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GUIDE ON REPORTING IN THE ELECTRONIC MONITORING SYSTEM (eMS) FOR LEAD PARTNERS AND PARTNERS



Version 1
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****Disclaimer:*** This is a living document and its content will be revised as necessary, to reflect any update of the eMS functions.



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LIST OF ABBREVIATIONS

AF - Application form
eMS - (Programme's) Electronic monitoring system
ENI - European Neighbourhood Instrument
EU - European Union
FLC = CCP - First level control - Control Contact Point
JTS - Joint Technical Secretariat
LoE - list of expenditure
LP - Lead partner
PIM - Project Implementation Manual
PP - Project partner
VAT - Value-added tax
GoA - Group of Activities (Work Package - WP)



CHAPTER 1 - GENERAL PRINCIPLES OF REPORTING

1.1 Introduction

VERY IMPORTANT!

This Guide includes instructions mainly on how project partners and lead partners should report using the Reporting Module in the eMS.

For terminology consistency reasons between the terms used in this Guide and the terms pre-set in the eMS, the following terms shall be equivalent:

- Lead Beneficiary (as called in the Project Implementation Manual - PIM and Grant contract) = lead partner (LP or PP1) in eMS
- Beneficiary (as called in the PIM and Grant contract) = project partner (PP1,...PPn) in eMS
- Group of Activities (GoA - as called in the Guidelines for Applicants and PIM) = Work Packages in eMS
- Control Contact Point (CCP - as called in the Grant contract) = First level Control (FLC) in eMS.

It is recommended to read all the chapters of this Guide to understand how reporting works.

When starting to write a report, in addition to this Guide, it is recommended that all partners have knowledge on and access to the following:

- Project Implementation Manual (PIM)
- EMS Account and Password
- The JTS responsible person for the project;
- Phone number of the Joint Technical Secretariat, in case you beneficiaries still have questions after reading this Guide.

General information

Partner report - is filled in by each project partner on each 4 month. Partner reports include narrative and financial part (where is the case) and describe the respective partner progress made during the reporting period.

FLC (First Level Control) report - For reports that includes expenditures First Level Control is the primary entity that should verify those expenditures made by a partner and introduced in the interim and final reports. Each partner have his one specific FLC, which either is a



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public structure designated at the country level (centralized system) or it can be an audit company contracted by the partner (de-centralized system) that will have the same role and obligations.

Project report - is a consolidation (compilation) of all the activities made in a specific period of time at project level. This report can be filled in only by the Lead Partner, and should include the information provided by each partner in their Progress, Interim or Final report.

The Lead Partner (LP) is playing two roles in the eMS and in the reporting process:

1. as project partner (it should be the first project partner - PP1)
2. as lead partner that is responsible for the whole project implementation and project reporting.

The reporting process is also presented in Session 11 on the Interact YouTube channel accessible here:

<https://www.youtube.com/playlist?list=PLvYGVfGv4leEn2QC4ztZAFawlCQztWGYy>

You should take into account the specificities of the reporting requirements for the BSB Programme, as described in this Guide.

1.2 Brief introduction to Partner report

Partner report is the report prepared by each Project Partner (including Lead Partner): progress, interim, final.

When preparing a partner report, take note that:

- All partners (lead partner and project partners) are obliged to create their own individual partner reports reflecting their share of activities and expenditure, according to the AF and submit:
 - a 4 months **progress report (narrative)** - submitted by each PP to the LP, who consolidates the information, prepares the project progress report and submits it to the JTS;
 - an **interim** and a **final report (with expenditures)** - elaborated and submitted by each project partner to its' FLC in the eMS, then to LP who consolidates the information and prepares project interim/final report;
- The FLC certificate (required only for Interim and Final reports) is issued for the expenditures incurred and paid by each partner and verified by his FLC;

For details on how to fill in and submit a partner report, please see Chapter 4 - Partner Report.



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1.3 Brief introduction to Project report

Project report is the report prepared only by the Lead Partner: progress, interim, final.

When preparing a project report, take note that:

1.2.1 LP prepares the consolidated project report at project level, on the basis of the information on activities provided by partners in their partner reports (progress, interim and final).

1.2.2 LP includes in the interim and final project report FLC certificates attached to each partner reports. Financial data is automatically integrated in the project report, while the activities have to be aggregated by the LP (using the information provided in the partner reports). All sections of the Project Report will be filled in by the lead partner, consolidating the information presented by the Partners in the Partner Reports. Section “Highlight of the main achievements” includes the main achievement from the Section of the Project Reports, in a cumulative way. The project report is submitted by LP to the JTS.

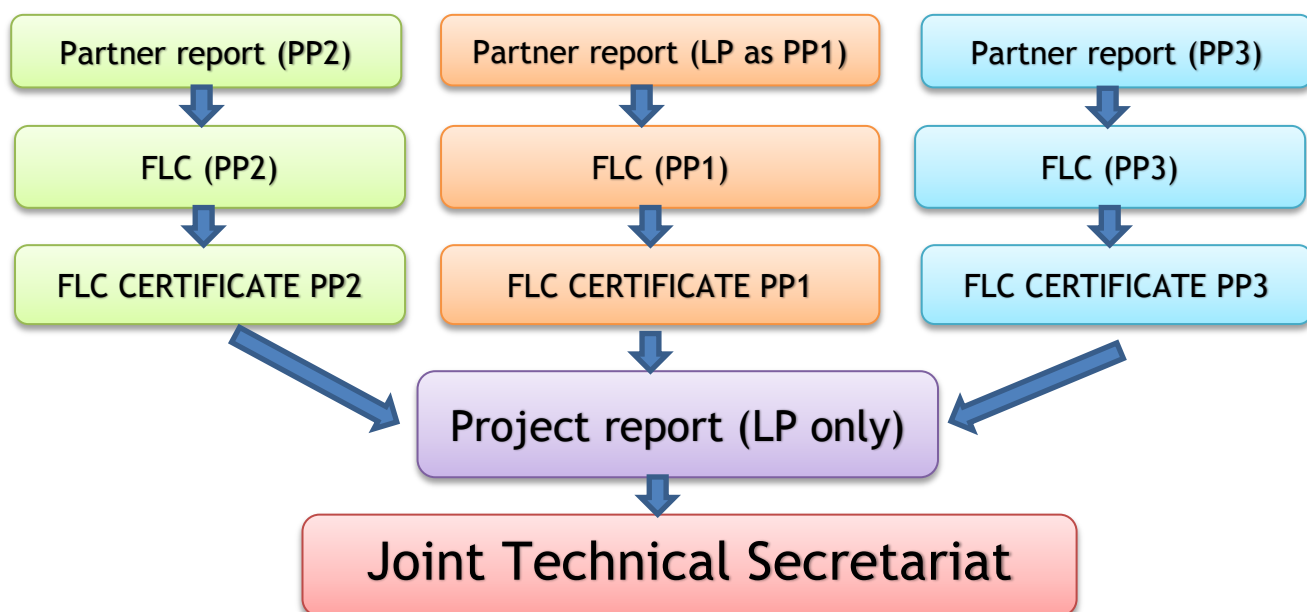


Figure 1 Reporting process for submitting an interim/final report (partner reports should include expenditures)

For details on how to fill in and submit a project report, please see Chapter 5 - Project Report.



1.4 Periods and reporting deadlines

General information

- The project periods reflect the duration of the project and are defined in the Application Form in the Work Plan (Group of Activities) section, subsection “Define Periods”.
- Periods are created based on the start and end date of the project (generally the duration of a reporting period is 4 months).
- The last project period end at the project end date.
- The reporting deadline represents the date when the LP must aggregate the project report and submit it in the eMS.
- The total period of partner reports cover the same time span as project report.

Example of how to calculate the reporting periods

A project starting on 1 June 2018 and ending on 31 December 2019 (19 months duration) would have the following division into reports and reporting deadlines (in and outside eMS):

Period	Report type	Content	Process	Reporting deadline by the LP to the JTS
Period 1 01.06.2018 - 30.09.2018	Progress report	Progress on activities for the period: 01.06.2018 - 30.09.2018	Elaborated and submitted by each PP to the LP. LP consolidates the information,	30.10.2018 (max 30 days from period end)
Period 2 01.10.2018 - 31.01.2019	Progress Report	Progress on activities for the period: 01.10.2018 - 31.01.2019	elaborates the Project Progress report and submits it to the JTS	28.02.2019 (max 30 days from period end)
Period 3 01.02.2019 - 31.05.2019 (half way through the project implementation period or when 70% of the advance payment has been spent)	Interim Report	Progress on activities for the period: 01.02.2019 - 31.05.2019 AND expenditure (includes FLC certificate) for the period: 01.06.2018 - 31.05.2019	Elaborated by each PP, submitted to its FLC, then (after obtaining certificate) to the LP who consolidates the information, elaborates the Project Interim report and submits it to the JTS	30.08.2019 (max 90 days from period end)



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Period 4 01.06.2019 - 30.09.2019	Progress Report	Progress on activities for the period: 01.06.2019 - 30.09.2019	Elaborated and submitted by each PP to the LP. LP consolidates the information, elaborates the Project Progress report and submits it to the JTS	30.10.2019 (max 30 days from period end)
Period 5 01.10.2019 - 31.12.2019	Final report	Progress on activities for the period: 01.10.2019 - 31.12.2019 AND expenditure (includes FLC certificate) for the period: 01.06.2019 - 31.12.2019	Elaborated by each PP, submitted to its FLC, then (after obtaining certificate) to the LP who consolidates the information, elaborates the Project Final report and submits it to the JTS	30.06.2020 (max 90 days from period end)

NOTE: An Overall Final Report covering the entire project duration containing description of project results, achievement of indicators, sustainability measures etc will be required at the end of project implementation. Further details will be provided in due time.

The description in the chapters below focus on how project partners and lead partners should access the Reporting Module in eMS, fill in and submit Progress, Interim and Final Reports.

General information about these reports are also described in the Project Implementation Manual - Chapter 6 Reporting and Project Financing (6.1 Progress Report).

REMEMBER!

All project partners prepare and submit Partner Reports!

Only the Lead Partner prepares and submits a Project Report, based on the information contained in Partners reports!

Progress reports - include narrative description on progress made in the implementation. There will be several progress reports (every 4 months).

Interim and Final reports - include both narrative and financial parts. There will be one interim and one final report for all beneficiaries.



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CHAPTER 2 - SUPPLEMENTARY INFORMATION SECTION

Each project contracted in the system has a Supplementary information section, separate from the Application Form.

The supplementary information section represents a way of providing additional data by a Lead beneficiary and should be filled in as soon as a project is contracted in the system. The section is available in the left menu of the project:

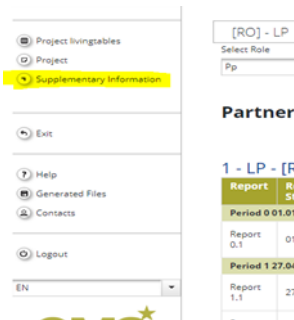


Figure 2 - Accessing “Supplementary information” section via reporting view of a project

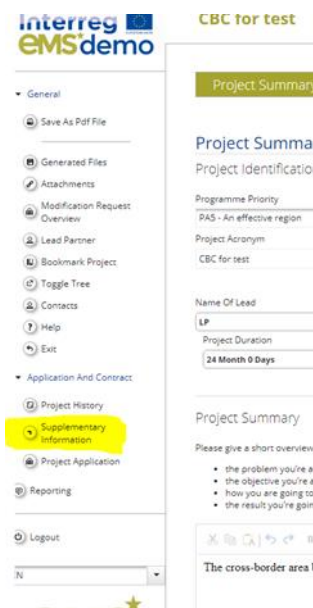


Figure 3 - Accessing “Supplementary information” section via project view



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Supplementary Information section is not locked in the system and can be modified by the Lead partner at any time. EMS allows JTS to see the changes in a comparing view.

The Supplementary Information section consists in more sub-sections that have to be filled in by Lead Partners and JTS officers.

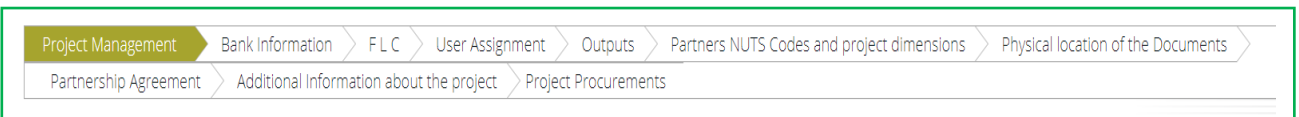


Figure 4 - “Supplementary information” sub-sections

2.1 Project Management

Figure 5 - “Supplementary information” - Project management

The LP shall fill in here the requested information for the project manager, project financial manager and project communication manager, as requested by the fields displayed and as applicable.



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2.2 Bank Information

Project Management
Bank Information
F L C
User Assignment
Documents
Partnership Agreement
Procurements

Bank Information (Initial)

Revision 1

Bank Information Of The Lead Partner
Name Of The Bank
E-mail Address
Telephone
Nuts0
TÜRKIYE (TR)
Name Of Other Region
From All Regions - please do not mark this box
Nuts2
Kocaeli, Sakarya, Düzce, Bolu, Yalova (TR42)
Nuts3
Yalova (TR425)
Street
Housenumber
Postal Code
City

Bank Data
Account Number
Iban
Swift
Nat Bank Code
Internal Reference
Holder Of The Account
☒ Check Iban And Swift

Uploads

Upload

Filename	Filetype	Date	User	Options
No records found.				

Return To Reporting

Save

Figure 6 - “Supplementary information” - Bank Information

The LP shall fill in here details on the Bank of the Lead partner such as name and full address. Further data involve specific bank connection data including Account Number, IBAN, SWIFT, Nat Bank Code, Internal Reference and Holder of the account.

