

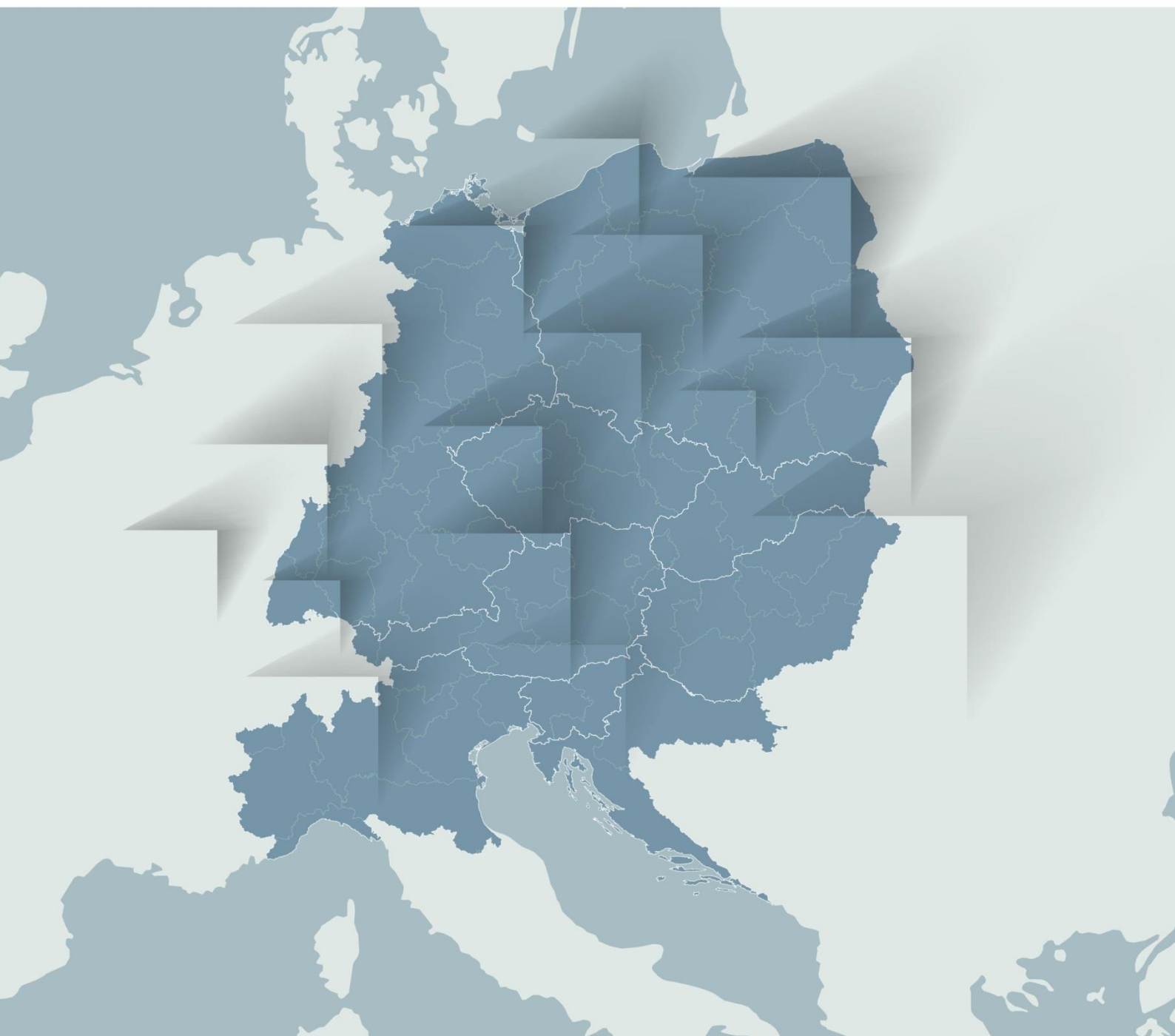
# eMS-FACTSHEET

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Joint progress report (eMS)

Version 1  
11 2016

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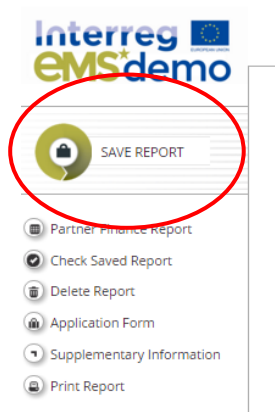
## 1. General information

Once a project is set to the status “contracted” in eMS, the reporting section becomes available and the lead partner (LP) has access to the joint progress report. When accessing the project you are automatically directed to the reporting overview section.

Joint progress reports cover activities and expenditure on project level in the respective period. Joint progress reports are created by the lead partner based on partner reports including expenditure previously certified by their national controller.

It is not possible to have two joint progress reports open at the same time. A new joint progress report can only be created once the previous has been submitted to the JS.

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



## 2. Assigning users to a joint progress report

### Attention!

Currently only one user has the lead partner role in eMS and thus access to the joint progress report. This is the user accepted as LP by the JS in the handover procedure. Even if more users are assigned to the LP institution in the section ‘Supplementary information/User assignment’, they do not have the right to create, edit and/or submit joint progress reports. Such users can only work on the partner reports of the LP institution. It is always possible to see which user is the LP for the project by clicking the ‘Show more’ button at the top of the project/reporting view.

