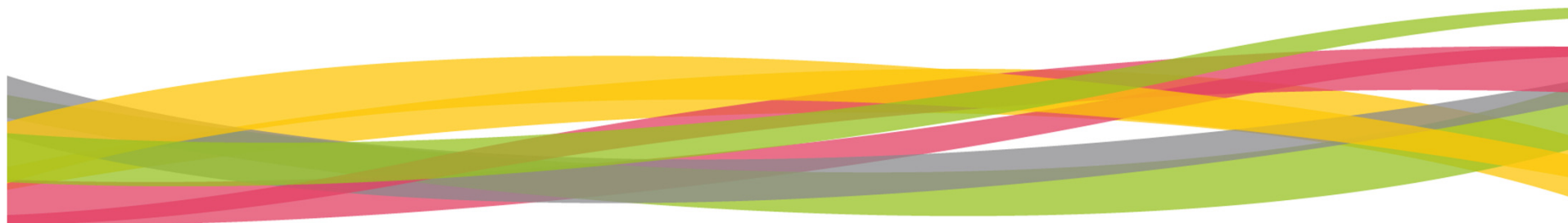


FINANCE REPORTING



AGENDA

- Run through of the finance reporting process, including all tabs in the OMS form
- A step-by-step explanation of what the beneficiary does prior submitting the report to the FLC.
- A repeat of the most important points when filling out the finance report



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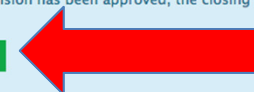
Periodic Reporting: Finances Reports

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Progress Reports

① 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	View	No	No	No	No
	FDAI	#1	#1 Beneficiary: FDA1 Denmark LB	View	No	No	No	No
	FDAI	#2	#2 Project	View	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.

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29:59

HELP



Demo LeadBen

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Actions

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

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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

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⚠ 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.

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.

• **Expenditures:** Explanation for no reported expenditure

Workflow: Report completed and locked: [No](#)
 FLC approval: [No](#)
 Submitted to LB: [No](#)

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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

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
 Contracts <


 FLC Designations <

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 Information in this tab is pre-determined/automated and can not be edited.

Reporting Round #1

Reporting level Beneficiary

Beneficiary FDA6 Norway

Report Number 1

Save and return

Save and proceed to next step

Navigate by using the
two options

Save and return

Save and proceed to next step

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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 *

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Type something


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

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
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
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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 €
	Total	130.000 €	0 €	0 €	0 €	0	130.000 €

Explanations on Investments deviations

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VB/NSRP Online Monitoring System

94 29:49 ? HELP Demo L

Finances Reporting

Report Table	4. Investment expenditure
Investment	Norwegian investment
Total Eligible Budget	130000
Previously Reported	0
Current Report	<input type="text" value="0"/> € (Only integers numbers accepted, no commas or dots.)
Total reported so far	0
% of Total reported so far	0%
Remaining budget	130000

1

2

Save

in the amount of 0 Euros.
ed Signatory.

	Remaining budge
0	130.00
0	130.00

0

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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

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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



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Finances Reporting

Report Table 5. Equipment expenditure

Equipment Ben6

Total Eligible Budget 190000

Previously Reported 0

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

Total reported so far 0

% of Total reported so far 0%

Remaining budget 190000

1

2

Save

in the amount of 0 Euros.
ed Signatory.

Remaining budget

0	190.000 €
0	190.000 €

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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 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 *

B I         

Type something

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

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Finances Reporting

Report Table 3. Expenditure per budget line

Budget Staff costs

Total Eligible Budget 100000

Previously Reported 0

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

Total reported so far 0

% of Total reported so far 0%

Remaining budget 100000

1

2

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 €

Total Eligible Expenditure	745.000 €	0 €	0 €	0 €
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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

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⚠ 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](#)

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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](#)

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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

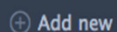


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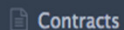


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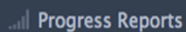
List



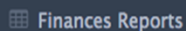
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+ New

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

Budget category	Title	File
-----------------	-------	------

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



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94 29:50 ? HELP Demo LeadBen

Annexes

Information

Budget category *

Title *

File * 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

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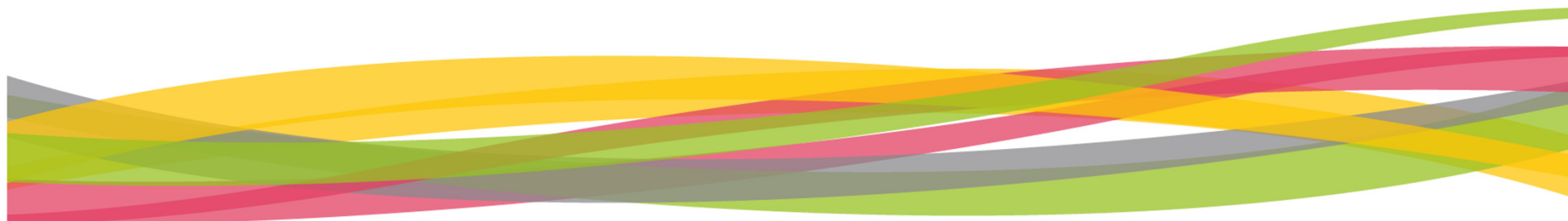
Extract from accounting system – staff costs

