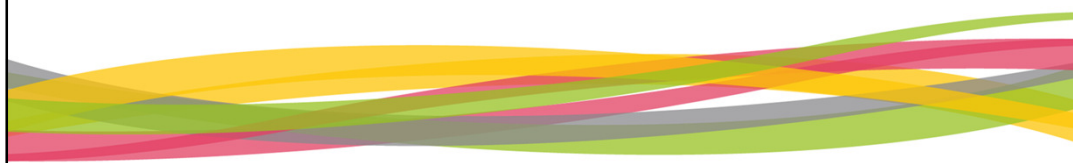


# FINANCE REPORTING



## AGENDA

- Run through of the finance reporting process, including all tabs in the OMS form
- A step-by-step explanation of what the FLC does when the report has been submitted to him/her
- A repeat of the most important points when filling out the finance report



Interreg  
North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

29:40 HELP Demo LeadBen

HOME

PROJECT IDEAS

- List
- Add new

PROJECT APPLICATIONS

- List
- Contracts
- FLC Designations
- Progress Reports
- Finances Reports

COMMUNICATION

- Announcements

## Periodic Reporting: Finances Reports

Home > Periodic Reporting > Finances Reports

Progress Reports

Currently open round: FDAI #1 (submission period: 01/03/2016 - 07/01/2017) A submission extension has been approved, the closing date is 10/06/2017.

- Project-level progress report for FDAI started. Finances report started.
- Beneficiary-level progress report for FDA6 Norway started. Finances report does not exist: **Start**
- Beneficiary-level progress report for FDA1 Denmark LB started. Finances report started.

### My reports

Project	Round	Number / Level / Beneficiary	Progress report	Locked	FLC Approved	AS Signed	Submitted
FDAI	#1	#1 Project	<a href="#">View</a>	No	No	No	No
FDAI	#1	#1 Beneficiary: FDA1 Denmark LB	<a href="#">View</a>	No	No	No	No
FDAI	#2	#2 Project	<a href="#">View</a>	No	No	No	No
FDAI	#2	#2 Beneficiary: FDA1 Denmark LB		Yes	No	Yes	

Other reports

Before the beneficiary report can be started the project report has to be started by the lead beneficiary.

Interreg North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports  
FDA! / #1, Beneficiary Finances Report for FDA6 Norway

Workflow: Report completed and locked: Yes FLC approval: Yes Submitted to LB: Yes

Main details Investments Equipment Expenditures Outside prog. area Funding Annexes Submission

Project: FDA!  
Reporting Round: #1  
Reporting level: Beneficiary  
Beneficiary: FDA6 Norway  
Report Number: 1  
Project start date: 04/03/2015  
Project end date: 29/04/2018  
Reporting period start: 01/11/2016  
Reporting period end: 05/11/2016

Report contact persons  
Beneficiary Managing User: Demo LeadBen @ OMS-LB  
Beneficiary Authorised Signatory: Peter Coordinating @ OMS-local-Ben  
Beneficiary First Level Controller: John Smith @ FLC-LB  
Lead Beneficiary/Managing User: Demo LeadBen @ OMS-LB

The progress report on finances encompasses a number of tabs which every beneficiary will need to fill in:

- Investments
- Equipment
- (Other) Expenditures
- Expenditure outside the programme area
- Split of funding
- Annexes

These can be seen on this slide.

Interreg North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports  
FDA! / #1, Beneficiary Finances Report for FDA6 Norway

Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway

You have not reported any expenditures. You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorized Signatory.

A submission extension has been approved, the closing date is 18/06/2017.

The following parts are missing some information. You need to fill them before being able to submit the form.

Expenditures: Explanation for no reported expenditure

Workflow: Report completed and locked No FLC approval: No Submitted to LB No

Main details Investments Equipment Expenditures Outside prog. area Funding Annexes Submission

Project FUN:  
Reporting Round #1  
Reporting level Beneficiary  
Beneficiary FDA6 Norway  
Report Number 1  
Project start date 04/03/2015  
Project end date 29/04/2018  
Reporting period start 01/11/2016  
Reporting period end 05/11/2016

Report contact persons  
Beneficiary Managing User: Demo LeadUser @ CMS-LB  
Beneficiary Authorized Signatory: Peter Coordinating @ CMS-focal Ben  
Beneficiary First Level Controller: John Smith @ FLC-LB  
Lead Beneficiary/Managing User: Demo LeadUser @ CMS-LB

Actions: Edit Complete Export PDF View Progress report Message JS

In the top right corner you find the options to "Edit" or "complete" the report.

The "complete" option should only be applied when your report is 100% ready for your FLC to verify it.



When you "edit" the report you have several ways of navigating around the report. The main navigation tool is located in the lower right-hand corner of this screenshot: "Save and return" and "Save and proceed to next step". The former saves the report and takes you to the home page of the OMS, while the latter takes you to the next tab in the report.

Alternatively you can also navigate between the tabs simply by clicking them.

Everything is automatically saved in the OMS, so you do not have to worry about losing information if you forget to push 'save.'

Interreg North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports  
FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details Investments Equipment Expenditures Outside prog. area Funding Annexes

Expenditures - breakdown per budget line \*

Please note that the lines for Equipment and Investments are automatically updated from the corresponding tables in the previous steps. Office and administration costs are calculated as 15% of staff costs.

⚠ You have not reported any expenditure. You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory.

Budget	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Staff costs	100.000 €	0 €	0 €	0 €	0	100.000 €
Office and administration	15.000 €	0 €	0 €	0 €	0	15.000 €
Travel and accommodation	20.000 €	0 €	0 €	0 €	0	20.000 €
External expertise and services	290.000 €	0 €	0 €	0 €	0	290.000 €
Equipment	190.000 €	0 €	0 €	0 €	0	190.000 €
Investments	130.000 €	0 €	0 €	0 €	0	130.000 €
Total Expenditure	745.000 €	0 €	0 €	0 €	0	745.000 €
(Net revenue)	0 €	0 €	0 €	0 €	0	0 €
Total Eligible Expenditure	745.000 €	0 €	0 €	0 €	0	745.000 €

Explanation for no reported expenditure

Type something

If you have reported 0 Euros of expenditure - please provide an explanation. If not, fill in N/A.

If you have NO expenditure to report during a reporting round, you must give an explanation in this box. And that is the ONLY thing you need to do.

If you ARE reporting expenditure, you must fill in N/A in this box. It is a mandatory field, whether you are reporting zero expenditure or more than zero.