## 3. Accessing the joint progress report

Login as lead partner user and select the project from the overview table.

My Projects

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

The LP has write access to its own partner report and view access to all partner reports of the other partners as soon as the partner report has been created.

For all reports (joint progress reports and partner reports) the current status is visible from the reporting overview tables. One can see if a partner report was already certified by the national controller and, if yes, whether it was included in a joint progress report. The LP can access the partner reports and the certificates of all partners.

In order to create a joint progress report the LP needs to select the role "LP" from the drop down menu and to

click on "Create new report". The system redirects you to the joint progress report corresponding to the respective reporting period.

Select Role

Lp

Joint progress report

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
<b>Period 0 01.07.2015 - 01.06.2016</b>						
Report 0.1	01.07.2015	01.06.2016	Report Submitted	15.09.2016	€ 1.600,00	<a href="#">View Report</a>
<b>Period 1 01.07.2016 - 31.12.2016</b>						
Report 1.1	01.07.2016	31.12.2016	Report Submitted	20.09.2016	€ 0,00	<a href="#">View Report</a>
<b>Period 2 01.01.2017 - 30.06.2017</b>						
<b>Period 3 01.07.2017 - 31.12.2017</b>						
<b>Period 4 01.01.2018 - 30.06.2018</b>						
<b>Period 5 01.07.2018 - 31.12.2018</b>						
<b>Period 6 01.01.2019 - 30.06.2019</b>						

Create report for

Period 2

01.01.2017 - 30.06.2017

Partner Reports

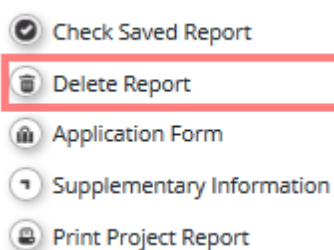
1 - Ministry ABC - ABC

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report
<b>Period 0 01.07.2015 - 01.06.2016</b>					
Report 0.1	01.07.2015	01.06.2016	Report F Lc Certified	15.09.2016	Period 0 Project Report 1
<b>Period 1 01.07.2016 - 31.12.2016</b>					
Report 1.1	01.07.2016	31.12.2016	Report F Lc Certified	19.09.2016	Not Included
<b>Period 2 01.01.2017 - 30.06.2017</b>					
Report 2.1	01.01.2017	30.06.2017	Report In Progress	In Progress	Not Certified

**Attention!**

It is not possible to have two open joint progress report at the same time. You can create a new report only once the previous one has been submitted to the JS.

It is possible to delete the joint progress 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.



## 4. Filling-in a joint progress report

A joint progress report consist of a financial part and a content part. The financial part is compiled automatically by the system based on available certificates of expenditure included in the joint progress report by the LP. The content part of the report needs to be filled-in manually by the LP and required documents can be attached via an upload function.

Some parts of the joint progress report depend on the contents of the approved application form (e.g. defined work packages etc.).

For how to fill in the content related information of the joint progress report please refer to the Implementation manual.

### 4.1. Section A - Joint progress report

The LP has to provide a summary information on the main achievements so far.

In the list of available certificates of expenditure all available certificates of the different partners are listed and can be included in the joint progress report by ticking "include in project finance report". The related expenditure is then automatically included in section C and D of the joint progress report. The LP can decide which of the available certificates to include in the joint progress report. Only the selected certificates will be taken into account for the project finance report.

Once certificates are selected to be added to the joint progress report, they can be accessed from two sections in the joint progress report: navigation toolbar tab 'C- Certificates of expenditure' or the table 'List of Partner certificates' under the 'Reports' tab (see also chapter 4.3).

A - Joint progress report > B - Reporting per work package > C - Certificates of expenditure > D - Joint progress report financial tables > E - Annexes

## Joint progress report

Period 1 - 01.07.2016 - 31.12.2016

Start Date: 01.07.16 End Date: 31.12.16

### Highlights of main achievements (summary)

Please describe the project progress which was achieved up to the current period. In particular, please highlight if specific objectives and/or outputs were reached and explain the added value of the cooperation. The summary should highlight main achievements, and be understandable for non-specialists. Please write in a style of press release.

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, etc.

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Characters (including HTML): 177 (Limit: 300), W

### List of available certificates of expenditure

Partner abbreviation	Number of certificate of expenditure	Date of certificate of expenditure	Total expenditure validated by controller	Include in project finance report	Total partner expenditure included	Co-financing source	Co-financing rate(%)	Tot
ABC	ABC 1.1	19.09.2016	€ 33.350,00	<input checked="" type="checkbox"/>	€ 33.350,00	ERDF	80,00 %	
DFG	DFG 0.1	19.09.2016	€ 0,00	<input type="checkbox"/>		ERDF	80,00 %	

Information on the level of achievement of the project specific objectives (as defined in the AF) needs to be provided (drop down menu with different levels of achievement) and related explanations.

