, by type of errors (in Euro)

This is the summary of control deductions only for current report, broken down by type of errors. Flat rates are calculated only once on top of totals, as follows: Total declared - Total eligible after control - Parked.

Type of errors	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Lump sums	Unit costs	Other costs	Total
GENERAL FINDINGS: Expenditure incurred before or after the eligibility period	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
GENERAL FINDINGS: Expenditure outside of the eligibility area	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
GENERAL FINDINGS: Accounting and calculation errors at project level	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
GENERAL FINDINGS: Ineligible VAT or other taxes	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Image 45. “Overview of control deduction for current report, by type of errors (in Euro)” table (top part)

PROCUREMENT: Findings about subcontracting/subcontracting or irregularities...	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
STATE AID: Monitoring requirements not fulfilled	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
SIMPLIFIED COST OPTIONS: Wrong application of the methodology	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Flat rates (if applicable)							0,00	0,00
Total	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Image 46. “Overview of control deduction for current report, by type of errors (in Euro)” table (bottom part)



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### Further details about control work

The Controller can fill in text in the input fields available in this section of the “Overview and Finalize” tab.

#### Control timing

This is where you can insert clarifications which were sent during the control process

\* Start of control work

12/8/2023



Date(s) of request(s) for clarifications, if applicable

Date(s) of receipt of satisfactory answers, if applicable

End of control work

#### Description of findings, observations and limitations

A description of the types of errors found and a reasoning on why it is an error. Also add: a clear specification of additional observations and limitations (if any) expressed about the eligibility of some expenditure.

Image 47. “Further details about control work” section of the “Overview and Finalize” tab (part 1)

The text filled in the field “Follow-up measures for next partner report” of a finalized Control Report is displayed for information purposes in the next Control Report in section “Follow-up measures from last certified report” (on yellow background), as seen in the next Image.



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## Follow-up measures from last certified report (R.2)

 There is nothing to be displayed from last certified report 

Follow-up measures implemented in current report should be explained here.

## Conclusions and recommendations

The conclusion takes into consideration the above-mentioned observations/reservations. It also describes the measures implemented to solve the errors detected, and it provides recommendations, where possible, to avoid repetition of the same types of errors in the future.

## Follow-up measures for next partner report

Follow-up measures to be implemented in the next progress report should be described in this section.

Image 48. “Further details about control work” section of the “Overview and Finalize” tab (part 2)

**! POINT OF ATTENTION:**

- The text from the last certified report is **displayed only while control is ongoing**, and it is not included in the PDF export of the Control Report.

**Generation of PDFs of Control report and Control certificate**

In this section of the “Overview and Finalize” tab, by selecting a control export plugin, the Controller can, at any time, generate PDF exports related to the control work. There are two plugins provided: Control report and Control certificate.

**! POINT OF ATTENTION:**

- In case Partner Report included **only a “zero expenditure”**, the **Controller shall not generate** Control report and Control certificate.



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### Generate Control certificate & Report

Control certificate and Control report can be generated by controller both before and/or after control work is finalized. Generated certificate/report are listed in table below, can be downloaded, signed and uploaded.

Control export plugins  
Control report - 1.0.2 ▼ Generate document

i There are no files uploaded. ✕

Image 49. “Generate Control certificate & Report” section of the “Overview and Finalize” tab – before generation

### Generate Control certificate & Report

Control certificate and Control report can be generated by controller both before and/or after control work is finalized. Generated certificate/report are listed in table below, can be downloaded, signed and uploaded.

Control export plugins  
Control certificate - 1.0.1 ▼ Generate document

File name	Location	Creation date ↓	User	File size	Description	Actions	Attachments
Control Certificate 1 - ITHR0...	Control certificate	12/11/2023 9:34 AM	itflcjs@test.it	220.3 kB			
Control Report 1 - ITHR0200...	Control report	12/11/2023 9:34 AM	itflcjs@test.it	246.3 kB			

Image 50. “Generate Control certificate & Report” section of the “Overview and Finalize” tab – after generation

Generated files are displayed in a list and can be downloaded anytime by any user with access to this tab. In this list, Controllers with EDIT permission can also upload an attachment (e.g. signed Control report) per generated file. The deletion of the uploaded attachments is blocked once the control is finalized.

The status of control work **at the moment of document generation** (draft or finalized) is automatically displayed in the PDFs generated, as seen in the image below.

### Control Certificate

**Control Draft**

Project title

Image 51. Top part of the PDF of a Control certificate displaying its status (Control Draft or Control Finalized)



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**Finalisation of control work**

In this section of the “Overview and Finalize” tab, the Controller must run the pre-submission check and finalize the control work.

## Finalize control



Image 52. “Run pre-submission check” and “Finalize control” buttons in the “Finalize control” section of the “Overview and Finalize” tab

**! POINT OF ATTENTION:**

- Whenever a control work is finalized, the **Control report is automatically generated** by the system, but the **Control certificate is not!**

**After the finalisation** of the control work, the Controller must go back into the certified report’s “Overview and Finalize” tab, generate Control certificate, **sign both the Control report and the Control certificate in status Finalized**, and upload them alongside respective finalized Control report and Control certificate in the same tab. Thus uploaded documents are then automatically displayed in the “Control communication” tab. There is also a possibility to upload any Control document in the “Control Communication” tab if they cannot be uploaded alongside the respective finalized Control report and Control certificate in the “Overview and Finalize” tab.

**! POINTS OF ATTENTION:**

- Once control is finalized, all tabs of the Control Report become visible (read-only) to all users who have access to the Partner Report. The work done during control is locked, but **users can still upload documents in the “Control communication” tab**, Controllers can still upload attachments in the generated PDFs table in the “Overview and Finalize” tab (if nothing was uploaded during control as ongoing) and privileged users can still start, fill in and finalize checklists in the “Control checklists” tab.
- In case Partner Report included **only a “zero expenditure”**, the Controller shall Finalize control, **without signing and uploading** the automatically generated Control report.



## 2.6. Reopening Control Report

Whenever Partner Report is in status Certified, the Control Report can be reopened by the relevant Controller. To reopen a Control Report, they must first navigate to the controller work by clicking the “Open controller work” button, either the one available in the “Partner reports” overview section, as seen in Image 32., or the one available within the relevant Partner Report, as seen in the Image below.

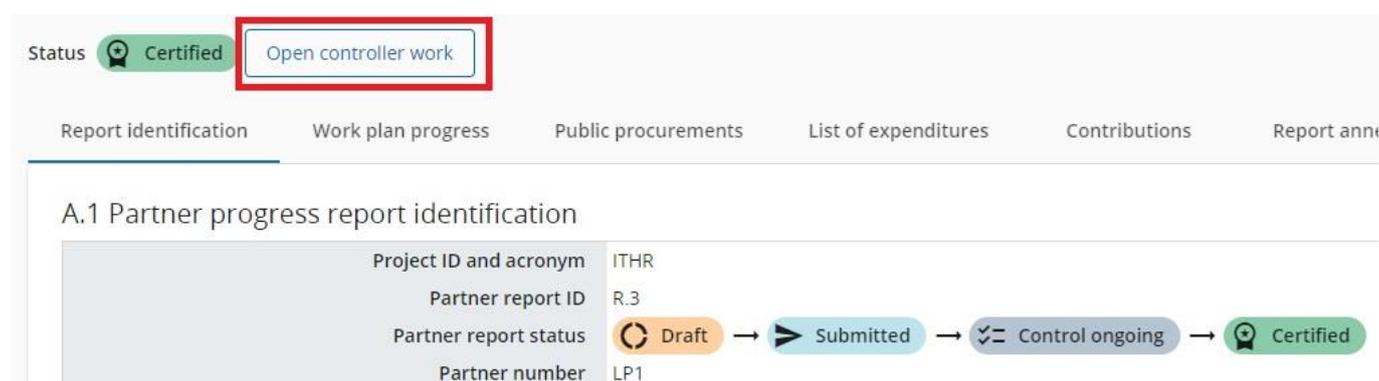


Image 53. “Open controller work” button, available within the relevant Partner Report

In the next window, a button will be available called “Reopen control report”

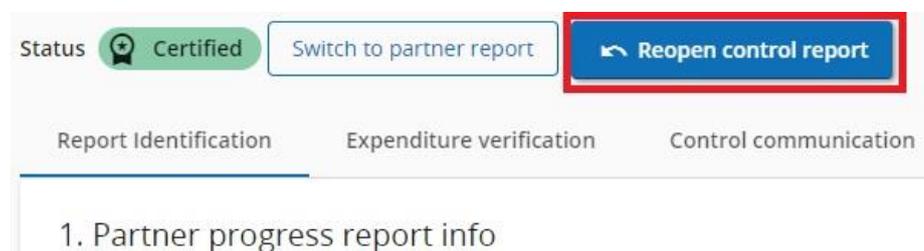


Image 54. “Reopen control report” button, available within the relevant Control Report

When reopening Control Report for a Partner Report in status Certified, the Partner Report will change its status to Control reopened and the Controller will again be allowed to edit his control work.

In Control Report for a Partner Report in status Control reopened, compared to the normal editing of a control work ongoing, the following elements behave differently:

- Control checklists - old checklists cannot be changed, new ones can be added,
- Expenditure verification - user cannot unpark parked items,
- Control communication - user cannot delete old uploads; user can only add new ones and can edit description to all own uploads, and
- Overview & Finalize - user cannot delete or replace already existing files



**POINT OF ATTENTION:**

- Reopening Control Report is **only possible when the certificate is not yet included in a Project Report**. If you would like to reopen Control Report that is included in a Project Report, you must first exclude the certificate from that Project Report. Then the “Reopen control report” button will become available again.

When the Partner Report is in status Control reopened, the Controller can also reopen the Partner Report, as seen on the image below. Partner Report can also be reopened when it is in status Submitted or Control ongoing, which is explained in the next section of the Manual.

