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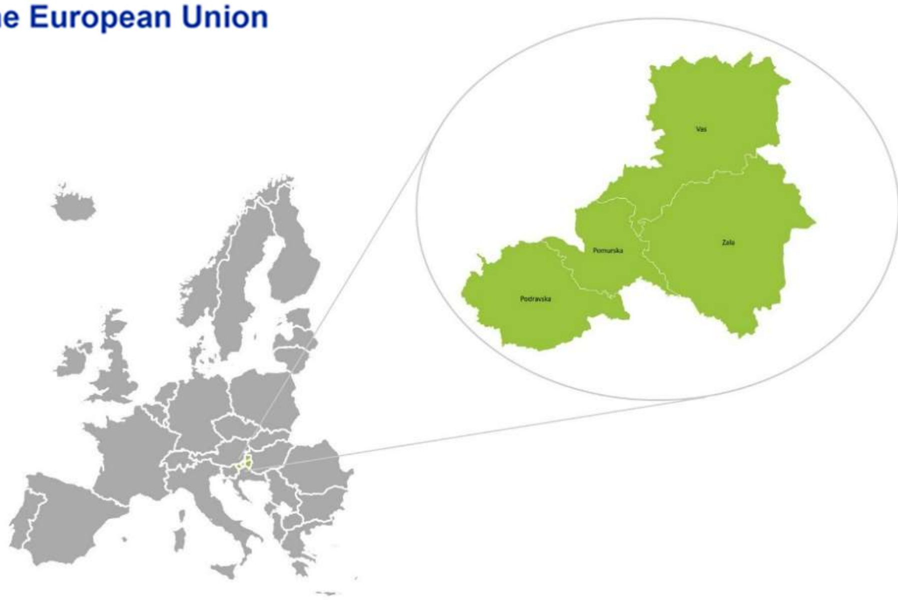

MANUAL FOR BENEFICIARIES FOR STANDARD PROJECTS

PART 5 –

REPORTING ON THE PROJECT PROGRESS

21/27

INTERREG PROGRAMME SLOVENIA-HUNGARY 2021-2027

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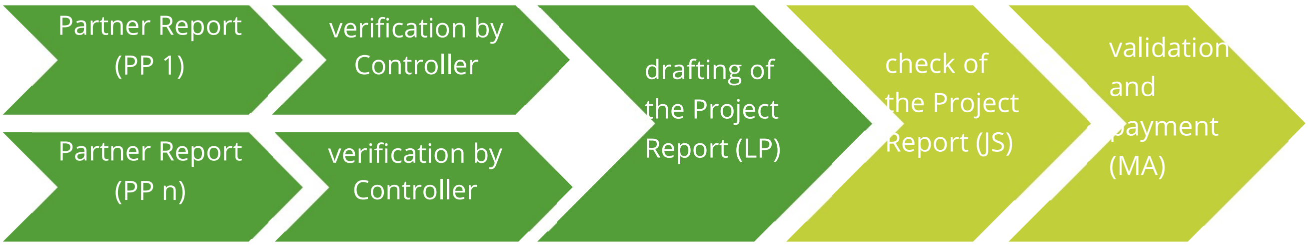
Manual for Beneficiaries
for standard projects

PART 5:
REPORTING ON THE PROJECT PROGRESS

CONTENT OF PART 5:

1 REPORTING PROCESS

During the project implementation, all projects will report on their progress regularly. The reporting process covers both the project activities and the financial implementation. As a general rule every six months a joint **Project Report** has to be prepared in the Jems by the Lead Partner and submitted to the Joint Secretariat. Prior to the submission of a project report, each Project Partner will have to prepare a **Partner Report** in the Jems and submit it, within one month after the end of each reporting period, to the respective controller. Final report shall be submitted at the latest 60 days after the project end date, as set in the ERDF Subsidy Contract.



The reports allow the monitoring of expenditure and are the basis for the regular payments made to the project. Furthermore, it is a tool to report on potential problems and delays in the implementation process to Controllers and to the Joint Secretariat.

It is recommended that the LP sets up a project management plan which will define how the project will be implemented, monitored and how the quality is ensured. This may include time-plan and other planning documents. The LP is responsible for monitoring the timely submission of all partner and project reports throughout the project implementation.

It is also recommended to make sure that the used terminology is consistent throughout the report(s) and in line with the last valid Application Form.

Table 1: The indicative reporting and payment procedures.

	End of the 6-months reporting period	Submission of the Partner Report to controllers	Submission of the Project Report to the Joint Secretariat	Checking of Project progress report by Joint Secretariat	Payment to the Lead Partner
Deadline	☺	1 month after the end of the reporting period but in case of final report 60 days	Approx. 4 months from submitting the Partner Report to controllers (including 3 months for the verification of the costs by the controllers)	1 month from the receipt of the Project Report + additional time for clarifications with the Lead Partner (if needed)	Approx. 6 - 9 months after the end of the reporting period

1.1 Preparation of the partner report

Within one month after the end of each reporting period, each Project Partner (including the Lead Partner in the role of the Project Partner) must complete a Partner Report in which it provides the necessary information on performed activities, deliverables achieved and costs incurred in the reporting period. The report with all supporting documents needs to be sent to its controllers for the verification of the costs via Jems. The Partner Report also serves as a reporting tool for Project Partners towards the Lead Partner.

The controllers verify the expenditure. Expenditure reported on the real cost basis has to be supported by documents such as invoices, procurement documentation and other relevant material or information as stated in Part 4 of Manual for Beneficiaries. Expenditure reported as Simplified Cost Options are not required to be supported by the specific costs based documentation. Controllers can ask for additional documentation (in case of real costs only) or clarification and verify eligible expenditure in controller's certificates, which are available in Jems. The certificate is visible for the relevant Project Partner, the Lead Partner, and all relevant programme authorities.

The expenses not paid by the end of the reporting period shall be included in the following report, even if the activities have been carried out in the current reporting period.

1.2 Preparation of the project report

In order to follow the project implementation and as a basis for the reimbursement of the ERDF part to the project, a project report has to be submitted by the Lead Partner to the JS. Project Reports are the core tool for report and monitoring both progress made in implementation and linked expenditure against what was originally planned in the Application Form. In addition, the reports provide qualitative information on the results achieved and lessons learnt within the reporting period. The information reported by the projects should be as clear and coherent as possible. For each reporting period the information enclosed in the Project Report has to be aggregated and consolidated by the Lead Partner.

Each Project Report is checked by JS. In case the information in the submitted report is not sufficient for properly checking the progress and reimbursing the funds, the JS requests the LP to provide clarifications and to amend the Project Report within a given deadline. Once the check by the JS is positively concluded, the JS notifies the MA on the completion of the check. The MA carries out additional control steps and if no additional issues are raised, the Project Report is submitted to the body performing the accounting function for the payment of ERDF funds.

The **content part** of the Project Report provides a description of project activities, project deliverables, output and progress made towards achieving results during the respective reporting period.

Project partners of **projects with specific project activities of increased environmental importance**, such as studies of the carrying capacity of protected areas, projects that involve registered units of cultural heritage and/or heritage communities, media publications aimed at promoting cultural heritage, additional soil sealing created in total by projects and others are asked to monitor those activities during the whole project implementation in order to be able to report on it to MA/JS for the purposes of the programme monitoring.

The **financial parts** of the Project Report present the expenditure in the reporting period and consist of expenditure based on real costs and simplified costs options, for which a request for reimbursement is submitted to the MA/JS together with the report. Any additional information on financial matters shall be presented. The financial report shall contain information on expenditure paid by the LP and all PPs in the reporting period which has been verified by the controllers.

A pre-condition for including any expenditure in a Project Report is its verification in accordance to the principles and provisions of national control systems. The controllers will either confirm or reject (in part or in full) expenditure submitted by the Project Partner for verification in the Jems. The amount verified and confirmed by the controllers will then be included in the »certificate of expenditure«. In addition to the verification of expenditure carried out by the controllers of each PP, the LP has to perform additional verifications:

- ✓ to ensure that expenditure of PPs included in each Project Report has been verified by controllers by enclosing certificates of expenditure covering the relevant reporting period,
- ✓ to ensure that expenditure of PPs included in each Project Report has been incurred for implementing the project, that it corresponds to activities described in the latest valid version of the Application Form and that it is in accordance with all provisions set in the ERDF Subsidy Contract.

The partnership is expected to implement the activities and cover the costs according to the Application Form and should always keep in mind that the project is monitored against the latest valid version of the Application Form.

Lead Partners are advised to use Project Reports as efficient communication tools: be concise and to the point while reflecting on the overall progress of the project. The content part of the reports should summarise the implementation of the activities and their outcome(s). A brief, relevant and informative description is better than a comprehensive and detailed account of activities without a clear relation to the project and its action plan. In this respect, Project Reports should focus on the implementation of the project itself, rather than on each partner's activities. Lead Partners are encouraged to ensure the informative quality and consistency of the reports. Accompanying the Project Report, Lead Partners should provide relevant supporting material such as copies of studies and reports, press articles etc. These should be included in the report and copies should be uploaded to Jems in electronic format when possible.

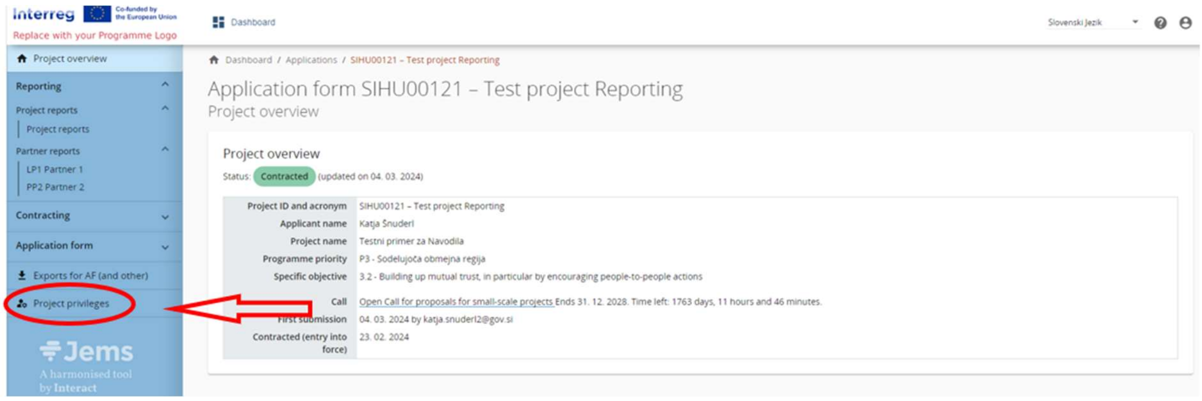
2 REPORTING IN THE JOINT ELECTRONIC MONITORING SYSTEM (JEMS)

To access the reporting, you have to log in to the Jems system, which can be accessed at the following link https://jems.si-hu.eu/. If you are not registered in the Jems yet, see Part 3: Application and assessment (Chapter 1.3.2.) of the Manual for Beneficiaries on how to register in the Jems.

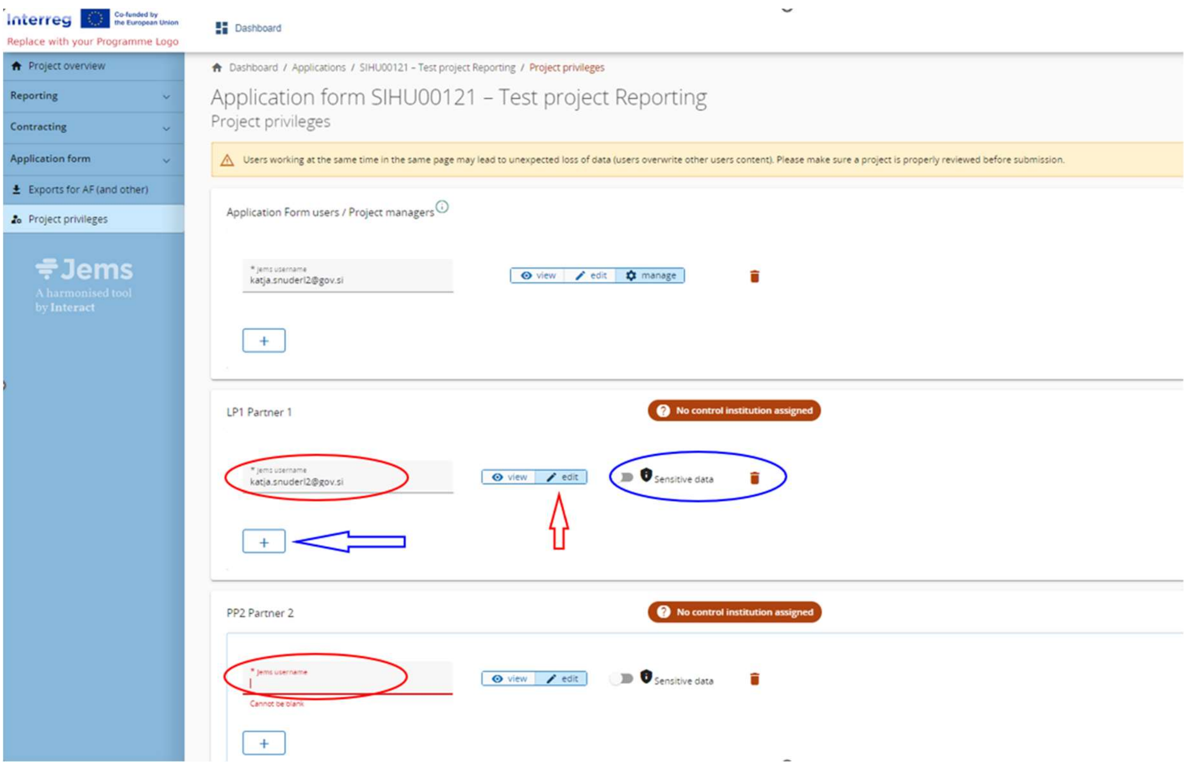
2.1 Partner report in the Jems

The Partner Report has to be prepared in the national language of the Project Partner. When a project status in the system Jems has been set to contracted, the Reporting section is available. Each Project Partner has to submit a Partner Report for each reporting period.