### Project specific objectives

Project specific objective	Level of achievement	Explanations
1 - Objective one	not achieved	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar ipsum. Nullam ut libero sagittis, efficitur odio et, finibus mi. Donec varius in lacus ac pharetra
2 - Objective two	Fully achieved	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar ipsum. Nullam ut libero sagittis, efficitur odio et, finibus mi. Donec varius in lacus ac pharetra
3 - Objective three	not achieved	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar ipsum. Nullam ut libero sagittis, efficitur odio et, finibus mi. Donec varius in lacus ac pharetra

Information on the level of achievement of the outputs is automatically displayed in an overview table based on the information provided per work package in section B.

### Project outputs achievement (cumulative)

Programme output indicator	Output indicator target	Output indicator values reported so far	Output number	Output title	Output quantification (target)	Planned delivery month	Achieved so far (cumulative for the entire project including current period)	Level of achievement (cumulative for the entire project including current period)
S.O.2.1 - Number of strategies and action plans developed and/or implemented for improved energy efficiency and renewable energy use in public infrastructures	10.0	1.00	T1.1.1	Strategy Roadmap/Action Plan	9.00	Mar 2017	1.00	proceeding according to work plan
			T2.3.1	Output transnational strategy	1.00	Jan 2019	0.00	not started
S.O.2.1 - Number of tools and/or services developed and/or implemented for improved energy efficiency and renewable energy use in public infrastructures	4.0	0.00	T1.2.1	Action Plan address/Action Plan	1.00	Mar 2017	0.00	not started
			T2.1.1	Output Tool	3.00	Jul 2018	0.00	not started
S.O.2.1 - Number of pilot actions implemented for improved energy efficiency and renewable energy use in public infrastructures	8.0	0.00	T2.2.1	Output Pilot actions	8.00	Jan 2019	0.00	not started
S.O.2.1 - Investment	2.0	0.00	T1.1.1	Investment ITALY	1.00	Jan 2018	0.00	not started
			T2.1.1	Investment SLOV	1.00	Jan 2018	0.00	not started

Project Result Indicators						
Thematic result indicator	Measurement unit	Target	Reached current report	Previously reached	Explanations	
Number of institutions adopting new and/or improved strategies and action plans	Institutions	80,00	1,00	0,00	Lorem ipsum dolor sit amet, consectetur adipiscing	
Number of institutions applying new and/or improved tools and services	Institutions	40,00	2,00	0,00	Lorem ipsum dolor sit amet, consectetur adipiscing	
Amount of funds leveraged based on project achievements	EUR	100.000,00	3,00	0,00	Lorem ipsum dolor sit amet, consectetur adipiscing	
Number of jobs created (FTE) based on project achievements	FTE	10,00	4,00	0,00	Lorem ipsum dolor sit amet, consectetur adipiscing	
Number of trained persons	Persons	350,00	5,00	0,00	Lorem ipsum dolor sit amet, consectetur adipiscing	
Communication result indicator	Measurement unit	Target	Reached current report	Previously reached	Explanations	
Unique visits to the project website (digital reach)	Number of stakeholders reached	20.000,00	1,00	0,00	Lorem ipsum dolor sit amet, consectetur adipiscing	
Participants at project Events (physical reach)	Number of stakeholders reached	5.000,00	2,00	0,00	Lorem ipsum dolor sit amet, consectetur adipiscing	
Event participants satisfied with information provided (satisfaction with information)	Percentage of stakeholders satisfied	100,00	3,00	0,00	Lorem ipsum dolor sit amet, consectetur adipiscing	
Joint communication activities implemented with external stakeholders (external cooperation)	Number of communication activities	10,00	4,00	0,00	Lorem ipsum dolor sit amet, consectetur adipiscing	

Target groups reached						
Target groups	Target value	Target group values reached in previous reporting periods	Quantification of target groups reached in the current period	Explanation of provided quantification	Quantification of the target group involvement	Progress of target groups reached so far (% of targets)
Local public authority	100,00	0,00	1,00	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar. <a href="#">Questions Remaining</a>	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar ipsum. <a href="#">Nulla Questions Remaining</a>	1,00 %
Regional public authority	30,00	0,00	2,00	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar. <a href="#">Questions Remaining</a>	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar ipsum. <a href="#">Nulla Questions Remaining</a>	6,67 %
Secondary agency	30,00	0,00	3,00	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar. <a href="#">Questions Remaining</a>	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar ipsum. <a href="#">Nulla Questions Remaining</a>	10,00 %
Education/training centre and school	100,00	0,00	4,00	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar. <a href="#">Questions Remaining</a>	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar ipsum. <a href="#">Nulla Questions Remaining</a>	4,00 %
Other	1.000,00	0,00	5,00	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar. <a href="#">Questions Remaining</a>	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar ipsum. <a href="#">Nulla Questions Remaining</a>	0,50 %
Higher education and research	50,00	0,00	6,00	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar. <a href="#">Questions Remaining</a>	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar ipsum. <a href="#">Nulla Questions Remaining</a>	12,00 %
General public	1.000.000,00	0,00	7,00	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar. <a href="#">Questions Remaining</a>	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent non pulvinar ipsum. <a href="#">Nulla Questions Remaining</a>	0,00 %

Financial explanations

Please provide information on any financial-related problems/delays/deviations/use of budget flexibility in the current reporting period. Focus on budget over/under-spending in the work packages.