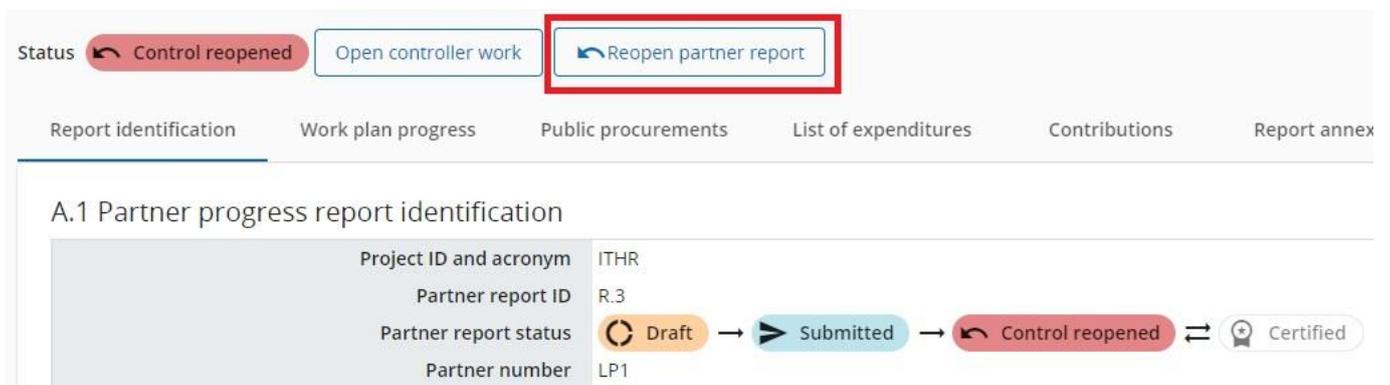


Image 55. “Reopen partner report” button, available within the relevant Partner Report in status Control reopened

## 2.7. Reopening Partner Report

A Partner Report in status Submitted or Control ongoing can be reopened by the Controller from inside the Partner Report, by clicking the Reopen partner report button.

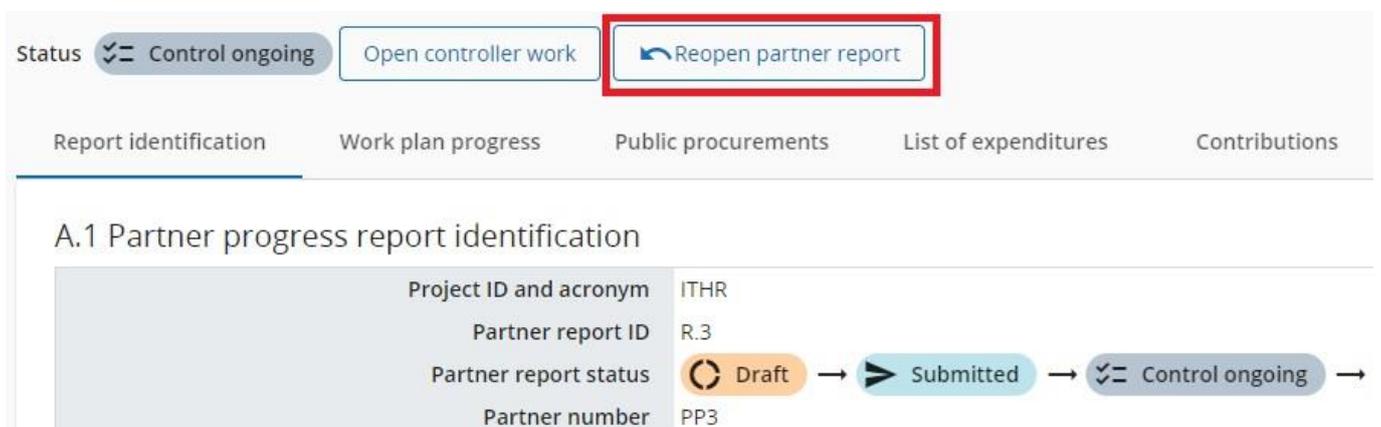


Image 56. “Reopen partner report” button, available within the relevant Partner Report in status Control ongoing



**! POINT OF ATTENTION:**

- **Only a Controller** can see and use the “Reopen partner report” button.

Control work cannot be started/finalised while Partner Report is in status Reopened. Control work started before reopening a Partner Report is not lost and can be continued by Controller even while Partner Report is reopened, except for “Expenditure verification” tab and “Finalize control” button - which are locked until Reopened Partner Report is (re)submitted. In the “Expenditure verification” tab everything except “Parked” and “Comment” columns is reset upon resubmission of a Reopened Partner Report.

Upon (re)submission of a Reopened Partner Report, it goes back to the status from before reopening, namely Submitted or Control ongoing, no recalculation of exchange rates happens, financial overview tables are refreshed, reflecting changes done, and the Partner Report overview is populated with updated “Amount submitted” and “Date of last submission” data.

Reopening a Partner Report allows for changes in the initial report that cannot negatively impact aggregations and future partner reports, thus the following two situations can exist.

**Reopening of the last Partner Report**

When the Partner Report being reopened is the last one created by the project partner, it is fully reopened:

1. No data is cleared from the report, and all is editable, with the following exceptions in the “List of expenditures” tab:
  - a. expenditure item ID, currency and exchange rates are frozen from initial report,
  - b. no new expenditure item can be deleted (but can be edited),
  - c. no new expenditure item can be added, and
  - d. Parked expenditure list is visible and any<sup>2</sup> item from it can be deleted or added to the reopened Partner Report.
2. Procurements created in the current Partner Report can be further edited, for older ones only new additions of beneficial owners/subcontractors/attachments is allowed.
3. Previous uploads are displayed and can be changed, except in “Report Annexes” tab, where user can only add new ones.

---

<sup>2</sup> Parked expenditure cannot be unparked in the same Control Report it was parked in, only reincluded (or deleted) in subsequent ones. The parked expenditure list is visible so the beneficiaries could, for example, include in their currently reopened Partner Report expenditures parked in the previous Partner Report which they perhaps initially forgot to include in the current Partner Report.



## Italy – Croatia

**⚠️ POINT OF ATTENTION:**

- **Creation** of a new draft Partner Report **is locked** while the last Partner Report is Reopened.

**Reopening of any Partner Report that is not last**

When the Partner Report being reopened is not the last one created by the project partner, it is partially reopened, i.e. no data is cleared from the report and only the following is editable:

1. “List of expenditures” tab:
  - a. following fields are editable: GDPR flag, Link to procurement, Description and Comment,
  - b. no expenditure item can be deleted / no new expenditure item can be added,
  - c. Parked expenditure list is not visible, and
  - d. Expenditure item attachment can be changed/uploaded.
2. Public Procurements created in the current Partner Report cannot be deleted, but can be further edited, except procurement name, which is locked.
3. Contributions tab: only changing attachments is allowed.
4. Report Annexes tab: user can add new uploads.

### 3. Project Report

**Application form user with the project privilege edit or manage** is the only one able to create, edit and submit Project Reports. For detailed information concerning the configuration, please refer to the “Project Privileges and Notifications” chapter in the *Manual for starting the project implementation in Jems*. This type of user shall be referred to as **Project manager** or PM for the remainder of this Manual.

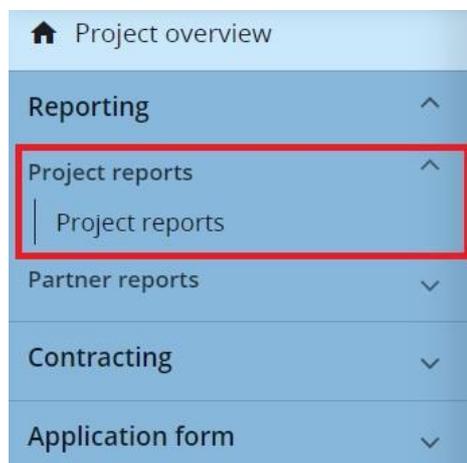


Image 57. Location of the “Project reports” section in the “Project overview” menu



## Italy – Croatia

Financial data of the Project Report is automatically filled in as certified amounts from all the project partners' Control Reports are taken over. **The Project manager must still manually consolidate the content part of the report.**

Project Report is created from within the “Project reports” overview table as seen in the image below.

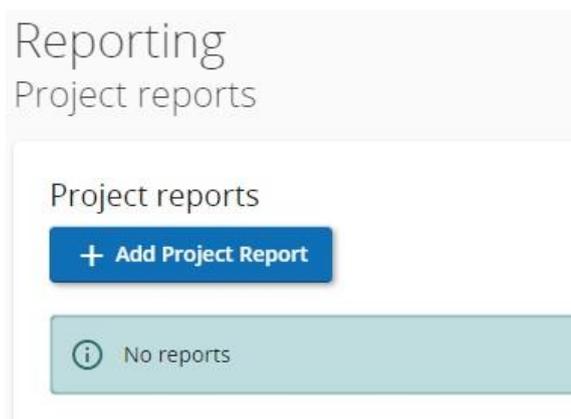


Image 58. “Project reports” overview table

When the “+Add Project Report” button is clicked, the Project manager lands on the “Create project report” form. When creating a Project Report the PM is obliged to choose one of the reporting deadlines. This will automatically complete the type of report and the deadline date for that reporting deadline.

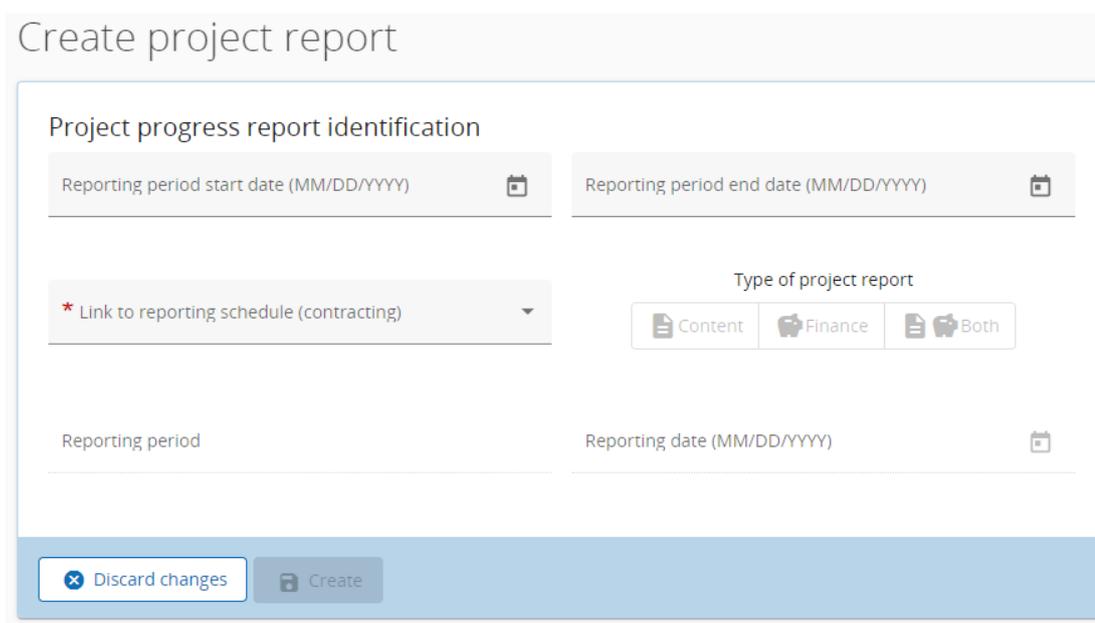


Image 59. “Create project report” form



## Italy – Croatia

When reports are created, they can always be accessed via the “Project reports” overview table. They can also be deleted in this table, but only when in status Draft, as seen in the image below.