The Project Partners can access the reporting section in Jems only after the Lead Partner enters all Project Partners into the system. Users do not need any special privilege to create and/or submit a Partner Report. The access to a Partner Report is granted by the assignment of users as partners by the Lead Partner in the "**Project privileges**" section (see print screen below).

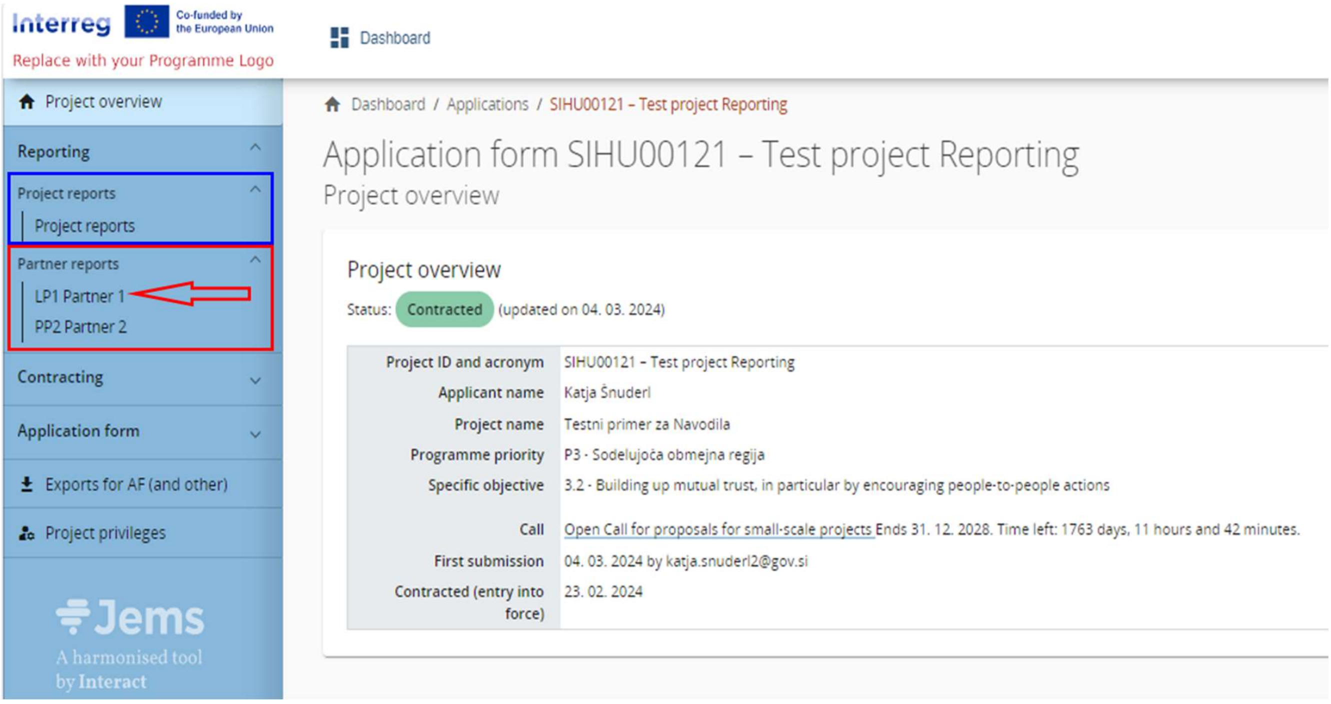


By clicking on "**Project privileges**" following screen will appear.

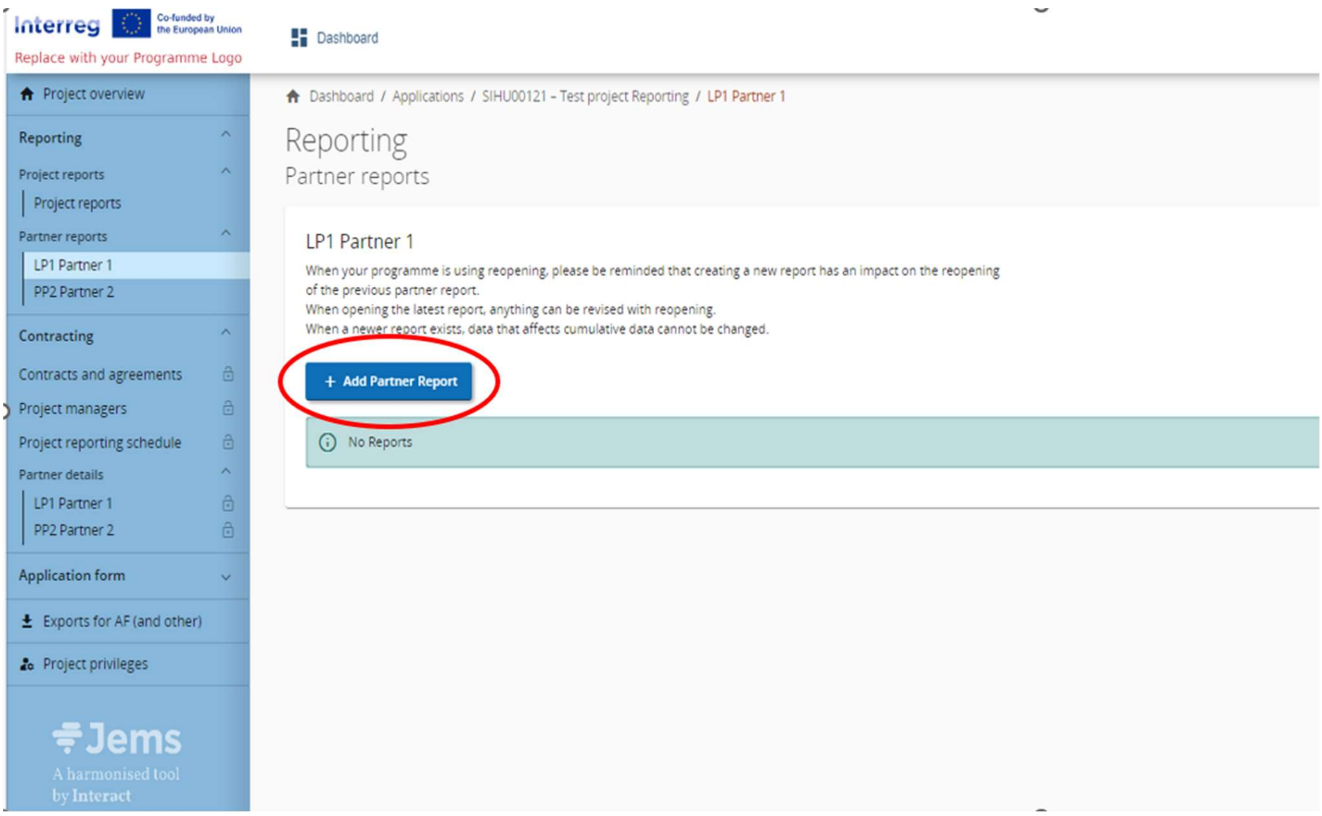


The Lead Partner has to enter the Jems username in the field “Jems username” (marked with the red circle) and add an additional user for this Project Partner with the “+” button. Only users with edit privileges can create and submit a Partner Report (red arrow). Sensitive data enables protection of person related data according to GDPR. Users with active flag are able to mark (and view) sensitive data in List of expenditure and Procurement section in Partner Reports.

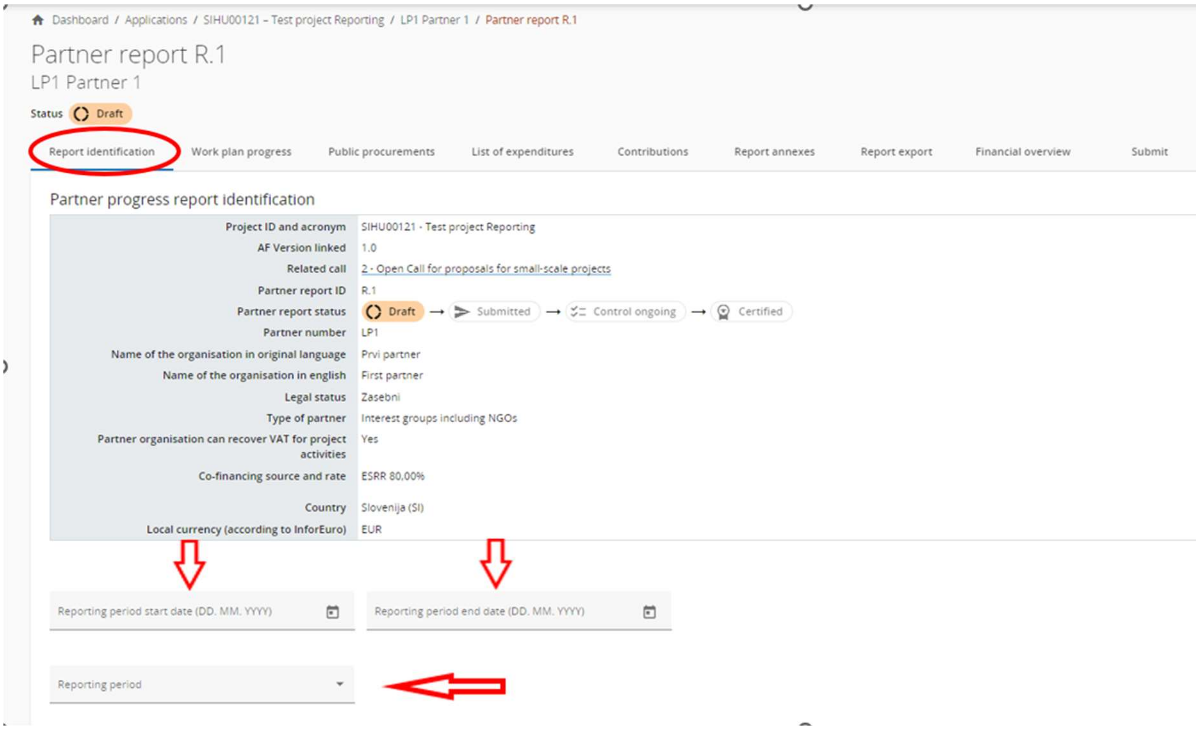
The user can start with the preparation of the Partner Report by clicking on the partners abbreviation (red arrow in the following screen):



The following screen will appear:

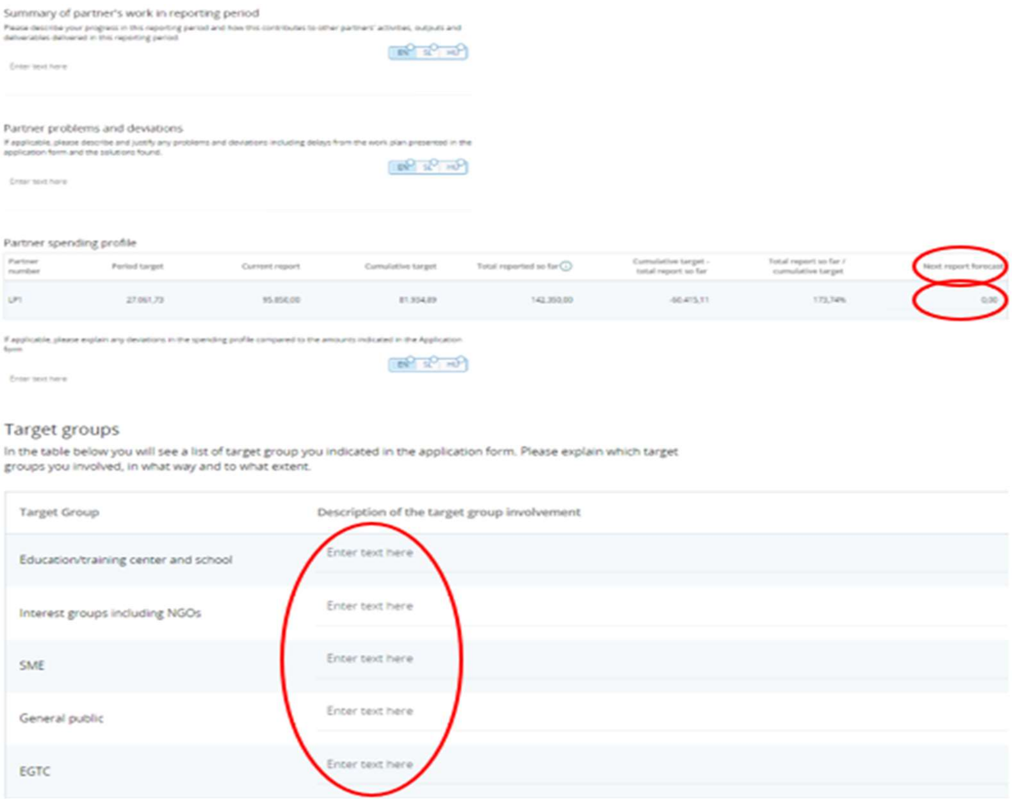


After clicking on "+ Add Partner Report", the following screen will appear:



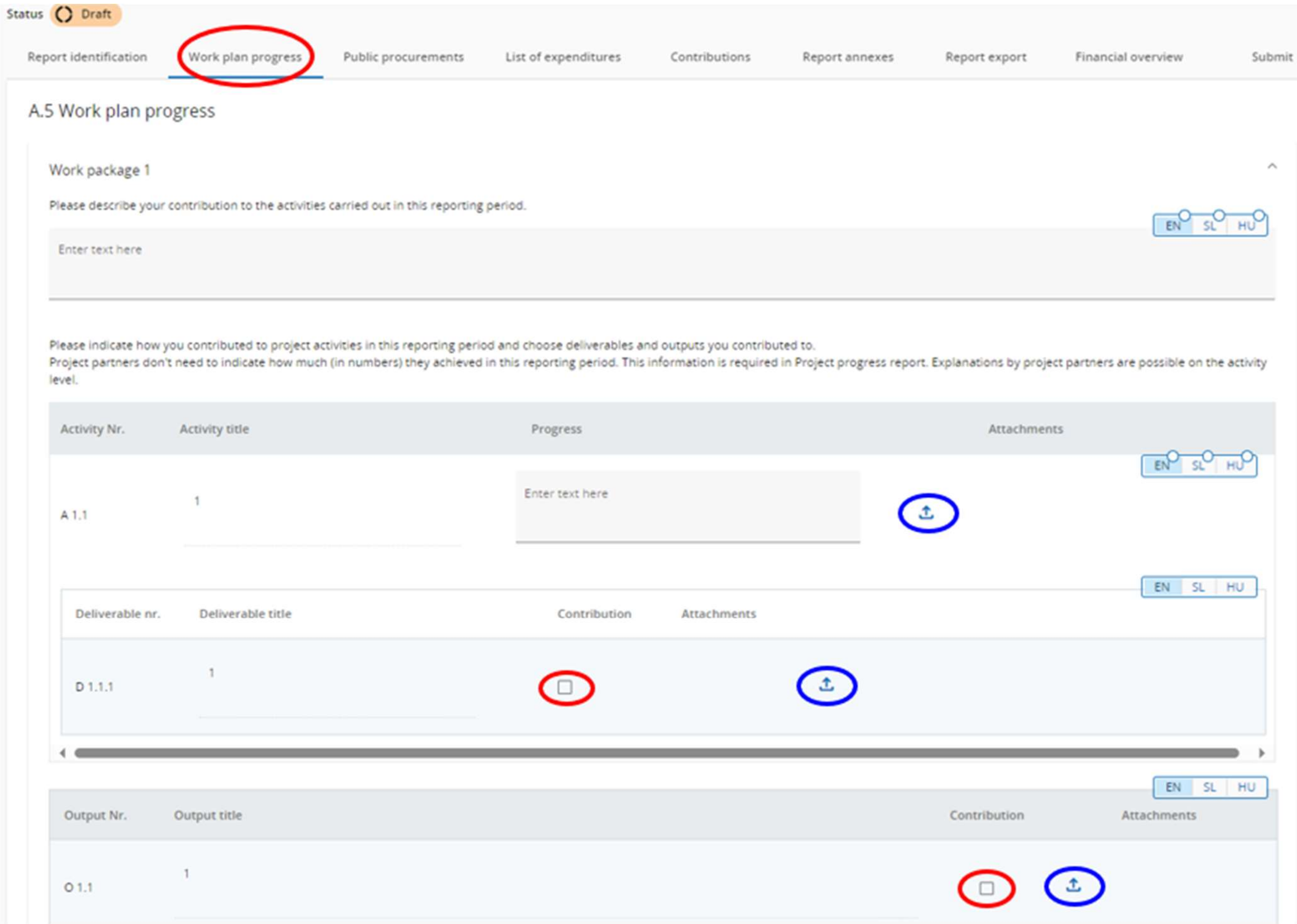
The user starts the work with the "**Report identification**", where first the reporting period from the drop-down menu (red arrow) has to be selected and then the start and the end date of the period has to be inserted. In addition, also the text input fields "Summary of partner's work in reporting period", "Partner problems and deviations" and "Target groups" have to be filled in.

The partner spending profile fields are filled in automatically (either from the Application Form or from the List of expenditures – "Current report"), except the field "Next report forecast" and "Target groups" (see next print screen) that need to be inserted/described.

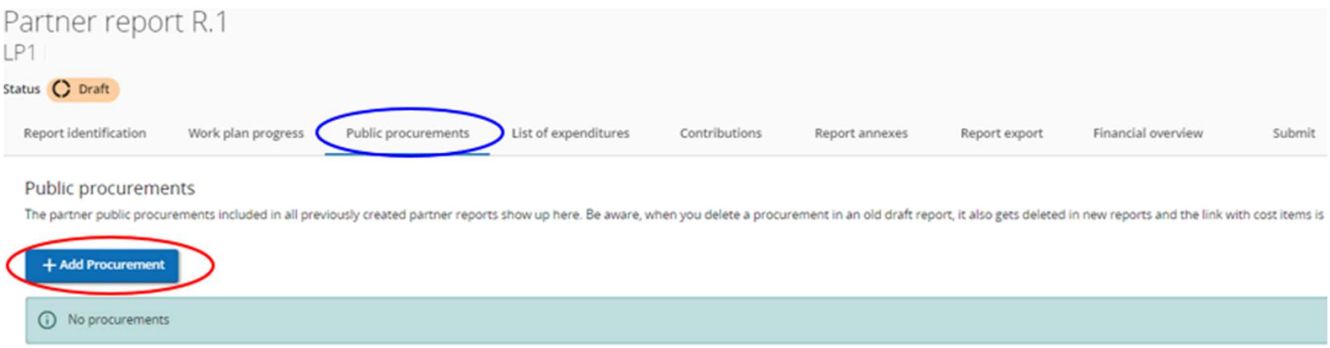


The user can continue with the tab "**Work plan progress**", that shows the work plan related data from the latest valid version of the Application Form, organised per work package.

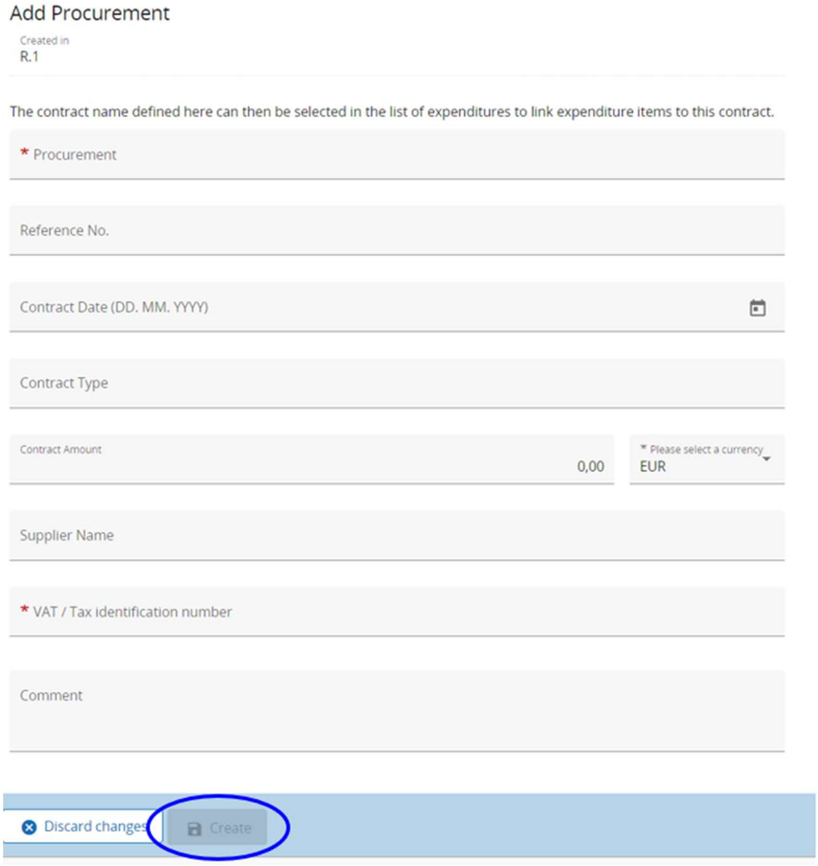
Partners have to describe the progress on certain work packages, objectives, investments, activities, deliverables and outputs and indicate if they contributed to them (by ticking the box – marked with red circles). Partner users can also upload an attachment (marked with blue circles) per item which will show up again in the Partner Report Annexes. In case multiple files need to be uploaded per item, it is recommended to upload a compressed file (e.g., zip).



The next step is to fill in the tab **"Public procurements"** (blue circle**).** The information needs to be provided for all public procurements (applicable only for Project Partners that report expenditure on real cost basis). Expenditure can be directly linked to the procurements in the Partner Report List of expenditures. This section has a "+Add procurement" button (red circle) which opens the procurement for filling in details and an overview list with details of the procurements already created.



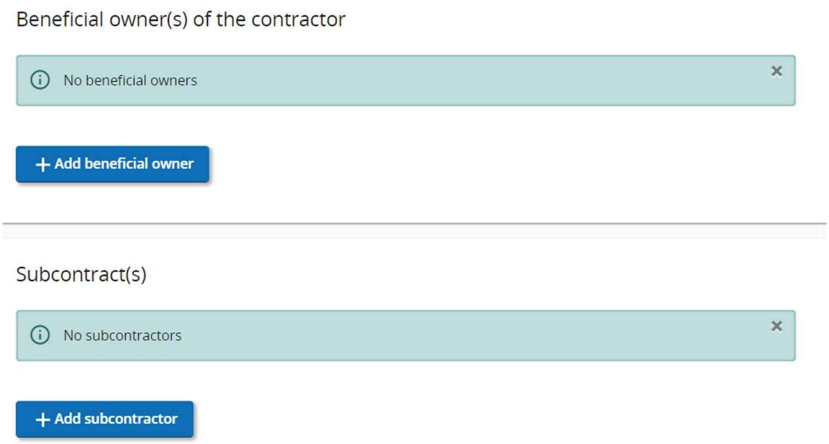
The section with procurement details has the following fields (see print screen below).



Note that the data on Procurement, VAT and Currency are mandatory. The Procurement shall be reused in the List of expenditures. It is therefore important that the partner provides a distinct name, so that the procurement can be easily identified in the List of Expenditure. All procurement details can be edited only in the Partner Report where procurement was created, while report is in status Draft. After submission, fields are locked for editing.

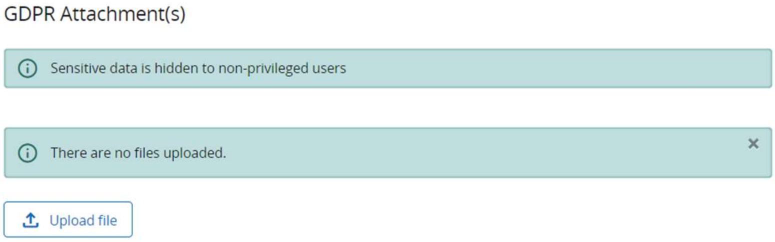
It is requested that beneficial owners and subcontractors are listed in the procurements section (see screenshot below). Therefore, Jems provides the possibility to add these data to the Partner Report. If an item is added, VAT Number/Tax identification number is mandatory field to be filled-in before saving.

Beneficial owner(s) and subcontractors can be added in any draft Partner Report after procurement was created (marked with blue circle above), but items added in previously submitted Partner Reports are locked for editing/deletion.

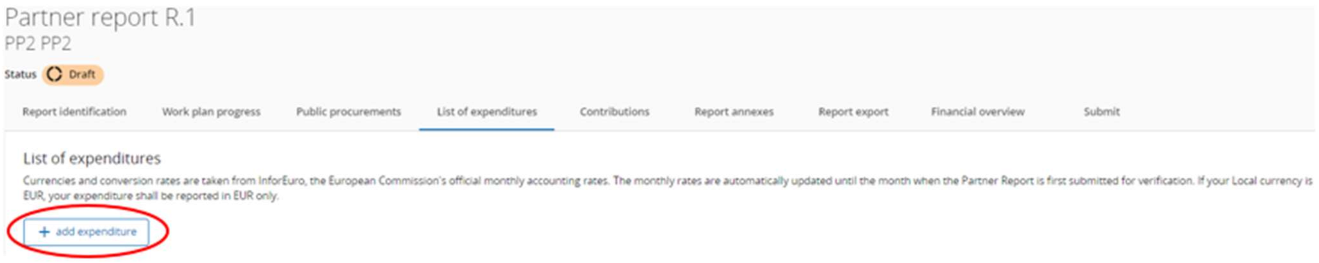


Procurement related attachments can also be uploaded in this section. Attachments can be uploaded in any draft Partner Report after procurement was created. Uploads from already submitted Reports are locked for editing/deletion.