The LP shall also upload here the Financial Identification Forms for the Euro and national currency accounts opened for the project

All payments shall be done into the accounts that are mentioned in this section, so make sure you upload all the required documents in time and keep the information updated in case changes occur!

2.3 FLC

Shall be filled in by JTS as soon as information is available!

2.4 User Assignment

The User Assignment section enables the LP to assign specific user(s) to all project partners. In order to be assigned, you first need to be registered as an e-MS user. You will register yourself in the system at the following link: <http://ems-bs.mdrap.ro>



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Figure 7 - first page of e-MS

After clicking on the "Register" button, you have to fill in your information details:

Figure 8 - User registration

- The username registered in the system should be like: **firstname.lastname**.
- The e-mail registered in the system should be your official address, which you use more frequently at work (e.g. firstname.lastname@mdrap.ro).
- You should define a password for your account. Please be informed that the password used should be formed of at least 8 characters, one capital letter and one digit! Also, please be very careful of what password you are using for login and **keep this password confidential** in order to protect unauthorized access of your account!
- You should fill in your name and position within the organization you represent.

After clicking on the "Register" button, the e-MS sends you a validation e-mail to the provided e-mail address, which contains a validation link. Clicking on this link validates the e-mail address in the e-MS and activates your account.

Afterwards, you will be able to log into the system.



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Forgot password

In case you are already registered and you don't remember your password, use the "Forgot password" option that is available via <http://ems-bs.mdrap.ro>

Figure 9 - Forgot password

After you press "Forgot password" you are requested to confirm the username for which you request the reset of the password by inserting the username and pressing "Reset password button".

You will see on the screen a message that an email has been sent for resetting your password and you will receive an email at the address you provided when first register in eMS.



Reset Password

Username

Figure 10 - Resetting password

Follow the link provided in the email and reset the password.

Please note that inserting a wrong password for 5 consecutive times is banning your access in the system for the next 60 minutes!

Each partner can have multiple users with read/write or read only privileges.



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Project Management > Bank Information > F L C > **User Assignment** > Documents > Partnership Agreement > Procurements

User management

Leadpartner user

Main leadpartner:
demo

New User

+ Add read/write user

+ Add readonly user

Assigned read/write users

Assigned readonly users

- Remove selected read/write user

- Remove selected readonly user

Project partners

User For Partner Farmers association Trabzon

New User

+ Add read/write user

+ Add readonly user

Assigned read/write users
demo

Assigned readonly users

- Remove selected read/write user

- Remove selected readonly user

User For Partner University of Ecology and Agriculture

New User

+ Add read/write user

+ Add readonly user

Assigned read/write users
demo1

Assigned readonly users
demo

- Remove selected read/write user

- Remove selected readonly user

User For Partner Municipality of Kavala

New User

+ Add read/write user

+ Add readonly user

Assigned read/write users
demo2

Assigned readonly users
demo

- Remove selected read/write user

- Remove selected readonly user

Figure 11 - Supplementary information - User assignment

Only users assigned with read/write privilege to the LP role are allowed to create and submit project reports - section in yellow from picture above.

Only users assigned with read/write privilege to Project Partners (including the Lead partner) are allowed to create and submit partner reports - section in red from picture above.

In case you are not seeing your partner report section, please contact your Lead Partner for assigning you as an e-MS user to the project partner!

In case you as a LP want your project partner(s) to be able to view/read-only the project reports in e-MS, you should assign the project partner user(s) as a Lead partner user (section in yellow from picture above) with read-only privileges. In this way the partner can see in the system all information that a Lead Partner has access to. Users assigned in this section with read-only privilege will have only read access without permissions of editing in the project reports or partner reports.



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2.5 Physical location of the documents

Project Management > Bank Information > F L C > User Assignment > **Documents** > Partnership Agreement > Procurements

Documents For 1 FAT (Initial)

Title: Mr.

Name: Last Name:

E-mail Address: Telephone:

Name Of The Institution Where Documents Are Stored:

Nuts0: Street: HouseNumber:

Nuts1: Postal Code: City:

Nuts2: From All Regions - please do not mark this box: ☐

Nuts3: Unit:

Nuts4:

Comments:

2000 Characters Remaining

Documents For 2 UEA (Initial)

Title: Mr.

Name: Last Name:

E-mail Address: Telephone:

Name Of The Institution Where Documents Are Stored:

Nuts0: Street: HouseNumber:

Nuts1: Postal Code: City:

Nuts2: From All Regions - please do not mark this box: ☐

Nuts3: Unit:

Nuts4:

Comments:

2000 Characters Remaining

Documents For 3 MK (Initial)

Title: Mr.

Name: Last Name:

E-mail Address: Telephone:

Name Of The Institution Where Documents Are Stored:

Nuts0: Street: HouseNumber:

Nuts1: Postal Code: City:

Nuts2: From All Regions - please do not mark this box: ☐

Nuts3: Unit:

Nuts4:

Comments:

2000 Characters Remaining

[Return To Reporting](#)

[Go](#)

Figure 12 - Supplementary information - Physical location of the documents

LP has to provide here the location of the official project documentation for each partner involved in the project.

2.6 Partnership Agreement

Bank Information > F L C > User Assignment > **Partnership Agreement** > Procurements

Uploads (Initial)

Filename	Filetype	Date	User	Options
No records found				

Partnership Agreement

Partnership Agreement Signed: ☒

Partnership Agreement Signature Date:

Partnership Agreement Comment:

2000 Characters Remaining



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Figure 13 - Supplementary information - Partnership agreement

LB should fill in here the date of signature of the Partnership Agreement and upload a scanned copy of it.

2.7 Project Procurements

This is a section mandatory for all procurements of all partners, including LP!

All partners (including LP) shall fill in here the details for their own procurement. In this section each partner will add and visualize only their own procurements with the exception of LP which can visualize all the procurements filled in the system by all partners.

Figure 14 - Supplementary information - Project Procurements

The following information is mandatory to be fill in procurement section:

- Partner responsible for the procurement
- Contract type (services/supplies/works)
- Contract Number/Contract date; Contract Name
- Contract Amount (in Euro)



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- Eligible expenditure incurred and paid based on contract - when the information is available at partner level
- Type of Procurement Procedure Used; Date of launching in National Electronic Procurement System, if available
- Contractor Name; Unique Identifier of the Contractor
- Please provide short details about the progress of the procurement
- If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the Application Form and solution found (e.g. details on re-launching of a procedure)

In case you get an error message in the top of the page, the procurement is not saved in the system!

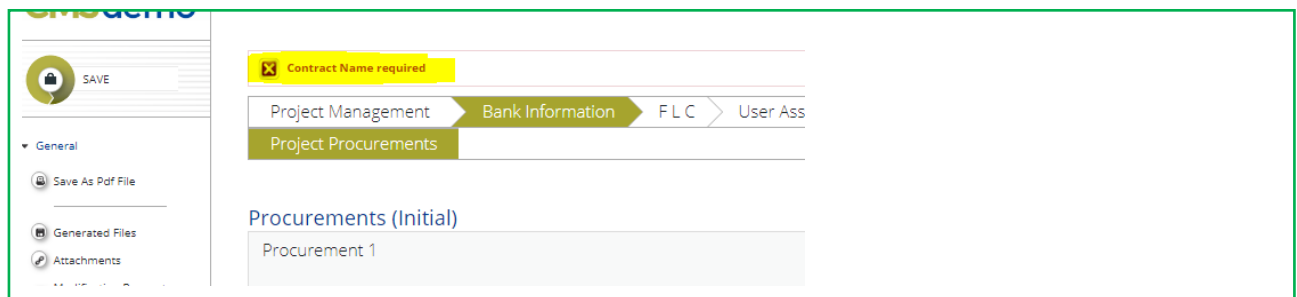


Figure 15 - Error message in filling in Project Procurements

The entire procurement documentation shall be uploaded in the Upload section of each procurement:

- ✓ procurement files (tender dossier, announcement, bids from tenderers, evaluation reports, award documents, all relevant documents related to this procurement ...)
- ✓ services contract
- ✓ addenda to the contract
- ✓ in case of equipment and services procured under a works contract all the related documents will be attached.

Each procurement is available in the List of expenditure of relevant partner and can be linked to an invoice in a partner report. Once such a link is created, and you will request for FLC verification invoices related to a procurement, the list of invoices for each procurement shall be populated. This list can be exported to Excel (by pressing the “Export” button below the list).



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Invoices											
0 - 0 Of 0											
Show more	Total declared in partner report	Date of declaration to flc (first submission)	Total approved by flc	Date of flc certificate	Link to the flc certificate	Total included in project report	Date of project report	Total paid so far	Date of payment (final payment if paid in instalments)	Total value of the procurement	Remaining amount
No records found.											
	€ 0.00		€ 0.00			€ 0.00		€ 0.00		€ 2 000.00	€ 2 000.00
0 - 0 Of 0											
Export											

Figure 16 - List of invoices linked to a procurement

There is a possibility to download all attachments at once.

Upload

Filename	Filetype	Date	User	Comment	Actions
No records found					
<div><div></div>Download all (including List of Expenditure attachments)</div>					

Figure 17 - Download at once all attachments related to a procurement

This button will download (in a structured zip folder) all procurement attachments and all List of expenditure attachments of all invoices linked to the respective procurement.

The Project Procurements section can be filled in at any time during project implementation, so you can fill in procurement details just before you the report.

Recording all the procurements of the project is compulsory!

In case you don't create procurements in this section, you won't be able to link the invoice to the procurement when you request it for FLC verification and your FLC request (partner report) shall be reverted!

CHAPTER 3 - MODIFICATION REQUEST

Lead Partners can requests modifications after the project has been handed over to a lead partner and the LP user has been approved by the JTS. Before that stage it is not possible for the LP to request modifications.

Only the LP user as approved by the JTS in the Handover can operate modifications of the Application Form!

It is not possible to initiate a modification request if a previous modification is not finalized in the system (i.e. approved or rejected by JTS/MA).

It is always the last valid application form that is subject to modification request in the system (not the initial one)!



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Modifications in the Application Form can be operated only by the LP using the LP role), after accessing the project in the system.

Report	Report Start	Report End	State

Figure 18 - Selection of Lead Beneficiary role for a LP user

Each modification request initiated by the LP will pass through the following steps:

1. The LP initiates modifications in the AF by accessing “Request Modification Overview” in the left side menu of the project and press the "Request Modification" button.

Modification number	Open modification details	M
4		30 14
3		14 11
2		13 10
1		27 00



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Figure 19 - Initiation of modification request by the Lead beneficiary

2. In the pop-up window that will be displayed on the screen the LP should select the category of modification depending on the subject of modification (reporting periods, activities, budget, etc.), state in brief in the Message box the subject of modification and the reasons for the requested modification, upload attachments if needed and press the “Send” button. The Modification Request is thus submitted to the JTS and LP waits for JTS approval to continue with the modification;

Figure 20 - Requesting modification

3. The responsible JTS officer will analyze your request, and if justified will accept it and open the Application Form for editing by the LP. JTS can open all sections of the application form for editing or only some. Only selected sections will be editable by the LP. In some cases, JTS Officer will require clarifications before accepting the LP request.
4. Once the Application Form is opened by the JTS for editing, the LP must access the version opened for modification in order to operate the relevant sections of the AF, exactly as indicated in the request. The new AF version that is under modification can be accessed by clicking on the magnifying glass located in the right side of the information message that there is an ongoing modification.

Figure 21 - Operating AF changes during modification request

5. Having operated all the relevant modifications, the LP should press the button "Check Modification" under the left-side of the AF and then press the "Submit" button under the same menu item. It is recommended that the LP notifies the responsible



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JTS officer that the revised AF was submitted;

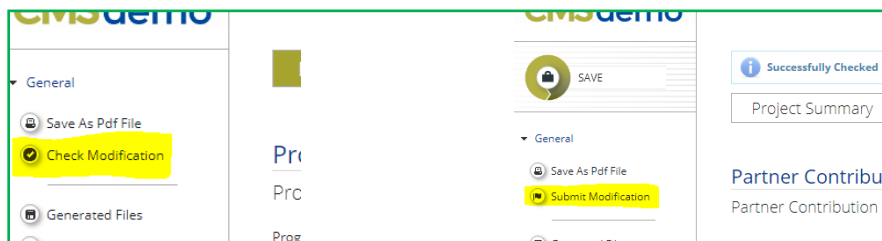


Figure 22 - Submitting changed AF during modification request

6. JTS checks if the modification is correct and in accordance with the modifications indicated by the LP in the message box and will either approve the modification thus generating a new version of the Application Form or hand it back to the LP if other/further modifications are needed. In the latter case, the LP should go back to step 4 and operate the modifications in accordance with the JTS guidance;

All addenda and notification allowed according to the contracts will be requested by the Lead Beneficiaries to the JTS in hard copy (written form). After the approval on paper, the documents related to the approved contract amendment will be uploaded in the eMS by the Lead beneficiary in section “Attachment”. Furthermore, all related modifications will be operated in the system by the Lead beneficiary (through “Modification Request”) after the approval on paper, the extension of this deadline until the end date of the reporting period/reporting date being possible at LP request to JTS in case beneficiaries have a Partner/Project Report in progress in the system and the approved contract modifications have no impact on the reporting for the current reporting period. In this case, the LP shall still upload in the e-MS, “Attachment” section, all the documentation related to the approved contract amendment after paper approval of contract modifications.

User can overview project modifications in several ways, by accessing the Application Form left side menu ‘Modification Request overview’ or ‘Project History’.