We recommend that the Lead Beneficiary compile all explanations in the individual beneficiary-level reports in the project-level report – simply copy and paste them into the same box in the project-level report, as this is not an automated function.

The screenshot shows the 'VB/NSRP Online Monitoring System' interface. The top header includes the 'Interreg North Sea Region' logo and the 'European Regional Development Fund' text. The main navigation menu on the left lists various sections like 'HOME', 'PROJECT IDEAS', 'PROJECT APPLICATIONS', 'COMMUNICATION', and 'CONFIGURATION'. The main content area is titled 'Periodic Reporting: Finances Reports' and 'FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report'. It features a breadcrumb trail and a set of tabs: 'Main details', 'Investments', 'Equipment', 'Expenditures', 'Outside prog. area', 'Funding', and 'Annexes'. The 'Investments' tab is active, displaying a table of investment data. A red circle highlights the 'edit' icon (a pencil) next to the 'Norwegian investment' row. Below the table is a text area for 'Explanations on Investments deviations' with a rich text editor toolbar and a 'Save and return' button. The bottom of the page has a decorative wavy graphic in yellow, orange, and green.

**Investment expenditure \***  
Related to section C.8 Investments in the application form

⚠ You have not reported any expenditure.  
You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros.  
However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory.

Investment	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Norwegian investment	130.000 €	0 €	0 €	0 €	0	130.000 €
<b>Total</b>	130.000 €	0 €	0 €	0 €	0	130.000 €

Explanations on Investments deviations

Type something

Please explain deviations (if any) as regards spending on investments compared to the amounts indicated in the Application Form.

Save and return Save and proceed to next step

The investment tab reflects the investments listed in the approved application form. Investments in this tab ONLY appear for the beneficiary responsible for the investment. For example, if Beneficiary X is listed as responsible for an investment in a barge in a project application, Beneficiary X – and ONLY Beneficiary X – will see that investment appear in this tab. The only thing they need to do is click the ‘edit’ button to the left of the listed investment and provide the expenditure on this investment during the current reporting period. An explanation of deviations is not mandatory.

If your application had no investments, there will be no entries in this tab for any of the beneficiaries.



The screenshot displays the 'Finances Reporting' interface within the 'VB/NSRP Online Monitoring System'. The system header includes the 'Interreg North Sea Region' logo and the 'European Regional Development Fund' logo. A sidebar on the left lists navigation options: HOME, PROJECT IDEAS, PROJECT APPLICATIONS, COMMUNICATION, and CONFIGURATION. The main content area shows a 'Report Table' for '4. Investment expenditure' with the following data:

Investment	Norwegian investment
Total Eligible Budget	130000
Previously Reported	0
Current Report	0 € (Only integers numbers accepted, no commas or dots.)
Total reported so far	0
% of Total reported so far	0%
Remaining budget	130000

Two numbered callouts are present: '1' points to the 'Current Report' input field, and '2' points to the 'Save' button. The bottom of the page features a decorative wavy pattern in yellow, green, and pink.

The interface for updating the current report figures is simple: provide the amount spent on the investment during the reporting period and click “Save”.

Interreg  
North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

29:40

 Demo LeadBen

HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICATIONS

List

Contracts

FLC Designations

Progress Reports

Finances Reports

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Shared Access

Beneficiaries Access

Periodic Reporting: Finances Reports

FDAI / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home

Periodic Reporting

Finances Reports

FDAI / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details

Investments

Equipment

Expenditures

Outside prog. area

Funding

Annexes

Equipment expenditure \*

Related to section C.10 Equipment in the application form

⚠

You have not reported any expenditure.  
 You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros.  
 However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory.

Equipment	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Ben6	190.000 €	0 €	0 €	0 €	0	190.000 €
Total	190.000 €	0 €	0 €	0 €	0	190.000 €

Explanations on Equipment expenditure deviations

B

I

Type something

0

Please explain deviations (if any) as regards spending on equipment compared to the amounts indicated in the Application Form.

Save and return

Save and proceed to next step

As with the investment tab the equipment tab reflects the equipment listed in the approved application form for a particular beneficiary.

Again, the only thing you need to do is update the amount of expenditure for the current reporting period on the equipment listed and explain any deviations.

10

Interreg North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

Finances Reporting

Report Table: 5. Equipment expenditure

Equipment: Ben6

Total Eligible Budget: 190000

Previously Reported: 0

Current Report: 0 € (Only integers numbers accepted, no commas or dots.)

Total reported so far: 0

% of Total reported so far: 0%

Remaining budget: 190000

Save

The interface for updating the current report figures is simple: provide the amount spent on the equipment item during the reporting period and click “Save”.

Interreg  
North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

29:43 HELP Demo LeadBen

HOME

PROJECT IDEAS

- List
- Add new

PROJECT APPLICATIONS

- List
- Contracts
- FLC Designations
- Progress Reports
- Finances Reports

COMMUNICATION

- Announcements
- Messages

CONFIGURATION

- My account
- Shared Access
- Beneficiaries Access

Periodic Reporting: Finances Reports

FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report

# Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details Investments Equipment Expenditures Outside prog. area Funding Annexes

Expenditures - breakdown per budget line \*

Please note that the lines for Equipment and Investments are automatically updated from the corresponding tables in the previous steps. Office and administration costs are calculated as 15% of staff costs.

**⚠ You have not reported any expenditure.**  
You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory.

Budget	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Staff costs	100.000 €	0 €	0 €	0 €	0	100.000 €
Office and administration	15.000 €	0 €	0 €	0 €	0	15.000 €
Travel and accommodation	20.000 €	0 €	0 €	0 €	0	20.000 €
External expertise and services	290.000 €	0 €	0 €	0 €	0	290.000 €
Equipment	190.000 €	0 €	0 €	0 €	0	190.000 €
Investments	130.000 €	0 €	0 €	0 €	0	130.000 €
Total Expenditure	745.000 €	0 €	0 €	0 €	0	745.000 €
(Net revenue)	0 €	0 €	0 €	0 €	0	0 €
Total Eligible Expenditure	745.000 €	0 €	0 €	0 €	0	745.000 €

Explanation for no reported expenditure \*

Type something

If you have reported 0 Euros of expenditure - please provide an explanation. If not, fill in N/A.

The information that you have provided in the tabs for "Investments" and "Equipment" is automatically transferred to the "Expenditures" tab.