## Project reports

[+ Add Project Report](#)

ID	Status	AF Version linked	Reporting Period	Report Type	Date of report creation	Date of first submission	Delete
PR.1	Draft	2.0	Period 1, month 1 - 6	Both	12/08/2023 8:16 AM		

Image 60. “Project reports” overview table with Project Report in status Draft

### **⚠️ POINTS OF ATTENTION:**

- Important to note is that the data from the last approved version of the Application Form is taken into the Project Report in the moment of its creation. **Ongoing modifications will have no impact on the data in existing reports.**
- Any data that are aggregated over several Project reports (e.g. aggregated spending, aggregated achievements, etc.) are summed-up from all project reports **submitted by the date** when the current Project Report was created.

Each Project Report, except the Final Project Report, is divided into eight tabs:

1. Project report identification,
2. Work plan progress,
3. Project results & Horizontal principles,
4. List of partner certificates,
5. Project report annexes,
6. Financial overview,
7. Report exports, and
8. Submit.

Final Project Report includes an additional tab called “Project closure”, situated between the “List of partner certificates” and “Project report annexes” tabs. **For further information about the Final Project Report, please see section 3.9 Final Project Report of this Manual.**



### 3.1. “Project report identification” tab

Once the Project Report is created, the PM lands on the first tab called “Project report identification”. The fields completed in the creation of the project report window can still be changed within the report.

Project report PR.1

[Project report identification](#)
[Work plan progress](#)
[Project results & Horizontal prin...](#)
[List of partner certificates](#)

Project progress report identification

Project ID and acronym	ITHR
Project report id	PR.1
Project report status	Draft →               Submitted →               Verified →               Paid
Name of the organisation in original language	
Name of the organisation in english	
AF Version linked	2.0

Reporting period start date (MM/DD/YYYY)

Reporting period end date (MM/DD/YYYY)

\* Link to reporting schedule (contracting)  
1, Period 1 month 1-6

Type of project report

Content
  Finance
  Both

Reporting period  
Period 1, month 1 - 6

Reporting date (MM/DD/YYYY)  
2/1/2024

Image 61. “Project report identification” tab’s top section

The tab includes textboxes to describe the “Highlights of main achievements” and “Partner problems and deviations”. In addition, the tab includes the following overview tables: “Overview of Project outputs and result overview”, “Partner spending profile (in Euro)”, and “Target groups”.



## Italy – Croatia

### 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.

### Overview of Project outputs and result overview

Programme Output Indicators not linked to a Programme Result Indicator

Programme Output Indicators not linked to a Programme Result Indicator	Measurement Unit	Baseline
		0,00
<b>Programme Output Indicator:</b>		
Output RCO116_4.1: Jointly developed solutions	solutions	
Output 3.2:	solutions	

Image 62. "Project report identification" tab's middle section, part 1

"Overview of Project outputs and result overview" table provides an overview of Output indicators. In this table, they are listed separately, and their values are cumulative. Whenever a report is submitted, and a new report is created, the values from the previously submitted report are added to the "Previously Reported" column (to the right of the "Baseline" column, and not shown in the image above, are the following columns: "Target Value", "Previously Reported", "Current Report" and "Total Reported So Far").

Textbox "Partner problems and deviations", shown in the following image, must be used to list any deviation by the project, such as any change to the approved work plan, outputs and/or deliverables, any issue within partnership, such as bad communication, or low technical output, as well as any deviation in the spending profile.



## Italy – Croatia

### 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 solution found.

If applicable, please any deviations in the spending profile compared to the amounts indicated in the application form.

Image 63. "Project report identification" tab's middle section, part 2

Another table is the "Partner spending profile (in Euro)", as partially seen in the image below (to the right of the "Total reported so far" column, and not shown in the image below, are the following columns: "Cumulative target - total report so far", Total report so far / cumulative target", and "Next report forecast"). This table corresponds to the certificates included in the "List of partner certificates" tab. In case a certificate is included, the partners forecast is displayed in this table. In case a partner has multiple certificates included in one Project Report, the forecast from the last certificate is displayed here (providing the most accurate cumulative values and forecast).

### Partner spending profile (in Euro)

The calculated amounts in the overview table below are certified amounts, coming from the included partner certificates in this project report. The forecast amount is an input field coming from the partner report.

Partner number	Period target	Current report	Cumulative target	Total reported so far <span style="font-size: 0.8em;">(i)</span>
LP1	50.512,00	75.180,00	118.024,00	75.180,00
PP3		14.000,00		14.000,00

### Target groups

In the table below, you will see a list of the target groups you indicated in the application form. Please explain for each target group in what way and to what extent they were involved in your project in this reporting period.

Target Group	Description of the target group involvement
Higher education and research organisations	Enter text here

Image 64. "Project report identification" tab's bottom section



## Italy – Croatia

In the “Target groups” table, Project managers are requested to describe the target group involvement during the indicated reporting period, providing details of organisations involved, in order to avoid any double-counting.

### **! POINT OF ATTENTION:**

- The Project report identification tab is dynamic, in a sense that it responds to what is in the **last approved version of the Application Form**.

## 3.2. “Work plan progress” tab

In the “Work plan progress” tab Project managers shall describe the progress on work packages including the project specific objective and communication objective, the planned investments, activities, deliverables and outputs. For the specific project, the reporting in the “Work plan progress” tab follows the logic of the work plan, as it was designed in the last approved version of the Application Form. If the work plan is changed during a project modification, the reporting logic will be adapted accordingly in all Project reports that are created following the approval of the new Application Form version.

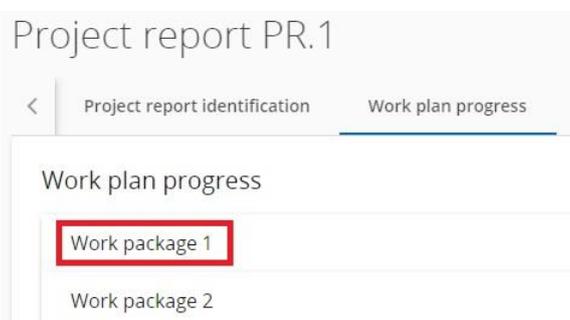


Image 65. “Work plan progress” tab’s overview

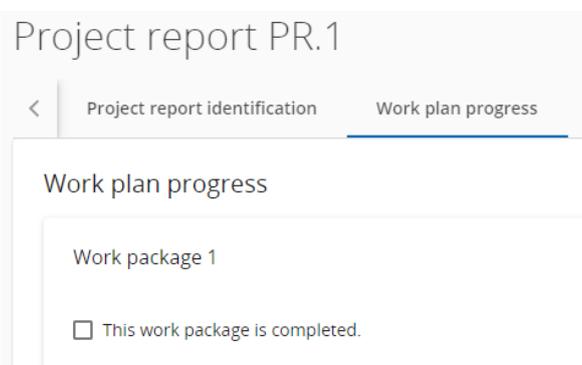


Image 66. “Work plan progress” tab’s WP1 expanded (top field only)



## Italy – Croatia

At the top of each Work package form, there is a tick box to confirm whether “This work package is completed.” The progress made on the Project specific objective and the Communication objective is to be described and there is a field to select the Status of the objectives. The project manager can select if the objectives have been “Fully achieved”, “Partly achieved” or “Not achieved”. Further, there is a textbox to describe the overall progress in the work package, as shown in the following image.

What is the progress towards the objectives in this work package as defined in the application form? Status should be cumulative.

### Project specific objective

Project specific objective

Fully achieved

Partly achieved

Not achieved

Explanations

### Communication objective

Communication objective

Status

Explanations

### Progress

Please describe the progress in this reporting period and explain how the partners were involved (who did what).

Enter text here

Image 67. “Work plan progress” tab’s WP1 expanded (fields Project specific objective, Communication objective and Progress)

For each Investment, Activity and Output there is a separate section with text fields to describe the progress in the reporting period. Deliverable subsections are found within corresponding Activity sections. Similar as for objectives, for each activity there is a field to define the Status, as shown in a series of images below. **In this section, progress in terms of capitalisation should be clearly described. The involvement of Associate Partners (if relevant) should also be briefly specified in the individual activities of the workplan.**



## Italy – Croatia

### Activities

Please indicate progress made in each activity and deliverable.

A 1.1
A 1.2
A 1.3

### Outputs

Please indicate progress made in each objective.

O 1.1
-------

### Activities

Please indicate progress made in each activity and deliverable.

A 1.1 ^

Activity title

---

Start period Period 1, month 1 - 6	End period Period 1, month 1 - 6	Status <span style="float: right;">▼</span>
---------------------------------------	-------------------------------------	---

Describe how you contributed to the progress made in this activity

Attachment: [📎](#)

D 1.1.1

Deliverable title

---

Delivery period Period 1, month 1 - 6	Achieved in this reporting period 0,00	Cumulative value 0,00
--	---	--------------------------

Progress in this report

Attachment: [📎](#)

Images 68. and 69. Activities and Outputs sections with Activities section (including Deliverable subsection) expanded

### Activities

Please indicate progress made in each activity and deliverable.

A 1.1
A 1.2
A 1.3

### Outputs

Please indicate progress made in each objective.

O 1.1
-------

Image 70. Activities and Outputs sections – how to expand the Outputs section



## Italy – Croatia

## Outputs

Please indicate progress made in each objective.

O 1.1 ^

Output title

---

Programme output indicator  
RCO84\_4.1: Pilot actions developed jointly and implemented in projects

Measurement Unit  
pilot actions

Delivery Period	Target Value	Achieved in this reporting period	Cumulative value
Period 1, month 1 - 6	1,00	0,00	0,00

Progress in this period

Attachment: [📎](#)

Image 71. Outputs section expanded

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 Project manager can fill in a positive or a negative number. When inputting any numbers, a justification must always be provided to avoid any possibility of double-counting or miscalculation. Negative numbers could be used to correct achievements wrongfully reported in previous Project reports.

Deliverables and Outputs 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 previous Project reports with the status submitted.

Project managers can also upload an attachment per item which will show up in the “Project report annexes” tab. In case multiple files should be uploaded per item, it is recommended to upload a zip or rar file.