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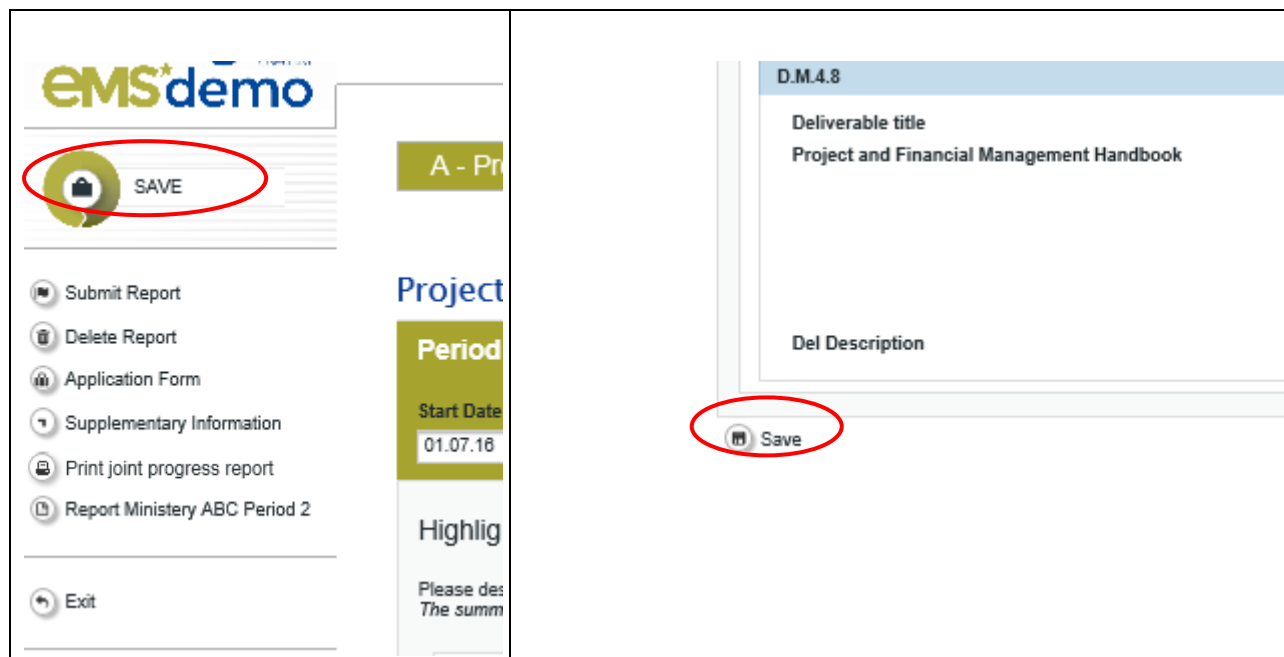
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Please always remember to save the report!



## 4.2. Section B - Reporting per work package

Select a work package from the drop-down menu

A - Joint progress report	B - Reporting per work package	C - Certificates of expenditure	D - Joint progress report financial tables	E - Annexes								
<b>Management work packages</b> <ul style="list-style-type: none"> <li>Preparation</li> <li>Management</li> <li>Strategy and Action plan development and implementation</li> <li>Pilot implementation</li> <li>Investment öalsdkföla</li> <li>Investment XYDDSDf</li> <li>Communication</li> </ul>		<table border="1"> <thead> <tr> <th>date</th> <th>Status</th> <th>Expenditure - cu</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>not started</td> <td>€ 0,00</td> </tr> </tbody> </table>			date	Status	Expenditure - cu	2019	not started	€ 0,00		
date	Status	Expenditure - cu										
2019	not started	€ 0,00										
<p>Please describe the progress in the current reporting period and explain how partners were involved in the activities (who did what). For thematic and communication work packages, please explain how target groups (and other stakeholders) were involved in the activities and development of the project outputs.</p>												
<p>If applicable, please describe and justify any problems and deviations including delays from the work plan as presented in the application form and the solutions found.</p>												
<p>Please describe the progress of activities and deliverables achieved in the current reporting period.</p>												
<p><b>A.M.1</b></p> <table border="1"> <thead> <tr> <th>Activity Title</th> <th>Start month</th> <th>End month</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Start-up activities</td> <td>07.2016</td> <td>09.2016</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>					Activity Title	Start month	End month	Status	Start-up activities	07.2016	09.2016	<input type="checkbox"/>
Activity Title	Start month	End month	Status									
Start-up activities	07.2016	09.2016	<input type="checkbox"/>									
<p><b>D.M.1.1</b></p> <table border="1"> <thead> <tr> <th>Networks title</th> <th>Networks description</th> <th>Networks deliverables</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Networks title	Networks description	Networks deliverables	Status				
Networks title	Networks description	Networks deliverables	Status									

Information on the work package, activities and deliverables indexes and titles, as well as work package start and end dates are automatically displayed based on the information in the AF. Expenditure on the current report are transferred from section C and the percentage of expenditure reported so far automatically calculated.

The status of the work package and progress of activities and deliverables has to be selected from the respective drop-down menus.