In the expenditures overview you need to provide financial information on "Staff costs", "Travel and accommodation", "External expertise and services" and "Net revenue", if applicable.

PLEASE NOTE: rounding must always be down to the nearest whole Euro and it must correspond exactly to what is claimed in the finance report.

**Interreg North Sea Region**  
European Regional Development Fund

**VB/NSRP Online Monitoring System**

**Finances Reporting**

Report Table 3. Expenditure per budget line

Budget	Staff costs
Total Eligible Budget	100000
Previously Reported	0
Current Report	0 € (Only integers numbers accepted, no commas or dots.)
Total reported so far	0
% of Total reported so far	0%
Remaining budget	100000

**Save**

Remaining budget	
0	100.000 €
0	15.000 €
0	20.000 €
0	290.000 €
0	190.000 €
0	130.000 €
0	745.000 €
0	0 €
0	745.000 €

The edit function for the four expenditure categories in the expenditure tab is the same as that for the investments and equipment.

Interreg  
North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

PROJECT APPLICATIONS

COMMUNICATION

CONFIGURATION

List

Add new

List

Contracts

FLC Designations

Progress Reports

Finances Reports

Announcements

Messages

My account

Shared Access

Beneficiaries Access

Periodic Reporting: Finances Reports

FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home

Periodic Reporting

Finances Reports

FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details

Investments

Equipment

Expenditures

Outside prog. area

Funding

Annexes

ERDF outside the programme area \*

Category	Current Report	ERDF
Staff costs	0 €	0 €
Office and administration	0 €	0 €
Travel and accommodation	0 €	0 €
External expertise and services	0 €	0 €
Equipment	0 €	0 €
Investments	0 €	0 €
Total	0 €	0 €

Please indicate the expenditure located outside of the eligible (programme) area. Office and administration costs are calculated as 15% of staff costs.

Save and return

Save and proceed to next step

ALL expenditure (whether inside or outside the North Sea Region Programme area) needs to be reported within its budget line, e.g. staff costs, external expertise, equipment. Any of that expenditure that happened outside the NSRP must ALSO be reported here – it will NOT be double counted but it will also not be transferred automatically to this tab. Fact Sheet 18 has more details about what ‘outside the NSRP’ means.

Interreg North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

PROJECT APPLICATIONS

COMMUNICATION

CONFIGURATION

Periodic Reporting: Finances Reports

FDAI / #1, Beneficiary Finances Report for FDA6 Norway

[Edit](#)
[Complete](#)
[Actions](#)

⚠ Please note the following issue(s):

- Nothing has been reported in table 4, Investment expenditure
- Nothing has been reported in table 5, Equipment expenditure

You may still submit your report but it will be noted by the JS.

For your information, the Total reported Expenditure (28.750 €) is not equal to the total reported Funding (14.375 €). The difference is 14.375 €. Please either adjust the expenditures (Investments, Equipment or Expenditures tabs) or the funding sources (under Beneficiary match funding, either Public or Private contribution). You will not be able to submit this report before the two totals are equal.

A submission extension has been approved, the closing date is 10/06/2017.

Workflow: Report completed and locked: ☐ No FLC approval: ☐ No Submitted to LB: ☐ No

Main details

Investments

Equipment

Expenditures

Outside prog. area

Funding

Annexes

Submission

Project FDAI

Reporting Round #1

Reporting level Beneficiary

Beneficiary FDA6 Norway

Report Number 1

Project start date 04/03/2015

Project end date 29/04/2018

Reporting period start 01/11/2016

Reporting period end 05/11/2016

Report contact persons

Beneficiary Managing User: Demo LeadBen @ OMS-LB

Beneficiary Authorised Signatory: Peter Coordinating @ OMS-local-Ben

Beneficiary First Level Controller: John Smith @ FLC-LB

Lead Beneficiary/Managing User: Demo LeadBen @ OMS-LB

It is important to point out that this error – which appears as soon as EUR 1 of expenditure has been entered in any of the expenditure tabs – can be ignored until it is time to fill in the funding tab. It is only pointing out that there is an imbalance in expenditure vs. funding, which will be corrected as soon as funding has been entered in the appropriate part of the funding table.

Interreg  
North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

29:49 HELP Demo LeadBen

HOME

PROJECT IDEAS

- List
- Add new

PROJECT APPLICATIONS

- List
- Contracts
- PLC Designations
- Progress Reports
- Finances Reports

COMMUNICATION

- Announcements
- Messages

CONFIGURATION

- My account
- Shared Access
- Beneficiaries Access

Periodic Reporting: Finances Reports

FDAI / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details Investments Equipment Expenditures Outside prog. area **Funding** Annexes

**Breakdown of funding sources**

Please do not forget to update the numbers under beneficiary match funding (of which public contribution) and / or (of which private contribution). The final number should reflect the same number under programme co-funding ERDF.

**You have not reported any expenditure.**  
You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory.

	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Programme Co-funding Total	372.500 €	0 €	0 €	0 €	0	372.500 €
Programme Co-funding ERDF	0 €	0 €	0 €	0 €	0	0 €
Programme Co-funding equivalent	372.500 €	0 €	0 €	0 €	0	372.500 €
ERDF outside the programme area	0 €	0 €	0 €	0 €	0	0 €
Beneficiary match-funding	372.500 €	0 €	0 €	0 €	0	372.500 €
of which public contribution	372.500 €	0 €	0 €	0 €	0	372.500 €
of which private contribution	0 €	0 €	0 €	0 €	0	0 €
Total Eligible Expenditure	745.000 €	0 €	0 €	0 €	0	745.000 €

Save and return Save and proceed to next step

When the expenditure overview is complete then you can enter match-funding amounts, split between private and public sources.

PLEASE NOTE: When the total is an odd number the system rounds in favor of the programme, so do not be alarmed if there is a 1 Euro difference. For example, if the final amount is EUR 15,755, the programme co-funding will be EUR 7,877 and the beneficiary match funding will be EUR 7,878.



In line with the programme requirements you need to attach an extract from your accounting system for each budget category in which expenditure is being claimed. This document must include a list of individual expenditure items as well as a total amount that corresponds exactly to the amount entered in the report.

As part of the JS's assessment of the report we will have a look at these lists when the project report is received – checking for the consistency between the amounts reported and the attached documentation.

You add an annex by choosing the option in the upper right corner “New”.