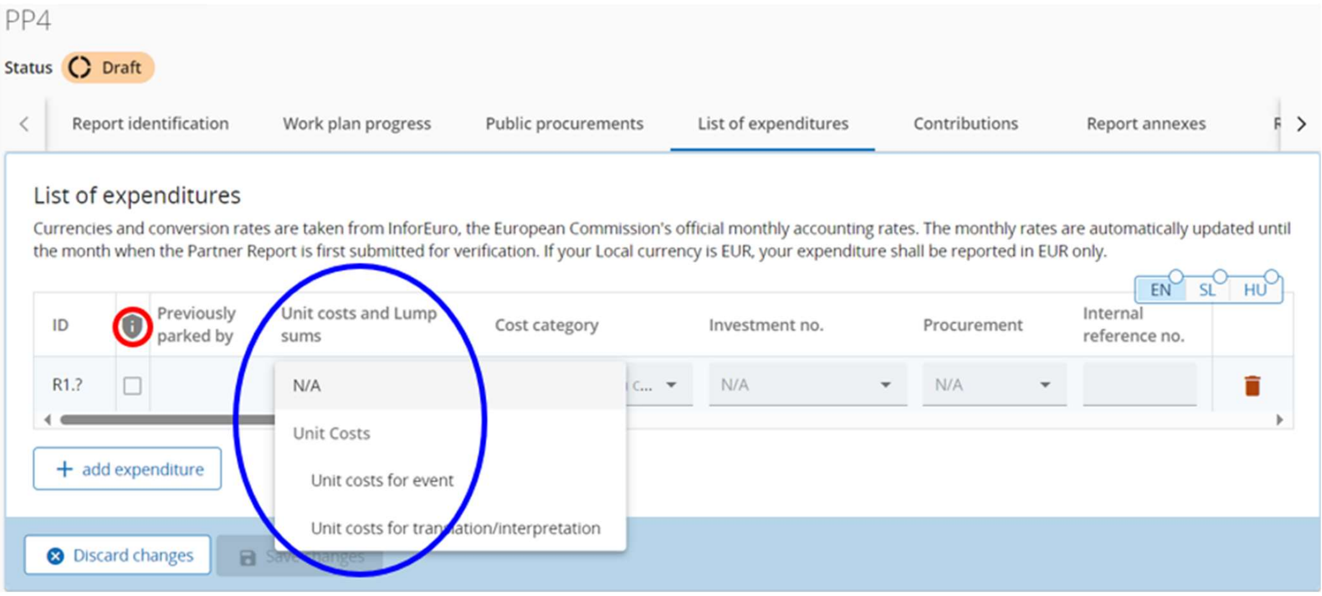
GDPR sensitive data can be uploaded in section "GDPR Attachment(s)". A user without privilege to view sensitive data cannot download a file in this section and can also not see File Name and Description.



Partners continue their work with the "**List of expenditures**" section, where incurred costs can be listed. By clicking the "+ add expenditure button" (red circle) the partner can add expenditure items, one by one.



When adding an expenditure item, the options columns available in the Form are showing up:



➢ Description of the input fields in the List of expenditure section:

ID: This running number is always in the format R[report number].X. The ID is dynamic in draft status (reports created have seamless consecutive numbering, even if a report is deleted), however it will be frozen upon submission of the report. The number will be used later on to identify cost items coming from another (previous) report (through parking of expenditure).

GDPR flag (marked with red circle above): Partner user with privilege Sensitive data set to active in Project privileges can flag expenditure items that are GDPR sensitive. In this case, users without Sensitive data privilege active will not be able to see Description, Comment and Attachment.

Previously parked by: This field displays either Control or JS/MA - depending on the level of verification where the item was last parked, namely control of Partner Report or verification of Project Report. An item shall keep its label throughout the system. The only way the label could change is if the item is parked, reincluded and parked again, in which case the label could change in new reports.

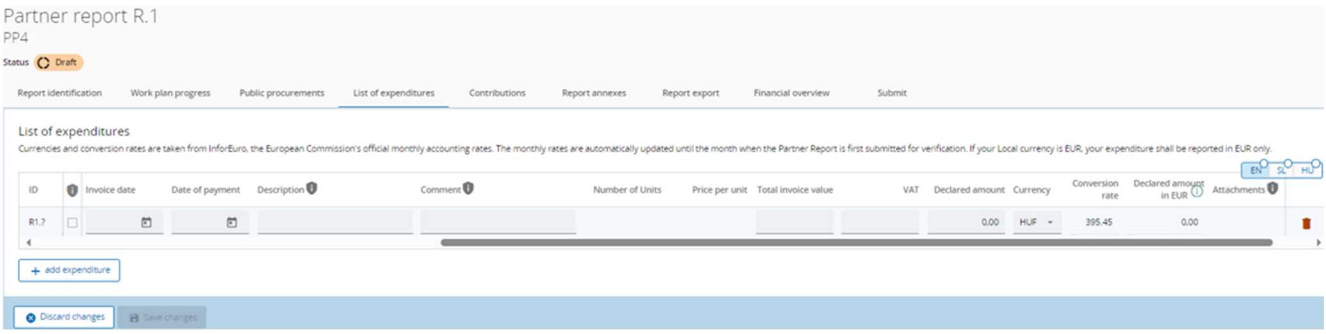
Unit costs and Lump sums: This field is a roll down menu (marked with blue circle above) where partners can choose the programm specific SCOs.

Cost category: This field links the cost item to a cost category. Cost categories available in the Application Form budget can be selected here.

Investment No.: This field links expenditure to investment items in the Application Form, if the project has investments. If the project has no investments this field is hidden in the report.

Procurement: This field is used to link expenditure to public procurements (for more info see Partner Report procurement). All contract names created by the partner in the public procurement section show up here.

Internal reference no. & Invoice no.: These input fields can be used to identify the expenditure.



Invoice Date & Date of Payment: Date of issue and payment of the invoice has to be entered here by the partner.

Description & Comment: Here the partner can provide further justification on the cost item.

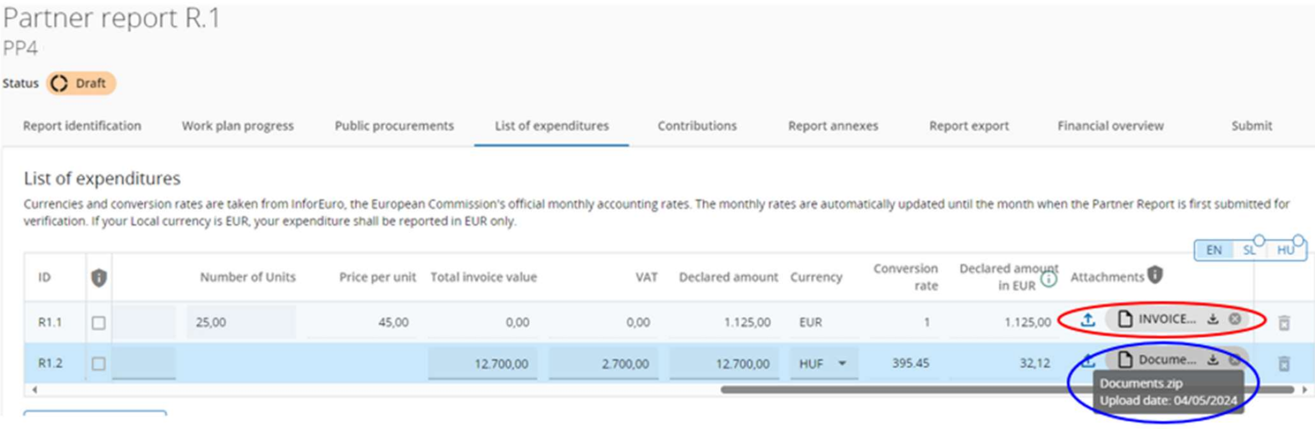
For **staff costs,** the partners should provide in the field "**Description**" the name of employee, number of the employment contract or other relevant document. In the field "**Comment**", the partners should provide the information about the fixed percentage and description of activities carried out by the employee.

For all other cost categories (External expertise and services, Equipment and Infrastructure and works), the partners should provide the need for the service/equipment/investment in the field "**Description**". In the field "**Comment**" the partners should provide basic information about the contractor.

Total invoice value & VAT: Here the partner can add the invoice value and VAT value.

Declared amount: The Declared amount is based on the Total invoice value and VAT. It is the value the partner claims as a basis for reimbursement, i.e. this amount will be checked by the controller for eligibility.

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



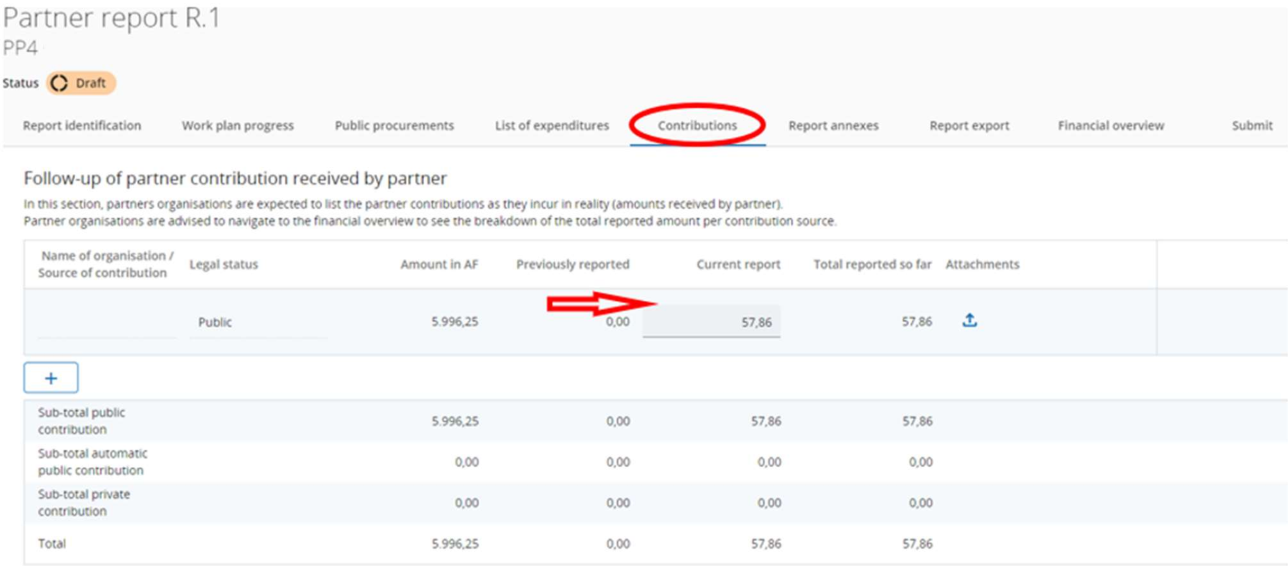
When an attachment is uploaded, the related expenditure item can only be deleted, if the related attachment is deleted before. If a user needs to upload multiple files to 1 cost item, it is recommended to upload a zip file (see above blue circle).

Parked expenditure In case a controller/programme user parked some items in control/verification of project report, they show up in the Parked expenditure section in the List of expenditure. A partner user can decide to either re-include the item by clicking the re-inclusion button or delete the item.

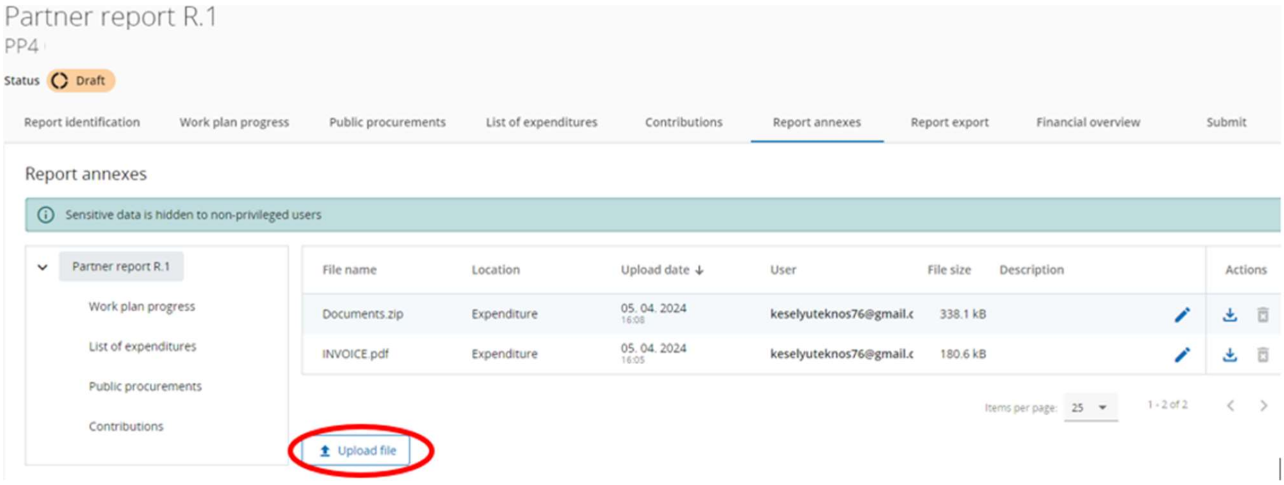
When the item gets re-included, it will get included in the List of expenditures. The entire item is editable for changes by the partner except for:

- The Cost item ID shall be frozen and is therefore recognizable (the first number indicates from which report the item came initially and the second the item number).
- Previously parked by - is automatically displaying level of verification that (last) parked the item.
- Real cost items reincluded can't be changed to a Unit cost/Lump sum
- Also the exchange rate and currency are frozen as this item has already been submitted for control.

Hereinafter the Project Partners have to fill in the section "**Contributions**". This is the section where partners should provide the information about the received partner contributions (the amounts are calculated in the section "Financial overview" under "Partner contribution"). This is a cumulative section, which records amounts received per report and adds them up in next reports. The partners have to fill in the empty fields in the column "Current report" (marked with the red arrow).