**⚠️ POINT OF ATTENTION:**

- 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).



Italy – Croatia

If the Project manager selects for the Project specific objective, the Communication objective or an Activity the status “Completed in this report”, there is a label added to the respective item.

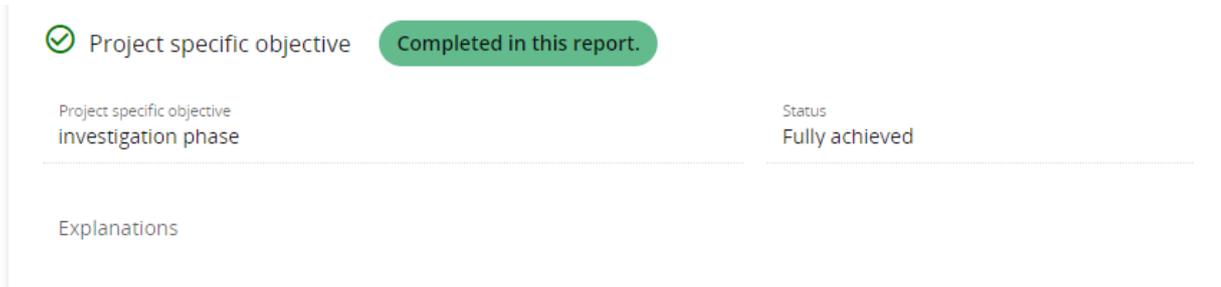


Image 72. Label “Completed in this report” for Project specific objective

When the next Project report is created, all the 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 completed texts and other data shall be automatically pre-filled in the following report.

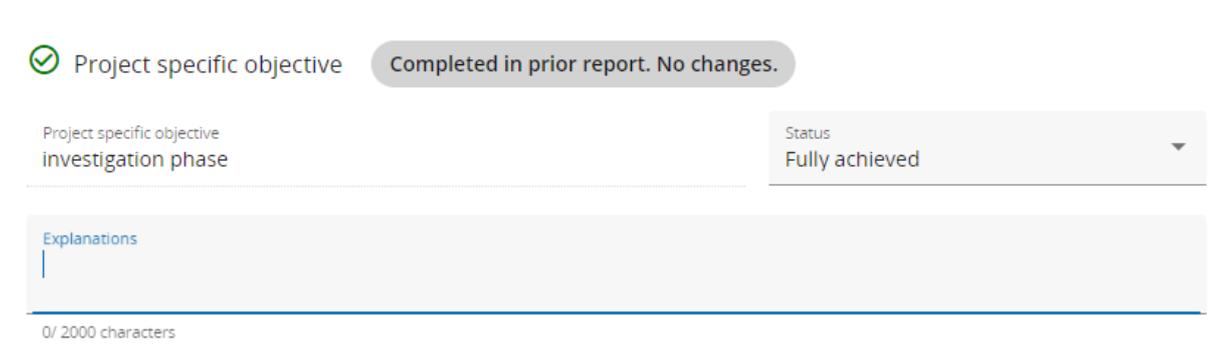


Image 73. Label “Completed in prior report. No changes.” for Project specific objective

This label ensures that the Project manager and the MAJS know that the respective Project specific objective, Communication objective or Activity was already previously completed, and no changes were made. If the Project manager changes the Status or revises data in a text or number field underneath the respective item, the label changes to “New changes after completion.”

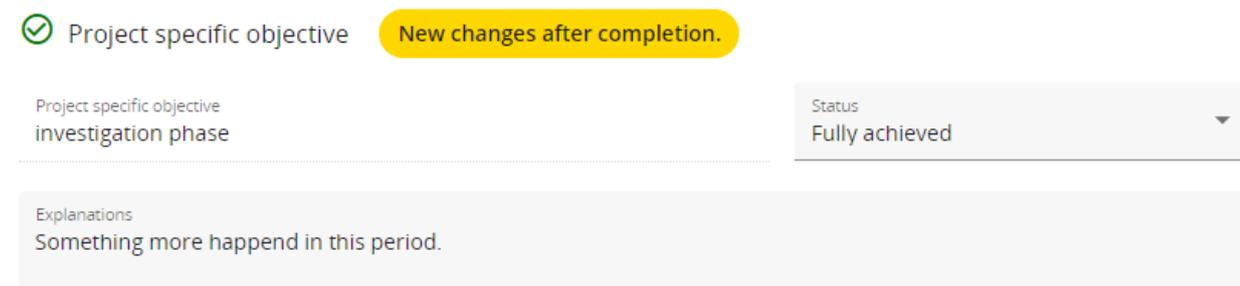


Image 74. Label “New changes after completion.” for Project specific objective



## Italy – Croatia

For Activities, the label is changed to “New changes after completion.”, if either there are changes within the Activity or any Deliverable within 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.



Image 75. Label “Completed in prior report. No changes.” for Work package

If the Project manager changes any Status, textbox or number field within the Work package, the label changes to “New changes after completion.”.

### Work plan progress

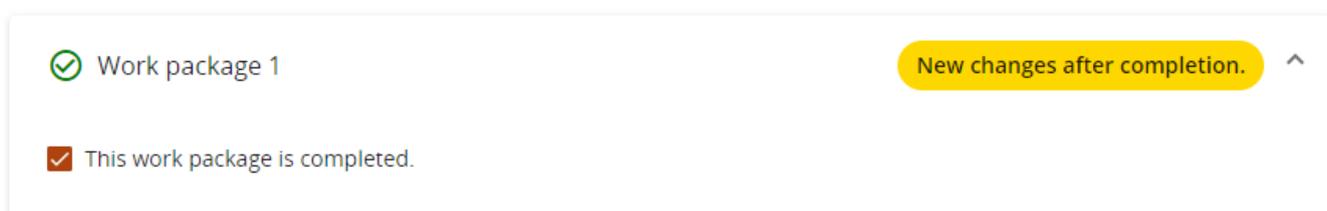


Image 76. Label “New changes after completion.” for Work package

### 3.3. “Project results & Horizontal principles” tab

In this tab Project managers must describe the project’s progress on results and horizontal principles. The progress on planned results must be described by inserting how much was achieved in the relevant 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.



## Italy – Croatia

### Project results

#### Result 1

Programme result indicator  
RCR104\_4.1: Solutions taken up or up-scaled by organisations

Measurement Unit solutions	Baseline	0,00	Delivery period
Target Value	Achieved in this reporting period	0,00	Cumulative value
	1,00		0,00

Describe progress achieved

Attachment

Image 77. Project results section of the “Project results & Horizontal principles” tab

Project managers can also upload an attachment per item which will show up again in the “Project report annexes” tab. In case multiple files should be uploaded per item, it is recommended to upload a zip or rar file.

For Horizontal principles there is a table to report on the contribution for each of the three cooperation criteria. The Type of contribution is pre-defined from the last approved version of the Application Form and cannot be changed. There is a text field to describe the contribution made in the respective reporting period.

### Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

Cooperation criteria	Type of contribution	Description of contribution
Sustainable development	<input checked="" type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here
Equal opportunities and non-discrimination	<input type="radio"/> positive effects <input checked="" type="radio"/> neutral <input type="radio"/> negative effects	Enter text here
Equality between men and women	<input type="radio"/> positive effects <input checked="" type="radio"/> neutral <input type="radio"/> negative effects	Enter text here

Image 78. Horizontal principles section of the “Project results & Horizontal principles” tab



### 3.4. “List of partner certificates” tab

In this tab, all partner certificates of the project are listed. A certificate can only be included in one Project Report<sup>3</sup>. Once ticked, the certificate is unavailable in other Project reports. 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 the Project managers would not want to include a certificate in this Project Report, they should untick the respective partner certificates.

#### **⚠️ POINTS OF ATTENTION:**

- If a Partner Report is certified after a Project Report has already been created, its partner certificate is **added** to the List of partner certificates **unticked** and **can be manually included** in the Project Report by ticking the tick box next to it.
- If a certified Partner Report included only a **“zero expenditure”**, Project manager must **manually exclude this certificate** by unticking the tick box next to it.

#### 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)
<input checked="" type="checkbox"/>	PP3	R.1	12/08/2023 10:01 AM	PR.1	14.000,00
<input checked="" type="checkbox"/>	LP1	R.2	12/04/2023 8:06 AM	PR.1	33.600,00
<input checked="" type="checkbox"/>	LP1	R.1	10/13/2023 12:44 PM	PR.1	41.580,00

Image 79. “List of partner certificates” tab – all certificates are included in the same Project Report

Partner certificates that have already been included in another Project Report are shown in the “List of partner certificates” tab in grey colour.

<sup>3</sup> Controllers can certify more than one Partner Report during the reporting period and Lead Partner can include more than one certificate per partner per Project Report. Partners should however bear in mind that submitting more than one Partner Report per reporting period (e.g. due to accidental omissions in reporting costs in the initially submitted report) significantly delays the certification process and can result in Partner Reports not being certified by Controllers within programme deadlines, which can in turn result in the exclusion of such Partner Reports and their costs from the current Project Report.



Dashboard / Applications / Project reports / Project report PR.4

## Project report PR.4

Project report identification    Work plan progress    Project results & Horizontal prin...    **List of partner certificates**    Project report annexes

### 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)
<input type="checkbox"/>	LP1	R.2	26.06.2023 12:28		58.400,00
<input checked="" type="checkbox"/>	PP3	R.1	26.06.2023 12:27	PR.4	1.800,00
<input checked="" type="checkbox"/>	PP2	R.1	26.06.2023 12:20	PR.3	15.000,00
<input checked="" type="checkbox"/>	PP3	R.2	26.06.2023 12:12	PR.3	108,00
<input checked="" type="checkbox"/>	LP1	R.4	16.06.2023 14:28	PR.3	0,00

Items per page: 25    1 - 5 of 5

Not included in any PR.

Included in this PR.

Partner certificates included in another Project report.

Image 80. "List of partner certificates" tab - certificates are included in different Project Reports, or not included at all

It is also indicated in which Project Report the certificate is included. Both in the "List of partner certificates" tab, as well as in the "Partner reports" overview table, as shown in two images below. Useful to know is that the Project Report number in the Partner reports overview table is clickable, which navigates you directly to the concerned Project Report.