Interreg North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

Annexes

Information

Budget category \* **Staff costs**

Title \* Staff costs attachment

File \* **Browse...** Staff costs report #1.docx  
If you have more than one document you would like to upload, please put them in a zip folder and upload the folder.

**Save**

- 1) You choose the budget category
- 2) You give the annex a name
- 3) You upload the file
- 4) And then you press "Save"

## Extract from accounting system – staff costs

<b>Interreg</b> North Sea Region SHARE-North		<b>Budget Line:</b>	<b>Staff Costs</b>
		<b>Beneficiary:</b>	
Financial Year	Staff Member	Staff Costs Claimed	Text
2016			Staff Costs claimed according to EU Regulation No. 481/2016, Article 3 and Interreg NSR Fact Sheet 2 - Staff Costs for staff working full-time on a project. Timeframe: 01.01.2016-31.12.2016
2016			Staff Costs working part-time on project. Timeframe: 01.01.2016-31.12.2016
2015			Staff Costs claimed according to EU Regulation No. 481/2016, Article 3 and Interreg NSR Fact Sheet 2 - Staff Costs for staff working full-time on a project. Timeframe: 01.12.2015-31.12.2015
2015			Staff Costs working part-time on project. Timeframe: 01.12.2015-31.12.2015
		<b>Total</b>	€

The total amount in the annex must be equal to the total reported amount in the OMS. For non-Euro expenditure, the currency conversion rate must also be shown in the annex. Here is an example from the SHARE-North report.



## Extract from accounting system – external expertise and services

interreg North Sea Region ERDF Activity		Budget Line: External Expertise and Services													
Beneficiary:		Invoice Date (in Euros)		Total		Expenditure		Booking Date		Aiding		Expenditure		Meeting Costs	
2016						14		External Expertise and Services				External Expertise and Services		Meeting Costs	
2016						23		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						21		External Expertise and Services				External Expertise and Services		Meeting Costs	
2016						18		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						23		External Expertise and Services				External Expertise and Services		Meeting Costs	
2016						23		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						22		External Expertise and Services				External Expertise and Services		Meeting Costs	
2016						22		External Expertise and Services				External Expertise and Services		Meeting Costs	
2016						14		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						14		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						23		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						16		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						26		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						26		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						22		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						31		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						23		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						21		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						21		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						02		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						26		External Expertise and Services				External Expertise and Services		Meeting Costs	
2016						26		External Expertise and Services				External Expertise and Services		Meeting Costs	
2016						24		External Expertise and Services				External Expertise and Services		Meeting Costs	
2017						22		External Expertise and Services				External Expertise and Services		Meeting Costs	
2018						22		External Expertise and Services				External Expertise and Services		Meeting Costs	
2016						22		External Expertise and Services				External Expertise and Services		Meeting Costs	
2016						16		External Expertise and Services				External Expertise and Services		Communication Materials	
2016						16		External Expertise and Services				External Expertise and Services		Meeting Costs	
2016						22		External Expertise and Services				External Expertise and Services		Meeting Costs	
2016						14		External Expertise and Services				External Expertise and Services		Communication Materials	
Total												External Expertise and Services		Communication Materials	








**VB/NSRP Online Monitoring System**



29:21

HELP

Demo LeadBen

HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICATIONS

List

Contracts

FLC Designations

Progress Reports

Finances Reports

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Shared Access

Beneficiaries Access

Periodic Reporting: Finances Reports

FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home

Periodic Reporting

Finances Reports

FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details

Investments

Equipment

Expenditures

Outside prog. area

Funding

Annexes

Annexes \*

	Budget category	Title	File
 	Staff costs	Staff costs report #1	 20170426135...eport1.docx

Please upload a list of expenditure per budgetline as an extract from your accounting system. The list of expenditure and related amounts should match the totals which you have provided in this report. Any inconsistency between the two will result in a delayed reimbursement.

Save

VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

PROJECT APPLICATIONS

COMMUNICATION

CONFIGURATION

Periodic Reporting: Finances Reports

FDA! / #1, Beneficiary Finances Report for FDA6 Norway

[Edit](#)
[Complete](#)
[Actions](#)

Please note the following issue(s):

- Nothing has been reported in table 4. Investment expenditure
- Nothing has been reported in table 5. Equipment expenditure

You may still submit your report but it will be noted by the JS.

For your information, the Total reported Expenditure (28.750 €) is not equal to the total reported Funding (14.375 €). The difference is 14.375 €. Please either adjust the expenditures (Investments, Equipment or Expenditures tabs) or the funding sources (under Beneficiary match funding, either Public or Private contribution). You will not be able to submit this report before the two totals are equal.

A submission extension has been approved, the closing date is 10/06/2017.

The following parts are missing some information. You need to fill them before being able to submit the form.

Annexes: Annexes

Please provide at least one annex file that contains a list of all expenditure per budget category. The total amount in the annexed file should match the total in the reported expenditure. You cannot submit your report otherwise. Missing annexes: Staff costs

Workflow: Report completed and locked: ☐ No
FLC approval: ☐ No
Submitted to LB: ☐ No

Main details
Investments
Equipment
Expenditures
Outside prog. area
Funding
Annexes
Submission

Project	FDA!
Reporting Round	#1
Reporting level	Beneficiary
Beneficiary	FDA6 Norway
Report Number	1
Project start date	04/03/2015
Project end date	29/04/2018
Reporting period start	01/11/2016
Reporting period end	05/11/2016

If any required information is missing, you will not be able to mark the report as complete. If you see an error message you have to sort out the problem before you can make the report ready for verification by your FLC.

22

**Interreg North Sea Region**  
European Regional Development Fund

**VB/NSRP Online Monitoring System**

Periodic Reporting: Finances Reports  
FDAI / #1, Beneficiary Finances Report for FDA6 Norway

Home > Periodic Reporting > Finances Reports > FDAI / #1, Beneficiary Finances Report for FDA6 Norway

[Edit](#) [Complete](#) [Actions](#)

A submission extension has been approved, the closing date is 10/06/2017.