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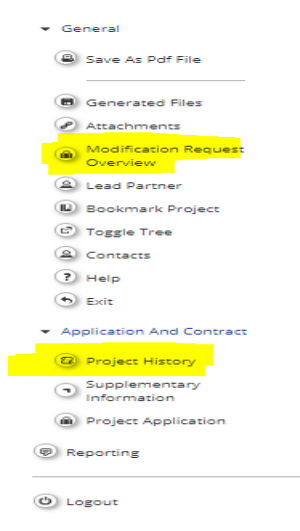


Figure 23 - Accessing modification request overview

Modification Request Overview: All users having access to the project can also access the ‘Modification Request Overview’. In this section all modification requests are listed, even those which were rejected by JTS and no version was generated (such requests are not visible in Project history). Users can see old and new version of the application form.

CBC for test

ROBG-

Application form version 5

Show More

Application Form Modification Request

Welcome

Modification Request Details- Project Coordination

Modification number	Open modification details	Modification request						Modification				User	Application form	
		Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected	Modification request approved / rejected (date)	Modification request approved / rejected by	Submission of application form by lp (date)	Application form accepted / rejected / handed back	Application form accepted / rejected / handed back (date)	Application form accepted / rejected / handed back by		Open original application form	Open new application form
7		09.07.2018 15:38:17	LP	Change of Activities	Accepted	09.07.2018 15:43:15	JS Off1	09.07.2018 16:36:37	Accepted	09.07.2018 16:45:23	J S	JS Off1		
6		09.07.2018 10:53:41	JS Off1	Change of Budget	Accepted	09.07.2018 10:53:41	JS Off1	09.07.2018 12:52:57	Accepted	09.07.2018 15:01:44		JS Off1		
5		09.07.2018 09:45:19	LP	Change of Activities, Change of Periods, Change of Budget	Refuse	09.07.2018 10:23:15	JS Off1							
4		30.05.2018 14:57:48	LP	Change of Periods	Accepted	31.05.2018 11:33:06		31.05.2018 11:21:23	Accepted	31.05.2018 11:33:07				
3		14.12.2017 11:56:58	LP	Change of Periods	Accepted	19.12.2017 15:30:23		19.12.2017 10:56:10	Accepted	19.12.2017 15:30:23				
2		13.12.2017 10:56:41	LP	Change of Periods	Refuse	13.12.2017 16:34:25								
1		27.03.2017 00:00:00			Accepted	26.04.2017 10:13:08		26.04.2017 08:50:22	Accepted	26.04.2017 10:13:08				

Request Modification

Figure 24 - Accessing modification request overview via Modification Request overview

Under ‘modification details’ a modification history table is accessible, which logs all the actions related to one modification.



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Modification request details

Information

Modification request (date):	09.07.2018 15:38:17
Modification requested by:	LP
Type of modification:	Change of Activities
Comment:	A new modification needed

Categories

- Change of Activities

Attachments

Filename	Filetype
No records found	

Modification request decision

State
Mr Accepted

Decision Message

ok

Unlocked application form sections

<input type="checkbox"/>	Unlocked application form sections
<input type="checkbox"/>	Project summary
<input type="checkbox"/>	Partner
<input type="checkbox"/>	Project description
<input checked="" type="checkbox"/>	Workplan
<input checked="" type="checkbox"/>	Project budget
<input type="checkbox"/>	Attachments

Application form decision

State
Mr finally accepted

Approval Message

Application Form accepted!

Figure 25 - Modification Request overview - Modification details

Project History view: The eMS stores all versions of the Application Form in consecutive order under the menu item 'Project History'. Whenever a version is generated (i.e. when a modification request is approved by JTS or JTS requests a modification), a new line is added to the project history. Authorities can insert additional information about the different versions of the AF, when and who decided etc. Different versions of application forms can always be compared via the comparison function.



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CBC for test

ROBG-

Application form version 5

Show More

Project History

Welcome :

Project Summary

Partner

Project Description

Workplan

Project Budget

Project Budget Overview

Attachments

Application form			Modification request							Modification				Contracting				Comparison (can be used to compare any version with any version)		
Application form version	Status	Open application form	Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected / handed back	Modification request approved / rejected (date)	Modification request approved / rejected by	Details of the modification request	Submission of application form by (p date)	Application form accepted / rejected	Application form accepted / rejected (date)	Application form accepted / rejected by	User	Date of signature of subsidy contract	Number of contract amendment	Comment		Attachment	
0	Archived	(P)											<div>M C</div>					(P)	(P)	(M)
1	Archived	(P)	27.03.2017 00:00:00			Accepted	26.04.2017 10:13:08		(P)	26.04.2017 08:50:22	Accepted	26.04.2017 10:13:08	<div>-</div>					(P)	(P)	(M)
2	Archived	(P)	14.12.2017 11:56:58	LP	Change of Periods	Accepted	19.12.2017 15:30:23		(P)	19.12.2017 10:56:10	Accepted	19.12.2017 15:30:23	<div>-</div>					(P)	(P)	(M)
3	Archived	(P)	30.05.2018 14:57:48		Change of Periods	Accepted	31.05.2018 11:33:06		(P)	31.05.2018 11:21:23	Accepted	31.05.2018 11:33:07	<div>-</div>					(P)	(P)	(M)
4	Archived	(P)	09.07.2018 10:53:41	JS OMI	Change of Budget	Accepted	09.07.2018 10:53:41	JS OMI	(P)	09.07.2018 12:52:57	Accepted	09.07.2018 15:01:44	<div>-</div>	JS OMI				(P)	(P)	(M)
5	Contracted	(P)	09.07.2018 15:38:17	LP	Change of Activities	Accepted	09.07.2018 15:43:15	JS OMI	(P)	09.07.2018 16:36:37	Accepted	09.07.2018 16:45:23	<div>JS</div>	JS OMI				(P)	(P)	(M)

Figure 26 - Accessing modification request overview via Project History

Reports are not affected by the modification and stay accessible during the entire AF modification process!

All partner and project reports stay editable during a modification procedure.

Partner and project reports always stay linked to the application form valid at the time of **report creation**! Changes of the application form only affect reports that were generated after the new AF was approved by the JTS.



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CHAPTER 4 - PARTNER REPORT

THIS CHAPTER REFERS TO HOW PROJECT PARTNERS SHOULD FILL IN PARTNER REPORTS (PROGRESS, INTERIM AND FINAL REPORTS), USING THE EMS REPORTING MODULE!

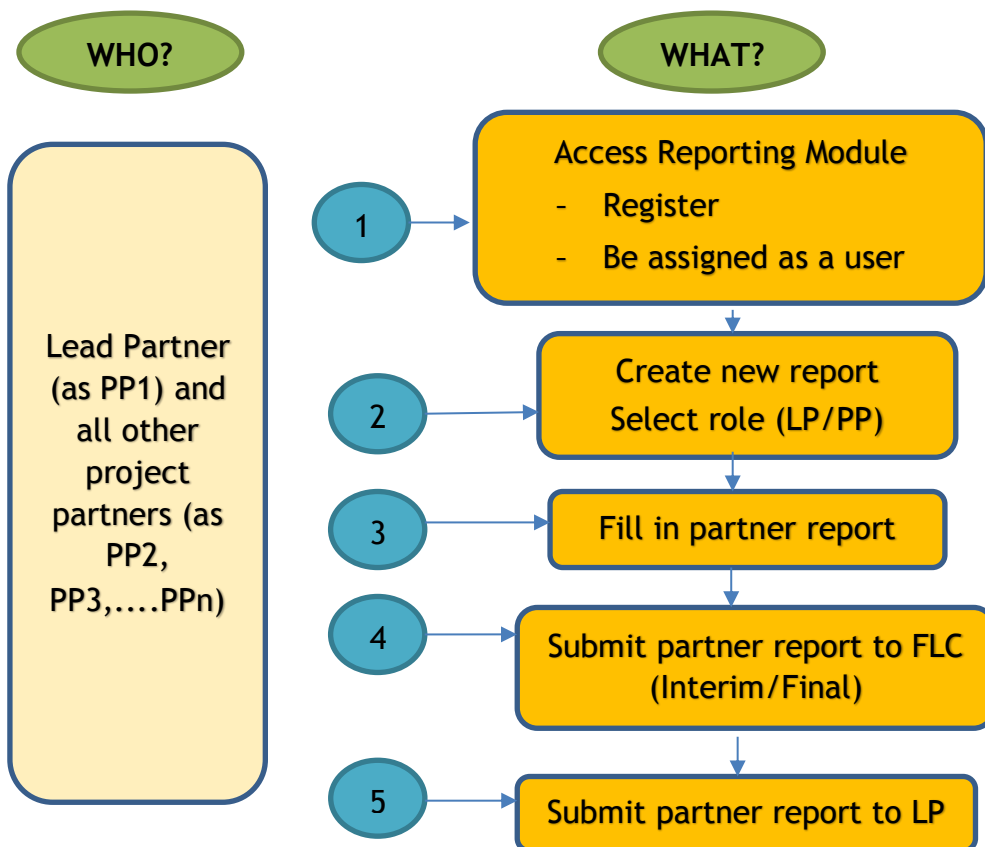
GENERAL INFORMATION ON HOW TO PREPARE REPORTS, ARE ALSO PROVIDED IN THE PROJECT IMPLEMENTATION MANUAL - CHAPTER 6 REPORTING AND PROJECT FINANCING.

The eMS reporting section becomes available to project partners as soon as the project has been contracted in eMS (status of the project is changed in “Contracted”). Partner reports cover activities and expenditure of individual project partners.

The information provided by each partner in their reports has to be structured and integrated into one project report by the LP.

With strict deadlines for submitting the project reports to JTS, the lead partner must set intermediary deadlines for the partners to submit their partner report needed for the project report. In case of interim and final reports, the partners need to take into account also the time needed for the reports to be submitted and verified by their FLC.

Steps in the eMS Reporting Module - to be followed for preparing a Partner Report



4.1 Accessing a partner report

To access a partner report, you first need to be registered as an eMS user, then, you need to be assigned by your lead partner. The assignment is done via user Assignment sub-section of the Supplementary Information section - see chapter 2.2.4 above in this Guide.

Lead Partner (LP) has to ensure proper coordination of this registration!

4.2 Generating a partner report

Once the project is contracted, the overview of partner and project reports ('Reporting overview') will automatically be displayed.



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- Project livingables
- Project
- Supplementary information

- Exit
- Help
- Generated Files
- Contacts
- Logout

EN

The project contains an ongoing modification request and on approval of this request the approved application form can therefore change

[RO] - LP3

Select Role

PP

Partner Reports

1 - LP3 - [RO] - LP3

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate	Download Attachments
Period 0 25.06.2015 - 25.10.2017											
Report 0.1	25.06.2015	25.10.2017	Report In Progress	In Progress	07.06.2018		Not Certified	€ 0.00			
Period 1 25.04.2018 - 24.07.2018											
Period 2 25.07.2018 - 24.10.2018											
Period 3 25.10.2018 - 24.01.2019											
Period 4 25.01.2019 - 24.04.2019											
Period 5 25.04.2019 - 24.07.2019											
Period 6 25.07.2019 - 24.10.2019											
Period 7 25.10.2019 - 24.01.2020											
Period 8 25.01.2020 - 24.04.2020											
Period 9 25.04.2020 - 24.07.2020											
Period 10 25.07.2020 - 24.10.2020											
Period 11 25.10.2020 - 24.01.2021											
Period 12 25.01.2021 - 24.04.2021											

☒ Partner livingables

Figure 27 - Reporting overview

It is at all time possible to see the Supplementary Information and the approved project application form, which are accessible from the left-side menu under 'Supplementary information' and 'Project'. The menu 'Project' will always lead to the latest approved version of application form.

If a user has multiple roles in the system (e.g. lead partner and partner at the same time), it is necessary to select the role from the dropdown menu at the top of the interface called 'Select role'.

IMPORTANT!!

Please note, lead partners must create their own partner reports as 'PP', not as 'LP'. The LP role is exclusively for creating 'Project reports'!



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Figure 28 - ‘Select role’ drop-down and create new report

For creating a partner report, you need to select a period and click “Create New Report” under the table displaying an overview of partner reports. Afterwards, you are redirected to a partner report corresponding to chosen reporting period.

Each partner report is given a number that consists of a period number and a report number.

Report	Report Start	Report End
Period 1 01.06.2018 - 31.05.2019		
Report 1.1	01.06.2018	31.05.2019
Period 2 01.06.2019 - 31.12.2019		
Report 2.1	01.06.2019	31.12.2019

Figure 29 - Partner report number showing reporting period and report number

The report created is linked to a version of the application form which was valid/ approved at the moment of partner report creation. If the AF is in the process of modification the system, the system displays warnings about ongoing modification or version change after report creation. The reporting process is not interrupted by the modifications of the AF and can go in parallel.



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Partner Report > List Of Expenditure > Contribution And Forecast > Attachments > Personal data attachments

Warning: This report is linked to an older version than the currently approved version of the application form.

Partner Report
Period 4 - 27.10.2018 - 26.04.2019

Start Date: 27.10.2018 End Date: 26.04.2019

Summary of Partner's Work in this reporting period

Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables in this reporting period.

Figure 30 - Warnings about ongoing modification or version change after report creation

Important notice: In case a partner report generated for interim reporting period includes expenditure paid after the end of the period (exceed the respective period), your partner report will be reverted and you will be asked to remove those expenditure item paid outside of the reporting period from the partner report and include it in the final report covering also the implementation period when the expenditure was paid!

When requesting amounts for FLC verification(interim and final report), each partner (including LP) creates their own individual partner reports reflecting their share of activities and expenditure, according to the activities planned in the AF. In this respect, each partner (including LP) fills-in the individual partner report, using their own e-MS account or a read/write user assigned by LP in User Assignment section.