### 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)
<input checked="" type="checkbox"/>	PP3	R.1	12/08/2023 10:01 AM	PR.1	14.000,00
<input checked="" type="checkbox"/>	LP1	R.2	12/04/2023 8:06 AM	PR.1	33.600,00
<input checked="" type="checkbox"/>	LP1	R.1	10/13/2023 12:44 PM	PR.1	41.580,00

Image 81. A partner certificate shown in the "List of partner certificates" tab



LP1

+ Add Partner Report

ID	Status	Included in project...	AF version linked	Reporting period
R.3	Draft		2.0	
R.2	Certified	<b>PR.1</b>	2.0	Period 2, month 7 - 12
R.1	Certified	PR.1	2.0	Period 1, month 1 - 6

Image 82. The same certificate from Image 81. shown in the “Partner reports” overview table

### 3.5. “Project report annexes” tab

Similarly to Partner Reports, this section shows all files uploaded in the Project Report.

Project report PR.1

Project report identification | Work plan progress | Project results & Horizontal prin... | List of partner certificates | **Project report annexes** | Financial overview | Report exports

Project report annexes

- Project report PR.1
  - Work plan progress
  - Project results & horizontal principles

File name	Location	Upload date ↓	User	File size	Description	Actions
2_2021-11-22_Small proj...	<b>Project Report</b>	12/08/2023 12:10 PM		470.2 kB		
1. Information Note on F...	<b>Project Result</b>	12/08/2023 12:10 PM		96.6 kB		
1_Advanced Capitalisati...	<b>WorkPlan/Output</b>	12/08/2023 12:05 PM		2.5 MB		

Items per page: 25 | 1 - 3 of 3

Image 83. “Project report annexes” tab

The tree structure represents the places within that report where files can be uploaded. **All uploads from all sections are shown in this list.** Project managers have the possibility to upload additional files linked to the Project Report here (by clicking the Upload file button).



**⚠️ POINT OF ATTENTION:**

- In case of **budget modifications monitored by the Lead Partner**, budget tool presenting these modifications, after it has already been uploaded in the relevant Partner Report(s), must also be uploaded in this tab of the Project Report.

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

**⚠️ POINT OF ATTENTION:**

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

### 3.6. “Financial overview” tab

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.

The Project Report’s “Financial overview” tab comes with six different financial overview tables. For further details please see each table’s description below.

Project report PR.1

< Project report identification Work plan progress Project results & Horizontal prin... List of partner certificates Project report annexes Financial overview Report exports >

Financial overview  
This values displayed below consist of certified amounts & fast track lump sums (if applicable) in Euro only.

Project expenditure - summary (in Euro)

	Project total eligible budget	Previously reported ⓘ	Current report	Total reported so far	% of total	Remaining budget ⓘ	Previously paid ⓘ
ERDF	596.070,67	0,00	71.344,00	71.344,00	11,97 %	524.726,67	0,00
Partner contribution ⓘ	149.017,67	0,00	17.836,00	17.836,00	11,97 %	131.181,67	N/A
↳ of which Public contribution	0,00	0,00	0,00	0,00		0,00	N/A
↳ of which Automatic public contribution	99.541,67	0,00	15.036,00	15.036,00	15,11 %	84.505,67	N/A
↳ of which Private contribution	49.476,00	0,00	2.800,00	2.800,00	5,66 %	46.676,00	N/A
Total	745.088,34	0,00	89.180,00	89.180,00	11,97 %	655.908,34	0,00

Image 84. “Financial overview” tab and its top overview table “Project Expenditure - summary (in Euro)”



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**Project Expenditure - summary (in Euro)**

“Project Expenditure - summary (in Euro)” overview table shows the project budget from the last approved version of the Application Form, 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.

“Previously reported” column sums up amounts from project reports previously submitted. “Remaining budget” column indicates the difference between Total reported so far and Partner total eligible budget from the last approved version of the Application Form. This value can become negative in case the reported expenditures exceed the budget in last approved version of the Application Form. “Previously paid” column indicates amounts related to funds paid by the programme. They will be added to this column in the next created report after payment is confirmed in the system.

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

“Project Expenditure - breakdown per cost category (in Euro)” overview table shows the project budget from the last approved version of the Application Form, previously reported and current report - split per cost category. The table behaves quite similarly to 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
Staff costs	520.063,10	0,00	63.700,00	63.700,00	12,25 %	456.363,10
Office and administrative costs	0,00	0,00	0,00	0,00		0,00
Travel and accommodation	0,00	0,00	0,00	0,00		0,00
External expertise and services	0,00	0,00	0,00	0,00		0,00
Equipment	0,00	0,00	0,00	0,00		0,00
Infrastructure and works	0,00	0,00	0,00	0,00		0,00
Other costs	208.025,24	0,00	25.480,00	25.480,00	12,25 %	182.545,24
Lump sum	17.000,00	0,00	0,00	0,00	0,00 %	17.000,00
<b>Total</b>	<b>745.088,34</b>	<b>0,00</b>	<b>89.180,00</b>	<b>89.180,00</b>	<b>11,97 %</b>	<b>655.908,34</b>

Image 85. “Project Expenditure - breakdown per cost category (in Euro)” overview table



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### Project Expenditure - breakdown per investment (in Euro)

In this overview table all cost items linked to an investment are summed up. What is important to note is that no Simplified cost items are added up to this table, as they are automatically calculated on top. Only real costs linked to the investment in the List of expenditure are displayed in this overview table.

### Project Expenditure - breakdown per Lump sum (in Euro)

This table shows the Lump sums. Lump sums declared in the Partner reports' lists of expenditures show up in the Current report column.

### Project expenditure - overview per partner/per cost category - Current report

This table shows the values per partner per cost category only from the Current report.

Project expenditure - overview per partner/per cost category - Current report

Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and	Equipment	Infrastructure and works	Other costs	Lump sum	Total current report
LP1		Italia (IT)	53.700,00	0,00	0,00	0,00	0,00	0,00	21.480,00 Flat Rate % 40	0,00	75.180,00
PP3		Hrvatska (HR)	10.000,00	0,00	0,00	0,00	0,00	0,00	4.000,00 Flat Rate % 40	0,00	14.000,00
Total			63.700,00	0,00	0,00	0,00	0,00	0,00	25.480,00	0,00	89.180,00

Image 86. "Project Expenditure - overview per partner/per cost category - Current report" overview table

### Project expenditure - Summary of deducted items by control - Current report

This table sums up all deductions carried out by control per partner and type of error. These values are not cumulative but only related to the certificates included in this report.

Project expenditure - Summary of deducted items by control - Current report

Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and	Equipment	Infrastructure and works	Other costs	Lump sum	Total deduction
LP1		Italia (IT)	0,00	0,00	0,00	0,00	0,00	0,00	0,00 Flat Rate % 40	0,00	0,00
PP3		Hrvatska (HR)	0,00	0,00	0,00	0,00	0,00	0,00	0,00 Flat Rate % 40	0,00	0,00
Total			0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Image 87. "Project Expenditure - Summary of deducted items by control - Current report" overview table

#### **⚠️ POINT OF ATTENTION:**

- **Lump sums** covering multiple cost categories 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 covering more than one cost category.



### **⚠️ POINT OF ATTENTION:**

- Beware that **only the last Project Report created**, once all other Project reports were submitted, has **the most recent aggregated data** (in case Project reports were not submitted in the same order in which they were created)!

## 3.7. “Report exports” tab

In this tab, **in the future**, it will be possible to export the Project Report to a PDF file.

Image 88. “Report exports” tab

## 3.8. “Submit” tab

In this section the Project Report can be submitted. **After submission**, the Project Report is **frozen**, and the MA/JS verification can be started.

### Submit

You are about to officially submit your Project report 1.

Make sure to submit your Project report in time as agreed with the programme. Please

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

**Run pre-submission check** →

➤ **Submit project report**

Image 89. “Submit” tab



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**Before submission**, Project manager must click on the **“Run pre-submission check”** button in order for the system to check the Project Report for possible errors and to, in case none were found, enable the button **“Submit project report”**. To finally submit the Project Report, Project manager must click on the **“Submit project report”** button. Once submitted, the status of the report changes, which is shown in the **“Report identification”** tab.

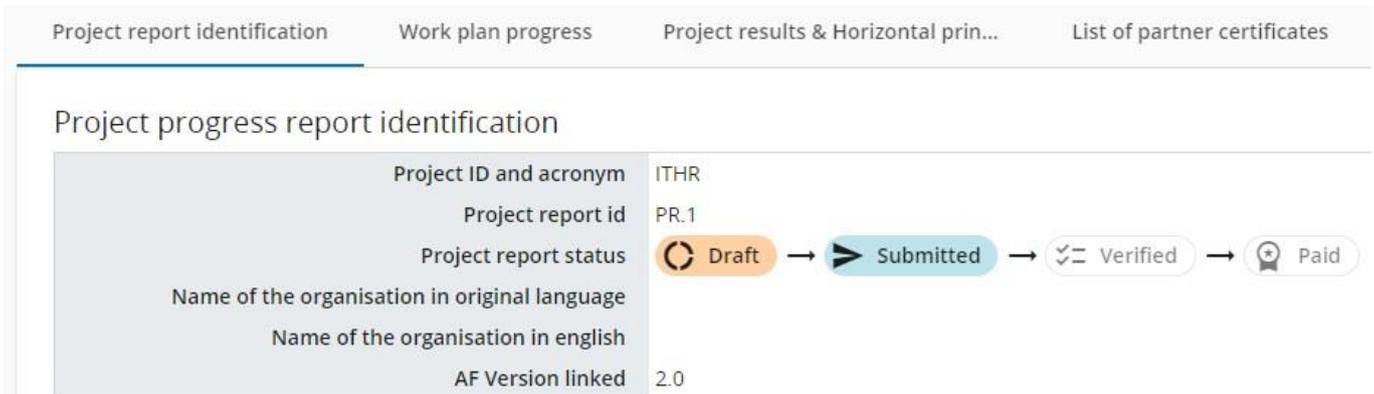


Image 90. “Project report identification” tab showing the change in Status for Project Report

Change in the status of the report is also shown in the **“Project reports”** overview section, where also the submission date is logged.



Image 91. Submission date logged in the “Project reports” overview table

### 3.9. Final Project Report

As explained in the beginning of this Chapter, when creating a Project Report the PM is obliged to choose one of the reporting deadlines. If the chosen **reporting deadline is the last one**, the system will **automatically create the Final Project Report**. When Final Project Report is created, an **additional tab called “Project closure” appears**, situated between the **“List of partner certificates”** and **“Project report annexes”** tabs.

In this tab, shown in the image below, Project manager must:

1. Describe the project's final achievements in a Project Story format, in compliance with the guidelines provided in the description;



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2. List any relevant mentions and prizes that the project achieved and/or feedbacks by the target groups (including any evaluation carried out); and
3. Answer additional questions by filling in a checklist. In order to timely collect all the required closure information, Lead Partner must involve all other Project Partners at the right time. We recommend planning the closure timetable accordingly.