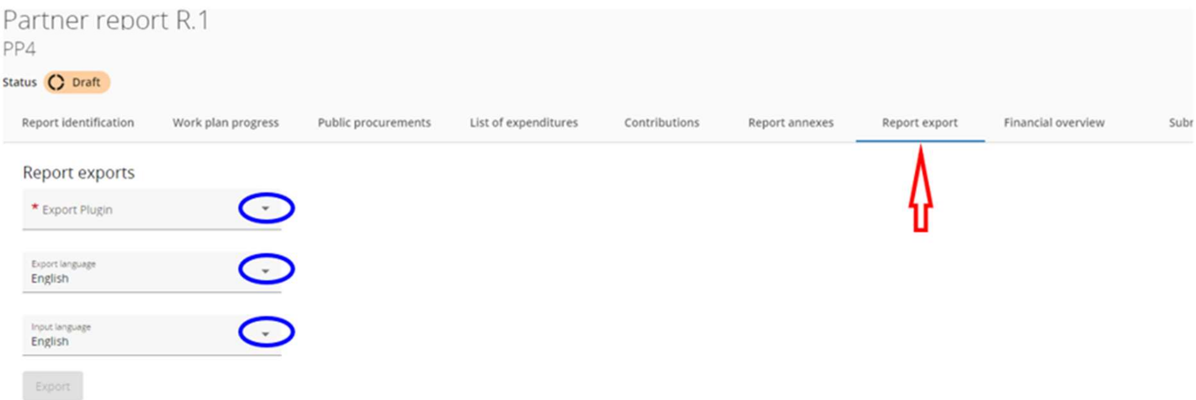


The next section is the "**Report annexes**" section. In this section is the overview off all files uploaded in the Partner Report.



The tree structure represents the places within that report where files can be uploaded. All uploads from all sections are shown in this list. Partner organisations have here the possibility to upload additional files linked to the Partner Report (by clicking the Upload file button – red circle). Since it is not always possible to add descriptions to files in the dedicated sections (due to the chip style upload), users with edit right are also allowed to add descriptions to all files in this section. Files uploaded in this section can be deleted here, other files can only be deleted in the section where they were uploaded.

Project Partners have the possibility to export their reports in the **"Report export"** section.



The Project Partners need to choose from the drop-down menus (marked with blue circles) the plug-in, the export language and the input language.

In the "**Financial overview**" section are four different financial overview tables (all filled in automatically). The first table is the "**Partner Expenditure – summary (in Euro)**":

Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated	Previously paid
ESRR	25.000,00	0,00 parked 0,00	23.600,00 re-included 0,00	23.600,00	94,40 %	1.400,00	0,00	0,00
Partner contribution	6.250,00	0,00 parked 0,00	5.900,00 re-included 0,00	5.900,00	94,40 %	350,00	0,00	N/A
↳ of which Public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Automatic public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	6.250,00	0,00 parked 0,00	5.900,00 re-included 0,00	5.900,00	94,40 %	350,00	0,00	N/A
Total	31.250,00	0,00 parked 0,00	29.500,00 re-included 0,00	29.500,00	94,40 %	1.750,00	0,00	0,00

The second table is the "**Partner Expenditure – breakdown per cost category (in Euro)**":

Partner Expenditure - breakdown per cost category (in Euro)

Cost category	Flat rate	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
Staff costs		36.000,00	0,00 parked 0,00	27.000,00 re-included 0,00	27.000,00	75,00 %	9.000,00	0,00
Office and administrative costs	15 %	5.400,00	0,00 parked 0,00	4.050,00 re-included 0,00	4.050,00	75,00 %	1.350,00	0,00
Travel and accommodation	5 %	1.800,00	0,00 parked 0,00	1.350,00 re-included 0,00	1.350,00	75,00 %	450,00	0,00
External expertise and services		5.000,00	0,00 parked 0,00	511,00 re-included 0,00	511,00	10,22 %	4.489,00	0,00
Equipment		40.000,00	0,00 parked 0,00	2.240,00 re-included 0,00	2.240,00	5,60 %	37.760,00	0,00
Infrastructure and works		10.000,00	0,00 parked 0,00	511,00 re-included 0,00	511,00	5,11 %	9.489,00	0,00
Other costs		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Total		**98.200,00**	**0,00** parked 0,00	**35.662,00** re-included 0,00	**35.662,00**	**36,32 %**	**62.538,00**	**0,00**

The third table is the **"Partner Expenditure - breakdown per Unit cost (in Euro)"** and is only relevant for projects with unit cost**:**

Partner Expenditure - breakdown per Unit cost (in Euro)

EN SL HU

Unit Cost	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
Unit costs for event	3.375,00	0,00 parked 0,00	1.125,00 re-included 0,00	1.125,00	33,33 %	2.250,00	0,00
Unit costs for translation/interpretation	3.000,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	3.000,00	0,00
Total	**6.375,00**	**0,00** parked 0,00	**1.125,00** re-included 0,00	**1.125,00**	**17,65 %**	**5.250,00**	**0,00**

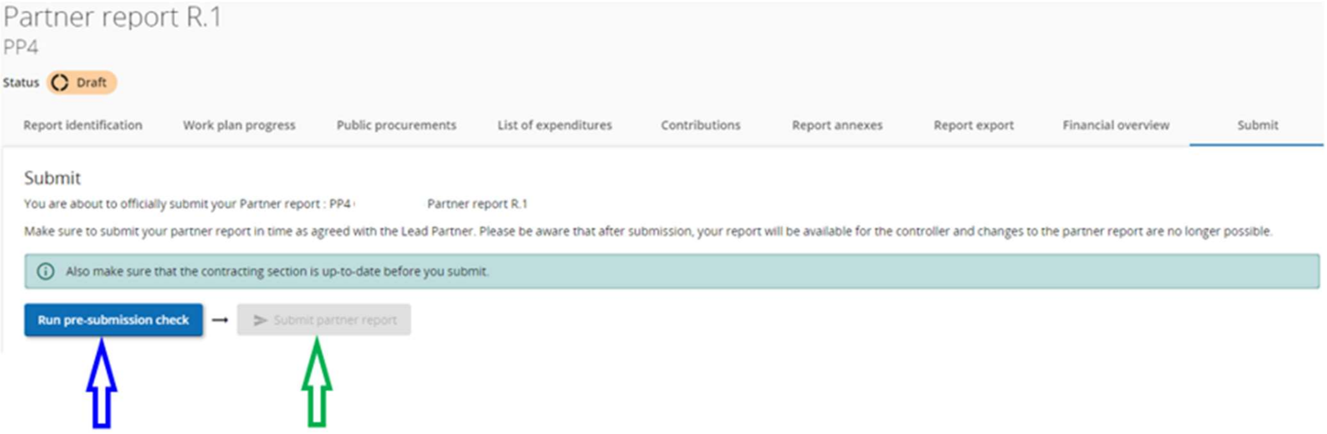
The fourth table is the **"Partner Expenditure – breakdown per investment (in Euro)"** and is only relevant for projects with investments:

Partner Expenditure - breakdown per investment (in Euro)

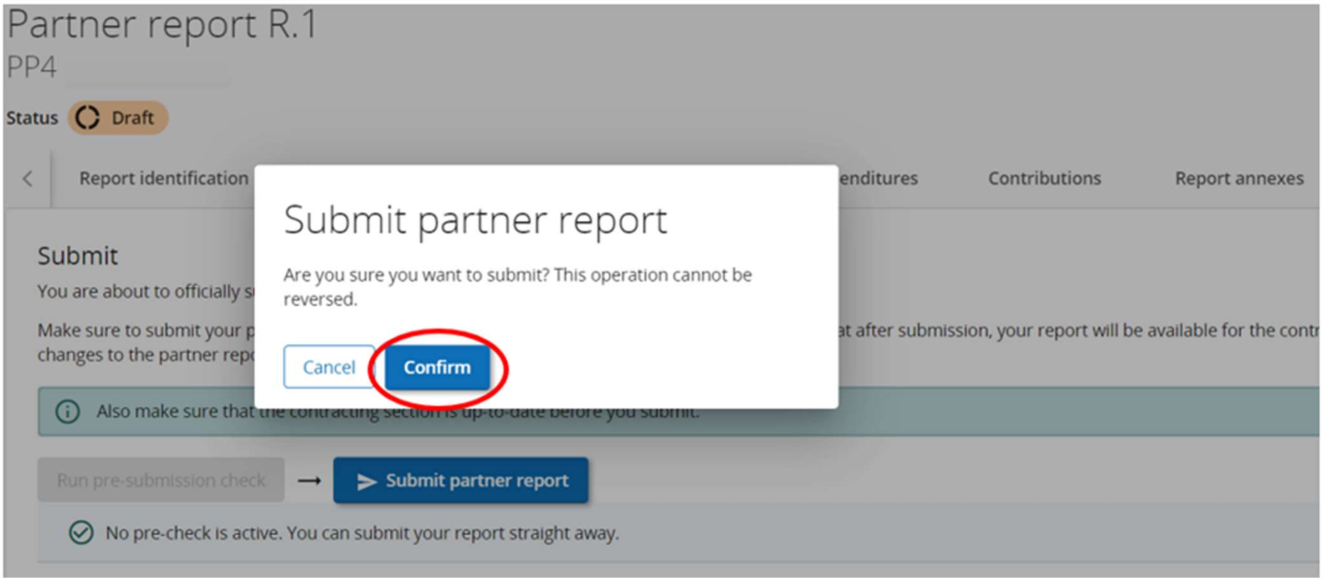
EN SL HU

Investment Nr.	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
I1.1 Test	0,00	0,00 parked 0,00	511,00 re-included 0,00	511,00	0,00	-511,00	0,00
Total	**0,00**	**0,00** parked 0,00	**511,00** re-included 0,00	**511,00**	**0,00 %**	**-511,00**	**0,00**

The last step in the reporting process is the submission of the Partner Report. The partners have to click on the “**Submit**” tab (marked with red circle) and the following screen will appear:



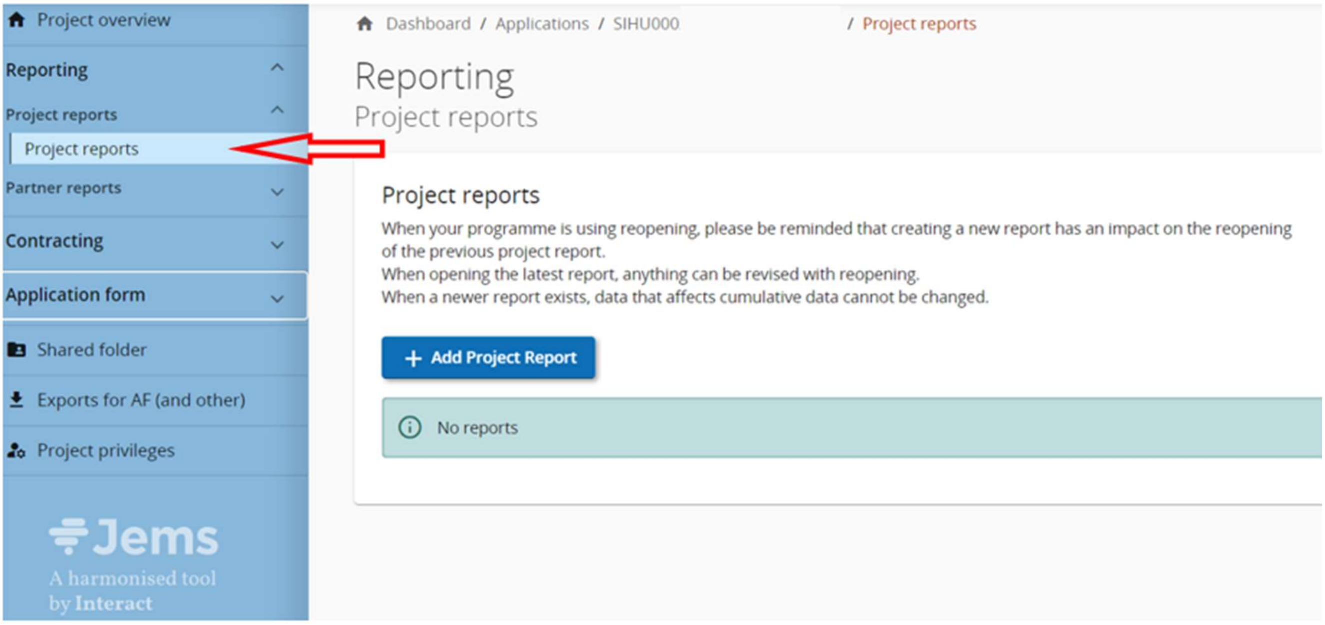
First the user has to click the button “**Run pre-submission check**” (blue arrow). If the control is successful, the button “**Submit partner report**” will be available (green arrow) and the user has to click this button. The following screen will appear:



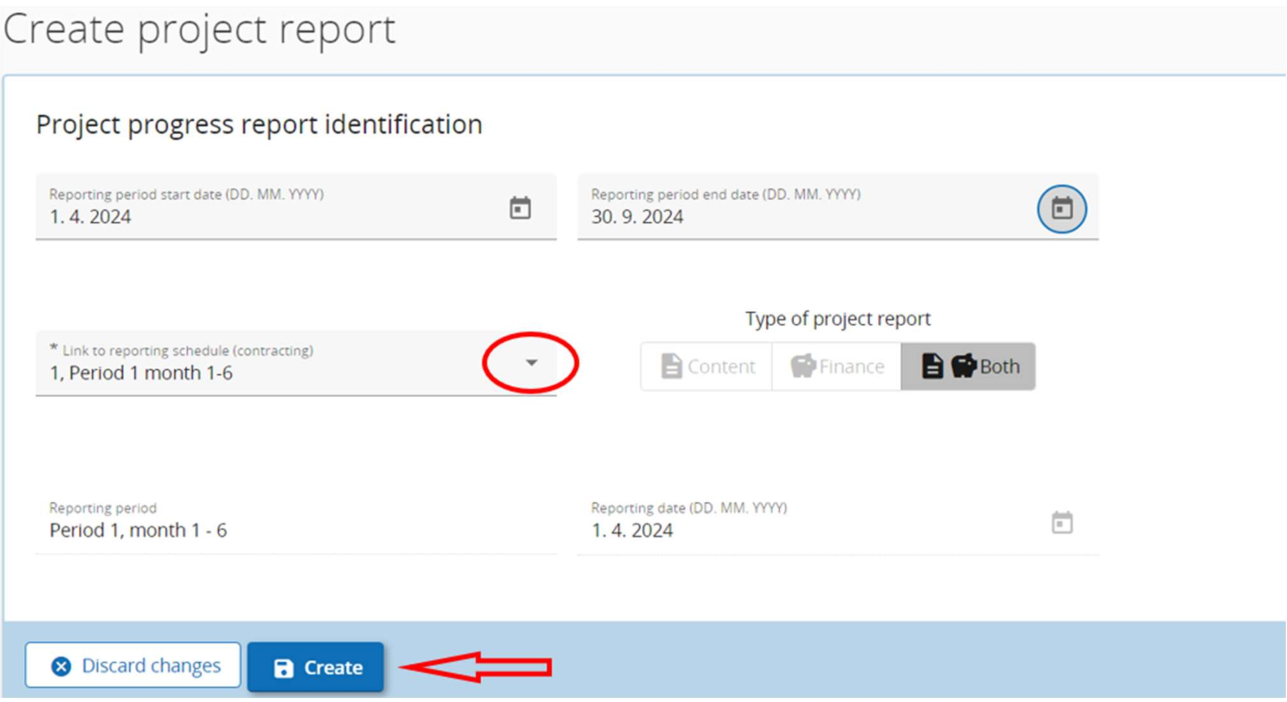
To submit the Partner Report, the Project Partner has to click on “**Confirm**”.

2.2 PROJECT REPORT IN JEMS

The Project Report has to be provided bilingually (in Slovene and Hungarian language). Once all partner reports were submitted, the Lead Partner can start with the preparation of the Project Report. The user can start with the Project Report by clicking on "Project reports" (red arrow in following screen):

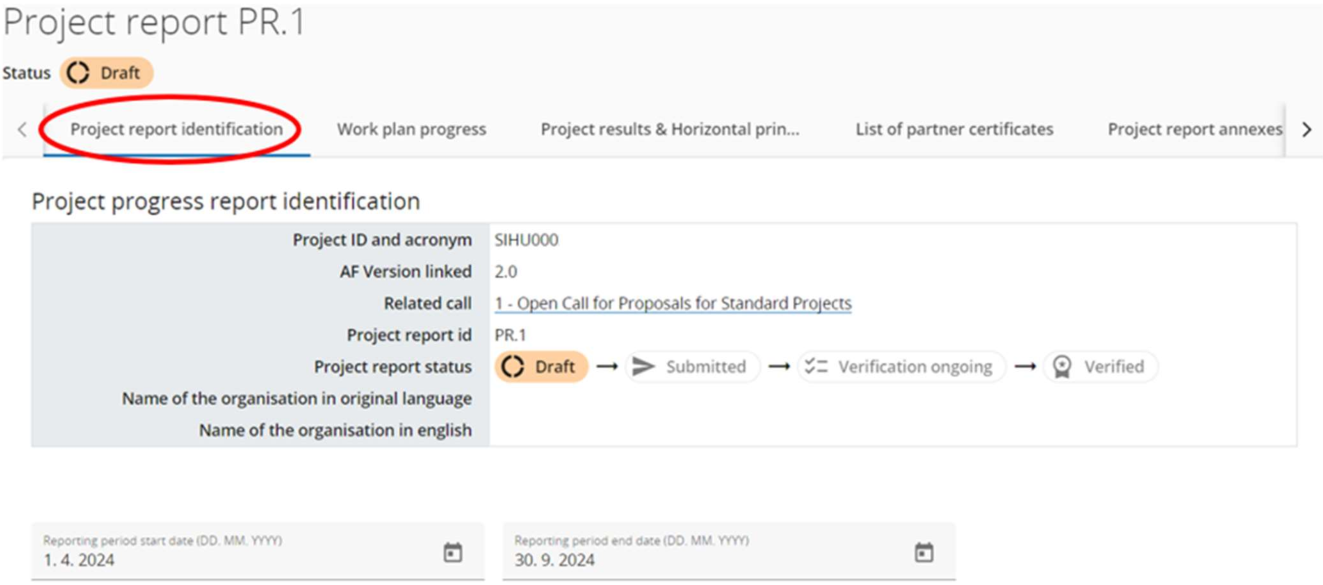


After clicking on "+ Add Partner Report", following screen will appear:

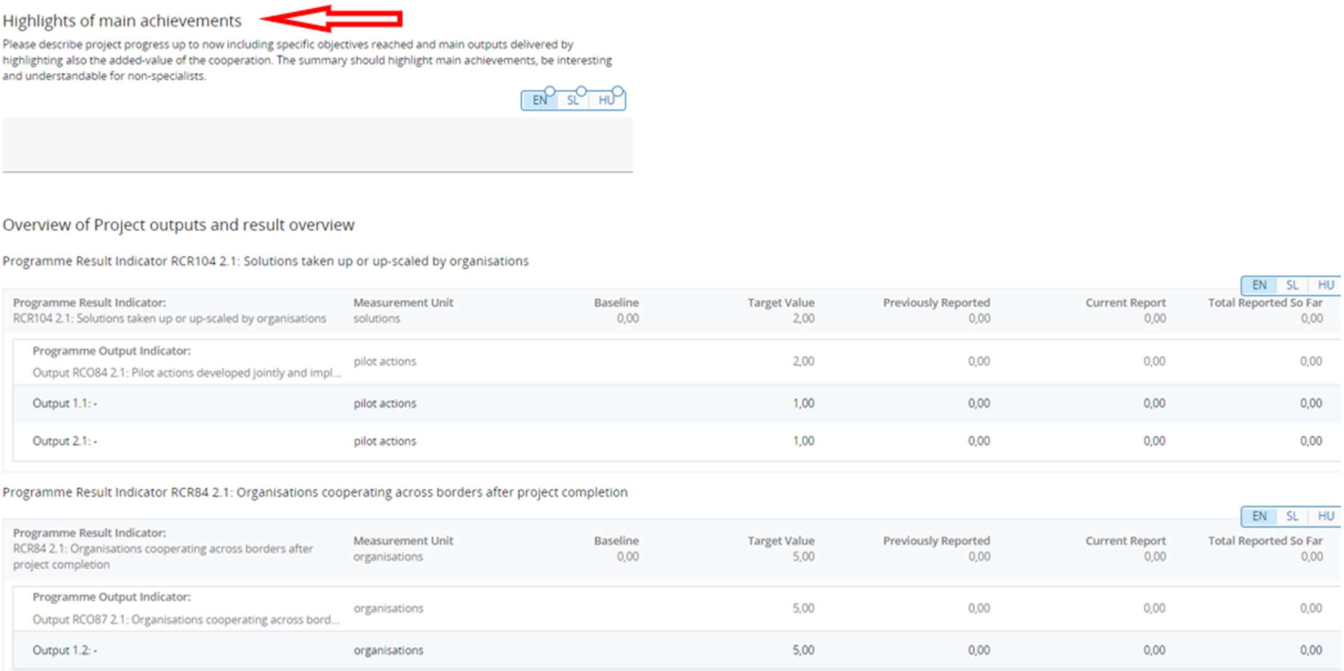


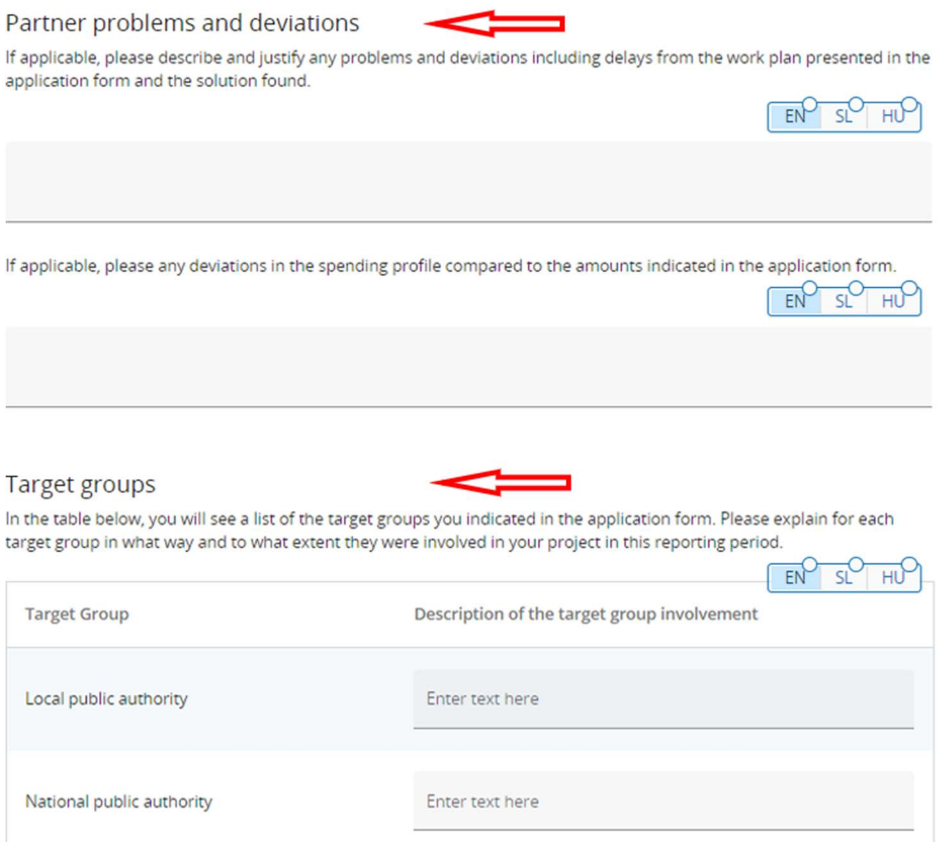
The user has to fill in the following fields "Reporting period start date", "Reporting period end date" and select from the drop-down menu in the "Link to reporting schedule" the reporting period. All other data will be filled in automatically. In the end the user has to click on the button "Create" (red arrow).

The Lead Partner continues with "**Project Report identification**" section:

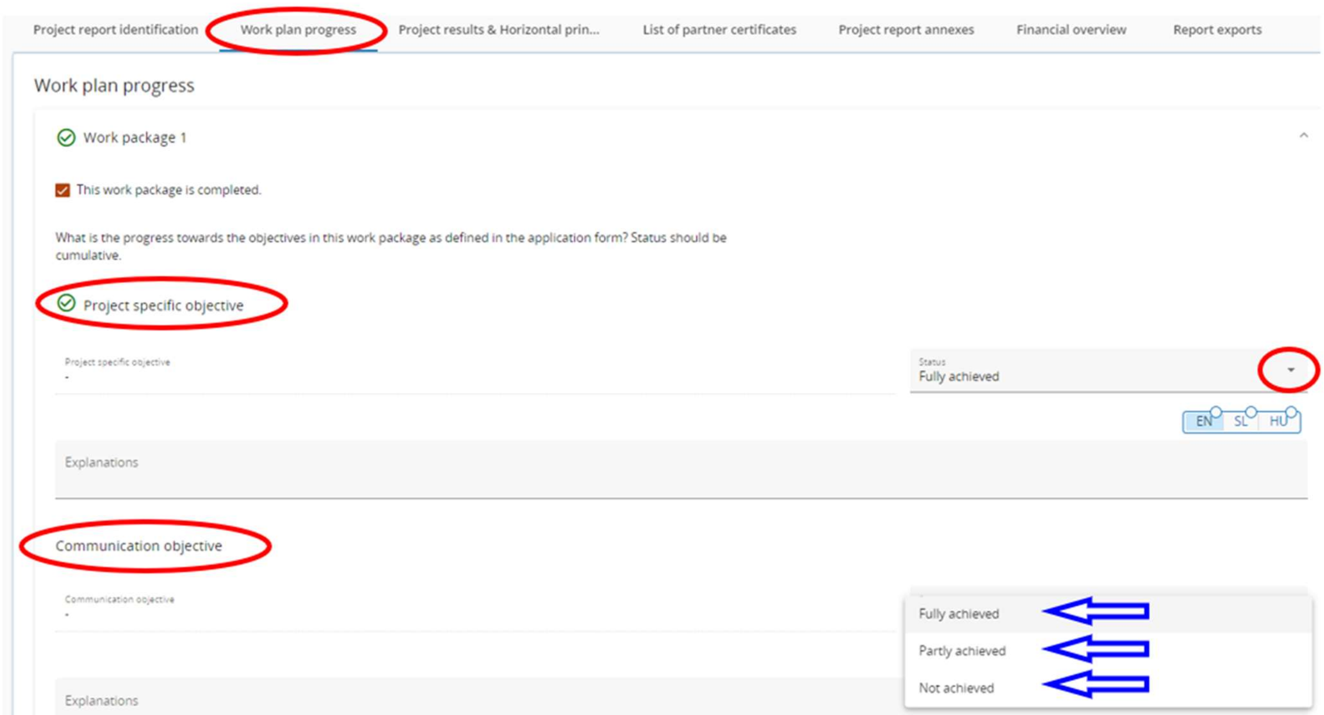


The fields "**Highlights of main achievements**", "**Partner problems and deviations**" and "**Target groups**" have to be filled in, while the "Overview of Project outputs and result overview" are filled in automatically.