More users assigned for a partner (see Chapter 2.4 above) can work for the elaboration of a partner report. It is however not recommended for more users to work in the same time on the same sub-section of a partner report in order to avoid saving errors!

Each partner report with expenditure is submitted in e-MS to FLC, it is verified by the partner's FLC and then is included by the LP in a project report.

SAVE REPORT

- Partner report overview
- Check Saved Report**
- Submit to lead partner
- Delete Report
- Application Form
- Supplementary Information
- Print Report
- Exit

Partner Report
Period 1 - 25.04.2018 - 25.04.2018

Start Date: 25.04.2018

Summary of Partner's Work in this reporting period

Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables in this reporting period.

SAVE REPORT

- Partner report overview
- Submit Report**
- Submit to lead partner
- Delete Report
- Application Form
- Supplementary Information
- Print Report
- Exit

Check successful
Partner Report

Partner Report
Period 1 - 25.04.2018 - 25.04.2018

Start Date: 25.04.2018

Summary of Partner's Work in this reporting period

Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables in this reporting period.

Figure 31 - Submission of partner report with expenditure to FLC



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Partner reports with information only regarding the progress of activities (with 0 expenditure requested) are submitted by the partners directly to the LP. Each partner should create and submit to the LP one such report every 4 months, according to the established schedule for reporting the consolidated progress of activities at project level. If there is no sufficient activity to report on, the partner fills-out all other parts of the report (e.g. problems and deviations, activities if any, forecast for the next report) and submits the partner report with 0 expenditure directly to the LP.

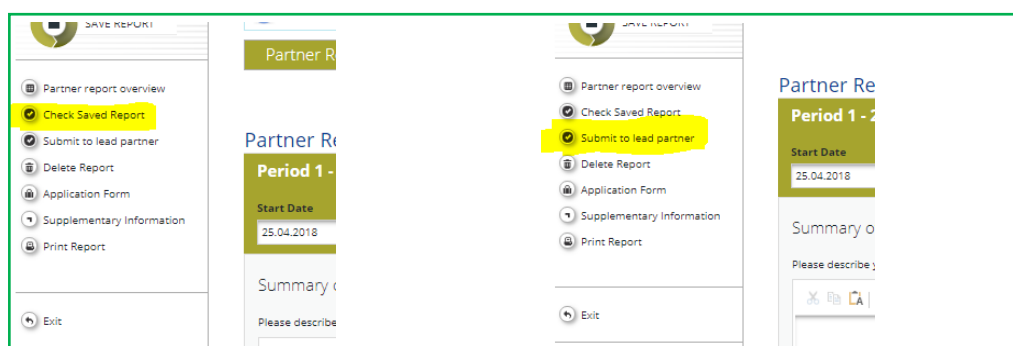


Figure 32 - Submission of partner report with no expenditure directly to LP

Should you have mistakenly created a report, please delete it.

It is possible to delete a partner report as long as it is not submitted to the FLC. In order to delete the report, please click on 'Delete report' in the report menu to the left. All users assigned to the partner are able to create and to delete a partner report.



Figure 33 - Deleting partner reports

IMPORTANT!

Once the report is submitted to FLC you can no longer delete it!



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Lead partners can also view reports of all project partners, once they have been created by the partner. Lead partners can view also not submitted partner reports (saved reports).

Figure 34 - Reporting overview for a LP user

4.3 Filling-in a partner report

Partner reports consist of several sections (i.e. 'Partner report', 'List of expenditure', 'Contribution and forecast', 'Attachments', 'Procurement'), each of which must be filled in with information, as applicable.

Fields in the partner report depend on the application form of the project (e.g. number of groups of activities, type of target groups, etc).

VERY IMPORTANT!!!

The partner should save any information recorded in the e-MS after each operation made by pressing the "SAVE" button located in the left menu or by pressing the save button located at the end of the tab.

!!! Do not leave a section without saving the information introduced.

4.3.1 Partner report' tab

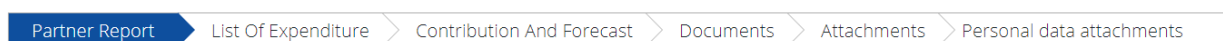


Figure 35 - Navigation bar - Partner Report



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The ‘Partner report’ section focuses on **activities** implemented throughout the reporting period. It contains general descriptions of activities as well as reporting of progress for purchasing main equipment/services/works related to the respective activity.

This section asks you to describe activities during the reporting period including also a Summary of partner’s work in this reporting period.

Each partner should introduce data only in those Work Packages in which it has a role, as described in the Application Form.

To provide information on specific outputs, please press the “Add output” button and then select each applicable output from a drop-down which lists all outputs included in the AF.

It is possible to upload documents for each output under ‘**Output evidence**’.

We recommend to upload only the relevant/main proving documents and not to duplicate them in the Attachments section!

In case the file of output evidence is bigger than 45 Mb and cannot be split in parts (e.g a movie or a presentation), we highly recommend you to add only the reference to the link published on the website of the project outside the eMS system.

Please note that eMS is not a repository. All information to be provided by the partner to their FLC (e.g. invoices, procurement documents, etc) must be scanned preferably in black and white and at a resolution of 300dpi.

Please use pdf format not to use too much space of the server, and make easier accessing the files.

NOTE!

Details on how to organize the documents which shall be uploaded in the Attachment section, are presented in Chapter 4.3.4 Attachments and Personal Data Protection tabs.

Check with the Project Implementation Manual - Section 6.5.4 **Supporting documents needed for expenditure verification** (available on the Programme website) which evidence is needed.

In case the evidence exceeds the limit of 45 Mb, the partners should create .rar or .zip packages of no more than 45 Mb and upload them in more parts.

Besides that, coordinate with the LP to make sure all relevant evidence is well included in the project report but not duplicated. If the deliverable evidence is provided in the dedicated section of the Partner Report the LP should not attach it again in the project report, but just mention where the evidence can be found (e.g. “Partner report x.1, List of expenditure - item xx”!)



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Partner Report | List Of Expenditures | Contribution And Forecast | Attachments

Partner Report

Period 3 - 01.01.2017 - 05.05.2017

Start Date: 01.01.2017 | End Date: 05.05.2017

Summary of partner's work in this reporting period

Please describe your progress in this reporting period and how this contributed to other partners' activities, outputs and deliverables delivered in this reporting period.

[Rich text editor area]

Characters (including HTML): 0 (Limit 2000), Words: 0

Project main outputs delivered

Please select outputs delivered in this reporting period you contributed to and explain in what way.

Output

Title: T1.1 My Output T1.1

Explanation: *[Text area]*

255 Characters Remaining

Attachments

Filename	Filetype	Date	Uploaded By	Options
No records found.				

Figure 36 - Reporting on activities - summary and description of outputs

Partner reports also contain a section to provide information on the **target groups** reached. For each target group selected in the AF, information can be provided.

Target groups reached

Target Group

infrastructure and (public) service provider

Target Value Reached

0.00

Target Group Reached Description

[Text area]

2000 Characters Remaining

Target Group Target Value

0.0

Target Group

higher education and research

Target Value Reached

0.00

Target Group Reached Description

[Text area]

2000 Characters Remaining

Target Group Target Value

0.0

Figure 37 - Reporting on target groups - Open fields by pressing 'Add Target group'

Below you can report on **individual work packages**. The list of work packages depends on the work packages (group of activities) included in the approved application form.

The example report shown below has the work package management and one implementation work package. You will see all work packages, even if you have not been



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assigned to a work package in the AF.

Reports of individual work packages should contain descriptions of the progress in implementation, problems (if any) and information on individual main deliverables (e.g. main equipment/services/works) related to the respective activity, with evidence of the reported progress and an attachment to prove the respective deliverable.

Deliverables are reported by clicking on ‘Add deliverable’ under the relevant work package. The drop-down shows all deliverables listed in the AF. Only the relevant/main proving documents (e.g. reception minutes or documents, documents of delivery) should be uploaded in this section and do not duplicate them in the Attachments section! In case a document is already uploaded in other section, just indicate where it can be found!

Reporting Per Work Package

The screenshot displays the 'Reporting Per Work Package' interface. It features three main sections, each with a header bar indicating the work package name and dates:

- M Management (06.2018 - 12.2019)**: Shows 'Current Expenditure' as € 911.17 and 'Expenditure So Far' as € 0.00. The 'Add Deliverable' button is highlighted with a red circle.
- T1 Networking opportunities (07.2018 - 01.2019)**: Shows 'Current Expenditure' as € 0.00 and 'Expenditure So Far' as € 0.00.
- T2 Training opportunities (02.2019 - 05.2019)**: Shows 'Current Expenditure' as € 0.00 and 'Expenditure So Far' as € 0.00.

Each section contains a form with two main input areas: 'Description Activities Contribution' and 'Problems Description Justification'. Below these are 'Please Choose Deliverables' and 'No records found' options. The 'Add Deliverable' button is consistently located at the bottom of each section's form.

Figure 38 - Reporting per Work Package - add deliverable by pressing ‘Add deliverables’

4.3.2 'List of Expenditures (LoE)' tab

VERY IMPORTANT!

To be filled in only for Interim and Final Reports!

The list will contain:

- **Interim report** - expenditures paid from the beginning of the project until the last day of the reported period
- **Final report** - expenditures paid from the first day of period following interim report until the end of implementation period;

Please see chapter 1.4 Periods and reporting deadlines!!!



Figure 39 - Navigation bar - List of Expenditures



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Financial reporting is done through the List of Expenditures (LoE) section. The work package and budget line must be selected for every item in the LoE.

The following points should be respected:

- ✓ Each invoice/expenditure represents one single item reported in the List of Expenditure;
- ✓ for staff costs, as a pay slip is considered as an invoice/expenditure, each item in the List of Expenditure needs to be separated per person per month (as staff employed are paid on a monthly basis - full or part time), per person.
- ✓ All staff costs, irrespective of the project activity they are linked to, shall be reported under the Work package Management.
- ✓ For **Travel and accommodations** budget line, the reported expenditure related to one person should be recorded one after the other.

Partner Report > List Of Expenditure > Contribution And Forecast > Attachments > Personal data attachments

List Of Expenditure

0 - 0 Of 0

Options	Report Number	Budget Line	Wp	Int Ref No	Inv No	Inv Date	Paym Date	Public Procurement Contract
No Match Found								

0 - 0 Of 0

Export Save Columns Columns

[Add Real Cost](#)

[Download all attachments](#)

Figure 40 - List of Expenditure - cost types

How to fill in real cost items

After clicking on 'Add real cost' a LoE appears, where the system asks you to give basic information on the cost item.



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Edit Expenditure
Partner Report 1 FAT Period 1 List of Expenditures 5.1

PP	Budgetline	Equipment	Description1	
	Workpackage	MI Management	Description2	
	Procurement	Diving equipment	Partner Comment	
	Internal Reference Number	45587		
	Invoice Number	1145784		
	Invoice Date	05.07.2018		
	Date Of Payment	18.07.2018		
	Currency	TRY - Turkish lira		
	Conversion rate	(5.3305000000)		
	Total Value Of Item In Original Currency	4857.00		
Vat	874.26			
Declared Amount In The Original Currency	4857.00			
Declared amount in Eur	911.17			
Expenditure OUTSIDE the Programme eligible area?	<input type="checkbox"/>			

+ Upload

Uploaded

45587 Invoice_Equipment.pdf(demo_04.07.2018)

23 Payment_45587 Invoice_Equipment.pdf(demo_04.07.2018)

[Download all attachments](#)

Save

Figure 41 - Adding Expenditures

In case no procurement row is displayed in this window and you are inserting an invoice/expenditure related to a procurement, you should first go to the 'Supplementary information' section of the AF and create the procurement in 'Project procurement section' - see [Chapter 2.10](#) above!

It is necessary to allocate each expenditure item to one budget line and one work package (in case of staff costs, expenditure shall be reported only under Work Package Management).

It is also obligatory to indicate 'Currency', 'Conversion rate', 'Total Value of Item in Original Currency', 'Declared amount in Original Currency', 'Declared amount in Euro', as well as 'Date of Payment', 'Description of expenditure', 'VAT', etc.

'Total Value of Item in Original Currency' and 'Declared amount in Original Currency'

Example: The partner might declare in the LoE only a part related to the project (€1,000) of the overall invoice (€20,000) that was issued for consultancy services. The Total Value of Item in Original Currency will amount to €20,000 and the Declared amount in Original Currency will amount to €1,000.

Declared amount in euro is automatically calculated in the eMS based on the amount declared and by applying the conversion rate used by the Programme (see below - Currencies other than euro).



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Currencies other than Euro

In which currency should the expenditure be reported?

The expenditure should be claimed/reported in the original currency of the invoice/bill.

Edit Expenditure
Partner Report 2 [RO] - LP Period 4 List of Expenditures

Budgetline	External expertise and services	Description of Expenditure:Activity No:Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ...)
Activity	T5 Organizing Expo	
Procurement	123	
Internal Reference Number		Further description of expenditure (if there is the case) 2000 Characters Remaining
Invoice Number		
Invoice Date		Partner Comment 2000 Characters Remaining
Date Of Payment		
Currency	EUR - Euro	
Conversion rate	CZK - Czech koruna	
Total Value Of Item In Original Currency	DJF - Djibouti franc	
out of which VAT	DKK - Danish krone	
Declared Amount In The Original Currency	DOP - Dominican peso	
Declared amount in Eur	DZD - Algerian dinar	
	EGP - Egyptian pound	
	ERN - Eritrean nakfa	
	ETB - Ethiopian birr	
Expenditure Outside (The Union Part Of) The Programme Area?	EUR - Euro	

Upload

No records found

Add

Figure 42 - Selecting the currency

The default currency displayed by the system is Euro and in order to choose the required currency, please click on the arrow and select the wanted currency (for an easy selection, please tap the letter R for RON, E for Euro, etc after clicking on the arrow). Please note that, the system will bring automatically the selected currency, after the first selection of the currency and in order to change it into a different currency you have to select again the expected currency.