A description on the work package progress and eventual problems and deviations is required.

For deliverables explanations on their progress have to be provided and related documentation can be uploaded (obligatory for finalised deliverables).

**A - Joint progress report** **B - Reporting per work package** C - Certificates of expenditure D - Joint progress report financial tables E - Annexes

**Management work package**

Nr.	Title	Start date	End date	Status	Expenditure - current report	% of expenditure reported so far
M	Management	Jul. 2016	Jun. 2019	<div> proceeding according to work plan  not started  completed  proceeding according to work plan  behind schedule  ahead of schedule </div>	€ 24.650,00	0,00 %

**Involved partners**

Abbreviation	Name
ABC	Ministerio ABC(lead Partner)
DFG	Miasto DFG
HJ	Rag HJ
KLM	Grad KLM

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

1022 Characters Remaining

If applicable, please describe and justify any problems and deviations including delays from the work plan as presented in the application form and the solutions found.

1022 Characters Remaining

Please describe the progress of activities and deliverables achieved in the current reporting period.

**A.M.1**

Activity Title	Start month	End month	Status
Start-up activities	07.2016	09.2016	<div> proceeding according to work plan  not started  completed  proceeding according to work plan  behind schedule  ahead of schedule </div>

**D.M.1.1**

Deliverable title	Deliverable description	Planned delivery month	Status
Subsidy Contract signed	Subsidy contract signed between MA and LP	07.2016	<div> proceeding according to work plan  not started  completed  proceeding according to work plan  behind schedule  ahead of schedule </div>

Upload deliverable documentation

Del Description

Within thematic work packages and investment specifications, if foreseen within the AF, reporting on the foreseen outputs is required (quantification, current status, upload of documentation).

Project output	Output description	Programme output indicator	Planned delivery month	Output quantification (target)	Achieved so far (this reporting period not included)	Achieved in the current period	Level of achievement (cumulative for the entire project including current period)	Upload output documentation (output fact sheet or investment report)
T1.1 Strategy	Sed vitae bibendum purus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer luctus, lectus at ullamcorper molestie, orci risus convallis nunc, eget porta felis lectus nec tortor. Etiam tellus sem, iaculis eu blandit vel, vestibulum ac urna. Nunc sapien ante, vehicula id tortor ut, placerat congue velit. Praesent ut feugiat felis, a vehicula lectus. Etiam posuere sed purus et mollis. Aenean sagittis sollicitudin odio vitae fermentum. Vivamus pha	S.O.2.1 - Number of strategies and action plans developed and/or implemented for improved energy efficiency and renewable energy use in public infrastructures	Mai.2017	9,00	1,00	<div> proceeding according to work plan  not started  completed  proceeding according to work plan  behind schedule  ahead of schedule </div>	<div> Attached File (1)  Delete Attachment </div>	
T1.2 Action Plan	Sed vitae bibendum purus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer luctus, lectus at ullamcorper molestie, orci risus convallis nunc, eget porta felis lectus nec tortor. Etiam tellus sem, iaculis eu blandit vel, vestibulum ac urna. Nunc sapien ante, vehicula id tortor ut, placerat congue velit. Praesent ut feugiat felis, a vehicula lectus. Etiam posuere sed purus et mollis. Aenean sagittis sollicitudin odio vitae fermentum. Vivamus pha	S.O.2.1 - Number of tools and/or services developed and/or implemented for improved energy efficiency and renewable energy use in public infrastructures	Mär.2017	1,00	0,00	<div> proceeding according to work plan  not started  completed  proceeding according to work plan  behind schedule  ahead of schedule </div>	<div> Upload </div>	

For the communication work package information on the level of achievement of the communication objectives (as defined in the AF) and related explanations are required.



Communication objectives: What is the progress toward the communication objectives as defined in the application form? The level of achievement should be cumulative. However, the explanation should describe achievements in this reporting period.

Influence attitude and behaviour	Level of achievement
<b>Description</b> Sed vitae bibendum purus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer luctus, lectus at ullamcorper molestie, orci risus convallis nunc, eget porta felis lectus nec tortor. Etiam tellus sem, iaculis eu blandit vel, vestibulum ac urna. Nunc sapien ante, vehicula id tortor ut, placerat congue velit. Praesent ut feuiat felis, a vehicula lectus. Etiam osuere sed curus et mollis. Aenean saollis sollicitudin.	Fully achieved to a large degree to a minor degree not achieved
<b>Explanations</b> 	

Raise awareness and increase knowledge	Level of achievement
<b>Description</b> Sed vitae bibendum purus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer luctus, lectus at ullamcorper molestie, orci risus convallis nunc, eget porta felis lectus nec tortor. Etiam tellus sem, iaculis eu blandit vel, vestibulum ac urna. Nunc sapien ante, vehicula id tortor ut, placerat congue velit. Praesent ut feuiat felis, a vehicula lectus. Etiam osuere sed curus et mollis. Aenean saollis sollicitudin.	
<b>Explanations</b> 	

### 4.3. Section C - Certificates of expenditure

All the certificates of expenditure as selected in section A are listed in section “C - Certificates of expenditure” and accessible for checks by the LP. By selecting a certificate of expenditure the related list of expenditures (LoE) is shown and single expenditures can be accessed by clicking on the item in the overview table.