Interreg 
North Sea Region
SHARE-North

Budget Line: Staff Costs

Beneficiary: [REDACTED]

Financial Year	Staff Member	Staff Costs Claimed	Text
2016	[REDACTED]	[REDACTED]	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	[REDACTED]	[REDACTED]	Staff Costs working part-time on project. Timeframe: 01.01.2016-31.12.2016
2015	[REDACTED]	[REDACTED]	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	[REDACTED]	[REDACTED]	Staff Costs working part-time on project. Timeframe: 01.12.2015-31.12.2015
	Total	[REDACTED] €	



Extract from accounting system – external expertise and services

interreg North Sea Region ERDF - North Sea		Budget Line: External Expertise and Services		Beneficiary: [REDACTED]					
Payment Year	Period	Finanzposition	Invoice Sum (in Euros)	Text	Kostenstelle	Booking Date	Auftrag	Budget Line	Kategorie
2016						14		External Expertise and Services	Meeting Costs
2016						22		External Expertise and Services	Communication Materials
2016						21		External Expertise and Services	Meeting Costs
2016						18		External Expertise and Services	Communication Materials
2016						23		External Expertise and Services	Meeting Costs
2016						23		External Expertise and Services	Communication Materials
2016						22		External Expertise and Services	Meeting Costs
2016						22		External Expertise and Services	Meeting Costs
2016						22		External Expertise and Services	Meeting Costs
2016						14		External Expertise and Services	Communication Materials
2016						14		External Expertise and Services	Communication Materials
2016						23		External Expertise and Services	Communication Materials
2016						15		External Expertise and Services	Communication Materials
2016						26		External Expertise and Services	Communication Materials
2016						26		External Expertise and Services	Communication Materials
2016						26		External Expertise and Services	Communication Materials
2016						26		External Expertise and Services	Communication Materials
2016						22		External Expertise and Services	Communication Materials
2016						31		External Expertise and Services	Communication Materials
2016						21		External Expertise and Services	Communication Materials
2016						21		External Expertise and Services	Communication Materials
2016						21		External Expertise and Services	Communication Materials
2016						02		External Expertise and Services	Communication Materials
2016						26		External Expertise and Services	Meeting Costs
2016						26		External Expertise and Services	Meeting Costs
2016						24		External Expertise and Services	Meeting Costs
2017						22		External Expertise and Services	Meeting Costs
2018						22		External Expertise and Services	Meeting Costs
2019						22		External Expertise and Services	Meeting Costs
2016						18		External Expertise and Services	Communication Materials
2016						16		External Expertise and Services	Meeting Costs
2016						22		External Expertise and Services	Meeting Costs
2016						14		External Expertise and Services	Communication Materials
		Total							

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Periodic Reporting: Finances Reports




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

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

Annexes *

 New

	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

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[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

① **Workflow:** Report completed and locked: [No](#) FLC approval: [No](#) Submitted to LB: [No](#)

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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

VB/NSRP Online Monitoring System

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
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
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

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 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 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

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
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
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CONFIRMATION

Complete form

You are completing this report and submitting it for approval.

The following users will be notified:

- ☒ Beneficiary First Level Controller: John Smith @ FLC-LB
-  Lead Beneficiary/Managing User: Demo LeadBen @ OMS-LB


Proceed

Cancel

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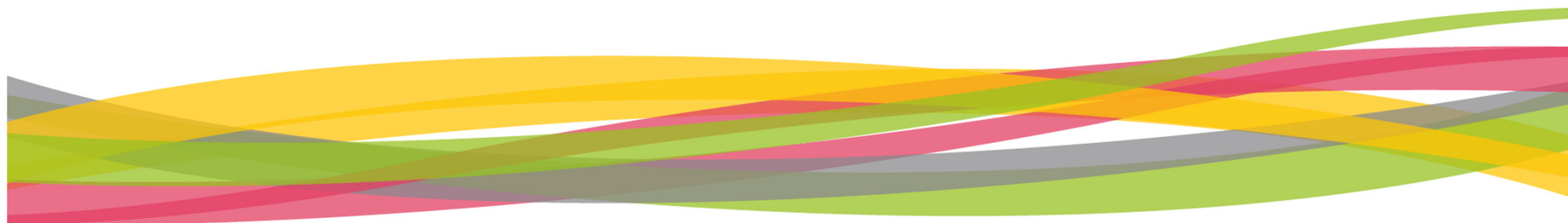
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The form is now set as completed. The required contacts have been notified for the further steps.

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



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>