Amounts introduced into the eMS in currencies different than EUR will automatically be recalculated into EURO using the monthly accounting exchange rate of the European Commission (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm) of the month during which that expenditure was submitted for verification by the concerned partner to its controller.

The system recalculates the amounts several times - first time when the expenditure item is created and each time it is modified before submission.

The final value is calculated and locked at the moment of the report submission to the FLC (this is the final exchange rate). This conversion rate cannot be modified ever again. Even if the report is reverted to the partner and re-submitted to the FLC the exchange rate from the first submission to the FLC is remaining the valid one.

No matter the currency of which the expenditure was made, the bookkeeping is only in the national currency of the project partner.



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Example:

‘Total Value of Item in Original Currency’ and ‘Declared amount in Original Currency’

Example: The partner might declare in the LoE only a part related to the project (1,000 RON/LEVA) of the overall invoice (20,000 RON/LEVA) that was issued for consultancy services. “The Total Value of Item in Original Currency” will amount to 20,000 RON/LEVA and the “Declared amount in Original Currency” will amount to 1,000 RON/LEVA.

Flat Rates (only for Office and Administration budget line)

The eMS does not calculate the office and administration costs as a maximum 7% of the eligible direct costs of the project, excluding costs incurred in relation to the provision of infrastructure, if the case.

Therefore, in order to ensure that the maximum percentage allowed is not exceeded, it is strongly recommended to regularly check the calculations of the office and administrative costs by applying the formulas presented in Annex 3 to the Guidelines for Applicants and submitted together with the application form.

Additional options

In the LoE you should mark any expenditure spent outside the BSB programme eligible area providing you have foreseen this type of costs in the AF. Please note that it is possible to change this checkbox also during FLC check, if FLC considers it was checked incorrectly.

Budgetline	Equipment
Activity	I1 Investment Activity B
Internal Reference Number	123
Invoice Number	5621
Invoice Date	17.01.2017
Date Of Payment	31.01.2017
Currency	RON - Romanian Leu
Conversion rate	(4.5008)
Total Value Of Item In Original Currency	500 000.00
out of which VAT	0.00
Declared Amount In The Original Currency	500 000.00
Declared amount in Eur	111 091.36
Expenditure Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>

Figure 43 - Additional options in the List of Expenditure

A very important section needed to be filled in is the **right section of the expenditure declared**, where each partner has to register the required relevant information as follows:

Description 1 - Description of Expenditure; Activity No; Sub-activity No from AF;

In this field the partner has to describe shortly the expenditure with the link to the



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activity and sub-activity number as is mentioned in AF.

This field is mandatory for all the expenditures added, except those calculated by the flat rate.

Description 2 & Partner Comment - You may add any information you consider relevant, linked to the reported expenditure.

IMPORTANT!

Not filling in all the required information may be considered cause for rejection of the partner report. Also, please fill in the required information separated by “;”

Edit Expenditure
Partner Report 1 MK Period 1 List of Expenditures

The screenshot displays the 'Edit Expenditure' interface for 'Partner Report 1 MK Period 1 List of Expenditures'. The top section contains a form for 'Budgetline' and 'Workpackage' (T2 Training opportunities). Below this is a 'Description1' field. The 'Description2' field contains the text 'Activity A.T2.1, Deliverable D.T2.1.2', which is highlighted with a red box. The 'Partner Comment' field is also visible. The bottom section shows the 'Implementation T2' details, including 'GA Details' and 'Activity A.T2.1'. The 'Activity A.T2.1' section is highlighted with a red box. The 'Deliverable D.T2.1.2' section is also highlighted with a red box. The 'Deliverable D.T2.1.2' section contains a 'Title' field with the text 'Training course delivered for...' and a 'Description' field with the text 'The list of participants will include all the participants registered ...'. The 'Deliverable D.T2.1.2' section is highlighted with a red box. The 'Deliverable D.T2.1.2' section contains a 'Title' field with the text 'Training course delivered for...' and a 'Description' field with the text 'The list of participants will include all the participants registered ...'. The 'Deliverable D.T2.1.2' section is highlighted with a red box.

As soon as you finish adding info in the LoE, **SAVE** them by pressing “Add” button.

Figure 44 - Description of expenditure



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Uploads

It is possible to upload one or multiple attachments to each of the expenditure items by clicking the 'Upload' button.

Please upload only the attachments (invoices, payment order, pay slips etc.) that are explicitly asked by the FLC (see section 6.5.4 Supporting documents needed for expenditure verification in Project Implementation Manual) and try not to duplicate the documents!

Also, please have in mind the scanning requirements that are mentioned above in section 4.3.1!

Edit Expenditure
Partner Report 1 MK Period 1 List of Expenditures 4.1

PP	Budgetline	External expertise and services	Description of Expenditure:Activity No:Sub-activity No from AF (E1, E2, ... / S1, S2, ... / W1, W2, ...)	
	Procurement	...	Further description of expenditure (if there is the case)	2000 Characters Remaining
		12 training opportunities		
	Internal Reference Number	445512	Partner Comment	2000 Characters Remaining
	Invoice Number	45587		Remaining
	Invoice Date	20.07.2018		Remaining
	Date Of Payment	24.08.2018		Remaining
	Currency	TRY - Turkish Lira		Remaining
	Conversion rate	(5.330500000)		
	Total Value Of Item In Original Currency	4500.0		
Vat	810.00			
Declared Amount In The Original Currency	4500.00			
Declared amount in Eur	844.19			
Expenditure OUTSIDE the Programme eligible area? <input type="checkbox"/>				

Upload

Uploaded	
23_Payment_45587_Invoice.pdf (demo2, 20.07.2018)	
List of participants Training.pdf (demo2, 20.07.2018)	
45587_Invoice_Training.pdf (demo2, 20.07.2018)	

[Download all attachments](#)

Figure 45 - Uploading/downloading attachments in the List of Expenditure

Public procurement documentations are uploaded in the dedicated section of the procurement in 'Supplementary information', 'Project procurement' and not in the upload section of the expenditure item (see Chapter 2)!

For each reported expenditure the following supporting documents should be attached:

1. Staff costs:

- ✓ upload section: payrolls and documents proving the payment (net salary, contributions, other taxes) etc;

2. Travel and accommodations costs:

- ✓ upload section: travel order, transport invoice, fuel receipt, hotel bills, road/bridge/ferry tax and proof of payment (receipts, payment order, statement of account, cash register) etc;



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3. External expertise and services:

- ✓ upload section: invoice, proof of payment (payment order, statement of account) documents related to reception and acceptance, etc;

4. Equipment expenditure:

- ✓ upload section: invoice and proof of payment (payment order, statement of account) documents related to reception and acceptance;

5. Infrastructure and works:

- ✓ upload section: invoice and proof of payment (payment order, statement of account), documents related to reception and acceptance, etc;

Please refer to Project Implementation Manual for guidance regarding stamping the supporting documents with: programme name, project code, number of FLC request and requested amount in the currency of the invoice.

Also please read PIM - Section 6.5.3-*Supporting documents required for expenditure verification* to learn about the documents (payment related ones) which will be required.

In order to be identified and verified in the system, the beneficiaries will name the uploaded files in accordance with the relevant contained documents, **using maximum 50 characters!**

Fast download of attachments to the List of Expenditure

It is possible to download all attachments to the list of expenditure at once using the “Download all attachments” button that can be found under the list of expenditure.

The screenshot shows a web application interface for 'List Of Expenditure'. At the top, there is a breadcrumb navigation: Partner Report > List Of Expenditure > Contribution And Forecast > Attachments > Personal data attachments. Below this, the 'List Of Expenditure' section contains a table with the following columns: Options, Report Number, Budget Line, Wp, Int Ref No, Inv No, Inv Date, Paym Date, and Public Procurement Contract. The table is currently empty, displaying 'No Match Found'. Below the table, there are buttons for 'Export', 'Save Columns', and 'Columns'. At the bottom left, there is a button labeled 'Download all attachments' which is highlighted with a yellow background.

Figure 46 - Downloading attachments for the entire List of expenditure at once

Scrolling the LoE from left to right

The LoE can be scrolled by pressing the middle-mouse-button (press it and move around



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in the table).

Options	Report Number	Budget Line	Activity	Int Ref No	Inv No	Inv Date	Paym Date	Description of Expenditure; Activity No; Sub-activity No from AF (E1, E2, ... / S1)
<input type="button" value="Delete"/>	LP RO 2.1	Staff costs	T1 Activity A	-	-			
<input type="button" value="Delete"/>	LP RO 2.1	Office and administration	T1 Activity A	-	-			
<input type="button" value="Delete"/>	LP RO 2.1	Travel and accommodation	T1 Activity A	123	5621	10.01.2017	31.01.2017	
<input type="button" value="Delete"/>	LP RO 2.1	External expertise and services	T1 Activity A	45	1472	10.01.2017	31.01.2017	

Figure 47 - Scrolling the LoE

You can also adjust the number of columns to be displayed on the screen for the List of expenditure by selecting only the columns that interest you. This can be done by selecting in the menu “Columns” from the bottom of the List of Expenditure only the needed ones.

0 - 0 Of 0

Options	Report Number	Budget Line	Wp	Int Ref No	Inv No	Inv Date	Paym Date	Public Procurement Contract
No Match Found								

0 - 0 Of 0

Columns

[Download all attachments](#)

Figure 48 - Displaying only needed columns in the LoE

In case you need to perform extra calculations on the List of Expenditure, or want to filter the information in a way that the interface of the e-MS doesn't allow you to, you can also export the entire LoE to an Excel sheet, by pressing “Export” from the bottom of the LoE.



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Figure 49 - Exporting LoE to Excel sheet

4.3.3 'Contribution and Forecast' tab

In the Contribution and Forecast section, **Report Forecast**, you are asked to forecast spending for the next financial partner report (final).

Report Forecast

Estimated expenditure section must be completed by LP only in the interim report (the one with financial expenditures), the amount you must introduce here, will be a estimation of the final expenditures you will have at the end of the project.

The calculation for this amount should be like this:

Total estimated expenditure of the project from where you should deduct the Advance payment received + estimated amount of interim payment that you should receive

Total - Advance - Interim = **Estimated expenditure** that LP will mention on interim project report

In the **Follow-up Of Partner Contribution** table you need to provide information on the financial contribution (minimum 8% co-financing).

In this section you have to specify the source(s) of partner contribution matching the



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ENI of the current report. The eMS gives the partner target amount (i.e. the total contribution calculated by deducting the fund co-financing from total eligible expenditure introduced in the List of Expenditures). The system proposes the same sources of contribution as specified in the application form.

The total value of contribution from all sources needs to correspond to the total amount of match-funding.

PAY ATTENTION!

The system has a built-in check, which does not allow submitting a report where the sum of all sources of partner contribution does not match exactly the target value, in Euro.

4.3.4 'Attachments' and "Personal data attachments" tabs

	Filename	Filetype	Date	User	Description	Move to 'personal data attachments' section
<input type="checkbox"/>		rar	07.07.2017 17:33:26	I		

Figure 50 - Navigation bar - Attachments

	Filename	Filetype	Date	User	Description	Move to 'attachments' section
No records found						

Figure 51 - Navigation bar - Personal Data Attachments

Partners are also allowed to upload additional attachments related to the entire report (except for procurement related documents which shall be uploaded in Section Supplementary information - Procurement), should any other document be relevant or required by the project Implementation Manual/FLC or LP.

All documents must be scanned preferably in black and white and at a resolution of 300dpi. Before uploading, make sure the uploads are relevant for the report and are not duplicating with other documents already provided by you.

Always coordinate with the LP to make sure all relevant evidence is well included in the project report but not duplicated.



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In order to upload a document, please click on the button ‘Upload’ and upload pop up will appear, also you can select one or more file (ctrl + select). The user has the option to add a description of the file or .zip /.rar packages by clicking on the “Comment” icon. The maximum size of an attachment is 45 Mb per file or package.

Partner Report > List Of Expenditure > Contribution And Forecast > Attachments > Personal data attachments

Upload

[+ Upload](#)

Attachments

<input type="checkbox"/>	Filename ↕	Filetype ↕	Date ↕	User ↕	Description	Actions	Move to 'personal data attachments' section
No records found							

Partner Report > List Of Expenditure > Contribution And Forecast > Attachments > Personal data attachments

Upload

[+ Upload](#)

Attachments

<input type="checkbox"/>	Filename ↕	Filetype ↕	Date ↕	User ↕	Description	Actions	Move to 'attachments' section
No records found							

Figure 52 - Attachments at partner report level

Please keep in mind that the public procurement documentations are uploaded in the dedicated section of the procurement in ‘Supplementary information’, ‘Project procurement’ and documents that have to be uploaded here are different than the ones in [Chapter 4.3.2](#) (Upload per expenditure item) above, as described below:

1. Staff costs:

- ✓ Attachment section: Appointment Decision of project management team, declaration of number of hours worked by each staff member, employment/work contract or a decision including information on the type of involvement in the project, job description providing information on responsibilities related to the project (these documents should be attached only once and if modifications within the initial employment conditions occur, then documents supporting these modifications should be attached for the period during which they have occurred), time sheets (only for part-time employed staff), other supporting documents.

2. Travel and accommodations costs:

- ✓ Attachment section: letter of invitation and agenda of the meeting/seminar/conference, letter(s) of confirmation, attendance list, transport costs, mission/activity report, other supporting documents.