### Project closure

#### Project story

Please describe the project's final achievements in a Project Story format. The Project Story should be interesting and understandable for non-specialists as it might be used for publications. Please try to touch the following guiding questions in your Project story:

- What are the project's overall challenges (regional and sectoral)?
- What was the specific problem addressed?
- Describe the key solution(s) that the project developed and tested to address the problem
- Describe how the project developed the solution(s) and why cooperation was important in that process
- To what extent has cooperation been important for achieving the project results?
- What benefits did the partner organisations derive from cooperation?
- What did change in the targeted regions and sectors because of the project solutions?
- How did the project change affect the target groups?
- How will the durability of the solutions be ensured?
- Do you still see future possible challenges and opportunities in the field of the content your project was dealing with?

Enter text here

#### Project's relevant mentions and prizes

Please list any relevant mentions and prizes that you as a project achieved below. Only the name of the prize or mention should be indicated. In case the project did not receive mentions or prizes this section can be left empty.

[+ Add mentions & prizes](#)

#### Additional questions to be answered (via checklist)

Select checklist template

[+ start new checklist](#)

Image 92. "Project closure" tab

To answer additional questions, as required by point 3. above, Project manager must first select the checklist template and then click on the button "+ start new checklist" to create it. After the checklist has been created, Project manager must answer all the questions it contains and save it. The



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questions can be answered in more than one session, just take care to always save any changes made to the checklist.

After Project manager has answered all the questions, reviewed the checklist once more, and considers it final, they should set it to “Finished” and save it again.

## 4.Verification Work

For Project reports in status Submitted, **assigned JS Project manager** (henceforth: **JSPM**) must first open the Project Report and click “Start verification” button on top of the page.

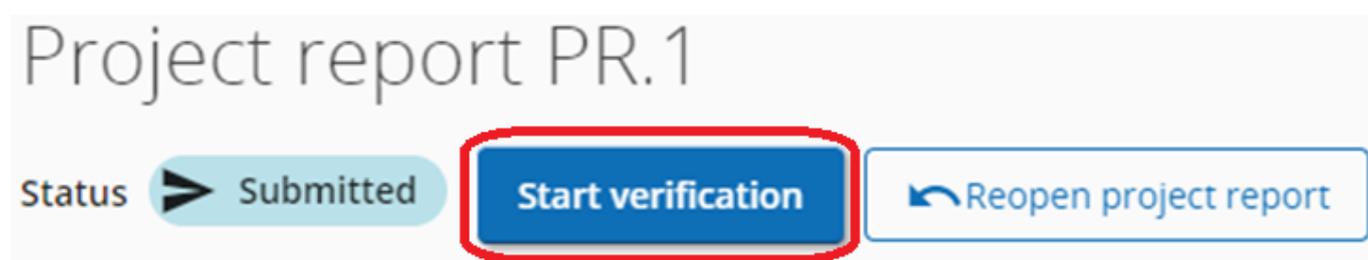


Image 93. The location of the “Start verification” button inside a Project Report

After verification is started, all assigned JS users (**JSPM**, **JS Financial Officer**, **JS Communication Officer**) and MA users have access to all the Verification Work tabs and can fill in the required data.

Each Verification Work is divided into five tabs:

1. Expenditure verification,
2. Verification communication,
3. Verification checklists,
4. Overview, and
5. Finalise.

Once verification is started, the Verification Work can be opened in two ways:

1. Inside a Project Report, the “Start verification” button changes to “Open verification work”:

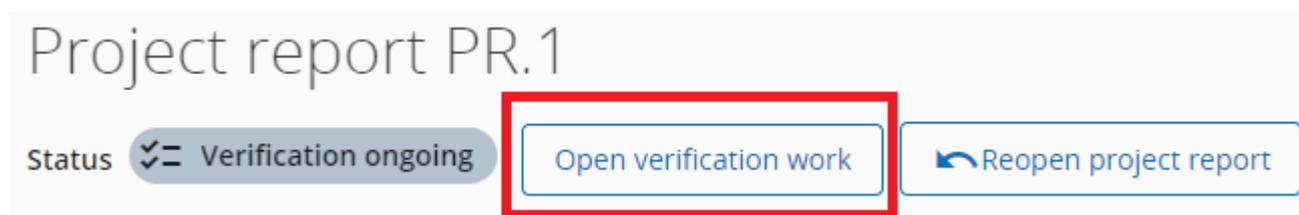


Image 94. The location of the “Open verification work” button inside a Project Report



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### 2. In Project Report overview section:

#### Project reports

When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous project report.

When opening the latest report, anything can be revised with reopening.

When a newer report exists, data that affects cumulative data cannot be changed.

ID	Status	AF Version linked	Reporting Period	Report Type	Report creation	First submission	Last submission	Amount requested	Verification end	Total eligible after verification	Verification	Delete
PR.1	☰ Verifi...	3.0	Period 1, month 1 - 6	🗂️ Both	01/11/2024 10:02 AM	02/27/2024 5:55 PM	04/12/2024 10:18 AM	33.182,89			Open verification work	

Image 95. The location of the “Open verification work” button in Project Report overview section

It is also possible to easily switch between Verification Work and Project Report:

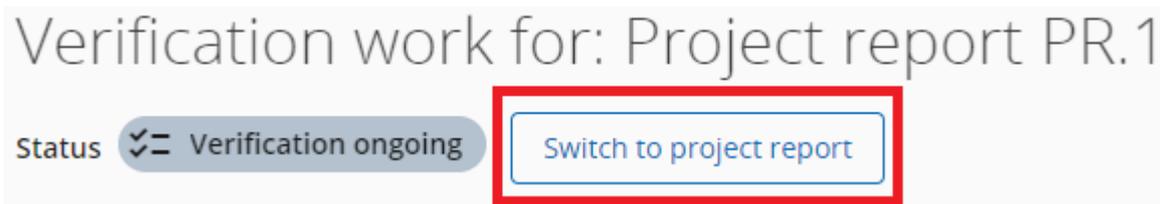


Image 96. The location of the “Switch to project report” button inside a Verification Work

While **assigned JS/MA users** can view all Verification Work tabs, **Project managers** can, in status Verification ongoing, **only see the “Verification communication” tab** and can **view and upload** any verification documents needed during the verification work. **Partner users** can also see only the “Verification communication” tab. However, they can **only view** any previously uploaded documents.

When the Verification Work is in status Verified, both Project managers and Partner users can, in addition, also **see the “Overview” tab**.

### 4.1. “Expenditure verification” tab

#### **⚠️ POINT OF ATTENTION:**

- This tab is **accessible only to Programme users**, in all statuses of Project Report verification, and remains hidden for Project Managers and Partner users even after Verification Work is done.

In the first section of the “Expenditure verification” tab, JS/MA Financial officers can first fill in details about the risk-based verification applied to the current project. No automation of risk-based sampling is implemented in Jems for the second level verification of Project reports. If any risk-based sampling is applied by JS/MA Financial officers in these verifications, this is the place where it can be described.



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- Expenditure verification
- Verification communication
- Verification checklists
- Overview

### Expenditure verification

Programme user can verify here expenditure items from project report. Corrections are always in Euro, the conversion happened upon submission of partner report.

This tab is only visible for programme users and remains hidden for applicants.

#### Risk-based verification applied

Yes No

If (yes), briefly describe sampling methodology and indicate where a detailed description can be found. For example, include additional information on the scope and on the percentage checked.

Enter text here

Image 97. Risk-based verification section of the “Expenditure verification” tab

Below the first section **all expenditure items** from all Certified Partner reports included in the Project report are listed. If there are many expenditure items present, JS/MA Financial officers can scroll down to see all of them.

#### All cost items included in the Project report

Below you can find all cost items from all certified partner reports that are included in this project report. Currencies and conversion rates are imported from certified partner reports that are included in this project report. All deductions are made in EURO.

Partner	Partner report	ID	Previously parked by	Unit costs and Lump sums	Cost category	Investment no.	Contract ID	Internal reference...	Invoice no.	Invoice date	Date of payment
PP3	R1	R1.8	<input type="checkbox"/>	N/A	Staff costs	N/A	N/A	47913904€		2023-10-02	2023-10-02
PP3	R1	R1.9	<input type="checkbox"/>	N/A	Staff costs	N/A	N/A	47913904€		2023-11-02	2023-11-02
PP3	R1	R1.10	<input type="checkbox"/>	N/A	Staff costs	N/A	N/A	47913904€		2023-12-01	2023-12-01
PP3	R1	R1.11	<input type="checkbox"/>	Preparation cost Small...	Multiple	N/A	N/A				
PP3	R1	R1.12	<input type="checkbox"/>	N/A	Staff costs	N/A	N/A	46038242€		2023-08-01	2023-08-01
PP3	R1	R1.13	<input type="checkbox"/>	N/A	Staff costs	N/A	N/A	46038242€		2023-09-01	2023-09-01
PP3	R1	R1.14	<input type="checkbox"/>	N/A	Staff costs	N/A	N/A	46038242€		2023-10-02	2023-10-02
PP3	R1	R1.15	<input type="checkbox"/>	N/A	Staff costs	N/A	N/A	46038242€		2023-10-02	2023-10-02
PP3	R1	R1.16	<input type="checkbox"/>	N/A	Staff costs	N/A	N/A	46038242€		2023-12-01	2023-12-01
LP1	R1	R1.1	<input type="checkbox"/>	N/A	External expertise ...	N/A	Naxta	17FATTPA	17FATTPA	2023-11-20	2023-12-07
LP1	R1	R1.2	<input type="checkbox"/>	N/A	External expertise ...	N/A	Rosignoli	105/FE/20;	105/FE/2023	2023-12-04	2023-12-12

Image 98. Expenditure items section of the “Expenditure verification” tab



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For each item, JS/MA Financial officers can scroll right to see info as included in the initial Partner report, results of control work and finally columns relevant for JS/MA verification that can be filled in for each item.

Expenditure data						JS/MA verification						
Partner	Partner report	ID		Unit costs and Lump sums	Cost category	Part of verification sample	Deducted JS	Deducted MA	Amount after verification	Typology of errors	Park item	Comment
PP3	R1	R1.1	<input type="checkbox"/>	N/A	Staff costs	<input type="checkbox"/>	0,00	0,00	1.065,86	N/A	<input type="checkbox"/>	

Image 99. JS/MA verification columns shown for one expenditure item when scrolled right

For each expenditure item, the JS/MA Financial officers can:

1. Add item to sample,
2. Deduct an amount and select a typology of error for the deduction,
3. Park item, and
4. Add a comment.