Workflow: Report completed and locked: ☐ No FLC approval: ☐ No Submitted to LB: ☐ No

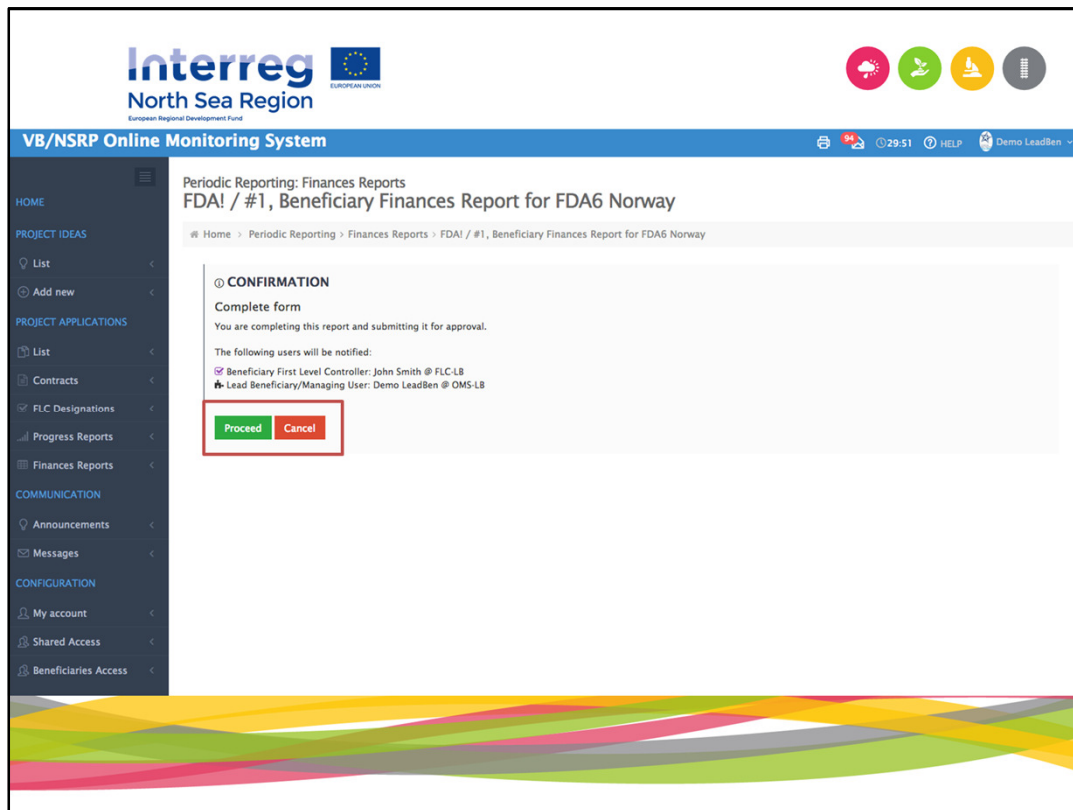
Main details | Investments | Equipment | Expenditures | Outside prog. area | Funding | Annexes | Submission

Project	FDAI
Reporting Round	#1
Reporting level	Beneficiary
Beneficiary	FDA6 Norway
Report Number	1
Project start date	04/03/2015
Project end date	29/04/2018
Reporting period start	01/11/2016
Reporting period end	05/11/2016

Report contact persons

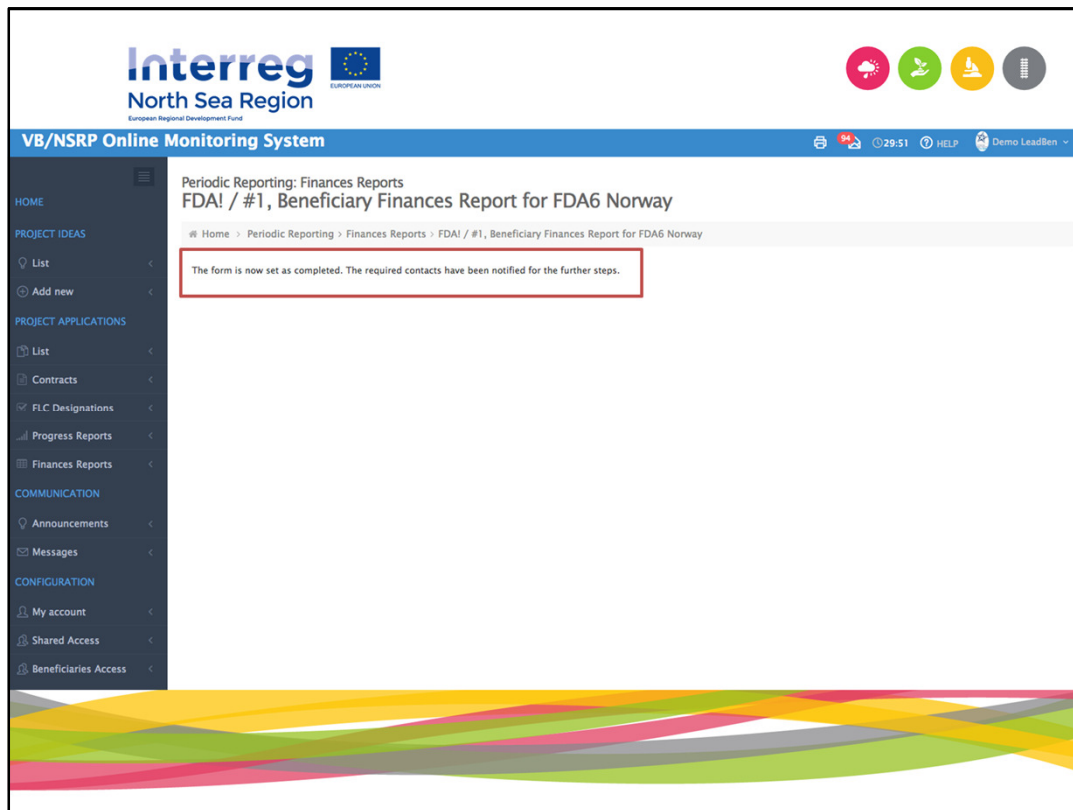
- Beneficiary Managing User: Demo LeadBen @ OMS-LB
- Beneficiary Authorised Signatory: Peter Coordinating @ OMS-local-Ben
- Beneficiary First Level Controller: John Smith @ FLC-LB
- Lead Beneficiary/Managing User: Demo LeadBen @ OMS-LB

When all issues have been resolved you can mark the report as "Complete".



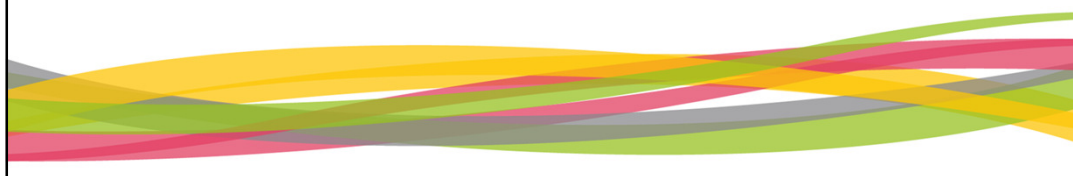
The system will ask you if you are sure that the report is complete. When you can confirm this, press "proceed".