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3. External expertise and services:

- ✓ Attachment section: relevant results (studies, training material, attendance in seminars, conferences and training courses, certificates, photographs, promotional brochures, print screens of web page delivered, films) other supporting documents;

4. Equipment:

- ✓ Attachment section: inventory files, photographs of the purchased equipment, road time sheets, other supporting documents;

5. Infrastructure and works:

- ✓ Attachment section: all documents related to the works carried out.

Please refer to **Project Implementation Manual (PIM)** for guidance regarding the action of stamping the supporting documents with: programme name, project code, number of FLC request and requested amount in the currency of the invoice.

Also please read PIM - Section 6.5.3 *Supporting documents required for expenditure verification* to learn about the documents which will be required.

Please note that in order to be identified and easily verified in eMS, beneficiaries must create separate archived (.zip or .rar) before uploading for each category of expenditure (e.g. one archived for Travel and accommodation, one for External expertise and services, one for Equipment expenditure and one for Infrastructure and works).

The files attached to these archives will be named in English in accordance with the relevant content of documents (e.g. agenda of the seminar/event/conference held at/on ...)

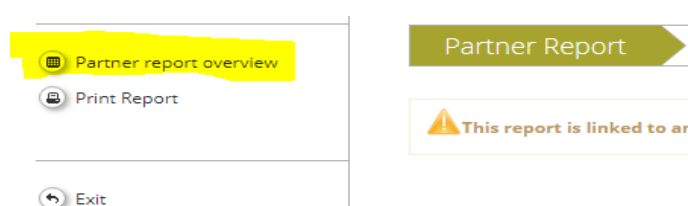
Also, in the comment section, the beneficiaries must specify the budget line to which the archive is linked to.

In case the supporting documents are not properly named and/or uploaded without being linked to the corresponding budget line, the FLC controller may return the whole report to the partner for revision.

A list of all attachments uploaded in this section is shown here, including information on who uploaded which document and when.

4.3.5 'Partner Report' table

For each partner report, it is at any time possible to access the partner report overview tables from the left side menu of the partner report.





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Figure 53 - Accessing Partner report tables

You will find various financial tables summing up the declared expenditure. The tables are updated before the report is submitted. All tables can be exported to Excel by clicking the 'Export' button from under each table.

Partner Report Tables

Partner report expenditure summary

Partner Report expenditure summary											
Fund	Partner total budget	Previous reports (state of play at the date of first submission to ftc of the current report)			Total amount currently declared to ftc	Total amount certified by ftc	Ftc difference at the date of ftc certificate				Total amount included in project report - declared to js
		Declared to ftc	Reported to js	Confirmed by ca			Total amount verified by ftc and found ineligible	Total amount declared to ftc in current report but not processed with the current certificate (ftc sitting duck)	Total amount declared to ftc in different report(s) but processed with current certificate (ftc sitting duck)		
					20.06.2018						
ERDF	€ 128.860,12	€ 9.139,10	€ 0,00	€ 0,00	€ 4.640,09	€ 0,00	€ 0,00		€ 0,00		€ 0,00
Partner contribution	€ 22.740,03	€ 1.612,81	€ 0,00	€ 0,00	€ 818,84	€ 0,00	€ 0,00		€ 0,00		€ 0,00
Total eligible expenditure	€ 151.600,15	€ 10.751,91	€ 0,00	€ 0,00	€ 5.458,93	€ 0,00	€ 0,00		€ 0,00		€ 0,00

Export

Partner report expenditure per budgetline

	Previous reports (state of play at the date of first										
--	--	--	--	--	--	--	--	--	--	--	--

Figure 54 - View partner report tables

The most frequently used table from this section is 'Partner report expenditure summary', which consists in the following sections:

- Section 'Previous reports':
 - Column 'Declared to FLC' displays total amount declared by partners to FLC before the current report was submitted to FLC (state of play at the moment of first submission to FLC).
 - Column 'Reported to JTS' displays total amount previously declared to JTS from the partner at the date of submission of the current report to FLC (state of play at the moment of first submission to FLC).
- Column 'Total amount declared to FLC' displays total amount declared by partners to FLC in the current report. The total does not exclude amounts turned into sitting ducks/suspended by FLC!! Total updates only if reverted and total changes.
- Column 'Total amount certified by FLC' displays total amount certified by FLC for FLC for current partner report. Amount is shown only once FLC certificate is generated. Includes any sitting ducks taken into account for the certificate. Updates only if reverted and re-certified.
- Section 'FLC difference':
 - Column 'Total amount verified FLC in the current report but found ineligible' displays total amount cut by FLC from the items verified (does not include cuts on sitting ducks that are handled later). Shows after the FLC certificate is generated, updates only if FLC certificate is reverted. If FLC adds something to the report, the amount can be negative.
 - Column 'Total amount declared to FLC in current report but not processed with the current certificate (FLC sitting duck)' displays total amount that was declared to FLC in current report but not verified by FLC (sitting ducks that might be processed with a different FLC certificate). Shows after FLC certificate is



generated, Updates only if FLC certificate is reopened. Does not update if the FLC processed the sitting duck with a different report.

- Column 'Total amount declared to FLC in different report(s) but processed with current certificate (FLC sitting duck)' displays total amount that was declared to FLC with a different partner report but was verified by FLC with current certificate (ducks included in certified but declared with different report). Shows after the FLC certificate is generated, updates only if FLC certificate is reverted. Shows amount certified (so after potential FLC cuts).
- Column 'Total amount included in project report - declared to JTS' displays total amount included in project report and declared to JTS. Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JTS should not change anymore and the date should be added.

4.4 Submitting a partner report

Before submitting a partner report, the saved report needs to be checked by clicking 'Check Saved Report' in the left-side menu.

When clicking on 'Check saved report', an automatic check will be made. Should there be some inaccuracies, the system will notify you about them and won't allow you to submit. In case partner contribution does not match the target value (8% of the reported amount), an error message will appear and the partner will need to correct the wrong data.

Each time a report is saved, it needs to be checked again before submission. Only after the check is successful, the system will allow you to submit the report. The 'Checked saved report' button will be replaced with the 'Submit report' button.

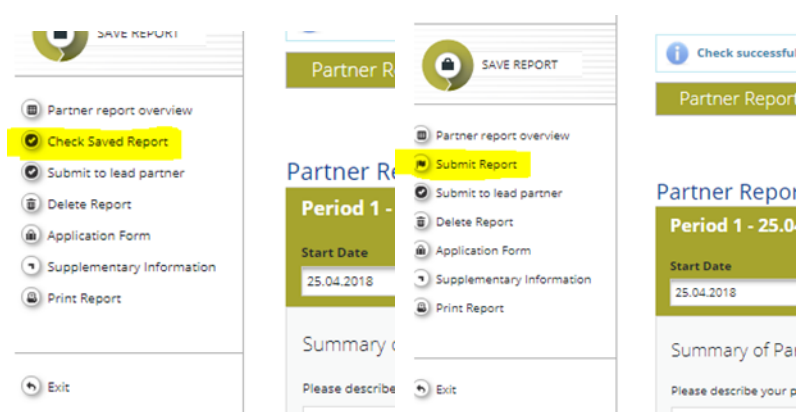


Figure 55 - Submission of partner report with expenditure to FLC



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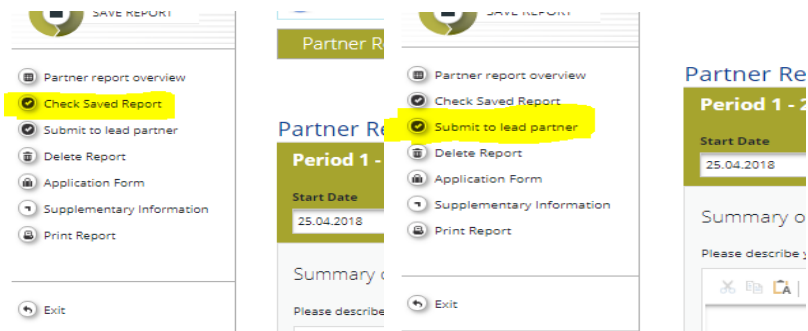


Figure 56 - Submission of partner report with no expenditure directly to LP

A submitted report is locked and the partner cannot modify it anymore. After submission, the partner report (interim or final - containing expenditures) is forwarded to the FLC of the partner in question. In case of clarifications requested by FLC/JTS, the partner can upload in the system the missing/relevant document or other documents only if the FLC opens one or both upload sections of the partner report.

The report created are linked to a version of the application form which was valid/ approved at the moment of partner report creation. If the AF is in the process of modification the system, the system displays warnings about ongoing modification or version change after report creation. The reporting process is not interrupted by the modifications of the AF and can go in parallel.

4.5 Other points

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

IMPORTANT!

Never submit an empty report!

Empty reports, reports created by mistake or reports created for wrong periods need to be deleted by the one who created it!

Reports without expenditures (progress reports) should be submitted only to Lead Partner, never to FLC!!!



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1 - AT cooperation agency - ATCoop

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

Partner Living Tables

Figure 57 - Reporting overview - partner reports in various stages

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

IMPORTANT!!!

The calendar for report submission should be closely observed and respected.

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

Figure 58 - Reporting overview - After certification of reports by FLC, a magnifying glass appears to the right of the reports to access the FLC certificate.

'Partner living tables' and 'Project living tables'

Under the 'Partner living tables' and Project living tables' menu items you will find various financial tables summing up the declared expenditure and validation process.



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Project living tables

- Project
- Supplementary information
- Exit
- Help
- Generated Files
- Contacts
- Logout

EN

ems
electronic
monitoring
system
developed by
cpb
software
INTERACT

European Regional Development Fund
4.1.1

The project contains an ongoing modification request and on approval of this request the approved application form can therefore change

[RO] - LP3

Select Role
Pp

Partner Reports

1 - LP3 - [RO] - LP3

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate	Download Attachments
Period 0 25.06.2015 - 25.10.2017											
Report 0.1	25.06.2015	25.10.2017	Report Submitted	06.07.2018	07.06.2018		Not Certified	€ 0.00			Download Attachments
Period 1 25.04.2018 - 24.07.2018											
Report 1.1	25.04.2018	24.07.2018	Report In Progress	In Progress			Not Certified	€ 0.00			
Period 2 25.07.2018 - 24.10.2018											
Period 3 25.10.2018 - 24.01.2019											
Period 4 25.01.2019 - 24.04.2019											
Period 5 25.04.2019 - 24.07.2019											
Period 6 25.07.2019 - 24.10.2019											
Period 7 25.10.2019 - 24.01.2020											
Period 8 25.01.2020 - 24.04.2020											
Period 9 25.04.2020 - 24.07.2020											
Period 10 25.07.2020 - 24.10.2020											
Period 11 25.10.2020 - 24.01.2021											
Period 12 25.01.2021 - 24.04.2021											

Partner living tables

Figure 59 - Accessing living tables

The **project living tables** have self-explanatory column names and are updated live with every new expenditure item from reports submitted. Tables can be exported to Excel by pressing 'Export' button under each table.

Project Living Tables

Project expenditure summary

Fund	Project total budget B	Fic					Js		Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S	Total amount paid to partner (excluding advance payments) U
		Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E	Pending fic level (incl sitting ducks) F= C- D- E	Fic certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Reported to js I				
Total co-financing	€ 845.636,62	€ 158.241,11	€ 87.543,58	€ 2.330,64	€ 68.366,84	€ 61.325,18	€ 26.218,40	€ 154.723,82	€ 689.726,20	€ 1.186,60	
Partner contribution	€ 149.230,02	€ 27.924,98	€ 15.448,93	€ 411,35	€ 12.064,75	€ 10.822,13	€ 4.626,80	€ 27.304,28	€ 121.716,34	N/a	
Total eligible expenditure	€ 994.866,64	€ 186.166,09	€ 102.992,51	€ 2.741,99	€ 80.431,59	€ 72.147,31	€ 30.845,20	€ 182.028,10	€ 811.442,54	N/a	

Export

Project expenditure per partner

Partner	Project total budget B	Fic					Js		Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S
		Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E	Pending fic level (incl sitting ducks) F= C- D- E	Fic certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Reported to js I			
[RO] - LP	€ 637.420,90	€ 87.432,05	€ 85.550,83	€ 1.781,22	€ 100,00	€ 63.742,73	€ 21.808,10	€ 84.254,83	€ 551.770,07	
[BG] - PP2	€ 151.600,15	€ 16.210,84	€ 6.229,02	€ 482,68	€ 9.499,14	€ 0,00	€ 6.229,02	€ 15.728,16	€ 135.871,99	
[BG] - PP3	€ 103.173,68	€ 4.931,09	€ 4.895,14	€ 35,95	€ 0,00	€ 3.790,31	€ 1.104,83	€ 4.895,14	€ 98.278,54	
[BG] - PP4	€ 102.671,91	€ 77.592,11	€ 6.317,52	€ 442,14	€ 70.832,45	€ 4.614,27	€ 1.703,25	€ 77.149,97	€ 25.521,94	
Total eligible expenditure	€ 994.866,64	€ 186.166,09	€ 102.992,51	€ 2.741,99	€ 80.431,59	€ 72.147,31	€ 30.845,20	€ 182.028,10	€ 811.442,54	

Export

Project expenditure per budgetline

Budgetline	Project total budget B	Fic					Js		Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S
		Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E	Pending fic level (incl sitting ducks) F= C- D- E	Fic certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Reported to js I			
Staff costs	€ 154.080,00	€ 59.599,92	€ 51.467,12	€ 574,38	€ 7.558,42	€ 29.603,28	€ 21.863,84	€ 59.025,54	€ 95.054,46	
Office and administration	€ 9.836,20	€ 1.227,65	€ 1.005,90	€ 122,13	€ 99,62	€ 714,33	€ 291,57	€ 1.105,52	€ 8.730,68	
Travel and accommodation	€ 9.049,76	€ 1.861,80	€ 1.616,82	€ 31,70	€ 213,28	€ 474,24	€ 1.142,58	€ 1.830,10	€ 7.219,66	

Figure 60 - View project living tables

Following the same logic, **partner living tables** have also self-explanatory column names and are updated live with every new expenditure item from partner reports submitted. Tables can be exported to Excel by pressing 'Export' button under each table.