### Add item to sample

There are 2 ways an expenditure item can be added to a verification sample:

1. manually - by switching the toggle button, and
2. automatically - whenever a deduction is filled in (in any of "Deducted JS" or "Deducted MA" columns) or when the item is parked.

### Deduct an amount and select a typology of error for the deduction

For each expenditure item, the deducted amount is pre-filled with 0 and the JS/MA Financial officers can fill in a deduction - both positive and negative amounts are allowed. Once a deduction is filled in, it is mandatory to also select a type of error for the respective deduction. In case amounts are deducted by both JS and MA for the same item, only one Typology of error can be selected for that item. The amount after verification is automatically calculated as: Certified amount in Euro - Deducted JS - Deducted MA. Flat rates (if applicable) are neither calculated, nor displayed in this tab, but they are calculated automatically and included in the financial overview tables in "Overview" tab.

### Park item

Items can be parked by the JS/MA Financial officers by switching on the toggle button. When parking, the expenditure item is locked and the deducted amount and amount after verification are both automatically set to 0. After the Verification work is finalized, the parked item will show up in the next Partner report, in the List of expenditure - Parked items waiting list, where the partner can decide what happens to the respective expenditure (either delete it or reinclude it in a new Partner Report, with or without modifications. Parked expenditure items are not deducted amounts!



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### Add a comment

In case of any work done on a particular expenditure item, the JS/MA Financial officers must add a comment in the text field under the comment column, either to justify a deduction or to provide other explanations.

Part of verification sample	Deducted JS	Deducted MA	Amount after verification	Typology of errors	Park item	Comment
<input checked="" type="checkbox"/>	0,00	10,00	2.890,00	02 - test	<input type="checkbox"/>	comments
<input type="checkbox"/>	0,00	0,00	0,00	N/A	<input type="checkbox"/>	
<input type="checkbox"/>	0,00	0,00	0,00	N/A	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	0,00	0,00	0,00	N/A	<input checked="" type="checkbox"/>	

Image 100. JS/MA verification columns shown for several expenditure items, magnified view

## 4.2. “Verification communication” tab

### **POINT OF ATTENTION:**

- This section is used for **clarification rounds** during verification of Project Report.

This section is quite unique in terms of privileges, as it is a shared file section, **accessible to both Programme users** assigned to the project (JSPM and JS Financial Officer for all projects, and JS Communication Officer for a 20% selection of projects drawn by random sampling) and **Partner users** assigned via Project privileges. It can be used to upload and download documents related to the verification of the Project Report. Final version of the Clarification word file used during the Verification Work should after the final clarification round be converted to PDF and uploaded in this tab by the assigned JSPM.



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## Verification work for: Project report PR.21

Status Verified [Switch to project report](#)
[Expenditure verification](#)   [Verification communication](#)   [Verification checklists](#)   [Overview](#)   [Finalise](#)

## Verification communication

In this section both JS/MA and project user(s) can upload and download documents.  
This can be used for clarification rounds during verification, if programme rules allow.  
Attention: Once verification work is finished deletion or editing won't be possible anymore!

File name	Location	Upload date ↓	User	File size	Description	Actions
Attachment (39).png	Verification Document	08/25/2023 11:57 AM	programmeedit@aaa.com	745.6 kB		<a href="#">✎</a> <a href="#">↓</a>
Attachment (22).jpeg	Verification Document	08/25/2023 11:56 AM	programmeedit@aaa.com	29.7 kB		<a href="#">✎</a> <a href="#">↓</a>
Attachment (21).jpeg	Verification Document	08/25/2023 11:56 AM	admin@aaa.com	28.4 kB		<a href="#">↓</a>
Attachment (17).jpeg	Verification Document	08/25/2023 11:56 AM	admin@aaa.com	43.2 kB		<a href="#">↓</a>

[Upload file](#)

Image 101. "Verification communication" tab

When a Project Report is in status Verification ongoing, both Programme users and Partner users can:

1. download any document, and
2. upload, delete and edit the description of own uploads.

When a Project Report is in status Verified:

1. download is possible for any document,
2. new uploads can be added (by either Programme user or Partner users with edit rights),
3. the description can be edited for own uploads, and
4. deletion is disabled.

### 4.3. "Verification checklists" tab

#### **⚠ POINT OF ATTENTION:**

- This tab is **accessible only to Programme users**, in all statuses of Project Report verification, and remains hidden for Project managers and Partner users even after Verification Work is done.

Three checklists related to the Verification Work can be created, filled in and finished in this tab: PM Checklist, Financial Checklist and Communication checklist, as shown in the image below:



## Verification work for: Project report PR.1

Status ☑ Verification ongoing

[Switch to project report](#)

Expenditure verification

Verification communication

Verification checklists

Overview

### Verification Checklists

In this section a programme user can fill-in checklists related to the verification of the project report. This tab is only visible for programme users and remains hidden for applicants.

Select checklist template
 

- Communication checklist
- Financial Checklist
- PM Checklist

User

+ start new checklist

Image 102. “Verification checklists” tab – selection of checklists to be used by JS personnel

After the final clarification round, **all assigned JS personnel** (JSPM, JS Financial Officer and JS Communication Officer – the latter one only if the project is part of the sample drawn for communication check) must go to this tab, select their own checklist template from the drop-down menu and click on the “+ start new checklist” button, as shown in the previous image.

After starting a new checklist, it should be filled-in, saved and **set to finished**, as shown in the following image:

### Verification Checklists

In this section a programme user can fill-in checklists related to the verification of the project report. This tab is only visible for programme users and remains hidden for applicants.

Select checklist template
 

- Communication checklist
- Financial Checklist
- PM Checklist

+ start new checklist

ID	Status	Name	User	Finished date	Description	Actions
1054	Finished	Financial Checklist	lovro.jurasic@mrrfeu.hr	04/15/2024		
996	Finished	Communication checklist	tea.ivanisevic@regione.veneto.it	04/15/2024		
948	Finished	PM Checklist	paolo.rotoni@regione.veneto.it	04/11/2024		

Image 103. “Verification checklists” tab – finished checklists by JSPM, JS Financial Officer and JS Communication Officer



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Programme user can:

1. edit only own checklist(s),
2. delete only own checklist(s) in status Draft,
3. edit the description of any checklist,
4. return any finished checklist to initiator (back to Draft - only checklist initiator can further edit it), and
5. download any checklist.

When the Project Report is **in status Verified** (after verification is finalised):

1. checklists created before finalization of the verification are locked for editing, and
2. Programme user assigned to the project can still create, fill in, download and finalize checklists - same rules as above apply for newly created checklists.

### 4.4. “Overview” tab

**/! POINT OF ATTENTION:**

- This section becomes **visible to Partner users** when Project Report is in status **Verified**.
- While Project Report is still in status **Verification ongoing**, it is **accessible only to Programme users**.

In this tab, after the finalization of the Project Report’s Verification Work, two overview tables will be present:

1. Overview of verification work for current project report, and
2. Total eligible after verification of current report, broken down per financing sources.

#### Overview of verification work for current project report

This table displays results of Verification Work for current report, broken down by each certificate included in the Project Report, as shown in the following image:

Overview of verification work for current project report (Euro)

This is the summary of the verification work only for current Project report.

The amounts displayed in this table include flat rates calculated on top for each partner, apart from the column included in verification sample.

Total deducted amounts are calculated as: Total eligible after control - Total eligible after verification - Parked in current report, thus every potential rounding differences will always go to Total deducted in current report column. In some cases, Total deducted may differ from Deducted JS + Deducted MA, due to rounding.

Partner report ID	Partner	Total eligible after control (in Euro)	Included in verification	% sampled of total without	Parked in current report <sup>①</sup>	Deducted JS	Deducted MA	Deducted amount in EUR	Total eligible after verification	% after verification /
R.1	LP1	34.993,82 without flat rates 25.652,73	0,00	0,00 %	0,00	0,00	0,00	0,00	34.993,82	100,00 %
R.1	PP2	30.273,72 without flat rates 21.624,09	0,00	0,00 %	0,00	0,00	0,00	0,00	30.273,72	100,00 %
<b>Total</b>		<b>65.267,54</b> without flat rates 47.276,82	<b>0,00</b>	<b>0,00 %</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>65.267,54</b>	<b>100,00 %</b>

Image 104. “Overview” tab – “Overview of verification work for current project report” table



## Italy – Croatia

Total eligible after control - is amount from Certified partner report, amounts with flat rates deducted are displayed also separately.

Included in verification sample - is summing up the certified amount of the expenditure items marked as Part of verification sample in Expenditure verification tab. No flat rate is added on top!

% sampled of total without flat rates - displays percentage of sampled out of certified (both without adding flat rates on top)

Parked in current report - is summing up the certified amount of the expenditure items parked in Expenditure verification tab. Flat rates are added on top - calculated according to the partner budget rounding settings (2 decimals, rounded down).

Deducted JS - sums up amounts from Deducted JS column in Expenditure verification tab and adds flat rates on top - calculated according to the partner budget rounding settings (2 decimals, rounded down).

Deducted MA - sums up amounts from Deducted MA column in Expenditure verification tab and adds flat rates on top - calculated according to the partner budget rounding settings (2 decimals, rounded down).

Total deducted amount - is calculated as difference of Total certified/eligible after control minus Total eligible after verification minus Total parked in current report. In this way, potential rounding differences (if any) will always go to Total deducted amount column.

Total eligible after verification - is summing up the verified amount of the expenditure items from Expenditure verification tab. Flat rates are added on top - calculated according to the partner budget rounding settings (2 decimals, rounded down).

% after verification / requested - displays percentage of total eligible after verification out of total certified included in project report (both including also flat rates).

### **! POINT OF ATTENTION:**

- In some cases, Total deducted **may differ** from Deducted JS + Deducted MA (**due to rounding** when adding flat rates separately on top of Deducted JS/MA aggregated amounts)!

## **Total eligible after verification of current report, broken down per financing sources**



## Italy – Croatia

This table displays results of Verification Work for current report, broken down by financing sources relevant for each certificate included in the Project Report. In case of Italian partners, due to *Fondo di Rotazione*, amounts are further split: system calculates, stores and displays proportion of partner contributions corresponding to the Fund share, as shown in the following image:

Total eligible after verification of current report, broken down per financing sources (Euro)

This is the breakdown of amounts eligible after verification of current report, broken down per financing sources and per partner report included in this project report. Totals are used as calculation basis. They are the amounts after verification of the project report, including all deductions made in Project expenditure verification tab & flat rates, if any.