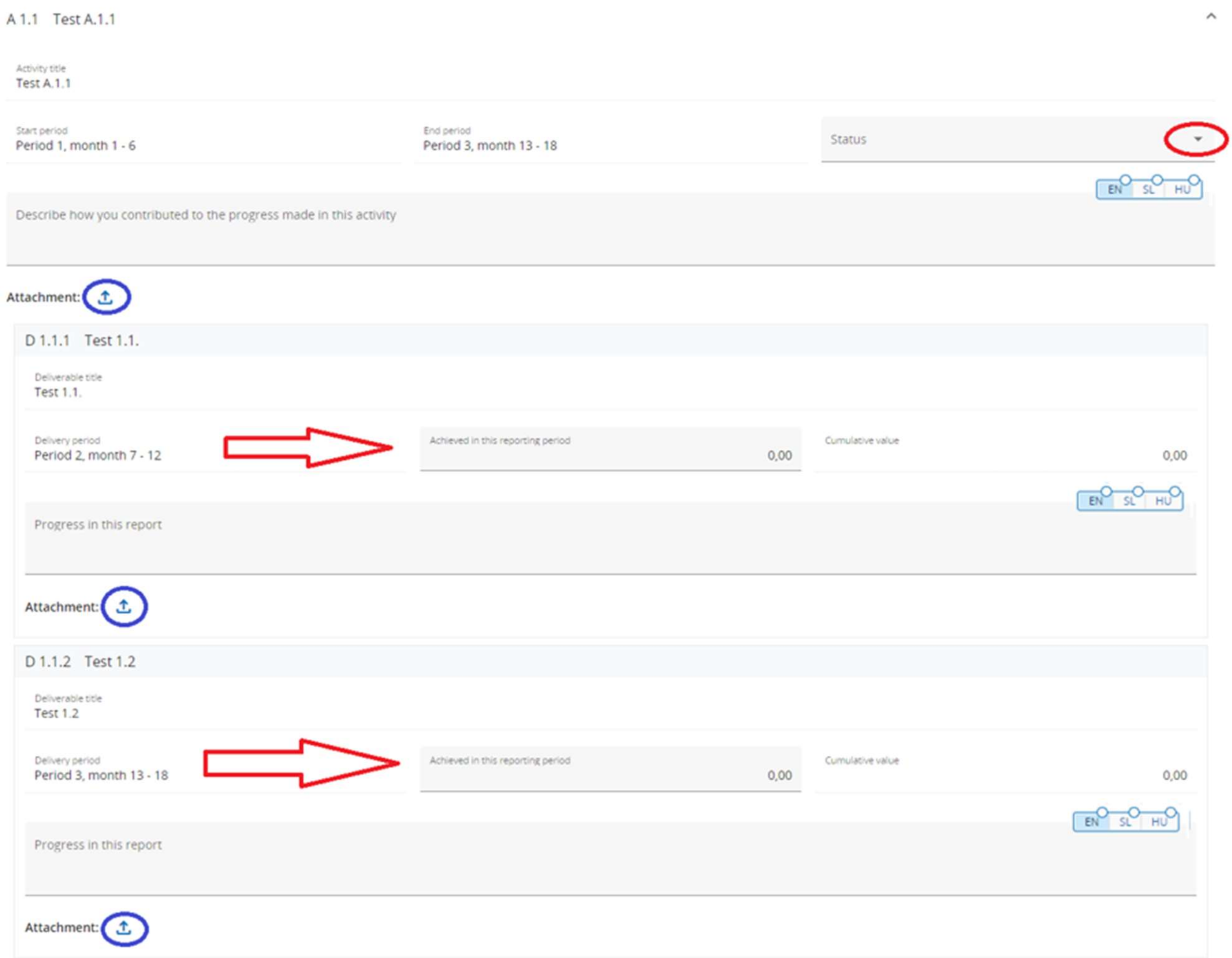


The next step is the description of the "**Work plan progress**", where the Lead Partner has to provide the status of the work package, project specific objective and communication objective (red circles) and some explanations of them. The Lead Partner has to provide information on how the partners were involved (field "Progress").

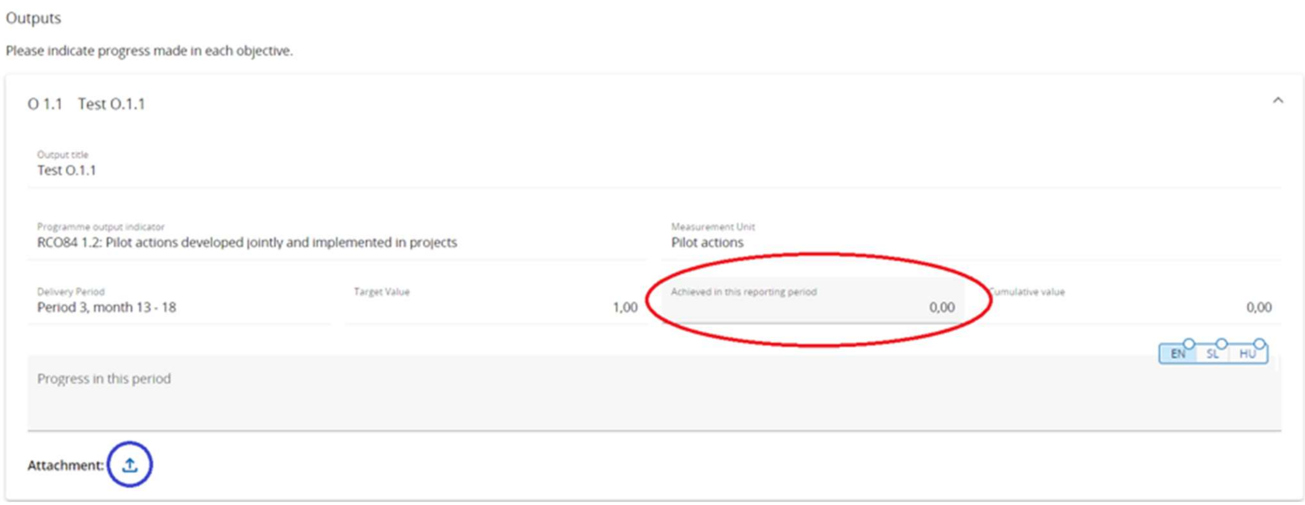


The user continues with the **Investment description** (if applicable) and

with the **description of activities and deliverables**.



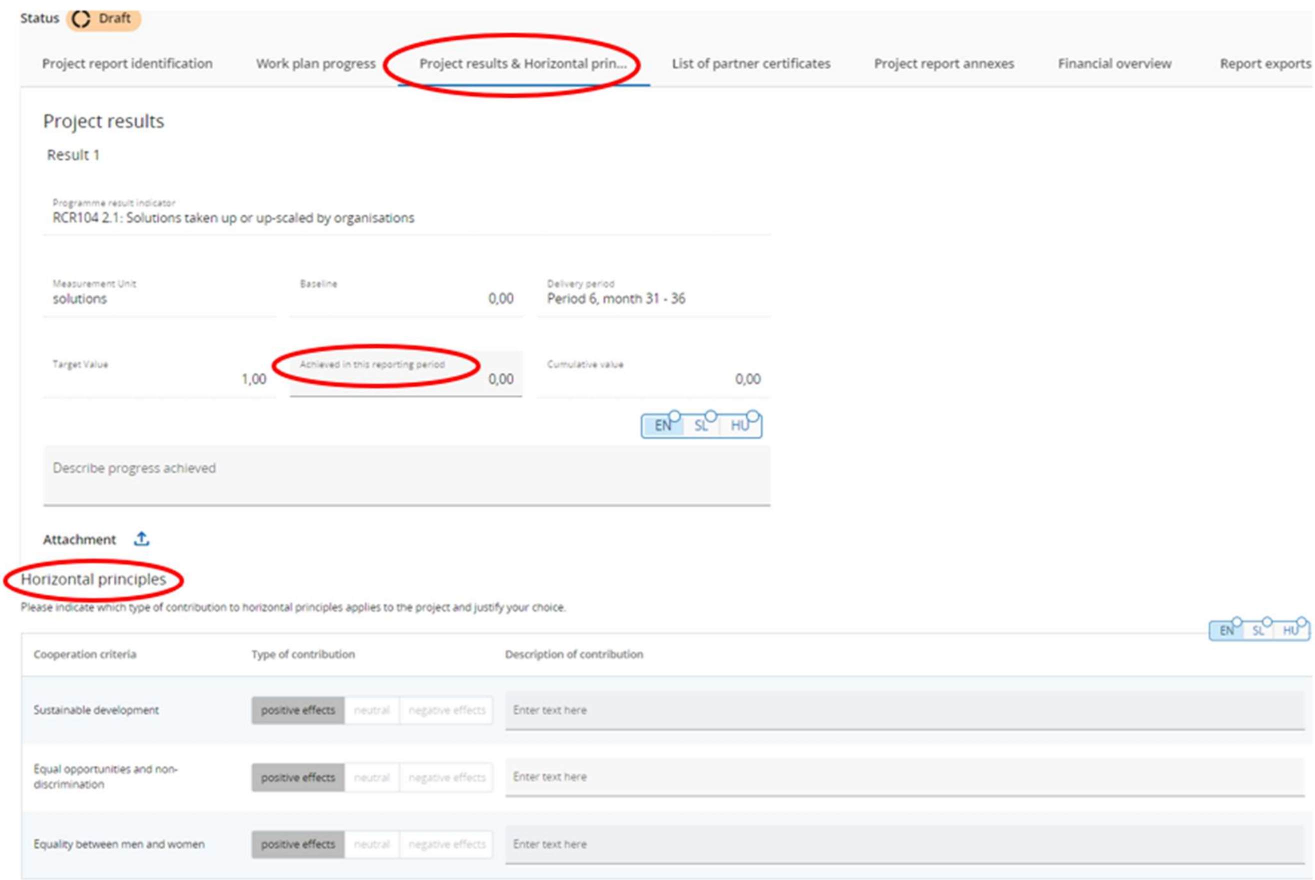
Here the user has to select the status of the activity (red circle) and provide the description of the activities and deliverables and achieved value of deliverables (red arrow). In this section the user can also upload attachments for evidence (blue circle). The last part in each work package is the description of the achieved project outputs.



The user provides the information of the achieved value (red circle) of the project output indicator and describes the progress in the respective reporting period. If there is evidence, the user can upload an attachment (blue circle).

The Lead Partner has to repeat the previously described steps in all other work packages.

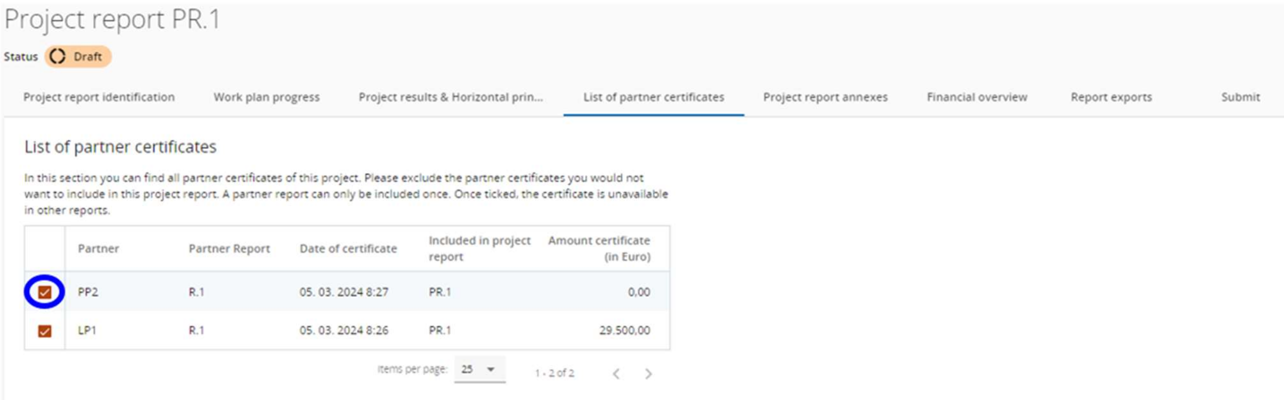
Next to be filled in, is the "**Project results & Horizontal principles**" section, where the users shall describe the progress on results and horizontal principles.



The users shall describe the progress towards achieving planned results by inserting how much has been achieved in the current reporting period. Results are cumulative, meaning that if a report is submitted and another report is created, the values from the previous report are added to the cumulative values. The cumulative value achieved is calculated as the sum of all the figures reported in all Project Reports with the status submitted. The Lead Partner can also upload an attachment per item which will show up again in the Project Report annexes.

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

The next step is to include the partner certificates. This shall be done in the "**List of partner certificates**" section. In this tab, all partner certificates of the project are listed. A certificate can only be included in one Project Report. Once ticked, the certificate is unavailable in other Project Reports. Upon creation of a new Project Report, all available partner certificates, which are not yet included in any other project report, are included in the newly created Project Report. If the users would not want to include a certificate in this project report, they should untick (blue circle) the respective partner certificates.