A - Joint progress report > B - Reporting per work package > **C - Certificates of expenditure** > D - Joint progress report financial tables > E - Annexes

o ABC Certificate 1.1

List of expenditure

Seq No	Budget line	WP	Int.ref No	Inv. No	Inv. date	Paym. date	Description1	Description2
1	BL1 Staff costs	M Management	54	654	08/09/2016	13/09/2016	staff 3 Pax period 1	
1	BL2 Office and admin.	M Management		F R	N/ A F R	N/ A F R		
1	BL3 Travel and accom.	M Management	45	45	02/08/2016	01/09/2016	travel to kick off	
1	BL4 External exp. and services	T1 Strategy and Action plan development and implementation	584	552	01/09/2016	13/09/2016	analysis , Mr. diff., 3 days	
1	BL5 Equipment	T2 Pilot implementation	654	66455	04/09/2016	13/09/2016	IT Equipment for Pilot action	

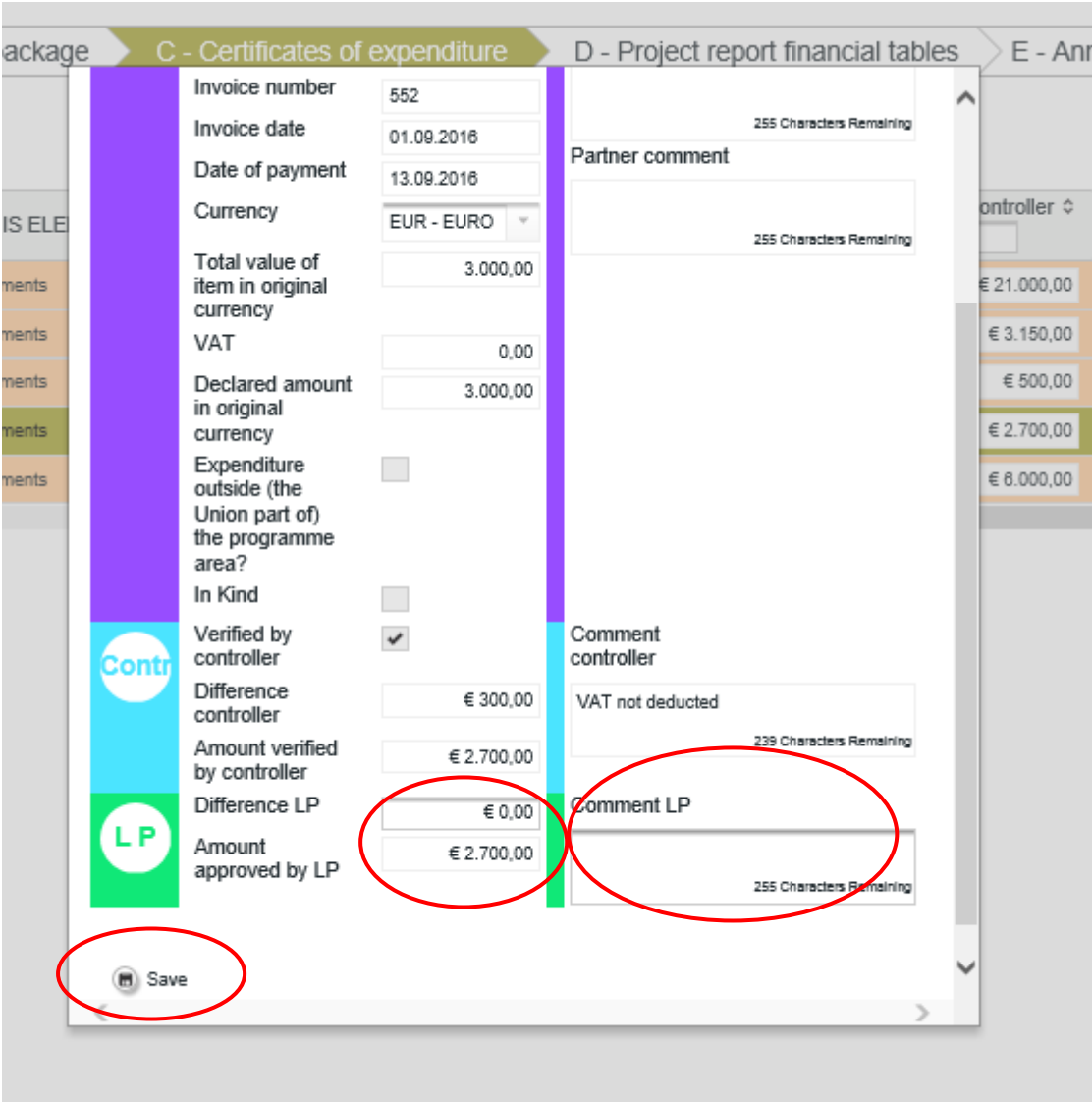
Export Save columns Columns

Difference controller	amount verified by controller	Comment controller	Difference LP	Amount approved by LP	Comment LP
€ 0,00	€ 21.000,00		€ 0,00	€ 21.000,00	
€ 0,00	€ 3.150,00		€ 0,00	€ 3.150,00	
€ 0,00	€ 500,00		€ 0,00	€ 500,00	
€ 300,00	€ 2.700,00	VAT not deducted	€ 0,00	€ 2.700,00	
€ 0,00	€ 6.000,00		€ 0,00	€ 6.000,00	

In well justified cases, the LP can decrease (but not increase!) in the list of expenditure amounts certified by the controller and provide an explanation.