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Partner Living Tables

Partner expenditure summary

Fund	Partner total budget B	Fic				Fic certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js Reported to js I	Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S	Total amount paid to partner (excluding advance payments) U
		Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E	Pending fic level (incl sitting ducks) F= C- D- E					
ERDF	€ 128.860,12	€ 13.779,19	€ 5.294,66	€ 410,26	€ 8.074,26	€ 0,00	€ 5.294,66	€ 13.368,92	€ 115.491,20	€ 0,00
Partner contribution	€ 22.740,03	€ 2.431,65	€ 934,36	€ 72,42	€ 1.424,88	€ 0,00	€ 934,36	€ 2.359,24	€ 20.380,79	N/a
Total eligible expenditure	€ 151.600,15	€ 16.210,84	€ 6.229,02	€ 482,68	€ 9.499,14	€ 0,00	€ 6.229,02	€ 15.728,16	€ 135.871,99	N/a

[Export](#)

Partner expenditure per budgetline

Budgetline	Partner total budget B	Fic				Fic certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js Reported to js I	Pipeline S = F+ G+ L+ O+ R	Remaining budget (including pipeline) T= B- P- S
		Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E	Pending fic level (incl sitting ducks) F= C- D- E				
Staff costs	€ 31.680,00	€ 12.529,14	€ 4.703,23	€ 267,49	€ 7.558,42	€ 0,00	€ 4.703,23	€ 12.261,65	€ 19.418,35
Office and administration	€ 1.500,99	€ 166,48	€ 61,68	€ 5,18	€ 99,62	€ 0,00	€ 61,68	€ 161,30	€ 1.339,69
Travel and accommodation	€ 3.335,60	€ 232,62	€ 19,34	€ 0,00	€ 213,28	€ 0,00	€ 19,34	€ 232,62	€ 3.102,98
External expertise and services	€ 28.897,00	€ 2.311,80	€ 1.444,77	€ 210,01	€ 657,02	€ 0,00	€ 1.444,77	€ 2.101,79	€ 26.795,21
Equipment	€ 86.186,56	€ 970,80	€ 0,00	€ 0,00	€ 970,80	€ 0,00	€ 0,00	€ 970,80	€ 85.215,76
Infrastructure and works	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total	€ 151.600,15	€ 16.210,84	€ 6.229,02	€ 482,68	€ 9.499,14	€ 0,00	€ 6.229,02	€ 15.728,16	€ 135.871,99
Net Revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure	€ 151.600,15	€ 16.210,84	€ 6.229,02	€ 482,68	€ 9.499,14	€ 0,00	€ 6.229,02	€ 15.728,16	€ 135.871,99

[Export](#)

Invoices incurred outside of the eu part of the programme area

Fund	Partner total budget B	Fic				Fic certified but not yet reported to js (pending at lp level) - excluding lp cuts G	Js Reported to js I	Pipeline S = F+ G+ L+ O+ R
		Total declared to fic C	Total fic certified D	Total amount declared to fic but found ineligible E	Pending fic level (incl sitting ducks) F= C- D- E			
ERDF	€ 128.860,12	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00

Figure 61 - View partner living tables



CHAPTER 5 - PROJECT REPORT

THIS CHAPTER REFERS TO HOW LEAD PARTNERS SHOULD FILL IN PROJECT REPORTS AS PART OF THE PROGRESS, INTERIM AND FINAL REPORTS, USING THE EMS REPORTING MODULE!

Project reports are created by the lead partner, based on the information provided by project partners in their project reports.

The lead partner can access the partner reports and the FLC certificates for the verified amounts, of all partners in the eMS to fill in the project report.

Before submitting a project report, the lead partner needs to have his partner report checked by his FLC.

The LP will have to include the FLC certificates of all the reporting partners (including the one issued for its own organisation).

Deficiencies in preparing the project report may result in clarification(s) requested by the JS and sending back the report to the beneficiaries for modifications.

Steps in the eMS Reporting Module - to be followed for preparing a Project Report





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5.1 Accessing a project report

Project reports can only be created by the LP of a project, starting from the moment the project status is changed to 'contracted'.

The user having LP role is the one accepted by the JTS in the Handover procedure. It is always possible to see which user is the LP for the project in the 'Show more' button at the top of the project/reporting view.

Show More	
Programme Priority	1. Promote business and entrepreneurship within the Black Sea Basin
Programme Priority Specific Objective	1.1 Jointly promote business and entrepreneurship in the tourism and cultural sectors
Project Title	Seismology
Call Name	Call test1
Name Of The Lead Partner Organization	User RO
Country Of The Lead Partner Organization	ROMÂNIA - Vrancea
Lead Applicant User Name	Lead_Partner
Lead Partner User Name	Lead_Partner
Project Duration	30.01.2017 - 31.01.2018
A F Date Of Submission	22.05.2017

Figure 62 - Show more button

However, more users can be assigned to the LP and work together with the LP for creating/submitting project reports (see [Chapter 2.4](#) above).

5.2 Generating a project report

After the project has been contracted, the 'Reports overview' is the default view when accessing the project. Only lead partners users can generate and submit project reports.

In order to generate a project report, the lead partner needs to select the role 'LP' from the role dropdown. Each lead partner has two roles to select from 'PP' for creating own partner reports and 'LP'. The LP role allows to see reports of all project partners and to create and submit the project report.

Select Role

Lp

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 09.06.2016 - 09.06.2018						
Report 1.1	09.06.2016	09.06.2018	Report Submitted	09.06.2016	€ 2 150.00	
Period 2 09.06.2018 - 09.06.2018						
Period 3 09.06.2018 - 09.06.2018						
Period 4 09.06.2018 - 09.06.2018						
Period 5 09.06.2018 - 09.06.2018						

Create Report For

Period 2

09.06.2018 - 09.06.2018



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Figure 63 - Reporting overview - Generating a project report

It is currently not possible to have two opened project reports at the same time. You can open another report only once the previous one has been submitted to the JTS.

Each project report is given a number which consists of the Period number and the Report number (see example below).

Select Role
Lp

Project Reports

Report	Report Start	Report End	State	Date Of Project Submission
Period 1 11.03.2016 - 31.12.2016				
Report 1.1	1.03.2016	31.12.2016	Report In Progress	In Progress
Period 2 01.07.2016 - 31.12.2016				

Figure 64 - Project report showing reporting period and report number

It is possible to delete a project report only as long as it has not been submitted to the JS. In order to do this, the LP needs to click on the 'Delete Report' button in the left-side menu.

The LP must delete any empty reports created by mistake. He/she also has to warn the partners to do so and not to submit any empty reports!

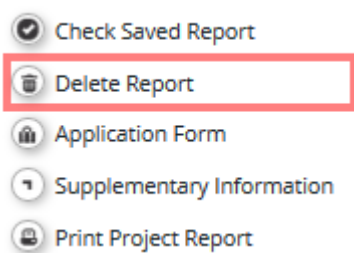


Figure 65 - Project report: deleting a report

The lead partner can see and access reports of other partners and related FLC certificates (via the partner reports overview) but he/she cannot create, modify, delete or submit them, unless he/she has been assigned to other partners as a read/write user in the supplementary information ('User assignment' tab) and the partner report was not yet submitted to FLC.

All partner reports have statuses from which users can find out if the report was already certified by the FLC and if yes, whether it was included in the project report.



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Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of FLC verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate	Download Attachments
Period 0 01.01.2016 - 15.03.2016											
Report 0.1	01.01.2016	15.03.2016	Report FLC Certified	25.09.2017	25.09.2017	2017	Period 0 Project Report	€ 0.00			Download Attachments
Period 1 27.04.2017 - 26.10.2017											
Report 1.1	27.04.2017	26.10.2017	Report FLC Certified	21.12.2017	21.12.2017	2017	Period 1 Project Report	€			Download Attachments
Period 2 27.10.2017 - 30.04.2018											
Report 2.1	27.10.2017	26.01.2018	Report FLC Certified	14.03.2018	15.02.2018	2018	Not Included				Download Attachments
Period 3 01.05.2018 - 26.10.2018											
Report 3.1	27.01.2018	30.04.2018	Report FLC Certified	30.04.2018	14.03.2018	2018	Not Included				Download Attachments
Period 4 27.10.2018 - 26.04.2019											
Report 4.1	01.05.2018	26.05.2018	Report Submitted	28.05.2018	28.05.2018		Not Certified	€			Download Attachments

Partner living tables

Figure 66 - Partner reports overview

For creating a new project report, you need to click “Create Report For” and select the project period (which have been set in the AF) for which you wish to create the activity report.

5.3 Filling-in a project report

Project reports consist of a technical part and of financial part (interim and final reports).

The **financial part** is compiled automatically by the system based on available FLC certificates included in the project report by the lead partner.

The **technical part** of the report needs to be filled in manually by the lead partner based on the information provided by each Project partner in their partner report (technical part).

It is also possible to upload attachments to a project report or to indicate the link to the relevant partner report attachments.

5.3.1 ‘Report’ Tab



Figure 67 - Project report: Sections of the report

The **‘Report’** section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities as well as reporting per Work Package.

This section first asks you to describe activities during the reporting period (**‘Highlights of main achievements’**) in this reporting period and to include FLC certificates of project partners.



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An overview of project main indicators (**‘project main outputs achievement’**) is also provided (see framed in green below). This table is automatically generated from information provided in the ‘Workpackages’ section of the report.

Report Workpackages Certificates Project Report Tables Attachments

Project Progress Report

Period 2 - 09.06.2018 - 09.06.2018

Start Date: 09.06.18 End Date: 09.06.18

Highlights Of Main Achievements

Description

List Of Partner FIC Certificates

Partner Abbreviation	Number Of F.L.C Certificate	Date Of F.L.C Certificate	Total Expenditure Certified By F.L.C	Include In Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner E.R.D.F Included	Total Partner I.P.A.I.I Included	Total Partner
ATCoop	ATCoop 1.1	09.06.2018	€ 9 090.00	<input checked="" type="checkbox"/>	€ 9 090.00	ERDF	85.00 %	€ 4 292.50	€ 0.00	

Overview of project main outputs achievement

Project's contribution to programme output indicators	Sum Of Output Indicator Targets	Sum Of Achieved Output Indicators reported So Far	Project Main Output Indicator Number	Project Main Output Title	Project Main Output Quantification Target	Planned Delivery	Achieved So Far	Level Of Achievement
Number of strategies and action plans developed and/or implemented for strengthening mobility	4.0	0.00	T1.1.1	First Output	4.00	Jun 2018	0.00	not started

Figure 68 - Project report: Top part of the ‘Report’ Tab

You are then asked to provide information on the **target groups** reached as well as problems encountered and solutions found.

Target Groups Reached

Target Groups	Target Value	Target groups reached in previous reporting periods	Target group reached in this reporting period	Source Of Verification	Description of the target group involvement	Target groups reached so far values (in %)
infrastructure and (public) service provider	0.00	0.00	20.00	2000 Characters Remaining	2000 Characters Remaining	
higher education and research	0.00	0.00	0.00	2000 Characters Remaining	2000 Characters Remaining	
business support organisation	0.00	0.00	0.00	2000 Characters Remaining	2000 Characters Remaining	

Problems And Solutions Found

Please describe (if applicable) problems and solutions found during this reporting period as regards: objectives, outputs, results, partnership development and cooperation dynamics, investments, other

Figure 69 - Project report: Middle part of the ‘Report’ Tab

Below you will find an interface to provide information on horizontal principles where the LP should describe the specific measures/efforts undertaken by the partners during the **respective reporting period** in relation to complying with and promoting the horizontal principles.

At the bottom you will find a tick box which can be used, at the end of project



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implementation, to indicate that the project has been fully implemented.
The section '**reporting per workpackages overview**' can be used to access individual work packages.

Horizontal Principles Description	Contribution In This Reporting Period	Description Of The Contribution
Sustainable development	as planned	250 Discourses Remaining
Equal opportunities and non-discrimination	as planned	250 Discourses Remaining
Equality between men and women	as planned	250 Discourses Remaining

Id	Start	End	Type	Title
3029	Jun.2016	Jun.2018	management	Management
3030	Jun.2016	Jun.2018	implementation	We work

Figure 70 - Project report: Bottom part of the 'Report' Tab

5.3.2 'Work packages' /activities tab

Reporting per work package is the second part of the project report.
Report sections of individual work packages can be accessed either from the navigation bar '**Work packages**' or from the table located at the bottom of the page under the section '**Report**'.

Report > **Workpackages** > Certificates > Project report overview > Attachments

Project Pr

Period 1 -

Start Date

01.06.2018

- Management
- Networking opportunities
- Training opportunities
- Developing a dedicated on line platform
- Rehabilitation of the exhibition center
- Communication

Figure 71 - Navigation bar - Work packages



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Reporting Per Workpackage Overview

Id	Start	End	Type	Title
2461	wrz.2015	wrz.2019	management	Management
2462	wrz.2015	wrz.2019	implementation	My Implementation T1
2463	wrz.2015	wrz.2019	investment	My Investment I1
2464	wrz.2015	wrz.2019	communication	Communication

Save

Figure 72 - Reporting per Work package Overview table

In this section, you can describe the implementation of each work package in detail, including information on activities carried out and contributions by the project partners as well as information on any problems or deviations from the initial plan.

Here you also provide information on project output indicators and activities and deliveries. Reporting on deliverables, including upload of evidence of achievement is also part of reporting on work packages.