Partner Report	Partner	ERDF	FdR	Partner contribution ⓘ	Public contribution ⓘ	Automatic public contribution ⓘ	Private contribution ⓘ	Total ⓘ
R.1	LP1	27.995,05	N/A	6.998,77	0,00	0,00	6.998,76	34.993,82
R.1	PP2	24.218,97	6.054,74	0,01	0,00	0,00	0,00	30.273,72
	↳ ERDF	24.218,97		0,01	0,00	0,00	0,00	24.218,98
	↳ FdR		6.054,74	0,00	0,00	0,00	0,00	6.054,74
Total		52.214,02	6.054,74	6.998,78	0,00	0,00	6.998,76	65.267,54

Image 105. "Overview" tab – "Total eligible after verification of current report, broken down per financing sources" table

Fund - calculated by applying partner Fund share, rounded down, 2 decimals

Partner contribution - is calculated as difference between Total eligible after verification and Funds.

**⚠ POINT OF ATTENTION:**

- Amounts **may differ from sum** of public contribution + automatic contribution + private contribution, as those are **calculated individually and are rounded down**.

Public contribution - is calculated as Application Form amount of contribution / Application Form partner eligible budget \* Total [per row], rounded down, 2 decimals

Automatic public contribution - is calculated as Application Form amount of contribution / Application Form partner eligible budget \* Total [per row], rounded down, 2 decimals

Private contribution - is calculated as Application Form amount of contribution / Application Form partner eligible budget \* Total [per row], rounded down, 2 decimals

Total

- in case of one fund, as well as in the first row of a partner in case there are multiple funds, the amount corresponds to the Total verified amount
- in case of multiple funds for one partner, total per fund is calculated as Total eligible after verification \* (Fund amount / sum of all fund amounts of this partner)



## 4.5. “Finalise” tab

**⚠️ POINT OF ATTENTION:**

- This tab is **accessible only to Programme users**, and remains hidden for Partner users, in all statuses of Project Report verification, e.g. even after Verification Work is done.

Programme users must use this tab to fill in further details about Verification Work: clarification rounds, comments by JS, comments by MA and follow-up measures, if any.

Already at the beginning of the Verification Work, i.e. after the JSPM has clicked the “Start verification” button, the **start date of the verification was registered** in the “Finalise” tab, as seen on the following image:

### Verification timing

This is where you can select the start date of verification work

Start of verification work  
3/5/2024

Image 106. “Verification timing” section of the “Finalise” tab

If during the Verification Work, it becomes clear that “Start verification” button was clicked prematurely, or for any other justifiable reason, it is possible to use the date picker shown in the preceding image to **change the start date registered in this tab**.

Each time **JSPM uploads** the Clarification word file in “Verification communication” tab, in “Finalise” tab they must add a row listing the clarification round as shown below:

### Request for clarification

This is where you can list clarifications which were sent during the verification process.

Request date	Answer date (if applicable)	Comment
* Request date	Answer date (if applic...	Comment

[+ Add clarification round](#)

Image 107. “Request for clarification” section of the “Finalise” tab



## Italy – Croatia

When JSPM creates this row, they must **insert the date of uploading the Clarification word file** in the field “Request date”. This row, as well as all subsequently added clarification round rows, can be fully edited throughout the Verification Work.

When the **Project manager uploads** their Clarification word file with answers in the “Verification communication” tab, the JSPM should finish editing such a row by **inserting the date of the beneficiary’s answer**. The “Comment” field should be used by the JSPM to briefly describe each clarification round, e.g., “missing partner certificates”, “communication requests added”, “first clarification round”, etc.

After the Verification Work is finished, i.e. **JSPM determines** that **all three CLs** (or two, if the project is not part of the Communication Officer’s sample) are **set to finished** within the “Verification checklists” tab, and they **have uploaded the PDF version of the final Clarification word file** in the “Verification communication” tab, they must go to the “Finalise” tab again **and input their final verification results** in the section shown in the image below:

### JS verification

Describe findings, measurements taken, argumentation, conclusions and recommendations. After verification is done, please notify the programme.



Image 108. “JS verification” section of the “Finalise” tab

Finalise button is available only for Programme users with system privilege Finalise project report verification. Therefore, the **JSPM must at this point inform their superior officer that they have finished** with their part of the Verification Work.

After the authorized Programme Officer clicks on the Finalise button, a confirmation is required, as shown in the following image:

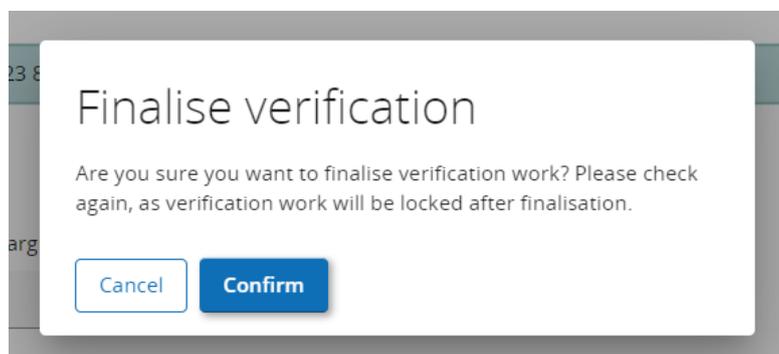


Image 109. “Finalise verification” confirmation window



Italy – Croatia

After confirmation:

1. Project Report status changes to Verified and the project report list is updated,
2. Verification overview tab becomes visible to project users, and
3. Payment entries are created in “Payments to projects” section of Jems for all Funds and partners that have certified Partner Reports included in Verified Project Report.

### 4.6. Reopening MA/JS verification

For a Project Report in status Verified, MA/JS Verification Work can be **reopened by an authorized Programme Officer**.

After clicking on the “Open verification work” button for a Project Report in status Verified, as seen on the following image, a button to Reopen verification shall be available on top.

Project reports

When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous project report.

When opening the latest report, anything can be revised with reopening.

When a newer report exists, data that affects cumulative data cannot be changed.

ID	Status	AF Version linked	Reporting Period	Report Type	Report creation	First submission	Last submission	Amount requested	Verification end	Total eligible after verification	Verification	Delete
PR.1	Verified	2.0	Period 1, month 1 - 6	Both	10/02/2023 3:21 PM	02/29/2024 7:15 PM	04/05/2024 1:35 PM	65,267.54	04/17/2024 12:27 PM	65,267.54	Open verification work	

Image 110. “Open verification work” button for Project Report in status Verified as seen on the project report list

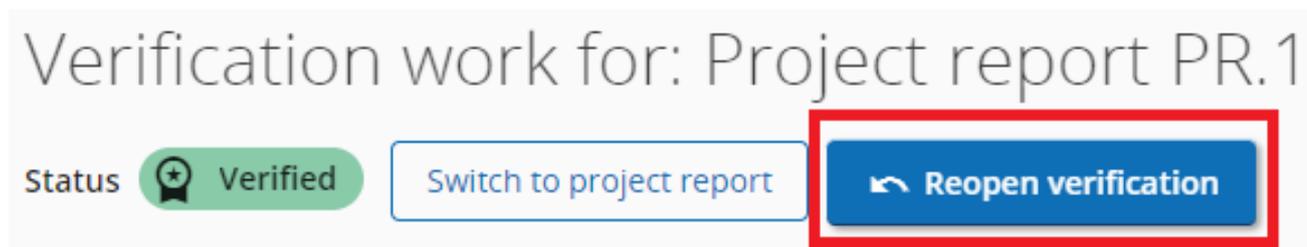


Image 111. “Reopen verification” button for Project Report in status Verified as seen in Verification Work

After clicking “Reopen verification”, the report has the status “Verification reopened”, and all previous verification work can be edited, **except**:

1. Expenditure verification: expenditure items initially parked in current Project Report cannot be unparked (newly parked during reopening can still be unparked before verification is finalised),
2. Verification communication: old uploads cannot be deleted; description to all own uploads can be edited, new files can be added, and
3. Verification checklists: old checklists cannot be changed/deleted, new ones can be added.



## Italy – Croatia

Reopening of verification is **not possible** when:

1. at least one payment/installment exists. To reopen such Project Reports, all related payment installments need to be undone first, and
2. the Project Report is already included in a Payment application to EC. To reopen such report, it must be unticked in the Payment application.

### 4.7. Reopening Project Report

A Project Report in status Submitted or Verification ongoing can be **reopened by JS/MA** from inside the Project Report by clicking the button Reopen project report.

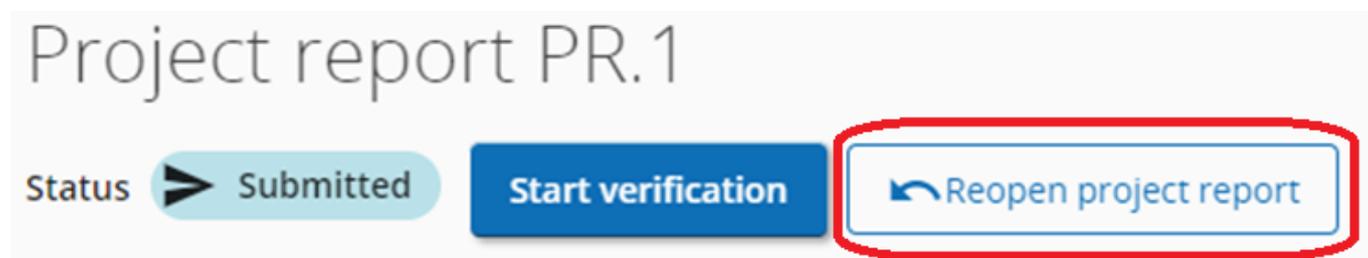


Image 112. The location of the “Reopen project report” button inside a Project Report

Reopening of a Project Report allows for changes and corrections which do not have impact on the consistency of aggregated data. Therefore, and having in mind that the type of Project Report in our Programme is always Both, i.e. both Finance and Content, the following restrictions apply:

- When the **last submitted report is reopened, editing is unlimited**, the creation of the same report is blocked until the last reopened report is submitted; and
- When one or more project reports exist, which have been submitted more recently than the one to be reopened, **limited editing applies**.

Limited editing means:

- Dates and inputs are editable,
- Number fields are locked,
- List of partner certificates cannot be changed,
- File can be uploaded, and
- Status and completeness checkbox cannot be changed

#### **! POINT OF ATTENTION:**

- When a new report is created, **reopened reports are taken into account** for aggregations in overview tables (like submitted ones).