Expenditures can be edited by a LP directly in the item overview table or in the expenditure item form by setting the difference in the corresponding field. The values previously inserted by a partner and by the national controller (Budget line, work package, Internal reference number, Invoice number, Invoice date, Date of payment, currency, VAT) cannot be modified anymore.

Please remember to always save the changes!



Package → C - Certificates of expenditure → D - Project report financial tables → E - Ann

Invoice number: 552

Invoice date: 01.09.2016

Date of payment: 13.09.2016

Currency: EUR - EURO

Total value of item in original currency: 3.000,00

VAT: 0,00

Declared amount in original currency: 3.000,00

Expenditure outside (the Union part of) the programme area? ☐

In Kind ☐

Verified by controller ☒

Difference controller: € 300,00

Amount verified by controller: € 2.700,00

Difference LP: € 0,00

Amount approved by LP: € 2.700,00

Partner comment: 255 Characters Remaining

Comment controller: VAT not deducted, 239 Characters Remaining

Comment LP: 255 Characters Remaining

Save

Controller	Amount
Controller	€ 21.000,00
Controller	€ 3.150,00
Controller	€ 500,00
Controller	€ 2.700,00
Controller	€ 6.000,00

#### 4.4. Section D - Joint progress report financial tables

This section provides various summary tables of the expenditure included in the joint progress report. Please note that the tables are updated before the report is submitted. All the cuts done by the LP should be immediately visible in the tables.

Joint progress report tables follow the same logic as those in the partner report but take into account all certificates included in the joint progress report.

Please note that the 'Currently reported' column changes its values (and name) each time a joint progress report changes the status. Before the report is submitted it is 'amount to be declared to the JS' and once it is submitted it changes into 'amount declared to the JS'. Likewise, the column 'Previously reported (certified by CA)' also changes if new CA confirmations become available. After submission of the report to the JS, the values do not change anymore.

Tables can be exported to xls-files.

A - Joint progress report > B - Reporting per work package > **C - Certificates of expenditure** > D - Joint progress report financial tables > E - Annexes

Project ID:

#### Project report expenditure summary

Programme co-financing	Project total budget	Previously reported (certified by CA)	Currently reported (amount declared to JS)	Total reported	% of total budget	Remaining budget	Total amount declared by partners	Total amount validated by controller	Total amount included in finance report
Total co-financing	€ 457.246,82	€ 1.280,00	€ 26.680,00	€ 27.960,00	6,00 %	€ 429.286,82	€ 26.920,00	€ 26.680,00	
Of which ERDF	€ 457.246,82	€ 1.280,00	€ 26.680,00	€ 27.960,00	6,00 %	€ 429.286,82	€ 26.920,00	€ 26.680,00	
Partner co-financing	€ 102.999,08	€ 320,00	€ 6.670,00	€ 6.990,00	7,00 %	€ 96.009,08	€ 6.730,00	€ 6.670,00	
<b>Total eligible expenditure</b>	<b>€ 560.246,50</b>	<b>€ 1.600,00</b>	<b>€ 33.350,00</b>	<b>€ 34.950,00</b>	<b>6,00 %</b>	<b>€ 525.296,50</b>	<b>€ 33.650,00</b>	<b>€ 33.350,00</b>	

**Export**

#### Project expenditure per budgetline

Budget line	Project total budget	Previously reported (certified by CA)	Currently reported (amount declared to JS)	Total reported	% of total budget	Remaining budget	Total amount declared by partners	Total amount validated by controller	Total amount included in finance report
BL1 Staff costs	€ 224.967,61	€ 0,00	€ 21.000,00	€ 21.000,00	9,00 %	€ 203.967,61	€ 33.650,00	€ 21.000,00	
BL2 Office and admin.	€ 33.745,14	€ 0,00	€ 3.150,00	€ 3.150,00	9,00 %	€ 30.595,14	€ 0,00	€ 3.150,00	
BL3 Travel and accom.	€ 23.833,75	€ 0,00	€ 500,00	€ 500,00	2,00 %	€ 23.333,75	€ 0,00	€ 500,00	
BL4 External exp. and services	€ 68.800,00	€ 1.600,00	€ 2.700,00	€ 4.300,00	4,00 %	€ 64.500,00	€ 0,00	€ 2.700,00	
BL5 Equipment	€ 38.900,00	€ 0,00	€ 6.000,00	€ 6.000,00	15,00 %	€ 32.900,00	€ 0,00	€ 6.000,00	

## 4.5. Section E - Annexes

Documents that are required to be attached to the joint progress report can be uploaded in this section.