The procedure ends with the notification that "the form is now set as completed. The FLC has been notified to approve it."

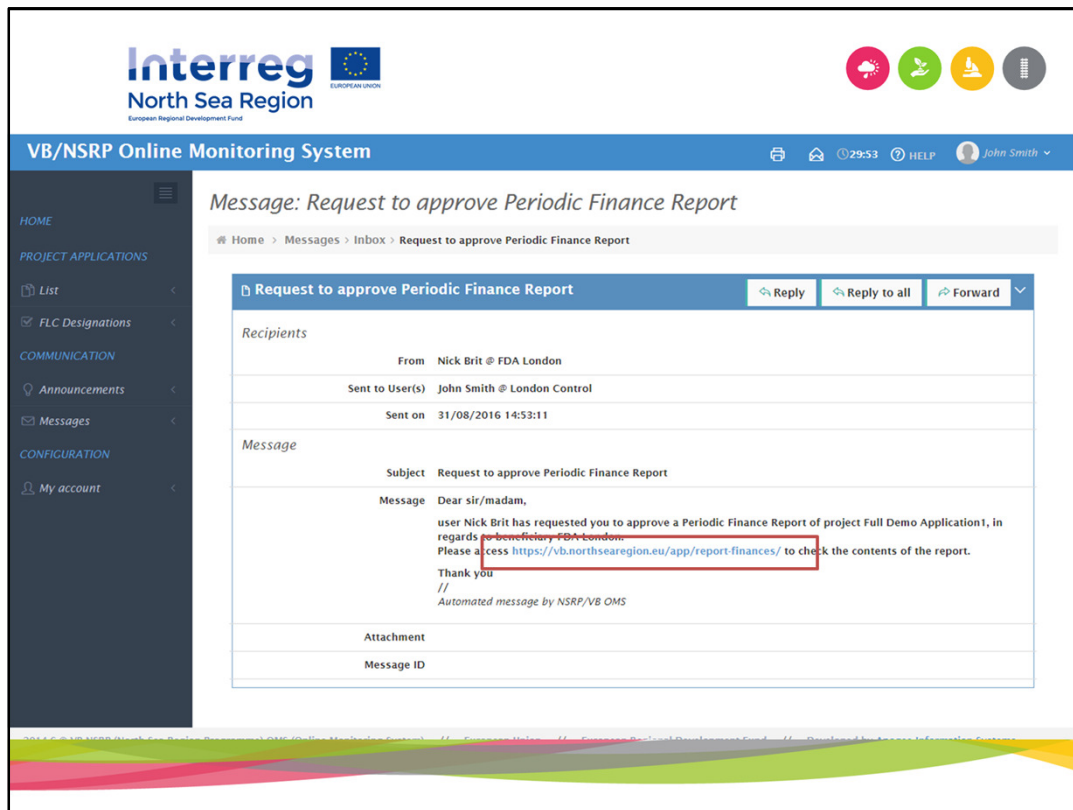
# First Level Control



## Repeating the requirements

- + The beneficiary initiates the designation of the First Level Controller
- + The suggested First Level Controller confirms the content of the designation form and designation checklist
- + The national designation body has to approve (designate) the First Level Controller before access to finance report of beneficiary is granted.





The designated FLC receives a notification when the finance report has been marked as complete from the beneficiary side of the system.

The notification includes a link to the reports completed by the beneficiary.

Interreg North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

29:59
HELP
John Smith

HOME
PROJECT APPLICATIONS
List
FLC Designations
COMMUNICATION
Announcements
Messages
CONFIGURATION
My account

### Periodic Reporting: Finances

Home > Periodic Reporting > Finances Reports

Project	Round	Number / Level / Beneficiary	Locked	FLC Approved	AS Signed	Submitted
FDA!	AA1, March 2016	#1 Project	No	No	No	No
FDA!	AA1, March 2016	#1 Beneficiary: FDA1 Denmark LB	Yes	No	No	No
FDA!	AA1, March 2016	#1 Beneficiary: FDA5 Germany Berlin	Yes	Yes	No	No
FDA!	AA1, March 2016	#1 Beneficiary: FDA7-10 Germany Munich	Yes	Yes	No	No
FDA!	AA1, March 2016	#1 Beneficiary: FDA4 German Coordinating	Yes	Yes	No	No
FDA!	AA1, March 2016	#1 Beneficiary: FDA6 Norway	Yes	Yes	Yes	Yes

2014-6 © VB NSRP (North Sea Region Programme) OMS (Online Monitoring System) // European Union // European Regional Development Fund // Developed by Apogee Information Systems

the FLC can at all times see the status of the individual reports, both the ones which has been completed and the ones which is being drafted.

Interreg North Sea Region  
European Regional Development Fund

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports  
FDA! / AA1, March 2016, Beneficiary Finances Report for FDA1 Denmark LB

Home > Periodic Reporting > Finances Reports > FDA! / AA1, March 2016, Beneficiary Finances Report for FDA1 Denmark LB

FLC Actions

⚠ Taking into account this report, total expenditure is 440.000 €, which means that the Beneficiary has exceeded the maximum eligible expenditure.

Workflow: Report completed and locked: ☒ Yes FLC approval: ☐ No Submitted to LB: ☐ No

Edit FLC Report  
View FLC Report  
Preview FLC Certificate  
Approve Finances Report

Main details Investments Equipment Expenditures Shared Costs Outside prog. area Funding Annexes

Submission



Project	FDA!
Reporting Round	AA1, March 2016
Reporting level	Beneficiary
Beneficiary	FDA1 Denmark LB
Report Number	1
Project start date	04/03/2015
Project end date	29/04/2018
Reporting period start	--
Reporting period end	--

The FLC can now view the entire report which was previously prepared.

Before the FLC can approve the report prepared by the beneficiary the FLC report has to be prepared.

This is done by applying the "edit FLC Report".