Interreg EMSdemo Project for Auditlog ITP449 Show More Project Report 1 - Period 2 Welcome Chrverne3Firsname Chrverne3Lastname!

Report Workpackages Certificates Project Report Tables Attachments

Reporting Workpackage Investment

Wp Nr I1	Wp Title My Investment I1	Wp Start Month wrz.2015	Wp End Month wrz.2019	Wp Status not started	Wp Expenditure Current Report € 0.00	Percentage Of WP reported so far 0.00 %
-------------	------------------------------	----------------------------	--------------------------	--------------------------	---	--

Partners Involvement

Abbreviation My LP1	Name My LP1(lead Partner)
------------------------	------------------------------

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What

Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found

Project Main Outputs	Project Main Output Description	Programme Output Indicator	Planned Delivery Month	Main Output Quantification Target	Achieved So Far(Not Including This Reporting Period)	Achieved in This Report	Level Of Achievement	Attachment
I1.1 My Output O.I1.1		Number of pilot actions implemented	wrz.2019	123.00			not started	Upload

Please Describe Progress Achieved In This Reporting Period

A.I1.1

Activity Title My Activity A.I1.1	Start Month 09.2015	End Month 09.2019	Act Status not started
--------------------------------------	------------------------	----------------------	---------------------------

D.I1.1.1

Deliverable Title My Deliverable D.I1.1.1	Deliverable Description	Planned Delivery Month 09.2019	Del Status not started
--	-------------------------	-----------------------------------	---------------------------

Deliverable Evidence

Upload

Del Description

Figure 73 - Reporting on work packages

5.3.3 'FLC Certificates' tab

Financial reporting is done based on FLC certificates. All FLC certificates of all project partners, which were not yet included in interim project report, are available to be included in the final project report.

You can decide which of the available FLC certificates to include in the project report



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under 'Include in project finance report'. Only the selected FLC certificates will be taken into account for project report.

FLC certificates which are not included in one project report can be included in the following project report. The eMS does not check whether all the FLC certificates included in a project report (interim or final) by the LP refer to the same reporting period. This means that FLC certificates could originate from different reporting periods.

List Of Partner FLC Certificates

Partner Abbreviation	Number Of F L C Certificate	Date Of F L C Certificate	Total Expenditure Certified By F L C	Include in Project Finance Report	Total Partner Expenditure Included	Co-financing Source	Co-financing Rate(%)	Total Partner E R D F Included
RLP	RLP 1.1	13.05.2016	€ 126 638.99	<input checked="" type="checkbox"/>	€ 126 637.78	ERDF	85.00 %	€ 107 642.11
	1.1	13.05.2016	€ 196.79	<input checked="" type="checkbox"/>	€ 185.73	ERDF	85.00 %	€ 157.87

Figure 74 - Including Partner FLC Certificates in a Project Report

Once the FLC certificates are selected to be added to the project report, they can be accessed from two places in the project report: navigation toolbar tab 'Certificates' or table 'List of Partner FLC Certificates' under 'Reports' tab. Under 'Certificates' only those selected will be visible.

Report	Workpackages	Certificates	Project Report Tables	Attachments
Project Progress Report		<ul style="list-style-type: none"> o PP1 Certificate 2 o LP1 Certificate 2 		

Figure 75 - Navigation bar - FLC Certificates

IMPORTANT!!!

The Lead Partner shall notify the Managing Authority whenever there is a suspicion linked to any of the expenditure made under the project budget.

5.3.4 'Project Report Tables' tab

Report	Workpackages	Certificates	Project Report Tables	Attachments
--------	--------------	--------------	-----------------------	-------------

Figure 76 - Navigation bar - Project Report Tables

Here you can find various summary tables of the expenditure included in the project report. Project report tables take into account all certificates included in the project report. Please note that the tables are updated before the report is submitted. All tables can be exported to Excel by clicking the 'Export' button from under each table.



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Project Report Tables

Project report expenditure summary

Fund	Project total budget	Previous reports (state of play at the date of submission to js of the current report)			Total amount declared to flc	Total amount certified by flc	Flc difference			
		Declared to flc	Reported to js	Confirmed by ca			Total amount verified by flc and found ineligible	Total amount declared to flc in current report but not processed with the current certificate (flc sitting duck)	Total amount declared to flc in different report(s) but processed with current certificate (flc sitting duck)	Total amount included in project report - declared to js
Total co-financing	€ 845.662,12	€ 158.241,11	€ 26.218,40	€ 1.186,60	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Partner contribution	€ 149.234,52	€ 27.924,98	€ 4.626,80	€ 209,40	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure	€ 994.896,64	€ 186.166,09	€ 30.845,20	€ 1.396,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00

Export

RT ITP609 Show More **Project Report 1 - Period 1** Welcome Bogusław Lukomski!

Report Workpackages Certificates **Project Report Tables** Attachments

Project Report Expenditure Summary

Programme Co-financing	Project Total Budget	Previous Reports (amount declared to the JS)	Currently Reported (amount declared to the JS)	Total Reported	% of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Flc	Total Amount Included In Project Finance Report	Total Amount Approved By Js	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount In Pipeline
Total Co-financing	€ 39 433,94	€ 0,00	€ 107 799,98	€ 107 799,98	273,00 %	€ -68 366,04	€ 108 058,05	€ 107 810,41	€ 107 799,98	€ 107 677,26	€ 107 563,89	€ 107 563,89	€ 404,14	€ 107 563,91
Ordnung 0001	€ 39 433,94	€ 0,00	€ 107 799,98	€ 107 799,98	273,00 %	€ -68 366,04	€ 108 058,05	€ 107 810,41	€ 107 799,98	€ 107 677,26	€ 107 563,89	€ 107 563,89	€ 404,14	€ 107 563,91
Partner Contribution	€ 6 958,54	€ 0,00	€ 19 023,53	€ 19 023,53	273,00 %	€ -12 064,99	€ 19 069,07	€ 19 023,37	€ 19 023,53	€ 19 001,88	€ 18 981,87	€ 18 981,87	€ 20,66	€ 18 981,85
Total Eligible Expenditure	€ 46 392,48	€ 0,00	€ 126 823,51	€ 126 823,51	273,00 %	€ -80 430,63	€ 127 127,12	€ 126 833,78	€ 126 823,51	€ 126 679,14	€ 126 545,76	€ 126 545,76	€ 277,36	€ 126 545,76

Export

Project Expenditure Per Budgetline

Budgetline	Project Total Budget	Previous Reports (amount declared to the JS)	Currently Reported (amount declared to the JS)	Total Reported	% of Total Budget	Remaining Budget	Total Amount Declared By Partner(s)	Total Amount Certified By Flc	Total Amount Included In Project Finance Report	Total Amount Approved By Js	Total Amount Approved By Ma	Total Amount Approved By Ca	Total Declared But Found Ineligible	Total Amount In Pipeline
Staff costs	€ 6 089,56	€ 0,00	€ 20 447,21	€ 20 447,21	336,00 %	€ -14 357,65	€ 0,00	€ 20 448,26	€ 20 447,21	€ 20 425,75	€ 20 405,15	€ 20 405,15	€ 22,10	€ -88,93
Office and administration	€ 852,72	€ 0,00	€ 2 750,42	€ 2 750,42	323,00 %	€ -1 897,70	€ 0,00	€ 2 750,57	€ 2 750,42	€ 2 747,51	€ 2 744,73	€ 2 744,73	€ 2,78	€ -12,01

Figure 77 - Project Report Tables - Project Report expenditure table

The most frequently used table from this section is 'Project report expenditure summary', which consists in the following sections:

- Section 'Previous reports':
 - Column 'Declared to FLC' displays total amount declared by partners to FLC before the current report was submitted to JS (state of play at the moment of first submission to JS).
 - Column 'Reported to JS' displays total amount previously declared to JS from the partner at the date of submission of the current report to JS (state of play at the moment of first submission to JS).
- Column 'Total amount declared to FLC' displays total amount declared by partners to FLC from the certificates included in this project report. The total does not exclude amounts turned into sitting ducks/suspended by FLC!! Amount shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.
- Column 'Total amount certified by FLC' displays total amount certified by FLC for FLC certificates included in this project report. Amount shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.



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- Section 'FLC difference':
 - Column 'Total amount verified by FLC but found ineligible' displays total amount cut by FLC from the items verified (does not include cuts on sitting ducks that are handled later). Applies only to FLC certificates included in project report. Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.
 - Column 'Total amount declared to FLC in current report but not processed with the current certificate (FLC sitting duck)' displays total amount that was declared to FLC together with one of the LoEs included in the project report but not verified by FLC (sitting ducks that might be processed with a different FLC certificate). Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.
 - Column 'Total amount declared to FLC in different report(s) but processed with current certificate (FLC sitting duck)' displays total amount that was declared to FLC with a different partner report (not with its initial LoE) BUT was verified by FLC with one of the certificates included in project report (ducks included in certified but declared with different report). Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore.
- Column 'Total amount included in project report - declared to JTS' displays total amount included in project report and declared to JTS. Amount is shown ONLY when a certificate is selected for the project report and updates before submission - after submission to JS should not change anymore and the date should be added.

5.3.5 'Attachments' tab



Figure 78 - Navigation bar - Attachments

The LP needs to make sure all relevant evidence for main outputs and deliverables is well included in the project report, in the 'Activities' section.

In case the evidence is already attached to a partner report corresponding to an FLC certificate included in the project report, the LP will not attach the document again, but will only include the link to where it can be found in the 'Attachments' section

Should any additional attachments be relevant for the entire project report, the lead partner needs to upload them in this 'Attachment' section. Any other attachment upon request by the programme should be attached in the 'Attachments' section. Intermediary versions of deliverables or outputs should be updated only if it has been asked specifically. Please acknowledge the maximum size of an attachment is 45Mb.



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In order to do so, please use the ‘Attachments’ tab.

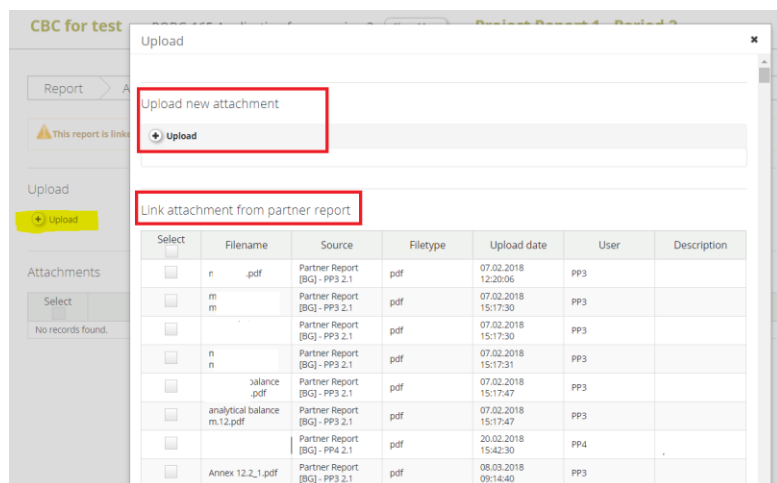


Figure 79 - Attachments to Project report

5.4 Submitting a project report

Before submitting a project report, the saved report needs to be checked (analogically to checking saved projects when submitting the application form) by clicking “Check Saved Report” in the left-side menu.

Once the report is successfully checked, it can be submitted by clicking ‘Submit Report’, which will appear instead of ‘Check Saved Report’ button.

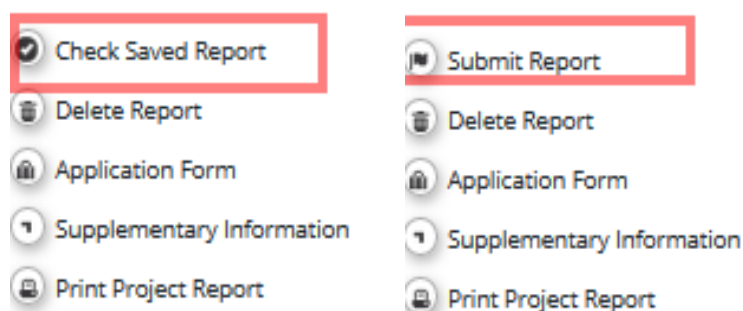


Figure 80 - Checking and submitting project report

The project report is submitted to the JTS. The report state is changed from ‘In progress’ into ‘Report Submitted to JTS’ and a submission date is displayed in the overview table.



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Project Reports

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
Period 1 05.05.2015 - 05.05.2016						
Report 1.1	05.05.2015	05.05.2016	Report Submitted	25.02.2016	€ 10 261.85	
Period 2 06.05.2016 - 31.12.2016						
Period 3 01.01.2017 - 05.05.2017						

Figure 81 - Report submitted

After submission, the lead partner can see the report but cannot modify it anymore. A new project report (final) can be opened once the previous one has been submitted to JTS.



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CHAPTER 6 - HELP AND TECHNICAL SUPPORT

For any problems you might experience with the eMS, please contact the Joint Technical Secretariat at:

- Email addresses: office@bsb.adrse.ro
- The email address of the JTS officers assigned to your project or
- By phone at +40 341 452 836 (during office hours 08:30 -17:00, Friday: 08:30-14:30 local time GMT+2)

In all communication related to e-MS, please don't forget to mention the following information:

1. E-MS code of the project you refer to (BSB-xx)
2. Partner and Number of the report or e-MS Section/Module/Function/ Screen/Field - for which you ask the question
3. E-MS user that encountered the problem
4. Short description of the error/problem you encounter (including actions performed by the e-MS user that triggered the error/problem)
5. Print screen with the error/problem/message you get from the system.



Please note that the information above is vital for the celerity of solving the problem (as the accurate identification of the problem allows reproducing it in the e-MS testing environment in order to find a solution).