Project report PR.1

Status Draft

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

List of partner certificates

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

	Partner	Partner Report	Date of certificate	Included in project report	Amount certificate (in Euro)
☑	PP2	R.1	05. 03. 2024 8:27	PR.1	0,00
☑	LP1	R.1	05. 03. 2024 8:26	PR.1	29.500,00

Items per page: 25 1 - 2 of 2

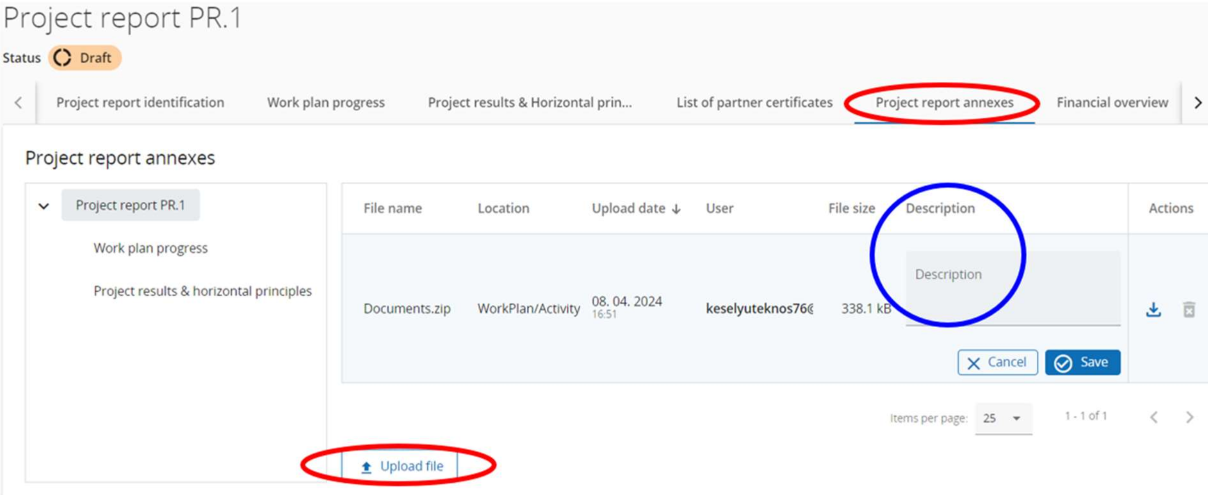
Partner certificates that have already been included in another Project report are shown in the **"List of partner certificates"** in grey colour.

List of partner certificates

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

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

The next section is the "**Project report annexes**" section. This section shows all files uploaded in the Project Report.



The tree structure represents the places within that report where files can be uploaded. All uploads from all sections are shown in this list. Users have the possibility to upload additional files linked to the Project report here (by clicking the Upload file button – red circle). Since it is not always possible to add descriptions to files in the dedicated sections (due to the chip style upload), users with edit right are also allowed to add descriptions (blue circle) to all files in this section. Files uploaded in this section can be deleted here, other files can only be deleted in the section where they were uploaded.

In the “**Financial overview**” section are different financial overview tables (all filled in automatically). The first table is the “**Project Expenditure – summary (in Euro)**”:

Financial overview

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

Project expenditure - summary (in Euro)

	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified	Previously paid
ESRR	25.000,00	0,00	23.600,00	23.600,00	94,40 %	1.400,00	0,00	0,00
Nacionalni HU	0,00	0,00	0,00	0,00		0,00	0,00	0,00
Partner contribution	6.250,00	0,00	5.900,00	5.900,00	94,40 %	350,00	0,00	N/A
↳ of which Public contribution	0,00	0,00	0,00	0,00		0,00	0,00	N/A
↳ of which Automatic public contribution	0,00	0,00	0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	6.250,00	0,00	5.900,00	5.900,00	94,40 %	350,00	0,00	N/A
Total	31.250,00	0,00	29.500,00	29.500,00	94,40 %	1.750,00	0,00	0,00

The second table is the “Project expenditure – breakdown per cost category (in Euro):

Project expenditure - breakdown per cost category (in Euro)

Cost category	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified
Staff costs	117.000,00	0,00	45.000,00	45.000,00	38,46 %	72.000,00	0,00
Office and administrative costs	5.400,00	0,00	4.050,00	4.050,00	75,00 %	1.350,00	0,00
Travel and accommodation	1.800,00	0,00	1.350,00	1.350,00	75,00 %	450,00	0,00
External expertise and services	5.000,00	0,00	511,00	511,00	10,22 %	4.489,00	0,00
Equipment	40.000,00	0,00	2.240,00	2.240,00	5,60 %	37.760,00	0,00
Infrastructure and works	10.000,00	0,00	511,00	511,00	5,11 %	9.489,00	0,00
Other costs	32.400,00	0,00	7.200,00	7.200,00	22,22 %	25.200,00	0,00
Total	**211.600,00**	**0,00**	**60.862,00**	**60.862,00**	**28,76 %**	**150.738,00**	**0,00**

The third table is the "Project Expenditure – breakdown per investment (in Euro)" and is only relevant for those projects with investments:

Project expenditure - breakdown per investment (in Euro)

EN SL HU

Investment Nr.	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified
I1.1 Test	0,00	0,00	511,00	511,00	0,00	-511,00	0,00
Total	0,00	0,00	511,00	511,00	0,00 %	-511,00	0,00

The fourth table is the "Project expenditure - breakdown per Lump sum (in Euro)" and is only relevant for those projects which have planned preparation cost:

Project expenditure - breakdown per Lump sum (in Euro)

EN SL HU

Lump sum	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified	Previously paid
Preparation costs - Period 1	2.000,00	2.000,00	0,00	2.000,00	100,00 %	0,00	2.000,00	0,00
Total	**2.000,00**	**2.000,00**	**0,00**	**2.000,00**	**100,00 %**	**0,00**	**2.000,00**	**0,00**

The fifth table is the "Project expenditure - breakdown per Unit cost (in Euro)" and is only relevant for those projects which have planned any type of unit cost:

Project expenditure - breakdown per Unit cost (in Euro)

EN SL HU

Unit Cost	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified
Unit costs for translation/interpretat...	9.000,00	0,00	0,00	0,00	0,00 %	9.000,00	0,00
Unit costs for event	43.875,00	0,00	0,00	0,00	0,00 %	43.875,00	0,00
Total	**52.875,00**	**0,00**	**0,00**	**0,00**	**0,00 %**	**52.875,00**	**0,00**

The sixth table is the "Project expenditure – overview per partner/per cost category – Current report":

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

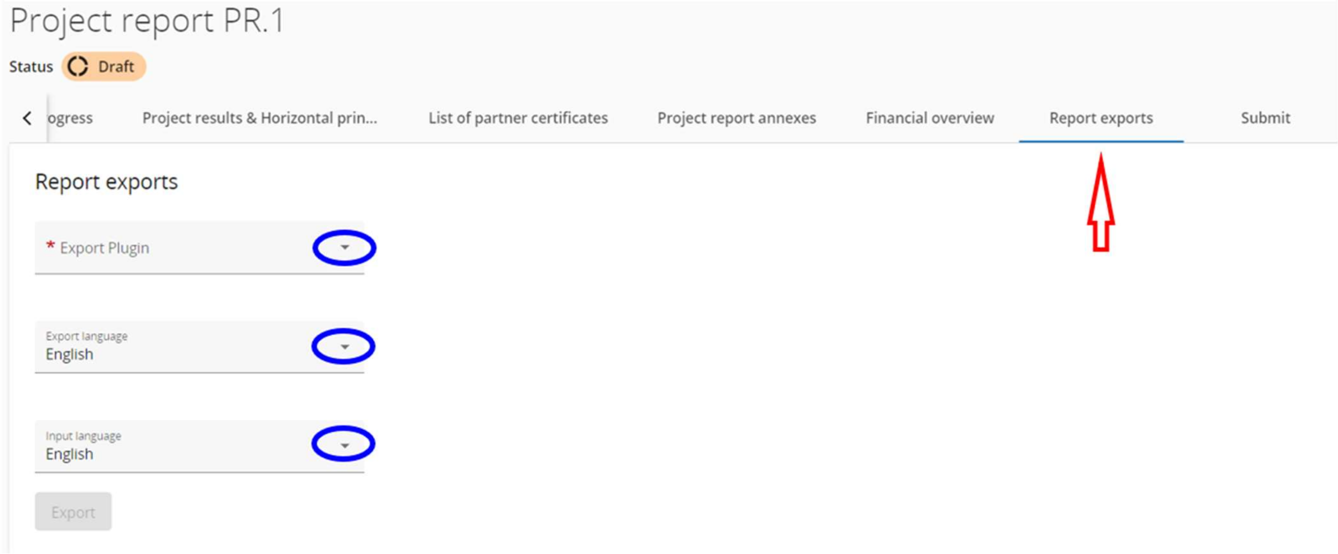
Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Other costs	Total current report
LP1	TED	Slovenija (SI)	27.000,00	4.050,00 Flat Rate % 15	1.350,00 Flat Rate % 5	511,00	2.240,00	511,00	0,00	35.662,00
PP2	MED	Magyarország (HU)	18.000,00	0,00	0,00	0,00	0,00	0,00	7.200,00 Flat Rate % 40	25.200,00
Total			**45.000,00**	**4.050,00**	**1.350,00**	**511,00**	**2.240,00**	**511,00**	**7.200,00**	**60.862,00**

The last table is the "Project expenditure – Summary of reduced items by control – Current report":

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

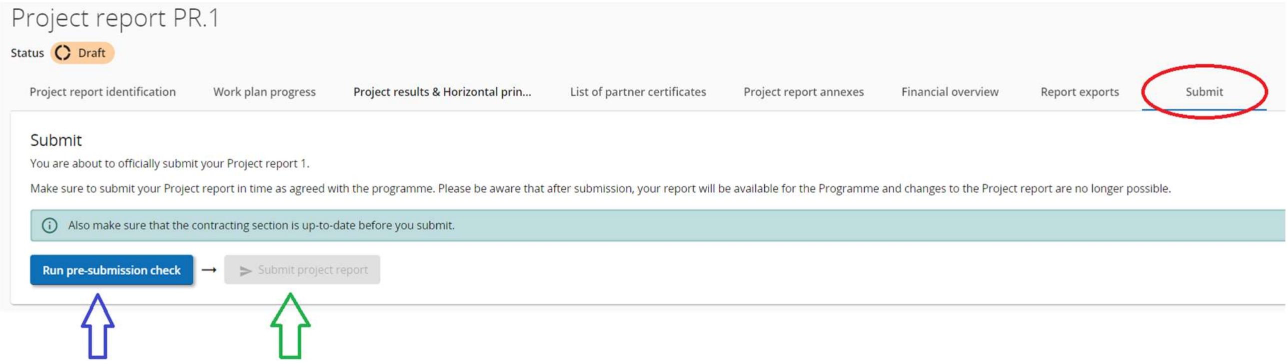
Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Other costs	Total deduction
LP1	TED	Slovenija (SI)	0,00	0,00 Flat Rate % 15	0,00 Flat Rate % 5	0,00	0,00	0,00	0,00	0,00
PP2	MED	Magyarország (HU)	0,00	0,00	0,00	0,00	0,00	0,00	0,00 Flat Rate % 40	0,00
Total			**0,00**	**0,00**	**0,00**	**0,00**	**0,00**	**0,00**	**0,00**	**0,00**

Lead Partners have the possibility to export their reports in the "**Report export**" section.

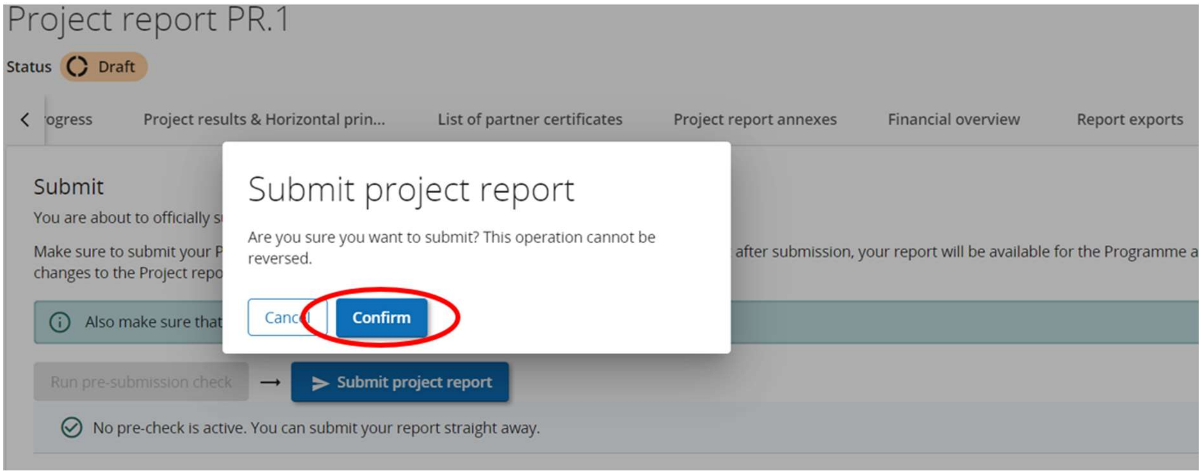


The Project Partners need to choose from the drop-down menus (marked with blue circles) the plug-in, the export language and the input language.

The last step is the submission of the Project Report. The users have to click on the "**Submit**" tab (marked with red circle) and following screen will appear:



First the user has to click the button "**Run pre-submission check**" (blue arrow). If the control is successful, the button "**Submit project report**" will be available and the user has to click this button. The following screen will appear:



To submit the Project Report the Lead Partner has to click on "**Confirm**".