**VB/NSRP Online Monitoring System**



29:51

HELP

John Smith

HOME

PROJECT APPLICATIONS

List

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Periodic Reporting: Finances Reports

FDA! / AA1, March 2016, FLC Report for FDA1 Denmark LB

Home

Periodic Reporting

Finances Reports

FDA! / AA1, March 2016, FLC Report for FDA1 Denmark LB

For rules on eligibility of costs please see Fact Sheet 1

Project

FDA!

Finance Report Number

1

Name of controlled project beneficiary

FDA1 Denmark LB

Verification

General methodology \*

☒ Desk-based

☒ On-the-spot

☐ Other

2 are checked, select up to 2

(If 'other') Please describe

Method used for the verification

(if on-the-spot) Start date of on-the-spot verification

2016-11-06

(if on-the-spot) End date of on-

2016-11-10

The FLC report includes a number of predefined sets of information, and a number of questions which actively has to be answered by the FLC before the finance report of the beneficiary can be approved.

Interreg  
North Sea Region  
European Regional Development Fund

EUROPEAN UNION

John Smith

VB/NSRP Online Monitoring System

End of the control work

2019-11-30

Expenditure declared and certified by budget line

Certified expenditure should equal Declared expenditure unless ineligible expenditure was found during verification which has been deducted. These deductions should be described below in the section entitled Findings, Conclusions and Follow up Measures per budget category.

Staff costs	1500000	€ (Only integers numbers accepted, no commas or dots.)
	Declared: 200000 € Difference: -1300000 € Certified in % to declared: 750 %	
Office and administration	250000	€ (Only integers numbers accepted, no commas or dots.)
	Declared: 30000 € Difference: -220000 € Certified in % to declared: 833 %	
Travel and accommodation	50000	€ (Only integers numbers accepted, no commas or dots.)
	Declared: 50000 € Difference: 0 € Certified in % to declared: 100 %	
External expertise and services	100000	€ (Only integers numbers accepted, no commas or dots.)
	Declared: 100000 € Difference: 0 € Certified in % to declared: 100 %	
Equipment	55000	€ (Only integers numbers accepted, no commas or dots.)
	Declared: 60000 € Difference: 5000 € Certified in % to declared: 92 %	
Investments	0	€ (Only integers numbers accepted, no commas or dots.)
	Declared: 0 € Difference: 0 € Certified in % to declared: - %	
Total Expenditure	1955000	€ (Only integers numbers accepted, no commas or dots.)

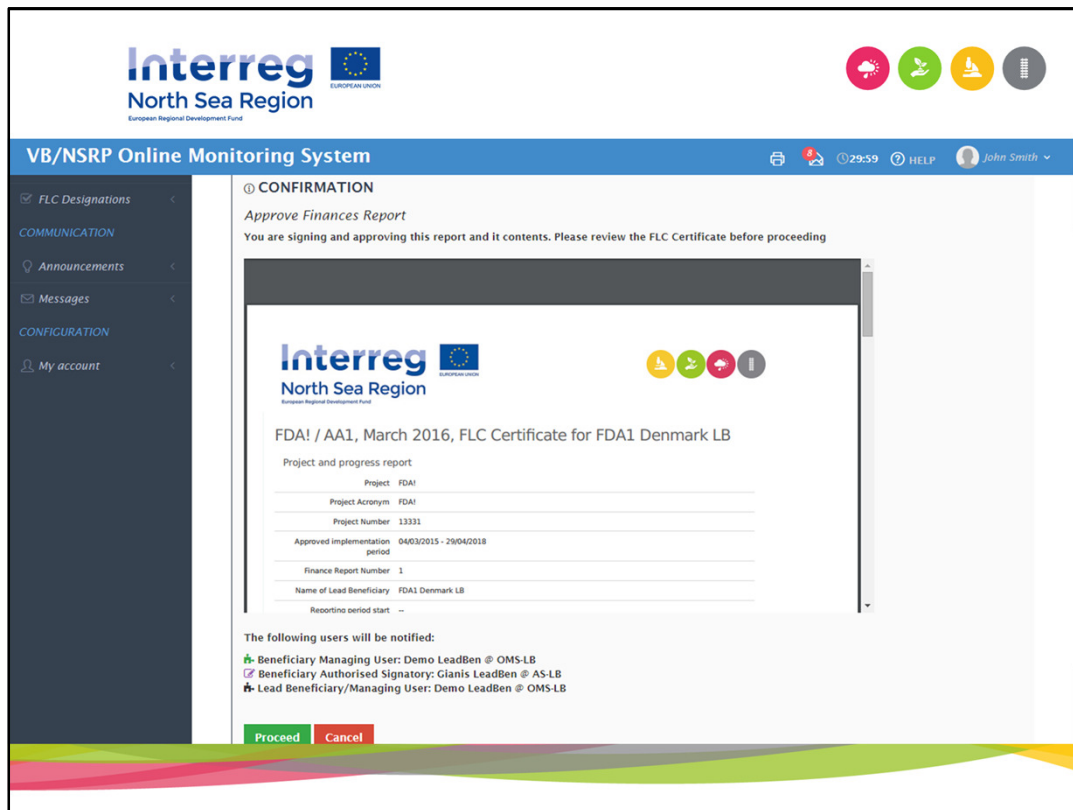
The amounts declared by the beneficiary is visible to the FLC when the report is prepared.

If any discrepancy between the declared and certified amounts the individual cost item has to be explicitly mentioned in the FLC report.