A - Joint progress report > B - Reporting per work package > C - Certificates of expenditure > D - Joint progress report financial tables > **E - Annexes**

Upload

**Upload**

Attachments

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

## 5. Submitting a joint progress report

From the menu at the left side, the joint progress report needs to be checked before it is submitted to the JS. Only after the check has been successful, the system will allow for the report to be submitted and the 'Checked saved report' button is replaced by the 'Submit report' item in the left menu. By pressing this button, the joint progress report is automatically submitted to the JS. A submitted joint progress report is locked and the LP cannot modify it anymore unless the JS re-opens it for amendments during the clarification process. The report state is changed from "Report in progress" into "Report Submitted" and the submission date is displayed in the overview table.

As long as the report is not submitted it can be deleted.

The left menu gives direct access to the AF and the supplementary information section.

The joint progress report can be printed as pdf-document. The pdf file is then available in the "Filebrowser" in the project general menu.

In order to leave the joint progress report and go back to the report overview tables please click on "Exit".



SAVE

Check Saved Report

Delete Report

Application Form

Supplementary Information

Print joint progress report

Report Ministry ABC Period 2

Exit

Help

A - Joint progress report

B - Reporting per work package

C - Certificates of expenditure

D - Joint progress

## Project Progress Report

Period 2 - 01.01.2017 - 30.06.2017

Start Date

End Date

01.01.17

30.06.17

### Highlights of main achievements (summary)

Please describe the project progress which was achieved up to the current period. In particular, please highlight if specific objectives and/or outputs were reached. The summary should highlight main achievements, and be understandable for non-specialists. Please write in a style of press release.



Submit Report

Delete Report

Application Form

Supplementary Information

Print joint progress report

Report Ministry ABC Period 2

Exit

Help

Contacts

Logout

## A - Project report

Project ID:

### Project report overview

Programme co-financing

Total co-financing

Of which ERDF

Partner co-financing

Total eligible expenditure

Export

### Project expenditure


Budget line

## 6. Project living tables

From the menu in the report overview section the project living budget overview tables can be accessed.

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

You can use living tables to keep an overview on expenditure declared in the joint progress reports. To access the project living tables, click on the button "Project living tables" in the left menu.





- Project Living Tables**
- Project
- Supplementary Information
- Exit
- Help
- Contacts
- Logout


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

Select Role  
Lp

**Joint progress report**

Report	Report Start	Report End	State	Date Of Project Submission	Total Expenditures	View Report
<b>Period 0 01.07.2015 - 01.06.2016</b>						
Report 0.1	01.07.2015	01.06.2016	Report Submitted	15.09.2016	€ 1.600,00	
<b>Period 1 01.07.2016 - 31.12.2016</b>						
Report 1.1	01.07.2016	31.12.2016	Report In Progress	In Progress	€ 0,00	
<b>Period 2 01.01.2017 - 30.06.2017</b>						
<b>Period 3 01.07.2017 - 31.12.2017</b>						
<b>Period 4 01.01.2018 - 30.06.2018</b>						
<b>Period 5 01.07.2018 - 31.12.2018</b>						
<b>Period 6 01.01.2019 - 30.06.2019</b>						

**Partner Reports**



- Report Dashboard
- Project Living Tables**
- Project
- Supplementary Information
- Exit
- Help
- Logout

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

Welcome Tess Teste

Project ID:

**Project expenditure summary**

Programme co-financing	Project total budget	Previously reported (certified by CA)	Currently reported	Total reported	% of total budget	Remaining budget	Total amount declared by partners	Total amount validated by controller	Total amount included in project finance report
Total co-financing	€ 457.245,82	€ 1.280,00	€ 0,00	€ 1.280,00	0,00 %	€ 455.965,82	€ 1.280,00	€ 1.280,00	€ 1.280,00
Of which ERDF	€ 457.245,82	€ 1.280,00	€ 0,00	€ 1.280,00	0,00 %	€ 455.965,82	€ 1.280,00	€ 1.280,00	€ 1.280,00
Partner co-financing	€ 102.999,00	€ 320,00	€ 0,00	€ 320,00	0,00 %	€ 102.679,00	€ 320,00	€ 320,00	€ 320,00
<b>Total eligible expenditure</b>	<b>€ 560.244,82</b>	<b>€ 1.600,00</b>	<b>€ 0,00</b>	<b>€ 1.600,00</b>	<b>0,00 %</b>	<b>€ 558.644,82</b>	<b>€ 1.600,00</b>	<b>€ 1.600,00</b>	<b>€ 1.600,00</b>

**Project expenditure per budgetline**

Budget line	Project total budget	Previously reported (certified by CA)	Currently reported	Total reported	% of total budget	Remaining budget	Total amount declared by partners	Total amount validated by controller	Total amount included in project finance report
BL1 Staff costs	€ 224.997,81	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 224.997,81	€ 0,00	€ 0,00	€ 0,00
BL2 Office and admin.	€ 33.745,14	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 33.745,14	€ 0,00	€ 0,00	€ 0,00
BL3 Travel and accom.	€ 23.833,75	€ 0,00	€ 0,00	€ 0,00	0,00 %	€ 23.833,75	€ 0,00	€ 0,00	€ 0,00
BL4 External exp. and services	€ 68.600,00	€ 1.600,00	€ 0,00	€ 1.600,00	2,00 %	€ 67.000,00	€ 1.600,00	€ 1.600,00	€ 1.600,00