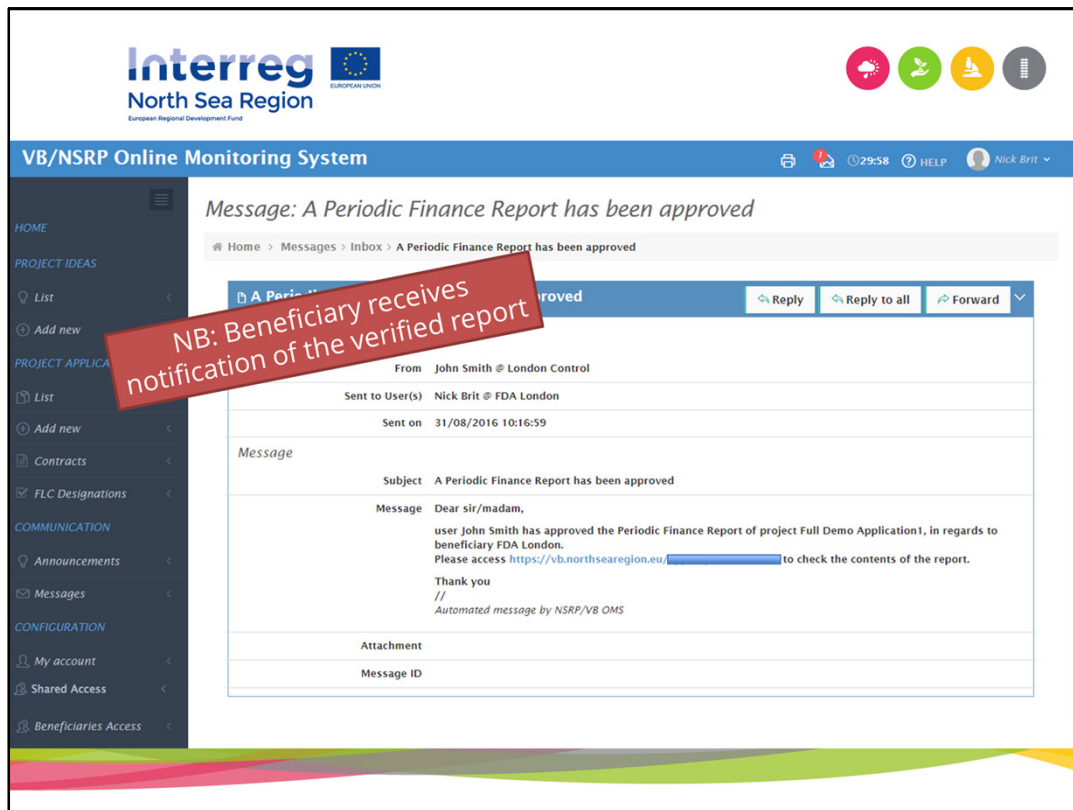
The screenshot displays the 'VB/NSRP Online Monitoring System' interface. At the top, there is a header with the 'Interreg North Sea Region' logo and the European Union flag. Below this, a blue navigation bar contains the system name and user information (John Smith). The main content area is titled 'Periodic Reporting: Finances Reports' and 'FDA! / AA1, March 2016, Beneficiary Finances Report for FDA1 Denmark LB'. A sidebar on the left lists various menu items like 'HOME', 'PROJECT APPLICATIONS', 'COMMUNICATION', and 'CONFIGURATION'. The main content area shows a workflow status: 'Workflow: Report completed and locked: Yes', 'FLC approval: No', and 'Submitted to LB: No'. A red box highlights the 'Approve Finances Report' button in the 'Actions' dropdown menu. Below this, there is a table with project details such as 'Project: FDA!', 'Reporting Round: AA1, March 2016', 'Reporting level: Beneficiary', 'Beneficiary: FDA1 Denmark LB', 'Report Number: 1', 'Project start date: 04/03/2015', 'Project end date: 29/04/2018', 'Reporting period start: --', and 'Reporting period end: --'.

When the FLC report has been finalised you need to go under the menu item "FLC" and press "approve Finance report"



When "approve finance report" has been applied the FLC certificate will be presented in PDF, and below the presented PDF a button to confirm the accuracy of the report is located.

The FLC can also in this picture see who will be informed then the report is approved.



When the FLC approves the beneficiary report a system notification is sent to the managing user of the beneficiary, the beneficiary authorised signatory and the lead beneficiary.

## Important points to keep in mind...

- + When you must report expenditure
- + Rounding
  - + Reported expenditure
  - + Programme funding vs. Beneficiary match funding
- + Expenditure in currency other than Euros
- + Expenditure outside the programme area
- + FLC
  - + Deductions
  - + Beneficiary-level vs. Project-level control

- You must always submit a statement of expenditure with every full and final progress report. In other words, finance reports **MUST** be submitted once a year. However, individual beneficiaries may report zero expenditure in any given report, as long as the reason is justified and explained in the 'expenditure' section of the report and long periods of no expenditure are explained by the LB – except in the final report.
- Itemized lists of expenditure attached in the annex section must include a total amount that corresponds exactly to what is claimed in the reporting form. Rounding must always be down to the nearest whole Euro and it must correspond exactly to what is claimed in the finance report.
- Attachments must clearly identify how your exchange rate has been identified. Fact Sheet 10 provides a link to the website from which you can get the official currency conversion rate at the time the report is submitted to the FLC.
- ALL expenditure needs to be reported within its budget line, e.g. staff costs, external expertise, equipment. Any of that expenditure that happened outside the NSRP must **ALSO** be reported here – it will **NOT** be double counted. Fact Sheet 18 has more details about what 'outside the NSRP' means.
- If budget line total ends in an uneven number, the larger amount will be taken by the beneficiary. For example, if the total expenditure is EUR 15,001, ERDF will be EUR 7500 and beneficiary match funding will be EUR 7501.

- If deductions are made by the First Level Controller and there is no explanation for the deductions, it is your responsibility as the beneficiary to reject the audit report and instruct the First Level Controller to fill in the necessary details. No claim for expenditure will be accepted by the Joint Secretariat unless all deductions are explained.
- As stated in Fact Sheet 24 the First Level Controller of the individual beneficiary carries out the first level control. In addition to this the First Level Controller of the Lead Beneficiary has one more role to perform as he/she checks that there is a First Level Controller certificate in place for the expenditure reported by each partner. The purpose of this exercise is to ensure that first level control has taken place. The First Level Controller of the Lead Beneficiary does not re-control any of the expenditure incurred by other beneficiaries as this would be double work.
- The Lead Beneficiary must ensure that the expenditure reported by all beneficiaries' results from implementing the project and corresponds only to the activities agreed between the partnership and laid out in the approved application. This means that you go through the activities described in the activity report by each beneficiary and see if anything sticks out. The purpose of the exercise is to ensure that your partnership is moving in the right direction. This is not something that involves your First Level Controller as all costs have already been subject to first level control. The FLC must explain any deductions.

## Division of labour

Lead Beneficiary	Beneficiary	First Level Control	Joint Secretariat
<p>Authorised Signatory appointment</p> <p>First Level Control designation</p> <p>Beneficiary report</p> <p>Project report</p> <p>Partnership agreement</p>	<p>Authorised Signatory appointment</p> <p>First Level Control designation</p> <p>Beneficiary report</p>	<p>First Level Control Report</p> <p>Verification of expenditure correctness</p> <p>Explanation of deductions</p>	<p>Reviewing the project progress report</p> <p>Following up on second level control</p> <p>Respond to LB questions</p> <p>Prepare reimbursement documentation for the certifying authority</p>